**GREAT WALTHAM PARISH COUNCIL**

**COMMUNITY**

**EMERGENCY PLAN**

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| **Version** | **Review Date** | **Reviewed by** | **Summary of Changes** |
| 1 | December 2022 | Cllr Steel | Creation of 1st Draft |
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**Distribution List:**

* All Great Waltham Parish Cllrs
* Great Waltham Parish Council Clerk
* Great Waltham Parish Council Handyman
* All Chelmsford City Cllrs
* Essex County Cllr
* Copy on Great Waltham Parish Council website

Document classification: OFFICIAL-SENSITIVE

**CONTENTS**

1. Great Waltham Parish Profile
2. Great Waltham Emergency Plan Purpose
3. Emergency Accommodation & 3. Information Centres
4. Support Groups
5. Local Skills and Resources Assessments
6. Emergency Equipment
7. Parishes Risk Register
8. Table of Vulnerable People
9. Actions Log Sheet
10. Useful Telephone Numbers
11. Further Advice and Guidance
12. Great Waltham Parish Profile

The Parish of Great Waltham is one of the largest in Essex in area, covering approximately 2,488 hectares (6,147 acres), with around 2,300 residents (approx. 1,000 dwellings).

It consists of two villages - Great Waltham (also known as Church End), and Ford End, and four hamlets, Howe Street, Littley Green, North End and Broads Green.

The major activity is agriculture although it employs very few people these days. The majority of local workers commute to towns up to 40 miles away and to London. The M11, the A12, the A130, the A131, the A120, Stansted Airport and Chelmsford station are not far away. The parish is approximately 7km from Chelmsford

The median age is 47 years, with more than 20% over 65 years old.

The village of Great Waltham includes sheltered accommodation for senior citizens (Dannats) plus some bungalows for similar purpose.

There are 2 Village Halls, one in Great Waltham village and one in Ford End village..

There are 2 primary schools, one in Great Waltham village and one in Ford End village.

There are 2 pre-schools, one in Great Waltham village and one in Ford End village.

The Great Waltham village has a shop (and Post Office), Café, Hairdressers, 2 Pubs. There is also a pub in the hamlet of North End, and one in the hamlet of Litlley Green, and one in the hamlet of Broads Green.

There is a small industrial estate on the northern end of Howe Street at the junction with the B1008, which accommodates some commercial services and a café.

The British Legion operates from Great Waltham with a bar and community facilty.

The Waltham Scouts are located in Blossom Way with a scout Hut and 2 stoarge buildings.

1. Great Waltham Emergency Plan Purpose

The main purpose of this plan is to note and record supporting services so that they can be contacted if necessary.

What constitutes an emergency will differ according to subjective judgement. But this plan is not a set of actions to be instigated, but rather a record of support services should they be required in the event of an incident, emergency, or specific event.

National Emergencies such as Covid, Emergency and Health Services strikes, Fuel shortages, etc – will clearly be managed at a National level. Should such emergencies need the use of local services, then they can be contacted directly using the details in this plan. Alternatively, the help of the Parish Council can be sought. It is suggested that the Parish Council is contacted in the following priority order:

Clerk Will Adshead-Grant 07880 717329

Chair Steve Gilbert 07767 362673

Vice-Chair Alan Martin 07917 037570

Cllr Mike Steel 0771 3505338

Cllr Gary Dunn

Cllr Jo Palmer 07713 419175

Cllr Jim Jenkins

Cllr Alex McDevitt 01371 820139

Cllr Steve Huggins 01245 362034

Cllr Heather Lockwood 07876 505569

Cllr Peter Jackson 01245 360067

For incidents which would benefit from Chelmsford City Council contribution:

Chelmsford City Cllr Mike Steel 0771 3505338

For incidents which would benefit from Essex County Council contribution:

County Cllr Mike Steel 0771 3505338

Given the historic records of non-national, local incidents in the Great Waltham Parish (i.e., none, , it is hard to envisage any such emergencies that require the sole intervention of the Parish Council and/or local voluntary services. However, should such an evet occur, it is suggested that the same process be followed in the event of a local incident – contact with local volunteer services as listed in this plan, and/or contact with the local council through the above priority order should a wider coordination be required.

1. Emergency Accommodation & Information Centres

Great Waltham Parish Office is located on the Great Watham Recreation Ground at CM1 3DF, off South Street. In the event of an emergency this location will act as an Information Centre.

The following Emergency Accommodation can be made available if required:

|  |  |  |  |
| --- | --- | --- | --- |
| **LOCATION** | **CONTACT** | **TELEPHONE** | **FACILITIES** |
| Great Waltham Village Hall | **greatwalthamvillagehall@gmail.com** |  | Hall, toilets, broadband – can be used as a rest centre |
| Ford End Village Hall | **Via website** **https://fordendessex.com/contact-us/** | Sandra Brown, Felford Cottage, Back Lane, Ford End, CM3 Telephone 07736 965286 [soil1@btinternet.com](mailto:soil1@btinternet.com)Contact: Roger Bearman Tel. 01245 237335. [roger.bearman@btconnect.com](mailto:roger.bearman@btconnect.com) | Hall, toilets, broadband– can be used as a rest centre |
| Great Waltham Church | Alison Bates - Parish Administrator  1 Lowleys Cottage Goodmans Lane Great Leighs CM3 1PH  [07957228467](tel:07957228467) | 01245 364081 | Church, toilets, – can be used as a rest centre |
| Great Waltham Scout Hut | **Key holders Chair Mike Steel** | 01245 360918 | Hall, Toilets – can be used as a rest centre |
| Royal British Legion | John Andrews – 01245 362538 |  | Hall, Toilets, Broadband |
| Great Waltham Parish Council Office | **Key holder Clerk Will Adshead-Grant** | 07880 717329 | Toilets – can be used as a rest centre |

Further locations can be added as appropriate.

1. Support Groups

**There are a number of organisations in the parish that would be willing to contribute in the event of an emergency:**

**Great Waltham Community Network.** Contact: Joanna Steel, Sycamores, South Street, Great Waltham CM3 1DF Telephone. 01245 360918 [joanna.2.steel@btinternet.com](mailto:joanna.2.steel@btinternet.com)

**Great Waltham Friendship Club**. Contact: Wendy Johnson, Peters Cottages, Barrack Lane, Great Waltham CM3 1EP Tel. 01245 360362. [robertandwendy@johnsonemail.me.uk](mailto:robertandwendy@johnsonemail.me.uk)

T**he Friends of Great Waltham and Ford End Churches** – Contact: Roger Bearman Tel. 01245 237335. [roger.bearman@btconnect.com](mailto:roger.bearman@btconnect.com) and Rev Caroline Brown [caroline@littleandgreat.org.uk](mailto:caroline@littleandgreat.org.uk)

**Great Waltham Parish Care Group** – Contact: Wendy Proctor, Claremont, South Street, Great Waltham CM3 1DP Telephone 01245 360483 [wendyproctor@tiscali.co.uk](mailto:wendyproctor@tiscali.co.uk)

Great Waltham Coronavirus Volunteer Group – a group set up to assist the residents of the GW Parish with shopping, fetching prescriptions and other support functions during the Covid crisis. Contacts - Joanna Steel 01245 360918, Wendy proctor 01245 360483, Phil Lilley 01245 360615.

**Snow Clearance Group:**

There are a number of registered volunteers who turn out in the event of adverse weather.

All volunteers have been through the ECC training sessions.

The group is called out via a Whatsapp text – preferably before it snows. The process is:

* Call out in the event of snow
* Grit paths before it snows – paths are designated – around the school, shop, cafe, Dannatts, pre-school
* Clear paths after snow
* Re-grit cleared paths

1. Local Skills and Resources Assessment

We need to request help and permission to capture info.

Potential candidates are Ed Freeman , Alexander Micklem, etc – people with equipment

It should be noted that any volunteer group that is called into action by GWPC, officially act as a designated volunteers of GWPC, and therefore act in accordance with the standards of GWPC and with the protection of their Public Liability Insurance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/Resource** | **Who? (names)** | **Contact details** | **Location** |
| ***Water/food supplies*** |  |  |  |
| ***Temporary Shelter*** |  |  |  |
| ***Builders***  ***(generators and sand)*** |  |  |  |
| ***Electricians*** |  |  |  |
| ***Farm Equipment (General): i.e. generators/pumps*** |  |  |  |
| ***Fuel***  ***Fuel (cont.)*** |  |  |  |
| ***First Aid/Medical Assistance*** |  |  |  |
| ***Drinking Water*** |  |  |  |
| ***Emergency Equipment*** |  |  |  |

1. EMERGENCY EQUIPMENT

**Defibrillators**

There are currently 6 defibrillators within the Parish. One is privately owned and available during working hours located at Hill Farm, Ford End. Five were funded by voluntary donations and are available 24/7, all year round listed below:

1. Ford End village hall

2. Howe St, Fitzandrews Farm

3. Great Waltham, Walthambury Stores

4. North End telephone box

5. Littley Green, Compasses Pub

Other Emergency Equipment:

|  |  |  |
| --- | --- | --- |
| **ITEMS** | **NUMBERS** | **LOCATION** |
| *IDENTIFIABLE HI-VIS JACKETS* | *10* | *GW Parish Office* |
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| *SALT BAGS PROVIDED UNDER THE SALT BAG PARTNERSHIP (ESSEX COUNTY COUNCIL)* | *In excess of 20* | *GW Village Hall* |
| *NUMBER OF GRIT BINS WITHIN THE PARISH* | *2* | *GW Village Hall and Old Fire Station South Street* |
| *Snow Shovels* | *In excess of 10* | *GW Parish Office* |

1. Parishes Risk Register –

In terms of risks for the Parish:

* The Parish is on high ground relative to other areas of Essex, so is not a risk for riverine or coastal flooding – but some locations may be affected by run-off or blocked drains during torrential rainfall or snow/thaw events.
* The Parish is not supplied by gas – most properties rely on oil deliveries.
* Electricity supply relies on overhead cable to a degree – see UKPN contact numbers. Some premises (typically farms) may have their own power generators.

1. Table of Vulnerable People

Something we need to populate – but GDPR may be an issue!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Potential Vulnerability** | **Location** | **Address** | **Contact Details** | **Estimated Numbers** |
| **Children** | *Anywhere Primary School* | *High street* | *Mr Smith*  *Head teacher* | *250* |
| *Anywhere crèche* | *Long Road* | *Manager* | *7* |
| *Anywhere nursery* | *High Hill Road* | *Manager* | *17* |
| **Older People** | *Residential Care Home* | *Long Road* | *Manager* | *50* |
|  | *Alms Houses* | *Alms Street* | *Warden* | *10* |

1. ACTIONS LOG SHEET

The following action log sheet should be completed by the GWPC clerk, if the Parish Council becomes involved in the mitigation of an emergency

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. **A**. 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

1. 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.*

1. USEFUL TELEPHONE NUMBERS

**Suggestions include:**

**ANIMAL WELFARE**

RSPCA 0300 1234 999

**LOCAL/UNITARY AUTHORITY**

Emergency Team **(Day)**

Emergency Team (**Night)**

**BUILDERS & ELECTRICIANS**

**DOCTORS**

NHS Direct 111

Local Health Centre

**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 The main Bus supplier is First Bus – contact via <https://www.firstbus.co.uk/about-us/contact-us>

Local Railway Station Greater Anglia at Chelmsford Station - Tel: 0345 600 7245 (Option 6)

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

[**http://www.highways.gov.uk/traffic-information**](http://www.highways.gov.uk/traffic-information)

**UTILITIES**

National Grid (Gas) 0800 111 999

UK Power Networks Landline Users: 0800 783 8838

Mobile Users: 01243 50 8838

Met Office 0870 900 0100

Local Water Authority

Anglian Water (Sewerage Authority) 08547 145 145

**MINISTERS**

Local MP The Right Honourable Kemi Badenoch [kemi.badenoch.mp@parliament.uk](mailto:kemi.badenoch.mp@parliament.uk)

**LOCAL RADIO**

BBC Essex 01245 616000

95.3 & 103.5 FM 729, 765, 1530 MW

Essex Heart

96.3 & 102.6 FM 01245 524550

**LOCAL/COMMUNITY NEWSPAPER**

**TWITTER FEEDS**

Local Authority @\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Essex Civil Protection & Emergency Management @PreparedInEssex

Environment Agency @EnvAgency

Essex Police @EssexPoliceUK

Essex Fire & Rescue Service @ECFRS

1. 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>