

Steeton with Eastburn

Parish
Council



Steeton with Eastburn Community Emergency and Flood Plan

Lead Contact; Rosie Sanderson

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Contact Details;

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35 Kings Mill Lane

Settle

North Yorks

BD24 9FD

Version; 1.3 (b)

Last review date; 20/06/16

Next review date;

Section 1 – Plan Administration and Maintenance

1.1 Record of amendments, training and exercising;

It is vital that this emergency plan is reviewed regularly to ensure it is up-to-date and fit for purpose. All amendments should be recorded here and the revised copy circulated to those on the distribution list.

1.1.1 Amendment List;

Date	Details of Amendment	Name
19/1/16	Template designed based on EA and Central Government templates	CS

1.1.2 Training and Exercising;

Date	Training/exercise summary	Name

1.2 Distribution List;

Name	Address	Notes
Rosie Sanderson		Clerk to the Council
Dave Mullen		Chair of Council
Su Thompson		Parish Councillor
Brian Southgate		Parish Councillor
Emergency Management Team CBMDC		

1.3 Emergency Box;

Address/Location of Emergency Box	Contact information for access to Emergency Box
The HUB, Stone Grove, Steeton, BD24 9FD (in storeroom)	Dave Mullen, 01534 654534 or 07952261960 Su Thompson 01535 653070

1.3.1 Contents of your Emergency Box;

Items	Number of items	Checked by (initials) – and condition of, comments	Date
Up to date copy of this plan	1		
Hi Vis vests			
First Aid kit	1		
Maps of the Area	1		
Maps of community (including flood zones)	1		
Copies of Simple Forms	10 of each		
Torch/batteries	2		
Radio/batteries	1		
Snow shovels	3		
Emergency blankets	20		

Section 2 – Local Information

2.1 Locations at Risk;

Location of risk	Trigger level including source of flooding	Actions including any existing flood defence systems in place
Hawcliffe Corner. Skipton Road	Wash down from hill above Hawcliffe Corner/Tower Road..	Drains and gulleys to be monitored and cleared throughout flood warning period
Main Road , Eastburn	Wash down from Eastburn moor causes back up of culvert under road	Developers of the site next to Airedale Hospital are to install extra gullies. Drains and gulleys to be monitored and cleared throughout flood warning period
Thornhill Road, Ings Road	From River Aire – 7 houses flooded in 2015/16	Area to be monitored throughout flood warning period. Local people to be informed of and trained in how to understand flood warning information including monitoring river levels. Flood defences to be explored by residents.

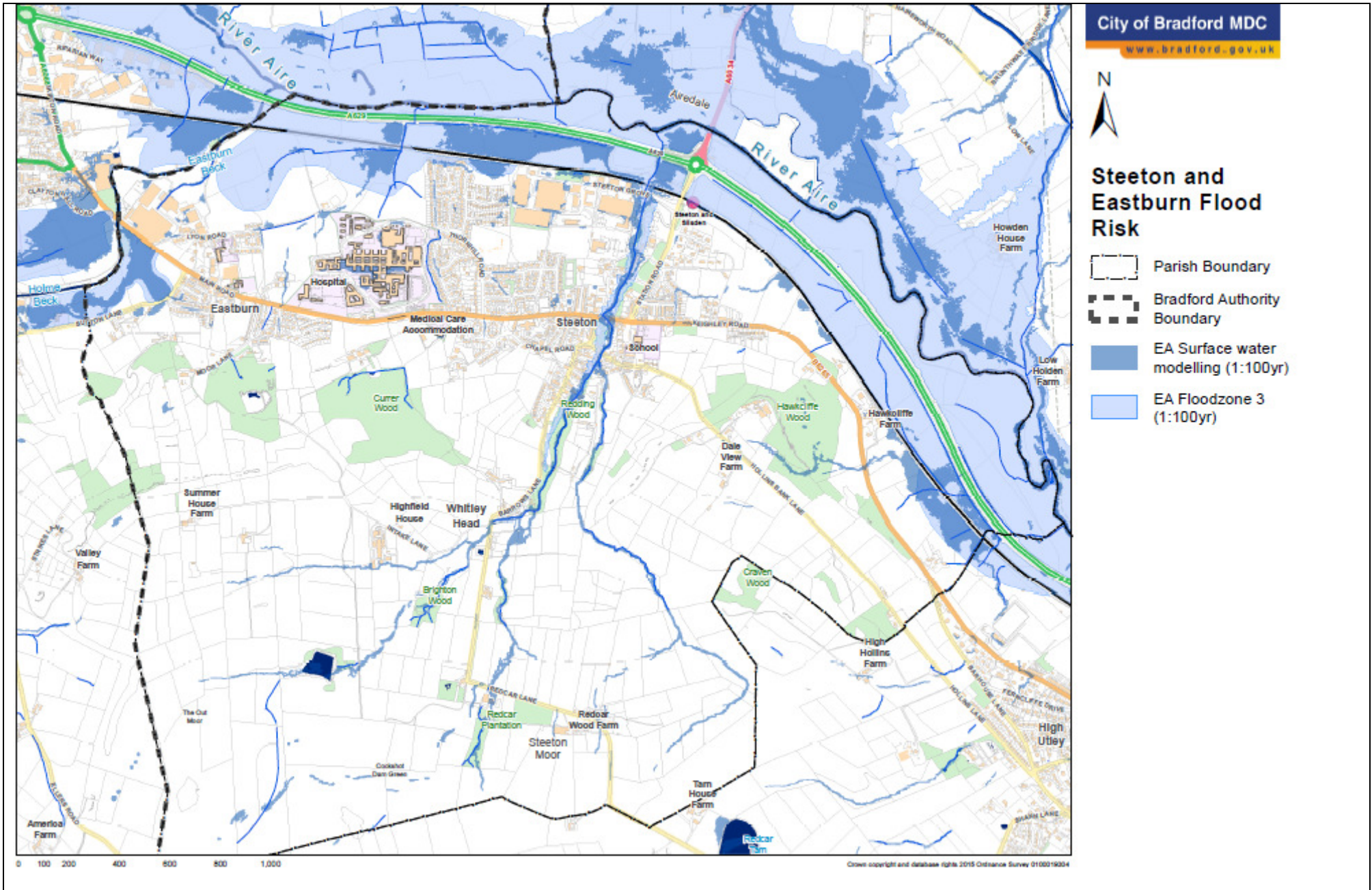
2.2 Local Community Profile;

- 2.2.1 Population:** 4375 (2011 census). There is a light industrial are next to the A629. Airedale General hospital is in the middle of the Parish. The area of Steeton to the South of Skipton road is mainly 20th and 21st century 3 bed houses with lots of families. The area north of Skipton Road is older, 19th century small terracing and apartments in converted mill buildings, with young couples and older people. There is some older persons accommodation (bungalows) in Main Road, Eastburn on the north side. Eastburn generally is mixed – many small 19th century terraced houses and some large properties up the hill to the north.
- 2.2.2 Locality Key Access Route:** The villages are served by the A629 trunk road which bypasses the village centres. There are only 2 entrances to the villages, from the A629, via Station Road to the South and through Cross Hills to the South. The B6265 runs from Steeton to Keighley via Utley. Other minor roads run via Barrows Lane to Keighley, via Hollins Bank Lane to Utley and via Sutton Lane to Sutton-in Craven. There are no bridges over the A629. The railway runs parallel to the A629. There is a station on Station Road.
- 2.2.3 Main Rivers and Becks in the area.** The River Aire runs along the valley bottom parallel to the settlements. There is a history of flooding especially in the Thornhill Road/ area. There is a beck running through Steeton and one in Eastburn, both running north to south to the River Aire.
- 2.2.4 Available mobile phone networks in the area.** The area is well serviced by all phone networks.

2.2.5 Local Radio. Your Local Radio Stations will communicate advice and information.

Station	Frequency	Contact details
Radio Leeds	92.4, 102.7 & 103.9 FM , 77 AM & DAB	Studio: 0345 303 3333, News desk: 0113 224 7300, Main switchboard: 0113 244 1188, email: radioleeds@bbc.co.uk
Pulse Radio	97.5, 102.5 FM/ online & DAB	Studio: 01274 200200, Office: 203040, text: PULSE to 81803
BCB	106.6 FM	Phone: 01274 771677
Stray FM	97.2, 107.1 and 107.8 FM & DAB	Radio studio 01423 520 972 Office on 01423 522 972 Text the presenters on 81222 starting your message with the word 'Stray.' Write to us, Stray FM, The Hamlet, Hornbeam Park Avenue, Harrogate, HG2 8RE Facebook at www.facebook.com/strayfm Twitter at www.twitter.com/strayfm Instagram at www.instagram.com/strayfm
Drystone	103.5 FM	Address: Drystone Radio, 82 Keighley Road, Bradford, BD22 0BA, Tel.: 01535 631167 Web: drystoneradio.com

2.2.6 Map of local flooding;



2.3 Distribution of ‘warning and informing’ information.

List the social media sites and other systems for distributing information that warns and informs the public.

Method	Responsible Person	Contact/Account details
FaceBook	R Sanderson	Steeton-with-Eastburn Parish Council – username clerk@steeton-with-eastburnparishcouncil.gov.uk , password sparccat
WWW - Internet	R Sanderson	http://www.steeton-with-eastburnparishcouncil.gov.uk/
Noticeboards	R Sanderson	01729 825944 Dave Mullen and Rosie Sanderson have keys. Notice boards are located by the HUB in Skipton Road, by Eastburn Fisheries and on the wall of the hairdressers at Steeton traffic lights.

2.4 Neighbouring Communities and contacts

Detail neighbouring Parishes and Neighbourhoods that could provide support and assistance in an emergency.

Parish or Neighbourhood	Contact Details	Have a plan? (yes or no)
Glusburn and Cross Hills	Mrs J Naylor, 24 Styveton Way, Steeton, BD20 6TP Email: contact@glusburnandcrosshills.co.uk Telephone: 01535 653923	Comes under North Yorkshire
Silsden	Mrs Lesley Corcoran, 1 Oak Tree Court, Silsden, Keighley, BD20 9QS Telephone: (01535) 670005 answerphone only Email: silsdentownclerk2@blueyonder.co.uk	No
Keighley	Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ Telephone: 01535 618252 Email: townclerk@keighley.gov.uk	Under development

2.5 Vulnerable Establishments;

List those buildings and places that are susceptible to an increased risk in times of an emergency such as schools, care homes, caravan parks etc.

Establishment	Address	Contact details
Primary school (Steeton)	Steeton Primary School, Market Street, Steeton BD20 6NN	Tel: (01535) 653315
Primary school (Eastburn)	Eastburn Primary School, Green Cl, Eastburn, BD20 8UX	Tel: 01535 653293

Day Nursery	Bridge House Nursery, 1 Skipton Rd, Steeton, BD20 6NR	Tel: 01535 657800
Care Home	Steeton Court Nursing Home, Steeton Hall Gardens, Steeton, BD20 6SW	Tel: 01535 656124
Care Home	Currergate Nursing Home, Skipton Road, Steeton, BD20 6PE	Tel: 01535 653204
Care Home	Croft House Care Home, Main Road, Eastburn, BD20 7SJ	Tel: 01535 654989
Care Home	Ghyllside Care Home, 22a High Street, Steeton, Keighley BD20 6NT	Tel: 01535 657350
Care Home	Greenhill , 30 Station Road, Steeton, Keighley, BD20 6RY	Tel: 07980712636
Hospital	Airedale Hospital, Skipton Rd, Steeton, BD20 6TD	Tel: 01535 652511
Priory private hospital	Skipton Road, Steeton BD20 6TU.	Tel.01535 657350

2.6 Other useful notes including Historical Incidents;

Airedale Hospital has quantities of oxygen

Airedale Hospital hoses a 'gas valve'

There is a 'mains' gas pipe running close to Thornhill Road

There is a lower tier chemical works in Crosshills

Section 3 – Resources and Contacts

3.1 Primary (Preferred) Rest Centre;

During an emergency, it may be necessary to open an emergency centre/ rendezvous point in order to co-ordinate responses and provide temporary relocation. It might be necessary for some members of the community to be evacuated from their homes to a place of safety, such as a community shelter, were their needs can be assessed and assistance given by the appropriate responders. Immediate personal needs will be met and over-night accommodation arranged if necessary.

Bradford Council will always default to use one of its established ‘Rest Centres’ in the event of an emergency, the closest to Steeton and Eastburn being the Leisure Centre in Keighley. If a Council owned building cannot be accessed then the following options should be evaluated and utilised in the face of whatever the emergency throws up. [In describing the building use both formal name and any informal/local name.](#)

Premises		
<p>Address</p> <p>The HUB Stone Grove, Steeton BD20 6FE</p> <p>Grid Reference SE031444</p>	<p>Key Holder(s) contact details – Primary Name; Dave Mullen</p> <p>Address; 64 Thornhill Road, Steeton</p> <p>Telephone Number(s); 01535 654634</p> <p>Other contact methods Mobile: Email: davidmmullen@yahoo.com</p>	<p>Key Holder(s) contact details – Alternative. Name; Su Thompson</p> <p>Address; Telephone Number(s):01535 653070</p> <p>Other contact methods Email: sooty@cotec.fsnet.co.uk</p>
Facilities		
<ul style="list-style-type: none"> • 1 large and 1 medium room, Capacity 110 • Small kitchen, includes fridge, microwave, urns (2) and kettle. Cutlery and crockery for 60. • Power points in all rooms. • Toilet facilities & washing facilities: 2 ladies, 1 gentlemen’s/ disabled toilet. 2 washing sinks. No showers. • No laundry facility • Parking for 7 cars plus more on street • 90 Chairs and 10 large tables • Sleeping on site possible (carpeted floors) but no bedding. • Type of heating : Gas fired boiler 		

3.3 Secondary Rest Centres/Key Locations;

Building	Steeton Hall Hotel	Male and Female toilets, disabled toilet, kitchen with Oven, on site parking and good vehicular access, semi secure compound, ten bedrooms, wifi, sky TV,
Location	Station Road, Keighley, BD20 6RY.	
Potential Use in Emergency	Rest centre, Incident Command Centre, feeding station, aid centre	
Contact details	Tel: 01535 656060 (Angela Armitage – Manager) e-mail: hello@steetonhall.com	
Capacity:	Over 100	
Building	Airedale hospital	Male and Female toilets, disabled toilet, kitchen with Oven, on site parking, wifi, This site is the main hospital for this area and will be taking casualties so may be very busy and may not be appropriate in certain circumstances.
Location	Skipton Rd, Steeton, Keighley BD20 6TD	
Potential Use in Emergency	Rest centre, Incident Command Centre, feeding station, aid centre	
Contact details	Tel: 01535 652511	
Capacity:	Over 100	
Building	Steeton Primary School	Male and Female toilets, disabled toilet, kitchen with Oven, limited on site parking, on street parking, semi secure compound, Business Manager, Janice Attwood (Janice.attwood@steeton.bradford.sch.uk) is happy to offer the school for use in an emergency situation, to be opened via the Site Manager.
Location	Market street, Steeton	
Potential Use in Emergency	Rest centre, Incident Command Centre,	
Contact details	School - 01535 653315 Site Manager (Eric Hall)	
Capacity:	Over 100	

3.4 Register of Local Resources and Assets

List here equipment, resources and skills that may be utilised during an emergency. Some of the equipment may require training prior to use, other equipment may have conditions attached to its use either legally or by the owner.

Description	Location	Contact details	Notes
Tools and equipment			
Snow Shovels	The HUB		
Cardboard boxes			
Sandbags	The HUB		
	B & Q Keighley		
Transport			
Skip	Associated Waste Management Ltd (AWM) Victoria Works Barnard Road Bradford West Yorkshire BD4 7DY	0845 456 7128	
Decopanel			
Cat/Dog/Pet shelter			
Animal Care	Springfield Boarding Kennels and Cattery High Springfield, Knott Lane, Eastburn, Keighley, West Yorkshire, BD20 7AQ	01535 633430	
Catering			
Pub	The Nightingale, Main Road, Eastburn	01535 653000	
	The Goat	01535 653266	

	2 Skipton Road Steeton		
Store	My Local Skipton Road, Steeton	01535 259898	
	Hash's Elmsley Street Steeton	01535 652361	
Other local shops and services			
Voluntary groups			
Medical	Pharmacy and GP surgery Chapel Road Steeton BD20 6NU	01535 656940	
Media			
Newspaper	Keighley News	01535 606611	
Estate Agents and Letting Agents	Dacre son and Hartley North Street Keighley West Yorkshire BD21 3RZ	01535 605646	

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4.3 Useful telephone numbers:

Organisation	Telephone (office hours)	Telephone (out of hours)	Website and e-mail addresses
<u>District and Local Councils</u>			
Bradford Council	01274 431000	01274 431000	https://www.bradford.gov.uk/bmdc
Emergency Management Team	01274 431000	01274 431000	http://www.bradford.gov.uk/bmdc/advice_benefits_and_council_tax/emergencies
Adult Social Services	01274 618400	01274 431010 Duty Team	http://www.bradford.gov.uk/bmdc/health_well-being_and_care/adult_care/Adult_and_Community_Services
Silsden Town Council	01535 670005		http://silsden.net/town_council/#.VuqKdeKLTcs
Keighley Town Council	01535 618252		http://www.keighley.gov.uk/
<u>Emergency Services</u>			
Fire & Rescue Service	01274 385446	999/101	http://www.westyorksfire.gov.uk/
Police	999/101	999/101	http://www.westyorkshire.police.uk/contactus/
Ambulance Service	0845 1241241	999/101	http://www.yas.nhs.uk/
<u>Utility and Service Providers</u>			
Environment Agency			
EA Floodline	0345 988 1188	---	https://www.gov.uk/browse/environment-countryside/flooding-extreme-weather

EA Enquiries	03708 506506		enquiries@environment-agency.gov.uk www.gov.uk/environment-agency
Emergency hotline	0800 807060		
Water Company			
Yorkshire Water (emergency)	0845 1242424		
Electricity Company			
National Grid (electricity emergencies)	0800 404090		http://www2.nationalgrid.com/UK/Safety/Electricity/
N Power	0845 450 3805		
Gas Company			
National grid (gas emergencies)	0800 111999/0800 375675		
Telecommunications Company			
BT General Enquiries	020 7356 5000		http://www.btplc.com/thegroup/contactbt/index.htm
EE Customer Service	0800 956 6000		
<u>Media and News</u>			
Press			
Carla Saunders Telegraph and Argus	07851082387		

3.5 Register of Local Volunteers (include reputable trades persons and contractors)

List known individuals who are willing to volunteer specialist knowledge or practical skills and time during an emergency. Volunteers should understand they;

Do not endanger themselves or others, Assess the risks prior to any activity they undertake, Ensure contact details are kept upto date, Be prepared to act quickly

Name	Address	Volunteer Role/Special Skills	Contact details
Dave Mullen		Chair of Parish Council	01535 654634 07952261960 davidmullen@yahoo.com
Su Thompson		Vice chair of Parish Council	01535 653070 sooty@cotec.fsnet.co.uk
Brian Southgate		Parish Councillor and retired police officer for the area	07976307508 Brian Southgate (southgate66@gmail.com)
Martin Cant		Local Pharmacist	DM to confirm his willingness to be included

Section 4 – During an emergency

4.1 Action Cards

4.1.1 Throughout the year and in circumstances where there is no known incident Emergency Volunteers should commit to the following under guidance of the Chair of the Emergency Volunteer Team;

No.	On-going maintenance and training	Comment
	Attend Emergency Volunteer team meetings and training events	
	Support the Emergency Volunteer Coordinator in their role	
	Promote communications with members of the community with messages around preparedness and self-help to raise awareness.	

4.1.2 The first person notified of any emergency should undertake the following tasks as appropriate;

No.	Recipient of initial information should:	Comment
	Identify the scale of disruption and the locations/communities affected	
	Initiate logging of incident – incoming information, decisions made (and reasoning for those decisions - who you spoke to/what was said.) and actions you initiated.	
	Alert/Activate Local Volunteers named in sect. 3.5 of this plan to inform them of the incident	
	Prepare appropriate personal protective equipment (PPE) in readiness for action	
	Prepare to open the most appropriate Incident Control Centre in consultation with Local Volunteers who have trained in emergency procedures	
	Monitor and record incident as information unfolds	

4.1.3 If the incident escalates and becomes a real threat where further coordinated effort is required;

No.	Dealing with an escalating situation:	Comment
	Log all decisions and actions	
	Open the most appropriate Incident Control Centre	
	Determine the structure of the Emergency team – who will Chair and who is recording (loggist)	

	Alert all volunteers and appropriate resource holders	
	Access Emergency Box	
	Set up communications systems including IT	
	Undertake a METHANE assessment and notify upwards to relevant Emergency Services and Bradford Council	
	Begin warning and informing activities to those under threat as appropriate (see 2.3 <u>Warning and Informing</u>)	
	Provide local knowledge and frequent updates to authorities using 'Sbar' situation reports .	
	Coordinate community response.	
	Support the vulnerable	
	Meet regularly and review progress of incident; respond as appropriate.	
	Assign specific roles / areas of responsibility to LET as needed; e.g. communications, loggist, resources, information, welfare provision, etc. and confirm actions.	

4.1.4 At the close of the incident

No.	Close of event	Comment
	Confirm and communicate end of incident.	
	Complete incident log.	
	Support community in recovery.	
	Arrange debrief (in conjunction with EMT) and review preparedness / plan as necessary.	
	Support and handover control to emergency services / other authorities if required.	
	Setup and maintain LET Management Centre: From here all information pertinent to the emergency should be reported directly to the District Council until an Emergency Management Team Officer arrives to represent it.	
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4.2 INITIAL RESPONSE CHECKLIST

RECEIVING PERSON

- Complete Initial METHANE assessment ensuring information available is accurate and factual
- Complete regular Sbar reports
- Log all decisions and actions
- Set up a control centre including a management structure with roles allocated and easily identifiable
- Coordinate emergency structure allocating tasks to second tier
- Brief all volunteers at regular intervals
- Maintain dialogue with emergency services
- Chair regular briefing sessions with second tier leads

Welfare

- Take actions to secure immediate safety of community this may include
 - Evacuation and relocation
 - Invacuation
 - Establish and record the whereabouts of persons where possible
 - Trauma and counselling needs
 - Food and water

Communications

- Establish and maintain communication lines with
 - Emergency services
 - Council services
 - Volunteers in the field
- Set up and maintain information boards for public and volunteers

Media Management

- Engage support of Councils Press Office
- Ensure media access to the area is controlled
- Be aware of the problems associated with mis-information through publicising on social media
- Do not discuss names or other specifics

Resources

- Ensure access is clear for emergency services
- Log deployment of resources
- Note resource requirements
- Develop security of control centre

4.3 ONGOING RESPONSE CHECKLIST

Incident Co-ordinator

- Complete regular Sbar reports
- Log all decisions and actions and ensure second tier leaders do same
- Manage control centre
- Manage second tier
- Maintain dialogue with emergency services
- Chair regular briefing sessions with second tier leads

Welfare

- Maintain an overview of who is working where, contact details and supporting volunteers
- Establish rotas of volunteers working to ensure regular rest breaks are taken
- Rota volunteers to cover long shifts
- Identify those volunteers needing extra support
- Make provision for religious and cultural needs

Communications

- Maintain information boards
- Establish social media links for updating
- Maintain communication lines with
 - Emergency services
 - Council services
 - Volunteers in the field
- Make arrangements for re-uniting families and friends
- Ensure visitors to the control centre sign in and out

Media Management

- Continue liaison with Councils Press Office
- Determine strategy for dealing with press (in partnership with Councils Press Office)
- Develop an area for press interviews and press conferences
- Prepare for interview if necessary

Resources

- Maintain security of control centre
- Arrange quiet space for receiving victims family
- Arrange a re-unite area
- List incoming resources
- List outgoing resources
- Manage requests for resources

4.4 METHANE (assessment)

Shared Situational Awareness

In the initial stages, pass information between emergency responders and Control Rooms using the METHANE mnemonic.

- M** Major Incident declared?
- E** Exact Location
- T** Type of incident
- H** Hazards present or suspected
- A** Access - routes that are safe to use
- N** Number, type, severity of casualties
- E** Emergency services present and those required

In an emergency situation when contact is made with the emergency services METHANE is a mnemonic that reminds us of the information the emergency services will be asking for.

The Major Incident will be declared by the emergency services and therefore can be ignored for the purposes of this plan.

4.5 Sbar (reporting)

The 'Sbar' format helps to gather information and focus on critical factors. It is helpful to give regular situation reports (sit-reps) throughout an emergency. 'Sbar' is a structured method for communicating critical information that requires immediate attention and action

SBAR report	
Situation	describe situation/incident that has occurred
Background	explain history and impact of incident on community/location
Assessment	confirm your understanding of the issues involved
Recommendation	explain what you need, clarify expectations and what you would like to happen
(Other)	

Section 5 – After an Emergency

5.1 Debrief Forms

Name;	Role
In what capacity were you involved?	
Considering your personal performance and role;	
What didn't go well and needs further development	What went well and should be highlighted as good practice in the future
Considering the Local Emergency Plan;	
What didn't go well and needs further development	What went well and should be highlighted as good practice in the future
Proposed amendments/changes to plan	
Any other comments;	