



HORNSEA TOWN COUNCIL EMERGENCY PLAN

1. Introduction

This plan has been developed by Hornsea Town Council to enable the community to respond to a major incident/emergency, while they are awaiting the assistance of the Emergency Services and East Riding of Yorkshire Council.

2. Definition of an Emergency/Major Incident

Any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

Emergencies have no boundaries and could affect the whole of the town. Due to the unknown nature of emergencies the Emergency Services, E.R.Y.C. and other agencies may be overwhelmed resulting in a delayed response to specific areas.

3. Purpose of the Plan

The plan has been designed to enable the Town Council to identify the immediate actions, they should consider during an emergency. These actions may assist the community in reducing the negative impacts an emergency can have until further assistance has been received.

4. Aim of the Plan

The aim of the plan is to increase the short-term resilience of the community to an emergency, by the identification of community procedures.

5. Objectives of the Plan

- Identify the risks to the community and relevant response actions and providing 'local knowledge' for the Emergency Services
- Relaying information and instructions to the local community
- Identify vulnerable people in the community
- Ensuring that premises owned by the Council which may be required for emergency use are available i.e. Town Hall
- Identify resources in the community available to assist during an emergency and establishing a co-ordinating link between the Town Council and voluntary groups, as necessary

- Provide key contact details for the Parish Council Emergency Group, Key Community Resources, the Emergency Services and Local Authorities

6. Plan Ownership & Document Control

This Plan and the information within it are **private and confidential** and should only be released to Members of Hornsea Town Council or those individuals involved in its implementation. Hornsea Town Council owns this Plan and its contents and it is their responsibility to ensure it is accurate and up to date. The Council will review this plan at least annually.

SECTION 1: ACTIVATION

When the Plan will be Activated

This plan will be activated when at least **Two Members** of Hornsea Town Council and the Town Clerk consider 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.

Responsibility for Activating the Plan

Any two of the following people can activate this emergency plan:

- The Mayor
- Deputy Mayor
- Town Clerk - Mrs J Richardson
- Cllr L Walton
- Cllr A Padgett
- Cllr P Curtis
- Cllr A Eastwood
- Cllr K Himsworth
- Cllr B Y Jefferson
- Cllr F Jefferson
- Cllr J Kemp
- Cllr J Miller
- Cllr B Morgan
- Cllr A Robinson
- Cllr J Robinson
- Cllr I Smith
- Cllr J Whittle

How the Plan will be Activated

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

If the incident involves a flooding event the action plan at Section 4 should be followed.

SECTION 2: THE RESPONSE

EMERGENCY MANAGEMENT TEAM

In the event of this Plan being triggered the Members of the Town Council will form an Emergency Management Team to help mitigate the effects on the community:

COMMAND CENTRE/EMERGENCY ACCOMMODATION

If an Emergency Management Team is brought together, it has been agreed that they will meet at the following location:

1. **The Town Hall**, 75a Newbegin, Hornsea

Joanna Richardson Tel No.
Mrs Chris Berry Tel No.
Gary Oxendale Tel No.
Matthew Pymm Tel No.
Geoffrey Garwood (Caretaker) Tel No

2. The Town Hall, 75a Newbegin, Hornsea, HU18 1PA

Tel: 01964 532252 email: clerk@hornsea.gov.uk website: www.hornsea.gov.uk

EMERGENCY BOX FILE

An emergency box file is kept at the Town Hall. It contains a copy of this Plan, key contact information, a map of the area, stationery, communication aids (radio/torches) high visibility vests and a copy of the Register of Electors

SECTION 3: INITIAL ACTIONS

INITIAL ACTIONS

- **Assess** the nature and scale of the incident **AND Take Charge**

What has happened	- Crashed aircraft, natural disaster (severe weather)
Where	- Location - be as precise as possible.
Casualties	- Numbers - few or many.
Fire	- Extent/likelihood
Services Required	- Fire, Ambulance, Police, East Riding of Yorkshire Council, public utilities.
Access	- Advise best routes to and from site.

- **Make** contact with the Emergency Services and East Riding of Yorkshire Council Tel: 01482 393939 (if appropriate) and pass on this information.
- **Identify hazards/causes of further problems** and minimise their effect - for example if flooding, arrange for drains and gullies to be cleared and initiate any remedial work that may be required e.g. clearing the grills. (This is the responsibility of ERYC)
- **Inform** the Emergency Management Team Members (see Section 2)
- **Gather** as much information about the situation as possible and commence a log of events. Do you need to consider evacuation? Is it necessary? Remember it is the owner's decision to evacuate from premises, but you can advise them. Identify safe exits for evacuation and arrange a SAFE evacuation assembly point.
- **Agree and establish a Command Centre** (see Section 2).
- **Open** Emergency accommodation and ensure you have a power supply, heat and arrange food supplies (if not readily available).
- **Vulnerable** members of the community, identified in Section 6, will need to be contacted as appropriate and advice /assistance should be offered.
- **Emergency Medical Care** members of the community identified in section 5 are those

qualified to provide emergency medical care.

- **Arrange** for the community resources /organisations identified in Section 5 to be made available as necessary.
- **Make** provision for livestock and pets. What animals are at risk? Arrange for relocation.

SECTION 4: INITIAL ACTIONS FOR A FLOODING INCIDENT

INITIAL ACTIONS

- **Assess** the nature and scale of the incident AND **Take Charge**

What has happened (severe weather)	- Heavy Rain, Sea over topping, Hornsea Mere
Where	- Location - be as precise as possible.
Casualties	- Numbers - few or many.
Fire	- Extent/likelihood
Services Required	- Fire, Ambulance, Police, East Riding of Yorkshire Council, public utilities.
Access	- Advise best routes to and from site.

- **Make** contact with the Emergency Services and East Riding of Yorkshire Council (if appropriate) and pass on this information.
- **Identify hazards/causes of further problems** and minimise their effect - for example if flooding, arrange for drains and gullies to be cleared. Contact ERYC
- **Arrange for pumps (if appropriate)** In the absence of any pumps locally contact East Riding Council, Emergency Services for assistance. **(The Town Council has 2 pumps which can be made available together with additional equipment at Woods of Hornsea)**
- **Arrange for boats** for evacuation etc In the absence of any boats locally contact East Riding Council, Emergency Services for assistance. **(Contact Hornsea Inshore Rescue Mob:)**
- **Gather** as much information about the situation as possible and commence a log of events. Do you need to consider evacuation? Is it necessary? Remember it is the owner's decision to evacuate from premises, but you can advise them. Identify safe exits for evacuation and arrange a SAFE evacuation assembly point.
- **Agree and establish a Command Centre** (see Section 2).
- **Open** Emergency accommodation and ensure you have a power supply, heat and arrange food supplies (if not readily available).
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- **Emergency Medical Care** members of the community identified in Section 5 are those qualified to provide emergency medical care.
- **Arrange** for the community resources/organisations identified in Section 5 to be made available as necessary.

- **Make** provision for livestock and pets. What animals are at risk? Arrange for relocation.

EMERGENCY CONTACT DETAILS

Name / Role	Home Phone	Work/Fax	Mobile
Councillor Rev. K. Himsworth 109 Ashcourt Drive, Hornsea HU18 1HR Email: himsworth76@gmail.com	01964 240136		
Mrs J Richardson Town Clerk, Email: clerk@hornsea.gov.uk		01964 532252	
Councillor J. Miller, 34 Ranby Crescent, Hornsea, HU18 1SY Email: john.c.miller@btinternet.com	01964 535055		
Councillor J. Whittle, 133 Cliff Road, Hornsea HU18 1JB Email: jswissco@tiscali.co.uk	01964 532301		
Councillor A. Robinson The Chellows, Strawberry Gardens, Hornsea HU18 1US Email: angus@angusw.net	01964 534882		
Councillor Mrs. J. Robinson, The Chellows, Strawberry Gardens, Hornsea HU18 1US Email: angus@angusw.net	01964 534882		
Councillor L. Walton 22 Eastgate, Hornsea, HU18 1DP Email: leewalton@gmail.com	01964 204323		
Councillor Mrs. B.Y. Jefferson, Aquarius, Railway Street, Hornsea Email: byjefferson@aol.com	01964 533122	01482 393287	
Councillor F. Jefferson, Aquarius, Railway Street, Hornsea Email: byjefferson@aol.com	01964 533122		
Councillor I. Smith, 14 Ebor Avenue, Hornsea HU18 1SR Email: ian.s_716@fsmail.net	01964 537947		
Councillor Ms. J. Kemp, 15 Chrystals Road, Hornsea HU18 1PJ Email: Julie_kemp@btinternet.com	01964 535216		
Councillor Mrs P Curtis Rose Lyn, Rolston Road, Hornsea HU18 1XG Email: Roselyn@pamjam.co.uk	01964 530709		
Councillor B Morgan 15 Swift Close Hornsea HU18 1LD Email: brianmorgan1974@hotmail.com	01964 532022		
Councillor A Padgett 1 Cedar Close, Hornsea, HU18 1TY Email: annepadgett@tiscali.co.uk	01964 532283		
Councillor A Eastwood Southwood Southgate Hornsea HU18 1RE Email: andrew@theeastwoodbox.com	01964 533324		

Contact Details East Riding of Yorkshire Ward Councillors

Ward Councillors	Phone	Work/Fax	Mobile
Councillor Mrs. B.Y. Jefferson, Aquarius, Railway Street, Hornsea	01964 533122	01482 393287	
Councillor J. Whittle, 133 Cliff Road, Hornsea Hu18 1JB Email: whittlejohn06@gmail.com	01964 532301	01482 393251	

Useful Telephone Numbers

- Fire, Police, Ambulance and Coastguard 999
- Hornsea Inshore Rescue 01964 537340 or 07796 257989
- Police Non Emergency Number 101 or 0845 60 60 222
- Other Local Doctors surgery 01964 530350
- NHS Advice 111
- East Riding of Yorkshire Council 01482 393939/887700
- Northern Power Grid 0800 375 675
- Scottish Power 0845 272 7999
- Eastern 0800 783 8838
- All Gas Leaks 0800 111 999
- Yorkshire Water 0845 124 24 24
- Power cut 105

Flooding Contact Numbers

- Environment Agency trained operators are available 24 hours a day seven days a week and can provide immediate practical advice on flood risk and what to do before, during and after a flood.

Telephone: 0845 988 1188.

Minicom service (For the deaf and hard of hearing): 0845 602 6340

Environment Agency: 0800 80 70 60

(Damage or danger to the natural environment e.g. – pollution, poaching, risks to wildlife, fish in distress, illegal dumping of hazardous waste)

- East Riding of Yorkshire is responsible for the drains that remove surface water from the highway. In the event of significant highway flooding, the council works with other bodies to provide an emergency response, such as the provision of sandbags. 01482 393939
- Highways customer care: 01482 393939
- Yorkshire Water is usually responsible for sewer drains in the roads and blocked sewers: 0845 124 24 24

SECTION 5: COMMUNITY RESOURCES

Community Resources Available for use during an emergency.

Emergency Accommodation, Food & Water

<u>Emergency Accommodation</u>	<u>Contact Details</u>
Hornsea Town Council The Town Hall, Newbegin, Hornsea	Tel: 01964 532252
Hornsea Leisure Centre, Broadway, Hornsea	Tel: 01964 533366
Hornsea School and Language College, Eastgate, Hornsea	Tel: 01964 532727
United Reformed Church, New Road, Hornsea	Tel: 01964 533576
Hornsea Floral Hall, Esplanade, Hornsea	Tel: 01964 532919
Indoor Bowls Club, Atwick Road, Hornsea	Tel: 01964 537776
Hornsea Mere	Tel: 01964 533277
Hornsea Parish Hall, 1 Newbegin, Hornsea	Tel: 01964 537203

General Supplies.

<u>Resource Available</u>	<u>Contact Details</u>
Hornsea Town Council	Tel: 01964 532252
Woods of Hornsea, Southgate Court (General Building Materials)	Tel: 01964 534664 Out of hours:

Resources with medical, Para medical, nursing, first aid, health care & veterinary skills.

<u>Resources with medical, Para medical, nursing, first aid, health care & veterinary skills</u>	<u>Contact Details</u>
The Health Centre, Eastgate, Hornsea	Tel: 01964 530350
Doctor	Dr. Paul Garwood
Nurse	Diane Stone, Carol Naylor
Registered District Nurse who is aware of Local Community and other health services.	Diane Stone
The Peel Veterinary Clinic	Tel: 01964 532770
Dental Skills	Cliff Road Dental Practice Tel: 01964 533293 Scott Senior 36 Newbegin, Hornsea Tel: 01964 532153
First Aid Trained	First Responders, Inshore Rescue

People with social service, counselling, youth work, play group, teaching, local voluntary organisations, volunteers, CRB checked or catering experience.

**Please contact: The Bridlington South and North Holderness Care Team
Tel: Bridlington Care Management Team 01482 396732, Skirlaugh Care Management Team 01482 396532**

People with equipment, who could help during an emergency

Equipment/Supplies	Name	Address	Tel/Mobile No
Hornsea Town Council	G. Oxendale	75a Newbegin, Hornsea	
Clothes/Towels etc	Hornsea Lions Mike Johnson Ken Thorpe	12 New Road Hornsea	01964 536400
Dinghy/Boat	Hornsea Boat Compound		01964 535164
Jet Ski/Inflatable	Inshore Rescue	South Promenade, Hornsea	01964 537340
Chainsaws (Petrol)	HTC		
Cutting Equipment Heavy duty	HTC		
Cooking facilities (not requiring mains power) – camping stove	Hornsea Town Council Hornsea Golf Club Indoor Bowls Club	Rolston Road, Hornsea Atwick Road, Hornsea HU18 1EJ	01964 532020 01954 537776
Diggers (JCB)	Woods of Hornsea	Old Bridge Road, Hornsea	01964 534664
Emergency Lighting Equipment – generator	HTC Woods of Hornsea	Old Bridge Road, Hornsea	01964 534664
Fork lift Truck with bucket	Woods of Hornsea	Old Bridge Road, Hornsea	01964 534664
Four Wheel Drive vehicles	Inshore Rescue	South Promenade, Hornsea	
Generators (Diesel/Petrol)	HTC Woods of Hornsea	Old Bridge Road, Hornsea	01964 534664
Heating Equipment (Space Heating)	Woods of Hornsea	Old Bridge Road, Hornsea	01964 534664
Heating Appliances (portable)	Woods of Hornsea	Old Bridge Road, Hornsea	01964 534664
Ladders	HTC		
Lifting Equipment	HTC/Woods	Winch and Jacks	
Metal croppers	HTC		
Photocopying/printing facilities	HTC		
Pumps Water	HTC		
Sand Bags	HTC		01964 532252
Tractors	Hornsea Golf Club Inshore Rescue	Hornsea Golf Club, Rolston Road Hornsea HU18 1XG South Promenade, Hornsea	01964 532020
Trailers for use with tractors	Hornsea Golf Club HTC	Hornsea Golf Club, Rolston Road Hornsea HU18 1XG	01964 532020

Other useful equipment (welding gear)	HTC		
Snow ploughs	ERYC		

People with a practical resource skill, who could help during an emergency

<u>Skills Available</u>	<u>Contact Details</u>
Agricultural machinery operator	Hornsea Inshore Rescue
Tractor Driver	Hornsea Inshore Rescue
HGV Driver	Hornsea Inshore Rescue
Fork Lift Driver	Woods of Hornsea
Qualified – VHF Ship – Shore Radio	Hornsea Inshore Rescue / Cllr J Miller
Electrical Engineer	Richardson Electrical 01964 536073
Coordination of flood and emergency response with all insurers	HTC
Willing to act as courier (if power or telephone lines are affected) or to provide emergency help to vulnerable neighbours (coordinated by the Emergency Management Team.	Hornsea Town Council Members & Staff

SECTION 6: VULNERABLE PEOPLE

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

Name, Address and Contact Information	Name, Address and Contact Information
To be co-ordinated by ERYC/Hornsea Town Council – Local Churches	To be co-ordinated by ERYC/Hornsea Town Council – Local Churches

SECTION 7: PLAN PUBLICATION

PLAN PUBLICATION

Electronic copies of this plan have been emailed to:

- East Riding of Yorkshire Council Principal Emergency Planning Officer Alan.Bravey@eastriding.gov.uk and Heps www.heps.gov.uk.

Hard copies of this plan are kept by:

- All Members of the Hornsea Town Council & East Riding Ward Councillors and those on a list of individuals as may be agreed by the Town Council.

A web version of the plan **with the confidential information removed** (will be) posted on the Town Council website (Hornsea.gov.uk) for public information.

SECTION 8: PLAN MAINTENANCE

Plan Maintenance Roles and Responsibilities

- Hornsea Town Council is responsible for making sure the plan complies with Data Protection and all other appropriate legislation.
- Hornsea Town Council should make sure that all the people who are involved in the plan are aware of their role and know that they might be contacted during an emergency.
- The plan will be reviewed at least annually. During the review every section of the plan will be checked for accuracy (telephone numbers, resource lists etc). Hornsea Town Council will have responsibility for reviewing the emergency plan.
- Any updates to the plan should be approved by the Town Council before the plan is changed.

SECTION 9: SEVERE WEATHER EMERGENCY PLAN

The Town Council has entered into a partnership arrangement with East Riding of Yorkshire Council. Under the scheme we are supplied with salt which is stored at the council's depot in the Esplanade. The Maintenance Team will fill and top-up all 'Salt Bins' in the town that is all the East Riding of Yorkshire Council and Hornsea Town Council bins – subject to ERYC providing salt.

All footpaths in cemeteries will be cleared of snow and ice as the weather permits.

The Town Council when required will be used to clear snow from footpaths on the route to schools in Newbegin, Hornsea (not routinely).

The Town Council will also respond to requests to salt areas of car parks and footpaths in the main pedestrian areas subject to salt being provided by ERYC (not routinely).

The Town Council's resources will be available at all times to assist the Emergency Services as and when necessary.