Preparing for Emergencies

Louth

Community Emergency Plan

Version: **1.0**

Issue Date: **20/01/2026**

Review Date: January 2026

Aim of this plan

What has inspired you to create a community emergency plan

Louth is an area that is vulnerable to floods and has a long history with such issues, with flooding having caused much devastation over the past 100+ years. Subsequently, Louth was identified by the Lincolnshire Emergency Planning and Business Continuity Service as being one of the Parishes at most risk from river and surface water flooding after showing an increase in Section 19 flood investigations and near-misses over the last year. The Lincolnshire Emergency Planning Service has therefore advised that Louth Town Council prepare a comprehensive Emergency Plan to minimise the impact of disasters and provide pre-planned provisions for when they occur. It will ensure a coordinated community response which will ultimately strengthen our community's resilience, minimise damage and distress, as well as providing essential support to Louth's emergency services during difficult times.

Disasters can strike without warning, anywhere, at any time. To minimise their impact and ensure a coordinated community response, this Community Emergency Plan (CEP) has been developed. By preparing in advance, we can strengthen our community's resilience and provide essential support to emergency services.

This plan is a comprehensive, all-hazards strategy, including provisions for flooding, and has been approved by Lincolnshire County Council and the CERT Leader. It will be activated when at least two members of the Emergency Planning Group determine that immediate action is necessary to respond to an incident and that this action cannot be effectively taken without following the procedures outlined in this document. If the plan is activated, please follow the steps in **Section 1** and notify the Lincolnshire Fire & Rescue (LFR) Emergency Planning Duty Officer (EPDO) immediately.

Contents

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Section 1: Act

Activation

Always start an incident log.

Effective communication is vital for a successful emergency response. Please refer to the flowchart for guidance.

Whether you initiate your community plan or are requested to do so by the Emergency Planning Duty Officer (EPDO), it is crucial to maintain open communication with the EPDO. Additional support, such as resources or volunteer groups, cannot be mobilised without the EPDO's knowledge.

The EPDO will be the primary contact with emergency services within the incident zone. They will convey your concerns, information about vulnerable individuals, and your 's actions to the Incident Commander.

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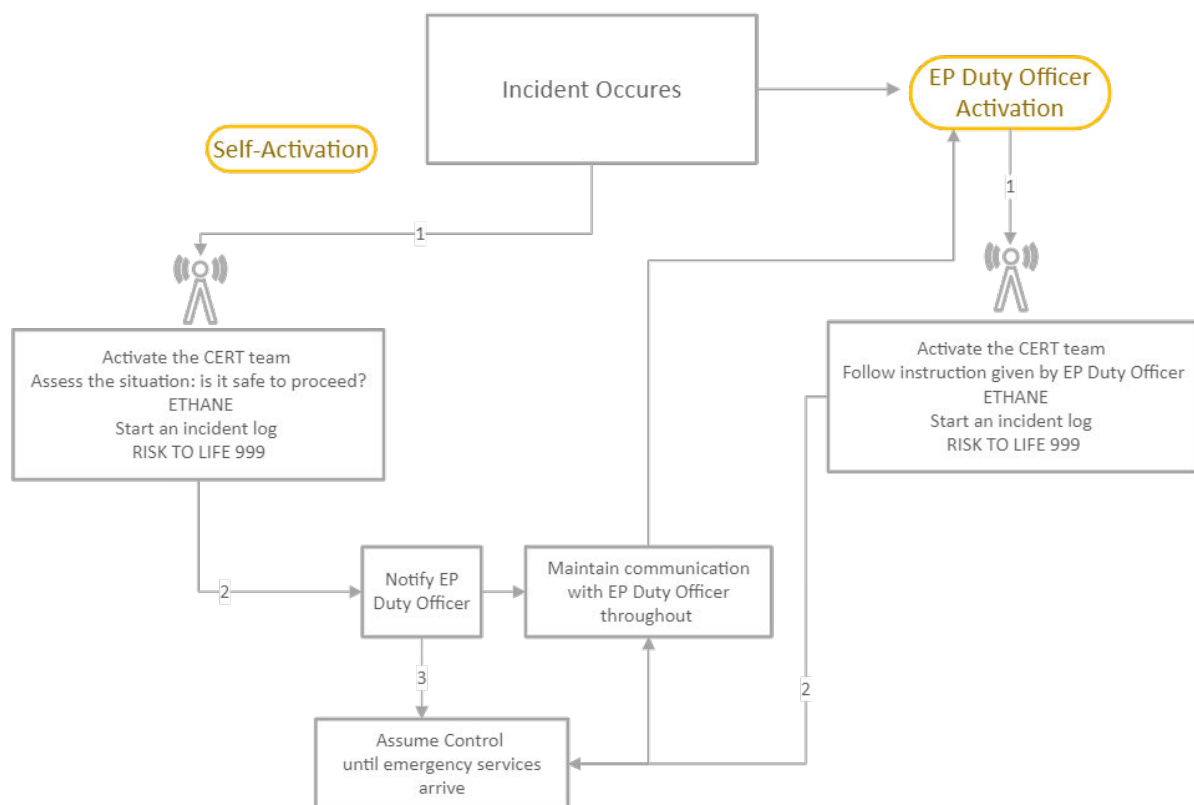
Action Steps:

1. **Activate the CERT and Gather Information:** Use the **ETHANE** Principle to collect details about the emergency, including location, type, hazards, access, number of people/properties affected, and involved organisations. **If life-threatening, call 999 immediately.** Start an incident log.

2. **Contact Emergency Planning Duty Officer:** Notify Lincolnshire Emergency Planning Duty Officer via Fire & Rescue Control. **Provide your contact.**

3. **Assume Control:** Manage the situation until emergency services arrive. Contact additional CERT members. **THIS MAY ALSO INCLUDE DOING NOTHING BUT MONITORING THE SITUATION.**

4. **Follow Instructions:** Adhere to advice from emergency services.

5. **Prioritise Safety:** Protect yourself and others. Avoid floodwaters, rescue attempts, and clearing blockages.

6. **Assess Work Location:** Determine if working from your current location is safe or if relocation to alternative venue is necessary. Only work outdoors if weather permits.

7. **Coordinate with the EPDO:** Be prepared to establish the shelter if requested.

8. **Open Emergency Support Centre:** If needed, open a place of safety as identified within this plan, or as directed by the EPDO and arrange CERT members to undertake defined roles.

9. **Warn Residents:** Alert local residents about dangers, if safe to do so.

10. **Support Vulnerable Individuals:** Contact and assist those identified in the plan, if safe to do so.

11. **Gather Resources:** Identify and prepare necessary resources for operating a place of safety.

12. **Monitor Media:** Listen to local radio stations (BBC Radio Lincolnshire/Radio Humberside/ Hits Radio) and advise the community to do the same.

13. **Maintain Communication:** Regularly communicate with the CERT, the community and the EPDO.

Important Note: Your Safety is Paramount

ETHANE Form

Time		Date	
Name of calling organisation:			
Name of Caller		Tel No	

E	Exact Location	What is the exact location or geographical area of incident	
T	Type of Incident	What kind of incident is it?	
H	Hazards	What hazards or potential hazards can be identified?	
A	Access	What are the best routes for access and egress?	
N	Number of casualties	How many casualties are there and what condition are they in?	
E	Emergency Services	Which and how many emergency responder assets/personnel are required or are already on-scene?	

Restricted once complete.

Signature

IMPORT NOTE: Regularly update and advise EP Duty Officer of updates.

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Incident Log

Within emergency services, an incident log details decisions, actions and rationales however the primary function of a community-based incident log is to chronologically record problems or concerns raised by community members and CERT members. It serves as a starting point for addressing community issues and allows for decisions actions and rationales to be recorded but secondary to documenting community concerns. Use this table to aid your recording but a notepad will also work just as well.

Date and Time	Location	Description	Reporter	Image or evidence	Follow-up

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Community Impact Assessment (CIA)

A community impact assessment (CIA) is a process to evaluate the potential effects of an emergency on your community. It helps identify vulnerable populations, critical infrastructure, and potential hazards. By understanding these factors, we can develop more effective plans and strategies to mitigate risks, respond to the incident, and recover from the emergency more effectively. CIAs also help in identifying community resources and capabilities, which can be crucial for effective emergency management. Use this form, when safe to do so, to capture valuable information. Use one form for each area.

Date:		Community	Area/street
Volunteer Name:			
Volunteer contact:			
Categories	Specific information		
Households: During incident			
Number of households affected. This includes flooded			
Households still in situ			
Recovery			
Households returned to their homes.			
Households still displaced			
Businesses During incident			
Number of businesses affected. This includes Flooded			
Businesses still in situ and trading			
Recovery			
Number of businesses trading			
Number of businesses unable to trade			
Educational Facilities During incident			
Number of schools affected. This includes flooded			
Name and address of affected school.			

Educational Facilities During incident (Continued)	
Name and address of affected school.	
Name and address of affected school.	
Any other educational establishment affected?	
Structural Damage Assessment	
Roads closed	
Bridges damaged	
Any other infrastructure damaged?	
Environmental Impacts	
Livestock issues?	
Number of Fields affected? (estimation of area)	
Crops affected?	
Health and Welfare	
Number of vulnerable people affected. (in this area of assessment)	
Social Care Facilities	
Number of Residential homes affected?	
Number of Nursing homes affected?	
Recovery Clean up	
Is there standing water? If yes, where and how deep? **Estimate – do not enter flood water**	
Is there a build-up of household waste? This includes household refuse. If yes, where and how much - estimation	
Is there a build-up of business waste? If yes, where and how much - estimation	

Key Priorities

Initial response efforts should focus on providing immediate welfare assistance and sometimes, temporary shelter. Avoid becoming responsible for extended community support, such as supplying food or long-term accommodation. If this situation appears imminent, there is a breakdown in communication. **Contact the EPDO without delay.**

Considerations

- Immediate temporary place of safety (warm and dry)
- Water

Volunteer Briefing

Before deploying volunteers, provide clear instructions and expectations. Emphasise safety, communication, and the importance of reporting incidents.

Briefing Topics:

- Current situation and updates
- Weather conditions and precautions
- Volunteer responsibilities and tasks.
- Time commitments and rotations
- Welfare support
- Communication procedures
- Safeguarding guidelines
- Incident reporting
- Health protection measures
- Stand-down procedures

Key Community Emergency Response Contacts

The CERT Leader, or their deputy, should contact all CERT members as soon as possible upon activation. Use the contacts below.

CERT Leader	Telephone Number
Lynda Phillips - Town Clerk	█████████████
	Email Address
	████████████████████
CERT Deputy Leader	Telephone Number
Darren Hobson – Mayor and Chairman	███████████
	Email Address
	██████████████████████
CERT Deputy Leader	Telephone Number
Karen Parsons	███████████
	Email Address
	██████████████████████

Community Emergency Response (CERT) Membership

Cert Member	Telephone Number
Jeremy Baskett	███████████
	Email Address
	██████████████████████
Cert Member	Telephone Number
Jim Drake	███████████
	Email Address
	██████████████████████
Cert Member	Telephone Number
David Moore	███████████
	Email Address
	██████████████████████
Cert Member	Telephone Number
Paul Starsmore	███████████
	Email Address
	██████████████████████████
Cert Member	██████████████
Shona Chitauro-Adlard	████████████████
Cert Member	██████████
Terry Ball	████████████████

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Community Emergency Response (CERT) Flood Wardens

CERT Flood Warden Jim Drake	Telephone Number ███████
Cert Flood Warden Darren Hobson	Telephone Number ███████
Cert Flood Warden Paul Starsmore	Telephone Number ███████

Out of Community Key Contacts

Additional contacts that are important.

LFR Emergency Planning Unit	01522 843017
Out of hours Emergency planning Duty Officer contact	███████
Fire & Rescue	999
Lincolnshire Police	999
Non-emergency calls	101
General enquiries	Via the Lincolnshire Police website
East Midlands Ambulance	999
General Enquires	0115 919 3399
Lincolnshire County Council Lead Local Flood Authority	01522 782082
Out of hours	01522 785082
	FixMyStreet (https://www.fixmystreet.com)
Environent Agency General Enquires (Mon – Fri)	03708 506 506
Incident Hotline (24hrs)	0800 80 70 60
Flood line (24hrs)	0345 988 1188
Local Authority	{District)
Out of hours	
National Grid (Electricity)	0800 6783 105
	105
Northern Powergrid	0800 011 3332
National Grid (Gas)	0800 111 999
Anglian Water	03457 145 145

Severn Trent Water	0800 783 4444
Internal Drainage Board	███████████
Maritime Coastguard	999
Humberside Coastguard Operations Centre	01262 672317
RNLI Skegness	01752 763011
RNLI Mablethorpe	01507 479554
Coast watch Skegness	07908 643 993 / 01790 378 647
Coast watch Mablethorpe	01507 237 069 / 07968 690 755
Coast watch Chapel St Leonards	07952 648 734

Neighbouring Communities

Neighbouring communities include Town and parish councils, flood action groups and other local CERT s

Alvingham	Suzanne McFarland
	████████████
North Elkington	Mrs. J. Cooper
	████████████
Hallington	Adam Grist
	████████████
Tathwell	Nadine Must
	████████████
Little Cawthorpe	Joyce Gay
	████████████
Utterby	Tony Shaw
	████████████

Section 3: Resources

Community Incident Room

The CERT should assemble in a designated location to organise emergency response activities. This area should preferably be separate from the evacuation shelter but may not always be feasible.

Name of location	Address	What3Words Locator	Keyholder	Contact No.
The Sessions House	The Sessions House, Eastgate, Louth, LN11 9AJ	///showrooms.fuses.headrest	Lynda Phillps	███████
			Shona Chitauro-Adlard	███████
Alternative if applicable				
N/A	N/A	N/A	N/A	N/A
			N/A	N/A

Essential resources at this facility will include the Community Emergency Battle Box contents, a copy of this plan, and access to phones and/or the internet.

Community Places of Safety

If it becomes necessary to open a place of safety, contact key holders to access the designated facility. Remember, the place of safety's sole purpose is to provide temporary shelter and support for displaced individuals.

Primary location

Name of location	Address	What3Words Locator	Keyholder	Contact No.
Meridian Leisure Centre	Meridian Leisure Centre, Wood Lane, Louth, LN11 8SA	///deodorant.torches.native	▮▮▮▮	▮▮▮▮
			▮▮▮▮	▮▮▮▮

A What3words locator is an invaluable tool for pinpointing the exact location of the place of safety, ensuring everyone knows where to go.

Capacity of shelter	Cooking facilities	Parking	WIFI Access	Other facilities
100+	Yes	Yes	Yes Click or tap here to enter text.	Toilets (including accessible), showers, cooking appliances/kitchenware, cutlery, plates, cups, tables, chairs.

Knowing the available resources at the emergency support centre in advance will streamline the setup process for the CERT. Essential items to bring include the emergency kit contents, hi-vis tabards, two-way radios, evacuation paperwork, and pens.

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Alternative location

Having a secondary place of safety location is crucial for effective contingency planning. This alternative site provides flexibility in case the primary location becomes unusable due to damage, overcrowding, or other unforeseen events…

Name of location	Address	What3Words Locator	Keyholder	Contact No.
London Road Sports Pavilion	London Road Sports Pavilion, London Road, Louth, LN11 9QP	///equal.windy.goes	████████	████████
			████████	████████

A What3words locator is an invaluable tool for pinpointing the exact location of the place of safety, ensuring everyone knows where to go.

Capacity of shelter	Cooking facilities	Parking	WIFI Access	Other facilities
100+	Yes	Yes	Yes Click or tap here to enter text.	Toilets (including accessible), cooking appliances/kitchenware, cutlery, plates, cups, tables, chairs.

Knowing the available resources at the place of safety in advance will streamline the setup process for the CERT. Essential items to bring include the emergency kit contents, hi-vis tabards, two-way radios, evacuation paperwork, and pens.

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Emergency Kit

A community emergency kit is a pre-assembled, central resource supply designed to assist the Community Emergency Response (CERT) during a disaster or emergency. Provided to CERT members upon completion of the Community Emergency Plan (CEP), the box remains under the CERT 's care.

Name of location & Address of Emergency Kit	What3Words Locator	Keyholder	Contact No.
The Sessions House, Eastgate, Louth, LN11 9AJ	///showrooms.fuses.headrest	███████ ███	███████ ███

A What3words locator is an invaluable tool for pinpointing the exact location of the CERT emergency kit, ensuring everyone knows where to find it. It is essential that its contents are regularly checked and replaced as and when required.

Contents checklist

Item	Quantity	Last Checked
Wind-up Radio	1	
Gloves	10	
10-person first aid kit	1	
Emergency whistles	10	
LED torches	10	
Foil blankets	10	
Face masks	50	
Loud hailer	1	
Hi viz tabards	10	
2-way rechargeable radios	4	
Sixty-five litre box and lid	1	

Section 4: Local Hazards & Vulnerable People

Local Hazards

Local risks and threats are potential hazards or dangers that specifically affect our community. They are the potential incidents or situations that could disrupt normal life, cause harm, or damage property. These risks are unique to our community and must be identified and assessed to develop an effective emergency plan for Louth.

Types of local risks and threats can be categorised into several types:

Natural Hazards: These are events caused by natural processes. Examples include floods, storms, earthquakes (**occasionally**), wildfires, sink holes, and extreme heat or cold.

Accidental Hazards: These are events caused by human activities. Examples include accidents (e.g., chemical spills, transportation accidents), infrastructure failures (e.g., power outages, bridge collapses), and intentional acts (e.g., terrorism, cyberattacks).

Health Related Hazards: These are threats to human health and well-being. Examples include disease outbreaks, pandemics, and chemical releases.

Identifying Local Risks and Threats

To effectively identify local risks and threats in our community, it is essential we involve community members to gather information about our collective perceived risks.

Risks and Threats	Description	Actions
Natural Hazards	Flooding, extreme storms Extreme heat or cold	Evacuation for worst hit areas Advise residents stay indoors
Accidental Hazards	Fire breaks out at petrol station or industrial estate Bridge collapse Power outage	Contact emergency services and LCC Contact emergency services and LCC
Health Related Hazards	Pandemic	Urge residents to adhere to government guidelines

OOH EP Duty Officer Emergency Contact: ███████

Vulnerable People

Identifying vulnerable community members can be complex due to data protection regulations. However, prioritising those who may need extra support during emergencies is crucial. While specific personal data cannot be recorded in this plan, general location information can be helpful. For example, "Church Lane" might indicate potential residents requiring assistance, such as those with mobility issues. This helps the CERT focus support on areas with identified needs.

Known vulnerable locations, such as schools or care homes, can also be included in the plan. It is essential to inform these locations about the community's emergency plan.

The table below assists in identifying such areas.

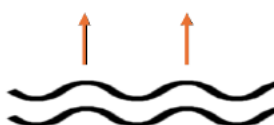| Location	Type of location? (residential, school etc)	Contact if applicable. [Not members of the public]
Louth Academy Lower Campus, Monks Dyke Road	Secondary school	01507 606349
Louth Academy Lower Campus, North Holme Road	Secondary school	01507 606349
King Edward VI Grammar School, Edward Street	Secondary school	01507 600456
Kidgate Primary Academy, Kidgate	Primary school	01507 308620
Greenwich House School, High Holme Road	Primary school	01507 609525
St. Michael's C of E Primary, Monks Dyke Road	Primary school	01507 603876
Lacey Gardens Junior Academy, Lacey Gardens	Primary school	01507 602082
Eastfield Infants and Nursery, Lacey Gardens	Nursery	01507 603376
Limes Play and Learn, Monks Dyke Road	Nursery	01507 609199
St. Bernard's School, Wood Lane	School	01507 603776
The Wolds Care Centre, North Holme Road	Care home	01507 602360
Meadows Park Care Home, Daisy Way	Care home	01507 304344
Maderia House Care Home, High Holme Road	Care home	01507 607452
Fir Close Care Home, Westgate	Care home	01507 603882
The Elms Care Home, Elm Drive	Care home	01507 350100

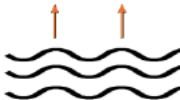|		
Stewton House, Stewton Lane	Care home	01507 350100
The Rowans, Eastgate	Care home	01507 608081
Elizabeth Court, Church Street	Care home	01507 206666
Maxey Court, James Street	Care home	03456006055
Louth Manor Care Home, Legbourne Road	Care home	01507 203203
Seaton House, Eastgate	Adult support home	01507 611071
Riverhead House, Victoria Road	Children's home	
Broadbank, Louth	Street vulnerable to flooding	
Ramsgate, Louth	Street vulnerable to flooding	
Ramsgate Road, Louth	Street vulnerable to flooding	
Eve Street, Louth	Street vulnerable to flooding	
James Street, Louth	Street vulnerable to flooding	
Wellington Street, Louth	Street vulnerable to flooding	
Alexandra Road, Louth	Street vulnerable to flooding	
Cisterngate, Louth	Street vulnerable to flooding	
Ludgate, Louth	Street vulnerable to flooding	
Enginegate, Louth	Street vulnerable to flooding	
Bridge Street, Louth	Street vulnerable to flooding	

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OOH EP Duty Officer Emergency Contact:

Trigger Points

Click or tap here to enter text. CERT have clearly defined trigger points to ensure timely and effective response. These triggers can be categorised into various levels of severity, depending on the potential impact and the resources required.

TRIGGER 1
No Notice
What to Do
Start a Log. Determine if an activation of the CERT is required. If necessary, contact members and place on standby. Contact EPDO via LFR Control **ONLY IF** you have activated your group. Maintain Communication with your CERT.
Flood Alert

Flood Alert	Met Office Yellow Weather Warning	River Telemetry

What to do at this stage
Flooding is possible. Stay vigilant and make early preparations for a potential flood.
Trigger 1 Flooding
Monitor the situation through forecasts, the Environment Agency's 'Check for Flooding' service, local radio stations and EPDOs. Alert CERT members **ONLY** if activating. Locate emergency kit, check its contents and ready if needed. Warn and inform members of the community to monitor the situation, and to ensure properties most at risk have working flood resilience in place.

Flood Alert No Longer in Force	Follow stand down procedure
Flood Alert still in force – escalating	Take action – go to Trigger Point 2

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TRIGGER 2
Notification from member of community or emergency services
What to do
Start a Log. Determine if an activation of the CERT is required. If required or flooding **Activate** CERT members. Contact EPDO via LFR Control **ONLY IF** you have activated your group.

Flood Warning		
Flood Warning	Met Officer Amber Weather Warning	River Telemetry

What to do at this stage
Flooding is expected. Immediate action is required to protect yourselves and property.
Trigger 2 Flooding
Continue to monitor the situation. If appropriate to do so, support people to move valuables, important documentation, electrical equipment and furniture upstairs or to a high place. Ensure flood resilience measures are working and in place, air brick covers, door barriers etc. Ensure all people at risk are informed and have been advised to stay alert move pets to safety and have vehicles ready to leave if required. If necessary, place Emergency Support Centre on standby. Remain in contact with the EPDO if activated.

Flood Warning No Longer in Force	Follow stand down procedure
If escalation, follow advice of emergency services. Go to Trigger Point 3	

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TRIGGER 3
Follow all advice and guidance given by the emergency services and EPDO
Severe Flood Warning

Severe Flood Alert	Met Office Red Weather Warning	River Telemetry

What to do at this stage
Severe flooding is expected and is likely to cause significant risk to life and destruction of property.

Prepare to evacuate and cooperate with emergency services.

- **Ensure your immediate family and neighbours are safe before taking any further actions.**
- If it is safe to do so, check that vulnerable people are aware of the situation and assist where possible.
- Remain in constant communication with EPDO and CERT.
- Follow instruction given by emergency services.

Severe Flood Warning No Longer in Force	Follow Stand-down Procedure

Handover Procedure

Upon arrival of emergency services or the EPDO:

- **Initial Contact**
    - o Establish contact with arriving emergency services personal and/or EPDO.
    - o Clearly identify yourself and your role as the CERT Leader.

- **Situation Briefing**
    - o Provide a concise and clear overview of the situation, including:
        - ▪ Information from your ETHANE report.
        - ▪ Actions taken by the CERT.
        - ▪ Current Status of the situation as known by the CERT

- **Resource Update**
    - o Inform emergency services or the EPDO about available resources, Including:
        - ▪ Number of CERT members
        - ▪ Available equipment, if appropriate.
        - ▪ Location of any incident room or emergency support centres open and known vulnerable people.
        - ▪ Other relevant resources, if applicable.

- **Incident Command**
    - o Clarify with emergency services or the EPDO, the continued role and responsibility of the CERT.

- **Documentation**
    - o Handover all relevant documentation, such as incident logs, evacuation forms etc. to the incoming coordinator.
    - o Any donations should be given over to the EPDO (Signatured)

- **Confirm Handover**
    - o Obtain written or verbal confirmation of handover and record in incident log.

- **Actions**
    - o Continue to work under the direction of incoming coordinator until told to stand-down.

Stand-down Procedure

When instructed to stand-down, follow this procedure:

- **Task Completion**
  - Ensure all assigned tasks are completed or delegated.
  - Verify all equipment and supplies are accounted for.
- **Debriefing**
  - Conduct a CERT debrief meeting to discuss the incident. Consider what worked well, what did not work so well and, if it were to happen again, what improvements could be considered. Record the outcome.
  - Assign any actions to follow-up.
- **Equipment and supplies**
  - Clean and maintain any equipment used.
  - Replenish any supplies used.
  - Store equipment and supplies securely.
  - Leave any facilities used in the same state they were found.
- **Documentation**
  - Complete all relevant paperwork.
  - Submit any reports to the appropriate personnel (EPDO or other official).
- **Communication**
  - Inform all relevant parties about the stand-down.
  - Provide contact details for follow-ups.
- **Demobilisation**
  - Dismiss CERT members.
  - Ensure the safe departure for the site.

Recovery

Following significant incidents within the community, the CERT will play a vital role in supporting recovery efforts and facilitating the community's return to a new state of normality. This chapter outlines the CERT's responsibilities and procedures during the recovery phase.

Louth will actively participate in recovery operations by:

- Support recovery activities within the community, for example, helping with clean-up and restoration following flooding.
- Collaborating with relevant agencies and organisations to ensure a comprehensive recovery effort. i.e. sharing local information such as locations of vulnerable people with emergency services and other responding agencies.
- Providing necessary resources and support to affected community members.

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- Monitoring the community's progress and identifying ongoing needs.

Liaison with Emergency Planning Duty Officer

To ensure alignment with broader recovery initiatives Louth will maintain close communication with the Emergency Planning Duty Officer and/or, if established, the LRF Communities and Volunteer Coordination tactical cell at the County Emergency Centre. This liaison will facilitate the integration of local recovery actions into wider recovery plans and strategies.

Recovery Action Steps:

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1. Maintain log.

2. Take photographs of affected areas

3. Where possible, without putting yourselves at risk of harm/drowning, record flood water depths. DO NOT ENTER FLOOD WATER UNDER ANY CIRCUMSTANCES.

4. Support agencies with community impact assessments and data collection. These are to aid investigations and to ensure residents get the right support from agencies.

5. Support residents with clearing tasks.

6. Do not throw anything away until photographs have been taken and any insurance provider has been consulted.

7. Support with community information sessions.

8. Participate in any agency debriefing sessions.

9. Review and update the ==Louth== Community Emergency Plan (CEP).
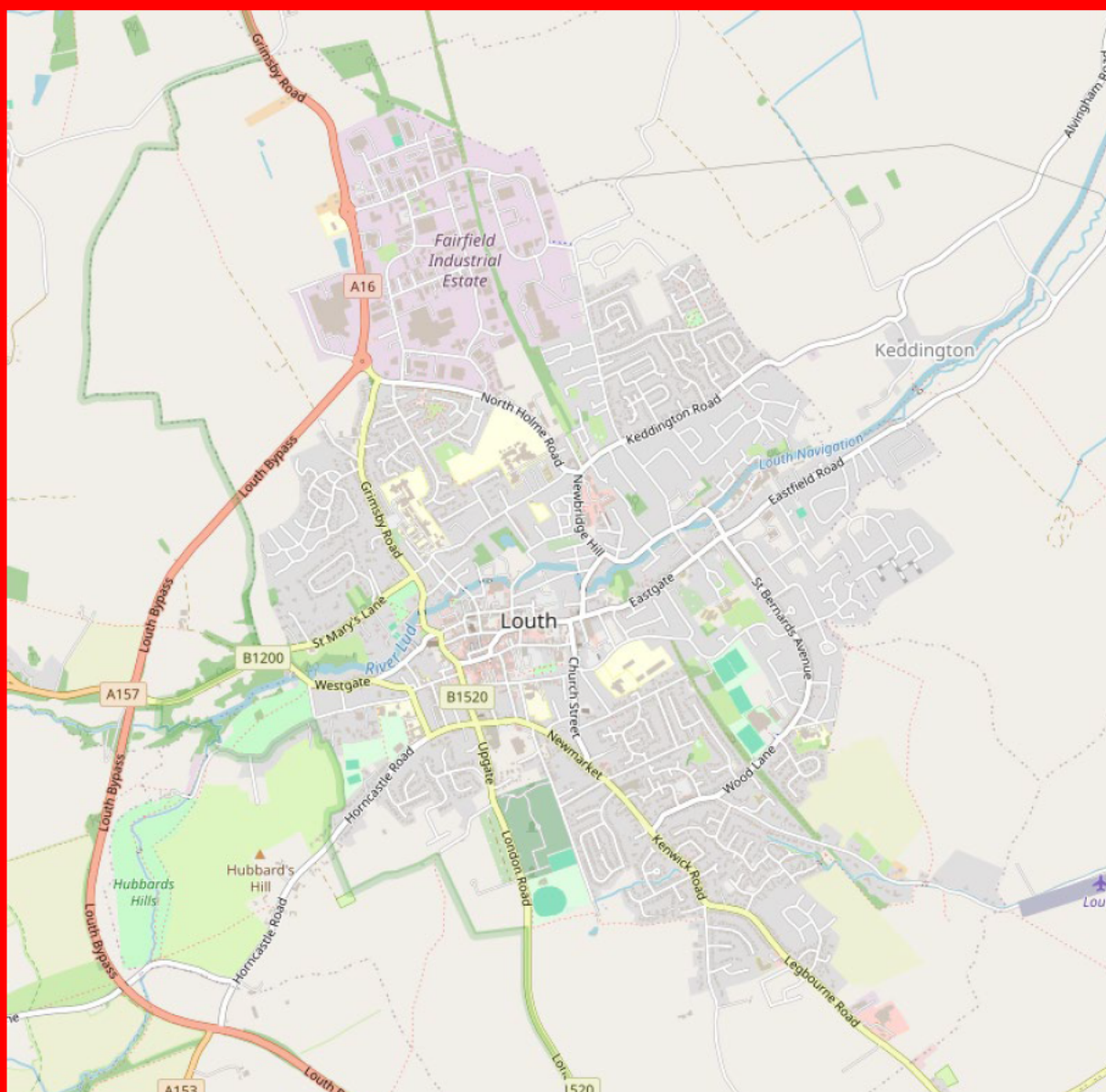
OOH EP Duty Officer Emergency Contact: ▮▮▮▮▮▮▮▮

Section 7: Appendices

A: Community Mapping

Community Information

==Louth== is situated within Lincolnshire and supports a population of ==17,382.==
OpenStreetMap

B: CEP Governance

Data Ownership and Usage

This CEP is the property of the <mark>Louth</mark>. Any information gathered during its creation is the responsibility of the group.

We will collect personal data for the following reasons:

Emergency Contact Sharing: On activation of the community Emergency Plan, the group agrees to share contact details with the local emergency planning group and Lincolnshire County Council (LCC) Emergency Planning Unit. This information will be used for warning, informing, and coordinating efforts before, during, and after the emergency.
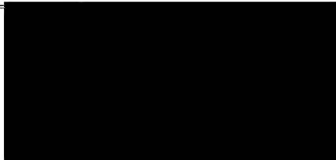
Data Sharing with Partners: In certain circumstances, LFR Emergency Planning may share this data with other agencies or emergency services. This will only occur when necessary to protect your safety or the safety of others during emergency response and recovery, in line with data protection regulations. For more details on how Lincolnshire County Council handles your data, please request a copy of the LCC Privacy Notice.

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C: Signatures

Effective <mark style="background-color:cyan">{Date of Approval-by-Approval Authority}</mark>, <mark style="background-color:yellow">Louth</mark> has officially adopted as a dynamic document for use by the <mark style="background-color:yellow">Louth</mark> CERT.

Lincolnshire County Council	
Signature ⬛	Kimberley Pickett Lincolnshire Community Resilience Officer
<mark style="background-color:yellow">Louth</mark>	<mark style="background-color:yellow">Community Response Team (CERT) Leader</mark>
Signature	
<mark style="background-color:yellow">Louth</mark>	<mark style="background-color:yellow">Community Response Team (CERT) Leader</mark>
Signature	

Record of Amendments

Date	Details of amendments	Revised by
August 2024	Community emergency plan template complete review and reformat. 12824SE	EPO SE
October 2024	Additional CIA added	EPO SE

OOH EP Duty Officer Emergency Contact: ⬛

E: CEP Publication & Maintenance

It is essential that this operational plan is up-to-date and accessible to all CERT members. To maintain consistency, plan contacts should be reviewed and updated annually, or as required due to changes or lessons learned. A full plan review should be conducted every two years.

Document Storage

- Electronic copies are held by the EPDO.
- All CERT Members have access to the plan, with a paper copy kept in the CERT Battle Box at {BB location Name}.

A redacted online version is available at {website}.

Plan Review and Exercise

All CERT members should understand their roles and be prepared for potential emergency contact. This plan will be exercised annually in conjunction with the CERT, supported by LFREPU, and as part of wider Lincolnshire County Council/Lincolnshire Resilience Forum exercises. The CERT leader and any deputies will organise the community exercise component.

Data Protection & Indemnity Insurance

This community emergency plan is the property of Louth, and any information gathered during its creation is the responsibility of the CERT.

Personal Data:

Personal data is collected for the following purposes:

In the event of an emergency, the CERT members agree to share contact details with the CERT and LFR Emergency Planning & Business Continuity Service for warning, informing, and coordination purposes before, during, and after the incident.

If necessary, LFR Emergency Planning may share this data with partner agencies or emergency services. Information is only shared to protect your or others' vital interests during emergency response and recovery, in accordance with data protection regulations. For more information on how Lincolnshire County Council manages your data, please request a copy of the LCC Privacy Notice.

Indemnity Insurance

All volunteers must read and sign the Lincolnshire County Council Indemnity Insurance form before undertaking any voluntary roles on behalf of the authority. To access the form, please click here or scan the QR code.

Training

Date	Name of individual	Training received

More rows can be added by using the TAB key.

Exercising

Date	Exercise	Outcome

More rows can be added by using the TAB key.