



# **LITTLE EASTON PARISH COUNCIL**

## **EMERGENCY PLAN**

28 November 2024  
Version: Updated Final

## Plan Amendment List

Date of Amendment	Details of Changes Made	Changed By:
26 <sup>th</sup> March 2017	1 <sup>st</sup> Draft 0.1 for comments and updating by Parish Council	Andy Dodsley
16 <sup>th</sup> July 2017	Final Draft for parish Council Agreement and Publication	Andy Dodsley
02 October 2024	Contact amendments V1	Ian Brown
22 <sup>nd</sup> October 2024	Addition of Emergency Flood contingency Route and addition of Strutt and Parker, SRC and Barton Willmore contacts	Ian Brown
28 November 2024	Plan Distribution List and Contact details	Ian Brown

## Plan Distribution List

Name	Role	Phone Number		Email Address	Date Issued
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Ian Sussams	Councillor - LEPC	Mobile	07711 815291	Cllr.isussams@litleeaston-pc.gov.uk	06 November 2024
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John Hilton	SRC Operation Manager	Mobile Work	07817 996432 01371 874212	<a href="mailto:john.hilton@srcgroup.co.uk">john.hilton@srcgroup.co.uk</a> 0208 594 0169	06 November 2024
Mark Richardson	Landsec	Mobile	07771 862778	Mark.richardson@landsec-uansi.com	06 November 2024
Alistair Fell	Knight Frank	Mobile	07974 861094	Alistair.fell@knightfrank.com	06 November 2024

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## 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
Peter Bright	Chair	The Spinney, Manor Road, Little Easton, CM6 2JR	Mobile	07831 744491	Cllr.pbright@littleeaston-pc.gov.uk
Simon Benstead	Councillor	The Willows, Manor Road, Little Easton, CM6 2JR	Mobile	07836 232437	Cllr.sbenstead@littleeaston-pc.gov.uk
Emma Wells	Councillor	Doe Cottage, Duck Street, Little Easton, CM6 2JE	Mobile	07756 501502	Cllr.ewells@littleeaston-pc.gov.uk
Ian Sussams	Councillor	The Stag PH, Duck Street, Little Easton, CM6 2JE	Mobile	07711 815291	Cllr.isussams@littleeaston-pc.gov.uk
Jacqui English	Councillor	Chelmbrook, Mill End, Little Easton, Essex, CM6 2HZ	Mobile	07957 781703	Cllr.jenglish@littleeaston-pc.gov.uk
Ian Brown	Parish Clerk	72 St Edmunds Fields, Great Dunmow, Essex CM6 2AN	Mobile	07913 514589	clerk@littleeaston-pc.gov.uk

## 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 576800	<a href="http://www.essex-fire.gov.uk/locations/Station_87_Dunmow">www.essex-fire.gov.uk/locations/Station_87_Dunmow</a>
Environment Agency		0844 807060	<a href="https://www.gov.uk/government/organisations/environment-agency">https://www.gov.uk/government/organisations/environment-agency</a>
UK Power Networks		0800 3163105	<a href="http://www.ukpowernetworks.co.uk">www.ukpowernetworks.co.uk</a>
John Hilton	SRC	07817 996432 01371 874212	john.hilton@srcgroup.co.uk
Mark Richardson	Landsec	07771 862778	Mark.richardson@landsec-uansi.com
Alistair Fell	Knight Frank	07974 861094	Alistair.fell@knightfrank.com

## 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	Mobile: 07506 040823  01371-870402	Map Ref: A
The Stag Public House Duck Street Little Easton	Power, Telephone, Water	Ian Sussams, The Stag Public House Duck Street Little Easton CM6 2JE	01371 - 700616	Map Ref: C
The Manor, Park Road, CM6 2JN	Power, Toilets, Water, Cooking facilities. Defibrillator in the office			Map Ref C

**N.B. The emergency defibrillators are located on the left hand side outside wall side of the Stag Public House and in the office of The Manor, Park Road**

### Skills and Resources

Skill / Resource	Details	Who?	Contact Details	Location
4x4 Vehicles, Chainsaws, a small Tractor, a very heavy Generator and non potable Water sources are available	Contact members of the parish council and Clerk for further details in times of an emergency.			

### Alternative Accommodation – Refuge / Gathering

Where	Details	Contact Details/Key holders	Telephone	Location
Little Easton Church	Park Road			Map Ref B
The Barn at The Manor	The Manor, Park Road			Map Ref B



# MAP REFERENCES



## EMERGENCY FLOOD ROUTE

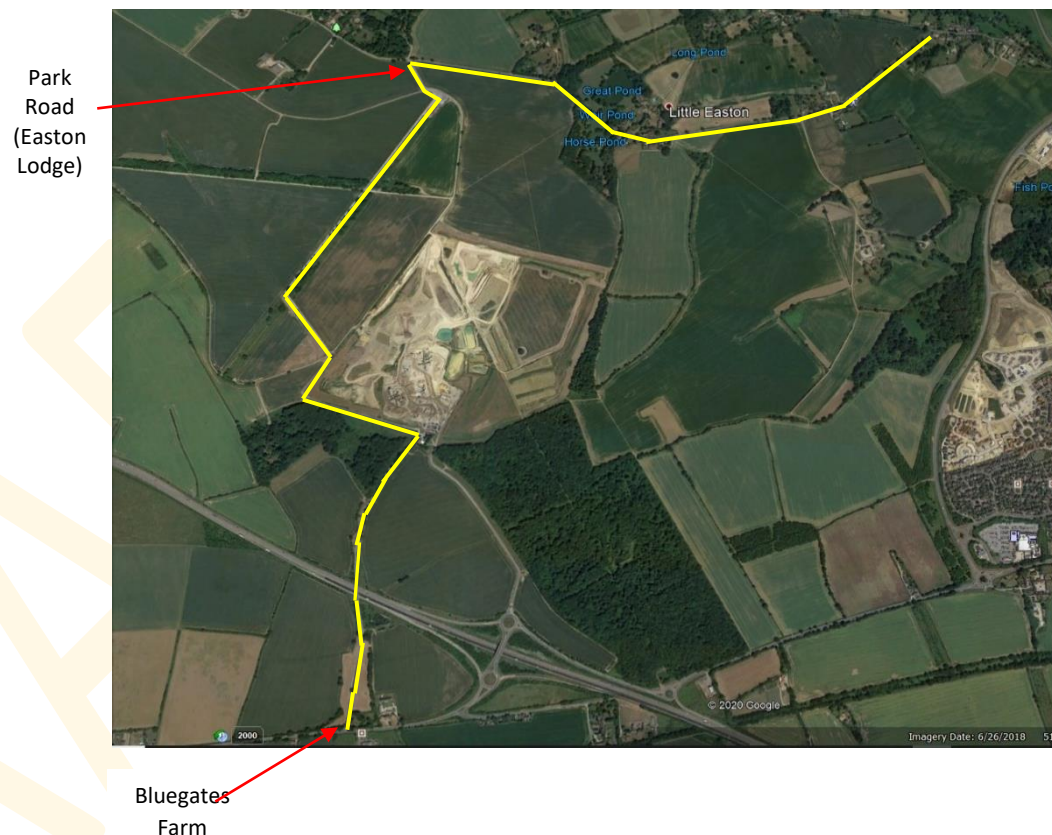
### Procedures in the Event of an Emergency

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