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Foxearth & Liston PARISH COUNCIL

COMMUNITY EMERGENCY PLAN UPDATED SEPTEMBER 2022



PREPARING FOR EMERGENCIES

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	June 2019	Cllr T. Clayton & Kevin Money Parish Clerk
3	July 2020	Cllr T. Clayton & Kevin Money Parish Clerk
4	September 2021	Cllr T. Clayton & Kevin Money Parish Clerk
5	September 2022	Cllr T. Clayton & Kevin Money Parish Clerk

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
- Mr Keith Robson - keith.robson@foxearthandliston-pc.org
- Mr William Binks - william.binks@foxearthandliston-pc.org
- Mr. Keith Holmes - keith.holmes@foxearthandliston-pc.org
- Mrs Fiona Binks - fiona.binks@foxearthandliston-pc.org
- Mrs Sally Ham - sally.ham@foxearthandliston-pc.org

Document classification: OFFICIAL (OFFICIAL-SENSITIVE)

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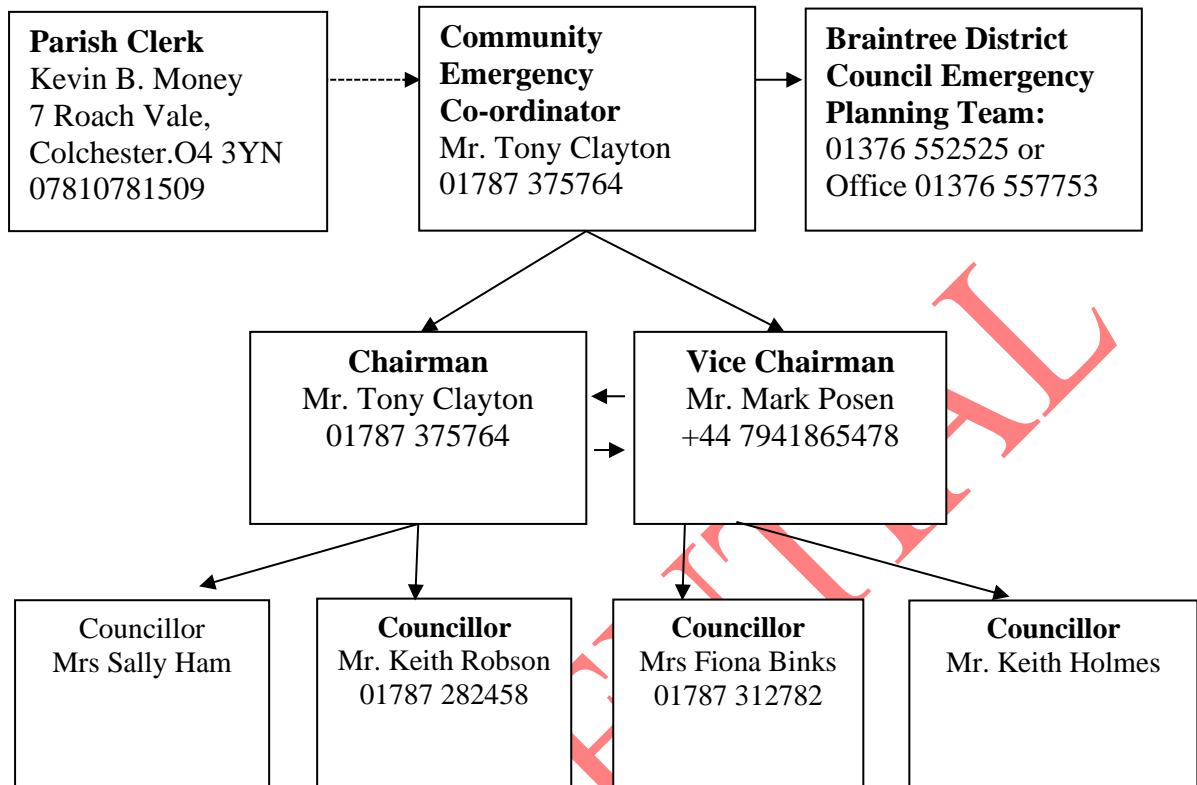
Village Profile

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.

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.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: 7 Roach Vale, Colchester, Essex. CO4 3YN
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: 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: Fiona Binks
Title: Mrs
24hr telephone contact: 01787 312782
E-mail: fiona.binks@foxearthandliston-pc.org
Address: The Old Rectory, Liston, Sudbury, Suffolk. CO10 7HR
Name: Keith Holmes
Title: Mr
24hr telephone contact:
E-mail: keith.holmes@foxearthandliston-pc.org
Address:
Name: Sally Ham
Title: Mrs
24hr telephone contact:
E-mail: sally.ham@foxearthandliston-pc.org
Address:

Emergency Accommodation/Information Centres

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

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KEY HOLDERS – FOXEARTH VILLAGE HALL

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

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Local Skills and Resources Assessment

Skill/Resource	Who? (names)	Contact details	Location
<i>Water/food supplies</i>			
<i>Temporary Shelter</i>			
<i>Builders (generators and sand)</i>			
<i>Electricians</i>			
<i>Plumber</i>			
<i>Carpenter</i>			
<i>Farm Equipment (General): i.e. generators/pumps</i>			
<i>Fuel Fuel (cont.)</i>			
<i>First Aid/Medical Assistance</i>			
<i>Drinking Water</i>			
<i>Emergency Equipment</i>			
<i>Tree Warden</i>			
<i>Handyman</i>			
<i>Funeral Directors</i>			
<i>Banks</i>			
<i>Chemist</i>			
<i>Eastern England UK Power Networks</i>			
<i>British Gas</i>			

Samaritans			
Vet			
Police			
Post Office			

Useful links below for checking medical

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EMERGENCY EQUIPMENT HELD BY FOXEARTH & LISTON PARISH COUNCIL

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

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Example template

Parishes Risk Register –

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

<p>Utilities failure – water supply failure</p>	<p><i>Whole village</i></p>	<p><i>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.</i></p> <p><i>No water for hygiene purposes such as showers.</i></p>	<p><i>Raise awareness for residents to stock their own supply of bottled water for an emergency</i></p> <p><i>Ensure quick contact to Anglia water for bottles of water to be supplied.</i></p> <p><i>Defined distribution points which have been notified. In extreme case use local shops for water supplies.</i></p>	<p><i>Parish Clerk/EP contact to activate plan. Contact Anglia Water if fresh water required.</i></p> <p><i>District Emergency Planning Officer if support to vulnerable residents required</i></p>
<p>Telephone lines cut off/down</p>	<p><i>Whole Village</i></p>	<p><i>No contact with anybody inside or outside of the village area via telephone, mobile phone masts may also be affected by this also.</i></p>	<p><i>Raise awareness of potential implications of no phone lines/mobiles.</i></p> <p><i>Identify vulnerable residents who use phone as an personal/safety alarm system</i></p> <p><i>Promote Business Continuity to local businesses</i></p>	<p><i>Parish Clerk/EP to contact to activate plan</i></p> <p><i>If possible, alert utility company of the issue with detail.</i></p>
<p>Train derailment</p>	<p><i>Areas adjoining rail track.</i></p>	<p><i>Potential casualties blocked thoroughfares.</i></p>	<p><i>Ensure alternative accommodation and refreshments available for displaced residents.</i></p>	<p><i>Parish Clerk/EP contact to activate plan. Contact Anglia Water if fresh water required.</i></p> <p><i>District Emergency Planning Officer with detail.</i></p> <p><i>Support emergency services as required.</i></p>

Table of Vulnerable People

Potential Vulnerability	Location	Address	Contact Details	Estimated Numbers
Foxearth & Liston				
Older People				
Other Vulnerable Residents				

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ACTION CARD

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		<i>During an emergency</i> Have you completed your situation report?	
10		<i>During an emergency</i> Record all of your expenditure	

ACTION CARD

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		<i>During an emergency</i> Have you completed your situation report?	
7		<i>During an emergency</i> Record all of your expenditure	

ACTION CARD

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		<i>During an emergency</i> Have you completed your situation report?	
5		<i>During an emergency</i> Record all of your expenditure	

ACTION CARD

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		<i>During an emergency</i> Have you completed your situation report?	
7		<i>During an emergency</i> Record all of your expenditure	

ACTIONS LOG SHEET

Name..... Signed.....

Date Page.....of.....

RECORD EVERY SIGNIFICANT EVENT

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

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COMMUNITY SITUATION REPORT

FROM:

DATE AND TIME:.....

REPORT NUMBER:

PERIOD COVERED:.....

1. NUMBER OF DOMESTIC PROPERTIES AFFECTED
2. NUMBER OF PERSONS PROVIDED WITH EMERGENCY ACCOMMODATON
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 RESOURCE REQUIREMENTS
9. ANY OTHER RESOURCE REQUIREMENTS
10. ANY OTHER INFORMATION

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.

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 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.