



Allerthorpe Parish Council

Community Emergency Plan

January 2020

***THIS PLAN CONTAINS PERSONAL INFORMATION AND MUST BE
TREATED AS PRIVATE AND CONFIDENTIAL***

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SECTION 1 – ACTIVATION

When the Plan Will 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 people can activate the plan:

Laura Brennan
Noel Brennan
Angela Batty
Clare Metcalfe
Bev Butler
Debbie Forster
Jane Smith (Clerk)

How the Plan Will 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.
- 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 Council 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

SECTION 3 - CONTACT INFORMATION

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:

- Laura Brennan
- Noel Brennan
- Angela Batty
- Clare Metcalfe
- Bev Butler
- Debbie Forster
- Jane Smith (Clerk)

Incident Room

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

- Village Hall
- Residence of any member of the Emergency Team

Access to the Village Hall: Back door - By keypad code C1079X
Front door - key in lock on inside.

Emergency Box

An emergency box has been supplied and is kept at the Village Hall. It contains:

- 2x Copies of this Plan
- OS 1:50,000 map of the Parish
- OS 1:25,000 map of the Parish
- OS Mastermap Plan of Allerthorpe Village
- 2008 Aerial Photo of Allerthorpe Village
- Stationary
- Current list of parishioners and their addresses

Plan Publications

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

- Laura Brennan
- Noel Brennan
- Angela Batty
- Clare Metcalfe
- Bev Butler
- Debbie Forster
- Simeon Wilkinson
- Jane Smith (Clerk)

2x Hard copies of this plan are kept in the Emergency Box in the Village Hall

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

SECTION 4 - CONTACT AND ESCALATION INFORMATION

In all cases, the Emergency Team must advise ERYCC of the current situation and advise them of any further requirements.

1. East Riding of Yorkshire Council Offices

East Riding of Yorkshire Council
County Hall
Beverley HU17 9BA

Tel No: 01482 887700

2. East Riding of Yorkshire Call Centre

Tel No: 01482 393939 or 01482 393333


3. Chair of the Parish Council


Home & Work	Work
Name: Laura Brennan	Address n/a
Address: The Woodlands Waplinton Hall	
Tel No: 01759-304831	Mobile No:
Mobile No: 07815 904213	Fax No:
e-mail: lauracadenhead@hotmail.co.uk	e-mail:


4. Clerk to the Parish Council

Home	Work
Name: Jane Smith	Address n/a
Address: Wheelwright Cottage Allerthorpe	
Tel No: 01759 3740198	Mobile No:
Mobile No: 07810 835300	Fax No:
e-mail: jkdsmith84@yahoo.co.uk	e-mail:

5. East Riding of Yorkshire Council Councillors - In whose area the Parish lies.

Home	Work/Surgery
Name: Councillor David Rudd	Address: as Home
Address: 48 Hawling Road MARKET WEIGHTON YO43 3JR	
Tel No: 01430-873708	Tel No:
Retires:	Mobile No:
	e-mail: councillor.rudd@eastriding.gov.uk

Home	Work/Surgery
Name: Councillor Leo Hammond	Address: as Home
Address: 1, High Biolds YAPHAM YO42 1PL	
Retires:	Mobile No: 07761 992815
	e-mail: councillor.hammond@eastriding.gov

Home	Work/Surgery
Name: Councillor Mike Stathers	Address: as Home
Address: Tall TreesStation Road SHIPTONTHORPE YO43 3PB	
Tel No: 01482 393289	Mobile No: 07802 187614
Retires:	e-mail: councillor.stathers@eastriding.gov.uk

6. Neighbouring Parishes *****

Barmby Moor Parish

Chair:	Simon Pocklington	01759 306492		simon@rmes.demon.co.uk
Clerk:	Vivien Cox	01759 302290		vivcox@talktalk.net
Emergency Committee: 1	John Cox	01759 302290		johncox@talktalk.net
2	Nicolas Spencer	01759 303313		spencerbarmby@lineone.net

Pocklington Town

Chair:				
Clerk:	Richard Wood	01759 304851		townclerk@pocklington.gov.uk
Emergency Committee: 1				
2				

Bielby Parish

Chair:				
Clerk:				
Emergency Committee: 1				
2				

Thornton Parish

Chair:				
Clerk:	Claire Triffitt	01759 318955		Claire.triffitt@virgin.net
Emergency Committee: 1	Christine Baker	01759		christine.baker34@btinternet.com
2				

SECTION 5 - COMMUNITY INFORMATION

1. Parish Population Estimate

Resident Population at the [2011 Census](#) was [101 Households](#) with [197 persons](#).

2. Parish Emergency Committee

The Parish Council have appointed an Emergency Committee. Committee members must make themselves conversant with the emergency plan in order that they are well placed to initiate action at short notice.

Examples of the tasks which could be undertaken by the committee members are:

- Collection and dissemination of information.
- Recruitment of volunteers and allocation of tasks.
- Maintenance of the register of people who may require special help.
- Rest centre planning.

3. Committee Members

Name	Laura Brennan	Name	Noel Brennan
Address:	The Woodlands Waplinton Hall	Address	The Woodlands Waplinton Hall
Tel No: e-mail:	07815 904213 lauracadenhead@hotmail.co.uk	Tel No: e-mail:	07714 480839 noelfbrennan@hotmail.co.uk
Name	Angela Batty	Name	Debbie Forster
Address:		Address	Old Granary Main Street
Tel No: e-mail:	07552 404941 angela3batty@gmail.com	Tel No: e-mail:	07763 205217 debbieforster01@live.co.uk
Name	Clare Metcalfe	Name	Bev Butler
Address	Lake Lodge Waplinton Lane	Address	Oakley Court Main Street
Tel No e-mail	07980 305417 claremetcalfe@btinternet.com	Tel No: e-mail:	07712 224637 richard.butler16@btinternet.com

Clerk: Jane Smith, Wheelwright Cottage, Main Street. 07810835300
jkdsmith84@yahoo.co.uk

4. Faith Community

Faith Community Leaders are familiar with the problems of care within the community. They are experienced in leadership, organisation and counselling the sick and bereaved. They could have knowledge of religious customs and the requirements of all religions and faiths.

Faith/Community:	C of E
Name:	1. The Reverend Jan Hardy
Address:	
Tel No:	1. 01759-307490
Faith/Community:	Catholic
Name:	Father Michael Sellers
Address:	St Mary & St Joseph RC Church 48 Union Street Pocklington
Tel No:	01759-303126
Faith/Community:	Methodist
Name:	Rev Neville Simpson
Address:	Chapmangate Pocklington
Tel No:	01759-303354

If other faith leaders are required, the above are in a position to offer advice.

5. People who may need special help in an emergency.

ENSURE THIS LIST IS CONFIDENTIAL

With the limited numbers of people in the Parish, it has been decided not to list individuals in this section as those likely to need special consideration are known to the Emergency Committee Members.

The Committee needs however to take cognisance of ALL those people in the parish who may require special help e.g. the elderly, people with young children, people with disabilities, especially if they live in a remote area. As an example - when severe weather is forecast, they may need help to secure their property against the elements, and they may appreciate a check visit after the event.

The degree of priority for assistance should be indicated on a scale of 1 to 3 (1 - Must visit, 2 - Should visit and 3 - Visit if time allows).

This is an example of the forms supplied in the Incident Box and names are to be added to the sheet at the time of any incident

Name	Address	Tel No:	Grid Ref	Priority

6. People with Special Skills

This section lists people with specialist knowledge or practical skills who may be of help to the community and who do not appear in other parts of the plan e.g. people with medical training, people who are proficient in a foreign language.

Knowledge/Skill	Name	Address	Tel No

7. Public Assess Defibrillator

The Community Public Access Defibrillator is kept in a cabinet on the external wall of the Village Hall. Access to the cabinet can be gained by calling 999 and asking for ambulance. The Code for the box will be provided over the phone by the Yorkshire Ambulance Service.

SECTION 6 - EMERGENCY SERVICES, PUBLIC UTILITIES & OTHER RESPONDING AGENCIES

1. Emergency Services

THE QUICKEST WAY TO ALERT THE EMERGENCY SERVICES IS TO DIAL 999.

a. Humberside Police

Tel No: 0845-60-60-222 or 101 & 01482 220393

b. Humberside Fire and Rescue Service

..... Division Headquarters (24 hours manning)

Town: East Riding of Yorkshire CPU
Worship Street
Kingston Upon Hull
HU2 8BQ

Tel: 01482-565333

c. Yorkshire Ambulance Service (YAS)

: Pocklington Ambulance Station
Burnby Lane
Pocklington
YO42 2 QD

Tel No: 01759-303776
0845 124 1241

d. Environment Agency

Skills	Telephone
Specialist advice and supervision of measures to combat pollution of rivers, streams and inland waterways or contamination of supplies.	Flooding information: Flood line 0345 988 1188 Pollution Emergency 24 Hour contact: 0800 80 70 60 www.environment-agency.gov.uk

e. MCA Coastguard

For Marine and Cliff Rescue, **Dial 999.**

f. Search and Rescue

Call out via the Police, **Dial 999**

2. East Riding of Yorkshire Council

East Riding of Yorkshire Council main contact number: **01482 887700**
(24hrs)

Humber Emergency Planning Service: **01482 393052** (office hours)

3. Public Utilities

In the event of widespread damage to main services the public utilities would liaise with local authorities to formulate a co-ordinated recovery plan. Information received from communities will help to clarify the extent of the damage and the response required.

a. TRANSCO (Gas Supplier)(now National Grid)

Skills	Telephone
Maintenance of satisfactory gas supply; ensure rapid restoration of an interrupted gas supply including repair to gas mains. The primary function of TRANSCO in an incident will be the safe control of gas supplies.	Enquiries: 0800 688 588 Emergencies (24 Hour Service) 0800 111 999 www.nationalgrid.com/uk/

b. Yorkshire Electricity Distribution Limited

Skills	Telephone
To provide specialised assistance concerning electricity supplies; to continue to supply electricity; to liaise with other organisations for the provision of emergency supplies. Disconnection of cables which constitute a danger to life and property.	Enquiries 0800 66 88 77 Faults and Emergencies (24 hour service) 0800 375 675 www.yedl.com

c. Yorkshire Water

Skills	Telephone
Maintenance of water supplies and sewage disposal arrangements, repairs to water mains and the availability of emergency water supplies during an incident.	Enquiries 0345 1 24 24 24 Faults and Emergencies (24 hour service) 0845 1 24 24 24 www.yorkshirewater.com

d. British Telecom

N.B. In the event of total failure of the local telephone network, it may still be possible to use a mobile phone.

Skills	Telephone
Maintenance and operation of National Telecommunications systems. Provision of increase facilities to meet emergency requirements, provision of the Government Telephone Preference scheme.	Enquiries 0800-800-150 Faults and Emergencies (24 hour service) 0207-356-5000 .

e. British Waterways Board

Skills	Telephone
Staff trained in flood relief. Provision of pumping, excavating and dredging equipment; marine craft and transport, sandbags.	Region Yorkshire Enquiries 0303 040 4040 ... www.britishwaterways.co.uk Fearn's Wharf Neptune St. Leeds LS9 8PB

SECTION 7 - VOLUNTARY ORGANISATIONS

1. Introduction

Requests for national voluntary organisations to provide support will normally be made or co-ordinated by Humber Emergency Planning Service, the Police or other Emergency Services. This section lists local and national organisations that may be called on to assist, either during an emergency, or to aid recovery in the aftermath. As circumstances may arise in which direct contact by the community may be necessary the skills and the tasks of the organisation are described and local contact numbers given.

2. Local Voluntary Organisations

Local Voluntary organisations can provide a structured source of assistance, with local knowledge, which can be employed on a variety of tasks, e.g. food preparation, carrying messages and visiting the elderly.

Organisation	None
---------------------	-------------

3. Voluntary Aid Societies

a. St. John Ambulance

Skills: Provision of trained first aiders, ambulances and additional medical supplies.

Possible Tasks:

- Reinforcement to medical teams at the scene and/or Casualty Clearing Stations.
- Welfare services at hospitals and assistance with distressed friends and relatives.
- Assistance at reception and/or rest centres.

Humberside... Ambulance Division

Tel No: 01482 670800

b. British Red Cross

Skills: The society is able to provide first aiders and nurses, stretcher-bearers and ambulances.

Possible Tasks:

- Support at Casualty Clearing Stations.
- Immediate Welfare and comforting for casualties, survivors, evacuees, friends and relatives at the scene, hospitals or reception and/or rest centres.
- Provide escort for the disabled.
- Medical loan equipment.
- Individual family support.

	British Red Cross Hull & East Riding Branch
Address	1 Kingston Street Hull HU5 4DB
Tel No:	01482 499 830

c. Salvation Army

Skills: The Salvation Army is prepared to act in a supportive role in a major incident.

Possible Tasks:

- Assist at the scene including spiritual assistance.
- Assist with the care of friends and relatives, particularly care of the bereaved.
- Provide emergency services catering support.
- Provide overnight/short stay shelter in Salvation Army accommodation.
- Assist other welfare agencies.

	The Salvation Army York Corps 63 Lawrence Street York YO10 3BU
Contact:	
Tel:	0758 570432
Email:	york.corps@salvationarmy.org.uk

d. Age Concern

Skills: Assistance with the provision of care for the elderly.

Possible Tasks: Specific care for the elderly at Reception and/or rest centres.

	Age Concern East Riding of Yorkshire 22 Wednesday Market BEVERLEY HU17 0DJ
Tel:	01482 887727
Email:	sylvias_ageconcern@yahoo.co.uk

e. Cruse

Skills: Counselling advice on practical problems connected with bereavement.

Tasks: Help to all bereaved people by way of counselling in practical matters and personal and confidential help.

Day by Day Helpline	
Tel:	0844-4779400
email:	helpline@cruse.org.uk
Local:	01904 481162 york@cruse.org.uk
Open Monday to Friday 9.30am to 5pm	

f. The Samaritans

Skills: Provision of support by volunteers experienced in helping those who have gone through deep emotional stress.

Knowledge: Long Term listening/support service which is available 24 hours, every day of the year.

89 Nunnery Lane YORK YO23 1AH	
Phone:	01904 655888

SECTION 8 - COMMUNICATIONS

1. Public Information

The local radio and television will carry severe weather warnings, advice to the public and emergency telephone numbers. In the event of a power cut a battery operated or car radio would have to be used to monitor broadcasts.

Local Radio Stations

Station	Frequency	
	FM (MHz)	AM (kHz)
BBC Radio York	103.7 104.3 95.5	666 or 1260
BBC Radio Humberside	95.9	1485
BBC Radio Lincolnshire	94.9	1368
KCFM	99.8	
Viking FM	96.9	
Yorkshire Coast Radio	102.4	
Minster FM	104.7	

2. Radios in the community

- a. Radio Amateurs possess equipment that has a longer range than CB radio. They may be knowledgeable and resourceful people and could be of great assistance in setting up a local or area communications network.

Licensed Radio Amateurs

Name	None
Address	
Tel No:	
e-mail:	

b. Other Radios

Many organisations use vehicle borne radios while conducting their business. It may be possible to use such radios to pass messages for onward transmission by the base station to the local authority. Examples of such organisations are:

Taxi Firms	NONE IN PARISH
Public Utilities Engineers	
East Riding of Yorkshire Council (Operational Services Department)	

c. Couriers

Consideration should be given to passing messages by courier. There is less chance of a misunderstanding if a message is written down. Couriers should be briefed to pass the message into the hand of the addressee and ask if they should wait to take a reply.

SECTION 9 - RESOURCES IN THE COMMUNITY

The community response to any emergency will depend entirely upon the circumstances, as will the type and amount of resources that may be required. The following members of the community have confirmed the possible use of their equipment:

Item	Source			
	David Lambert	Tim O' Gram	Stubbins	OTHERS
Repair/Recovery Equipment				
Cutting Equipment	Y			
Power Saws	Y			
Winches		Y		
Building Tools	Y			
Nails	Y			
Timber	Y			
Boarding	Y			
Tarpaulins	Y			
Polythene sheeting	Y			
Bricks	Y			
Cement	Y			
Sand	Y			
Sandbags				
Rope	Y			
Generators	Y			Simeon Wilkinson
Fuel				
Solid Fuel				
Gas Cylinders				
Lighting Equipment	Y			
Electric Cable	Y			
Heating Equipment				
Transport	Y			
Snow Clearing Equipment				
Water containers				
Water Bowsers				
Battery Charging Equipment				
Portable water pumps				
JCB's and other plant				
Tractors				
Defibrillator				Mounted outside the Village Hall and accessed by calling 999 to report heart attack casualty
People with available resources for livestock/pets				Khyber Kennels 01759-302372

SECTION 10 - COMMUNITY REST CENTRE AND EMERGENCY FEEDING PLAN

1. Introduction

One result of many emergencies is the need to provide both shelter and food for people made temporarily homeless. This need can be met by setting up a rest centre, capable of providing temporary accommodation for up to **24 hours**. Subsequently evacuees will either return home, move to family/friends or be rehoused in more permanent accommodation under the arrangements of East Riding of Yorkshire Council.

East Riding of Yorkshire Council has an Emergency Plan that deals with prolonged periods and they must be advised if the emergency is deemed likely to exceed 24 hours.

2. Rest Centre Plan

a. Planning

Allerthorpe Village Hall is inadequate for use as a long term rest centre but will be utilised as an initial clearing station for residents pending the finding of more permanent accommodation under the arrangements of East Riding of Yorkshire Council.

Provision will be made for the supply of warm and dry clothing, hot refreshments and light snacks.

b. Guidance

- (1) Facilities
- (2) Layout
- (3) Equipment
- (4) Registration

c. Premises Earmarked for use as a Rest Centre

Building:	Village Hall
Estimated Capacity:	100
Type of Heating:	Electric, Gas in an emergency
Cooking facilities:	Drinks and snacks only
Toilet facilities:	Male, Female and Disabled
Washing facilities:	None
Parking facilities:	10 car parking places – to be kept clear for deliveries and releases

d. Rest Centre Equipment.

Item	Source
Tables	12 on site
Chairs	50 on site
Dustbins	2
Plastic Sacks	Yes
Camp Beds	No
Bedding	No
Crockery	Yes
Cutlery	Yes
Tea Urns	No
Cooking Utensils	Basic
Cleaning Materials	Standard
Toilet requisites	On site
First Aid Kit	On site (small)
Chalkboard and Chalk	On site
Recreational book/games	Various within village
Television	No
Stationery	Basic
Signs	n/a
Fire Extinguishers	1x CO² & 2x Water

e. Registration

ALL those entering and leaving a rest centre must be recorded. It is important to know where people intend to go if they decide to leave.

A full time reception clerk must be established at an early stage and a relief person nominated to assist as soon as is practicably possible.

Use the forms supplied in the stationery box to record the details of all persons passing through the Centre.

f Rest Centre –

Allerthorpe Village Hall,

Main Street.

YO42 4RW



3. Emergency Feeding Plan

a. Community Feeding

Should the community find itself in a situation where residents are likely to be unable to support itself due to a prolonged failure of mains power, the Emergency Planning Team must make every effort to relocate individuals outside the effected area as facilities will only allow for short term refreshments. There are no facilities for communal cooking and feeding arrangements.

East Riding of Yorkshire Council has arrangements in place to provide feeding for large numbers of people in the event of an emergency.

b. Alternative Cooking Facilities

Cooking Equipment available for use within the community, which does not rely on mains power supplies, should be listed below (e.g. solid fuel, cookers and bottled gas stoves).

Equipment	Static/Portable	Location/Source
Restaurant Kitchen	Static	The Plough Inn
Village Hall kitchen	Static, electric 4 ring , oven and grill	Village Hall kitchen

SECTION 11 - PERCEIVED RISKS LIKELY TO IMPACT THE PARISH

The main risks to the persons and property perceived within the Parish are:

a. Severe Weather.

Description	Control measures	Likelihood	Severity	RISK
Prolonged periods of snow and icy conditions. These can be expected most years however the main road through Allerthorpe is a ERYC Cat 2 road that is regularly gritted	Grit/Salt available in Village for footpaths	5	2	10
Flooding Flash torrential rain is becoming more prevalent and affects all households in the Parish.	Severe local flooding over the past three years has never impacted the Parish for more than an hour Road Gullies are cleaned out annually	2	1	2

b. Hazmat Spillage

Description	Control measures	Likelihood	Severity	RISK
Heating Oil and Farm Diesel delivery tankers. Regularly pass through the Village and along access roads to hamlets and Farms. A collision with other farm machinery/traffic could allow large quantities of fuel to spill onto the roadway. Either polluting or igniting	Humberside Fire & Rescue Services	1	4	4

c. Building or Crop Fire

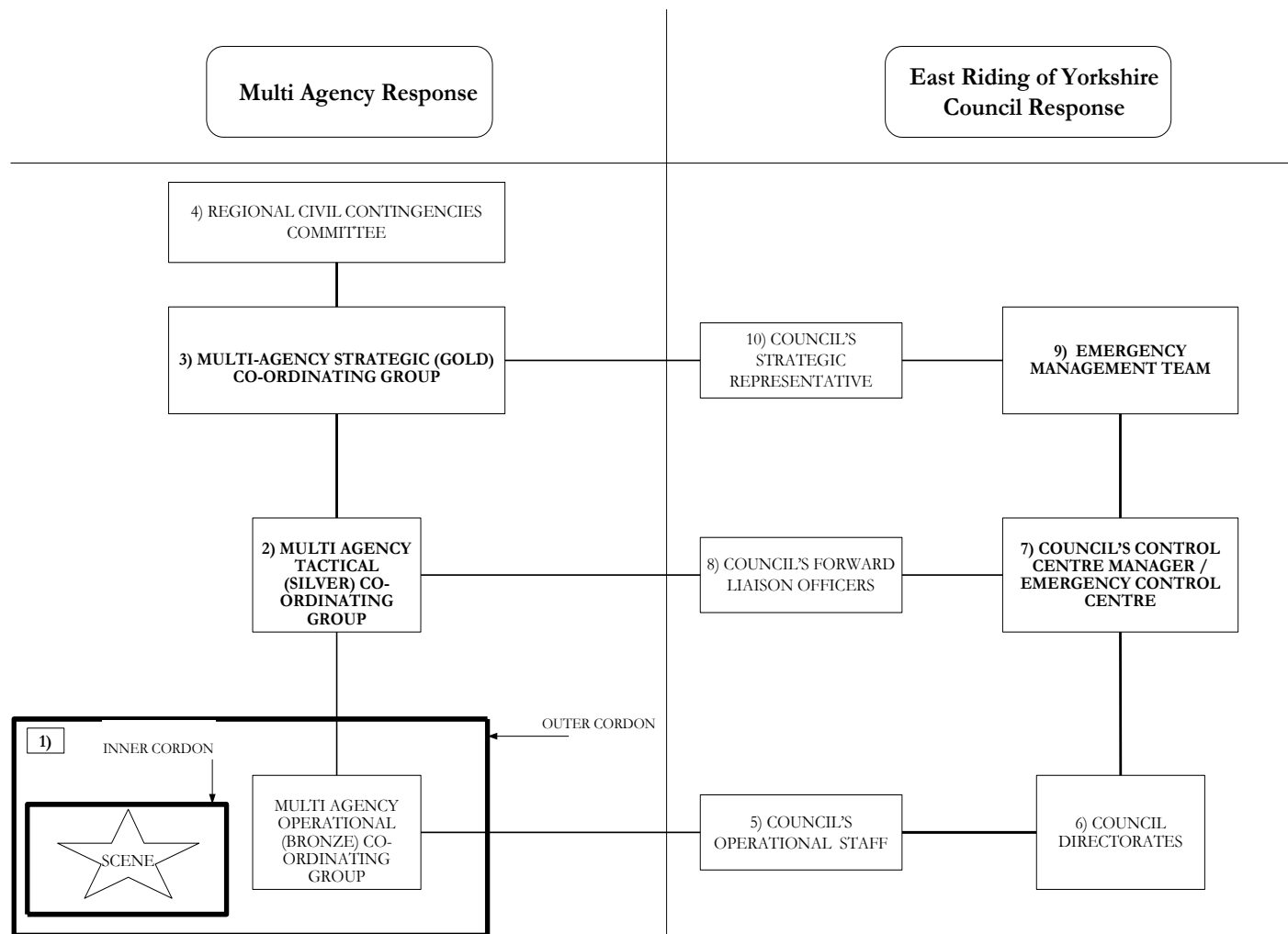
Description	Control measures	Likelihood	Severity	RISK
Building Fire. There are a number of non permanent holiday home/caravan parks within the Parish where dwellings are particularly close together which would allow fire to spread quickly		2	5	10
Crop Fire Many crop fields are adjacent to houses on the edge of the Village and could be impacted by any seasonal crop fires		1	1	1

d. Crashed Aircraft from Nearby Gliding Club

Description	Control measures	Likelihood	Severity	RISK
Glider Crashing on Property within the Parish. The impact of this is likely to be minimal and very localised.		1	1	1
Motorised Glider or Tug Plane Crashing on Property within the Parish. Fire is far more likely to accompany this condition and have a greater consequence.		1	4	4

The above situations are only an example and at ALL times, the Emergency Planning Team must consider the numbers of people likely to be impacted by the event and act accordingly.

SECTION 12: BACKGROUND INFORMATION – THE MULTI AGENCY RESPONSE TO A MAJOR INCIDENT



EAST RIDING OF YORKSHIRE COUNCIL'S RESPONSE TO A TYPICAL MAJOR INCIDENT

1 – Incident Scene / Multi Agency Operational (Bronze) Coordinating Group

Humberside Fire and Rescue Service would establish an “inner cordon” around the immediate vicinity of an incident. Only essential personnel would be allowed access, such as fire fighters, paramedics and Building Control Officers.

A Multi Agency Operational (Bronze) Coordinating Group would be established to control and deploy the resources concerned with dealing with the immediate incident.

Humberside Police would establish an outer cordon at a safe distance away from the scene. Only personnel involved in the response would be allowed within the outer cordon. Resources that may be needed in the response, such as emergency transport, would be held at a marshalling area at the outer cordon ready for use.

2 – Multi Agency Tactical (Silver) Coordinating Group

The Multi Agency Tactical (Silver) Coordinating Group would be located at a safe distance away from the incident scene.

It would determine priorities in allocating resources, plan and co-ordinate when tasks were to be undertaken, consider the wider implications of the incident and ensure that the Operational Group had sufficient resources.

It would be chaired by Humberside Police, who take a coordinating role in almost all major incidents, and would be attended by representatives of all responding organisations.

East Riding of Yorkshire Council would be represented at this Group by a Forward Liaison Officer (see heading 8).

At the beginning of the response phase the chair of the silver command would pass to the Council, the Environment Agency or the Primary Care Trusts.

3 – Multi Agency Strategic (Gold) Level Coordinating Group

Emergencies that have major implications, usually for more than one unitary authority, may require a multi-agency response at a strategic level, in which

case this group would be established, chaired initially by Humberside Police.

The Strategic Co-ordination Group would meet at a location completely detached from the scene with suitable communications and meeting facilities. For the Humber area this would normally be at Police Headquarters, Queens Gardens, and Hull.

The Strategic Co-ordination Group would determine the multi agency strategic issues relevant to the incident including the management of the aftermath of the incident and the return to normality.

All responding organisations would be represented by a deputy that has authority to commit his/her organisation to strategic decisions. East Riding of Yorkshire Council would be represented at this Group by a member of CMT.

4- Regional Civil Contingencies Committee

This new level of command may be established if an incident has implications for one or more Government Office regions. Such recent incidents would have included the Fuel Crisis and the Foot and Mouth outbreak.

The committee would be responsible for prioritising resources at a regional level and for reporting directly to the Government.

An officer from the Humber multi agency strategic (Gold Level) coordinating group would represent our area on this committee.

5 - Council Operational Staff

Council staff would only be asked to carry out their normal day to day role in an emergency situation. For example, a Building Control Officer may become involved with structural safety following an explosion, Public Protection officers may be involved with pollution and Highways staff may be involved in sandbagging and road closures.

6 - Council Directorates

The Directorate's representative in the Emergency Control Centre would coordinate their involvement in the emergency.

7 – Control Centre Manager / Emergency Control Centre

A Head of Service acting as a Control Centre Manager would co-ordinate the Council's response to an incident.

The Control Centre Manager would usually operate from the Kries Lippe Room, which is equipped with communications, stationary and emergency plans. A control team made up of representatives from each Directorate would support them. Bringing this team together:

- helps to provide a co-ordinated council response.
- allows information to be shared more efficiently
- allows requests for services to be actioned more quickly.
- allows each directorate to see how the incident could impact on them and how their department could offer assistance.

The Control Centre Manager has a list of all the Parish and Town Council's that have prepared emergency plans, along with their contact details, and will make contact as soon as initial actions have been completed.

The Control Centre Manager communicates with the scene of the incident through a Forward Liaison Officer.

8 – Council's Forward Liaison Officer(s)

A Forward Liaison Officer is the Council's representative at the Multi Agency Tactical Coordinating Group (see heading 2). All requests for Council support are made through the Forward Liaison Officer who then speaks directly to the Control Centre Manager.

A Forward Liaison Officer can:

- Obtain regular position statements regarding the incident
- Facilitate a swift response to a request for Council Services
- Identify where Council Services can assist in the response to the incident
- Assess the impact of the incident on the Council and the Community

9 - Emergency Management Team

The Emergency Management Team is an emergency meeting of CMT to provide the strategic framework and authorisation for the activities of the Emergency Control Centre.

The need for an Emergency Management Team meeting will be discussed between the Control Centre Manager and CMT.

10 – Council’s Strategic Representative

If a Strategic Level (Gold) Coordinating Group was established a member of CMT would be invited to attend. The Group would examine the multi agency strategic issues relevant to the incident, including the management of the aftermath and the return to normality.

The Council’s Strategic Representative would liaise with the Emergency Management Team and the Control Centre Manager.

SECTION 12 - INFORMATION TO THE COMMUNITY

1. Introduction

The information in this section is intended for distribution to the community as required. Individual pages should be removed for the ease of photocopying.

2. Contacts & Information

Severe Weather

- Met Office web site: www.metoffice.com
Gives information on current Severe Weather Warnings

Flooding

- Environment Agency web-site: www.environment-agency.gov.uk
Gives national information on Flood Warnings in place
- Flood line: 0345 988 1188
Gives local information on Flood Warnings in place.

General Information

BBC news website: www.bbc.co.uk

Local radio websites: _____

3. Guidance Notes

The following information pages can be copied, laminated and distributed to local people to act as aide memoirs in the event of an incident.

a. Guidance to Property occupiers in Areas Liable to Flooding

- (1) Action to be taken
- (2) Following a flood

b. Severe Weather

- (1) Precautionary measures that can be taken by householders in anticipation of high winds.
- (2) Response to severe weather warnings.
- (3) Be prepared - some hints to help you.

c. Recovering from storm damage

Advice on insurance claims and the employment of builders.

GUIDANCE NOTES

1. PRECAUTIONARY MEASURES IN ANTICIPATION OF HIGH WINDS

WHAT TO LOOK FOR	ACTIONS TO TAKE
<p>ROOFS Check for signs of loose, chipped or missing tile, corroded nails, and cracked or eroded mortar joints on ridge or hip tiles.</p> <p>CHIMNEY STACKS Check for signs of: Eroded or cracked mortar joints, crumbling or cracked bricks and chimney pots, leaning chimneystacks.</p> <p>BOUNDARY WALLS AND FENCES Check for signs of: Eroded or crumbling joints and brickwork. Loose or leaning fence posts and panels.</p> <p>AERIALS AND SATELLITE DISHES Check for: Loose screws, bolts and other fixings.</p> <p>TREES Check for: Damaged trunks, branches and loose roots.</p>	<p>Contact a reputable builder or roofing contractor for repairs. It can be dangerous to try and do repairs yourself.</p> <p>Joints should be repointed and faulty bricks replaced. Fence posts should be rebedded in concrete and panels secure.</p> <p>Contact a TV Aerial installer to secure.</p> <p>Prune regularly. Contact tree surgeon if trees are your own and extensive work is required. If hazard is presented by tree(s) on public property contact local authority.</p>

**FURTHER COPIES OF THESE GUIDANCE NOTES CAN BE OBTAINED FROM
THE PARISH WEBSITE**

2. RESPONSE TO SEVERE WEATHER WARNINGS

When a severe Weather Warning is issued the following precautions should be taken:

BEFORE A STORM ARRIVES	DURING A STORM
Secure loose objects i.e. ladders, garden furniture or anything else that can be blown into windows and other glazing.	Stay indoors as much as possible.
Close and securely fasten windows, particularly those on the windward side of the house and especially large doors i.e. garage doors.	If you do go out try not to walk or shelter close to buildings and trees
Park vehicles in a garage, if available, otherwise keep them clear of buildings, trees, walls and fences.	Keep away from the sheltered side of boundary walls and fences - if these structures fail they will collapse on this side.
Close and secure loft trap doors with bolts, particularly if roof pitch is less than 30°.	Do not go outside to repair damage while the storm is in progress.
If the house is fitted with storm shutters over the windows then ensure that these are closed and fastened.	If possible enter and leave your house through doors in the sheltered side, closing them behind you.
If chimneystacks are tall and in poor condition, move beds from areas directly below them.	Open internal doors only as needed and close them behind you.

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THE PARISH WEBSITE**

3. SEVERE WEATHER - BE PREPARED – CHECK LIST TO HELP

FOR THE CAR

Carry the following:

- Ample fuel
- De-icer
- A shovel
- A radio and spare batteries
- Hi visibility jacket
- Road map & OS maps of local area
- A torch and spare batteries
- A blanket
- Spare warm clothing
- Water or a warm drink
- Waterproof & windproof coat
- Mobile phone & battery charger

FOR THE HOME

Ensure you have:

- An easily accessible supply of candles, matches, a torch and batteries.
- A battery operated radio tuned into your local radio station.

STATION	FM (MHz)	AM (kHz)
BBC Radio York	103.7 or 104.3 or 95.5	666 or 1260
BBC Radio Humberside	95.9	1485

- A stockpile of food and water.
- A list of useful telephone numbers i.e. police, library, social services officers etc.
- Portable camping gas cooker if you rely solely on electricity.

REMEMBER

- Heed the advice when told not to travel.
- Stow away garden furniture and remove loose articles from outside. These might cause damage in a storm.
- Make sure your emergency equipment is at hand.
- If you have elderly, infirm or disabled neighbours, tell them to contact you if they need help - and keep an eye on them.
- If you rely solely on one source of energy for heating, lighting or are operating essential equipment - make sure you have adequate standby arrangements.

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THE PARISH WEBSITE**

4. RECOVERING FROM STORM DAMAGE/SEVERE WEATHER

INSURANCE CLAIMS	BUILDING REPAIRS
<p>Do not dispose of damaged possessions until your insurance company has instructed you to do so. If possible take photographs or a video of the damage</p>	<p>Make sure you avoid employing “cowboy” builders. Always employ qualified builders; ask for references, insist on a written contract or ask for guarantees. Ideally, the firm should belong to a reputable trade association. If you have any doubts get in touch with your local Trading Standards Office:</p> <p>East Riding of Yorkshire Council Tel: 01482 887700</p>
<p>Do not be over-hasty in making your insurance claim. Take time to calculate how much work needs to be done, what needs to be replaced and what the cost will be. If necessary, seek technical advice i.e. from the Council’s Housing Department. Remember that it becomes difficult to reopen a claim once it has been settled.</p>	<p>Make sure that you supervise your own repair and building work whenever possible. Do not rely on loss adjusters or insurance companies, supervision is your responsibility.</p>
<p>Do not under-claim on insurance. Claim for all the items that have been lost or damaged up to the limit of your insurance policy. If you need guidance in making your claim, contact the local Citizens Advice Bureau or other information/advice agencies. Following a large-scale incident the Local Authority will set up an advice line.</p>	<p>If your house is unoccupied you are advised to inform the Police</p>

FURTHER COPIES OF THESE GUIDANCE NOTES CAN BE OBTAINED FROM THE PARISH WEBSITE

5. GUIDANCE TO PROPERTY OWNERS IN AREA LIABLE TO FLOOD

Action to be taken

If you are informed that your home is likely to be flooded, you should take the following action.

Electricity:

- Switch off all electrical appliances, remove plugs from sockets and turn off the main electricity switch or switches
- Remember freezers and refrigerator will become ineffective and alternative facilities may need to be arranged

Gas:

- Turn off the main gas tap at the meter and all gas appliances, including pilot lights.
- The 'off' position will normally be with the tap handle at right angles to the supply pipe.

Telephone:

- Where telephones are liable to be submerged, a request should be made via the operator for disconnection at the exchange
- The subscriber should then unplug or disconnect the telephone instrument and remove to above the expected water level

- ❖ This will reduce the time taken to clear faults and restore normal service after any flooding.
- ❖ If you live in a house - move upstairs.
- ❖ If you live in a ground floor flat or bungalow, make arrangements to stay with a neighbour or a relative.
- ❖ If this is not possible, ensure that the Social Services directorate is made aware of your difficulty, either by telephoning them or by passing a message to the Police or District Council in your area.
- ❖ Before you leave, secure all doors and windows, and take with you all cash and valuables, together with important medicines.
- ❖ Remember to make provisions for domestic animals.
- ❖ If you vacate your home as a result of flooding, it is essential that you notify the police of your absence, give a contact telephone number/address.
- ❖ If you can arrange for a neighbour to make regular checks of your property this would be helpful in addition to the measures the police will be taking.
- ❖ Ask the neighbour to inform the police by the '999' system if they see or hear anything suspicious.

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THE PARISH WEBSITE**

6. RECOVERY FROM FLOODING

Personal Safety

- ❖ For your own safety wear rubber boots in an area flooded with more than 5cm of standing water.
- ❖ Record details of damage i.e. photographs and video, this will be useful when making an insurance claim.
- ❖ Use protective clothing i.e. gloves and masks when cleaning water, mud and other debris from the house.
- ❖ Store valuable papers that have been damaged in the freezer until you are able to work on them. Lawyers will advise whether to save the papers or just information on them.

Hints for Cleaning the Home:

- ❖ Add small amounts of chlorine bleach to standing water, and then remove it if possible with buckets.
- ❖ Remove all debris, soaked and dirty material. This should include wet insulation, residual mud, furniture, appliances, clothing and bedding.
- ❖ Clean down any dirt sticking to walls and furnishing, preferably with a hose, rinse several times before removing all the water. Wipe down all surfaces with bleach (ensure there is adequate ventilation, for fumes) and rinse again.
- ❖ Ventilate the house until completely dry.
- ❖ Rinse and clean all the floors as quickly as possible. Replace flooring that has been deeply penetrated by the floodwater or sewage.
- ❖ Carpets must be dried out, and sewage soaked carpets must be discarded. If necessary seek professional help with drying out carpets.
- ❖ Discard and replace all insulation materials, mattresses, box springs, stuffed toys, pillows and all expensive articles.
- ❖ The frames of good quality wood furniture can sometimes be salvaged, but must be cleaned, disinfected, rinsed and dried by ventilation away from direct sunlight or heat. Covering, padding and cushions must be discarded and replaced.
- ❖ Clean heavy dirt from washable clothes. Rinse and wash several times in cold water with chlorine bleach and dry quickly.

Hints for around the Home:

- ❖ Do not use gas and electrical appliances affected by the flood until they have been examined, cleaned if necessary, and tested.
 - ❖ When clean, each electrical connection should be examined for surface tracking across insulation surfaces that may have been produced if the supply had been switched on whilst the installation was still wet.
 - ❖ Where surface tracking has occurred, the component should be replaced.
 - ❖ Plastic covered cable should not be affected by immersion, but rubber insulation may be damaged and need replacing.
 - ❖ Sterilise all affected cooking utensils by boiling or by using suitable sterilisers.
 - ❖ Do not consume any food or drink that has been contaminated by floodwater.
- Make liberal use of disinfectants when cleaning up.

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THE PARISH WEBSITE**