

DUNSTON

Community Emergency Plan

Version#

1

Issue#

1/2024

Preparing for emergencies

with Lincolnshire Resilience forum



READY
FOR ANYTHING



LINCOLNSHIRE
RESILIENCE FORUM

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Version 1 with effect from:	01/05/2024
Review Date:	30/04/2025

This plan is a controlled document which contains information to be used during an emergency affecting the communities within Dunston Parish.

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.

Records of Amendments

Plan history is stored within the appendices of this plan.

Mission Statement

Disasters or major emergencies can strike suddenly, unexpectedly and anywhere. This plan 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 and/or relevant authority support are delayed due to the scope and nature of the emergency. 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 and proportionate within Dunston Parish Council boundaries and or our neighbours that enhance that of responding agencies.

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

Signatures

Role	Chairman DPC
Name	Russ Mcluckie
Date	
Sign	

Role	Vice Chairman DPC
Name	Paul Duncan
Date	
Sign	

Role	Cllr DPC – Team Leader
Name	Steve Rankin
Date	
Sign	

Role	Cllr DPC – Dep Team Leader
Name	Rachel Pellew
Date	
Sign	

Role	Cllr DPC
Name	Brian Lamyman
Date	
Sign	

Role	Clerk - DPC
Name	Tom Barbour
Date	
Sign	

Section 1

Activation

This Plan will be activated when at least two members from Dunston Parish Council (DPC) 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 this plan is activated key actions in Section 2 should be followed. In the event of this plan being activated, the LCC EPU Duty Officer should be **notified immediately**.

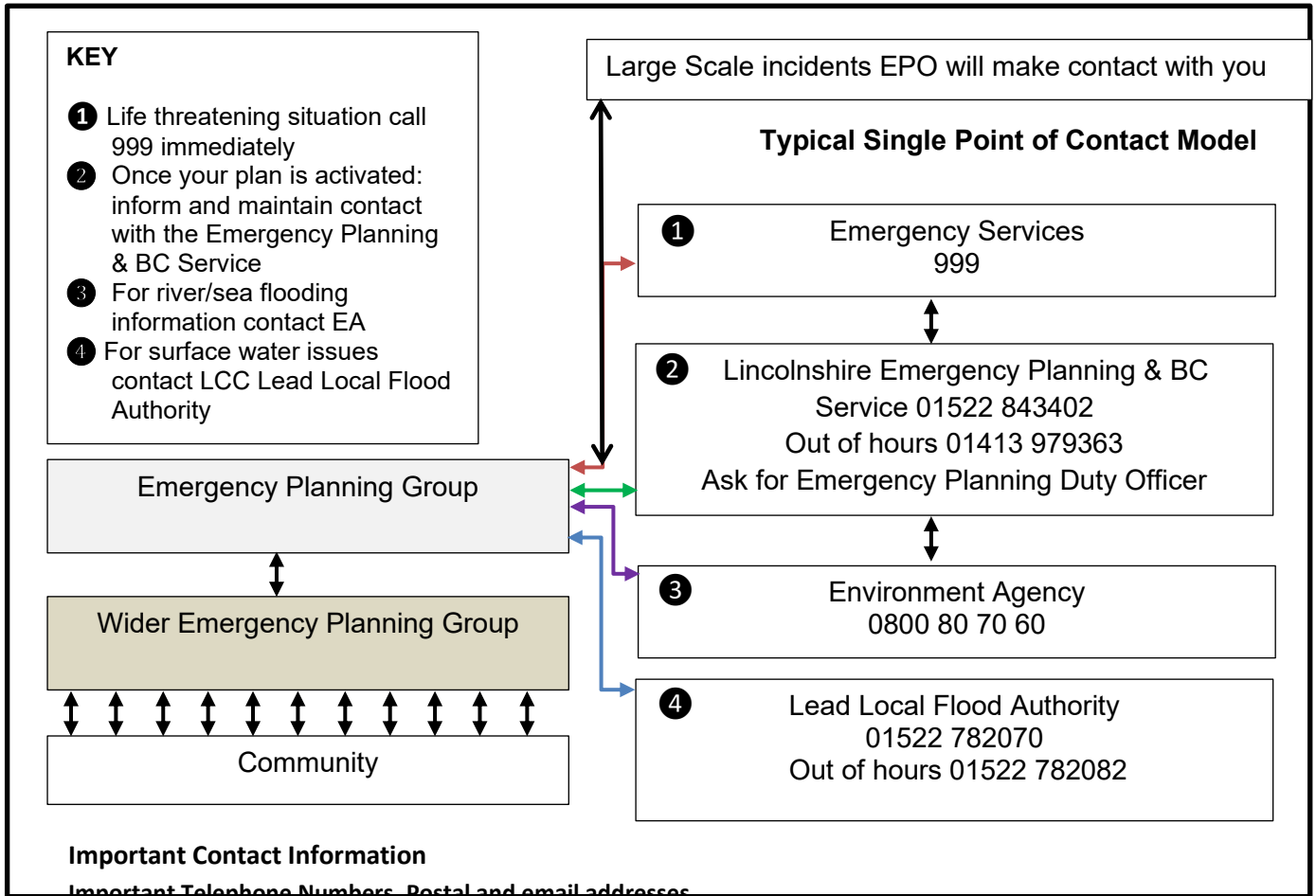
Emergency Planning Group Members who can activate the plan:

Member	Role	Contact
Steve Rankin	Cllr DPC – Team Leader	
Rachel Pellew	Cllr DPC – Dep Team Leader	
Russ McLuckie	Cllr DPC - Chairman	
Paul Duncan	Cllr DPC - Vice Chairman	
Brian Lamyman	Cllr DPC	

Tom Barbour	Clerk DPC	
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In the absence of two members, any single member of DPC 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 stand down than try to activate when in response.

Information Flow



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Out of Parish Contact numbers

Lincolnshire Police

(1) Emergency Calls	999
(2) Non-Emergency Calls	101
(3) general Enquires	01522 532222

Lincolnshire Fire & Rescue

(1) Emergency Calls	999
(2) General Enquiries	01522 555777

East Midlands Ambulance Service (EMAS)

(1) Emergency Calls	999
(2) General Enquiries	01522 545281

Lincolnshire County Council Emergency Planning & Business Continuity Service

(1) Working Hours	01522 843402
(2) Outside Normal Hours*	07966 400999

*Ask for Emergency Planning Duty Officer

Environment Agency

(3) Floodline (24 hours)	03459 881188
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Lead Local Flood Authority

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

Neighbouring Parish Council contacts

(1) Metheringham	01526 323100
(2) Heighington	01522 790846
(3) Branston & Mere	01522 853269

(4) Waddington	01522 722793
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Utility Companies

Electricity – National grid	0800 404090
Gas – Cadent	0800 111999
Anglian Water Water & Sewerage	03457 145145

Section 2

IMPORTANT NOTE: NEVER PUT YOURSELF AT RISK OF HARM

Before Responding

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

Key Actions

Priorities will be given to emergency shelter (dry and warm), water and food.

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. 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 straight away

Contact additional members of Dunston Parish Council

4. Instruct everyone to follow any advice from the emergency services
5. At all times, be aware of your own safety and the safety of those around you – **never put yourselves at risk of harm**. Do not enter any flood water, attempt any form of rescue operation, or attempt to clear blocked drains, gullies, ditches or watercourses
6. Consider whether you can work safely and effectively from your current location or whether you need to move to the Village Hall. **If working out of doors, only do so if weather conditions permit.**
7. Consider if it is necessary to open emergency shelter (Village Hall/Chapel). Arrange for supplies of food and drink (if not readily available)
8. Arrange for local residents to be warned of any dangers (**if safe to do so**)
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(IC). The IC may identify a location or ask this of the EPO. You may be asked to establish the centre prior to the EPU and their resources arriving.
10. Arrange for contact to be made with those people who may need more support as identified in this plan; offer advice and assistance if required and only if it is safe to do so
11. This about what resources you may need if operating a place of safety and make available as necessary
12. Tune into your local radio station (BBC Radio Lincolnshire/ LincsFM) and advise the community to do the same.
13. Maintain regular communication with all Emergency Planning Group members, and Lincolnshire County Council's Emergency Planning Unit

Volunteer Briefing

Before deploying volunteers, all should receive briefings as to the current and expected situation and be advised as to what is expected of them before they are mobilised. All volunteers have the legal responsibility to take reasonable care for their own Health and Safety and that of others that may be affected by their actions. Any incidents or hazards should be immediately reported back to the community emergency planning coordinator, recorded and then forwarded onto the LCC EP Duty Officer.

Briefings Template

- **Situation Awareness** – following the ETHANE Framework (See **Key Action**) brief all volunteers on the current situation. Frequency of updating – agree a frequency of updating volunteers.
- **Environmental Awareness** – ensure all volunteers are aware of current weather forecasts and environmental challenges – always take precautions to ensure volunteers remain well informed and suitable dressed. In some circumstances volunteers should not venture out into elements that would put them at increased risk of harm. Always maintain communication throughout operations and report any changes or disruptions to you activities to the community emergency planning coordinator.
- **Expectations** - what are your expectations? Can you explain these to your volunteers simply? Have these been explained to you by the emergency services/EPU? How will these be communicated to your volunteers when they have been deployed? Ensure you have a clear route to how this information will be implemented.
- **Tasks** - brief volunteers on specific tasks that they will be allocated, for example, door knocking, meet and greet etc
- **Times** – how long will volunteers be expected to undergo tasking? Is there a rota system in place?
- **Welfare** – what provisions are available to volunteers undertaking tasks , for example, refreshments, meals, breaks etc. what other support is available to them, e.g mentoring, physiological support etc.
- **Communication** - how will volunteers communicate with the coordinating group, each other and those people who they are supporting?
- **Safeguarding** – Safeguarding is the action of protecting people’s health, welfare and human rights, enabling them to live free from abuse, harm and neglect. Everyone has a role to play in safeguarding and promoting the welfare of any child, young person or adult at risk that they may come into contact with. If a volunteer has concerns surrounding safeguarding issues they should report it immediately to their coordinator who in turn will notify LCC EPU. Safeguarding is there to protect you as well – please adhere to best practice. A copy of the LCC safeguarding brief for volunteers is held within the community emergency box.
- **Reporting incidents & Accidents** – how this is achieved and who is responsible for it? An accident form is held within the community emergency box
- **Health Protection** – In certain circumstances (human and animal pandemics) health protection measure may be implemented. Please ensure all volunteers are fully briefed as to

acceptable behaviours and practices e.g. face coverings, hand washing, social distancing, animal protection zones etc.

- **Stand down** – who will make this decision and how will this be communicated to all volunteers?

Local Hazards & Threats

Assessed in Risk for Dunston Parish

Pandemic or Flu	High	
Inland Flooding	High	
Severe Weather	Medium	
Major Fire	Low	
Transport Accidents	Medium	
Industrial Accidents	Low	
Loss of critical Infrastructure	Low	

Local Flood Map

Floodline:

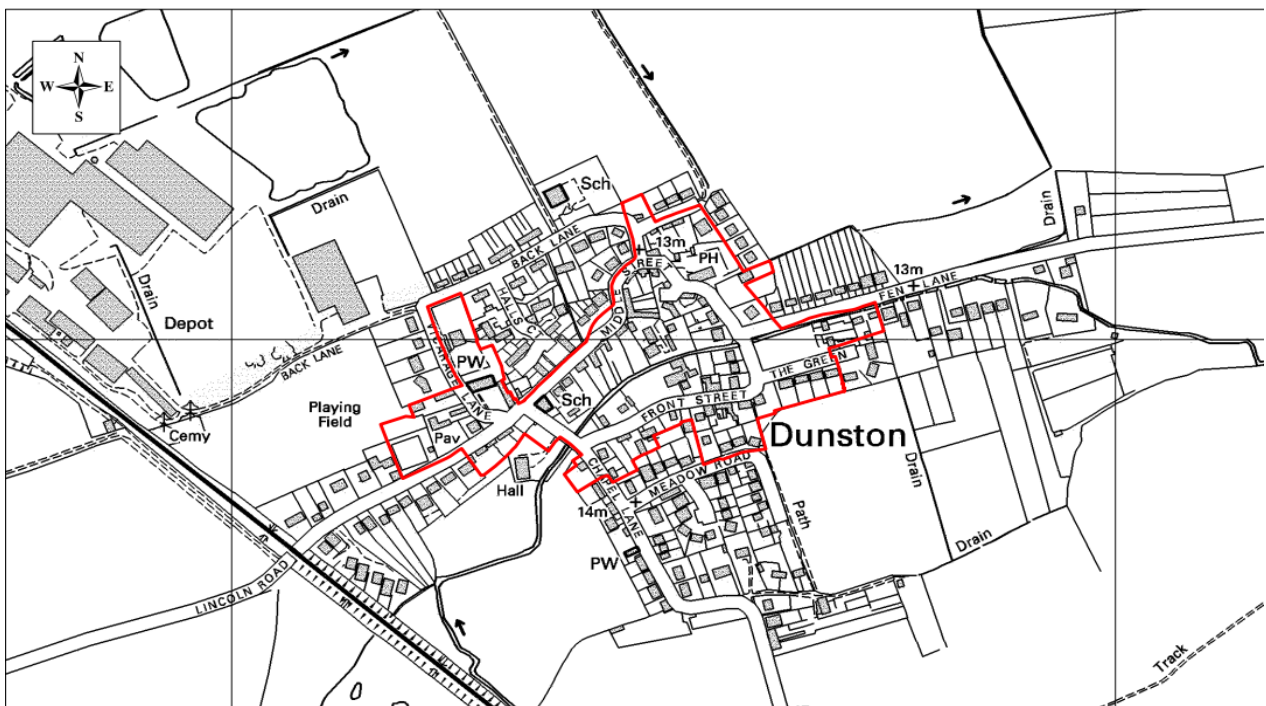
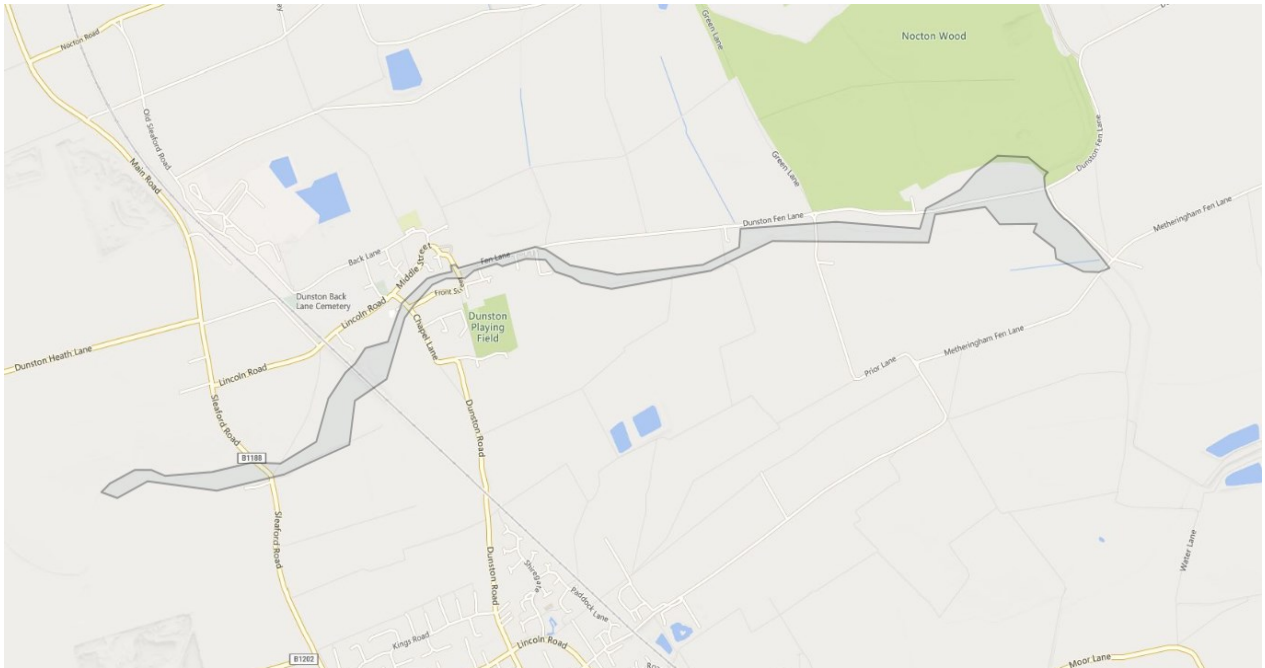
Telephone: 0345 988 1188

Typetalk: 0345 602 6340

The grey area shows where water is likely to pool in the event of a flood from rivers, sea or surface water events.

For further information or questions please contact:

lincsep@lincolnshire.gov.uk



Section 3

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:

Dunston Village Hall – Lamyman Room

Emergency Support Centres

In an emergency, the following locations have been designated as a potential Temporary Emergency Shelter:

Location 1: Dunston Village Hall

Chapel Lane, Dunston, LN4 2ET

What3words: Corkscrew.tinned.nailer

Keyholders:

Capacity of Shelter 150
Cooking Facilities Yes
Parking Facilities Yes
Wi-Fi Access Yes
Other Facilities Heating/Toilets

Location 2: Dunston Methodist Chapel

Chapel Lane, Dunston,

What3words: shuttling.comfort.mirroring

Key holders:

Capacity of shelter: 50
Cooking Facilities: YES
Parking facilities: NO
WIFI Access: NO
Other Facilities: Heating/Toilet

Vulnerable People

A list of vulnerable people is held by the DPC clerk:
Tom Barbour: 07717 714583

Vulnerable places at risk of flood include:
Fen Lane, Dunston,
Front Street, Dunston,
The Green, Dunston

Note ; Emergency Response Team have direct access into the Adult Social Care Team to identify vulnerable individuals and available resources

Snow Clearance

Grit Bins Locations in the community are as follows:
Middle Street
Chapel Lane

Flood Defence

Working with emergency services and the Lincolnshire Resilience Forum (LRF), Dunston Parish Council aims to mitigate the impacts of flooding as far as is practicably possible, on the residents of Dunston and its surrounding area. This will be achieved through the delivery of:

- Information and guidance on how to protect properties from flooding and what to do in the event of a flood occurring.
- Monitor Waynam Hollow water levels, feeding back any information to authorities about restrictions to flow, damage to bank defences and or overtopping incidents.
- Activation of the availability of sandbags and pumps when required to respond to flooding events, and to liaise with the wider LRF and emergency services.

Appendix 1- ETHANE REPORT

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 Log

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

Appendix 3 - Emergency Support Centre Roles

Emergency Support Centre Roles (Initially, until responding agencies arrive)

There are many roles to consider when setting up and managing a place of safety, below are listed the main priorities in order along with their associated responsibilities. Full training is available for each role.

EVACUATION CENTRE MANAGER (ECM) - To be nominated	
1.	<p>MAIN ROLES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • The effective management of the centre including teams and resources – consider Dep ECM, Meet and Greet Team, Loggist, Registration Team, Welfare Team roles if required. • Responsible for the safety and security of the centre • Co-ordination of volunteers within the centre • Consider food, warm drink, blankets, books etc • Receive and interpret incoming information • Ensure they have overview of all activities at the centre • Escalation through appropriate channels (EPO or CVC cell if operational) • Single point of contact for emergency services and other responders • Ensure effective two-way communication
2.	<p>REPORTS TO:</p> <ul style="list-style-type: none"> • Emergency Group Coordinator and/or LCC Emergency Planning Duty Officer / CVC cell

Appendix 4 - Record of Amendments

Plan History

Record of Amendments / Revision of Plan		
Date	Details of amendments / revisions	Amended / revised by
January 2024	Template Formulation	S Rankin
May 2024	Finalised Version	S Rankin

Appendix 5

Plan Publication and Maintenance

It is important that this operational plan and the Community Resource Directory, if one has been developed, are kept up-to-date and that all members of the Emergency Planning Group are reading from the same version. It is good practice to update your plan 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: S Rankin Cllr/Team Leader

T Barbour Parish Clerk

Paper copies are kept by: S Rankin @ DV Hall

A redacted web version of the Community Emergency Plan has been posted on: DVH Website & Facebook

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 at short notice.

This plan will be exercised annually by the Emergency Planning Group with the support of LCC EPU and as part of any wider Lincolnshire County Council / Lincolnshire Resilience Forum multi-agency exercise. The lead coordinator for the community emergency planning group and/or the chairperson of the town or parish council will have the responsibility for arranging the community exercise.

The plan will be reviewed annually or whenever changes occur in membership or circumstance. During the review every section of the plan will be checked for accuracy (e.g. phone numbers, resource list etc).

Any updates or lessons learned from exercises should be approved by members of the Dunston Parish council before changes are made.

Appendix 6 - Data Protection Act 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 following purposes:

- In the event of the plan being triggered, the group, by agreement, agree 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 Emergency Planning may share this data with partner agencies and/or the emergency services. We only share 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. For more information on how Lincolnshire County Council processes your data, please request a copy of the LCC Privacy Notice by clicking [here](#).

A dark blue banner with yellow diagonal hazard stripes at the top and bottom. A large white speech bubble shape is centered on the banner. Inside the speech bubble, the text "Helping you prepare for emergencies" is written in white and yellow. To the left of the text is a small graphic of two overlapping teardrop shapes, one teal and one yellow. In the bottom right corner of the banner is the Lincolnshire Resilience Forum logo, which consists of several overlapping circles in blue, green, yellow, and pink, with the text "LINCOLNSHIRE RESILIENCE FORUM" below it.

Helping you
prepare for
emergencies

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