Community Emergency Planning Policy for the Parish of Flixborough

Name of Organisation	Flixborough Parish Council
Address	Village Hall, High Street, Flixborough, DN15 8RL
Date Policy Updated	5th October 2026
Date Policy Agreed	21st October 2026
Date of Next Review	October 2028
Signature (Chair)	Sukai Wilkinson
Signature (Clerk)	Natasha Wilkinson

1. Purpose and Scope

Flixborough Parish Council is committed to supporting community resilience before, during, and after emergencies. The Council is not a Category 1 responder under the Civil Contingencies Act 2004; however, it plays an important role in local coordination, communication, welfare support, and partnership working.

This policy sets out the Council's strategic approach to emergency preparedness. Detailed operational procedures are contained within supplementary emergency planning documents.

2. Strategic Objectives

Flixborough Parish Council will:

- Promote preparedness and resilience within the community.
- Maintain reliable communication channels for residents and partner agencies.
- Identify and maintain awareness of key local resources and safe locations.
- Support vulnerable residents through coordinated community networks.
- Encourage and coordinate volunteers with relevant skills and resources.
- Work collaboratively with neighbouring parishes, North Lincolnshire Council, emergency services, and local organisations.
- Ensure councillors understand their roles in emergency response.

3. Emergency Planning Framework

The Council adopts the nationally recognised four-level community emergency planning model.

- **Level 1 – Core Contact Information**

  The Council will maintain essential emergency contact numbers for emergency services, utilities, local authorities, and key parish personnel.

- **Level 2 – Local Resources and Facilities**

  The Council will identify and maintain information on emergency meeting venues, community shelters, evacuation pick-up points, public information channels, and defibrillator locations.

- **Level 3 – Community Support and Vulnerability Awareness**

  The Council will maintain awareness of residents who may be vulnerable in an emergency (data held securely), encourage volunteers, and support wellbeing initiatives that strengthen resilience.

- **Level 4 – Joint Planning and Partnership Working**

  The Council will explore joint planning with neighbouring parishes and community groups, work with North Lincolnshire Council and ward councillors, and engage with local organisations to strengthen shared response capability.

4. Activation Principles

Activation procedures are detailed in the supplementary Emergency Plan.

At policy level, the Council commits to:

- Allowing the Clerk, Chair, or Vice Chair to activate the plan.
- Convening the Emergency Management Team (EMT) at an appropriate venue.
- Coordinating with emergency services and local authorities.
- Issuing timely and verified communications through approved channels.
- Prioritising the safety of councillors, volunteers, and residents.

5. Communication Framework

The Council will maintain the following communication channels:

- **Website:** flixborough-pc.gov.uk
- **Facebook:** Flixborough Parish Council
- **Noticeboards:** Village Hall, Lodge Lane, Luneberg Way, Scunthorpe Congregational Church
- **Local Radio:** BBC Radio Humberside 95.9FM, Viking FM 96.9FM, Lincs FM 102.2FM

The Parish Clerk is responsible for ensuring these channels remain up to date.

6. Fixed Emergency Locations

- **Primary Emergency Shelter**
    - Village Hall, High Street, Flixborough, DN15 8RL
      What3Words: ///frozen.hurray.shelter
- **Community Defibrillator**
    - Outside the Village Hall, High Street, Flixborough, DN15 8RL
      What3Words: ///frozen.hurray.shelter
- **Evacuation Pick-Up Points**
    - Stockshill Bus Stop
      What3Words: ///puzzle.speaks.budget
    - Lodge Lane Bus Stop
      What3Words: ///riders.saving.slope

7. Data Protection and Privacy

The Council will ensure that:

- Sensitive personal data is stored securely.
- Access is restricted to authorised personnel.
- Personal information is not published in public-facing documents.
- All data handling complies with UK GDPR and the Data Protection Act 2018.

8. Governance, Review and Accountability

- This policy will be reviewed every two years or following a major incident.
- The Parish Clerk will maintain the Emergency Plan file and supplementary documents.
- The Chair will ensure councillors receive annual briefings on emergency roles.
- Updates will be approved at a formal Parish Council meeting.

9. Supplementary Documents

The following documents sit beneath this policy:

- Flixborough Community Emergency Plan (Operational Document)
- Contact Directory
- Resource and Venue Access Guide
- Evacuation and Shelter Procedures
- Communications Protocol
- Vulnerable Persons and Volunteer Coordination Framework
- Risk Assessment and Hazard Mapping
- Full What3Words Location List

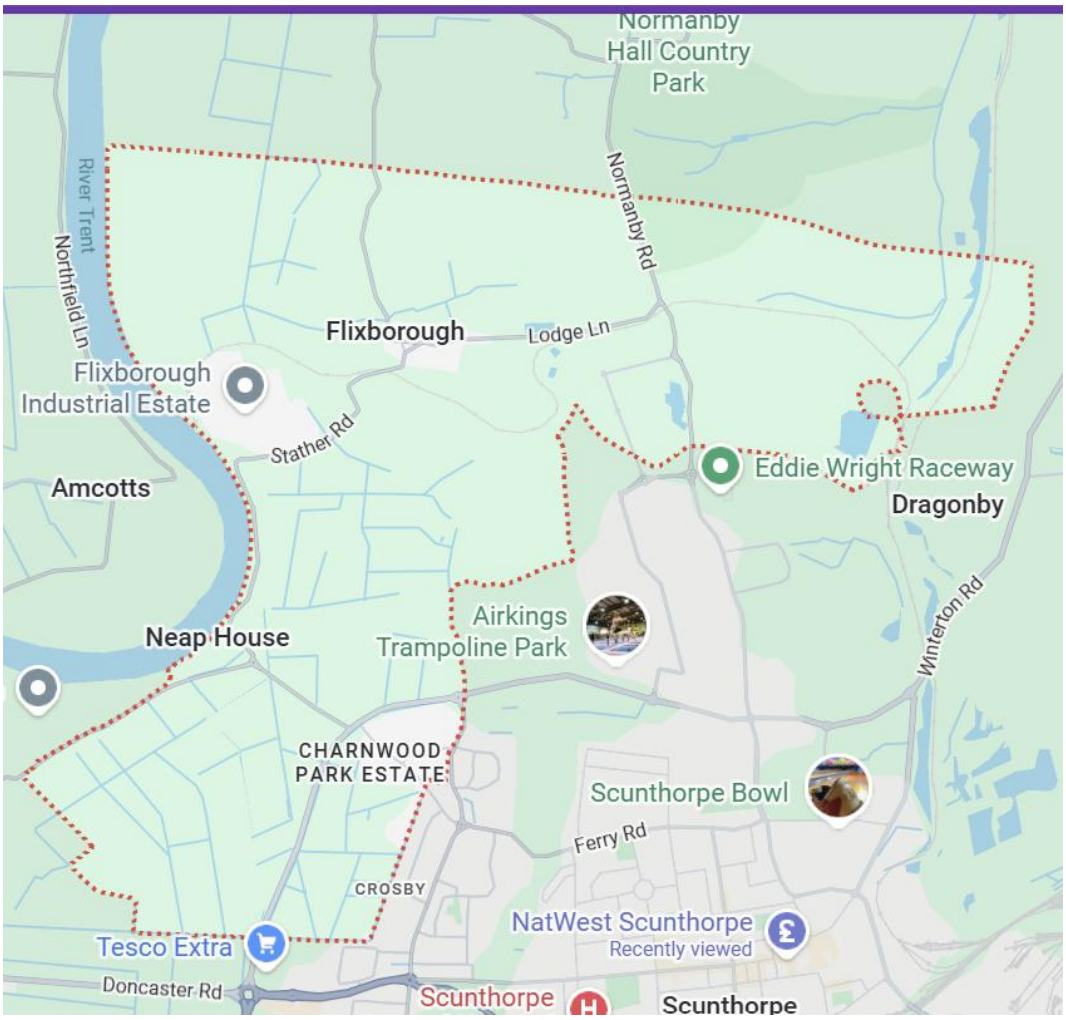
10. Policy Adoption

This Emergency Planning Policy was approved by Flixborough Parish Council on: **21.10.26**

Signed: **Chair:** Sukai Wilkinson **Clerk:** Natasha Wilkinson

APPENDICES

Appendix A – Map of Parish



[Flixborough - Google Maps]

Appendix B – Glossary

Term	Definition
Activation	The formal process of initiating the Emergency Plan when an incident requires coordinated parish response.
Category 1 Responder	Organisations with statutory duties under the Civil Contingencies Act 2004 (e.g., Police, Fire, Ambulance, Local Authorities). Parish councils are *not* Category 1 responders.
Community Emergency Team (CET)	Councillors and designated volunteers who support coordination, communication, and welfare during an emergency.
Emergency Management Team (EMT)	The core group (Clerk, Chair, Vice Chair, nominated councillors) responsible for decision-making and coordination during an emergency.
Emergency Shelter	A designated safe building used to provide temporary refuge for residents during an incident (e.g., Flixborough Village Hall).
Evacuation Pick-Up Point	A location where residents can gather to be transported to safety by emergency services or local authority arrangements.
Local Resilience Forum (LRF)	A multi-agency partnership that coordinates emergency planning across the region (e.g., Humber LRF).
Operational Plan	A detailed supplementary document containing procedures, contact lists, access instructions, and practical steps for emergency response.
Parish Emergency Plan	The overarching framework that sets out how the parish prepares for and responds to emergencies. Includes both policy and supplementary documents.
Resilience	The ability of the community to prepare for, withstand, and recover from emergencies.
Shelter-in-Place	Guidance instructing residents to remain indoors during certain emergencies (e.g., chemical incidents, severe weather).
Supplementary Documents	Detailed operational materials supporting the policy, including contact directories, resource guides, risk assessments, and communication protocols.
Vulnerable Persons Register	A confidential list (held securely) of individuals who may require additional support during emergencies. Not published in public documents.
What3Words	A geolocation system that identifies precise 3-metre squares using three unique words, used to pinpoint emergency locations accurately.