*Preparing for Emergencies*

Dunston

Community Emergency Plan

Version: 2

Issue Date: **24/08/2025**

Review Due: 16 January 2027

# Aim of this plan

**What has inspired you to create a community emergency plan**

The first flooding of premises in Dunston in living memory occurred in October 2023.

The experience highlighted the requirement to improve our ability to respond more quickly and effectively as a community to any kind of emergency so prompted the creation of an emergency plan with the assistance of Lincolnshire Resilience Forum.

**Disasters can strike without warning, anywhere, at any time.** To minimise their impact and ensure a coordinated community response, this Community Emergency Plan (CEP) has been developed. By preparing in advance, we can strengthen our community's resilience and provide essential support to emergency services.

This plan is a comprehensive, all-hazards strategy, including provisions for flooding, and has been approved by Lincolnshire County Council and the CERT Leader. It will be activated when at least two members of the Emergency Planning Group determine that immediate action is necessary to respond to an incident and that this action cannot be effectively taken without following the procedures outlined in this document. If the plan is activated, please follow the steps in **Section 1** and notify the Lincolnshire Fire & Rescue (LFR) Emergency Planning Duty Officer (EPDO) immediately.

# Contents

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**OOH EP Duty Officer Emergency Contact: 01413 979363**

## Section 1: Act

# Activation

**Always start an incident log.**

**Effective communication is vital for a successful emergency response.** Please refer to the flowchart for guidance.

Whether you initiate your community plan or are requested to do so by the Emergency Planning Duty Officer (EPDO), it is crucial to maintain open communication with the EPDO. Additional support, such as resources or volunteer groups, cannot be mobilised without the EPDO's knowledge.

The EPDO will be the primary contact with emergency services within the incident zone. They will convey your concerns, information about vulnerable individuals, and your 's actions to the Incident Commander.

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Self-Activation

Incident Occures

EP Duty Officer Activation

1

1

Activate the CERT team
Assess the situation: is it safe to proceed?
ETHANE
Start an incident log
RISK TO LIFE 999

Activate the CERT team
Follow instruction given by EP Duty Officer
ETHANE
Start an incident log
RISK TO LIFE 999

2

Notify EP Duty Officer

Maintain communication with EP Duty Officer throughout

2

3

Assume Control
until emergency services arrive

# Action Steps:

**Activate the CERT and Gather Information:** Use the **ETHANE** Principle to collect details about the emergency, including location, type, hazards, access, number of people/properties affected, and involved organisations. **If life-threatening, call <span style="color:red">999</span> immediately.**

**<span style="color:red">Start an incident log</span>.**

**Contact Emergency Planning Duty Officer:** Notify Lincolnshire Emergency Planning Duty Officer via Fire & Rescue Control. **Provide your contact**.

**Assume Control:** Manage the situation until emergency services arrive. Contact additional CERT members. **THIS MAY ALSO INCLUDE DOING NOTHING BUT MONITORING THE SITUATION.**

**Follow Instructions:** Adhere to advice from emergency services.

**Prioritise Safety:** Protect yourself and others. Avoid floodwaters, rescue attempts, and clearing blockages.

**Assess Work Location:** Determine if working from your current location is safe or if relocation to alternative venue is necessary. Only work outdoors if weather permits.

**Coordinate with the EPDO:** Be prepared to establish the shelter if requested.

**Open Emergency Support Centre:** If needed, open a place of safety as identified within this plan, or as directed by the EPDO and arrange CERT members to undertake defined roles.

**Warn Residents:** Alert local residents about dangers, if safe to do so.

**Support Vulnerable Individuals:** Contact and assist those identified in the plan, if safe to do so.

**Gather Resources:** Identify and prepare necessary resources for operating a place of safety.

**Monitor Media:** Listen to local radio stations (BBC Radio Lincolnshire/Radio Humberside/ Hits Radio) and advise the community to do the same.

**Maintain Communication:** Regularly communicate with the CERT, the community and the EPDO.

## <span style="color:red">Important Note: Your Safety is Paramount</span>

# ETHANE Form

| Time | Date |
|---|---|
| Name of calling organisation: Dunston Parish Council | |
| Name of Caller | Tel No |

| | | | |
|---|---|---|---|
| E | Exact Location | What is the exact location or geographical area of incident | |
| T | Type of Incident | What kind of incident is it? | |
| H | Hazards | What hazards or potential hazards can be identified? | |
| A | Access | What are the best routes for access and egress? | |
| N | Number of casualties | How many casualties are there and what condition are they in? | |
| E | Emergency Services | Which and how many emergency responder assets/personnel are required or are already on-scene? | |

*Restricted once complete.*

Signature

**IMPORT NOTE: Regularly update and advise EP Duty Officer of updates.**

# Incident Log

Within emergency services, an incident log details decisions, actions and rationales however the primary function of a community-based incident log is to chronologically record problems or concerns raised by community members and CERT members. It serves as a starting point for addressing community issues and allows for decisions actions and rationales to be recorded but secondary to documenting community concerns. Use this table to aid your recording but a notepad will also work just as well.

| Date and Time | Location | Description | Reporter | Image or evidence | Follow-up |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

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| | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

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**OOH EP Duty Officer Emergency Contact: 01413 979363**

# Community Impact Assessment (CIA)

**A community impact assessment (CIA)** is a process to evaluate the potential effects of an emergency on your community. It helps identify vulnerable populations, critical infrastructure, and potential hazards. By understanding these factors, we can develop more effective plans and strategies to mitigate risks, respond to the incident, and recover from the emergency more effectively. CIAs also help in identifying community resources and capabilities, which can be crucial for effective emergency management. Use this form, when safe to do so, to capture valuable information. Use one form for each area.

| Date: | | Community | Area/street |
|---|---|---|---|
| **Volunteer Name:** | | | |
| **Volunteer contact:** | | | |
| **Categories** | **Specific information** | | |
| **Households:** <br><br> **During incident** | | | |
| Number of households affected. <br><br> This includes flooded | | | |
| Households still in situ | | | |
| **Recovery** | | | |
| Households returned to their homes. | | | |
| Households still displaced | | | |
| **Businesses** <br><br> **During incident** | | | |
| Number of businesses affected. <br><br> This includes Flooded | | | |
| Businesses still in situ and trading | | | |

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| Recovery | 11 | Page |
|---|---|---|
| Number of businesses trading | | |
| Number of businesses unable to trade | | |

| Educational Facilities During incident | |
|---|---|
| Number of schools affected. This includes flooded | |
| Name and address of affected school. | |

| Educational Facilities During incident (Continued) | |
|---|---|
| Name and address of affected school. | |
| Name and address of affected school. | |
| Any other educational establishment affected? | |

| Structural Damage Assessment | |
|---|---|
| Roads closed | |
| Bridges damaged | |
| Any other infrastructure damaged? | |

| Environmental Impacts | 12 \| Page |
| --- | --- |
| Livestock issues? | |
| Number of Fields affected? (estimation of area) | |
| Crops affected? | |
| **Health and Welfare** | |
| Number of vulnerable people affected. (in this area of assessment) | |
| **Social Care Facilities** | |
| Number of Residential homes affected? | |
| Number of Nursing homes affected? | |
| **Recovery Clean up** | |
| Is there standing water? If yes, where and how deep? **Estimate – do not enter flood water** | |
| Is there a build-up of household waste? This includes household refuse. If yes, where and how much - estimation | |
| Is there a build-up of business waste? If yes, where and how much - estimation | |

# Key Priorities

Initial response efforts should focus on providing immediate welfare assistance and sometimes, temporary shelter. Avoid becoming responsible for extended community support, such as supplying food or long-term accommodation. If this situation appears imminent, there is a breakdown in communication. **Contact the EPDO without delay.**

**Considerations**

Immediate temporary place of safety (warm and dry)

Water

**Volunteer Briefing**

Before deploying volunteers, provide clear instructions and expectations. Emphasise safety, communication, and the importance of reporting incidents.

**Briefing Topics:**

Current situation and updates

Weather conditions and precautions

Volunteer responsibilities and tasks.

Time commitments and rotations

Welfare support

Communication procedures

Safeguarding guidelines

Incident reporting

Health protection measures

Stand-down procedures

Section 2: Communicate

# Key Community Emergency Response Contacts

The CERT Leader, or their deputy, should contact all CERT members as soon as possible upon activation. Use the contacts below.

| | |
|---|---|
| **CERT Leader Alan Craig MBE** | Telephone Number **07713447093** |
| **Alan Craig MBE** | Email Address<br><br>**alan.craig@dunston-pc.gov.uk** |

| | |
|---|---|
| **CERT Deputy Leader<br>Bryan Lamyman** | Telephone Number<br><br>07971787988 |
| **Bryan Lamyman** | **Email Address**<br><br>**bryanlamyman@dunston-pc.gov.uk** |

## Community Emergency Response (CERT) Membership

| | |
|---|---|
| | |
| | |
| **Cert Member Russ McLuckie** | Telephone Number<br><br>**07771355663** |
| | Email Address<br><br>**russ.mcluckie@dunston-pc.gov.uk** |
| **Cert Member**<br><br>**Tom Barbour** | Telephone Number<br><br>**07717 714 583** |
| | Email Address<br><br>**dunstonparishclerk@dunston-pc.gov.uk** |

| Cert Contact (Chapel)<br><br>Beth McLuckie | Telephone Number<br><br>**07557 943 526** |
|---|---|
| | Email Address<br><br>**bethmcluckie@gmail.com** |
| Cert Contact (Village Hall)<br><br>Sue Enmarch | Telephone Number<br><br>**07957282301**<br><br>**V/H Mobile 07458304057** |
| | Email Address<br><br>**vhmgr@dunstonvillagehall.co.uk** |

| Community Emergency Response (CERT) Flood Wardens<br><br>AS ABOVE | |
|---|---|

# Out of Community Key Contacts

Additional contacts that are important.

| LFR Emergency Planning Unit | 01522 843017 |
|---|---|
| Out of hours Emergency planning Duty Officer contact | **Will be inserted on submission** |
| **Fire & Rescue** | 999 |

| **Lincolnshire Police** | **999** |
|---|---|
| Non-emergency calls | **101** |
| General enquiries | Via the Lincolnshire Police website |

| **East Midlands Ambulance** | **999** |
|---|---|

| | |
|---|---|
| General Enquires | 0115 919 3399 |

| | |
|---|---|
| **Lincolnshire County Council Lead Local Flood Authority** | **01522 782082** |
| Out of hours | **01522 785082** |
| | **FixMyStreet**<br>**(https://www.fixmystreet.com)** |
| **Environment Agency** General Enquires (Mon – Fri) | **03708 506 506** |
| Incident Hotline (24hrs) | **0800 80 70 60** |
| Flood line (24hrs) | **0345 988 1188** |
| | |
| **Local Authority** | **North Kesteven District Council** |
| | **01529 414 155** |
| Out of hours | **01529 308 308** |

| | |
|---|---|
| **National Grid (Electricity)** | **0800 6783 105** |
| | **105** |
| **National Grid (Gas)** | **0800 111 999** |
| **Anglian Water** | **03457 145 145** |
| **Severn Trent Water** | **0800 783 4444** |

| | |
|---|---|
| **Internal Drainage Board** | **Witham First IDB** |
| | **01522 697123** |
| | |
| **Maritime Coastguard** | **999** |
| **Humberside Coastguard Operations Centre** | **01262 672317** |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

# Neighbouring Communities

**Neighbouring communities include Town and parish councils, flood action groups and other local CERT s**

| | |
|---|---|
| **Metheringham** | **01526 323 100** |
| | **parishclerk@metheringham-pc.gov.uk** |
| | |
| **Nocton** | **07775 692 013** |
| | **clerk@noctonparishcouncil.gov.uk** |
| | |

## Section 3: Resources

# Community Incident Room

The CERT should assemble in a designated location to organise emergency response activities. This area should preferably be separate from the evacuation shelter but may not always be feasible.

| Name of location | Address | What3Words Locator | Keyholder | Contact No. |
|---|---|---|---|---|
| Dunston Village Hall – Lamyman Room | Chapel Lane, Dunston, LN4 2ET | ///trials.types.vegetable | | |
| | | | Sue Enmarch | 07957282301 |
| | | | Russ McLuckie | 07771 355 663 |
| | | | Tom Barbour | 07717 714 583 |
| Alternative if applicable | | | | |
| Dunston Methodist Chapel | 26 Chapel Lane, Dunston, Ln4 2ET | ///regal.desire.rotations | Russ McLuckie | 07771 355 663 |
| | | | Beth McLuckie | 07557 943 526 |
| | | | Sue Glaister | 07970 410 935 |

Essential resources at this facility will include the Community Emergency Battle Box contents, a copy of this plan, and access to phones and/or the internet.

# Community Places of Safety

If it becomes necessary to open a place of safety, contact key holders to access the designated facility. Remember, the place of safety's sole purpose is to provide temporary shelter and support for displaced individuals.

**Primary location**

| Name of location | Address | What3Words Locator | Keyholder | Contact No. |
|---|---|---|---|---|
| Dunston Village Hall & Lamyman Room | Chapel Lane, Dunston, LN4 2ET | ///trials.types.vegetable | Sue Enmarch | 07957282301 |
| | | | Sue Glaister | 07970 410 935 |
| | | | Russ McLuckie | 07771 355 663 |
| | | | Tom Barbour | 07717 714 583 |

A What3words locator is an invaluable tool for pinpointing the exact location of the place of safety, ensuring everyone knows where to go.

| Capacity of shelter | Cooking facilities | Parking | WIFI Access | Other facilities |
|---|---|---|---|---|
| 150 | Yes | Yes | Yes<br>Open | Heating |

Knowing the available resources at the emergency support centre in advance will streamline the setup process for the CERT. Essential items to bring include the emergency kit contents, hi-vis tabards, two-way radios, evacuation paperwork, and pens.

**Alternative location**

Having a secondary place of safety location is crucial for effective contingency planning. This alternative site provides flexibility in case the primary location becomes unusable due to damage, overcrowding, or other unforeseen events…

| Name of location | Address | What3Words Locator | Keyholder | Contact No. |
|---|---|---|---|---|
| Dunston Methodist Chapel | 26 Chapel Lane, Dunston, LN4 2ET | ///regal.desire.rotations | Russ McLuckie | 07771 355 663 |
| | | | Beth McLuckie | 07557 943 526 |
| | | | Sue Glaister | 07970 410 935 |

A What3words locator is an invaluable tool for pinpointing the exact location of the place of safety, ensuring everyone knows where to go.

| Capacity of shelter | Cooking facilities | Parking | WIFI Access | Other facilities |
|---|---|---|---|---|
| 50 | Yes | No | No / No | Heating |

Knowing the available resources at the place of safety in advance will streamline the setup process for the CERT. Essential items to bring include the emergency kit contents, hi-vis tabards, two-way radios, evacuation paperwork, and pens.

# Emergency Kit

A community emergency kit is a pre-assembled, central resource supply designed to assist the Community Emergency Response (CERT) during a disaster or emergency. Provided to CERT members upon completion of the Community Emergency Plan (CEP), the box remains under the CERT 's care.

| Name of location & Address of Emergency Kit | What3Words Locator | Keyholder | Contact No. |
|---|---|---|---|
| **Dunston Village Hall – Tool Shed**<br><br>**Chapel Lane, Dunston, LN4 2ET** | **///trials.types.vegetable** | **Russ McLuckie** | **07771 355 663** |
| | | **Tom Barbour** | **07717 714 583** |
| | | **Bryan Lamyman** | **07971 787988** |
| | | **Alan Craig** | **07713447093** |

A What3words locator is an invaluable tool for pinpointing the exact location of the CERT emergency kit, ensuring everyone knows where to find it. It is essential that its contents are regularly checked and replaced as and when required.

**Contents checklist**

| Item | Quantity | Last Checked |
|---|---|---|
| **Wind-up Radio** | 1 | |
| **Gloves** | 10 | |
| **10-person first aid kit** | 1 | |
| **Emergency whistles** | 10 | |
| **LED torches** | 10 | |
| **Foil blankets** | 10 | |
| **Face masks** | 50 | |
| **Loud hailer** | 1 | |
| **Hi viz tabards** | 10 | |
| **2-way rechargeable radios** | 4 | |

| Sixty-five litre box and lid | 1 | |
|---|---|---|
| | | |

**Flood defence equipment**

Sand bags – filled & empty c/o Muncks, open barn, Back Lane End. Access via padlocked gate. (3030)

Pumps 1 & 2: Toolshed, village hall – Keyholders: R McLuckie, T Barbour, Bryan Lamyman, Alan Craig

Pump 3: Bowls Club, playing field – Keyholders: R McLuckie

Pump 3 & 4 individuals via Bryan Lamyman

## Section 4: Local Hazards & Vulnerable People

# Local Hazards

**Local risks and threats** are potential hazards or dangers that specifically affect our community. They are the potential incidents or situations that could disrupt normal life, cause harm, or damage property. These risks are unique to our community and must be identified and assessed to develop an effective emergency plan for {Community Name}

Types of local risks and threats can be categorised into several types:

**Natural Hazards:** These are events caused by natural processes. Examples include floods, storms, earthquakes (**occasionally**), wildfires, sink holes, and extreme heat or cold.

**Accidental Hazards**: These are events caused by human activities. Examples include accidents (e.g., chemical spills, transportation accidents), infrastructure failures (e.g., power outages, bridge collapses), and intentional acts (e.g., terrorism, cyberattacks).

**Health Related Hazards**: These are threats to human health and well-being. Examples include disease outbreaks, pandemics, and chemical releases.

**Identifying Local Risks and Threats**

To effectively identify local risks and threats in our community, it is essential we involve community members to gather information about our collective perceived risks.
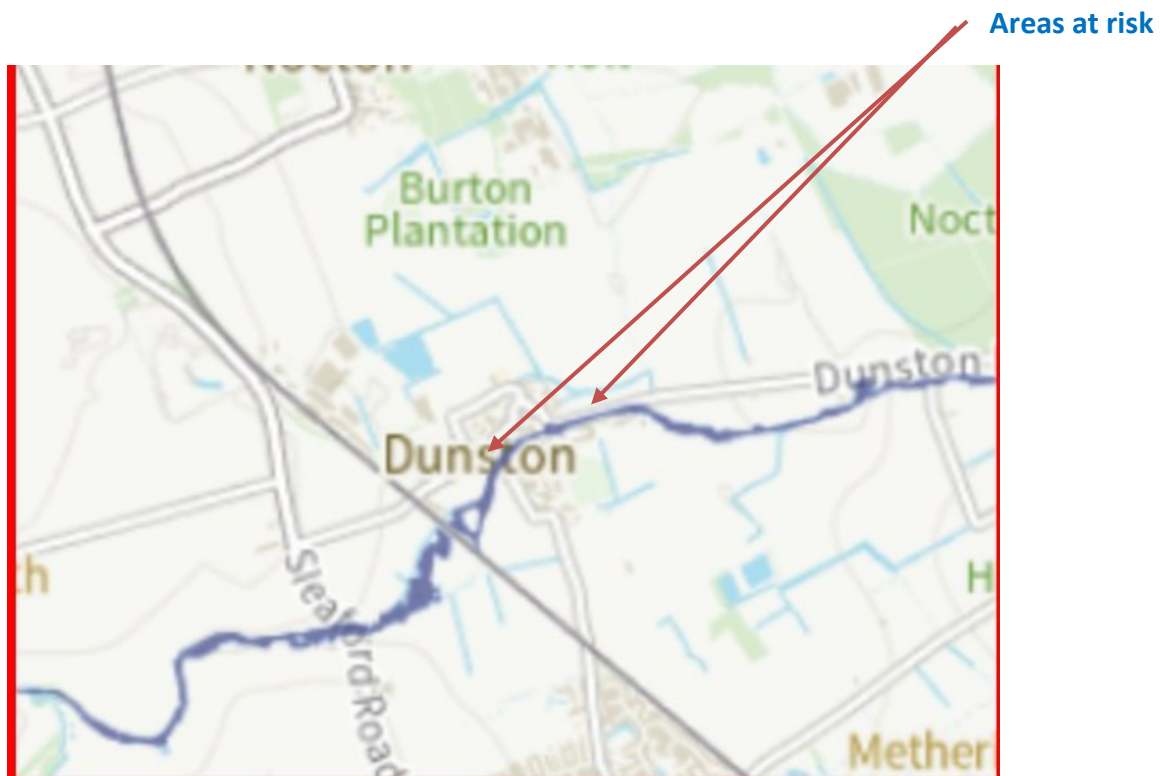
| Risks and Threats | Description | Actions |
|---|---|---|
| **Natural Hazards** | **Inland Flooding** - Assessed locally as a high threat following flooding in 2023. | **Pumps and sand bags are now available in the village should the need arise.** |

| | Severe Weather – snow, rain, ice, high winds | |
|---|---|---|
| **Accidental Hazards** | **Transport Accidents** – Buses, HGVs, hazardous goods vehicles, aircraft, rail.<br><br>**Loss of critical infrastructure** - Loss of communications, large scale local events e.g. long term loss of electricity supply. | **Due to extensive building work in the village a large number of heavy goods vehicles transit the area. They cross bridges which may be vulnerable to collapse. These are being inspected on a regular basis.** |
| **Health Related Hazards** | **Pandemic or flu** - Assessed nationally and regionally as one of the highest threats.<br><br>**Sewage** - risk of sewage outflow from failure of the pumping station in Middle Street. And/or as a result of a high water table overflowing into sewage system (Fen Lane). | **Details**<br>**Sewage outflows onto Fen Lane and gardens as well as into Dunston Beck has been a recurring issue in 2021, 2022 & 2023 from the lack of capacity in the system during storms with capability for use of downstair toilets and showers restricted.** |



Local Flood Map

**River Witham Flood Plain**

Areas at risk

# Vulnerable People

**Identifying vulnerable community members can be complex due to data protection regulations.** However, prioritising those who may need extra support during emergencies is crucial. While specific personal data cannot be recorded in this plan, general location information can be helpful. For example, "Church Lane" might indicate potential residents requiring assistance, such as those with mobility issues. This helps the CERT focus support on areas with identified needs.

**Known vulnerable locations, such as schools or care homes, can also be included in the plan.** It is essential to inform these locations about the community's emergency plan.

The table below assists in identifying such areas.

| Location | Type of location? (residential, school etc) | Contact if applicable. [Not members of the public] |
|---|---|---|
| Middle Street | Residential | |
| Back Lane | Residential | |
| Halls Court | Residential | |
| Dunston St Peter's Primary School | Primary School | **01526 320027** |
| Fen Lane | Residential | |
| Elderly individuals only in the recently flooded area, infirm or disabled list held by: Parish Council Clerk, Tom Barbour: 07717 714 583 Parish Council Chairman, Russ McLuckie: 07771 355 663 | | |

# Section 5: Flood Planning

# Trigger Points

**Dunston** CERT have clearly defined trigger points to ensure timely and effective response. These triggers can be categorised into various levels of severity, depending on the potential impact and the resources required.

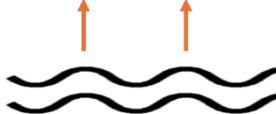| TRIGGER 1 |
|---|
| **No Notice**<br><br>● **Monitor level gauges.**<br>● **Trigger point for escalation is when the gauge reads 0.85 at Wayneham-Hollow**<br>● **Exact location of gauge \\\what3words origin.sues.young**<br>● **Monitor the Environment Agency river gauges.**<br>● **Click https://riverlevels.uk/lincolnshire-dunston-dunston-beck-gs to access.** |
| **What to Do** |
| **Start a Log.**<br><br>**Determine if an activation of the CERT is required. If necessary, contact members and place on standby.**<br><br>**Sand bags   Filled & empty c/o Muncks - open Barn, Back Lane End**<br>**Access via padlocked gate available from CERT Team members.**<br>**Pumps 1 & 2 Toolshed, Village Hall**<br>**Keyholders: R McLuckie, T Barbour, Bryan Lamyman, Alan Craig.**<br>**Pump 3  Bowls Club, Playing Field**<br>**Keyholders: R McLuckie,**<br>**Pumps 3 & 4 individuals via Bryan Lamyman ...**<br>**Contact EPDO via LFR Control ONLY IF you have activated your group.**<br><br>**Maintain Communication with your CERT.** |

| Flood Alert | | |
|---|---|---|
|  |  |  |
| **Flood Alert** | **Met Office Yellow Weather Warning** | **River Telemetry** |

| **What to do at this stage** |
|---|
| **Flooding is possible.**<br><br>**Stay vigilant and make early preparations for a potential flood.** |

# Trigger 1 Flooding

Monitor the situation through forecasts, the Environment Agency's 'Check for Flooding' service, local radio stations and EPDOs.

Alert CERT members ONLY if activating.

Locate emergency kit, check its contents and ready if needed.

Warn and inform members of the community to monitor the situation, and to ensure properties most at risk have working flood resilience in place.

| **Flood Alert No Longer in Force** | **Follow stand down procedure** |
|---|---|
| **Flood Alert still in force – escalating** | **Take action – go to Trigger Point 2** |

**TRIGGER 2**

**Notification from member of community or emergency services**

**What to do**

**Start a Log.**

**Determine if an activation of the CERT is required. If required or flooding Activate CERT members.**

**Contact EPDO via LFR Control ONLY IF you have activated your group.**
- If activating, follow activate process in plan
- Ensure the Emergency Planning Duty Officer is notified via LFR Control using the out of hours telephone number. 0141 397 9363
- **Ensure talking to LINCS & get number for contact**

**Flood Warning**

|  |  |  |
|---|---|---|
| **Flood Warning** | **Met Officer Amber Weather Warning** | **River Telemetry** |

**What to do at this stage**

**Flooding is expected.**

**Immediate action is required to protect yourselves and property.**

# Trigger 2 Flooding

**Continue to monitor the situation.**

**Ensure flood resilience measures are working and in place, air brick covers, door barriers etc.**

**Ensure all people at risk are informed and have been advised to stay alert move pets to safety and have vehicles ready to leave if required.**

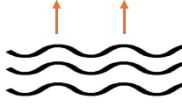**If necessary, place Emergency Support Centre on standby.**

**Remain in contact with the EPDO if activated.**

- Consider the following actions:
- Check flood mitigation equipment
- Assign roles to volunteers
- Warn and inform residents to take action. Ensure vulnerable people are kept informed
- **If appropriate to do so, support people to move valuables, important documentation, electrical equipment and furniture upstairs or to a high place**
- Deploy flood mitigation equipment to where it will be most effective
- Put on standby a temporary place of safety in case of evacuation.
- Liaise with the EP duty officer
- Report all flooding incidents to the lead local flood authority 01522 782082

| | |
|---|---|
| **Flood Warning No Longer in Force** | **Follow stand down procedure** |
| **If escalation, follow advice of emergency services. Go to Trigger Point 3** ||

# TRIGGER 3

**Follow all advice and guidance given by the emergency services and EPDO**

**Severe Flood Warning**

| | | |
|---|---|---|
| Severe Flood Alert | Met Office Red Weather Warning | River Telemetry |

**What to do at this stage**

**Severe flooding is expected and is likely to cause significant risk to life and destruction of property.**

**Prepare to evacuate and cooperate with emergency services.**

- **Ensure your immediate family and neighbours are safe before taking any further actions.**
- If it is safe to do so, check that vulnerable people are aware of the situation and assist where possible.
- **Notify the Emergency Planning Duty Officer using the number at the bottom of each page**. **IMPORTANT. When phoning, ensure you ask to speak to the EP duty officer. Do not take no for an answer. Give your name, contact number; The EP duty Officer will contact you back**.

- Open a temporary place of safety and assign roles.
- Remain in constant communication with EPDO and CERT.
- Follow instruction given by emergency services.

| Severe Flood Warning No Longer in Force | Follow Stand-down Procedure |
|---|---|

**Sandbags -** Sandbags are not the most effective means of preventing flood water. **To be effective, sandbags must be lined with a waterproof membrane.**

Anything can be used as a sandbag including pillow cases filled with soil. Sand is not a requirement as a filling. Residents are advised to seek bespoke flood mitigation for themselves however, in emergency situations, sandbags can be requested from Highways 01522 782082.

**Sandbags** should not be removed without prior permissions being obtained from property owner.

**Snow Clearance** - The Grit Bin Locations in the community are in:
- Vicarage Lane junction with Back Lane
- Halls Court
- The Green
- Metheringham Road before bridge
- Bins have been requested (16 Jan 26) for both the Primary School and the Village Hall which is also the Emergency Centre.

## Section 6: Handover & Stand-down

# Handover Procedure

Upon arrival of emergency services or the EPDO:

**Initial Contact**

Establish contact with arriving emergency services personal and/or EPDO.

Clearly identify yourself and your role as the CERT Leader.

**Situation Briefing**

Provide a concise and clear overview of the situation, including:

Information from your ETHANE report.

Actions taken by the CERT.

Current Status of the situation as known by the CERT

**Resource Update**

Inform emergency services or the EPDO about available resources, Including:

Number of CERT members

Available equipment, if appropriate.

Location of any incident room or emergency support centres open and known vulnerable people.

Other relevant resources, if applicable.

**Incident Command**

Clarify with emergency services or the EPDO, the continued role and responsibility of the CERT.

**Documentation**

Handover all relevant documentation, such as incident logs, evacuation forms etc. to the incoming coordinator.

Any donations should be given over to the EPDO (Signatured)

**Confirm Handover**

Obtain written or verbal confirmation of handover and record in incident log.

**Actions**

Continue to work under the direction of incoming coordinator until told to stand-down.

# Stand-down Procedure

When instructed to stand-down, follow this procedure:

**Task Completion**

Ensure all assigned tasks are completed or delegated.

Verify all equipment and supplies are accounted for.

**Debriefing**

Conduct a CERT debrief meeting to discuss the incident. Consider what worked well, what did not work so well and, if it were to happen again, what improvements could be considered. Record the outcome.

Assign any actions to follow-up.

**Equipment and supplies**

Clean and maintain any equipment used.

Replenish any supplies used.

Store equipment and supplies securely.

Leave any facilities used in the same state they were found.

**Documentation**

Complete all relevant paperwork.

Submit any reports to the appropriate personnel (EPDO or other official).

**Communication**

Inform all relevant parties about the stand-down.

Provide contact details for follow-ups.

**Demobilisation**

Dismiss CERT members.

Ensure the safe departure for the site.

# Recovery

Following significant incidents within the community, the CERT will play a vital role in supporting recovery efforts and facilitating the community's return to a new state of normality. This chapter outlines the CERT's responsibilities and procedures during the recovery phase.

**Dunston** will actively participate in recovery operations by:

Support recovery activities within the community, for example, helping with clean-up and restoration following flooding.

Collaborating with relevant agencies and organisations to ensure a comprehensive recovery effort. i.e. sharing local information such as locations of vulnerable people with emergency services and other responding agencies.

Providing necessary resources and support to affected community members.

Monitoring the community's progress and identifying ongoing needs.

**Liaison with Emergency Planning Duty Officer**

To ensure alignment with broader recovery initiatives, **Dunston** will maintain close communication with the Emergency Planning Duty Officer and/or, if established, the LRF Communities and Volunteer Coordination tactical cell at the County Emergency Centre. This liaison will facilitate the integration of local recovery actions into wider recovery plans and strategies.

# Recovery Action Steps:

**Maintain log.**

**<span style="color:red">Take photographs</span> of affected areas**

**Where possible, without putting yourselves at risk of harm/drowning, record flood water depths. <span style="color:red">DO NOT ENTER FLOOD WATER UNDER ANY CIRCUMSTANCES.</span>**

**Support agencies with community impact assessments and data collection. These are to aid investigations and to ensure residents get the right support from agencies.**

**Support residents with clearing tasks.**

**<span style="color:red">Do not throw anything away until photographs have been taken</span> and any insurance provider has been consulted.**

**Support with community information sessions.**
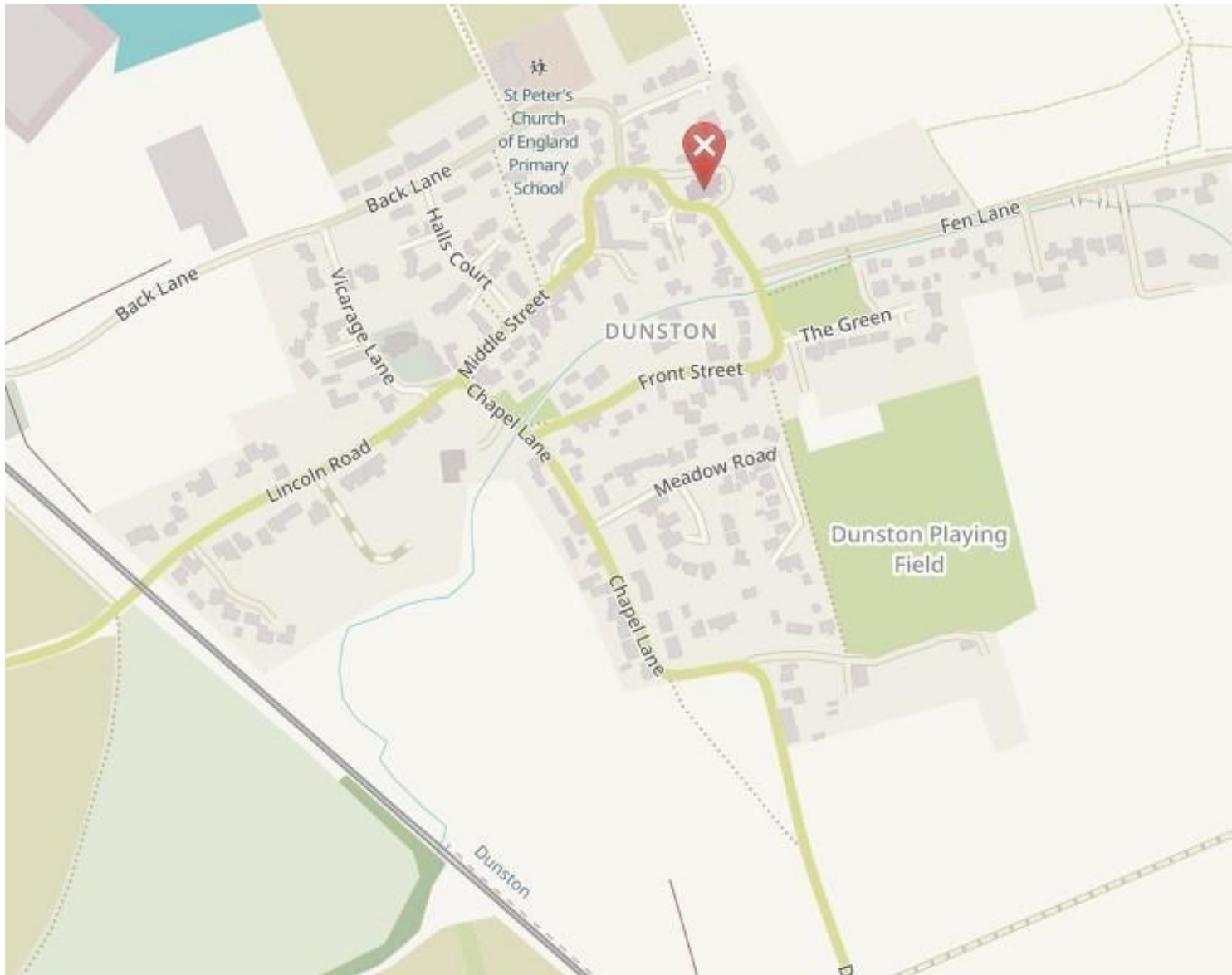
**Participate in any agency debriefing sessions.**

**Review and update the Dunston Community Emergency Plan (CEP).**

# Section 7: Appendices

# A: Community Mapping

**Community Information**

Dunston is situated within Lincolnshire and supports a population of 744.

CEPTemV16_SE

# B: CEP Governance

## Data Ownership and Usage

This CEP is the property of **Dunston**. Any information gathered during its creation is the responsibility of the group.

We will collect personal data for the following reasons:

Emergency Contact Sharing: On activation of the community Emergency Plan, the group agrees to share contact details with the local emergency planning group and Lincolnshire County Council (LCC) Emergency Planning Unit. This information will be used for warning, informing, and coordinating efforts before, during, and after the emergency.

Data Sharing with Partners: In certain circumstances, LFR Emergency Planning may share this data with other agencies or emergency services. This will only occur when necessary to protect your safety or the safety of others during emergency response and recovery, in line with data protection regulations. For more details on how Lincolnshire County Council handles your data, please request a copy of the LCC Privacy Notice.

# C: Signatures

Effective **10/06/2025** - **Dunston** Parish Council has officially adopted it as a dynamic document for use by the **Dunston** CERT.

| Lincolnshire County Council | |
|---|---|
| Signature | |
| | |
| **Dunston Parish Council** | **Community Response Team (CERT) Leader** |
| Signature | Cllr. Alan Craig MBE |
| | |
| **Dunston Parish Council Chairman** | **Community Response Team (CERT)** |
| Signature | Cllr.  Russ McLuckie |
| | |

# Record of Amendments

| Date | Details of amendments | Revised by |
|---|---|---|
| August 2024 | Community emergency plan template complete review and reformat. 12824SE | EPO SE |
| October 2024 | Additional CIA added | EPO SE |
| May 2025 | Lincs Emergency Resilience Forum review, assessment & update to new format.  Additional detail added. | LRF Project Support .  Cllr. Alan Craig MBE |
| January 2026 | Personnel details amended Fen Lane added to vulnerable people list | Cllr. Russ McLuckie |
| 16 Jan 2026 | Document review and update | Alan Craig MBE Bryan Lamyman Russ Mc Luckie |
| | | |
| | | |

# E: CEP Publication & Maintenance

It is essential that this operational plan is up-to-date and accessible to all CERT members. To maintain consistency, plan contacts should be reviewed and updated annually, or as required due to changes or lessons learned. A full plan review should be conducted every two years.

**Document Storage**

> Electronic copies are held by the EPDO.
> All CERT Members have access to the plan, with a paper copy kept in the CERT Emergency Box at Dunston Village Hall, tool shed.

**A redacted online version is available at DUNSTON PARISH.**

**Plan Review and Exercise**

All CERT members should understand their roles and be prepared for potential emergency contact. This plan will be exercised annually in conjunction with the CERT, supported by LFREPU, and as part of wider Lincolnshire County Council/Lincolnshire Resilience Forum exercises. The CERT leader and any deputies will organise the community exercise component.

# Data Protection & Indemnity Insurance

This community emergency plan is the property of **Dunston**, and any information gathered during its creation is the responsibility of the CERT.

**Personal Data:**

Personal data is collected for the following purposes:

In the event of an emergency, the CERT members agree to share contact details with the CERT and LFR Emergency Planning & Business Continuity Service for warning, informing, and coordination purposes before, during, and after the incident.

If necessary, LFR Emergency Planning may share this data with partner agencies or emergency services. Information is only shared to protect your or others' vital interests during emergency response and recovery, in accordance with data protection regulations. For more information on how Lincolnshire County Council manages your data, please request a copy of the LCC Privacy Notice.

An Emergency Contact list for relevant personnel has been published on the Dunston Village notice board, situated at the village bus stop near the phone box.

**Indemnity Insurance**

All volunteers must read and sign the Lincolnshire County Council Indemnity Insurance form before undertaking any voluntary roles on behalf of the authority. To access the form, please click here or scan the QR code.

# Training

| Date | Name of individual | Training received |
|---|---|---|
| 06 Oct 2025 | Alan Craig MBE<br><br>Bryan Lamyman | Emergency Support Centre Registration training |
| | | |
| | | |

More rows can be added by using the TAB key.

# Exercising

| Date | Exercise | Outcome |
|---|---|---|
| 12th May 2025 | Tabletop Exercise held with LRF members. A number of scenarios were run through. | A re-write of the Emergency Plan was done and locations for emergency items confirmed. |
| | | |
| | | |

More rows can be added by using the TAB key.