



Community of
Haconby & Stainfield



EMERGENCY PLAN

Parishes and communities working together

Part 1 – Issue **3** valid until **July 2017**

Floodline 0345 988 1188

Quick dial number/s:



Version 4 with effect from:	July 2016
Review Date:	June 2017

This plan is a controlled document which contains information to be used during an emergency affecting the community of Haconby & Stainfield.

To comply with the Data Protection Act 1998, the information contained in this document should not be disclosed to any unauthorised person without permission from the Emergency Planning & Business Continuity Service, Lincolnshire Fire & Rescue HQ, South Park Avenue, Lincoln, LN5 8EL.

Distribution List

Insert community members' details in the boxes below for those you wish to receive a copy of this plan:

Plan No.	Name
1	LCC Emergency Planning & Business Continuity Service
2	LCC Folkingham Rural Division Elected Member – Cllr Martin Hill OBE
3	SKDC Aveland Ward Elected Member – Cllr Dr. P. Moseley
4	Bourne Neighbourhood Police Team – Community Beat Manager
5	Haconby & Stainfield Parish Council – Chairman (Cllr David Winn)
6	Haconby & Stainfield Emergency Planning Team Leader (Vacant)
7	Haconby & Stainfield Parish Council – Cllr Richard Dixon-Warren
8	Haconby & Stainfield Parish Council – Cllr Derek Bailey
9	Haconby & Stainfield Parish Council – Cllr Brian Blackbourn
10	Haconby & Stainfield Parish Council – Cllr Johnny Blackbourn
11	Haconby & Stainfield Parish Council – Cllr Philippa Dixon-Warren
12	Haconby & Stainfield Parish Council – Cllr Charlotte Gutsell
13	Haconby & Stainfield Parish Council – Mrs Wendy Gray (Temporary Clerk)
14	Haconby & Stainfield Emergency Battle Box

Record of Amendments

Plan History

Record of Amendments / Revision of Plan		
Date	Details of amendments / revisions	Amended / revised by
24 September 2011	Creation of Community & Flood Plan	Richard Dixon-Warren
06 November 2011	Community Emergency & Flood plan first consultation	Richard Dixon-Warren
22 Feb 2012	Plan sent to LALC	Richard Dixon-Warren
22 Feb 2012	Plan sent to Joint Emergency Management Service for consultation	Richard Dixon-Warren
05 March 2012	Version 2.02 (DRAFT) returned to Community Emergency Group for comment	Steve Eason-Harris
11 June 2012	Version 2.02 (DRAFT) received by community group	Richard Dixon-Warren
14 th November 2012	Parish Council Agreement to post Version 2.03 on Parish Website for comments and to seek community volunteers	Haconby & Stainfield Parish Council
02 December 2012	Version 2.03 circulated to Parish Council for posting to Parish Website	Richard Dixon-Warren
15 September 2013	Version 2.04 posted to Parish Council website as final version – review May 2014	Richard Dixon-Warren
January 2015	Template revision and formulation	EPO Steve Eason-Harris
January 2015	Comments on revised template	EA Rachel McMahon / Mel Byrne
24 January 2016	Reformat Haconby and Stainfield Emergency & Flood Plan	Richard Dixon-Warren
06 March 2016	Version 3.01 circulated for discussion at Parish Council meeting on 09 March 2016	Richard Dixon-Warren
09 April 2016	Version 3.02 uploaded to Parish Council website and Facebook for consultation	Bev Bradford & Beth Cruft
May 2015	Front Cover design update	Boston Borough Council
January 2016	Template amended to incorporate activation flow chart and key contacts list	EPO Steve Eason-Harris
June 2016	Addition of community maps and incident log sheet	EPO Steve Eason-Harris
July 2016	Version 3.02 reviewed by Lincolnshire County Council Emergency Planning & Business Continuity Service. Information transferred from old template into new – training session booked with parish group – 12 th July 2016	EPO Steve Eason-Harris
July 2016	Version 3.5 (DRAFT) plan returned to Parish Council for consultation and testing	EPO Steve Eason-Harris
01 June 2017	Version 3.5 updated as Draft 2 and uploaded to Parish website pending initiation of review in July 2017	Richard Dixon-Warren

Plan Publication

It is important that both this plan and the Community Resource Directory are kept up-to-date and also that all members of the Emergency Planning Group are reading from the same version.

Electronic copies of both documents will be stored by:

Lincolnshire Emergency Planning & Business Continuity Service

Paper copies are kept at:

To follow

A sterilised web version of the Community Emergency Plan has been posted on
<http://www.lincolnshire.gov.uk/lincolnshire-prepared/Preparing-for-an-emergency>
<http://parishes.lincolnshire.gov.uk/HacconbyandStainfield/section.asp?catId=37535>

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Mission Statement

Disasters or major emergencies can strike suddenly, unexpectedly and anywhere. Making a plan now will reduce the impact of any emergency on our community and help ensure our response is effective and proportionate.

The purpose of this Community Emergency Plan is to help prepare the community to be ready for an emergency, in case the emergency services are unable to attend. This will be achieved by building resilience within the community, using our existing resources in the most efficient and successful way. Our aim is to provide expertise and voluntary support that is safe within Haconby & Stainfield if the emergency services cannot be present.

This Community Emergency Plan awaits agreement by the Parish Council and sign off as fit for purpose by the Chairman of the Parish Council, the Emergency Planning Group Team Leader and the Assistant Emergency Planning Group Team Leader.

Signatures

Chairman of the Parish Council ----- To follow Date: ----- To follow
Emergency Planning Group Team Leader ----- To follow Date: To follow
Assistant Emergency Planning Group Team Leader ----- To follow Date: To follow

Section 1

Using this Emergency Plan

This plan comes in two parts and has been developed to assist your community in an emergency. It should be used as a tool to focus your response to aiding the welfare of your community. Part 1 is meant as a quick reference guide of tasks your Emergency Planning Group may wish to undertake in the event of emergency while Part 2, the Community Resource Directory, contains all of your emergency contact details, known risks, resources, volunteers and places that have people who may need more support than others.

Activation

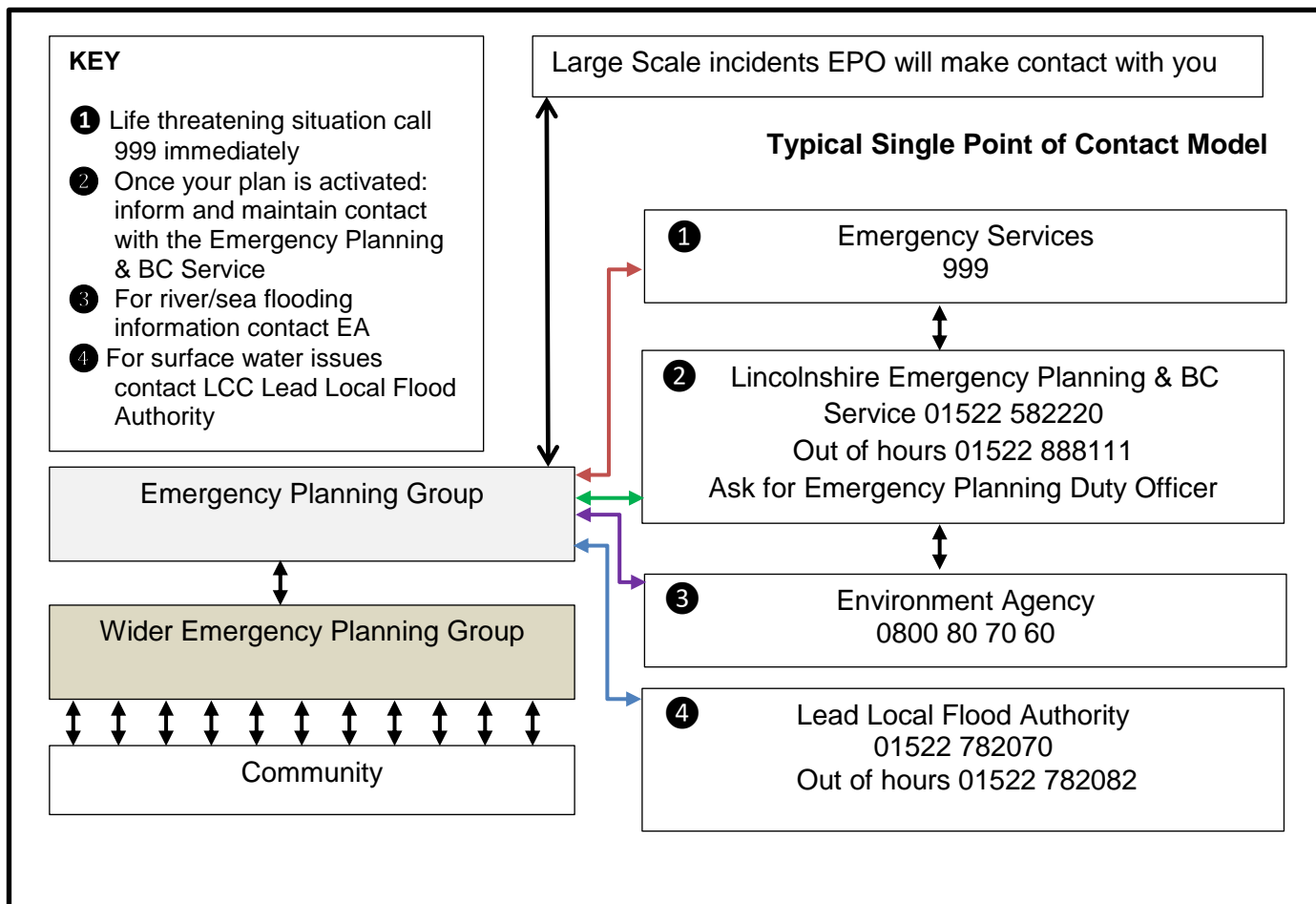
This Plan will be activated when at least two members from the below list of people drawn from the Emergency Planning Group consider it necessary to take action in response to an incident, and when action cannot be taken effectively without triggering the arrangements outlined in this document. If it is activated, then the key actions in Section 2 should be followed. It should also be noted that this plan should be read and used in conjunction with the Community Resource Directory.

Emergency Planning Group members who can activate the Plan:

- Emergency Planning Group Team Leader
- Assistant Emergency Planning Group Team Leader
- Chairman of the Parish Council
- Vice Chairman of the Parish Council
- Clerk to Parish Council (Activation Flow Chart)

Information Flow

In an emergency, getting the right information is critical to a well-co-ordinated response. Use this flowchart as a reference.



Whether you activate your plan or the on-call Emergency Planning Duty Officer (EPO) requests you to activate your community plan – please ensure you maintain contact with the EPO. Additional resources and voluntary groups cannot be activated to support you unless you keep the EPO informed.

The EPO will liaise directly with the emergency services Incident Commander (IC) within the inner cordon of the incident, and can relay your concerns, identified vulnerable people and your group's actions to date.

Important Telephone Numbers

South Kesteven District Council

(1) Working Hours	01476 406080
(2) Outside Normal Hours	01476 590044

Lincolnshire Police

(1) Emergency Calls	999
(2) Non-Emergency Calls	101
(3) Local Police Station	Bourne Police Station West Street Bourne PE10 9PD Telephone: 101 Opening Times: Mon – Fri 09:00 to 17:00hrs Closed Weekends and Bank Holidays

Lincolnshire County Council Emergency Planning & Business Continuity Service

(1) Working Hours	01522 582220
(2) Outside Normal Hours*	01522 888111

*Ask for Emergency Planning Duty Officer

Environment Agency

(1) General Enquires (Mon – Fri: 8am – 6pm)	03708 506 506
(2) Incident Hotline (24 hours)	0800 80 70 60
(3) Floodline (24 hours)	0345 988 1188

Lincolnshire Fire & Rescue

(1) Emergency Calls	999
(2) General Enquiries	01522 582222

Lead Local Flood Authority

(1) Working Hours - Flood Reporting Line*	01522 782070
(2) Outside Normal Hours*	01522 782082

*for reporting flooding issues

Section 2

Key Actions

Priorities will be given to emergency shelter, food and water.

1. Gather as much information about the situation as possible following the **ETHANE** Principle (See initial call taking log – Appendix 1)
 - **E**xact location of emergency
 - **T**ype of incident
 - **H**azards that are present or anticipated
 - **A**ccess routes for the emergency services
 - **N**umber of people and/or properties involved (estimate)
 - **E**mergency services or other organisations already in attendance or required

(e.g. Police, Fire, Ambulance, Utilities)

IF THE SITUATION IS LIFE-THREATENING: DIAL 999 WITHOUT DELAY

2. Make contact with the emergency services and Lincolnshire Emergency Planning Unit (EPU). Inform them of the contact number and location of the Haconby & Stainfield Emergency Planning Group (EPG)
3. Take control until the emergency services arrive, if they are able to attend
4. Contact additional members of the EPG
5. Instruct everyone to follow any advice from the emergency services
6. At all times, be aware of your own safety and the safety of those around you
7. Consider whether you can work safely and effectively from your current location or whether you need to move to an alternative location
8. Arrange for local residents to be warned of any dangers
9. Liaise with the on-call Emergency Planning Duty Officer (EPO) to consider if it is necessary to open an emergency shelter. The EPO will ascertain with the emergency services Incident Commander (IC) whether or not this is required, and either may identify a location. You may be asked to establish the centre prior to voluntary groups arriving.
10. Arrange for contact to be made with those who may need more support as identified in Section 3 of the Community Resource Directory to offer advice and assistance
11. Arrange for community resources / organisations identified in Section 4 of the Community Resource Directory to be available as necessary
12. Tune into your local radio station (BBC Radio Lincolnshire) and advise the community to do the same. A list of local radio stations is given in Section 5 of the Community Resource Directory
13. Maintain regular communication with all EPG members, IC, EPO and EPU.

Local Hazards & Threats

Assessed Risks for Haconby & Stainfield Parish Boundary

Pandemic Flu	Assessed Nationally and Regionally as our Highest Threat.
Inland Flooding	Low risk / medium impact – Haconby and Stainfield are not at significant risk of flooding from rivers, and are not within the extent of extreme flood shown in the Environment Agency’s website.
Severe Weather	Medium risk / medium impact - heavy rain, strong winds, snow and ice, and drought in UK are increasing in frequency and severity. Drifting snow and pluvial flooding with associated access / egress difficulties are the main local risks. Individual / family resilience is required to deal with all of these risks
Loss of Electricity	Low risk / potentially high impact – power cuts are not frequent, but have occurred affecting the whole area. Individual / family resilience required to deal with this risk.
Transport Accidents	Low risk / potentially high impact
Industrial Accidents	Low risk / low impact
Loss of Critical Infrastructure	Damage caused by fire, storms or accidents may have a potential impact on other utilities such as water, gas or equivalent or deprive the community of its important facilities.
Tiddy Mun	Very low risk / unknown impact – bog spirit(s) worshipped in Lincolnshire, supposedly able to control the waters and mists of the Fens.

(Maps will be added by the Emergency Planning Unit, please forward your completed plan to Communityresilience@lincoln.fire-uk.org)

Section 3

Emergency Planning Group

Important: The information in boxes marked with an asterisk will be recorded within the Community Resource Directory and by Lincolnshire County Council's Emergency Planning Unit at Lincolnshire Fire & Rescue Headquarters in Lincoln.

In the event of the plan being triggered, the following people will form the Emergency Planning Group to help to mitigate the effects of the emergency on the community:

- Emergency Planning Group Team Leader: **Volunteer sought**
- Assistant Emergency Planning Group Team Leader: **Volunteer sought**

The Emergency Planning Team Leader provides the following:

- Liaison between Parish Council, Emergency Planning Group and community
- Single point of contact for the community for emergency services and local authority
- Chairperson at Emergency Planning Group meetings

The Emergency Planning Group Team Leader and Assistant will normally lead on the initial parish response, pending engagement of Chairman and Councillors. They will have the current contact numbers for the following additional members of the Emergency Planning Group held within the Community Resource Directory

- Chairman of the Parish Council
- Vice Chairman of the Parish Council
- Clerk to the Parish Council

Additional residents and community group representatives that have agreed to form part of the wider Emergency Planning Group during emergency consists of the following:

To follow

Personal Contact details are not listed within this plan but stored within the Community Resource Directory held by the Emergency Planning Group Team Leader, Assistant Emergency Planning Group Team Leader and Town/Parish Clerk.

Community Incident Room

If the Emergency Planning Group is brought together to discuss the community response, it has been agreed that they will meet at: **Hare & Hounds Public House**, Haconby – Telephone: 01778 570521 – Grid: TF 103254. The key holders for this building are: **Mary and Derek Holmes**, who will enable access to premises.

If this location cannot be used, **St. Andrews Church**, Haconby will be used. Grid Reference: TF106253. The key holders for this building are the Churchwardens, **Bill Reid and Jill Hall**, who will enable access.

The Emergency Planning Group Team Leader and/or Assistant will organise access.

Community Emergency Box

An Emergency Box is located at: *To follow*

Grid Reference: *To follow*

It contains: *(As an example – insert as necessary)*

- *A copy of the Community Emergency Plan*
- *A copy of the Community Resource Directory*
- *Ordnance Survey Map of the community and the immediate environment*
- *Flood maps (including surface water)*
- *Laminated street plan – in A4 sections*
- *Torches and batteries / windup radio*
- *Reflective tabards*
- *Tea, coffee, sugar, cups, bottled water*
- *Back up storage disc for computer*

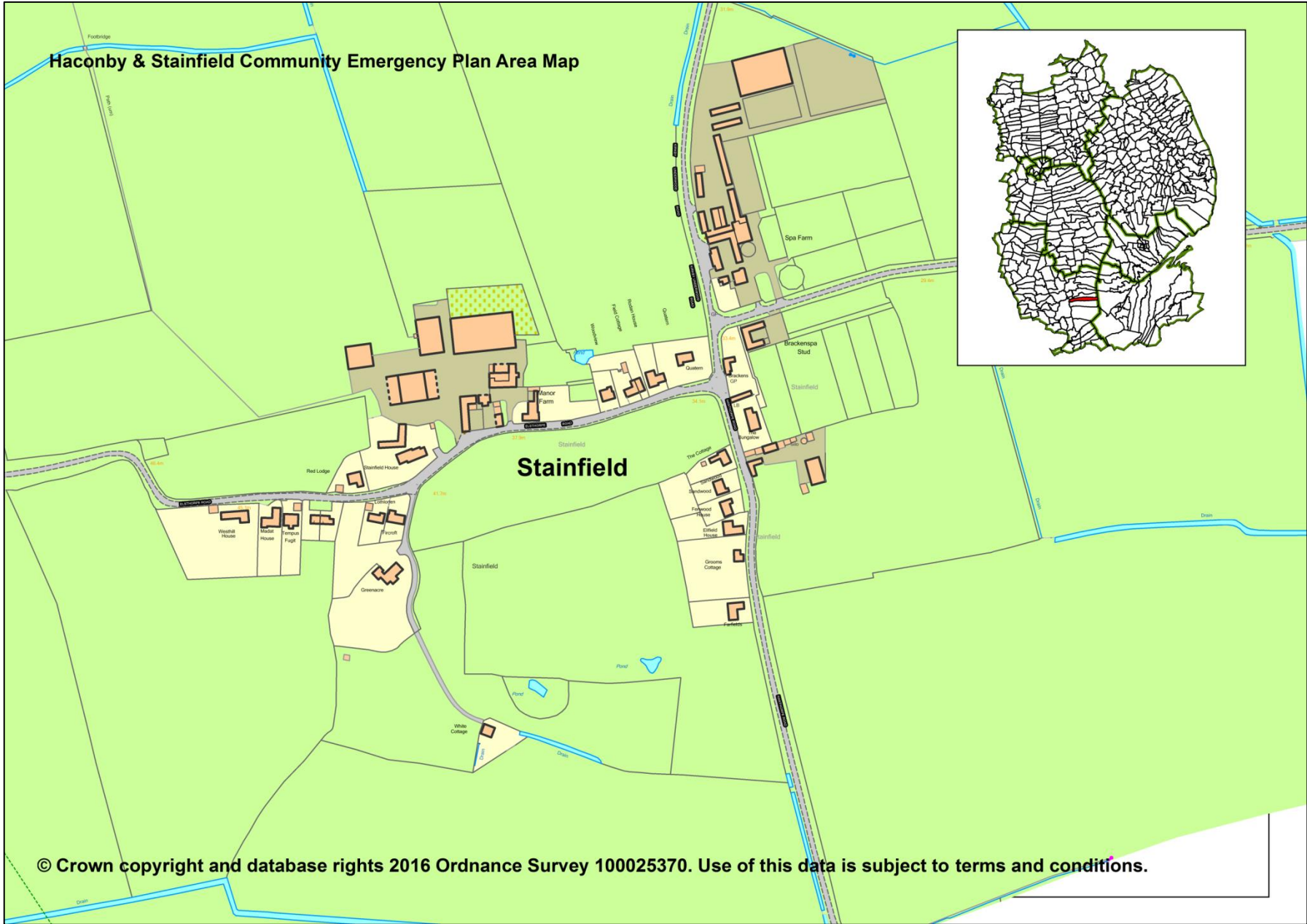
Community Emergency Support Centres

Venue	Key holder	Contact	Facilities

Neighbouring Parish Councils

Parish	Contact Name	Telephone/Email	Comments
Morton & Hanthorpe	Mr T Barnatt Parish Clerk	01778 570366 Clerk.mhpc@btinternet.com	
Edenham Grimsthorpe Elsthorpe & Scottlethorpe Parish Council	Mr L Clayton Parish Clerk	01778 424705 Edenham.pc@btinternet.com	
Dunsby Parish Meeting	Mrs M Dorrington		Permission required before contact information can be added
Pinchbeck	Mrs B Camps Parish Clerk	01775 723838 pinchbeckparish@btinternet.com	

Haconby & Stainfield Community Emergency Plan Area Map



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Section 5 Community Flood Warning Area Map (Environment Agency)

Flood warning areas for the communities of Haconby and Stainfield including all outlying farms and businesses.

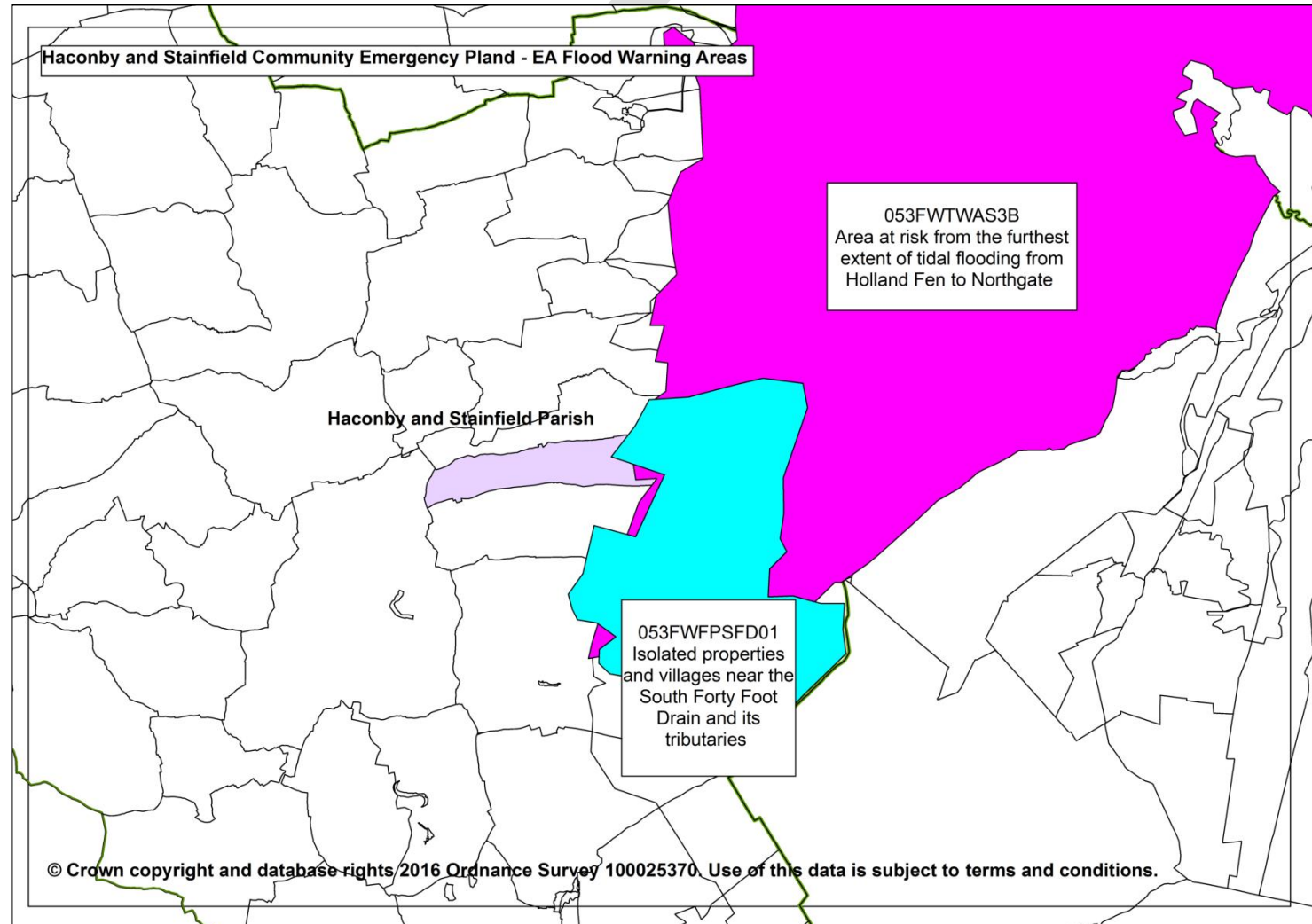
If you require further information about this map or FloodLine warnings, please contact the Environment Agency on 0345 988 1188

Or by visiting:

<https://fwd.environment-agency.gov.uk/app/olr/home>

Large scale versions of this map are available and stored within the community emergency battle box stored the following location:

To follow



Section 6 Community Surface Water Flood Maps 1:30

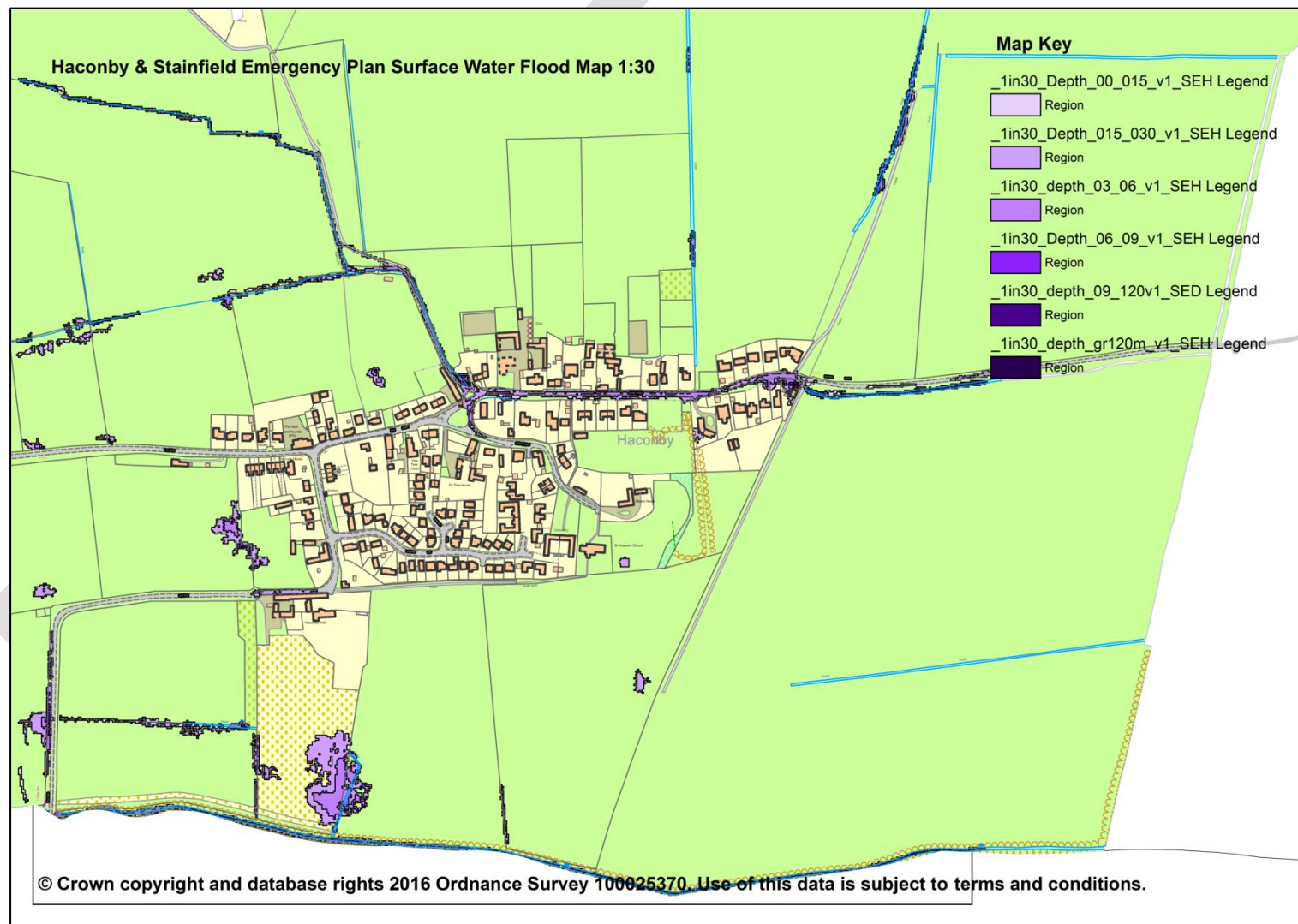
Outlying farms and businesses are included on large scale maps shared within the community emergency battle box shared at the following location:

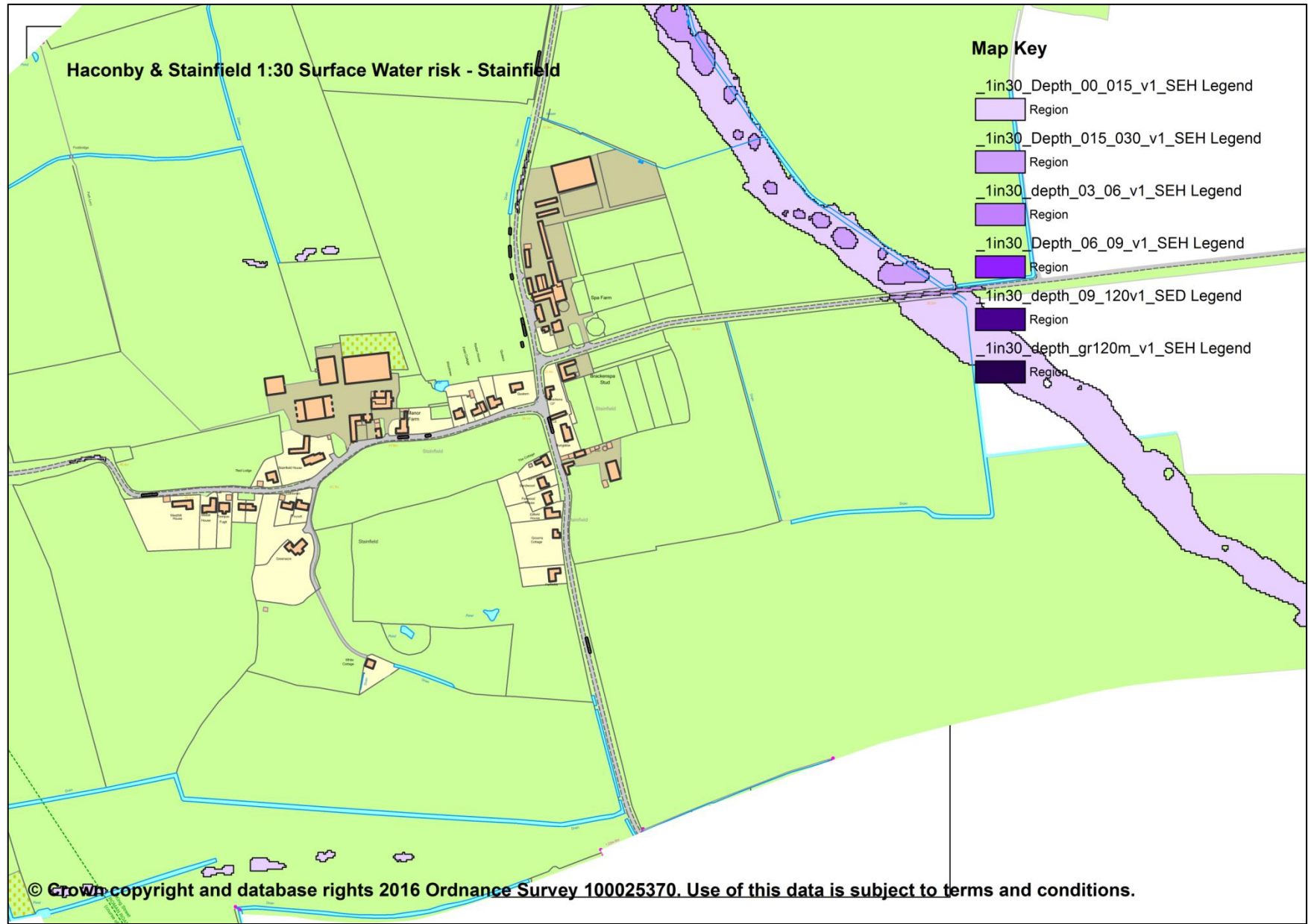
To follow

If other formats are required please contact the Emergency Planning & Business Continuity Service, Fire & Rescue HQ, South Park Lincoln, LN5 8EL.

Email:

communityresilience@lincolnfire-uk.org
lincolnfire-uk.org





Section 7 Community Surface Water Map 1:100

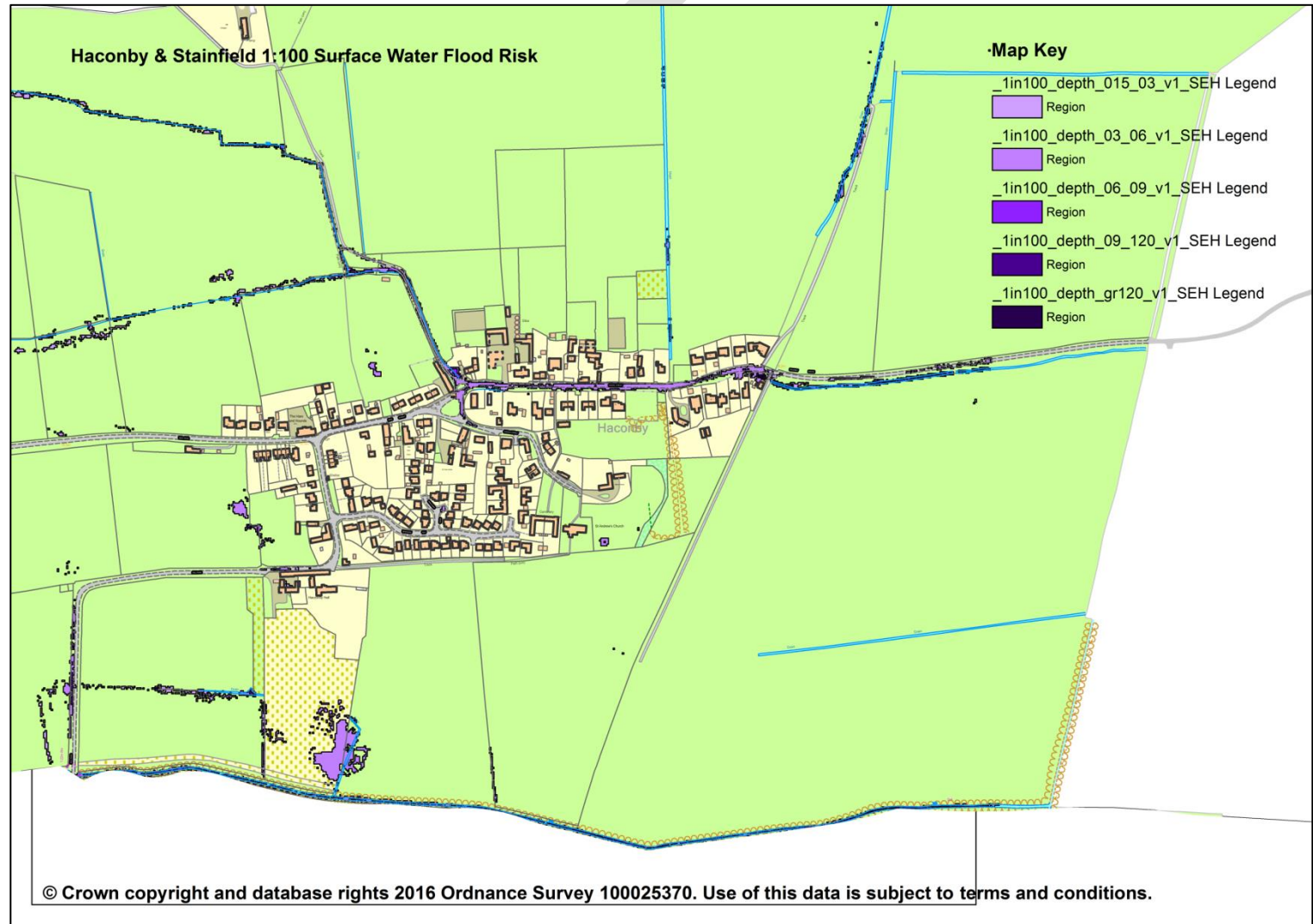
Outlying farms and businesses are included on large scale maps shared within the community emergency battle box shared at the following location:

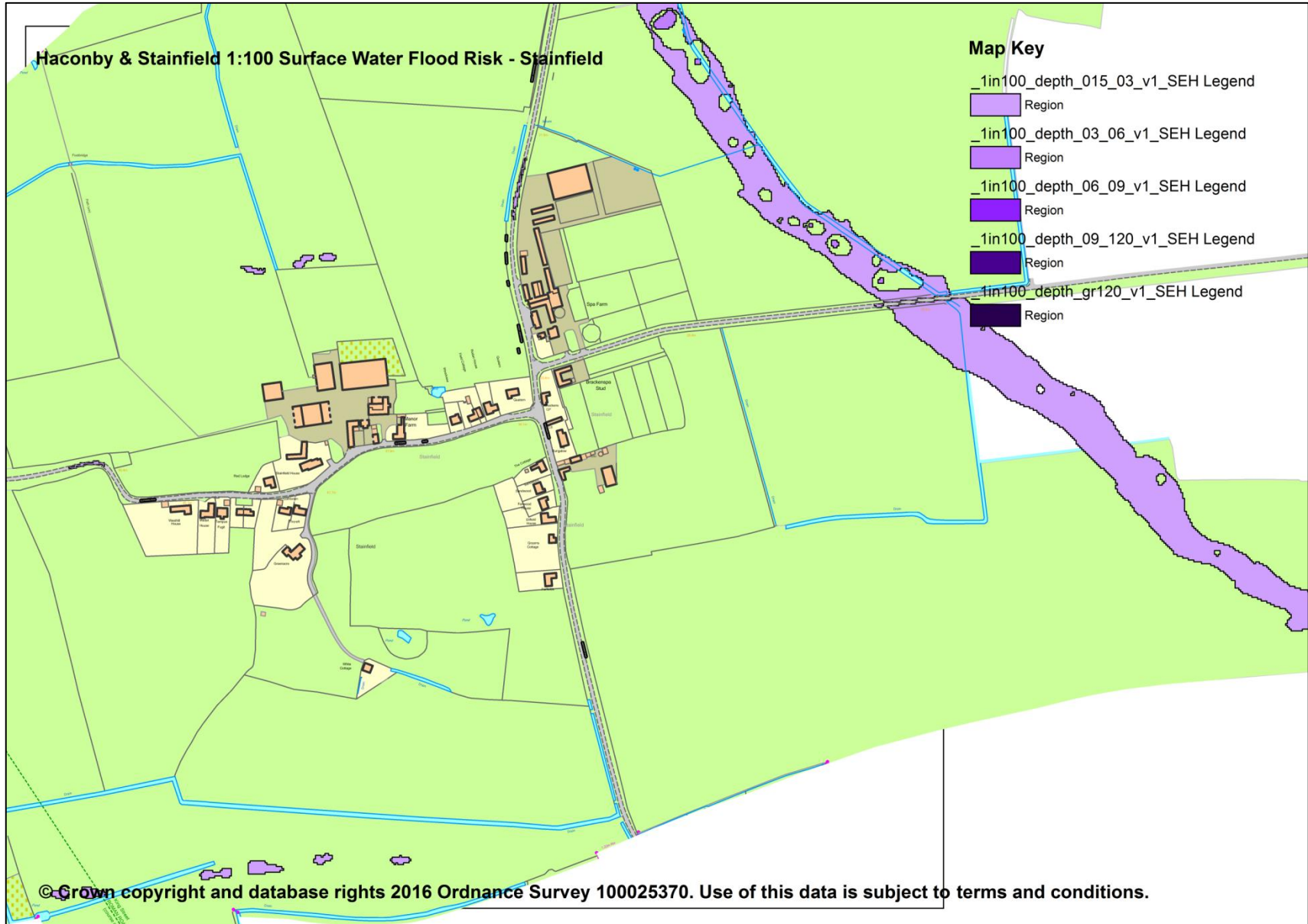
To follow

If other formats are required please contact the Emergency Planning & Business Continuity Service, Fire & Rescue HQ, South Park Lincoln, LN5 8EL.

Email:

communityresilience@lincoln.fire-uk.org





Appendix 1

Initial Call Log following the “ETHANE” format

This form is intended to be used as an aide memoire / prompt when responding to an incident and should be completed along with an incident log.

DETAILS OF INCIDENT			
Exact Location			
Type of Incident			
Hazards Present – Details			
Access			
Number and nature of casualties/fatalities			
Emergency Services involved			
Name of Emergency Planning Officer notified			
Activation of Community plan and staff notified			
Date of Initial Call	Time:	Time of Call to EP:	

If fatalities are suspected and the Emergency Services are not at the scene, please contact the Police in the first instance on 999 to report the situation. Please take advice from the Police on what further action to take. Issues to consider are tampering with forensic evidence and the contamination of a potential crime scene.

