

Messingham Parish Council

Community Emergency Plan

Updated: December 2016

SECTION I: PLAN 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 one of the following people who have been authorised to activate the community emergency plan and lead the initial incident response:

NAME	POSITION
NEIL POOLE	CHAIR OF PARISH COUNCIL
JAMES MCKELLAR MAIN	VICE CHAIR OF PARISH COUNCIL
TRACEY BLACK	CLERK TO PARISH COUNCIL
KEITH SYLVESTER	COUNCILLOR

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	CONTACT No	HOME ADDRESS	E-MAIL ADDRESS
NEIL POOLE Chair of Parish Council	Home 01724 764016 Work Mobile 07860799178	PENRHYN, WELL STREET MESSINGHAM	n.poole@btinternet.com Cllr.neilpoole@northlincs.gov.uk
TRACEY BLACK Clerk to Parish Council	Mobile 07397571469	BLANK BANK FARM BLACK BANK, SUSWORTH	clerk@messinghamparishcouncil.co.uk
JAMES MCKELLAR MAIN Vice Chair of	Home Work Mobile		jmain@messinghamparishcouncil.co.uk

Parish Council	077886256633		
KEITH SYLVESTER Parish Councillor	Home 01724 762414 Work Mobile07907913531	34 Wendover Road, Messingham	keithsyvester51@outlook.com
MICHAEL MOORE VILLAGE HALL CHAIRMAN	Home Work Mobile07525276194	To be advised	michaelmoore642@gmail.com

SECTION 2: EMERGENCY TEAM ACTION CHECKLIST, STANDARD MEETING AGENDA & AIM AND OBJECTIVES

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 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 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.

- Help communicate any warning information messages, and recommend that people tune into the local radio station.

- 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.

Emergency Management 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

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
- 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 3: PARISH RESOURCES

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
Messingham Village Hall Off Wendover Road, Messingham, DN17 3TS	01724 764606 (Booking clerk)
Messingham Methodist Church Hall Church Street, Messingham DN17 3SB	01724 762778 - Secretary

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
	<p>Useful things for your box might include:</p> <ul style="list-style-type: none">• a copy of this plan.• a street map of the area.• Paper and pens.• the register of electors.• wind up/battery operated radio.• wind up/battery operated torch• wind up/ mobile phone charger.	

Emergency Equipment

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

Location	Summary of Contents	How to access

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. <Consider a mutual aid agreement with a neighbouring parish if you have no suitable facilities>

Location	How to Access
Messingham Village Hall Off Wendover Road, DN17 3TS	01724 764606-booking clerk
Messingham Methodist Church Hall Church Street, DN17 3SB	01724 762778 - secretary
Holy Trinity Church meeting room Church Street	01724 764738 – Church warden
Messingham School Briggate Drive, DN17 3TN	01724 762818

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
Messingham Village Hall	
Playing field car park	
Holme Meadow, Holme Lane	

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.messinghamparishcouncil.co.uk/	The clerk Tel 07397 571469 clerk@messinghamparishcouncil.co.uk
Parish Council Noticeboards: Notice Boards; 1.Wendover Road, outside Doctors surgery 2. Co-op wall, High Street	

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	Access Code
Outside Doctors surgery, Wendover Road	

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
Messingham Village Hall, DN17 3TS	894046
Playing field car park, DN17 3SL	893049
Holme Meadow, Holme Lane	898051
Messingham School, DN17 3TP	895044

SECTION 4: COMMUNITY RESOURCES

Community Groups / Church Groups / Local businesses that have offered to help in an emergency

Group / organisation / business	Support Offered

Residents that have offered to help in an emergency

Name	Support Offered
James Main	Parish Councillor & serving Police Officer
Linda Cavannagh	Head Teacher of Messingham Primary School
Reverend David Swannack	Vicar of Messingham Parish

SECTION 5: VULNERABLE PEOPLE

Residents that might require assistance in an Emergency

The following people have asked if the Parish Council can contact them during an emergency to see if they need any particular assistance.

Name	Location	Contact details

Buildings / Businesses likely to shelter Vulnerable People in an Emergency

The following buildings / buildings shelter are known to shelter vulnerable people. They have their own emergency plan but the Parish Council may wish to check whether they need any assistance in an emergency.

Name	Location	Contact details

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)

SECTION 6: CONTACT DIRECTORY

(to be reviewed annually)

Community Emergency Team

Name	Address	Telephone	e-mail
Neil Poole	Penrhyn, Well Street Messingham	Home 01724 764016 Mobile 07860 799178	n.poole@btinternet.com Cllr.neilpoole@northlincs.gov.uk
Tracey Black	Blank Bank Farm, Black Bank, Susworth	Mobile 07397 571469	clerk@messinghamparishcouncil.co.uk
James McKellar Main		Mobile 07788 6256633	jmain@messinghamparishcouncil.co.uk
Keith Sylvester	34 Wendover Road, Messingham	Home 01724 762414 Mobile 07907 913531	keithsylvester51@outlook.com
Michael Moore		Mobile 07525 276194	michaelmoore642@gmail.com

Member of Parish Council not on Community Emergency Team

Name	Address	Telephone	e-mail

Ward Councillors

Name	Address	Telephone	e-mail
Cllr Neil Poole	Penrhyn, Well Street,	Home 01724 764016 Mobile 07860 799178	n.poole@btinternet.com cldr.neilpoole@northlincs.gov.uk
Cllr Trevor Foster	29 Park Street	01724 762019	cldr.trevorfoster@northlincs.gov.uk
Cllr John England	11 Westfield Drive	01724 763004	cldr.johnengland@northlincs.gov.uk

Neighbouring Town and Parish Councils

Name	Address	Telephone	e-mail
Bottesford	Bramley Crescent, Bottesford	01724 859057	bottesford@talktalkbusiness.net
Scotter	Scotter Village Hall	01724 764599	clerkscotterpc@hotmail.com

Parish Resources

Name	Address	Telephone	e-mail

Community Resources

Name	Address	Telephone	e-mail
Linda Cavannagh Head Teacher of Messingham Primary School	Briggate Drive	01724 762818	
Reverend David Swannack Vicar of Messingham Parish		01724 7647789	

Updated: <insert date>

Appendix X- Map of Parish

Messingham Parish Council

Emergency Information

Defibrillator location: Outside Doctors surgery, Wendover Rd
Your community emergency shelter:
Your evacuation (transport pick up) point:

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.

07397 571469

www.messinghamparishcouncil.co.uk

<insert Parish Council social media>

Radio Humberside – 95.9 FM