

Preparing for Emergencies

With Lincolnshire County Council

Digby

Community Emergency Plan

Version

1

Issue Date

October 2024

Review Date

October 2025

Template serial 14-0524



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Version 1 with effect from:

<i>October 2024</i>

Review Date:	October 2025
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This plan is a controlled document which contains information to be used during an emergency affecting the communities within Digby 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

Name	Address	Contact Number	Email
Emergency Planning Unit	Lincolnshire County Council	01522 843413	LincsEP@lincolnshire.gov.uk
Digby Parish Council			digbypc@gmail.com
Community Emergency Plan Team (held in Emergency Box)			

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 the Digby boundaries, or that of our neighbours, that enhance the activities of responding agencies. This is an all hazards plan which includes flooding.

This Community Emergency Plan, being a community led and operated response, has been agreed and signed as fit for purpose – acting as a living document - by the Chair of the Parish Council and the Community Emergency Plan Team Leader.

Signatures

Role	Chair, Digby Parish Council
Name	Cllr J Bourne
Date	Oct 2024

Role	Community Emergency Plan Team Lead
Name	Mr P Langford
Date	Oct 2024

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

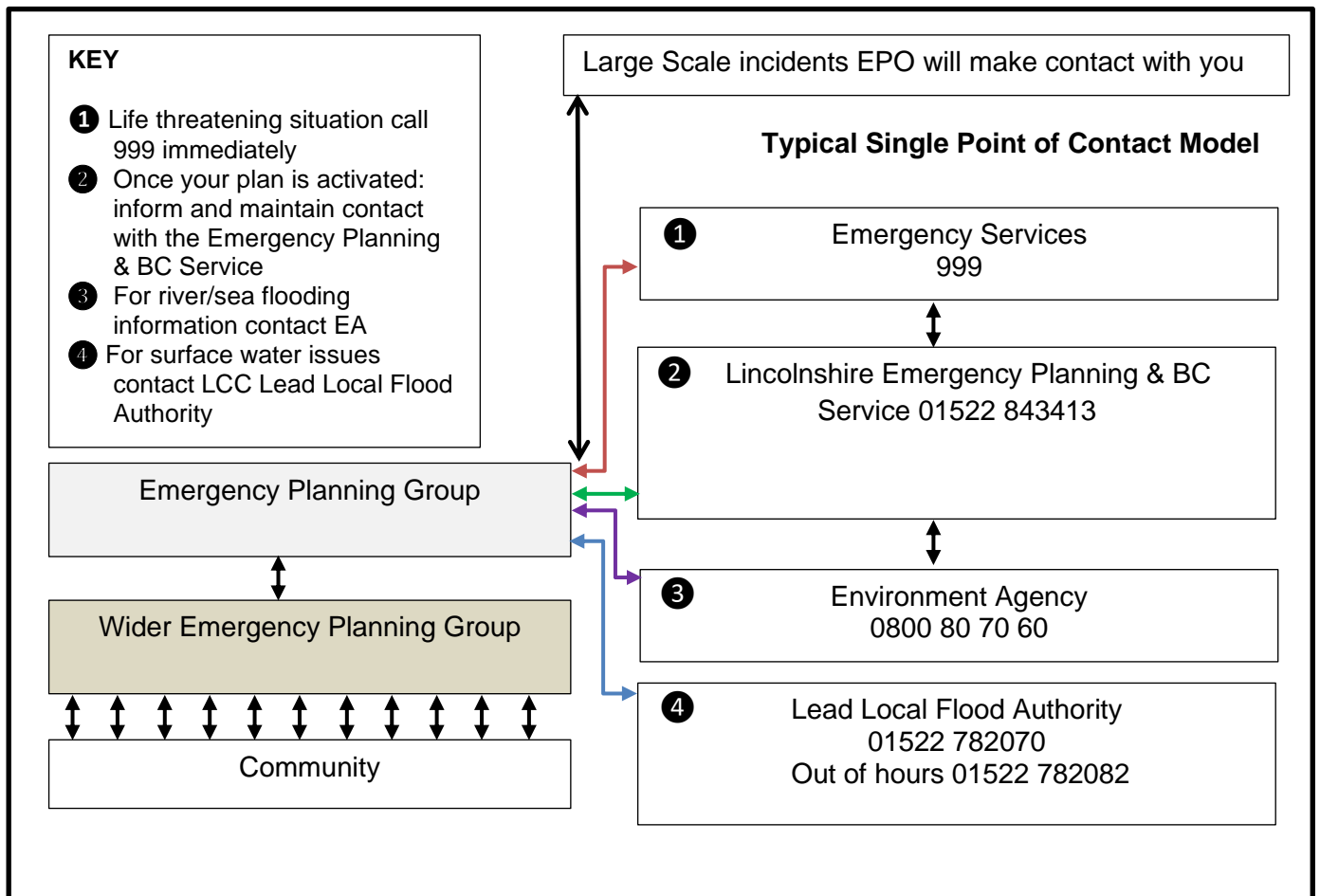
This Plan will be activated when at least two members from the below list of people drawn from the Emergency Plan Team consider it necessary to take action in response to an incident, and when action cannot be taken effectively without triggering the arrangements outlined in this document. If this plan 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 Plan Team members who can activate the Plan:

Name	Role	Contact
Mr P Langford	Emergency Team Lead	
Mr I Hayden	Emergency Team Dep Lead	
Mr I Davies	Emergency Plan Coord	

In the absence of the above members, anyone member of the Emergency Plan Team 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

Community Emergency Plan Team

Community emergency volunteers who can be contacted are:		
Peter Langford (Team Lead)		
Ian Hayden (Team Dep Lead)		
Ian Davies (Plan Co-Ord)		
Ed Burks		
Janet Burks		
Cathy Carter		
Liam Hoy		
Yvonne Langford		
Hayley Needham		
Alison Priestley		
Natalie Sansam		
Sheila Whittle		
Gary Hatch		
Ian Moor		
Rachel Moor		
Lesley Crane		
Phil Crane		

Emergency Notify text alert registered phones

NONE YET NOTIFIED	
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Out of Parish Contact numbers

North Kesteven District Council

(1) Working Hours	01529 414 155
(2) Outside Normal Hours	01529 308 308

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
(2) Out of Hours	0141 397 9363

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) Dorrington	01526 322 202
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	Dorrington.pc@btinternet.com
(2) Ruskington	01526 834 483 clerk@ruskingtonpc.org.uk
(3) Ashby	07375 943 126 Ashbyparishcouncil97@gmail.com
(4) Metheringham	01526 323 100 parishclerk@metheringham-pc.gov.uk
(5) Scopwick	07872 943 179 clerkscopwick@gmail.com

Utility Companies

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

Internal Drainage Boards

(1) Witham Third District IDB	01522 697123
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Maritime Coast Guard

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

RNLI

(1) RNLI Skegness	01752 763011
(2) RNLI Mablethorpe	01507 447848

Coastwatch

(1) Skegness Coastwatch Station (NCI)	07908 643 993 01790 378 647
(2) Mablethorpe Coastwatch	07968 690 755 01507 237 069
(3) Chapel Point	07952 648 734

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)
 - **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

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 Digby 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. This 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/) and advise the community to do the same.
13. Maintain regular communication with all Emergency Plan Team 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

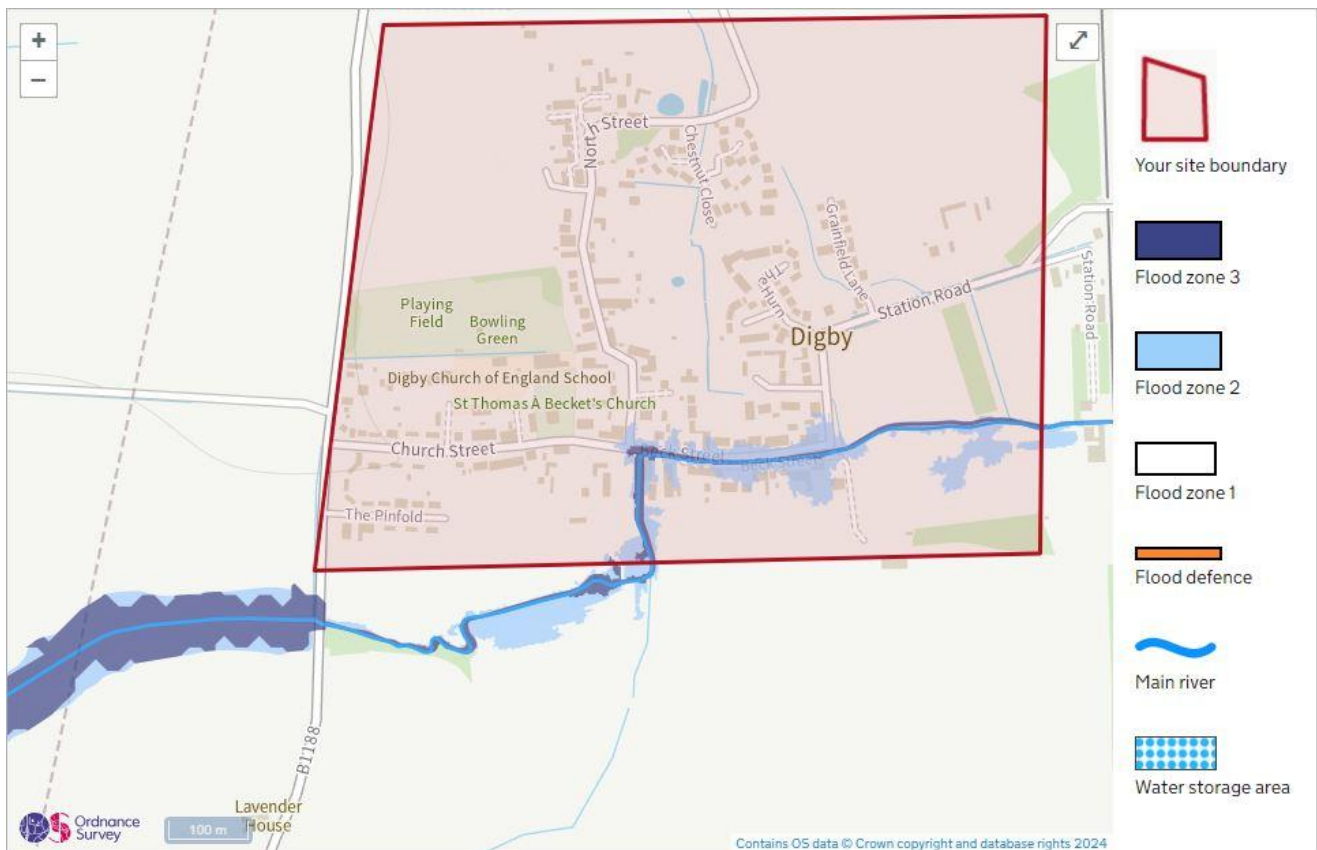
- **Situation Awareness** – following the ETHANE Framework (See [Key Actions](#)) brief all volunteers on the current situation. Frequency of updating – agree a frequency of updating volunteers.
- **Environmental Awareness** – ensure all volunteers are aware of current weather forecasts and environmental challenges – always take precautions to ensure volunteers remain well informed and suitable 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 you 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 measure 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 Digby Parish

Pandemic Flu	Assessed Nationally and Regionally as our Highest Threat.
Inland Flooding	Digby Beck, North Drain, Green Dykes Flood Alleviation Scheme
Severe Weather	Snow, Rain, Ice, High Winds etc
Transport Accidents	Buses, HGVs, Hazardous goods vehicles
Loss of Critical Infrastructure	Sewerage plant – Beck Street Electrical sub-stations Gas explosion / loss of gas supply Loss of communications (telephone networks)
Other	Acts of Terrorism Large scale local events

Local Flood Map



[Flood risk information for this location - Flood map for planning - GOV.UK \(flood-map-for-planning.service.gov.uk\)](https://www.gov.uk/flood-map-for-planning.service.gov.uk)

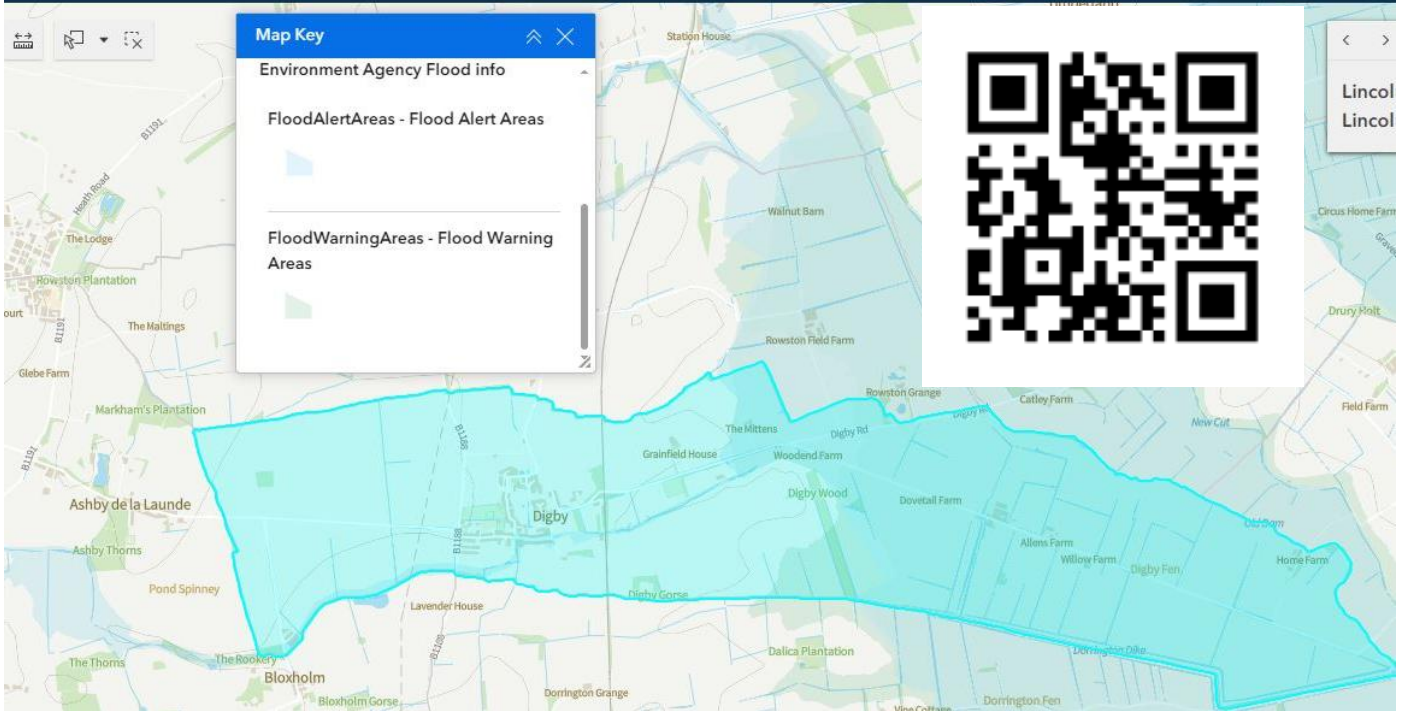
Once page opens, scroll down to map and click on the arrows in the top right hand corner to expand. From here you will be able to explore your local area, save your map to PDF and print if required. You will also be able to zoom into the map down to property level.

IMPORTANT NOTE

This resource shows where water is likely to pool in the event of a flood from rivers, sea or surface water events not that it will occur. From this same resource, you will be able to access information to assess surface water flood risk and ground water flood risk for your community. If you have any questions please contact lincsep@lincolnshire.gov.uk

LRF Public Information Map (PIMap)

More detailed community mapping can be accessed by click or scanning the QR code below.



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

Section 3

Community Incident Room

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

Digby War Memorial Village Hall
North Street, Digby, LN4 3YJ

(Key Safe code held by key holders listed below, the Digby Parish Council Members and the Emergency Plan Team)

///What3Words: couriers.cleanser.revives

The key holders for this building are:

Name	Mobile	Home/work
Steve Priestley		
Neil Bathard		
Caroline Wyness		
Jessica Bresnihan		

Digby Parish Church

Please insert full postal address

///What3Words: Insert Details.

The key holders for this building are:

Name	Mobile	Home/work
Gill Scott		
Ian Scott		

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 Plan Team will activate the following locations to be used as a primary place of safety.

Location 1

Digby War Memorial Village Hall
///What3Words: couriers.cleanser.revives

The key holders for this building are:

<i>Name</i>	<i>Mobile</i>	<i>Home/work</i>
Steve Priestley		
Neil Bathard		
Caroline Wyness		
Jessica Bresnihan		
Linda Eastburn		

Capacity of shelter: 200
Cooking Facilities: Yes – small kitchen
Parking facilities: Yes, 20+ spaces plus adjacent Red Lion Pub Car Park
WIFI Access: Details on internal notice board
Other facilities; - toilets

Location 2.

Digby Parish Church.
///What3Words: commands.surprised.offerings

The key holders for this building are:

<i>Name</i>	<i>Mobile</i>	<i>Home/work</i>
Gill Scott		
Ian Scott		

Capacity of shelter: 200
Cooking Facilities – Yes – Small Kitchen

Car Parking arrangements: Street Parking

WIFI Access: No

If more locations have been identified please add them to this section of the plan.

Community Emergency Box

There is an Emergency Box positioned at the following location.

Digby War Memorial Hall
North Street,
Digby
LN4 3YJ

///What3Words: couriers.cleanser.revives

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.

Item	Quantity	Last checked
Emergency Plan	2	
Checklists	A/R	
Spare Forms	A/R	
Stationary	A/R	
Hi Vis Vests	15	
Torches	2	
Area Maps	A/R	
Mains Extension (+USB)	1	
First Aid Kit	1	
Emergency Blankets	10	

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.

Insert Details. **None Yet Identified**

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

Snow Clearance

A full snow clearance plan will be drafted if deemed necessary.

Grit Bins Locations in the community are as follows.

Top of Beck Street by the Cross

End of the Greendykes footpath adjoining North Street

Flood Defence (if applicable)

Working with emergency services and the Lincolnshire Resilience Forum (LRF), Digby Community Group aims to mitigate the impacts of flooding, as practicably as possible, on the residents of Digby 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.
- Monitoring and 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 Digby 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.....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.....

SER NO.	DATE/TIME	DETAIL

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

Appendix 3 – Responding to flooding

Flood alerts



On receipt of a Flood Alert

Up to 5 days in advance of possible flooding.

1.	<ul style="list-style-type: none">• Monitor village Watercourses (North Drain, Digby Beck, Greendykes Flood Alleviation Scheme)• Trigger point for escalation is when the village watercourses are approaching capacity
2.	<ul style="list-style-type: none">• Monitor the Environment Agency river gauges. Click here to access.
3.	<ul style="list-style-type: none">• Alert CERT members only if activating.
4.	<ul style="list-style-type: none">• Locate emergency kit, check its contents and ready if needed.• Warn and inform members of the community to monitor the situation, and to ensure properties most at risk have working flood resilience in place.
5.	<ul style="list-style-type: none">• Monitor Flood Alerts via EA. Click here to access.

Flood Warning



On receipt of a Flood Warning

1.	<ul style="list-style-type: none">• Notify all members of the community emergency group.• Monitor village Watercourses (North Drain, Digby Beck, Greendykes Flood Alleviation Scheme)• Trigger point for escalation is when the village watercourses are approaching capacity
2.	<ul style="list-style-type: none">• Start an incident log considering the following:<ul style="list-style-type: none">• Discussions• Actions• Rational• Expenditure• Accidents
3.	<ul style="list-style-type: none">• Consider if the emergency plan needs to be activated.
4.	<ul style="list-style-type: none">• If activating, follow activate process in plan• Ensure the Emergency Planning Duty Officer is notified via LFR Control using the out of hours telephone number. 0141 397 9363
5.	<ul style="list-style-type: none">• Activate the community emergency incident room.
6.	<ul style="list-style-type: none">• Monitor the Environment Agency river gauges. Click here to access
7.	<ul style="list-style-type: none">• Consider the following actions:<ul style="list-style-type: none">• Check flood mitigation equipment• Assign roles to volunteers• Support people who may need help to move furniture etc.• Ensure vulnerable people are kept informed• Warn and inform residents to take action.• Liaise with the EP duty officer• Deploy flood mitigation equipment to where it will be most effective• Put on standby a temporary place of safety in case of evacuation.
8.	<ul style="list-style-type: none">• Maintain communication with the EP duty Officer• Maintain communication with the community.
9.	<ul style="list-style-type: none">• Follow all instructions given by emergency services.
10.	<ul style="list-style-type: none">• If required, open a temporary place of safety and assign volunteers to roles outlined in Appendix 4.
11.	<ul style="list-style-type: none">• Report all flooding incidents to the lead local flood authority 01522 782082

Flood Warning



On receipt of a Severe Flood Warning

- | | |
|-----|--|
| 1. | <ul style="list-style-type: none"> • Take immediate action, Risk to life • Initiate constant monitoring of village watercourses |
| 2. | <ul style="list-style-type: none"> • Start an incident log considering the following: <ul style="list-style-type: none"> • Discussions • Actions • Rational • Expenditure • Accidents |
| 3. | <ul style="list-style-type: none"> • Activate the emergency plan |
| 4. | <ul style="list-style-type: none"> • Notify the Emergency Planning Duty Officer |
| 5. | <ul style="list-style-type: none"> • Activate the community emergency incident room. |
| 6. | <ul style="list-style-type: none"> • Monitor the Environment Agency river gauges. Click here to access |
| 7. | <p>Take the following actions:</p> <ul style="list-style-type: none"> • Check flood mitigation equipment • Assign roles to volunteers • Ensure vulnerable people are kept informed • Liaise with the EP duty officer • Deploy flood mitigation equipment to where it will be most effective. • Warn and inform residents to take immediate action. • Open a temporary place of safety and assign roles as outlined in Appendix 4. |
| 8. | <ul style="list-style-type: none"> • Maintain communication with the EP duty Officer • Maintain communication with the community. |
| 9. | <ul style="list-style-type: none"> • Follow all instructions given by emergency services. |
| 10. | <ul style="list-style-type: none"> • Report all flooding incidents to the lead local flood authority 01522 782082 |

NEVER PUT YOURSELVES IN DANGER. DO NOT ENTER FLOOD WATER. STAY IN COMMUNICATION WITH EACH VOLUNTEER THROUGHOUT INCIDENT.

Appendix 4 – Sandbags

Sandbags are not the most effective means of preventing flood water. To be affective, sandbags must be lined with a waterproof membrane. Anything can be used as a sandbag including pillow cases filled with soil. Sand is not a requirement as a filling.

Residents are advised to seek bespoke flood mitigation for themselves however, in emergency situations, sandbags can be requested from Highways 01522 782082.

Sandbags should not be removed without prior permissions being obtained from property owner.

Appendix 5 - 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.	<p>MAIN ROLES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • The effective management of the centre including teams and resources – consider Dep ECM, Meet and Greet Team, Loggist, 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.	<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"> • 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.	MAIN ROLES AND RESPONSIBILITIES: <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.	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"> • Evacuation Centre Management

MEET AND GREET TEAM - If required to be nominated by ECM

1.	MAIN ROLES AND RESPONSIBILITIES: <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.	KNOWLEDGE AND SKILL REQUIREMENTS: <ul style="list-style-type: none"> • Good communication and interpersonal skills • Compassion and empathetic • Dynamic triaging • Record management / keeping • Access to translation services
3.	REPORT TO: <ul style="list-style-type: none"> • Deputy Evacuation Centre manager

LOGGIST - If required to be nominated by ECM	
1.	<p>MAIN ROLES AND RESPONSIBILITIES:</p> <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.	<p>KNOWLEDGE AND SKILL REQUIREMENTS:</p> <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.	<p>REPORT TO:</p> <ul style="list-style-type: none"> • Evacuation Centre management

REGISTRATION TEAM - If required to be nominated by ECM	
1.	<p>MAIN ROLES AND RESPONSIBILITIES:</p> <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.	<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 • Organisational skills • IT literate (desirable) • Data gather and inputting skills (desirable)
3.	<p>REPORT TO:</p> <p>Evacuation Centre management</p>

WELFARE TEAM - If required to be nominated by ECM	
1.	<p>MAIN ROLES AND RESPONSIBILITIES:</p> <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.	<p>KNOWLEDGE AND SKILL REQUIREMENTS:</p> <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 6 – Recovery

Following incidents in the community, Digby community group 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 7 - Record of Amendments

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
October 2016	Updated to standard template – addition of community mapping, incident log sheets – returned to community for sign off and publication	EPO Steve Eason Harris
December 2018	Front cover change to reflect changes to the community risk register	EPO Steve Eason-Harris
August 2019	Version 9 template formulated	EPO Steve Eason-Harris
March 2020	EP out of hours emergency contacts updated	EPO Steve Eason-Harris
February 2022	EP Template update	EPO Steve Eason-Harris
July 2023	Plan review and update	EPO Steve Eason-Harris
August 23	PIMap inclusion	EPO Steve Eason-Harris
November 2023	Flood information updates	EPO Steve Eason-Harris
March 2024	Amended the EP out of hours call out number	EPU
August 2024	CEP transferred into new plan template.	PSO Megan Probert

Appendix 8 - 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 Volunteer Team 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 documents will be stored by:

Plan Co-Ord

Digby Parish Council

Lincolnshire Resilience Forum

Paper copies are kept by:

Community Emergency Team members (if required)

Community Emergency Box (2 copies)

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

Digby Parish Council Website (to be linked when plan is approved)

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 will be exercised annually by the Emergency Volunteer team with the support of LCC EPU and as part of any wider Lincolnshire County Council / Lincolnshire Resilience Forum multi-agency exercise. The plan coordinator for the Community Emergency Team 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 Digby Emergency Team and the parish council before changes are made.

Appendix 9 - 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 10 - Training, Exercising and Skills records

Training & Skills

Date	Name of Individual	Training Received

Exercises

Date	Exercise	Outcome

FLOOD RESPONSE PLAN

AIM

The aim of this plan is to assist those residents whose properties are at risk of flooding during periods of heavy rainfall in the area.

What residents should do:

Residents have a responsibility to prepare and protect their lives and property, and should consider doing the following:

1. Be aware if your property is at risk of flooding.
2. Have a flood plan for your property.
3. Register for flood warnings.
4. Know your property and where the risk of water ingress is.
5. Have a supply of sandbags or fit flood protection for your property.

During a flood, residents should:

1. Move to a safe area if life is at risk.
2. Prevent water from entering property if possible.
3. Switch off electricity and gas supplies at mains.
4. Move valuable possessions above areas liable to be flooded.

What the Digby Community Emergency Plan Team will do:

1. Sign up the Digby CEPT Lead and Deputy Lead to the Environment Agency's flood warning service.
2. Once a Flood Alert has been issued by the EA for the village area the CEPT will:
 - a. Conduct regular monitoring of the village watercourses.
 - b. Keep residents informed via the village Facebook page of the flood alert and advise villagers to prepare self-protection measures.
3. Once a Flood Warning has been issued by the Environment Agency for village area, the CEPT will:

- a. Contact the Emergency Plan Team Leader or Deputy to activate the Digby Community Emergency Plan.
 - b. Contact the Lincolnshire Resilience Forum to notify them that the Digby Community Emergency Plan has been activated.
 - c. Notify the Emergency Plan team members that the plan has been activated.
 - d. Keep residents informed via the village Facebook page of the flood warning and inform villagers that the CEP has been activated.
 - e. Attempt to source a supply of sandbags, to be delivered to the Village Hall Car Park if possible and organise volunteers to deliver sandbags to vulnerable residents who are not able to collect them themselves, if resources are available.
4. If flooding occurs, and if deemed necessary, contact the Emergency Services and request support to the village.
 5. If required, close roads affected by flooding utilising the cones and signs stored at the Village Hall prior to the arrival of the Emergency Services.

Responsibilities and contacts:

Lincolnshire County Council is the Lead Local Flood Authority (LLFA) and has the responsibility for managing local flood risks, developing risk management strategies for flooding, managing surface water and groundwater flooding, co-ordinating emergency arrangements and investigating any incidents of flooding. LCC is the authority that will put flood warning signs on the highway, organise road closures and traffic diversions and clear blockages on highway drainage systems.

Contact details: Tel: **01522 782082** Email: floodrisk@lincolnshire.gov.uk

Lincolnshire Resilience Forum Tel: **01522 843413** Email: lincsep@lincolnshire.gov.uk

The Environment Agency is responsible for issuing flood warnings. It also receives and records details of flooding incidents, monitors the situation and offers advice to other organisations, and deals with emergency repairs and blockages on main rivers.

Floodline Tel: **0800 807060** Incident Hotline Tel: **0800 807060**

North Kesteven District Council will work with the Lincolnshire Resilience Forum to co-ordinate the emergency response for the district. They also deal with environmental health issues, including pollution, and carry out street cleaning.

Tel: **01529 414155**

Lincolnshire Fire & Rescue will respond to all emergency incidents as required, and assist the public where a need is identified and the use of Fire Service personnel and equipment is required.

Tel: **01522 582222** or in an emergency **999**.

Anglian Water will clear blockages in public sewers.

Tel: **03457 145145**

Appendix 12

EXTREME HOT WEATHER PLAN

The following venues have been identified as indoor 'cool places' for people to attend when a heatwave occurs and the temperature in Digby exceeds 35°C.

Digby Parish Church

Digby War Memorial Hall

Tips for coping in hot weather

- Keep out of the heat if you can. Try to keep out of the sun between 11am to 3pm, when the UV rays are strongest.
- If you must go out in the heat, walk in the shade, apply sunscreen, wear a wide brimmed hat and loose clothing, and take a bottle of water with you.
- Avoid physical exertion/exercising in the hottest parts of the day.
- Cool yourself down. Have cold food and drinks, avoid alcohol, caffeine and hot drinks,
- Use a fan or have a cool shower or put cool water on your skin or clothes.
- Drink plenty of fluids, even if you don't feel thirsty, and make sure you take water with you, if you are travelling.
- Keep your living space cool. Close windows during the day and open them at night when the temperature outside has gone down. Electric fans can help if the temperature is below 35 degrees.
- Close curtains on rooms that face the sun to keep indoor spaces cooler and remember it may be cooler outdoors than indoors.
- If going outdoors, use cool spaces considerately.
- Never leave anyone in a closed, parked vehicle, especially infants, young children, elderly people or animals. The temperature inside a parked car can double within minutes.
- Check the latest weather forecast and temperature warnings – you can find these on TV, radio, mobile app or website.
- During warm weather going for a swim can provide much welcomed relief. If you are going into open water to cool down, take care and follow local safety advice.
- Check in on others. Look after those most at risk in the heat – your neighbour living alone, the elderly, the young, people with a medical condition and don't forget your pets.



Helping you
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