



# Community Emergency Plan

**Parish/Ward/Town: Little Smeaton & Kirk Smeaton**

**Review Date: V4 September 1<sup>st</sup> 2023**

**Lead Contacts: Gillian Ivey / Tony Lenc**





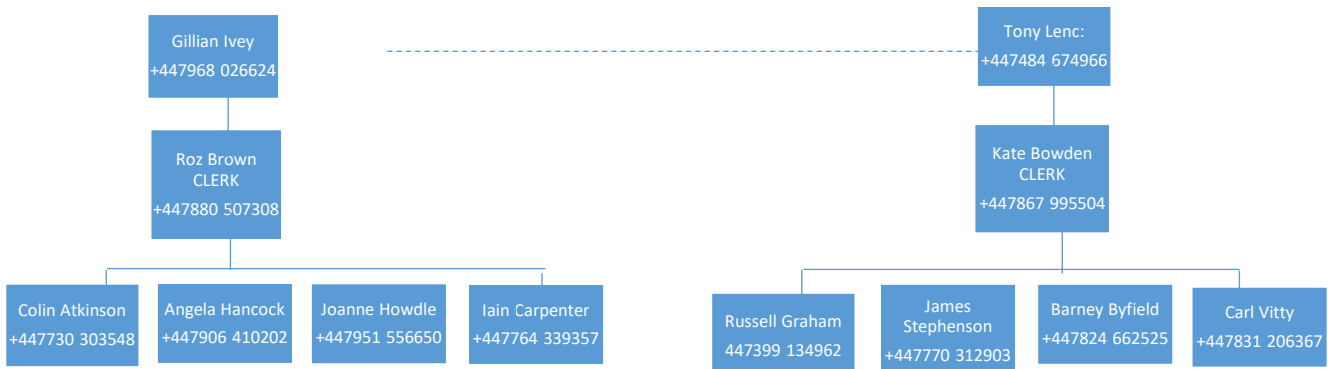
## Section 1 - Activation

Lead and Deputy for Community Emergency Team	
Name	Address and contact number(s)
<b>CO-LEAD: Gillian Ivey</b> <b>Little Smeaton Parish Council Chairperson</b>	The Old Chapel, Chapel Lane, Little Smeaton WF8 3LG +447968 026624      01977 620110
<b>CO-LEAD: Tony Lenc</b> <b>Kirk Smeaton Parish Council Chairperson</b>	Low Farm, Water Lane, Kirk Smeaton WF8 3LD +447484 674966      01977 621330

### Contact pyramid

This sets out a quick and efficient method by which to coordinate communications and easily spread information amongst your community, especially your Community Emergency Team.

The person at the top of the pyramid, usually the Lead/Deputy, contacts the next two people directly down the pyramid, and so on, until every person in the pyramid has been contacted. Where a person is absent, the person above should move down a level.



<b>Initial meeting location</b>
<b>Address and contact numbers</b>
The Shoulder of Mutton Public House, Kirk Smeaton. <b>WF8 3JY</b> Contact; Mark Barnes    07850 114571 <b>Requires more than one contact.</b>
<b>Backup meeting location</b>
<b>Address and contact numbers</b>
Kirk Smeaton School



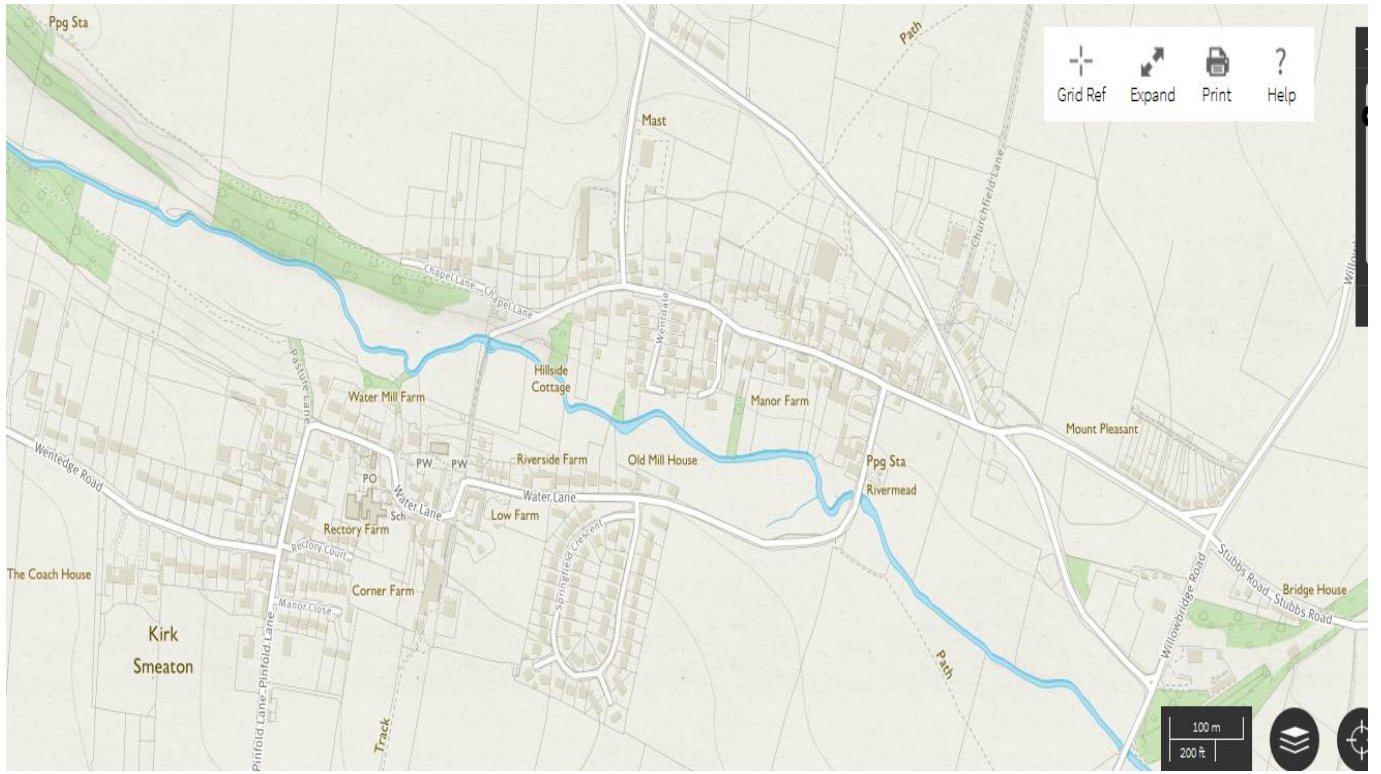
## Section 2 – Welfare

<p><b>Rest/Welfare Centre 1</b> The following building has been earmarked as an appropriate Rest/Welfare Centre in an emergency:</p>
<p><b>Premises:</b></p>
<p>School Hall and Community Room. Kirk Smeaton Church of England Primary School Main Street Kirk Smeaton <b>WF8 3JY</b></p>
<p><b>Contact details:</b></p>
<p>Headteacher – Hannah Cuddy School number 01977 620497</p>
<p><b>Key holders:</b></p>
<p>Key safe to the right hand side of the main school entrance door (a large black box attached to the wall). Pull the cover down, enter code '4255' and then twist the lock clockwise to open the safe. Inside is a key to the school hall along with access code and alarm code.</p>
<p><b>Alternative 2</b></p>
<p>Church of St Peter Main Street Kirk Smeaton <b>WF8 3LB</b></p> <p><u>Keyholders.</u> Rev Adrian Judd 01977 704744. Church Wardens: Carol Cessford 01977 620929                      Ann Clark 01977 620287</p>
<p><b>Other Information:</b> Information about the building – e.g. parking, facilities, if it has a generator etc.</p>
<p>Church has no parking School has limited parking – max: 10 cars Pub has parking for approx 30 cars</p> <p>Church has one toilet with disabled access. School Hall has Childrens' toilets and 1 'adults' toilet with disabled access <i>[this information to be checked – may not be correct]</i> Pub has 2 each male and female toilets.</p> <p>Church has kitchen facilities with oven, hob, microwave and fridge. School has kitchen facilities [details not known] but belongs to North Yorkshire Council and would need their permission to use. Pub does not have kitchen facilities.</p> <p>None of above centres has a generator.</p>

<b>Emergency kit location</b>
<b>Address and Contact Information</b>
<p>Defibrillator. Wall of the Shoulder of Mutton, main car park, Kirk Smeaton.</p> <p>Defibrillator. Main Street, 50 yards to right of the Well, Little Smeaton.</p> <p>Emergency Grab Bag, a red rucksack containing silver heat blankets, high-viz vests, gloves, wind up torch, wind up radio; also leaflets to give out to vulnerable households. Supplied by North Yorkshire Council and stored in garage at The Old Chapel, Chapel Lane, Little Smeaton</p> <p>2 fire extinguishers [on permanent loan from Amazon Warehouse at Knottingley. Stored in garage at The Old Chapel, Chapel Lane, Little Smeaton</p> <p>2 fire blankets [from Amazon as above]. Stored in garage at The Old Chapel, Chapel Lane, Little Smeaton</p> <p>NB access to be gained to garage in the absence of Gillian Ivey by approaching Thom Richardson at Pleasant House. Tel: 620466. Garage is alarmed.</p>

<b>Sandbag store location</b> Not thought necessary, and community storage not viable.
<b>Address and contact information</b>
<p>ACTION POINT.</p> <p>Encourage households to obtain own emergency supplies such as Sandbags, torches, candles etc.</p>

<b>Community Map</b>
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### Section 3 – Vulnerabilities & assets

#### Vulnerable establishments/people

This section lists establishments that may be particularly vulnerable to emergencies such as care homes, schools, caravan parks etc. As well as those residents who may require additional assistance

**As at September 2024, there is no list of vulnerable residents.**

**ACTION POINT. Encourage all residents to check on elderly/vulnerable neighbours.**

Establishment / resident name	Address and contact number(s)

#### Community Volunteers

Listed below are individuals who are willing to volunteer their time, specialist knowledge or practical skills during an emergency. E.g. First aid, transport, door knocking etc.

It is extremely important that volunteers understand that during an incident they should:-

- not endanger themselves or others
- assess the risk prior to any activity they undertake
- ensure their contact details are kept up-to-date
- be prepared to act quickly

Name	Contact details	Volunteer Role / Specialist Skill
<b>VOLUNTEER CO-ORDINATOR. Colin Atkinson</b>	<b>+447730303548</b>	<b>Logistics &amp; Managerial. Organised volunteers during pandemic 2020-21</b>
Helen Atkinson	+447709 159353	Medical – Community First Responder [retired]
Alan Wilms-Jones	+447831 241199	Medical – Community First Responder
Lynn Blakeston	+447975 903064	First Aider
Tricia Storey	+447736 345260	Ex-nurse
Chris Gaskin	+447816 492363	First Aider
Sue Williamson	+447376 612244	First Aider

Claire Levey	+447739 312224	Member NYCC Ready For Anything Group

**ACTION POINT. ASK FOR MORE VOLUNTEERS IN BOTH VILLAGES**

## Community Resources / Assets

Listed below are individuals who are willing to volunteer their equipment during an emergency.

It is extremely important that volunteers understand that during an incident they should:-

- not endanger themselves or others
- assess the risk prior to any activity they undertake
- ensure their contact details are kept up-to-date
- be prepared to act quickly

Name	Contact details	Equipment/Resources
Matthew Hartley	+447764 352701	Access to various logistical equipment
Paul Watson	+447974 513607	4x4 vehicle
Bernard Storey	07850 934032	Can access generators [and pumping equipment? – check please.]
Iain Carpenter	07764 339357	Can access generators
Phil Oades ?	<i>To ask</i>	?
Rodney Howdle ?	<i>To ask</i>	?





## Section 4 – Communication

Methods for warning and informing your community and sources of information	
Local warning and informing method	Responsible person / contact
Twitter	
Facebook	Little Smeaton Parish Council <a href="https://www.facebook.com/groups/350976178817380">https://www.facebook.com/groups/350976178817380</a> Kirk Smeaton Parish Council <a href="https://www.facebook.com/kirksmeaton.clerk.7">https://www.facebook.com/kirksmeaton.clerk.7</a>
Website	<a href="http://www.kirksmeaton.org">www.kirksmeaton.org</a> Kate Bowden +447867 995504 <a href="http://www.littlesmeatonpc.com">www.littlesmeatonpc.com</a> Colin Atkinson +447730 303548
Noticeboards	Kate Bowden +447867 995504 Barbara Smith +447443 494677
WhatsApp	Village Support Group (support group members only) Smeaton Group (256 members as at Sept 23) Smeaton Friends (wider village coverage)
Village Magazine for non-urgent information	Gillian Ivey 01977-620110      Chris Lovett 01977-620766
Local Radio Stations	Frequency
BBC Radio York	103.7, 95.5 and 104.3 FM
Heart Yorkshire	106-108 FM
TMCR FM	95.3 FM

## Section 5 – Flooding




### Flood Alerts and Warnings

Flood Warnings are issued by the Environment Agency

Website: <https://www.gov.uk/check-if-youre-at-risk-of-flooding>

5 Day Flood Forecast: <https://flood-warning-information.service.gov.uk/5-day-flood-risk>

Floodline Number: 0345 988 1188 (24 Hour Service)

SYMBOL	MEANING
 <p><b>FLOOD ALERT</b></p>	<p><b>FLOOD ALERT</b></p> <p>Flooding is possible – <b>Be Prepared</b></p> <p>###</p>
 <p><b>FLOOD WARNING</b></p>	<p><b>FLOOD WARNING</b></p> <p>Flooding expected – <b>Immediate Action Required</b></p> <p>###</p>
 <p><b>SEVERE FLOOD WARNING</b></p>	<p><b>SEVERE FLOOD WARNING</b></p> <p>Severe flooding – <b>Danger to life</b></p>

### Areas Subject to flooding (all types) (see location map)

Location [Street/Road/Estate]	Post Code or Grid Reference	Extent/ Other information	Properties Affected	
			Which Properties	Total
Hodge Lane Bridge	SE 52075 16752	Foot bridge Impassable	N/A	0
Water Lane, Little Smeaton side of the road bridge		Surface water across full width of road in event of prolonged heavy rain.		0
River Mead, Water Lane Little Smeaton		May need sandbags in event of severe river flooding		1
Hillside Cottage, Hodge Lane, Little Smeaton		May need sandbags in event of very severe river flooding		1

<p>6 houses in Little Smeaton on Main Street immediately north of the well.</p> <p><i>Barn House, Maral-Omeda, Springwell, Trecasa, Wester-Ogil, Caprice.</i></p>		<p>In event of prolonged rain event, these properties can be subject to surface water running off fields to rear of properties.</p> <p>Sandbags may be needed.</p>		<p>6</p>
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**ACTION POINTS.**

**DO WE NEED TO CONSIDER AND ADD OTHER RISKS?**

Eg. Severe weather such as SNOW or HIGH WINDS

Resulting in Fallen Trees, Power Outage, being cut off by snow.

Note. Little Smeaton can easily be cut off by snow due to non-clearance of Main Street; Springfield Crescent KS same.

## Met Office Warnings

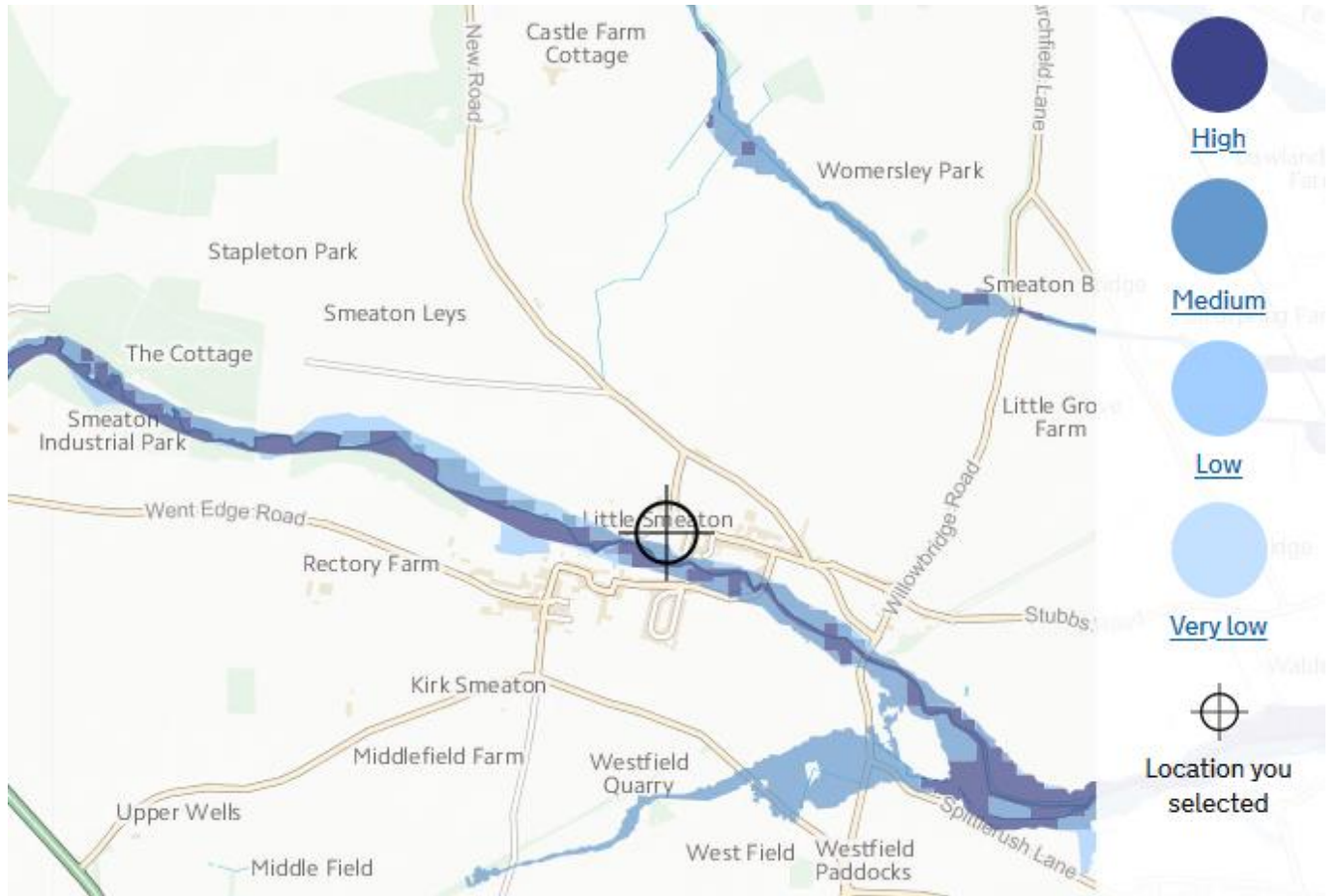
Weather Warnings are issued by the Met Office

Website: <https://www.metoffice.gov.uk/>

5 Day Weather Forecast: <https://www.metoffice.gov.uk/public/weather/warnings>

SYMBOL	MEANING
Green	NO SEVERE WARNING
Yellow	BE AWARE
Orange	BE PREPARED
Red	TAKE ACTION

# Flood map – location map



## Section 6 – Contact Details

Organisation	Role / responsibility	Contact details	Online information
<b>Local Authorities</b>			
North Yorkshire Council	Support the emergency services and those engaged in the response to an incident. Establish Rest Centres for those evacuated. Help in the recovery following an incident.	<p><u>North Yorkshire Council:</u> Switchboard: 0300 131 2 131</p> <p>Resilience and Emergencies Team: 01609 532246</p> <p>Contact as at Sept 23...</p> <p>Wendy Muldoon</p> <p>Senior Resilience &amp; Emergencies Officer</p> <p>Mob: 07891 587352 Office Tel: 01609 532246</p>	<p>@NYorksPrepared @Yorkprepared</p> <p><a href="http://www.emergencynorthyorks.gov.uk">www.emergencynorthyorks.gov.uk</a></p> <p>Email: <a href="mailto:wendy.muldoon@northyorks.gov.uk">wendy.muldoon@northyorks.gov.uk</a></p> <p>Web: <a href="http://www.northyorks.gov.uk">www.northyorks.gov.uk</a></p>
<b>Government Departments</b>			
Environment Agency	<p>Flooding issues</p> <p>Deals with emergency repairs and blockages on main rivers and own structures;</p> <p>Responds to pollution incidents and advises on waste disposal issues.</p>	<p><b>Report an incident on</b> 0800 80 70 60 (Freephone, 24 hours) 0345 988 1188 (Floodline) <b>General enquiries Mon to Fri 8am – 6pm</b> 03708 506 506</p>	<p>@EnvAgencyYNE</p> <p>Flood warnings <a href="https://flood-warning-information.service.gov.uk/river-and-sea-levels">https://flood-warning-information.service.gov.uk/river-and-sea-levels</a></p> <p>River levels <a href="https://flood-warning-information.service.gov.uk/warnings">https://flood-warning-information.service.gov.uk/warnings</a></p>
Met Office	Produce weather and warn people of extreme weather to mitigate its impacts		<p><a href="http://www.metoffice.gov.uk/public/weather/forecast">www.metoffice.gov.uk/public/weather/forecast</a></p> <p><a href="http://www.metoffice.gov.uk/public/weather/warnings">http://www.metoffice.gov.uk/public/weather/warnings</a></p>

			@MetOfficeYorks
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Utilities			
Northern Powergrid	Maintain and ensure safe electricity supply. Disconnect cables that constitute a danger to life and property.	Power cut: 105 General enquires: 0800 375675	@NorthPowergrid @PowergridNews  <a href="https://www.northernpowergrid.com/power-cuts-home">https://www.northernpowergrid.com/power-cuts-home</a>
Yorkshire Water	Maintenance of water supplies and sewage disposal arrangements. Repair water mains, and availability of emergency water supply.	Switchboard: 0345 1242424	@YorkshireWater  <a href="https://www.yorkshirewater.com/help-and-advice/flooding/">https://www.yorkshirewater.com/help-and-advice/flooding/</a>
BT	Maintenance and operation of National Telecommunications systems. Provision of increased facilities to meet emergency requirements.		@BT_UK  <a href="https://www.bt.com/help/home/faults/">https://www.bt.com/help/home/faults/</a>
Emergency Services			
North Yorkshire Police		999/101	@NYorksPolice  <a href="https://northyorkshire.police.uk/">https://northyorkshire.police.uk/</a>
Yorkshire Ambulance Service		999/111	@YorksAmbulance  <a href="https://www.yas.nhs.uk/">https://www.yas.nhs.uk/</a>
North Yorkshire Fire & Rescue Service		999/112	@NorthYorksFire  <a href="https://www.northyorksfire.gov.uk/">https://www.northyorksfire.gov.uk/</a>

Neighbouring Communities			
Parish / Town / ward	Contact details	Community Emergency Plan?	Online Information
Stapleton	Jo Brown 07564 164623		<a href="mailto:Jo.Brown@siteback.co.uk">Jo.Brown@siteback.co.uk</a>
Womersley	Cllr Margaret Whittles [Chairman] 01977 621473		<a href="mailto:cllrmwhittles@womersleyparishcouncil.gov.uk">cllrmwhittles@womersleyparishcouncil.gov.uk</a>
Norton	Mike Morgan [Chairman] 01302 700149		



Other useful numbers			

**Section 7 – Useful Documents:**  
**7.1 Action card**

<b>Normal Conditions</b>	
Monitor local situation	
Report any issues to relevant organisation	

<b>STANDBY / ALERT</b>	
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<b>Triggers:</b> <ul style="list-style-type: none"> <li>• Warning from local authority / emergency services</li> <li>• Local observation from team members or public</li> <li>• Alert from member of community emergency team / public</li> <li>• Flood alert issued by the Environment Agency</li> <li>• Yellow weather warning issued by the Met Office</li> </ul>	
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<b>Actions / things to consider</b>	
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Community Emergency Team Coordinator contacted	
Collect emergency kit and start incident log	
Place Community Emergency Team on standby (including key holders)	
Place Rest/Welfare Centre on standby	
Monitor local situation (tune in to local media & monitor local hot spots)	
Liaise with responding agencies to share information and get updates	
Inform vulnerable residents and establishments if necessary	
Advise those at risk to be prepared and monitor local situation, local news/media.	
Place Rest/Welfare centre on standby	

<b>PLAN ACTIVATION / WARNING / SUDDEN IMPACT EVENT</b>	
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<b>Triggers</b> <ul style="list-style-type: none"> <li>• Time of forecast event</li> <li>• Local observation from team members or public</li> <li>• Flood warning issued by the Environment Agency</li> <li>• Amber weather warning issued by the Met Office</li> </ul>	
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<b>Actions / things to consider</b>	
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When action is required / predicted convene community emergency team	
Convene at initial meeting location and assess potential risk from the incident and to any responding Community Team Members	
Assign roles to community emergency team and volunteers	
Keep log of who is working where and contact details	
Deploy resources as required	
Continue to monitor local situation	
Continue to liaise with responding agencies to share info and get updates <ul style="list-style-type: none"> <li>• Request emergency services' assistance or additional resources if required</li> </ul>	
Continue to inform vulnerable residents and establishments	
Advise those at risk to follow advice given / activate personal emergency plans	
Activate rest centre / info centre if required	
Convene regularly to update and reassign roles	

**LARGE SCALE INCIDENT / SEVERE WARNING**

Potential risk to life

Look after yourself – **do not put yourself at risk**

Support and cooperate with emergency services if requested. Do so from safe distance.

**POST INCIDENT**

Provide support to vulnerable and action recovery / clean up

**AT NO POINT SHOULD ANY TEAM MEMBER OR VOLUNTEER PUT THEIR OWN LIVES AT RISK**

**Ensure that you regularly update the community with approved information.**

**If you have to go anywhere ensure someone knows where you are going, approx. how long and contact details.**

**Do not put yourself at risk**

## **7.2 Debrief form**

### **Personal details**

<b>Name:</b>	<b>Role:</b>
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### **Role on the Day**

In what capacity were you involved?
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What aspects of the operation from your own role perspective did not go well and needs further development?	What aspects of your own role perspective went well and should be highlighted as good practice for future?
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<p>What aspects from the Community Plan perspective did not go well and needs further development?</p>	<p>What aspects from the Community Plan perspective went well and should be highlighted as good practice for future?</p>
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List plan amendments here

Any other comments.

Data Protection

- *NYCC Resilience and Emergencies store two copies of your plan, one on our internal server and a second on a site called Resilience Direct (Resilience Direct is a secure government website which emergency responding agencies use). Both locations can only be accessed by our team.*

- *ResilienceDirect is a secure online storage which sits outside our ICT network and therefore allows us to access the plans in the event of an incident if we had an ICT failure. This is under the legal basis within the new regulations of a “Public task”.*
- *We will store a copy of your plan until we receive an updated version with amended contact details. In this instance the original copy will be deleted.*
- *If at any time you or any member of your community would want to request their details to be deleted, then you can contact NYCC Resilience and Emergencies team and we will remove their contact details from both copies of the plan we hold.*