

Foxearth & Liston PARISH COUNCIL

COMMUNITY EMERGENCY PLAN UPDATED JUNE 2017



AMENDMENT SHEET

Plan requires to be updated on an annual basis or after an event.

AMENDMENT NUMBER	DATE	AMENDED BY
1	June 2017	Cllr T. Clayton & Kevin Money Parish Clerk
2		
3		

Plan Owner: Foxearth & Liston Parish Council

Distribution List:

- Braintree District Council
- Foxearth & Liston Parish Office
- Parish Clerk (for home use)
- Parish Councillors (via email):-
- Mr Tony Clayton tony.clayton@foxearthandliston-pc.org
- Mr Mark Posen mark.posen@foxearthandliston-pc.org
- Mrs Corinne Cox corinne.cox@foxearthandliston-pc.org
- Mr Philip Cox philip.cox@foxearthandliston-pc.org
- Mr Keith Robson keith.robson@foxearthandliston-pc.org
- Mr William Binks william.binks@foxearthandliston-pc.org

Document classification: OFFICIAL (OFFICIAL-SENSITIVE)

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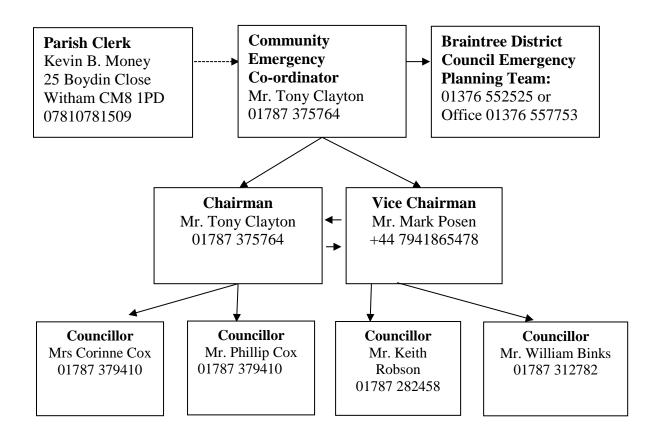
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Village Profile

A general overview of the village would be beneficial to have in the plan, with aspects such as:

- Number of residents
- Number of houses
- Incidents that have happened in the past
- Possible age demographic
- What type of environment the village is situated in. E.G. Hillside, Semi-Urban, Coastal etc.

.Telephone Numbers



The phone "tree" works as a pyramid with the co-ordinator at the top making the first call to two or more people, In turn they call an assigned number of people and so on until the "tree is complete"

EMERGENCY CONTACT LIST – Contact numbers from the "telephone tree"

Name: Tony Clayton

Title: Mr

24 hr telephone contact: 01787 375764

E-mail: tony.clayton@foxearthandliston-pc.org

Address: Liston Mill, Liston, Sudbury, Suffolk, CO10 7HS

Name: Kevin B. Money

Title: Mr

24hr telephone contact: 07810781509

E-mail: kevin.money@sky.com

Address: 25 Boydin Close, Witham, Essex. CM8 1PD

Name: Mark Posen

Title: Mr

24hr telephone contact: 07941 865478

E-mail: mark.posen@foxearthandliston-pc.org

Address: Glebe Cottage, Foxearth, Sudbury, Suffolk. CO10 7JB

Name: Corinne Cox

Title: Mrs

24hr telephone contact: 01787 379410

E-mail: corinne.cox@foxearthandliston-pc.org

Address: The Old School House, School Street, Foxearth, Sudbury, Suffolk.

CO10 7JE

Name: Keith Robson

Title: Mr

E-mail: keith.robson@foxearthandliston-pc.org

24hr telephone contact: 01787 282458

Address: Constables Farm, Foxearth, Sudbury, Suffolk. CO10 7HZ

Name: Phillip Cox

Title: Mr

24hr telephone contact: 01787 379410

E-mail: philip.cox@foxearthandliston-pc.org

Address: The Old School House, School Street, Foxearth, Sudbury, Suffolk.

CO10 7JE

Name: William Binks

Title: Mr

24hr telephone contact: 01787 312782

E-mail: william.binks@foxearthandliston-pc.org

Address: The Old Rectory, Liston, Sudbury, Suffolk. CO10 7HR

Emergency Accommodation/Information Centres

LOCATION	CONTACT	TELEPHONE	FACILITIES
Foxearth Village	Mrs. Pam Pluck Email: pampluck@btinternet.com	01787311326	Hall – Toilets –
Hall		07503940532	Telephone - Kitchen

Your local authority has also pre-identified some locations suitable as rest centres, and will inform the parish/town council if they are to be opened.

KEY HOLDERS – FOXEARTH VILLAGE HALL

Foxearth Village Hall	Mrs. Pam Pluck	01787311326
<u>Hall</u>	Email: pampluck@btinternet.com	07503940532
	1	

Local Skills and Resources Assessment

Skill/Resource	Who?	Contact details	Location
Water/food	(names)		
supplies			
Temporary Shelter			
Builders			
(generators and			
sand)			
Electricians			
Plumber			
Carpenter			
Farm Equipment			
(General): i.e.			
generators/pumps			
Fuel			
Fuel (cont.)			
First Aid/Medical			
Assistance			
Drinking Water			
Emergency			
Equipment			
Tree Warden	Alan Fitch	01787 311913	
Handuman		coverstone36@gmail.com	
Handyman			
Funeral Directors			
Banks			
Obamiat			
Chemist			

Eastern England		
UK Power		
Networks		
British Gas		
Samaritans		
Vet		
Police		
Post Office		

Useful links below for checking medical

EMERGENCY EQUIPMENT HELD BY FOXEARTH & LISTON PARISH COUNCIL

ITEMS	NUMBERS	LOCATION
IDENTIFIABLE HI- VIS JACKETS		
RE-CHARGEABLE TORCHES		
NUMBER OF SALT BAGS PROVIDED		
UNDER THE SALT BAG PARTNERSHIP		
(ESSEX COUNTY		
COUNCIL)		
NUMBER OF GRIT		
BINS WITHIN THE		
PARISH		
CORDED		
TELEPHONES		

Example template

Parishes Risk Register -

Risk	Parish Area	Impact on the Community	What to do	Who to tell (during incident)
Flooding	Whole village	Number of properties:	now Raise awareness of	Parish Clerk/EP contact to
		at risk of flooding	flood protection within	activate plan
(river and			Community - posters, parish	
surface		no access to resources (shop-	newsletter etc.	District Emergency Planning
water)		doctor's surgery)		Officer if support to residents
,			during event Stock of Flood	required in case of evacuation
		Cut off from resources	Prevention products at set	·
			location(s)	Police - roads may need
				closing, residents may need
			during event Activate	evacuating
			Parish Emergency Plan	3
				Fire Service - properties may
				need pumping out
Utilities	Whole village	No gas supplied to Village - only	Raise awareness of Grab	Parish Clerk/EP contact to
failure –		some properties with Heating oil	Bags- posters parish	activate plan
gas or		Street lights off	newsletter etc.	,
electric		Property lights/power off	Purchase wind up torches	District Emergency Planning
		(freezers/fridges/cookers/heating	Purchase wind up radios –	Officer if support to residents
		etc.)	Promote National "Go In	required in case of evacuation
		Security systems down	Stay In Tune In" message	,
		Shop Credit systems down	Promote Business Continuity	
			in local businesses	
			(during event) Consider	
			vulnerable people within	
			village - heating food etc.	
			image meaning reed old.	

Utilities failure – water supply failure	Whole village	No water to properties. Risk to all especially to the elder and very young of dehydration. If connected to power loss, lack of hot drinks, increased danger of hypothermia. No water for hygiene purposes such as showers.	Raise awareness for residents to stock their own supply of bottled water for an emergency Ensure quick contact to Anglia water for bottles of water to be supplied. Defined distribution points which have been notified. In extreme case use local shops for water supplies.	Parish Clerk/EP contact to activate plan. Contact Anglia Water if fresh water required. District Emergency Planning Officer if support to vulnerable residents required
Telephone lines cut off/down	Whole Village	No contact with anybody inside or outside of the village area via telephone, mobile phone masts may also be affected by this also.	Raise awareness of potential implications of no phone lines/mobiles. Identify vulnerable residents who use phone as an personal/safety alarm system Promote Business Continuity to local businesses	Parish Clerk/EP to contact to activate plan If possible, alert utility company of the issue with detail.

Train	Areas adjoining	Potential casualties blocked	Ensure alternative	Parish Clerk/EP contact to
derailment	rail track.	thoroughfares.	accommodation and	activate plan. Contact Anglia
			refreshments available for	Water if fresh water required.
			displaced residents.	
				District Emergency Planning
				Officer with detail.
				Support emergency services as
				required.

Table of Vulnerable People

Potential Vulnerability	Location	Address	Contact Details	Estimated Numbers
Pebbles Pre-School Playgroup	Foxearth Village Hall	The Street, Foxearth, Sudbury, Suffolk. CO10 7JG	01787 880675	
Older People				
Other Vulnerable Residents				

CHECKLIST FOR COMMUNITY EMERGENCY COORDINATOR

The checklist below is a prompt you can use as you go through the process of responding to an emergency.

	Action		Completed yes/no (include Time and Date)
1		Have you established a Community Emergency Group?	
2		Have you considered what help/support you need and how to access it?	
3		Have you considered the risks that your community might face?	
4		Have you assessed the existing skills and resources in your community?	
5		Have you identified key locations in the community to use in an emergency?	
6		Have you considered who in your community might be vulnerable in an emergency?	
7		Have you decided how and when you would activate your plan?	
8		Have you shared your plan with your community and your local emergency responders?	
9		During an emergency Have you completed your situation report?	
10		During an emergency Record all of your expenditure	

IMMEDIATE ACTION TO BE TAKEN ON NOTIFICATION OF AN EMERGENCY BY THE FIRST CALL RESPONDER

	Action		Completed yes/no (include Time and Date)
1		On notification of an emergency, contact your	
		Local Authority to speak to the Emergency	
		Planning Officer and inform them of what's	
		happening.	
2		Activate the telephone cascade to make volunteers	
		aware of an incident.	
3		Contact vulnerable persons or organisations that	
		care for vulnerable persons, and make them aware	
		of the emergency situation.	
4		Keep action log sheet updated with	
		developments/actions carried out.	
5		Check the risk assessment, is there anything you	
		can do to prevent/lessen the impact against these	
		risks happening?	
6		During an emergency	
		Have you completed your situation report?	
7		During an emergency	
		Record all of your expenditure	

TELEPHONE CASCADE

	Action		Completed yes/no (include Time and Date)
1		On notification of an emergency, contact your Local Authority to speak to the Emergency Planning Officer and inform them of what's happening.	
2		Use the telephone tree or emergency contact list to get in touch with the Emergency Community Group	
3		Ask each member called to go down the tree and call their allocated person, informing them of what is going on and when to meet.	
4		During an emergency Have you completed your situation report?	
5		During an emergency Record all of your expenditure	

ACTIONS TO TAKE WHEN REQUESTED TO OPEN A LOCAL REST CENTRE

	Action		Completed yes/no (include Time and Date)
1		Retrieve the emergency accommodation list when requested to open a local rest centre.	
2		Select the most suitable rest centre that is a safe distance from the emergency.	
3		Evaluate if the facilities at the rest centre are fit for purpose and there is enough space to accommodate those affected	
4		Contact the known key holder on the list and organise a time to meet up and prepare the building for use.	
5		Gather relevant supplies and refreshments (if possible) to take along to the rest centre.	
6		During an emergency Have you completed your situation report?	
7		During an emergency Record all of your expenditure	

ACTIONS LOG SHEET

Name	Signed		
Date	Pageof		

RECORD EVERY SIGNIFICANT EVENT

TIME RECEIVED	SOURCE	EVENT OR ACTION	FURTHER ACTION REQUIRED	√ WHEN DONE

	COMMUNITY SITU	ATION REPORT
FRC	OM:	DATE AND TIME:
REPORT NUMBER:		PERIOD COVERED:
1.	NUMBER OF DOMESTIC PROPERTION	ES AFFECTED
2.	NUMBER OF PERSONS PROVIDED ACCOMMODATON	WITH EMERGENCY
3.	LOCATION OF BLOCKED ROADS	
4.	AREAS WITHOUT ELECTRICITY	
5.	AREAS WITHOUT GAS	
6.	AREAS WITHOUT WATER	
7.	AREAS WITHOUT TELEPHONES	
8.	ONGOING TASKS AND SPECIFIC RE	SOURCE REQUIREMENTS
9.	ANY OTHER RESOURCE REQUIREM	MENTS

Note: It would be prudent to start the situation report as soon as an emergency is occurring, as your local authority is likely to contact you for these details during their response phase.

10. ANY OTHER INFORMATION

RECOVERY FROM INCIDENT & CHECKLIST

It is important to start the recovery process as soon as possible after the incident/emergency has occurred.

It is imperative that the Community is involved in the decision making process to engage their support and local knowledge.

A checklist should include (examples could include.... see below):

- √ **Community -** Promote self-help (What Community initiatives are already underway?)
- ✓ Health & Welfare Consider vulnerable people/groups/establishments/ Community Care/impact on faith groups
- √ Business & Economy How many closures or relocations of businesses?
- √ **Environment Infrastructure & clean up -** Environmental Health issues (decontamination/disinfestations)?
- √ **Communications -** Co-ordinate communications across partner agencies
- √ Elected Members Have Elected Members disseminated appropriate information to Community?

An action plan may look something like this:

Action	By whom	By when	Status (Red Amber Green)	Priority rating (E- Essential I – Important D–Desirable)

USEFUL TELEPHONE NUMBERS

ANIMAL WELFARE

RSPCA 0300 1234 999

LOCAL/UNITARY AUTHORITY

Emergency Team (Day) 01376 552525

Emergency Team (Night)

DOCTORS

NHS Direct 111

Boots Chemist

EMERGENCY SERVICES

Police 999 (ask for Police)

Fire Brigade 999 (ask for Fire)

Ambulance 999 (ask for Ambulance)

ENVIRONMENT AGENCY

Environment Agency Website http://www.gov.uk/environment-agency

Flood Information 0845 988 1188 **OR**

0345 988 1188

General Enquiries 0870 8506 506 Incident hotline to report Pollution etc. 0800 807060

TRANSPORT

Local Bus Companies

First Group 08456 020121 Hedingham 01206 769778

Local Railway Station 0845 600 7245

Highways Agency Queries/Fault Reporting - 0300 123 5000 **OR**

http://www.highways.gov.uk/traffic-information

UTILITIES

National Grid (Gas) 0800 111 999

UK Power Networks Emergency Tel: 0800 783 8838

(or 0333 202 2021 from a mobile

phone)

Customer Service Tel: 0753 400 1 500

Met Office 0870 900 0100

Anglian Water (Sewerage Authority) 03457 145 145

MINISTERS

Local MP

LOCAL RADIO

LOCAL/COMMUNITY NEWSPAPER

TWITTER FEEDS

Local Authority @BraintreeDC

Essex Civil Protection & Emergency Management @PreparedInEssex

Environment Agency @EnvAgency

Essex Police @EssexPoliceUK

Essex Fire & Rescue Service @ECFRS

Further Advice & Guidance

For further advice and guidance about Emergency Planning – Please visit your Local Authority's web pages

Emergency Planning webpages

(Check your Local Authority's website for further details on emergency planning)

Where you can find more info such as;

- ✓ District/Borough/City, Unitary and County Council Emergency Plan's
- ✓ Information leaflets such as...
- ✓ Driving in Severe Weather
- ✓ Heat & sun
- ✓ Flooding advice
- ✓ Useful contacts list: See pages 18 and 19

Parish Councillor Webpages:

(Check your local authority/parish council website for further details on Parish Councillors)

Parish / Community Emergency Plan templates

Please contact your local Emergency Planning Team if you have any queries.

Environment Agency Web site for details of river levels / flood guidance etc.:

http://www.gov.uk/environment-agency

EXPENSES & REIMBURSEMENT

If you require making any expenditure on ensuring the safety or comfort of those within your community, and wish to be reimbursed for this, there is a scheme in place for local authorities to access funds, and they will try to reimburse any costs made.

If so, please ensure that you receive prior permission before expenses are made with your local authority, if expenses are not logged by the local authority; it is unlikely that the funds can be reimbursed.