

# **Messingham Parish Council**

## **Community Emergency Plan**

Updated: December 2020

## **SECTION I: PLAN ACTIVATION**

### **Activating the Plan**

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

Any member of the Parish Council / Community Emergency Team may be notified of such an incident, often by the local authority or residents. They should contact one of the following people who have been authorised to activate the community emergency plan and lead the initial incident response:

| <b>NAME</b>         | <b>POSITION</b>              |
|---------------------|------------------------------|
| NEIL POOLE          | CHAIR OF PARISH COUNCIL      |
| JAMES MCKELLAR MAIN | VICE CHAIR OF PARISH COUNCIL |
| TRACEY BLACK        | CLERK TO PARISH COUNCIL      |
| ANDREW CLARK        | COUNCILLOR                   |

### **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 Team:

| <b>NAME</b>   | <b>CONTACT No</b>                               | <b>HOME ADDRESS</b>                           | <b>E-MAIL ADDRESS</b>  |
|---|---|---|--|
| NEIL POOLE<br>Chair of<br>Parish<br>Council                     | Home 01724 764016<br>Work<br>Mobile 07860799178 | PENRHYN,<br>WELL STREET<br>MESSINGHAM         | <a href="mailto:n.poole@btinternet.com">n.poole@btinternet.com</a><br><a href="mailto:Cllr.neilpoole@northlincs.gov.uk">Cllr.neilpoole@northlincs.gov.uk</a> |
| TRACEY<br>BLACK<br>Clerk to<br>Parish<br>Council                | Mobile<br>07397571469                           | BLANK BANK<br>FARM<br>BLACK BANK,<br>SUSWORTH | <a href="mailto:clerk@messinghamparishcouncil.co.uk">clerk@messinghamparishcouncil.co.uk</a>   |
| JAMES<br>MCKELLAR<br>MAIN<br>Vice Chair of<br>Parish<br>Council | Home<br>Work<br>Mobile<br>077886256633          |   | <a href="mailto:jmain@messinghamparishcouncil.co.uk">jmain@messinghamparishcouncil.co.uk</a>   |

|  |  |  |                                  |
|--|--|--|----------------------------------|
|  |  |  |                                  |
| <b>Andrew<br/>CLARK</b><br>Parish<br>Councillor                      | <i>Home 01724 762561</i><br><i>Work</i><br><i>Mobile</i> | <b>41<br/>Knightsbridge<br/>Road,<br/>Messingham</b> | <i>andrewclark345@gmail.com</i>  |
| <b>MICHAEL<br/>MOORE</b><br><br><b>VILLAGE<br/>HALL<br/>CHAIRMAN</b> | <i>Home</i><br><i>Work</i><br><i>Mobile07525276194</i>   | <i>To be advised</i>                                 | <i>michaelmoore642@gmail.com</i> |

## **SECTION 2: EMERGENCY TEAM ACTION CHECKLIST, STANDARD MEETING AGENDA & AIM AND OBJECTIVES**

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)
- Use the standard agenda to run the meeting. Circulate the Response Aim and Objectives so people know what you are trying to achieve.
- 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.
- The Council may be sending update emails to the Emergency Team members. Agree who is going to keep checking their email account and keep monitoring the Council's website.
  - 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.
  - Decide whether you will offer residents a key number to contact during the emergency.
  - 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.
  - When the immediate risk of the emergency has passed consider what role the Parish Council can play in helping the community recovery. Continue the meetings of the Community Emergency Team, using the Recovery Aim and Objective.

**Emergency Management Team**

**Initial Meeting Agenda**

- 1) Introduction of Attendees
- 2) Nominate Lead
- 3) Situation Report
- 4) 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

## **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 businesses
- To provide residents with warnings and messages throughout the emergency
- To communicate effectively with all Parish Councillors and Ward Councillors 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 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 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.



### **SECTION 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:

| <b>Venue</b>  | <b>How to access</b>         |
|---|------------------------------|
| Messingham Village Hall<br>Off Wendover Road, Messingham,<br>DN17 3TS     | 01724 764606 (Booking clerk) |
| Messingham Methodist Church Hall<br>Church Street, Messingham<br>DN17 3SB | 01724 762778 - Secretary     |

#### **Emergency Box location and contents**

The Parish Council has prepared an emergency box to help the Emergency Management Team function in an emergency.

| <b>Location</b> | <b>Contents</b>   | <b>How to Access</b> |
|-----------------|---|----------------------|
|                 | <p>Useful things for your box might include:</p> <ul style="list-style-type: none"><li>• a copy of this plan.</li><li>• a street map of the area.</li><li>• Paper and pens.</li><li>• the register of electors.</li><li>• wind up/battery operated radio.</li><li>• wind up/battery operated torch</li><li>• wind up/ mobile phone charger.</li></ul> |                      |

## Emergency Equipment

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

| Location | Summary of Contents | How to access |
|----------|---------------------|---------------|
|          |                     |               |
|          |                     |               |
|          |                     |               |
|          |                     |               |

## 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. <Consider a mutual aid agreement with a neighbouring parish if you have no suitable facilities>

| Location  | How to Access                |
|---|------------------------------|
| Messingham Village Hall<br>Off Wendover Road, DN17 3TS      | 01724 764606-booking clerk   |
| Messingham Methodist Church Hall<br>Church Street, DN17 3SB | 01724 762778 - secretary     |
| Holy Trinity Church meeting room<br>Church Street           | 01724 764738 – Church warden |
| Messingham School<br>Briggate Drive, DN17 3TN               | 01724 762818                 |

### Emergency transport pick-up point(s)

If the local authority arranges transport to move people to a larger emergency shelter, the following locations have been identified as particularly pick up points:

| Location                 | Address, 6 figure grid reference or location description that can be provided to the Local Authority |
|--------------------------|--|
| Messingham Village Hall  |  |
| Playing field car park   |  |
| Holme Meadow, Holme Lane |  |

### 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?   |
|---|--|
| Parish Council Website<br><a href="http://www.messinghamparishcouncil.co.uk/">http://www.messinghamparishcouncil.co.uk/</a>   | The clerk<br>Tel 07397 571469<br>clerk@messinghamparishcouncil.co.uk |
|   |  |
|   |  |
| Parish Council Noticeboards:<br>Notice Boards;<br>1. Wendover Road, outside Doctors surgery<br>2. Co-op wall, High Street<br>3. Holme Lane, Holme, outside Golf driving range |  |

### 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.

| Location  | Access Code |
|---|-------------|
| 1. Outside Doctors surgery, Wendover Road<br>2. Holme Meadow Recreation field, Holme Lane. Attached to container. |             |

### **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.

| <b>Location</b>                   | <b>Address, 6 figure grid reference or location description that can be provided to the Local Authority</b> |
|-----------------------------------|---|
| Messingham Village Hall, DN17 3TS | 894046  |
| Playing field car park, DN17 3SL  | 893049  |
| Holme Meadow, Holme Lane          | 898051  |
|                                   |   |
| Messingham School, DN17 3TP       | 895044  |

#### **SECTION 4: COMMUNITY RESOURCES**

**Community Groups / Church Groups / Local businesses that have offered to help in an emergency**

| Group / organisation / business | Support Offered |
|---------------------------------|-----------------|
|                                 |                 |
|                                 |                 |
|                                 |                 |

**Residents that have offered to help in an emergency**

| Name                    | Support Offered                            |
|-------------------------|--|
| James McKellarMain      | Parish Councillor & serving Police Officer |
| Linda Cavannagh         | Head Teacher of Messingham Primary School  |
| Reverend David Swannack | Vicar of Messingham Parish                 |

## **SECTION 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.

| Name | Location | Contact details |
|------|----------|-----------------|
|      |          |                 |
|      |          |                 |
|      |          |                 |
|      |          |                 |

### **Buildings / Businesses likely to shelter Vulnerable People in an Emergency**

The following buildings / buildings shelter 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 Coordinators / Area Wardens**

Often a person is not vulnerable until they are affected by an emergency and it may be necessary to send people into an area to door knock, or simply to have a visible presence so that people can ask them for help. If this was required, members of the emergency team or other volunteers would act as Area Wardens and be asked to visit the areas below.

| Area to be Covered | Name of Warden (leave blank if to be allocated at the time of the emergency) |
|--------------------|--|
|                    |  |
|                    |  |
|                    |  |
|                    |  |
|                    |  |
|                    |  |
|                    |  |
|                    |  |

## **SECTION 6: CONTACT DIRECTORY**

(to be reviewed annually)

### **Community Emergency Team**

| <b>Name</b>         | <b>Address</b>                           | <b>Telephone</b>                         | <b>e-mail</b>  |
|---------------------|--|--|--|
| Neil Poole          | Penrhyn, Well Street<br>Messingham       | Home 01724 764016<br>Mobile 07860 799178 | <a href="mailto:n.poole@btinternet.com">n.poole@btinternet.com</a><br><a href="mailto:Cllr.neilpoole@northlincs.gov.uk">Cllr.neilpoole@northlincs.gov.uk</a> |
| Tracey Black        | Blank Bank Farm, Black Bank,<br>Susworth | Mobile 07397 571469                      | <a href="mailto:clerk@messinghamparishcouncil.co.uk">clerk@messinghamparishcouncil.co.uk</a>   |
| James McKellar Main |  | Mobile 07788 6256633                     | <a href="mailto:jmain@messinghamparishcouncil.co.uk">jmain@messinghamparishcouncil.co.uk</a>   |
| Adrian Coggon       | 11 Oak Drive, Messingham                 | Home 01724 762808<br>Mobile 07984 052126 | <a href="mailto:amcoggon@gmail.com">amcoggon@gmail.com</a>   |
| Michael Moore       |  | Mobile 07525 276194                      | <a href="mailto:michaelmoore642@gmail.com">michaelmoore642@gmail.com</a>   |

### **Member of Parish Council not on Community Emergency Team**

| <b>Name</b> | <b>Address</b> | <b>Telephone</b> | <b>e-mail</b> |
|-------------|----------------|------------------|---------------|
|             |                |                  |               |
|             |                |                  |               |
|             |                |                  |               |
|             |                |                  |               |

### Ward Councillors

| Name               | Address               | Telephone                                | e-mail   |
|--------------------|-----------------------|--|--|
| Cllr Neil Poole    | Penrhyn, Well Street, | Home 01724 764016<br>Mobile 07860 799178 | <a href="mailto:n.poole@btinternet.com">n.poole@btinternet.com</a><br><a href="mailto:cldr.neilpoole@northlincs.gov.uk">cldr.neilpoole@northlincs.gov.uk</a> |
| Cllr Trevor Foster | 29 Park Street        | 01724 762019                             | <a href="mailto:cldr.trevorfoster@northlincs.gov.uk">cldr.trevorfoster@northlincs.gov.uk</a>   |
| Cllr John England  | 11 Westfield Drive    | 01724 763004                             | <a href="mailto:cldr.johnengland@northlincs.gov.uk">cldr.johnengland@northlincs.gov.uk</a>   |

### Neighbouring Town and Parish Councils

| Name       | Address                      | Telephone    | e-mail   |
|------------|------------------------------|--------------|--|
| Bottesford | Bramley Crescent, Bottesford | 01724 859057 | <a href="mailto:bottesford@talktalkbusiness.net">bottesford@talktalkbusiness.net</a> |
| Scotter    | Scotter Village Hall         | 01724 764599 | <a href="mailto:clerkscotterpc@hotmail.com">clerkscotterpc@hotmail.com</a>           |
|            |                              |              |  |
|            |                              |              |  |

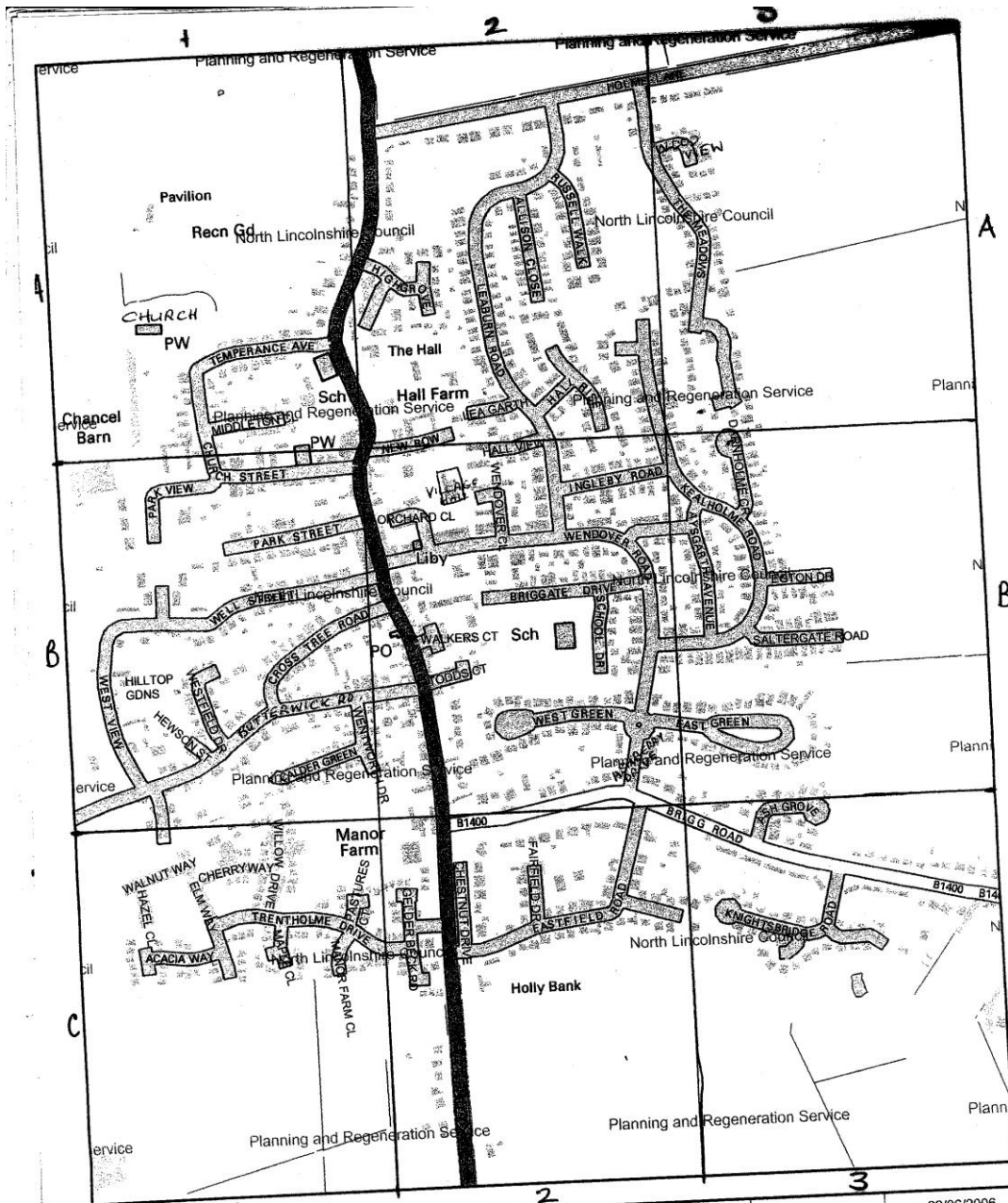




### Parish Resources

| <b>Name</b> | <b>Address</b> | <b>Telephone</b> | <b>e-mail</b> |
|-------------|----------------|------------------|---------------|
|             |                |                  |               |
|             |                |                  |               |
|             |                |                  |               |
|             |                |                  |               |

### Community Resources

| <b>Name</b>   | <b>Address</b> | <b>Telephone</b> | <b>e-mail</b> |
|---|----------------|------------------|---------------|
| Linda Cavannagh<br>Head Teacher of Messingham<br>Primary School | Briggate Drive | 01724 762818     |               |
| Reverend David Swannack<br>Vicar of Messingham Parish           |                | 01724 7647789    |               |
|   |                |                  |               |
|   |                |                  |               |



|   |  |               |  |                  |
|---|--|---------------|--|------------------|
| Drawing Title: MESSINGHAM   |  | Drawn by: RKG | Scale: 1:6000  | Date: 22/06/2006 |
|  <p>Based upon the Ordnance Survey mapping with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office.<br/>© Crown Copyright.<br/>Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.<br/>NORTH LINCOLNSHIRE COUNCIL 100013349 2006</p> |  |               | <p><b>Planning and Regeneration Service</b><br/>Head of Service,<br/>T Lyman BSc(Hons), DipTP, MRTPI</p> |                  |
|   |  |               |  |                  |

## Map of Messingham

# Messingham Parish Council

## Emergency Information

Defibrillator location: Outside Doctors surgery, Wendover Rd  
Recreation field, Holme Lane on  
changing container

Your community emergency shelter:  
Your evacuation (transport pick up) point:

|  |                |
|--|----------------|
| Fire Service, Police, Ambulance & Coastguard   | 999            |
| Anglian Water                                  | 03457 145 145  |
| East Riding of Yorkshire Council               | 01482 393939   |
| Electricity Emergency Service & Supply Failure | 105            |
| Environment Agency Floodline                   | 03459 88 11 88 |
| Fire Service – non emergency                   | 01482 565333   |
| Gas Emergency Service & Gas Escapes            | 0800 111 999   |
| Hull City Council                              | 01482 300300   |
| NHS – non emergency                            | 111            |
| North East Lincolnshire Council                | 01472 313131   |
| North Lincolnshire Council                     | 01724 297000   |
| Police – non emergency                         | 101            |
| Severn Trent Water                             | 0800 783 4444  |
| Yorkshire Water                                | 08451 24 24 24 |

### **If you are advised to evacuate your home by the emergency services:**

- Turn off electricity, gas and water supplies and unplug appliances.
- Take your mobile phone and charger.
- Take some spare clothes.
- Take prescribed medication with them.
- Take cash and credit cards.
- Lock all doors and windows.
- If possible take your pets with you. Otherwise, make sure they are somewhere safe with food & water.

If you leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.

**07397 571469**  
[www.messinghamparishcouncil.co.uk](http://www.messinghamparishcouncil.co.uk)

Radio Humberside – 95.9 FM