

**Toppesfield Parish Council**

# **Emergency Plan**



**Abridged version for general viewing**

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### **Issue State**

Issue Number	Date Issued
Issue 1	September 2021

This plan is due for review on ..././2022

### **Note:**

This is an abridged version of the Emergency Plan which is intended to be viewed on the the Toppesfield Parish Council website ( <https://e-voice.org.uk/toppesfield-parish-council> ) for information only.

Full contact details and certain other information is included in the full version, but is omitted here.

For a full version of the Emergency Plan, that is classified as 'Restricted', contact the Emergency Co-ordinator.

# Toppesfield Parish Council Emergency Plan

## Purpose

All major emergencies will have been planned for by either the government, local government, Essex County council or Braintree District Council.

The emergency will be dealt with by the emergency services, local authorities, Utility companies and other voluntary agencies in a combined response.

In extreme circumstances military personnel will assist.

## Our Role

Our key role is to support other agencies if required.

We may be required to do nothing!

We may be asked to:

- Provide Local knowledge and situation reports
- Assist in opening Emergency Accommodation/Information Centres
- Visit and help people in the community.

When an emergency arises the first action should be to contact the emergency services by dialling **999**.

The purpose of this plan is to have a system in place to follow if we are called upon to deal with or help with an emergency in the Parish or surrounding area. There may be no immediate support. The emergency could require an immediate response over a short period of time or a slower pragmatic approach over a long period of time i.e. a Pandemic

There are many possible types of emergencies that preclude making individual plans viable however all the initial responses will be the same.

## Initial Actions

If an emergency arises and it is not possible to contact the emergency services straight away or if there is a delay in their response Toppesfield Parish Emergency Plan should be initiated as follows.

In the first instance contact should be made with

Parish Clerk	Kaaren Berry <a href="mailto:Clerk.toppesfieldparishcouncil@gmail.com">Clerk.toppesfieldparishcouncil@gmail.com</a>	07341 26219
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In the event the Parish Clerk is unavailable contact should be made with the Chairman of the Parish Council or the Vice Chairman.

Parish Council Chairman	Alan Collard	
Parish Council Vice Chair	Chris Neale	

An Initial Response Team made up of the current Parish Councillors will be contacted to co-ordinate a local response.

Parish Councillor	Boyd Page	
Parish Councillor	Andrea Chinery	
Parish Councillor	Manda Smith	
Parish Councillor		
Parish Councillor	Dr Gemma Mackman	

The Parish Councillors will then select an emergency coordinator and assistant emergency coordinator depending on the type of emergency and the required skills.

The following should then be contacted when necessary

Village Hall	Andrea Chinery Linda Bowen	
Village Shop	Wendy Ames	
Green Man Public House	David Wignall Paul Wignall	
St Margaret's C of E Primary School	Helen Kent-Jackson Manda Smith (Key holder)	
St Margaret's of Antioch Parish Church	<i>Brian Moody</i> <i>James Blackie</i>	

The nominated emergency coordinator and assistant emergency coordinator should consider obtaining an 'emergency email address', a WhatsApp group etc.

All correspondence and emails sent or received by third parties regarding the emergency should be forwarded to the new email address.

Current Emergency Email Address for volunteers is -

[tgevolunteer17@gmail.com](mailto:tgevolunteer17@gmail.com)

Administrator Rob Sullivan

Consideration should be given to obtaining a minimum of three mobile phones. The Parish Clerks phone should initially function as the main phone.

New contact details as above to be broadcast on Parish Council Web site, Facebook, noticeboards etc.

## **Disseminating Information**

Information will be disseminated through nominated channels e.g., Parish Council website, Group emergency email address, Facebook and WhatsApp.

In the event of internet/power failure consideration should be given to holding verbal update meetings.

Time and place to be arranged e.g., 9am every morning at the village hall or depending on circumstances every 2 hours at the Village Hall.

## **Primary Assembly Point**

All villagers who are willing to help in the emergency should gather at the Primary Assembly Point:

- Village Hall, Church Lane, Toppesfield CO9 4DR  
Grid ref. 52.0082, 0.5325  
what3words - fizzled.fashion.tightrope

If inaccessible, they should gather at

- The Pavilion, Village playing fields, Toppesfield CO9 4DR  
Grid ref. 52.0082, 0.5343  
what3words – known.luxury.reflected

## **Village Resources**

A list of resources required such as four-wheel drive vehicles, equipment, chain saws and other pieces of equipment relevant to the emergency should at this stage be made.

## **Village Skills**

The assembled villagers contact details and relevant skills should be noted.

Other known villagers with relevant skills and or resources should be contacted.

## Vulnerable Groups

If appropriate and if not already done so, contact should be made with vulnerable groups.

St Margaret's C of E Primary School	Manda Smith Helen Kent-Jackson	
Little Chestnuts, Nursery School Village hall	Andrea Chinery	

## Vulnerable Individuals

If appropriate and using local knowledge a list of vulnerable individuals will be made and contacted.

## Incident Handling

During the emergency anyone involved in coordinating a response should keep a log of all requests for assistance and action taken.

An Incident log and Decision log will be kept by the Emergency Co-Ordinator.

We may have to attend a de briefing with other agencies after the event.

*(See page/appendix for copy of form)*

## Temporary Shelters or Meeting Points

In the event of there being persons (including casualties) requiring temporary shelter or meeting points, one or more of the following buildings will be made available:

<b>Toppesfield Parish Village Hall</b> CO9 4DR Grid ref. 52.0082, 0.5325	<i>Andrea Chinery Linda Bowen</i>	
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what3words fizzled.fashion.tightrope		
<b>St Margaret's of Antioch Parish Church</b> CO9 4DR Grid ref. 52.0082, 0.5332 what3words greed.shorter.pipe	Brian Moody James Blackie	
<b>St Margaret's C of E Primary School</b> CO9 4DR Grid ref. 52.0085, 0.5335 What3words entitle.journey.latitudes	Manda Smith Helen Kent-Jackson	
<b>Green Man Public House</b> CO9 4DR Grid ref. 52.0081, 0.5316 What3words blink.workflow.slouched	David Wignall Paul Wignall	
<b>Toppesfield Vineyard</b> CO9 4LX Grid ref. 52.0020, 0.5124 What3words voltages.dettonated.targeted	Pete and Jane Moore	
<b>Gainsford Hall Workshop</b> CO9 4EH Grid ref.51.9866, 0.5094 what3words diverting.cycles.grandson	Chris Barnard	
<b>Grass Green Farm</b> CO9 4NB Grid ref. 52.0161, 0.5273 what3words evolution.copy.mission	Simon Cornwell	
<b>Pavilion, Village playing fields.</b> CO9 4DR Grid ref. 52.0082, 0.5343 what3words known.luxury.reflected	Parish Clerk	



### Contact Numbers Neighbouring Parish Councils

(Awaits update from respective PC's)

Finchingfield	Parish Clerk - Ian Brown <a href="mailto:clerk@finchingfield.pc.gov.uk">clerk@finchingfield.pc.gov.uk</a> Councillor Claire Collins	
Great Yeldham	Parish Clerk <a href="mailto:clerk-greatyeldhampc@btinternet.com">clerk-greatyeldhampc@btinternet.com</a>	
Ridgewell	Parish Clerk - Tracey Wigmore <a href="mailto:ridgewellpc@gmail.com">ridgewellpc@gmail.com</a>	
Sible Hedingham	Parish Clerk - <a href="mailto:clerk@siblehedinghampc.org.uk">clerk@siblehedinghampc.org.uk</a>	
Stambourne	Parish Clerk – Debbie Hilliard <a href="mailto:debbiehilliard614@gmail.com">debbiehilliard614@gmail.com</a>	
Wethersfield	Parish Clerk – Michelle Baker <a href="mailto:clerk@wethersfield-pc.gov.uk">clerk@wethersfield-pc.gov.uk</a>	

### Useful telephone Numbers

Name	Phone Number
<b>Emergency Services</b>	<b>999</b>
Police Headquarters <a href="http://www.essex.police.uk">www.essex.police.uk</a>	0124 549 1491
Fire Headquarters <a href="http://www.essex-fire.gov.uk">www.essex-fire.gov.uk</a>	0137 657 6000
Addenbrookes Hospital Cambridge	01223 245151
Air Ambulance	
Ambulance Headquarters <a href="http://www.eastamb.nhs.uk">www.eastamb.nhs.uk</a>	01245 443 344
Broomfield Hospital Chelmsford	01245 362000

BT/Open Reach Emergency	0800 023 2023
Colchester Hospital	01206 747474
Electricity UK Power Networks Emergency	0800 3163 105
Environment Agency Emergency <a href="http://www.gov.uk/environment-agency">www.gov.uk/environment-agency</a>	0800 807 060
Environment Agency Flood line General Enquiries Mon-Fri (8am-6pm)	0345 988 1188 03708 506 506
Essex County Council	0345 743 0430
Essex CC Duty Emergency Planning Officer	0345 743 0430
Essex Highway Services	0345 603 7631
Essex Social Services	0345 603 7630
Gas National Grid Emergency	0800 111 999
Highways Agency Queries/Fault Reporting <a href="http://www.highways.gov.uk/traffic-information">www.highways.gov.uk/traffic-information</a>	0300 123 5000
Maps OS mapping for emergencies	0345 605 0505
Met Office (Weather) <a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a>	0870 9000100
NHS Mid Essex Primary Care Emergency	0124 539 8750
Radio BBC Essex 95.3 & 103.5 FM 729,765 & 1530 MW	01245 616000
Radio Essex Heart 96.3 & 102.6 FM	01245 524550
RSPCA <a href="http://www.rspca.org.uk">www.rspca.org.uk</a>	0300 123 999
UK Power Networks <a href="http://www.ukpowernetworks.co.uk">www.ukpowernetworks.co.uk</a>	0800 7838838 01243 508838
Water Anglian Water Emergency	0800 771 881
Water Anglian Water Flooding/Sewage <a href="http://www.anglianwater.co.uk">www.anglianwater.co.uk</a>	0345 714 5145
Water Anglian Water Leak	0800 771 881



## **Toppesfield Parish Profile**

The parish of Toppesfield consists of two main settlements, the village of Toppesfield and the Hamlet of Gainsford End with further individual dwellings scattered across the area.

It lies in the district of Braintree within the County of Essex.

Toppesfield Village Centre OS - TL739374

It is a rural community with arable farms. The Parish covers an area of approximately 5.8 square Miles (1500 hectares).

The parish comprises of approximately 220 dwellings, with a population of about 510 residents.

40% of the residents are aged over 50 years old.

The village and most other dwellings are built on high ground. The centre of the village is 86 metres (282 ft.) above sea level. All roads run downhill from the centre.

Toppesfield is located at a distance from the following towns –

5 miles Northwest of Sible Hedingham

9 miles south of Haverhill, Suffolk,

12 miles north of Braintree,

12 miles northeast of Thaxted.

Main road routes

The A1017 to the East.

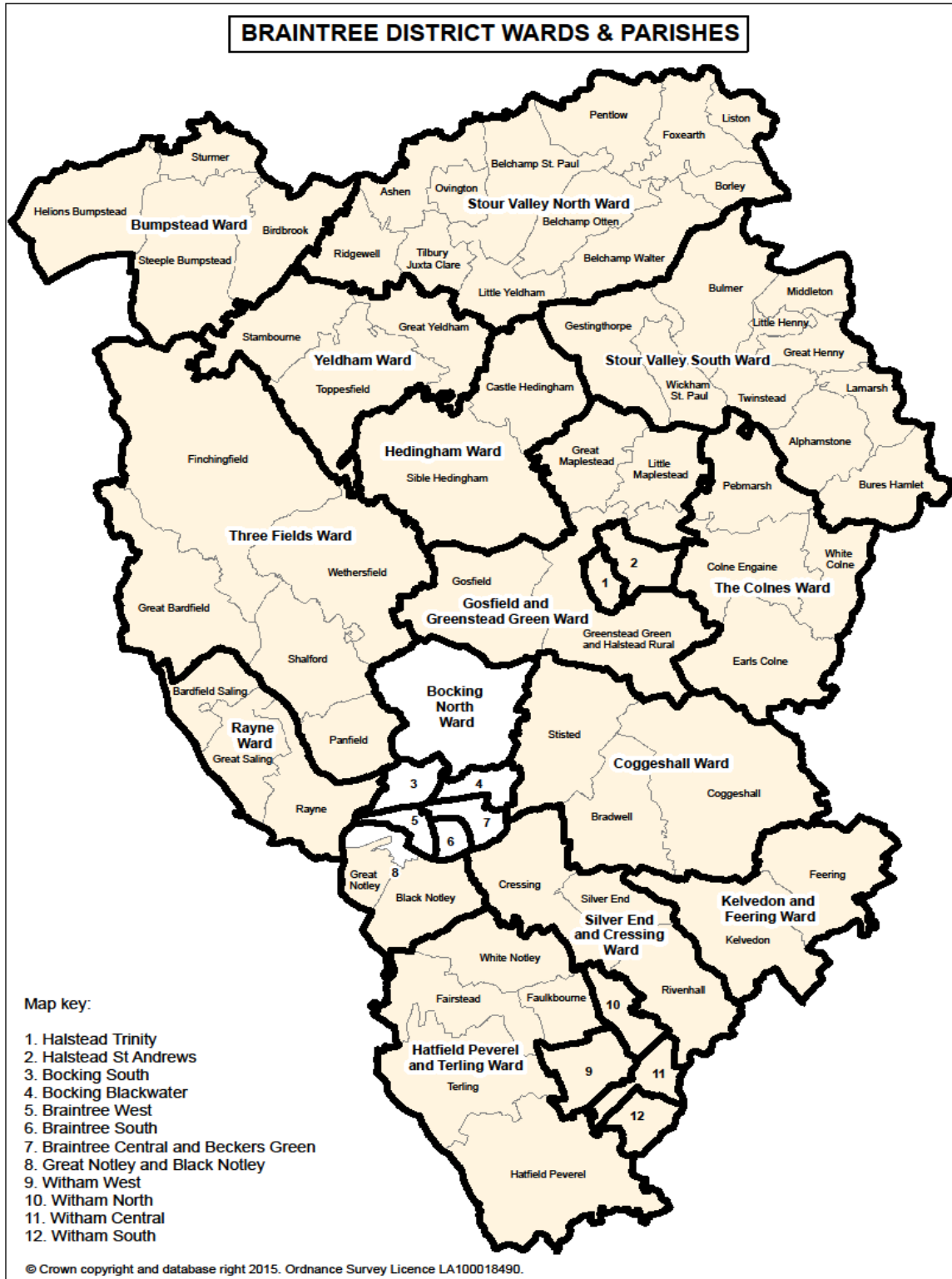
The B1057 to the West.

The A120 to the South.

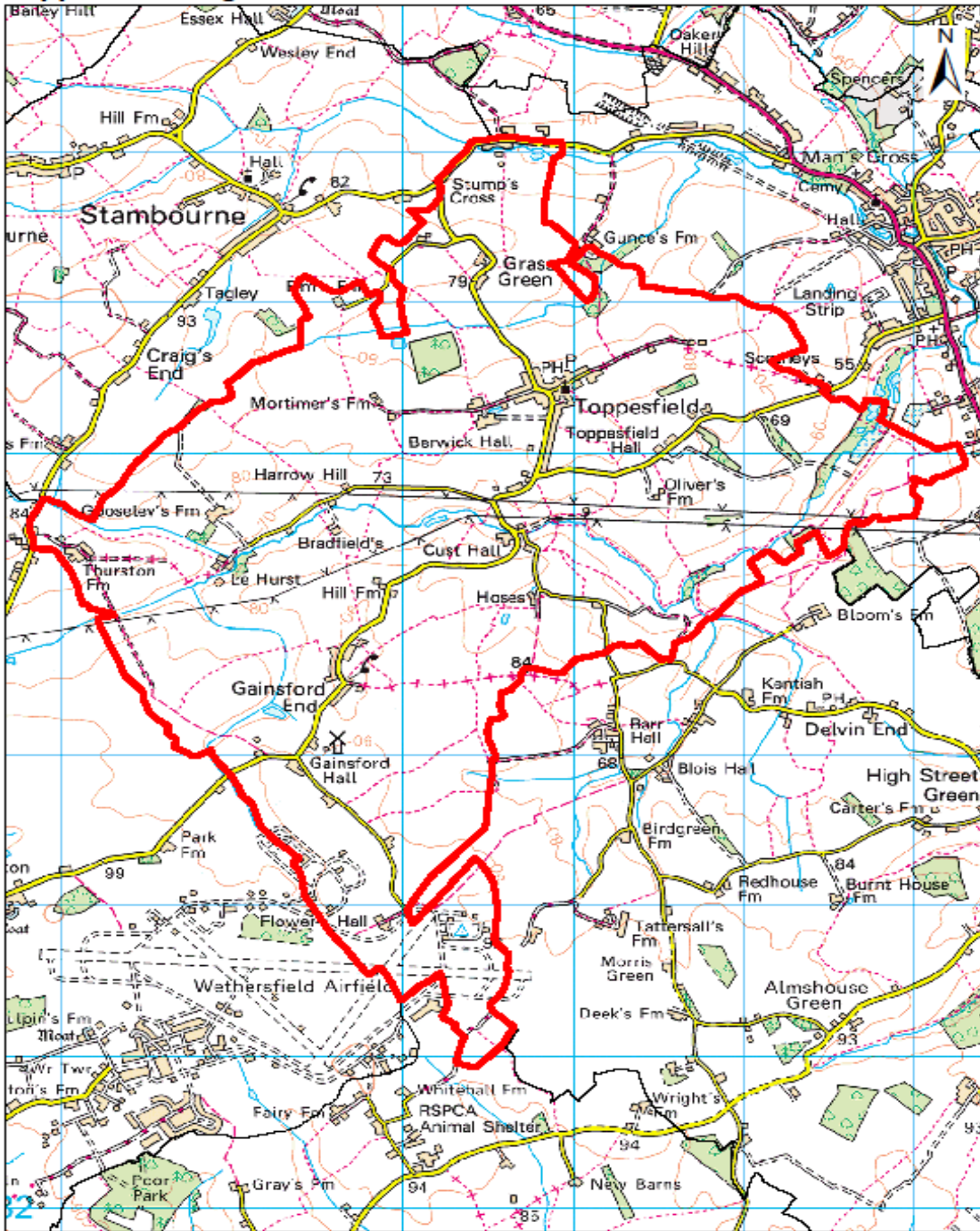
There are two secondary roads that connect the village to the outlying area.

1. A road running through the centre of the village. North to the village of Stambourne (2 miles) and Haverhill and South to Gainsford End (2 miles) and Wethersfield (6 miles)

2. A road running east to the village of Great Yeldham (2.5 miles)



### Toppesfield Neighbourhood Plan Area



1:30,000

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(Map awaits updating)

