



# **GREAT & LITTLE HENNY, MIDDLETON & TWINSTEAD**

## **COMMUNITY EMERGENCY PLAN**

## AMENDMENT SHEET

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

AMENDMENT NUMBER	DATE	AMENDED BY

**Plan Owner:** Great Henny, Little Henny, Middleton & Twinstead Parish Council

### **Distribution List:**

- Braintree District Council – Health Safety & Emergency Manager
- Gt & Lt Henny, Middleton & Twinstead Parish Council
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Document classification: OFFICIAL (OFFICIAL-SENSITIVE)

***NB: When you have collected personal details such as telephone numbers, names and addresses, the document classification then needs to be altered to OFFICIAL SENSITIVE to reflect the content.***

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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.

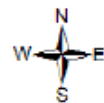
# Parish Boundary Map - Great Henny, Little Henny, Middleton and Twinstead



Notes

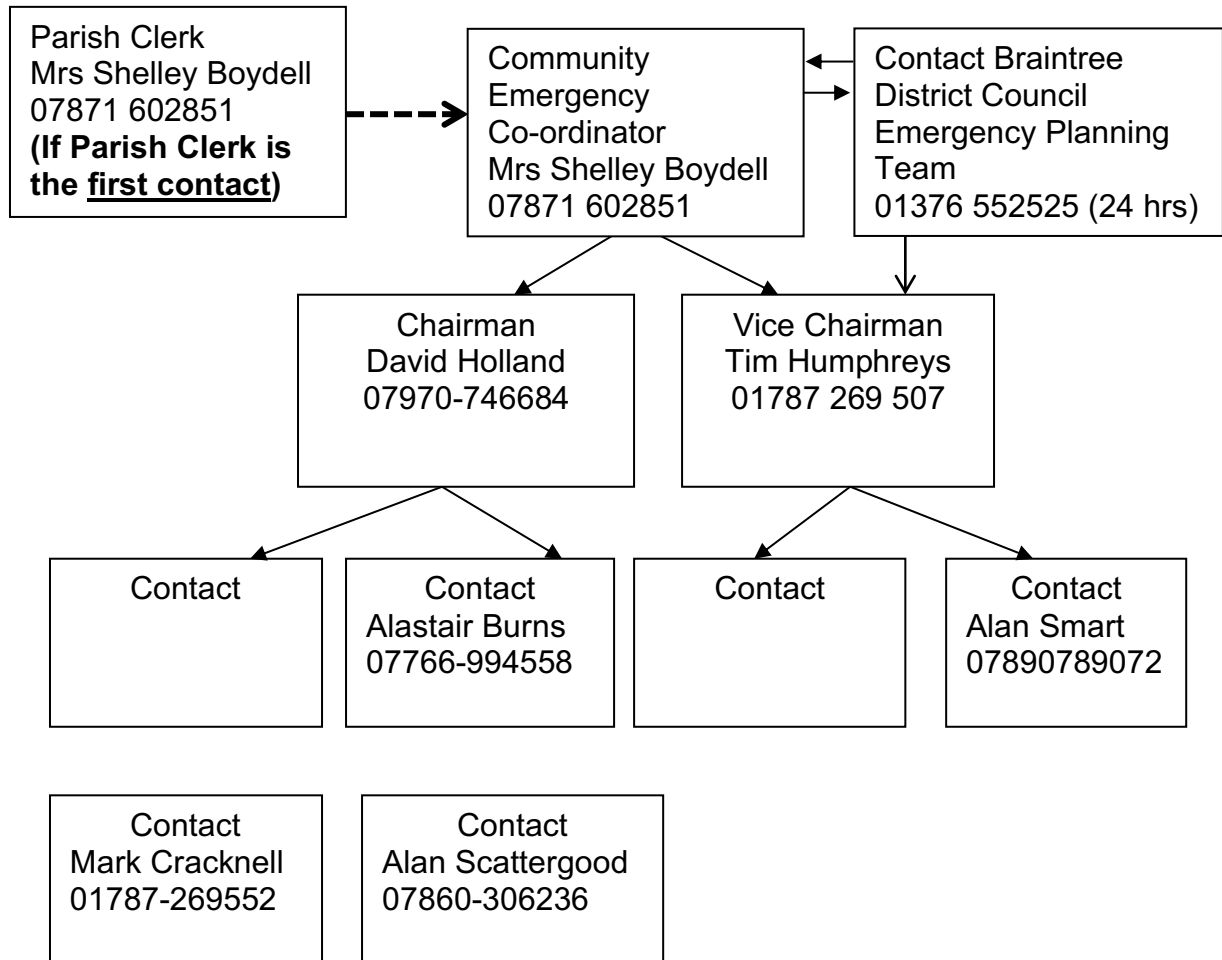
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Department



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## Create/build your own telephone tree



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”

<i>Photo</i>	<b>Name:</b> Mrs Shelley Boydell
	<b>Title:</b> Parish Clerk / RFO
	<b>telephone contact:</b> 07871 602851
	<b>E-mail:</b> parishclerk@hennysmiddletoninstead-pc.gov.uk
	<b>Address:</b> 15 The Paddocks Bures Essex CO8 5DF
<i>Photo</i>	<b>Name:</b> David Holland
	<b>Title:</b> Chairman
	<b>telephone contact:</b> 07970 746684
	<b>E-mail:</b> cllr.david.holland@hennysmiddletoninstead-pc.gov.uk
	<b>Address:</b> Twinstead
<i>Photo</i>	<b>Name:</b> Tim Humphreys
	<b>Title:</b> Vice Chairman
	<b>telephone contact:</b> 07768 987765
	<b>E-mail:</b> cllr.tim.humphreys@hennysmiddletoninstead-pc.gov.uk
	<b>Address:</b> Great Henny
<i>Photo</i>	<b>Name:</b>
	<b>Title:</b>
	<b>telephone contact:</b>
	<b>E-mail:</b>
	<b>Address:</b>
<i>Photo</i>	<b>Name:</b> Alastair Burns
	<b>Title:</b> Councillor
	<b>telephone contact:</b> 07766 994558
	<b>E-mail:</b> cllr.alastair.burns@hennysmiddletoninstead-pc.gov.uk
	<b>Address:</b> Little Henny

<i>Photo</i>	<b>Name:</b> Alan Smart
	<b>Title:</b>
	<b>E-mail:</b> cllr.alan.smart@hennysmiddletontwinstead-pc.gov.uk
	<b>telephone contact:</b> 07890 789072
	<b>Address:</b> Twinstead
<i>Photo</i>	<b>Name:</b>
	<b>Title:</b>
	<b>E-mail:</b>
	<b>telephone contact:</b>
	<b>Address:</b>
<i>Photo</i>	<b>Name:</b> Mark Cracknell
	<b>Title:</b>
	<b>E-mail:</b> cracknellmark@gmail.com
	<b>telephone contact:</b> 01787 269552
	<b>Address:</b> Great Henny



# Emergency Accommodation/Information Centres

Identify a suitable building within the community which can be used in an emergency as an Information Centre/Emergency Accommodation by your local community.

Bear In mind that local groups such as schools may have marked one of the locations as their evacuation point, are you aware of who may also be using the same location?

LOCATION	CONTACT	TELEPHONE	FACILITIES
Great Henny Parish Room Clay Hill	Mrs S Bixley Floodgates Great Henny CO10 7LS  Mr C Cracknell	None provided  Tel: 01787 269214	Meals: St Andrews C of E School, Bulmer Tel 01787 372383  Trestle tables to seat 40 Restricted parking
Twinstead Village Hall Church Road Twinstead	Mary Weavers 2, Pebmarsh Road Twinstead  Or  David Holland Twinstead	Tel: 01787 269689   07970 746684	50 cups/saucers only No cooking utensils, cutlery, glasses Car parking only
<b>Church</b> Twinstead, Gt & Lt Henny Middelton	<b>Revd. Gill Morgan</b>	Home: <a href="tel:01787584993">01787 584993</a> Mobile:	Responsible for all four parishes
Parish Council Offices <b>Bures</b>	<b>Mrs, Shelley Boydell</b>	Mobile: 07871 602851	

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.

# Local Skills and Resources Assessment

**Below in bold are some examples of skills/resources you may have in your parish. Delete and fill in as necessary to your parish.**

<b>Skill/Resource</b>	<b>Who? (names)</b>	<b>Contact details</b>	<b>Location</b>
<b>Water/food supplies</b>			
<b>Temporary Shelter</b>			
<b>Builders (generators and sand)</b>			
<b>Electricians</b>			
<b>Farm Equipment (General): i.e. generators/pumps</b>			
<b>Church Ministers/Religious Leaders</b>			
<b>Fuel Fuel (cont.)</b>			
<b>First Aid/Medical Assistance</b>	<b>Alan Smart</b>	07890 789072	<b>Twinstead</b>
<b>Drinking Water</b>			
<b>Emergency Equipment</b>			

See 'Useful Telephone Contacts' below for checking medical credentials

# EMERGENCY EQUIPMENT HELD BY GREAT HENNY, LITTLE HENNY, MIDDLETON & TWINSTEAD PARISH COUNCIL

In bold below are some examples to give you an idea what to stock for an emergency. Delete and fill in as relevant to your parish stock

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

# Community Risk Register – Great Henny, Little Henny, Middleton & Twinstead

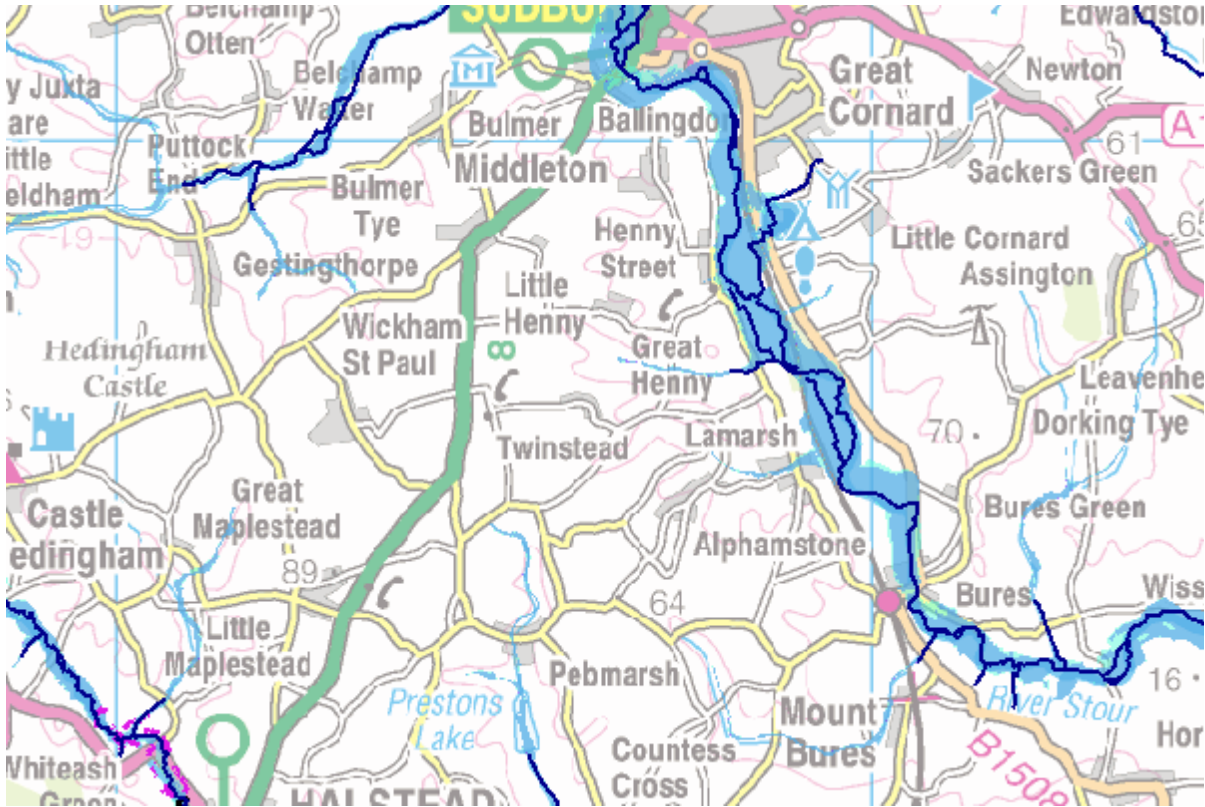
## Parish Council to populate with information where highlighted

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><b>Street Name/ Road, Area etc.</b></p>	<p><b>Number of properties at risk of flooding:</b></p> <p><b>Access to amenities (Are they available or cut off?):</b></p>	<p><b>now</b> Raise awareness of flood protection within Community - posters, parish newsletter etc.</p> <p><b>during event</b> Stock of Flood Prevention products at set location(s)</p> <p><b>during event</b> Activate Parish Emergency Plan</p>	<p>Parish Clerk/EP contact to activate plan</p> <p>District Emergency Planning Officer if support to residents required in case of evacuation</p> <p>Police - roads may need closing, residents may need evacuating</p> <p>Fire Service - properties may need pumping out</p>
<p><i>Utilities failure – gas or electric</i></p>	<p>Whole/Part Village</p>	<p><b>Is gas supplied to the village?</b></p> <p><b>Number of properties with Heating Oil/Calor Gas &amp; Electricity</b></p> <p><b>Loss of electricity</b></p> <p><b>Are security systems down?</b></p> <p><b>Are credit/debit card systems down in shops/facilities?</b></p> <p><b>Are street lights affected by outage?</b></p>	<p><b>now</b> Raise awareness of Grab Bags- posters parish newsletter etc.</p> <p>Purchase wind up torches Purchase wind up radios –</p> <p>Promote National “Go In Stay In Tune In” message</p> <p>Promote Business Continuity in local businesses</p>	<p>Parish Clerk/EP contact to activate plan</p> <p>District Emergency Planning Officer if support to residents required in case of evacuation</p>

		<p>Have you got residents who rely on electricity for emergency medical equipment? (For example, home dialysis)</p>	<p>Consider vulnerable people within village - heating food etc.</p> <p>Ensure that vulnerable residents are registered to UK Power Networks priority register.</p>	
Utilities failure – water supply failure	Whole/Part Village	<p>Are there any private water supplies you could utilise in an emergency?</p> <p>Have you got an emergency supply of bottled water?</p> <p>Are vulnerable people in your parish signed up to relevant priority lists with the water company?</p>	<p><b>now</b> promote priority service for water restoration for vulnerable population (Anglian Water)</p> <p><b>during</b> activate Parish Emergency Plan</p> <p><b>during</b> take bottles of water to pre-identified vulnerable people.</p>	<p>Inform Anglian Water of the failure and keep track of progress with the company.</p> <p>Inform District Emergency Planning Officer of situation.</p> <p>Contact Greenfields Community Housing.</p>
Telephone lines cut off/down	Whole/Part Village	<p>Do you liaise with your neighbouring parish to use their facilities to report an outage?</p> <p>Is your internet/landline likely to go out of service across the whole parish?</p> <p>Do you have mobile phones that could be utilised? These run off a different tower system.</p>	<p><b>Now/during</b> Raise awareness of areas where telephone lines are down. Mobile phones available.</p>	<p>Inform BT Open Reach of incident.</p> <p>Contact Greenfields Community Housing.</p> <p>Contact District Emergency Planning Officer to inform of situation.</p>

Add further risks as relevant				
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# Environment Agency Flood Map - Great Henny, Little Henny, Middleton & Twinstead



# Table of Vulnerable People

Parish Council to populate vacant boxes with current information

Potential Vulnerability	Location	Address	Contact Details	Estimated Numbers
<p><b><u>Children</u></b></p> <p>Example:  Nursery Schools  Toddler Groups  Primary School  Infant/Junior School  Academies/High Schools  Higher Education</p>				
<p><b><u>Older People</u></b></p> <p>Examples:  Sheltered Accommodation  Alms Houses  Residential Care Homes</p>				
<p><b><u>Others</u></b></p> <p>Example:  Residents who are undergoing medical treatment at home or have recently returned from hospital</p>				



## ACTION CARD

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

	<b>Action</b>		<b>Completed yes/no (include Time and Date)</b>
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? (Page 18)	
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? (Page 18)	
5		<i>During an emergency</i> Record all of your expenditure	

## 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.

	<b>Action</b>		<b>Completed yes/no (include Time and Date)</b>
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? (Page 18)	
10		<i>During an emergency</i> Record all of your expenditure	

## ACTION CARD

### ACTIONS TO TAKE WHEN REQUESTED TO OPEN A LOCAL REST CENTRE

	<b>Action</b>		<b>Completed yes/no (include Time and Date)</b>
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? (Page 18)	
7		<i>During an emergency</i> Record all of your expenditure	



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

Suggestions include:

## **ANIMAL WELFARE**

RSPCA      [www.rspca.org.uk](http://www.rspca.org.uk)      0300 1234 999

## **BRAINTREE DISTRICT COUNCIL**

Emergency Team (Day)      01376 552525

Emergency Team (Night)      01376 552525

Braintree District Council Website      [www.braintree.gov.uk](http://www.braintree.gov.uk)

## **BUILDERS & ELECTRICIANS**

### **DOCTORS**

NHS 111      111

Local Health Centre

Check Nursing Qualifications      <http://www.nmc-uk.org>

Check Doctor Qualifications      <http://www.gmc-uk.org>

### **EMERGENCY SERVICES**

Police      [www.essex.police.uk](http://www.essex.police.uk)      999 (ask for Police)

Fire Brigade      [www.essex-fire.gov.uk](http://www.essex-fire.gov.uk)      999 (ask for Fire)

Ambulance      [www.eastamb.nhs.uk](http://www.eastamb.nhs.uk)      999 (ask for Ambulance)

### **ENVIRONMENT AGENCY**

Environment Agency Website      [www.gov.uk/environment-agency](http://www.gov.uk/environment-agency)

Flood Information (24 hrs)      0345 988 1188

General Enquiries Mon-Fri (8AM-6PM)      03708 506 506

Incident hotline to report Pollution etc. (24 hrs)      0800 80 70 60



## **TRANSPORT**

Local Bus Companies

Local Railway Station

Highways Agency

Queries/Fault Reporting - 0300 123 5000 **OR**  
[www.highways.gov.uk/traffic-information](http://www.highways.gov.uk/traffic-information)

## **UTILITIES**

National Grid (Gas)

[www.nationalgrid.com/uk/](http://www.nationalgrid.com/uk/)

0800 111 999

UK Power Networks

Landline Users: 0800 783 8838

Mobile Users: 01243 50 8838

[www.ukpowernetworks.co.uk](http://www.ukpowernetworks.co.uk)

Met Office

[www.metoffice.gov.uk](http://www.metoffice.gov.uk)

0870 900 0100

Local Water Authority

Anglian Water (Sewerage Authority)

[www.anglianwater.co.uk](http://www.anglianwater.co.uk)

08547 145 145

## **CHURCH MINISTERS**

Local Religious Leader(s)

## **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**

Local Newspaper

Community Newspaper

## **COMMUNITY GROUP CONTACTS (Examples Below)**

Neighbourhood Watch

Riverwatch Group

Village Hall Committee etc.

## **COMMUNITY AGENT**

Community agents are employed by the Rural Community Council of Essex as a face to face signposting service for people in rural communities. Agents can put people in contact with organisations that provide service they need, provide information and advice and promote health and independence. The local community agent may well be aware of any vulnerable residents in the village who may need additional assistance at the time of an emergency. The local agent for Great Henny, Little Henny, Middleton & Twinstead is:

**Jayne Laken**

**07540 720607**

## **FLOODING RESPONSIBILITIES**

Essex County Council Flood & Water Management Team    **08457 430430**

Email: [floods@essex.gov.uk](mailto:floods@essex.gov.uk)

<http://www.essex.gov.uk/flooding>

Essex County Council's Flood and Water Management team are concerned with flood investigations, ordinary watercourse regulation and consent, development of flood risk management plans and strategies including funding applications and improvement projects.

### *Responsibilities of responding organisations during a flooding event*



## **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:

<http://www.braintree.gov.uk/info/200305/emergencies>

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 20 to 23

Parish Councillor Webpages:

[http://www.braintree.gov.uk/info/200144/parish\\_and\\_town\\_councils/471/parish\\_emergency\\_planning](http://www.braintree.gov.uk/info/200144/parish_and_town_councils/471/parish_emergency_planning)

Parish / Community Emergency Plan templates:

<http://www.essexprepared.co.uk/prepare-your-community/another-sub-page>

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.