**COMMUNITY EMERGENCY PLAN**

**2012**

**This Plan would be triggered in the event of a**

**DECLARED emergency**

**This Plan contains personal information**

**THESE PAGES MUST BE TREATED AS**

**PRIVATE AND CONFIDENTIAL**

**POPULATION 17,245 (approx)**

**9.1.13**

**EMERGENCY INCIDENT CONTROL ROOM**

The Incident Room shall be:

**THE PARISH COUNCIL OFFICE**

9 The Cottages

Market Green

Cottingham

East Yorkshire

HU16 5QG

Tel: 01482 847623

E-mail: rishcouncil@rishcouncil.karoo.co.uk

Website: [www.cottinghamparishcouncil.org.uk](http://www.cottinghamparishcouncil.org.uk)

For duties in the Incident Room, during an emergency, see Appendix B

An Emergency Box shall be held on the premises with a minimum content of: a copy of this Plan; a copy of the electoral roll for the parish; a map of the parish; a wind up radio; a wind up torch; a first aid kit; a mobile phone with charger, a number of fluorescent jackets and a plug in telephone.

**PARISH EMERGENCY TEAM**

The Parish Emergency Team shall be the Parish Council (see Appendix A).

The Chairman, Vice Chairman and Cllr Cooper (Alarm Responder) shall be Keyholders to the Incident Room. If all are absent from the Parish at the same time, they shall arrange to leave a key with another member of the Team.

This Emergency Plan shall be activated by a Keyholder and any other member of the Team acting together.

**KEY EMERGENCY CONTACT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Fire, Ambulance, Police | 999 | East Riding of Yorkshire Council | 01482 393536 |
| Gas Supply (British Gas) | 0800 111 999 | Electricity supply (NPower) | 0800 375 675 |
| Yorkshire Water | 0845 124 2424 | KC Operator | 194 |
| NHS Direct  | 0845 4647 | KC Line Fault | 151 |
| Castle Hill Hospital | 01482 875875 | Environment Agency | 0800 80 70 60 |
| Hull Royal Infirmary | 01482 328541 | Network Rail | 08457 11 41 41 |
| Public Service Control Centre (Hull) | 01482 616720 | Major Incident Room (Hull) | 01482 616749 |

**EMERGENCY SHELTER**

If evacuation to an Emergency Shelter is required, the principle site shall be:

 **Cottingham Pavilion**

 **KGV Playing Fields**

 **Northgate**

 **Cottingham**

 **HU16 5QW**

For key, ring 01482 840290 or contact a Key holder (details in the Emergency Box).

For duties in the Emergency Shelter, during an emergency, see Appendix C.

If the Pavilion is not available, or additional space is required, the following have been offered for emergency assistance:

|  |
| --- |
| Darby & Joan Hall, Finkle Street, Cottingham |
| Civic Hall, Market Green, Cottingham |
| Methodist Church Hall, Hallgate, Cottingham |
| Holy Cross Room, Carrington Avenue, Cottingham |
| Zion United Reformed Church, Hallgate, Cottingham |
| Mark Kirby Hall, Hallgate, Cottingham |
| Bacon Garth Primary School, The Garth, Cottingham |

**EMERGENCY SUPPLIES**

The following have indicated that they could provide emergency supplies:

Co-op, King Street, Cottingham

Sainsbury, King Street, Cottingham

Total Garage, Northgate, Cottingham

Heron Foods, King Street, Cottingham

**KEY COMMUNITY RESOURCES**

**Blankets** A few will be available from:

Red Cross

 The Arches, Priory Road, Cottingham

 Hallgarth Residential Home, Hallgate, Cottingham

**Counselling** The following have indicated that they could be available for advising distressed persons in an emergency:

Holy Cross Church

 Zion United Reformed Church

 Red Cross

**Linguists** The emergency could involve non-English speaking people. A list of volunteers who could act as translators will be held in the Emergency Box.

**Medical advice** Red Cross

Cottingham Clinic, Hallgate, Cottingham

 Cottingham Medical Centre, South Street, Cottingham

 The Chestnut Clinic, Thwaite Street, Cottingham

**Pharmaceutical** Lloyds Pharmacy, Hallgate

**assistance** Boots Pharmacy, Hallgate

 Boots Pharmacy, King Street

**Four Wheel** A list of those with vehicles and a list of voluntary drivers will be held in the

**Drive Vehicles** Emergency Box.

**Industrial scale** These might be obtained from:

**equipment/tools etc**

Humberside Plant Hire, North Moor Lane, Cottingham

 Stoneledge, Station Road, Cottingham

 Geo Foster, Main Street, Skidby

**CONTACTING VULNERABLE PEOPLE**

The following people/organisations may need to be contacted:

**Retirement homes**

Hallgarth Residential Home, Hallgate, Cottingham

 The Arches, 11 Priory Road, Cottingham

 Cassandra House, Dunswell Lane, Cottingham

 Overton House, The Garth, Cottingham

 Benjamin Lodge, Northgate, Cottingham

 Magnolia House, Hull Road, Cottingham

**High School**

Cottingham High School, Harland Way, Cottingham

**Primary schools**

Bacon Garth Primary School, The Garth, Cottingham

 Croxby Primary School, Bricknell Avenue, Cottingham

 Hallgate Primary School, Hallgate, Cottingham

 Westfield Primary School, Westfield Road, Cottingham

**PLAN MAINTENANCE**

The Plan shall be revised/updated every twelve months and exercised every three years, normally via a desk top exercise.

**APPENDIX A**

**Cottingham Parish Council**

**Members List April 2012**

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel Number** | **Mobile Number** |
| ***Chairman***Don Hardwick | 01482 847929 |  |
| ***Vice Chairman***Ann Abel | 01482 875489 |  |
| ***Parish Councillors*** |  |  |
| Kevin Casson | 01482 849674 |  |
| David Cook | 01482 845801 |  |
| Gary Cooper |  |  |
| Sam Kind | 01482 847813 |  |
| Ros Jump | 01482 842272 |  |
| Win Knight | 01482 841844 |  |
| Douglas McLaren | 01482 875189 |  |
| Bob Minors | 01482 842270 |  |
| Alan Wright | 01482 848323 |  |
| ***Clerk*** |  |  |
| Judith Macklin |  |  |
| ***Assistant Clerk*** |  |  |
| Tina White |  |  |
| ***ERYC Ward Councillors*** |  |  |
| Helen Green | 01482 844351 |  |
| Ros Jump | 01482 842272 |  |
| Geraldine Mathieson | 01482 847276 |  |
| Lena Slater | 01482 876630 |  |

**APPENDIX B**

**TASKS IN THE INCIDENT CONTROL ROOM**

The tasks which will need to be carried out by the Emergency Team (and/or representatives of the Emergency Services) may include (but will not be limited to):

* Set up and maintain a timed incident log.
* Liaise with the Emergency Services.
* Liaise with other Local Authorities.
* Liaise with any local Emergency Shelter.
* Obtain the provision of local resources.
* Appoint a spokesperson to deal with the media.
* Set up a duty rota if the incident is prolonged.
* Monitor BBC Radio Humberside (95.9 FM).
* Set up a “Quiet Area” for breaks.
* Set up and maintain an incident summary board.
* Provide regular briefings for the Emergency team.

**APPENDIX C**

**TASKS IN AN EMERGENCY SHELTER**

The tasks which will need to be carried out by the Emergency Team may include (but will not be limited to):

* Check the shelter for cleanliness and safe operation.
* Man a “registration desk” to keep basic details of the people present to include a note of any special requirements they may have.
* Man a telephone/communications desk.
* Monitor BBC Radio Humberside (95.9 FM).
* Set up a rota of duties if the incident is prolonged.
* Pass on incident updates from the Incident Control Room.
* Provide for basic welfare needs (e.g. simple refreshments).
* Organise transport to and from the Shelter.
* Organise a place for any media interviews (strictly voluntary) with victims to be OUTSIDE the Shelter.
* Provide for simple amusements e.g. board games, books, magazines.
* Provide separate accommodation for anyone bringing pets with them.
* Enforce a no smoking-no alcoholic drinks rule.

**APPENDIX D**

**SNOW CLEARANCE EMERGENCY PLAN**

9.1.13