

Preparing for Emergencies

With Lincolnshire County Council

Version

V1.0, Final

Keelby Parish

Issue Date

Community Emergency Plan

07/01/2025

Review Date

January 2026

Template serial 14-0524



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Version 1 with effect from:	7th January 2025
Review Date:	January 2026

This plan is a controlled document which contains information to be used during an emergency affecting the communities within Keelby Parish Council.

To comply with the Data Protection Act 2018 the information contained within this document should not be disclosed to any unauthorised person without the express permission from the plan owner and those listed within the plan as having a specified role.

Distribution List

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Records of Amendments

Plan history is stored within the appendices of this plan. Please click here to [view](#).

Plan Publication & Maintenance. Please click here to [view](#).

Data Protection. Please click here to [view](#).

Training Records. Please click here to [view](#).

Mission Statement

Disasters or major emergencies can strike suddenly, unexpectedly and anywhere. Making a plan now will reduce the impact of any emergency on our community and help ensure our response is effective and proportionate.

The purpose of this Community Emergency Plan is to help prepare the community to be ready for an emergency, in case the emergency services and/or relevant authority support are delayed due to the scope and nature of the emergency. This will be achieved by building resilience within the community, using our existing resources in the most efficient and successful way. Our aim is to provide expertise and voluntary support that is safe and proportionate within Keelby Parish boundaries and or our neighbours that enhance that of responding agencies. This is an all hazards plan which includes flooding.

This Community Emergency Plan has been agreed and signed as fit for purpose – acting as a living document - by the Chairperson of the Keelby Parish Council, the Community Emergency Team Leader and/or their Assistant.

Signatures

Role	Chairman of Keelby Parish Council
Name	Trevor Wright
Date	
Role	Clerk to Keelby Parish Council
Name	Janet Milson
Date	

Section 1

Using this Emergency Plan

This plan has been developed to assist your community in an emergency. It should be used as a tool to focus your response to aiding the welfare of your community. It is an all hazards response plan.

Activation

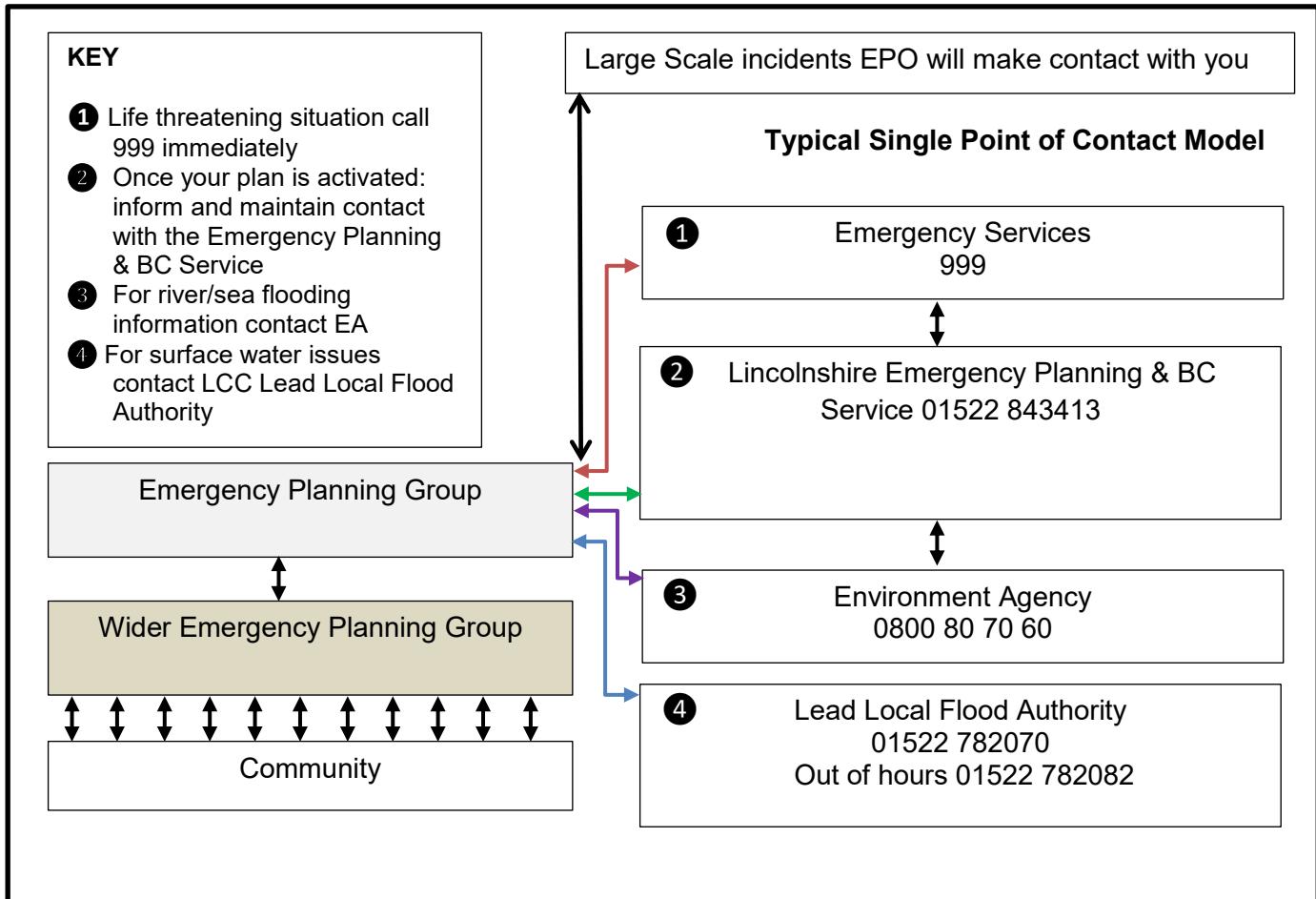
This Plan will be activated when at least two members from the below list of people drawn from the Emergency Planning Group consider it necessary to take action in response to an incident, and when action cannot be taken effectively without triggering the arrangements outlined in this document. If this plan is activated key actions in Section 2 should be followed. In the event of this plan being activated the LCC EPU Duty Officer should be **notified immediately**.

Emergency Planning Group members who can activate the Plan:

Name	Role	Contact
Trevor Wright	Chairman, Keelby Parish Council	07887 650956
Mark Turner	Vice-Chairman, Keelby Parish Council	07890 058957
Janet Milson	Clerk, Keelby Parish Council	07570 431687

In the absence of the above members, anyone member of the emergency planning group can activate the group to discuss actions but the Emergency Planning Unit must be informed using the telephone number at the bottom of this page. If in doubt, it is better to activate and stand down than try to activate when in response.

Information Flow



In an emergency, getting the right information is critical to a well-co-ordinated response. Use this flowchart as a reference.

Whether you activate your plan or the on-call Emergency Planning Duty Officer (EPO) requests you to activate your community plan – please ensure you maintain contact with the EPO. Additional resources and voluntary groups cannot be activated to support you unless you keep EP informed.

The EPO will liaise directly with the emergency services Incident Commander (IC) within the inner cordon of the incident – and can relay your concern, identified vulnerable people and your group's actions to date.

Important Contact Information**Important Telephone Numbers, Postal and email addresses****Keelby Parish Council Coordination Team**

Area & Name	Organisation / Role	Contact information
Trevor Wright	Coordination	07887 650856
Mark Turner	Coordination	07890 058957
Janet Milson	Coordination	07570 431687
Colin Tym	Coordination	07752 894548
Eve Darwood	Coordination	07974 398246
Karen Beedham	Coordination	07488 243820

Community emergency volunteers who can be contacted are:

Tony Bentham	Coordination	01469 561087
Robert Dannatt	Out and About	07795 845663
Richard Bedwell	Out and About	07805 174696
Sue Knight	Coordinator	07944 254645
Graham Lovatt	Out and About	07713 025991
Pete Mills	Out and About	07706 937726
Drew Somerscales	JCB Digger	Via fb messenger only
Mick Staples	Dumper truck 1.5ton Digger	07514 308604
Mike Wright	Out and About	07849 244721
LIVES	First Aid Support	07752 894548 01507 525999

Emergency Notify text alert registered phones

Clerk to PC	07570 431687
Chairman of PC	07887 650856

Out of Parish Contact numbers**West Lindsey District Council**

(1) Working Hours	01427 676676
(2) Outside Normal Hours	01427 613960

Lincolnshire Police

(1) Emergency Calls	999
(2) Non-Emergency Calls	101
(3) general Enquires	0300 111 0300

Lincolnshire Fire & Rescue

(1) Emergency Calls	999
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East Midlands Ambulance Service (EMAS)

(1) Emergency Calls	999
(2) General Enquiries	08450 450222

Lincolnshire County Council Emergency Planning & Business Continuity Service

(1) Emergency Planning Unit	01522 843413
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Environment Agency

(1) General Enquires (Mon – Fri: 8am – 6pm)	03708 506 506
(2) Incident Hotline (24 hours)	0800 80 70 60
(3) Floodline (24 hours)	0345 988 1188

Lead Local Flood Authority

(1) Working Hours - Flood Reporting Line*	01522 782070
(2) Outside Normal Hours*	01522 782082

*for reporting flooding issues

Neighbouring Parish Council contacts

(1) Great Limber PC	Helen Pitman, Parish Clerk: 07955 797393 - Email: helenspitman@gmail.com
(2) Stallingborough PC	Mrs Kathy Peers, Parish Clerk 07494 577661 clerk@stallingboroughparishcouncil.com
(3) Healing PC	Kathy Peers, Parish Clerk 07494 577661 clerk@healingparishcouncil.com
(4) Habrough PC	Mrs Vanessa Suddaby, Parish Clerk 75973 58415 habroughparishcouncil@gmail.com
(5) Caistor TC	Michelle Moss, Town Clerk 07578 422667 clerk@caistortowncouncil.gov.uk
(6) Immingham TC	01469 727272 enquiries@immingham-tc.gov.uk

Utility Companies

(1) Electricity – Central Networks	0800 056 8090
(2) Gas – National Grid	0800 111999
(7) Anglian Water	08457 145145 0800 771881
(8) Severn Trent Water	0800 7834444

Internal Drainage Boards

(1) North East Lindsey Internal Drainage Board	01522 697123

Maritime Coast Guard

(1) Emergency calls	999
(2) Humber Coastguard Operations Centre	01262 672317

RNLI

(1) RNLI Cleethorpes	01472 690857
(2) RNLI Skegness	01752 763011
(3) RNLI Mablethorpe	01507 447848

Coastwatch

(1) Skegness Coastwatch Station (NCI)	07902 076605
(2) Mablethorpe Coastwatch	07930 731671

Section 2

IMPORTANT NOTE: NEVER PUT YOURSELF AT RISK OF HARM

Before Responding

- **THINK** - is it safe for us to take action?
- **COMMUNICATE** – with your team, your families and the Emergency Planning Duty Officer (EPO)
- **PLAN** – what are we trying to achieve?
- **TAKE ACTION** – as agreed by the whole group and/or the Emergency Planning Duty Officer. **This may include taking no action!**

Key Actions

Priorities will be given to emergency shelter (dry and warm), water and food.

1. Gather as much information about the situation as possible following the **ETHANE** Principle (See initial call taking log – Appendix 1)
 - **Exact location of emergency**
 - **Type of incident**
 - **Hazards that are present or anticipated**
 - **Access routes for the emergency services**
 - **Number of people and/or properties involved (estimate)**
 - **Emergency services or other organisations already in attendance or required**
 - e.g. Police, Fire, Ambulance, Utilities

IF THE SITUATION IS LIFE-THREATENING: DIAL 999 WITHOUT DELAY

2. Make contact with the emergency services and Lincolnshire Emergency Planning Unit. Inform them of the contact number and location of the Emergency Planning Group
3. Take control until the emergency services arrive, if they are able to attend straight away

Contact additional members of Keelby Parish wider Emergency Planning Group

4. Instruct everyone to follow any advice from the emergency services
5. At all times, be aware of your own safety and the safety of those around you – **never put yourselves at risk of harm**. Do not enter any flood water, attempt any form of rescue operation, or attempt to clear blocked drains, gullies, ditches or watercourses
6. Consider whether you can work safely and effectively from your current location or whether you need to move to the Village Hall. **If working out of doors, only do so if weather conditions permit.**

7. Consider if it is necessary to open emergency shelter (Village Hall). Arrange for supplies of food and drink (if not readily available)
8. Arrange for local residents to be warned of any dangers (**if safe to do so**)
9. Liaise with the EPO to consider if it is necessary to open an emergency shelter? The EPO will request whether this is required from the Incident Commander(IC). The IC may identify a location or ask this of the EPO. You may be asked to establish the centre prior to the EPU and their resources arriving.
10. Arrange for contact to be made with those people who may need more support as identified in this plan; offer advice and assistance if required and only if it is safe to do so
11. Think about what resources you may need if operating a place of safety and make available as necessary
12. Tune into your local radio station (BBC Radio Lincolnshire/Radio Humberside/ LincsFM) and advise the community to do the same.
13. Maintain regular communication with all Emergency Planning Group members, and Lincolnshire County Council's Emergency Planning Unit

Volunteer Briefing

Before deploying volunteers, all should receive briefings as to the current and expected situation and be advised as to what is expected of them before they are mobilised. All volunteers have the legal responsibility to take reasonable care for their own Health and Safety and that of others that may be affected by their actions. Any incidents or hazards should be immediately reported back to the community emergency planning coordinator, recorded and then forwarded onto the LCC EP Duty Officer.

Briefings Template

- **Situation Awareness** – following the ETHANE Framework (See [Key Actions](#)) brief all volunteers on the current situation. Frequency of updating – agree a frequency of updating volunteers.
- **Environmental Awareness** – ensure all volunteers are aware of current weather forecasts and environmental challenges – always take precautions to ensure volunteers remain well informed and suitably dressed. In some circumstances volunteers should not venture out into elements that would put them at increased risk of harm. Always maintain communication throughout operations and report any changes or disruptions to your activities to the community emergency planning coordinator.
- **Expectations** - what are your expectations? Can you explain these to your volunteers simply? Have these been explained to you by the emergency services/EPU? How will these

be communicated to your volunteers when they have been deployed? Ensure you have a clear route to how this information will be implemented.

- **Tasks** - brief volunteers on specific tasks that they will be allocated, for example, door knocking, meet and greet etc
- **Times** – how long will volunteers be expected to undergo tasking? Is there a rota system in place?
- **Welfare** – what provisions are available to volunteers undertaking tasks , for example, refreshments, meals, breaks etc. what other support is available to them, e.g. mentoring, physiological support etc.
- **Communication** - how will volunteers communicate with the coordinating group, each other and those people who they are supporting?
- **Safeguarding** – Safeguarding is the action of protecting people's health, welfare and human rights, enabling them to live free from abuse, harm and neglect. Everyone has a role to play in safeguarding and promoting the welfare of any child, young person or adult at risk that they may come into contact with. If a volunteer has concerns surrounding safeguarding issues they should report it immediately to their coordinator who in turn will notify LCC EPU. Safeguarding is there to protect you as well – please adhere to best practice. A copy of the LCC safeguarding brief for volunteers is held within the community emergency box.
- **Reporting incidents & Accidents** – how this is achieved and who is responsible for it? An accident form is held within the community emergency box
- **Health Protection** – In certain circumstances (human and animal pandemics) health protection measures may be implemented. Please ensure all volunteers are fully briefed as to acceptable behaviours and practices e.g. face coverings, hand washing, social distancing, animal protection zones etc.
- **Stand down** – who will make this decision and how will this be communicated to all volunteers?

Local Hazards & Threats for Keelby Parish

Flooding: This may be due to weather or a broken pipe; it is likely to affect only limited locations in the village. The key actions will include prevention (if warning is given) and/or welfare of those affected by the flood.

Utility Failure: Our plan identifies actions associated with each of the utilities; the plan will only be enacted for outages greater than 24hrs and our actions will focus on the welfare of those affected by the outage.

Fire or Explosion: Each incident will be unique and our plan will focus on ensuring the safety of others during the incident and welfare of those affected by the incident.

Transport Accident: Whilst highly unlikely, this risk is associated with a multiple vehicle incident rather than a simple road traffic accident. Our actions will focus on restricting access to the site to non-emergency vehicles/personnel and the welfare of those affected by the incident.

Extreme Weather: We will generally be able to prepare for this risk and our focus will be on the welfare of people affected by the incident, and will include things like relocation to a safe place.

Disease: We will be led by the NHS Public health services in such an emergency. Incidents will be assessed Nationally and Regionally as our Highest Threat.

Local Flood Map



IMPORTANT. For flood related actions please go to [Flood defences](#)

Risk Assessment Table

Hazard (examples)	Likelihood	Impact	Risk Matrix Score (L, M, H, VH)	Mitigation in place (Action to reduce the risk)	Likely Places to be effected
Flooding	3	3	9 (M)	<ul style="list-style-type: none"> Monitoring Flood warnings issued by the Environment Agency Aquasacs stored and ready for households known to be at risk. 	<ul style="list-style-type: none"> Maple Ave (Bottom of Mill Lane)
Utility failure Electricity (longer than 24hrs)	3	3	9 (M)	<ul style="list-style-type: none"> Monitor news and utility bulletins 	<ul style="list-style-type: none"> Whole/part of village
Utility failure Gas (longer than 24hrs)	3	3	9 (M)	<ul style="list-style-type: none"> Monitor news and utility bulletins 	<ul style="list-style-type: none"> Whole/part of village
Utility failure Electricity (longer than 24hrs)	2	2	4 (L)	<ul style="list-style-type: none"> Monitor news and utility bulletins 	<ul style="list-style-type: none"> Whole/part of village
Fire or explosion	2	5	10 (M)	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Kings Head?
Transport accident	2	5	10 (M)	<ul style="list-style-type: none"> Support to Community Speed Watch group Speed reduction systems in place 	<ul style="list-style-type: none"> A18 Stallingborough Road
Extreme weather Gales	4	3	12 (M)	<ul style="list-style-type: none"> Monitor news and weather bulletins 	<ul style="list-style-type: none"> Houses located next to large trees
Extreme weather Heatwave	3	2	6 (L)	<ul style="list-style-type: none"> Monitor news and weather bulletins 	<ul style="list-style-type: none">
Extreme weather Heavy Snow	2	2	4 (L)	<ul style="list-style-type: none"> Monitor news and weather bulletins 	<ul style="list-style-type: none">
Disease	1	4	4 (L)	<ul style="list-style-type: none"> Monitor news and NHS/LA briefings 	<ul style="list-style-type: none"> The elderly

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
CONSEQUENCE						

16 to 25 High – Unacceptable further Controls required reducing risk
9 to 15 Medium – Risk only acceptable if reduction is impracticable or cost to reduce risk would be grossly disproportionate further Assessment required.
1 to 8 Low - Broadly acceptable if as low as reasonably practicable
Consequence or severity
1= Welfare issues - First Aid or Minor health effects or minor impact on home environment.
2= Welfare issues - Medical Treatment needed or impact on home environment but not requiring relocation/evacuation
3= Welfare issues - Medical Treatment needed or impact on home environment requiring relocation/evacuation
4= Welfare issues - Permanent Disability, Multiple people hospitalized, or numerous relocation/evacuations required
5= Welfare issues - Fatality, members of the public hospitalized, severe health effects, or numerous relocation/evacuations required
Likelihood of exposure to a hazard causing harm
1= Improbable – Virtually improbable and unrealistic
2= Remote – Not expected nor anticipated to occur
3= Rare – Occurrence considered rare
4= Probable – Expected to occur at least once in 5 years
5= Frequent – Likely to occur several times a year

Section 3

Community Incident Room & Backup Incident Room

If the Emergency Planning Group is brought together to discuss the community response, it has been agreed that they will meet at:

Meeting Room, Keelby Village Hall, King St, Keelby, Grimsby DN41 8EE

///What3Words: ///yield.trample.campsites

The key holders for this building are:

Name	Mobile	Home/work
Fred White	07305 184389	01469 560492

Keelby Sports Pavilion, Keelby Sports Ground, Stallingborough Road, Keelby, DN41 8JA

///What3Words: ///lobster.driftwood.digits

The key holders for this building are:

Name	Mobile	Home/work
Trevor Wright	07887 650856	
Sally Skipworth	07791 970360	

Emergency Support Centres

In an emergency the following location has been designated as a potential Temporary Emergency Shelter. **This is in addition to those already identified by Lincolnshire County Council Emergency Planning Unit.** If required, the Emergency Planning Group will activate the following locations to be used as a primary place of safety.

Location 1

Main Hall, Keelby Village Hall, King St, Keelby, Grimsby DN41 8EE

///What3Words: ///yield.trample.campsites

In an emergency, how could it be used?

- Volunteer Shelter/Rest area
- Longer term accommodation for residents (up to 120hrs)
- A Warm Space

The key holders for this building are:

Name	Mobile	Home/work
Fred White	07305 184389	01469 560492

Capacity of shelter: 60people sleeping

Cooking Facilities: Kitchen

Parking facilities: Street parking only

WIFI Access: Wifi Available – Zyxel_C941 – Q7YKNEGMKL

Other facilities: Male, Female and Disabled Toilets

Location 2.

Keelby Sports Pavilion, Keelby Sports Ground, Stallingborough Road, Keelby, DN41 8JA

///What3Words: ///lobster.driftwood.digits

In an emergency, how could it be used?

- Volunteer Shelter/Rest area
- Temp accommodation for residents (up to 120hrs)
- A Warm Space

The key holders for this building are:

Name	Mobile	Home/work
Trevor Wright	07887 650856	01469 560562
Sally Skipworth	07791 970360	

Capacity of shelter: 30people sleeping

Cooking Facilities - Kitchen

Car Parking arrangements: 30 cars

WIFI Access: Available – Zyxel_1041 – 4KKKGPMJ4K

Other Facilities: Male, Female and Disabled Toilets; 4 x Changing rooms for segregation

Location 3.

Roxton Medical Centre (Keelby), Pelham Crescent, Keelby, DN41 8EW

///What3Words: ///workbench.gaps.copies

In an emergency, how could it be used?

- Volunteer Shelter/Rest area
- Temp accommodation for residents (less than 48hrs)
- A Warm Space
- Non-urgent medical support

The key holders for this building are:

Name	Mobile	Home/work
Steve Peart		01469 572058
Kaylie Swift		01469 560178

Capacity of shelter: 20 non-sleeping

Cooking Facilities - None

Car Parking arrangements: 16 cars

WIFI Access: None

Other Facilities: Male, Female and Disabled Toilets; 3 x Treatment rooms

Community Emergency Box

An Emergency Box is located at the following location and contains standard LRF issued items.

Parish Council Cupboard, Keelby Village Hall, King St, Keelby, Grimsby DN41 8EE

///What3Words: duplicity.chat.clasping
and

A full list of kit contents can be found inside the box along with a sign off sheet for when the kit was last checked. Replacement items for each kit is the responsibility of the community emergency planning group.

In addition to the community emergency box, Keelby Parish Council also has a store of equipment to be used in response to flooding in the community. This includes:

Item	Quantity	Location
Aqua bags	20	Sports Pavilion Meeting Room

Communities cannot close roads but can place warning signs to alert road users of flooding. Please ensure the community abides to legislation. **DO NOT PUT YOURSELVES OR MEMBERS OF THE PUBLIC AT RISK.**

Vulnerable People

Please list known locations of vulnerable people or places here. Only list locations not names and contact details unless already within the public domain. For example, a nursing home etc.

Hubert Ward House, Northend, Keelby, Grimsby DN41 8JQ

Note; Emergency Response Team have direct access into the Adult Social Care Team to identify vulnerable individuals and available resources

Snow Clearance

The full snow clearance plan has not been developed and arrangements will be prioritised on an incident by incident basis. Local farmers will be approached to help clear most severe areas.

Grit Bins Locations in the community are as follows

1. Pelham Road/St Annes
2. Milson Road/Mulberry Close
3. The Limes
4. Raby Road (Opposite The Paddocks)
5. Woodlands Ave/Midfield Way
6. Raby Road/Caddle Road
7. South Street (Cemetery)
8. Stallingborough Rd (Opposite Sports Ground entrance)
9. Northend
10. Yarborough Road/Broadway
11. Churchill Avenue carpark
12. Manor Street (Outside School)



Flood Defence

Working with emergency services and the Lincolnshire Resilience Forum (LRF), Keelby Parish Council aims to mitigate the impacts of flooding, as practicably as possible, on the residents of Keelby and its surrounding area. This will be achieved through the delivery of:

- Information and guidance on how to protect properties from flooding and what to do in the event of a flood occurring.
- Monitor the parish, feeding back any information to authorities about restrictions to flow, damage to bank defences and or overtopping incidents.
- Provision of guidance to property owners on riparian ownership and the role they play in maintaining their watercourse to minimise the potential of flood risk.
- Activation of the Keelby Parish Community Emergency plan when required to respond to local flooding events and to liaise with the wider LRF and emergency services.

Appendix 1- ETHANE REPORT

Initial Call Log following the “ETHANE” format

This form is intended to be used as an aide memoire / prompt when responding to an incident and should be completed along with an incident log.

DETAILS OF INCIDENT			
Exact Location			
Type of Incident			
Hazards Present – Details			
Access			
Number and nature of casualties/fatalities			
Emergency Services involved			
Name of Emergency Planning Officer notified			
Activation of Community plan and staff notified			
Date of Initial Call	Time:	Time of Call to EP:	

If fatalities are suspected and the Emergency Services are not at the scene, please contact the Police in the first instance on 999 to report the situation. Please take advice from the Police on what further action to take. Issues to consider are tampering with forensic evidence and the contamination of a potential crime scene.

Appendix 2 - Incident Log

INCIDENT

DATE.....

PAGE.....1.....OF.....??.....

PERSON COMPLETING LOG –.....

Was a rest centre set up? Yes/No

What location, date and time? Also note the time of the decision to open a rest centre.....

What date and time was it activated? Also note the time of this decision.....

If you require further space, please make copies of this form making sure your number and sign each page in sequence

Appendix 3 - Emergency Support Centre Roles

Emergency Support Centre Roles (Initially, until responding agencies arrive)

There are many roles to consider when setting up and managing a place of safety, below are listed the main priorities in order along with their associated responsibilities. Full training is available for each role.

EVACUATION CENTRE MANAGER (ECM) - To be nominated by EPGTL / Dep EPGTL if required	
1.	MAIN ROLES AND RESPONSIBILITIES: <ul style="list-style-type: none">• The effective management of the centre including teams and resources – consider Dep ECM, Meet and Greet Team, Logist, Registration Team, Welfare Team roles if required.• Responsible for the safety and security of the centre• Co-ordination of volunteers within the centre• Consider food, warm drink, blankets, books etc• Receive and interpret incoming information• Chair management team meetings (initial meeting and then as a member of the management team once responders arrive)• Ensure they have overview of all activities at the centre• Problem-solve as issues arise• Escalation through appropriate channels (EPO or CVC cell if operational)• Single point of contact for emergency services and other responders• Ensure effective two-way communication
2.	KNOWLEDGE AND SKILL REQUIREMENTS: <ul style="list-style-type: none">• Good leadership and co-ordination skills• Good communication and interpersonal skills• Competent with IT and record keeping• Understand tasks and processes• People and conflict management• Leadership skills• Co-ordination and delegation• Discretion• Situational awareness• Dynamic assessments• Trained and competent
3.	REPORTS TO: <ul style="list-style-type: none">• Emergency Group Coordinator and/or LCC Emergency Planning Duty Officer / CVC cell

DEPUTY EVACUATION CENTRE MANAGER(S) (DECM) - If required to be nominated by ECM	
1.	<p>MAIN ROLES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Provide support role to centre manager and when required lead • Have overall view of activities • Provide briefings to volunteers and evacuee
2.	<p>KNOWLEDGE AND SKILL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Good leadership and co-ordination skills • Good communication and interpersonal skills • Competent with IT and record keeping • Understand tasks and processes • People and conflict management • Leadership skills • Co-ordination and delegation • Discretion • Situational awareness • Dynamic assessments • Trained and competent
3.	<p>REPORTS TO:</p> <ul style="list-style-type: none"> • Evacuation Centre Management

MEET AND GREET TEAM - If required to be nominated by ECM	
1.	<p>MAIN ROLES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Provide initial greeting to emergency evacuation centre • Welcome and guide evacuees through process • Identify any initial concerns and escalation to appropriate method • Keep track of those entering and leaving the Centre where possible.
2.	<p>KNOWLEDGE AND SKILL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Good communication and interpersonal skills • Compassion and empathetic • Dynamic triaging • Record management / keeping • Access to translation services
3.	<p>REPORT TO:</p> <ul style="list-style-type: none"> • Deputy Evacuation Centre manager

LOGGIST - If required to be nominated by ECM

1.	MAIN ROLES AND RESPONSIBILITIES: <ul style="list-style-type: none"> Provide administration and loggist support to the centre and the management team Log any issues, actions and decisions Minute any meetings that take place (initially – responders will take responsibility for this once arrived at scene) Collate registration information (initially – responders will take responsibility for this once arrived at scene) Keep records of any donations made at the centre (initially - responders will take responsibility for this once arrived at scene)
2.	KNOWLEDGE AND SKILL REQUIREMENTS: <ul style="list-style-type: none"> IT literate Loggist and minute taking skills Good communication skills Record keeping skills Flexibility and dynamic problem solving
3.	REPORT TO: <ul style="list-style-type: none"> Evacuation Centre management

REGISTRATION TEAM - If required to be nominated by ECM

1.	MAIN ROLES AND RESPONSIBILITIES: <ul style="list-style-type: none"> Co-ordinate and carry out the registration process for evacuees Triage and escalation to evacuation centre manager (Initially) Report back information to Loggist for collation Work with other agencies to collate and identify missing or vulnerable persons (once on scene)
2.	KNOWLEDGE AND SKILL REQUIREMENTS: <ul style="list-style-type: none"> Good communication and interpersonal skills Compassion and empathetic Dynamic triaging Record management / keeping Organisational skills IT literate (desirable) Data gather and inputting skills (desirable)
3.	REPORT TO: Evacuation Centre management

WELFARE TEAM - If required to be nominated by ECM

1.	MAIN ROLES AND RESPONSIBILITIES: <ul style="list-style-type: none"> Provide emotional welfare to evacuees and provide as much information as is available in support of the Deputy Evacuation Centre Manager. Provide assistance for evacuees with pets. Listening ear Engagement with new arrivals and provide informal wellbeing check ins / walk arounds Identify and deal with any concerns and escalate through appropriate channels Deal with practical wellbeing issues i.e. refreshments
2.	KNOWLEDGE AND SKILL REQUIREMENTS: <ul style="list-style-type: none"> Good communication and interpersonal skills Compassion and empathetic Dynamic triaging Psychosocial support - desirable Positivity Confidentiality
3.	<ul style="list-style-type: none"> REPORTS TO: Evacuation Centre Management

Appendix 4 – Recovery

Following incidents in the community, WPC will support with recovery efforts to help the community return to a new state of normality. Throughout this process liaise with the emergency planning duty officer to ensure recovery actions are fed into any wider recovery activities.

Recovery Actions	
1.	Maintain a log
2.	<ul style="list-style-type: none">• Take photographs of impacts
3.	<ul style="list-style-type: none">• If required, and or possible, record flood water depth (approximation, do not enter flood water)
4.	<ul style="list-style-type: none">• Support agencies with community impact assessments and data collection. This is used for investigation and to ensure residents get the right support from agencies.
5.	<ul style="list-style-type: none">• Support residents with clearing debris.
6.	<ul style="list-style-type: none">• Do not throw anything away until it has been photographed and any insurance has been consulted.
7.	<ul style="list-style-type: none">• Support with community information sessions
8.	<ul style="list-style-type: none">• Participate in any agency debriefs
9.	<ul style="list-style-type: none">• Update emergency plan with lesson learnt.

Appendix 5 - Record of Amendments

Plan History

Appendix 6 - Plan Publication and Maintenance

It is important that this operational plan and the Community Resource Directory, if one has been developed, are kept up-to-date and that all members of the Emergency Planning Group are reading from the same version. It is good practice to update your plan on an annual basis and/or, as and when changes occur within the group and/or, through lessons learnt through exercise and/or real world events.

Electronic copies of all documents will be stored by:

Janet Milson, Clerk to Keelby Parish Council

Paper copies are kept by:

Janet Milson, Clerk to Keelby Parish Council

A redacted web version of the Community Emergency Plan has been posted on:

<https://keelby.parish.lincolnshire.gov.uk/>

Plan Maintenance Review

The owners of this plan should make sure that all the people involved in its development are aware of their roles, and know that they might be contacted during an emergency at short notice.

This plan may be exercised annually by the Emergency Planning Group with the support of LCC EPU and as part of any wider Lincolnshire County Council / Lincolnshire Resilience Forum multi-agency exercise. The lead coordinator for the community emergency planning group and/or the chairperson of the parish council will have the responsibility for arranging the community exercise.

The plan will be reviewed annually or whenever changes occur in membership or circumstance. During the review every section of the plan will be checked for accuracy (e.g. phone numbers, resource list etc).

Any updates or lessons learned from exercises should be approved by members of the Keelby Parish Emergency Planning group and the parish council before changes are made.

Appendix 7 - Data Protection Act 2018

This community emergency plan remains the property of the community and therefore any information collected in its creation is the responsibility of the group. Personal data is collected for the following purposes:

- In the event of the plan being triggered, the group, by agreement, agree to share their contact details with the local emergency planning group and LCC Emergency Planning Unit for use in a warning & informing / coordination capacity before, during and after emergency.
- Where necessary, Lincolnshire County Council Emergency Planning may share this data with partner agencies and/or the emergency services. We only share information where necessary to protect your vital interests and/or the vital interests of others for the purpose of emergency response and the recovery process in accordance with Data Protection. For more information on how Lincolnshire County Council processes your data, please request a copy of the LCC Privacy Notice by clicking [here](#).

Indemnity Insurance

All volunteers are expected to read and sign the Lincolnshire County Council Indemnity Insurance form before undertaking any voluntary roles on behalf of the authority. To access the form please click [here](#) or scan the QR code below.



Appendix 8 - Training, Exercising and Skills records

Training & Skills

Exercises

