

# Preparing for Emergencies

With Lincolnshire County Council

## Welby Community Emergency Plan

Template serial 14-0524

Version #

1

Issue #

001

Valid to

April 25



**Lincolnshire**  
FIRE & RESCUE



PARTNER



**LINCOLNSHIRE**  
RESILIENCE FORUM



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Version 1 with effect from:	<b>April 2024</b>
Review Date:	<b>March 2025</b>

This plan is a controlled document which contains information to be used during an emergency affecting the communities within Welby.

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 Fire & Rescue CEC	01522 843402	<a href="mailto:LincsEP@lincolnshire.gov.uk">LincsEP@lincolnshire.gov.uk</a>
Welby Parish Council – parish clerk	1 Manor Barns Welby	01400230404 07530530948	<a href="mailto:welbyparishcouncil@outlook.com">welbyparishcouncil@outlook.com</a>
Councillors of Welby Parish Council			Via parish clerk

### 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](#).

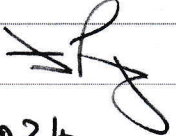
## Mission Statement


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.

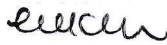
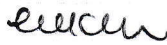
The purpose of this Community Emergency Plan is to help prepare the community to be ready for an emergency, in case the emergency services and/or relevant authority support are delayed due to the scope and nature of the emergency. This will be achieved by building resilience within the community, using 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 Welby Parish Council boundaries and or our neighbours that enhance that of responding agencies


This Community Emergency Plan has been agreed and signed as fit for purpose – acting as a living document - by the Chairperson of the Parish/Town Council, the Community Emergency Team Leader and/or their Assistant.

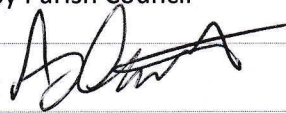
### Signatures

Role	Chair Welby Parish Council
Name	Michael Priestley 
Date	26 JUNE 2024

Role	Vice Chair Welby Parish Council
Name	James Pask 
Date	26 <sup>th</sup> June 2024.

Role	Councillor Welby Parish Council
Name	Gillian Kin 
Date	

Role	Councillor Welby Parish Council
Name	Jonathan Fisher 
Date	26 <sup>th</sup> June 2024

Role	Councillor Welby Parish Council
Name	Alan Gilbert 
Date	26 June 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 Planning Group 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 Lincolnshire Fire and Rescue (LFR) EPU Duty Officer should be **notified immediately**.

**Emergency Planning Group members who can activate the Plan:**

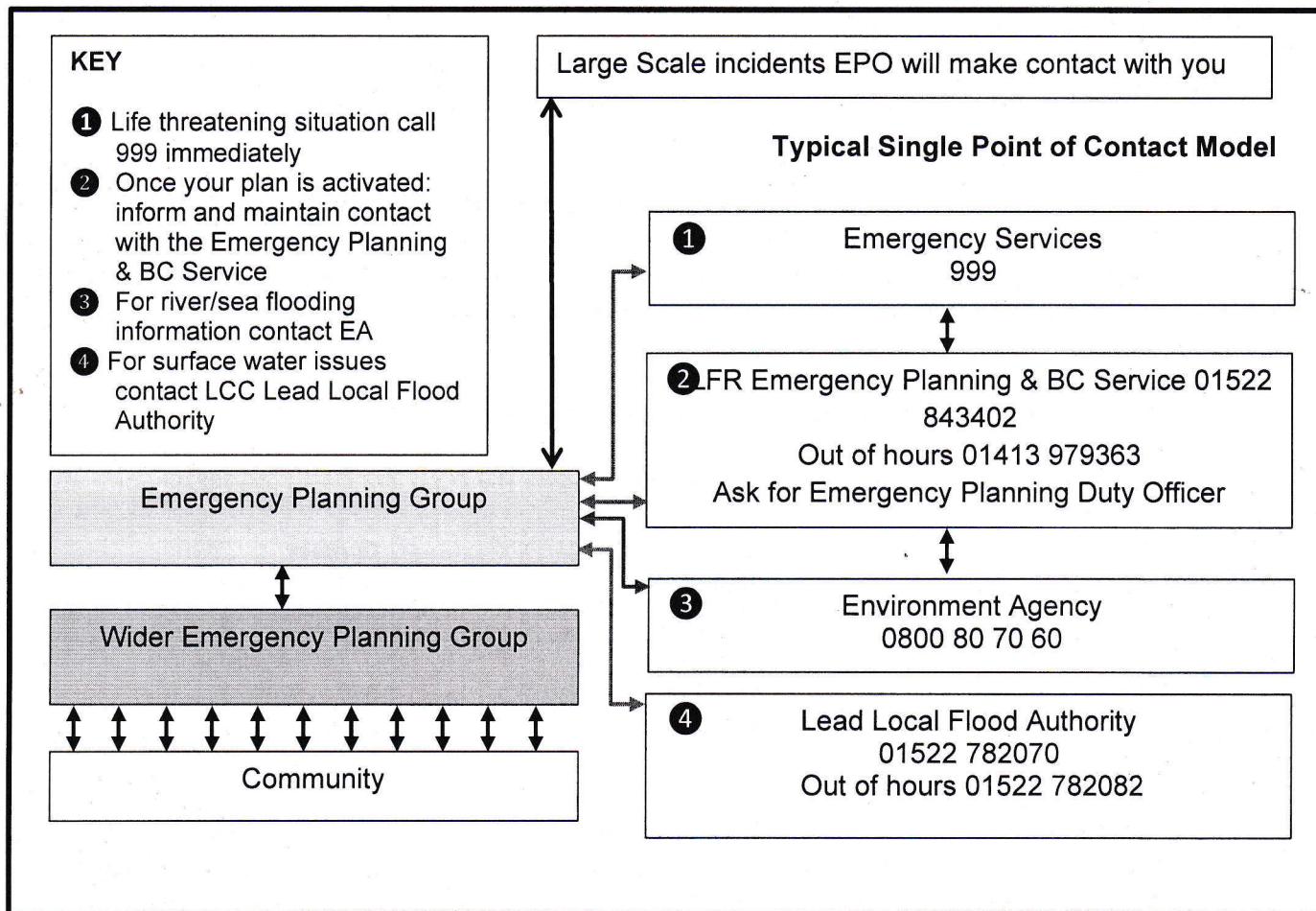
**Emergency Planning Group members who can activate the Plan:**

<b>Name</b>	<b>Role</b>	<b>Contact</b>
Michael Priestley	Chair	07748145639
James Pask	Vice Chair	07825285370
Gillian Ikin	Member	07789344858
Jonathan Fisher	Member	07771981973
Alan Gilbert	Member	07783585753

In the absence of the above members, anyone member of the emergency planning group 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

#### Welby Coordination Team

Area & Name	Address	Contact information
Michael Priestley	2 West End Welby NG32 3LT	Telephone: 07748145639 Email: mikep200166@sky.com
James Pask	The Old Waggon & Horses Main Street Welby NG32 3LT	Telephone: 07825 285370 Email: james.marcus.pask@gmail.com
Gillian Ikin	Lavender Cottage Main Street Welby NG32 3LN	Telephone: 07789344858 Email: gill.ikin@yahoo.co.uk
Jonathan Fisher	Ivy Farm Main Street Welby NG32 3LR	Telephone: 07771981973 Email: jonathan_fisher@hotmail.co.uk
Alan Gilbert	Wel-But Cottage Church Lane Welby NG32 3LS	Telephone: 07783585753 Email: alanco11een@icloud.com
<b>Other members of the emergency planning group co-ordination team who can be contacted are:</b>		
Roel van Aken	1 Manor Barns Main Street Welby NG32 3LX	Telephone: 07530530948 Email: welbyparishcouncil@outlook.com
<b>Community emergency volunteers who can be contacted are:</b>		
These will be added as and when they are identified and have received training		



## Emergency Notify text alert registered phones

Michael Priestley	07748145639
James Pask	07825285370
Gillian Ikin	07789344858
Jonathan Fisher	07771981973
Alan Gilbert	07783585753
Roel van Aken	07530530948

## Out of Parish Contact numbers

**HEAVY RAIN FORECAST?**

Fallen tree on road or footpath: call 01522 782070 or visit [fixmystreet.com](http://fixmystreet.com)  
 Flooding in your area: call 01522 782082 or visit [fixmystreet.com](http://fixmystreet.com)  
 Dangerous trees or flooding: call 101  
 Power cut or damaged power lines: call 105

**ALWAYS CALL 999 IN AN EMERGENCY**

Lincolnshire COUNTY COUNCIL  
 Making for a better future

Lincolnshire FIRE & RESCUE

Lincolnshire POLICE  
 Working with PRIDE

Organisation	Type of Emergency	Number
Lincolnshire Police	Emergency Calls	999
	Non-Emergency Calls	101
	general Enquires	<b>0300 111 0300</b>
Lincolnshire Fire & Rescue	Emergency Calls	999
East Midlands Ambulance Service (EMAS)	Emergency Calls	999
	General Enquiries	08450 450222
Lincolnshire Fire & Rescue Emergency Planning & Business Continuity Service	Working Hours	01522 843402
	Outside Normal Hours	<b>01413 979363</b>
	<b>Ask for Emergency Planning Duty Officer</b>	
Environment Agency	General Enquires (Mon – Fri: 8am – 6pm)	03708 506 506
	Incident Hotline (24 hours)	0800 80 70 60
	Floodline (24 hours)	0345 988 1188
Lead Local Flood Authority	Flood Reporting Line Working Hours	01522 782070
	Flood Reporting Line Outside Normal Hours	<b>01522 782082</b>
Utility Companies	National Grid (Western Power Distribution)	0800 6783 105
	Anglian Water	03457 145145



## Areas of responsibility:

- Homeowners are generally responsible for all pipes and connections within their property boundaries.
- Anglian Water is responsible for both the mains water supply and the sewage drains in the village (outside peoples' properties).
- Lincolnshire County Council is responsible for the stormwater drains in the village (outside peoples' properties).
- Lincolnshire County Council (Highways Department) is also responsible for the roads in the village.
- South Kesteven District Council is responsible for the sweeping of the roads in the village.
- South Kesteven District Council is also responsible for the street lights within the village.
- National Grid (Western Power Distribution) is responsible for the electricity cables in the village (outside peoples' properties).

## Neighbouring Parish Council contacts

Londonthorpe and Harrowby Without Parish Council	Clerk: Peter Armstrong M: 07929 321426 E: <a href="mailto:clerk@londonthorpeharrowby-pc.gov.uk">clerk@londonthorpeharrowby-pc.gov.uk</a>
Old Somerby Parish Council	Clerk: David Holmes T: 01476 562657 E: <a href="mailto:clerk@oldsomerbypc.co.uk">clerk@oldsomerbypc.co.uk</a>
Ropsley and District Parish Council	Clerk: Andrew Jones M: 07775833786 E: <a href="mailto:clerk@ropsleyparishcouncil.gov.uk">clerk@ropsleyparishcouncil.gov.uk</a>
Heydour, Aisby and Oasby Parish Council	Clerk: Rowena Boden M: 07943 445279 E: <a href="mailto:Heydour.clerk@outlook.com">Heydour.clerk@outlook.com</a>



## 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)
  - Exact location of emergency
  - Type of incident
  - Hazards that are present or anticipated
  - Access routes for the emergency services
  - Number of people and/or properties involved (estimate)
  - Emergency 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 Welby 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. Think 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/ LincFM) and advise the community to do the same.
13. Maintain regular communication with all Emergency Planning Group 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 Action**) 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 suitably 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?



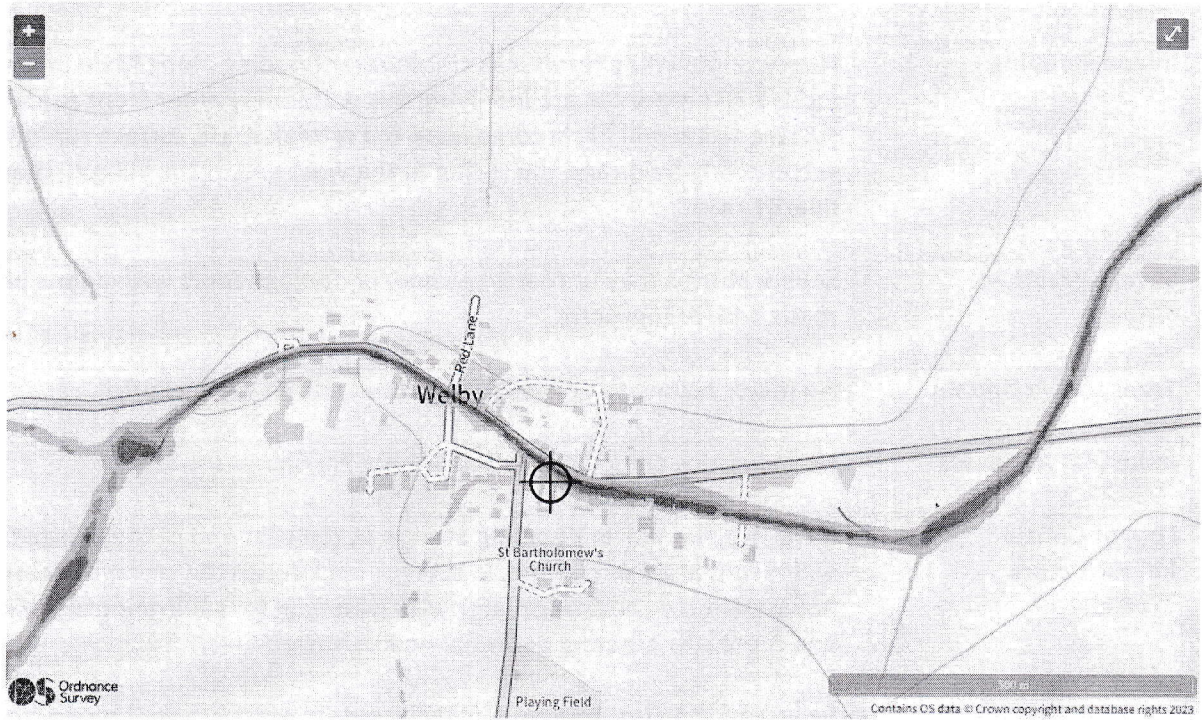
## Local Hazards & Threats

Assessed in Risk for Welby Parish Council.

<b>Pandemic Flu</b>	<b>Assessed Nationally and Regionally as our Highest Threat.</b>
<b>Inland Flooding</b>	<b>Heavy rainfall may result in surface water flooding along Main Street. Where individual properties are low-lying this water may enter front gardens. This surface water will likely come from the rainfall itself, surface run-off from surrounding fields and the spring at the west end of the village. There are no nearby rivers.</b>
<b>Severe Weather</b>	<b>Severe storms may uproot trees and/or damage roofs with debris blocking roads and/or footpaths.</b>
<b>Transport Accidents</b>	<b>No major highways or roads are located within Welby Parish.</b>
<b>Industrial Accidents</b>	<b>No industries are located within Welby Parish.</b>
<b>Loss of Critical Infrastructure</b>	<b>If the Anglian Water Pumping Station at the east end of the village fails this will result, after some time, in sewage backing up the sewage drain with many houses affected sooner or later with potential for spillage onto the main road and footpaths creating potential health hazards.</b>  <b>Failure of the electricity supply will result in most houses being without electricity. Short term outages are likely to be inconvenient but long term outages are likely to affect heating systems (even when oil-fired) and may put vulnerable people at risk in winter. Loss of electricity may also affect the Anglian Water sewage pumping station at the east end of the village.</b>



## Local Flood Map



### IMPORTANT NOTE

This resource shows where water is likely to pool in the event of a flood from surface water events not that it will occur.



## **Section 3**

### **Community Incident Room**

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

**St. Bartholomew's Church** – Church Lane - Welby  
///What3Words: breakaway.prompting.pebbles

The key holders for this building are:

<b>Name</b>	<b>Address</b>	<b>Home/work</b>
Joy Sheardown	Rose Cottage, Main Street, Welby, NG32 3LN	
Rosemary De La Bedoyere	The Old Post House, Main Street, Welby, NG32 3LN	01400 231190



## 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.

Heydour Parish Village Hall Green Ln, Aisby, Grantham NG32 3NE		
///What3Words: ///punters.assorted.commuting		
Website: <a href="https://heydour-aisby-oasby.parish.lincolnshire.gov.uk/parish-information/heydour-parish-village-hall">https://heydour-aisby-oasby.parish.lincolnshire.gov.uk/parish-information/heydour-parish-village-hall</a>		
The key holder for this building is:		
Name	Mobile	Home/work
Norman Hatcliff	07879447427	01529455501
Capacity of shelter: Overall Capacity – 150; Seating Capacity - 90		
Cooking Facilities: kitchen available		
Parking facilities: space for a dozen or so cars available		
WIFI Access: available – password available within village hall		

## Community Emergency Box

An Emergency Box is located at the following location and contains standard LRF issued items:  <b>St. Bartholomew's Church (vestry)</b> – Church Lane - Welby ///What3Words: breakaway.prompting.pebbles  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.
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## Vulnerable People

Special arrangements will need to put in place to ensure people in the following areas are warned, informed and supported in the event of an emergency. These people will be identified as and when required.



## Snow Clearance

There is no full snow clearance plan for Welby. No equipment required to clear snow and ice is stored in Welby.

Grit Bins Location in the community is as follows:

- outside St Bartholomew's Church, Church Lane, Welby  
///What3Words: household.spell.thatched

## Flood Defence

If your community has access to flood defence systems, list what they are and their storage area in this section.

- Sandbags and sand are stored at Ivy Farm, Main Street, Welby  
///What3Words: intelligible.jaunts.forge

**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.....1.....OF.....15.....

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 you number and sign each page in sequence

### Appendix 3 - 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.

<b>EVACUATION CENTRE MANAGER (ECM) - To be nominated by EPGTL / Dep EPGTL if required</b>	
1.	<p><b>MAIN ROLES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Responsible for the safety and security of the centre</li> <li>• Co-ordination of volunteers within the centre</li> <li>• Consider food, warm drink, blankets, books etc</li> <li>• Receive and interpret incoming information</li> <li>• Chair management team meetings (initial meeting and then as a member of the management team once responders arrive)</li> <li>• Ensure they have overview of all activities at the centre</li> <li>• Problem-solve as issues arise</li> <li>• Escalation through appropriate channels (EPO or CVC cell if operational)</li> <li>• Single point of contact for emergency services and other responders</li> <li>• Ensure effective two-way communication</li> </ul>
2.	<p><b>KNOWLEDGE AND SKILL REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Good leadership and co-ordination skills</li> <li>• Good communication and interpersonal skills</li> <li>• Competent with IT and record keeping</li> <li>• Understand tasks and processes</li> <li>• People and conflict management</li> <li>• Leadership skills</li> <li>• Co-ordination and delegation</li> <li>• Discretion</li> <li>• Situational awareness</li> <li>• Dynamic assessments</li> <li>• Trained and competent</li> </ul>
3.	<p><b>REPORTS TO:</b></p> <ul style="list-style-type: none"> <li>• Emergency Group Coordinator and/or LCC Emergency Planning Duty Officer / CVC cell</li> </ul>
<b>DEPUTY EVACUATION CENTRE MANAGER(S) (DECM) - If required to be nominated by ECM</b>	
1.	<p><b>MAIN ROLES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Provide support role to centre manager and when required lead</li> <li>• Have overall view of activities</li> <li>• Provide briefings to volunteers and evacuee</li> </ul>
2.	<p><b>KNOWLEDGE AND SKILL REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Good leadership and co-ordination skills</li> <li>• Good communication and interpersonal skills</li> </ul>



	<ul style="list-style-type: none"> <li>• Competent with IT and record keeping</li> <li>• Understand tasks and processes</li> <li>• People and conflict management</li> <li>• Leadership skills</li> <li>• Co-ordination and delegation</li> <li>• Discretion</li> <li>• Situational awareness</li> <li>• Dynamic assessments</li> <li>• Trained and competent</li> </ul>
3.	<b>REPORTS TO:</b> <ul style="list-style-type: none"> <li>• Evacuation Centre Management</li> </ul>
<b>MEET AND GREET TEAM - If required to be nominated by ECM</b>	
1.	<b>MAIN ROLES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• Provide initial greeting to emergency evacuation centre</li> <li>• Welcome and guide evacuees through process</li> <li>• Identify any initial concerns and escalation to appropriate method</li> <li>• Keep track of those entering and leaving the Centre where possible.</li> </ul>
2.	<b>KNOWLEDGE AND SKILL REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Good communication and interpersonal skills</li> <li>• Compassion and empathetic</li> <li>• Dynamic triaging</li> <li>• Record management / keeping</li> <li>• Access to translation services</li> </ul>
3.	<b>REPORT TO:</b> <ul style="list-style-type: none"> <li>• Deputy Evacuation Centre manager</li> </ul>
<b>LOGGIST - If required to be nominated by ECM</b>	
1.	<b>MAIN ROLES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• Provide administration and loggist support to the centre and the management team</li> <li>• Log any issues, actions and decisions</li> <li>• Minute any meetings that take place (initially – responders will take responsibility for this once arrived at scene)</li> <li>• Collate registration information (initially – responders will take responsibility for this once arrived at scene)</li> <li>• Keep records of any donations made at the centre (initially - responders will take responsibility for this once arrived at scene)</li> </ul>
2.	<b>KNOWLEDGE AND SKILL REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• IT literate</li> <li>• Loggist and minute taking skills</li> <li>• Good communication skills</li> <li>• Record keeping skills</li> <li>• Flexibility and dynamic problem solving</li> </ul>
3.	<b>REPORT TO:</b> <ul style="list-style-type: none"> <li>• Evacuation Centre management</li> </ul>
<b>REGISTRATION TEAM - If required to be nominated by ECM</b>	
1.	<b>MAIN ROLES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• Co-ordinate and carry out the registration process for evacuees</li> <li>• Triage and escalation to evacuation centre manager (Initially)</li> <li>• Report back information to Loggist for collation</li> <li>• Work with other agencies to collate and identify missing or vulnerable persons (once on scene)</li> </ul>
2.	<b>KNOWLEDGE AND SKILL REQUIREMENTS:</b>

	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills</li> <li>• Compassion and empathetic</li> <li>• Dynamic triaging</li> <li>• Record management / keeping</li> <li>• Organisational skills</li> <li>• IT literate (desirable)</li> <li>• Data gather and inputting skills (desirable)</li> </ul>
3.	<b>REPORT TO:</b> Evacuation Centre management
<b>WELFARE TEAM - If required to be nominated by ECM</b>	
1.	<b>MAIN ROLES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• Provide emotional welfare to evacuees and provide as much information as is available in support of the Deputy Evacuation Centre Manager.</li> <li>• Provide assistance for evacuees with pets.</li> <li>• Listening ear</li> <li>• Engagement with new arrivals and provide informal wellbeing check ins / walk arounds</li> <li>• Identify and deal with any concerns and escalate through appropriate channels</li> <li>• Deal with practical wellbeing issues i.e. refreshments</li> </ul>
2.	<b>KNOWLEDGE AND SKILL REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Good communication and interpersonal skills</li> <li>• Compassion and empathetic</li> <li>• Dynamic triaging</li> <li>• Psychosocial support - desirable</li> <li>• Positivity</li> <li>• Confidentiality</li> </ul>
3.	<ul style="list-style-type: none"> <li>• <b>REPORTS TO:</b> Evacuation Centre Management</li> </ul>



**Appendix 4**  
**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
April 2024	CEP template refreshed	EPO Steve Eason-Harris
May 2024	Missing details added	Parish Clerk Roel van Aken

## **Appendix 5**

### **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 Planning Group 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 both documents will be stored by:

Parish Clerk of Welby Parish Council

Paper copies are kept by:

Parish Clerk of Welby Parish Council

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

Welby Parish Council website

### **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 Planning Group with the support of LCC EPU and as part of any wider Lincolnshire County Council / Lincolnshire Resilience Forum multi-agency exercise. The lead coordinator for the community emergency planning group and/or the chairperson of the town or parish council 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 Welby Emergency Planning group and the parish councils before changes are made.



**Appendix 6**  
**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](#).

**Appendix 7**  
**Training, Exercising and Skills records**

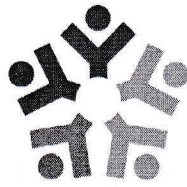
**Training & Skills**

<b>Date</b>	<b>Name of Individual</b>	<b>Training Received</b>
22/11/2023	Gill Ikin	Initial orientation
22/11/2023	James Pask	Initial orientation
22/11/2023	Roel van Aken	Initial orientation

**Exercises**

<b>Date</b>	<b>Exercise</b>	<b>Outcome</b>
	<i>Will be added as and when taken place</i>	





**READY  
FOR ANYTHING**

**Helping you  
prepare for  
emergencies**

**LINCOLNSHIRE  
RESILIENCE FORUM**



**Lincolnshire  
FIRE & RESCUE**

**Lincolnshire**  
COUNTY COUNCIL  
*Working for a better future*