

# *Kirkbymoorside Community Resilience Plan*

Last Review Date:

Lead Contact: Joe Coughlan



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# **KIRKBYMOORSIDE RESILIENCE PLAN**

## Kirkbymoorside Community Resilience Plan (CRP)

### **i. Record of Amendments**

It is vital that you review and exercise your emergency plan regularly to ensure that it is up-to-date and fit for purpose.

Ensure any amendments are recorded here and please notify the Emergency Planning Unit (EPU) at North Yorkshire County Council (NYCC) immediately of any changes.

#### **Amendment list**

<b>Date</b>	<b>Details of Amendment</b>	<b>Name</b>
	CRP Adopted	Kirkbymoorside Town Council

**ii. Distribution List**

NAME	ADDRESS	CONTACT INFORMATION
Kirkbymoorside Town Council (Plus Emergency Committee members and Emergency Box)	Church House 7 High Market Place Kirkbymoorside YO62 6AT	Telephone: 01751 432217 <a href="mailto:town.clerk@kirkbymoorsidetowncouncil.gov.uk">town.clerk@kirkbymoorsidetowncouncil.gov.uk</a> <a href="http://www.kirkbymoorsidetowncouncil.gov.uk">www.kirkbymoorsidetowncouncil.gov.uk</a>
Ryedale District Council	Distribute via NYCC Emergency Planning	Telephone: 01653 600 666 <a href="mailto:communityteam@ryedale.gov.uk">communityteam@ryedale.gov.uk</a> Town Officer: Jane Kitching <a href="mailto:jane.kitching@ryedale.gcsx.gov.uk">jane.kitching@ryedale.gcsx.gov.uk</a> Telephone: 01653 600666 Ext 353
North Yorkshire County Council Emergency Planning Unit	County Hall Northallerton DL7 8AD	Telephone: 01609 532246 Fax: 01609 780733
Environment Agency Yorkshire and North East  Environment Agency Floodline	Coverdale House Amy Johnson Way Clifton Moor York	Telephone: 01904 692296  Telephone: 0845 988 1188
Local Police Stations   North Yorkshire Police Control Room	Malton Police Station Old Malton Rd, Malton, YO17 7EY Pickering Police Station Malton Rd, Pickering, YO18 7JJ  Fulford Road York	Telephone: <a href="tel:08456060247">0845 606 0247</a>  Telephone: <a href="tel:01904618691">01904 618691</a>  PCSO Sean Simpson <a href="mailto:sean.simpson@northyorkshire.pnn.police.uk">sean.simpson@northyorkshire.pnn.police.uk</a> Telephone: 101
Local Fire Stations   North Yorkshire Fire and Rescue Service Control Room.	Malton Fire Station Sheepsfoot Hill, Malton, North Yorkshire, YO17 7DX <a href="#">Day Crewed</a> Kirkbymoorside Fire Station New Road, Kirkbymoorside, YO6 6DT <a href="#">Retained</a>  Thurston Road Northallerton DL6 2ND	Telephone: 01653 692626   Telephone: 01609 780150
Yorkshire Ambulance Service Control Room   Kirkbymoorside Ambulance Station	Springhill Brindley Way Wakefield 41 Business Park Wakefield WF2 0XQ  Village Street Keldholme Kirkbymoorside YO62 6LZ	Telephone: general enquiries 0845 124 1241

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## iii. Key Community Contacts

Those who have volunteered should understand their role is to act on the instruction of the First Responders and Emergency Service staff and provide local intelligence.

### Lead and Deputy Volunteers

Name	Address	Contact Number(s)
<b>LEAD: Joe Coughlan</b>	6 Piercy End Kirkbymoorside YO62 6DF	[REDACTED] <a href="mailto:joecoughlanuk@gmail.com">joecoughlanuk@gmail.com</a>
<b>DEPUTY: Rhys Thomas</b>	Wellgarth Tinley Garth Kirkbymoorside YO62 6AS	[REDACTED]

### Initial Meeting Location / Community Control Centre

Address:	Contact Information
Kirkbymoorside Community Primary School 4 West Fields, Kirkbymoorside, YO62 6AG	Telephone: 01751 431517 Caretaker: Dave Simm [REDACTED] Head Teacher: Jill Hardacre [REDACTED] Deputy Head Teacher: Gareth Sleightholme [REDACTED] Anna Aspery [REDACTED]

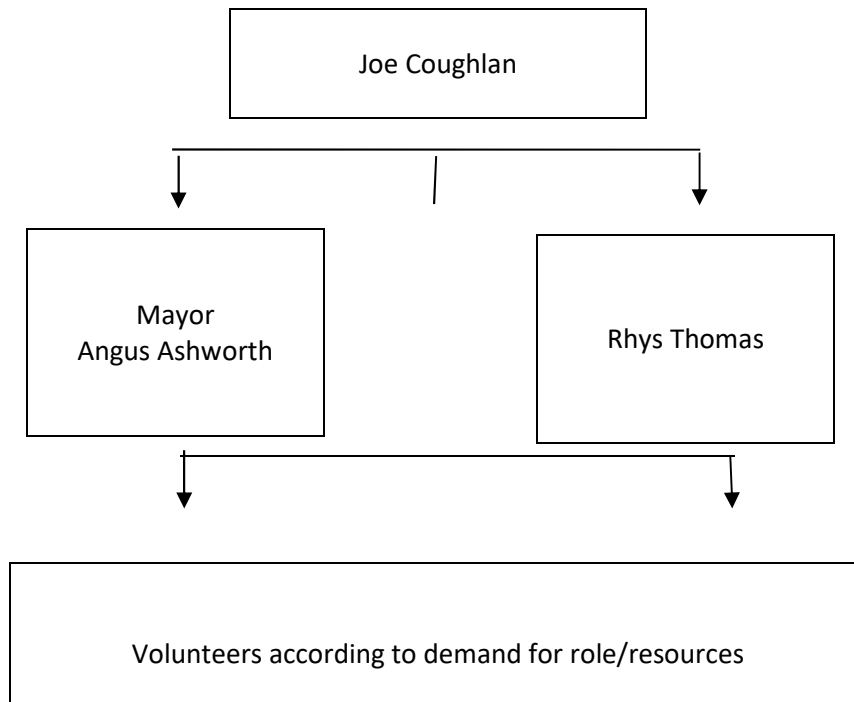
### Backup Meeting Location

Address:	Contact Information
Memorial Hall Market Place, Kirkbymoorside, YO62 6DA	Karen McFarlane [REDACTED] Christine Richardson [REDACTED] Sheila Ridley [REDACTED]
Church House 7 High Market Place Kirkbymoorside YO62 6AT	Chris Dowie [REDACTED] Geoff Strangwood Mobile: [REDACTED]
The Moorside Room 9 Church Street, Kirkbymoorside, YO62 6AZ	Joe Coughlan [REDACTED] Angus Ashworth [REDACTED] Chris Dowie [REDACTED]
All Saints Church Crown Square, Kirkbymoorside, YO62 6AY	Mark Brosnan, Vicar [REDACTED] Steve Helm - Churchwarden [REDACTED] Les Clarke [REDACTED]

## Kirkbymoorside Community Resilience Plan (CRP)

### **iv. Contact pyramid**

A contact pyramid setting out a quick and efficient method to coordinate communications and easily spread information amongst your community.



### **v. Emergency Box – to be supplied by NYLRF upon submission of the CRP**

Communities should prepare and maintain an emergency box(s) to be kept in a secure building(s) that could be accessed by an appropriate community member during an incident.

Location	
Address:	Contact Information
Kirkbymoorside Community Primary School 4 West Fields, Kirkbymoorside, YO62 6AG	Telephone: 01751 431517 Caretaker: Dave Simm [REDACTED] Head Teacher: Jill Hardacre [REDACTED] Deputy Head Teacher: Gareth Sleightholme [REDACTED] Anna Aspery [REDACTED]
The Moorside Room 9 Church Street, Kirkbymoorside, YO62 6AZ	Joe Coughlan [REDACTED] Angus Ashworth [REDACTED] Chris Dowie [REDACTED]

# Kirkbymoorside Community Resilience Plan (CRP)

Contents	
Items	Checklist (tick)
Up to date copy of this plan	✓
Hi Viz Vests	✓
First Aid Kit	✓
Maps of the area <ul style="list-style-type: none"> <li>1:50,000 OS Landranger Series No ###</li> <li>1:25,000 Explorer Series no ###</li> </ul>	✓ ✓
A0 maps of community (including flood zones)	✓
Copies of simple forms <ul style="list-style-type: none"> <li>Incident Log</li> <li>Registration form</li> <li>Volunteer form</li> </ul>	✓ ✓ ✓
Torch (Wind up/Battery powered + spare batteries if req'd )	✓
Radio (Wind up/Battery powered + spare batteries if req'd )	✓
Other ( <i>Please specify</i> )...	



**Section 1: Community Profile**

**1.1 Map of Area covered by this CEP (incl flood zones if applicable)**



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## 1.2 Population

Resident Population:- 3300 (approximate)	<i>Total: 3500</i>
Maximum Tourist Population:- 200 (estimate)	

## 1.3 Community Key Access Routes (including main bridges)

- A170 approach from Helmsley (West) and Pickering (East)
- Gillamoor Road approach from Gillamoor (North)

## 1.4 Main Rivers within the area

- River Dove

## 1.5 Becks within the area

- Catter Beck
- Hodge Beck
- Howkeld Beck

## 1.6 Available Networks within the Community

Listed below are the various mobile telephone networks which are available within your community, (this is especially useful for the emergency services):

Network	Coverage (Good, Average, Poor)
O2 & Orange	Good
Vodafone	Good
EE	Good
Three	Poor
T-mobile	Good
Talk Talk	Good
Tesco Mobile	Good
Other:	Superfast Fibre available from May/June 2017

## 1.7 Local Radio

The local radio will communicate relevant public advice so it is important to TUNE IN!

Station	Frequency
BBC Radio York	<b>FM Frequencies</b> <b>95.5</b> East Coast & North York Moors <b>103.7</b> Vale of York, Ryedale <b>104.3</b> Harrogate, Northallerton & the Dales <b>MW Frequencies</b> <b>666 &amp; 1260</b> Across the county
Minster FM	<b>104.7 FM</b>
Vale Radio	<a href="http://www.thevaleonline.com">www.thevaleonline.com</a>

**1.8 Neighbouring Communities: Contacts**

Listed below are the contact details of neighbouring communities that may be able to provide help and assistance during an emergency:

<b>Parish</b>	<b>Contact person</b>	<b>Preferred method of contact</b>	<b>Community emergency plan? (yes or no)</b>
Helmsley	Ms Victoria Ellis (Clerk)	Helmsley Town Council The Old Vicarage Bondgate Helmsley YO64 5BP Home Phone: 01439 772572 Email: <a href="mailto:helmsleytc@gmail.com">helmsleytc@gmail.com</a>	
Pickering	Mr Andrew Husband (Clerk)	Pickering Town Council Town Council Office Memorial Hall Potter Hill, Pickering YO18 8AA Home Phone: 01751 476503 Email: <a href="mailto:townclerk@pickering.gov.uk">townclerk@pickering.gov.uk</a>	
Malton	Mrs Gail Cook (Clerk) Jude Ward (Officer)	Malton Town Council Community House Wentworth Street Malton YO17 7BN Work Phone: 01653 228699 Email: <a href="mailto:clerk@malton-tc.gov.uk">clerk@malton-tc.gov.uk</a>	

Up to date info available via

<http://northyorks.gov.uk/article/23870/Parish-clerks-information>

**1.9 Methods for warning and informing Your Community**

Listed below are the various local methods for distributing info to the public:

<b>Method</b>	<b>Responsible person / contact</b>
Town Blog	Gareth Jenkins [REDACTED]
Facebook & Twitter	Chris Dowie [REDACTED]
Website	Town Clerk, Lisa Bolland Telephone: 01751 4322217 [REDACTED] Email: <a href="mailto:town.clerk@kirkbymoorsidetwoncouncil.gov.uk">town.clerk@kirkbymoorsidetwoncouncil.gov.uk</a>
Noticeboards	Town Clerk, Lisa Bolland Telephone: 01751 4322217 [REDACTED] Email: <a href="mailto:town.clerk@kirkbymoorsidetwoncouncil.gov.uk">town.clerk@kirkbymoorsidetwoncouncil.gov.uk</a>
Circulation of information via email to all local community groups:	Town Clerk, Lisa Bolland Telephone: 01751 4322217 [REDACTED] Email: <a href="mailto:town.clerk@kirkbymoorsidetwoncouncil.gov.uk">town.clerk@kirkbymoorsidetwoncouncil.gov.uk</a>



**Section 2: Community Risks****2.1 Local Risks and Plan Triggers**

Recorded below are various known/potential hazards and threats which could affect your geological area. - e.g. main roads, severe weather- snow etc, rail lines, aircraft, power plants.

Hazard	Location / Details	Action Sheet
Flooding	Manor Vale Lane/ Castlegate/ Park Lane Yoad Wath	
Severe weather	North of Kirkbymoorside North York Moors National Park	
Industrial accident	Ings Lane YO62 6EZ	
Transport accident	Road Traffic: Ings Lane Gillamoor Road A170	

For information on your local risks you can download your community risk register at:

<http://www.emergencynorthyorks.gov.uk/index.aspx?articleid=11778>

**2.2 Vulnerable Establishments**




This section lists establishments that may be particularly vulnerable to emergencies such as care homes, schools, caravan parks etc.

Establishment	Address	Contact No(s).
Kirkbymoorside Community Primary School	4 West Fields, Kirkbymoorside, YO62 6AG	Head Teacher: Jill Hardacre [REDACTED]
Northern Ryedale children's centre	Kirkbymoorside Community Primary School, Westfields, Kirkbymoorside YO62 6AG	Helen Hodgson [REDACTED]
Sturdy Court Retirement/Sheltered Housing	Kirkbymoorside, York, North Yorkshire, YO6 6PU	Warden: Paula Morris [REDACTED]

### 2.3 Areas Subject to Flooding (all types) (see location map)

Location [Street/Road/Estate]	Post Code or Grid Reference	Extent/ Other information	Properties Affected	
			Which Properties	Total
Manor Vale Lane	YO62 6EG	Flood water entered properties	No's. 2 and 4 Little Orchard The Owl Yat	3
Park Lane	YO62 6BN	Flood water entered properties	No's. 1, 2 and 3	3
Park Lane	YO62 6BN	Sand bags used to prevent water entry	No's. 4, 5 and 6	3
Castlegate	YO62 6BJ	Sand bags to divert water flow	No's. 2, 4, 6, 8 and 10	4
Dale End	YO62 6ED	Flood water entered properties	No. 22	1
Kirby Mills	YO62 6NF	Flood water entered properties – flood barriers installed	Mill House No's. 20 and 21	3
Yoadwath	YO62 7LS	Flood water entered properties	1 Mill Cottage 2 Mill Cottage New Inn Cottage Yoadwath Cottage	4

### 2.4 Flood Alerts and Warnings

SYMBOL	MEANING
 <b>FLOOD ALERT</b>	<b>Flooding is possible – be prepared</b>  <b>Flood Alert:-</b>
 <b>FLOOD WARNING</b>	<b>Flooding expected – action required</b>  <b>Flood Warning:-</b>
 <b>SEVERE FLOOD WARNING</b>	<b>Severe flooding – danger to life</b>  <b>Severe Flood Warning:-</b> <i>[insert your local severe flood warning codes here]</i>

Environment Agency  
08708 506 506 (Mon – Fri 8-6)  
Email [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)  
Website [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)  
Incident hotline 0800 80 70 60 (24 hrs)  
Floodline 0845 988 1188 (24 hrs)

**Section 3: Rest/Welfare Centre****3.1 Rest/Welfare Centre**

The following building has been earmarked as an appropriate Rest/Welfare Centre in an emergency:

PREMISES	
<b>BUILDING:</b> Kirkbymoorside Community Primary School	
<b>ADDRESS:</b> 4 West Fields, Kirkbymoorside, YO62 6AG	<b>CONTACT NUMBERS:</b> Telephone: 01751 431517  Head Teacher: Jill Hardacre [REDACTED]  Deputy Head Teacher: Gareth Sleightholme [REDACTED]  Anna Aspery [REDACTED]
<b>GRID REFERENCE:</b> SE701864	
FACILITIES	
<b>ESTIMATED CAPACITY:</b> 250	
<b>TYPE OF HEATING:</b> Gas fuelled heating	
<b>COOKING:</b> Kitchen facilities to cater for 250 pupils <b>TOILET:</b> 7 toilets plus 2 toilets with disabled access <b>WASHING:</b> Washing up sinks in Kitchen, hand basins in girls and boys wash rooms <b>PARKING:</b> 15 parking spaces on site plus capacity for approx. 10 vehicles on A170 layby <b>OTHER (please specify):</b> Disabled Access	
KEY HOLDERS	
<b>PRIMARY KEY HOLDER</b> Caretaker: Dave Simm [REDACTED]	<b>ALTERNATIVE KEY HOLDER</b> Head Teacher: Jill Hardacre [REDACTED]  Deputy Head Teacher: Gareth Sleightholme [REDACTED]  Anna Aspery [REDACTED]

**Section 4: Community Resources/Assets****4.1 Local resources**

Set out below is a list of equipment and resources which may be utilised during an emergency. Some of the equipment may require specialist skills/training and the use of appropriate safety equipment- these requirements are set out in the 'conditions of use' column.

<b>Equipment/Resources</b>	<b>Location</b>	<b>Contact No.</b>	<b>Conditions of Use</b>
Ambulance Station	Village Street Keldholme Kirkbymoorside YO62 6LZ		
Kirkbymoorside Fire Station	New Road Kirkbymoorside YO6 6DT		
Landing Strip for light aircraft <b>Fadmoor Airfield</b> Position: N54°18.52 W000°58.43  Grass airfield, on hilltop with clear approaches, dry, free draining. R02/20 950x20m, R14/32 570x20m. Available 24/7, lighting, AVGAS, unusual runway profiles [see Pooleys]	Boon Hill Farm ¾ mile towards Bransdale from Fadmoor YO62 7HA	Mr & Mrs Johnston [REDACTED]	
Landing Strip for light aircraft: <b>Wombleton airfield</b> Position: <b>N54°14.02 W000°58.13</b> Wombleton / Pickering Airfield accepts genuine emergency and precautionary diversions without charge per CAA CAP 667 9.2 (c) recommendations.			
Defibrillator	George & Dragon Kirkbymoorside, Market Place, York YO62 6AA	01751 433334  Registered with Yorkshire Ambulance Service	Open access from 7.30am to midnight. Landline diverted to Responsible Person for access out of hours
Defibrillator	Exterior wall of the Bowling Club Sportsfield New Road YO62 6DY	Registered with Yorkshire Ambulance Service	Accessible at all times
2no. Defibrillators	Forum Technology Ings Lane York YO62 6EZ	Mon – Fri 8.15am – 5pm 01751 431751 Out of hours David Sunley [REDACTED]	
2no. Defibrillators	Slingsby Advanced Composites (Marshalls Aerospace & Defence Group) Ings Lane YO62 6EZ	Main emergency response [REDACTED]	



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<ul style="list-style-type: none"> <li>• Large John Deere tractor with loader</li> <li>• Smaller John Deere tractor with tines &amp; bucket</li> <li>• 7 ton hydraulic tracked digger</li> <li>• 20 ton trailer that can take wheeled items up the rear ramp</li> <li>• Power winch on the back of the tractor</li> <li>• Pumps with self-contained engines</li> <li>• All-terrain vehicle</li> </ul>	<p>Low Park Farm, Kirkbymoorside, YO62 7HR</p> <p>and</p> <p>Bogg Hall Farm, Keldholme, Kirkbymoorside, YO62 6NQ</p>	<p>Paul Todd</p> <p>[REDACTED]</p>	<p>All machinery must be operated by qualified personnel</p>
Scouts Supplies	<p>Kirkbymoorside Scout Group</p> <p>Manor Vale Lane</p> <p>YO62 6EG</p>	<p>Derek Chapman</p> <p>[REDACTED]</p> <p>Marj Coughlan</p> <p>[REDACTED]</p> <p>Jane Thomas</p> <p>[REDACTED]</p>	
SPAR Supermarket	<p>22 Market Place, Kirkbymoorside, YO62 6DA</p>	<p>Open Mon – Fri 7am – 10pm</p> <p>01751 431 176</p> <p>Out of Hours</p> <p>[REDACTED]</p>	
Kirkbymoorside Co-operative Food	<p>Piercy End, Kirkbymoorside, YO62 6DQ</p>	<p>Open Mon – Fri 7am – 10pm</p> <p>01751 431 270</p> <p>Out of Hours</p> <p>[REDACTED]</p>	

## 4.2 Emergency Volunteers

Listed below are individuals who are willing to volunteer their specialist knowledge or practical skills and time during an emergency.

It is extremely important that volunteers understand that during an incident they should:-

- not endanger themselves or others
- assess the risk prior to any activity they undertake
- ensure their contact details are kept up-to-date
- be prepared to act quickly

<b>Name</b>	<b>Role/Resources</b>	<b>Address</b>	<b>Contact Number(s)</b>
Rory & Jo Towler	Pharmacists	[REDACTED]	Towlers Chemist: 01751 431 229 Home: [REDACTED]
Dr Tim Hughes	Doctor		Mobile: [REDACTED] Home: [REDACTED]
Dr David Powell	Doctor		Mobile: [REDACTED] Home: [REDACTED]
Nicola Ward	Access to Kirkbymoorside Surgery	Practice Administrator The Kirkbymoorside Surgery Tinley Garth, Kirkbymoorside, YO62 6AR Telephone: 01751 431254 Fax: 01751 432980 Direct dial: 01751 434417 <a href="http://www.thekirkbymoorsidesurgery.co.uk">www.thekirkbymoorsidesurgery.co.uk</a>	Home: [REDACTED] Mobile: [REDACTED]
Angus Ashworth		[REDACTED]	Home: [REDACTED] Mobile: [REDACTED]
Judy Watson		[REDACTED]	Home: [REDACTED] Mobile: [REDACTED]
Chris Dowie		[REDACTED]	Home: [REDACTED] Mobile: [REDACTED]
Derek Chapman		[REDACTED]	Mobile: [REDACTED]
Jill Wells		[REDACTED]	Home: [REDACTED]
Jeanne Cossins		[REDACTED]	Home: [REDACTED]
June Emerson	Catering	[REDACTED]	Mobile: [REDACTED] Home: [REDACTED]
Helen Gundry			Mobile: [REDACTED] Home: [REDACTED]
Pam Walsh			
Marj Coughlan	Scouts Resources First Aid	[REDACTED]	Home: [REDACTED]
Rhys & Jane Thomas	Scouts Resources First Aid	[REDACTED]	Home: [REDACTED] Mobile: [REDACTED]

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Mark Robinson	Plumber First Aid		Mobile: [REDACTED]
Mark Simpson	Plumber		Mobile: [REDACTED]
Pete Horner	Electrician First Aid		Mobile: [REDACTED]
Edward Strickland	Electrician First Aid		Mobile: [REDACTED]
Alex Strickland	Electrician First Aid		Mobile: [REDACTED]
Sid Brackley	Builder First Aid		Mobile: [REDACTED]
Paul Featherstone	Builder First Aid		Mobile: [REDACTED]

**Section 5: Contact Details – Useful Organisations**

ORGANISATION	ROLE	CONTACT No.
<b>Local Authorities</b>		
Ryedale District Council	Manage recovery process- helping return the community back to normality following an incident. Services include:	Switchboard: 01653 600 666 Out of hours: 01653 697 737
North Yorkshire County Council	Manage recovery process- helping return the community back to normality following an incident.	Switchboard: 08458 72 73 74 EPU: 01609 532246
<b>Governmental Departments</b>		
Environment Agency	<ul style="list-style-type: none"> <li>• Flooding issues</li> <li>• Deals with emergency repairs and blockages on main rivers and own structures;</li> <li>• Responds to pollution incidents and advises on waste disposal issues.</li> </ul>	<b>*** (PARTNERS USE ONLY. DO NOT GIVE TO PUBLIC) ***</b> <b>Report an incident on</b> 0800 80 70 60 (Freephone, 24 hour service)  <b>General enquiries Mon to Fri 8am – 6pm</b> 03708 506 506  <b>Incident Room (when activated)</b> 01904 479465 Or 0845 8503518 and ask for York Flood Duty Officer
<b>Utilities</b>		
Gas	Maintain and ensure safe control of gas supplies.	<i>Service Calls:</i> 0870 606 4750 <i>Emergency:</i> 0800 111 999
Electricity	Maintain and ensure safe electricity supply. Disconnect cables that constitute a danger to life and property.	<i>Northern Power Grid Yorkshire</i> 0800 375 675 <i>or from a mobile</i> 0330 123 0675
Yorkshire Water	Maintenance of water supplies and sewage disposal arrangements. Repair water mains, and availability of emergency water supply.	<i>Enquiries:</i> 08451 24 24 24 <i>Leakages:</i> 0800 573 553 <i>Emergencies:</i> 08451 24 24 29
Telephones (British Telecom)	Maintenance and operation of National Telecommunications systems. Provision of increased facilities to meet emergency requirements.	<i>Faults and Emergencies:</i> 0800 800 151

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<b><i>Voluntary Organisations</i></b>		
WRVS	Trained in emergency service provision such as emergency feeding and other welfare services.	(9am-5pm): 029 2073 9000 (5pm-9pm): 07714 898 526
St John Ambulance	Provide first aid, ambulances and additional medical supplies.	08700 10 49 50
British Red Cross	Provide first aid, ambulances and additional medical supplies.	0844 871 8000
RSPCA	Help protect animals and prevent cruelty.	General Advice Line: 0300 1234 555
Age Concern	Provision of care for the elderly and specific elderly care at rest centres.	0800 00 99 66
The Samaritans	Experienced, listening/support service for people suffering emotional stress.	08457 90 90 90
<b><i>Other useful number</i></b>		
Ryecare	Emergency Lifeline primarily used for the elderly and vulnerable	01653 600 666 Ext 279

**Section 6: Incident Check Sheets**

# **Useful Incident Documents**

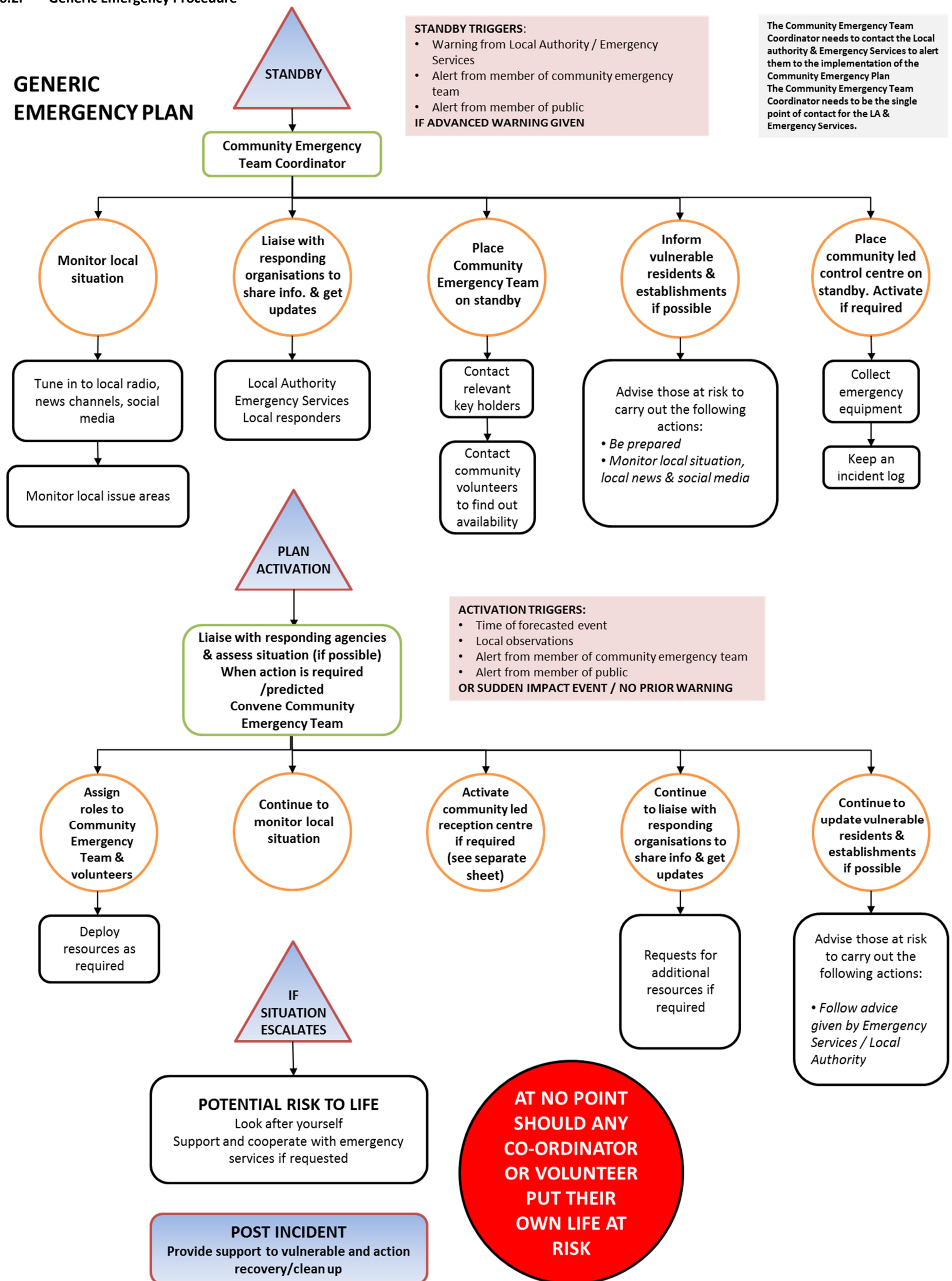
**The checklists in this section are there to assist the user.  
They do not have to be followed or followed in any particular order- they provide helpful prompts and tips to assist during incidents.**

**If used they should be tailored to the specific needs and circumstances of the incident actually occurring.**

Kirkbymoorside Community Resilience Plan (CRP)  
**6.1 Community Emergency Team Agenda**

1. Welcome & Introduction
2. Overview of the incident so far
3. Plan activation
4. Vulnerable people
5. Actions
6. Volunteers
7. Emergency Services
8. A.O.B

## 6.2i Generic Emergency Procedure

**GENERIC  
EMERGENCY PLAN****IMPORTANT NOTES:-**

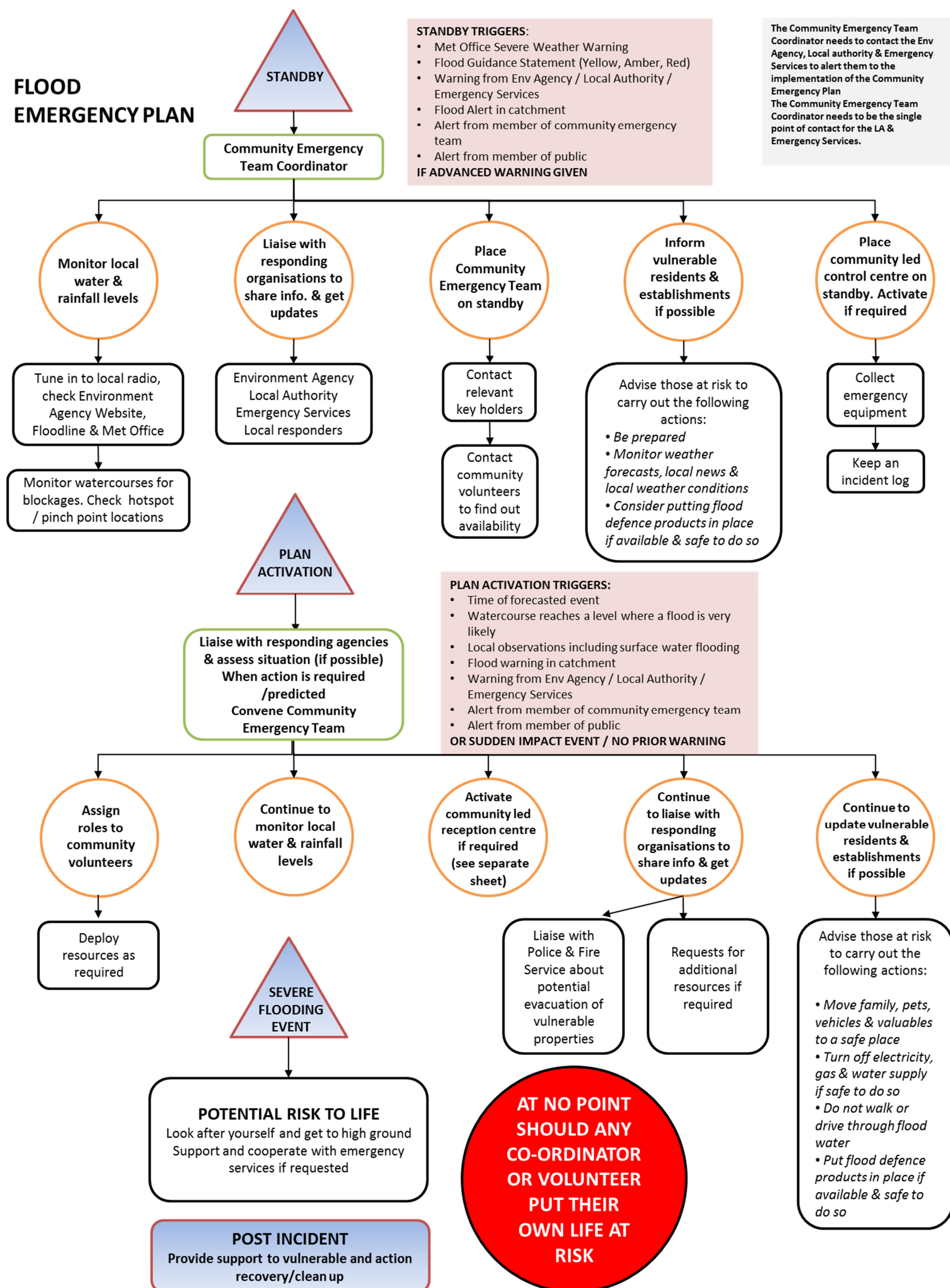
- ❑ ENSURE THAT YOU REGULARLY UPDATE THE COMMUNITY WITH NON-CONFIDENTIAL, APPROVED INFORMATION.
- ❑ IF YOU HAVE TO TRAVEL OR GO ANYWHERE ALWAYS ENSURE SOMEONE KNOWS WHERE YOU ARE GOING, APPROXIMATELY HOW LONG YOU WILL BE AWAY, AND HAVE A CONTACT NUMBER BY WHICH THEY CAN CONTACT YOU.
- ❑ DO NOT PUT YOURSELF OR OTHERS AT RISK.

IF EMERGENCY SERVICES ARE ON SITE- WORK WITH THEM - DO NOT OBSTRUCT THEM.



Intentionally Blank

## 6.2ii Flood Emergency Procedure

**FLOOD  
EMERGENCY PLAN****IMPORTANT NOTES:-**

- ❑ ENSURE THAT YOU REGULARLY UPDATE THE COMMUNITY WITH NON-CONFIDENTIAL, APPROVED INFORMATION.
- ❑ IF YOU HAVE TO TRAVEL OR GO ANYWHERE ALWAYS ENSURE SOMEONE KNOWS WHERE YOU ARE GOING, APPROXIMATELY HOW LONG YOU WILL BE AWAY, AND HAVE A CONTACT NUMBER BY WHICH THEY CAN CONTACT YOU.
- ❑ DO NOT PUT YOURSELF OR OTHERS AT RISK.

IF EMERGENCY SERVICES ARE ON SITE- WORK WITH THEM - DO NOT OBSTRUCT THEM.

Intentionally Blank

**6.3 Rest/Welfare Centre Check Sheet**

You are providing a service which will reduce the distress of people removed from their normal environment because of serious danger.

*Note:* Depending upon the nature of the emergency evacuees may be transported to an alternative longer-term site, or found alternative accommodation for the initial duration of the emergency.

**Under no circumstances should you put yourself or others at risk!**

No	Suggested Considerations	Checklist (Tick)	Remarks/Action Take
<b>INITIAL CONSIDERATIONS</b>			
1	Collect Emergency Box if not located at the centre.		
2	Open logbook to record events, actions and decisions, engage a note-taker if possible.		
3	Nominate who is going to take charge of the Rest Centre.		
4	Consider the resources needed to manage the number of potential people/evacuees.		
5	Inspect the building to ensure it is still fit for purpose. E.g. power, heating, structure etc.		
6	Establish contact with Police/ Local Authority as necessary – get a log number.		
<b>SET-UP CENTRE</b>			
7	Use this plan and the Emergency Box contents to organise the RC internal layout.		
8	Brief staff, and establish regular briefings.		
9	Ensure all staff have on means of identification (e.g. tabard and ID badge)		
10	Allocate staff specific roles/ areas of responsibility.		
11	Designate a supervisor for each area.		
12	Organise shift working as soon as possible. The busiest areas will need shorter shifts.		
13	Ensure all staff and volunteers get proper breaks, rest and refreshment away from the main areas.		

## RUNNING REST CENTRE

RUNNING REST CENTRE			
14	Ensure everyone entering the RC is registered. Name, age, gender, home address, place from which evacuated (if different), and destination (if known).  <b>Template Registration Forms in Emergency Box</b>		
15	Ensure Evacuees are taken inside immediately, are able to sit down and have a (hot) drink.		
16	Do not try to register people who have more obvious and urgent needs. People are more important than administrative procedures.		
17	Do not hold on to evacuees longer than absolutely necessary. If they have somewhere to go (relatives or friends), discharge them as quickly as possible, assisting them with transport if necessary.		
18	Do not allow children or pets to run riot. Quickly allocate closely supervised entertainment areas for children, and separate accommodation for pets.		

**IMPORTANT NOTES:-**

- ☐ **Remember** that Evacuees may be tired, wet, distressed, sick, hungry or in shock. This may cause them to display abnormal behaviour, e.g. be aggressive.
- ☐ **Identify quickly anyone having special needs** and see to those immediately; medical welfare, disability, age, nursing mothers- anyone needing any form of additional assistance for any reason.
- ☐ **Be alert** for symptoms of delayed shock or severe stress.
- ☐ **Keep everyone informed** frequently and regularly of what is happening with non-confidential, approved information.
- ☐ **Treat everyone** as an individual, having different rights, attitudes and needs.

**6.4 Data Protection – Consent Form**

## Participation in the Community Emergency Plan

I am willing to participate in this scheme and for my personal data to be included as set out below:

<b>Name</b>	
<b>Address</b>	
<b>Telephone no</b>	
<b>Mobile</b>	
<b>Any other relevant info</b>	

I understand that my information may be kept within copies of the plan held by members of the Community Emergency Team (some copies of which may be held by NYCC EPU, the Environment Agency and the emergency services) and that it will only be used in an emergency situation.

<b>Signed</b>	
<b>Date</b>	

## Personal details

### Role on the Day

**Any other comments.**