



Beverley Town Council

Town Clerk: Ms. Helen Watson FILCM

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Beverley Town Council

Community Emergency Plan



Beverley Town Council

Community Emergency Plan

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Updated April 2018

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Section 1



Beverley Town Council Community Emergency Plan

Emergency Management Team

In the event of the plan being triggered the following members of the Parish / Town Council have agreed to form part of the emergency team who will help to reduce the effects on the community

Town Clerk or in absence the Deputy Town Clerk

Mayor of Beverley or in absence the Deputy Mayor Beverley

Chair of Policy or in absence the Vice Chair of Policy

Chair of Planning Property & Services or in absence the Vice Chair of Planning Property & Services

The role of the Emergency Team is to co-ordinate the activities of your Council during an emergency by assessing the situation, mobilising the appropriate local resources to support the community and maintaining links with the emergency services, the local authority and other responding organisations.

The contact numbers here will be held by East Riding of Yorkshire Council and the Emergency Services and will be the numbers used to contact your Town or Parish Council during an emergency. During a wide area emergency e-mail may be the only feasible form of communication.

Emergency Community Coordinators

East Riding Voluntary Action Services, Morley's Cottage, Morley's Yard, Walkergate, Beverley, HU17 9BY 01482 871077 who can assist with the finding of volunteers

Beverley Community Lift, 25 Corporation Road, Beverley, HU17 9HG 01482 868082 who can provide transport for people who cannot drive



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These are members of the community willing to help during an emergency, doing tasks such as door knocking, snow clearance or shopping for vulnerable people for example. In smaller communities it may be the same people that are part of the EMT. In larger communities they may be allocated areas which they look after.

Incident Room

If an emergency team is brought together, it has been agreed that they will meet in one of the following location(s):

Location	Keyholder(s)	Contact Information	Availability
12 Well Lane	The Town Clerk		
Second location	Mayor		

Emergency Shelter(s)

Location	Keyholder(s)	Contact Information	Availability
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Beverley High School Norwood Beverley HU17 9EX	Mr Overton	██████████ ██████████	
Keldmarsh Primary School Woodmansey Mile Beverley HU17 8FF	Carol Tomkinson	01482 873131	
Beverley Minster Parish Rooms	Vicar	01482 868540	
Toll Gavel Church	Malcolm Stephenson	██████████	
Chap Community Shop 7 Samman Road Beverley Provides shelter and refreshments	Trevor Green		
Holderness Food Bank (Beverley Branch) Toll Gavel Beverley Provide shelter, shower, community kitchen	Jim Sharp	██████████	
Tescos Offer shelter, food, first aiders, blankets	Alex Boak	██████████	



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Details of your emergency shelter(s) may be shared with the emergency services in case they need to identify a safe location to evacuate residents to.

Emergency Box

An emergency box has been kept at 12 Well Lane Beverley

It contains:

- a copy of this plan
- Beverley Guide
- Paper and pens
- the register of electors
- wind up battery operated radio.
- wind up battery operated torch

Emergency Information Points

Locations can be pre-identified to pass information to the community during an emergency; these can be places such as community centres, the post office or the parish notice board.

If the parish/town council have a website or access to social networking sites these can be very useful in keeping everyone informed of the latest situation.



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Location	Responsible for updates	Contact Information
Town Council Website www.beverley.gov.uk	The Town Clerk	
Town Council twitter feed @bevtowncouncil	The Town Clerk	

One member of the Emergency Management Team should be responsible for making sure all the Emergency Information Points have the same information to avoid confusion.



Section 2

Before an Emergency (general advice)

Help the Community Prepare

Every household in the East Riding of Yorkshire should have received a “Preparing for The Unexpected” booklet from East Riding of Yorkshire Council. You can help your community be prepared for an emergency by encouraging them to follow the advice contained in that document. In particular you can:

- Encourage all members of your community to make sure they are adequately insured review their insurance
- Make sure that people are signed up to the Environment Agency Flood Warning Service if your community is in a flood risk area. Point them in the direction of the National Flood Forum for more information on flood defence products and to local surveyors and architects for advice on their effectiveness.
- Encourage people to prepare a Go Bag including, or prepare one for them:
 - Key documents (such as passport, driving licence, your personal emergency contact list and insurance details).
 - First aid kit including any medication.
 - Wet wipes and/or antibacterial hand gel.
 - Battery operated radio with spare batteries or wind up radio.
 - Notebook and pencil/pen.
 - Mobile phone/charger.
 - Glasses/contact lenses.
 - Toiletries (including nappies/sanitary supplies).
 - Any special items for babies, children, elderly and disabled people.
 - Spare set of keys (home/car/office).
 - Bottled water/energy bars.
 - Coins/cash (small denominations) and credit/debit cards.
 - Change of clothes and blankets and sensible footwear (if necessary, waterproofs).
 - A torch and batteries or a wind up torch.
- Encourage people to complete a household emergency plan (contained in the Lets Get Ready Booklet)
- Encourage people to make a “Community Friend” – this is someone, or some people, that can be called during an emergency to provide practical support – such as helping move furniture, look after pets, share house keys to look after each other’s properties and maybe know which valuable and sentimental items should be moved upstairs, check on you if you are poorly and go to the shops and chemists on your behalf.
- Make sure people know how to respond. In an emergency, people should go inside go in, stay in and tune in to their local radio station for further instructions



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and updates – unless there is a fire, or any other threat to staying in the property, or unless they have been advised otherwise by the Emergency Services.

- Check that your community are ready for an emergency – ask them the following questions:
 - Do you have a household emergency plan?
 - Have you discussed your plan with family and friends?
 - Do you know the emergency plan for your children's school/nursery/college?
 - Do you know the emergency plan for your place of work?
 - Have you completed a personal emergency contact list?
 - Have you prepared a check list for your 'go bag', or packed it ready to go?
 - Do you have ICE contact(s) in your phone, wallet or purse?
 - Do you have a contact person – someone unlikely to be affected by the same emergency - who can keep family and friends informed?
 - Do you have a wind up or battery-operated portable FM/AM radio?
 - Do you have alternative, agreed meeting points?
 - Do you have working smoke alarms in your home?
 - Do you have adequate contents and buildings insurance?
 - Do you have copies of your most important documents stored somewhere other than at home?
 - Do you have a written list of your valuables, plus photographs or DVD/video?
 - Have you undertaken a basic first aid course?
 - Have you checked if your property is in a flood risk area?
 - Have you thought about arrangements for pets if you need to leave your home?
 - Have you identified possible exit routes from every room in your home?

If you need further copies of the booklet can be obtained by calling 01482 393095. The Environment Agency has flooding specific information for communities in flood risk areas. Call 0845 988 1188 for more information.

Make sure that you are prepared

- Make sure that you have your own household plan and go bag up to date and ready
- Buy a wind up torch, wind up radio and wind up mobile phone charger
- Let people know you are willing to act as a co-ordinator during an emergency
- Find out whether you Town or Parish Council have their own Community Emergency Plan that you can link into

You might be able to make contact with another community co-ordinator from another Neighbourhood Watch group; someone who is unlikely to be affected by



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the same emergency and who might be able to act as a runner to pass you radio alerts if you lose power.



When an Emergency is Expected (general advice)

If you can, let people in your community know what's happening and advise people to be aware of the situation.

Use the following advice in unusual weather conditions:

- Heavy Winds
 - Secure loose objects such as ladders and garden furniture
 - Close and securely fasten doors and windows, including garages
 - Park vehicles in a garage or in a place clear of buildings, trees and fences
 - Stay indoors if possible
 - If you need to go outside, do not walk or shelter close to buildings or trees
 - Don't carry out repairs whilst the storm is in progress
 - Do not drive unless your journey is essential and avoid exposed routes
 - Do not touch electric/telephone cables which may have been blown down

- Heat Wave
 - Try and plan your day to stay out of the heat, keep rooms shaded and, where possible use a fan
 - If you must go out, stay in the shade, wear a hat and loose fitting clothing
 - Drink plenty of fluids
 - Don't leave animals unattended in cars in warm weather
 - Seek medical help if you suffer from heat exhaustion or heat stroke. Remain somewhere cool, sponge yourself with cold water and drink plenty of fluids

- Snow and Ice
 - Carry an emergency car kit – mobile phone, car charger, first aid kit, warm waterproof clothes, blanket, food, water, torch (with spare batteries)
 - Inform a friend or family member of your intended travel arrangements and expected arrival time
 - Wear a hat
 - Watch out for signs of hypothermia – uncontrollable shivering, slow or slurred speech, drowsiness and memory lapse



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- Don't drive unless you absolutely need to
- Flooding
 - Listen to your local radio and TV weather forecasts for advice from the emergency services
 - Move your car to higher ground
 - Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs
 - Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water
 - Turn off mains gas and electricity
 - Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.
 - Bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs
 - Make sure any valuable or sentimental items and important documents are safe
 - Put any flood protection in place

REMEMBER flood water will probably contain sewage, which can cause disease. Always wash your hands/arms/legs after coming into contact with floodwater with hot water and soap. Keep contaminated footwear and clothing away from children

DO NOT allow children to play in floodwater, as well as the risk of disease manhole covers may have dislodged under the pressure of floodwater creating a drowning risk. If you need to walk through floodwater consider using a pole (brush handle) to test the ground in front of you

Encourage members of the community to check on their neighbours, especially if they are elderly or live on their own.



During an Emergency (general advice)

- IN AN EMERGENCY DIAL 999 IF NECESSARY
- Follow advice from the Emergency Services and responding organisations, make sure that your own family is safe, and that your house is secure
- Tune into the local radio station and listen for public advice messages

If you are able:

- Pass on any public advice messages to your community
- Make contact with your fellow coordinators
- Try to assess the impact of the emergency on your community and assess whether there is any support that you, or other community volunteers can provide, such as:
 - Helping people move valuable and sentimental items upstairs
 - Helping deploy any flood protection products they might have
 - Providing some immediate shelter if people have had to leave their homes
 - Looking after pets
 - Providing lifts to family and friends
 - Doing basic household tasks such as shopping
- Consider asking for additional members of the community (volunteers) to help with the response
- Co-ordinate offers of support where you can
- Pay particular attention to people that might be made vulnerable during an emergency
- Liaise with the Town / Parish Council if they have a Community Emergency Plan
- If people are advised to evacuate their homes, or are advised to evacuate, try and remind people of the steps they should take:
 - Grab 'Go bag' and check contents.
 - Turn off electricity, gas and water supplies and unplug appliances
 - Take their mobile phone and charger.
 - Take some spare clothes.
 - Take prescribed medication with them.
 - Take cash and credit cards.
 - Lock all doors and windows.

If they leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.



Activation of the Community Emergency Plan

There are a number of ways that you might be notified of an emergency. East Riding of Yorkshire Council has arrangements in place to contact you if there is an emergency in your area. This may be by e-mail if it is a major wide area emergency. The Emergency Services might contact you directly or one of your residents. There is no specific definition of an emergency in this document – your Council may want to use some of these arrangements in response to smaller incidents which wouldn't usually be classed as an emergency.

When the Plan Will be Activated

This plan will be activated when a designated member of the Parish / Town Council Emergency Management Team is notified of an incident and considers that:

- it is necessary to take action and
- that action cannot be taken without triggering the plan

Responsibility for Activating the Plan

The following people can activate the plan:

Town Clerk or in absence the Deputy Town Clerk

Mayor of Beverley or in absence the Deputy Mayor Beverley

Chair of Policy or in absence the Vice Chair of Policy

Chair of Planning Property & Services or in absence the Vice Chair of Planning Property & Services



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How the Plan Will be Activated

This plan will be activated when one of the persons listed above decides that the plan should be triggered, and begins to follow the initial actions checklist.



Emergency Management Team Checklist

INITIAL ACTIONS

- IN AN EMERGENCY DIAL 999
- Tune into BBC Radio Humberside (95.9 FM) or Viking FM (96.9 FM) and listen for updates on the emergency. Follow any emergency services advice issued.
- If the situation does not require an immediate response, request the Parish / Town Clerk to convene an urgent meeting of the Parish Council.
- Gather as much information about the situation as possible and decide which local resources should be mobilised to support the community
- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see section 3). Arrange for the Incident Room to be opened as appropriate.
- Notify the emergency team and request that meet at the nominated location (see section 5) <and instigate the call cascade as necessary>
- <Notify the following, as appropriate:
 - Community Coordinators
 - Flood Wardens
 - Neighbourhood Watch Groups
 - Any other Groups pre-agreed locally>
- Make contact with the Emergency Services / East Riding of Yorkshire Council if they are involved in the incident.
- Arrange for contact to be made with the vulnerable members of the community identified in Section 4 as appropriate and arrange for advice / assistance to be offered. You might want to give this task to one person within the emergency team to co-ordinate.



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- Arrange for the community resources / organisations identified in Section 3 to be made available as necessary. You might want to give this task to one person within the emergency team to co-ordinate.
- Consider asking for additional members of the community (volunteers) to help with the response, you may have pre-identified community coordinators already. You might want to give this task to one person within the emergency team to co-ordinate. The type of support that would be welcomed changes from emergency to emergency but might include:
 - Helping people move valuable and sentimental items upstairs
 - Helping deploy any flood protection products they might have
 - Providing some immediate shelter if people have had to leave their homes
 - Looking after pets
 - Providing lifts to family and friends
 - Doing basic household tasks such as shopping
- Check your designated emergency e-mail system regularly.
- Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected
- Establish contact with neighbouring Parish / Town Councils and ask for / offer support if appropriate
- Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (e.g. not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do.
- <add any additional key actions that you think are appropriate>



Flooding specific actions

ADDITIONAL ACTIONS (FLOODING)

- If you are in an area that receives flood warnings, dial Floodline on 0845 988 1188 using quick dial number X.
- Refer to the “Flood Specific Response Measures” table. Implement any agreed actions as appropriate. Mobilise the pre-identified resources and make offer of support to those that may be vulnerable.
- Where ever possible, advise residents to:
 - Put any flood protection products they have into place
 - Move cars to higher ground
 - Make sure any valuable or sentimental items and important documents are safe
 - Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs. Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water
 - Be prepared to turn off mains gas and electricity
 - Be prepared to evacuate if necessary:
 - Grab ‘Go bag’ and check contents.
 - Turn off electricity, gas and water supplies and unplug appliances
 - Take their mobile phone and charger.
 - Take some spare clothes.
 - Take prescribed medication with them.
 - Take cash and credit cards.
 - Lock all doors and windows.
 - If they leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.
 - Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.
 - Bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs
 - **Always wash their hands/arms/legs after coming into contact with floodwater with hot water and soap.**
 - **Keep contaminated footwear and clothing away from children**
 - **Never allow children to play in floodwater, as well as the risk of disease manhole covers may have dislodged under the pressure of floodwater creating a drowning risk.**



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- Try and provide support to residents in carrying out these actions.
- <add any additional key actions that you think are appropriate>



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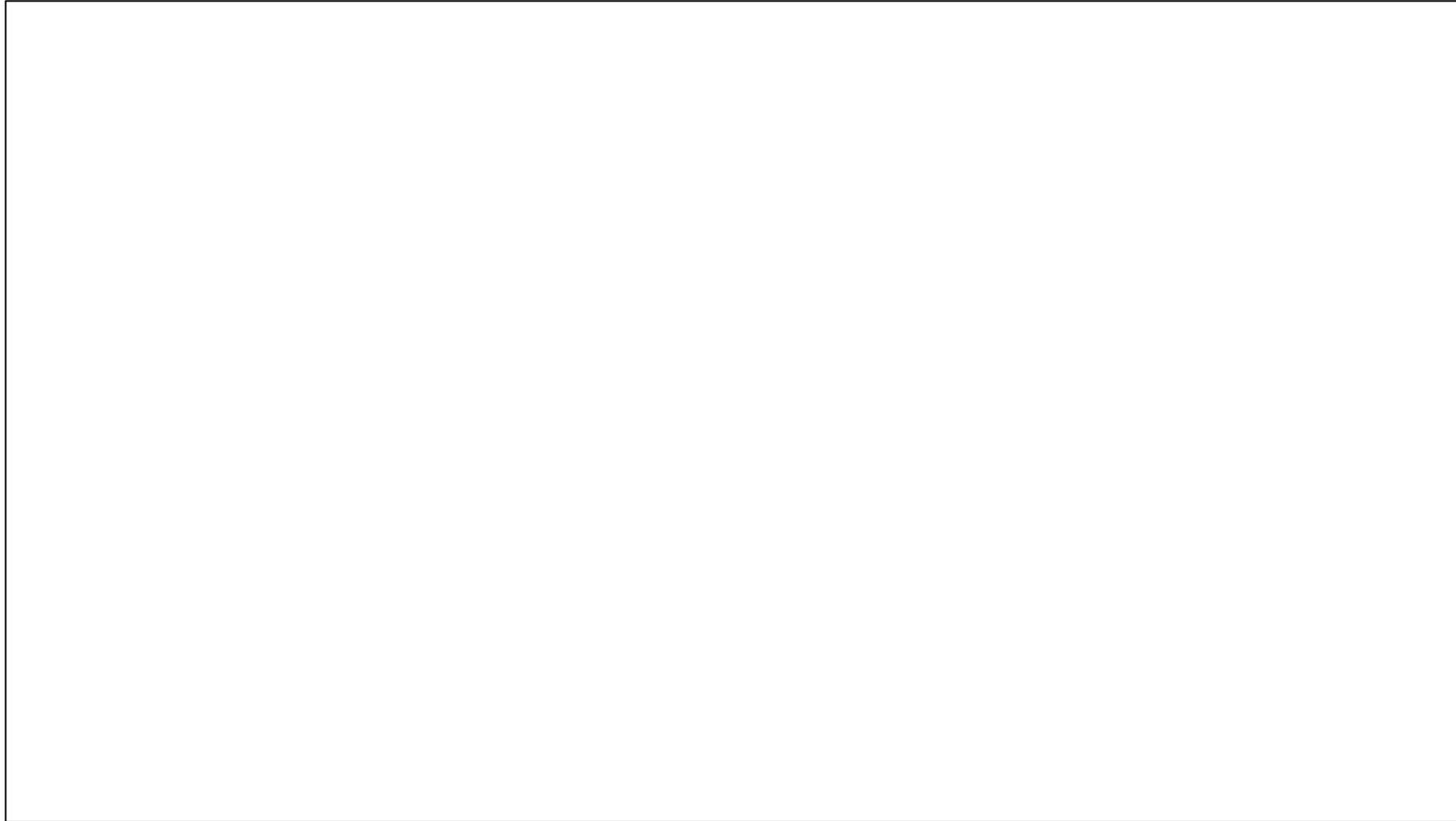
Flood Specific Response Measures

Known Location at Risk	Action required before a flood	Action required during a flood	Equipment and People Required	Time Required	Any known areas of Vulnerable People affected



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Sketch Map Showing Locations at Risk of Flooding and the Flow Route



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Section 3

Community Resources Available for use during an emergency

<u>Resources Available</u>	<u>Contact Details</u>
Chap Community Shop 7 Samman Road Beverley Provides shelter and refreshments	Trevor Green
Holderness Food Bank (Beverley Branch) Toll Gavel Beverley Provide shelter, shower, community kitchen	Jim Sharp [REDACTED]
Tescos Offer shelter, food, first aiders, blankets	Alex Boak [REDACTED]



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Community Organisations or People with a special skill, who could help during an emergency

<u>Organisation / Persons Name & Contact Details</u>	<u>Resources Available</u>
Beverley Against Poverty – James Sharp – 01482 868383	Community Kitchen/Shower/Refreshments
East Riding Voluntary Action Services 01482 871077	Provide volunteers
Beverley Community Lift – 01482 868082	Provide transport
Toll Gavel – Malcolm Stephenson	Provide hall and kitchens



Section 4

Vulnerable members of the Community who may need particular help during an emergency

Name, Address and Contact Information	Name, Address and Contact Information



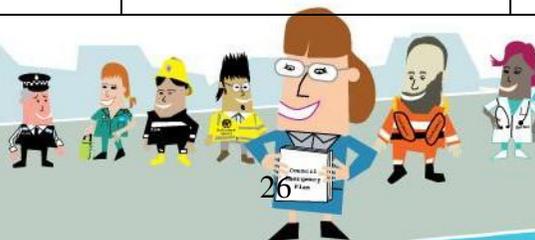
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Section 5

Emergency Contact Directory

Emergency Management Team

Name	Contact Information	Home address	E-mail address	Availability
	Home - Work - Mobile -			
	Home - Work - Mobile -			
	Home - Work - Mobile -			
	Home -			

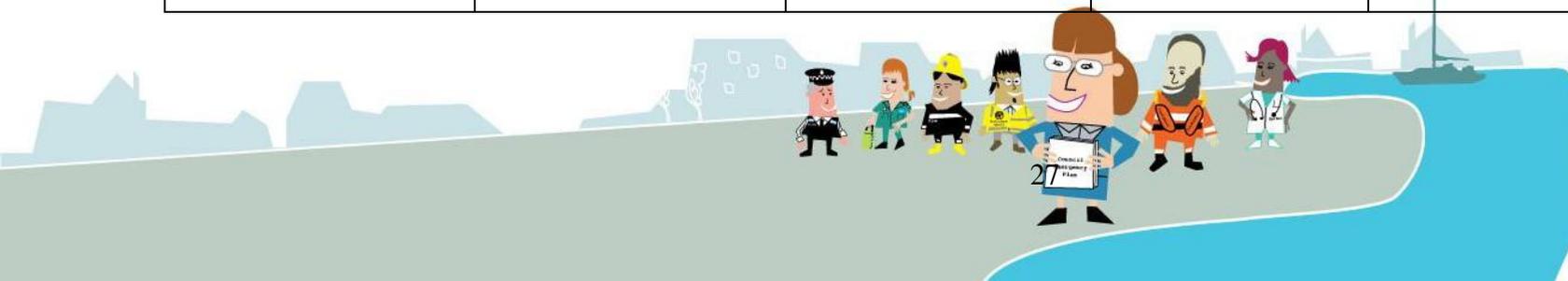


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	Work -			
	Mobile -			

Emergency Community Coordinators

Name	Contact Information	Home address	E-mail address	Availability	Area they will co-ordinate
	Home - Work - Mobile -				
	Home - Work - Mobile -				
	Home - Work - Mobile -				



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Town / Parish Councillors not on the Emergency Management Team

ERYC Ward Members

Name	Contact Information	Home address	E-mail address
Councillor Elaine Aird	01482 864423	13 Northfield Road, Beverley, HU17 7HN	elainea@elainea.karoo.co.uk
Councillor David Elvidge	01482 870979	97 Norwood Grove, Beverley, HU17 9JP	munchjess@munchjess.karoo.co.uk
Councillor Kerri Harold	01482 861023	14 Kingsmead, Beverley, HU17 0PF	
Councillor Dominic Peacock		1 The Sycamores, Beverley HU17 0PF	depyeo@yahoo.co.uk
Councillor Bryan Pearson	01482 861122	1 Westwood Road, Beverley, HU17 8EN	
Councillor Denis Healy	07951 577002	12 The Poplars, Leconfield HU17 7NB	councillor.healy@eastriding.gov.uk



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Town Council Contacts

Elaine Aird 13 Northfield Road Beverley HU17 7HN elainea@elainea.karoo.co.uk	St Mary's West Conservative 864423	David Elvidge 97 Norwood Grove Beverley HU17 9JP munchjess@munchjess.karoo.co.uk	St Mary's East Conservative 870979 (h) 07859 191573 (m)
Peter Astell 41 Neville Avenue Beverley HU17 0HX peterastell@yahoo.co.uk	Minster North Independent	Duncan Jack 14 Flemingate Beverley HU17 0NR grocerjack@grocerjack.karoo.co.uk	St Mary's East Independent 862894 (h)
Tom Astell Apartment 2 Nicholson Court Nicholson Close, Beverley HU17 0QW cllr.tomastell@gmail.com	St Mary's East Independent 07929 797150	Nick Machen 2 Thurstan Road Beverley HU17 8LP nick@nickmachendesign.co.uk	St Mary's West Beverley Party 864645
Robert Begnett 32 Goodwood Close Beverley HU17 9TF rob.begnett@gmail.com	St Mary's East Independent 07870 204988	Paul McGrath 7 Waterside Road Beverley HU17 0PP pmcgrath@pmcgrath.karoo.co.uk	Minster South Labour 865027 (h) 07789 003730 (m)
Ben Cooper 54 Sigston Road Beverley HU17 9NX cllrbencooper@gmail.com	Minster North Labour 861948(h) 07946 575953(m)	Dominic Peacock 1 The Sycamores Beverley HU17 0PF depyeo@yahoo.co.uk	Minster South Independent
Geoff Cooper 302 Grovehill Road Beverley HU17 0JE geoffcooper@hotmail.co.uk	Minster South Conservative 868003	Bryan Pearson 1 Westwood Road Beverley HU17 8EN	St Mary's West Conservative 861122(h) 867103 (w)

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Philip Dodsworth	Minster North	Ann Willis	Minster South
c/o Beverley Town Council	Independent	23 Hillcrest Drive	Labour
12 Well Lane Beverley HU17 9BL	07393 939711	Beverley HU17 7JL	07961 699049 888511
philipdodsworth69@gmail.com		tomann.willis@gmail.com	

East Riding of Yorkshire Council Elected Members not on the Emergency Team / Parish Council

Contact Details of Other Community Leaders (Faith Groups / Community Groups etc not already identified in Section 4)

Name	Contact Information	Home address	E-mail address
	Home - Work - Mobile -		



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Details of Neighbouring Town and Parish Councils

<It will be useful to know the contact details of your neighbouring Town and Parish Councils – you may be able to support each other during an emergency. You could contact your neighbours and see if they would be willing to share contact information with you>

Name	Town/Parish	Contact Information	E-mail address
Eve Williams	Molescroft Parish Council	Mobile 07538 097574	clerk@molescroft-pc.gov.uk
Michelle Middleton	Tickton and Routh Parish Council	Home 01482 679121	info@ticktonandrouth.org.uk
	Walkington Parish Council	Home 01964 551176	walkingtonparishcouncil@yahoo.co.uk
	Woodmansey Parish Council	Home 01759 307423	woodmanseyclerk@lawks.co.uk



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External Contact Details:

- Fire, Police, Ambulance and Coastguard - 999
- Police Non Emergency Number - 0845 60 60 222
- NHS Direct – 0845 46 47
- East Riding of Yorkshire Council (general enquiries) – 01482 393939
- ERYC Parish/Town Council Emergency Hotline – 01482 393536
- ERYC emergency email address ecc@eastriding.gov.uk (only monitored in an emergency)
- Environment Agency Floodline – 0845 988 1188
- Gas Emergency Service and Gas Escapes - 0800 111 999
- Electricity Emergency Service and Supply Failures – 0845 733 1331
- Yorkshire Water - 0845 124 24 24
- Maritime and Coastguard Agency – 01262 672317

Radio Humberside – Tune in to 95.9FM or 1485am

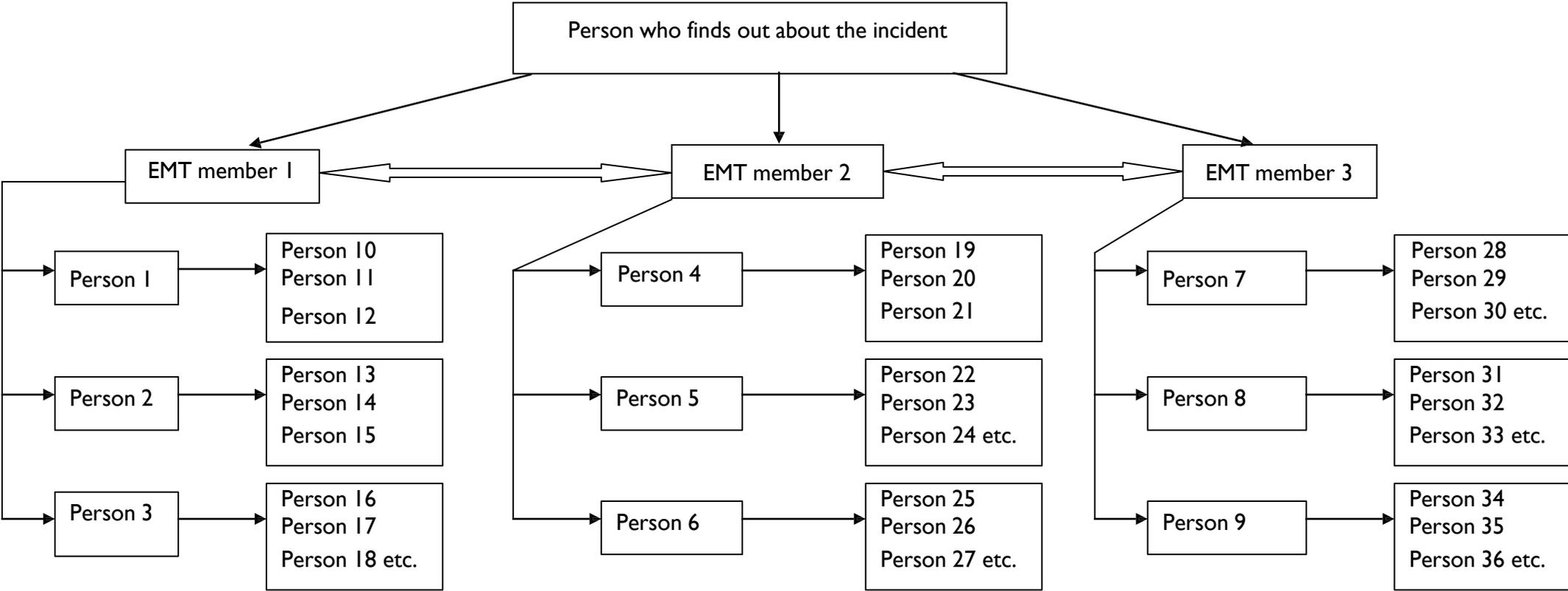
www.bbc.co.uk/humber

www.metoffice.gov.uk



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Contact Tree



<insert town/parish>
Community Emergency Plan

Section 6

Plan Publication

PLAN PUBLICATION

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

- heps@eastriding.gov.uk <
-

The original electronic version of this plan is kept at:

- 12 Well Lane Beverley

Backup electronic versions of this plan are kept at:

Hard copies of this plan are kept at:

- 12 Well Lane Beverley



<insert town/parish>
Community Emergency Plan

DATA PROTECTION

This plan will contain personal information once complete. Town and Parish Councils should be mindful of data protection legislation when completing and storing this plan.



Section 7

Plan Maintenance Roles and Responsibilities

- The plan should be reviewed every annually in May of each year>. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). The Clerk will have responsibility for reviewing the emergency plan and should report back the Parish / Town Council meeting to confirm that a review has taken place.
- Any updates to the plan, or lessons that have been learned from exercises, should be approved by Full Council before the plan is changed.
- The Clerk is responsible for providing an updated version of the plan to all those listed in Section 6.
- This plan should be exercised. The Clerk will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at www.heps.gov.uk, or by calling 01482 393051.
- The Clerk should make sure that all the people who are involved in the plan aware of their role, and know that that they might be contacted during an emergency.
- The Clerk is responsible for making sure the plan complies with Data Protection, and all other appropriate legislation.

