

Community Emergency Plan for the Parish of Tickton and Routh

Adopted by Tickton & Routh Parish Council
at the meeting held 19 February 2018 (Minute 022/18)

Updated: 5.2.2018
Version 1 (enacted)

TICKTON & ROUTH PARISH COUNCIL EMERGENCY PLAN

Introduction

This plan has been developed by Tickton & Routh Parish Council to enable the community to respond to a major incident/emergency, while they are awaiting the assistance of the Emergency Services and East Riding of Yorkshire Council.

Definition of an Emergency/Major Incident

Any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

Emergencies have no boundaries and could affect the whole of the Parish. Due to the unknown nature of emergencies the Emergency Services, ERYC and other agencies may be overwhelmed resulting in a delayed response to specific areas.

Purpose of the Plan

The plan has been designed to enable the Parish Council to identify the immediate actions, they should consider during an emergency. These actions may assist the community in reducing the negative impacts an emergency can have until further assistance has been received.

Aim of the Plan

The aim of the plan is to increase the short-term resilience of the community to an emergency, by the identification of community procedures.

Objectives of the Plan

- Identify the risks to the community and relevant response actions and providing 'local knowledge' for the Emergency Services
- Relaying information and instructions to the local community
- Ensuring that premises are available for use in the event of an emergency i.e. Village Hall
- Identify resources in the community available to assist during an emergency and establishing a co-ordinating link between the Parish Council and voluntary groups, as necessary
- Provide key contact details for the Parish Council Emergency Team, Key Community Resources, the Emergency Services and Local Authorities

Plan Ownership & Document Control

This Plan and the information within it are private and confidential and should only be released to Members of Tickton & Routh Parish Council or those individuals involved in its implementation. Tickton & Routh Parish Council owns this Plan and its contents and it is their responsibility to ensure it is accurate and up to date.

Reviewing the Plan

This Plan will be reviewed every 4 years, following a Parish Council election. The contact details will be reviewed for accuracy on an annual basis by the Clerk.

Individuals, community groups or businesses with skills and resources to help in an emergency can contact the Clerk to be added to this Plan ☎ 07563 155095 ✉ info@ticktonandrouth.org.uk

Any updates to the Plan, or lessons that have been learned from exercises, should be approved by Tickton & Routh Parish Council before the Plan is changed.

SECTION 1: ACTIVATION

Activating the Plan

This plan should be activated when an incident happens that requires a co-ordinated community response. Any member of the Parish Council / Community Emergency Team may be notified of such an incident, often by the local authority or residents. They should contact the Clerk who will then make contact with **three** members of the Emergency Management Team and gain agreement from them to activate the Community Emergency Plan. The Community Emergency Team will then be brought together to lead the incident response on behalf of the parish council.

Community Emergency Team

In the event of the plan being triggered the following Parish Councillors and members of the community have agreed to form part of the Emergency Team:

- **Cllr Howard Sinkler (Chair)**
- **Cllr Stephen Caley (Vice Chair)**
- **Cllr Richard Lenton**
- **Cllr David Morris**
- **Cllr John Greenwood**
- **Cllr Catherine (Cathy) Oliver**
- **Cllr David Riley**
- **Cllr Antony (Tony) Walker**
- **Cllr Nikki Walker**
- **Cllr George Webster**
- **Cllr Frank Wells**
- **Michelle Middleton (Clerk)**

Incident Room

The Emergency Management Team will usually need to meet during an emergency and agree what is to be done. The following meeting locations have been identified:

Venue No. 1

**Small Meeting Room
Tickton Village Hall
Main Street
Tickton**

How to access

Cllr & Mrs Morris

Venue No.2

**Tickton Grange Hotel
Tickton
HU17 9SH**

Maggy Whymant

SECTION 2: THE RESPONSE

Emergency Team Action Checklist

IN AN EMERGENCY DIAL 999. Follow the Emergency Services advice at all times, and always be aware of your own safety and the safety of those around you.

- Gather as much information about the situation as possible - eg:
 - The location of the emergency.
 - Type of incident.
 - Number of people and/or properties involved.

- The type of support that might be needed (eg moving items upstairs, providing immediate shelter, basic household tasks).
 - Tune into your local radio station for updates.
 - Make contact with the representatives of any responding organisations at the scene.
- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see section 3). Arrange for the Incident Room to be opened as appropriate.
 - Notify the emergency team and request they meet at the nominated location (see section 1).
 - Use the standard agenda to run the meeting. Circulate the Response Aim and Objectives so people know what you are trying to achieve.
 - Decide which local resources should be mobilised initially to support the community.
 - Arrange for the community resources/organisations identified in Section 3 and 4 to be made available as necessary. You might want to give this task to one person within the emergency team to co-ordinate.
 - If there is a representative from the Emergency Services, Council or other responder working your community, please go and introduce yourself and tell them you have activated your community emergency plan.
 - Consider asking for additional members of the community (volunteers) to help with the response, you may have pre-identified community coordinators already. You might want to give this task to one person within the emergency team to co-ordinate. The type of support that would be welcomed changes from emergency to emergency but might include:
 - Helping people move valuable and sentimental items upstairs.
 - Helping deploy any flood protection products they might have.
 - Providing some immediate shelter if people have had to leave their homes.
 - Looking after pets.
 - Providing lifts to family and friends.
 - Doing basic household tasks such as shopping.
 - The Council may be sending update emails to the Emergency Team members. Agree who is going to keep checking their email account and keep monitoring the Council's website.
 - Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected.
 - Help communicate any warning information messages, and recommend that people tune into the local radio station.
 - Decide whether you will offer residents a key telephone number to contact during the emergency.
 - Establish contact with neighbouring Parish/Town Councils and ask for/offer support if appropriate
 - Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (eg not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do.
 - When the immediate risk of the emergency has passed consider what role the Parish Council can play in helping the community recovery. Continue the meetings of the Community Emergency Team, using the Recovery Aim and Objective.

Community Emergency Team

Initial Meeting Agenda

- 1) Introduction of Attendees
- 2) Nominate Lead <>
- 3) Situation Report
- 4) Aim and Objectives of Response
- 4) Actions Required
- 5) Time of Next Meeting

Community Emergency Team

Subsequent Meeting Agenda

- 1) Any Items Requiring Urgent Attention
- BREAK OUT TIME TO ACTION URGENT ITEMS AS AGREED ABOVE
- 2) Update on Situation
 - 3) Review Aim and Objectives
 - 4) Review Outstanding Actions
 - 5) Actions Required
 - 6) Time of Next Meeting

Aim and Objectives of the Community's Emergency Response

Aim: To lessen the effects of the emergency

Objectives:

- To work effectively with multi agency responders
- To use community resources to limit the impact of the emergency on
 - People
 - Property
 - Local Businesses
 - Environment
 - Heritage
- To help vulnerable members of the community
- To engage the resources available from the community and voluntary sector and businesses
- To provide residents with warnings and messages throughout the emergency
- To communicate effectively with all Parish Councillors and Ward Councillors during the emergency
- To ensure health and safety of Parish Council personnel and community responders
- To keep records of the actions taken and decision made during the emergency
- To support residents and businesses to recovery from the emergency

Aim and Objectives of the Community's Recovery Response

Aim: To help people help themselves to recover from an emergency

Objectives

- People:
 - are protected from immediate risks to health and safety and have access to appropriate shelter, basic resources and essential services.
 - feel that their home and property are safe and secure during recovery
 - have access to the information they need to make their own decisions about how they react to the situation
 - know how to access the services that are available to them.
- Essential services, infrastructure and transport networks are brought back into use as soon as practicable.
- Communities are fully involved in the recovery process and are able to make decisions on issues that affect them.
- Businesses have access to their premises and know how to access support available to them.
- Community resources and organisations are providing practical support as appropriate.
- Recovery is well co-ordinated between all responding organisations.

Emergency Equipment	The Parish Council has purchased equipment that may be of use during the response to an emergency.		
	Location	Contents	How to Access
	GL Cullington Field (Container)	3x Shovels 3 x Wheel Barrows	Key holders: 1. Michelle Middleton (Clerk) 2. Ian Brice (Handyman) 3. Emergency Box
Emergency Shelter(s)	Sometimes people will need to evacuate their homes in an emergency. The following facilities have been identified where people can shelter for a few hours until they can return home or make alternative arrangements.		
	Location	How to Access	Capacity
	Village Hall (Main Hall) Main Street Tickton Cooking Facilities: Y Car Parking Arrangements: Y Internet Access: Y	Key holder Cllr David Morris / Celia Morris.	Main Hall: 150-180 (standing)
	All Saints Church Routh Access: Via gate on roadside Cooking Facilities: No separate kitchen; access to portable cooking facilities available Electricity: 3 phase electricity power; standby generator available Heat: Fully centrally heated (electric boiler) and could be supplemented with propane heaters Toilets: No fixed toilet facilities; portable units would need to be provided Car Parking Arrangements: 100 - adjacent grassland/field Internet Access: Available within the range of adjacent property (Cleveland House)	Contact details of key holders in Contact Directory.	100

Additional Emergency Shelter(s)	In the event of a major incident, the following additional emergency shelters have been identified.		
	Location	How to Access	Capacity
	Tickton Grange Tickton HU17 9SH Cooking Facilities: Y Car Parking Arrangements: Y (80+) Internet Access: Y	Key holder Maggy Whymant.	200
Tickton Primary School Main Street, Tickton Cooking Facilities: Y Car Parking Arrangements: Y small car park which can hold 15 - 20 cars if double parked. Internet Access: Y	Key holder Christine Brown.	250	
Emergency transport pick-up point(s)	If the local authority arranges transport to move people to a larger emergency shelter, the following locations have been identified as particularly pick up points:		
	Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority	
	GL Cullington Field Car Park	Main Street, Tickton	
	Lay-by (Near Tickton Grange)	Tickton Plantations, Routh A1035	
Hard Standing / Car Parks etc	The following locations have been identified for the emergency services and other should they need to arrange for plant, vehicles or other resources to be delivered.		
	Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority	
	GL Cullington Field Car Park	Main Street, Tickton	
	Lay-by (Near Tickton Grange)	Tickton Plantations, Routh A1035	

Public Information	The Parish Council will provide regular updates to the public during an emergency, including passing on messages received by other organisations. The following information channels can be used.	
	Information Source	Who can access / update?
	Parish Council Website http://www.ticktonandrouth.org.uk/	Michelle Middleton (Clerk)
	Parish Council Facebook Page All about Tickton Facebook Page	Cllr John Greenwood
	Parish Council Noticeboards: 1) Tickton (Main Street) 2) Hull Bridge Road (near bus shelter) 3) Routh 4) Weel	Michelle Middleton (Clerk)
	Village Hall	Cllr David Morris
	Tickton Post Office	Cllr John Greenwood
Defibrillator locations	The community's defibrillators can be found at these locations. Access to the defibrillator is given by the 999-operator following a 999 call.	
	Location	
	Springdale Farm Shop, Main Street, Tickton	
	Tickton Village Hall, Main Street, Tickton	
	Kembali, Weel Road, Weel HU17 0SQ	
	BATA, Hull Bridge Road, Tickton	
	Nags Head, Hornsea Rd, Routh, HU17 9SL	

Salt Bin Locations	East Riding of Yorkshire Council and the Parish Council has provided salt bins for general use by individuals on the footpaths of the Parish.
	Location
	<p><u>Parish Council Owned Salt Bins (Green)</u></p> <ul style="list-style-type: none"> • Tickton – Main Street - East Side Entrance • Tickton – Main Street – West Side Entrance • Tickton – Main Street – Near School • Routh – Park View – East Side Entrance • Hull Bridge Road (Near bus shelter) <p><u>East Riding of Yorkshire Council Owned Salt Bins (Yellow)</u></p> <ul style="list-style-type: none"> • Tickton – Main Street – Near Village Hall • Tickton – Carr Lane/Main Street Junction • Weel Road – Near Crown & Anchor Public House • Hull Bridge – West side of footbridge • Weel – Near Chapel farm • Weel – Near Village Noticeboard

SECTION 4: COMMUNITY RESOURCES	
1. Community Groups / Church Groups / Local businesses that have offered to help in an emergency	
Group / organisation / business	Support Offered
Women’s Institute	Refreshments and other support as needed
2. Residents that have offered to help in an emergency	
Name	Support Offered
Amy Leathley	Basic life support, resuscitation with defibrillator, basic first aid, access to car transport
June Agius	basic life support, resuscitation with defibrillator, basic first aid, access to car transport
Jim Harbidge and Clare Harbidge	Emergency support contact for the village of Weel

SECTION 5: VULNERABLE PEOPLE

Community Coordinators / Area Wardens

Often a person is not vulnerable until they are affected by an emergency and it may be necessary to send people into an area to door knock, or simply to have a visible presence so that people can ask them for help. If this was required, members of the emergency team or other volunteers would act as Area Wardens and be asked to visit the areas below.

Area to be Covered	Name of Warden (leave blank if to be allocated at the time of the emergency)

SNOW CLEARANCE

1) SCOPE OF ARRANGEMENTS

The snow clearance activities set out in this plan are those to be carried out under the current insurance conditions. They will be carried out on a best endeavours basis, subject to resources being available.

2) COMMUNITY PREPAREDNESS

The Parish Council will act on information to ensure an adequate supply of salt in Parish salt bins in readiness for adverse weather subject to its availability from ERYC.

The Parish Council will purchase some suitable snow clearance equipment.

3) ROADS TREATED BY EAST RIDING OF YORKSHIRE COUNCIL

The following roads are on the East Riding of Yorkshire Council Precautionary Network:

- A1035 – Beverley to Bridlington Road
- Main Street, Tickton
- Meaux Road, Routh

The following roads are on the East Riding of Yorkshire Council Secondary Network

- Weel Road from junction at Main Street, Tickton to Recycling Facility

4) RESOURCES FOR SNOW CLEARANCE

The Parish Council has identified the following resources for use during snow clearance activities:

Resource	Location	To borrow contact:
3 x Shovels	Container – GL Cullington Field	1. Michelle Middleton, Clerk 2. Ian Brice, Handyman
3 x Wheelbarrows		
Salt Bins		
Parish Council Owned Salt Bins (Green)		
	<ul style="list-style-type: none"> • Tickton – Main Street - East Side Entrance • Tickton – Main Street – West Side Entrance • Tickton – Main Street – Nr School • Routh – Park View – East Side Entrance • Hull Bridge Road (Near bus shelter) 	
East Riding of Yorkshire Council Owned Salt Bins (Yellow)		
	<ul style="list-style-type: none"> • Tickton – Main Street – Nr Village Hall • Tickton – Carr Lane/Main Street Junction • Weel Road – Nr Crown & Anchor Public House • Hull Bridge – West side of footbridge • Weel – Nr Chapel farm • Weel – Nr Village Noticeboard 	

ROLE OF PARISH COUNCIL

The Parish Council has acted to provide additional salt bins and to purchase equipment for general use by individuals on the footpaths of the Parish.

The Parish Council will also publish all advice from East Riding of Yorkshire Council that may be useful to residents as it becomes available on its website www.ticktonandrouth.org.uk.

1) ADVICE ON WELFARE CONSIDERATIONS

Residents undertaking snow clearance should ensure that they

- have ready access to suitable equipment e.g. shovel, rock salt, sack-barrow / wheel barrow, mobile phone
- have adequate protective clothing to ensure that they remain warm and safe; this might include hats, gloves with a good grip, safety boots and high visibility padded jackets. There are shoe grips on the market that provide extra purchase during icy condition. It is better to wear several layers of clothing to maintain body heat, rather than one thick layer. Wear a hat - up to half of your body heat is lost through your head.
- take appropriate breaks in a warm place, using the opportunity to have a hot drink and dry their clothing.
- remain fit and well and are not suffering from the effects of the weather.
- Remove all hand tools / resources from footpaths at the end of the exercise and return all equipment borrowed from the Parish Council to the pre-arranged place.

Appendix X- Map of Parish



Tickton and Routh Parish Council

Emergency Information

Defibrillator location:

- **Springdale Farm Shop**, Main Street, Tickton
- **Tickton Village Hall**, Main Street, Tickton
- **Kembali**, Weel Road, Weel HU17 0SQ
- **BATA**, Hull Bridge Road, Tickton
- **Nags Head**, Hornsea Rd, Routh, HU17 9SL

Your community emergency shelter:

- **Village Hall (Main Hall)**
- **All Saints Church, Routh**

In the event of a major incident your additional emergency shelters include:

- **Tickton Grange Hotel**
- **Tickton Primary School**

Your evacuation (transport pick up) point:

- **GL Cullington Field Car Park, Main Street, Tickton**
- **Tickton Plantations Lay-by (East of Tickton Grange)**

USEFUL TELEPHONE NUMBERS

Fire Service, Police, Ambulance & Coastguard	999
Anglian Water	03457 145 145
East Riding of Yorkshire Council	01482 393939
Electricity Emergency Service & Supply Failure	105
Environment Agency Floodline	03459 88 11 88
Fire Service – non-emergency	01482 565333
Gas Emergency Service & Gas Escapes	0800 111 999
Hull City Council	01482 300300
NHS – non-emergency	111
North East Lincolnshire Council	01472 313131
North Lincolnshire Council	01724 297000
Police – non-emergency	101
Severn Trent Water	0800 783 4444
Tickton & Routh Parish Council	07563 155095
Yorkshire Water	08451 24 24 24

If you are advised to evacuate your home by the emergency services:

- Turn off electricity, gas and water supplies and unplug appliances.
- Take your mobile phone and charger.
- Take some spare clothes.
- Take prescribed medication with them.
- Take cash and credit cards.
- Lock all doors and windows.
- If possible, take your pets with you. Otherwise, make sure they are somewhere safe with food & water.

If you leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions - **Radio Humberside – 95.9 FM**

Michelle Middleton (Clerk)

 **07563 155095**

 info@ticktonandrouth.org.uk

 www.ticktonandrouth.org.uk