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*Langtoft Parish Council  
Community Emergency  
Plan  
Level 2*

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# **LANGTOFT PARISH COUNCIL**

## **Community Emergency Plan 2017**

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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 Naizby Noble  
VICE-CHAIRMAN – Cllr Clif Weston  
CLERK – Mrs Claire Boston  
ERYC – Emergency Team

## **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
Mr Naizby Noble	Home – 01377 267998 Work - Mobile -	Brindle Lodge Sledmere Road Langtoft YO25 3TP	naizby@yahoo.co.uk	
Mr Clif Weston	Home – 01377 267354 Work - Mobile -	The Saddlers, Scarborough Road, Langtoft YO25 3TH	westonclif@yahoo.com	
Mrs Claire Boston	Home - 01262 850703 Work – Mobile -0781 2468591	80 High Street, Bempton, YO15 1HP	Langtoft.clerk@hotmail.co.uk	
	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 LANGTOFT MEETING ROOM, CHURCH LANE
- 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.
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- 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 Clerk to convene an urgent meeting of the Parish Council.

## Standard Agendas

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

#### **COMMUNITY INCIDENT ROOM**

Langtoft Meeting Room  
Langtoft Bowling Club  
Langtoft Church

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**

<b>Location</b>	<b>Keyholder(s)</b>	<b>Contact Information</b>	<b>Availability</b>
Langtoft Meeting Room	Mr Penny Whitham	01377 267909	
Langtoft Bowling Club	Mr Alan Lawty Mr Keith Brent	01377 267608 01377 267640	

#### **EMERGENCY BOX**

An emergency box has been kept at Church Meeting Room.

it contains

- 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
- Hi Viz Jackets

## 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: Langtoft meeting Room

Address: Church Lane, Langtoft

Telephone No:

Key Holder's Name: Mr Penny Whitham

Key Holders Address: Lindum, Sledmere Road, Langtoft. YO25 3BT

Key Holder's Telephone: 01377 267909

### Facilities

Capacity: 50

Cooking Facilities: Yes

Car Parking Arrangements: Just below the church

Internet Access: No



## VENUE 2

Name: Langtoft Bowling Club

Address: Front Street

Telephone No:

Key Holder's Name: Mr Alan Lawty

Key Holders Address: Field House Farm, Accommodation Road, Langtoft, YO25 3TY

Key Holder's Telephone: 01377 267608

### **Facilities**

Capacity: 50

Cooking Facilities: Yes

Car Parking Arrangements: No

Internet Access: No

## VENUE 3

Name: Langtoft Church

Address: Church Lane, Langtoft

Telephone No:

Key Holder's Name: Rev Jacki Tonkin

Key Holders Address: Monument Lodge, Back Street, Langtoft YO25 3TD

Key Holder's Telephone: 01377 267149

### **Facilities**

Capacity: 300

Cooking Facilities: No

Car Parking Arrangements: Yes

Internet Access: No

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

Locations can be pre-identified to pass information to the community during an emergency; these can be places such as community centres, the post office or the Parish notice board.

If the Parish Council have a website or access to social networking sites these can be very useful in keeping everyone informed of the latest situation.

### Notice Board

Location 1: Front Street

Responsible for updating Mr Naizby Noble

Contact information for access 01377 267998

Location 2: Bowling Club Notice Board

Responsible for updating

Contact information for access

Location 3: Church Notice Board

Responsible for updating Rev Jacki Tonkin

Contact information for access

## 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 Ian Harland	Home – 01377 267348 Work - Mobile -	East House Farm, Back Street, Langtoft, YO25 3TG	ianwharland@hotmail.com
Mrs Sue Taylor	Home – 01377 267642 Work - Mobile -	11 Hillside Gardens, Langtoft. YO25 3TZ	Jt-sue@tiscali.co.uk
Mrs Anne-Marie Dunn	07884 423793	Rosewood Cottage, 1 Accommodation Road, Langtoft. YO25 3TQ	Am.dunn1@btinternet.com
Mr Mike Rowland		Foxglove Cottage, 2 The Dell, Langtoft.	mikerowland@btinternet.com

		YO25 3TA	
Mr Craig Harland	07917 749279	East End Farm, Back Street, Langtoft	craigharland@hotmail.co.uk
Mrs Helen Harrison		Glencoe House, Scarborough Road, Langtoft. YO25 3TH	Francypants1@sky.com
Mrs Karen Higgins	0789 9052393	West End House, Sledmere Road, Langtoft YO25 3TP	Karenhiggins00@gmail.com

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

<b>Name</b>	<b>Contact Information</b>	<b>Home address</b>	<b>E-mail address</b>
	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>
	Home - Work - Mobile -		
	Home - Work - Mobile -		

**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>
Kilham Parish Council Mrs Claire Boston	Parish Council	Home - 01262 850703 Work - Mobile -	claire.boston@tiscali.co.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 Coastguard Agency Non Emergency	• 01262 672317	• <a href="http://www.dft.gov.uk/mca">www.dft.gov.uk/mca</a>
• MET Office	• 111	• <a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a>
• NHS Direct	• 01472 313131	• <a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>
• North East Lincolnshire Council	• 01724 297000	• <a href="http://www.nelincs.gov.uk">www.nelincs.gov.uk</a>
• North Lincolnshire Council	• 101	• <a href="http://www.northlincs.gov.uk">www.northlincs.gov.uk</a>
• Police Non Emergency	• 0800 783 4444	• <a href="http://www.humberside.police.uk">www.humberside.police.uk</a>
• Severn Trent Water	• 08451 242424	• <a href="http://www.stwater.co.uk">www.stwater.co.uk</a>
		• <a href="http://www.yorkshirewater.co.uk">www.yorkshirewater.co.uk</a>



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

## 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)
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The original electronic version of this plan is kept at:

- Mrs Claire Boston Clerk, 01262 850703
- Mr Naizby Noble, Chairman 01377 267998

Backup electronic versions of this plan are kept at:

- All councillors

Hard copies of this plan are kept at:

- Mr Naizby Noble – Brindle Lodge, Sledmere Road, Langtoft YO25 3TP – 01377 267998
- Mrs Claire Boston - 80 High Street, Bempton, YO15 1HP – 01262 850703

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

Any updates to the plan will be approved at a full council meeting before the plan is changed.

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

## PLAN EXERCISE AND REVIEW

This plan will be reviewed annually. 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.

## 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 stored at:

Harlands Builders Wood Store, Joiners Shop, Back Lane, Langtoft, East Yorkshire, YO25 3TG

The nominated warden(s) who regularly check the defibrillator are:

Mr Craig Harland and Mr Ian Harland.

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.