

# **Brigg Town Council**

## **Community Emergency Plan**

**Owner: Brigg Town Council**

Reviewed and adopted by the  
Brigg Town Council

26<sup>th</sup> FEBRUARY 2018

## SECTION 1: ACTIVATION

This plan will be activated when at least three members of the Brigg Town Council Community Emergency 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 it is activated follow the key actions in Section 2.

### WHO CAN ACTIVATE THE PLAN

Any three of the following people can activate this plan:

Clerk to Brigg Town Council or (in his/her absence) the Deputy / Assistant Clerk.

Town Mayor of Brigg or (in his/her absence) the Deputy Town Mayor of Brigg

The Brigg Flood Warden

The Brigg Snow Warden

Chairman, Brigg Town Council Planning & Environment Committee

**If the decision is taken to activate this plan turn to**  
**Section 2**  
**and follow the key actions.**

## SECTION 2: KEY ACTIONS

**Priorities will be emergency medical care, shelter, food & water.**

- Gather as much information about the situation as possible (**ETHANE**).

**Exact location of**

**Type of incident**

**Hazards that are present or anticipated**

**Access routes for emergency responders**

**Number of people and/or properties involved (estimate)**

**Emergency services or other organisations already in attendance or required**

(e.g. police fire, ambulance, utilities etc.)

### **IF THE SITUATION IS LIFE-THREATENING** **DIAL 999 WITHOUT DELAY**

- Make contact with the emergency services or North Lincolnshire Council if they are involved in the incident. Inform them of the contact number and location of the Community Emergency Team.
- Take control until the emergency services arrive
- Contact members of the Brigg Town Council, Community Emergency Plan Support Team
- Instruct everyone to follow the advice of the emergency services
- At all times be aware of your own safety and the safety of those around you.

- Consider whether you can work safely and effectively from your current location, or whether you need to move to an alternate location (see section 3)
- Arrange for local residents to be warned of any dangers
- Consider if it is necessary to open emergency accommodation? If so ensure there is a power supply, heat and arrange for supplies of food and drink (if not readily available).
- Arrange for contact to be made with the vulnerable members of community identified in Section 5 as appropriate and arrange for advice / assistance to be offered.
- Arrange for the community resources / organisations identified in Section 4 to be made available as necessary.
- Tune into your local radio station (Radio Humberside and Radio Lincolnshire) and advise the community to do the same (the list of stations is included in their copy of the Household Emergency Plan)
- Maintain regular communications with the representatives of the responding organisations on the scene.

## SECTION 3: COMMUNITY EMERGENCY TEAM

Important: The information in the boxes marked with an asterisk will be recorded in the council's emergency plan (Emergency Management Arrangements) and the North Lincolnshire Multi-agency Flood Compendium.

### COMMUNITY EMERGENCY TEAM \*

In the event of the plan being triggered, the following members of the community have agreed to form a Community Emergency Team to help to mitigate the effects on the local community:

Clerk to Brigg Town Council or (in his/her absence) the Deputy Clerk  
Office Telephone 01652 659402  
Staff Mobile – 07584315971

Angel Suite Manager or (in his/her absence) the Relief Manager  
Staff Mobile 07903531201

**The Clerk to the Council and the Angel Suite Manager will have the current contact numbers for the following additional members of the Activation Management Team.**

Town Mayor of Brigg or (in his/her absence) the Deputy Town Mayor of Brigg  
The Brigg Flood Warden  
The Brigg Snow Warden  
Chairman, Brigg Town Council Planning & Environment Committee  
Chairman, Brigg Town Council Policy Committee  
Chairman, Brigg Town Council Property & Services Committee

**The Community Support Team, that will be called upon in the event that the plan is activated, will be made up of representatives of the following organisations/businesses**

Members of Brigg Town Council (6 in number - who are confirmed at the Town Council Annual Meeting in May  
St. John the Evangelist Church  
Kings Church  
Brigg Senior Citizens Pop In  
Brigg Rotary Club  
Farmstar

Individual community volunteers

Personal Contact numbers are not listed within this plan / but they are held by the Clerk, to the Council.

## COMMUNITY INCIDENT ROOM \*

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

**The Angel Suite, Exchange Place, Brigg, North Lincolnshire DN20 8LD.**

**Grid Reference [SE 99946 07168](#)**

**N.B. – For the purposes of satellite navigation the postcode for the Angel Suite Car Park is DN20 8LB**

**The Clerk to the Council and the Angel Suite Manager are key holders for the Angel Suite, and will enable access to the building.**

**In the event that the Angel Suite can not be used, St. John the Evangelist Church Hall will be used. [TA00065 07191](#)**

**The Clerk to the Council or the Angel Suite Manager will organise access.**

## COMMUNITY EMERGENCY BOX

A fireproof emergency box is located at The Town Council Office, the Angel Suite, Exchange Place, Brigg, North Lincolnshire DN20 8LD.

GRID REFERENCE [SE 99946 07168](#)

**N.B. – For the purposes of satellite navigation the postcode for the Angel Suite Car Park is DN20 8LB**

It contains:

- A copy of the Community Emergency Plan
- A copy of the electoral roll
- Ordnance Survey Map of Brigg and the immediate environs.
- Laminated Street Plan – in A4 sections
- Back up storage disc for the office computer.

**N.B. A full size laminated street plan is stored in the Angel Suite Manager's Office, on top of the mailshot pigeon holes for councillors.**

## SECTION 4: COMMUNITY RESOURCES

### TEMPORARY EMERGENCY SHELTER

\*In an emergency the following location has been designated as a potential temporary emergency community shelter. ***N.B. This is in addition to any locations designated as such by North Lincolnshire Council.***

**The Angel Suite, Exchange Place, Brigg, North Lincolnshire DN20 8LD.  
Grid Reference : [SE 99946 07168](#)**

**N.B. – For the purposes of satellite navigation the postcode for the Angel Suite Car Park is DN20 8LB**

Key Holders:

Brigg Town Council, Angel Suite Manager - Telephone 07903531201

Clerk, to Brigg Town Council – Telephone 07584315971

Capacity of emergency community shelter: 200 closely seated

Cooking facilities: Full Kitchen

Car parking arrangements: Public car park - [SE 99946 07168](#)



## OTHER PHYSICAL RESOURCES WITHIN THE COMMUNITY

Sand bags will be supplied (as required) by North Lincolnshire Council.

A stock of salt is stored (on behalf of the Town Council) at the North Lincolnshire Depot, Hewson House, Brigg. Grid reference [SE 97487 03417](#)

Suitable location(s) of hard standing for emergency vehicles:

Angel Car Park - Grid Reference [TA 00004 07125](#)  
For the purposes of satellite navigation the postcode is DN20 8LB

Old Courts Road Car Park Grid Reference ? [TA 00062 07380](#)  
For the purposes of satellite navigation the postcode is DN20 8JD

Market Place and Town Centre (Band Stand) North Lincolnshire Council would need to authorise. Grid Reference [SE 99946 07215](#)

For the purposes of satellite navigation the postcode is DN20 8JD

**In the event of activation, the following resources may be useful.**

**Brigg & District Lions:**

Have access to an emergency fund for the purchase of blankets / food etc

**Glanford & Scunthorpe Canoe Club**

Canoes – possibly manpower

**Ancholme Rowing Club**

Boats - possible manpower

**Brigg Guides**

camping equipment / tables / benches / cooking equipment

**St. John Ambulance**

First Aid Equipment and manpower

**Farmstar** – machinery

**Peacock and Binnington** - machinery

**Turnbulls** – machinery / sandbags / sand / snow shovels / buckets

**Brians DIY** – snow shovels / buckets

**Environment Agency Floodline** telephone number **0345 988 1188**

## SKILLS WITHIN THE COMMUNITY

### **Knowledge of Vulnerable Residents / Listening and Supporting**

Contact Telephone numbers are held on the Brigg Town Council Mobile telephone and are stored on icloud. Other relevant contact details are recorded on the Brigg Town Council web site:

[www.briggmarkettown.co.uk](http://www.briggmarkettown.co.uk)

Brigg and District Carers Support Centre

Bridge Street GP Surgery

Riverside GP Surgery

Brigg Methodist Church

St. Mary's R.C. Church

St. John the Evangelist Church

Kings Church

The Foundry Church

Brigg Senior Citizens

Ancholme Seniors Forum

Macmillan Cancer Relief – Contact

Brigg & District Breast Cancer Support Group

Brigg W.I. – Morning Group, Evening Group and Brigg Angels WI

Brigg Rotary Club

Brigg Gateway Club

Brigg Physically Handicapped Society

## SKILLS WITHIN THE COMMUNITY

### **First Aid**

St. John Ambulance  
Bridge Street Surgery  
Riverside Surgery  
Brigg L.I.V.E.S. First Responders

### **Catering Support / General Manpower**

Brigg W.I. – Morning Group and Brigg Angels WI  
  
Brigg Guides  
  
Brigg Scouts  
  
2222 Squadron Brigg A.T.C  
  
Brigg Army Cadets

## **SECTION 5: VULNERABLE PEOPLE**

### VULNERABLE PEOPLE WITHIN THE COMMUNITY

In order to avoid DATA protection issues, the names and addresses of vulnerable people are not identified within this plan.

The plan does, however, identify those organisations that will already have this information stored in their own database e.g. Carers Support Centre / Brigg Old Peoples Welfare Committee / Senior Citizens Forum./ GP Surgeries / Macmillan Cancer Relief / Brigg & District Breast Cancer Support Group

These organisations would be contacted to assist, should the need arise.

## SECTION 6: PLAN PUBLICATION

### PLAN PUBLICATION

Electronic copies of this plan have been e-mailed to:

North Lincolnshire Council  
Brigg Neighbourhood Policing Team  
Brigg Fire Station  
East Midlands Ambulance Service  
The Environment Agency

Paper copies of this plan are kept at:

Brigg Town Council Office, The Angel Suite, Exchange Place, Brigg, North  
Lincolnshire, DN20 8LD

A web version of the plan has been posted on [www.briggmarkettown.co.uk](http://www.briggmarkettown.co.uk)

## SECTION 7: PLAN MAINTENANCE

### Plan Maintenance Roles and Responsibilities

The owner of the plan should make sure that all the people who are involved in the plan are aware of their role, and know that they might be contacted during an emergency.

This plan will be exercised twice per annum by Brigg Town Council, and as part of any wider exercise organised by North Lincolnshire Council and/or the Emergency Services.

The Clerk to Brigg Town Council will have responsibility for arranging the Brigg Town Council exercise.

An exercise guide and some potential scenarios are available at [www.heps.gov.uk](http://www.heps.gov.uk), or by calling 01482 393056.

The plan will be reviewed at least annually. During the review every section of the plan will be checked for accuracy (telephone numbers, resource lists etc).

The Brigg Town Council Policy Committee will have responsibility for reviewing the emergency plan.

Any updates to the plan, or lessons that have been learned from exercises, should be approved by the **Brigg Town Council** before the plan is changed.

## **SECTION 8: THE MULTI AGENCY RESPONSE TO A MAJOR INCIDENT**

### **Response to a typical major incident**

Normally the police co-ordinate the response to major incidents. When the incident moves into the recovery phase the lead co-ordination role may pass from the police to one of the other responding organisations. It could be the council, the Environment Agency or the primary care trust.

The emergency response is built from the ground up and additional layers of management are added according to the scale of the incident.

#### **Operational (Bronze) co-ordination.**

The operational area is where the 'hands-on' work is done. Responding organisations work side by side at the scene.

An "inner cordon" for essential workers is set up around the immediate vicinity of the incident.

The police establish an outer cordon at a safe distance around the inner cordon to provide a safe area for all responders.

#### **Tactical (Silver) co-ordination**

Large emergencies are greedy on resources. To 'do the most for the most' a level of management is needed to decide on the best tactics to employ. To achieve that a multi-agency tactical (Silver) level of management is set up. All responding organisations normally send a member of staff to attend the tactical level group. It is usually based in the police mobile 'command' vehicles within the outer cordon. But sometimes it is located away from the scene (e.g. a local police station) depending on the incident.

North Lincolnshire Council is not an emergency service. It does not have a mobile control. It co-ordinates its activities from one of its offices. It uses a trained Incident Manager to co-ordinate an Emergency Control Team made up of representatives from each involved service area.

The control team:

- helps to provide a co-ordinated council response.
- allows information to be shared more efficiently
- allows requests for services to be actioned more quickly.
- allows each service area to see how the incident affects them and
- decides how best to offer assistance.

The Incident Manager needs to know what's happening at the multi-agency tactical (Silver) management group. So a Forward Liaison Officer goes to the scene to be the eyes and ears of the Incident Manager. All requests from the scene for council support are made through the Forward Liaison Officer who then speaks directly to the Incident Manager or Control Team.

The Forward Liaison Officer can:

- obtain regular position statements regarding the incident
- facilitate a swift response to a request for council services
- identify where council services can assist in the response to the incident
- assess the impact of the incident on the council and the community

The Incident Manager has access to a list of all the Parish and Town Council's that have prepared emergency plans, along with their contact details, and will make contact as soon as initial actions have been completed.

### **Strategic (Gold) co-ordination**

Each organisation may decide to convene its own top-level strategic group.

North Lincolnshire Council has a Strategic Emergency Management Team (SEMT). Elected members provide advice to the SEMT.

To ensure there is a co-ordinated strategy across all responding organisations in the Humber area, a Strategic Co-ordination Group (SCG) is established, normally hosted and chaired by the police. They meet at a location completely detached from the scene with suitable communications and meeting facilities. For the Humber area this is normally be at Police Headquarters at Queens Gardens in Hull.

The SCG determine the multi-agency strategic issues including the management of the aftermath of the incident and the return to normality.

North Lincolnshire Council send a member of the executive to the SCG.

### **Regional co-ordination**

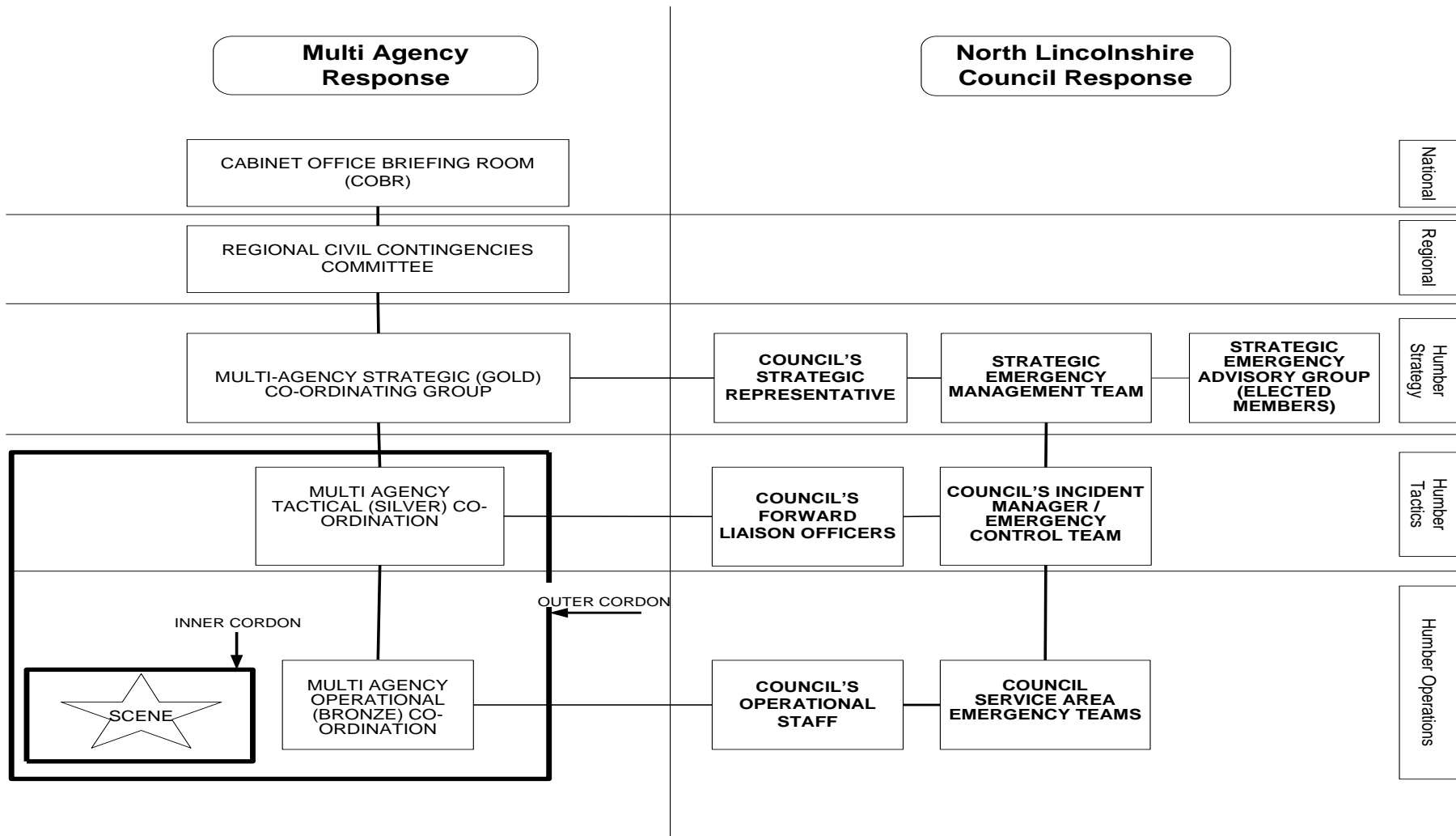
If an incident has implications for one or more Government Office regions, a Regional Civil Contingencies Committee (RCCC) may be established. They liaise with other regions and report directly to the Government.

An member of the Humber SCG would represent the Humber area on this committee.

### **National co-ordination**

Some incidents that require national resources and co-ordination trigger central government involvement. National support is co-ordinated by the Cabinet Office Briefing Room (COBR).

# RESPONSE TO A MAJOR EMERGENCY





## SECTION 10: IMPORTANT CONTACT DETAILS

*In an emergency dial 999*

### COMMUNITY EMERGENCY TEAM

Name: Ms. Dinah Lilley  
Role: Clerk to Brigg Town Council  
Work phone: 01652 659402 – Monday /Tuesday / Thursday only  
Mobile phone: 07584 315 971  
e.mail: [enquiries@briggmarkettown.co.uk](mailto:enquiries@briggmarkettown.co.uk)

Name: Mrs. Karen Deeley  
Role: Angel Suite Manager  
Work Mobile phone: 07903 531 201  
e.mail: [angelsuite@briggmarkettown.co.uk](mailto:angelsuite@briggmarkettown.co.uk)

Name: Cllr. Carl Sherwood  
Role: Brigg Flood Warden  
Home phone: 01652 655202  
Mobile phone: 07789 991818  
e.mail: [cllr.carlsherwood@northlincs.gov.uk](mailto:cllr.carlsherwood@northlincs.gov.uk)

Cllr .Robert Waltham  
Role: Brigg Snow Warden  
Mobile Phone: 07977 987903  
e.mail: [rob.waltham@northlincs.gov.uk](mailto:rob.waltham@northlincs.gov.uk)

### OTHER COMMUNITY LEADERS

Local MP

North Lincolnshire Ward Cllrs

Ministers of the Church

### Disclaimer

Whilst Brigg Town Council makes every attempt to ensure the accuracy and reliability of the information contained in this document it should not be relied upon as a substitute for formal advice from the originating bodies.

Brigg Town Council will not be responsible for any loss, however arising, from the use of, or reliance on this information.

Laws and regulations still apply during an emergency; so things like health and safety, speed restrictions, insurance, food hygiene and data protection must still be properly observed.

No one should carry out any tasks or activities that they are not properly trained and qualified to do, and under no circumstances should anyone be put at risk as a result of responding to the incident.

All those involved in this plan must follow the instructions and advice of the emergency services.

Ms. Dinah Lilley  
Clerk, Brigg Town Council