

Town and Parish Council

Emergency Procedures

Bradley Parish Council

May 2013
(Amended 25th July 2022)

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

IF YOU ARE IN IMMEDIATE DANGER CALL 999



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Introduction

Emergencies like road accidents, fires and medical emergencies happen somewhere in the country almost every minute of every day and are dealt with quickly and efficiently by the emergency services.

North East Lincolnshire Council and other responding organisations have emergency plans in place for larger events that stretch the resources of the emergency services and affect large numbers of people or the environment.

These procedures give an overview of how Town and Parish Councils can support their community during the response to an emergency, and importantly, how you can encourage residents to be prepared for emergencies.

The Cabinet Office definition of community resilience is '...communities and individuals harnessing local resources and expertise to help themselves in an emergency in a way that complements the response of the emergency services'.

Disclaimer

Whilst Bradley Parish Council makes every attempt to ensure the accuracy and reliability of the information contained in this document it should not be relied upon as a substitute for formal advice from the originating bodies.

Bradley Parish Council will not be responsible for any loss, however arising, from the use of, or reliance on this information.

Laws and regulations still apply during an emergency; so things like health and safety, speed restrictions, insurance, food hygiene and data protection must still be properly observed.

No one should carry out any tasks or activities that they are not properly trained and qualified to do, and under no circumstances should anyone be put at risk as a result of responding to the incident.

All those involved in this plan must follow the instructions and advice of the emergency services.



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SECTION 1: GENERAL PLAN INFORMATION

Purpose and Scope of the Procedures

Purpose

To increase community resilience to emergencies.

Scope

The document provides information to assist in managing emergencies within the local community.

It is designed to help mitigate the effects of local major or minor incidents.

No person is expected to carry out any tasks or activities that they are not properly trained and qualified to do, and under no circumstances will anyone be put at risk as a result of responding to the incident.

All those involved in these procedures will follow the instructions and advice of the emergency services.

Ownership, Audience and accountability

Ownership

This document is owned by Bradley Parish Council.

Audience

The local community and the responding organisations are the intended audience for this document.

Accountability

Accountability for these procedures rests with Bradley Parish Council.

Plan distribution and Publication

Electronic copies of these procedures have been e-mailed to:

A secure copy of this plan is held by North East Lincolnshire Council.

Paper copies of these procedures are kept at:

Val Turner, Meadowside, Church Lane, Bradley, Grimsby, NE Lincs DN37 0AE

Important: The information in the boxes marked with an asterisk will be recorded in the council's emergency plans.



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Community Emergency Team *

In the event of the plan being triggered the following people have agreed to form a Community Emergency Team to help to mitigate the effects on the local community:

| Name | Contact Information | Home address | E-mail address |
|------------------|--|---|------------------------------|
| VAL TURNER | Home 01472 870367 Work N/A Mobile 07710 486336 | MEADOWSIDE CHURCH LANE BRADLEY GRIMSBY DN370AE | val.a.turner@virgin.net |
| ANDREW POPPLETON | Home 01472 878606 Work N/A Mobile 07966 123302 | THE BULLRING CHURCH LANE BRADLEY GRIMSBY DN37 0AE | ajpoppleton@ntlworld.com |
| MIKE MCTURK | Home 01472 872102 Work N/A Mobile N/A | WOODLANDS CHURCH LANE BRADLEY GRIMSBY DN370AE | mmcturk@dsi.pipex.com |
| DAVID BRYDEN | Home 01472 873417 Work N/A Mobile 07774 693364 | GARDEN COTTAGE BRADLEY RD GRIMSBY DN370AA | david@theworldwidevilla.com |
| NICHOLAS FRAME | Home 01472 878657 Work N/A Mobile N/A | 34 BRADLEY RD GRIMSBY DN370AA | nicholasframe@btinternet.com |
| JAMES MOODY | Home N/A Work N/A Mobile 07976 900272 | THE GAIRS BRADLEY ROAD GRIMSBY DN37 0AW | james.moody@mail.com |



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When the Plan Will be Activated

- These procedures will be activated when at least 2 members of the following people from the Community Emergency Team 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.

Mrs Val Turner,
Mr Andrew Poppleton,
Mr Barry Turner
(details as above)

Who Can Activate the Plan

Either of the following people can activate these procedures:

- Mrs Val Turner – Chair of Bradley Parish Council
- Mr Andrew Poppleton – Councillor Bradley Parish Council

Important: These emergency procedures will help mitigate the effects of local major or minor incidents but it is important to remember there are still some overriding factors for the Community Emergency Team to consider.

Key Actions When The Plan is Activated

If the decision is taken to activate this plan, the plan will help mitigate the effects of major or local incidents. Please follow the Key Actions below;

- Gather as much information about the situation as possible (**ETHANE**).

Exact location of the emergency

Type of incident

Hazards that are present or anticipated

Access routes for emergency responders

Number of people and/or properties involved (estimate)

Emergency services or other organisations already in attendance or required (e.g. police fire, ambulance, utilities etc.)

- **If the situation is life-threatening dial 999.**

- Take control until the emergency services arrive.

- Instruct everyone to follow the advice of the emergency services.

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- At all times be aware of your own safety and the safety of those around you.
- Consider whether you can work safely and effectively from your current location, or whether you need to move to an alternate location (see Community Emergency Coordination Centre, below).
- Make contact with the emergency services or North East Lincolnshire Council (01472 313131) if they are involved in the incident. Inform them of the contact number and location of the Community Emergency Team.
- Arrange for local residents to be warned of any dangers.
- Consider if it is necessary to open emergency accommodation. If so ensure there is a power supply, heat and arrange for supplies of food and drink.
- Arrange for contact to be made with the vulnerable members of community and arrange for advice / assistance to be offered.
- Arrange for the community resources / organisations to be made available as necessary.
- Tune into your local radio station and advise your community to do the same (the list of stations is also included in their copy of the Household Emergency Plan).
- Maintain regular communications with the representatives of the responding organisations on the scene.
- <add any additional key actions that you think are appropriate>

Community Emergency Coordination Centre*

If a Community Emergency Team is brought together, to discuss the community response, they will meet at (one of) the following location(s):

Mrs Val Turner, Meadowside, Church Lane, Bradley, Grimsby, DN37 0AE.
Tel: 01472 870367, 07710 486336 (24Hr Availability)

St Georges Church, Church Lane, Bradley, Grimsby, DN37 0AE.
(Available 24Hrs)



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| Parish Council Resource Contacts | | | |
|----------------------------------|--|--|-----------------------------|
| Name and Resource | Contact Information | Home address | E-mail address |
| VAL TURNER | <i>Home 01472 870367</i> <i>Work N/A</i> <i>Mobile 07710 486336</i> | MEADOWSIDE CHURCH LANE BRADLEY GRIMSBY DN370AE | val.a.turner@virgin.net |
| ANDREW POPPLETON | <i>Home 01472 878606</i> <i>Work N/A</i> <i>Mobile 07966 123302</i> | THE BULLRING CHURCH LANE BRADLEY GRIMSBY DN370AE | ajpoppleton@ntlworld.com |
| DAVID BRYDEN | <i>Home – 01472 873417</i> <i>Work -</i> <i>Mobile - 07774693364</i> | GARDEN COTTAGE BRADLEY ROAD BRADLEY GRIMSBY DN37 0AA | david@theworldwidevilla.com |
| | Home - Work - Mobile - | | |
| | Home - Work - Mobile - | | |
| | Home - Work - Mobile - | | |



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Emergency Contact Numbers

- *Fire, Police, Ambulance and Coastguard - 999*
- *North East Lincolnshire Council – 01472 313131*
- *Police Non Emergency Number - 101*
- *NHS Direct - 111*
- *Environment Agency Floodline - 0845 988 1188*
- *Gas Emergency Service and Gas Escapes - 0800 111 999*
- *Electricity Emergency Service and Supply Failures - 0845 733 1331*
- *Anglian Water – 0800 771 881*
- *Maritime and Coastguard Agency - 01262 672317*



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SECTION 2: RISK RESPONSE MEASURES

The very high risks identified within the Humber region are shown below;

- Flooding
- Severe Weather
- Pandemic Diseases (e.g. Influenza)
- Industrial Accident

To help you prepare for an emergency, response measures tables are provided below. By completing the tables provided, it will assist you to take the appropriate actions in a timely manner.

Flood Specific Response Measures Table

Please complete the table below with information regarding known flooding risk within your town or parish (if applicable); an example of the type of information required is provided in *italics* on in the table

| Known Location at Risk | Action required before a flood | Action required during a flood | Equipment and People Required | Time Required | Any known areas of Vulnerable People affected |
|-----------------------------|-----------------------------------|---|--|---|---|
| Area at fork on Church Lane | Check culverts and advise council | Check residents and advise of situation | Volunteers to check culvert (2) Same 2 to advise residents if necessary | 1 hour to check culvert + 30 mins to advise residents | 3 elderly residents in possible flooding area |
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FLOODING - initial actions



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- IN AN EMERGENCY DIAL 999
- Tune into BBC Radio Humberside (95.9 FM) or Viking FM (96.9 FM) and listen for updates on the emergency and for weather and flooding advice. Follow any emergency services advice issued.
- If you are in an area that receives flood warnings, dial Floodline on 0845 988 1188.
- Gather your Parish / Town Council Emergency Team in the pre-identified incident co-ordination centre (see page 5).
- Gather as much information about the situation as possible and decide which local resources should be mobilised to support the community. Where appropriate, ask members of the team to monitor water levels from a safe distance.
- Refer to the “Flood Specific Response Measures” table above. Implement any agreed actions as appropriate. Contact the pre-identified resources and make offer of support to those that may be vulnerable.
- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see page 5).
- Make contact with the Emergency Services / Environment Agency / North East Lincolnshire Council if they are involved in the incident.
- Arrange for contact to be made with the vulnerable members of the community that are not captured in the “Flood Specific Response Measures” as appropriate. You might want to give this task to one person within the emergency team to co-ordinate.
- Arrange for the community resources / organisations (see page 6) to be made available as necessary. You might want to give this task to one person within the emergency team to co-ordinate.
- Consider asking for additional members of the community (volunteers) to help with the response. You might want to give this task to one person within the emergency team to co-ordinate.
- Where ever possible, advise residents to:
 - Put any flood protection products they have into place
 - Move cars to higher ground
 - Make sure any valuable or sentimental items and important documents are safe



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- Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs. Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water
- Be prepared to turn off mains gas and electricity
- Be prepared to evacuate if necessary:
 - Grab 'Go bag' and check contents.
 - Turn off electricity, gas and water supplies and unplug appliances
 - Take their mobile phone and charger.
 - Take some spare clothes.
 - Take prescribed medication with them.
 - Take cash and credit cards.
 - Lock all doors and windows.
 - If they leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.
- Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.
- Bring caged outdoor pets inside, move all pets with their food, water, bedding and litter trays upstairs.
- **Keep contaminated footwear and clothing away from children**
- **Never allow children to play in floodwater, as well as the risk of disease, manhole covers may have dislodged under the pressure of floodwater creating a drowning risk.**
- **Always wash hands/arms/legs after coming into contact with floodwater with hot water and soap.**
- Try and provide support to residents in carrying out these actions.
- If you have a designated emergency e-mail system, check it on a regular basis.
- Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected, if it is safe to do so.
- Establish contact with neighbouring Parish / Town Councils and ask for / offer support if appropriate.
- <add any additional key actions that you think are appropriate>



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Other Risk Response Measures Table

Please complete the table below with information regarding other risks you may have identified within your town or parish (if applicable); an example of the type of information required is provided in *italics* on in the table

| Known Location at Risk | Action required before incident | Action required during incident | Equipment and People Required | Time Required | Any known areas of Vulnerable People affected |
|-----------------------------|---------------------------------|---|--|---|---|
| Area at fork on Church Lane | | Check residents and advise of situation | Volunteers to check culvert (2) Same 2 to advise residents if necessary | 1 hour to check culvert + 30 mins to advise residents | 3 elderly residents in possible flooding area |
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Other Emergency Information

Council officers may advise Town and Parish Councils if an emergency is expected. If you can, please let people in your community know what's happening and advise people to be aware of the situation.

Encourage members of the community to check on their neighbours, especially if they are elderly or live on their own.

Use the following advice in unusual weather conditions:

- **Heavy Winds**
 - Secure loose objects such as ladders and garden furniture
 - Close and securely fasten doors and windows, including garages
 - Park vehicles in a garage or in a place clear of buildings, trees and fences
 - Stay indoors if possible
 - If you need to go outside, do not walk or shelter close to buildings or trees
 - Don't carry out repairs whilst the storm is in progress
 - Do not drive unless your journey is essential and avoid exposed routes
 - Do not touch electric/telephone cables which may have been blown down

- **Heat Wave**
 - Try and plan your day to stay out of the heat, keep rooms shaded and, where possible use a fan
 - If you must go out, stay in the shade, wear a hat and loose fitting clothing
 - Drink plenty of fluids
 - Don't leave animals unattended in cars in warm weather
 - Seek medical help if you suffer from heat exhaustion or heat stroke. Remain somewhere cool, sponge yourself with cold water and drink plenty of fluids

- **Snow and Ice**
 - Carry an emergency car kit – mobile phone, car charger, first aid kit, warm waterproof clothes, blanket, food, water, torch (with spare batteries)
 - Inform a friend or family member of your intended travel arrangements and expected arrival time
 - Wear a hat
 - Watch out for signs of hypothermia – uncontrollable shivering, slow or slurred speech, drowsiness and memory lapse
 - Don't drive unless you absolutely need to



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NOTES

