



# SWANLAND PARISH COUNCIL

## Community Emergency Plan

Updated September 2019  
Agreed Minute

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## ACTIVATION

### When the plan will be activated

This plan will be activated when a member of the Parish Council considers it necessary to act in response to an incident, and when action cannot be taken effectively without triggering the arrangements outlined in this document.

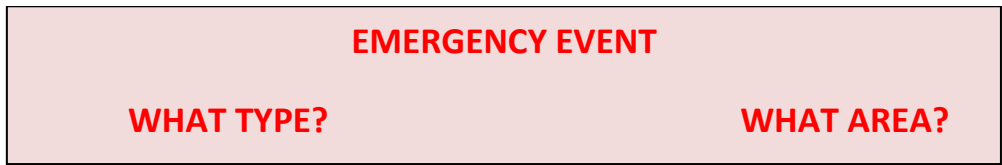
The Community Emergency Team will often be notified by the local authority, emergency services, residents, or dedicated roles such as Flood Wardens, of a potential emergency.

### The following people can activate the plan:

- Chairman Shepherd Tel: 01482 631193
- Vice Chairman May Tel: 07801381000
- Parish Clerk, Mrs M Hopton Tel: 01482 632309

### HOW THE PLAN WILL BE ACTIVATED

**This plan will be activated when one of the persons listed above decides that the plan should be triggered.**



**CONTACT**  
CHAIRMAN, VICE CHAIRMAN OR  
CLERK

**CONTACT**  
EAST RIDING OF YORKSHIRE FOR  
INSTRUCTIONS AND CHECK IF  
EMERGENCY SERVICES HAVE BEEN  
NOTIFIED.

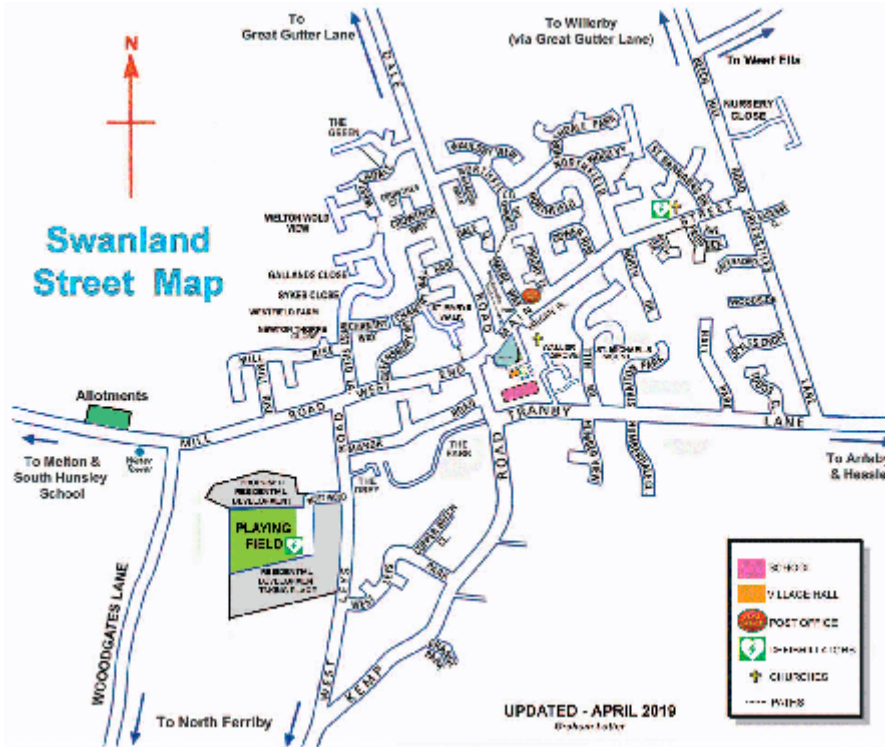
**CONTACT**  
PARISH COUNCIL MEMBERS  
ARRANGE MEETING TIME AND PLACE

**CONTACT**  
Key holders to Village Hall (first shelter option)  
or St Barnabas Church (second shelter option)

**LIAISE**  
Meet at Village Hall to organise and liaise with authorities (Police etc)

**ALERT**  
Other organisations in village, such as Swanland House, Haldenby Court,  
Neighbourhood Watch, GP, Local Media, Churches, WVS, SVA, Swanland  
Playing Fields Assn.

# MAP



## INITIAL ACTIONS

- **GATHER AS MUCH INFORMATION ABOUT THE SITUATION AS POSSIBLE. MAKE CONTACT WITH THE EMERGENCY SERVICES / EAST RIDING OF YORKSHIRE COUNCIL IF THEY ARE INVOLVED IN THE INCIDENT.**
- **CONSIDER WHETHER YOU CAN WORK EFFECTIVELY FROM YOUR CURRENT LOCATION, OR WHETHER YOU NEED TO MOVE TO AN ALTERNATE LOCATION.**
- **CONSIDER WHETHER YOU NEED TO GATHER THE PARISH COUNCIL EMERGENCY TEAM.**
- **CONSIDER IDENTIFYING AREAS OF VILLAGE AT RISK AND MAKING CONTACT WITH VULNERABLE MEMBERS OF COMMUNITY IN THOSE AREAS IN ORDER TO ARRANGE FOR ADVICE/ASSISTANCE TO BE OFFERED.**
- **ARRANGE FOR THE COMMUNITY RESOURCES/ORGANISATIONS IDENTIFIED IN ON PAGE 8 TO BE MADE AVAILABLE AS NECESSARY.**

**CONSIDER WHETHER ANY ADDITIONAL MEMBERS OF THE COMMUNITY NEED TO BE INVOLVED.**

## PRE-PLANNING TO AID THE RESPONSE

### EMERGENCY TEAM

In the event of the plan being triggered the following have agreed to form part of the emergency team who will help to mitigate the effects on the community:

Parish Council Members

### INCIDENT ROOM

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

Swanland Village Hall  
St Barnabas Church  
Swanland Playing Fields

## COMMUNITY RESOURCES

### COMMUNITY RESOURCES AVAILABLE FOR USE DURING AN EMERGENCY

<u>RESOURCES AVAILABLE</u>	<u>CONTACT DETAILS</u>
Supplies from Village Shop	<b>McColl</b> , Main Street, Swanland
Access to the Village Hall to shelter people if necessary	<b>Sheila Ireland– Chair</b> Mobile 07738529314 <b>Caretaker - Lee Pedge 07913 102 186</b> Home – <b>01482 635 086</b> <b>Mr Ian Macfarlane</b> Home – 01482 632800 <b>Mrs Yvonne Dumsday</b> Home – 01482 634863
E.g. 4 Wheel Drive & Tractor	<b>Mr Martin May</b> Home – 01482 635208 Mobile – 07801381000 <b>East Riding of Yorkshire Council</b> Voluntary 4x4 club 07005 982 482
Christchurch by the Pond	No telephone/fax/email. Capacity for 40 people to sleep in school room, 20 in vestry. Heating: Gas fires on wall. Cooking and tea making facilities. Toilet and washing facilities. Tables, chairs, crockery, cutlery, tea making facility. First Aid kit (1) Fire extinguishers (4) Recreational games. Contact key holders: - <b>WH Burman</b> , Old Hall Gardens, North Drive Tel: 631131, Mob 07711693259 <b>JR White</b> , 1 Mill Road, Tel: 01482 634222, Mob 07764679846
St Barnabas Church	Contact Reverend Francis Scott Tel: 632941
W Burman (Paul Harrison)	Local Builder with various equipment (01482 635273)



## PARISH COUNCIL CONTACT DETAILS

Name / Role	Contact Phone	Mobile
Chairman Derek Shepherd	01482 631193	
Vice Chairman M May	01482 635208	07801381000
Clerk M Hopton	01482 632309	

### CONTACT DETAILS OF OTHER COUNCIL MEMBERS

Name / Role	Home Phone	Mobile
CLlr Martin May	01482 635208	
CLlr Jackie Richardson	01482 631069	
CLlr Paul Hopton	01482 632309	
CLlr Derek Shepherd	01482 631193	
CLlr Daniel Wells	01482 632591	
CLlr Chris Chinn	01482 634971	
CLlr Jackie Phillips		
CLlr Ian Brown	01482 634423	
CLlr Richard Ambler	01482 633152	
Ward Councillor Abraham	01482 633746	
Ward Councillor Vanessa Walker		0778 068 7383

### 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	Who can access / update?	Contact Details
Parish Council Website <a href="http://www.swanlandparish.org/index.html">http://www.swanlandparish.org/index.html</a>	Clerk	01482 632309 Via clerk
Parish Council Facebook Page <a href="https://www.facebook.com/swanlandpc/">https://www.facebook.com/swanlandpc/</a>	Clerk	01482 632309
Parish Council Twitter	Clerk	01482 632309
Parish Council Noticeboards:  Notice Board by the Pond	Clerk	01482 632309

**Defibrillator location(s)**

The community's defibrillators can be found at these 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.

<b>Location</b>
St Barnabus Church Main Street
Village Hall Main Street
Playing Fields West Leys Road

#### **EXTERNAL CONTACT DETAILS:**

- Fire, Police, Ambulance and Coastguard - 999 (Emergency only)
- Police Non Emergency Number – 101
- NHS Direct – 111
- Pump House Surgery, Swanland - 01482 633570
- East Riding of Yorkshire Council - 01482 393939
- Flood line – 03459881188
- Gas (24-hour emergency service & supply failures only) 0800 111 999
- Electricity (24-hour emergency service & supply failures only) 105
- Environment Agency - 0800 80 70 60 (Damage or danger to the natural environment e.g. – pollution, poaching, risks to wildlife, fish in distress, illegal dumping of hazardous waste)
- All Gas Leaks - 0800 111 999
- Yorkshire Water – 0845 124 24 24
- Age Concern – 01482 869181
- Hull City Council – 01482 300300

#### **CONTACT DETAILS OF CLERKS IN NEARBY PARISHES IF NEED ARISES**

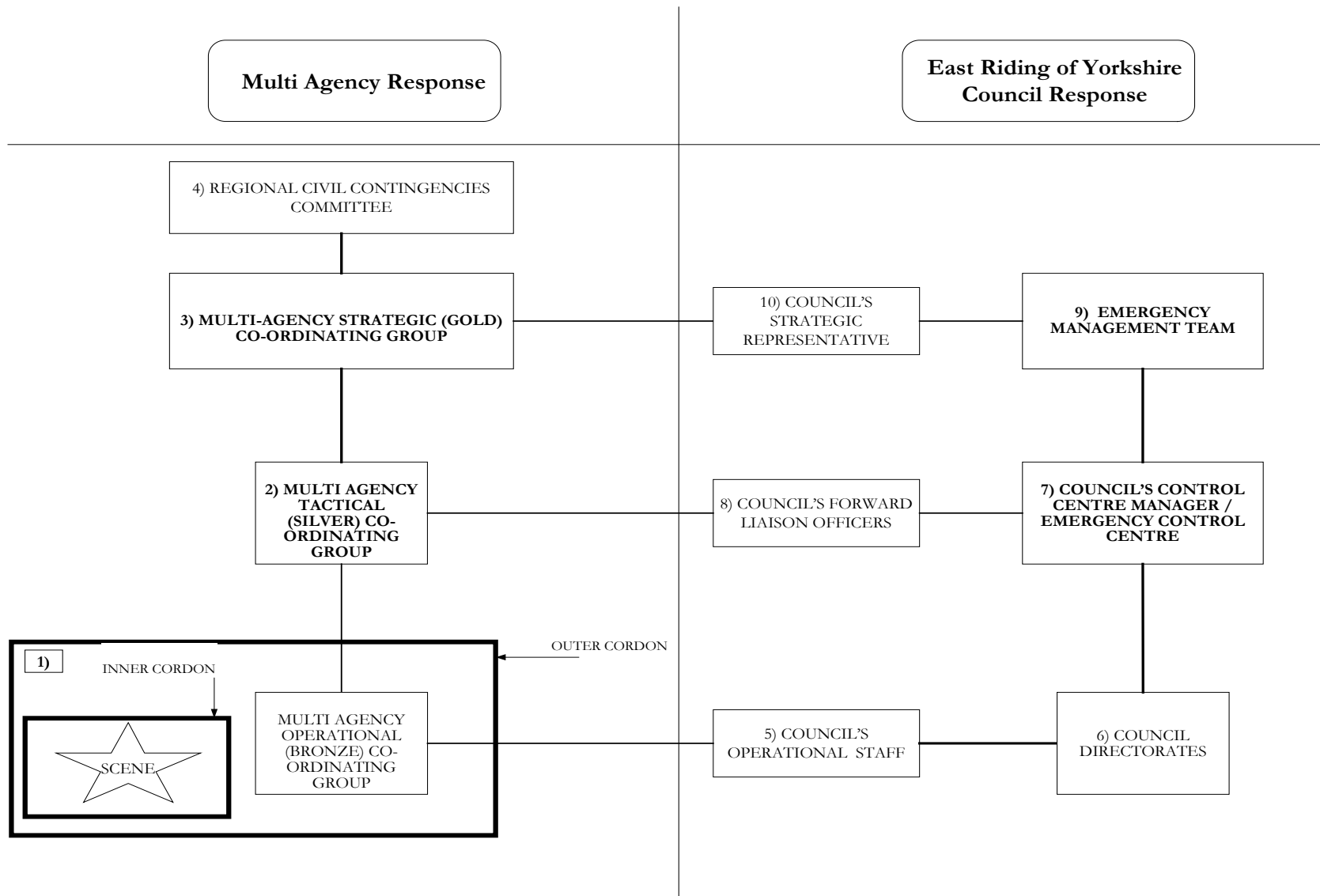
North Ferriby – Tel: 01482 631822 [clerk@northferribyparishcouncil.gov.uk](mailto:clerk@northferribyparishcouncil.gov.uk)

#### **FLOODING CONTACT NUMBERS**

- Environment Agency trained operators are available 24 hours a day seven day a week and can provide immediate practical advice on flood risk and what to do before,

during and after a flood. Telephone number Tel: 03459 88 11 88. For the deaf and hard of hearing there is a Minicom service 0845 602 6340.

- East Riding of Yorkshire is responsible for the drains that remove surface water from the highway. In the event of significant highway flooding, the council works with other bodies to provide an emergency response, such as the provision of sandbags.
- Highways customer care - 01482 393939
- Yorkshire Water is usually responsible for sewer drains in the roads and blocked sewers – Tel: 0845 124 24 24



<p style="text-align: center;"><b>EAST RIDING OF YORKSHIRE COUNCIL'S RESPONSE TO A TYPICAL MAJOR INCIDENT</b></p>
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### **1 – Incident Scene / Multi Agency Operational (Bronze) Coordinating Group**

Humberside Fire and Rescue Service would establish an “inner cordon” around the immediate vicinity of an incident. Only essential personnel would be allowed access, such as fire fighters, paramedics and Building Control Officers.

A Multi Agency Operational (Bronze) Coordinating Group would be established to control and deploy the resources concerned with dealing with the immediate incident.

Humberside Police would establish an outer cordon at a safe distance away from the scene. Only personnel involved in the response would be allowed within the outer cordon. Resources that may be needed in the response, such as emergency transport, would be held at a marshalling area at the outer cordon ready for use.

### **2 – Multi Agency Tactical (Silver) Coordinating Group**

The Multi Agency Tactical (Silver) Coordinating Group would be located at a safe distance away from the incident scene.

It would determine priorities in allocating resources, plan and co-ordinate when tasks were to be undertaken, consider the wider implications of the incident and ensure that the Operational Group had sufficient resources.

It would be chaired by Humberside Police, who take a coordinating role in almost all major incidents, and would be attended by representatives of all responding organisations.

East Riding of Yorkshire Council would be represented at this Group by a Forward Liaison Officer (see heading 8).

At the beginning of the response phase the chair of the silver command would pass to the Council, the Environment Agency or the Primary Care Trusts.

### **3 – Multi Agency Strategic (Gold) Level Coordinating Group**

Emergencies that have major implications, usually for more than one unitary authority, may require a multi-agency response at a strategic level, in which case this group would be established, chaired initially by Humberside Police.

The Strategic Co-ordination Group would meet at a location completely detached from the scene with suitable communications and meeting facilities. For the Humber area this would normally be at Police Headquarters, Hull.

The Strategic Co-ordination Group would determine the multi agency strategic issues relevant to the incident including the management of the aftermath of the incident and the return to normality.

All responding organisations would be represented by a deputy that has authority to commit his/her organisation to strategic decisions. East Riding of Yorkshire Council would be represented at this Group by a member of CMT.

#### **4- Regional Civil Contingencies Committee**

This new level of command may be established if an incident has implications for one or more Government Office regions. Such recent incidents would have included the Fuel Crisis and the Foot and Mouth outbreak.

The committee would be responsible for prioritising resources at a regional level and for reporting directly to the Government.

An officer from the Humber multi agency strategic (Gold Level) coordinating group would represent our area on this committee.

#### **5 - Council Operational Staff and 6 - Council Directorates**

Council staff would only be asked to carry out their normal day to day role in an emergency situation. For example, a Building Control Officer may become involved with structural safety following an explosion, Public Protection officers may be involved with pollution and Highways staff may be involved in sandbagging and road closures.

The Directorate's representative in the Emergency Control Centre would coordinate their involvement in the emergency.

#### **7 – Control Centre Manager / Emergency Control Centre**

A Head of Service acting as a Control Centre Manager would co-ordinate the Council's response to an incident.

The Control Centre Manager would usually operate from the Kries Lippe Room, which is equipped with communications, stationary and emergency plans. A control team made up of representatives from each Directorate would support them. Bringing this team together:

- **helps** to provide a co-ordinated council response.
- **allows** information to be shared more efficiently
- **allows** requests for services to be actioned more quickly.
- **allows** each directorate to see how the incident could impact on them and how their department could offer assistance.

The Control Centre Manager has a list of all the Parish and Town Council's that have prepared emergency plans, along with their contact details, and will make contact as soon as initial actions have been completed.

The Control Centre Manager communicates with the scene of the incident through a Forward Liaison Officer.

### **8 – Council's Forward Liaison Officer(s)**

A Forward Liaison Officer is the Council's representative at the Multi Agency Tactical Coordinating Group (see heading 2). All requests for Council support are made through the Forward Liaison Officer who then speaks directly to the Control Centre Manager.

A Forward Liaison Officer can:

- Obtain regular position statements regarding the incident
- Facilitate a swift response to a request for Council Services
- Identify where Council Services can assist in the response to the incident
- Assess the impact of the incident on the Council and the Community

### **9 - Emergency Management Team**

The Emergency Management Team is an emergency meeting of CMT to provide the strategic framework and authorisation for the activities of the Emergency Control Centre.

The need for an Emergency Management Team meeting will be discussed between the Control Centre Manager and CMT.

### **10 – Council's Strategic Representative**

If a Strategic Level (Gold) Coordinating Group was established a member of CMT would be invited to attend. The Group would examine the multi agency strategic issues relevant to the incident, including the management of the aftermath and the return to normality.

The Council's Strategic Representative would liaise with the Emergency Management Team and the Control Centre Manager.

## **COMMUNITY EMERGENCY PLAN CRITERIA**

- **ACTIVITIES WILL ONLY BE CARRIED OUT IF CONDITIONS ALLOW PEOPLE TO WORK SAFELY**
  
  - **TEAM WILL MONITOR WEATHER FORECASTS AND TRIGGER ARRANGEMENTS WHEN THE FOLLOWING: -**
    1. **CONDITIONS CAUSE OR THREATEN TO CAUSE SIGNIFICANT RISK OF INJURY**
  
    2. **CONDITIONS CAUSE, OR THREATEN TO CAUSE SIGNIFICANT AND PROLONGED DISRUPTION TO TRANSPORT, FOOD, WATER, GAS, ELECTRICITY OR HEALTH SERVICES.**
- AND/OR**
3. **MEMBERS OF THE COMMUNITY REPORT SERIOUS AND PROLONGED DIFFICULTIES BEING EXPERIENCED WITH SLIPS, TRIPS AND FALLS, TRANSPORTATION OR WITH ESSENTIAL SERVICES.**

## **IDENTIFIED SNOW CLEARANCE AREAS**



## PRIMARY BUS ROUTES COVERED BY ERYC

WESTELLA ROAD, GREENSTILES LANE, MAIN STREET, WEST END, WEST LEYS ROAD. See map on next page.

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## SECONDARY ROUTES IDENTIFIED BY SWANLAND PARISH COUNCIL

ROADS WITH STEEP INCLINES LEADING ONTO MAIN STREET.

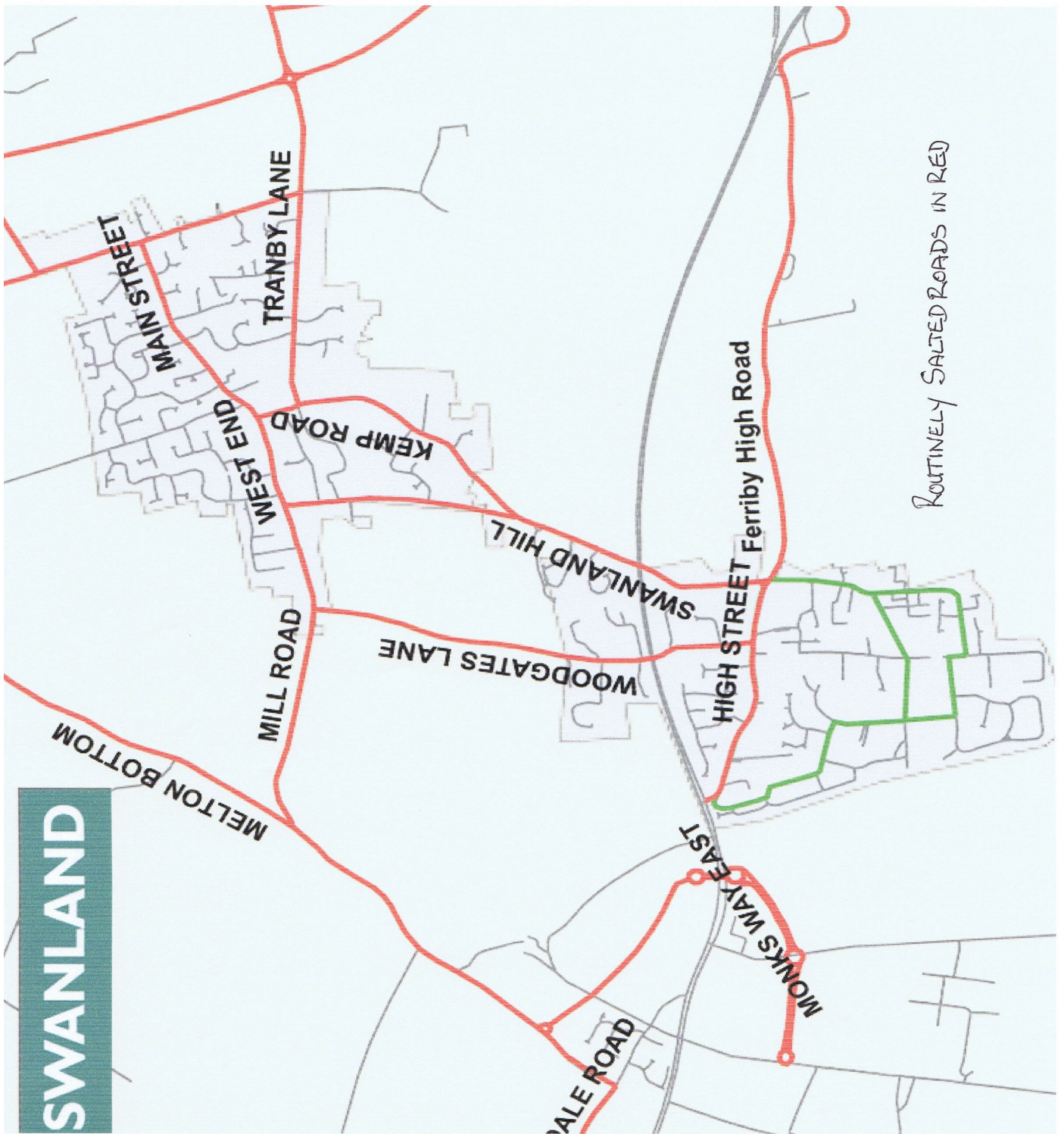
- ST BARNABAS DRIVE
- NORTHFIELD, LINKING FROM MAIN STREET TO DALE ROAD
- DOWER RISE
- PRIORY CLOSE
- MERE WAY
- DALE ROAD FROM MAIN STREET TO WESTERDALE.

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## TERTIARY through ROUTES IDENTIFIED BY SWANLAND PARISH COUNCIL

- Mill Road and Mill Rise through to West Field Lane
  - Queensbury Way through to Chantry Way East
  - Manor Road
  - West Leys Park
- 
- 

**STRATEGIC ROAD NETWORK B1231 TRANBY LANE TO KEMP ROAD FROM ANLABY**



## SNOW CLEARANCE RESOURCES

**LOCAL FARMER MARTIN MAY Mob: 07801381000**

**Additional contractors as listed by East Riding**

The Parish Council has entered into an agreement with the Local Farmer to clear areas identified on page 16 when requested by the Community Emergency Team. Should the need arise then outside contractors will be contacted.

Checks have been made to ensure that the Farmer has the appropriate license, training and insurance to carry out these activities.

### **HEALTH AND SAFETY RISK ASSESSMENT**

- **Before** the plan is triggered appropriate risk, assessments have been undertaken and applicable methods of safe working put in place.
- **Participants** should be briefed on activities with access to equipment and supplies
- **Suitable** breaks to be taken, health of participants to be considered
- **Adequate** insurances
- **Appropriate** resources of materials e.g. equipment, salt, barrows etc
- **Protective** equipment e.g. clothing
- **Equipment** should be fit for purpose, maintained, training
- **Consideration** of environment e.g. time of day, weather, slopes etc.
- **Manual handling** e.g. lifting equipment, loading salt
- **Lone working** e.g. method of contact, emergency procedures etc
- **Thermal** effects e.g. clothing, PPE, hot drinks etc
- **Vehicle** accident e.g. vehicle maintenance, trained operator etc
- **Road** accident e.g. breakdown, emergency and safety controls
- **Working** on the highway, safety first.
- **Other equipment** e.g. accidents such as falls, attaching snow ploughs etc
- **Substances** hazardous to health e.g. rock salt, vehicle oils/fuels
- **Wash down** of equipment
- **Clear** all equipment from footpaths and highways.

<b>ADVICE ON ACTIONS TAKING PLACE</b>
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**(ADAPT TO SUIT CONDITIONS AND AREA)**

- **RECORD** snow clearance work carried out showing date/time, area, by whom, comments.
- **TREAT** light snow falls of 25mm or less with applications of salt.
- **DRIFTING OR HEAVY SNOW FALL** - trigger severe weather arrangements.
- **PRIORITISE** routes in order.
- **EARLY** morning removal of snow prevents snow packing and more difficult to move.
- **CLEAR** centre path first and clear from centre to sides.
- **AVOID** blocking drains.
- **PILE** snow where it does not block access.
- **SALT** areas cleared.
- **DO NOT** use water to melt snow; this would cause further hazards in freezing conditions.
- **FOLLOW** safety precautions and advice.
- **ENCOURAGE** community to clear around their own properties.
- **BROADCAST** advice to community

## PLAN PUBLICATION

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

- **Members of Swanland Parish Council, East Riding of Yorkshire Council**

Hard copies of this plan are kept at:

- **Swanland Parish Council, 6 Westerdale, Swanland HU14 3RY  
Tel: 01482 632309**

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

## PLAN MAINTENANCE

### Plan Maintenance Roles and Responsibilities

- The Swanland Parish Council is responsible for making sure the plan complies with Data Protection, and all other appropriate legislation.
- The Swanland Parish Council will make sure that all the people who are involved in the plan aware of their role and know that that they might be contacted during an emergency.
- The plan should be reviewed annually. During the review, every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). Councillor Richardson, the Chairman and the Parish Clerk will have responsibility for reviewing the emergency plan.
- Any updates to the plan, or lessons that have been learned from exercises, should be approved before the plan is changed.

**USEFUL INFORMATION**

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