



HATFIELD PEVEREL

COMMUNITY EMERGENCY PLAN

**Please note that this is an edited version
of the latest Emergency Plan, with all
sensitive information removed.
Copies of the full Emergency Plan are held
by the Parish Council and Braintree
District Council.**

AMENDMENT SHEET

Plan requires to be updated on an annual basis or after an event.

AMENDMENT NUMBER	DATE	AMENDED BY
V1.0	November 2016	Cllr Suzanne Evans
V2.0	January 2018	Sarah Gaeta
V3.0	October 2018	Sarah Gaeta

Plan Owner: Hatfield Peverel Parish Council

Distribution List:

- Braintree District Council – Health Safety & Emergency Manager
- Hatfield Peverel Parish Office (notice board display)
- Parish Clerk (for office use)
- Parish Councillors (by e-mail & hard copy)

Document classification: OFFICIAL (OFFICIAL-SENSITIVE)

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Village Profile

Number of people living in the village	4,375
Number of households in the village:	1,815
Number of children under 16:	710
Number of working age adults:	2,650
Number of residents over 65:	1,015
Number of lone parent families:	85
Number of single pensioner households:	270
Number of residents in black or minority ethnic groups:	170
Number of residents born outside the UK:	165
Dependency ratio:	0.65

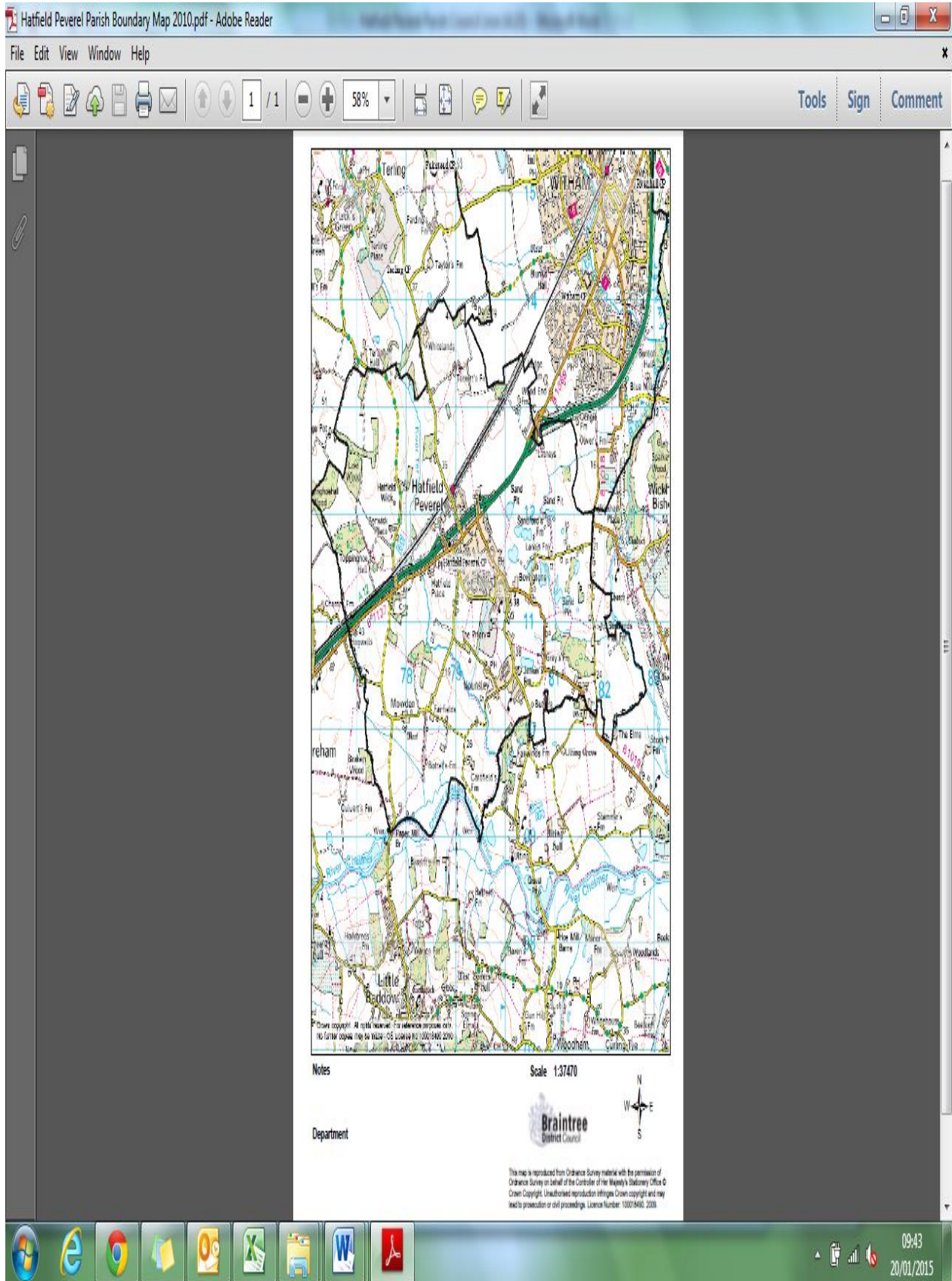
LOCAL GEOGRAPHY

Hatfield Peverel is located between Chelmsford, 7 miles to the west and Witham, 2 miles to the east and some 4.5 miles to the northwest of Maldon. The parish covers approximately seven square miles (1912 Ha) and is unevenly bisected by the A12 and the railway line, which runs through its northern part from the southwest to the northeast. Access to the countryside for walkers is provided by a well-established network of footpaths. The majority of the land area is located to the south of the A12 in an area bounded by the Chelmer valley to the south and the Blackwater valley to the east. There are two centres of population, the village of Hatfield Peverel itself and approximately 3/4 of a mile to the south, Nounsley.

Two rivers flow through the parish, the Ter, a small tributary, flows roughly north to south to join the Chelmer at Rushes Lock, the Chelmer forming part of the parish's southern boundary. The landscape is one of gently undulating agricultural land interspersed with small areas of woodland, with a few substantial woods.

The highest point of the parish is recorded as 157 feet above mean sea level and the lowest about 50 feet above mean sea level. Whilst there are no dramatic geographical features within the parish, a number of locations are designated as being Special Landscape Areas in order to protect the traditional qualities of the landscape. The local geology includes beds of sands and gravels which are of glacial origin and which have been actively extracted. These activities, mostly to the eastern side of the parish, have resulted in several lakes being established, some of which are used for recreational fishing.

Parish Boundary Map - Hatfield Peverel



Telephone Tree

Parish Clerk
Sarah Gaeta

Mark Weale

Suzanne Evans

Diane Wallace

David Broddle

Ted Munt

Mike Renow

Linda Shaw

Kevin Gallifant

Marel Elliston

Reginald Peters

Simon Hinkley

Charley Dervish

John Pennick

***Note: Everyone should check that all the people on the level below them have been informed and receive positive proof.
E.g. Text, email or two named recipients of conformation message***

EMERGENCY CONTACT LIST

EMERGENCY CONTACT LIST cont...

Emergency Accommodation/Information Centres

LOCATION	CONTACT	TELEPHONE	FACILITIES
Village Hall Maldon Road CM3 2HP			Toilets Seating Telephone Kitchen Parking
St Andrews C of E Junior School Church Road CM3 2JX			Toilets Kitchen Seating Telephone Parking
Hatfield Peverel Infants School Church Road CM3 2RP			Toilets Kitchen Seating Telephone Limited parking
Scout & Guide HQ Church Road Hatfield Peverel			Toilets Kitchen Seating Limited parking
St Andrews Church Hall Church Road Hatfield Peverel			Toilets Kitchen Seating Parking
Parish Council Offices			Information

Emergency Accommodation/Information Centres cont...

Local Skills and Resources Assessment

Skill/Resource	Names	Contact details	Location
Water/food supplies	Co-op		The Street
	Honeypot Stores		The Street
	Londis Stores		Maldon Road
	Mr Chips		Hadfelda Square
	Upsons Farm Sales		The Green
	Omars Indian		The Street
	Blue Strawberry		The Street
	Hatfield Tandoori		Maldon Road
	Duke of Wellington PH		The Street
	The William B		The Street
	Wheatsheaf PH		Maldon Road
Temporary Shelter	Cross Keys PH		The Green
	The Swan Inn		The Street
	Methodist Church Hall		The Street
	St Andrews Church		Church Road
	Wheatsheaf PH		Maldon Road
	The William B		The Street
	Cross Keys PH		The Green
Builders (generators and sand)	Duke of Wellington PH		The Street

Electricians	Emergency		
Farm Equipment (General): i.e. generators/pumps	Upsons, Ivy Barn Strutt & Parker (Farms) Ltd		The Green
Church Ministers/Religious Leaders	St Andrews Parish Church Methodist Church Salvation Army Catholic Priest		
Fuel	Petrol Station Tesco PFS Chelmsford Services		Witham Slip Road, Junction 22 Fullbridge, Maldon A12 Services, Boreham Interchange
First Aid/Medical Assistance	Dr's Surgery Dr's Surgery Hatfield Peverel Pharmacy Boreham Pharmacy Dental Surgery Tesco Pharmacy		Strutt Close, Hatfield Peverel Juniper Road, Boreham Hadfelda Square, Hatfield Peverel Juniper Road, Boreham The Street, Hatfield Peverel Fullbridge, Maldon
Drinking Water	Anglian Water Essex & Suffolk Water		

EMERGENCY EQUIPMENT HELD BY HATFIELD PEVEREL PARISH COUNCIL

Parish Council Office, Village Hall, Maldon Road

ITEMS	NUMBERS	LOCATION
RED GRAB BAG	1	FOYER CUPBOARD, PARISH COUNCIL OFFICE
IDENTIFIABLE HI-VIS JACKETS	2	PARISH OFFICE FOYER
FOIL BLANKETS	20	PARISH OFFICE
RE-CHARGEABLE TORCHES & LANTERNS	2	PARISH OFFICE
TEMPORARY SIGNAGE		
FLOOD PREVENTION PRODUCTS		
NUMBER OF SALT BAGS PROVIDED UNDER THE SALT BAG PARTNERSHIP (ESSEX COUNTY COUNCIL)		SEVERAL STORED IN PARISH COUNCIL LOCK UP
NUMBER OF GRIT BINS WITHIN THE PARISH	2	NOUNSLEY ROAD (JUNCTION P.FARM RD) CHURCH ROAD (NR SCHOOLS)
CORDED TELEPHONES		
RE-CHARGEABLE RADIOS	1	PARISH OFFICE

Community Risk Register – Hatfield Peverel

Risk	Parish Area	Impact on the Community	What to do	Who to tell (during incident)
Flooding (river and surface water)	Nounsley Road, The Ford (River Ter)	Number of properties at risk of flooding: 1 Access to amenities (Are they available or cut off?): Amenities available	now Raise awareness of flood protection within Community - posters, parish newsletter etc. during event Stock of Flood Prevention products at set location(s) during event Activate Parish Emergency Plan	Parish Clerk/EP contact to activate plan District Emergency Planning Officer if support to residents required in case of evacuation Police - roads may need closing, residents may need evacuating Fire Service - properties may need pumping out
Utilities failure – gas or electric	Whole Village (Hatfield Peverel & Nounsley) – Electricity Hatfield Peverel only - Gas	Is gas supplied to the village? Yes, to Hatfield Peverel, as far as The Green. Not to Nounsley Number of properties with Heating Oil, Calor Gas, Electricity or Solid Fuel: All properties in Nounsley and some in Hatfield Peverel Loss of electricity: Are security systems down? Should have a battery back up Are credit/debit card systems down in shops/facilities? Yes	now Raise awareness of Grab Bags- posters parish newsletter etc. Purchase wind up torches Purchase wind up radios – Promote National “Go In Stay In Tune In” message Promote Business Continuity in local businesses Consider vulnerable people within village - heating food etc. Ensure that vulnerable residents are registered to UK Power Networks priority register.	Parish Clerk/EP contact to activate plan District Emergency Planning Officer if support to residents required in case of evacuation

		<p>Are street lights affected by outage? Yes</p> <p>Have you got residents who rely on electricity for emergency medical equipment? (For example, home dialysis) Not aware of any</p>		
Utilities failure – water supply failure	Whole Village	<p>Are there any private water supplies you could utilise in an emergency? NO</p> <p>Have you got an emergency supply of bottled water? NO</p> <p>Are vulnerable people in your parish signed up to relevant priority lists with the water company? Not aware of any</p>	<p>now promote priority service for water restoration for vulnerable population (Anglian Water)</p> <p>during activate Parish Emergency Plan</p> <p>during take bottles of water to pre-identified vulnerable people.</p>	<p>Inform Anglian Water of the failure and keep track of progress with the company.</p> <p>Inform District Emergency Planning Officer of situation.</p> <p>Contact Greenfields Community Housing.</p>
Telephone lines cut off/down	Whole Village	<p>Do you liaise with your neighbouring parish to use their facilities to report an outage? YES</p> <p>Is your internet/landline likely to go out of service across the whole parish? YES</p> <p>Do you have mobile phones that could be utilised? These run off a different tower system. YES</p>	<p>Now/during Raise awareness of areas where telephone lines are down. Mobile phones available.</p>	<p>Inform BT Open Reach of incident.</p> <p>Contact Greenfields Community Housing.</p> <p>Contact District Emergency Planning Officer to inform of situation.</p>
Add further risks as relevant				

Environment Agency Flood Map - Hatfield Peverel

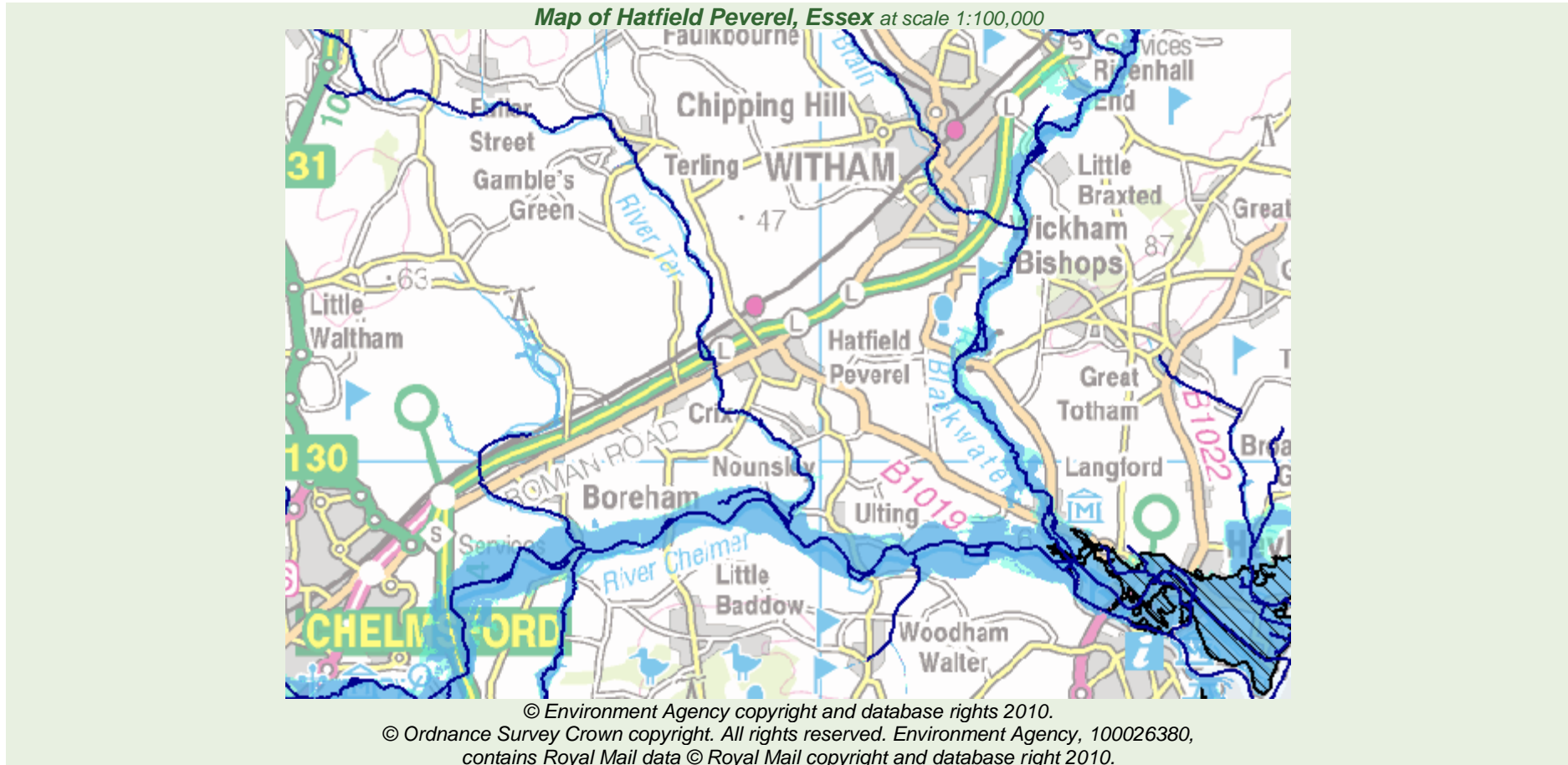


Table of Vulnerable People

Potential Vulnerability	Location	Address	Contact Details	Estimated Numbers & Notes
Children Example: Nursery Schools Toddler Groups Primary School Infant/Junior School Academies/High Schools Higher Education	Hatfield Peverel Nursery	Church Road Hatfield Peverel CM3 2JX		Mon-Fri 8pm-6pm Term Time only Children 2-5yrs
	Hatfield Peverel Infants School	Church Road Hatfield Peverel		Approx 180 children Mon-Fri 8pm-4pm Term Time only
	St Andrews Junior School	Church Road Hatfield Peverel		Approx 240 children Mon-Fri 8pm-4pm Term Time only
	Mighty Oaks Nursery	Village Hall		Children 2-5yrs
	Highwood House Day Nursery	Highwood House Maldon Road Hatfield Peverel		Children 6 months- 5yrs
	Beaver Scouts	Scout & Guide HQ Church Road Hatfield Peverel		18 children Mondays 5pm-6.15pm Term time only
	Cubs	Scout & Guide HQ Church Road Hatfield Peverel		25 Children Fridays 6.45pm – 8.15pm Term time only
	Scouts	Scout & Guide HQ Church Road Hatfield Peverel		25 children Wednesdays 7.30-9pm Term time only
	Explorers	Scout & Guide HQ Church Road Hatfield Peverel		15 children Thursdays 7.30 – 9pm Term time only
	Rainbows	Scout & Guide HQ Church Road Hatfield Peverel		Wednesday 4.15 -5.30pm Term time only

	Brownies	Scout & Guide HQ Church Road Hatfield Peverel		Thursday 5.15 -6.45pm Term time only
	Guides	Scout & Guide HQ Church Road Hatfield Peverel		Mondays 7pm-8 30pm Term time only
	Edward Bear	Church Hall Church Road Hatfield Peverel		Thursday mornings Pre-school children
	Nicky's Childminding	The Green		
	Misc third-party hirers	Scout & Guide HQ Church Road Hatfield Peverel		
	Misc third-party hirers	Village Hall Maldon Road Hatfield Peverel		
	Misc third-party hirers	Church Hall Church Road Hatfield Peverel		
Older People Examples: Sheltered Accommodation Alms Houses Residential Care Homes	Norah Guilder House Sheltered Accommodation	St Andrews Road, Hatfield Peverel CM3 2EL		
	Willowmead Care Home	Wickham Bishops Road Hatfield Peverel		
	Hatfield Peverel Lodge Care Home	Crabbs Hill Hatfield Peverel		
	Lovibond Cottages Elderly Residents	Maldon Road Hatfield Peverel		4 cottages
	Scout Active Support Unit Social Group	Scout & Guide HQ Church Road Hatfield Peverel		Some older members First Friday in the month 8.15pm -10pm

<u>Others</u> Example: Residents who are undergoing medical treatment at home or have recently returned from hospital				
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ACTION CARD

IMMEDIATE ACTION TO BE TAKEN ON NOTIFICATION OF AN EMERGENCY BY THE FIRST CALL RESPONDER

	Action		Completed yes/no (include Time and Date)
1		On notification of an emergency, contact your Local Authority to speak to the Emergency Planning Officer and inform them of what's happening.	
2		Activate the telephone cascade to make volunteers aware of an incident.	
3		Contact vulnerable persons or organisations that care for vulnerable persons, and make them aware of the emergency situation.	
4		Keep action log sheet updated with developments/actions carried out.	
5		Check the risk assessment, is there anything you can do to prevent/lessen the impact against these risks happening?	
6		During an emergency Have you completed your situation report? (Page 21)	
7		During an emergency Record all of your expenditure	

ACTION CARD

TELEPHONE CASCADE

	Action		Completed yes/no (include Time and Date)
1		On notification of an emergency, contact your Local Authority to speak to the Emergency Planning Officer and inform them of what's happening.	
2		Use the telephone tree or emergency contact list to get in touch with the Emergency Community Group	
3		Ask each member called to go down the tree and call their allocated person, informing them of what is going on and when to meet.	
4		During an emergency Have you completed your situation report? (Page 21)	
5		During an emergency Record all of your expenditure	

ACTION CARD

CHECKLIST FOR COMMUNITY EMERGENCY COORDINATOR

The checklist below is a prompt you can use as you go through the process of responding to an emergency.

	Action		Completed yes/no (include Time and Date)
1		Have you established a Community Emergency Group?	
2		Have you considered what help/support you need and how to access it?	
3		Have you considered the risks that your community might face?	
4		Have you assessed the existing skills and resources in your community?	
5		Have you identified key locations in the community to use in an emergency?	
6		Have you considered who in your community might be vulnerable in an emergency?	
7		Have you decided how and when you would activate your plan?	
8		Have you shared your plan with your community and your local emergency responders?	
9		During an emergency Have you completed your situation report? (Page 21)	
1 0		During an emergency Record all of your expenditure	

ACTION CARD

ACTIONS TO TAKE WHEN REQUESTED TO OPEN A LOCAL REST CENTRE

	Action		Completed yes/no (include Time and Date)
1		Retrieve the emergency accommodation list when requested to open a local rest centre.	
2		Select the most suitable rest centre that is a safe distance from the emergency.	
3		Evaluate if the facilities at the rest centre are fit for purpose and there is enough space to accommodate those affected	
4		Contact the known key holder on the list and organise a time to meet up and prepare the building for use.	
5		Gather relevant supplies and refreshments (if possible) to take along to the rest centre.	
6		During an emergency Have you completed your situation report? (Page 21)	
7		During an emergency Record all of your expenditure	

ACTIONS LOG SHEET

Name..... Signed.....

Date Page.....of.....

RECORD EVERY SIGNIFICANT EVENT

TIME RECEIVED	SOURCE	EVENT OR ACTION	FURTHER ACTION REQUIRED	✓ WHEN DONE

COMMUNITY SITUATION REPORT

FROM:

DATE AND TIME:.....

REPORT NUMBER:

PERIOD COVERED:.....

1. NUMBER OF DOMESTIC PROPERTIES AFFECTED
2. NUMBER OF PERSONS PROVIDED WITH EMERGENCY ACCOMMODATION
3. LOCATION OF BLOCKED ROADS
4. AREAS WITHOUT ELECTRICITY
5. AREAS WITHOUT GAS
6. AREAS WITHOUT WATER
7. AREAS WITHOUT TELEPHONES
8. ONGOING TASKS AND SPECIFIC RESOURCE REQUIREMENTS
9. ANY OTHER RESOURCE REQUIREMENTS
10. ANY OTHER INFORMATION

Note: It would be prudent to start the situation report as soon as an emergency is occurring, as your local authority is likely to contact you for these details during their response phase.

RECOVERY FROM INCIDENT & CHECKLIST

It is important to start the recovery process as soon as possible after the incident/emergency has occurred.

It is imperative that the Community is involved in the decision making process to engage their support and local knowledge.

A checklist should include (examples could include.... see below):

- √ **Community** - Promote self-help (What Community initiatives are already underway?)
- √ **Health & Welfare** - Consider vulnerable people/groups/establishments/Community Care/impact on faith groups
- √ **Business & Economy** - How many closures or relocations of businesses?
- √ **Environment Infrastructure & clean up** - Environmental Health issues (decontamination/disinfestations)?
- √ **Communications** - Co-ordinate communications across partner agencies
- √ **Elected Members** - Have Elected Members disseminated appropriate information to Community?

An action plan may look something like this:

Action	By whom	By when	Status (Red Amber Green)	Priority rating (E- Essential I – Important D–Desirable)

USEFUL TELEPHONE NUMBERS

ANIMAL WELFARE

RSPCA www.rspca.org.uk 0300 1234 999

BRAINTREE DISTRICT COUNCIL

Emergency Team (**Day**) 01376 552525

Emergency Team (**Night**) 01376 552525

Braintree District Council Website www.braintree.gov.uk

BUILDERS & ELECTRICIANS

DOCTORS

NHS 111 111

Local Health Centre

Check Nursing Qualifications

Check Doctor Qualifications

<http://www.nmc-uk.org>

<http://www.gmc-uk.org>

EMERGENCY SERVICES

Police www.essex.police.uk 999 (ask for Police)

Fire Brigade www.essex-fire.gov.uk 999 (ask for Fire)

Ambulance www.eastamb.nhs.uk 999 (ask for Ambulance)

ENVIRONMENT AGENCY

Environment Agency Website www.gov.uk/environment-agency

Flood Information (24 hrs) 0345 988 1188

General Enquiries Mon-Fri (8AM-6PM) 03708 506 506

Incident hotline to report Pollution etc. (24 hrs) 0800 80 70 60

TRANSPORT

Local Bus Companies First Essex Buses Ltd 01245-293 400

Local Railway Station Hatfield Peverel Railway Station
Abellio Greater Anglia 08456-007 245
National Rail Enquiries 08457-484 950

Highways Agency Queries/Fault Reporting - 0300 123 5000 **OR**
www.highways.gov.uk/traffic-information

UTILITIES

National Grid (Gas)	www.nationalgrid.com/uk/	0800 111 999
UK Power Networks	Landline Users: 0800 783 8838 Mobile Users: 01243 50 8838 www.ukpowernetworks.co.uk	
Met Office	www.metoffice.gov.uk	0870 900 0100
Local Water Authority		
Anglian Water (Sewerage Authority)	www.anglianwater.co.uk	08547 145 145

CHURCH MINISTERS

Local Religious Leader(s)	Vicar, St Andrews Parish Church (Church of England)
	Methodist Church Leader
	Catholic Church Priest

LOCAL RADIO

BBC Essex 95.3 & 103.5 FM 729, 765, 1530 MW	01245 616000
Essex Heart 96.3 & 102.6 FM	01245 524550

LOCAL/COMMUNITY NEWSPAPER

Local Newspaper	Essex Chronicle
	Braintree & Witham Times
Community Newspaper	Peverel Review Village Voice

COMMUNITY GROUP CONTACTS

VILLAGE AGENT

Village agents are employed by the Rural Community Council of Essex as a face to face signposting service for people in rural communities. Agents can put people in contact with organisations that provide service they need, provide information and advice and promote health and independence. The local village agent may well be aware of any vulnerable residents in the village who may need additional assistance at the time of an emergency. The local agent for Hatfield Peverel is:

Richard Ould

Tel: 07540 720610

TWITTER FEEDS

Local Authority

@BraintreeDC

Essex Civil Protection & Emergency Management

@PreparedInEssex

Environment Agency

@EnvAgency

Essex Police

@EssexPoliceUK

Essex Fire & Rescue Service

@ECFRS

FLOODING RESPONSIBILITIES

Essex County Council Flood & Water Management Team **08457 430430**

Email: floods@essex.gov.uk

<http://www.essex.gov.uk/flooding>

Essex County Council's Flood and Water Management team are concerned with flood investigations, ordinary watercourse regulation and consent, development of flood risk management plans and strategies including funding applications and improvement projects.

Responsibilities of responding organisations during a flooding event



Further Advice & Guidance

For further advice and guidance about Emergency Planning – Please visit your Local Authority's web pages

Emergency Planning webpages:

<http://www.braintree.gov.uk/info/200305/emergencies>

Where you can find more info such as;

- ✓ District/Borough/City, Unitary and County Council Emergency Plan's
- ✓ Information leaflets such as...
- ✓ Driving in Severe Weather
- ✓ Heat & sun
- ✓ Flooding advice
- ✓ Useful contacts list: See pages 23 to 26

Parish Councillor Webpages:

http://www.braintree.gov.uk/info/200144/parish_and_town_councils/471/parish_emergency_planning

Parish / Community Emergency Plan templates:

<http://www.essexprepared.co.uk/prepare-your-community/another-sub-page>

Please contact your local Emergency Planning Team if you have any queries.

Environment Agency Web site for details of river levels / flood guidance etc.:

<http://www.gov.uk/environment-agency>