



LITTLE EASTON PARISH COUNCIL

EMERGENCY PLAN

23rd April 2020
Version: Updated Final

Plan Amendment List

Date of Amendment	Details of Changes Made	Changed By:
26 th March 2017	1 st Draft 0.1 for comments and updating by Parish Council	Andy Dodsley
16 th July 2017	Final Draft for parish Council Agreement and Publication	Andy Dodsley
02 April 2020	Contact amendments V1	Ian Brown & Andy Dodsley
22 nd April 2020	Addition of Emergency Flood contingency Route and addition of Strutt and Parker, SRC and Barton Willmore contacts	Andy Dodsley

Plan Distribution List

Name	Role	Phone Number	Email Address	Date Issued
Andy Dodsley	Chair - LEPC	Home Mobile 01371 873051 07789 223205	andy.dodsley@btinternet.com	23rd April 2020
Chris Hindley	Vice Chair - LEPC	Home Mobile 01371 859761 07901 888811	chris.hindley@stewarthindley.co.uk	23rd April 2020
Jessica Rush	Councillor - LEPC	Home Mobile 01371 874229 07506 040823	jes31x@gmail.com	23rd April 2020
Rebecca Fowell	Councillor - LEPC	Mobile 07792 709058	rlfowell@hotmail.co.uk	23rd April 2020
Sarah Keefe	Councillor - LEPC	Home Mobile 01371 852163 06974 244481	Martin.keefe767@btinternet.com	23rd April 2020
Katy Rodwell	Councillor - LEPC	Home Mobile 01371 870120 07884 231688	katyrodwell@btinternet.com	23rd April 2020
Ian Brown	Parish Clerk - LEPC	Home 01371 871641	lteastonclerk@gmail.com	23rd April 2020
Annette Smith	Emergency Planning & Fire Safety Officer - UDC	Office Mobile 01799 510661 TBA	asmith2@uttlesford.gov.uk	23rd April 2020
John Hilton	SRC	Mobile 07817 996432	john.hilton@srcaggregates.co.uk	23rd April 2020
Will King	Strutt & Parker Contact	Direct Office 01227 473712 01227 451123	Will.King@struttandparker.com	23rd April 2020
Bryony Heaven	Strutt & Parker Contact	Direct Mobile 01227 473739 07557 270902	Bryony.Heaven@StruttAndParker.com	23rd April 2020
Kate Greatrix	Barton Willmore	Direct Mobile 0207 446 6837 0776 608 6738	kate.greatrix@bartonwillmore.co.uk	23rd April 2020

Contents

INTRODUCTION	3
FIRST STEPS IN AN EMERGENCY	4
PARISH COUNCIL CONTACT DETAILS	5
EXTERNAL CONTACT DETAILS	6
LOCAL SKILLS AND RESOURCES ASSESSMENT	7
MAP REFERENCES	8
EMERGENCY FLOOD ROUTE	9
APPENDIX A – PARISH COUNCIL EMERGENCY TEAM FIRST MEETING AGENDA.....	10

INTRODUCTION

This plan covers the procedures and arrangements for the parish of Little Easton for responding to a known emergency affecting or with the potential to affect the population of the parish.

The Civil Contingencies Act 2004 defines an emergency as:

“An event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK”.

Emergencies can occur with little or no warning and could be caused by many different factors including:

- Natural Disaster
- Severe Weather
- Technological / Industrial Accidents
- Power Failures
- Transport – Road/Rail/Air
- Terrorism

The purpose of the Parish Emergency Plan is to assist and facilitate the work of the Professional Emergency Services. In normal circumstances the police are responsible for operational control at the scene of an emergency. Uttlesford District Council act as the co-ordinator for the Local Authority response.

Throughout an emergency, the Parish Council will attempt within the constraints of the situation to provide information to both Uttlesford District Council and to the people of the parish. They will also if requested provide assistance to the Police and any other emergency services involved.

In the event of the Parish being isolated as a consequence of the emergency, local residents may have to maintain and protect their own community until such time as normality can be restored.

FIRST STEPS IN AN EMERGENCY

The following procedures will apply dependent on the situation:

If the emergency is being advised through Uttlesford District Council, the Council will advise one specified point of contact (SPOC) and will give as much information as possible and, if appropriate, advise on a course of action within the Parish as well as requesting advice on any local situation within the Parish.

The person receiving the initial call will:

1. Ensure that the appropriate Emergency Services are aware of the incident **(IF IN ANY DOUBT CALL 999 AGAIN)**.
2. Ensure that Uttlesford District Council Emergency Planning Officer is aware of the incident.
3. Ensure that a communications link is established with the district council and that it is manned throughout the duration of the emergency.
4. Advise others on the callout list and form a Parish Council Emergency Team

The Parish Council Emergency Team will:

1. Consider opening up the Emergency Centre or other centres of operations and contact the necessary people to operate the centre(s).
2. Consider calling for additional assistance from within the village where specific assistance is required.
3. Consolidate local information and as best able, pass that information to residents and other organisations
4. Assist in the setting up and facilitation of any public meetings required.
5. In the event of the Parish becoming isolated, undertake the co-ordination of effort to sustain the local community.
6. Provide an overview of the essential requirements of the Parish to survive and recover from the emergency
7. Maintain a log sheet throughout the emergency and recovery phase to allow future plans to be updated.

PARISH COUNCIL CONTACT DETAILS

Name	Role	Address		Telephone	E mail
Andy Dodsley	Chair	Deer Chase, Easton Lodge, Little Easton, CM6 2BB	Home Mobile	01371 873051 07789 223205	andy.dodsley@btinternet.com
Chris Hindley	Vice-Chair	The Old Library, Park Road, Little Easton, CM6 2JH	Home Mobile	01371 859761 07901 888811	chris.hindley@stewarthindley.co.uk
Rebecca Fowell	Councillor		Mobile	07792 709058	rlfowell@hotmail.co.uk
Jessica Rush	Councillor	Church Cottage, Park Road, Little Easton, CM6 2JN	Home Mobile	01371 874229 07506 040823	jes31x@gmail.com
Sarah Keefe	Councillor	Duck Street Cottage, Manor Road, Little Easton, CM6 2JR	Home Mobile	01371 852163 06974244481	Martin.keefe767@btinternet.com
Katy Rodwell	Councillor	Perryfields, Little Easton, Dunmow, Essex, CM6 2ET	Home Mobile	01371 870120 07884 231688	katyrodwell@btinternet.com
Ian Brown	Parish Clerk	72 St Edmunds Fields, Great Dunmow, Essex CM6 2AN	Home	01371 871641	lteastonclerk@gmail.com

EXTERNAL CONTACT DETAILS

Name	Address	Telephone	E mail
Uttlesford District Council	Council Offices, London Road Saffron Walden, Essex, CB11 4ER	01799-510510	uconnect@uttlesford.gov.uk
Local Police	Mike O'Donnell-Smith PCSO	01245 491 491	Mike.o'donnell-smith@essex.police.uk Colin.cox@essex.police.uk - Inspector
Local Fire & Rescue (Not for emergencies)	Stortford Road Dunmow Essex CM6 1DA	01376 576830	www.essex-fire.gov.uk/locations/Station_87_Dunmow
Environment Agency		0844-5457979	https://www.gov.uk/government/organisations/environment-agency
UK Power Networks		0845 - 6014516	www.ukpowernetworks.co.uk
John Hilton	SRC	07817 996432	john.hilton@srcaggregates.co.uk
Will King	Strutt & Parker	Direct: 01227 473712 Office: 01227 451123	Will.King@struttandparker.com
Bryony Heaven	Strutt & Parker	Direct: 01227 473739 Mobile: 07557 270902	Bryony.Heaven@StruttAndParker.com
Kate Greatrix	Barton Willmore	Direct: 0207 446 6837 Mobile: 0776 608 6738	kate.greatrix@bartonwillmore.co.uk

LOCAL SKILLS AND RESOURCES ASSESSMENT

Emergency Centres

Centre	Details	Contact Details/Key holders	Telephone	Location
Little Easton Memorial Hall, Manor Road Little Easton CM6 2JR	The hall has power, cooking facilities and toilets but no telephone	Jess Rush, Church Cottage, Park Road, Little Easton, CM6 2JN Mrs J Green, Manor View Manor Road	Home: 01371 874229 Mobile: 07506 040823 01371-870402	Map Ref: A
The Stag Public House Duck Street Little Easton	Power, Telephone, Water	Glenn Miller, The Stag Public House Duck Street Little Easton CM6 2JE	01371 - 870214	Map Ref: C

N.B. The emergency defibrillator is located on the left hand side outside wall side of the Stag Public House

Skills and Resources

Skill / Resource	Details	Who?	Contact Details	Location
Medical Assistance	Pre hospital trauma and major incident management	Dr Steve Oakey	01371-859689 (Home) 07740-456792 (Mobile)	
Water Availability	Ponds at Little Easton Manor	Oliver Pedley	07967-379169	Map Ref B
Water Availability	The Rectory Fishing Ponds	Mr T Trembath	01371 872089	Map Ref D
Water Availability	Reservoir Laundry Lane	Mr Chris Trembath	01371-876376	
4x4 Vehicles	Mr T Trembath Ravens Farm	Mr T Trembath	01371 872089	Map Ref D
4x4 Vehicles, Tractors	Mr F Bennett, Kings Barn Farm	Mr F Bennett	01371-870818	Map Ref E
4x4 Vehicles	Mr & Mrs P Bright, The Spinney	Peter Bright	020 7099 2814	
4x4 Vehicles	Mr Rob Boulton, Breach House Mill End	Mr Rob Boulton	07802 - 263165	
Chainsaw	Mr Rob Boulton, Breach House Mill End	Mr Rob Boulton	07802 - 263165	
Chainsaw	Rev Sue Hurley, The Rectory Park Road, CM6 2EG	Rev Sue Hurley	01371 856080	Map Ref B
Language Skills	French – Sue Gilbert	Sue Gilbert	01371 - 870367	

Alternative Accommodation

Where	Details	Contact Details/Key holders	Telephone	Location
The Rectory,	The Rectory Park Road, CM6 2EG	Rev Sue Hurley	01371 856080	Map Ref B
The Barn at Easton Manor	Little Easton Manor, Park Road	Oliver Pedley	07967-379169	Map Ref B

MAP REFERENCES



EMERGENCY FLOOD ROUTE

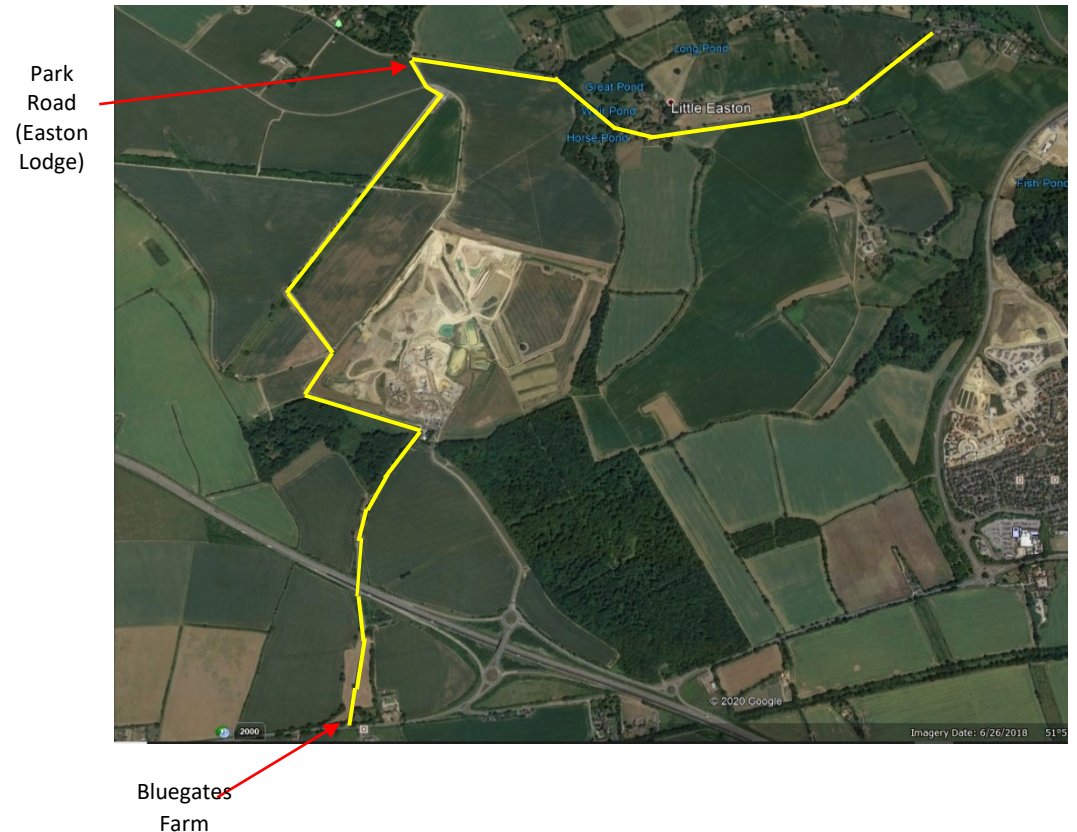
Procedures in the Event of an Emergency

Should the roads into Little Easton become flooded or blocked, making entrance to and exit from the village impassable, the following contingency procedures will be followed:

1. LEPC will decide to implement the flood emergency section of the Little Easton Emergency Plan.
2. LEPC will contact John Hilton at SRC and either Will King or Bryony Heaven at Strutt and Parker (Landsec agents) to jointly agree to the implementation of the Emergency Flood Route for accessing the village. Contact numbers are detailed on page 6 of this plan.
3. Once all three parties have agreed to the implementation of the plan, Little Easton Parish Council will work with John Hilton at SRC to arrange for the locked gate at Bluegates Farm to be opened and appropriate signage to be put up to guide users across the emergency flood route in both directions. Villagers will be notified of the opening and closing of the route via the village Facebook Site – a closed Facebook Group to which many of the residents have access and via notices on the parish council website.
4. As soon as any flood waters subside sufficiently to enable vehicular access to and from the village, the route will be closed again and the gate at Bluegates Farm closed.

N.B. The Emergency Flood Route is not a permanent or legally binding arrangement and will potentially change in the future as Landsec’s plans for the site evolve. Landsec have committed to work with Little Easton Parish Council to try and alter the emergency flood route when and if needed to still enable access for residents and emergency vehicles across the estate in an event of an emergency.

Should this access be opened then Landsec is not responsible for the safety of any users and has no liability of any kind for users including the emergency services using Landsec land to access the village (from and to Park Road to Bluegates Farm).



APPENDIX A – PARISH COUNCIL EMERGENCY TEAM FIRST MEETING AGENDA

Date: Time: Location: Attendees:	
What is the current situation? <ul style="list-style-type: none"> • Type of emergency: • Is there a threat to life? • Has electricity, gas or water been affected? 	
Location of the emergency. Is it near: <ul style="list-style-type: none"> • A school? • A vulnerable area? • A main access route? 	
Are there any vulnerable people involved? <ul style="list-style-type: none"> • Elderly • Families with children 	
What resources do we need? <ul style="list-style-type: none"> • Food? • Off-road vehicles? • Blankets? • Shelter? 	
Establishing contact with the emergency services How can we support the emergency services?	
What actions can safely be taken? Who is going to take the lead for the agreed actions?	
Any other issues?	