



NEW WALTHAM PARISH COUNCIL

Community Emergency Plan for the Parish of New Waltham

Created by: Anneka Ottewell-Barrett (Clerk & RFO)

Date Created: February 2023

Date plan presented to Council & implemented: 1st March 2023

PART 1: PLAN ACTIVATION

This plan should be activated when an incident occurs that requires a co-ordinated community response.

Any member of the Parish Council / Community Response Team, may be notified of such an incident, often by the local authority or residents. The following contact details should be used to contact the people authorised to activate the community emergency plan and lead the initial response; the authorised members are:

- **Parish Council Chair: Cllr Dinsdale Shaw**
- **Parish Council Vice-Chair: Cllr George Baker**
- **Parish Council Clerk: Anneka Ottewell-Barrett**

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 Management Team**:

Name	Email	Contact Number

PART 2: EMERGENCY TEAM ACTION CHECKLIST

IN AN EMERGENCY CALL 999 and follow emergency services advice at all times, always be aware of your own safety and the safety of others around you.

1. Gather as much info as you can about the situation i.e.:
 - Location of emergency
 - Type of incident
 - Number of people/properties involved
 - What support might be needed (shelter, moving and handling, household tasks)
 - Listen to local radio/TV for updates
 - Make contact with other representatives of any responding organisations at the scene
2. Consider whether you can work effectively from your current location, or if you need to move to alternative safe location.
3. Notify the emergency management team and request to meet at the nominated location.
4. If the emergency has the potential to do drawn out, consider putting in place a rota for all the needed roles. Important to ensure that people are not putting themselves at risk and over working.
5. Use a standard agenda template to run a meeting. Circulate 'Responses' and 'Objectives' so it is clear what is wanting to be achieved.
6. Decide which local resources should be immobilised to support your community. This could be delegated to one person in the management team.
7. If there is present a representative from the Emergency Services/ Council or other, make yourself known and advise that you have activated the community emergency plan.
8. Ask for additional volunteers within the community to help with the response if needed. Think about initiating community coordinators. This task could again be delegated to a member of the management team.

Some examples of community support that could be needed:

- Assisting people move valuables and items upstairs

- Helping to deploy flood protection products
 - Providing immediate shelter if people have to evacuate their homes
 - Help look after pets
 - Providing car assistance to family and friends
 - Basic household jobs & shopping
9. Council may agree to send out update emails to emergency management team. Agree who will check for new emails on the Council account and monitor Councils website.
 10. Tell community by any means you can that your community team is functioning and if appropriate maintain a presence in the area.
 11. Help communicate warning messages and information.
 12. Keep noticeboards and social media up to date with the latest advice.
 13. Decide whether to offer residents a 'key' phone number to contact in an emergency situation.
 14. Connect with neighbouring Parishes/Town Councils and ask for help/offer support.
 15. Ensure that any members of the team that engage with the emergency are not putting themselves at risk. Make sure they are acting lawfully and carefully and are not carrying out tasks not qualified to do.
 16. When immediate risk of the emergency has passed consider what the Parish Council can do to help the recovery of the situation. Continue the meetings to assess the situation moving forward.

PART 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	Contact Details
New Waltham Pavilion Hall, St Clements Way, NW, DN36 4WP	Parish Clerk Caretakers	(01472) 822821 07748 525146
St Matthews Church Peaks Lane, NW	Parish Clerk to contact Church	(01472) 822821

Emergency Box location & 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
Pavilion Hall, St Clements Way, NW, DN36 4GU	Useful items to have in your box: <ul style="list-style-type: none">• Copy of this plan• Street map of the area• Paper and pens• Register of electors• Wind up/battery radio• Wind up/battery torch• Mobile phone charger	Parish Clerk	(01472) 822821

Emergency Equipment

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

Location	Item	How to access	Contact
Pavilion Hall, St Clements Way, NW, DN26 4GU	First Aid Box	Parish Clerk or Caretaker	(01472) 822821 07748 525146
Pavilion Hall, St Clements Way, NW, DN26 4GU	Defibrillator	Parish Clerk or Caretaker	(01472) 822821 07748 525146

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
Pavilion Hall, St Clements Way, NW, DN26 4GU	100	Parish Clerk or Caretaker	(01472) 822821 07748 525146
St Matthews Church, Peaks Lane, NW	60		
Village Hall, Station Road, NW	100		
New Waltham Academy, Peaks Lane, NW	50-80		
Enfield Academy, Enfield Ave, NW	50		

Emergency transport pick-up point(s)

If local authority arranges transport to move people to larger shelters, the following have been identified as suitable pick-up points:

Location	Address, 6 figure grid reference or location description that can be provided to Local Authority.
Pavilion Hall Car Park	St Clements Way, NW, DN26 4GU
Village Hall Car Park	Station Road, NW

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	What can access/update?	Contact
Parish Council Website newwalthamparishcouncil.com	Parish Clerk	01472 822821
Parish Council Facebook Page	Parish Clerk	01472 822821
Parish Council Noticeboards	Parish Clerk	01472 822821

Defibrillator Location

The community's defibrillators can be found at the following 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: Pavilion Hall, St Clements Way, New Waltham, DN36 4GU**

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 Local Authority.
Pavilion Hall Car Park	St Clements Way, NW, DN26 4GU
Village Hall Car Park	Station Road, NW

PART 4: COMMUNITY RESOURCES

Community Groups / Church Groups / Local Businesses / Sports Groups that have offered to help in an emergency (complete as necessary).

Useful Items	Support offered/Business	Contact Details
Tractor/Gritter/Ploughs/ JCB... other plant vehicles		
Emergency Lights		
Ropes		
Tree Surgeon		
Transportation Vehicles		

Residents that have offered to help in an emergency:

Name	Support Offered	Contact details

NOTES:

PART 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.

Buildings / Businesses likely to shelter Vulnerable People in an Emergency

The following buildings / shelters 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 Co-ordinators / Area Wardens

Area to be covered	Person	Contact Details

PART 6: STANDARD MEETING AGENDA TEMPLATE & AIM / OBJECTIVES

Emergency Management Team Initial Meeting Agenda

1. Introduction of attendees
2. Nominate Chair of the Emergency Management Team
3. Situation Report
4. Agree Aim and Objectives of Response
5. Actions required to Meet Aim and Objections
6. Date & 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 Objections
4. Review Outstanding Actions
5. Actions Required to meet Aim and Objections
6. Date/ 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 business.
- To provide residents with warnings and messages throughout the emergency
- To communicate effectively with all Parish Cllrs and Ward Cllrs 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 their 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 the 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

PART 7: CONTACT DIRECTORY

Ward Councillors

Name	Contact Number	Email
Cllr Stan Shreeve		Stanley.shreeve@nelincs.gov.uk
Cllr Stephen Harness		Stephen.harness@nelincs.gov.uk
Cllr Hayden Dawkins		Hayden.dawkins@nelincs.gov.uk

Neighbouring Town/Parish Councils

Parish	Contact Name	Email/ Number
Waltham	Tanya	01472 826233
Humberston	Kathy Peers	01472 210154
Holton Le Clay	Emma Harris	01472 234566
Brigsley	Position vacant	Unknown
Ashy cum Fenby	Tanya	01472 826233

Organisation contact details

Service	Number
Emergency Services	999
NELC	01472 313131
N Lincs Council	01724 297 000
Anglian Water	03457 145 145
East Riding of Yorkshire Council	01482 393939
Electricity Emergency Service & Supply Failure	105
Environment Agency Flood line	03459 88 11 88
Non-emergency Fire Service	01482 565333
Gas Emergency Service	0800 111 999
Hull City Council	01482 300 300
NHS Non-emergency	111
Police Non-emergency	101
Severn Trent Water	0800 783 4444
Yorkshire Water	08451 24 24 24

PART 8: USEFUL INFORMATION

General advice for clearing snow

- The aim of snow clearing is to make the situation better and safer when finished when 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 snow in a morning.
- When 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 snow up where it will block or obstruct a footpath, access to a 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 residue 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	15-25 g/m ²
Continuous snow expected	20 g/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, table salt 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 mixture. This is 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 worse.

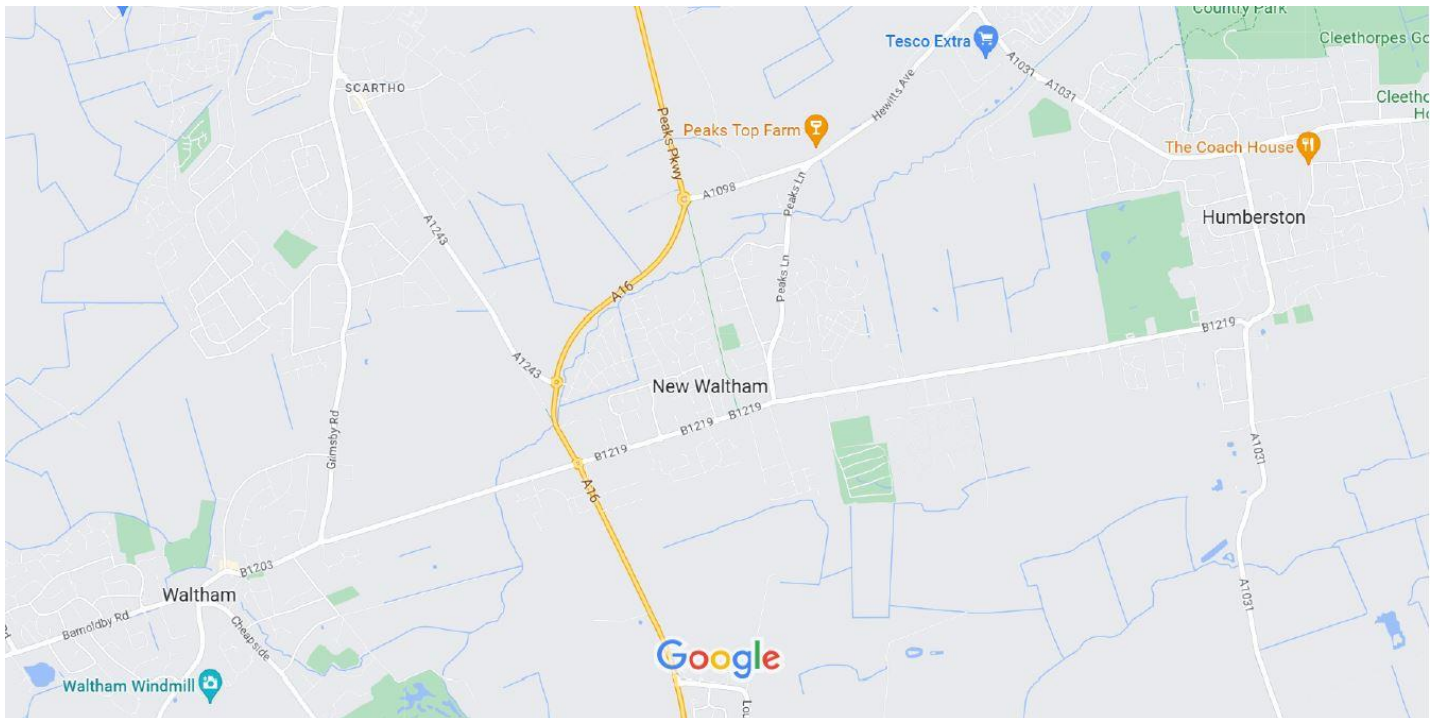
Flooding Advice for Residents

- Move items upstairs or to a high place – particularly sentimental items that cannot be replaced such as photograph albums.
- Bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs.
- If you have time, move your car out of the flood risk area. Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs. Fasten plastic bags round 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, water and unplug appliances
 - Take their mobile phone and charger
 - Take spare clothes
 - Take prescribed medicines
 - Take cash and cards
 - Lock doors and windows
 - If leaving by car, take bottled water, duvet/blankets and tune into local radio for emergency advice/instructions
- Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down toilet seats.

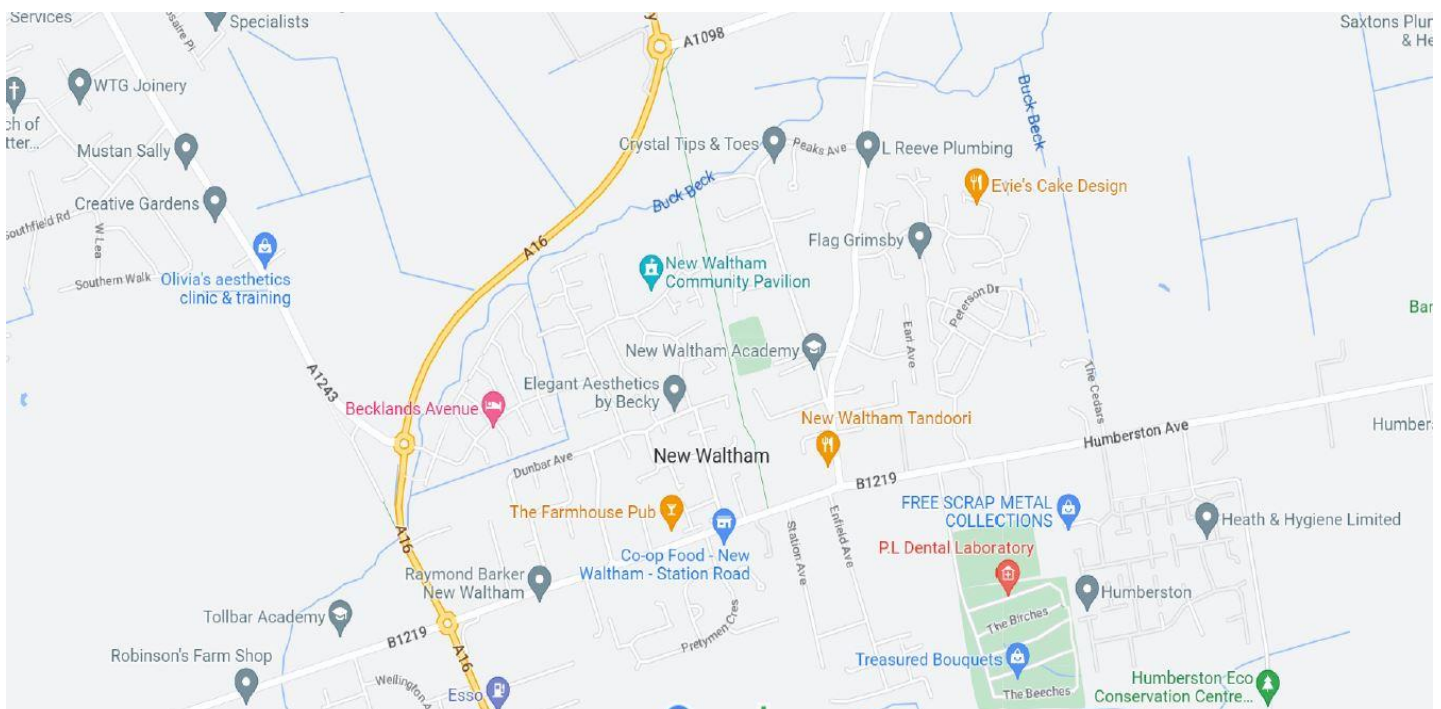
During a Flood

- Accidents happen in fast flowing water. Try to avoid contact with flood water. Do not drive through and do not let children play in it. As well as the risk of disease, manhole covers may have dislodged under the pressure of the floodwater, creating a drowning risk.
- Stay safe, listen to advice of emergency services and evacuate when told to do so.
- Do not touch sources of electricity if standing in water.
- Always wash hands/arms/legs after coming into contact with flood water with hot water and soap.
- Keep contaminated footwear and clothing away from children.

NEW WALTHAM PARISH MAPS



Map data ©2023 500 m



PLAN PUBLICATION & INFORMATION

Electronic copies of this plan have been emailed to:

- New Waltham Parish Councillors
- New Waltham Ward Councillors

The original hard copy & electronic document will be held by:

- Parish Clerk

Back up electronic version:

- Parish Clerk

A web version will also be available on website www.newwalthamparishcouncil.com – this will not hold any personal information in line with GDPR.

Plan Maintenance

This plan should be reviewed annually at Parish Council meetings. During the review each section of the plan should be checked for accuracy (phone numbers etc). The Parish Clerk is responsible for reviewing and ensuring this plan is updated and will report back that any changes have been made.

Any plan changes needs to be approved by at least 2 Council members.

This plan should be exercised annually. The Parish Clerk will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at www.letsgetready.org.uk or by calling 01482 393051.

Parish Clerk should ensure that all people involved in the plan are aware of their role and know that they may be contacted during an emergency.

Data Protection

This plan will (once completed) contain personal data. The Parish Council is to follow data protection procedures once this plan is complete, this includes the maintenance of the plan and the storage.