

Emergency Plan Mock Exercise April 18th 2023

Present : David Lofthouse, Paul Strong, Brian Hunter, Colin Saywell, Steve Eason-Harris (EPO)

a) Issues arising from the exercise

EP = Emergency Plan and approved as a working document by the EPO.

EPG = Emergency Planning Group

EPO = Emergency Planning Officer

IC = Incident Commander

1. Any two EPG members, or villagers, phone 999 if an accident occurs. If the description equates to that of an emergency the Fire and Rescue service will be alerted.
2. First 20-30 minutes for the EPG are crucial. Emergency Services should have, ideally, arrived by that time.
3. One of the two EPG members also contacts the EPO. ***It's vital this step is carried out. If not, the members of the EPG are not covered by the LCC insurance cover and so are, potentially, liable for adverse outcomes.***
EPO phone numbers : a) work hours 8.30am-4.40pm 01522 843402 (if no reply during work hours phone out of work number)
b) out of work hours 01413 979363
4. Alternatively, the EPO will call the EPG Team Leader if the Emergency Services deem a situation to be an emergency.
5. Set up an EPG WhatsApp group so if an emergency is called the message can be sent to everybody in the group, including those who may not be able to answer their phone at the time the emergency call was made. EPG members informed of the emergency to meet at the village hall.
6. Whatever decisions are made, they ***must be*** recorded – especially date and time of the decision.
 - i) Appendix 1 ETHANE report is the critical log
 - ii) Appendix 2 Incident log
 - iii) If these papers are not at hand for some reason, a written record must still be made.
7. After initial phone calls made, 1 or 2 members of EPG gather as much information as possible using ETHANE criteria, ***without putting themselves in danger***, and feedback to EPO who will liaise with IC and Emergency Services.
8. Other EPG members check safety and welfare of villagers, especially vulnerable residents, and 'walking wounded' from the accident ***without putting themselves at risk***.
9. As soon as an IC is in place, he/she will have overall responsibility for the strategy to be followed. The EPO and her/his team, plus members of the Emergency Services, will follow the directions of the IC.
10. The IC may well request a Survivor Rest Centre (Emergency Centre) for the 'walking wounded' and will determine if this is the Village Hall, Viking Centre, Wold View Lakes or the Equestrian Centre.
11. If the Emergency Services are delayed for any reason, the EPG to determine if one of the Emergency Centres is required.

12. At a suitable moment, EPG members contact neighbouring parishes.
13. Ensure EP document regularly updated, at least annually.

b) Other considerations

- a) To complete all the information forms from villagers.
- b) How closely do Normanby wish to be involved?
- c) Steve E-H to make amendments to plan as agreed at training exercise on April 18th e.g. all fire hydrant locations shown on village map.
- d) Approval by Claxby Parish Council – complete plan to be circulated for the PC meeting after May 16th. Councillors may wish to meet to discuss the plan in detail after the updates have been received from Steve E-H and up to date copies circulated to councillors in advance of the meeting.
- e) Placing hard copies of the EP at the various locations in the village given on page 5 of the EP.
- f) 2 sides of formation to be circulated to villagers – when?
- g) Meet volunteers to discuss their roles and plan for a training exercise that will involve them during 2024. Chair of PC to arrange this as per Emergency Plan.
- h) Steve E-H to arrange for Emergency Volunteers to have ID/lanyard.
- i) First aid and defibrillator training to be arranged in conjunction with Steve E-H.