

# **Beswick Parish Council**

## **Community Emergency Plan**

**July 2024**

## SECTION I: ACTIVATION

### When the Plan Will be Activated

This plan will be activated when a designated member of the Parish / Town Council Emergency 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:

- Chair
- Vice Chair

### How the Plan Will be Activated

This plan will be activated when, after consultation, the persons listed above decide that the plan should be triggered, and begin to follow the initial actions checklist in Section 2.

## SECTION 2: INITIAL ACTIONS CHECKLIST

### 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.
- 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 alternative location (see Section 3)
- Gather the Parish Council emergency team in the pre-identified incident room (see Section 3).
- Make contact with the Emergency Services / East Riding of Yorkshire Council if they are involved in the incident.
- Arrange for contact to be made with the vulnerable members of the community identified in Section 5 as appropriate and arrange for advice / assistance to be offered. You might want to give this task to one person within the emergency team to co-ordinate.
- Arrange for the community resources / organisations identified in Section 4 to be made available as necessary. You might want to give this task to one person within the emergency team to co-ordinate.
- Consider asking for additional members of the community (volunteers) to help with the response. You might want to give this task to one person within the emergency team to co-ordinate.
- Check your designated emergency e-mail system ([beswickpc@hotmail.com](mailto:beswickpc@hotmail.com)) 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 Councils and ask for / offer support if appropriate.

## **Remember**

Laws and regulations still apply during an emergency - things like health and safety, speed restrictions, insurance, food hygiene and data protection must still be properly observed.

No one should carry out any tasks or activities that they are not properly trained and qualified to do, and under no circumstances should anyone be put into any risk as a result of responding to the incident.

All those involved in this plan must follow the instructions and advice of the emergency services.

## SECTION 3: PRE-PLANNING TO AID THE RESPONSE

### EMERGENCY TEAM

In the event of the plan being triggered the following members of the Parish Council have agreed to form part of the emergency team who will help to reduce the effects on the community:

<b>Name</b>	<b>Contact Information</b>	<b>Home address</b>	<b>E-mail address</b>
Mr Tony Corscadden	Home: 01377 270159 Mobile: N/A	York House 67 Main Street Beswick	tonyyorkhouse@gmail.com
Mrs Sarah Beachell	Home: 01377 270230 Mobile: 07814176981	Beswick Hall 46 Main Street Beswick	samsar39@hotmail.com
Mr Ben Jeffrey	Home: N/A Mobile: 07841868560	1 School Lane Kilnwick	ben.jeffrey@hotmail.co.uk
Ms Sarah Duncan	Home: N/A Mobile: 07427019812	31 Main Street Beswick	sarahjaneduncan@yahoo.com
Mr Chris Hill	Home: N/A Mobile: 07595923828	33 Main Street Beswick	hill6265@gmail.com

## **INCIDENT ROOM**

If the emergency team is brought together, it has been agreed that they will meet at The Village Hall, School Lane, Kilnwick.

## **EMERGENCY BOX**

An emergency box is kept at The Village Hall, containing:

- A copy of Beswick Parish Council Emergency Plan
- Street Maps of Beswick and Kilnwick Villages
- Register of Electors
- Paper and pens
- Wind up / battery operated radio.
- Wind up / battery operated torch.

## SECTION 4: COMMUNITY RESOURCES

### Community resources available for use during an emergency

<b>Resources Available</b>	<b>Contact Details</b>
Access to the Village Hall, School Lane, Kilnwick, to shelter people if necessary	<b>Deb Sellers</b> Home: 01377 270739 <b>Lee Beddows</b> Home: 01377 270295 Mobile: 07799 080405 <b>Kerry Styche</b> West Lodge Church Lane Kilnwick 01377 270881 <b>Kristina Lee</b> 15 Main Street Kilnwick 01377 271573
4-wheel drive & tractor	<b>Jon Spence</b> Laurel House Farm Beswick Home : 01377 270355 Mobile : 07985 566885 <b>Sarah and Sam Beachell</b> Beswick Hall Beswick Home: 01377 270230 Mobile: 07814176981

Defibrillator	<p>Kilnwick Village Hall School Lane Kilnwick YO25 9JE</p> <p>Old Phone Box Main Street Beswick</p> <p>Environment Agency Pump House Wilfholme Landing Wilfholme</p>
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**If appropriate, the bell at Beswick and Kilnwick Churches should be rung**

St Margaret's Church, Beswick	<p>Key from Mrs Doreen Thomas 43 Main Street, Beswick Tel: John Duggleby 44 Main Street, Beswick Tel: 01377 270229</p>
All Saints, Kilnwick	<p>Key from Ben Jeffrey 1 School Lane, Kilnwick Tel: 07841868560</p>

**Community organisations or people with a special skill who could help during an emergency**

<b>Organisation / Persons Name &amp; Contact Details</b>	<b>Skills available</b>
<b>N/A</b>	



## **SECTION 5: VULNERABLE PEOPLE**

**Vulnerable members of the community who may need particular help during an emergency**

<b>Name, address and contact information</b>	<b>Nature of vulnerability</b>
Redacted. Only the copies of the plan held by the Chair and Clerk of the Parish Council show this information.	

## SECTION 6: EMERGENCY CONTACT DETAILS

### Parish Councillors not on the Emergency Team

Name	Contact Information	Home address	E-mail address
None			

### East Riding of Yorkshire Councillors not on the Emergency Team

Name	Contact Information	Home address	E-mail address
Cllr Diana Stewart	(01482) 393939 ERYC Offices	24 Galegate North Newbald York YO43 4SJ	councillor.stewart@eastriding.gov.uk
Cllr Paul Smith	(01482) 393939 ERYC Offices		councillor.smith@eastriding.gov.uk
Cllr Jeremy Wilcock	(01482) 393939 ERYC Offices		councillor.wilcock@eastriding.gov.uk

### Contact details of other community leaders (faith groups, community groups, etc. not already identified in Section 4)

Name	Contact Information	Home address	E-mail address
Mrs Liz Harros Beswick & Watton CE VC Primary School	01377 270339		beswick@ eastriding. gov.uk

## Neighbouring Town and Parish Councils

Emergency Team Member	Contact Information	E-mail address
Watton Parish Clerk – Mrs Julie Smith	07866 659954	wattonpc@hotmail.com
Lockington Parish Clerk – Mr Gareth Rees	01430 810178	lpcclerk@outlook.com
Middleton Parish Clerk – Mrs Sandra Morrison	01262 470496	pc@middletononthewolds.org.uk
Lund Parish Clerk – Mrs Joanna Johnson	01377 790663	lundparishcouncil@gmail.com

### **External Contact Details:**

- Fire, Police, Ambulance and Coastguard - 999
- Police Non-Emergency Number - 101
- NHS Choices – 111
- East Riding of Yorkshire Council – 01482 393939
- 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

## SECTION 7: PLAN PUBLICATION

### PLAN PUBLICATION

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

- [heps@eastriding.gov.uk](mailto:heps@eastriding.gov.uk)
- The current Parish Council Members

The original electronic version of this plan is kept by:

- Mrs Julia Bugg, Clerk to the Council, 21 The Poplars, Leconfield, Beverley HU17 7NB; Tel home: 01964 551720; Mobile: 07929632213; E-mail: [beswickpc@hotmail.com](mailto:beswickpc@hotmail.com)

Backup electronic versions of this plan are kept by:

- Chair of the Parish Council

Hard copies of this plan are kept at:

- Chair of the Parish Council
- Mrs Julia Bugg, Clerk to the Council, 21 The Poplars, Leconfield, Beverley HU17 7NB; Tel home: 01964 551720; E-mail: [beswickpc@hotmail.com](mailto:beswickpc@hotmail.com)
- The Village Hall, Kilnwick

## **SECTION 8: PLAN MAINTENANCE**

### **Plan maintenance roles and responsibilities**

- The plan should be reviewed every year. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). The Clerk will have responsibility for reviewing the emergency plan and should report back the Parish Council meeting to confirm that a review has taken place.
- Any updates to the plan, or lessons that have been learned from exercises, should be approved by Beswick Parish Council before the plan is changed.
- The Clerk is responsible for providing an updated version of the plan to all those listed in Section 7.
- This plan should be exercised annually. The Clerk will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at [www.heps.gov.uk](http://www.heps.gov.uk), or by calling 01482 393051.
- The Chair of the Parish Council should make sure that all the people who are involved in the plan are aware of their role, and know that that they might be contacted during an emergency.
- The Clerk is responsible for making sure the plan complies with Data Protection, and all other appropriate legislation.