

Toft Newton Parish Council Community Emergency Plan

Owner: Toft Newton Parish Council

March 2026

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PREFACE

Introduction

The parish of Toft Newton includes the hamlets of Toft next Newton, Newton by Toft and the small village of Newtoft, as well as a number of farms located in other parts of the parish.

Covering 935 hectares in the West Lindsey district of Lincolnshire, the Toft Newton parish includes part of the former RAF Faldingworth base, which includes a historical weapons storage site and current explosives and ballistics testing, as well as the Toft Newton Reservoir, which covers 16.5 hectares and until recently, was used for commercial fishing. The reservoir holds sufficient water to supply the River Ancholme for up to seven days, in the event of extra demand or a pumping station failure at Short Ferry.

Toft Newton Village Hall is located just 11.43 kilometres from the epicentre of the 28th of February 2008 Market Rasen earthquake. The earthquake was the largest earthquake in the UK in approximately 35 years, measuring 5.2 ML. Lincolnshire and Nottinghamshire Police forces received around 5,000 phone calls in the immediate aftermath of the quake. Nine aftershocks were recorded over the coming weeks. The tremor was felt as far away as Bournemouth in Dorset, and Bangor in Northern Ireland, with damage recorded in various locations within 120 kilometres radius of the epicentre.

Large parts of the United Kingdom have suffered from serious flooding following periods of unprecedented rainfall caused by global warming / climate change. During the last twenty years we have seen the rise in events which have required a coordinated response.

In December 2007, Sir Michael Pitt published an interim report on the lessons learned from the floods.

'So responsibility does not lie with Government or other authorities and organisations alone. The response to a major emergency is stronger if all parties work together, including communities and individuals. In major emergencies where responders are severely stretched, community resilience has an important part to play, both before, during and after the event. In preparing for an emergency, communities have an important shared local knowledge - for example, the location of doctors, vulnerable people and temporary shelter and where useful equipment is stored.'

**'Learning lessons from the 2007 floods', an independent review by
Sir Michael Pitt, paragraph 7.34, page 122.**

The Toft Newtown plan is written to ensure our community is prepared and demonstrates resilience to future events or any other major emergency, regardless of the cause.

We recognise that as a small community our response to events would be minimal and the community would require external assistance from our larger communities which surround us on all sides.

The purpose of this plan is to primarily assist the vulnerable members of our community and seek to bring assistance, reassurance and help to the community in the first instance or when a sustained response, from larger organisations will take longer to mobilise.

All Information marked in red text can be considered factual.

Title of Plan

Toft Newton Community Emergency Plan.

Type of Plan

This is a generic plan designed to address all risks.

Purpose and Scope of the Plan

Purpose

- **To increase community resilience to emergencies.**

Scope

- **The document provides information to assist in managing emergencies within our community.**
- **The plan is designed to help mitigate the effects of local major or minor incidents.**
- **No person is expected to carry out any tasks or activities that they are not properly trained and qualified to do, and under no circumstances will anyone be put at risk as a result of responding to the incident.**
- **All those involved in this plan will follow the instructions and advice of the emergency services.**

Ownership and Audience

Ownership

- **This document is owned by Toft Newton Parish Council.**

Audience

- **The local community and the responding organisations are the intended audience for this document.**

Accountability

- **Accountability for this plan rests with Toft Newton Parish Council.**

Training, Testing, Review and Maintenance

- **The owner of the plan is responsible for making sure the plan complies with all current Data Protection regulations.**
- **The owner of the plan will make sure that all the people who are involved in the plan are aware of their role and know that they might be contacted during an emergency.**
- **The plan will be reviewed every 12 months. During the review every section of the plan will be checked for accuracy (telephone numbers, resource lists**

etc). Toft Newton Parish Council will have responsibility for reviewing the emergency plan.

- *Any updates to the plan or lessons from incidents or exercises, should be approved by Toft Newton Parish Council before the plan is changed.*

Plan Distribution and Publication

PLAN DISTRIBUTION AND PUBLICATION

Electronic copies of this plan will be emailed to:

- West Lindsey District Council
- Lincolnshire County Council
- Lincolnshire Resilience Forum

Paper copies of this plan are kept by:

Chairman: Rob Nelson
Vice Chairman: Russ Gibbs
Parish Council Clerk: Michael Lewis
Councillor: Bridgett Carpenter
Councillor: Jackie Roson
Councillor: Carlos Roson
Toft Newton Village Hall
Newtoft Social Club
St Michael's Church, Newton by Toft

A web version of the plan with the confidential information removed will be posted on <https://toft-newton.parish.lincolnshire.gov.uk> for public information.

Disclaimer

Whilst Toft Newton Parish Council makes every attempt to ensure the accuracy and reliability of the information contained in this document it should not be relied upon as a substitute for formal advice from the originating bodies.

Toft Newton Parish Council will not be responsible for any loss, however arising, from the use of, or reliance on this information.

Section 1: Activation

WHEN WILL THE PLAN BE ACTIVATED

- This plan will be activated when at least **three members** of the Toft Newton Parish Council Community Emergency Team considers it necessary to act in response to an incident, and when action cannot be taken effectively without triggering the arrangements outlined in this document.

WHO CAN ACTIVATE THE PLAN

- A minimum of **three people** can activate the plan.
- Chairman or Vice-Chairman, Clerk and one additional parish councillor to activate the emergency plan.

IMMEDIATE ACTIONS WHEN THE PLAN IS ACTIVATED

- If the decision is taken to activate this plan turn to Section 2 and follow the key actions.

Section 2: Key Actions

Important: This emergency plan will help mitigate the effects of local major or minor incidents but it is important to remember there are still some overriding factors for the Community Emergency Team to consider.

Laws and regulations still apply during an emergency, so things like health and safety, speed restrictions, insurance, food hygiene and data protection must still be properly observed.

No one should carry out any tasks or activities that they are not properly trained and qualified to do, and under no circumstances should anyone be put at risk as a result of responding to the incident.

All those involved in this plan must follow the instructions and advice of the emergency services.

KEY ACTIONS

- Gather as much information about the situation as possible (**ETHANE**).
 - E**xact location of the emergency.
 - T**ype of incident.
 - H**azards that are present or anticipated.
 - A**ccess routes for emergency responders.
 - N**umber of people and/or properties involved (estimate).
 - E**mergency services or other organisations already in attendance or required (eg Police, Fire, Ambulance, utilities etc).
- If the situation is life-threatening dial 999.
- Take control until the emergency services arrive, manage priorities, and designate to willing helpers where appropriate.
- Take regular 2 minute time outs, to re-evaluate the situation, as situations can change quickly and priorities change.
- Instruct everyone to follow the advice of the emergency services.
- At all times be aware of your own safety and the safety of all of those around you.
- Consider whether you can work safely and effectively from your current location, or whether you need to move to an alternate location (see Section 3).
- Make contact with Lincolnshire's Emergency Resilience Forum if they are involved in the incident. Inform them of the contact number and location of the Community Emergency Team.
- Arrange for local residents to be warned of any dangers.

KEY ACTIONS

- Consider if it is necessary to open emergency accommodation. If so, ensure there is a power supply, heat and arrange for supplies of food and drink. Arrangements for food and drink supplies can be made via Tesco Emergency Supplies – number is in the telephone list.
- Arrange for contact to be made with any vulnerable members of the community and arrange for advice/assistance to be offered.
- Arrange for the community resources / organisations identified in Section 4 to be made available as necessary.
- Tune into your local radio station (see Section 9 for a list of stations and their frequencies) and advise your community to do the same..
- Maintain regular communications with the representatives of the responding organisations on the scene.

Section 3: Community Emergency Team

Important: The information in the boxes marked with an asterisk will be recorded in the Council's emergency plan.

COMMUNITY EMERGENCY TEAM *

In the event of the plan being triggered the following members of the Parish Council have agreed to form a Community Emergency Team to help mitigate the effect on the local community.

See attached list in section 7 of the Plan.

COMMUNITY EMERGENCY CO-ORDINATION CENTRE *

If a Community Emergency Team is brought together to discuss the community response, they will meet at the following location:

Toft Newton Village Hall,
Washington Drive,
NEWTOFT,
Market Rasen,
Lincolnshire,
LN8 3NN.

COMMUNITY EMERGENCY BOX

Each Parish Councillor has a copy of the plan so there is no need for a Community Emergency Box.

Section 4: Community Resources

COMMUNITY EMERGENCY SHELTER*

* In an emergency the following location is designated as the community emergency shelter:

Toft Newton Village Hall, the key holders are:

Key holders

Key holders

*Facilities: showers, heating, toilets, tables.

Capacity: 120 seating only

Cooking facilities: kitchen, cookers, boilers and kettles. Crockery and cutlery available.

Car parking arrangements: outside hall and on Washington Drive.

Communications equipment (eg phone/fax/email/radio): Wifi, TV.

KEY SITES WITHIN THE COMMUNITY*

*Suitable location(s) for sand-bag dump

- **Toft Newton Village Hall**
- **Newtoft Playing Field**

*Suitable locations of hard standing for emergency vehicles: **Hard standing area in the Village Hall car park.**

Section 6: The Multi-Agency Response to a Major Incident

Response to a Typical Major Incident

Normally the Police co-ordinate the response to major incidents. When the incident moves into the recovery phase the lead co-ordination role may pass from the Police to one of the other responding organisations. It could be the Lincolnshire County Council, West Lindsey District Council, the Greater Lincolnshire Combined County Authority, the Environment Agency or NHS Lincolnshire Integrated Care Board.

The emergency response is built from the ground up and additional layers of management are added according to the scale of the incident.

Operational (Bronze) Co-ordination

The operational area is where the 'hands-on' work is done. Responding organisations work side by side at the scene.

An 'inner cordon' for essential workers is set up around the immediate vicinity of the incident.

The Police establish an outer cordon at a safe distance around the inner cordon to provide a safe area for all responders.

Tactical (Silver) Co-ordination

Large emergencies are greedy on resources. To 'do the most for the most' a level of management is needed to decide on the best tactics to employ. To achieve that a multi-agency tactical (Silver) level of management is set up. All responding organisations normally send a member of staff to attend the tactical level group. It is usually based in the Police mobile 'command' vehicles within the outer cordon. But sometimes it is located away from the scene (e.g. a local Police station) depending on the incident.

Lincolnshire County Council are not an emergency service. They do not have a mobile control. They co-ordinate their activities from one of their offices. They use a trained Incident Manager to co-ordinate an Emergency Control Team made up of representatives from each involved service area.

The control team:

- Helps to provide a co-ordinated Council Response.
- Allows information to be shared more efficiently.
- Allows requests for services to be actioned more quickly.
- Allows each service area to see how the incident affects them and decides how best to offer assistance.

The Incident Manager needs to know what's happening at the multi-agency tactical (Silver) management group. So a Forward Liaison Officer goes to the scene to be the eyes and ears of the Incident Manager. All requests from the scene for Council support are made

through the Forward Liaison Officer who then speaks directly to the Incident Manager or Control Team.

The Forward Liaison Officer can:

- Obtain regular position statements regarding the incident.
- Facilitate a swift response to a request for Council services.
- Identify where Council services can assist in the response to the incident.
- Assess the impact of the incident on the Council and the community.

The Incident Manager has access to a list of all the Parish and Town Council's that have prepared emergency plans, along with their contact details, and will make contact as soon as initial actions have been completed.

Strategic (Gold) Co-ordination

Each organisation may decide to convene its own top-level strategic group.

Lincolnshire County Council has a Strategic Emergency Management Team (SEMT). Elected members provide advice to the SEMT.

To ensure there is a co-ordinated strategy across all responding organisations in the Lincolnshire area, a Strategic Co-ordination Group (SCG) is established, normally hosted and chaired by the Police. They meet at a location completely detached from the scene with suitable communications and meeting facilities.

The SCG determines the multi-agency strategic issues including the management of the aftermath of the incident and the return to normality.

Lincolnshire County Council send a member of the executive to the SCG.

Regional Co-ordination

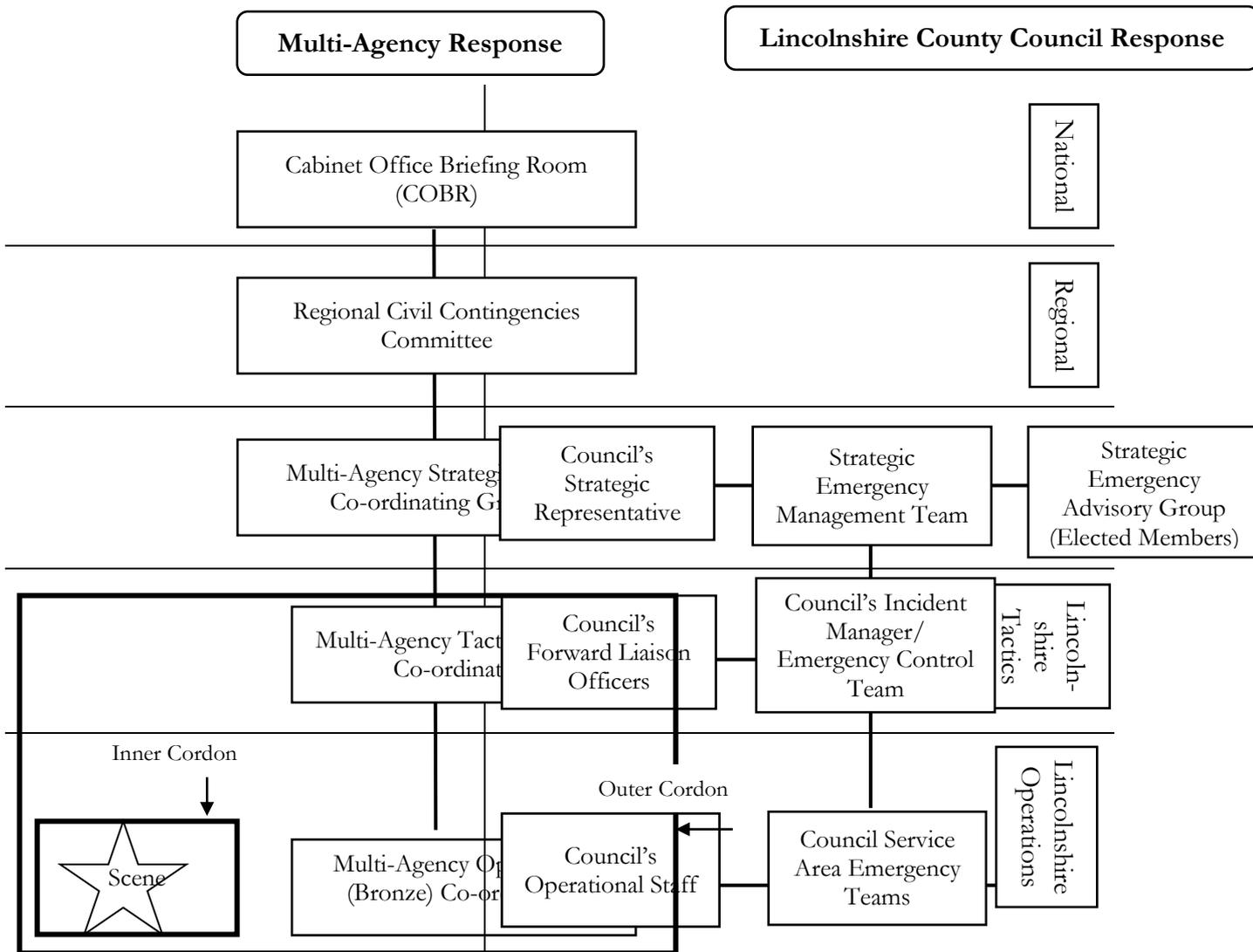
If an incident has implications for one or more Government Office regions, a Regional Civil Contingencies Committee (RCCC) may be established. They liaise with other regions and report directly to the Government.

A member of the SCG would represent the Lincolnshire area on this committee.

National Co-ordination

Some incidents that require national resources and co-ordination trigger central government involvement. National support is co-ordinated by the Cabinet Office Briefing Room (COBR).

Response to a Major Emergency



Section 7: Important Contact Details

COMMUNITY EMERGENCY TEAM	
Name:	Councillor Rob Nelson
Role:	Parish Council Chairman.
Address:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Name:	Councillor Russ Gibbs
Role:	Parish Council Vice Chairman.
Address:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Name:	Councillor Bridgett Carpenter
Role:	Parish Councillor
Address:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Name:	Councillor Jackie Roson
Role:	
Address:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Name:	Councillor Carlos Roson
Role:	Parish Councillor
Address:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Name:	Vacant
Role:	Parish Councillor
Address:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Name:	Vacant
Role:	Parish Councillor
Address:	
Home Phone:	
Work Phone:	
Mobile Phone:	

COMMUNITY EMERGENCY TEAM

Name: Michael Lewis
Role: Parish Council Clerk
Address:
Home Phone:
Work Phone:
Mobile Phone: 07581 146213

Name:
Role:
Address:
Home Phone:
Work Phone:
Mobile Phone:

Name:
Role:
Address:
Home Phone:
Work Phone:
Mobile Phone:

OTHER COMMUNITY LEADERS

Name:
Role:
Address:
Home Phone:
Work Phone:
Mobile Phone:

Name:
Role:
Address:
Home Phone:
Work Phone:
Mobile Phone:

In an Emergency Dial 999

EXTERNAL CONTACTS

Lincolnshire Fire and Rescue 01522 843413
Environment Agency (Floodline) 0345 988 1188 (Textphone: 0345 602 6340)
Northern Power Grid – 08000 6783 105
Gas Emergencies – 0800 111 999
Anglian Water – 08457 145145
Severn Trent Water – 0800 783 4444
Maritime and Coastguard Agency – 01262 672317
Lincolnshire Police (non-Emergency) – 101
NHS 111 – 111
West Lindsey District Council 01427 676676
Lincolnshire County Council 01522 782082
National Rail Enquiries – 0345 60 50 600
Tesco Emergency Supplies – 0191 693 5796 (tbc)

RADIO FREQUENCIES
BBC Radio Lincolnshire online, on DAB, or on 94.9FM / 104.7FM

Flooding Advice for Toft Newton residents.

Lincolnshire County Council have issued a new poster on “How to Report a Flood”.

I will be putting physical copies up in the Toft Newton Parish soon, but in the meantime, here is a virtual version.

Please register to receive the Environment Agency Flood Alerts at <https://check-for-flooding.service.gov.uk/>, you can receive Flood Alerts by phone, text and / or e-mail.

Toft Newton Parish residents should register to receive alerts for the following areas:

Barlings Eau and Duckpool Catchwater.

Rase and Upper Ancholme.

River Rase from Market Rasen to Bishopbridge.

River Ancholme down to Bishopbridge.

Follow @LincolnshireLRF on X, Facebook or online at www.lincolnshiresilienceforum.org/news.

Listen to BBC Radio Lincolnshire, online, via the BBC Sounds app, on DAB, or on 94.9FM / 104.7FM.



IN THE EVENT OF A FLOODING EMERGENCY, YOU SHOULD FOCUS ON THE SAFETY OF YOURSELF AND YOUR FAMILY

IF YOU NEED TO EVACUATE

If there is an immediate risk to life, **call 999** and ask for the Fire Service

IF WATER HAS ENTERED YOUR HOME OR BUSINESS

If water has entered the living areas of your property and you cannot stay safely:

HOMEOWNERS

Contact your insurer directly

If you are not insured, contact your district council's housing team for assistance

PRIVATE RENTERS

Notify your landlord immediately

COUNCIL TENANTS

Contact your district council's housing team

or visit www.lincolnshiresilienceforum.org/risks/river-surface-groundwater-flooding

IF WATER IS LIKELY TO ENTER YOUR PROPERTY

If possible, obtain sandbags from a local supplier for faster support

If you cannot access sandbags, report your need on www.fixmystreet.lincolnshire.gov.uk

Alternatively call 01522 782082 (Please note that it is quicker to report online)

WE DO NOT HAVE A DUTY TO PROVIDE SANDBAGS BUT WILL MAKE EVERY EFFORT TO ASSIST



TO REPORT FLOODING

FLOODING AFFECTING THE HIGHWAY Report it on FixMyStreet
FLOODING TO PROPERTY OR LAND Let us know via FixMyStreet or call 01522 782082 (Note there may be delays during high demand)

STAY INFORMED

For the latest updates during a flooding incident

Follow **LINCOLNSHIRE LRF** on X, Facebook or online at www.lincolnshiresilienceforum.org/news

Listen to **BBC RADIO LINCOLNSHIRE** online, on DAB, or on **94.9FM / 104.7FM**

Sign up to Flood warnings at www.gov.uk/sign-up-for-flood-warnings and

www.check-for-flooding.service.gov.uk/alerts-and-warnings/lincolnshire#warnings

Lincolnshire
COUNTY COUNCIL
Working for a better future

If your home or business has experienced internal flooding to the living areas of your property, please complete our resident survey <https://www.lincolnshire.gov.uk/xfp/form/936> to provide us with valuable information to support investigations following the flooding event.





Certificate of Achievement

Michael Lewis, FCMI

has completed the following course:

EMERGENCY PLANNING AND PREPAREDNESS: AN INTRODUCTION COVENTRY UNIVERSITY

This course explored the emergency planning and preparedness processes, responding to different types of emergency, reviewed frameworks for emergency planning and created an emergency plan.

2 weeks, 3 hours per week

Emma Parkinson
Senior Lecturer in Emergency Planning Management
Coventry University



The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit futurelearn.com/proof-of-learning/certificate-of-achievement.

This certificate represents proof of learning. It is not a formal qualification, degree, or part of a degree.



TRANSCRIPT



Michael Lewis, FCMI

has completed the following course:

EMERGENCY PLANNING AND PREPAREDNESS: AN INTRODUCTION COVENTRY UNIVERSITY

This course examined some of the key concepts of emergency planning, and explored the relationship between the type of emergency and the type of response in order to understand how these dependencies shape the emergency plan.

STUDY REQUIREMENT

2 weeks, 3 hours per week

LEARNING OUTCOMES

- Describe what is meant by emergency planning and preparedness.
- Investigate and evaluate emergency plans.
- Design and develop emergency preparedness frameworks.
- Produce an emergency plan.

SYLLABUS

- Introduction to emergency planning and preparedness terminology.
- How to identify effective emergency planning and preparedness.
- The relationship between the type of emergency and the plan.
- The emergency planning cycle.
- How to prepare an emergency plan.



This transcript should be read alongside the accompanying Certificate of Achievement. For more information about transcripts visit futurelearn.com. Issued 11th September 2024. futurelearn.com/certificates/rp/6p2s