



Community of
Anderby and Anderby Creek



EMERGENCY PLAN

Parishes and communities **working together**

Part 1 – Issue **4** valid until **16th October 2018**

Floodline 0345 988 1188

Quick dial number/s:



Version 4 with effect from:	16 th October 2017
Review Date:	15 th October 2018

This plan is a controlled document which contains information to be used during an emergency affecting the community of Anderby, and Anderby Creek.

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 Unit
2	Pete Woollven Chairman of Anderby Parish Council & Avert leader
3	Jo Sharp, Vice Chairman Anderby Parish Council
4	Andrew Harris, Full Avert Team member
5	Jenny Hayes, Full Avert Team member
6	John Sharp, Full Avert Team member
7	Eamon Hayes, Full Avert Team member
8	Graham Fisher, Full Avert Team member
9	David Wright, Full Avert Team member
10	Wendy Fisher Full Avert Team member
11	Kath Hayes, Anderby Parish Council clerk

Record of Amendments

Plan History

Record of Amendments / Revision of Plan		
Date	Details of amendments / revisions	Amended / revised by
January 2015	Template revision and formulation	EPO Steve Eason-Harris
January 2015	Comments on revised template	EA Rachael McMahon / Melanie Byrne
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
Sept 2016	Members update	Pete Woollven
June 2017	Update to version 3	Pete Woollven
October 2017	Update to version 4	Pete Woollven
October 2017	Risk maps added to plan	Steve Eason-Harris

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:

The Anderby Parish Council Clerk, Kath Hayes

Lincolnshire County Council Emergency Planning & Business Continuity Unit

Paper copies are kept with:

All Avert team members. and spare copies will be stored in the Avert Battle Box's located at Anderby Village Hall, Sea Road Anderby, Lincolnshire, PE24 5YB

A sterilised web version of the Community Emergency Plan has been posted on

parishes.lincolnshire.gov.uk/anderby/

Plan Maintenance Review

The owners of this plan should make sure that all the people involved in its development are aware of their roles, and know that they might be contacted during an emergency.

This plan will be exercised annually by the Emergency Planning Group and also as part of any wider exercises organised by Lincolnshire County Council's Emergency Planning Unit.

The Anderby Parish council Chairman will have the responsibility for arranging the community exercise.

The plan will be reviewed annually. During the review every section of the plan will be checked for accuracy (e.g. phone numbers, resource list etc).

Members of the Emergency Planning Group who can activate the plan are all Avert team members, and are responsible for reviewing the plan, and the Community Resource Directory.

Any updates or lessons learned from exercises should be approved by the Emergency Planning Group before changes are made.

Training & Skills Record

Date	Name of Individual	Training Received
<i>14/04/2017</i>	<i>Pete Woollven</i>	<i>All 5 LRF modules + Ex Barnes Wallace + Grey Seal</i>
<i>14/04/2017</i>	<i>Jo Sharp</i>	<i>All 5 LRF modules + Ex Barnes Wallace + Grey Seal</i>
<i>14/04/2017</i>	<i>Andrew Harris</i>	<i>All 5 LRF modules + Ex Barnes Wallace + Grey Seal</i>
<i>14/04/2017</i>	<i>John Sharp</i>	<i>All 5 LRF modules + Ex Barnes Wallace + Grey Seal</i>
<i>14/04/2017</i>	<i>Jenny Hayes</i>	<i>All 5 LRF modules + Ex Barnes Wallace + Grey Seal</i>
<i>14/04/2017</i>	<i>Eamon Hayes</i>	<i>All 5 LRF modules + Ex Barnes Wallace + Grey Seal</i>
<i>14/04/2017</i>	<i>Dave Wright</i>	<i>All 5 LRF modules + Ex Barnes Wallace + Grey Seal</i>
<i>14/04/2017</i>	<i>Graham Fisher</i>	<i>In house training only so far</i>
<i>16/10/2017</i>	<i>Wendy Fisher</i>	<i>In house training only so far</i>
<i>14/04/2017</i>	<i>Kath Hayes</i>	<i>In house training only so far</i>

Contents	
Distribution List	2
Record of Amendments	3
Plan Publication	3
Plan Maintenance Review	4
Training & Skills Record	4
Mission Statement	6
Section 1	7
Using this Emergency Plan	7
Activation.....	7
Information Flow.....	8
Important Telephone Numbers.....	9
Section 2	10
Key Actions	10
Local Hazards & Threats	11
Section 3	12
Emergency Planning Group	12
Community Incident Room	13
Community Emergency Box	13
Section 4	14
Community Map	14
Section 5	15
Community Flood Warning Area Map (Environment Agency)	15
Section 6	16
Community Risk of Flooding Rivers & Sea	16
.....	16
Section 7	17
Community Surface Water Map 1:30 (30%)	17
Appendix 1	18
Appendix 2	19

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 Anderby Parish if the emergency services cannot be present.

This Community Emergency Plan has been agreed and signed as fit for purpose – acting as a living document - by the Chairperson of the Town/Parish Council, the Community Emergency Team Leader and/or their Assistant.

Signatures

Chairperson of Anderby Parish Council

P.G.Woollven

Pete G Woollven Date: 16th October 2017

Emergency Planning Group Team Leader

As above

Date:

Assistant Emergency Planning Group Team Leader

Jo Sharp

Jo Sharp Date: 16th October 2017

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 the 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

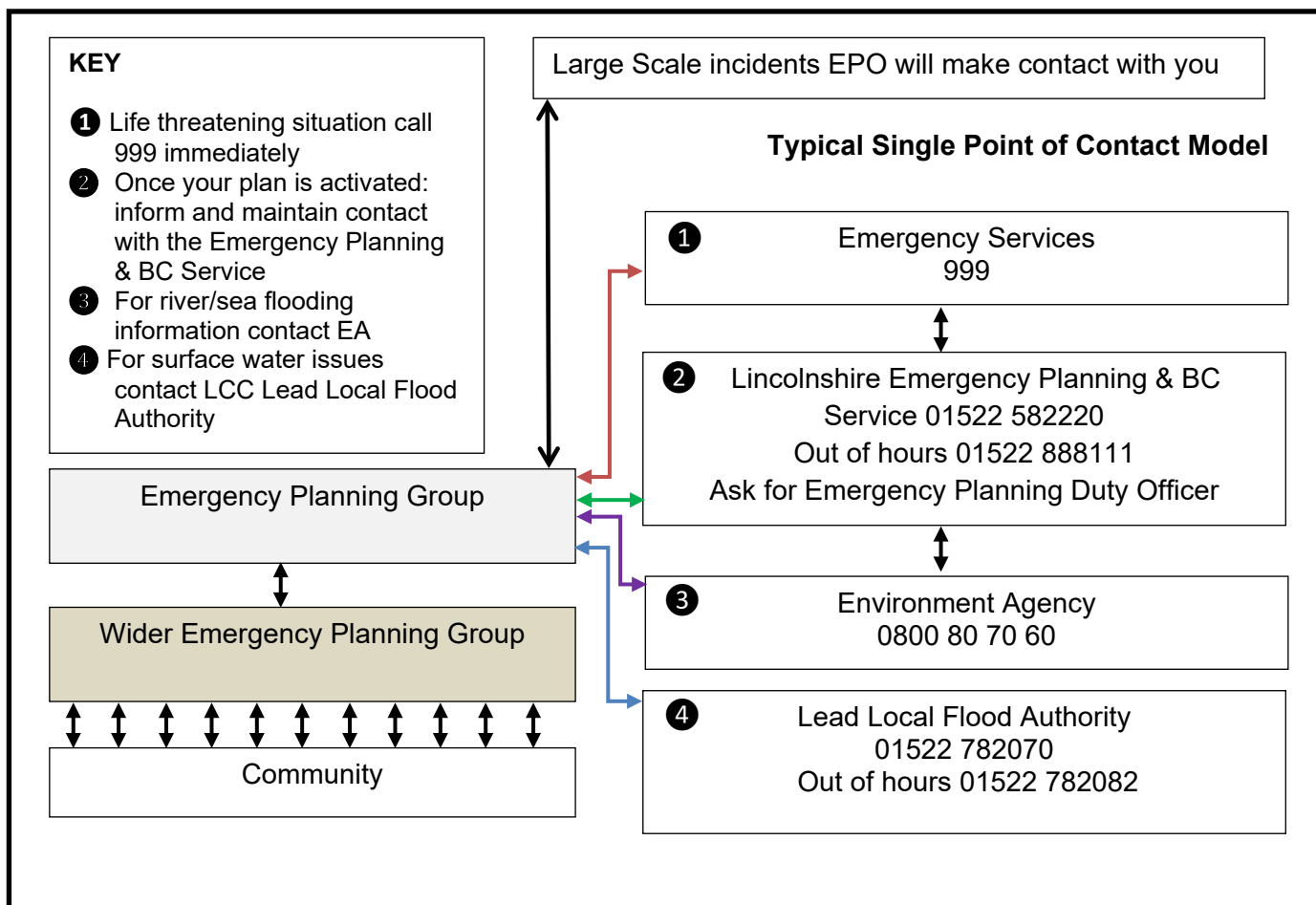
This Plan will be activated when at least two members from the below list of people drawn from the Emergency Planning Group consider it necessary to take action in response to an incident, and when action cannot be taken effectively without triggering the arrangements outlined in this document. If it 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, stored within the following locations:

1. Each Avert team member
2. The Parish Council Business continuity files.
3. The battle boxes located at the village hall.

Emergency Planning Group members who can activate the Plan:

<i>Duty EPO</i>	<i>Lincolnshire Emergency Planning & Business Continuity team</i>
<i>Pete Woollven</i>	<i>Emergency Planning Group Team Leader</i>
<i>Andrew Harris</i>	<i>Assistant Emergency Planning Group Team Leader</i>
<i>Pete Woollven</i>	<i>Chairperson of Anderby Parish Council</i>
<i>Jo Sharp</i>	<i>Vice Chairperson of Anderby Parish Council</i>
<i>Kath Hayes</i>	<i>Clerk to Anderby Parish Council</i>
<i>Graham Fisher</i>	<i>Parish Councillor</i>
<i>Wendy Fisher</i>	<i>Parish Councillor</i>

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 EP informed.

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

Important Telephone Numbers

East Linsey District Council

(1) Working Hours	01507 601111
(2) Outside Normal Hours	101

Lincolnshire Police

(1) Emergency Calls	999
(2) Non-Emergency Calls	101
(3) Local Police Station	101 extension 4296

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)
 - **Exact location of emergency**
 - **Type of incident**
 - **Hazards that are present or anticipated**
 - **Access routes for the emergency services**
 - **Number of people and/or properties involved (estimate)**
 - **Emergency 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. Inform them of the contact number and location of the Emergency Planning Group
3. Take control until the emergency services arrive, if they are able to attend
4. Contact additional members of AVERT wider Emergency Planning Group
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 EPO to consider if it is necessary to open an emergency shelter? The EPO will request whether this is required from the Incident Commander. The IC may identify a location or the EPO. 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/Radio Humberside) 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 Emergency Planning Group members, and Lincolnshire County Council's Emergency Planning Unit

Local Hazards & Threats

Assessed Risks for Anderby Parish

Pandemic Flu	Assessed Nationally and Regionally as our highest threat.
Inland Flooding	Drainage sluice gates are located at the entrance to Anderby Creek and failure of these could cause widespread local flooding. Tidal surges along the shoreline have breached the sea defences in the past causing loss of life and widespread damage and disruption.
Severe Weather	In recent times heavy rain, strong winds, snow and ice have become more frequent, possibly due to the effect of global warming. An effective Snow & Ice Clearance plan is required. There was a drought, as well as flooding, in 2012. More extreme weather events are likely in the future.
Transport Accidents	Local roads are narrow and in poor condition, transport accidents/incidents will cause severe disruption in the area, and access issues for emergency services requiring to attend such incidents.
Industrial Accidents	An accident/incident at the local compressed gas depot (Flow Gas) could pose a threat to the village and surrounding areas. There are over 600 static caravans located in the parish with a minimum of two large gas cylinders each. This poses a constant fire/explosion hazard.
Loss of Critical Infrastructure	Damage caused by fire, storms or accidents may have a potential impact on local energy and water supplies, and may deprive the community of these important facilities. Lack of power would disable the local Lindsey Marsh drainage pumps.

(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 or (in their absence) the Assistant Emergency Planning Group Team Leader Home Telephone Number: 01754 873626 Mobile: 07837680949 or Jo Sharp 01507 490104

The Emergency Planning Group Team Leader and their Assistant will have the current contact numbers for the following additional members of the Emergency Planning Group held within the Community Resource Directory

Pete Woollven *Emergency Planning Group Team Leader*

Andrew Harris *Assistant Emergency Planning Group Team Leader*

Pete Woollven *Chairperson of Parish/Town Council*

Jo Sharp *Vice Chairperson of Parish/Town 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:

Members of the parish/town council (5)

Individual community members (5)

List these individuals similarly to the list above

Pete Woollven
Jo Sharpe
Andrew Harris
Graham Fisher
John Sharp
Jenny Hayes
Eamon Hayes
David Wright
Wendy Fisher
Kath Hayes

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 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:

Anderby Village Hall, Sea Road Anderby, Lincolnshire, PE24 5YB

The key holder for this building is: **David Wright**. Tel 01507 490237 This person will enable access to premises.

If this location cannot be used, Huttoft Village Hall, or the Creek Cafe will be used.

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

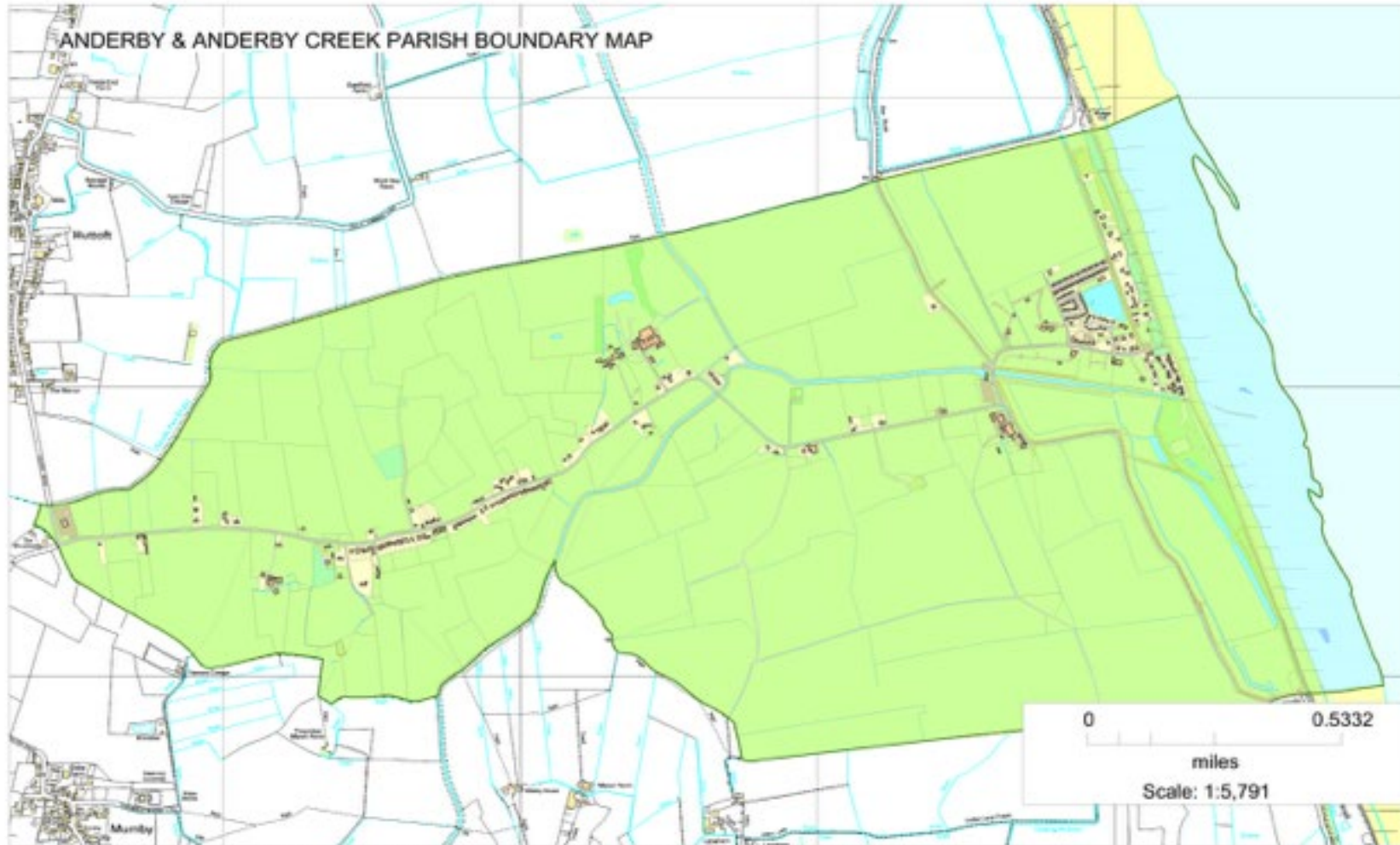
Community Emergency Box

The Emergency Box's are located at Anderby Village Hall, Sea Road Anderby, Lincolnshire, PE24 5YB

They contain :-

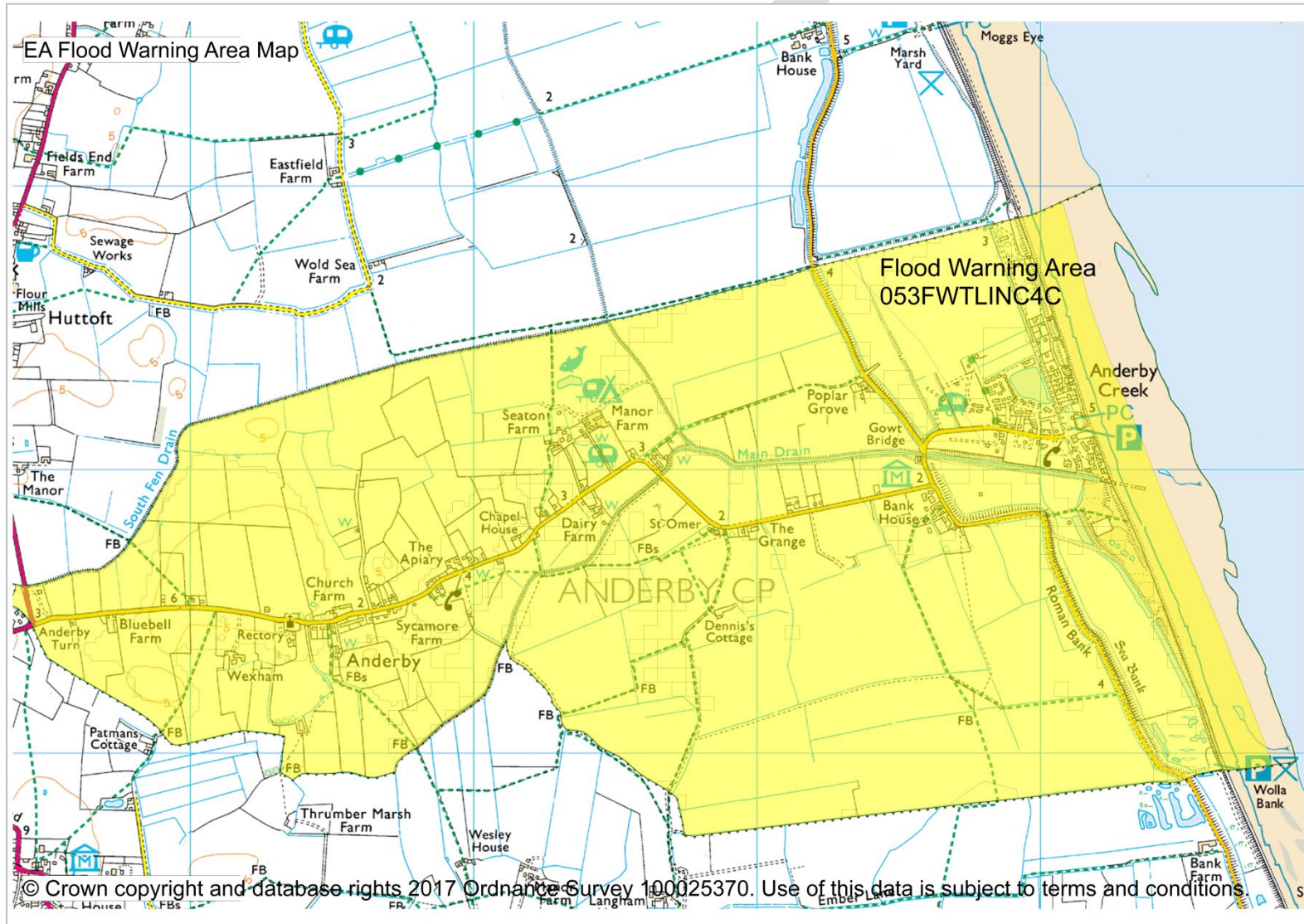
- ***A copy of the Community Emergency Plan***
- ***A copy of the Community Resource Directory***
- ***Ordnance Survey Map of the community and the immediate environment***
- ***Flood maps (including surface water)***
- ***Laminated street plan – in A4 sections***
- ***Torches and batteries / windup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

Section 4 Community Map

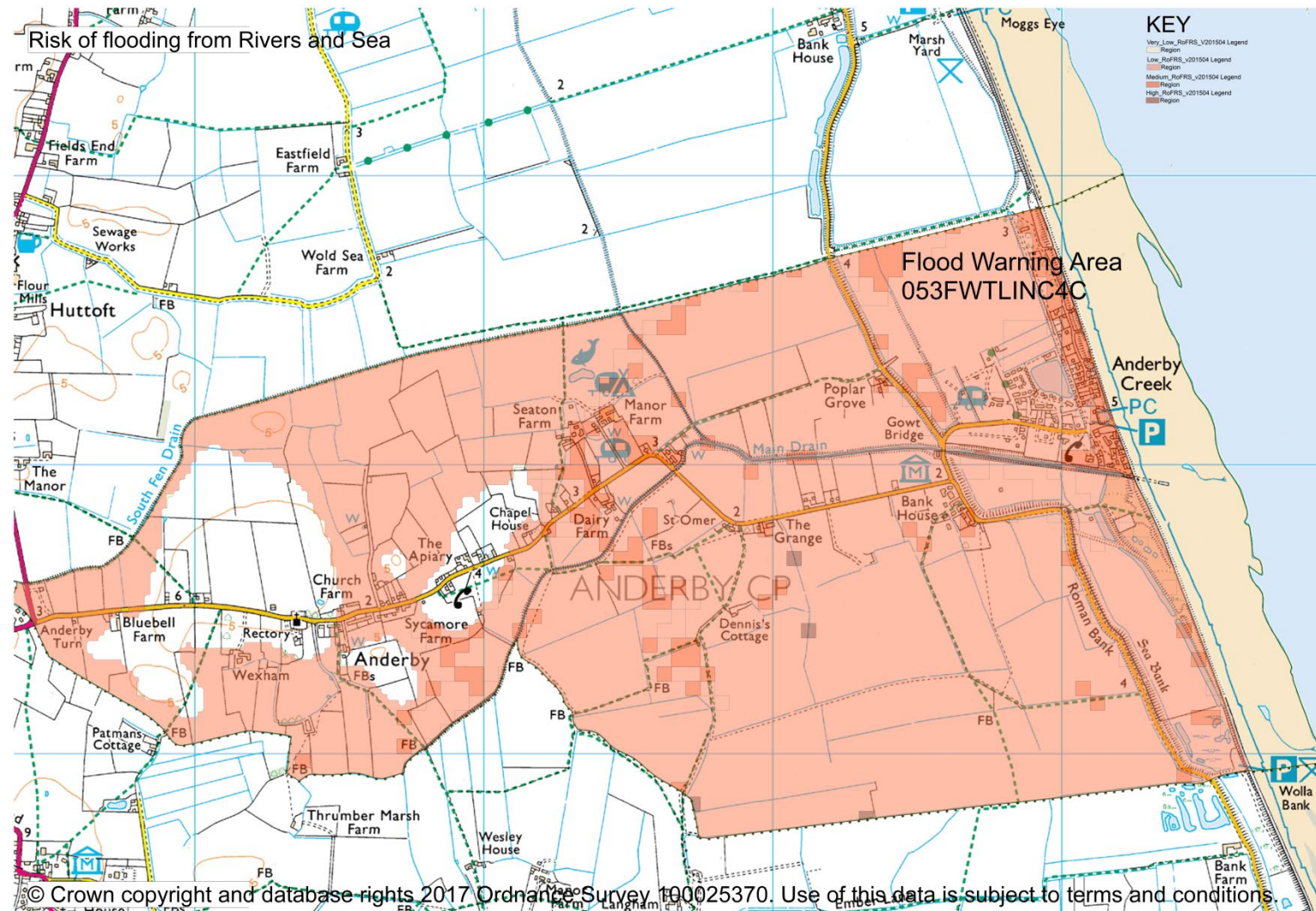


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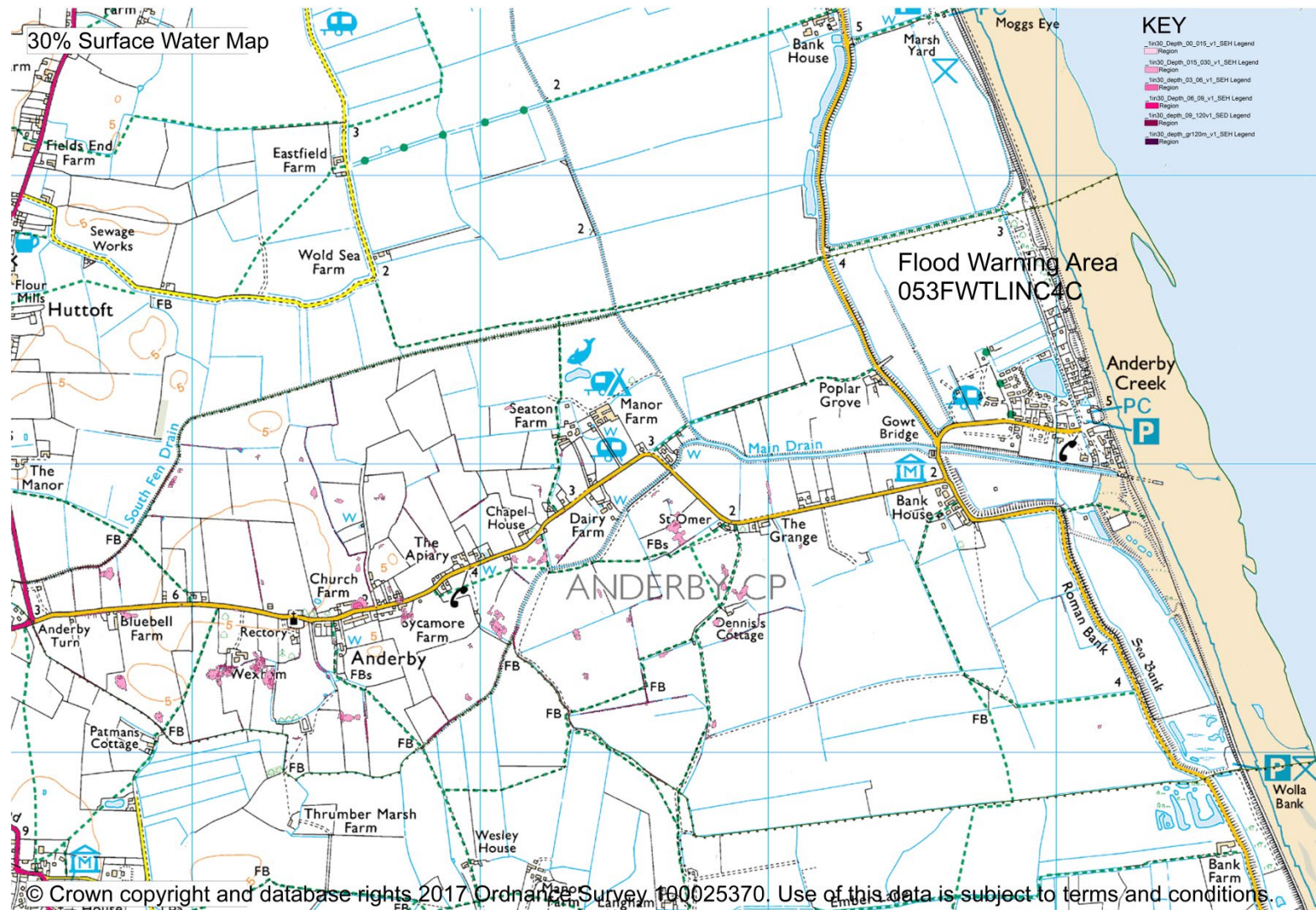
Section 5 Community Flood Warning Area Map (Environment Agency)



Section 6 Community Risk of Flooding Rivers & Sea



Section 7 Community Surface Water Map 1:30 (30%)



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.

Appendix 2

INCIDENT

.....

DATE.....

PAGE.....1.....**OF**.....15.....

PERSON COMPLETING LOG –

Was a rest centre set up? Yes/No

What location, date and time? Also note the time of the decision to open a rest centre.....

What date and time was it activated? Also note the time of this decision.....

SER NO.	DATE/TIME	DETAIL

If you require further space please make copies of this form making sure you number and sign each page in sequence