

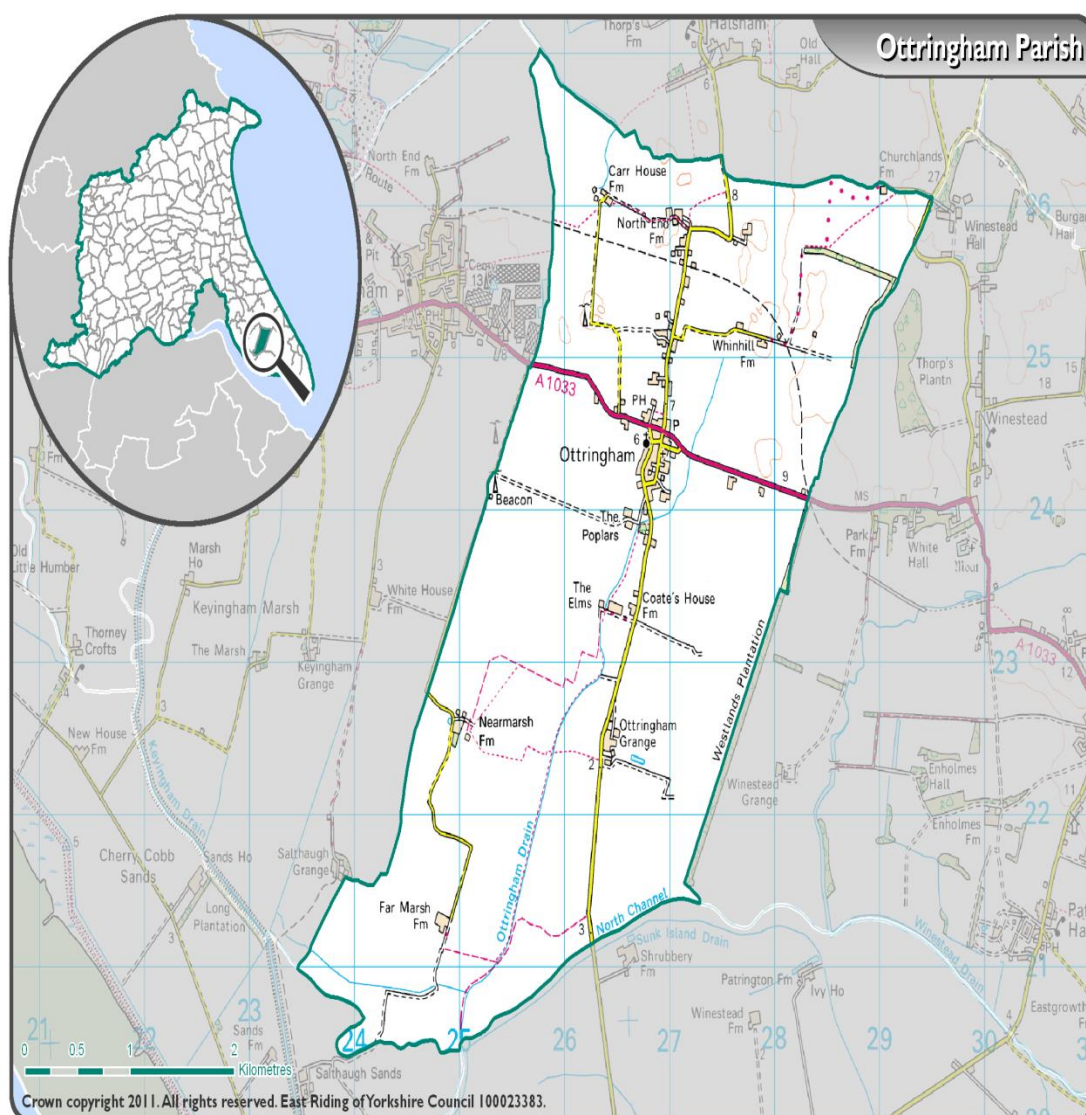
Ottringham Parish Council



Community Emergency Plan

OTTRINGHAM PARISH

Ottringham is a village and civil parish in the East Riding of Yorkshire in a rural area known as Holderness. It is situated approximately 12 miles (19 km) to the east of Hull city centre and lies on the A1033 road from Hull to Withernsea. The principal business of the Parish is arable farming and covers an area of 1738 hectares (4295 acres) having a total population, at the last census, of 597.



INTRODUCTION

Emergencies like road accidents, fires and medical emergencies happen somewhere in the county almost every minute and are dealt with quickly and efficiently by the emergency services.

The Local Authority and other responding organisations have emergency plans in place for larger events that stretch the resources of the emergency services and affect large numbers of people or the environment.

This plan is intended to list the resources available to the emergency services in the event of a serious incident or flooding and to outline the response to be taken by elected officials and volunteers.

NOTIFICATION

Town and Parish Councils that will be affected by a declared emergency will always be notified. The type of notification will depend on the type of emergency and is outlined below. Elected members will also be notified in the same way.

- In the event of a localised emergency that impacts on one or a small number of towns or parishes, the Clerk will usually be telephoned by the Head of Service who is co-ordinating the Council's response. The Head of Service is known as the Control Centre Manager when they are in this role.
- In the event of a wide area emergency that impacts on many wards across the region the initial notification is likely to come from an e-mail sent from "alertparish", the Emergency Planning team or from the Emergency Control Centre.

There is often an information vacuum at the start of an emergency, with the responding organisations trying to ascertain exactly what has happened and what the consequences are. The notification however, will take place as soon as possible, after arrangements have been put into place to implement the council's response to the emergency.

COMMUNICATION

The town and parish emergency hotline will usually be the primary point of contact during an emergency. Information about the emergency response will be cascaded by the Emergency Control Centre, and the switchboard will be able to direct any queries or issues to the appropriate Team/s. It should be noted that responses to enquiries, during the initial stages, could take some time due to the scale of the emergency. The Council website will also be updated with information.

INITIAL LOCAL EMERGENCY TEAM

In the event of an emergency the team will quickly convene and attempt to ascertain the extent of the emergency and the appropriate initial action to be taken. A guide to possible actions is contained in [appendix 1](#)

An up to date list of Parish Councillors, who will form the Emergency Team, is contained in [appendix 3](#), a loose leaf copy of which will be inserted into the revised plan and also displayed on the parish notice board. A copy will also be displayed on the notice boards of both the Village Hall and Institute.

EMERGENCY MANAGEMENT TEAM

The emergency management team, if convened, should consider the actions outlined previously and plan any future actions in relation to the emergency including clear up operations afterwards.

A list of suggested agenda items is contained in [appendix 2](#).

LOCAL FACILITIES AVAILABLE

VILLAGE HALL

Situated on the main A1033 (New Road) the hall measures approximately 15m x 11m with double doors, toilet facilities and fitted kitchen. A defibrillator, accessible on an outside location, is available and also a box containing emergency items such as blankets and first aid kits. The Village Hall is the normal meeting place of the Parish Council

VILLAGE INSTITUTE

Situated on Station Road the main hall measures 20m x 6m and includes fitted kitchen and toilet facilities.

ST WILFRID'S CHURCH(C of E)

Situated on Sunk Island Road

Possible Air Ambulance Landing Site

Ottringham Playing Fields – W 0.0761 N 53.6994

COUNCIL EMERGENCY CONTACT NUMBERS

East Riding of Yorkshire Council - 01482 393939

- Town and Parish Emergency Hotline - 01482393536. E-mail ecc@eastriding.gov.uk (only monitored during an emergency)
- Highways Customer Care Line - 0845 6001666

OTHER USEFUL CONTACT DETAILS

- Fire, Police, Ambulance and Coastguard :- 999
- Police non-emergency :- 101
- NHS Direct :- 111
- EA Floodline:- 0845 988 1188
- Gas Emergency Service :- 0800 111 999
- Electricity Emergency Service :- 0845 733 1331
- Yorkshire Water – :- 0845 124 24 24
- Maritime and Coastguard Agency (MCA) :- 01262 672317

APPENDIX 1

ACTIONS

- Dial 999
- Tune into BBC Radio Humberside (95.9 FM) or Viking Radio (96.9 FM) and listen for updates on the emergency. Follow any advice issued.
- If the situation does not require an immediate response, request the Parish Clerk to convene an urgent meeting of the Parish Council.
- Gather as much information about the situation as possible and decide which resources should be used to support the community.
- Consider whether you can work effectively from your current location or whether you need to move to another location.
- Notify the emergency team and request they meet at the nominated location. Hold an initial briefing using standard agenda.
- If there is a representative from the emergency services, council or other responder working in your area, please identify yourself and advise them you have activated your community emergency plan.
- If necessary arrange for contact/support to be offered to the more vulnerable members of the community. Consider dividing the team up to cover smaller areas.
- Consider asking for volunteers to help with the response who may have been previously identified. It may be necessary to delegate this to a single member of the team to co-ordinate. The type of support that might be appropriate will vary but might include the following:
 - Providing some immediate shelter if residents have to leave their homes.
 - Helping to deploy any flood protection available.
 - Helping to move valuable or sentimental items upstairs.
 - Looking after pets.
 - Providing lifts.
 - Shopping or collecting medication.

- Check your Parish/personal e-mail accounts regularly.
- Tell the community that the emergency team is active and if appropriate maintain a presence in the affected area.
- Establish contact with neighbouring Parish/Town Councils and ask for support if needed.

Ensure that any members of the team or volunteers engaged in the response are not putting themselves in at risk. Make sure they are acting lawfully and are not carrying out tasks they are not qualified to do. Make sure they take regular breaks.

APPENDIX 2

INITIAL MEETING AGENDA

1. Introduction
2. Situation report
3. Aim and objectives
4. Actions required
5. Time of next meeting

SUBSEQUENT MEETING AGENDA

1. Items requiring urgent attention (which might require immediate action)
2. Update on situation.
3. Review aims and objectives.
4. Review outstanding action.
5. Actions required.
6. Time of next meeting

