

# HUTTON CRANSWICK PARISH COUNCIL

## COMMUNITY EMERGENCY PLAN

### Updates

1. 22<sup>nd</sup> March, 2017 (17/073).
2. 21<sup>st</sup> November, 2019 – Section 6 – includes current list of Parish Councillors.

In the event of an emergency of any sort it is a well recognised fact that the first response is often unfortunately disorganised; however is also recognised as the time when the most can be done to limit the effect on both people and their environment. Too often by the time the recognised authorities have taken charge the majority of the harm is already done; and their role is reduced to rectifying damage not preventing it. The Hutton Cranswick Parish Council Community Emergency Plan is designed to bring some sort of organisation to the First Response in what would otherwise be a somewhat chaotic situation. Based on a template issued by the East Riding of Yorkshire Council it is designed to operate in the following manner.

In the event of a perceived emergency the first steps a member of the public recognising such must take is to contact a member of the Emergency Team or in the event of this being impossible any member of the Parish Council. At this point it must be recognised that the public are not prevented from contacting the emergency services themselves if they deem it advisable. The Emergency Team member(s) will then evaluate the situation and if felt appropriate activate the plan. This may amount to as little as confirming contact with the correct emergency service or as much as a full-scale evacuation of the affected area. At the first viable opportunity control of any situation will pass to the recognised emergency services, or the East Riding of Yorkshire Council. That is however not to say that any command structure set up by the Emergency Team may not be utilised by recognised authority if they think fit.

If evacuation of said area is deemed a possibility then a warning sign will be given by an INTERMITTENT signal on portable sirens. In the event of evacuation being deemed advisable then a CONTINUOUS siren signal will be given. Both these instructions are reiterated on the advice card issued to parishioners.

In the event of evacuation of the affected area then the reception zone for both villages will be the school in Cranswick; only in the event of this being unusable or access from Hutton rendered impossible will the Sports and Recreation Building on Rotsea Road be utilised as a back-up site.

It may be that once within the reception zone certain members of the public will be co-opted to specific tasks. It is hoped that the remainder will respect their function whilst at the same time restricting their own movements; thus enabling a check to be kept on their whereabouts.

# **SECTION 1:**

## **ACTIVATION**

### **WHEN WILL THE PLAN BE ACTIVATED**

This plan will be activated when a member of the Parish Council considers it necessary to take action in response to an incident, and when action cannot be taken effectively without triggering the arrangements outlined in this document.

### **RESPONSIBILITY FOR ACTIVATING THE PLAN**

The following can activate the Plan:

<b><u>Name of Councillor</u></b>	<b><u>Address</u></b>	<b><u>Contact Number</u></b>	<b><u>Contact Number</u></b>
Ian Sibley-Calder	5 Station Road, Cranswick,		07770 632893
Steve Richardson	67 Main Street, Cranswick.	01377 270248	07801 230394
Rich Swan	1 Orchard Lane, Hutton.	01377 202184	07711 623967

### **HOW WILL THE PLAN BE ACTIVATED**

This plan will be activated when one of the persons listed above decides that the plan should be triggered, and begins to follow the initial actions checklist in Section 2.

## **SECTION 2:**

# **INITIAL ACTIONS**

### **INITIAL ACTIONS**

Gather as much information about the situation as possible. Make contact with the Emergency Services / East Riding of Yorkshire Council if they are involved in the incident.

Should the Emergency Team consider it necessary they will deploy cars/vehicles with sirens/loudhailers to alert the affected areas of the community.

Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see section 3).

Consider whether you need to gather the Parish Emergency Team (see section 3).

Arrange for contact to be made with the vulnerable members of community identified in Section 5 as appropriate and arrange for advice / assistance to be offered.

Arrange for the community resources / organisations identified in Section 4 to be made available as necessary.

Consider whether any additional members of the community need to be involved.

If possible man the source area and set up communications with Emergency Team for situation reports until the official emergency services arrive on the scene

# **SECTION 3:** **PRE-PLANNING** **TO AID THE RESPONSE**

## **EMERGENCY TEAM**

In the event of the plan being triggered the following members of the Parish Council have agreed to form part of the emergency team who will help to mitigate the effects on the community, should they be available and in the area.

### **Members of the Parish Council's Emergency Team:**

<b><u>Name of Councillor</u></b>	<b><u>Address</u></b>	<b><u>Contact Number</u></b>	<b><u>Contact Number</u></b>
Steve Richardson	67 Main Street, Cranswick.	01377 270248	07801 230394
Rich Swan	1 Orchard Lane, Hutton.	01377 202184	07711 623967

## **INCIDENT ROOM**

If an emergency team is brought together, it has been agreed that they will meet in one of the following location(s):

### **Emergency Location Priority**

<b><u>Choice</u></b>	<b><u>Location</u></b>	<b><u>Contact Number</u></b>
1 <sup>st</sup> Choice	Hutton Cranswick CP School	01377 270482
2 <sup>nd</sup> Choice	Sports and Recreation Building	01377 270247

## **EMERGENCY BOX**

An Emergency box is available at the emergency locations. The box contains:

1. Copy of this Emergency Plan
2. Street Map of Hutton Cranswick
3. Parish map
4. Marker Pins
5. Community Emergency Preparedness Plan
6. Register of Electors
7. Emergency Centre Movement Record
8. Pencils
9. Pencil sharpener
10. A4 writing pad

## SECTION 4:

### COMMUNITY RESOURCES

Vehicles and Equipment available for use during an emergency

<u>Resources available</u>	<u>Contact Name</u>	<u>Contact Number(s)</u>
Tractor; trailers; front end loaders	Russ Thompson -	01377 270278 – 07753 134146
4 x 4 all-terrain vehicles	Graham Thompson –	01377 270193
Tractor; trailers; front end loaders	Jonathan Fry	
Tractor; trailers; front end loaders	Charlie Hall	
Tractor; trailers; front end loaders	Andrew Thompson	
Tractor; trailers; front end loaders	John Scholey	
Tractor; trailers; front end loaders	Wilkinson	

People with a special skill or Organisations who could help during an emergency

<u>Resource available</u>	<u>Contact Name</u>	<u>Contact Number(s)</u>
Medical support (Doctor)	Dr. Sigurd	
Medical support (Doctor)	Dr. Michael Hardman	
Medical support (Doctor)	Dr. Robin Freeman	
Medical support (Doctor)	Dr. Paul Longdon	
Medical support (Children's Nurse)	Anita Shipley	
Medical support (Nurse)	Kate Sibley-Calder	
Comfort/Support	Rev Hilary Boon	
Comfort/Support	Mrs Richardson (WI)	

All the above people who have offered their vehicles, equipment and services have done so on a purely voluntary basis.

Hutton Cranswick Parish Council would welcome anyone who would be willing to offer their services in the event of an emergency. If you think you would like to help during an emergency then please contact any member of the Hutton Cranswick Parish Council.

**SECTION 5:**  
**VULNERABLE PEOPLE**

Vulnerable members of the Community who may need particular help during an emergency

Please contact: The Bridlington South and North Holderness Care Team:-

Duty Officer: xxxxxx

Only the following named Emergency Team personnel to call the duty officer:

<b><u>Name of Councillor</u></b>	<b><u>Address</u></b>	<b><u>Contact Number</u></b>	<b><u>Contact Number</u></b>
Steve Richardson	67 Main Street, Cranswick.	01377 270248	07801 230394
Rich Swan	1 Orchard Lane, Hutton.	01377 202184	07711 623967

## SECTION 6:

### EMERGENCY CONTACT DETAILS

#### Members of the Parish Council's Emergency Team

<u>Name of Councillor</u>	<u>Address</u>	<u>Contact Number</u>	<u>Contact Number</u>
Steve Richardson	67 Main Street, Cranswick.	01377 270248	07801 230394
Rich Swan	1 Orchard Lane, Hutton.	01377 202184	07711 623967

#### Parish Councillors

<u>Name</u>	<u>Address</u>	<u>Home</u>	<u>Mobile</u>
Alderton Richard	11 Southgate, Cranswick, Driffield, East Yorkshire, YO25 9QX	01377 271848	07802 565879
Kelly Joanne	13 Southgate, Cranswick, Driffield, East Yorkshire, YO25 9QX	01377 270737	07984 397388
Lock Martin	<i>Details of interest withheld under Section 32(2) Localism Act 2011</i>	01377 271329	
Poolford John	1 Keldgarth, Sheepman Lane, Cranswick, Driffield, YO25 9RJ	01377 270539	
Richardson Stephen	Sunnyside, 67 Main Street, Cranswick, Driffield, YO25 9QN	01377 270248	
Sibley-Calder Ian	5 Station Road, Cranswick, Driffield, YO25 9QZ		07770 632893
Simpson Gina	57 Main Street, Cranswick, Driffield, YO25 9QN	01377 270173	
Swan Richard	1 Orchard Lane, Hutton, YO25 9PZ.	01377 202184	07711 623967
Teare Melvyn	Octon House, 14 The Green, Cranswick, YO25 9PD	01377 270187	
Thompson Russell	Scurf Dyke Farm, Hutton Cranswick, Driffield, East Yorkshire, YO25 9RD.	01377 270278	07753 134146
Wilkinson Kelly	Corpslanding Holme Farm, Hutton Cranswick, East Yorkshire, YO25 9QF		07890 548787
Wilson Andrew	4, Piper Road, Hutton, Driffield, East Yorkshire, YO25 9YY	01377 270908	

#### External Contact Details:

<u>Name</u>	<u>Contact Number</u>
Fire , Police, Ambulance and Coastguard	999
Police Non-Emergency Number	101
NHS Direct	111
East Riding of Yorkshire Council	01482 393939
Environment Agency (damage or danger to the natural environment e.g. – pollution, poaching, risks to wildlife, fish in distress, illegal dumping of hazardous waste)	0800 80 70 60
All Gas Leaks	0800 111 999
Yorkshire Water is usually responsible for sewer drains in the roads and blocked	0845 124 24 24

#### Flooding Contact Numbers

Environment Agency: trained operators are available 24 hours a day seven days a week and can provide immediate practical advice on flood risk and what to do before, during and after a flood	0345 988 1188. For the deaf and hard of hearing there is a Minicom service 0845 602 6340.
Highways Customer Care: East Riding of Yorkshire is responsible for the drains that remove surface water from the highway. In the event of significant highway flooding, the council works with other bodies to provide an emergency response, such as the provision of sandbags.	0845 6001666

## SECTION 7:



# **PLAN PUBLICATION**

Electronic copies of this plan have been e-mailed to: [emergency.planning@eastriding.gov.uk](mailto:emergency.planning@eastriding.gov.uk)

Hard copies of this plan are kept at:

1. Emergency box - Hutton Cranswick CP School
2. Emergency box - Sports and Recreation Building, Rotsea Lane
3. Copy each (3) to the Hutton Cranswick Emergency Team personnel as named in Section 1 (Activation)

Due to Data Protection Legislation a web version of the plan has been posted minus personal details.

## **SECTION 8:**

# **PLAN MAINTENANCE**

Hutton Cranswick Parish Council is responsible for making sure the plan complies with Data Protection, and all other appropriate legislation.

Hutton Cranswick Parish Council should make sure that all the People who are involved in the plan are aware of their role, and know that that they might be contacted during an emergency.

This plan should be exercised annually. Hutton Cranswick Parish Council Emergency Team will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at <http://www.heps.gov.uk/lets-get-ready-community/>, or by calling 01482 393095.

The plan should be reviewed annually. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists, back up batteries for loudhailers should be changed annually, etc). Hutton Cranswick Parish Council Emergency Team will have responsibility for reviewing the emergency plan.

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