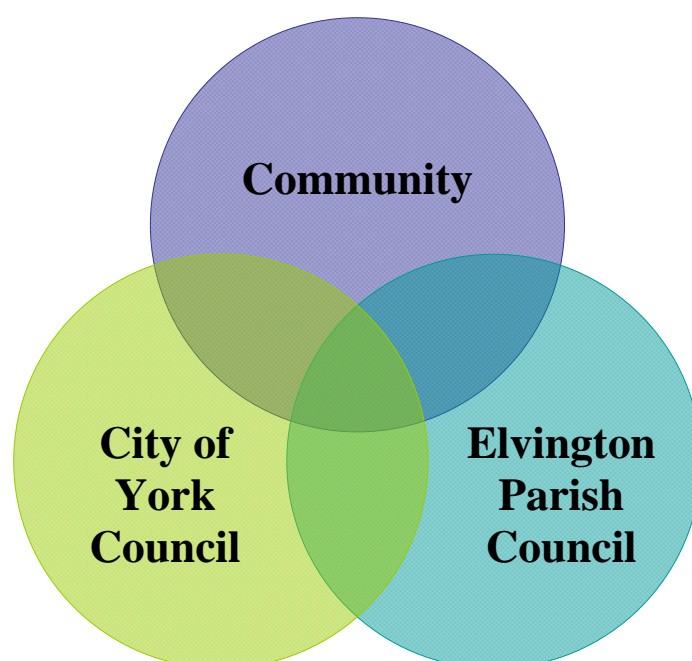


Elvington Parish Council



Emergency Plan

September 1st 2007

Updated 17th January 2012

Elvington Parish Emergency Plan

Introduction

The widespread flooding and severe weather events over the past few years have highlighted the difficulties for the Emergency Services and Local Authorities in responding fully without the assistance of local communities affected. These incidents, amongst others, have shown that there are actions the local parish can take to help themselves, particularly in rural areas. These actions will be more effective if the local parish has a planned and co-ordinated response in place before an incident occurs.

Aim of the plan

To increase short-term parish resilience.

Objectives

- Identify vulnerable elements of the Parish
- Identify hazards and possible mitigation measures
- Identify resources and key contacts in the parish

Role of the Chairman of the Parish Council

- Provide a vital link between the Parish and other organizations planning and responding to an emergency.
- Maintain the Parish Plan
- Provide a link to the City of York Emergency Planning Officer
- Call a Parish meeting during an emergency (if deemed necessary)
- Provide the focal point for the Parish response to an emergency

Parish Emergency Meeting

First consider the following:

- Is a meeting necessary?
- Is the venue safe for meeting and access?
- Has York Council been informed?
- Has parish been informed?
- Take a copy of First Agenda

N.b.: Elvington Village Hall will be the focus for the Parish response and will act as the rendezvous point. In the event of the hall not being accessible, the Parish Council will relocate to the School, or ultimately the Sports Club, which is located next to the Surgery and Sports Field.

Emergency Action Check List

- **Dial 999, ensure the emergency services are aware of the emergency and follow any advice given**

- **Contact City of York Council
(Duty Emergency Planning Officer)
on: **07880 505369****

- **Use the log sheet at the back of the plan to record:**
 - 1. Any decisions you have made**
 - 2. Who you spoke to and what you said**

- **Contact other members of the Parish that need to be alerted:**
 - 1. Those specifically under threat**
 - 2. Parish Councillors (via the Parish Clerk)**
 - 3. Volunteers and Key-holders that may be needed**

(Contact initially may be to inform them of the emergency or to inform them of current Emergency Service advice regarding any action to be taken)

PARISH COUNCILLORS AND CLERK		
Name	Telephone Number	Address
Ian Bailey (Chairman)	01904 608294	Glen House Main Street
Phil Rees (Vice- Chairman)	01904 607902	Beech Cottage Main street
Terry Wilson	01904 607221	4 The Cottages The Village Green
John Nicholson	01904 608301	Spring Lodge Main Street
John Webster	01904 608520 01904 608620	Bramley House 3 Derwent Close
David Forster	01904 608569	The Grey Horse Main Street
Anne Taylor	01904 607857	18 Riverside Close
David Headlam (Clerk)	01904 608721	Bramland House Dovecote Garth

Communication with Residents

1. Information Boards

- a) Outside Village Hall**
- b) Dauby Lane (opposite School)**
- c) Elvington Park (entrance)**

2. Parish Council meetings

3. Cascade phone system

4. Village website

www.elvington-york.co.uk

5. Parish Magazine distributors

6. Local Radio and TV

N.B.: Information regarding residents needing or requesting assistance will rely on the Elvington Electoral Roll, local knowledge, surgery and district nurses.

CONTACTS

Emergency Services	999	
Chairman of Parish Council	01904 608294	parishchairman@elvington.net
Vice- Chair of Parish Council	01904 607902	
Clerk	01904 608721	Clerk holds Electoral Roll
CYC Emergency Duty Team (Social Services)	01904 551550 0845 034 9417	www.york.gov.uk
Police HQ	101	
Fire Service HQ	01609 780150	
Chairman Sutton upon Derwent Parish Council	01904 608412 01904 607434	Pete Kirby (Chairman) Victoria Fletcher (Clerk)
Environment Agency Floodline	0845 9881188 then 0214211	www.environment- agency.gov.uk
Major Incident Response Team	07974 745194	Practical / Emotional Support
Road Watch AA	0113 2049111	
NHS Direct	0845 4647	www.nhsdirect.nhs.uk
Elvington Medical Practice	08450 717170 607606(ex/d)	www.elvingtonmedicalpractice. co.uk
District Nursing Sister	01904 627635 0845 0568060 (Out of hours)	
School Caretaker	01904 608398 01904 608493	
Gas – Transco	0800 111999	
Electricity – National Grid	0800 375675 0800 668877	
Drinking Water:	08451 242424	
Waste Water:	08451 242429	
BT	0800 8001 250	
Local Ministers: Peter Burgess Taff Morgan	01904 448309 01904 607121 / 07902 033174	
Radio York	01904 601606 (Helpline) 01904 622033 (News)	
Radio Humberside	01482 211202	
Minster FM	01904 488011	
Radio Aire	0113 2457822	

PARISH RESOURCES			
Resource	Contact/Key-Holder	Phone	Capacity
Village Hall- Kitchen, hall, toilets, tables, chairs, utensils	Village Shop Grey Horse Richard Pearce Jean Ripley	01904 608264 01904 608335 01904 607780 01904 608789	150+
Surgery	Dr Longmore	01904 607676 (ex-directory number)	Computer with internal connection system to York District Hospital
Sports Club and Field- Kitchen, hall, tables, chairs, utensils	Mick Barker Bill Pigg Sue Challis	01904 607123 01904 608114 01904 608143 01904 608398	100+ Large open field
Church	Minister (Taff Morgan) Churchwarden (Gill Jones)	01904 607121 07902 033174 01904 608287	250 No facilities other than seating and good solid walls
NAAFI and Air Museum Spaces, toilets, tables, chairs, kitchen, utensils	Director (Ian Reed)	01904 608595	There are many and varied spaces, with toilet and kitchen facilities in the NAAFI
School-- Hall, classrooms, kitchen, toilets, etc.	Head Teacher Caretaker	01904 608398 01904 608493	250+
Grey Horse Inn (usual public house facilities)	Jason Butler / David Forster	01904 608335 01904 608569	C 100

ELVINGTON SKILLS & EQUIPMENT		
NAME / TEL	ADDRESS	SKILLS / EQUIPMENT
Jeff Stubbins 01904 608517	The Bridge	Lifting and welding equipment
John Nicholson 01904 608301	Main Street	Contact with farmers
A1 Haulage 01904 608463	Drome Farm Elvington Lane	Plant and transport
Smallwoods 01904 607825	Main Street Sutton on Derwent	Road sweeping and Drain cleaning
John Webster 01904 608520	Elvington Industrial Estate	Joinery
Surgery 08450 7171 70 01904 608224	York Road Elvington	Medical expertise
Elvington Village Store 01904 608264	Main Street	Food supplies etc.
The Grey Horse 01904 608335	Main Street	Refreshments
Rolawn 0845 604 6050	York Road Elvington	Tractors
Elvington Air Museum 01904 608595	Airfield	Fire Trucks

The Flood Defence Scheme

The village is protected by a scheme in the vicinity of the Church, consisting of an embankment with a culvert beneath it for the Beck to flow through. At the exit end is a 'loose' flap valve which closes by river pressure when the Derwent rises. There is a manually operated penstock at the opposite end which is precautionary against the flap valve failing to fully close, most probably because of obstructions. The embankment and penstock are controlled and maintained by the Environment Agency.

A pumping station, located in the vicinity of the embankment, controls two pumps that discharge water from the Beck when the flap valve and penstock are closed. The pumps operate automatically when switched to do so – for safety reasons, they are normally maintained on 'manual' control. A red warning light is located on the outside of the building to warn of possible malfunctions, though this is only easily visible from Northumberland House. The pumping station and associated equipment are controlled and maintained by the Ouse and Derwent Internal Drainage Board, who are also responsible for ensuring that the Beck and culverts/grills are free from obstructive debris.

The scheme, which is located on private land, must not be accessed by the general public at any time; it is a particularly dangerous area at times of flooding.

Emergency Arrangements

The Environment Agency notify the IDB of any forecasted flooding from the Derwent, who then ensure that the pumps are set to automatic, following which the EA will close the penstock. The IDB will also check that culverts/ grills are free from debris.

Water depth gauges are located in the Derwent upstream by the Bridge, at either end of the embankment, and in the Beck adjacent to the telephone box. They are all calibrated to identical reference levels.

The pumps will start automatically when water in the Beck reaches 5.8m; they will switch off when the level falls to 4.6m. At the danger level of 6.3m there is a severe likelihood of properties being flooded and water flowing across the road.

The EA, IDB and CYC have their own detailed Emergency Flood Plans for the village.

Emergency Actions

- **If the Beck rises to 5.9m (on the scale by the telephone box), this is a potential emergency and one of the Emergency Contacts below must be notified urgently.**
- When the warning light of the pumping station is lit, notify one of the contacts below without delay.
- The **Emergency Contacts**, who have emergency details for all the necessary service providers are:

The Chairman of the Parish Council	(Ian Bailey – 608294)
The Deputy Chairman	(Phil Rees – 607902)
The Parish Clerk	(David Headlam – 608721)

- In an extreme situation, City of York Council have an emergency (24 hour) contact number: (York) 625751 (or 551550 during normal office hours).

Log Sheet

Date and Event	Time	Information / Decision / Action	Name

ADMINISTRATION

- **Guidance Notes for Councillors**
- **Risk Assessment**
- **Plan Distribution List**
- **Review and Amendment Record**
- **Health and Safety**
- **Data Protection**
- **Freedom of Information Act**
- **Communications**
- **Media Enquiries**
- **Local Radio and Local TV**

Guidance Notes to Councillors

(RECOMMENDED ACTIONS)

Act as a point of reference for your parish by:

1. Maintaining regular contact with the City of York Council.
2. Liaising with Ward Councillors and council representatives.
3. Talking to residents affected by the situation.
4. Visiting Rest Centres, if established in your area.
5. Contributing to the media response as requested by the City of York Council Marketing & Communications department.
6. Providing feedback to fellow members.
7. Directing any questions or queries through the City of York Council Emergency Control Centre (if established).

In all cases, keep notes of information received, actions, times & dates and contact details of those persons providing the information. Verify information for accuracy and co-ordinate relevant information that should be passed to the Council Emergency Control Centre for action or to the relevant Emergency Service if it is of a life-threatening nature.

ACTIONS YOU SHOULD AVOID

Do not:

1. Become involved at the scene of an incident unless specifically requested to do so. This could prove counter-productive.
2. Interfere in operational matters.
3. Put yourself at risk
4. **Remember that in the early stages of an incident there will be an element of confusion and misinformation.** By following these guidance notes you will become the eyes and ears of the emergency responders and your contribution could make a difference to how well the integrated emergency response is managed.

RISK ASSESSMENT				
Hazard	Impact	Measures in place	Other measures possible	Risk
Flooding	Population Roads & traffic Buildings	Flood defences	Sandbags	Medium
Total or partial loss of gas	Domestic Industrial			Low
Total or partial loss of electricity	As above			Medium
Total or partial loss of water	As above			Low
Total or partial loss of telephone	School Surgery Domestic Industrial			Low
Severe Weather	Population Roads Buildings School Livestock			Medium to High
Major Fire	Population Buildings Traffic Pollution			Low to Medium
Loss of road access Transportation, toxic release	Population Emergency Services Industry			Medium
Bridge Collapse	Pos: loss of life Disruption			Low
Industrial explosion or fire. Toxic release	Personnel Pollution Buildings and traffic in vicinity			Low
Terrorist incident	Everyone			Low
Nuclear Incident	Everyone			Low
School Incident	Children Staff Community			Low

PLAN DISTRIBUTION LIST

#	Agency	Named Person	Contact Tel:	Plan Location
1	Parish Councillors and Parish Clerk	David Headlam (Clerk)	01904 608721	Homes
2	City of York Council Emergency Planning Officer	Emergency Planning Team	01904 551009 07880 505369	emergency.planning@york.gov.uk
3	Elvington Medical Practice	Julie Lund	08450 717170	Reception
4	The Grey Horse, Elvington	David Forster	01904 608335 01904 608569	Alarm Cupboard
5	Village Hall	Keys to Village Hall held at: Village Shop & Village Pub		Filing Cabinet
*	Electoral Roll	David Headlam Clerk	01904 608721	parishclerk@elvington.net

REVIEW & AMENDMENT RECORD

#	Date	Review	Amendment	Name
1	01/02/09	General	Contacts	D Forster
2	30/11/09	General	Contacts	D Forster
3	20/12/10	General	Contacts & Update of Flood Plan	D Forster
4	17/01/12	General	Contacts	D Forster
5				
6				
7				
8				
9				
10				

Health & Safety

No member of the Parish Council, whilst undertaking activity in furtherance of this plan, will expose themselves to danger. Members are responsible for their own safety and should undertake a risk assessment of proposed activities before embarking on a particular course of action. This is especially important whilst at or near the disaster scene (operational area).

Members should only attend the operational area of an incident if so requested by one of the emergency services present at the scene. They will obey any Health & Safety directives issued by any Emergency Service Safety Office or, in that person's absence, any of the emergency service personnel at the location.

Data Protection

The plan contains personal information on *living individuals* and is subject to regulations and restrictions as laid down in the Data Protection Act. Such personal information as is contained within this document is provided with the consent of the named individual, on the understanding that it is used only for the purpose for which it was given.

Freedom of Information Act

All personal information in this document is held in confidence and will not be subject to disclosure by virtue of the Freedom of Information Act. Information not containing personal details may be released under disclosure rules. Personal details of individuals holding Public Office (Parish Councillors) are not protected; however, any additional information above the statutory requirement will not be disclosed under the Freedom of Information Act. **Other information** will not be subject to disclosure except to those persons or organisations shown in the plan distribution list.

Communications

There are no special arrangements to provide Parish councillors with radios or other communication tools in an emergency. Members will be self-sufficient and provide their own mobile phones or make use of fixed telephone lines.

NB: Mobile communications cannot always be guaranteed. The emergency services can, if the situation becomes necessary, close access to each of the main networks, thus restricting use to those secured against such shutdowns. This is known as MTPAS (Mobile Telecommunication Privileged Access Scheme).

Media Enquiries

Following any major incident, demands from the media for prompt and accurate information will exert extreme pressure on all the agencies involved. It will be both immediate and sustained, and must be co-ordinated so that conflicting information is avoided. **The Police are the co-ordinating agency** for the multi agency response and will lead on this. This does not prevent other agencies from speaking to the press on issues that are within their remit; anything released by one agency to the press is shared with the others. The Press Liaison Officers for each of the agencies are key to successful handling of the media; they will facilitate all enquiries and requests for interviews.

There are agreed joint arrangements in York and North Yorkshire for providing a co-ordinated response to the media during and following a major incident, as specified in the York and North Yorkshire Media Plan. It is important that any contact with the media is managed by the appropriate Press Liaison Officer. For Parish Councils the appropriate officer will be the Duty Press Officer of the City of York Council (*24 hour cover*). The Chairperson of the Parish Council has the relevant contact details.

Where there is multi agency involvement in the emergency response, the interface with the media may be undertaken by another agency in accordance with the agreed arrangements and protocols. Normally, a City of York Council spokesperson will speak on behalf of the Authority. The Parish Council may be asked to provide a spokesperson in these circumstances. The Parish Council should not proactively seek out the media without first contacting the City of York Council Duty Press Officer.

Local Radio Stations

Requests for radio interviews should be passed to the City of York Council Duty Press Officer; they will assist in the arrangements and be able to offer professional advice on how to deal with particular aspects of the interview. It is unlikely that the Parish Council would be approached directly, as most news desks route all of their requests through the Press Officer of the relevant agency.

Local Television Stations

The arrangements for local radio will apply to television interviews.