



Community of



PREPARING FOR EMERGENCIES

# EMERGENCY PLAN

Parishes and communities working together

Part 1 – Issue  valid until

Floodline 0345 988 1188

Quick dial number/s:



Version # with effect from:	<i>Insert Date</i>
Review Date:	<i>Insert Date</i>

This plan is a controlled document which contains information to be used during an emergency affecting the community of *Insert name here*

To comply with the Data Protection Act 1998 the information contained in this document should not be disclosed to any unauthorised person without permission from the Emergency Planning & Business Continuity Service, Lincolnshire Fire & Rescue HQ, South Park Avenue, Lincoln, LN5 8EL.

## Distribution List

**Distribution List**  
*Insert community members' details in the boxes below for those you wish to receive a copy of this plan:*

[illegible]

## Record of Amendments

### Plan History

Record of Amendments / Revision of Plan		
Date	Details of amendments / revisions	Amended / revised by
January 2015	Template revision and formulation	EPO Steve Eason-Harris
January 2015	Comments on revised template	EA Rachael McMahon / Melanie Byrne
May 2015	Front Cover design update	Boston Borough Council
January 2016	Template amended to incorporate activation flow chart and key contacts list	EPO Steve Eason-Harris
June 2016	Addition of community maps and incident log sheet	EPO Steve Eason-Harris

## Plan Publication

It is important that both this plan and the Community Resource Directory are kept up-to-date and also that all members of the Emergency Planning Group are reading from the same version.

Electronic copies of both documents will be stored by:

**Insert details here**

As an example: Town/Parish Clerk  
Lincolnshire County Council Emergency Planning Unit

Paper copies are kept at:

**Insert details here**

As an example:  
Emergency Box stored at Lincoln Fire Station, South Park Avenue, Lincoln, LN5 8EL

Grid Reference: SK977699

A sterilised web version of the Community Emergency Plan has been posted on  
<http://www.lincolnshire.gov.uk/lincolnshire-prepared/Preparing-for-an-emergency>



## 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.

This plan will be exercised annually by the Emergency Planning Group and also as part of any wider exercises organised by Lincolnshire County Council's Emergency Planning Unit.

**Insert name here** will have the responsibility for arranging the community exercise.

The plan will be reviewed annually. During the review every section of the plan will be checked for accuracy (e.g. phone numbers, resource list etc).

Members of the Emergency Planning Group who can activate the plan are **Insert name here** responsible for reviewing it and the Community Resource Directory.

Any updates or lessons learned from exercises should be approved by the **Insert name here** Emergency Planning Group before changes are made.

## Training & Skills Record

Date	Name of Individual	Training Received

<b>Contents</b>	
<b>Distribution List</b>	<b>2</b>
<b>Record of Amendments</b>	<b>3</b>
<b>Plan Publication</b>	<b>3</b>
<b>Plan Maintenance Review</b>	<b>4</b>
<b>Training &amp; Skills Record</b>	<b>4</b>
<b>Mission Statement</b>	<b>6</b>
<b>Section 1</b>	<b>7</b>
Using this Emergency Plan	7
Activation	7
Information Flow	8
Important Telephone Numbers	9
<b>Section 2</b>	<b>10</b>
Key Actions	10
Local Hazards & Threats	11
<b>Section 3</b>	<b>12</b>
<b>Emergency Planning Group</b>	<b>12</b>
Community Incident Room	13
Community Emergency Box	13
<b>Section 4</b>	<b>14</b>
<b>Community Map</b>	<b>14</b>
<b>Section 5</b>	<b>15</b>
<b>Community Flood Warning Area Map (Environment Agency)</b>	<b>15</b>
<b>Section 6</b>	<b>16</b>
<b>Community Surface Water Flood Maps 1:30</b>	<b>16</b>
	16
<b>Section 7</b>	<b>17</b>
<b>Community Surface Water Map 1:100</b>	<b>17</b>
<b>Appendix 1</b>	<b>18</b>
<b>Appendix 2</b>	<b>19</b>

## Mission Statement

Disasters or major emergencies can strike suddenly, unexpectedly and anywhere. Making a plan now 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 are unable to attend. 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 within **Insert name here** if the emergency services cannot be present.

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

## Signatures

Chairperson of Town/Parish Council

-----

**Insert name here**

**Date:** **Insert date here**

-----

Emergency Planning Group Team Leader

-----

**Insert name here**

**Date:** **Insert date here**

-----

Assistant Emergency Planning Group Team Leader

-----

**Insert name here**

**Date:** **Insert date here**

-----

## Section 1

### Using this Emergency Plan

This plan comes in two parts and has been developed to assist your community in an emergency. It should be used as a tool to focus your response to aiding the welfare of your community. Part 1 is meant as a quick reference guide of tasks the your Emergency Planning Group may wish to undertake in the event of emergency while Part 2, the Community Resource Directory, contains all of your emergency contact details, known risks, resources, volunteers and places that have people who may need more support than others.

### Activation

This Plan will be activated when at least two members from the below list of people drawn from the Emergency Planning Group 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 it is activated, then the key actions in Section 2 should be followed. It should also be noted that this plan should be read and used in conjunction with the Community Resource Directory, stored within the following locations: **Insert details here**

#### Emergency Planning Group members who can activate the Plan:

**Insert name here** *Emergency Planning Group Team Leader*

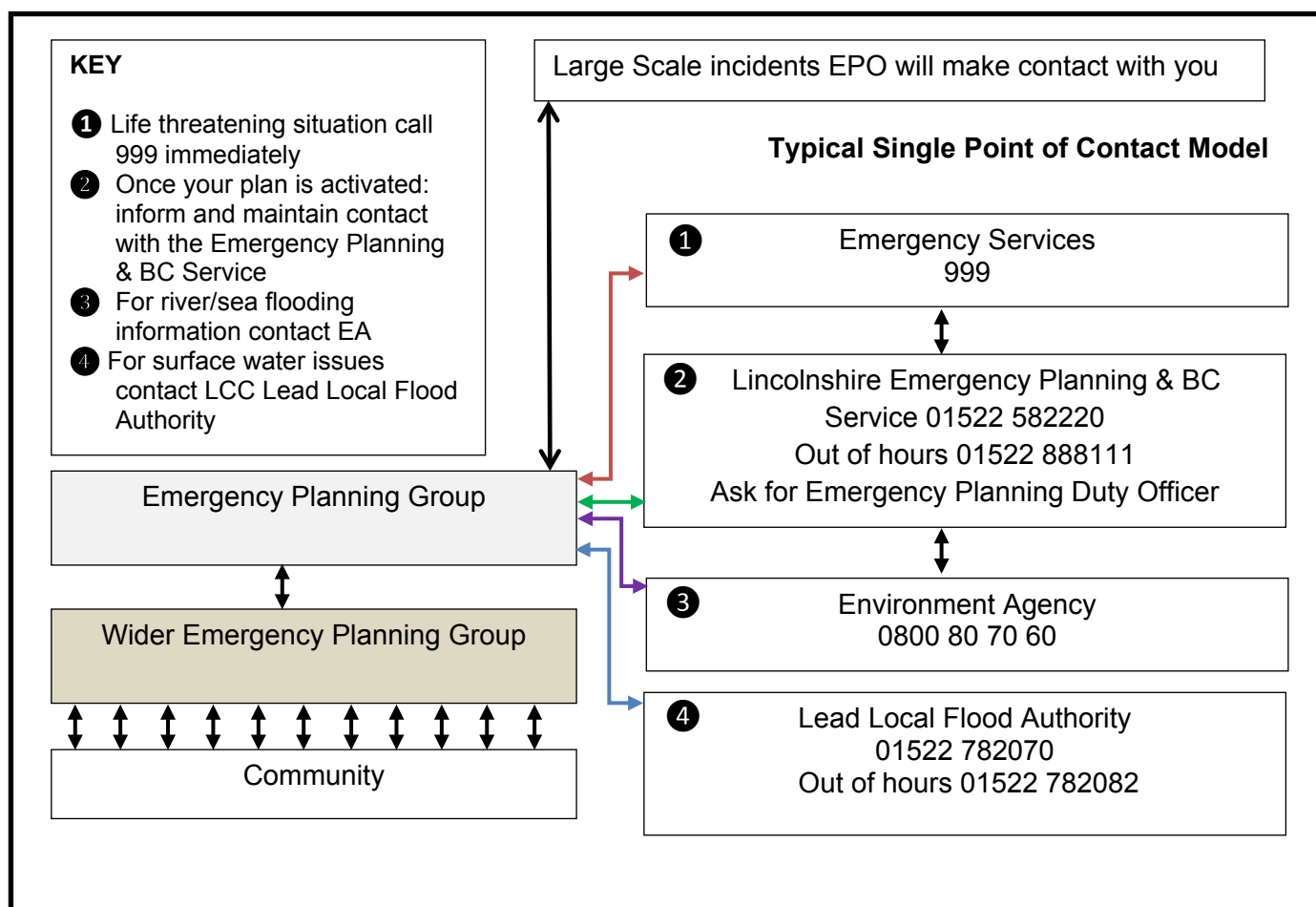
**Insert name here** *Assistant Emergency Planning Group Team Leader*

**Insert name here** *Chairperson of Parish/Town Council*

**Insert name here** *Deputy Chairperson of Parish/Town Council*

**Insert name here** *Clerk to Parish Council Activation Flow Chart*

## Information Flow



In an emergency, getting the right information is critical to a well-co-ordinated response. Use this flowchart as a reference.

Whether you activate your plan or the on-call Emergency Planning Duty Officer (EPO) requests you to activate your community plan – please ensure you maintain contact with the EPO. Additional resources and voluntary groups cannot be activated to support you unless you keep EP informed.

The EPO will liaise directly with the emergency services Incident Commander (IC) within the inner cordon of the incident – and can relay your concern, identified vulnerable people and your groups actions to date.



## Important Telephone Numbers

**Insert Name** District/Borough Council (delete as applicable)

(1) Working Hours	<b>Insert Details</b>
(2) Outside Normal Hours	<b>Insert Details</b>

### Lincolnshire Police

(1) Emergency Calls	999
(2) Non-Emergency Calls	101
(3) Local Police Station	<b>Insert Details</b>

### Lincolnshire County Council Emergency Planning & Business Continuity Service

(1) Working Hours	01522 582220
(2) Outside Normal Hours*	01522 888111

\*Ask for Emergency Planning Duty Officer

### Environment Agency

(1) General Enquires (Mon – Fri: 8am – 6pm)	03708 506 506
(2) Incident Hotline (24 hours)	0800 80 70 60
(3) Floodline (24 hours)	0345 988 1188

### Lincolnshire Fire & Rescue

(1) Emergency Calls	999
(2) General Enquiries	01522 582222

### Lead Local Flood Authority

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

\*for reporting flooding issues

## Section 2

### Key Actions

Priorities will be given to emergency shelter, food and water.

1. Gather as much information about the situation as possible following the **ETHANE** Principle (See initial call taking log – Appendix 1)
  - **Exact** location of emergency
  - **Type** of incident
  - **Hazards** that are present or anticipated
  - **Access** routes for the emergency services
  - **Number** of people and/or properties involved (estimate)
  - **Emergency** 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
4. Contact additional members of **Insert name here** wider Emergency Planning Group
5. Instruct everyone to follow any advice from the emergency services
6. At all times, be aware of your own safety and the safety of those around you
7. Consider whether you can work safely and effectively from your current location or whether you need to move to an alternative location
8. Arrange for local residents to be warned of any dangers
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. The IC may identify a location or the EPO. You may be asked to establish the centre prior to voluntary groups arriving.
10. Arrange for contact to be made with those who may need more support as identified in Section 3 of the Community Resource Directory to offer advice and assistance
11. Arrange for community resources/organisations identified in Section 4 of the Community Resource Directory to be available as necessary
12. Tune into your local radio station (BBC Radio Lincolnshire/Radio Humberside) and advise the community to do the same. A list of local radio stations is given in Section 5 of the Community Resource Directory
13. Maintain regular communication with all Emergency Planning Group members, and Lincolnshire County Council's Emergency Planning Unit

## Local Hazards & Threats

Assessed in Risk for **Insert Name Here**

<b>Pandemic Flu</b>	Assessed Nationally and Regionally as our Highest Threat.
<b>Inland Flooding</b>	<b>Insert Quick reference information here</b>
<b>Severe Weather</b>	In recent times heavy rain, strong winds, snow and ice have become more frequent, possibly due to the effect of global warming. An effective Snow & Ice Clearance plan is required. There was a drought, as well as flooding, in 2012. More are likely in the future.
<b>Transport Accidents</b>	<b>Insert Quick reference information here</b>
<b>Industrial Accidents</b>	<b>Insert Quick reference information here</b>
<b>Loss of Critical Infrastructure</b>	Damage caused by fire, storms or accidents may have a potential impact on energy supplies, water or deprive the community of its important facilities including the school.

(Maps will be added by the Emergency Planning Unit, please forward your completed plan to [Communityresilience@lincoln.fire-uk.org](mailto:Communityresilience@lincoln.fire-uk.org))

## Section 3

### Emergency Planning Group

Important: The information in boxes marked with an asterisk will be recorded within the Community Resource Directory and by Lincolnshire County Council's Emergency Planning Unit at Lincolnshire Fire & Rescue Headquarters in Lincoln.

In the event of the plan being triggered, the following people will form the Emergency Planning Group to help to mitigate the effects of the emergency on the community:

Insert details here

For example:

*Emergency Planning Group Team Leader or (in their absence) the Assistant Emergency Planning Group Team Leader*

*Office Telephone Number: xxxxxxxxxxxx*

*Staff Mobile: xxxxxxxxxxxx*

***The Emergency Planning Group Team Leader and their Assistant will have the current contact numbers for the following additional members of the Emergency Planning Group held within the Community Resource Directory***

*Insert name here Emergency Planning Group Team Leader*

*Insert name here Assistant Emergency Planning Group Team Leader*

*Insert name here Chairperson of Parish/Town Council*

*Insert name here Deputy Chairperson of Parish/Town Council*

**Additional residents and community group representatives that have agreed to form part of the wider Emergency Planning Group during emergency consists of the following:**

Insert details here

For example:

Members of the parish/town council (insert total number of people)

Local WI

Rotary and/or Lions

Young Farmers

Scouts/Guides

Individual community members

Etc

**List these individuals similarly to the list above**

**Personal Contact details are not listed within this plan but stored within the Community Resource Directory held by the Emergency Planning Group Team Leader, Assistant Emergency Planning Group Team Leader and Town/Parish Clerk.**

## 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:

**Insert details here**

As an example: Lincoln Fire Station, South Park Avenue, Lincoln, LN5 8EL

Grid Reference: SK977699

The key holder for this building is: **Insert details here**. This person will enable access to premises.

If this location cannot be used, **Insert details here** will be used. Grid Reference: **Insert details here**

**The Emergency Planning Group Team Leader and/or Assistant will organise access.**

## Community Emergency Box

An Emergency Box is located at **Insert details here**

As an example: Lincoln Fire Station, South Park Avenue, Lincoln, LN5 8EL

Grid Reference: SK977699

It contains: *(As an example – insert as necessary)*

- A copy of the Community Emergency Plan
- A copy of the Community Resource Directory
- Ordnance Survey Map of the community and the immediate environment
- Flood maps (including surface water)
- Laminated street plan – in A4 sections
- Torches and batteries / windup radio
- Reflective tabards
- Tea, coffee, sugar, cups, bottled water
- Back up storage disc for computer

## Section 4 Community Map

Maps will be provided once submitted to Emergency  
Planning & Business Continuity Service

[Communityresilience@lincoln.fire-uk.org](mailto:Communityresilience@lincoln.fire-uk.org)



## Section 5

### Community Flood Warning Area Map (Environment Agency)

Maps will be provided once submitted to Emergency  
Planning & Business Continuity Service

[Communityresilience@lincoln.fire-uk.org](mailto:Communityresilience@lincoln.fire-uk.org)

## Section 6

### Community Surface Water Flood Maps 1:30

Maps will be provided once submitted to Emergency  
Planning & Business Continuity Service

[Communityresilience@lincoln.fire-uk.org](mailto:Communityresilience@lincoln.fire-uk.org)

**Section 7**  
**Community Surface Water Map 1:100**

Maps will be provided once submitted to Emergency  
Planning & Business Continuity Service

[Communityresilience@lincoln.fire-uk.org](mailto:Communityresilience@lincoln.fire-uk.org)

## Appendix 1

### 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 .....

.....

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

This page is intentionally left blank