A blue cover with a group of people in a boat

Description automatically generated

1

6

**North Scarle**

**Parish Council**

**READY**

**FOR ANYTHING**

**Version**

**Part 1**

**Operational**

Contents

[Distribution List 3](#_Toc143258206)

[Mission Statement 3](#_Toc143258207)

[Using this Emergency Plan 5](#_Toc143258208)

[Activation 5](#_Toc143258209)

[Information Flow 6](#_Toc143258210)

[Important Contact Information 7](#_Toc143258211)

[Key Actions 10](#_Toc143258212)

[Volunteer Briefing 11](#_Toc143258213)

[Local Hazards & Threats 14](#_Toc143258214)

[Local Flood Map 15](#_Toc143258215)

[15](#_Toc143258216)

[LRF Public Information Map (PIMap) 16](#_Toc143258217)

[Community Incident Room 17](#_Toc143258218)

[Emergency Support Centres 18](#_Toc143258219)

[Community Emergency Box 19](#_Toc143258220)

[Vulnerable People 19](#_Toc143258221)

[Snow Clearance 20](#_Toc143258222)

[Appendix 1- ETHANE REPORT 21](#_Toc143258223)

[Appendix 2 - Incident Log 22](#_Toc143258224)

[Appendix 3 - Emergency Support Centre Roles 23](#_Toc143258225)

[Appendix 4 26](#_Toc143258226)

[Record of Amendments 26](#_Toc143258227)

[Appendix 5 27](#_Toc143258228)

[Plan Publication and Maintenance 27](#_Toc143258229)

[Appendix 6 28](#_Toc143258230)

[Data Protection Act 2018 28](#_Toc143258231)

[Appendix 7 29](#_Toc143258232)

[Training, Exercising and Skills records 29](#_Toc143258233)

|  |  |
| --- | --- |
| Version 1 with effect from: | ***04/08/2024*** |
| Review Date: | ***Annually – September*** |

This plan is a controlled document which contains information to be used during an emergency affecting the communities within **North Scarle**

To comply with the Data Protection Act 2018 the information contained within this document should not be disclosed to any unauthorised person without the express permission from the plan owner and those listed within the plan as having a specified role.

# 

# 

# Distribution List

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Contact Number | Email |
| David Jennings (PC Chair) | North Scarle |  |  |
| Bill Tucker | North Scarle |  |  |
| Village Hall Key Holder | North Scarle |  |  |
| Sue Hunter Church Key Holder | North Scarle |  |  |
| Andrew Vaughan Vicar |  |  |  |
| Ken Hall Community Emergency Plan Team Leader | North Scarle |  |  |
| Sarah Wells - Assistant Community Emergency Plan Team Leader | North Scarle |  |  |
| Emergency Planning Unit | Lincoln CC | 01522 843413 | LincsEP@lincolnshire.gov.uk |
| Emergency Planning Unit | Notts CC | 0300 500 80 80 | [emergency.planning@nottscc.gov.uk](mailto:emergency.planning@nottscc.gov.uk) |
| Flying Hire | North Scarle |  |  |

**Records of Amendments**

Plan history is stored within the appendices of this plan. Please click here to [view](#_Record_of_Amendments).

**Plan Publication & Maintenance**. Please click here to [view](#_Plan_Publication_and).

**Data Protection**. Please click here to [view](#_Data_Protection_Act).

**Training Records.** Please click here to [view](#_Training,_Exercising_and)

**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 and/or relevant authority support are delayed due to the scope and nature of the emergency. 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 and proportionate within North Scarle Parish Council boundaries and or our neighbours that enhance that of responding agencies.

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

**Signatures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role | Chair North Scarle Parish Council |  | Role | Community Emergency Plan Team Leader |
| Name | David Jennings | Name | Ken Hall |
| Date |  | Date |  |
|  | | | | |
| Role | Parish Councillor |  | Role | Assistant Community Emergency Plan Team Leader |
| Name | Bill Tucker | Name | Sarah Wells |
| Date |  | Date |  |
|  | | | | |

Section 1

## Using this Emergency Plan

This plan 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. It is an all hazards response plan.

## 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 this plan is activated key actions in Section 2 should be followed. In the event of this plan being activated the LCC EPU Duty Officer should be **notified immediately.**

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

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact** |
| Ken Hall | Emergency Planning Group Team Leader |  |
| Sarah Wells | Assistant Emergency Planning Group Team Leader |  |
| David Jennings | Chair Parish Council |  |
| Bill Tucker | Parish Councillor |  |

In the absence of the above members, any one member of the emergency planning group can activate the group to discuss actions but the Emergency Planning Unit must be informed using the telephone number at the bottom of this page. If in doubt, it is better to activate and stand down than try to activate when in response.

## Information Flow

Lincolnshire Emergency Planning & BC Service 01522 843413

Environment Agency

0800 80 70 60

Emergency Services

999

Emergency Planning Group

Wider Emergency Planning Group

Community

**Typical Single Point of Contact Model**

**KEY**

**❶** Life threatening situation call 999 immediately

**❷** Once your plan is activated: inform and maintain contact with the Emergency Planning & BC Service

**❸** For river/sea flooding information contact EA

**❹** For surface water issues contact LCC Lead Local Flood Authority

Lead Local Flood Authority

01522 782070

❷

❶

❸

❹

Large Scale incidents EPO will make contact with you

**The contacts for Nottinghamshire are:**

[emergency.planning@nottscc.gov.uk](mailto:emergency.planning@nottscc.gov.uk)

0300 500 80 80 (This is the switchboard you will have to ask for EP duty Officer)

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 group’s actions to date.

## Important Contact Information

**Important Telephone Numbers, Postal and email addresses**

**North ScarleCoordination Team**

|  |  |  |  |
| --- | --- | --- | --- |
| Area & Name | ***Address*** | ***Contact information*** | |
| **David Jennings** |  |  | |
| **Bill Tucker** |  |  | |
| **Ken Hall** |  |  | |
| **Sarah Wells** |  |  | |
| ***Other members of the emergency planning group co-ordination team who can be contacted are:*** | | | |
| **Name** | Address | *Phone No.* | *Emergency Centre Role* |
| **Frank *Lomas*** |  |  | *Logging Mgr* |
| **Sarah *Hall*** |  |  | *Centre Manager* |
| **Emma Beswick** |  |  | *Centre Dep Manager* |
| **Paul Thacker** |  |  | Meet and Greet |
| **Community emergency volunteers who can be contacted are:** | | | |
| **Name** | **Address** | **Phone No.** | **Skill / Resource** |
| **Karen Coram** |  |  | Welfare |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Emergency Notify text alert registered phones**

|  |  |
| --- | --- |
| Ken Hall |  |
| Sarah Wells |  |

**Out of Parish Contact numbers**

**North Kesteven** **District Council**

|  |  |
| --- | --- |
| (1) Working Hours  Main Offices | 01529 414155 |
| (2) Outside Normal Hours |  |

**Lincolnshire Police**

|  |  |
| --- | --- |
| (1) Emergency Calls | **999** |
| (2) Non-Emergency Calls | 101 |
| (3) general Enquires | 0300 111 0300 |

**Lincolnshire Fire & Rescue**

|  |  |
| --- | --- |
| (1) Emergency Calls | **999** |

**East Midlands Ambulance Service (EMAS)**

|  |  |
| --- | --- |
| (1) Emergency Calls | **999** |
| (2) General Enquiries | 08450 450222 |

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

|  |  |
| --- | --- |
| (1) Working Hours | 01522 843413 |
| (2) Outside Normal Hours\* |  |

\*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 |

**Lead Local Flood Authority**

|  |  |
| --- | --- |
| 1. Working Hours - Flood Reporting Line\* | 01522 782070 |
| 1. Outside Normal Hours\* | 01522 782082 |

\*for reporting flooding issues

**Neighbouring Parish Council contacts**

|  |  |
| --- | --- |
| 1. Doddington & Whisby | 07923 312159 |
| 1. Eagle | 07880 576519 |
| 1. Thorpe on the Hill | 01522 698568 |
| 1. Swinderby | 07922 312159 |
| 1. Collingham | 01636 555700 |
| 1. Witham St Hughs | 01522 869643 |
| 1. Girton and Meering | 01522 778667 |

***Utility Companies***

|  |  |
| --- | --- |
| (1) Electricity – Central Networks | 0800 056 8090 |
| (2) Gas – National Grid | 0800 111999 |
| 1. Anglian Water | 08457 145145 |
| 1. Severn Trent Water | 0800 7834444 |

***Internal Drainage Boards***

|  |  |
| --- | --- |
| 1. Water Management Consortium | 01507 328095 |

Section 2

**IMPORTANT NOTE: NEVER PUT YOURSELF AT RISK OF HARM**

**Before Responding**

* **THINK** - **is it safe for us to take action** what Personal Protective Equipment do I need to protect myself and others when working in poor weather and subdued lighting?
* **COMMUNICATE** – **with your team, your families and the Emergency Planning Duty Officer** **(EPO)**
* **PLAN –** **what are we trying to achieve?**
* **TAKE ACTION** – **as agreed by the whole group and/or the Emergency Planning Duty Officer. This may include taking no action!**

## Key Actions

Priorities will be given to emergency shelter (dry and warm), water and food.

1. Gather as much information about the situation as possible following the **ETHANE** Principle (See initial call taking log – Appendix 1)
   * **E**xact location of emergency
   * **T**ype of incident
   * **H**azards that are present or anticipated
   * **A**ccess routes for the emergency services
   * **N**umber of people and/or properties involved (estimate)
   * **E**mergency 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**

1. Make contact with the emergency services and Lincolnshire Emergency Planning Unit. Inform them of the contact number and location of the Emergency Planning Group
2. Take control until the emergency services arrive, if they are able to attend straight away

**Contact additional members of North Scarle** **wider Emergency Planning Group**

1. Instruct everyone to follow any advice from the emergency services
2. At all times, be aware of your own safety and the safety of those around you – **never put yourselves at risk of harm.** Do not enter any flood water, attempt any form of rescue operation, or attempt to clear blocked drains, gullies, ditches or watercourses
3. Consider whether you can work safely and effectively from your current location or whether you need to move to the Village Hall. **If working out of doors**, only do so if weather conditions permit.
4. Consider if it is necessary to open emergency shelter. Arrange for supplies of food and drink (if not readily available)
5. Arrange for local residents to be warned of any dangers (**if safe to do so**)
6. 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(IC). The IC may identify a location or ask this of the EPO. You may be asked to establish the centre prior to the EPU and their resources arriving.
7. Arrange for contact to be made with those people who may need more support as identified in this plan; offer advice and assistance if required and only if it is safe to do so
8. This about what resources you may need if operating a place of safety and make available as necessary
9. Tune into your local radio station (BBC Radio Lincolnshire/Radio Humberside/ LincFM) and advise the community to do the same.
10. Maintain regular communication with all Emergency Planning Group members, and Lincolnshire County Council’s Emergency Planning Unit

## Volunteer Briefing

**Before deploying** volunteers, all should receive briefings as to the current and expected situation and be advised as to what is expected of them before they are mobilised. All volunteers have the legal responsibility to take reasonable care for their own Health and Safety and that of others that may be affected by their actions. Any incidents or hazards should be immediately reported back to the community emergency planning coordinator, recorded and then forwarded onto the LCC EP Duty Officer.

**Briefings Template**

* **Situation Awareness –** following the ETHANE Framework (See **Key Action**) brief all volunteers on the current situation. Frequency of updating – agree a frequency of updating volunteers.
* **Environmental Awareness –** ensure all volunteers are aware of current weather forecasts and environmental challenges – always take precautions to ensure volunteers remain well informed and suitable dressed. In some circumstances volunteers should not venture out into elements that would put them at increased risk of harm. Always maintain communication throughout operations and report any changes or disruptions to you activities to the community emergency planning coordinator.
* **Expectations -** what are your expectations? Can you explain these to your volunteers simply? Have these been explained to you by the emergency services/EPU? How will these be communicated to your volunteers when they have been deployed? Ensure you have a clear route to how this information will be implemented.
* **Tasks -**  brief volunteers on specific tasks that they will be allocated, for example, door knocking, meet and greet etc
* **Times –** how long will volunteers be expected to undergo tasking? Is there a rota system in place?
* **Welfare –** what provisions are available to volunteers undertaking tasks , for example, refreshments, meals, breaks etc. what other support is available to them, e.g mentoring, physiological support etc.
* **Communication -** how will volunteers communicate with the coordinating group, each other and those people who they are supporting?
* **Safeguarding –** Safeguarding is the action of protecting people’s health, welfare and human rights, enabling them to live free from abuse, harm and neglect. Everyone has a role to play in safeguarding and promoting the welfare of any child, young person or adult at risk that they may come into contact with. If a volunteer has concerns surrounding safeguarding issues they should report it immediately to their coordinator who in turn will notify LCC EPU. Safeguarding is there to protect you as well – please adhere to best practice. A copy of the LCC safeguarding brief for volunteers is held within the community emergency box.
* **Reporting incidents & Accidents –** how this is achieved and who is responsible for it? An accident form is held within the community emergency box
* **Health Protection –** In certain circumstances (human and animal pandemics) health protection measure may be implemented. Please ensure all volunteers are fully briefed as to acceptable behaviours and practices e.g. face coverings, hand washing, social distancing, animal protection zones etc.
* **Stand down –** who will make this decision and how will this be communicated to all volunteers?

## **Local Hazards & Threats**

Assessed Risk for North Scarle Parish Council

|  |  |  |
| --- | --- | --- |
| Pandemic Flu | Assessed Nationally and Regionally as our Highest Threat. | |
|  |  | |
| Inland Flooding | Medium Risk: Beck running through village, flooded 2023 as not fully maintained.  Close proximity to Trent, River Flooding can reach village boundary | |
| Severe Weather | Low Risk | |
| Transport Accidents | Low Risk | |
| Industrial Accidents | Low Risk | |
| Loss of Critical Infrastructure | Low Risk | |
|  | |  | |
|  | |  | |

# 

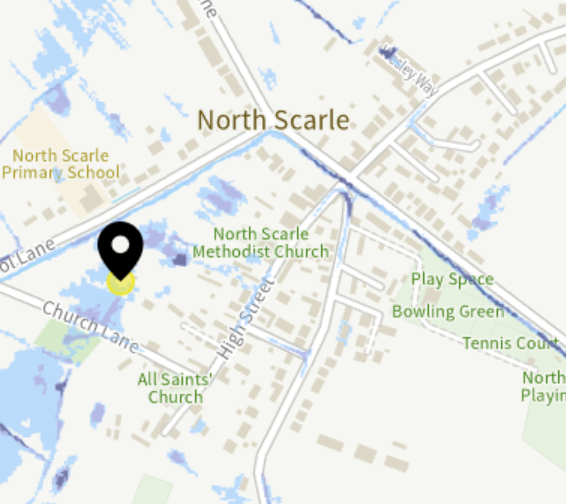
# Local Flood Map

# 

IMPORTANT NOTE

This resource shows where water is likely to pool in the event of a flood from rivers, sea or surface water events not that it will occur.

From this same resource, you will be able to access information to assess surface water flood risk and ground water flood risk for your community. If you have any questions please contact [lincsep@lincolnshire.gov.uk](mailto:lincsep@lincolnshire.gov.uk)



Section 3

## Community Incident Room

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If the Emergency Planning Group is brought together to discuss the community response, it has been agreed that they will meet in the bowls room, using the side entrance of:  North Scarle Village Hall  ///What3Words: after.forest.exclusive  The key holders for this building are:   |  |  |  | | --- | --- | --- | | **Name** | **Mobile** | **Home/work** | | [secretary@northscarlevillagehall.org](mailto:secretary@northscarlevillagehall.org) |  |  | |  |  |  |   **Alternative Location:**  North Scarle Church Tel no: 01522 868955  ///What3Words: shameless.capers.emblem  The key holders for this building are:   |  |  |  | | --- | --- | --- | | **Name** | **Mobile** | **Home/work** | | Sue Hunter |  |  | | Andrew Vaughan |  |  | |

## 

## Emergency Support Centres

|  |
| --- |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| In an emergency the following location has been designated as a potential Temporary Emergency Shelter. **This is in addition to those already identified by Lincolnshire County Council Emergency Planning Unit.**  North Scarle Village Hall, South Scarle Lane, North Scarle, LN69ER  ///What3Words: after.forest.exclusive  The key holders for this building are:   |  |  |  | | --- | --- | --- | | ***Name*** | ***Mobile*** | ***Home/work*** | | Secretary@northscarlevillagehall.org |  |  | |  |  |  |   Capacity of shelter: 150  Cooking Facilities: Yes  Parking facilities: Yes  WIFI Access: No  Other facilities; -  All Saints Church North Scale, Church Lane, North Scarle, LN6 9DJ  ///What3Words: shameless.capers.emblem  The key holders for this building are:   |  |  |  | | --- | --- | --- | | **Name** | ***Mobile*** | ***Home/work*** | | Sue Hunter |  |  | | Andrew Vaughan |  |  | |  |  |  |   Capacity of shelter: 100  Cooking Facilities – Limited to hot drinks  Car Parking arrangements: None  Toilet facilities - Yes  WIFI Access: No. |

## Community Emergency Box

|  |
| --- |
| An Emergency Box is located at the following location and contains standard LRF issued items  ***Allotment Shed, Allotment 2, Chapel Lane***  ///What3Words: bombshell.places.yourself  For access:  Key is located within a key safe attached to the allotment gate post. Combination lock is ***xxxx***  A full list of kit contents can be found inside the box along with a sign off sheet for when the kit was last checked. Copies of the Emergency Plan and relevant appendices can also be found in the box. Replacement items for each kit is the responsibility of the community emergency planning group |

## 

## Sand Bags and Deployment in the event of flooding

|  |
| --- |
| Filled sandbags are located at two locations within the village to provide easy logistics to areas at highest risk of flooding.  Sandbags are stored on raised pallets and there are wheelbarrows / trolleys to convey from storage to main road.  Location 1  ***Allotment Shed, Allotment 2, Chapel Lane***  ///What3Words: bombshell.places.yourself  For access:  Key is located within a key safe attached to the allotment gate post. Combination lock is ***xxxx***  Location 2  No.3 Church Lane  What3Words: ///elbowed.crouches.massive  Contact details for access: Deborah James  Ton bags of sand and additional sandbags are located at the village hall  What3words: ///seatbelt.jetline.continued  **The following resources have volunteered to help move Sandbags from storage locations**  Flying Hire  Contact Details:778899 (out of hours will go to call an engineer)  Email info@flyinghireevents.co.uk  ***Key Learnings from Storm Babet / Storm Henk***  *In the event that the dyke breached, Sandbags were deposited*   1. *On either side of the dyke between the pub and school lane to “level” the dyke* 2. *Across school lane to avoid water flowing to low lying houses* 3. *Across chapel lane to divert water to the allotments*   *In extreme circumstances the dyke was allowed to release onto chapel lane under controlled circumstances in order to protect homes* |

## 

## Vulnerable People

|  |
| --- |
| Please list known locations of vulnerable people or places here. Only list locations not names and contact details unless already within the public domain. For example, a nursing home etc.  **Kismut school?**  Note ; Emergency Response Team have direct access into the Adult Social Care Team to identify vulnerable individuals and available resources  North Scarle Primary School  In the event of an emergency Volunteers will check on vulnerable people, volunteers are listed below |

## Snow Clearance

|  |
| --- |
| Equipment required to clear snow and ice is stored at the following locations:  GH Chennells Farms Ltd  North Scarle Road  Lincoln  LN6 9ES  Grit bin locations in the community are as follows:  Pinfold – next to the Post Office ///What3Words: Installs.Until.Purist  Pub Bridge – Grassed area ///What3Words: Applauded.Unhappy.Mornings  School Lane – next to School ///What3Words: Marginal.Detailed.Clinic  Gritting Route  Winter road management – View gritting routes - Lincolnshire County Council |

# Appendix 1- ETHANE REPORT

**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** | | | |
| **E**xact Location |  | | |
| **T**ype of Incident |  | | |
| **H**azards Present – Details |  | | |
| **A**ccess |  | | |
| **N**umber and nature of casualties/fatalities |  | | |
| **E**mergency 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 Log

**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

# Appendix 3 - Emergency Support Centre Roles

Emergency Support Centre Roles (Initially, until responding agencies arrive)

There are many roles to consider when setting up and managing a place of safety, below are listed the main priorities in order along with their associated responsibilities. Full training is available for each role.

|  |  |  |
| --- | --- | --- |
|  | | |
| **EVACUATION CENTRE MANAGER (ECM) -– To be nominated by EPGTL / Dep EPGTL if required** | | |
| 1. | | **MAIN ROLES AND RESPONSIBILITIES:**   * The effective management of the centre including teams and resources – consider Dep ECM, Meet and Greet Team, Loggist, Registration Team, Welfare Team roles if required. * Responsible for the safety and security of the centre * Co-ordination of volunteers within the centre * Consider food, warm drink, blankets, books etc * Receive and interpret incoming information * Chair management team meetings (initial meeting and then as a member of the management team once responders arrive) * Ensure they have overview of all activities at the centre * Problem-solve as issues arise * Escalation through appropriate channels (EPO or CVC cell if operational) * Single point of contact for emergency services and other responders * Ensure effective two-way communication |
| 2. | | **KNOWLEDGE AND SKILL REQUIREMENTS:**   * Good leadership and co-ordination skills * Good communication and interpersonal skills * Competent with IT and record keeping * Understand tasks and processes * People and conflict management * Leadership skills * Co-ordination and delegation * Discretion * Situational awareness * Dynamic assessments * Trained and competent |
| 3. | | **REPORTS TO:**   * Emergency Group Coordinator and/or LCC Emergency Planning Duty Officer / CVC cell |
| **DEPUTY EVACUATION CENTRE MANAGER(S) (DECM) -– If required to be nominated by ECM** | | |
| 1. | | **MAIN ROLES AND RESPONSIBILITIES:**   * Provide support role to centre manager and when required lead * Have overall view of activities * Provide briefings to volunteers and evacuee |
| 2. | | **KNOWLEDGE AND SKILL REQUIREMENTS:**   * Good leadership and co-ordination skills * Good communication and interpersonal skills * Competent with IT and record keeping * Understand tasks and processes * People and conflict management * Leadership skills * Co-ordination and delegation * Discretion * Situational awareness * Dynamic assessments * Trained and competent |
| 3. | | **REPORTS TO:**   * Evacuation Centre Management |
| **MEET AND GREET TEAM - If required to be nominated by ECM** | | |
| 1. | | **MAIN ROLES AND RESPONSIBILITIES:**   * Provide initial greeting to emergency evacuation centre * Welcome and guide evacuees through process * Identify any initial concerns and escalation to appropriate method * Keep track of those entering and leaving the Centre where possible. |
| 2. | | **KNOWLEDGE AND SKILL REQUIREMENTS:**   * Good communication and interpersonal skills * Compassion and empathetic * Dynamic triaging * Record management / keeping * Access to translation services |
| 3. | | **REPORT TO:**   * Deputy Evacuation Centre manager |
| **LOGGIST - If required to be nominated by ECM** | | |
| 1. | | **MAIN ROLES AND RESPONSIBILITIES:**   * Provide administration and loggist support to the centre and the management team * Log any issues, actions and decisions * Minute any meetings that take place (initially – responders will take responsibility for this once arrived at scene) * Collate registration information (initially – responders will take responsibility for this once arrived at scene) * Keep records of any donations made at the centre (initially - responders will take responsibility for this once arrived at scene) |
| 2. | | **KNOWLEDGE AND SKILL REQUIREMENTS:**   * IT literate * Loggist and minute taking skills * Good communication skills * Record keeping skills * Flexibility and dynamic problem solving |
| 3. | | **REPORT TO:**   * Evacuation Centre management |
| **REGISTRATION TEAM - If required to be nominated by ECM** | | |
| 1. | | **MAIN ROLES AND RESPONSIBILITIES:**   * Co-ordinate and carry out the registration process for evacuees * Triage and escalation to evacuation centre manager (Initially) * Report back information to Loggist for collation * Work with other agencies to collate and identify missing or vulnerable persons (once on scene) |
| 2. | | **KNOWLEDGE AND SKILL REQUIREMENTS:**   * Good communication and interpersonal skills * Compassion and empathetic * Dynamic triaging * Record management / keeping * Organisational skills * IT literate (desirable) * Data gather and inputting skills (desirable) |
| 3. | | **REPORT TO:**  Evacuation Centre management |
| **WELFARE TEAM - If required to be nominated by ECM** | | |
| 1. | **MAIN ROLES AND RESPONSIBILITIES:**   * Provide emotional welfare to evacuees and provide as much information as is available in support of the Deputy Evacuation Centre Manager. * Provide assistance for evacuees with pets. * Listening ear * Engagement with new arrivals and provide informal wellbeing check ins / walk arounds * Identify and deal with any concerns and escalate through appropriate channels * Deal with practical wellbeing issues I.e. refreshments | |
| 2. | **KNOWLEDGE AND SKILL REQUIREMENTS:**   * Good communication and interpersonal skills * Compassion and empathetic * Dynamic triaging * Psychosocial support - desirable * Positivity * Confidentiality | |
| 3. | * **REPORTS TO:**   Evacuation Centre Management | |

# Appendix 4

## 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 |
| October 2016 | Updated to standard template – addition of community mapping, incident log sheets – returned to community for sign off and publication | EPO Steve Eason Harris |
| December 2018 | Front cover change to reflect changes to the community risk register | EPO Steve Eason-Harris |
| August 2019 | Version 9 template formulated | EPO Steve Eason-Harris |
| March 2020 | EP out of hours emergency contacts updated | EPO Steve Eason-Harris |
| February 2022 | EP Template update | EPO Steve Eason-Harris |
| July 2023 | Plan review and update | EPO Steve Eason-Harris |
| August 23 | PIMap inclusion | EPO Steve Eason-Harris |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Appendix 5

## Plan Publication and Maintenance

It is important that this operational plan and the Community Resource Directory, if one has been developed, are kept up-to-date and that all members of the Emergency Planning Group are reading from the same version. It is good practice to update your plan on an annual basis and/or, as and when changes occur within the group and/or, through lessons learnt through exercise and/or real world events.

Electronic copies of both documents will be stored by:

Paper copies are kept by:

* See Distribution List

A redacted web version of the Community Emergency Plan has been posted on:

Insert Details.

**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 at short notice.

This plan will be exercised annually by the Emergency Planning Group with the support of LCC EPU and as part of any wider Lincolnshire County Council / Lincolnshire Resilience Forum multi-agency exercise. The lead coordinator for the community emergency planning group and/or the chairperson of the town or parish council will have the responsibility for arranging the community exercise.

The plan will be reviewed annually or whenever changes occur in membership or circumstance. During the review every section of the plan will be checked for accuracy (e.g. phone numbers, resource list etc).

Any updates or lessons learned from exercises should be approved by members of the North ScarleEmergency Planning group and the parish council before changes are made.

# Appendix 6

## Data Protection Act 2018

This community emergency plan remains the property of the community and therefore any information collected in its creation is the responsibility of the group. Personal data is collected for the following purposes:

* In the event of the plan being triggered, the group, by agreement, agree to share their contact details with the local emergency planning group and LCC Emergency Planning Unit for use in a warning & informing / coordination capacity before, during and after emergency.
* Where necessary, Lincolnshire County Council Emergency Planning may share this data with partner agencies and/or the emergency services. We only share information where necessary to protect your vital interests and/or the vital interests of others for the purpose of emergency response and the recovery process in accordance with Data Protection. For more information on how Lincolnshire County Council processes your data, please request a copy of the LCC Privacy Notice by clicking [here](mailto:lincsep@lincolnshire.gov.uk?subject=Volunteer%20Privacy%20Notice%20).

All volunteers, in addition to the Emergency planning group are required to sign the below document before contact details are shared.



# Appendix 7

## Training, Exercising and Skills records

**Training & Skills**

|  |  |  |
| --- | --- | --- |
| **Date** | **Name of Individual** | **Training Received** |
| Insert Details. |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Exercises**

|  |  |  |
| --- | --- | --- |
| **Date** | **Exercise** | **Outcome** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |



A blue background with yellow and white text

Description automatically generated