

Huggate Community Emergency Plan

Updated Jan 2024

Approved at Parish Council Meeting 15th January 2024

Signed by Chair (Signed in person at meeting)
Clive Owen

Section 1 Activation of the Community Emergency Plan

WHEN THE PLAN WILL BE ACTIVATED

This plan will be activated when a designated member of the Community Emergency Management Team considers 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.

The Community Emergency Team will often be notified by the local authority, emergency services, residents, or dedicated roles such as Flood Wardens, of a potential emergency.

RESPONSIBILITY FOR ACTIVATING THE PLAN

Any persons named within the Emergency Team can activate the plan when two or more of them agree it should be activated. When the plan is agreed to be activated a nominated person or persons will carry out the actions identified in the Initial Actions Checklist below.

COMMUNITY 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 by:

- assessing the situation.
- co-ordinate the activities of your Council.
- mobilising local resources to support the community.
- maintaining links with the emergency services, the Local Authority and other responding organisations.

We recommend a minimum of five members for a Community Emergency Team. The contact numbers here will be held by East Riding of Yorkshire Council and the Emergency Services and will be the numbers used to contact your Town or Parish Council during an emergency. During a wide area emergency e-mail may be the only feasible form of communication.

Other people may also be involved a Community Emergency response such as, Flood Wardens and Emergency Community Coordinators.

Over the next few pages gather the details so they can be used in an emergency and key members can be contacted rapidly.

These emergency contact pages could also be used to give out to vulnerable members of the community.

COMMUNITY EMERGENCY TEAM

These will be the names and contact details of the members of the Parish Council that will form the Emergency Team

Name	Contact Information	Home address	E-mail address	Availability
Clive Owen	H 01377 288567 M 07773 348443	Cleveland Pocklington Lane Huggate	Clive.owen@live.co.uk	Daytime & evenings home phone or mobile
Claire Myers	M 07975 724280	1 North View Pocklington Lane Huggate	cvmyers@hotmail.co.uk	Works outside village – daytime by email; evenings and weekends by phone or email
Stewart Middleton	M 07469 199098	Wildwood, Stocks Hill, Huggate,	stewart.middleton@live.com	Mobile contact daytime and evenings
Jane Thorpe	M 07903 900827	2 North View, Pocklington Lane, Huggate	j.thorpehuggate@gmail.com	Works outside of village; contact via mobile
Sophia Hobson	M 07376034670	2 Walnut Cottage, Pocklington Lane, Huggate	Sophia.hobson2@icloud.com	Works outside of village; contact via mobile
Vicky Knocker	M 07876177133	Carters Barn, Sliver Street, Huggate	vicky@websonline.co.uk	Based in village; contact via mobile
Kevin Ashurst	M 07824 427581	The Old Chapel, Driffield Road, Huggate	ashurstkevin@gmail.com	Contact by mobile if available

SECTION 2

Emergency Management Team Initial Actions Checklist

KEY ACTIONS WHEN THE PLAN IS ACTIVATED

- IN AN EMERGENCY DIAL 999. Follow the Emergency Services advice at all times, and always be aware of your own safety and the safety of those around you.
- Gather as much information about the situation as possible - eg:
 - The location of the emergency.
 - Type of incident.
 - Number of people and/or properties involved.
 - The type of support that might be needed (eg moving items upstairs, providing immediate shelter, basic household tasks).
 - Tune into your local radio station for updates.
 - Make contact with the representatives of any responding organisations at the scene.

- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see section 3). Arrange for the Incident Room to be opened as appropriate.
- Notify the emergency team and request they meet at the nominated location (see section 5)
- Decide which local resources should be mobilised initially to support the community.
- Notify the following, as appropriate:
 - Community Coordinators
- Arrange for the community resources / organisations identified in Section 3 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 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.
 - Providing some immediate shelter if people have had to leave their homes.
 - Looking after pets.
 - Providing lifts to family and friends.
- Establish contact with neighbouring Parish/Town Councils and ask for/offer support if appropriate
- Huggate's main emergency is likely to be due to severe weather ie snow. If severe weather is expected all councillors are asked to make themselves available to respond quickly to emails and/or phone calls.
- In the event of a considerable amount of snow involving blocked roads this plan should be invoked. Initially, the Chair would seek agreement from at least one other councillor. Contact would be made to one of the people listed below to agree road clearance. ERYC have to keep the road between Huggate and Warter open. We would seek to keep access to the Warter road from the village. The Clerk (or Vicky) will keep the website and Whats App groups up to date with road closures etc.
- ERYC have asked that in the event of snow the ERYC winter maintenance team on 01482 395795 should be contacted who will instruct a contractor or the police (the contractor for Huggate Parish Council is Merlin International) to investigate the road and then they will shut it if appropriate. ERYC or Huggate Parish Council don't have the authority to shut the road.

If the situation does not require an immediate response, the Parish Clerk will be requested to convene an urgent meeting of the Parish Council at an appropriate easily assessable location or online if appropriate.

SECTION 3

Community Resources available for use during an emergency

COMMUNITY INCIDENT ROOM

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

Location	Keyholder(s)	Contact Information	Availability
Wolds Inn	Vicky Knocker	07876177133	1 st choice
Huggate Church	Ruth Braithwaite	01377 288422	Reserve

COMMUNITY EMERGENCY SHELTERS

Details of your emergency shelter(s) may be shared with the Emergency Services in case they need to identify a safe location to evacuate residents to.

VENUE 1

Name: Wolds Inn (Vicky Knocker)
 Address: Wolds Inn, Driffield Road, Huggate YO42 1YH
 Telephone No: 07876177133
 Key Holder's Name: VICKY KNOCKER
 Key Holder's Address: Carters Barn, Sliver Street, Huggate
 Cooking Facilities: YES
 Car Parking Arrangements: YES
 Internet Access: YES

VENUE 2

Name: St Marys Church
 Address: Huggate
 Key Holder's Name: Mrs R Braithwaite
 Key Holder's Telephone: 01377 288422
 Capacity: Sufficient
 Cooking Facilities: No
 Car Parking Arrangements: Very Limited
 Internet Access: No

Could any of the shelters above be made available to the emergency services to work from during the response to an emergency? Please list all appropriate venues below.

Location

Venue 1. Wolds Inn Venue 2. St Marys Parish Church

SITES WITHIN THE COMMUNITY THAT COULD BE USED TO STORE EQUIPMENT / EMERGENCY SERVICES VEHICLES ETC

WOLDS INN
 Address: Driffield Road, Huggate YO42 1YH,
 Location of hard standing: Car park adjacent to public house
 Six figure map grid ref (if known) OS Explorer **Map** 294. **Grid ref:** 882551

COMMUNITY 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.

Location 1: Website

Responsible for updating: Penny Hudson (Clerk) or Vicky Knocker

Contact information for access: clerk-huggate@outlook.com 07801428902

Location 2: Noticeboard

Responsible for updating: Clive Owen

Contact information for access: clive.owen@live.co.uk or clerk-huggate@outlook.com 07789865792

Location 3:

Responsible for updating: Facebook/WhatsApp group

Contact information for access: Vicky Knocker / Penny Hudson

COMMUNITY ORGANISATIONS OR PEOPLE WITH A SPECIAL SKILL, WHO COULD HELP DURING AN EMERGENCY

Resources Available Clearance machinery	Organisation/Persons Name and Contact Details
Snow clearing	Merlin International South Grange, Huggate, YO42 1YS 01377 288355
Snow Clearing	P Munby Hemsworth Farm YO41 1YF 01377 288224
Snow Clearing (via Merlin Int)	Alan Suddaby Church Farm YO42 1YF 01377 288488
Nurse	Sarah Davis Hemsworth Cottage 07770415509
	Warter Estate Office, YO42 1XA 01759 302167

SECTION 4 Warning and Informing

This section contains public information for various incident types that your Community Emergency Team may be able to help cascade to members of the community. Emergency responders may also issue advice through their website, emails to you and through radio announcements.

- Heavy Winds
 - Secure loose objects such as ladders and garden furniture.
 - Close and securely fasten doors and windows, including garages.
 - Park vehicles in a garage or in a place clear of buildings, trees and fences.
 - Stay indoors if possible.
 - If you need to go outside, do not walk or shelter close to buildings or trees.
 - Do not drive unless your journey is essential and avoid exposed routes.
- Heat Wave
 - Try and plan your day to stay out of the heat, keep rooms shaded and, where possible use a fan.
 - If you must go out, stay in the shade, wear a hat and loose fitting clothing.
 - Drink plenty of fluids.
 - Don't leave animals unattended in cars in warm weather.
 - Seek medical help if you suffer from heat exhaustion or heat stroke. Remain somewhere cool, sponge yourself with cold water and drink plenty of fluids.
- Snow and Ice
 - Carry an emergency car kit - mobile phone, car charger, first aid kit, warm waterproof clothes, blanket, food, water, torch (with spare batteries).
 - Inform a friend or family member of your intended travel arrangements and expected arrival time.
 - Watch out for signs of hypothermia - uncontrollable shivering, slow or slurred speech, drowsiness and memory lapse.
 - Don't drive unless you absolutely need to.
- Flooding
 - Listen to your local radio and TV weather forecasts for advice from the emergency services.

- Move your car to higher ground.
- Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs.
- Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water.
- Turn off mains gas and electricity.
- Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.
- Bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs.

REMEMBER - We do not encourage communities to enter floodwater. Moving floodwater can be extremely powerful and easily knock people off their feet. There could also be unseen obstructions that could be hard or sharp, potentially causing serious injury, and there are risks of entanglement. Flooding can dislodge manhole covers that people could fall into and become trapped. Remember, floodwater will probably also contain raw sewage. If you need to walk through floodwater consider using a pole (brush handle) to test the ground in front of you

Encourage members of the community to check on their neighbours, especially if they are elderly or live on their own.

If people are advised to evacuate their homes

- If people are advised to evacuate their homes, or are advised to evacuate, try and remind people of the steps they should take:
 - Turn off electricity, gas and water supplies and unplug appliances.
 - Take their mobile phone and charger.
 - Take some spare clothes.
 - Take prescribed medication with them.
 - Take cash and credit cards.
 - Lock all doors and windows.
- If they leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.

SECTION 5 Emergency Contact Directory

EMERGENCY COMMUNITY COORDINATORS

These are members of the community willing to help during an emergency, doing tasks such as door knocking, snow clearance or shopping for vulnerable people for example. In smaller communities it may be the same people that are part of the Community Emergency Team. In larger communities they may be allocated areas which they look after. The Council will endeavour to contact all outlying properties in case of emergency.

Clive Owen	Huggate Parish Councillors Contact details on page 3
Claire Myers	
Stewart Middleton	
Jane Thorpe	
Sophia Hobson	
Vicky Knocker	
Kevin Ashurst	

NEIGHBOURING TOWN AND PARISH COUNCILS

Name	Town/Parish	Contact Information	E-mail address
Gordon Scaife, Clerk	Pocklington	Work – 01759 304851	townclerk@pocklington.gov.uk
Claire Findlay, Clerk	Warter	Mobile – 07746 759143	warterpc@gmail.com

EXTERNAL CONTACT DETAILS - EAST RIDING OF YORKSHIRE AND HULL CITY AREA

- Fire, Police, Ambulance and Coastguard - 999.
- Police Non Emergency Number - 101.
- NHS Direct - 111.
- Environment Agency Floodline - 0845 988 1188.
- Environment Agency Incident Hotline – 0800 807060
- Gas Emergency Service and Gas Escapes - 0800 111 999.
- Electricity Emergency Service and Supply Failures – 105 or 0845 733 1331.
- Yorkshire Water – 0345 1242424.
- Maritime and Coastguard Agency – 01482 866606
- Town and Parish Council Emergency Hotline – 01482393536
- Highways Customer Care Line – 08456001666 or 03001235000

Radio Humberside - Tune in to 95.9FM or 1485am

www.bbc.co.uk/humber

www.metoffice.gov.uk

SECTION 6 Plan Publication and Information

PLAN PUBLICATION

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

- heps@eastriding.gov.uk and Parish Council Members

The original electronic version of this plan is kept by the Clerk, Huggate Parish Council

Hard copies of this plan are kept at:

- The Chairperson's home: Cleveland, Pocklington Lane, Huggate
- In the emergency box located at the Wolds Inn Pub, Driffield Road.

The Emergency Plan has been posted on The Huggate Parish Website for public information.

PLAN MAINTENANCE

The plan should be reviewed every **2 years**. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc.) Clive Owen, Chairperson of the Parish will have responsibility for reviewing the emergency plan and should report back to the Parish/Town Council meeting to confirm that a review has taken place.

GENERAL DATA PROTECTION REGULATION

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

The Clerk/Chair are responsible for ensuring the plans are appropriately controlled.

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Next Review Due Nov 2026