



# **Aldbrough Parish Emergency Plan**



# Contents

|  |    |
|--|----|
| Contents .....                                       | 3  |
| Aldbrough Parish Emergency Plan.....                 | 4  |
| Introduction.....                                    | 4  |
| Definition of an Emergency/Major Incident.....       | 4  |
| Purpose of the Plan .....                            | 4  |
| Aim of the Plan .....                                | 4  |
| Objectives of the Plan.....                          | 5  |
| Plan Ownership & Document Control .....              | 5  |
| Section 1 – Activation .....                         | 6  |
| When the Plan will be activated.....                 | 6  |
| Responsibility for activating the plan.....          | 6  |
| How the plan will be activated? .....                | 6  |
| Section 2 – The Response .....                       | 7  |
| Emergency Management Team .....                      | 7  |
| Command Centre .....                                 | 8  |
| Emergency Accommodation/Command Centre .....         | 8  |
| Section 3 – Initial Actions .....                    | 9  |
| Section 4 – Emergency Contact Numbers .....          | 10 |
| Flooding & Environmental Contact Numbers.....        | 10 |
| Useful Telephone Numbers.....                        | 11 |
| Ward Councillors & MP .....                          | 11 |
| Section 5: Community Resources.....                  | 12 |
| Volunteered Services & Equipment .....               | 13 |
| General Supplies, Petrol Stations & Bottled Gas..... | 14 |
| Transport .....                                      | 14 |
| Public Houses & Hotels.....                          | 15 |
| Section 6 – Plan Publication .....                   | 16 |
| Section 7 – Plan Maintenance .....                   | 17 |
| Roles and responsibilities .....                     | 17 |

# **Aldbrough Parish Emergency Plan**

## **Introduction**

This plan has been developed by Aldbrough Parish 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.

## **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 parish. 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.

## **Purpose of the Plan**

The Plan has been designed to enable the Parish 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.

## **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.

## Objectives of the Plan

- Identify the risks to the community and relevant response actions and provide 'local knowledge' for the Emergency Services
- Relaying information and instructions to the local community
- Identify vulnerable people in the community
- Ensure that premises which may be required for emergency use are available e.g. Youth Club, Village Hall
- Identify resources in the community available to assist during an emergency and establishing a coordinating link between the Parish 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.

## Plan Ownership & Document Control

This Plan and the information within it are **private and confidential** and should only be released to members of Aldbrough Parish Council or those individuals involved in its implementation. Aldbrough Parish 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 the Aldbrough Parish Council or **TWO MEMBERS** of the Aldbrough Emergency Management Team 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 the emergency plan:

- Vice Chair - Councilor Steve Turner
- Councilor Aaron Hammond
- Cllr Cantwell - Chairperson
- Miss Cheryl Jackman (member of public - Parish Emergency Committee)

## 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 actions contained in Section 2 – The Response.

# Section 2 – The Response

## Emergency Management Team

In the event of this Plan being activated the following will form part of the Emergency Management Team who will help to mitigate the effects on the community.

|   |  |
|---|--|
| Cllr Sharlah Cantwell<br>9 Hornsea Road<br>Aldbrough HU11 4RX               | Mob: 07472 384776<br>e-mail: <a href="mailto:sharlah123@hotmail.co.uk">sharlah123@hotmail.co.uk</a>                        |
| Cllr Steve Turner<br>Crossmere Hill Farm, Garton Road<br>Aldbrough HU11 4QA | Tel: 01964 527849<br>Mob: 07901 600259   |
| Cllr Aaron Hammond<br>34 Headlands Drive<br>Aldbrough HU114RS               | Tel: 07868 788315<br>e-mail: <a href="mailto:aaron@aaronhammond.co.uk">aaron@aaronhammond.co.uk</a>                        |
| Cllr Tim Floater<br>19 Headlands Drive<br>Aldbrough HU11 4RS                | Tel: 01964 527483<br>Mob: 07446 185363<br>e-mail: <a href="mailto:floaterjv@aol.com">floaterjv@aol.com</a>                 |
| Cllr Geoff North<br>4 Sandpits Lane<br>Aldbrough HU11 4RL                   | Tel: 01964 527608<br>Mob: 07788 427695<br>e-mail: <a href="mailto:geoffnorth@homecall.co.uk">geoffnorth@homecall.co.uk</a> |
| Cllr Mick Robinson<br>1 Carlton Drive<br>Aldbrough HU114SF                  | Tel: 01964 527877<br>Mob: 07747 334093<br>e-mail: <a href="mailto:mrrobinson6@yahoo.com">mrrobinson6@yahoo.com</a>         |
| Cllr Malcolm Turner<br>4 East Newton Road<br>Aldbrough HU11 4RT             | Tel: 01964 527425<br>Mob: 07833 546217   |
| Cheryl Jackman<br>3 Elm Grove<br>Aldbrough HU11 4RQ                         | Tel: 01964 527446<br>Mob: 07977 235302<br>e-mail: <a href="mailto:cherylj69@hotmail.com">cherylj69@hotmail.com</a>         |
| Sue Hickson-Marsay<br>36 Carlton Lane<br>Aldbrough HU11 4RG                 | Tel: 01964 527135<br>Mob: 07796 257989   |

## Command Centre

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

Aldbrough Village Hall, Recreation Ground, Garton Road, Aldbrough HU11 4QA

Key Holders: Janet North 01964 527608 - Janet Stott 01964 527348 - Mally Turner 01964 527425 - Jenny Turner 01964 527378

## Emergency Box File

An emergency box file is kept in a marked filing cabinet in upstairs office at the Village Hall. It contains a copy of this Plan, key contact information, a map of the area, stationary, communications aids (radio/torches), high visibility vests and a copy of the Register of Electors.

| <b>Emergency Accommodation/Command Centre</b>                       |  |
|---|--|
| Aldbrough Village Hall<br>Garton Road<br>Aldbrough HU11 4QA         | Tel: 01964 527877 - Cllr M Robinson<br>Mob: 07747 334093 - Cllr M Robinson<br>Tel: No landline at location   |
| Aldbrough Youth Club<br>Hornsea Road<br>Aldbrough HU11 4QW          | Tel: 01964 527822- Beryl and Martin Senior   |
| Aldbrough Primary School<br>Headlands Road<br>Aldbrough HU11 4RP    | Tel: 01964 527422 - School Office<br>Tel: 01964 527157 - Head<br>Tel: 01964 527984 – Secretary<br><a href="#">Tel: 01964 534282 – Steve Caretaker</a><br>07845 751576<br>email: <a href="mailto:aldbroughprimary@eastriding.gov.uk">aldbroughprimary@eastriding.gov.uk</a> |
| Aldbrough Leisure Park<br>Seaside Road<br>Aldbrough HU11 4SA        | Tel: 01964 529298 - Paul Allinson<br>Tel: 01964 527359 - Craig Barron  |
| Double Dutch Public House<br>350 Seaside Road<br>Aldbrough HU11 4SA | Tel: 01964 527786  |
| Methodist Church Hall<br>High Street<br>Aldbrough HU11 4QA          | Tel: 01964 527406 - Rita Allinson  |

# Section 3 – Initial Actions

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

What has happened - Crashed Aircraft, natural disaster, flood, severe weather?

Where - Location - be as precise as possible.

Casualties - Numbers – few or many.

Fire - Extent/likelihood.

Services required - Fire, Ambulance, Police, ERYC, Public Utilities.

Access - Advise best routes to and from site.

- **Make contact** with the Emergency Services and the East Riding of Yorkshire Council Tel: 01482 393051 (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 the premises, but you can advise them. Identify safe exits for evacuation and arrange SAFE evacuation assembly points.
- **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, as identified by the Emergency Committee Members, will need to be contacted 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 – Emergency Contact Numbers**

## **Flooding & Environmental Contact Numbers**

Environment Agency trained operators are available 24/7 and can provide immediate practical advice on flood risk and what action should be taken, before, during, and after a flood.

Tel: 0845 6026340  
Tel: 0845 6026340 – Minicom

Environment Agency - Damage or danger to the natural environment e.g. pollution, poaching, risks to wildlife, fish in distress, illegal dumping of hazardous waste.

Tel: 03459 88 11 88

East Riding of Yorkshire Council is responsible for the drains that remove surface water from the highway. In the event of significant flooding to the highway, the Council works with other bodies to provide an emergency response, such as the provision of sandbags.

Tel: 01482 393939

East Riding of Yorkshire Council – Highways Customer Care

Tel: 0845 6001666

Yorkshire Water is usually responsible for sewer drains in the roads and for blocked sewers.

Tel: 0845 124 24 24

## Useful Telephone Numbers

|  |   |
|--|---|
| <b>Police, Fire, Ambulance and Coastguard</b>  | <b>999</b>  |
| Police Non-Emergency Number  | Tel: 101<br>Tel: 0845 60 60 222   |
| Clerk to the Parish Council - Mrs Nicki Salvidge<br>17 Spring Field Close Sigglesthorne HU11 5QP | Tel: 01964 533148<br>Mob: 07533729173<br>e-mail: <a href="mailto:clerk@aldbroughparishcouncil.co.uk">clerk@aldbroughparishcouncil.co.uk</a> |
| Eastgate Medical Centre - Hornsea<br>Aldbrough Surgery   | Tel: 01964 530350<br>Tel: 01964 527066  |
| NHS 111 Service  | Tel: 111  |
| East Riding of Yorkshire Council   | Tel: 01482 393939<br>Tel: 01482 887700  |
| Npower Northern  | Tel: 0800 668877  |
| Yorkshire Electricity  | Tel: 0800 375675  |
| Scottish Power   | Tel: 0845 2727999   |
| Eastern  | Tel: 0800 7838838   |
| Yorkshire Water  | Tel: 0845 124 24 24   |
| Hornsea Inshore Rescue   | Tel: 01964 537340<br>Mob: 07796 257989  |
| Wentworth Grove Warden - Jacqueline Walton   | Mob: 07793 503677   |
| Scottish & Southern Energy   | Tel: 01964 529451 - Site Security<br>Tel: 01964 530100  |

## Ward Councillors & MP

|                                    |  |
|------------------------------------|--|
| Cllr Jacob Birch                   | Tel: 07926385306<br>e-mail: <a href="mailto:jacobbirch1@me.com">jacobbirch1@me.com</a>   |
| Cllr John Holtby - Ward Councillor | Tel: 01964 562235<br>Mob: 07710 354616<br>e-mail: <a href="mailto:councillor.holtby@eastriding.gov.uk">councillor.holtby@eastriding.gov.uk</a> |
| Cllr Brian Skow - Ward Councillor  | Tel: 01964 613035<br>Mob: 07815 881708<br>e-mail: <a href="mailto:councillor.skow@eastriding.gov.uk">councillor.skow@eastriding.gov.uk</a>     |
| Graham Stuart MP                   | Tel: 01482 679687<br>email: <a href="mailto:graham@grahamstuart.com">graham@grahamstuart.com</a>   |

# Section 5: Community Resources

## Medical Resources & Qualified First Aiders

|   |  |  |
|---|--|--|
| Aldbrough Surgery<br>Cross Street<br>Aldbrough                          | Tel: 01964 527066                      | Local Doctors                                  |
| Ann-Marie Labuda<br>214 Seaside Road<br>Aldbrough<br>HU11 4RY           | Mob: 07980 382480                      | St Johns Ambulance<br>First Aid at Work        |
| David Hunt<br>9 Carlton Drive<br>Aldbrough<br>HU11 4SF                  | Tel: 01964 529170<br>Mob. 07769 860554 | St Johns Ambulance<br>First Aid at Work        |
| Paul Woodward<br>Lambwath House<br>1 Ash Grove<br>Aldbrough<br>HU11 5SQ | Tel: 01964 529006<br>Mob: 07897 549320 | First Aid at Work<br>Paediatric First Aid      |
| Jacqueline Walton<br>31 Carlton Drive<br>Aldbrough<br>HU11 4SF          | Tel: 01964 527091<br>Mob: 07793 503677 | First Aid at Work<br>Warden<br>Wentworth Grove |

## **Volunteered Services & Equipment**

|   |  |   |
|---|--|---|
| Caley & Leake   | 4X4 Tractors<br>Small Generators<br>Water Pumps                          | Tel: 01964 527388<br>Mob: 07768 832718  |
| R H Leonard Limited   | Telehandler<br>4X4 Tractors<br>Slurry Tanker                             | Tel: 01964 527356 - Office<br>Mob: 07721 014465   |
| Scottish & Southern Energy<br>Gas Site<br>Garton Road<br>Aldbrough          | Arc lights and generators<br>First Aiders when available<br>3 Seater 4X4 | Tel: 01964 530100<br>Tel: 01964 529451 – Site Security  |
| Aldbrough Leisure Park<br>Seaside Road<br>Aldbrough                         | Small Tractor<br>4X4 Tractor at Hornsea Venue                            | Tel: 01964 529298 - Paul Allinson<br>Tel: 01964 529292<br>Tel: 01964 527359<br>Contacts: Craig Barron, Paul Head        |
| Hornsea Inshore Rescue  | Large amount of emergency equipment - details in emergency box.          | Sue Hickson-Marsay<br>Tel: 01964 537340<br>Mob: 07796 257989<br><br>John Pugh<br>Tel: 01964 536769<br>Mob: 07981 677974 |
| Steve Turner<br>Crossmere Hill Farm<br>Garton Road<br>Aldbrough<br>HU11 4QA | Tree felling and clearance.  | Tel: 01964 527849<br>Mob: 07901 600259  |
| Matthew Butler  | Tel: 01964 527400<br>Mob: 07836 672900                                   | Plant Hire Equipment  |

## General Supplies, Petrol Stations & Bottled Gas

|  |  |   |
|--|--|---|
| Aldbrough Post Office/Morrisons<br>4 Church Street<br>Aldbrough          | Post Office and general<br>store. Cash machine.                    | Tel: 01964 527201   |
| Premier Stores<br>Hornsea Road<br>Aldbrough                              | General store.   | Tel: 01964 527641<br>07723 383110   |
| Maple Garage (Sproatley)<br>Aldbrough Road<br>Flinton<br>HU11 4NA        | Full range of garage services<br>and fuel supplies.<br>Bottled Gas | Tel: 01964 670392<br><a href="mailto:maplegarage@btconnect.com">maplegarage@btconnect.com</a> |
| Steve Turner<br>Crossmere Hill Farm<br>Garton Road<br>Aldbrough HU11 4QA | Bottled Gas<br>Coal<br>Wood  | Tel: 01964 527849<br>Mob: 07901 600259  |

## Transport

## **Public Houses & Hotels**

|  |                  |                   |
|--|------------------|-------------------|
| George Dragon<br>High Street<br>Aldbrough<br>HU11 4RP  | Food available.  | Tel: 01964 527698 |
| Double Dutch<br>Seaside Road<br>Aldbrough<br>HU11 4SA  |                  | Tel: 01964 527786 |
| Cross Keys<br>Main Road<br>Cowden<br>HU11 4UJ          | Food available.  | Tel: 01964 527203 |
| Frying Farmer<br>Hornsea Road<br>Aldbrough<br>HU11 4QW | Fish & Chip Café | Tel: 01964 527611 |

# Section 6 – Plan Publication

- Copies of this plan have been forwarded to:

East Riding of Yorkshire Council Principal Emergency Planning Officer  
[alan.bravey@eastriding.gov.uk](mailto:alan.bravey@eastriding.gov.uk)

Humber Emergency Planning Service – <http://www.heps.gov.uk>

- Hard copies of this plan are held by:

Nicki Salvidge – Parish Clerk

Cllr Sharlah Cantwell – Chair

Cllr Steve Turner – Vice Chair

Cllr Aaron Hammond

Ms Cheryl Jackman

Mrs Sue Hickson-Marsay

# Section 7 – Plan Maintenance

## Roles and responsibilities

- Aldbrough Parish Council is responsible for ensuring that this plan complies with Data Protection and all other appropriate legislation.
- It is the duty of Aldbrough Parish Council to ensure that all persons involved in this plan are conversant with their role and aware that they could be contacted during an emergency.
- The plan will be reviewed at least twice per year. During the review each section of the plan will be carefully checked for accuracy (contact numbers etc).
- The Aldbrough Parish Emergency Plan Committee will have responsibility for this review under the overall direction of the Aldbrough Parish Council.
- Any updates to the plan should be approved by the Aldbrough Parish Council in consultation with the East Riding of Yorkshire Council Principal Emergency Planning Officer prior to any changes being made to the plan.