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## **Plan Update Schedule**

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Reviewed 5<sup>th</sup> May 2021  
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Reviewed 15<sup>th</sup> May 2023

Date of next review – May 2024

## **Plan Distribution**

### **Public Copies**

Parish Council website  
Councillors  
  
Braintree District Council

### **Full Plan**

Parish Council staff  
Councillors  
Emergency volunteers  
Emergency planning team

## **1. Introduction**

The aim of this emergency plan is to enable the Parish Council and the community of Great Notley to respond effectively to any local emergency. Emergencies can occur with little or no warning and could be caused by many factors and are by their nature impossible to predict. Emergencies may include natural disaster, severe weather, power failures, transport incidents and terrorism.

It should be noted that the primary responsibility for the management of an emergency rests with the emergency services and in normal circumstances the Police are responsible for operational control at the scene of the emergency. Braintree District Council acts as the co-ordinator for the Local Authority response.

The Parish Council will attempt within the constraints of the situation, to provide information to both Braintree District Council and to the Community of the Parish. If requested they will liaise with the emergency services.

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

## **2. Identification of Risks**

Possible risks to the Community of Great Notley (the list is not exhaustive) –

- Flooding in the vicinity of water courses and ponds
- Fire
- Utilities Failure
- Transport Collision

- Chemical Spillage
- Extreme Weather

### 3. Roles and Responsibilities

It is considered that the Parish Council will assist as follows –

- Acting as a point of contact for the district council and emergency services if necessary
- Acting as a point of contact within the community
- Disseminating useful information to the local population
- Providing local information to the district council and emergency services
- Assisting the district council in identifying and contacting premises suitable to be used as rest centres for victims of an incident
- If required assisting in setting up a public meeting
- Attending and contributing to the debriefing process
- Making sure the district council receive an up to date copy of this plan together with future amendments
- Being aware of vulnerable members of the community.

### 4. Resources within the Community

The following resources are available within the Parish of Great Notley –

- Notley Green Community Centre which has a kitchen
- The Church of Great Notley which has kitchen facilities
- The Discovery Centre, Great Notley Country Park
- The GP surgery at Notley Green

### 5. Parish Council Contact Tree

	Parish Clerk Elizabeth Winter 07585 232933	
Chairman		Vice-Chairman

## 6. External Contacts

Police	)	
Fire Brigade	)	999
Ambulance	)	
Braintree District Council		01376 552525
Environment Agency		0800 807060
UK Power Network		0800 783 8838 or 01243 50 8838 for mobile users.

## 7. Activation of the Plan

The plan will be activated in the following circumstances-

- a. In the event that Braintree District Council call the Parish and request activation of the plan
- b. In the event that the emergency services call the Parish and request activation of the plan
- c. In the event that there is a fire in more than 5 properties
- d. In the event that there is an outage of power main line telephone or water in excess of 24 hours
- e. In the event of severe weather exceeding 48 hours
- f. In the event that the Parish Council decide that the plan should be activated. Such decision to be taken by two Councillors in consultation with the Clerk.

## 8. Procedures

In the event of the plan being activated the following procedures will apply –

- A. Braintree District Council or the emergency services will contact ONE named person on the Parish contact cascade and will –
- Provide as much information on the incident as possible
  - Advise on a course of action with the Parish or
  - Request advice on the local situation
- B. Upon the Parish Council deciding to activate the plan under clause 7 of this document the following actions shall be effected
- one person shall contact Braintree District Council to advise of the fact
  - With the aim of setting up a Parish emergency team the main contact person shall advise all Councillors
  - Arrangements will be made to contact Parish Council staff as felt appropriate in the circumstances
  - Arrangements will be made to contact the rest centres if appropriate in the circumstances.
  - If appropriate arrangements will be made to contact other agencies such as UK Power Networks in order to ascertain relevant information.
- C. The Parish Emergency team will
- Comply with the advice or request received from the District Council
  - Establish a communication link with the district council and maintain it though out the duration of the emergency
  - Consolidate local information and pass it on to residents
  - In the event of the Parish becoming isolated, undertake the co-ordination of the response to sustain the local community
  - Provide an overview of essential requirements of the Parish to survive and recover from an emergency
  - Maintain a log of significant events.
  - Maintain a 'lessons identified' sheet during the emergency and recovery phase so as to allow the Emergency co-ordinator to update future plans

## 9. General Information for residents

Residents may find the following sources of information of use to either plan for an emergency or in case of an emergency –

- Parish Council emergency contact number 07585232933
  - Braintree District Council website [www.braintree.gov.uk](http://www.braintree.gov.uk)
  - Local radio stations – BBC Essex on frequency 103.5 or 95.3FM or Heart on frequency 96.3 or 102.6FM
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