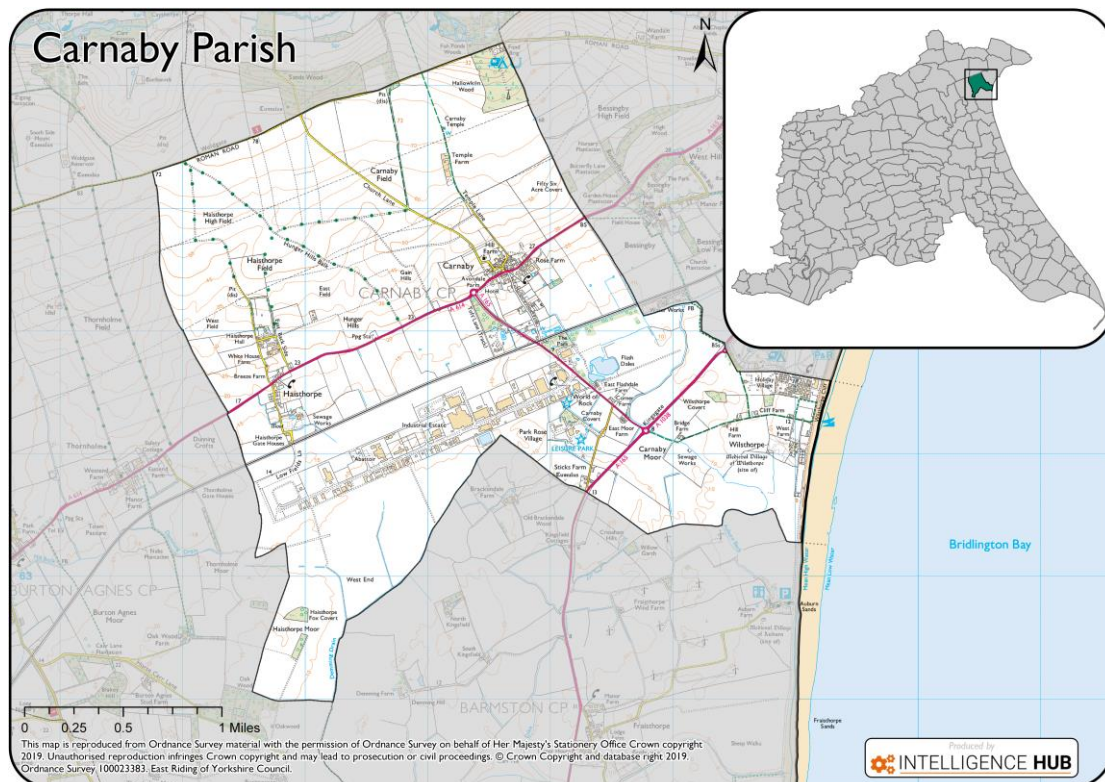


Carnaby Community Emergency Plan



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.

East Riding of Yorkshire Council 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.

How Town & Parish Councils will be notified of an Emergency

Town and Parish Councils will always be notified about a declared emergency that they will be affected by. 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 the Council's response to the emergency. The Head of Service will be known as a 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 the East Riding of Yorkshire, initial notification is likely to come from an email sent from alertparish, the Emergency Planning team or from the Emergency Control Centre.
- If you have signed up for our text alert service you may also be sent an SMS with information. Texts will begin with **EmgncyAlert**, you will not be able to respond directly to these notifications but if you have any questions please contact the Customer Service 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. However, the notification will take place as soon as possible after arrangements have been put into place to implement the Council's response to an emergency.

Communicating with Town and Parish Councils during an Emergency

The Town and Parish Council emergency hotline will usually be the primary point of contact for you 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 Council teams. It is likely that to take some time to respond to enquiries during the initial stages of an emergency.

The Council's website will also be fully updated with information during an emergency.

Emergency Contact Details - Parish Council Contacts

Name	Contact Information	Home address	E-mail address
Cllr David Kitching (Chairman)	Home – 01262 401854	Rose Farm, Main Street, Carnaby, YO16 4UJ	
Cllr Paul Jackson (Vice-Chairman)	Home – 01262 672293	Carnaby House Farm, Main Street Carnaby YO16 4UJ	
Cllr Ken Taylor	Home – 01262 606213		
Cllr Adrian Clark	Home – not available		
Cllr John Langham	Home – 01262 602204		
Cllr John Daniels	Home – 01262 671253		
Cllr Sue Thomas	Home – 01262 671519		

Incident Room

If an emergency team is brought together, it has been agreed that they will meet in one of the following location(s):

Address	Availability	Keyholder(s)	Keyholder contact details
Carnaby Church, Church Lane, Carnaby, YO16 4UP		Not required	n/a
Ferns Farm Hotel, Main Street, Carnaby, YO16 4UJ		Shane Heppenstall (Landlord)	01262 678961

Emergency Box

An emergency box has been kept at the Chairman's house, Cllr David Kitching. See contact details

It contains:

- a copy of this plan
- a street map of the area
- Paper and pens
- the register of electors
- wind up / battery operated radio.
- wind up / battery operated torch

Emergency Information Points

Locations can be pre-identified to pass information to the community during an emergency; these can be places such as community centres, the post office or the parish notice board.

If the parish/town council have a website or access to social networking sites these can be very useful in keeping everyone informed of the latest situation.

One member of the Emergency Management Team should be responsible for making sure all the Emergency Information Points have the same information to avoid confusion.

Location	Responsible for updates	Contact Information
www.carnabyparishcouncil.co.uk	Parish Clerk	Rebecca Evans carnabyparish@hotmail.co.uk
Notice boards in Carnaby and Haisthorpe	Parish Clerk	Rebecca Evans carnabyparish@hotmail.co.uk

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

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

ERYC Ward Members

Name	Telephone number	E-mail address
Cllr Jane Evison	01964 534393	janeevison@btinternet.com
Cllr Jonathon Owen	01262 420550	jvg.owen@btinternet.com
Cllr Charlie Dewhirst	Not available	charliedewhirst@hotmail.com

Activation of the Community Emergency Plan

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

When the Plan Will be Activated

This plan will be activated when a designated member of the Parish / Town Council Emergency Management Team is notified of an incident and considers that:

- it is necessary to take action and
- that action cannot be taken without triggering the plan

Responsibility for Activating the Plan

The following people can activate the plan:

- Any of the Councillors named within the Emergency Contact Details. The emergency team will then notify the neighbourhood watch groups and parish councillors.

How the Plan Will be Activated

This plan will be activated when one of the persons listed above decides that the plan should be triggered, and considers it necessary to do so to support the surrounding community.

Plan Maintenance Roles and Responsibilities

The plan should be reviewed every 4 years. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). The Chairperson will have responsibility for reviewing the emergency plan and should report back the Parish Council meeting to confirm that a review has taken place.

Plan Publication

PLAN PUBLICATION

Electronic copies of this plan have been e-mailed to:

- heps@eastriding.gov.uk
- All Parish Councillors
- The Parish Clerk

The original electronic version of this plan is kept with:

- Parish Clerk

Hard copies of this plan are kept at:

- All Parish Councillors
- The Parish Clerk

A web version of the plan **with the confidential information removed** has been posted on www.carnabyparishcouncil.co.uk for public information.



DATA PROTECTION

This plan will contain personal information once complete. Town and Parish Councils should be mindful of data protection legislation when completing and storing this plan.