

# Martin & Martin Dales Emergency Plan

|                           |                                  |
|---------------------------|----------------------------------|
| Version with effect from: | <b>March 2025</b>                |
| Review Date:              | <b>29<sup>th</sup> July 2025</b> |

This plan is a controlled document which contains information to be used during an emergency affecting the community of **Martin & Martin Dales Parish**.

To comply with the Data Protection Act 1998 the information contained in this document should not be disclosed to any unauthorised person without permission from the Emergency Planning & Business Continuity Service, Lincolnshire Fire & Rescue HQ, South Park Avenue, Lincoln, LN5 8EL.

### Distribution List

*Insert community members' details in the boxes below for those you wish to receive a copy of this plan:*

| Plan No. | Name   |
|----------|--|
| <b>1</b> | LCC Emergency Planning & Business Continuity Service |
| <b>2</b> | Chairperson of Martin & Martin Dales PC              |
| <b>3</b> | Clerk of Martin & Martin Dales PC                    |
| <b>4</b> | Emergency Planning Group Team Leader                 |
| <b>5</b> | Assistant Emergency Planning Group Team Leader       |
| <b>6</b> | Martin Village Hall                                  |
| <b>7</b> | Mrs Mary Kings School                                |

## 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             |
| January 2017                            | Local information inputted into template and sent through to LCC EP&BC Service for comment and addition of local maps | Robert Millband                    |
| January 2017                            | Flood risk maps inserted into plan and returned to community for consultation with wider group                        | EPO Steve Eason-Harris             |
| February 2021                           | Parish Council Contact Details  | Parish Clerk                       |
| March 2025                              | Parish Council review & Update  | Will Stephenson                    |
| July 2025                               | Parish Council review and update  | Parish Clerk                       |
|   |   |                                    |
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|   |   |                                    |

## Plan Publication

It is important that both this plan and the Community Resource Directory are kept up-to-date and also that all members of the Emergency Planning Group are reading from the same version.

Electronic copies of both documents will be stored by:

**Parish Clerk****Lincolnshire County Council Emergency Planning & Business Continuity Service**

Paper copies are kept at:

Emergency Box stored at Martin Village Hall, High Street, Martin, Lincolnshire, LN4 3QY  
Easting: 512317                      Northing: 359926

A sterilised web version of the Community Emergency Plan has been posted on  
<http://www.lincolnshire.gov.uk/lincolnshire-prepared/Preparing-for-an-emergency>

**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.

This plan will be exercised annually County Council's Emergency Planning Unit.

**The Emergency Planning Group Team Leader and the assistant Emergency Planning Group Team Leader** will have the responsibility for arranging the community exercise.

The plan will be reviewed annually. During the review every section of the plan will be checked for accuracy (e.g. phone numbers, resource list etc).

Members of the Emergency Planning Group who can activate the plan are **Chairperson of Martin and Martin Dales PC (Will Jenkins) & Clerk of Martin & Martin Dales PC (Cheryl Burbidge)** are responsible for reviewing it and the Community Resource Directory.

Any updates or lessons learned from exercises should be approved by the **Martin and Martin Dales** Emergency Planning Group before changes are made.

**Training & Skills Record**

| Date | Name of Individual | Training Received |
|------|--------------------|-------------------|
|      |                    |                   |
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**Contents**

|   |           |
|---|-----------|
| <b>Distribution List .....</b>                                    | <b>2</b>  |
| <b>Record of Amendments .....</b>                                 | <b>3</b>  |
| <b>Plan Publication.....</b>                                      | <b>4</b>  |
| <b>Plan Maintenance Review .....</b>                              | <b>4</b>  |
| <b>Training &amp; Skills Record .....</b>                         | <b>4</b>  |
| <b>Mission Statement.....</b>                                     | <b>6</b>  |
| <b>Section 1.....</b>   | <b>7</b>  |
| Using this Emergency Plan .....                                   | 7         |
| Activation.....   | 7         |
| Information Flow.....   | 8         |
| Important Telephone Numbers.....                                  | 9         |
| <b>Section 2.....</b>   | <b>10</b> |
| Key Actions .....   | 10        |
| Local Hazards & Threats.....                                      | 12        |
| <b>Section 3.....</b>   | <b>13</b> |
| <b>Emergency Planning Group .....</b>                             | <b>13</b> |
| Community Incident Room .....                                     | 14        |
| Community Emergency Box.....                                      | 14        |
| <b>Section 4.....</b>   | <b>15</b> |
| <b>Community Map.....</b>   | <b>15</b> |
| <b>Section 5.....</b>   | <b>16</b> |
| <b>Community Flood Warning Area Map (Environment Agency).....</b> | <b>16</b> |
| <b>Section 6.....</b>   | <b>17</b> |
| <b>Community Surface Water Flood Maps 1:30.....</b>               | <b>17</b> |
| <b>Section 7.....</b>   | <b>18</b> |
| <b>Community Surface Water Map 1:100.....</b>                     | <b>18</b> |
| <b>Appendix 1 .....</b>   | <b>19</b> |
| <b>Appendix 2 .....</b>   | <b>20</b> |


### 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 are unable to attend. 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 within Martin & Martin Dales if the emergency services cannot be present.

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

### Signature



Chairperson of Town/Parish Council

**Date: 3<sup>rd</sup> August 2025**

## **Section 1**

### **Using this Emergency Plan**

This plan comes in two parts and 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. Part 1 is meant as a quick reference guide of tasks the Emergency Planning Group may wish to undertake in the event of emergency while Part 2, the Community Resource Directory, contains all of your emergency contact details, known risks, resources, volunteers and places that have people who may need more support than others.

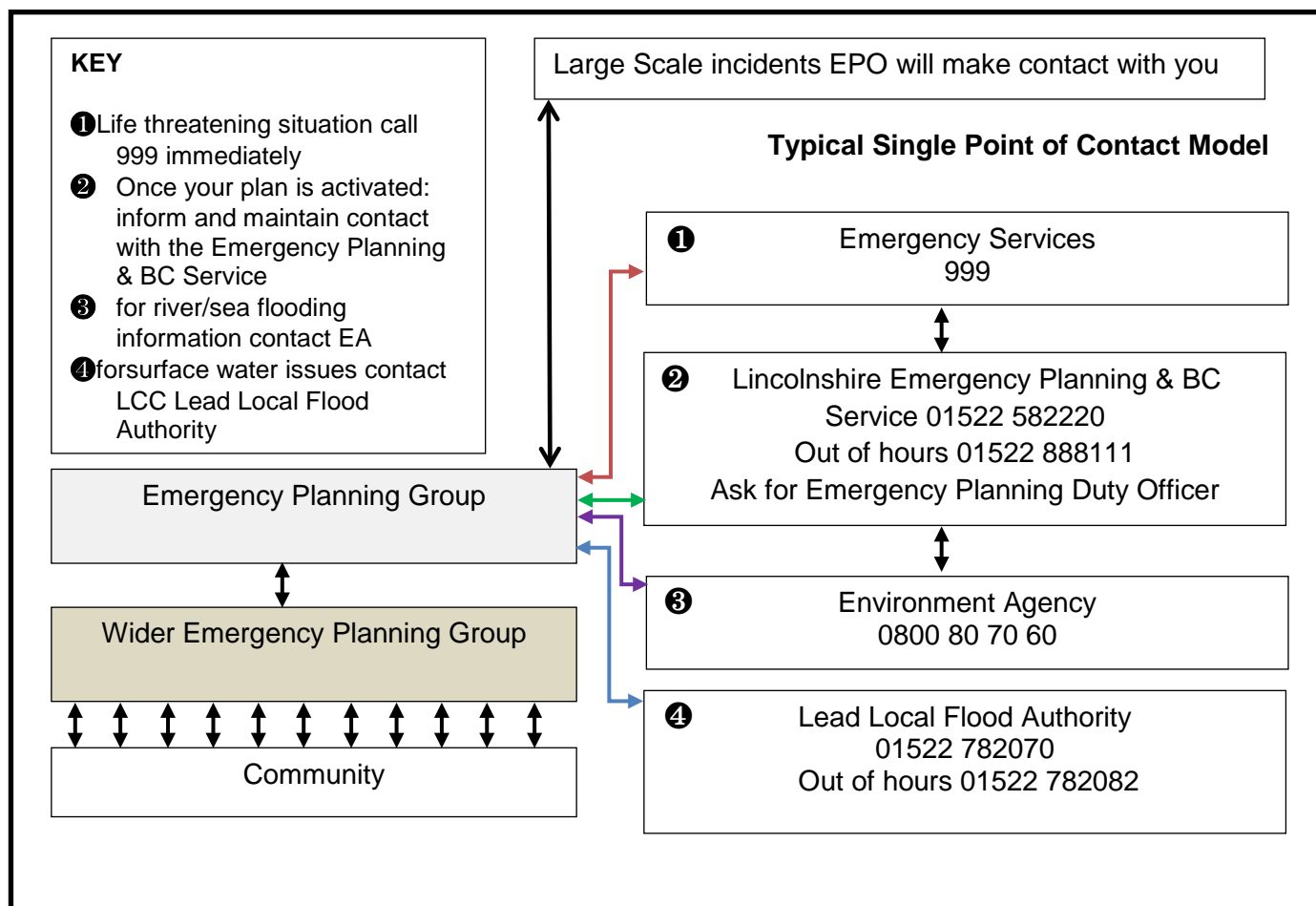
### **Activation**

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 it is activated, then the key actions in Section 2 should be followed. It should also be noted that this plan should be read and used in conjunction with the Community Resource Directory.

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

|                     |   |
|---------------------|---|
| <b>Will Jenkins</b> | <b>Chairperson of Parish Councillor</b> |
| <b>David Busby</b>  | <b>Parish Councillor</b>                |

## 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 EPO 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 groups actions to date.



## Important Telephone Numbers

### North Kesteven District Council

|                          |                     |
|--------------------------|---------------------|
| (1) Working Hours        | <b>01529 414155</b> |
| (2) Outside Normal Hours | <b>01529 308308</b> |

### Lincolnshire Police

|                          |  |
|--------------------------|--|
| (1) Emergency Calls      | 999  |
| (2) Non-Emergency Calls  | 101  |
| (3) Local Police Station | Sleaford Police Station<br>The Hoplands<br>Sleaford<br>NG34 7L2<br><br>Tel: 01522 532222 |

### Lincolnshire County Council Emergency Planning & Business Continuity Service

|                           |              |
|---------------------------|--------------|
| (1) Working Hours         | 01522 582220 |
| (2) Outside Normal Hours* | 01522 888111 |

\*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 |

### Lincolnshire Fire & Rescue

|                       |              |
|-----------------------|--------------|
| (1) Emergency Calls   | 999          |
| (2) General Enquiries | 01522 582222 |

### Lead Local Flood Authority

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

\*for reporting flooding issues

## Section 2

**Key Actions**

Priorities will be given to emergency shelter, food and water.

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.
4. Contact additional members of Martin and Martin Daleswider Emergency Planning Group.
5. Instruct everyone to follow any advice from the emergency services.
6. At all times, be aware of your own safety and the safety of those around you.
7. Consider whether you can work safely and effectively from your current location or whether you need to move to an alternative location.
8. Arrange for local residents to be warned of any dangers.

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. The IC may identify a location or the EPO. You may be asked to establish the centre prior to voluntary groups arriving.
10. Arrange for contact to be made with those who may need more support as identified in Section 3 of the Community Resource Directory to offer advice and assistance.
11. Arrange for community resources/organisations identified in Section 4 of the Community Resource Directory to be available as necessary.
12. Tune into your local radio station (BBC Radio Lincolnshire/Radio Humberside) and advise the community to do the same. A list of local radio stations is given in Section 5 of the Community Resource Directory.
13. Maintain regular communication with all Emergency Planning Group members, and Lincolnshire County Council's Emergency Planning Unit.

**Local Hazards & Threats**

Assessed in Risk for Martin and Martin Dales

|  |  |
|--|--|
| <b>Pandemic Flu</b>                    | <b>Assessed Nationally and Regionally as our Highest Threat.</b>   |
| <b>Inland Flooding</b>                 | <b>Flood risk in Martin village is very low however the Flood risk in Martin Dales is very High as a result of its location close to the river and low-lying land.</b>   |
| <b>Severe Weather</b>                  | <b>In recent times heavy rain, strong winds, snow and ice have become more frequent. An effective Snow &amp; Ice Clearance plan is required. There was a drought, as well as flooding, in 2012. More are likely in the future.</b> |
| <b>Transport Accidents</b>             | <b>Lincolnshire experiences a medium to high risk of transport accidents due to the road types</b>   |
| <b>Industrial Accidents</b>            | <b>Damage and injury are most likely to occur on local farmland and agricultural processing sites.</b>   |
| <b>Loss of Critical Infrastructure</b> | <b>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.</b>   |

## Section 3

### Emergency Planning Group

Important: The information in boxes marked with an asterisk will be recorded within the Community Resource Directory and by Lincolnshire County Council's Emergency Planning Unit at Lincolnshire Fire & Rescue Headquarters in Lincoln.

In the event of the plan being triggered, the following people will form the Emergency Planning Group to help to mitigate the effects of the emergency on the community:

*Emergency Planning Group Team Leader*

**Will Jenkins**

**Contact Number: 07834 877089**

*Assistant Emergency Planning Group Team Leader*

**David Busby**

**Contact Number: 07931 736282**

***The Emergency Planning Group Team Leader and their Assistant will have the current contact numbers for the additional members of the Parish Council***

**Additional residents and community group representatives that have agreed to form part of the wider Emergency Planning Group during emergency consists of the following:**

Names of anyone who wishes to be part of the emergency planning Group

**Personal Contact details are not listed within this plan but stored within the Community Resource Directory held by the Emergency Planning Group Team Leader, Assistant Emergency Planning Group Team Leader and Parish Clerk.**

## 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:

**Martin Village Hall, High Street, Martin, Lincolnshire, LN4 3QY**

Easting: 512317

Northing: 359926

The key holder for this building is: **Kevin Garner-Smith - 07739413411**. This person will enable access to premises.

If this location cannot be used, **Mrs Mary Kings School** will be used.

Easting: 512018

Northing: 360004

The key holder for this building is: **School Caretaker (contact number located on school notice board)**. This person will enable access to premises.

**The Emergency Planning Group Team Leader and/or Assistant will organise access.**

## Community Emergency Box

An Emergency Box is located **Martin Village Hall, High Street, Martin, Lincolnshire, LN4 3QY**

Easting: 512317

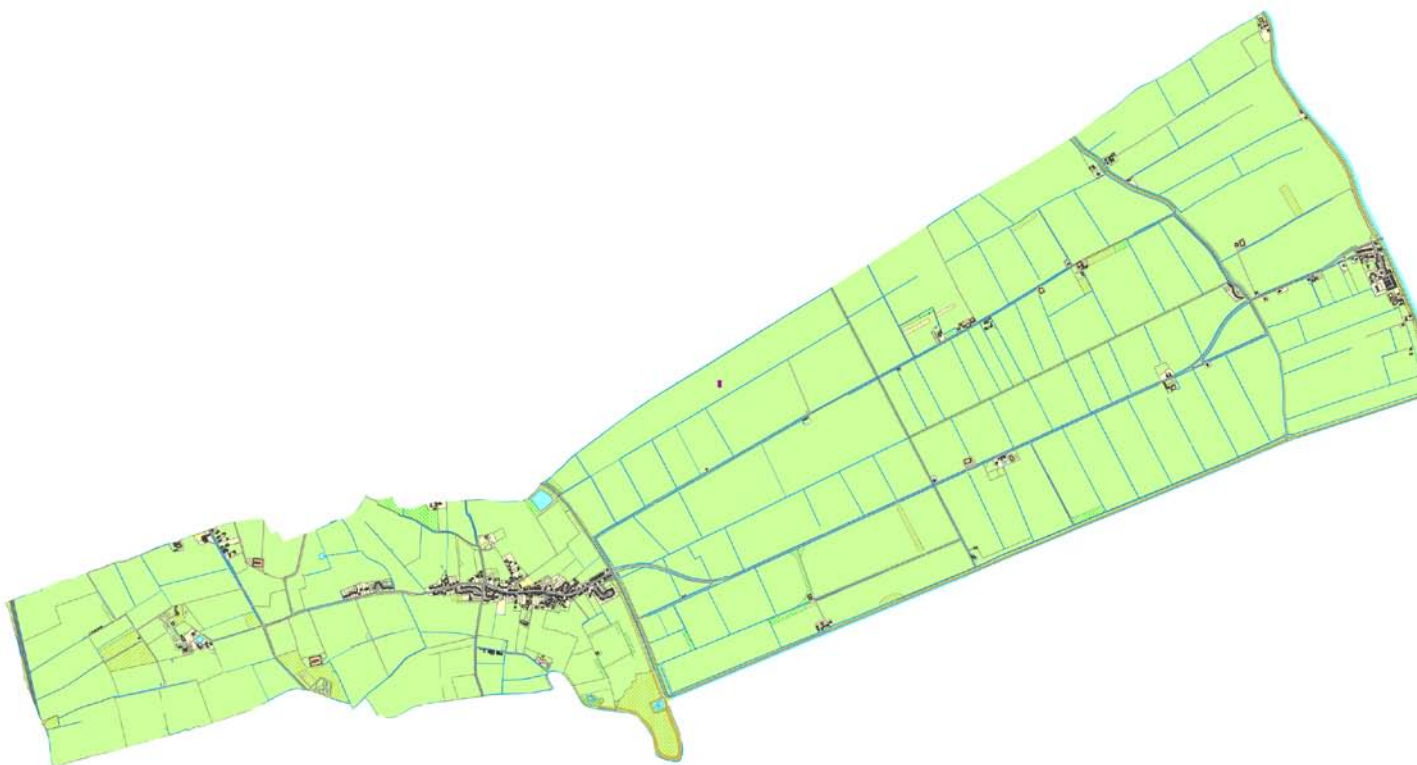
Northing: 359926

It contains:

- *A copy of the Community Emergency Plan*
- *A copy of the Community Resource Directory*
- *Ordnance Survey Map of the community and the immediate environment*
- *Flood maps (including surface water)*
- *Laminated street plan – in A4 sections*
- *Torches and batteries*
- *Reflective tabards*

**Section 4**  
**Community Map**

## Martin & Martin Dales Area Map



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## Section 5

### Community Flood Map (Risk of flooding from rivers)

#### Martin & Martin Dales Flood Risk From Rivers Map

##### KEY

Very\_Low\_RoFRS\_v201504 Legend

Very Low

Low\_RoFRS\_v201504 Legend

Low

Medium\_RoFRS\_v201504 Legend

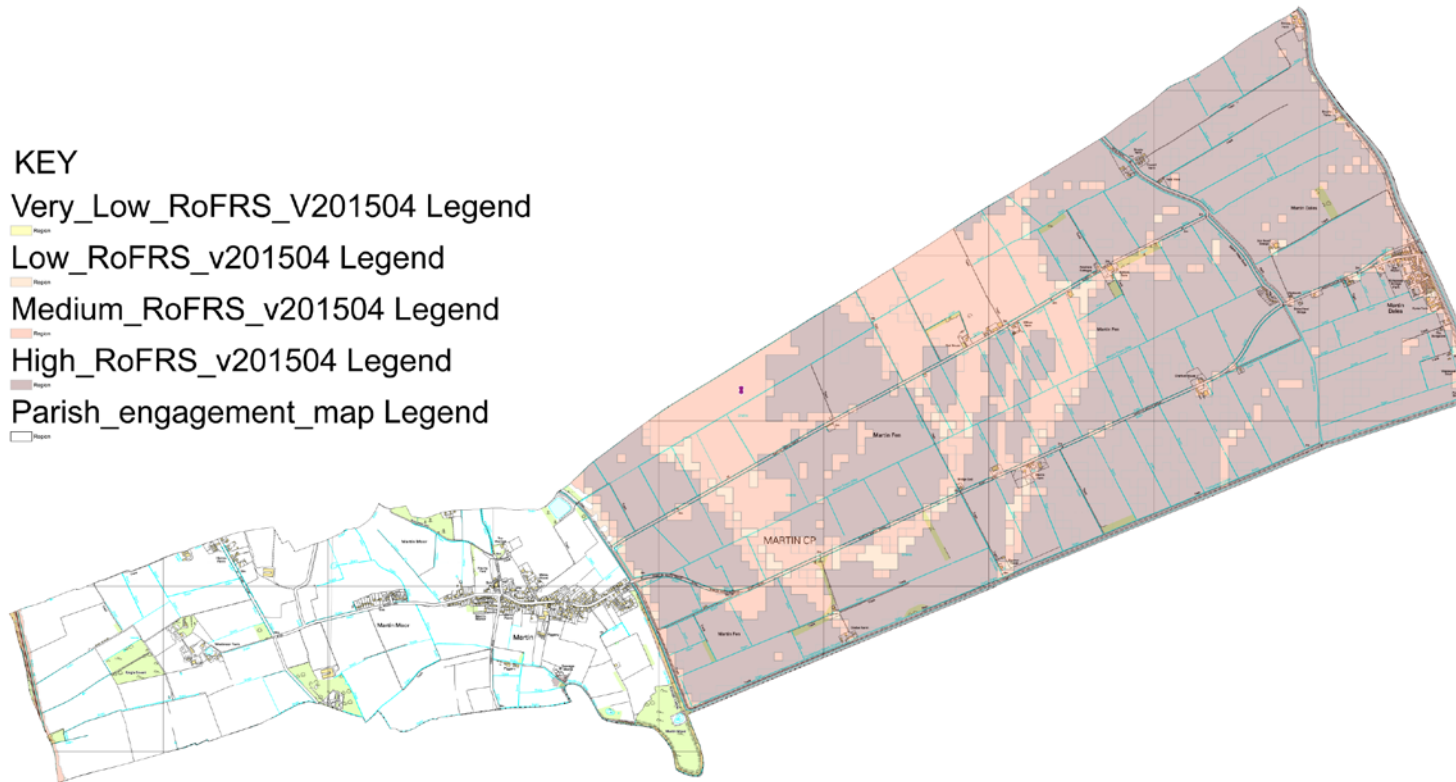
Medium

High\_RoFRS\_v201504 Legend

High

Parish\_engagement\_map Legend

Parish



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



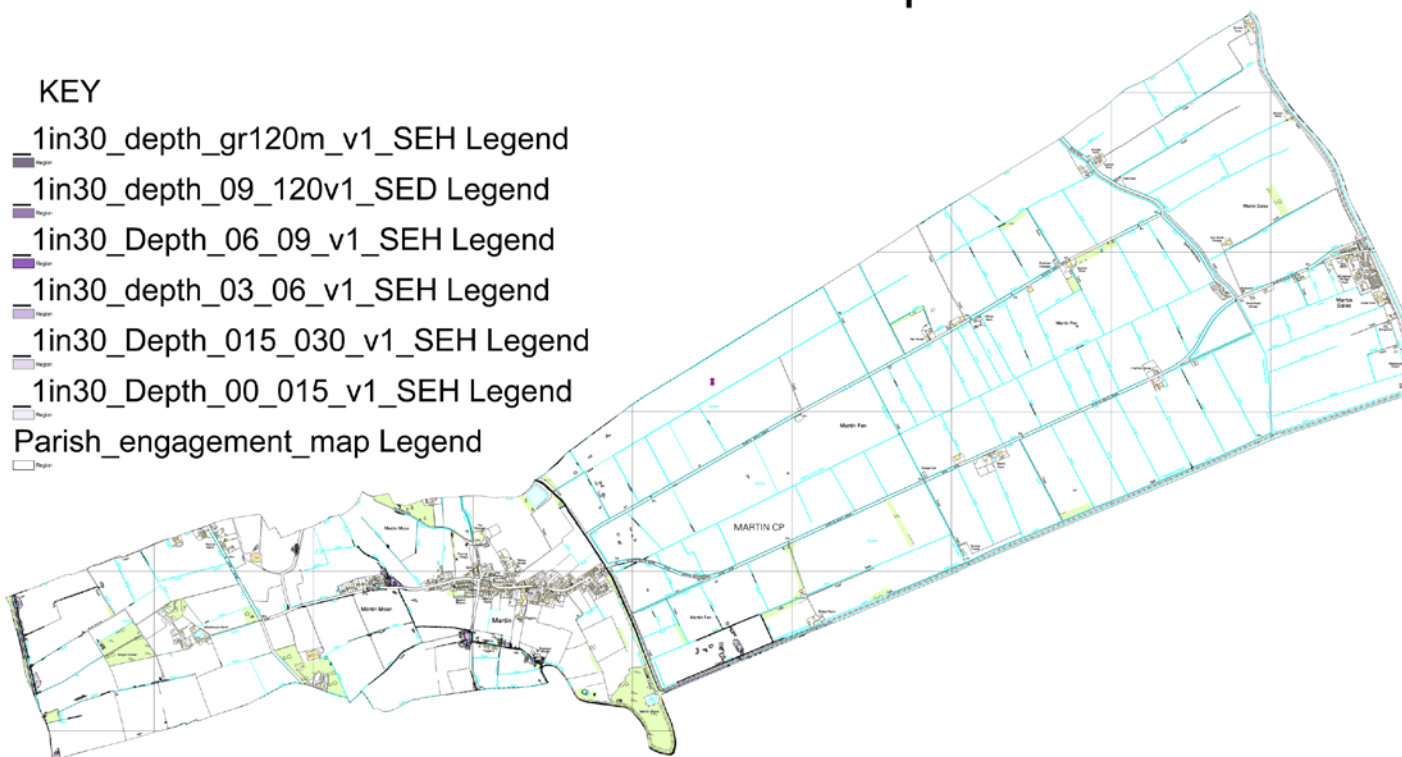
## Section 6

### Community Surface Water Flood Maps 1:30

# Martin & Martin Dales 1:30 Surface Water Flood Risk Map

## KEY

-  1in30\_depth\_gr120m\_v1\_SEH Legend
-  1in30\_depth\_09\_120v1\_SED Legend
-  1in30\_Depth\_06\_09\_v1\_SEH Legend
-  1in30\_depth\_03\_06\_v1\_SEH Legend
-  1in30\_Depth\_015\_030\_v1\_SEH Legend
-  1in30\_Depth\_00\_015\_v1\_SEH Legend
-  Parish\_engagement\_map Legend



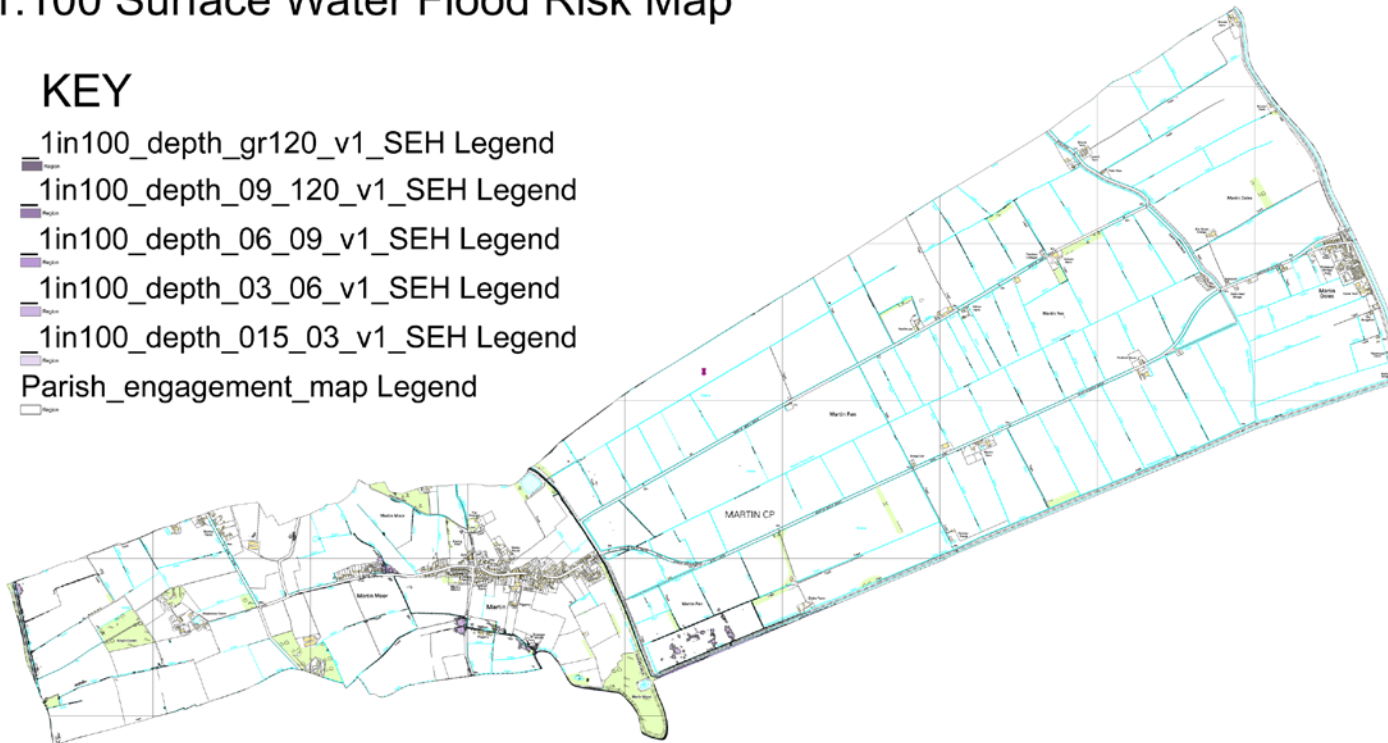
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**Section 7**  
**Community Surface Water Map 1:100**

**Martin & Martin Dales**  
**1:100 Surface Water Flood Risk Map**

**KEY**

- 1in100\_depth\_gr120\_v1\_SEH Legend
- 1in100\_depth\_09\_120\_v1\_SEH Legend
- 1in100\_depth\_06\_09\_v1\_SEH Legend
- 1in100\_depth\_03\_06\_v1\_SEH Legend
- 1in100\_depth\_015\_03\_v1\_SEH Legend
- Parish\_engagement\_map Legend



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## Appendix 1

### 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 .....

.....

DATE.....

PAGE.....OF.....

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 |
|---------|-----------|--------|
|         |           |        |
|         |           |        |
|         |           |        |
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If you require further space, please make copies of this form making sure you number and sign each page in sequence