

Dunnington Parish Council

Community Emergency Plan

Last Review Date: September 2019

**Lead Contacts: Gill Shaw – 01904 489107
07794650316**

Lita Black – 01904 488824



Content

i. Record of Amendments	4
ii. Distribution List	5
iii. Key Community Contacts	7
iv. Contact pyramid	9
v. Emergency Box	10
Section 1: Community Profile	11
1.1 Map of Area covered by this CEP (incl flood zones if applicable)	11
1.2 Population	12
1.3 Community Key Access Routes (including main bridges)	12
1.4 Main Rivers within the area	12
1.5 Becks within the area	12
1.6 Available Networks within the Community.....	12
1.7 Local Radio	12
1.8 Neighbouring Communities: Contacts	13
1.9 Methods for warning and informing Your Community.....	14
Section 2: Community Risks	15
2.1 Local Risks and Plan Triggers -	15
2.2 Vulnerable Establishments.....	16
2.3 Vulnerable People (or people who may need additional assistance) ..	16
2.4 Areas Subject to Flooding – see map on page 12.....	16
2.5 Flood Alerts and Warnings	16
Section 3: Rest/Welfare Centres	17
3.1 Rest/Welfare Centres	17
Section 4: Community Resources/Assets.....	21
4.1 Local resources	21
4.2 Emergency Volunteers	21
Section 5: Contact Details – Useful Organisations	22
Section 6: Incident Check Sheets	24
6.1 Community Emergency Team Agenda.....	25
6.2i Generic Emergency Procedure	26
6.2ii Flood Emergency Procedure	27
6.3 Rest/Welfare Centre Check Sheet	28
6.4 Data Protection – Consent Form.....	30
6.5 Post Incident Debrief form.....	31

YOUR COMMUNITY PLAN

i. Record of Amendments

It is vital that you review and exercise your emergency plan regularly to ensure that it is up-to-date and fit for purpose.

Ensure any amendments are recorded here and please notify the Emergency Planning Unit (EPU) at City of York Council (CYC) immediately of any changes.

Amendment list

Date	Details of Amendment	Name
September 2019	Local volunteer changes noted within the document	Completed by Liz Turnbull
September 2019	Contact agency changes noted within the document	Completed by Liz Turnbull

Training and Exercising

Date	Training / exercise summary	Name
29/9/16	City of York Council Training Exercise	Lita Black and Liz Turnbull
30/1/18	Parish Council Training Exercise for local volunteers	Liz Turnbull and City of York Emergency Planning Team

ii. Distribution List

NAME	ADDRESS	CONTACT INFORMATION
Dunnington Parish Council Chair	14 Holly Tree Croft Dunnington YO19 5RG	Gill Shaw 01904 489107 07794 650316
Community Rep	Wheel Cottage 30 York Street Dunnington YO19 5QT	Lita Black 01904 488824 07511 215744.
Dunnington Parish Council Vice Chair	21 Water Lane Dunnington YO19 5NP	Jenny Brooks 01904 489507 07789 110067
Emergency Boxes – Reading Room	Church Street Dunnington YO19 5PW	
Sports Club	Common Road, Dunnington YO19 5NG	
City of York Council Emergency Planning Unit	West Offices Station Rise York YO1 6GA	Telephone: 01904 551039 / 551003 Emergency.planning@york.gov.uk
Environment Agency Yorkshire and North East	Foss House, 1 – 2 Kings Pool Peaseholme Green York YO1 7PX	Telephone: 0203 0258141
North Yorkshire Police Control Room	Fulford Road York	Telephone: 101
York Fire Station & North Yorkshire Fire and Rescue Service Control Room.	Kent Street, York YO10 4AH Thurston Road Northallerton DL6 2ND	Telephone: 01904 616100 Telephone: 01609 780150

Community Emergency Plan (CEP)

Yorkshire Ambulance Service Control Room	Springhill Brindley Way Wakefield 41 Business Park Wakefield WF2 0XQ	Telephone: general enquiries 0333 130 0550
Emergency Duty Team for out of hours services for social care, housing and homelessness enquiries	City of York Council West Offices Station Rise York YO1 6GA	01609 780780
Caravan Park	Ashfield Touring Caravan Park. Hagg Lane Dunnington YO19 5PE.	
Horseshoe House	Horseshoe House York Rd Dunnington YO19 5QJ.	
Glebe Housing	Manor Beeches Dunnington YO19 4RT	
Village Notice Board Parish Council website		

Emergency Planning to distribute plans to Partners as appropriate

iii. Key Community Contacts

Those who have volunteered should understand their roles and responsibilities.

Lead and Deputy for Community Emergency Team

<i>Name</i>	<i>Address</i>	<i>Contact Number(s)</i>
LEAD: Gill Shaw	14 Holly Tree Croft Dunnington YO19 5RG	01904 489107 07794 650316
DEPUTY: Lita Black	Wheel Cottage 30 York Street Dunnington YO19 5QT	01904 488824 07511 215744.
Jenny Brooks	21 Water Lane Dunnington YO19 5NP	01904 489507 07789 110067

Community Emergency Team

<i>Name</i>	<i>Role</i>	<i>Address</i>	<i>Contact Number(s)</i>
Peter Wilson	Key holder for Reading Room		
Liz Turnbull	Parish Councillor		
Josette Farmer	Parish Councillor		
Nick Roberts	Key holder for Sports Club		
Margaret Eastwood	WI Chair - refreshments		
In Bloom Richard Tatham	Door knocking		

Initial Meeting Location / Community Control Centre

Address:	Contact Information
Dunnington Reading Room Church Street	

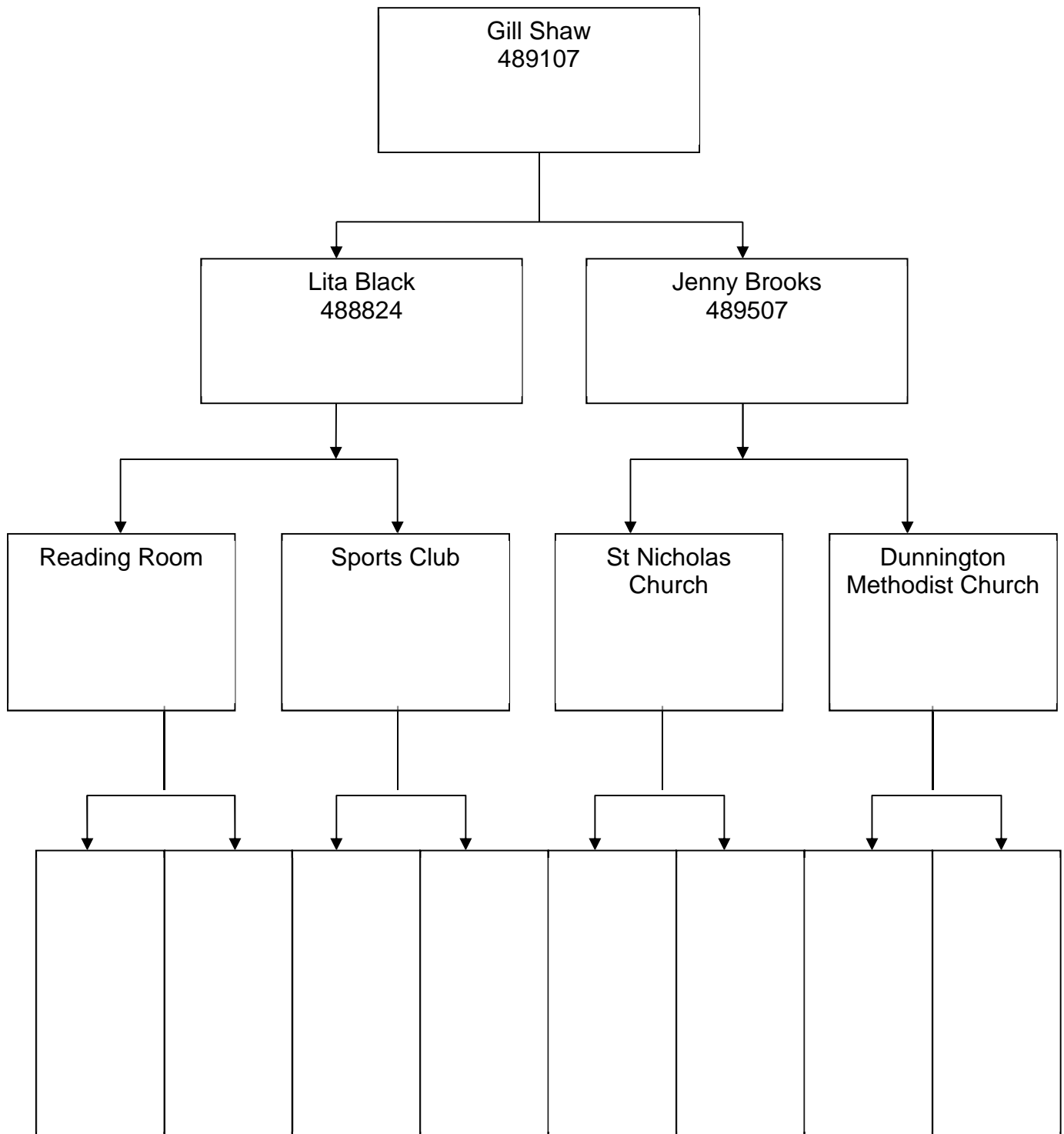
Backup Meeting Locations

Address:	Contact Information
Dunnington Sports Club Common Road	
St. Nicholas Church Church Street	
Dunnington Methodist Church Common Road	

iv. Contact pyramid

A contact pyramid setting out a quick and efficient method to coordinate communications and easily spread information amongst your community, especially your Community Emergency Team (CET).

The pyramid works by the person at the top of the pyramid, usually the Lead/Deputy, contacting the next two people directly down the pyramid, and so on, until every person in the pyramid has been contacted. Where a person is absent, the person above should move down a level.



Community Emergency Plan (CEP)
v. Emergency Box

Communities should prepare and maintain an emergency box. It is important that the box be kept in a secure building that could be accessed by an appropriate community member during an incident.

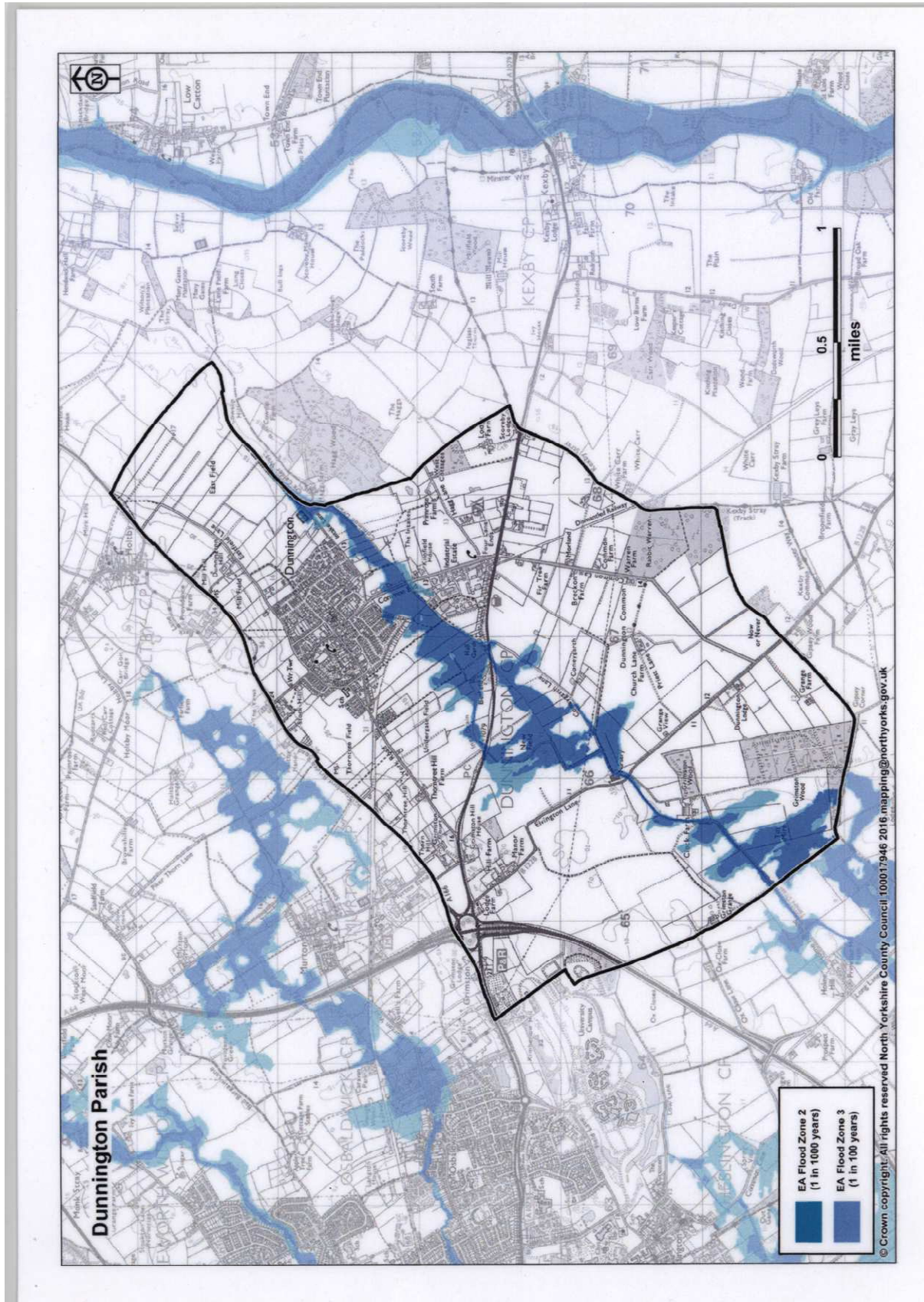
Set out below is the location and contents of your community's emergency box:

Location	
Address:	Contact Information
Reading Room, Church Street	
Sports Club, Common Road	

Contents	
Items	Checklist (tick)
Up to date copy of this plan – 2 copies per box	
10 Hi-Vis Vests fluorescent yellow per box	
First Aid Kit	
Maps of community (including flood zones)	
Copies of simple forms including <ul style="list-style-type: none"> Incident Log – minimum 10 copies Registration form – minimum 25 copies Volunteer form – minimum 10 copies Medical forms - minimum 25 copies 	
Torch (Wind up/Battery powered + spare batteries if required)	
Radio (Wind up/Battery powered + spare batteries if required)	
Candles and Matches	
Latest copy of the Yellow Pages and/or Thomson Local	
Other (<i>Please specify</i>)... Large plastic boxes with lids Large adhesive labels for use as volunteer name tags Felt tip pens 3 x A4 ring binders to hold Incident Log Sheets, Registration Forms and Volunteers Forms 4 small note pads for volunteers Sheets of numbered wrist bands from Emergency Planning Team	

Section 1: Community Profile

1.1 Map of Area covered by this CEP (incl flood zones if applicable)



1.2 Population

Resident Population:- 3,250	<i>Total:</i> 3,350
Maximum Tourist Population:- 100	

1.3 Community Key Access Routes (including main bridges)

- A1079
- A166

1.4 Main Rivers within the area

- None

1.5 Becks within the area

1.6 Available Networks within the Community

Listed below are the various mobile telephone networks which are available within your community, (this is especially useful for the emergency services):

Network	Coverage (Good, Average, Poor)
O2	
Vodafone	
Orange	
Three	
Other: EE	

1.7 Local Radio

The local radio will communicate relevant public advice so it is important to TUNE IN!

Station	Frequency
BBC Radio York	103.7 FM
BBC Radio Leeds	92.4 FM

Community Emergency Plan (CEP)

Minster FM	104.7 FM
Viking FM	96.9 FM

1.8 Neighbouring Communities: Contacts

Listed below are the contact details of neighbouring communities that may be able to provide help and assistance during an emergency:

<i>Parish</i>	<i>Contact person</i>	<i>Preferred method of contact</i>	<i>Community emergency plan? (yes or no)</i>
Kexby	Parish Clerk		No
Murton	Parish Clerk		No
Osbalwick	Parish Clerk	Tel: 01904 861131	No
Holtby	Parish Clerk	Tel: 07764 379869	No
Elvington	Parish Clerk	Tel: 01904 608721 Mobile: 07751 144544	Yes

Up to date info available via
<http://democracy.york.gov.uk/mgParishCouncilDetails.aspx?SLS=4&bcr=1>

1.9 Methods for warning and informing Your Community

Listed below are the various local methods for distributing info to the public:

Method	Responsible person / contact
Facebook	This is Dunnington Business Association Facebook Page
Website	Dunningtonparishcouncil.org.uk
Noticeboards	York Street bus stop, Library window, Cherry Tree Court, Derwent Estate, Reading Room notice board
Other:	Door knocking by people from local snow wardens team who are In Bloom volunteers

Section 2: Community Risks

2.1 Local Risks and Plan Triggers -

Recorded below are various known/potential hazards and threats which could affect your geographical area. - e.g. main roads, severe weather- snow etc, rail lines, aircraft, power plants.

Hazard	Location / Details	Action Sheet
Flooding	See map on page 11	
Severe weather	Can affect all areas	
Power failure	Can affect all areas	
Industrial accident	Can affect all areas	
Transport accident	Can affect all areas	
Fire	Can affect all areas	
Explosion	Can affect all areas	
Water Pollution	Can affect all areas	
Gas Leak	Can affect all areas	

For information on your local risks you can download your community risk register at:

<http://www.emergencynorthyorks.gov.uk/index.aspx?articleid=11778>

2.2 Vulnerable Establishments

This section lists establishments that may be particularly vulnerable to emergencies such as care homes, schools, caravan parks etc.

Establishment	Address	Contact No(s).
Grimston Court	Hull Road YO19 5LE	01904 489343
Primary School	Pear Tree Lane YO19 5QG	01904 552910
Over the Rainbow Play Group and Out of School Club	Pear Tree Lane YO19 5QG	01904 489053
Scout Hut	Garden Flats Lane	01904 481301 07968 932469
The Glebe	Manor Beeches, Dunnington YO19 4RT	01904 552617 Or York Council
Horseshoe House	York Rd Dunnington YO19 5QJ.	Manager 01904 488639
Cherry Tree Court	York Street, Dunnington YO29 5QU	
Station House Nursery	Common Road YO19 5RY	01904 481222

2.3 Vulnerable People (or people who may need additional assistance)

Name	Address	Contact No.
Emergency Duty Team for out of hours services for social care, housing and homelessness enquiries	City of York Council West Offices Station Rise York YO1 6GA	01609 780780

2.4 Areas Subject to Flooding – see map on page 11

2.5 Flood Alerts and Warnings

**THERE ARE NO ENVIRONMENT AGENCY FLOOD WARNING SITES FOR
THE DUNNINGTON PARISH AREA**

Section 3: Rest/Welfare Centres

3.1 Rest/Welfare Centres

The following buildings have been earmarked as an appropriate Rest/Welfare Centre in an emergency:

PREMISES 1	
BUILDING: Reading Room	
ADDRESS: Church Street	CONTACT NUMBERS:
GRID REFERENCE:	
FACILITIES	
ESTIMATED CAPACITY: 200	
TYPE OF HEATING: Gas central heating	
COOKING: Electric Cooker and Microwave TOILET: 3 women's toilets, 3 men's toilets, 4 urinals and 1 disabled toilet WASHING: No PARKING: Limited parking at the back of the premises OTHER (please specify): Defibrillator outside doctors surgery opposite Broadband available in Library area	
KEY HOLDERS	
PRIMARY KEY HOLDER	ALTERNATIVE KEY HOLDER

PREMISES 2

BUILDING:

Sports Club

ADDRESS:

Common Road

CONTACT NUMBERS:

GRID REFERENCE:

FACILITIES

ESTIMATED CAPACITY: 250

TYPE OF HEATING: gas

COOKING: gas and electric cookers and microwave

TOILET: 6 ladies, 6 gents plus urinals and 2 disabled toilets

WASHING: no

PARKING: 50 spaces

OTHER (*please specify*):

Defibrillator

Lift

Wifi

KEY HOLDERS

PRIMARY KEY HOLDER

ALTERNATIVE KEY HOLDER

PREMISES 3	
BUILDING: St Nicholas Church	
ADDRESS: Church Street	CONTACT NUMBERS:
GRID REFERENCE:	
FACILITIES	
ESTIMATED CAPACITY: 300	
TYPE OF HEATING: Gas central heating	
COOKING: Gas Hob, electric oven and Microwave TOILET: 2 unisex, one suitable for disabled WASHING: no PARKING: None OTHER (please specify): Broadband, landline	
KEY HOLDERS	
PRIMARY KEY HOLDER	ALTERNATIVE KEY HOLDER

PREMISES 4	
BUILDING: Dunnington Methodist Church	
ADDRESS: Common Road	CONTACT NUMBERS:
GRID REFERENCE:	
FACILITIES	
ESTIMATED CAPACITY: 100	
TYPE OF HEATING: Gas central heating	
COOKING: Electric cooker and Microwave TOILET: 1 unisex toilet and 1 disabled toilet WASHING: No PARKING: None OTHER (please specify):	
KEY HOLDERS	
PRIMARY KEY HOLDER	ALTERNATIVE KEY HOLDER

Add additional sheets as necessary

Section 4: Community Resources/Assets

4.1 Local resources

Set out below is a list of equipment and resources which may be utilised during an emergency. Some of the equipment may require specialist skills/training and the use of appropriate safety equipment- these requirements are set out in the 'conditions of use' column.

4.2 Emergency Volunteers

Equipment/Resources	Location	Contact No.	Conditions of Use
Heavy equipment	Thorntree Hill Farm		
Snow shovels	In Bloom Garage		
City of York Council Emergency Planning Department can provide Camp beds, blankets, some clothes			

Listed below are individuals who are willing to volunteer their specialist knowledge or practical skills and time during an emergency.

It is extremely important that volunteers understand that during an incident they should:-

- not endanger themselves or others
- assess the risk prior to any activity they undertake
- ensure their contact details are kept up-to-date
 - be prepared to act quickly

Name	Volunteer Role / Special Skills	Contact Details (phone/email)
Parish councillor	Co-ordinator who will handover to Major Incident Response Team	
Parish councillor at least 2 people	Reception and log everyone who enters, leaves the building	
Parish councillor	Any medical issues to be noted separately for handover to ambulance service	
Parish councillor at least 2 people	Door duties to ensure everyone leaving is logged out by reception team	
Parish councillor at least 2 people	General assistance, directing or assisting people to rest areas in the building	
WI members 4 to 6 people depending on nature of the emergency	Refreshments Reassurance	

Section 5: Contact Details – Useful Organisations

ORGANISATION	ROLE	CONTACT No.
Local Authorities		
City of York Council	Manage recovery process- helping return the community back to normality following an incident.	Switchboard: 01904 551550 Emergency Planning: 01904 551039 / 551003 Emergency Duty Team for out of hours services for social care, housing and homelessness enquiries 0845 034 9417

Governmental Departments		
Environment Agency	<ul style="list-style-type: none"> Flooding issues Deals with emergency repairs and blockages on main rivers and own structures; Responds to pollution incidents and advises on waste disposal issues. 	*** (PARTNERS USE ONLY. DO NOT GIVE TO PUBLIC) *** Report an incident on 0800 80 70 60 (Freephone, 24 hour service) General enquiries Mon to Fri 8am – 6pm 03708 506 506 Incident Room (when activated) 01904 479465 Or 0845 8503518 and ask for York Flood Duty Officer

Utilities		
Gas	Maintain and ensure safe control of gas supplies.	Service Calls: 0870 606 4750 Emergency: 0800 111 999
Electricity	Maintain and ensure safe electricity supply. Disconnect cables that constitute a danger to life and property.	Emergency: 0800 375 675 or from a mobile: 0330 123 0675
Yorkshire Water	Maintenance of water supplies and sewage disposal arrangements. Repair water mains, and availability of emergency water supply.	Enquiries: 08451 24 24 24 Leakages: 0800 573 553 Emergencies: 08451 24 24 29
Telephones (British Telecom)	Maintenance and operation of National Telecommunications systems. Provision of increased facilities to meet emergency requirements.	Faults and Emergencies: 0800 800 151

Voluntary Organisations		
WRVS	Trained in emergency service provision such as emergency feeding and other welfare services.	(9am-5pm): 029 2073 9000 (5pm-9pm): 07714 898 526
St John Ambulance	Provide first aid, ambulances and additional medical supplies.	08700 10 49 50

Community Emergency Plan (CEP)

British Red Cross	Provide first aid, ambulances and additional medical supplies.	0844 871 8000
RSPCA	Help protect animals and prevent cruelty.	General Advice Line: 0300 1234 555
Age Concern	Provision of care for the elderly and specific elderly care at rest centres.	01904 627995
The Samaritans	Experienced, listening/support service for people suffering emotional stress.	08457 90 90 90

Other useful numbers

Section 6: Incident Check Sheets

Useful Incident Documents

The checklists in this section are there to assist the user. They do not have to be followed or followed in any particular order- they provide helpful prompts and tips to assist during incidents.

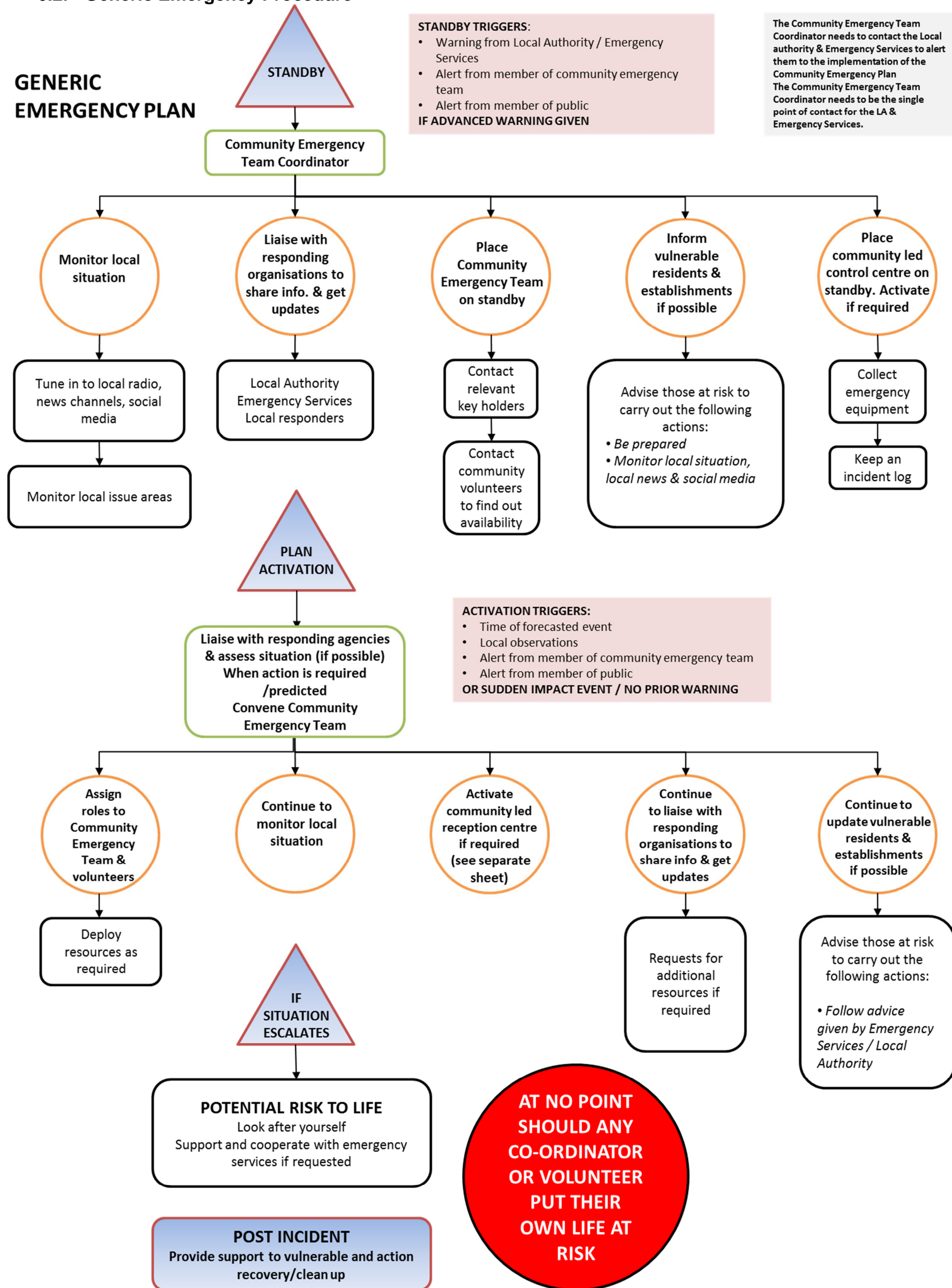
If used they should be tailored to the specific needs and circumstances of the incident actually occurring.

6.1 **Community Emergency Team Agenda**

1. Welcome & Introduction
2. Overview of the incident so far
3. Plan activation
4. Vulnerable people
5. Actions
6. Volunteers
7. Emergency Services
8. A.O.B

6.2i Generic Emergency Procedure

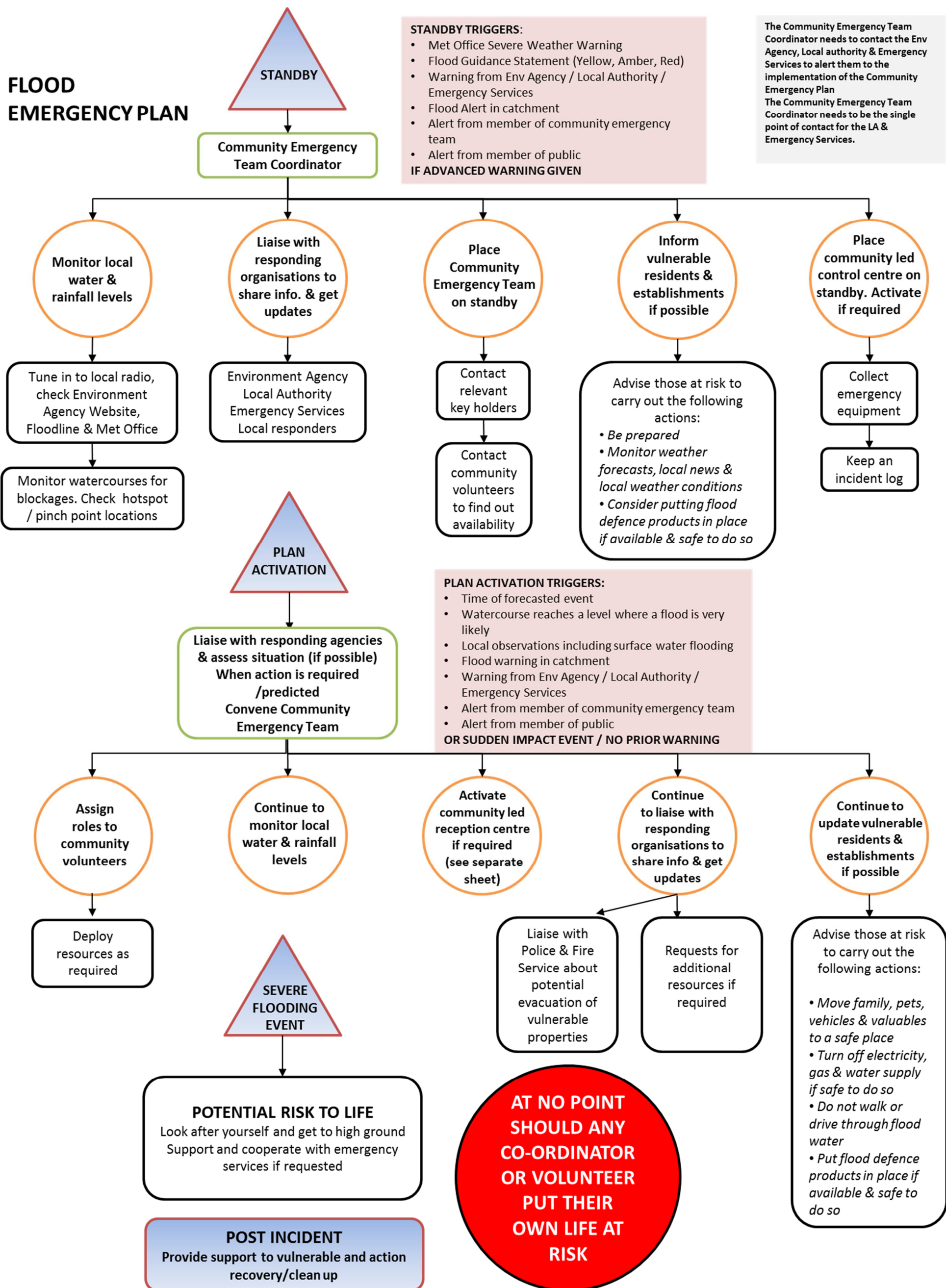
GENERIC EMERGENCY PLAN



IMPORTANT NOTES:-

- ☐ ENSURE THAT YOU REGULARLY UPDATE THE COMMUNITY WITH NON-CONFIDENTIAL, APPROVED INFORMATION.
 - ☐ IF YOU HAVE TO TRAVEL OR GO ANYWHERE ALWAYS ENSURE SOMEONE KNOWS WHERE YOU ARE GOING, APPROXIMATELY HOW LONG YOU WILL BE AWAY, AND HAVE A CONTACT NUMBER BY WHICH THEY CAN CONTACT YOU.
 - ☐ DO NOT PUT YOURSELF OR OTHERS AT RISK.
- IF EMERGENCY SERVICES ARE ON SITE- WORK WITH THEM - DO NOT OBSTRUCT THEM.

6.2ii Flood Emergency Procedure



IMPORTANT NOTES:-

- ❑ ENSURE THAT YOU REGULARLY UPDATE THE COMMUNITY WITH NON-CONFIDENTIAL, APPROVED INFORMATION.
 - ❑ IF YOU HAVE TO TRAVEL OR GO ANYWHERE ALWAYS ENSURE SOMEONE KNOWS WHERE YOU ARE GOING, APPROXIMATELY HOW LONG YOU WILL BE AWAY, AND HAVE A CONTACT NUMBER BY WHICH THEY CAN CONTACT YOU.
 - ❑ DO NOT PUT YOURSELF OR OTHERS AT RISK.
- IF EMERGENCY SERVICES ARE ON SITE- WORK WITH THEM - DO NOT OBSTRUCT THEM.

6.3 Rest/Welfare Centre Check Sheet

You are providing a service which will reduce the distress of people removed from their normal environment because of serious danger.

Note: Depending upon the nature of the emergency evacuees may be transported to an alternative longer-term site, or found alternative accommodation for the initial duration of the emergency.

Under no circumstances should you put yourself or others at risk!

No	Suggested Considerations	Checklist (Tick)	Remarks/Action Take
INITIAL CONSIDERATIONS			
1	Collect Emergency Box if not located at the centre. Currently one at Sports Centre and one in Reading Room		
2	Open logbook to record events, actions and decisions, engage a note-taker if possible.		
3	Nominate who is going to take charge of the Rest Centre.		
4	Consider the resources needed to manage the number of potential people/evacuees.		Refreshments required for Reading Room or other rest centres
5	Inspect the building to ensure it is still fit for purpose. E.g. power, heating, structure etc.		
6	Establish contact with Police/ Local Authority as necessary – get a log number.		
SET-UP CENTRE			
7	Use this plan and the Emergency Box contents to organise the RC internal layout.		
8	Brief staff, and establish regular briefings.		
9	Ensure all staff have on means of identification (e.g. tabard and ID badge)		
10	Allocate staff specific roles/ areas of responsibility.		
11	Designate a supervisor for each area.		
12	Organise shift working as soon as possible. The busiest areas will need shorter shifts.		
13	Ensure all staff and volunteers get proper breaks, rest and refreshment away from the main areas.		

RUNNING REST CENTRE

14	<p>Ensure everyone entering the RC is registered. Name, age, gender, home address, place from which evacuated (if different), and destination (if known). Also time arrived, time left if relevant, any medical issues and the number on their wrist band.</p> <p>List medical problems or issues to handover as soon as ambulance service arrive</p> <p>Template Registration and Other Forms in Emergency Box</p>		
15	<p>Ensure Evacuees are taken inside immediately, are able to sit down and have a (hot) drink.</p>		
16	<p>Do not try to register people who have more obvious and urgent needs. People are more important than administrative procedures.</p>		
17	<p>Do not hold on to evacuees longer than absolutely necessary. If they have somewhere to go (relatives or friends), discharge them as quickly as possible, assisting them with transport if necessary.</p>		
18	<p>Do not allow children or pets to run riot. Quickly allocate closely supervised entertainment areas for children, and separate accommodation for pets.</p>		

IMPORTANT NOTES:-

- ❑ **Remember** that Evacuees may be tired, wet, distressed, sick, hungry or in shock. This may cause them to display abnormal behaviour, e.g. be aggressive.
- ❑ **Identify quickly anyone having special needs** and see to those immediately; medical welfare, disability, age, nursing mothers- anyone needing any form of additional assistance for any reason.
- ❑ **Be alert** for symptoms of delayed shock or severe stress.
- ❑ **Keep everyone informed** frequently and regularly of what is happening with non-confidential, approved information.
- ❑ **Treat everyone** as an individual, having different rights, attitudes and needs.

6.4 Data Protection – Consent Form

Participation in the Community Emergency Plan

I am willing to participate in this scheme and for my personal data to be included as set out below:

Name	
Address	
Telephone no	
Mobile	
Any other relevant info	

I understand that my information may be kept within copies of the plan held by members of the Community Emergency Team and by Category One responders as set out in the Civil contingencies Act 2004) (mainly Local Authorities, the Environment Agency, Emergency Services) and that it will only be used in an emergency situation for purposes of responding to that emergency. Data will be kept securely in accordance with data protection regulations.

Signed	
Date	

Agreed this will be used for Stuart Kay, Lita Black and Jenny Brooks as the three key contacts for the Emergency Services.

Other volunteers' details will be restricted to copies of the Plans in the Emergency Boxes only

The website version of this plan will also contain only the three names above

Personal details

Role on the Day

What aspects of the operation from your own role perspective did not go well and needs further development?

What aspects of your own role perspective went well and should be highlighted as good practice for future?

What aspects from the Community Plan perspective did not go well and needs further development?

What aspects from the Community Plan perspective went well and should be highlighted as good practice for future?

List plan amendments here

Any other comments.