

# Brigsley Parish Council

## Community Emergency Plan

For further information and queries regarding this plan please contact the Parish Clerk

Anneka Ottewell-Barratt  
2 Joseph Ogle Close,  
New Waltham,  
DN36 4WP  
Email: [clerk@brigsleyparishcouncil.com](mailto:clerk@brigsleyparishcouncil.com)

**IF THERE IS IMMEDIATE DANGE OR  
THREAT TO LIFE PHONE 999**

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**SECTION I**  
**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 **two** of the following people can activate the plan:

- Mr. Simon Dixon (Chair)
- Mrs A. Hansen (Vice-Chair)
- Anneka Ottewell-Barratt (Clerk)

## COMMUNITY EMERGENCY TEAM

In the event of the plan being triggered the following members of the Parish/Town 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 Town & Parish Council that will form the Emergency Team

Name	Contact Information	Home address	E-mail address	Availability
Cllr Simon Dixon	Home – [REDACTED] [REDACTED]	Littlefield, Church Lane, Brigsley		
Cllr Alison Hansen	Home – [REDACTED]	Strands, Waltham Road, Brigsley		
Cllr Matthew Carlton	Home – [REDACTED] [REDACTED]	7 Brigsley Grange Close, Brigsley		
Cllr Lara Edwards	Home [REDACTED] Mobile [REDACTED]	Ash Holt, Waithe Lane, Brigsley		
Cllr Heather Moore		4 St Helens Crescent, Brigsley		

**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 (see section 1)
- 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.
- 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.

**Emergency Management Team**

**Initial Meeting Agenda**

- 1) Introduction of Attendees
- 2) Situation Report
- 3) 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

## Section 2

### 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
Brigsley Village Hall St. Helens Crescent Brigsley	[REDACTED]	[REDACTED]	
St Helens Church, Church Lane, Brigsley	[REDACTED]	[REDACTED]	closed



## 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: Village Hall

Address: St. Helens Crescent

Key Holder's Name: Village Hall Committee

Key Holders Address: Vicar Kimberley Bohan

Key Holder's Telephone:

### Facilities

Capacity:

Cooking Facilities: Yes

Car Parking Arrangements: Yes

Internet Access: No

## PEOPLE/BUSINESSES THAT HAVE OFFERED TO HELP IN AN EMERGENCY

Resources Available	Contact Details
Builder and access to 4x4 vehicle	Cllr Nick Pettigrew Home – [REDACTED]
Access to Tractor	Cllr Philip Wilson [REDACTED]

**COMMUNITY ORGANISATIONS OR PEOPLE WITH A SPECIAL SKILL, WHO COULD HELP DURING AN EMERGENCY**

<b>Resources Available</b>	<b>Organisation/Persons Name and Contact Details</b>
Electrician	Mr Mark Collins [REDACTED] [REDACTED]
Plumber	Mr Simon Dixon Mobile – [REDACTED]
GP	Dr Syed Jafri Home – [REDACTED]

## **SECTION 3**

# **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 4

### Additional Emergency Contacts

#### WARD COUNCILLOR CONTACT DETAILS - WALTHAM WARD

Name	Contact Information	Home address	E-mail address
Cllr Philip Jackson	Tel – 01472 823740	7 Kingsfield Farm Barnoldby-le-Beck Grimsby North East Lincolnshire DN37 0SB	Philip.Jackson@nelincs.gov.uk
Cllr Nick Pettigrew	Tel – 01472 823225	Chestnut Farmhouse, Brigsley Road, Ashby cum Fenby	Nick.pettigrew@nelincs.gov.uk

#### DETAILS OF NEIGHBOURING TOWN AND PARISH COUNCILS

Name	Town/Parish	Contact Information	E-mail address
Anneka Ottewell-Barratt	Ashby cum Fenby Parish Council		ashbyparishclerk@gmail.com
Parish Clerk	Waltham Parish Council	Work – 01472 826233	walthampc@btconnect.com

## 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 Coastguard Agency Non Emergency	• 01262 672317	• <a href="http://www.dft.gov.uk/mca">www.dft.gov.uk/mca</a>
• MET Office		• <a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a>
• NHS Direct	• 111	• <a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>
• North East Lincolnshire Council	• 01472 313131	• <a href="http://www.nelincs.gov.uk">www.nelincs.gov.uk</a>
• North Lincolnshire Council	• 01724 297000	• <a href="http://www.northlincs.gov.uk">www.northlincs.gov.uk</a>
• Police Non Emergency	• 101	• <a href="http://www.humberside.police.uk">www.humberside.police.uk</a>
• Severn Trent Water	• 0800 783 4444	• <a href="http://www.stwater.co.uk">www.stwater.co.uk</a>
• Yorkshire Water	• 08451 242424	• <a href="http://www.yorkshirewater.co.uk">www.yorkshirewater.co.uk</a>

**Radio Humberside** - Tune in to 95.9FM or 1485am - [www.bbc.co.uk/humber](http://www.bbc.co.uk/humber)

# SECTION 5

## Flooding Specific Actions




### ADDITIONAL ACTIONS (FLOODING)

- If you are in an area that receives flood warnings, dial Floodline on 0845 988 1188. Or check the Flood Information Service website - <https://flood-warning-information.service.gov.uk/>. Keeping checking for updates.
- Refer to the “Flood Specific Response Measures” table. Implement any agreed actions as appropriate. Mobilise the pre-identified resources and make offer of support to those that may be vulnerable.
- 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.
  - 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 food, water, bedding and litter trays upstairs.
  - Not to walk or drive in 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. Floodwater will probably also contain raw sewage.
  - Not to walk on sea defences or riverbanks and to be aware that bridges may be dangerous to walk or drive over
  - Always wash their hands/arms/legs if they do come into contact with floodwater with hot water and soap.
  - 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.
- Try and provide support to residents in carrying out these actions, and to flood wardens if you have them.



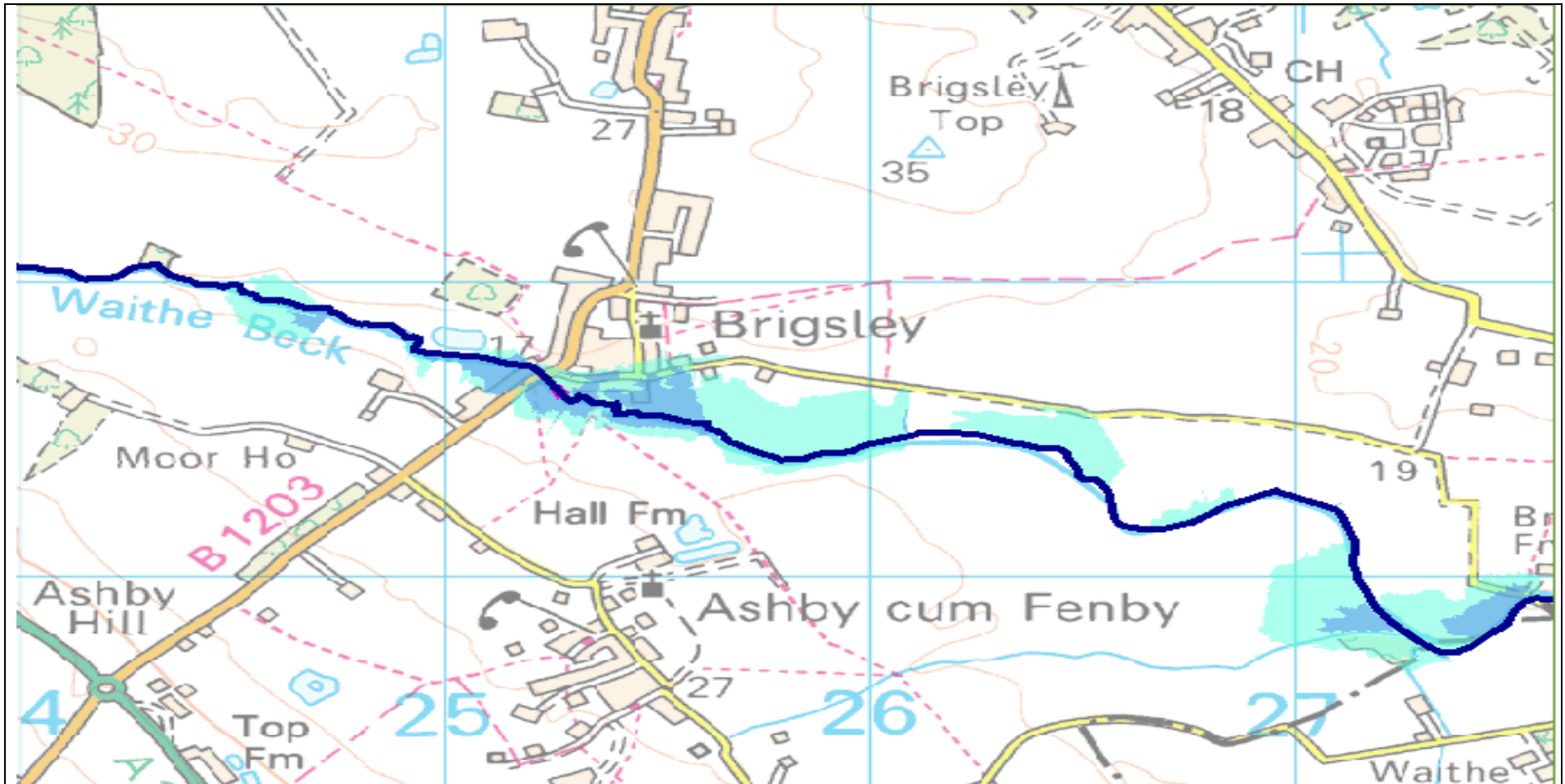
## MEANING OF EA FLOOD WARNING CODES

Flood Code	What it means	When it's used	What to do
 <p><b>FLOOD ALERT</b></p>	<p>Flooding is possible. Be prepared.</p>	<p>Two hours to two days in advance of flooding.</p>	<ul style="list-style-type: none"> <li>• Be prepared to act on your flood plan.</li> <li>• Prepare a flood kit of essential items.</li> <li>• Monitor local water levels and the flood forecast on our website</li> </ul>
 <p><b>FLOOD WARNING</b></p>	<p>Flooding is expected. Immediate action required.</p>	<p>Half an hour to one day in advance of flooding</p>	<ul style="list-style-type: none"> <li>• Move family, pets and valuables to a safe place.</li> <li>• Turn off gas, electricity and water supplies if safe to do so.</li> <li>• Put flood protection equipment in place.</li> </ul>
 <p><b>SEVERE FLOOD WARNING</b></p>	<p>Severe flooding. Danger to life.</p>	<p>When flooding poses a significant threat to life.</p>	<ul style="list-style-type: none"> <li>• Stay in a safe place with a means of escape.</li> <li>• Be ready should you need to evacuate from your home.</li> <li>• Co-operate with the emergency services.</li> <li>• Call 999 if you are in immediate danger.</li> </ul>

## FLOOD SPECIFIC RESPONSE MEASURES

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
Main Road	Monitor ditches & gullies as appropriate	<ul style="list-style-type: none"> <li>• Contact local authority</li> <li>• Advise residents if required</li> </ul>	2 volunteers	One morning	Social Housing Elderly persons St Helens Crescent
Church Lane	Monitor culverts & gully as appropriate	<ul style="list-style-type: none"> <li>• Contact local authority</li> <li>• Advise residents if requires</li> </ul>			
Waithe lane	Monitor gullies & manholes as appropriate	<ul style="list-style-type: none"> <li>• Contact Local Authority</li> <li>• Advise residents if required</li> </ul>			
Brigsley Road	Monitor Waithe Beck as appropriate	<ul style="list-style-type: none"> <li>• Contact Local Authority</li> <li>• Advise residents if required</li> </ul>			

**MAP SHOWING THE RISK OF RIVER FLOODING**



**MAP SHOWIN THE RISK OF SURFACE WATER FLOODING**



# **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) (Humber Emergency Planning Team)
- Simon Dixon (Chair)
- Alison Hansen (Vice Chair)
- Matthew Carlton
- Lara Edwards
- Heather Moore

The original electronic version of this plan is kept at:

- 2 Joseph Ogle Close New Waltham, DN36 4WP – Anneka Ottewell-Barratt (Clerk)

Backup electronic versions of this plan are kept at:

- Littlefield, Church Lane, Brigsley – Simon Dixon (Chair)

Hard copies of this plan are kept by:

- Anneka Ottewell-Barratt (Clerk)
- Simon Dixon (Chair)
- Alison Hansen (Vice Chair)
- Matthew Carlton
- Lara Edwards

- Heather Moore

A web version of the plan **with the confidential information removed** has been posted on Parish Council website for public information: <http://www.brigsleyparishcouncil.com/>

## PLAN MAINTENANCE

The plan should be reviewed every year. 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/Town Council meeting to confirm that a review has taken place.

Any updates to the plan, or lessons that have been learned from exercises, should be approved by the Parish Council before the plan is changed.

The Clerk is responsible for providing an updated version of the plan to all those listed in Section 4.

## PLAN EXERCISE AND REVIEW

This plan should be exercised every two years. The Clerk will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at [www.heps.gov.uk](http://www.heps.gov.uk), or by calling 01482 393051.

The Clerk should make sure that all the people who are involved in the plan are aware of their role, and know that that they might be contacted during an emergency. 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.