

# Steeple Bumpstead Emergency Plan



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## **1. Introduction**

This Plan has been developed by Steeple Bumpstead Parish Council and its Community Resilience team in conjunction with colleagues at Braintree District Council.

It aims to enable the Parish Council and the local community to respond effectively to any local emergency that has a significant impact in the village and the surrounding areas.

Recent history of the village records two major floods in 2001 and 2007 which caused significant damage to properties in some parts of the village resulting in some residents being out of their properties for a significant length of time. On 28<sup>th</sup> October 2013 storms caused damage to power lines resulting in some parts of the village being without power for 52 hours.

Whilst such incidents are rare, they may take many forms and be associated with a local, regional or national incident. They are by their nature virtually impossible to predict.

Thus, this plan does not reflect on any one scenario that may or may not befall the village. Instead, it is a plan to ensure that the roles and relationships between the

community and the public service organisations are explained and maintained. It also acts as a resource to identify local key resources that may be helpful in responding locally to an incident.

Steeple Bumpstead Parish Council  
The Moot Hall  
Steeple Bumpstead  
Haverhill Suffolk  
CB9 7DQ

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## 2. Plan Details

### Plan Update Schedule

First Issue: July 2014

Second Issue: August 2014 (minor adjustment only)

Third Issue: June 2015 (changes to contacts and some other minor adjustments)

Fourth issue August 2017 (changes to contacts and minor amendments)

Fifth issue: March 2020

Sixth issue: February 2023 (changes to P8 re: power cuts, P9 radio stations and wording, P22 added seeking volunteers)

### Plan Distribution

Public Copies

Full Plan

SB Parish Council Website

SB Parish Councillors

Emergency Planning Team Braintree  
District Council

Neighbouring Parish Councils  
(Helions Bumpstead and Birdbrook)

Emergency Volunteers

Moot Hall (Library) - Hard Copy

Post Office - Hard Copy

District Councillor

County Councillor

### 3. Roles and Responsibilities

#### General Overview

Rescue will most frequently be the prime function required of the emergency services.

The Ambulance and Fire Services jointly manage the rescue of survivors, whereas the extinction of fire and the rescue of casualties from hazardous substances is the responsibility of the Fire Service. The care and transportation of casualties to hospital is the responsibility of the Ambulance Service.



Police will facilitate these operations by coordinating the responses of the emergency services, local authorities for welfare of non-injured survivors, and other agencies.

The principal concerns of local authorities include support for the emergency services, support and care for the local and wider community and coordination of the response by organisations other than the emergency services. As time goes on, and the emphasis switches to recovery, the local authority will take a leading role in rehabilitating the community and restoring the environment.

#### Role of the Parish Council

The Parish Council provides a resource nearest the local community. This will include access to staff (Parish Clerk), Councillors and local volunteers as well as valuable knowledge.

A key local role for the Parish Council is to provide a local rest centre or other type of temporary reception or accommodation facility in case of an Emergency. Two locations in the village (The Village Hall and the Lecture Hall / Congregational Church) have been assessed for possible use. The Parish Council, through the Emergency Coordinators, will maintain a pool of local volunteers able to set up and run a facility as required.

The Parish Council, through the Emergency Coordinators, will liaise with Braintree District Council Emergency Team throughout any emergency situation.

The decision on whether rest centres are required and at what locations will be determined by the Emergency Planning Team at Braintree District Council

In many cases such provision is required for very limited periods of time or if the incident requires a ‘Rest Centre’ provided over a prolonged period, staffing may be provided by Braintree District Council.

Other forms of help or support may be requested of the Parish Council and the local community. In such cases to avoid significant financial risk to the Parish Council, it is essential that requests for assistance be directly from, or otherwise approved by, the Emergency Planning Team at Braintree District Council.

## Management for Major Emergencies

The lead organisation for most major events will be drawn from the “Blue Light” services and will more often than not be Essex Police.

A standard control structure is used by the emergency services, and supporting agencies such as utility services or local authorities are well versed in the methodology for dealing with major incidents.

<b>GOLD</b> COMMAND	Multi Agency Strategic Level	Normally located at Essex Police HQ
<b>SILVER</b> COMMAND	Multi Agency Tactical level	Located at Essex Police HQ or local to incident
<b>BRONZE</b> COMMAND	Local Operational Level.	located at the incident site

It is unlikely that the Parish Council will be asked to contribute to the Tactical or Strategic management should a major incident occur and at an operational level request for assistance are most likely to come to the Parish Council from Braintree District Council Emergency Planning Team rather than from the Police or Fire Service. It is possible that local information may be requested by the local Bronze Command.

The Parish Council should not expect to have to provide liaison staff to support the command structure, expecting instead to receive and pass news about an incident response to Braintree District Council in the first instance.

A general awareness of the command structure is adequate for the scope of the Parish Council’s plans.

## Being prepared – Steps Residents can take

This basic guide to take some simple steps to reduce the impact of an emergency on your family.

Preparing a family emergency plan does not require any specialist knowledge, just a few minutes of your time.

This guide will help you to;

- Plan to protect your family
- Prepare an emergency grab bag
- Find further information



## Family Emergency Plan

A family emergency plan should ideally be written but it could just be an agreement reached between members of the family on how to react in an emergency.

Talk to your family about the potential emergencies that could affect you and how to respond to them. Talk about what you would need to do in an evacuation.

Plan how your household would stay in contact if you were separated:

- Identify two meeting places:
  - o the first should be near your home – in case of fire, perhaps a tree or a telephone pole
  - o the second should be away from your neighbourhood in case you cannot return home; a school, the home of a friend or relation or the Police Station for example.

Pick a friend or relative who lives out of the area for household members to call to say they are okay.

Identify two escape routes from each room in your house. Practise a fire drill.

Post emergency telephone numbers by telephones. Teach children how and when to phone 999.

Make sure all your insurance policies are current and include the risks you have identified. It is in your own interest; you may not be insured otherwise.



Keep a list of key contact/reference numbers of insurance companies, banks, car registrations etc. and store them safely with a friend or relative, in case they are destroyed or inaccessible at your home.

## **Register of Vulnerable People for Emergencies**

Steeple Bumpstead Council's Emergency Planning Team is keen to identify residents who might need specific help in the event of a major incident necessitating evacuation from their homes. For example, if you are hard of hearing and unlikely to hear a loud-hailer evacuation message, or are bedridden and unable to evacuate yourself without assistance.

If you would need assistance in the event of another type of emergency, i.e., if you have a bed with an electric mattress for medical reasons, or are on oxygen and would need assistance in a Power Cut please let the Emergency Plan Co-Ordinator know;

Please advise the Parish Emergency Plan Co-Ordinator of anyone at risk in such situations (your details will be kept confidential and only used by the Village Emergency Team in case of an Emergency).

In addition, the Utility Companies offer a "Priority Services Register". This is a scheme which offers extra free services to people who are of pensionable age, are registered disabled, have a hearing or visual impairment, or have long term ill-health (requirements may vary between utility companies).

Services which might be available include:

- a service more tailored to your needs.
- priority reconnection if your supply (gas, water, electricity or telephone) is interrupted and advance notice if they have to stop your supply
- alternative power supply options whilst supply is interrupted
- alternative facilities for cooking and heating if your energy supply is interrupted
- additional protection from bogus callers with a password protection scheme
- arranging for your bills to be sent or copied to someone else, such as a carer, who can help you read and check them
- free advice and information about the services available because of your age, disability or chronic illness

## **How to sign up to the Priority Services Register**

To ensure you receive additional services, you need to sign up to your supplier's Priority Services Register. If you have different suppliers for electricity and gas, you will need to register with each. If you have a carer, they can register on your behalf. There is no charge and you can register for all or some of the services.

## **Prepare an Emergency "Grab Bag"**

An emergency grab bag holds important personal information and items that may be useful in an emergency. It should be small enough to carry and kept in a secure place that everyone in your family can find.

Some of the items it could contain are listed below;



- Details of prescription medicines for the family.**
- Toiletries.**
- Identity documents**
- First Aid Kit.**
- Radio (battery or wind up).**
- Torch (battery or wind up).**
- Spare batteries.**
- Notebook and pen/pencil**
- Spare Glasses/contact lenses.**
- Mobile phone charger.**
- Contact List - including phone Numbers.**
- Insurance details.**
- Spare set of house/car keys Etc.**

During a major incident the public will normally be given advice via television, local radio and the Councils’ website.

- Go in** - stay inside somewhere safe
- Stay in** - remain inside until told it is safe to leave
- Tune in** - tune in to your local radio station for up to date information

Local radio stations and frequencies

- BBC Essex; 103.5 or 95.3fm / DAB
- BBC Cambridgeshire: 96 or 95.7fm / DAB
- Heart Colchester: 96.1fm / DAB
- Radio Essex: 107.7fm / DAB



Make sure your family know where to meet and who to call in an emergency, complete these cards and give one to each member of the family and store one somewhere prominent in the house.

**FAMILY EMERGENCY PLAN**

Emergency Contact name.....  
Telephone.....

Out of area Contact.....  
Telephone.....

Local meeting Place.....  
Telephone.....

Other important information.....  
.....  
.....

**FAMILY EMERGENCY PLAN**

Emergency Contact name.....  
Telephone.....

Out of area Contact.....  
Telephone.....

Local meeting Place.....  
Telephone.....

Other important information.....  
.....  
.....

**FAMILY EMERGENCY PLAN**

Emergency Contact name.....  
Telephone.....

Out of area Contact.....  
Telephone.....

Local meeting Place.....  
Telephone.....

Other important information.....  
.....  
.....

**FAMILY EMERGENCY PLAN**

Emergency Contact name.....  
Telephone.....

Out of area Contact.....  
Telephone.....

Local meeting Place.....  
Telephone.....

Other important information.....  
.....  
.....

Sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency, keep a copy of this plan in your emergency pack or another safe place.

**FAMILY EMERGENCY PLAN**

Out of area contact.....telephone.....

Email.....

Local meeting place.....telephone.....

Alternative meeting place.....telephone.....

Fill out the following information for each member of the family

Name..... NHS No.....

Date of Birth..... Important Medical information.....

.....

Name..... NHS No.....

Date of Birth..... Important Medical information.....

.....

Name..... NHS No.....

Date of Birth..... Important Medical information.....

.....

Name..... NHS No.....

Date of Birth..... Important Medical information.....

.....

Important information

	Name	Tel. Number	Policy Number
Doctors.....	/...../...../.....	/...../...../.....	/...../...../.....
Buildings insurance.....	/...../...../.....	/...../...../.....	/...../...../.....
Contents insurance.....	/...../...../.....	/...../...../.....	/...../...../.....

**Vulnerable Groups**

Organisations within the village responsible for groups of vulnerable people have their own emergency plans and the Parish Council and Emergency Coordinators would support them as required.

Vulnerable Group 1 – children – Steeple Bumpstead Primary School

Vulnerable Group 2 – children - Pre School in the Village Hall in the mornings

Vulnerable Group 3 – children – Oliver’s Lodge, Before & After School in the SB Primary school

Vulnerable Group 4 – children – Blois Meadow Day Nursery, Blois Meadow Vulnerable

Group 5 – senior citizens - Bendyshe Court Residential Home

Contact details for the Vulnerable Groups within the village are contained in Appendix 5 of the full Emergency Plan (not for general circulation)

## **4. Flooding**

### **Background**

Many residents are acutely aware of the flood history in the village. The Flood Alleviation Scheme developed in 2013 / 2014 was designed to reduce the risk of flood inside the village but cannot be viewed as taking the risk away altogether.



The Community Emergency Plan is provided to support a local response to a major incident be it brought about by accident, is weather related or indeed is associated with flooding from the water courses running through the Village. It is not specifically a flood plan and no such specific plan is provided locally. Nonetheless this specific issue is worthy of particular consideration due to local perception as a potential known threat and to introduce the specific elements of planning and communication that are associated with this type of incident.



### Steeple Bumpstead Flood Risk Map and key (information provided by the EA)

The map below shows the main water flows through the village and its environs. It, along with the risk advice accompanying it have been provided by the Environment Agency in April 2014.



### Flood Risk for X:569140, Y:241795 (Steeple Bumpstead)

The information below provides an indication of the likelihood of flooding in your area. This information comes from the Environment Agency's Flood Risk Assessment, which uses ground levels, predicted flood levels, information on flood defences, and our local knowledge. The likelihood is described in one of three categories, low, moderate or significant, as used by the insurance industry.

The Environment Agency has provided this information to the financial services industry, as required by Government to ensure that as many people in flood risk areas are able to access flood insurance for their home.

**What is the likelihood of flooding from rivers or the sea in my area?**



**What does 'moderate' mean for me?**

The location you have selected is in an area that has a moderate chance of flooding. The chance of flooding each year is 1.3% (1 in 75) or less, but greater than 0.5% (1 in 200). This takes into account the effect of any flood defences that may be in this area, whether or not these are currently illustrated on the Flood Map.

Flood defences reduce but do not completely remove the likelihood of flooding and can be over topped or fail in extreme weather conditions.

**Important. Be prepared!**

Find out if you can get advance flood warnings for your location.

Find out how to be prepared for of flooding on our Flood Line pages or call Flood Line on tel: 0345 988 1188

Get further guides and information on flood risk and home insurance.

Do not use this information on likelihood of flooding when applying for planning permission. Find out what you need to do when planning a new development.

Our maps only cover flooding from rivers and the sea. Flooding can occur at any time and in any place from sources such as rising ground water levels, burst water mains, road drains, runoff from hillsides, sewer overflows etc.

**Flood Prediction and Warnings**

A local flooding incident will probably occur as a result of heavy rainfall coming down onto already waterlogged land. Whilst such instances are not preventable, they are likely to be forecast some time ahead, providing opportunities for some warning and close local monitoring to be put in place.

It is important that all village residents take account of local conditions and warnings from all agencies including the Met Office and Environment Agencies and make necessary arrangements to protect themselves and their properties.

You can find the latest up-to-date flood information for the area at the following web site [www.gov.uk/environment-agency](http://www.gov.uk/environment-agency)

You can register online with the Floodline Warnings Direct service if your home or business is at risk of flooding.


- If you want to register you will have to supply a telephone number that the EA can contact you on any time of the day or night. Please ensure the number you provide has no inbound call barring as this will prevent you from receiving their recorded flood warning messages. You will also need your current email address.
- If you need to register both your home and a business you should register twice: once for your home address and once for your business.
- If you are a landlord registering a tenant's property then you should select the business category.
- If you are a tenant you can still register the property in which you are living and you should select the home category.

If you would prefer to register by telephone, or if you need help during the registration process, please call Flood Line on 0345 988 1188

The Steeple Bumpstead Emergency Group members of the Parish Council have been enrolled into the Environment Agencies "Essential Groups Scheme" to give them early warning of potential risks to the village from the watercourses.

There are four flood warning codes:



Flood Warning	Symbol	Meaning	General Advice
FLOOD ALERT	 FLOOD ALERT	Flooding is possible Be Prepared	<ul style="list-style-type: none"> <li>• Be prepared to act on your flood plan.</li> <li>• Prepare a flood kit of essential items.</li> <li>• Monitor local water levels and the flood forecast on the Environment Agency website.</li> </ul>
FLOOD WARNING	 FLOOD WARNING	Flooding is expected. Immediate action required.	<ul style="list-style-type: none"> <li>• Move family, pets and valuables to a safe place</li> <li>• Turn off gas, electricity and water supplies if safe to do so.</li> <li>• Put flood protection equipment in place.</li> </ul>
SEVERE FLOOD WARNING	 SEVERE FLOOD WARNING	Severe flooding. Danger to life.	<ul style="list-style-type: none"> <li>• Stay in a safe place with a means of escape.</li> <li>• Be ready should you need to evacuate.</li> <li>• Co-operate with the emergency services.</li> <li>• Call 999 if you are in immediate danger.</li> </ul>
Warnings no longer in place			<ul style="list-style-type: none"> <li>• No further flooding is currently expected in your area.</li> <li>• Be careful. Flood water may still be around for several days.</li> <li>• If you've been flooded, ring your insurance company as soon as possible.</li> </ul>

Responsibilities regarding Flooding incidents (updated information from BDC Feb 2014):

### Who is responsible for what?

- The owner of a property is responsible for protecting their own property against flooding. If you are a tenant, it will be your landlord who has this responsibility.
- The Environment Agency is responsible for flooding from rivers.
- Essex County Council Highways Department has the responsibility to ensure that the roads in the district are kept free from flood water as far as reasonably practicable.
- Braintree District Council MAY be able to offer advice regarding localised flooding from ditches, pipes and culverts.
- Essex County Council can take legal action against landowners to resolve flooding issues, where legal intervention is required.

Local councils **do not** have a legal obligation to store and provide the public with sandbags. If your property is susceptible to flooding you should be prepared to protect your property using a variety of flood protection products.

Advice and guidance on many types of flood protection products can be found at the National Flood Forums website [nationalfloodforum.org.uk](http://nationalfloodforum.org.uk)

In a flood situation the emergency services, local authorities and utility services will try to help where they can, but ultimately the responsibility to protect a property against flooding lies with the owner.

The Parish Council will work with the local community to encourage residents to be prepared for any local flooding or other emergency

The Parish Council will also work with the Environment Agency, Essex County Council and other agencies to ensure that local infrastructure including waterways are properly maintained to protect the village

### **Road Closures in an emergency**

Only the Emergency Services and the Highways Agency have the legal power to close roads currently with the Police being the main Agency. Since the widescale flooding across the country earlier in 2014 discussions have been taking place at national and regional level about potentially devolving some of these powers to local communities in the case of emergency.

Refer to the Police in the first instance and Highways second. If the Emergency Road closure need cannot be met by them then we will take action appropriate to the particular circumstances in play.

## **5. Power Failure**

Experience of power failure in the village in the recent past has been the result of severe weather as well as damage to the supply. Experience has shown that we cannot always rely on the suppliers for good and timely information and we therefore need to think about how we can prepare ourselves and those close to us for any prolonged periods of power failure.

Data Protection and an individual's right to Privacy prevent us from keeping a list of those who may be alone or vulnerable within our community. However, we can all take it on ourselves to keep an eye on our neighbours especially those who may suffer in the case of such an emergency.

Anyone who is or cares for someone who is vulnerable should ensure that they are added to the Utility Companies Register of Vulnerable People for Emergencies (see page 8 above) – in the case of a severe power failure the utilities can call on internal and external resources to support those in need.

If a power failure appears to be or is known to be likely to last for more than 12 hours then the Emergency Coordinators will mobilise the Emergency Team and one rest centre may be opened to provide support to individuals using the facilities at its disposal.

Communication regarding the developments during any such emergency and the opening of any central meeting / support area would be generated through the emergency team using the resources available to them at the time.

Evacuation of premises and overnight accommodation would only be carried out by the emergency services who would lead any such operation – it should be noted that evacuation from people's homes is always a last resort for the emergency services.

## **6. Severe Weather**

Advice about what to do in severe weather conditions is contained on the Met Office Website (<http://www.metoffice.gov.uk>). In the event of severe weather causing disruption, Braintree District Council would work with the Utilities who have both the resources and expertise to manage the clean-up operation (e.g., after a storm)

Severe weather can lead to loss of power supplies (see above) and telephones, blocked roads and the potential for some parts of the village and its environs being cut off. Should this happen then Braintree District Council would monitor the situation with the help of the Emergency Coordinators in the village and organise whatever assistance is required.

The Emergency Services are the first line response to any issues caused by severe weather. Any issues of danger or damage should be reported to them by dialling 999 to report an emergency or 101 a non-emergency call to the Police.

It would be helpful if any reports to the Emergency Services were shared with the Emergency Coordinator for the purposes of coordinating issues across the village and with other external support such as Braintree Emergency Team

## **7. Road Accident / Road Closure**

Road closure – at present only the Police and Emergency Services have the jurisdiction to close a road. However, following widescale flooding problems across the country in 2013/2014 the use of delegated powers is being looked into.

Please see reference to Road Closures under “Flooding “– Page 17 above

The Emergency Services are the first line response to any Road Accident or other incident and the Parish Emergency Team would be mobilised by the Emergency Services or Braintree District Council Emergency Team if support, facilities or local knowledge were required.

## 8. Chemical Spill or a major fire

The location of our village, close to the chemical / industrial and recycling facilities in Haverhill and the proximity to the Wixoe Pumping Station makes it appropriate for us to cover a possible risk of such a localised emergency.

The Emergency Services are the first line response to any such spillage / leak or fire. The Parish Emergency Team would be mobilised by the Emergency Services or Braintree District Council Emergency Team if support, facilities or local knowledge were required.

During a major incident the public will normally be given advice via television, local radio and the Councils' website.

**Go in** - stay inside somewhere safe

**Stay in** - remain inside until told it is safe to leave

**Tune in** - tune in to your local radio station for up to date information

Local Radio Station frequencies:

BBC Essex; 103.5 or 95.3fm / DAB

BBC Cambridgeshire: 96 or 95.7fm / DAB

Heart Colchester: 96.1fm / DAB

Radio Essex: 107.7fm / DAB

## 9. Aviation Emergency

The Emergency Services are the first line response to any Aviation related incident. The Parish Emergency Team would be mobilised by the Emergency Services or Braintree District Council Emergency Team if support, facilities or local knowledge were required.

During a major incident the public will normally be given advice via television, local radio and the Councils' website.

**Go in** - stay inside somewhere safe

**Stay in** - remain inside until told it is safe to leave

**Tune in** - tune in to your local radio station for up to date information

Local Radio Station frequencies:

BBC Essex; 103.5 or 95.3fm / DAB

BBC Cambridgeshire: 96 or 95.7fm / DAB

Heart Colchester: 96.1fm / DAB

Radio Essex: 107.7fm / DAB

## 10. Available Local Resources

## Steeple Bumpstead Village Hall and other Temporary Rest Centres

On Finchingfield Road is identified as a possible location for a rest centre and may have a role in supporting a response due to its size and facilities



Facilities on site include:

- Toilets (3 male, 3 female plus disabled toilet)
- Changing rooms with communal showers and toilet facilities
- Large main hall with tables and seating for 150
- Two meetings' rooms
- kitchen facilities with standard domestic oven and microwave plus crockery
- Ample parking to front and rear
- level access and multiple access points

The Lecture Hall (situated behind the Congregational Church on Chapel Street, CB9 7DQ) is a smaller facility but can also offer accommodation in the Church itself if required. The Church has flexible seating and carpeted floors.



Facilities on site include:

- Toilets (1 male, 1 female, 1 disabled)
- Large main hall with tables and seating for 100
- A sun room / heated conservatory
- 2 further small rooms / offices
- kitchen facilities with standard domestic oven and microwave plus crockery - Limited on street parking to front - Step access to front and disabled access to rear

### ADDITIONAL EMERGENCY SHELTER

Steeple Bumpstead Bowls Club Pavilion (Hempstead Road) CB97DY

- Kitchen Facilities with standard domestic oven and crockery etc

St Marys Church (Church Street) CB9 7DG

Steeple Bumpstead Primary School (Bower Hall Drive) CB9 7ED -

Kitchen facilities etc

## Pets

If either building needs to be used as a rescue centre, arrangements could be made to accommodate domestic animals along with their owners. Both facilities have multiple rooms which could help in the accommodation of pets and their owners. Where possible Pet Owners should bring with them suitable accommodation for their pets (e.g., cat box) and leads / bedding / food and any medicines to help keep them calm.

## Volunteers and Staff

All Parish Councillors volunteers their time. As do members of the Emergency Planning Team and other village residents who offer their assistance in cases of need. Steeple Bumpstead Parish Council has only one member of staff and that is the Parish Clerk, who is employed for 13 hours a week.

We are always looking for more volunteers – please contact the Emergency Plan co-ordinator or email the clerk, [clerk@steeplebumpstead-pc.org](mailto:clerk@steeplebumpstead-pc.org)

The Parish Council will seek to maintain a team of around 25 to 30 community volunteers to assist in dealing with local civil emergencies

The Parish Council will endeavour to maintain a register of local community volunteers and will record training and exercises provided for volunteers, staff and Councillors.

The Parish Council will be responsible for ensuring that emergency call out contact details are regularly checked and that the appropriate details are provided to Braintree District Council's Emergency Planning Officer.

## Information and Local Knowledge

Key local information that may be of assistance in an emergency will be maintained and appended to the Plan.

This will include:

- Details of local services such as health care, utilities etc
- Information on local community support organisations
- Details of local contractors who may be able to assist with equipment or services
- A list of locations which have been identified as areas in which vulnerable people live

As well as maintaining information to support a local response to an emergency, the Parish Council will also undertake to provide information and support for the community to encourage preparedness for the unexpected and to demonstrate our commitment to supporting the local community.

This includes supporting any initiatives to encourage residents to be prepared using The Parish Council Website, the “Yellow Book” Village Magazine and Parish Council noticeboards located around the village. Events hosted by the Parish Council will also provide opportunities for appropriate messages about community resilience to be delivered to the Community. Such opportunities exist within the Annual Village Meeting which is held in April each year



## **Financial Resources**

The Parish Council does not hold a specific budget for a response to a major civil emergency. However, the Parish Council does maintain some financial reserves for dealing with a major incident, but would look to avoid any unnecessary or avoidable costs.

In its role of working to support Braintree District Council, Steeple Bumpstead Parish Council would expect that costs associated with a response in an emergency would be recovered via the District Council. The district recovers costs via the Governments "Bellwin Scheme"

It is essential that any financial implications associated with a civil emergency are properly recorded and authorised by the District Council to ensure that appropriate costs can be recovered.

## **Insurance**

The Parish Council provides appropriate insurance cover for all of its activities and facilities and this includes a response in the event of a major emergency.

Volunteers acting on behalf of the Parish Council will have their activities covered by the Parish Council's insurance.

Further information on this is available from the Parish Clerk

## **11. Plan Activation**

Should a major incident occur locally, necessary arrangements for a response from the local authorities will be initiated normally from the emergency services involved. Details and the requirement for a local response will then cascade down to the County and Parish Council as required.

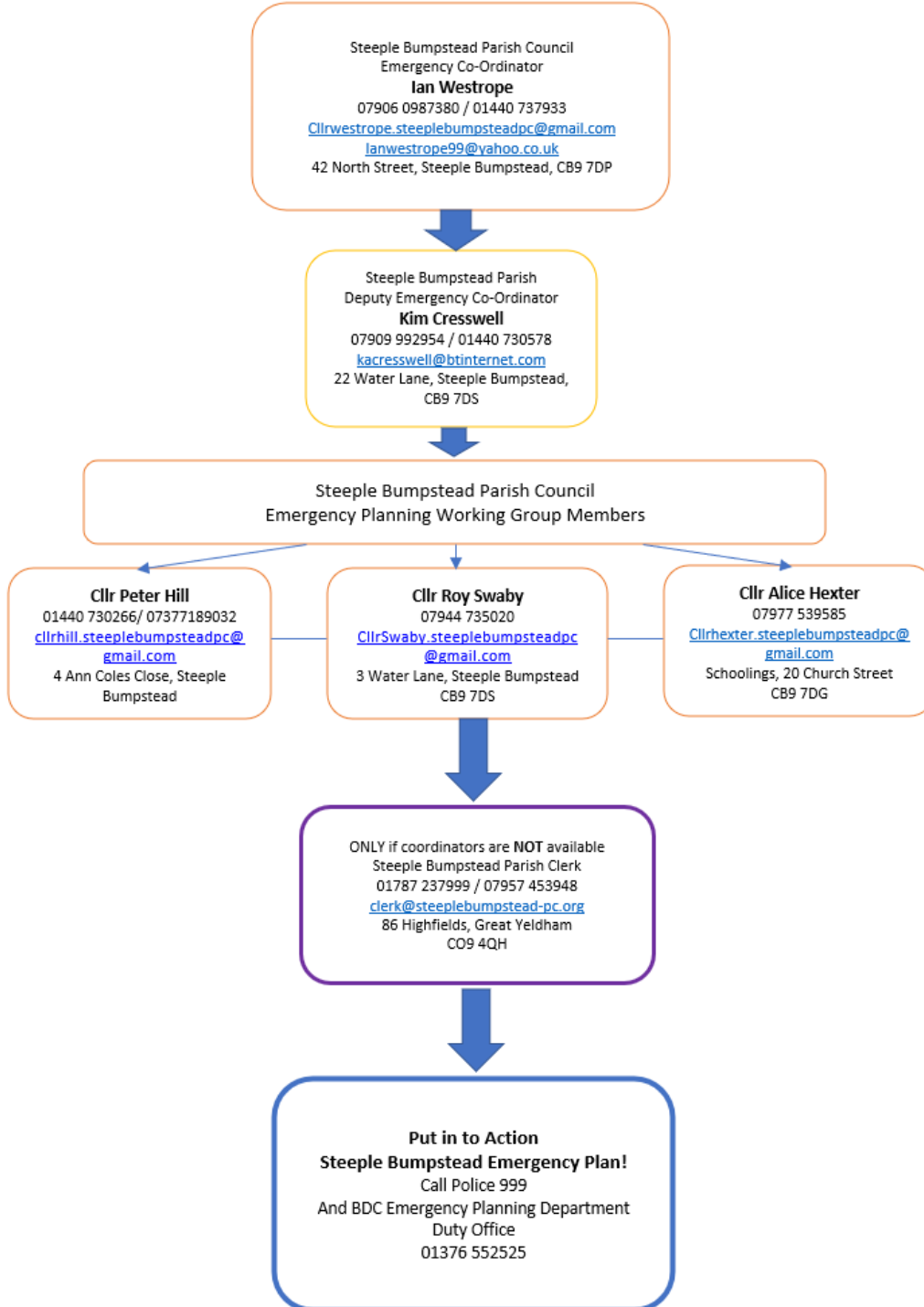
In most cases activation of this Community Emergency Plan will be a request for assistance from Braintree District Council. If circumstances dictate that a local response is initiated through some other means it is essential that contact be made immediately with Braintree District Council's Emergency Planning Officer to ensure that they are aware of the incident and are involved in the co-ordination of the event response.

The Parish Council will liaise regularly with the District Council to ensure that the appropriate call out contacts for the Parish Community Plan are accurately maintained. The Parish Council will then call out volunteers, members and staff as required to provide the required assistance.

It is likely that not all of the available resources will be called out in the first instance. The situation being dealt with may only require a limited response or may require a response to be maintained over a period of time.

## 12. Appendices

### Appendix 1 Emergency Contact List- Emergency “Telephone Tree”



**Appendix 2 Emergency Contact List- Useful numbers**

<b>Services</b>		<b>Telephone No.</b>
<b><u>Emergency Services</u></b>		
Essex Police	For all non-emergency reports or issues	101
Essex Police, Fire & Rescue And Ambulance Services	If you feel your property or your life is at immediate risk	999
<b><u>Flooding Awareness</u></b>		
Floodline (Environment Agency)		08008 07060
Environment Agency	Contact the agency if the flood water is derived from a river	03459 881188
Essex County Council Flood and Water Management	To report a flooding incident (when if its safe to do so)	0345 603 7631
Anglian Water	Flood water surcharging (overflowing) from a man-hole	0800 145 145
<b><u>Road closures</u></b>		
Essex Police	A flooded / Incident-affected Road that requires an emergency road closure	101
Essex County Council Highways	If flood water is emanating from a block road gully or from a road or a field	0345 603 7631
Essex County Council Highways	Essex Highway Emergency / Out of hours number	
<b><u>Utilities</u></b>		
Electricity	UK Power Networks - Eastern England	0800 783 8838

	UK Power Networks - Eastern England - number to call if using a mobile	0800 316 3105
	UK Power Networks - General enquires	0800 029 4285
Pylon Emergency	ONLY to report dangerous situations relating to power lines and pylons	0800 40 40 90 then press 1
Gas Emergency	National gas emergency number	0800 40 40 90 then press 2
Anglian Water		0800 145 145

### Appendix 3 Coordinator's and Councillor's contact list

Name	Role	Landline	Mobile	E-mail	Skills & Equipment
<b>Ian Westrope</b>	SBPC - Member & Emergency Co-ordinator	01440 731933	07906 098738	ianwestrope99@yahoo.co.uk	Moot Hall Key Holder Village Shop Key Holder
<b>Kim Cresswell</b>	EMERGENCY (DEPUTY) CoOrdinator	01440 730578	07909 992954	kacresswell@btinternet.com	Ex POLICE Knows methods/process
<b>** Peter Hill</b>	SBPC Member/ Emergency (DEPUTY) CoOrdinator	01440 730226	07774 124452	peterghill60@gmail.com	
<b>** Kerry Barnes</b>	SBPC-Chairman	01440 730794	07508 183992	kerrybarnes260@gmail.com	
<b>** Rev Sophia Girvan</b>	SBPC- Vice Chair & Congregational Church Minister	01440 730287	07876 743124	sophia_girvan@hotmail.com	LECTURE HALL KEYHOLDER
<b>Ian MacKenzie</b>	SBPC - Member	01440 730662	07860 952730	ianjmack@outlook.com	
	SBPC- Member				
<b>** John Borges</b>	SBPC- Member	01440 730616	07971 938754	jonathan.borges@btinternet.com	
<b>** John Fellows</b>	SBCP- Member	01440 730405	07967 966780		

<b>** John Drage</b>	SBPC- Member		07946 049073	johndrage1 @outlook.com	
<b>** Julia Howard</b>	SBPC- Clerk	01787 237999	07957 453948	clerk @steeplebump stead-pc.org	
<b>Emergency Services</b>	POLICE -FIRE & RESCUE & AMBULANCE SERVICES	999 later pdates 101			
<b>FLOODING</b>					
<b>Environment Agency</b>	Flooding from RIVER	0800 807060 0345 988 1188			
<b>Anglian Water</b>	Flooding from Man Holes 24/7	0800 145 145			
<b>ELECTRICITY</b>	UK Power Network East England	0800 783 8838	0800 3163105		
	UK Power General Enquires	0800 029 4285			

<b>umpstead E</b>	Pylon Emergency including Lines (Dangerous Emergency Plan (CoSituations	0800 40 40 90 Then Press 1 uncillor's Editio	n) March 20 0		
<b>GAS</b>	National Gas Emergency Number	0800 40 40 90 Then Press 2			
<b>ROAD CLOSURES</b>					
<b>Police</b>	Flooded Rd EMERGENCY ROAD CLOSURE	101			
<b>ECC Highways</b>	Gullys & Run-Off Road/Field 24/7	0345 6037631			
<b>Donna Walton BRAINTREE DIST COUNCIL EMERGENCY PLANNING DEPARTMENT</b>	Emergency Planning Officer BRAINTREE D C	24/7 Duty Office 01736552525	Donna Walton Direct line 01736557709	donna.walton @braintree.gov.uk	
<b>David Finch</b>	County Councillor	01787 371878	07488 233075	Davidmfinch1 @gmail.com	
<b>Dianna Garrod</b>	District Councillor BDC		07979 790637		
<b><u>Village People Able to Assist</u></b>					
<b>** Ian Longland</b>	8 North Street		07866 442069		
<b>Carole Jones</b>	1st RESPONDER COORDINATOR	01440 730712	07583 272784	caroleyjones @gmail.com	FIRST AID
<b>Louise Hiscocks</b>	13 Endway Steeple Bumpstead	01440 730229	07775 854550	nearcloudbase @ymail.com	FIRST AID
<b>** Helen &amp; Chris Davison</b>	EBG Ltd 13 Chapel Street	01440 731745	07979 950329	hdavison @btinternet.com	GAS SAFE REG FOR DOMESTIC small VAN



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					& Builders Tools
<b>David &amp; Lilo Phillips</b>	St Bumpstead VILLAGE HALL MANAGER	01440 731113	07957 529773	steeplebumpsteadvillagehall@gmail.com	Both FLUENT IN GERMAN VILLAGE HALL KEY HOLDER
<b>Rev Jonathan Lowe</b>	ST Marys Church Minister	01440 731687	07771 850705	jonathan.lowe@worship.org.uk	Organising skills in emergencies CHURCH available in an emergency

Steeple B

<b>Julie Westrop - Davey</b>	Bendyshe Court Old Peoples Home MANAGER		07580 921089		
<b>Steeple Bump Doctors Surgery</b>	St Bumpstead Surgery 10 Bower Hall Drive	CONTACT 01440 841300 Clements Surgery			CLEMENTS Mon-Fri 8.00-18.30 Sat 9-12.00
<b>Steve Woolmer</b>	St Bumpstead Village Hall Treasurer		07946 790056		VILLAGE HALL KEYHOLDER
<b>Ann Turner</b>	12 North Creasent Lecture Hall Cleaner	01440 730666	07896 084894		LECTURE HALL KEYHOLDER
<b>Sheila Burr</b>	Lecture Hall Booking Clerk	01440 730711	07794 552602		LECTURE HALL KEYHOLDER
<b>John Harrison</b>	Farmer with Workshop to NORTH of Village Garlands Farm		07836 553066		Tractors, Trailers, Lifting,Cutting Equipment, Storage
<b>Jonathan Suckling</b>	Farmer with Workshop to SOUTH of village Wildings Farm	01440 730367	07881 910688		Tractors, Trailers, Lifting,Cutting Equipment, Storage
<b>Glen Scotton</b>	Small holding with Workshop EAST of Village Maltings Farm	01440 730111	07771 774499	glen.scotton @outlook.com	Tractors, Trailers, Lifting,Cutting Equipment, Storage
<b>Paul Godsmark</b>	Small Holding S/E of Village Finchingfield Road	01440 731918	07775 796065	dglandscapes andsons.co.uk	4WD Vehicles Lorry/Trailers etc
<b>Richard Suckling</b>	Workshop South of Village Wildings Farm	01440 730716	07733 021557		Tractors, Trailers, Lifting,Cutting Equipment,
<b>Ian &amp; Diana Yates</b>		01440 730511			Tractors, Trailers, Lifting,Cutting Equipment, Storage
<b>Andy Daines</b>					Digging Equipment

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<b>David Kuyper</b>	Bowls Club Chairman	01440 730373	07761 733021	dave.Kuyper @talk21.com	BOWLS CLUB KEYHOLDER
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<b>Homefield Rd VETS</b>	VET SERVICES	01440 712021 24/7			
<b>Swayne &amp; Partners VETS</b>	VET SERVICES	01440 702007 24/7			
<b>Monica Fellows</b>		01440 730405	7592541450		FLUENT IN POLISH
<b>Marie Hilton</b>		01440 730815	07852 737310		FLUENT IN FRENCH
<b>B&amp;B Accommodation</b>					
<b>Red Lion Pub</b>	Church St B&B Holiday Lets	01440 731815			
<b>Orchard House</b>	26 North St B&B	01440 730617			
<b>Wheelwrights</b>	20 North St B&B	01440 730226			
<b>Mary Nichols</b>	ST Bump Primary School - Headteacher	01440 730220	07768 998765 including out of hrs	officeat @steeplebumps tead.essex.sch. uk	rooms available in an emergency
<b>Carol Bradley</b>	Pre School at Village Hall		07376 079254	info@ steeplebumpste ad preschool.co.uk	Term Time Tues 9-12 Mon-Fri 8.45-2.45
<b>Olivers Lodge Before/After School</b>	Primary School Bower Hall Drive, CB9 7ED	01440 730220	Newport office 01799 540709 Hannah Gogin		Open term time 7.30am-9am 3pm-6pm
<b>Claire Hackett</b>	Blois Meadow Day Nursery	01440 730520			OPEN Mon-Fri 8am-6pm 51 wks yr

## Appendix 4 Register of Information - Offer of Equipment or Skills



### Steeple Bumpstead Community Emergency Plan

#### Register of Information Possible loan of equipment or supply of skills to be used in case of an Emergency

*Please use this form to register the possible availability of any equipment you may have which could be used in an emergency situation within the village of Steeple Bumpstead and its environs*

*This form can also be used to register any particular skills or training you may have (e.g. Language Skills, Qualified Nurse, St Johns First Aider, Catering skills and certification ... etc) which could be useful in case of Emergency*

**PLEASE NOTE:** This information will be kept on a central register of information supporting the Community Emergency Plan. It will be used only by those co-ordinating an emergency response within the village

Name: \_\_\_\_\_

Business name (if applicable): \_\_\_\_\_

Address (including post code or map reference if appropriate):

\_\_\_\_\_  
\_\_\_\_\_

Telephone number: Landline \_\_\_\_\_ Mobile \_\_\_\_\_  
(please provide both numbers)

E mail address: \_\_\_\_\_

Equipment available:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills offered (including fluently speaking a language other than English):

\_\_\_\_\_  
\_\_\_\_\_

Please return completed forms to Jan Westrope Steeple Bumpstead Emergency coordinator at 42 North Street, SB, [ianwestrope99@orange.co.uk](mailto:ianwestrope99@orange.co.uk) or [kim.cresswell@btinternet.com](mailto:kim.cresswell@btinternet.com)