

**EMERGENCY CONTINGENCY PLANS  
AND  
ANNUAL REVIEW**

**1.0 REVIEW SHEET**

This review sheet and attached document must be completed by 31 March **each** year. Please complete your details below. (Please remember that having signed this document you are taking responsibility and accountability for its accuracy).

I confirm that a full yearly review has been undertaken and that all documents now reflect the most recent needs of the parish and that a complete copy of the spreadsheets and text are attached.

Date:	Signature of councillor updating these records:
28 January 2020	D. Hills

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# EMERGENCY & CONTINGENCY PLANNING Information & Procedures Manual

## 1.1    **FORWARD**

Brentwood Borough Council (BBC) has a responsibility under the Civil Contingency Act 2004 with regard to Civil Protection and Emergency Management. The BBC Emergency Planning Team maintains regular liaison with partner organisations and maintains a suite of plans and guidance documents to support the response to and recovery from a major emergency affecting the district. As part of their controls in place they undertake to liaise with Parish Councils with regard to the development and maintenance of individual Parish Emergency Plans.

Members have agreed that Herongate & Ingrave Parish Council will provide a 'support' role and where possible, working within the limited capabilities of the Parish Council and parish community, assist the emergency services and Borough/County Council

## 1.2    **ACTIVATION TRIGGERS**

The decision to activate HIPC's Emergency Plan will be taken by the Chair or the Deputy Chair and Clerk in his/her absence. This decision may be taken as a result of a request from emergency services or from Brentwood Borough Council or Essex County Council Emergency Planning Officers. The decision to activate the plan may also be taken at an HIPC level in the event of a more localised emergency or where contact with emergency services and emergency planning officers is difficult. Triggers may include flooding or anticipated flooding, other extreme weather conditions, major protracted A128 closures or utility outage where it is expected to last more than one day.

## Herongate and Ingrave Parish Council

### 1.2 CONT

The Chair will hold an immediate meeting/discussion with the Deputy Chair and Parish Clerk. All necessary information/updates will be disseminated to other staff and Members via the 'Telephone Tree'. Each Member of HIPC will need to be aware of who they are responsible for contacting. In the event of being unable to make contact, please ensure that the Members on the next tier are contacted.

Please note - all media communication should be directed to Leona Murray-Green, Brentwood Borough Council. In an emergency, an individual Parish Councillor will not be in possession of sufficient information to know that something they say to the media is appropriate and will not add to the danger.

*HIPC will aim to co-ordinate any request by the blue light services, usually the Police, and the emergency services should be able to advise what role HIPC can action agreed with local authorities in the event of an evacuation.*

**It should be noted that Brentwood Borough Council have in place a robust Emergency Contingency Plan using their in-house staff and the Emergency Services, however, should the emergency be in our Parish we may be called upon to assist with temporary accommodation, log keeping and other tasks deemed suitable.**

Arrangements for alternative means for staying in contact will be put in place if usual communications have been disrupted.

Mobile phones will be the default method of staying in touch. However a major emergency could mean that mobile phone networks are overloaded. Available numbers have been provided for emergency group members.

Use of e-mail and Facebook as an alternative method of communication will be considered depending on the specific emergency and subject to availability.

Confirm a control hub for HIPC personnel and to assist with keeping the community informed. If necessary, an alternative location will be sought.

**1.3 STATEMENT OF PURPOSE**

The purpose of this Emergency Recovery plan is to mitigate loss to the residents of Herongate and Ingrave Parish due to natural or man-made emergencies/disaster(s), effectively and efficiently manage, in conjunction with Brentwood Borough Council, the emergency/disaster and recover from its effects as quickly as possible to preserve the safety and wellbeing of local residents.

**1.4 OBJECTIVES**

Our objectives for developing and implementing an emergency/disaster recovery plan are to:

- Assist where possible Brentwood Borough Council with the safety of the residents, during and after an emergency/disaster.
- Assist where possible in protecting business assets where applicable.
- Be familiar with this policy and aware of contact details of suppliers of services, equipment and relevant telephone numbers of Parish Councillors and Brentwood Borough Council emergency contacts.

**THIS PAGE IS LEFT BLANK ON PURPOSE.**

1.5 **LOCAL RISK ASSESSMENT**

HIPC Table 2016

Road accident/closure	A128 Increasingly busy and alternative to M25
Surface water	Low risk
Minimal access	Main access to population via A128 from North to South
A road	A128
Minor road	Billericay Road
Alternative route	In extreme emergency possible across Thorndon Golf course via Driving Range
Plane crash	Significant air traffic overhead going to and from Gatwick
Traffic bottle neck	Potential for whole length of A128 to be gridlocked
Woodland fire	Significant tracts of woodland in Thorndon Park and other smaller woods in surrounding countryside that is not easily accessible to Fire Brigade
SSSI etc	Thorndon Park
Pollution	Potential especially from Lorries and Garage
Explosion	Potential from Garage
Live Stock	Minimal
Other	
Unusual Building Construction	Risk of fire, collision damage
Petrol Stations	Leakage of fuel fire potential
Extreme Weather	Both North and South entrances to main population centres are approached up hills?

## Herongate and Ingrave Parish Council

### 1.6 FIRST STEPS IN AN EMERGENCY.

Follow the instructions below when the plan is activated.

	Instructions	Tick
1	<i>Example: Call 999 (unless already alerted)</i>	
2	<i>Ensure you are in no immediate danger</i>	
3	<i>The Chair to make contact with the Deputy Chair and Clerk and meet/discuss the situation and disseminate information via the Telephone Tree</i>	
4	Establish the scope of the emergency	
5	Assist with Identifying who is likely to be affected	
6	Respond to requests for allocations of tasks	
7	Assist with community strategy	
8	Assist with review/check-by process	
9	Assist with considering method of communication to keep local community informed	
10	Ensure that all staff and Members are kept regularly updated via the Telephone Tree	



1.7 **COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA**

**Example Community Emergency Group Emergency Meeting Agenda**

**Date:**

**Time:**

**Location:**

**Attendees:**

**1. What is the current situation?**

*You might want to consider the following:*

**Location of the emergency. Is it near:**

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

**Are there any vulnerable people involved?**

- Elderly
- Families with children
- Non-English-speaking people.
- What resources do we need?
- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

**2. Establishing contact with the emergency services**

**3. How can we support the emergency services?**

**4. What actions can safely be taken?**

**5. Who is going to take the lead for the agreed actions?**

**6. Any other issues?**

## Herongate and Ingrave Parish Council

### 1.8 HIPC EMERGENCY CO-ORDINATORS

<i>Photo</i>	Name: Cllr Alan Kingsford (Chair)
	Title: Emergency Coordinator
	Land line: 01277 810075
	Mobile: <b>REDACTED</b>
<i>Photo</i>	Name: Stephanie Robinson (Parish Clerk)
	Title: Deputy Co-Ordinator
	Land line: 01277 415369
	Mobile : 07851214222
	Name: Cllr Marie Pearson (Deputy Chair)
	Title: Deputy Co-Ordinator
	Land line:
	Mobile : 07399 171859

## Herongate and Ingrave Parish Council

### 1.9 EMERGENCY SERVICES CONTACT LIST

POLICE	999	IF LIFE AT RISK ROUTINE
FIRE	999	OF LIFE AT RISK ROUTINE
EAST FO ENGLAND AMBULANCE	999	IF LIFE AT RISK ROUTINE
H M COASTGUARD	999 01255 675518	IF LIFE AT RISK ROUTINE
BRENTWOOD BOROUGH COUNCIL	<b>01277 262728 OUT OF HOURS</b> 01277 312500	TO REPORT AN EMERGENCY MON-THUR 8.30AM-5PM FRI 8:30AM-4.30PM
ENVIRONMENT AGENCY	<b>0800 80 70 60 24HR SERVICE</b>	TO REPORT AN EMERGENCY
ENVIRONMENT AGENCY FLOODLINE WARNING DIRECT	0845 988 11 88 (QUICK DIAL)	
UK POWER NETWORKS	0800 783 8838	

## Herongate and Ingrave Parish Council

### 2.0 **PARISH COUNCIL PHONE LIST**

<b>Alan Kingsford</b>	<b>Parish Councillor Chairman</b>	<b>077323 06856 Council Mobile cllr.a.kingsford@herongateandingravepc.org.uk</b>
<b>Marie Pearson</b>	<b>Parish &amp; Ward Councillor Vice Chair</b>	<b>01277 417734 cllr.m.pearson@herongateandingravepc.org.uk</b>
<b>Martin Hannusch</b>	<b>Parish Councillor</b>	<b>07976 965632 cllr.m.hannush@herongateandingravepc.org.uk</b>
<b>Jim Ellis</b>	<b>Parish Councillor</b>	<b>07966 577985 cllr.j.ellis@herongateandingravepc.org.uk</b>
<b>David Watts</b>	<b>Parish Councillor</b>	<b>cllr.d.watts@herongateandingravepc.org.uk</b>
<b>Sally Piggott</b>	<b>Parish Councillor</b>	<b>07985 401792 cllr.s.piggott@herongateandingravepc.org.uk</b>
<b>Sue Flood</b>	<b>Parish Councillor</b>	<b>07456404534 cllr.s.flood@herongateandingravepc.org.uk</b>
<b>Jacqueline Capps-Coe</b>	<b>Parish Councillor</b>	<b>07976 585472 cllr.j.capps@herongateandingravepc.org.uk</b>
<b>David Hills</b>	<b>Parish Councillor</b>	<b>01277 812376 cllr.d.hills@herongateandingravepc.org.uk</b>
<b>Stephanie Robinson</b>	<b>Parish Clerk Responsible Financial Officer</b>	<b>07512 078975 clerk@herongateandingravepc.org.uk</b>
<b>Cat Tierney</b>	<b>Brentwood Borough Councillor</b>	<b>07753 579 768 cat.tierney@brentwood.gov.uk</b>
<b>Cllr. Louise McKinlay</b>	<b>Essex County Councillor.</b>	<b>louise.mckinlay@essexcc.gov.uk</b>

## Herongate and Ingrave Parish Council

### 2.1 KEY LOCATIONS

#### Identified with local authority for use as places of safety

Building	Location	Potential usage in an emergency	Contact details
Ingrave Johnstone School	School Lane	Large space & shelter, likely to be away from emergency. Could be prone to flooding 150+persons	Head <b>Mr James Rogers</b> 810218 <b>TO BE AGREED ( TBA)</b> <b>Need caretakers details?</b>
St Nicholas Hall and Church	St Nicholas Church ( northern end of parish )	Large space and 2 buildings for shelter 150+ persons & likely to be away from emergency	Rev'd Paul Hamilton 812452 Agreed 15/03/18 Generator switch installed 24/04/18
St Andrews Church	Brentwood Road ( southern end of parish )	Shelter approx 50 persons. On A128	<b><u>Rev. David Bagwell</u></b> 01277 623085 Agreed 12/01/18 Generator switch agreed installed 13/03/18
Herongate Football Club	Brentwood Road	Herongate Athletic Football Club 100+persons & likely to be away from emergency	Sue Tozer 07930 656 876 TBC & TBA  <a href="tel:810717">810717</a>
Thorndon Park Golf Club	INGRAVE	Space and shelter	TBC&A 810345

## Herongate and Ingrave Parish Council

### 2.2 FACILITY REQUIREMENTS

Building requirements			
Accommodation Requirements.	Have buildings Been identified?	If yes what type of facilities are required?	Responsibility for provision of equipment?
Short and long term resident shelter.	Yes	Keys	Parish Council. Caretaker/other.
Communication	N/A	Access to mobile phone, land line, internet.	Parish Council.
Car parking	N/A	Car Parking	On site and in roads.
Catering	N/A	Ability to provide Light refreshment	On site facilities (limited capability).
power	N/A	Mains power for lighting, heating And catering	On site. Electric heating at St Andrews Church. Gas Heating at St Nicholas Church
Generator back-up	N/A	<b>3 Phase</b> Generator switch Installed 13/03/18 St Andrews Church	Parish Council.
Generator back-up	N/A	<b>Single phase</b> Generator switch Installed 24/04/18 St Nicholas Church	Parish Council.
Toilet facilities	N/A	N/A	On site.

Person responsible for enter data: \_\_\_\_\_

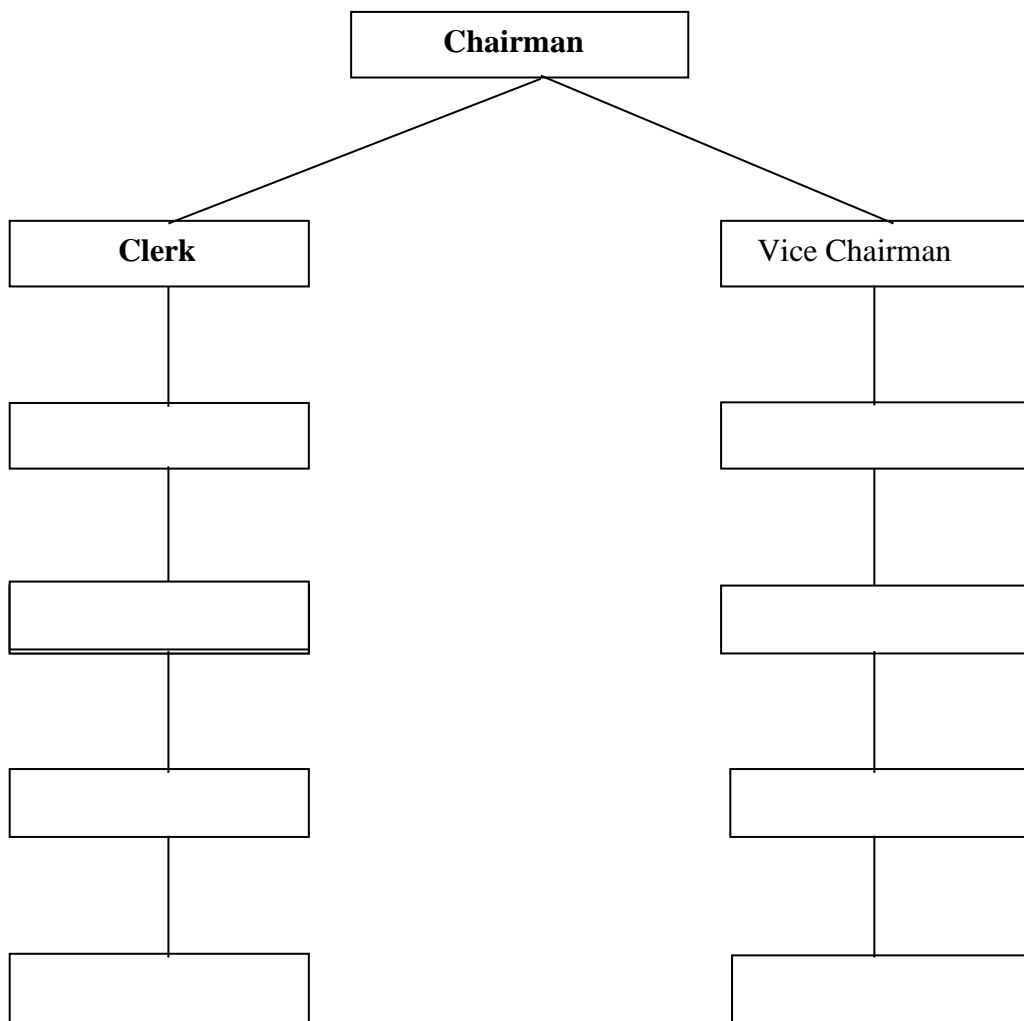
Date: \_\_\_\_\_

## Herongate and Ingrave Parish Council

### 2. EMERGENCY BACK-UP REQUIREMENTS

Pre disaster		
Back-up system needed	Supplier & Telephone No	Post-disaster Date received
Generators	Alan Marsh H-01277812115 M- <b>07973388069</b> Phase Hire H-01268792648 M- <b>07831645781</b>	
Battery powered lighting	B&Q - 01268 534884 City Electrical - 01277 229 776	
Electrical Services	Russell Butler H-01277810752 M- <b>07748076186</b> Phase Hire H-01268792648 M- <b>07831645781</b> Andy McCann H-01277810856 M- <b>07887707769</b>	
Plumbing services		
Emergency equipment/etc (See appendix 1 for lists)	Stuart Theobald M- <b>07976 585472</b>  Alan Marsh H-01277812115 M- <b>07973388069</b>	

2.4 **TELEPHONE TREE**





**2.5 EVENT CALL LOG**

**ALL CALL REGARDLESS OF REASON MUST BE LOGGED**

Location	Contact name	Designation	Tel no;	Time	Mobile No	Response Pos/Neg	Outcome

## 2.6 EMERGENCY/DISASTER SUPPLIES

Depending on the type of disaster that occurs, *some or all* of the following could prove valuable on the road to recovery.

- *Torch*
- *Batteries for Equipment*
- *First-Aid Kit*
- *Space Blankets*
- *Sterile and Non-Sterile Gloves*
- *Fire Extinguisher*
- *Cellular Phone & Charger*
- *Paper*
- *Hazard Tape*
- *Marker Pens,*
- *Protective Clothing*

2.7 EXTRA EXPENSE SHEET

DATE	ITEM PURCHASED	PURCHASED BY	SUPPLIER	COST

Herongate and Ingrave Parish Council

2.8 PARISH MAP



2.9 **Appendix 1.**

## Herongate and Ingrave Parish Council

### Emergency Equipment Supplied by Alan Marsh.

2 x 1" Water Pump.  
1 x 2" Water Pump.  
1 x 3" Water Pump.  
2 x Electrical Submercible Pumps.  
1 x 2Kw 230-110 Generator.  
1 x 2Kw 110 Generator.  
1 x 6Kw Deisal Generator with leads and RCD boxes.  
2 x 900Watt Generators.  
Various sized/length Ropes.  
Several Chainsaws.  
3 x Tractors, one a Front End Loader.  
1 x Small Propane Heater.  
2 x Small dehumidifiers.  
Varioused sized Timbers for shoring.  
1 x 4x4 Vehicle with Winch.  
3 x Hand Winches.  
1 x Kango Hammer.  
Several Site Lights.  
Supply of Deisal Oil jn Bund.

## **Herongate and Ingrave Parish Council**

### **Appendix 1 Cont:.**

#### **Emergency Equipment Supplied by Stuart Theobald.**

- Tractors of various horsepower,
- a tractor mounted 3 phase generator,
- a small single phase diesel generator,
- a 13tonne 360 degree digger,
- 2 telehandlers
- 5 ½ tonne 360 degree digger
- Trailers
- Lifting chains
- Chainsaws and woodchippers

**END**

