

Waddingham Parish Council

Community Emergency Plan

Version#

1

Issue#

1

Preparing for **emergencies**

with Lincolnshire Resilience forum



READY
FOR ANYTHING



LINCOLNSHIRE
RESILIENCE FORUM

Version 1 with effect from:	01.03.2024
Review Date:	January 2025

This plan is a controlled document which contains information to be used during an emergency affecting the Waddingham community.

To comply with the Data Protection Act 2018 the information contained within this document should not be disclosed to any unauthorised person without the express permission from the plan owner and those listed within the plan as having a specified role.

Distribution List (addresses & contact details are included in the Community Emergency Planning Group Information document as cannot be made public due to Data Protection)

Name
Emergency Planning Unit (LCC)
David Waite (Local Farmer/business)
Steve & Sam Ward (Local Farmer/business)
Jonathan Rylatt (resident)
Church Warden (St Marys & St Peters Church)
Waddingham Village Hall Committee
Waddingham Methodist Chapel
Claire Hanson-Church (Waddingham Primary School)
Cllr S Bunney (LCC)
Cllr A Duguid (WLDC)

Mission Statement

Disasters or major emergencies can strike suddenly, unexpectedly and anywhere. Creating a Community Emergency Plan (hereafter called 'Emergency Plan) will reduce the impact of any emergency of the Waddingham community and help to ensure that our local response is effective and proportionate.

The purpose of this Emergency Plan is to help the community to be ready for an emergency, in case the emergency services and/or relevant authority support services are delayed due to the scope and nature of the emergency. By building resilience within the community and using our existing resources in the most effective, efficient and successful way, our aim is to provide expertise and voluntary support that is safe and proportionate within the boundaries of the parish of Waddingham.

This Emergency Plan, acting as a 'living' document, has been agreed and signed as fit for purpose by the Chairperson of the Parish Council, the Parish Clerk, the Community Emergency Planning Group (CEPG) Team Leader and CEPG Assistant Team Leader (see below)

Signatures

Role	Chairperson
Name	Lauretta Williams
Sign/ Date	<i>Lauretta Williams</i> 07/08/2024

Role	Parish Councillor (CEPG Team Leader)
Name	Beverley Tiley
Sign/ Date	<i>Beverley Tiley</i> 7/8/2024

Role	Parish Clerk
Name	Charlotte Wright
Sign/ Date	<i>Charlotte Wright</i> 09/08/2024

Role	Parish Councillor (CEPG Asst Team Leader)
Name	Eileen Law
Sign/ Date	<i>E Law</i> 07/08/2024

Using this Emergency Plan

This plan has been developed to assist the community in an emergency. It should be used as a tool to focus a response to aiding the welfare of our community. This is meant as a quick reference guide to focus the Community Emergency Planning Group (CEPG) may wish to undertake in the event of emergency. A separate document contains all emergency contact details, known risks, resources, volunteers and places that have people who may need more support than others; due to the nature of it containing contact details, this is not available on the website but is held and maintained by the CEPG.

Activation of the Emergency Plan

This Plan will be activated when at least two members from the list of people below (drawn from the CEPG) 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 (held by the CEPG) should be followed. In the event of this plan being activated the Lincolnshire Resilience Forum's Emergency Planning Office (EPO) Duty Officer will be notified immediately.

Community Emergency Planning Group (CEPG) members who can activate the Plan:

Name	Role
Lauretta Williams	Chairperson
Charlotte Wright	Clerk
Andy White	Deputy Chairperson
Bev Tiley	CEPG Team Leader
Eileen Law	CEPG Assistant Team Leader

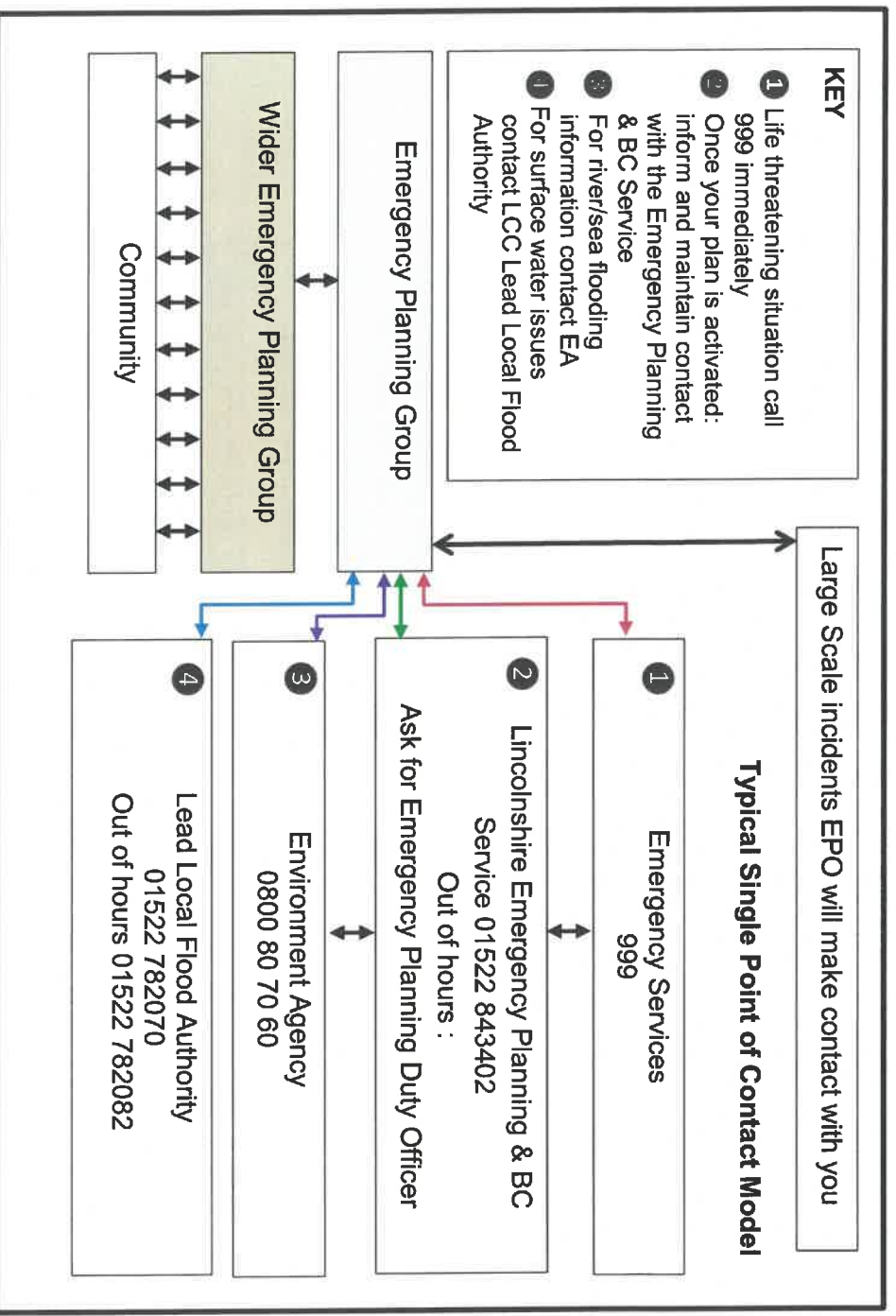
In the absence of the above members, anyone member of the CEPG can activate the group to discuss actions but the Emergency Planning Unit must be informed using the telephone number at the bottom of this page. If in doubt, it is better to activate and then have to 'stand down' than try to activate when in response.

Parish Emergency Planning Meeting

When an Emergency is declared and the CEPG meet they will consider the following:

- *Location of the emergency* – eg consider whether near a school, vulnerable area, main access route etc
- *Type of emergency* – eg is there a threat to health? is there a smoke cloud heading towards houses? Flood water rising? No electricity/gas during the winter (hypothermia)? Threat to health such as a pandemic?
- *Any vulnerable people who could potentially be affected* - eg elderly people; parents with young babies; people cut-off by flood waters
- *Any actions required* – eg Setting up a Parish Shelter; blankets to vulnerable people; transfer of information
- *Any resources required* - eg generator for the 'reception centre', 4x4 vehicles (to deliver hot meals, sand bags)
- *Any information received from District Council, County Council, Lincolnshire Resilience Forum or emergency services* – eg expected time of arrival/assistance, safety advice, health data

Information Flow



In an emergency, getting the right information is critical to a well-co-ordinated response. The above flowchart should be used as a reference.

Whether the plan is activated locally or the on-call Emergency Planning Duty Officer (EPO) requests you to activate your community plan, it is important to ensure contact is maintained with the EPO. Additional resources and voluntary groups cannot be activated to support unless the EPO is kept informed.

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

IMPORTANT NOTE: NEVER PUT YOURSELF AT RISK OF HARM

Before Responding

- **THINK** - is it safe to take action?
- **COMMUNICATE** – with CPEG team, your families and the Emergency Planning Duty Officer (EPO)
- **PLAN** – what are you trying to achieve?
- **TAKE ACTION** – as agreed by the whole group and/or the Emergency Planning Duty Officer. **This may include taking no action!**

Generic Emergency Action Check list

The first person from the Community Emergency Planning Group (CEPG) informed of the emergency to undertake the following actions and capture date / time of completion

Action	Date/Time
Emergency is reported to a member of the CEPG/Parish Council by a member of the community; make contact with the Emergency Services and Lincolnshire Emergency Planning Unit to inform them of the contact number and location of the CEPG	
Inform Lincolnshire County Council (Resilience Forum) and West Lindsey District Council of potential situation	
Take control until emergency services arrive, if they are required and unable to attend straight away (at all times, be aware of your own safety and the safety of those around you – never put yourselves at risk of harm eg do not enter any flood water, attempt any form of rescue operation or attempt to clear blocked drains, gullies, ditches or watercourses.	
Take notes of any safety advice given - discuss these with the CEPG	
Organise a meeting of the CEPG to decide actions to undertake eg consider the need for: <ul style="list-style-type: none"> • Setting up an emergency shelter • Visiting and checking on vulnerable people • Providing a safe, secure and warm place (consider supplies of drink/food/blankets and any other resources that may be required) • Community Volunteers • How to inform the community of the emergency and actions being taken 	
Set up a decision log and record the following: <ul style="list-style-type: none"> • Any decisions made • Who was spoken to and what was said/actions identified • Any information /advice received 	
Inform the community of any advice provided by the County or District Council or the Emergency Services. (All councillors must follow guidelines with regard to communicating with members of the press)	
Update County and District Council on decisions made	

Parish Emergency Shelters

In the event of an emergency where people are required to leave their homes Lincolnshire Resilience Forum will support local Councils to open shelters. These enable the provision of temporary shelter for the duration of the emergency (usually no more than 3 days). These shelters can be used to provide a place of warmth, information, monitoring of vulnerable people and possibly as a sleeping area.

The shelters in Waddingham include:

- Waddingham Village Hall, The Green, Waddingham, Gainsborough, Lincs DN21 4SX
- Waddingham Methodist Chapel, High Street, Waddingham, Gainsborough, Lincs
- Waddingham Primary School, Common Road, Waddingham, Gainsborough, Lincs

Resident Checklist

Before leaving their homes, residents should be encouraged to check they have their essentials, eg:

- Medication (any prescribed medication that requires regular doses throughout the day, including items such as inhalers)
- Mobile phone /iPad and chargers
- Contact numbers of next of kin/family/friends
- Important personal items eg Keys (home and vehicles); spectacles, baby food/nappies, warm clothes, cash/debit/credit card
- In some circumstances, residents may be asked to turn off their gas and electricity supplies. Note, if gas supplies are switched off, reconnection must be carried out by qualified gas engineers. Please do not switch your own supply on as this may risk your own safety and that of your family and neighbours.

Types of Emergencies

Types of potential emergencies that may impact our community are:

Human & Animal diseases	Assessed Nationally and Regionally as our Highest Threat.
Inland Flooding	River Ancholme flooding has impacts on local brooks and streams
Severe Weather	Heavy rain, strong winds, snow & ice, extreme heat
Transport Accidents	Road traffic collisions etc
Industrial Accidents	Fire eg haystacks and potential industrial spills
Water Pumping Station	Potential health risks and access to water
Gas leaks/explosion	<i>Methane</i>
Loss of Critical Infrastructure	Damage caused by fire, storms or accidents may have a potential impact on energy supplies, water or deprive the community of its important facilities including the school. Internet/mobile phone networks down causing widespread issues as people would be unable to communicate or be communicated with

Important Telephone Numbers

West Lindsey District Council

(1) Working Hours	01427 676676
(2) Outside Normal Hours	01427 613960

Lincolnshire Police

(1) Emergency Calls	999
(2) Non-Emergency Calls	101
(3) general Enquires	0300 111 0300

Lincolnshire Fire & Rescue

(1) Emergency Calls	999
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East Midlands Ambulance Service (EMAS)

(1) Emergency Calls	999
(2) General Enquires	08450 450222

Lincolnshire County Council Emergency Planning & Business Continuity Service

(1) Working Hours	01522 843402
(2) Outside Normal Hours*	

*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

Lead Local Flood Authority

Flood Reporting Line*	01522 782082
Outside Normal Hours*	01522 782082

Neighbouring Parish Council contacts

(1) Snitterby Parish	Clerk – Mandy Coote snitterbyparishcouncil@hotmail.co.uk
(2) Bishop Norton	Chair – Tom Gundry (email as above) Clerk - Jayne Moore clerktopc@bishopnortonandatterby.org.uk Chair – James Suggett clerktopc@bishopnortonandatterby.org.uk

Utility Companies

(1) Electricity – Central Networks	0800 056 8090
(2) Gas – National Grid	0800 111999
(3) Anglian Water	08457 145145
(4) Severn Trent Water	0800 7834444

Internal Drainage Board

(1) Ancholme Internal Drainage Board Normal Hrs 08.30 – 5.00 pm	<p>Shire Group of IDBs Epsom House, Chase Park, Redhouse Interchange Doncaster DN6 7FE Tel 01302 337798 info@shiregroup-idbs.gov.uk</p> <p>Out of hours calls monitored by First County Monitoring</p>
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Plan Publication

It is important that this operational plan, its supporting *CEPG Information document* and the *Community Resource Directory* (if the latter has been developed) are kept up-to-date and that all members of the Community Emergency Planning Group (CEPG) are reading from the same version. Following good practice the plan will be updated on an annual basis and/or, as and when changes occur within the group and/or, through lessons learnt through exercise and/or real world events.

Electronic copies of both documents will be stored by:

- Charlotte Wright, Parish Clerk

Paper copies are kept at:

- Village Hall
- CEPG Team Leader & Assistant Team Leader

This version of the Community Emergency Plan is available on Waddingham Parish Council website at <https://waddingham.parish.lincolnshire.gov.uk>

Plan Maintenance Review

Waddingham Parish Council has made sure that all the people involved in the development of this plan are aware of their roles, and know that they may be contacted during an emergency at short notice.

This plan will be exercised periodically by the Community Emergency Planning Group with the support of LCC EPO and as part of any wider Lincolnshire County Council / Lincolnshire Resilience Forum multi-agency exercise. The Chairperson of the parish council will have the responsibility for arranging any community exercise.

Any updates or lessons learned from exercises should be approved by members of the Parish Council.

Data Protection Act 2018 (DPA 2018)

This community emergency plan remains the property of the community and therefore any information collected in its creation is the responsibility of the group. Personal data is collected for the use of the following:

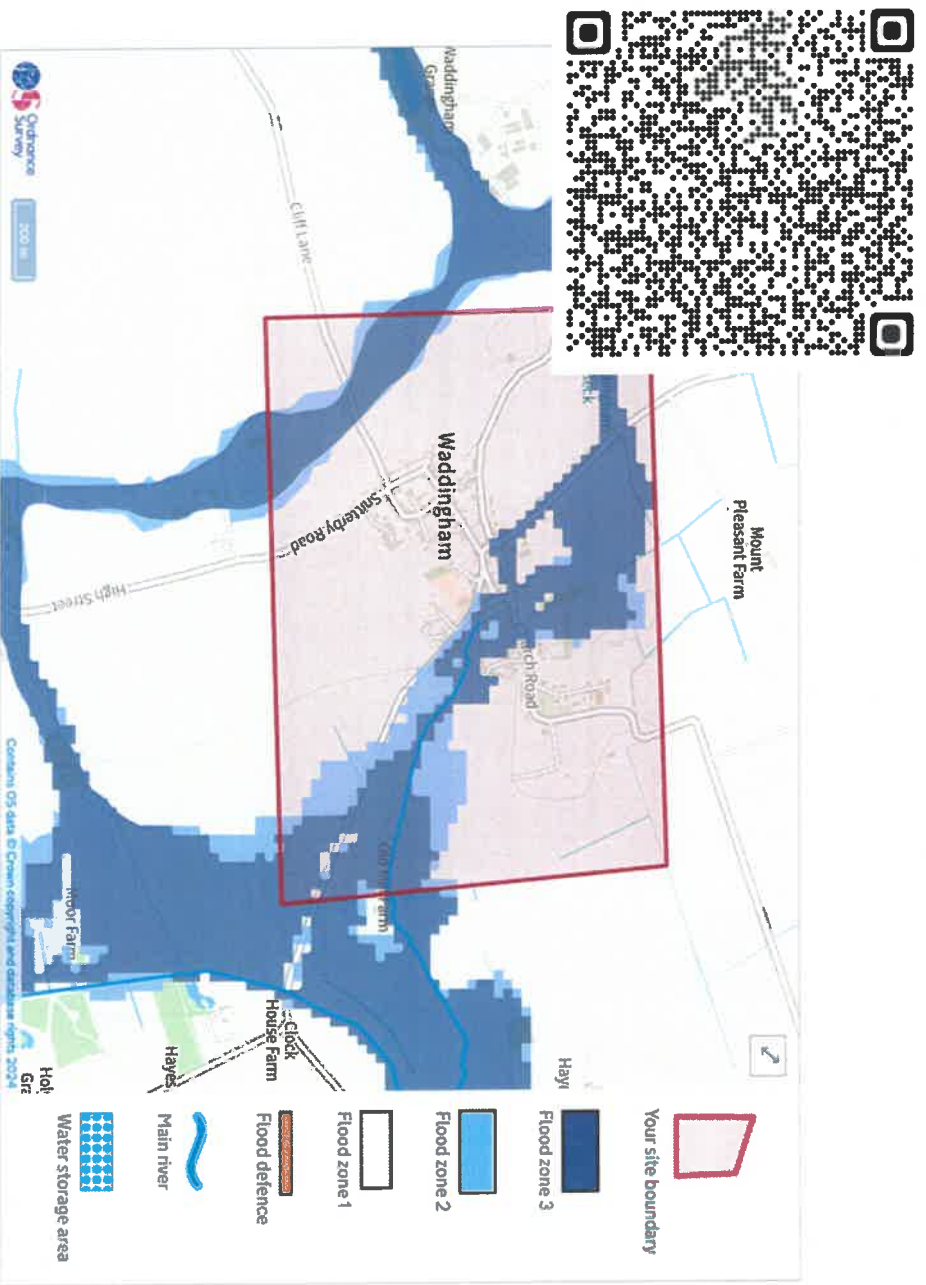
- In the event of the plan being triggered, the following people have agreed to share their contact details with the local emergency planning group and LCC Emergency Planning Unit for use in a warning & informing / coordination capacity before, during and after emergency.
- Where necessary, Lincolnshire County Council may share this data with partner agencies and/or the emergency services. We would only share your information where necessary to protect your vital interests and/or the vital interests of others for the purpose of emergency response and the recovery process in accordance with Data Protection

In order to comply with DPA 2018 all volunteers will be required to sign and return a Privacy notice form to their community emergency coordinator. By signing this form all volunteers agree to have their details stored and shared as described above.

Volunteer Privacy notice forms are available on request from LincSEP@lincolnshire.gov.uk using Community Emergency Planning in the subject line of the email.

Local Flood Map

Scan or click on the QR code to access local flood risk mapping.



Once page opens, scroll down to map and click on the arrows in the top right hand corner to expand. From here you will be able to explore your local area, save your map to PDF and print if required. You will also be able to zoom into the map down to property level.

IMPORTANT NOTE


This resource shows where water is likely to pool in the event of a flood from rivers, sea or surface water events not that it will occur.

From this same resource, you will be able to access information to assess surface water flood risk and ground water flood risk for your community. If you have any questions please contact

lincsep@lincolnshire.gov.uk

LRF Public Information Map (PIMap)

More detailed community mapping can be accessed by click or scanning the QR code below.



Welcome to the LRF PIMAP

County Lineations by 10622 region
Lincolnshire County

Area Name	Area Code	Area Type	Area Status
Area 1	10622	Area 1	Area 1
Area 2	10622	Area 2	Area 2
Area 3	10622	Area 3	Area 3
Area 4	10622	Area 4	Area 4
Area 5	10622	Area 5	Area 5
Area 6	10622	Area 6	Area 6
Area 7	10622	Area 7	Area 7
Area 8	10622	Area 8	Area 8
Area 9	10622	Area 9	Area 9
Area 10	10622	Area 10	Area 10

Use Flood Warning Alerts
Track Flood Alerts and receive alerts by clicking the
button.

Click Here



Helping you
prepare for
emergencies

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