

Howden Town Community Emergency Plan

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General release

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Introduction

This plan has been developed by Howden Town Council, in conjunction with members of the local community and the East Riding of Yorkshire Council.

Nearly all emergencies affecting the local community will be dealt with routinely by a joint response from the emergency services, local authorities and utility companies. However, in extreme circumstances, there is a possibility that the emergency services and other agencies may be overwhelmed and will not be able to reach us immediately. In such circumstances the initial response will be to rely entirely on local people. This plan will enable the local community to respond to a major incident/emergency, whilst awaiting the assistance of the emergency services.

This plan has been developed to enable the community to identify the immediate actions they should consider during an emergency with the aim of reducing the impact of the emergency until assistance arrives.

Emergency Management Team

In the event of the plan being triggered, members of the Town Council have agreed to form part of the emergency team.

The role of the emergency team is to co-ordinate the activities by:

- assessing the situation
- mobilising the appropriate local resources
- maintaining links with the emergency services, local authority and other organisations as necessary.

The Town Council holds a phone to be used as the emergency contact number (**07704 524155**) pre-programmed with all the required phone numbers will be rotated around members of the emergency team and they will be the Co-Ordinator and allocate roles as necessary to the situation e.g.:

- Communication updates at information points and door knocking where necessary
- Liaison with local groups and community volunteers
- Operation of pumping machinery
- Operation of snow clearing machinery
- Contact vulnerable community members
- Communication with Emergency Services and East Riding Council
- Pre Agreed Community Resources
- Monitor Howden Town Council email
- Co-ordinator at Emergency Shelter(s)

The main incident room to be used by the emergency team in the case of an emergency will be the Town Council's office at 17 Bridgegate. There are a

number of other buildings that can be used as shelters in the case of an emergency:

- Press Association building on Bridgegate
- Shire Hall in the Market Place
- Howden Cadet HQ at Hailgate/Flatgate
- Howden Minster

Emergency Contact Numbers

In an emergency dial 999.

If you become aware of an emergency, which the emergency services are not able to handle immediately the emergency team contact number is:

07704 524155

A full list of useful contacts details are as follows:

- Fire, Police, Ambulance and Coastguard - 999
- Police Non Emergency Number - 101
- NHS Direct – 111
- East Riding of Yorkshire Council (24hr) – 01482 393939
- Environment Agency Floodline – 0845 988 1188.
- Gas Emergency Service and Gas Escapes - 0800 111 999
- Northern Powergrid (electricity) Emergency Service Supply Failures – 105
- Yorkshire Water - 0845 124 24 24
- Maritime and Coastguard Agency – 999
- Highways Agency General Enquiries– 0300 123 5000
- National Rail Enquiries - 08457 48 49 50
- Yorkshire Traveline - 0871 200 22 33
- Howden Town Council – 01430 430111

Other useful sources of information following an emergency:

Radio Humberside – Tune in to 95.9FM or 1485am

www.bbc.co.uk/humber

www.eastriding.gov.uk

www.metoffice.gov.uk

www.sat24.com

www.howden-tc.gov.uk

The member of the emergency team who takes the call on the emergency line will make the decision to trigger the emergency plan. For small, localised emergencies the team can be gathered at the site; for larger more extensive emergencies the team should be called to the incident room.

The member of emergency team who takes the call will be the Emergency Co-ordinator and allocate the roles necessary to alleviate the emergency.

Types of Emergencies

Examples of types of potential emergencies that may impact our community are mainly split into two categories:

Supply of local information to aide other emergency services	Undertake initial first response awaiting other emergency services
Fire/Explosion/Building collapse	Heavy Snow
Motorway pile up	Flooding
Airplane crash	
Train Crash	
Flu epidemic/Plague/Bird Flu	
Gas leak	
Terrorist activity	
Prolonged extensive loss of power	

In Preparation for an Emergency - general advice

Howden Town Council will aim to do everything it can to help the community as a whole prepare for an emergency situation in the following way:

Issue regular mailings, update the Town Council website and via newsletter articles to encourage all members of the community to:

- Make sure they are adequately insured and review their insurance
- Make sure that people are signed up to the Environment Agency Flood Warning Service if your community is in a flood risk area (<https://flood-warning-information.service.gov.uk/warnings>). Point them in the direction of the National Flood Forum (www.nationalfloodforum.org.uk) for more information on flood defence products etc.
- Prepare a Go Bag
- Complete a household emergency plan
- Make a “Community Friend” – this is someone, or some people, that can be called during an emergency to provide practical support – such as helping move furniture, look after pets, share house keys to look after each others properties and maybe know which valuable and sentimental items should be

moved upstairs, check on you if you are poorly and go to the shops and chemists on your behalf.

- Make sure people know how to respond. In an emergency, people should go inside, stay in and tune in to their local radio station for further instructions and updates – unless there is a fire, or any other threat to staying in the property, or unless they have been advised otherwise by the Emergency Services.
- Check that the community is ready for an emergency
- Ask members of the community directly if they would be willing to assist in the event of an emergency by being a communication link with their neighbours.
- Keep logs of all community volunteers who may be called on in an emergency.

The Environment Agency has flooding specific information for communities in flood risk areas. Visit their website <https://www.gov.uk/prepare-for-flooding>

In an Emergency (general advice)

In the event of an emergency the emergency team will let people in the community know what's happening and advise people to be aware of the situation.

REMEMBER flood water will probably contain sewage, which can cause disease. Always wash your hands/arms/legs after coming into contact with floodwater with hot water and soap. Keep contaminated footwear and clothing away from children

DO NOT allow children to play in floodwater, as well as the risk of disease manhole covers may have dislodged under the pressure of floodwater creating a drowning risk. If you need to walk through floodwater consider using a pole (brush handle) to test the ground in front of you

ENCOURAGE members of the community to check on their neighbours, especially if they are elderly or live on their own.

Activation of the Community Emergency Plan

There are a number of ways that the emergency team can be notified of an emergency. East Riding of Yorkshire Council has arrangements in place to make contact if there is an emergency in this area. This may be by e-mail if it is a major wide area emergency. The Emergency Services may contact the council directly or one of our residents can ring the emergency phone number. There is no specific definition of an emergency in this document – the Council may want to use some of these arrangements in response to smaller incidents, which wouldn't usually be classed as an emergency.

Emergency Information Points

The key to the incident room will be attached to the emergency phone. The emergency phone will rotate round the emergency team to ensure that it is with a member of the team who is in the vicinity and not unobtainable

Emergency Box

An emergency box will be kept at the Incident Room and at the main emergency shelters

Emergency Shelter

Locations
Press Association
Shire Hall
Cadet Centre
Howden Minster

The Emergency shelter is simply a location where people can go if they need to leave their homes in an emergency, whether it is to keep warm and dry or somewhere to discuss what is happening in the community. In some cases the emergency services may also use these locations if they need to evacuate residents from their homes.

Local Resources

If a major emergency does occur within the community then key members of community have pledged their support with physical assistance:

Identifying Vulnerable Members of the Community

During an emergency it is likely that some members of the community may become more vulnerable than others and in need of greater assistance.

The following could be classed as vulnerable but each situation will be judged at the time:

- Children
- Homeless
- Minority Language speakers
- Mobility Impaired
- Older People
- Pregnant Woman
- Sensory Impaired
- Tourists
- Travelling Community
- Children's nurseries and schools

Anybody who fits into these categories will be checked regularly during an emergency to ensure they are safe and coping with the situation.

We will:

- door knock where known vulnerable members of the community are living
- set up community contacts to identify and inform in their area

- use a loud haler to announce information in addition to the technological updates.

Where possible volunteers will wear the emergency team hi-visual jackets so that residents know to trust them and approach them for information.

All information kept will be treated with confidence and not shared unlawfully.

Calling an Emergency Meeting

If the emergency team are informed that an emergency is imminent then the emergency team can be called together to pre-plan and involve the community as necessary. This decision will be made by the emergency co-ordinator.

Document Versions and Distribution

A public version of the emergency plan will be published in its shortened form, on the Town Council web site.

The full plan, including the appendices, will be held by Howden Town Council and all the members of the emergency team.

The plan will be reviewed for legislative changes and contact number updates on a regular basis and all copies duly replaced. A copy of the plan will also be issued to the East Riding of Yorkshire Council's Emergency Planning Team.