

WOODMANSEY PARISH COUNCIL

Community Emergency Plan

Approved by the Parish Council – 16th February 2015

Emergencies like road accidents, fires and medical emergencies happen somewhere in the country almost every minute of every day 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.

Introduction

Notification

HOW WILL THE PARISH COUNCIL BE NOTIFIED OF AN EMERGENCY?

A Parish Council 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 East Riding Council's response to the emergency. The Head of Service is known as the Control Centre Manager when they are in this co-ordination role.
- In the event of a wide area emergency that impacts on many wards across a region the initial notification is likely to come from an email 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 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 East Riding Council's response to the emergency.

Communication

COMMUNICATING WITH THE PARISH COUNCIL DURING AN EMERGENCY

The Town and Parish Council **emergency hotline (01482 393536)** 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 towards the appropriate East Riding Council team/s. It should be noted that responses to enquiries, during the initial stages of an emergency, could take some time due to availability and/or the scale of the emergency.

The East Riding Council website will also be fully updated with information during an emergency.

Parish Council Emergency Procedures

Emergency Contact Details - Parish Council Contacts

PARISH COUNCILLORS	Telephone	Parish Ward
Councillor Kerri Harold, Chairman 2 Ferry Lane, Woodmansey, HU17 0SE e-mail: kerri.harold@gmail.com	861023	Victoria
Councillor Amanda Beal, Vice Chairman, The Lodge, Hampston Hill Farm, Long Lane, Beverley HU17 0RN e-mail: mandabeal@aol.com	882110	Minster View
Councillor David Shores, Westlyn, Dunswell Lane, Dunswell, HU6 0AG e-mail: davedas1@live.co.uk	846179	Dunswell
Councillor Nicholas Hart, Thorndyke Farm, Hull Road, Woodmansey HU17 0TH e-mail: nb.hart@hotmail.co.uk	07885214681	Minster View
Councillor Jon Los, The Mill, Mill Lane, Bielby, YO42 4JL e-mail:		Minster View
Councillor Stephen Oliver, Shepherds Lea, Beverley HU17 8UU. e-mail: stephen.oliver@live.co.uk	881822	Minster View
Councillor Stephen J Bradley, 71 Swinemoor Lane, Beverley HU17 0LY e-mail: Stephen Bradley <bmwz43.0i@hotmail.com>	07764822846	Nurseries
Councillor Clive P Waddington, 5 Newton Drive, Beverley HU17 8NX e-mail: egscpw@egscpw.karoo.co.uk	868472	Nurseries
Councillor Neil Swaby, 29 Shopeth Way, Woodmansey HU17 0TJ e-mail: mandyandneil@mandyandneil.karoo.co.uk	07515272116	Nurseries
Councillor Julie Los, Leander, Plaxton Bridge Road, Woodmansey, HU17 0RT e-mail	862811	Victoria
Councillor Lyn Richardson, 287 Hull Road, Woodmansey HU17 0RR e-mail: davelynn@davelynn.karoo.co.uk	869767	Victoria

Parish Council Emergency Procedures

Councillor Michael T Bowden , 233, Hull Road, Woodmansey, HU17 0RR. e-mail: michaelthomasbowden@gmail.com	868582	Victoria
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Usual Meeting Place

Address	Availability	Keyholder(s)	contact details
Village Hall, Long Lane, Woodmansey HU17 0RN	By arrangement	Mrs C Baldwin, 37A Ferry Lane, Woodmansey, HU17 0SE	Telephone - 888611 Mobile - e-mail -

WOODMANSEY PARISH COUNCIL - SNOW CLEARANCE PLAN

Initial Emergency Management Team Checklist

This checklist contains a general guide of actions for the team to consider at the outset of an emergency. Not all actions will be appropriate, and it will need to be adapted as necessary.

INITIAL ACTIONS

- IN AN EMERGENCY DIAL 999
- Tune into BBC Radio Humberside (95.9 FM) or Viking FM (96.9 FM) and listen for updates on the emergency. Follow any emergency services 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 local resources should be mobilised to support the community
- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location
- Notify the emergency team and request that meet at the nominated location. Hold an initial briefing using the standard agenda.
- If there is a representative from the Emergency Services, Council or other responder working in your community, please go and introduce yourself and tell them you have activated your community emergency plan.
- If possible, 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 additional members of the community (volunteers) to help with the response, you may have pre-identified community coordinators already. You might want to give this task to one person within the emergency team to co-ordinate. The type of support that would be welcomed changes from emergency to emergency but might include:
 - Helping people move valuable and sentimental items upstairs
 - Helping deploy any flood protection products they might have
 - Providing some immediate shelter if people have had to leave their homes
 - Looking after pets
 - Providing lifts to family and friends
 - Doing basic household tasks such as shopping
- Check your Parish / personal emergency e-mail accounts regularly.
- Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected
- Establish contact with neighbouring Parish/Town Councils and ask for/offer support if appropriate
- Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (e.g. not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do. Make sure they take regular breaks.

WOODMANSEY PARISH COUNCIL - SNOW CLEARANCE PLAN
Emergency Management Team

Initial Meeting Agenda

- 1) Introduction of Attendees
- 2) Situation Report
- 3) Aim and Objectives of Response
- 4) Actions Required
- 5) Time of Next Meeting

Emergency Management Team

Subsequent Meeting Agenda

- 1) Any Items Requiring Urgent Attention

BREAK OUT TIME TO ACTION URGENT ITEMS AS AGREED ABOVE

- 2) Update on Situation
- 3) Review Aim and Objectives
- 4) Review Outstanding Actions
- 5) Actions Required
- 6) Time of Next Meeting

Emergency contact details - External

East Riding of Yorkshire Council – **01482 393939**

- Town & Parish Council Emergency Hotline - **01482 393536**.
Email ecc@eastriding.gov.uk (only monitored during an emergency)
- Highways Customer Care Line - **0845 6001666**

WOODMANSEY PARISH COUNCIL - SNOW CLEARANCE PLAN

Useful Contact Details:

- Fire, Police, Ambulance and Coastguard - **999**
- Police Non Emergency Number - **101**
- NHS Direct – **111**
- Environment Agency Floodline – **0845 988 1188**
- Gas Emergency Service and Gas Escapes - **0800 111 999**
- Electricity Emergency Service and Supply Failures – **0845 733 1331**
- Yorkshire Water - **0845 124 24 24**
- Maritime and Coastguard Agency – **01262 672317**

Ward Members

Name	Telephone No.	E-mail address
Minster and Woodmansey Ward		
Councillor David Elvidge	870979	councillor.elvidge@eastriding.gov.uk
Councillor Kerri Harold	861023	councillor.harold@eastriding.gov.uk
Councillor Dominic Peacock	07711687212	councillor.peacock@eastriding.gov.uk
Cottingham North Ward (covers Dunswell area)		
Councillor Ros Jump	842272	councillor.jump@eastriding.gov.uk
Councillor Geraldine Mathieson	847276	councillor.mathieson@eastriding.gov.uk

WOODMANSEY PARISH COUNCIL - SNOW CLEARANCE PLAN

1. Scope

This document describes the resources available to deal with winter weather in Woodmansey parish, and the processes for using the Parish Council's resources to deal with severe winter weather.

2. Roads treated by East Riding of Yorkshire Council

Primary Routes:

Victoria Road (A164)
Lincoln Way, (off A164)
A1079
A1174
Dunswell Lane, Dunswell

Secondary Routes:

Thearne Lane, (off A1174)
Long Lane, off (A1174)
Normandy Avenue, (off Victoria Road A164)
Alexandra Park, (off Victoria Road A164)
Wingfield Way, (off Victoria Road A164)

This salt usually helps at junctions along the route.

The routes are all shown at: <http://www2.eastriding.gov.uk/environment/roads-streets-traffic-and-parking/winter-services/road-and-footpath-salting/?locale=en>

3. Locations of Salt Bins

There are ten East Riding of Yorkshire Council maintained salt bins located at:

- Queensway, outside No.33, opposite the playground
- Long Lane, near Holycroft Farm
- Thearne, at Poplar Farm
- Woodmansey Mile
- Ripon Avenue, opposite. Chester Avenue
- Victoria Road/Poplars Way junction
- Normandy Avenue opposite No. 75
- Normandy Avenue/Princess Way junction
- Wingfield Way opposite Sackville Close
- Shepherds Lea outside No.1

In addition there is one East Riding of Yorkshire Council salt bin for which the Parish Council is charged for salt refills located at:

- Victoria Road north of Jock's Lodge outside No.152

There are four Woodmansey Parish Council maintained salt bins located at:

- at the junction of Winchester Avenue and Lincoln Way;
- at the junction of Shepherd's Lea and Lincoln Way,
- at the junction of Queensmead and Normandy Avenue, and
- at the junction of King Street and Shopeth Way (on the amenity area adjacent to the Playing Field).

These will have salt from the Parish Council currently stored at Hampston Hill Farm, Long Lane, Woodmansey HU17 0RN.

4. Resources maintained by the Parish Council

WOODMANSEY PARISH COUNCIL - SNOW CLEARANCE PLAN

- Four Woodmansey Parish Council-maintained salt bins located at:
 - at the junction of Winchester Avenue and Lincoln Way;
 - at the junction of Shepherd's Lea and Lincoln Way,
 - at the junction of Queensmead and Normandy Avenue, and
 - at the junction of King Street and Shopeth Way (on the amenity area adjacent to the Playing Field).
- Supply of salt in bags
- *In the event that the Parish Council's application to use Severe Weather Grant funding from 2011/12 is approved 1 pedestrian salt spreader and 3 snow shovels.*

5. Triggering Snow Clearance arrangements

The Chairman of the Parish Council or the Vice-Chairman (in both their absences The Clerk) will notify the Parish Council of warning notices received from East Riding of Yorkshire Council.

In periods of prolonged ice/snow then Parish Councillors will inform the Chairman of particular risk areas noted by them or residents.

6. Use of Salt Bins

Parish Councillors will monitor salt levels in these bins and report low levels to the Clerk. The Clerk will advise East Riding of Yorkshire Council of low levels in their bins, and make arrangements for the salt bins maintained by the Parish Council to be filled from the parish salt store.

Parish Councillors will also monitor that salt is being used by residents at the junctions or other known risk areas.

7. Use of Salt Spreaders

(In the event that the Parish Council's application to use Severe Weather Grant funding from 2011/12 for purposes which include the purchase of a pedestrian salt spreader and shovels the Council will employ a contractor to take the equipment and bags of salt from the store at Hampston Hill Farm, Long Lane to areas of identified need such as the paths around the Sheltered Housing Scheme at Shopeth Way or where request has been received. The equipment may be used by the contractor or volunteers.)

8. Supporting the Community

There is a good liaison amongst the residents which ensure any problems of elderly or infirm are identified. Parish Councillors will monitor that any issues are brought to the notice of appropriate authorities. Many residents have four wheel drive vehicles.

9. Contact numbers

The contact number for all Councillors is published on the Parish Council notice boards at the following locations:

- Village Hall, Long Lane
- Shop at Shopeth Way
- Ferry Lane (junction with Hull Road)
- Thearne Lane (junction with Hull Road)
- Outside Primary School, Dunswell
- Outside St Faith's Church, Dunswell Lane, Dunswell
- Normandy Avenue (junction with Victoria Road)
- Lincoln Way (outside shops)

Neighbourhood Police - details on notice boards or ring non-emergency **101**

10. Health and Safety

Activities will only be carried out if conditions allow people to work safely.

WOODMANSEY PARISH COUNCIL - SNOW CLEARANCE PLAN

All operations are as if Parish Councillors/Clerk were members of the public and are acting voluntarily. The Parish Council carries no liability for instructed work on snow/ice clearing (we cannot get suitable quotations).

We have examined the access to salt for public use and believe adequate supplies are available for 'normal' snow conditions.

Woodmansey Parish Council

Approved at Parish Council meeting on 20th May 2013

Parish Council Emergency Procedures

CLEARING SNOW AND ICE FROM PAVEMENTS AND PUBLIC SPACES

This guide is designed to help you to act in a neighbourly way by safely clearing snow and ice from pavements and public spaces.

Will I be held liable if someone falls on a path I have cleared?

There is no law preventing you from clearing snow and ice on the pavement outside your property, pathways to your property or public spaces.

It is very unlikely that you would face any legal liability, as long as you are careful, and use common sense to ensure that you do not make the pavement or pathway clearly more dangerous than before. People using areas affected by snow and ice also have responsibility to be careful themselves.

What can I do to help clear snow and ice from pavements and public spaces?

Practical advice from highway engineers is given below. This is not a comprehensive list.

- **Start early:** it is much easier to remove fresh, loose snow compared to compacted ice that has been compressed by people walking on it.
- **Do not use hot water.** This will melt the snow, but may replace it with black ice, increasing the risk of injury.
- **Be a good neighbour:** some people may be unable to clear snow and ice on paths leading to their property or indeed the footway fronting their property. Snowfall and cold weather pose particular difficulties for them gaining access to and from their property or walking to the shops.
- If shovelling snow, consider where you are going to put it, so that it does not block people's paths, or block drainage channels. This could shift the problem elsewhere.
- Make a pathway down the middle of the area to be cleared first, so you have a clear surface to walk on. Then you can shovel the snow from the centre to the sides.
- Spreading some salt on the area you have cleared will help to prevent any ice forming. Table salt or dishwasher salt will work, but avoid spreading on plants or grass as they may be damaged by it. A few grams (a tablespoon) for each square metre you clear should work. The salt found in salting bins will be needed for keeping roads clear.

Particular care and attention should be given to steps and steep gradients to ensure snow and ice is removed. You might need to apply additional salt to these areas.

- Use the sun to your advantage. Removing the top layer of snow will allow the sun to melt any ice beneath; however you will need to cover any ice with salt to stop it refreezing overnight.
- If there is no salt available, then a little sand or ash is a reasonable substitute. It will not have the same de-icing properties as salt but should offer grip under foot.

Where can I find out more information about what I can do in an emergency?

The Preparing for Emergencies web pages on DirectGov contain useful information on how you can prepare for the impacts of all emergencies. The pages can be found at

http://www.direct.gov.uk/prod_consum_dg/groups/dg_digitalassets/@dg/@en/documents/digitalasset/dg_176618.pdf

Why is the Government publishing this information?

During the severe winter in 2009/10, many people across the country worked very hard to keep our transport network open. This included many members of the public who cleared pavements and public spaces around their homes. Some people, however, were deterred from taking action to clear pavements and other public spaces because they feared that they might be sued.

An independent review of the transport sector's response to the severe weather of 2009/10 recommended that the Department for Transport should publish this note on good practice for members of the public in clearing snow and ice from footways and other public spaces. The Local Government Association published a report on behalf of Councils which reached the same conclusion. The Government is committed, as a key part of the Big Society agenda, to remove the barriers which may unnecessarily prevent people from helping themselves and those around them.