

Community Emergency Plan for the Parish of Goxhill

Level Two
Updated: September 2023

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:

- Jack Lawtey (Council Chair)
- Mike Jones (Council Vice Chair)

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:

Name	Address	Telephone	E-mail
Cllr Mike Jones	Geesala, Pidgeoncote Lane, Churchside, Goxhill, DN19 7HY	01469 533036	Cllr.mikejones@goxhillparishcouncil.org.uk
Cllr Jack Lawtey	Station Cottage, Howe Lane, Goxhill DN19 7HS	07576 111883	Cllr.jacklawtey@goxhillparishcouncil.org.uk
Cllr Val Gorbutt	Field Farm Feeds, Thornton Road, Goxhill, DN19 7LW	01469 532923	Cllr.valgorbutt@goxhillparishcouncil.org.uk
Cllr Rob Snell	Robins Nest, 14 All Saints Close, Goxhill DN19 7LL	07930 612860	robinsnell44@gmail.com

Member of Parish Council not on Community Emergency Team

Name	Address	Telephone	E-mail
Cllr Dave Carnell	Conifer Cottage, North End, Goxhill, DN8 7JX	01469 530138	Cllr.davidcarnell@goxhillparishcouncil.org.uk
Cllr Barrie Clayton	27 Abbeygarth Villas, Thorne Lane, Goxhill, DN19 7LX	07469 874034	Cllr.barrieclayton@goxhillparishcouncil.org.uk
Cllr Sam England	Address in North Lincolnshire	Not Disclosed	Cllr.samuelengland@goxhillparishcouncil.org.uk

Cllr Mike Gathercole	Ferry Lodge, Ferry Road, Goxhill DN19 7LA	01469 532208	Cllr.mikegathercole@goxhillparishcouncil.org.uk
Cllr Ged Kirwan	Orchard View, The Square, Goxhill DN19 7JH	01469 532381	Cllr.gedkirwan@goxhillparishcouncil.org.uk
Cllr Trudi Snell	Robins Nest, 14 All Saints Close, Goxhill DN19 7LL	Not Disclosed	Cllr.trudisnell@goxhillparishcouncil.org.uk
Cllr Laura Spilman	6A The Close, Goxhill, DN19 7LE	07703 359959	Cllr.lauraspilman@goxhillparishcouncil.org.uk

SECTION 2: EMERGENCY TEAM ACTION CHECKLIST

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.
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- 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 & 3](#)) Contact Cllr Mike Gathercole to cascade the call, if no response contact Cllr Freda Dunkley
 - If the emergency has the potential to be drawn out consider putting in place a rota for all the roles involved. It is important to make sure people don't over work themselves during an incident as this can easily happen.
 - Use the standard agenda to run the meeting. Circulate the Response Aim and Objectives so people know what you are trying to achieve. (see [Section 4](#))
 - Decide which local resources should be mobilised initially to support the community. You might want to give this task to one person within the emergency team to co-ordinate.
 - **Community Coordinators / Area Wardens - TBC**
 - **Flood Wardens - TBC**
 - **Ward Members; Cllr Hannigan, Cllr Wells and Cllr Clark**
 - **Parish Officer: Vicky Haines**
 - **Snow Warden: Cllr Jack Lawtey and Mr Tony Ruddy (Parishioner)**
 - 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.
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- 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. (see [Section 3](#))
 - Help communicate any warning information messages, and recommend that people tune into the local radio station.
 - Keep the public message boards and any social media sites (Facebook) used up to date with the latest information.
 - 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. (see [Section 4](#))
 - Goxhill Parish Council will meet every Monday morning at the Community Centre to discuss, action and future plan.

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:

Venue	How to access	Contact Details
The Parish Rooms, Howe Lane, Goxhill, DN19 7HS	The key to the building is accessible via a key box next to the entrance. The contacts provided will have the access code and alarm code to gain access	Cllr Jack Lawtey – 07576 111883 Cllr Mike Gathercole – 01469 532208
The Memorial Hall, Chapel Street, Goxhill, DN19 7JJ	Use the contact details provided to get access to the key	Cllr Sam England - 07860 784297 Ann Carter - 01469 530635

Emergency Box location and contents

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

Location	Contents	How to Access	Contact Details
The Parish Rooms Howe Lane, Goxhill DN19 7HS	Useful items your box might include: <ul style="list-style-type: none"> • A copy of this plan. • A street map of the area. • Paper and pens. • The register of electors. • 2 x wind up/battery operated torches • 2 x high vis warm coats on the stand in office • High vis vests (enough to cover team) 	The key to the building is accessible via a key box next to the entrance. The contacts provided will have the access code and alarm code The box is stored under the clerks desk	Cllr Jack Lawtey – 07576 111883 Cllr Mike Gathercole – 01469 532208

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	Contact Details
The Parish Rooms	2 x torches, 2 x high viz coats & high viz vests	The key to the building is accessible via a key box next to the entrance. The contacts provided will have the access code and alarm code. <u>The box is stored under the clerks desk</u>	Cllr Jack Lawtey – 07576 111883 Cllr Mike Gathercole – 01469 532208
Goxhill Memorial Hall	2 x torches, 2 x high viz coats & high viz vests	The box will be stored in the cupboard located in the men's toilets	Sam England - 07860 784297 Ann Carter - 01469 530635

Community 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

Location	Capacity	How to Access	Contact Details
Goxhill Memorial Hall Chapel Street	150	Use the contact details provided to get access to the key	Sam England - 07860 784297 Ann Carter - 01469 530635
Goxhill Primary School North End	200	By contacting one of the contacts who will give access	Hayley Twidale 07739689134 Laurie Bennett - 01469 532550 / 07411757272

Emergency transport pick-up point(s)

If the local authority arranges transport to move people to larger emergency shelters, 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
Goxhill Memorial Hall	Chapel Street, Goxhill, North Lincolnshire, DN19 7JJ. Grid Reference - TAI02216

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?	Contact Details
Parish Council Website www.goxhillparishcouncil.co.uk	Internet access required and updates will be submitted from the Council Clerk to the website designer	nick.burton@kyaniteconsulting.co.uk
Parish Council Facebook Page https://www.facebook.com/Goxhillparishcouncil	Internet access required and will be updated directly by the Clerk	Vicky Haines – 07842 396827
Parish Council Noticeboards: Notice Board I) Located on the Parish Rooms / Library Building, Howe Lane, Goxhill Notice Board II) A free standing notice board located near to Goxhill Primary School, North End, Goxhill Notice Board III) A free standing notice board located in the Cemetery, Horsegatefield Road, Goxhill	All Accessed and updated by the Parish Clerk	Vicky Haines – 07842 396827

Notice Board III) A free standing notice board located in at South End at the Thorn Lane junction, Goxhill		
The Goxhill Gander	Every household in Goxhill is delivered a copy or additional copies are available from the library	Jeff Teasdale editor@goxhillgander.com

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
Parish Rooms, Howe Lane, Goxhill, DN19 7HS – Located on the front of the building next to the red phone box
Goxhill Primary School, North End, Goxhill, DN19 7JR (Please note access is restricted to school term times only)
Co-op, Howe Lane, Goxhill, DN19 7HS

SECTION 4: STANDARD MEETING AGENDA & AIM AND OBJECTIVES

Emergency Management Team

Initial Meeting Agenda

- 1) Introduction of Attendees
- 2) Nominate Chair of Emergency Management Team
- 3) Situation Report
- 4) Agree Aim and Objectives of Response
- 5) Actions Required to Meet Aim and Objectives
- 6) 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 to Meet Aim and Objectives
 - 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 4: CONTACT DIRECTORY
(to be reviewed annually)

Ward Councillors

Name	Address	Telephone	E-mail
Richard Hannigan	24 East End Kirmington North Lincolnshire DN39 6YS	<u>01652 682766</u>	cldr.richardhannigan@northlincs.gov.uk
David Wells	21 Kings Road Barnetby le Wold North Lincolnshire DN38 6HF	<u>01652 688775</u>	cldr.Davidwells@northlincs.gov.uk
Peter Clark	5 The Spinney, Barrow on Humber North Lincolnshire DNI9 7TJ	<u>01469 532141</u>	Cllr.PeterClark@northlincs.gov.uk

Parish Clerk: 07842 396827

Organisation contact details

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

MAP OF PARISH

Included separately

PLAN PUBLICATION AND INFORMATION

Plan Publication

Electronic copies of this plan have been e-mailed to:

- [<heps@eastriding.gov.uk>](mailto:heps@eastriding.gov.uk)
- Goxhill Parish Council Councillors

The original electronic version of this plan is kept at:

- The Parish Rooms, Howe Lane, Goxhill, Goxhill, DN19 7HS

Hard copies of this plan are kept at:

- The Parish Rooms, Howe Lane, Goxhill, Goxhill, DN19 7HS

A web version of the plan **with the confidential information removed** has been posted on www.goxhillparishcouncil.co.uk for public information.

Plan Maintenance

The plan should be reviewed annually. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). The Proper Officer will have responsibility for reviewing the emergency plan and should report back the Parish/Town 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 at least two of the Parish Members before the plan is changed.

The Proper Officer is responsible for providing an updated version of the plan to all those listed in Section I.

Plan Exercise and Review

This plan should be exercised yearly. Councillor Mike Gathercole will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at www.Letsgetready.org.uk, or by calling 01482 393051.

Councillor Mike Gathercole 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.

Data Protection

This plan will contain personal information once complete. Town and Parish Councils should follow their data protection procedures when completing, maintaining and storing this plan.