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*Bempton Parish Council  
Community Emergency  
Plan  
Level 2*

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# **BEMPTON PARISH COUNCIL**

## **Community Emergency Plan**

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# **Section 1 - Activation of the Community Emergency Plan**

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

This plan will be activated when a designated member of the Community Emergency Management 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.

The Community Emergency Team will often be notified by the local authority, emergency services, residents, or dedicated roles such as Flood Wardens, of a potential emergency.

## **RESPONSIBILITY FOR ACTIVATING THE PLAN**

Any of the following people can activate the plan:

CHAIRMAN – Cllr Neville Nicholson

VICE-CHAIRMAN – Cllr Leah Butler

CLERK – Mrs Claire Boston

ERYC – Emergency Team

## **COMMUNITY 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 reduce the effects on the community by:

- assessing the situation.
- co-ordinate the activities of your Council.
- mobilising local resources to support the community.
- maintaining links with the emergency services, the Local Authority and other responding organisations.

## Community Emergency Team

These will be the names and contact details of the members of the Parish Council that will form the Emergency Team

Name	Contact Information	Home address	E-mail address	Availability
Mr Neville Nicholson	Home - 01262 851041 Work - Mobile - 07754 099878	95 High Street, Bempton. YO15 1HS	none	
Mrs Claire Boston	Home - 01262 850065 Work - 0759 9966621 Mobile -	80 High Street, Bempton YO15 1HP	Claire.boston@tiscali.co.uk	Most days except Thursday and Friday.
Mrs Leah Butler	Home - 01262 851383 Work - Mobile -07759 0760074	4a Main Street, Buckton. YO15 1HU	Leah_sharman@hotmail.com	Out of working hours
	Home - Work - Mobile -			
	Home - Work - Mobile -			

## Section 2 - Emergency Management Team Initial Actions Checklist

### KEY ACTIONS WHEN THE PLAN IS ACTIVATED

- 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.
- 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.
- Check your designated emergency e-mail system regularly.
- 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.
- 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.
- If the situation does not require an immediate response, request the Parish/Town Clerk to convene an urgent meeting of the Parish Council.

## Section 3 - Community Resources available for use during an emergency

### COMMUNITY INCIDENT ROOM

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

### IDENTIFIED INCIDENT ROOM

Location	Keyholder(s)	Contact Information	Availability
Bempton and Buckton Community Hall	Mr & Mrs Burnell Mr Mel Parker (Chairman)	01262 850938 01262 850135	
Bempton Primary School	Headmaster Mrs Sue Almond (caretaker)	01262 850508 ####	
Bempton Church And Church hall.	Mrs Julie Ibbetson	01262 850330	

## EMERGENCY BOX

An emergency box has been kept at Bempton and Buckton Community Hall

it contains

- A copy of this plan.
- A street map of the area.
- Paper and pencils.
- The register of electors.
- Wind up/battery operated radio.
- Wind up/battery operated torch
- 10 x Hi-Viz Safety vests

## COMMUNITY EMERGENCY SHELTERS

Details of your emergency shelter(s) may be shared with the Emergency Services in case they need to identify a safe location to evacuate residents to.

## VENUE 1

Name: Bempton and Buckton Community Hall

Address: High Street Bempton

Telephone No:

Key Holder's Name: Mrs Maureen/Hayden Burnell

Key Holders Address: 46 School Lane, Bempton YO15 1JA

Key Holder's Telephone: 01262 850938

### Facilities

Capacity: 140

Cooking Facilities: Yes

Car Parking Arrangements: Yes



Internet Access: Yes

## VENUE 2

Name: Bempton Primary School

Address: School Lane, Bempton

Telephone No: 01262 850508

Key Holder's Name: Mrs S Almond

Key Holders Address:

Key Holder's Telephone:

### **Facilities**

Capacity: 250

Cooking Facilities: No, food warming facilities and hot drinks

Car Parking Arrangements: Yes

Internet Access: Yes

## VENUE 3

Name: St Michaels Church and Church Hall

Address: Newsham Hill Lane, Bempton

Telephone No: 01262 850330

Key Holder's Name: Mrs Julie Ibbotson

Key Holders Address:

Key Holder's Telephone: 01262 850330

### **Facilities**

Capacity: Church 90, Church Hall 36 people.  
Cooking Facilities: Yes within the Church hall  
Car Parking Arrangements: Yes but very small  
Internet Access: No

## **SUITABLE LOCATIONS FOR EMERGENCY INFORMATION POINTS**

Parish Council website:- [www.bemptonparishcouncil.eastriding.gov.uk](http://www.bemptonparishcouncil.eastriding.gov.uk)

Location 1: Notice Board outside the Post Office, High Street, Bempton  
Responsible for updating Parish Clerk, it is unlocked and accessible by the  
Emergency Team.

Contact information for access 01262 850065

Location 2: Notice Board outside the Community Hall, High Street, Bempton  
Responsible for updating Mrs Maureen Burnell

Contact information for access 01262 850938

Location 3: Notice Board Main Street Buckton

Responsible for updating Parish Clerk but it is unlocked and accessible by the  
Emergency Team

Contact information for access 01262 850065

## **Section 4- Warning and Informing**

This section contains public information for various incident types that your Community Emergency Team may be able to help cascade to members of the community. Emergency responders may also issue advice through their website, emails to you and through radio announcements.

- 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 to be 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.

- Flooding

- Listen to your local radio and TV weather forecasts for advice from the emergency services.
- Move your car to higher ground.
- 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.
- Turn off mains gas and electricity.
- 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 food, water, bedding and litter trays upstairs.

- Make sure any valuable or sentimental items and important documents are safe.

**REMEMBER** - We do not encourage communities to enter floodwater. Moving floodwater can be extremely powerful and easily knock people off their feet. There could also be unseen obstructions that could be hard or sharp, potentially causing serious injury, and there are risks of entanglement. Flooding can dislodge manhole covers that people could fall into and become trapped. Remember, floodwater will probably also contain raw sewage. . If you need to walk through floodwater consider using a pole (brush handle) to test the ground in front of you

**Always wash your hands/arms/legs with hot water and soap if you do come into contact with floodwater.**

**DO NOT allow children to play in floodwater.**

Put any flood protection in place.

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

**If people are advised to evacuate their homes**

- If people are advised to evacuate their homes, or are advised to evacuate, try and remind people of the steps they should take:
  - 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.

## Section 5 - Emergency Contact Directory

### PARISH COUNCILLORS NOT ON THE EMERGENCY MANAGEMENT TEAM

Name	Contact Information	Home address	E-mail address
Mr Richard Burton	Home – 01262 850296 Work - Mobile – 07719 705113	Rockville Farm, Main Street, Buckton YO15 1HU	richardrockville@aol.com
Mr Brian Walker	Home – 01262 850297 Work - Mobile -07834 626480	Cliff Lane, Bempton	
Mr Mick Jones	01262 850893	4 Green Lane, Bempton, YO15 1JE	
Mr Bill McCaw	01262 850472	15 Main Street, Buckton YO15 1HU	Bill214@btinternet.com
Mrs Pat Beales	01262 851813	3 Green lane, Bempton YO15 1JL	pajobeales@hotmail.com

### ELECTED MEMBERS NOT ON THE EMERGENCY TEAM/PARISH COUNCIL

Name	Contact Information	Home address	E-mail address

	Home - Work - Mobile -		
	Home - Work - Mobile -		
	Home - Work - Mobile -		

**CONTACT DETAILS OF OTHER COMMUNITY LEADERS THAT MAY BE ABLE TO HELP (FAITH GROUPS/COMMUNITY GROUPS ETC)**

<b>Name</b>	<b>Contact Information</b>	<b>Home address</b>	<b>E-mail address</b>
Vicar – Rev Anthony Patterson.	Home – 01262 851638		Tonypatterson1@gmail.com
Assistant priest – Nancy Eckersley	Home – 01262 850515		nancyeckersley@yahoo.co.uk

**DETAILS OF NEIGHBOURING TOWN AND PARISH COUNCILS**

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<b>Name</b>	<b>Town/Parish</b>	<b>Contact Information</b>	<b>E-mail address</b>
Clerk	Flamborough	Home -	clerk@flamborou

	Parish Council	Work - Mobile -	gh-pc.gov.uk
		Home - Work - Mobile -	
		Home - Work - Mobile -	

#### OTHER USEFUL CONTACT DETAILS -

Organisation	Telephone Number	Website
• Anglian Water	• 08457 145145	• <a href="http://www.anglianwater.co.uk">www.anglianwater.co.uk</a>
• East Riding of Yorkshire Council	• 01482 393939	• <a href="http://www.eastriding.gov.uk">www.eastriding.gov.uk</a>
• Electricity Emergency Service and Supply Failures	• 08457 331331	
• Emergency Response Only – Ambulance, Coastguard, Fire and Police	• 999	
• Environment Agency Floodline	• 08459 881188	• <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
• Environment Agency Incident Hotline	• 0800 80 70 60	• <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
• Gas Emergency Service and Gas Escapes	• 0800 111 999	• <a href="http://www.northerngasnetworks.co.uk">www.northerngasnetworks.co.uk</a>
• Hull City Council	• 01482 300300	• <a href="http://www.hullcc.gov.uk">www.hullcc.gov.uk</a>
• Maritime and	• 01262 672317	• <a href="http://www.dft.gov.uk/mca">www.dft.gov.uk/mca</a>

Coastguard Agency Non Emergency <ul style="list-style-type: none"> <li>• MET Office</li> <li>• NHS Direct</li> <li>• North East Lincolnshire Council</li> <li>• North Lincolnshire Council</li> <li>• Police Non Emergency</li> <li>• Severn Trent Water</li> <li>• Yorkshire Water</li> </ul>	<ul style="list-style-type: none"> <li>• 111</li> <li>• 01472 313131</li> <li>• 01724 297000</li> <li>• 101</li> <li>• 0800 783 4444</li> <li>• 08451 242424</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a></li> <li>• <a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a></li> <li>• <a href="http://www.nelincs.gov.uk">www.nelincs.gov.uk</a></li> <li>• <a href="http://www.northlincs.gov.uk">www.northlincs.gov.uk</a></li> <li>• <a href="http://www.humberside.police.uk">www.humberside.police.uk</a></li> <li>• <a href="http://www.stwater.co.uk">www.stwater.co.uk</a></li> <li>• <a href="http://www.yorkshirewater.co.uk">www.yorkshirewater.co.uk</a></li> </ul>
<p><b>Radio Humberside</b> - Tune in to 95.9FM or 1485am - <a href="http://www.bbc.co.uk/humber">www.bbc.co.uk/humber</a></p>		

## Section 6) Plan Publication and Information

### PLAN PUBLICATION

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

- [heps@eastriding.gov.uk](mailto:heps@eastriding.gov.uk)
- ERYC
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The original electronic version of this plan is kept at:

- 80 High Street, Bempton YO15 1HP

Backup electronic versions of this plan are kept at:



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Hard copies of this plan are kept at:

- Bempton and Buckton Community Hall, High Street, Bempton

A web version of the plan **with the confidential information removed** has been posted on [www.bemptonparishcouncil.eastriding.gov.uk](http://www.bemptonparishcouncil.eastriding.gov.uk) for public information.

## PLAN MAINTENANCE

The plan should be reviewed annually. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). The clerk will have responsibility for reviewing the emergency plan and should report back the Parish Council meeting to confirm that a review has taken place.

The clerk is responsible for providing an updated version of the plan to all plan holders.

## PLAN EXERCISE AND REVIEW

No exercise has been planned to date. An exercise guide and some potential scenarios are available at [www.heps.gov.uk](http://www.heps.gov.uk), or by calling 01482 393051.

Training DVDs can be found at [www.heps.gov.uk](http://www.heps.gov.uk)

## DATA PROTECTION

**This plan will contain personal information once complete. Town and Parish Councils should be mindful of data protection legislation when completing and storing this plan**

The clerk is responsible for ensuring the plans are appropriately controlled.

## **COMMUNITY DEFIBRILLATOR**

The Parish has a community defibrillator which is located at:

Bempton and Buckton Community Hall, High Street, Bempton YO15 1HS

The nominated warden who regularly check the defibrillator are:

Mrs Claire Boston Clerk to Bempton Parish Council

Yorkshire Ambulance Service will instruct the person who has made the 999 call to report a medical emergency on how to access and use the defibrillator.

July 2017