

Welton-by-Lincoln

Community Emergency Plan

Version#

3

Issue#

1

Preparing for **emergencies**

with Lincolnshire Resilience forum



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Version 3 with effect from:	September 2025
Review Date:	September 2026

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

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 County Council	01522 843402	LincsEP@lincolnshire.gov.uk
Graham Briggs	Chairman of PC	862181	6 Ayam Close cllrgb@welton-by-lincoln-pc.gov.uk
Marlene Chapman	Vice-Chairman of PC	860643	29 Ryland Road cllrmc@welton-by-lincoln-pc.gov.uk
Richard Fletcher	Councillor	07510 236408 866704	3 Meadow Way cllrrf@welton-by-lincoln-pc.gov.uk
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Nigel Hornsey	Councillor	847618	46 Hampden Close cllrnh@welton-by-lincoln-pc.gov.uk
Roy Loble	Councillor	07847 482244	22a Brinkhall Way cllrrl@welton-by-lincoln-pc.gov.uk
Al Lowen	Councillor	07939 916114	9 Field Close cllral@welton-by-lincoln-pc.gov.uk
Dick Pikett	Councillor	07914 932479	21 Westhall Road
Mike Powell	Councillor	862812	59 Stonecliff Park Cllrmp@welton-by-lincoln-pc.gov.uk
Craig Seal	Councillor	07493 444032	57 Rivehall Avenue Cllrcs@welton-by-lincoln-pc.gov.uk
Sue Watson	Councillor	861584	25 Lincoln Road
Andy Bailey	Councillor	07943185338	27 Northfield Road cllrab@welton-by-lincoln-pc.gov.uk
Mark Fuller	Councillor	07795174147	School Drive, Welton cllrmf@welton-by-lincoln-pc.gov.uk

WLDC	District Council	01427 676676	Marshall's Yard, Gainsborough
Nadina Prestedge	Welton Health Centre	862232	4 Cliff Road
Rev Lynne Hawkins	Vicar	01522 820883	07468149695 (Administrator phone numbers)
Tony Pache	Chairman, Dunholme PC	07923 515498	Willow Farm, Ashing Lane, Dunholme
Dorothy Russell	Editor, Welton News	860073	weltonnews@gmail.com
Police		111/999	PC Stephen Toyn, Welton
Terry Peachman	Secretary, Village Hall	07903 115358	28 The Hardings
William Farr School	Mr Grant Edgar	01673 866900	Lincoln Road Welton
St Mary's Primary	Nicola Gough	01673 860339	School Dr, Welton, Lincoln LN2 3LA
Healthlinc House		01673 862000	Cliff Road Welton
Co-op	Luke (Manager)	01673 860221	Ryland Road Welton

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 Welton by Lincoln Parish Council boundaries and or our neighbours that enhance that of responding agencies. This is an all hazards plan which includes flooding.

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	<i>Chairman of the Parish Council</i>
Name	<i>Cllr Graham Briggs</i>
Date	

Role	<i>Vice-Chairman of the Parish Council</i>
Name	<i>Cllr Marlene Chapman</i>
Date	

Role	<i>Clerk to the Parish Council</i>
Name	<i>Julie Murray</i>
Date	

Role	<i>Deputy Clerk to the Parish Council</i>
Name	<i>Louise Gibbs</i>
Date	

Role	<i>Emergency Planning Group Team Leader</i>
Name	<i>Cllr Roy Lobley</i>
Date	

Role	<i>Assistant Emergency Planning Group Team Leader</i>
Name	<i>Cllr Dick Pikett</i>
Date	

Role	<i>Assistant Emergency Planning Group Team Leader</i>
Name	<i>Cllr Nigel Hornsey</i>
Date	

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 LCC EPU Duty Officer should be **notified immediately**.

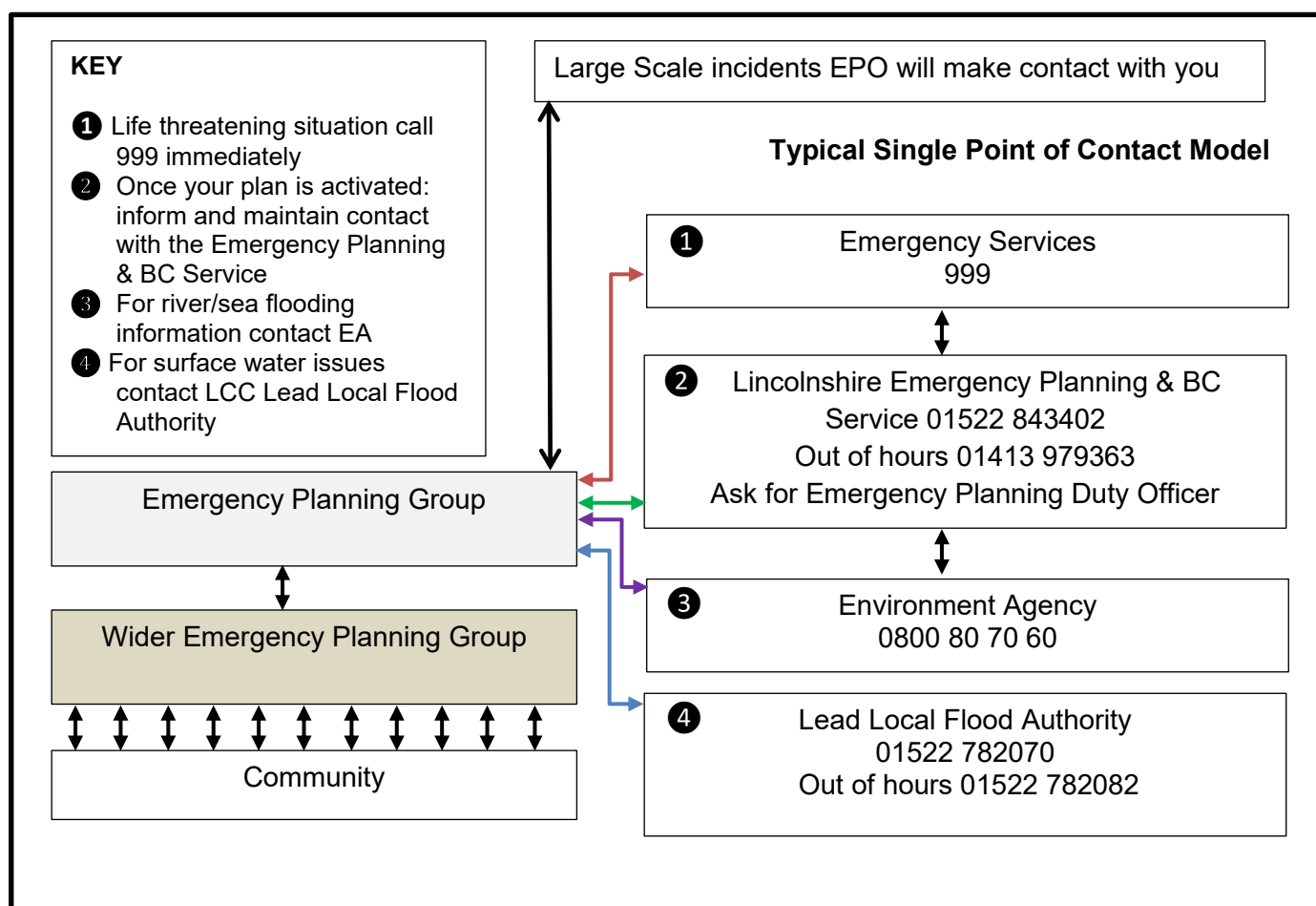
Emergency Planning Group members who can activate the Plan:

Emergency Planning Group members who can activate the Plan:

Name	Role	Contact
Cllr Roy Lobley Flood Action Coordinator	Emergency Planning Group Team Leader	Mobile: 07847 482244 Email: cllrri@welton-by-lincoln-pc.gov.uk
Cllr Dick Pikett	Emergency Planning Group Assistant Team Leader	Mobile: 07914 932479 or (in their absence)
Cllr Nigel Hornsey	Emergency Planning Group Assistant Team Leader	Home: 01673 847618 Email: Cllrnh@welton-by-lincoln-pc.gov.uk
Julie Murray	Clerk	Mobile: 07402 197194 Home: 01673 565057

In the absence of the above members, any one 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

Coordination Team

Area & Name	Organisation / Role	Contact information
Cllr Roy Lobley Flood Action Coordinator	Emergency Planning Group Team Leader	Mobile: 07847 482244 Email: cllrrl@welton-by-lincoln-pc.gov.uk
Cllr Dick Pikett	Emergency Planning Group Assistant Team Leader	Mobile: 07914 932479 or (in their absence)
Cllr Nigel Hornsey	Emergency Planning Group Assistant Team Leader	Home: 01673 847618 Email: Cllrnh@welton-by-lincoln-pc.gov.uk
Julie Murray	Clerk	Mobile: 07402 1971974 Home: 01673 565057
Community emergency volunteers who can be contacted are:		
Roy Lobley	Flood Action Coordinator	Mobile 07847 482244 Email: cllrrl@welton-by-lincoln-pc.gov.uk
Louise Gibbs	Deputy Clerk	Mobile : 07785 248309 01522 704687 Email : deputyclerk@welton-by-lincoln-pc.gov.uk
Hazel Bell	Assistant Clerk	Mobile : 07999 426003 Email : adminasst@welton-by-lincoln-pc.gov.uk
Terry Peachman	Village Hall Committee	07908795395
Andy Ottewell	Farmer	07798 586912 Andrew_ottewell@hotmail.co.uk Pumping equipment, tractor and trailer to evacuate and tractors with buckets and drivers.
Richard Neave	Farmer	07836 242214 (no email) Tractor with bucket and driver
John Ward R H Ward Welton Ltd	Farmer	01522 730210 07971 121233 johnward@weltoncliff.co.uk

	Forklift with bucket and driver
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Emergency Notify text alert registered phones

Julie Murray	07402 197194
Roy Loblely	07847 482244

Out of Parish Contact numbers

West Lindsey District Council

(1) Working Hours	01427 676676
(2) Outside Normal Hours	01427 613960

Lincolnshire Police

(1) Emergency Calls	999
(2) Non-Emergency Calls	101
(3) general Enquires	0300 111 0300

Lincolnshire Fire & Rescue

(1) Emergency Calls	999
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East Midlands Ambulance Service (EMAS)

(1) Emergency Calls	999
(2) General Enquiries	08450 450222

Lincolnshire County Council Emergency Planning & Business Continuity Service

(1) Working Hours	01522 843406
(2) Outside Normal Hours*	01413 979363

*Ask for Emergency Planning Duty Officer

Environment Agency

(1) General Enquires (Mon – Fri: 8am – 6pm)	03708 506 506
(2) Incident Hotline (24 hours)	0800 80 70 60
(3) Floodline (24 hours)	0345 988 1188

Lead Local Flood Authority

(1) Working Hours - Flood Reporting Line*	01522 782070
(2) Outside Normal Hours*	01522 782082

*for reporting flooding issues

Neighbouring Parish Council contacts

(1) Dunholme Parish Council	Clerk, Laura Richardson 01673 862738 Chairman, Tony Pache
(2) Hackthorn & Cold Hanworth Parish Council	Clerk, Mrs H Pitman 07955797393 Chairman, Luke Pickering
(3) Scothern Parish Council	Clerk, Ms L Brooks-Sleight 07549137538 Chairman, Cathryn Nicoll 01673 863142/07776 240967
(4) Scampton Parish Council	Clerk, Barbara Young 01522 731900 Chairman, Roger Patterson 01522 730316
(5) Spridlington Parish Council	Clerk, Mrs H Pitman 07955797393 Chairman, Martin Marris

Utility Companies

(1) Electricity – Central Networks	0800 056 8090
(2) Gas – National Grid	0800 111999
(6) Anglian Water	08457 145145 0800 771881
(7) Severn Trent Water	0800 7834444

Internal Drainage Boards

(1) Witham Third District IDB	01522 697123
(2)	

Maritime Coast Guard

(1) Emergency calls	999
(2) Humber Coastguard Operations Centre	01262 672317

RNLI

(1) RNLI Skegness	01752 763011
(2) RNLI Mablethorpe	01507 447848

Coastwatch

(1) Skegness Coastwatch Station (NCI)	07902 076605
(2) Mablethorpe Coastwatch	07930 731671
(3) Chapel Point	01754 874311

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)
 - **E**xact location of emergency
 - **T**ype of incident
 - **H**azards that are present or anticipated
 - **A**ccess routes for the emergency services
 - **N**umber of people and/or properties involved (estimate)
 - **E**mergency 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 Welton by Lincoln. 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/ Lincs FM) 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 suitable 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 your 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 at the Parish Council office.
- **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 Welton-By-Lincoln Parish Councils

Pandemic Flu

Assessed Nationally and Regionally as our Highest Threat.

Inland Flooding

Welton Beck has it’s source at Old Man’s Head Spring which is found on farmland about a mile outside the village on the left hand side of the road (Cliff Rd). There is an area of trees that marks the spot.

The Welton Beck is a primarily groundwater fed watercourse. In 2006, the Environment Agency (EA) installed water level monitoring equipment on land between Vicarage Lane and Lincoln Road. The equipment allows the EA to monitor water levels within the Beck particularly during periods of heavy rainfall, giving early warnings of blockages downstream of the location and therefore early warning of any potential flooding. A map outlining the areas most at risk can be found in Local Flood map page 16.

Severe Weather

In recent times heavy rain, strong winds, snow and ice have become more frequent, possibly due to the effect of global warming. Bad winter in 2010. An effective Snow & Ice Clearance plan is required. There was a drought, as well as flooding, in 2012. More are likely in the future.

Transport Accidents

Low.

Industrial Accidents

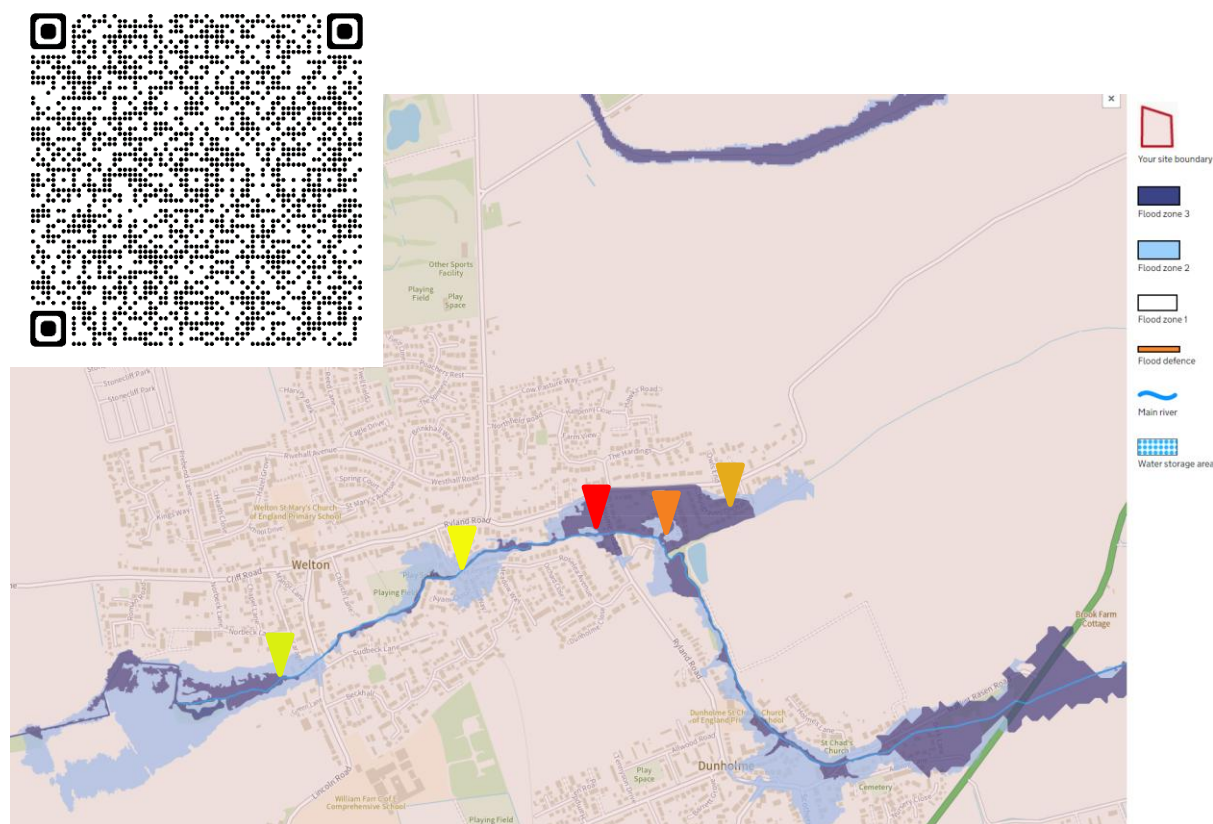
Low

**Loss of Critical
Infrastructure**

Damage caused by fire, storms or accidents may have a potential impact on energy supplies, water or deprive the community of its important facilities including the school.

Local Flood Map

Scan or click on the QR code to access local flood risk mapping. ①②③④⑤



Once page opens, scroll down to map and click on the arrows in the top right hand corner to expand. From here you will be able to explore your local area, save your map to PDF and print if required. You will also be able to zoom into the map down to property level.

IMPORTANT NOTE

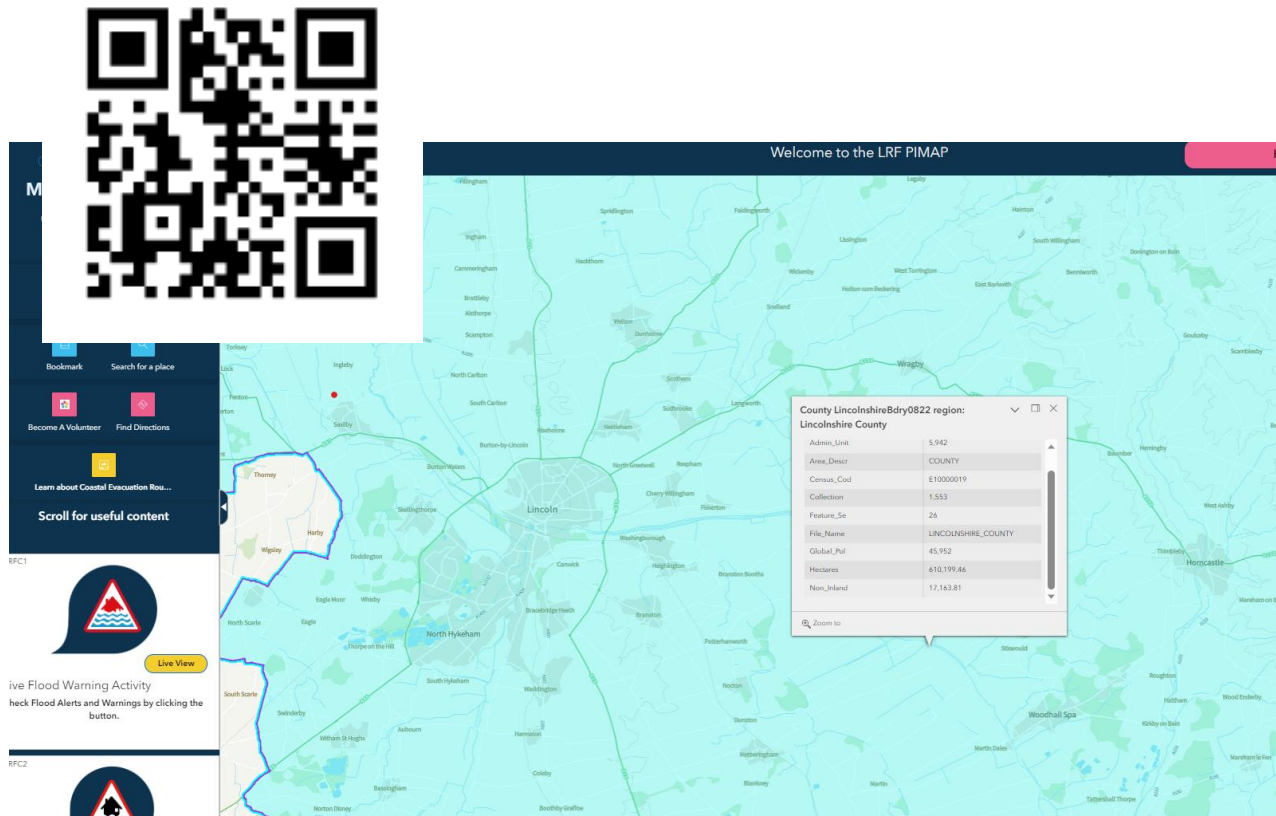
This resource shows where water is likely to pool in the event of a flood from rivers, sea or surface water events not that it will occur.

From this same resource, you will be able to access information to assess surface water flood risk and ground water flood risk for your community. If you have any questions please contact lincsep@lincolnshire.gov.uk

- ▼ Area 1. Dunholme Road LN2 3RS. For direction click [here](#).
- ▼ Area 2. Eastfield Close NL2 3NB. For directions click [here](#).
- ▼ Area 3. Musgraves Orchard LN2 3NP. For directions click [here](#).
- ▼ Area 4. Sudbeck Lane LN2 3JF. For directions click [here](#).
- ▼ Area 5. The Grove LN2 3LX. For directions please click [here](#).

LRF Public Information Map (PIMap)

More detailed community mapping can be accessed by click or scanning the QR code below.



IMPORTANT. For flood related actions please go to [Flood defences](#)

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:

The Parish Office, 7 Lincoln Road, Welton, LN2 3HZ (Between the Black Bull and the Paper Shop)
///What3Words: ///unique.evoke.lentil

The key holders for this building are:

Name	Mobile	Home/work
Julie Murray	07402 197194	01673 308635
Louise Gibbs	07785 248309	01522 704687
Hazel Bell	07999 426003	
Roy Lobley	07847 482244	

Manor Park Sports Club, Hackthorn Road, Welton, LN2 3PA
///What3Words: ///mills.kindness.represent

The key holders for this building are:

Name	Mobile	Home/work
Julie Murray	07402 197194	01673 308635
Louise Gibbs	07785 248309	01522 704687
Hazel Bell	07999 426003	
Rick Bullivant	07723056075	
Terry Peachman	07903 115358	

Community incident room continued.

Welton Village Hall, Ryland Road, Welton, LN2 3LY
///What3Words: ///exist.impresses.frostbite

The key holders for this building are:

Name	Mobile	Home/work
Terry Peachman	07903 115358	

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.

If required, the Emergency Planning Group will activate the following locations to be used as a primary place of safety.

Location 1

Welton Village Hall, Ryland Road, Welton, LN2 3LY
///What3Words: ///exist.impresses.frostbite

The key holders for this building are:

Name	Mobile	Home/work
Terry Peachman	07903 115358	

Capacity of shelter: 200
Cooking Facilities: 200
Parking facilities: 30
Key Safe Access Code: 2912
WIFI Access: Passcode: Multidata

Other facilities; - Manor Park Sports Club, Hackthorn Road, Welton, LN2 3PA

Location 2.

Manor Park Sports Club, Hackthorn Road, Welton, LN2 3PA
///What3Words: ///mills.kindness.represent

The key holders for this building are:

Name	Mobile	Home/work	
Julie Murray	07402 197194	01673 308635	
Louise Gibbs	07785 248309	01522 704687	
Hazel Bell	07999 426003		
Rick Bullivant	07723 056075		
Terry Peachman	07903 115358		
Capacity of shelter: 80 Cooking Facilities - 80 Car Parking arrangements: 150 WIFI Access: Welton2020 Key Safe Access Code: 5678/1962			

Community Emergency Box

An Emergency Box is located at the following location and contains standard LRF issued items.

The Parish Office, 7 Lincoln Road, Welton, LN2 3HZ (Between the Black Bull and Paper Shop)

///What3Words: [///unique.evoke.lentil](#)

and

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.

In addition to the community emergency box, Welton Parish Council also have a store of equipment to be used in response to flooding in the community. This includes:

Item	Quantity	Last checked
Aqua-sacs	114	March 2025
Snow Shovels	10	March 2025
Fireside shovels (spreading salt)	2	March 2025
Traffic cones	10	March 2025
Caution tape	3	March 2025
Gloves	10 (5)	March 2025
Wheelbarrows	2	March 2025
High Viz tabards	20	March 2025
First aid kit	3	March 2025
T82 Extreme Walkie Talkies	4	March 2025
Ankovo Forehead and Ear thermometer	1	March 2025
Igadgitz Eco rechargeable solar radio	1	March 2025
Currys Essentials Corded Telephone	1	March 2025
Disposable face masks	30	March 2025
Emergency foil blankets	10	March 2025
Torches	10 (2 PC)	March 2025
Whistles	10	March 2025
Eagle 15W Handled Megaphone	1	March 2025

Communities cannot close roads but can place warning signs to alert road users of flooding. Please ensure the community abides to legislation. **DO NOT PUT YOURSELVES OR MEMBERS OF THE PUBLIC AT RISK.**

Vulnerable People

Please list known locations of vulnerable people or places here. Only list locations not names and contact details unless already within the public domain. For example, a nursing home etc.

Stonecliff Park, off Prebend Lane, Welton ///What3Words: ///triangles.chicken.fussed

Healthlinc House, Cliff Road, Welton ///What3Words: ///name.contained.plod

Park House, Lincoln Road, Welton ///What3Words: ///speeches.hopping.essay

Diamond Place, off Prebend Lane, Welton ///What3words: ///difficult.lecturing.built

Note ; Emergency Response Team have direct access into the Adult Social Care Team to identify vulnerable individuals and available resources

Snow Clearance

The full snow clearance plan can be found at [Appendix 11](#). Equipment required to clear snow and ice is stored at the following locations:

Manor Park Sports Club, Hackthorn Road, Welton, LN2 3PA

///What3Words: ///mills.kindness.represent

Grit Bins Locations in the community are as follows

Sudbeck Lane

The Pinfold, Lincoln Road

Cliffe Court, Cliff Road

Junction of Prebend Lane/Hazel Grove

Eastfield Lane

Beckhall

Poachers Rest/Hackthorn Rd

Ryland Rd, next to the bus shelter near the village hall

Occupation Lane

Corner of School Lane/Hazel Grove

Manor Park

Flood Defence

Working with emergency services and the Lincolnshire Resilience Forum (LRF), WPC aims to mitigate the impacts of flooding, as practicably as possible, on the residents of Welton by Lincoln and its surrounding area. This will be achieved through the delivery of:

- Information and guidance on how to protect properties from flooding and what to do in the event of a flood occurring.
- Monitor the Welton Beck feeding back any information to authorities about restrictions to flow, damage to bank defences and or overtopping incidents.
- Provision of guidance to property owners on riparian ownership and the role they play in maintaining their watercourse to minimise the potential of flood risk.
- Activation of the Welton by Lincoln Community Emergency plan when required to respond to local flooding events and to liaise with the wider LRF and emergency services.

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 your number and sign each page in sequence

Appendix 3 – Responding to flooding

Flood alerts	
	On receipt of a Flood Alert Up to 5 days in advance of possible flooding.
1. 	• Monitor level gauge opposite the village pump. • Trigger point for escalation is when the gauge reads 6. • <u>///What3words: ///seasons.rave.crop</u>
2.	• Monitor the Environment Agency river gauge on the Beck at Nettleham. Click here to access.
3.	• Ensure all members of the community emergency response group and Flood action group are aware of the situation.
4.	• Consider actions as required.
5.	• Monitor Flood Alerts via EA. Click here to access.

Flood Warning



On receipt of a Flood Warning

1.



- Notify all members of the community emergency group and flood action group.
- Monitor level gauge opposite the village pump.
- Trigger point for escalation is when the gauge reads 6.
- ///What3words: [///seasons.rave.crop](https://www.seasons.rave.crop)

2.

- Start an incident log considering the following:
 - Discussions
 - Actions
 - Rational
 - Expenditure
 - Accidents

3.

- Consider if the emergency plan needs to be activated.

4.

- If activating, follow activate process in plan
- Ensure the Emergency Planning Duty Officer is notified using the number at the bottom of each page.

IMPORTANT. When phoning, ensure you ask to speak to the EP duty officer. Do not take no for an answer. Give your name, contact number; The EP duty Officer will contact you back.

5.

- Activate the community emergency incident room.

6.

- Monitor the Environment Agency river gauge on the Beck at Nettleham. Click [here](#) to access

7.	• Consider the following actions: • Check flood mitigation equipment • Assign roles to volunteers • Support people who may need help to move furniture etc. • Ensure vulnerable people are kept informed • Warn and inform residents to take action. • Liaise with the EP duty officer • Deploy flood mitigation equipment to where it will be most effective • Put on standby a temporary place of safety in case of evacuation.
8.	• If required, place flood warning signs.
9.	• Maintain communication with the EP duty Officer • Maintain communication with the community.
10.	• Follow all instructions given by emergency services.
11.	• If required, open a temporary place of safety and assign volunteers to roles outlined in Appendix 5.
12.	• Report all flooding incidents to the lead local flood authority 01522 782082

Flood Warning



On receipt of a Severe Flood Warning

1.



- **Take immediate action, Risk to life**
- Monitor level gauge opposite the village pump.
- Trigger point for escalation is when the gauge reads 6.
- ///What3words: [///seasons.rave.crop](https://www.seasons.rave.crop)

2.

- **Start an incident log** considering the following:
 - Discussions
 - Actions
 - Rational
 - Expenditure
 - Accidents

3.

- **Activate the emergency plan**

4.

- **Notify the Emergency Planning Duty Officer** using the number at the bottom of each page.

IMPORTANT. When phoning, ensure you ask to speak to the EP duty officer. Do not take no for an answer. Give your name, contact number; The EP duty Officer will contact you back.

5.

- **Activate the community emergency incident room.**

6.

- Monitor the Environment Agency river gauge on the Beck at Nettleham. Click [here](#) to access

7.

- **Take the following actions:**
 - Check flood mitigation equipment
 - Assign roles to volunteers
 - Ensure vulnerable people are kept informed

	• Liaise with the EP duty officer • Deploy flood mitigation equipment to where it will be most effective. • Warn and inform residents to take immediate action. • Open a temporary place of safety and assign roles as outlined in Appendix 5
8.	• Deploy flood warning signs.
9.	• Maintain communication with the EP duty Officer • Maintain communication with the community.
10.	• Follow all instructions given by emergency services.
11.	• Report all flooding incidents to the lead local flood authority 01522 782082
NEVER PUT YOURSELVES IN DANGER. DO NOT ENTER FLOOD WATER. STAY IN COMMUNICATION WITH EACH VOLUNTEER THROUGHOUT INCIDENT.	

Appendix 4 – Sandbags

Sandbags are not the most effective means of preventing flood water. To be effective, sandbags must be lined with a waterproof membrane. Anything can be used as a sandbag including pillow cases filled with soil. Sand is not a requirement as a filling.

West Lindsey District Council do not supply sandbags to residents. Residents are advised to seek bespoke flood mitigation for themselves however, in emergency situations, sandbags can be requested from Highways 01522 782082. There are a number of commercial stockists that can supply sandbags, sandbag alternatives and other flood mitigation.

MERCHANT	ADDRESS	AREA	TELEPHONE	BAGS	SAND
Huws Gray	Gallamore Lane, Market Rasen, Lincolnshire, LN8 3HA	Market Rasen	01673 842729	Yes	Yes
Huws Gray	Pelham House, Canwick Rd, Lincoln, LN5 8 HG	Lincoln	01522 511115	Yes	Yes
Wickes	Outer Circle Rd, Lincoln, LN2 4HU	Lincoln	01522 539539	Yes	Yes
Jewson Tritton Rd	Lincoln Tritton Rd, Chieftain Way, Lincoln, LN6 7RY	Lincoln	01522 543705	Yes	Yes
Jewson Deacon Rd	Deacon Rd, Lincoln, LN2 42B	Lincoln	01522 521364	Yes	Yes
B and Q	Off Beevor St, Tritton Rd, Lincoln, LN6 7DJ	Lincoln	01522 510009	Yes	Yes
Travis Perkins	Long Leys Rd, Lincoln, LN1 1DU	Lincoln	01522 527113	Yes	Yes

Sandbags should not be removed without prior permissions being obtained from property owner.

Appendix 5 - 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.

EVACUATION CENTRE MANAGER (ECM) - To be nominated by EPGTL / Dep EPGTL if required	
1.	MAIN ROLES AND RESPONSIBILITIES: - 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. - Responsible for the safety and security of the centre - Co-ordination of volunteers within the centre - Consider food, warm drink, blankets, books etc - Receive and interpret incoming information - Chair management team meetings (initial meeting and then as a member of the management team once responders arrive) - Ensure they have overview of all activities at the centre - Problem-solve as issues arise - Escalation through appropriate channels (EPO or CVC cell if operational) - Single point of contact for emergency services and other responders - Ensure effective two-way communication
2.	KNOWLEDGE AND SKILL REQUIREMENTS: - Good leadership and co-ordination skills - Good communication and interpersonal skills - Competent with IT and record keeping - Understand tasks and processes - People and conflict management - Leadership skills - Co-ordination and delegation - Discretion - Situational awareness - Dynamic assessments - Trained and competent
3.	REPORTS TO: Emergency Group Coordinator and/or LCC Emergency Planning Duty Officer / CVC cell
DEPUTY EVACUATION CENTRE MANAGER(S) (DECM) - If required to be nominated by ECM	
1.	MAIN ROLES AND RESPONSIBILITIES: - Provide support role to centre manager and when required lead - Have overall view of activities - Provide briefings to volunteers and evacuee
2.	KNOWLEDGE AND SKILL REQUIREMENTS: - Good leadership and co-ordination skills - Good communication and interpersonal skills - Competent with IT and record keeping - Understand tasks and processes - People and conflict management - Leadership skills

	• Co-ordination and delegation • Discretion • Situational awareness • Dynamic assessments • Trained and competent
3.	REPORTS TO: • Evacuation Centre Management
MEET AND GREET TEAM - If required to be nominated by ECM	
1.	MAIN ROLES AND RESPONSIBILITIES: • Provide initial greeting to emergency evacuation centre • Welcome and guide evacuees through process • Identify any initial concerns and escalation to appropriate method • Keep track of those entering and leaving the Centre where possible.
2.	KNOWLEDGE AND SKILL REQUIREMENTS: • Good communication and interpersonal skills • Compassion and empathetic • Dynamic triaging • Record management / keeping • Access to translation services
3.	REPORT TO: • Deputy Evacuation Centre manager
LOGGIST - If required to be nominated by ECM	
1.	MAIN ROLES AND RESPONSIBILITIES: • Provide administration and loggist support to the centre and the management team • Log any issues, actions and decisions • Minute any meetings that take place (initially – responders will take responsibility for this once arrived at scene) • Collate registration information (initially – responders will take responsibility for this once arrived at scene) • Keep records of any donations made at the centre (initially - responders will take responsibility for this once arrived at scene)
2.	KNOWLEDGE AND SKILL REQUIREMENTS: • IT literate • Loggist and minute taking skills • Good communication skills • Record keeping skills • Flexibility and dynamic problem solving
3.	REPORT TO: • Evacuation Centre management
REGISTRATION TEAM - If required to be nominated by ECM	
1.	MAIN ROLES AND RESPONSIBILITIES: • Co-ordinate and carry out the registration process for evacuees • Triage and escalation to evacuation centre manager (Initially) • Report back information to Loggist for collation • Work with other agencies to collate and identify missing or vulnerable persons (once on scene)
2.	KNOWLEDGE AND SKILL REQUIREMENTS: • Good communication and interpersonal skills • Compassion and empathetic • Dynamic triaging • Record management / keeping • Organisational skills

	• IT literate (desirable) • Data gather and inputting skills (desirable)
3.	REPORT TO: Evacuation Centre management
WELFARE TEAM - If required to be nominated by ECM	
1.	MAIN ROLES AND RESPONSIBILITIES: • Provide emotional welfare to evacuees and provide as much information as is available in support of the Deputy Evacuation Centre Manager. • Provide assistance for evacuees with pets. • Listening ear • Engagement with new arrivals and provide informal wellbeing check ins / walk arounds • Identify and deal with any concerns and escalate through appropriate channels • Deal with practical wellbeing issues I.e. refreshments
2.	KNOWLEDGE AND SKILL REQUIREMENTS: • Good communication and interpersonal skills • Compassion and empathetic • Dynamic triaging • Psychosocial support - desirable • Positivity • Confidentiality
3.	• REPORTS TO: Evacuation Centre Management

Appendix 6 – Recovery

Following incidents in the community, WPC will support with recovery efforts to help the community return to a new state of normality. Throughout this process liaise with the emergency planning duty officer to ensure recovery actions are fed into any wider recovery activities.

Recovery Actions	
1.	• Maintain a log
2.	• Take photographs of impacts
3.	• If required, and or possible, record flood water depth (approximation, do not enter flood water)
4.	• Support agencies with community impact assessments and data collection. This is used for investigation and to ensure residents get the right support from agencies.
5.	• Support residents with clearing debris.
6.	• Do not throw anything away until it has been photographed and any insurance has been consulted.
7.	• Support with community information sessions
8.	• Participate in any agency debriefs
9.	• Update emergency plan with lesson learnt.

Appendix 7
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

Appendix 8

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:

- The Clerk, Welton-By-Lincoln Parish Council

Paper copies are kept at:

- The Parish Office, 7 Lincoln Road, Welton

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

- www.welton-by-lincoln-pc.gov.uk

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 Welton-By-Lincoln Emergency Planning group and the parish council before changes are made.

Appendix 9 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 10
Training, Exercising and Skills records

Training & Skills

Date	Name of Individual	Training Received
4.8.2021	Julie Murray	Emergency Planning
28.9.2021	Julie Murray	First Aid at Work
12.10.2021	Louise Gibbs	First Aid at Work
19.06.23	Hazel Bell	First Aid at Work
16.04.24	Hazel Bell	Emergency Planning

Exercises

Date	Exercise	Outcome

Appendix 11

Welton-By-Lincoln Parish Council Snow Clearance Plan

Following a snowfall, the following actions are taken on behalf of Welton-By-Lincoln Parish Council by the Council's Clerk :-

1. The Clerk makes contact with the Chairman or in their absence, the Vice Chairman or another Member of the Council for approval to coordinate action in conjunction with our list of snow volunteers to clear the roads in the Village. If the Clerk cannot get into the village then Hazel Bell (who lives in the village) will be the main contact point.
2. Activate the list of snow volunteers and farmers – call the volunteers and ask to meet at the Parish Council office. A member of the facilities team will bring the Parish Council snow shovels down to the office. Ask the farmers to bring the relevant equipment needed to assist with the snow clearance.
3. An appeal would go out on Facebook to see if there would be any more volunteers to help clear the snow.
4. The Clerk, as the sole point of contact, would coordinate clearance of the exits/entry routes into the Village specifically the A46. Then apply salting to these locations with the Parish Council's own grit supply.
5. Secondary action then involves clearing paths around the village centre near the shops and medical centre and spreading grit.
6. The following day, conduct a village walkabout to check other locations or any isolated or problem areas and take appropriate remedial action.
7. Report activities undertaken and conditions on the ground to West Lindsey County Council to enable appropriate communications and publicity of local conditions on their website.
8. Keep the weather conditions under review/check forecasts and take further remedial actions as they become necessary.

Name	Contact Details
Julie Murray	Mobile:07402 1971974 01673 565057
Hazel Bell	07999 426003
Sue Denton	07794 726696
Al Denton	07794 726696 (Sue)
Charlie Bell (own shovel)	07999 426003
Craig Jarvis	07934 018120 (Heather Jarvis)
(Tidd) Andrew Green	07944 719192 (Julie)
Josh Green	07944 719192
Adam Clarke	07411 847985
Barbara Stubbs (own shovel)	07939 248615

Robert Douglas (own shovel)	07985 648549
Liam Matthews	07833 523581
Keith Keen (own shovel)	07909 968753 or 01673 862298
Rick Bullivant	07723056075
Cerys Edwards	07368103937

