**DRAFT

Lockington Parish Council**

**Emergency Plan**

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| Section 1: activation |

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| When the Plan Will be Activated |  |
| This General Emergency Plan will be activated as appropriate when a designated member of the Parish Council Emergency Team is notified of an incident and considers that:* it is necessary to act and
* that action cannot be taken without triggering the plan
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| Responsibility for Activating the Plan |  |
| The following people can activate the plan:* Chair, Lockington Parish Council (Parish Councillor Kevin Marshall)
* Deputy Chair, Lockington Parish Council (Parish Councillor John Rowson)
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| How the Plan Will be Activated |  |
| This plan will be activated when, after consultation, the persons listed above decide that the Emergency Plan should be triggered, and begin to follow the initial actions checklist in Section 2. |

### Section 2: INITIAL ACTIONS CHECKLIST

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| initial actions |  |
| * IN AN EMERGENCY DIAL 999
* Tune into BBC Radio Humberside (95.9 FM) and listen for updates on the emergency. Follow any emergency services advice issued.
* Gather as much information about the situation as possible and decide which local resources should be mobilised to support the community
* Consider whether you can work effectively from your current location, or whether you need to move to an alternative location (see Section 3)
* Gather the Parish Council Emergency Team in the pre-identified incident room (see Section 3).
* Contact the Emergency Services / East Riding of Yorkshire Council if they are involved in the incident.
* Arrange for contact to be made with the vulnerable members of the community identified in Section 5 as appropriate and arrange for advice / assistance to be offered. You might want to give this task to one person within the emergency team to co-ordinate.
* Arrange for the community resources / organisations identified in Section 4 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 might want to give this task to one person within the emergency team to co-ordinate.
* Check your designated emergency e-mail system (lpcclerk@outlook.com) regularly.
* Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected.
* Establish contact with neighbouring Parish Councils and ask for / offer support if appropriate.

**Note*** Laws and regulations still apply during an emergency - things like health and safety, speed restrictions, insurance, food hygiene and data protection must still be properly observed.
* No one should carry out any tasks or activities that they are not properly trained and qualified to do, and under no circumstances should anyone be put into any risk as a result of responding to the incident.
* All those involved in this plan must follow the instructions and advice of the emergency services.
* Emergencies;
* All major emergencies (road accidents, fires, severe weather, flooding, medical emergencies) are dealt with by the Emergency Services, Local Authorities, Health Agencies, Utility Companies and Voluntary Agencies in a combined and coordinated response, and it is highly unlikely that we as Lockington Parish Council would ever need to get involved.
* ERYC and other responding organisations have emergency plans in place for larger events that stretch the resources of the emergency services and affect large numbers of people or the environment.
* Lockington Parish Council has an Emergency Plan (link above at the top of the page) and any participation would be on a purely voluntary basis. It should also be recognised that Lockington Parish Council is not an emergency service: we are not trained, equipped, empowered or resourced to carry out the functions of an emergency service. The response should generally be confined to looking after the welfare of people in the community or helping to maintain the infrastructure.
* The information contained in this document is for guidance only. The Parish Council acknowledges that ERYC shall not have any liability, either under this Guidance or otherwise, in respect of the provision of services or for any actions or omissions by the Parish Council in any emergency situation.

The suitability of the application of the Guidance by the Parish Council to perform the services shall be entirely for the Parish Council to determine. This Guidance does not constitute legal advice in relation to emergency planning. |

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| Section 3: Pre-planning to aid the response |

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| Emergency Team |  |
| In the event of the plan being triggered the following members of the Parish Council have agreed to form part of the emergency team who will help to reduce the effects on the community:

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| Name | Contact Information | Home address | E-mail address |
| Chair | Parish Councillor Kevin Marshall | 10A ThorpeLockingtonYO25 9SWHome: 01430 810077Mobile: 07890 964251‬ | yo259sw@gmail.com |
| Deputy Chair | Parish Councillor John Rowson | Penny Cottage42 ThorpeLockingtonYO25 9SRHome: 01430 810374Mobile: 07940 513927‬ | Kberrystudios@hotmail.com |
| Emergency Team Volunteer | Parish Councillor Andrew How | 49 Church LaneLockingtonYO25 9SUHome: 01430 810356Mobile: 07768 90188 | thehows13@gmail.com |
| Emergency Team Volunteer  |  Gareth ReesClerk to Lockington Parish Council  | Pasture House6 Front StreetLockingtonYO25 9SHMobile 07768233352Home 01430 810178 | lpcclerk@outlook.com |

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| Incident Room |  |
| If the emergency team is brought together, it has been agreed that they will meet at The Village Hall, Front Street. |

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| Emergency Box |  |
| An emergency box is kept at The Village Hall, containing: * A copy of Lockington Parish Council Emergency Plan.
* Street Maps Lockington Village.
* Register of Electors
* Paper and pens
* ‘Road Closed’ signs & Warning Lights.

ALL TO BE SOURCED |

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| Section 4: COMMUNITY RESOURCES |

**Community resources available for use during an emergency**

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| **Resources Available** | **Contact Details** |
| Access to the Village Hall, Front Street, to shelter people if necessary,Individuals?Any other suggestions? |  |
| 4-wheel drive vehicle | We need a volunteer for this? |
| Defibrillator | Old Phone BoxFront StreetLockington |

**Community organisations or people with a special skill who could help during an emergency**

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| **Organisation / Persons Name & Contact Details** | **Skills available** |
| **Doctors****Dentists****Nurses****First Aiders****Volunteers from the village - Name the above in the gazette?** | **???** |

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| Section 5: vulnerable people |

**Vulnerable members of the community who may need particular help during an emergency**

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| **Name, address and contact information** | **Nature of vulnerability** |
| Redacted. Only the copies of the plan held by the Chair and Clerk of the Parish Council show this information. | Not Applicable |

**Neighbouring Parish Councils**

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| Emergency Team Member  | Contact Information | E-mail address |
| Beswick Parish Clerk – Mrs Julia Bugg | 01964 551720 | beswickpc@hotmail.com |
| Lockington Parish Clerk - Gareth Rees | 0776823335201430 810178 | lpcclerk@outlook.com |
| Middleton Parish Clerk – Mrs Sandra Morrison | 01262 470496 | pc@middletononthewolds.org.uk |
| Lund Parish Clerk – Mrs Joanna Johnston | 01377 790663 | lundparishcouncil@gmail.com |

**External Contact Details:**

* Fire, Police, Ambulance and Coastguard - 999
* Police Non-Emergency Number - 101
* NHS Choices – 111
* East Riding of Yorkshire Council – 01482 393939
* Environment Agency Flood line – 0845 988 1188
* Gas Emergency Service and Gas Escapes - 0800 111 999
* Electricity Emergency Service and Supply Failures – 0845 733 1331
* Yorkshire Water - 0845 124 24 24
* Maritime and Coastguard Agency – 01262 672317
* British Telecom - ???????????????

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| Section 7: plan publication |

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| Plan Publication |  |
| Electronic copies of this plan have been e-mailed to:* heps@eastriding.gov.uk (not as yet)
* The current Parish Council Members

The original electronic version of this plan is kept by:* Mr Gareth Rees, Clerk to the Council, Pasture House, 6 Front Street, Lockington, YO25 9SH; Tel home: 01430 810178; Mobile: 07768233352/

E-mail: lpcclerk@outlook.comBackup electronic versions of this plan are kept by:* Parish Councillor Kevin Marshall, Chair of the Parish Council, 10A Thorpe, Lockington; Tel (home): 01430 810077; Mobile: 07890964251

Hard copies of this plan are kept at:* Pasture House, 6 Front Street, Lockington, YO25 9SH
* The Village Hall, Lockington.
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| Section 8: plan maintenance  |

**Plan Maintenance Roles and Responsibilities**

* 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 to the Parish 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 Lockington 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 7.
* This plan should be exercised 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.
* The Chair or Deputy Chair of the Parish Council 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.
* The Clerk is responsible for making sure the plan complies with Data Protection and all other appropriate legislation.