

PUBLIC COPY

Community Emergency Plan for the Parish of Tickton and Routh

Adopted by Tickton & Routh Parish Council
at the meeting held 18 November 2019 (Minute 181/19)

Level Two
Last Updated: 18.11.2019
Review date: 20.07.2020
Public Version 1

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 (July) 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 I: PLAN ACTIVATION

Activating the Plan

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. In the event that the Clerk is not available, contact should be directed to the Chairman or Vice-Chairman. The Community Emergency Team will then be brought together to lead the incident response on behalf of the parish council. The Community Emergency Team includes;

- Cllr Howard Sinkler (Chair)
- Cllr Stephen Caley (Vice Chair)
- Cllr Mark Fogarty
- Cllr James Hadley
- Cllr Richard Lenton
- Cllr Dan Mathison
- Cllr Cathy Oliver
- Cllr Dave Riley
- Cllr Nikki Walker
- Cllr Tony Walker
- Cllr Frank Wells
- Michelle Middleton (Clerk)

Emergency Management 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:

Name	Address	Telephone	E-mail
Michelle Middleton Clerk		(M) 07563 155095	info@ticktonandrouth.org.uk
Cllr Howard Sinkler	Contact details available on full Emergency Plan		
Cllr Stephen Caley			
Cllr Mark Fogarty			
Cllr James Hadley			
Cllr Richard Lenton			
Cllr Dan Mathison			
Cllr Cathy Oliver			
Cllr David Riley			
Cllr Nikki Walker			
Cllr Tony Walker			
Cllr Frank Wells			

SECTION 2: EMERGENCY TEAM ACTION CHECKLIST

<DELETE AS NECESSARY>

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 & 3](#))
- If the emergency has the potential to be drawn out consider putting in place a rota for all the roles involved. It is important to make sure people don't over work themselves during an incident as this can easily happen.
- Use the standard agenda to run the meeting. Circulate the Response Aim and Objectives so people know what you are trying to achieve. (see [Section 4](#))
- Decide which local resources should be mobilised initially to support the community. You might want to give this task to one person within the emergency team to co-ordinate.
- Notify the following, as appropriate:
 - Ward Members
 - Neighbourhood Watch Group
 - Women's Institute
- If there is a representative from the Emergency Services, Council or other responder working in 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. (see [Section 3](#))
 - Help communicate any warning information messages, and recommend that people tune into the local radio station.
 - Keep the public message boards and any social media sites (Facebook, Twitter, etc.) used up to date with the latest information.
 - Decide whether you will offer residents a key 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. (see [Section 4](#))

SECTION 3: PARISH RESOURCES

<DELETE AS NECESSARY>

Meeting Venue(s)

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	How to access	Contact Details
Small Meeting Room Tickton Village Hall Main Street Tickton	Contact details available on full Emergency Plan	
Tickton Grange Hotel Tickton HU17 9SH		

Emergency Box location and contents

The Parish Council has prepared an emergency box to help the Emergency Management Team function in an emergency.

Location	Contents	How to Access	Contact Details
Tickton Village Hall Main Street Tickton Locked kitchen cupboard	<i>Emergency plan (Public version)</i> <i>Street map</i> <i>Paper, pens, highlighters, clipboards,</i> <i>Wind up/ battery torch and radio</i> <i>Mobile chargers (universal)</i> <i>Flip chart paper and pens</i> <i>First Aid kit</i> <i>Hi-Vis Vests</i>	Contact details available on full Emergency Plan	
All Saints Church Routh	<i>As above</i>		
All Saints Church Routh			
All Saints Church Routh			
All Saints Church Routh			

Emergency Equipment/Resources

The Parish Council has purchased equipment that may be of use during the response to an emergency.

Location	Summary of Contents	How to access	Contact Details
GL Cullington Field (Container)	3x Shovels 3 x Wheel Barrows	Key holders: 1. Michelle Middleton (Clerk) 2. Ian Brice (Handyman)	(M) 07563 155095 (E) info@ticktonandrouth.org.uk Contact details available on full Emergency Plan

SALT BINS

Parish Council Owned Salt Bins (Green)

- Tickton – Main Street - East Side Near bus shelter
- Tickton – Main Street – West Side Entrance
- Tickton – Main Street – Near School
- Routh – Park View – East Side Entrance
- Hull Bridge Road (Near bus shelter)
- Weel – Weel Road (near allotments)

East Riding of Yorkshire Council Owned Salt Bins (Yellow)

- 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

Community 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	Capacity	How to Access	Contact Details
Village Hall Main Street Tickton (Main Hall)	150-180 (standing)		Contact details available on full Emergency Plan

Facilities:

Cooking Facilities: Y Car Parking Arrangements: Y Internet Access: Y

All Saints Church Routh	100	Contact details available on full Emergency Plan
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Facilities:

Access: Via gate on roadside

Cooking Facilities: N 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)

Additional Emergency Shelters; In the event of a major incident, the following additional emergency shelters have been identified.

Tickton Grange Hotel	200	Contact details available on full Emergency Plan
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Facilities:

Cooking Facilities: Y Car Parking Arrangements: Y (80+) Internet Access: Y

Tickton Primary School	250	Contact details available on full Emergency Plan
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Facilities:

Cooking Facilities: Y Car Parking Arrangements: Y small car park which can hold 15 - 20 cars if double parked. Internet Access: Y

Emergency transport pick-up point(s)

If the local authority arranges transport to move people to larger emergency shelters, 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?	Contact Details
Parish Council Website: https://www.ticktonandrouth.org.uk/	Michelle Middleton (Clerk)	(M) 07563 155095 (E) info@ticktonandrouth.org.uk
Community Social Media Facebook Page 'All About Tickton'	Michelle Middleton (Clerk)	(M) 07563 155095 (E) info@ticktonandrouth.org.uk
Parish Council Noticeboards: 1) Tickton (Main Street) 2) Hull Bridge Road (near bus shelter) 3) Routh 4) Weel	Michelle Middleton (Clerk)	(M) 07563 155095 (E) info@ticktonandrouth.org.uk
Village Hall Noticeboards	Contact details available on full Emergency Plan	
Post Office/Village Shop Noticeboards		

Defibrillator location(s)

The community's defibrillators can be found at these locations. Access to the defibrillator is usually given by the 999-operator following a 999 call, rather than being mobilised by the Community Emergency Team.

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

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 resources for use during snow clearance activities (See Section 3)

1) 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.

2) GENERAL ADVICE ON SNOW CLEARING

- The aim of the snow clearing is to make the situation better and safer when finished than it was before you started.
- It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So, if possible, start removing the snow in the morning.
- When you're shovelling snow, make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides. Take care where you put it so it doesn't block paths or drains.

- Do not pile up snow where it will block or obstruct the footpath, access to property or road in any way. It may be necessary to remove any resulting accumulations of snow.
- Spread salt on the area you have cleared of snow to prevent the residual film icing over.
- Salt is very effective and requires only a small amount spread over a wide area to stop ice forming, all types of salt are effective for example dishwasher or even table salt works well when treating household paths and drives.
- If you have a pedestrian salt spreader, the following rates could be used:

Freezing conditions	10-20 g/m ²
Freezing conditions expected after rain	15-25 g/m ²
Freezing conditions and / or light snow expected	15-25 g/m ²
Continuous snow expected	20g/m ²
Ice Formed	10-25 g/m ²
Hard packed / snow ice	20-40 g/m ²
Snow cover exceeds 30mm	20-40 g/m ²

- Salt doesn't work instantly; it needs sufficient time to dissolve into the moisture on the ground. You can use rock salt, ordinary table or dishwasher salt - a tablespoon for each square meter you clear should work. If you don't have enough salt, you can also use a grit and salt mix. This is particularly helpful on snow that is starting to compress, as it helps to provide better grip under foot. Sand or ash can also be used for this.
- Avoid using hot water as it may freeze and make the situation more hazardous.

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.

SECTION 4: STANDARD MEETING AGENDA & AIM AND OBJECTIVES

Emergency Management Team

Initial Meeting Agenda

- 1) Introduction of Attendees
- 2) Nominate Chair of Emergency Management Team
- 3) Situation Report
- 4) Agree Aim and Objectives of Response
- 5) Actions Required to Meet Aim and Objectives
- 6) Time of Next Meeting

Emergency Management 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 to Meet Aim and Objectives
 - 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 our delivery partners, town and parish councils, 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 take 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.

SECTION 4: CONTACT DIRECTORY
(to be reviewed annually)

Ward Councillors

Name	Address	Telephone	E-mail
Cllr Kevin Beaumont	Contact details available on full Emergency Plan		
Cllr Bernard Gateshill			
Cllr Pauline Greenwood			

Neighbouring Town and Parish Councils

Name	Address	Telephone	E-mail
Beverley Town Council	Contact details available on full Emergency Plan		
Leven Parish Council			

Community Resource

Name	Address	Telephone	E-mail
Parish Council Handyman – Support as needed			
Ian Brice	Contact details available on full Emergency Plan		
Women’s Institute - Refreshments and other support as needed			
Contact details available on full Emergency Plan			
Volunteers - Basic life support, resuscitation with defibrillator, basic first aid, access to car transport			
Contact details available on full Emergency Plan			
Contact details available on full Emergency Plan			
Volunteers – Emergency support contact for the village of Weel			
Contact details available on full Emergency Plan			

Organisation contact details

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
Yorkshire Water	08451 24 24 24

Last reviewed November 2019

MAP OF PARISH



PLAN PUBLICATION AND INFORMATION

Plan Publication

Electronic copies of this plan have been e-mailed to:

- [<heps@eastriding.gov.uk>](mailto:heps@eastriding.gov.uk)
- **Tickton & Routh Parish Council Councillors**

The original electronic version of this plan is kept at:

- **Tickton & Routh Parish Council C/o Three Gables, 260 Hull Bridge Road, Tickton HU17 9RT**

Backup electronic versions of this plan are kept at:

- **As above.**

A web version of the plan **with the confidential information removed** has been posted on www.ticktonandrouth.org.uk for public information.

Plan Maintenance

The plan should be reviewed every year at July Parish Council Meetings. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). The Clerk will have responsibility for reviewing the emergency plan and should report back the Parish meeting to confirm that a review has taken place.

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

The Clerk is responsible for providing an updated version of the plan to all those listed in Section I.

Data Protection

This plan will contain personal information once complete. Parish Councils should follow their data protection procedures when completing, maintaining and storing this plan.

Tickton and Routh Parish Council

Emergency Information

(Noticeboards/Website)

Defibrillator locations:

- **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 is:

- **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)**

Organisation contact details

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
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