

**Operational**

**3**

**2**

**Houghham & Marston**

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| --- | --- |
| Version **2,** Issue **3** with effect from: | ***10 May 2023*** |
| Review Date: | ***May 2024*** |

This plan is a controlled document which contains information to be used during an emergency affecting the communities of Hougham & Marston

To comply with the Data Protection Act 1998 and the General Data Protect Regulation (GDPR), the information contained within this document should not be disclosed to any unauthorised person without the express permission from the plan owner.

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# Distribution List

|  |  |
| --- | --- |
| Plan No. | Name |
| 1 | LCC Emergency Planning Office |
| 2 | Clerk, Hougham and Marston Parish Councils |
| 3 | Emergency Planning Box |
| 4 | Andrew Watson |
| 5 | Philip Cartwright |
| 6 | Robert Chalklin |
| 7 | Jane Forbes |
| 9 |  |
| 10 |  |

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**Plan History**

|  |  |  |
| --- | --- | --- |
| Record of Amendments / Revision of Plan | | |
| Date | Details of amendments / revisions | Amended / revised by |
| January 2015 | Template revision and formulation | EPO Steve Eason-Harris |
| January 2015 | Comments on revised template | EA Rachael McMahon / Melanie Byrne |
| May 2015 | Front Cover design update | Boston Borough Council |
| January 2016 | Template amended to incorporate activation flow chart and key contacts list | EPO Steve Eason-Harris |
| June 2016 | Addition of community maps and incident log sheet | EPO Steve Eason-Harris |
| June 2017 | Additional Community information added | EPO Steve Eason-Harris |
| 5 Aug 2017 | Marston Plan, populated, Version 1 Draft for Lincs EP&BC consultation. | Andrew Watson |
| 16 Aug 2017 | Marston Version 1 Draft transferred from plan template version 3.5 to 4.0. Maps added and returned to group coordinator. Stage 3 training required by group. | EP&BCO Steve Eason-Harris |
| October 2017 | Front Cover update Logo change | EP&BCO Steve Eason-Harris |
| January 2018 | Additional information included in template – template Version 6 released | EP&BCO Steve Eason-Harris |
| March 2018 | Addition of EP& BC OOH contact number, Vulnerable peoples record and volunteer briefing sections | EP&BCO Steve Eason-Harris |
| 11 April 2018 | Plan extended to include Hougham. | A Watson, R Chalklin |
| June 2018 | Insertion of GDPR form into plan template | EP&BCO Steve Eason-Harris |
| October 2018 | Template sent to community for completion | EP&BCO Steve Eason-Harris |
| 10 January 2019 | Version 2, Issue 1 | Andrew Watson |
| 14 May 2019 | Version 2, Issue 2 | Andrew Watson |
| 10 May 2023 | Version 2, Issue 3 | Andrew Watson |

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**Plan Publication**

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| --- |
| The master copy of this plan, including the Community Resource Directory, is held by the Clerk to Hougham and Marston Parish Councils.  A paper copy is included in the Emergency Box stored at Hougham and Marston Village Hall, Bridge Street, Hougham.  A sterilised web version of Part 1 of the Community Emergency Plan has been posted on <http://www.lincolnshire;gov.uk/lincolnshire-prepared/Preparing-for-an-emergency>  The same sterilised version of Part 1 has also been posted on the Hougham and Marston village websites: <http://parishes.lincolnshire.gov.uk/marston/> and <http://www.hougham.info/>  Part 2, the Community Resource Directory, is not published outside the Hougham and Marston Emergency Planning Group. |

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**Plan Maintenance Review**

Both Hougham and Marston Parish Councils are responsible for ensuring that this plan, including in particular the Community Resource Directory, is reviewed annually. It will also be reviewed as part of any wider exercises organised by Lincolnshire County Council’s Emergency Planning Unit.

Any updates or lessons learned from exercises should be approved by the Hougham and Marston Emergency Planning Group before changes are made.

**General Data Protection Regulation (GDPR)**

This plan remains the property of the community, and therefore any information collected in its creation is the responsibility of the Emergency Planning Group.

Members of the Hougham and Marston Emergency Planning Group have agreed in writing for their names and contact details to be published in this plan, and also for their use by Lincolnshire County Council (LCC) in a warning/informing/coordinating capacity before, during and, after an emergency.

Where necessary LCC may share such personal data with the following:

* Healthcare, social and welfare organisations and professionals
* Occupational health services
* Legal services
* Regulatory bodies (eg Health and Social Care Council)
* Police and other law enforcement and prosecuting authorities
* Disclosure and Barring Service
* Courts and Tribunals
* Fire & Rescue Service

LCC will not use any personal information contained within this plan for any means other than as mentioned above and in response to emergencies, incidents and disasters.

**Training & Skills Record**

|  |  |  |
| --- | --- | --- |
| **Date** | **Name of Individual** | **Training Received** |
| 20 /01/2016 | Philip Cartwright | Stage 1 Welton |
| 20 /01/2016 | Terry Jones | Stage 1 Welton |
| 20 /01/2016 | Andrew Watson | Stage 1 Welton |
| 01/11/16 | Philip Cartwright | Stage 2 Cranwell |
| 01/11/16 | Andrew Watson | Stage 2 Cranwell |
| 06/03/18 | Robert Chalklin | Hougham and Marston Village Hall |
| 06/03/18 | Jane Forbes | Hougham and Marston Village Hall |
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**Exercise Record**

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| --- | --- | --- |
| **Date** | **Exercise** | **Outcome** |
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## Mission Statement

Disasters or major emergencies can strike suddenly, unexpectedly and anywhere. This plan is intended to reduce the impact of any emergency on the community, and to help ensure the 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 are unable to attend.

This will be achieved by building resilience within the community, and by using existing resources in the most efficient way. The aim is to provide expertise and voluntary support that is safe within Hougham and Marston if the emergency services cannot be present.

During an emergency the responsibilities of the Hougham and Marston Emergency Planning Group will include:

1. Activation of a Community Incident Room to provide information to the emergency services and to residents;
2. Coordination of local actions;
3. Coordination of support to disabled, infirm and elderly residents;
4. Possibly the opening of an Emergency Evacuation Centre.

## Approval

Chairman, Marston Parish Council – Philip Cartwright

……………………………. Date ……………..

Emergency Planning Group Leader – Andrew Watson

…………………………… Date ……………..

Emergency Planning Group Member – Robert Chalklin

……………………….……. Date ……………..

Emergency Planning Group Member – Jane Forbes

……………………….……. Date ……………..

# Section 1

## Using this Emergency Plan

This plan is in two parts and has been developed to assist the community in an emergency. It is to be used as a tool to focus the response to supporting the welfare of the community. Part 1 is a quick reference guide to tasks the Emergency Planning Group may wish to undertake in the event of an emergency. Part 2, the Community Resource Directory, contains contact information for persons in the two villages with specialist skills or equipment that may be required in an emergency.

## Activation

This Plan will be activated when at least two members of the Hougham and Marston Emergency Planning Group (see Section 3 below) 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 activated the key actions in Section 2 are to be followed.

The Lincolnshire County Council Emergency Planning Office (LCC EPO) is to be informed if the plan is activated. Additional resources and voluntary groups will then be activated to provide support.

The LCC EPO will liaise directly with the emergency services Incident Commander within the inner cordon of the incident, and may relay to him the Emergency Planning Group’s actions to date, together with any concerns especially those relating to vulnerable people.

**Insurance:** The Emergency Planning Group is covered by Lincs CC insurance as soon as the LCC EPO has been informed that the Plan has been activated.

## Information Flow

Large scale incidents - the LCC EPO will make contact with the villages.

LCC Emergency Planning Office  
 01413 979363

Out of hours: 01522 888111

Ask for Emergency Planning Duty Officer.

Environment Agency (EA)

0800 80 70 60

Emergency Services

999

Emergency Planning Group

Wider Emergency Planning Group

Community

**Typical Single Point of Contact Model**

**KEY**

**❶** Life threatening situation - call 999 immediately

**❷** When the plan is activated, inform and maintain contact with the LCC Emergency Planning Office.

**❸** For river/sea flooding information contact the EA.

**❹** For surface water issues contact LCC Lead Local Flood Authority

Lead Local Flood Authority

01522 782070

Out of hours: 01522 782082

❷

❶

❸

❹

## Passage of Information to the Community

Information will be passed to the community using one of more of the following methods:

- Hougham and Marston Email Service (HAMES).

- Hougham and Marston websites.

- ‘Nextdoor’ digital service.

- Marston Facebook page.

- Telephone/email.

- By telephone/HAMES to nominated village stewards who will inform residents in their defined areas. See Resource Directory for details.

## Important Telephone Numbers

***South Kesteven* District Council**

|  |  |
| --- | --- |
| (1) Working hours | ***01476 406080*** |
| (2) Outside normal hours | ***01476 590044*** |

**Lincolnshire Police**

|  |  |
| --- | --- |
| (1) Emergency calls | **999** |
| (2) Non-Emergency calls | 101 |
| (3) General enquires | 01529 302420 |

**Lincolnshire Fire & Rescue**

|  |  |
| --- | --- |
| (1) Emergency calls | **999** |
| (2) General enquiries | 01522 582222 |

**East Midlands Ambulance Service (EMAS)**

|  |  |
| --- | --- |
| (1) Emergency calls | **999** |
| (2) General enquiries | 08450 450222 |

**Lincolnshire County Council, Emergency Planning & Business Continuity Service**

|  |  |
| --- | --- |
| (1) Working hours | 01522 582220 |
| (2) Outside normal hours\* | **01522 888111** |

\* Ask for Emergency Planning Duty Officer

**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 |
| 1. Outside normal hours\* | **01522 782082** |

\* For reporting flooding issues

**Important Telephone Numbers**

**Neighbouring Parish Council contacts**

|  |  |
| --- | --- |
| Long Bennington |  |
| Foston | 01522 889737 |
| Westborough & Dry Doddington |  |
| Allington |  |
| Great Gonerby |  |
| Belton & Manthorpe |  |
| Syston |  |
| Barkston |  |
| Carlton Scroop |  |
| Hough on the Hill | 01400 273742 |

**Utility Companies**

|  |  |
| --- | --- |
| Electricity – National Grid | 0800 6783 105 |
| Anglian Water | 08457 145145 |

***Internal Drainage Boards***

|  |  |
| --- | --- |
| Upper Witham | 01522 697123 |

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# Section 2

## Key Actions

Priorities will be given to emergency shelter, food and water.

1. Gather as much information about the situation as possible following the **ETHANE** Principle (See Appendix 1)
   * **E**xact location of emergency
   * **T**ype of incident
   * **H**azards that are present or anticipated
   * **A**ccess routes for the emergency services
   * **N**umber of people and/or properties involved (estimate)
   * **E**mergency 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**

1. Make contact with the emergency services and Lincolnshire County Council Emergency Planning Office (LCC EPO). Inform them of the contact number and location of the Emergency Planning Group.
2. Take control until the emergency services arrive, if they are able to attend.
3. Contact members of the Hougham & Marston wider Emergency Planning Group.
4. At all times, be aware of your own safety and the safety of those around you.
5. Consider whether you can work safely and effectively from your current location or whether you need to move to an alternative location.
6. Arrange for local residents to be warned of any dangers.
7. Liaise with the LCC EPO to consider if it is necessary to open an Emergency Evacuation Centre. The EPO will request whether this is required from the Incident Commander. The IC or the EPO may identify a location. You may be asked to establish the shelter prior to voluntary groups arriving.
8. Arrange for contact to be made by the village stewards with those who may need more support.
9. Arrange for community resources/organisations identified in Section 4 of the Community Resource Directory to be available as necessary.
10. Tune into your local radio station (BBC Radio Lincolnshire) and advise the community to do the same. A list of local radio stations is given in Section 5 of the Community Resource Directory.
11. Maintain regular communication with all Emergency Planning Group members, and Lincolnshire County Council’s Emergency Planning Office.

## Volunteer Briefing

Before deploying volunteers all should be briefed on the current and expected situation and 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 Hougham and Marston Emergency Planning Group, where they will be recorded and forwarded to the LCC EPO.

**Briefing Template**

* **Situation Awareness.** Brief volunteers on the current situation, using the ETHANE framework at Appendix 1. State frequency of updating volunteers.
* **Expectations.**
* **Tasks.** Allocate tasks to individuals.
* **Times.** Start time and duration. Replacement by others. Rota system.
* **Welfare.** Refreshments, meals breaks, also mentoring and physiological support.
* **Communication.** Communication with the Emergency Planning Group, with each other, and with the people they are supporting.
* **Safeguarding.** Adhere to best practice. Concerns to be reported to the Emergency Planning Group who in turn may forward to the LCC EPO. A copy of the LCC safeguarding brief for volunteers is held in the Emergency Planning Box.
* **Reporting Incidents & Accidents.** Report incidents and accidents to the Emergency Planning Group. An accident form is held in the Emergency Planning Box.
* **Stand Down.** Means of communication to volunteers.

## **Local Hazards & Threats**

|  |  |
| --- | --- |
| **Pandemic flu** | Assessed nationally and regionally as the highest threat. Facilities may be required to provide vaccinations etc. |
| **Inland flooding** | Flooding from the river Witham. Surface water flooding, especially in the summer months. |
| **Severe weather** | Road movement hampered by heavy snow or exceptionally cold weather. Drivers trapped in their vehicles on the A1. |
| **Transport accidents** | Serious accidents on the A1, East Coast Main Line or east-west rail line. Facilities may be required to support stranded travellers. |
| **Industrial and other accidents** | Serious accidents at the industrial premises on Toll Bar Road, or at the hotel, school or farm premises. This includes accidents involving fuel or gas stored at industrial premises or carried on road vehicles. Facilities may be required to support evacuated residents. |
| **Loss of critical infrastructure** | Damage caused by fire, storms or accidents which has an impact on energy or water supplies. Support may be required for elderly and disabled residents. |

## Flood Plans

See Flood Warning Codes at Appendix 3.

The Marston Flood Warden is Philip Cartwright.

The Hougham Flood Wardens are Jane Forbes and Bob Chalklin.

Certain properties in Marston are deemed by the Environment Agency to be at risk of flooding; most of the owners/occupants have signed up to receive an alert if a Flood ‘Warning’ is called.

The river level at Hougham can be monitored online. See Resource Directory for details.

# Section 3

Emergency Planning Group

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| **IMPORTANT:** In the event of the plan being triggered, the following people have agreed to share their contact details with the Hougham and Marston Emergency Planning Group and the Lincolnshire County Council Emergency Planning Office (LCC EPO) for use in a warning/informing and coordination capacity, before, during and after an emergency. The LCC EPO will not use any personal information contained within this plan for any other means than as mentioned above in response to emergencies, incidents and disasters.  The following people will form the Hougham and Marston Emergency Planning Group to help to mitigate the effects of the emergency on the community:  Chairman, Marston Parish Council **Mr. Philip Cartwright**  Tel: 01400 250048, Mob: 07734 324593  Emergency Planning Group Team Leader **Mr. Andrew Watson**  Tel: 01400 250840, Mob: 07947 040423  Member, Hougham Parish Council **Mrs. Jane Forbes**  Tel: 01400 250471, Mob:  Member, Emergency Planning Group **Mr. Robert Chalklin**  Tel: 01400 250768, Mob: 07940 350228  **Other Groups**  Other groups which have agreed to form part of the wider Emergency Planning Group during an emergency are as follows:  Hougham and Marston Village Hall Committee Hougham and Marston Women’s Institute St Mary’s Church Marston, Parochial Church Council All Saints Church Hougham, Parochial Church Council Marston Thorold’s Charity Church of England School The Olde Barn Hotel, Toll Bar Road, Marston  The Thorold public house, Marston  Other members of Hougham and Marston Parish Councils  Contact details are recorded in Part 2 of this plan, the Community Resource Directory, which is held only by those on the distribution list at page 2 above. All individuals have given express permission for this to be done. |

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## Community Incident Room

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| If an emergency is declared, the Emergency Planning Group will establish a Community Incident Room at either:  Hougham & Marston Village Hall  Bridge Street Hougham NG32 2JQ  or The Thorold Public House Main Street Marston NG32 2HQ  Other alternatives are:  Marston Thorold Charity Church of England School  School Lane  Marston  NG32 2HQ  The Olde Barn Hotel  Toll Bar Road  Marston  NG32 2HT  The Emergency Planning Group will organise access.  As a last resort the Emergency Planning Group will use a private address. |

## Emergency Evacuation Centre

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| In an emergency the following locations have been designated as possible Emergency Evacuation Centres:  Hougham & Marston Village Hall  Bridge Street  Hougham  NG32 2JQ  Marston Thorold’s Charity Church of England School  School Lane  Marston  NG32 2HQ  The Olde Barn Hotel  Toll Bar Road  Marston  NG32 2HT  The Thorold Public House Main Street Marston NG32 2HQ  St Mary’s Church in Marston and All Saints’ Church in Hougham could also be used, but it should be noted that neither has toilet facilities.  The Hougham and Marston Emergency Planning Group will arrange access. |

## Community Emergency Box

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| An Emergency Box is located at Hougham and Marston Village Hall.  It contains a copy of this plan, and other documents and equipment which may be needed during an emergency.  The contents are listed at Section 4 of the Community Resource Directory. |

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## Vulnerable People

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| A list of Village Stewards is held in the Community Resource Directory. These are activated during an emergency and are individuals who have volunteered to keep an eye on any vulnerable people living in their street, for example the elderly or disabled, people living alone, and single parent families. The role of the stewards is to pass information to and from such people, and to ensure that arrangements are made to provide support as appropriate. |

## Snow Clearance

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| Lincolnshire CC is responsible for clearing the snow on the following routes through the villages: Toll Bar Road - Main Street - Bridge Street in Marston; and Main Street in Hougham.  Grit bins in the villages are located as follows:  Marston - Village Green, Barkston Road outside Marston Hall, junction of Main Street and Pinfold Lane.  Hougham - junction Main Street and Brandon Road. |

# Section 4

# Community Map

*Map filed separately.*

**Section 5**

# Community Flood Warning Map

*Map filed separately.*

# Section 6

# Community Flood Risk from Rivers and Sea

*Map filed separately.*

# Section 7

# Community Surface Water Map 1:30

*Map filed separately.*

# Appendix 1

**Initial Call Log following the “ETHANE” format**

This form is intended to be used as an aide memoire or prompt when responding to an incident, and should be completed together with an Incident Log.

|  |  |  |  |
| --- | --- | --- | --- |
| **DETAILS OF INCIDENT** | | | |
| **E**xact Location |  | | |
| **T**ype of Incident |  | | |
| **H**azards Present – Details |  | | |
| **A**ccess |  | | |
| **N**umber and nature of casualties/fatalities |  | | |
| **E**mergency Services involved |  | | |
| Name of Emergency Planning Officer notified |  | | |
| Date and time Emergency Plan activated and names of members notified. |  | | |
| Date of Initial Call | Time: | Time of Call to EPO: |  |

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 …………………… OF …………………….**

**PERSON COMPLETING LOG …………………………………………………………………….**

If an Emergency Evacuation Centre is to be established, include in the log below the date/time the decision was made and the date/time the Centre was opened and its location.

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| **SER NO.** | **DATE/TIME** | **DETAIL** |
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If further space is required, make copies of this form and ensure that each page is numbered and signed.

**Appendix 3**

**Flood Warning Codes**

The three flood warning codes are explained below, together with the action to be taken.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Trigger** | **What it means** | **When it’s used** | **What to do – EPG** | **What to do - Community** |
| **Flood Alert** | Flooding on low-lying land and roads is possible. Be prepared. | Two hours to two days in advance of flooding | Get out the Community Emergency Plan and ring round to see who is available in case the situation escalates.  Check the weather forecast.  Monitor river/sea levels online, [www.gov.uk/check-if-youre-at-risk-of-flooding](http://www.gov.uk/check-if-youre-at-risk-of-flooding)  Based on the above, consider whether Emergency Planning Group should meet. | Community should not be registered for Flood Alerts. These relate only to a very early heads-up to the emergency services. No action needed by community, although they should be encouraged to have flood plans in place for their homes and businesses. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Flood Warning** | Flooding of property is expected in the area.  Immediate action is required. | Half an hour to one day in advance of flooding. | Activate the Community Emergency Plan and inform Lincs CC EPO.  Arrange meeting of Emergency Planning Group to discuss actions, which may include opening an Emergency Evacuation Centre.  Put volunteers on standby.  Make contact with those who may need more support – directly or via village stewards.  Inform neighbouring parishes. | Put Flood Plan into action.  Move family, pets and valuables to a safe place.  Keep emergency flood kits ready.  Put flood protection products such as airbrick covers or sandbags in place.  Be ready to turn off gas and electricity if safe to do so. |
| **Severe Flood Warning** | Severe Flooding. Danger to life. | When flooding is imminent and poses a significant threat to life. | Take action in accordance with the Community Emergency Plan. | Call 999 if you are in immediate danger.  Stay in a safe place with means of escape.  Co-operate with the emergency services.  Be ready to leave your home or place of work to go to a friend or relative – or to the Emergency Evacuation Centre.  After the flooding is over and danger has passed, notify your insurance company as soon as possible. Do not throw anything away and take photos to show where the floodwater reached. |