
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.

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Section 1: Act

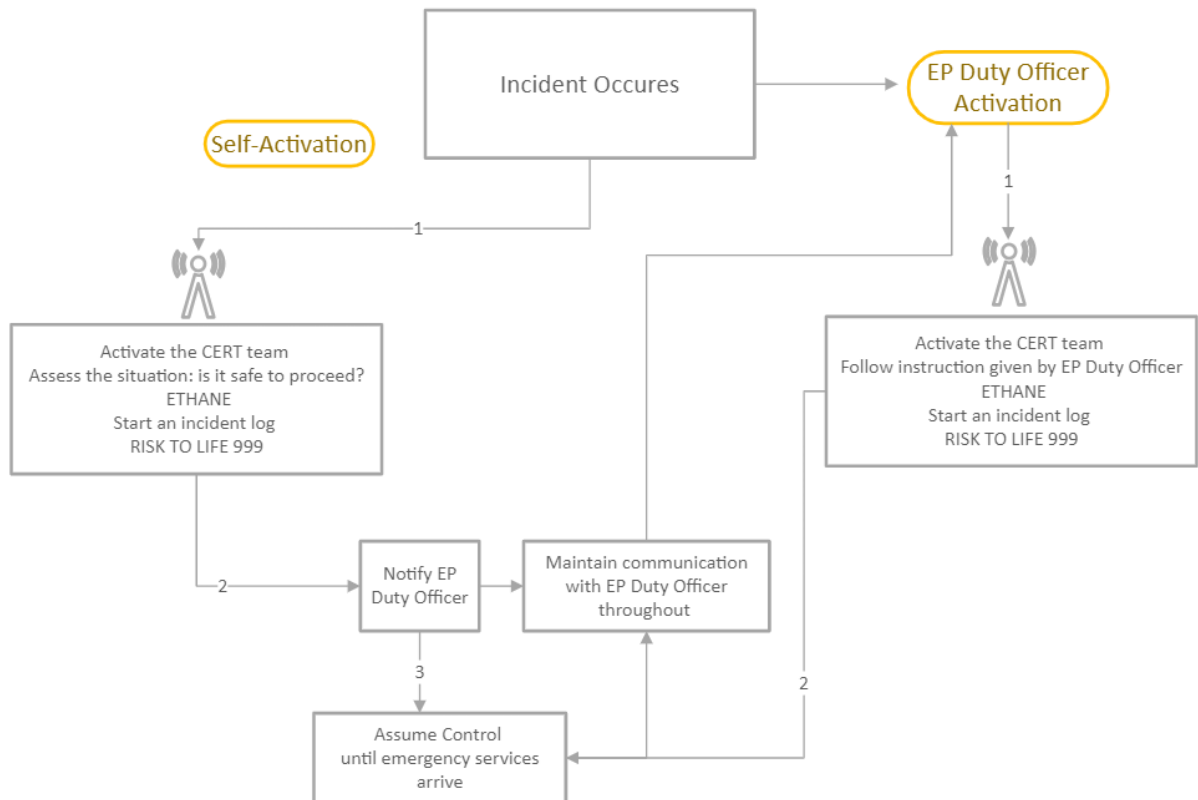
Activation

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.



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 999 immediately.**

Start an incident log.

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.

Important Note: Your Safety is Paramount

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

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:			
During incident			
Number of households affected.			
This includes flooded			
Households still in situ			
Recovery			
Households returned to their homes.			
Households still displaced			
Businesses			
During incident			
Number of businesses affected.			
This includes Flooded			
Businesses still in situ and trading			

Recovery	
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	
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 alan.craig@dunston-pc.gov.uk

CERT Deputy Leader Bryan Lamyman	Telephone Number 07971787988
Bryan Lamyman	Email Address bryanlamyman@dunston-pc.gov.uk

Community Emergency Response (CERT) Membership

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

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

Community Emergency Response (CERT) Flood Wardens
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
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General Enquires	0115 919 3399
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Lincolnshire County Council Lead Local Flood Authority	01522 782082
Out of hours	01522 785082
	FixMyStreet (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

Metherringham	01526 323 100
	parishclerk@metherringham-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	Heating
			Open	

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	Heating
			No	

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 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).

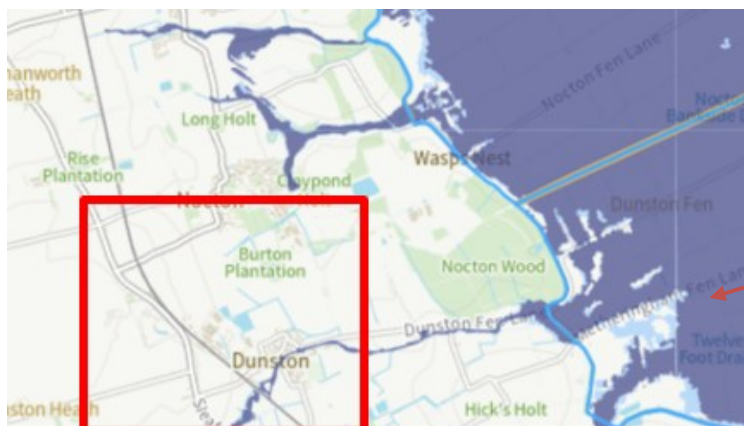
Health Related Hazards: These are threats to human health and well-being. Examples include disease outbreaks, pandemics, and chemical releases.

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.

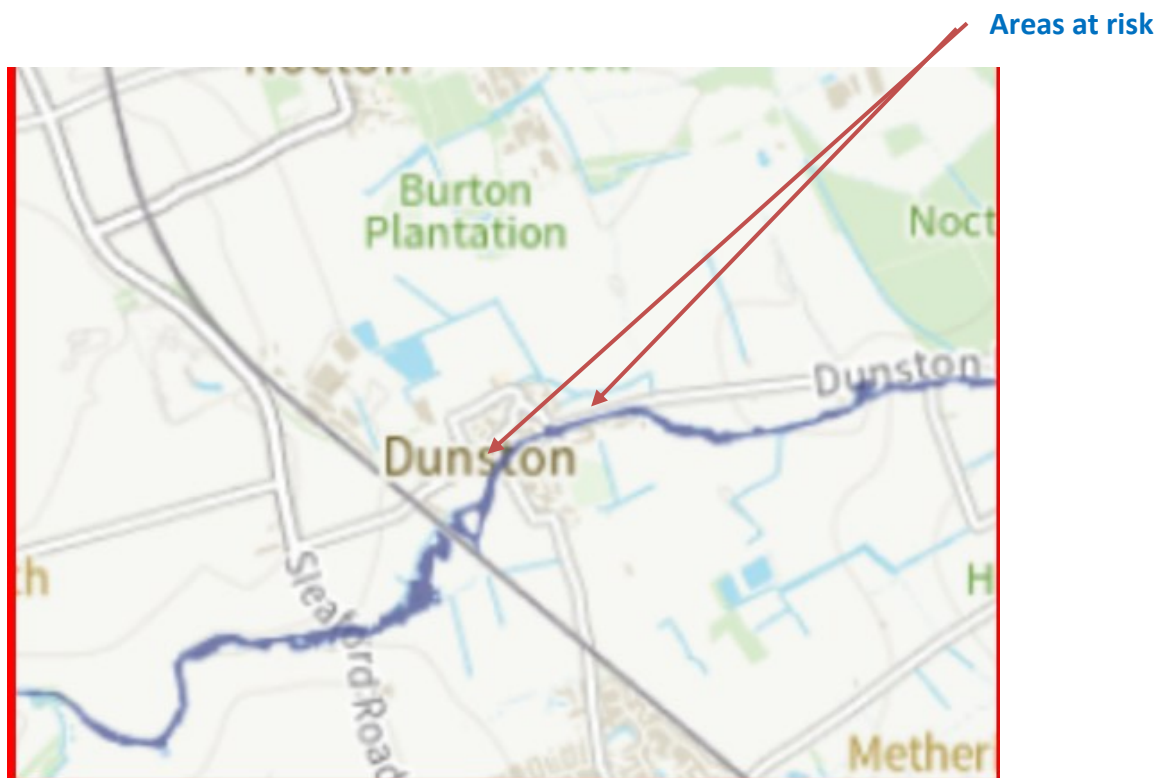
Risks and Threats	Description	Actions
Natural Hazards	Inland Flooding - Assessed locally as a high threat following flooding in 2023.	Pumps and sand bags are now available in the village should the need arise.

	Severe Weather – snow, rain, ice, high winds	
Accidental Hazards	<p>Transport Accidents – Buses, HGVs, hazardous goods vehicles, aircraft, rail.</p> <p>Loss of critical infrastructure - Loss of communications, large scale local events e.g. long term loss of electricity supply.</p>	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	<p>Pandemic or flu - Assessed nationally and regionally as one of the highest threats.</p> <p>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).</p>	<p>Details</p> <p>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 downstairs toilets and showers restricted.</p>



[Local Flood Map](#)

River Witham Flood Plain



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

- Monitor level gauges.
- Trigger point for escalation is when the gauge reads 0.85 at Wayneham-Hollow
- Exact location of gauge [\\what3words](http://www.what3words.com/origin.sues.young) origin.sues.young
- Monitor the Environment Agency river gauges.
- Click <https://riverlevels.uk/lincolnshire-dunston-dunston-beck-gs> to access.

What to Do

Start a Log.

Determine if an activation of the CERT is required. If necessary, contact members and place on standby.

Sand bags Filled & empty c/o Muncks - open Barn, Back Lane End
Access via padlocked gate available from CERT Team members.

Pumps 1 & 2 Toolshed, Village Hall

Keyholders: R McLuckie, T Barbour, Bryan Lamyman, Alan Craig.




Pump 3 Bowls Club, Playing Field



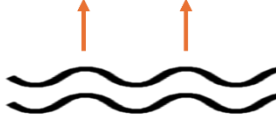
Keyholders: R McLuckie,

Pumps 3 & 4 individuals via Bryan Lamyman ...

Contact EPDO via LFR Control ONLY IF you have activated your group.

Maintain Communication with your CERT.

Flood Alert		
		
Flood Alert	Met Office Yellow Weather Warning	River Telemetry
What to do at this stage		
<p>Flooding is possible.</p> <p>Stay vigilant and make early preparations for a potential flood.</p>		
Trigger 1 Flooding		
<p>Monitor the situation through forecasts, the Environment Agency's 'Check for Flooding' service, local radio stations and EPDOs.</p> <p>Alert CERT members ONLY if activating.</p> <p>Locate emergency kit, check its contents and ready if needed.</p> <p>Warn and inform members of the community to monitor the situation, and to ensure properties most at risk have working flood resilience in place.</p>		
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		
<p>Start a Log.</p> <p>Determine if an activation of the CERT is required. If required or flooding Activate CERT members.</p> <p>Contact EPDO via LFR Control ONLY IF you have activated your group.</p> <ul style="list-style-type: none"> ● 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 ● <u>Ensure talking to LINCIS & get number for contact</u> 		
Flood Warning		
		
Flood Warning	Met Officer Amber Weather Warning	River Telemetry
What to do at this stage		
<p>Flooding is expected.</p> <p>Immediate action is required to protect yourselves and property.</p>		
Trigger 2 Flooding		
<p>Continue to monitor the situation.</p> <p>Ensure flood resilience measures are working and in place, air brick covers, door barriers etc.</p>		

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.



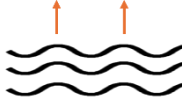
Remain in contact with the EPDO if activated.

- 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.		
<p>Prepare to evacuate and cooperate with emergency services.</p> <ul style="list-style-type: none"> • 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
- Metherringham 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 (Signed)

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.

Take photographs of affected areas

Where possible, without putting yourselves at risk of harm/drowning, record flood water depths. **DO NOT ENTER FLOOD WATER UNDER ANY CIRCUMSTANCES.**

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.

Do not throw anything away until photographs have been taken and any insurance provider has been consulted.

Support with community information sessions.

Participate in any agency debriefing sessions.

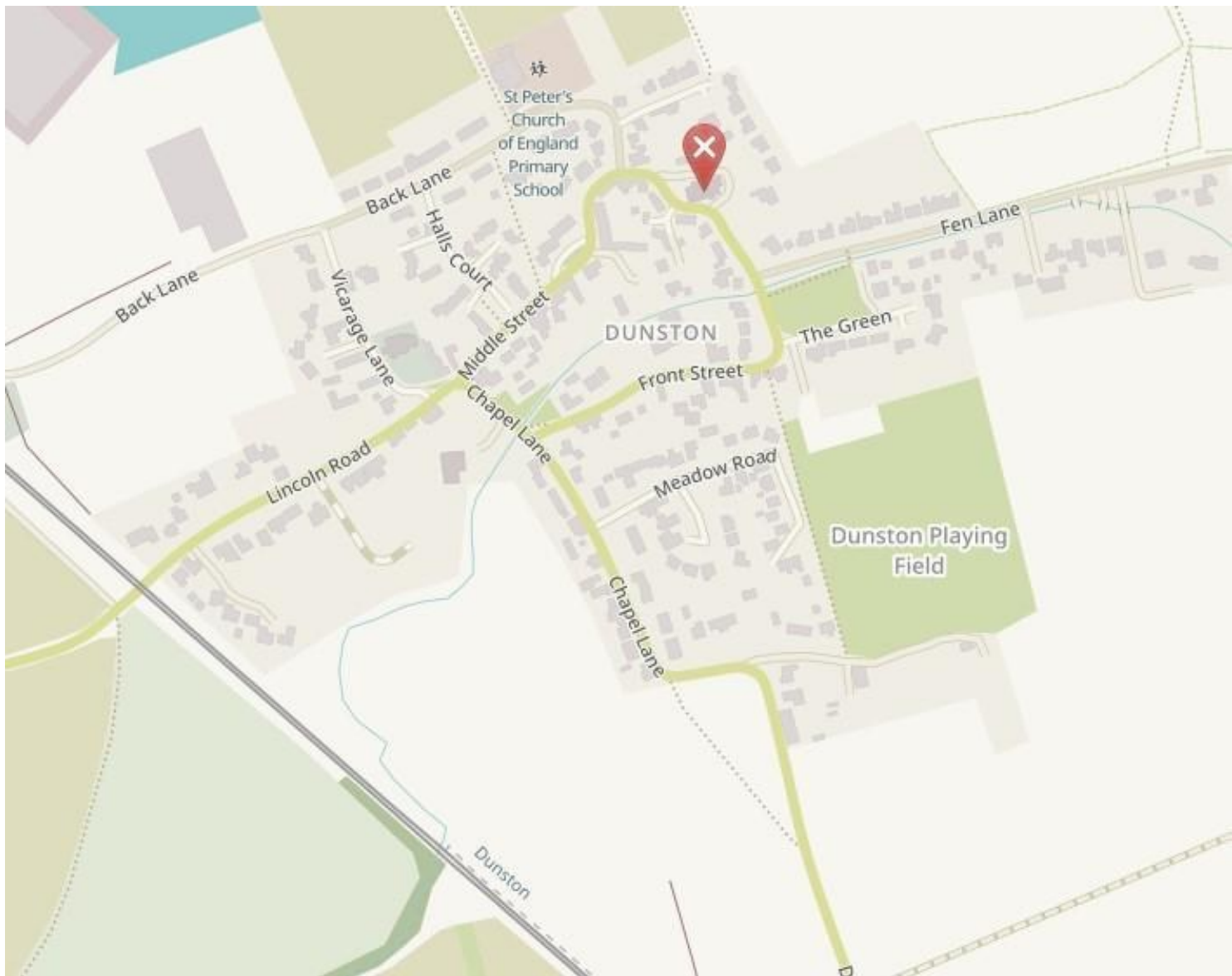
Review and update the Dunston Community Emergency Plan (CEP).

Section 7: Appendices

A: Community Mapping

Community Information

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



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 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.