

STURMER PARISH COUNCIL EMERGENCY PLAN

(September 2021)



PREPARING FOR EMERGENCIES

Plan Owner: Sturmer Parish Council – CLERK – Ian Brown – 01371 871641

Distribution List:

- Braintree District Council – Health Safety & Emergency Manager
- Sturmer Parish Village Hall (notice board display)
- Parish Clerk (for home office use)
- Parish Councillors (by e-mail/hard copy distribution)
- Members of Flood Action Group

AMENDMENT SHEET

AMENDMENT NUMBER	DATE	AMENDED BY	DETAILS
001	29/07/2014	M Novels	
002	20/10/2014	M Novels	
003	07/11/2014	M Novels	
004	17/01/2014	M Novels	Placement of fire engine when flooding occurs Change of venue for control centre and emergency accommodation (to Sturmer Hall)
005	19/10/2015	M Novels	Amendment to Section 6 re activation of Plan
006	11/9/2016	M Novels	Updates to contacts list, cascade group and other contact information
007	12/09/2017	D Garrod	Amendments to Communications/Contact Centre and Emergency Accommodation details Contact Cascade Group and Confidential Contact Annexe, Parish Emergency Team
008	18/09/2018	I Brown	Amendments to Communications/Contact Centre and Emergency Accommodation details Contact Cascade Group and Confidential Contact Annexe
009	11/11/2019	D Garrod	Amendments to Communications/Contact Centre and Emergency Accommodation details

			Contact Cascade Group and Confidential Contact Annexe
010	30/09/2021	D Garrod	<p>Risk Assessment – Residents; websites and telephone numbers added (https://www.gov.uk/check-flood-risk) (https://www.fws.environment-agency.gov.uk/app/olr/terms) (https://www.essexhighways.org/tell-us)</p> <p>Amendments to Contact Cascade Group</p> <p>Fire & Explosion – Further Police details added</p> <p>Action Card – Checklist added</p>

Contents

1. Notes
2. Introduction
3. Contact Cascade
4. Parish Emergency Team
5. Typical Activation Procedures
 - a) Flooding
 - b) Extreme Weather
 - c) Utility Outage
 - d) Water Cut off
 - e) Fire / Explosion
 - f) Village Access Cut Off
6. Emergency Plan Activation
7. Consideration of Vulnerable People
8. Recovery from Incident
9. Risk Assessment

Appendices

Confidential Appendices

1. Notes

No one should place themselves in danger or ask others to undertake any act that will place them in jeopardy. **The Emergency Services**, even in the most difficult conditions, are still the best agency to undertake these tasks and **must be called**.

The District Council has teams of trained officers who will endeavour to meet the requirements of the Local Authority response to any emergency. However they may need to call upon local knowledge to ensure the best deployment of resources.

In the event that local resources need to be deployed to assist in the emergency, Braintree District Council will consider reimbursing reasonable costs incurred, e.g. food and fuel supplied.

BRAINTREE DISTRICT COUNCIL - EMERGENCY PLANNING OFFICER

Emergency Planning Office hours only: (01376) 557753

Switchboard: (01376) 552525

Duty Emergency: (01376) 552525 (Out of hours)

2. Introduction

This plan covers the procedural arrangements for the Parish of Sturmer for responding to a known emergency affecting, or with the potential to affect the population of the Parish.

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
- Flood

In normal circumstances the POLICE are responsible for operational control at the scene of the emergency. Braintree District Council (Telephone: 01376 552525) acts as the co-ordinator for the Local Authority response.

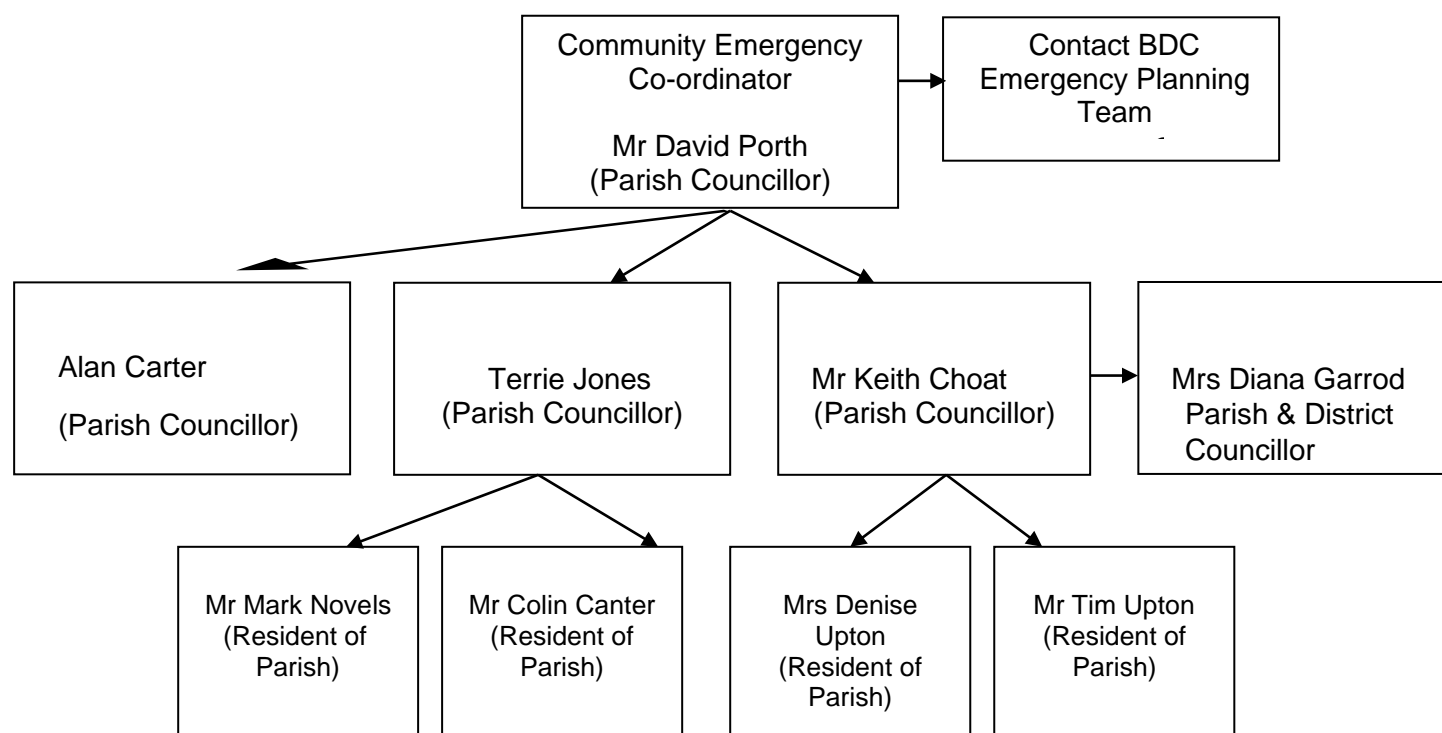
Throughout the emergency Sturmer Parish Council will attempt, within the constraints of the situation, to provide information to both Braintree District Council acting as the co-ordinator of the local authority response, and to the community of the Parish. They will also, if requested, provide assistance to the Emergency Services and Braintree District Council.

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.

In some instances, the cause of any emergency may originate in Haverhill or other nearby towns and villages in Suffolk. Where such emergencies occur and these are likely to impact on Sturmer, BDC should be informed. For further information about emergency planning in Suffolk contact Suffolk Joint Emergency Planning Unit, Tel: 01473 265321, E-mail emergencyplanning@suffolk.gov.uk.

3. Contact Cascade Group

Name / Address	Designation / role	Telephone No
Mr Ian Brown	Clerk	T: 01371 871641
Mr David Porth	Parish Councillor & Village hall key holder	T: 01440 703087
Mr Alan Carter	Parish Councillor	T: 01440 703892
Mr Keith Choat	Parish Councillor	T: 01440 707266 M: 07802705411
Mrs Diana Garrod	Parish & District Councillor	T: 01440 713460 M: 07979790637
Mrs Terrie Jones	Parish Councillor & Village Hall key holder	T: 01440 705202 M: 07702105780
Mr Mark Novels	Resident	M: 07775 892928
Mr Colin Canter	Resident	T: 01440 705833 M: 07722746727
Mrs Denise Upton	Resident	T: 01440 761743 M: 07900 371410
Mr Tim Upton	Resident	T: 01440 761743 M: 07522089843
Mrs Simone De Lima	Resident (Reserve Contact)	M: 07909 912 448



The phone “tree” works as a pyramid with the co-ordinator at the top making the first call to two or more people. In turn they call an assigned number of people and so on until the “tree” is complete. Contact details of all Parish Council members and other individuals that make up the Contact Cascade Group are provided in Appendix 1 of the Confidential Annex at the back of this document.

4. Parish Emergency team

Sturmer Parish Council will make best endeavours to provide an Emergency Team. 24 hour cover may be required and sufficient people will need to be available to operate a possible shift system. See Appendix 1 of the Confidential Annex at the back of this document for a list of all Parish Councillors, who will make up the core of any team. Other members of the Parish may also need to be involved if required – arrangements will be made to identify suitable individuals depending on the nature of the emergency.

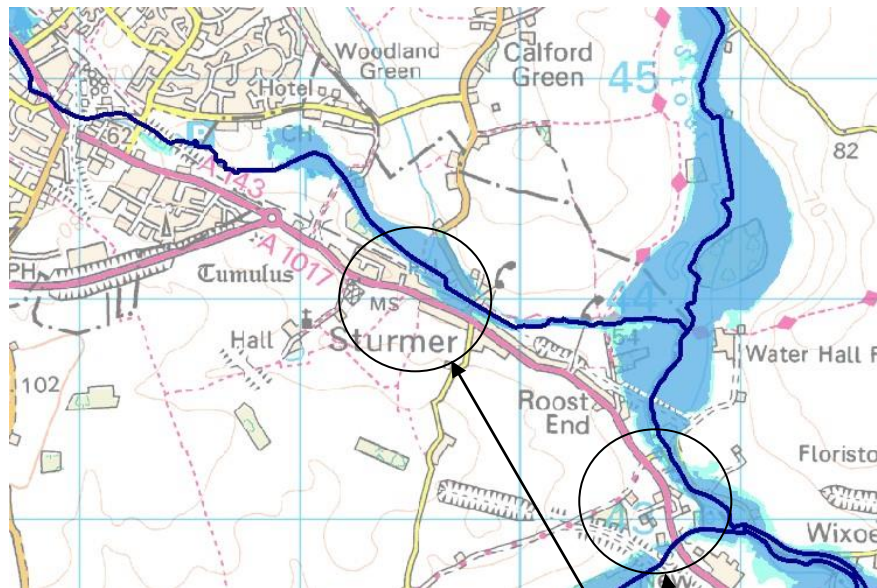
The WRVS will be called via the District/County call down list if required.

5. Typical Activation Procedures

A. FLOODING

Some parts of Sturmer Parish are at a ‘moderate’ risk of flooding from the Stour Brook. This means that 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 (see link below).

<http://maps.environment-agency.gov.uk/wiyby/wiybyController?value=CB9+7XF&lang=en&ep=map&topic=floodmap&layerGroups=default&scale=9&textonly=off&submit.x=11&submit.y=9>



Flooding from rivers or sea without defences



(Not all may be shown*)

Areas benefiting from flood defences
(Not all may be shown*)



Main rivers



Extent of
extreme flood



Flood
defences

Areas with highest impact of
flooding in Sturmer

Risk assessment: One or more of the following conditions could pose a risk of flooding:

- Intensive heavy localised rainfall
- Exceptional rainfall coupled with factors that restrict ground absorption
- Rising ground water levels
- Overcharged watercourses in the upper reaches leading to heavy volumes of water passing downstream
- Rapid thaw of heavy snow
- Run off from the surrounding fields / hillsides
- Inland rivers overflowing into the surrounding countryside

- Burst water mains
- Blocked road drains
- Sewer overflows

Residents (property owners) have a responsibility to protect their property from the effects of flooding - for tenants, landlords will have this responsibility. 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. An initial check for flood risk can be made at <https://www.gov.uk/check-flood-risk> or www.homecheck.co.uk.

Local councils do not have a legal obligation to store and provide the public with sandbags. If a property is susceptible to flooding owners should be prepared to protect their property using a variety of flood protection products. Advice and guidance on many types of flood protection products can be found at <http://nationalfloodforum.org.uk/>. Advice on preparing for and dealing with the risk of flood is also available from the Environment Agency at <http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx>. Residents who are eligible (normally those at highest risk) are also advised to register with the Environment Agency for 'Flood Warnings Direct' at <https://fwd.environment-agency.gov.uk/app/olr/home> and <https://www.fws.environment-agency.gov.uk/app/olr/terms> which gives advanced notice of potential threat of flooding to the area.

The **Environment Agency (EA)** is responsible for flooding from rivers and has a responsibility to provide a monitoring and advisory service. They perform this function by obtaining data from a number of sources and by issuing warnings, where necessary, to both Essex Police and the Essex County Emergency Plan Duty Officer. The latter will pass such warnings to the District Council who will advise the Parish Council as necessary.

Essex County Council Highways Department has the responsibility to ensure that roads in the District are kept free from flood water as far as reasonably practicable. To report a variety of issues e.g: Flooding, fallen trees or other issues: <https://www.essexhighways.org/tell-us> If you think there's a risk to public safety, do not report it online, please call immediately on 0345 603 7631 or if you have hearing problems you can use our text phone service on 0345 758 5592.

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.

Essex Fire Service may be able to assist in pumping out water if flooding is imminent. If called, the Fire Service should park fire engines in the layby in Water Lane (next to the Pocket Park) so that a hose can be extended across the bridge.

Response: In the event of flooding, take appropriate actions as follows:

- To report a flooding incident, alert Braintree District Council (Tel: 01376 552525) and Essex County Council Flood and Water Management (Tel: 08457 430 430, E-mail: floods@essex.gov.uk)
- If the floodwater is derived from a river, contact the Environment Agency (Tel: 08708 506 506)
- If property or life is at eminent risk from flood water, contact Essex Fire & Rescue (Tel: 999)
- If flood water is emanating from a blocked road gully or from surface water run-off from a road or field, contact Essex County Council Highways (Tel: 0845 603 7631)

- If flood water is surcharging (overflowing) from a man-hole, contact Anglian Water (Tel: 08457 145 145)
- To report a flooded road that requires an emergency road closure, contact Essex Police (Tel: 101)
- Identify vulnerable people within the community who may be at risk and arrange to check on and provide assistance to them if possible
- Alert community contacts downstream / likely to flood
- Consider which emergency accommodation to open if the police and/or Braintree District Council request it
- Contact the 24 hour flood line service for status reports (Tel: 0845 988 1188)
- In the event that sandbags are required to cope with a given emergency, contact Braintree District Council Emergency Team (Tel: 01376 552525)

B. EXTREME WEATHER CONDITIONS

Risk Assessment: The following conditions could pose a high risk of incidents:

- Intensive heavy localised rainfall
- Exceptional rainfall coupled with factors that restrict ground absorption
- Extremely low temperatures and wind chill which may cause major burst pipes and localised flooding
- Overcharged watercourses in the upper reaches leading to heavy volumes of water passing downstream
- Rapid thaw of heavy snow
- Inland rivers overflowing into the surrounding countryside

The **Environment Agency (EA)** has a responsibility to provide a monitoring and advisory service. They perform this function by obtaining data from a number of sources and by issuing warnings, where necessary, to both Essex Police and the Essex County Emergency Plan Duty Officer. The latter will pass such warnings to the District Council who will advise the Parish Council as necessary.

The **Met Office** has a responsibility to provide Severe Weather alerts to the Emergency Planning contact at the District Council – check on radar and satellite weather information online www.metoffice.gov.uk

Residents have a responsibility to protect their property from the effects of flooding (see above) and, as far as possible, from the effects of any other extreme weather conditions.

Response: In accordance with the Agency in charge on the ground.

C. UTILITY OUTAGE

The **Utility Company** has a responsibility to re-connect their users as soon as possible.

Residents have a responsibility to protect themselves from the effects of a power outage. Advice is available from the Utility companies and the District Council www.bdc.gov.uk. Residents should ensure that they have spare batteries for torches and radios, or invest in a wind up torch and radio. A supply of candles is also useful.

Response: Contact the appropriate utility provider to inform of power outage. Emergency numbers for gas and electricity are shown below:

- Gas (Tel: 0800 111 999)
- Electricity (Tel: 0800 783 8838)
- Alert Braintree District Council
- Consider checking on and providing assistance to known vulnerable people

D. WATER SHORTAGE

Risk Assessment: The risk of water shortage affecting residents may be caused by any of the following:

- Ice – burst mains pipes
- Damage to land where mains pipes are
- Water contamination
- Human error

The **Utility/Water company** has a responsibility to provide information and water (bottled or bowser) to its customers if water shortage, disconnection or other problem is likely to be prolonged.

Residents have a responsibility to take appropriate action in the event of any water shortage, disconnection, burst pipe or other problem. Residents should check for information online at <http://www.anglianwater.co.uk/household/emergencies/>

Response:

- Contact appropriate utility provider, i.e. Anglian Water Authority. Tel: 08457 145 145 / 0800 919155, or Essex & Suffolk Water Tel: 0845 782 0999 or (general) 0845 155 0236
- Alert Braintree District Council – 01376 552525
- Consider checking on and providing assistance to known vulnerable people

E. FIRE / EXPLOSION

Risk Assessment: Human life is the first consideration – do not endanger life without full consideration of any subsequent actions.

Response:

- Contact the appropriate emergency services; phone 999 stating: a) Location of incident
B) Estimated number of persons trapped and/or seriously injured c)
Any other significant / relevant aspects
- Alert District Council
- Consider checking on and providing assistance to known vulnerable people
- NB: It is no longer possible to phone a local police station direct. If there is an issue which is NOT urgent, phone 101 and ask for the control room, or <https://report.police.uk/>

F. VILLAGE ACCESS CUT OFF

Risk Assessment: The risk of the village/community being isolated affecting residents may be caused typically by any of the following:

- Intensive heavy localised snow fall
- Floods
- Exceptional high winds
- Road blocked by debris
- Major incident or traffic delays on A1017 or adjoining roads

The **Met Office** provides a range of information under the Public Weather Service (PWS). This includes generating everything from site specific forecasts to long range forecasts. The Met Office is responsible for the National Severe Weather Service which aims to give advance warning of extreme weather to the public, businesses, emergency services and Government.

The **Environment Agency (EA)** has a responsibility to provide a monitoring and advisory service. They perform this function by obtaining data from a number of sources and by issuing warnings, where necessary, to both Essex Police and the Essex County Emergency Plan Duty Officer. The latter will pass such warnings to the District Council who will advise the Parish Council as necessary.

Essex County Council, Braintree District Council and the **Highways Agency** (for the A12) have responsibilities for aspects affecting roads into the village.

Response: In accordance with the Agency in charge on the ground.

G. POLLUTION

Risk Assessment: The village is in close proximity to an industrial park in Haverhill. Whilst not all activity there poses a high risk to the village, there are one or two organisations that store and/or manufacture chemical products that could be toxic. In particular, International Flavours and Fragrance GB Ltd, is classed as a lower tier COMAH (Control of Major Accident and Hazard Regulations) site due to some of the chemicals they retain on site.

Response: Sturmer is linked into IFF's Off-site Plan if there was an incident at their plant. The company would also activate a siren to alert the surrounding area of any potential threat. It would also issue information re closing windows, staying indoors, and listening to the local radio and Police Messages. Braintree District Council should be alerted to any issue that arises. If appropriate, communication should also be made with the relevant emergency services in Suffolk (Suffolk Police: 01473 613500; Suffolk Fire and Rescue: 01473 260588)

Emergency Plan Activation

If the Parish becomes aware of an incident, the Parish Council should activate the plan and inform Braintree District Council. Otherwise, Braintree District Council will call the Parish to activate the plan.

The following procedure will apply (dependant on the situation) – see Activation Procedures (5 above)

Braintree District Council will contact **ONE** named person on the Parish contact cascade in order to:

- Give as much information as possible on the incident and/or
- Advise on a course of action within the Parish and/or
- Request advice on the local situation (complete situation report – see Appendix A)

The person contacted will:

- Activate the contact cascade
- Open a Situation Report log (see Appendix A)
- Initiate any action requested by BDC

A Parish Emergency Team will be identified and convened. The Parish Emergency Team will make best endeavours to facilitate any actions requested, which may include for example:

- Comply with the advice or request received from the District Council.
- Establish a communications link with the District Council and maintain it throughout the duration of the emergency.
- Consolidate local information and, as best able, pass that information to outside organisations and/or 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 the essential requirements of the Parish to survive and recover from the emergency.
- Maintain a log of significant events & decisions made – see Appendix B (Note: this is essential)
- Maintain a “Lessons identified” sheet throughout the emergency and recovery phase, so as to allow the Emergency Co-ordinator to update future plans.

7. Consideration of Vulnerable People

In an emergency situation the Council will take account of the needs of vulnerable groups within the District. It should be remembered that anyone can be vulnerable in times of emergency depending on where, when and what type of emergency has occurred. Vulnerable groups may be defined as groups of people who are less able to look after themselves as a result of:

- Disability - physical/learning difficulty
- Age - young/old
- Language barriers
- Tourists
- Being dependant on others - food/home help/care/family
- Time of year i.e. winter/summer

- Type of weather
- Access to transport
- Specific locations i.e. residential homes, schools, hospitals

Key establishments within the Parish which may become vulnerable and need additional assistance due to a number of reasons could include:

- Playgroups
- Crèches
- Nurseries
- Nursing homes
- Residential care homes
- Alms houses
- Groups of people with English as their second language
- Travellers

The table shown in the Confidential Annex at the end of this document gives an indicative list of currently known establishments.

Recovery from Incident

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:

- **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?

A recovery plan and checklist sheet is included at Appendix C.

9. Risk Assessment

A risk assessment can help identify 'Risks' which may affect specific residents, i.e. elderly, vulnerable, those reliant on medication etc.

A risk assessment may highlight incidents which may affect residents in specific locations, i.e. they may be isolated or cut off – floods, snow etc.

A provisional risk assessment for Sturmer Parish has been completed and this is shown at Appendix D.

Appendix A

STURMER PARISH SITUATION REPORT

FROM: _____ DATE AND TIME: _____

REPORT NUMBER: _____ PERIOD COVERED: _____

1. **A.** NUMBER OF DOMESTIC PROPERTIES DAMAGED / UNINHABITABLE
 B. NUMBER OF DOMESTIC PROPERTIES DAMAGED / INHABITABLE.
2. NUMBER OF PERSONS IN COUNCIL PROVIDED EMERGENCY ACCOMMODATON
3. LOCATION OF BLOCKED ROADS
4. AREAS WITHOUT ELECTRICITY
5. AREAS WITHOUT GAS
6. AREAS WITHOUT WATER
7. AREAS WITHOUT TELEPHONES
8. ON-GOING TASKS AND SPECIFIC RESOURCE REQUIREMENTS
9. ANY OTHER RESOURCE REQUIREMENTS
10. ANY OTHER INFORMATION

Appendix B

EVENT LOG SHEET

Name: _____ Signed: _____

Date: _____ Page: _____ of _____

RECORD EVERY SIGNIFICANT EVENT

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

Appendix C

Recovery Plan and Checklist

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

Appendix D

Risk Assessment for Sturmer

Risk	Parish Area	Impact on the Community	What to do	Who to tell (during incident)
Flooding (river and surface water)	A1017 (brook side) and B1061 (Water Lane), including area around pocket park Properties downstream around Linnets Lane	Approx. 20 properties at risk of flooding Damage to property Some or all of village could become cut off from resources Potential threat to human and animal life	Flood Action Group to: <ul style="list-style-type: none">Explore and co-ordinate risk mitigation and preventative measuresRaise awareness of flood risk and flood protection within the Community through meetings, posters, parish newsletter etcAdvise residents of their own responsibilities During event:Activate Parish Emergency Plan (if required)	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 Environment Agency Essex County Council Highways

Power failure (gas and/or electricity)	Whole village	<p>Approx. 200 properties potentially affected</p> <p>Loss of heating and/or lighting - only some properties have oil fired heating</p> <p>Frozen food supplies at risk of defrosting</p>	<p>Purchase wind up torches and radios</p> <p>Promote National “Go In Stay In Tune In” message</p> <p>Promote Business Continuity in local businesses</p> <p>During event:</p>	<p>Parish Clerk/EP contact to activate plan</p> <p>District Emergency Planning Officer in cases of extensive power loss</p>
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Risk	Parish Area	Impact on the Community	What to do	Who to tell (during incident)
		<p>Street lights will be off resulting in danger from road and crime risk</p> <p>Security systems down</p> <p>Communications (e-mail, telephone etc may be down)</p> <p>Business credit systems down (Red Lion, Sturmer Nurseries, Sturmer Hall)</p>	<ul style="list-style-type: none"> • Call power companies to report loss of power and request estimated time to reconnection • Check on vulnerable people within village - heating food etc • Contact members of the community who could assist with providing refreshments. 	
Water supply failure	Whole village	Approx. 200 properties could be effected in the village	<p>Call Anglian Water</p> <p>Arrange drop off areas for water bottles and assist with distribution.</p> <p>Identify with Anglian water areas for positioning of bowsers as required.</p>	District Emergency Planning Officer

Telephone lines cut off/down	Whole village	Approx. 200 properties could be effected in the village	Call telephone company and report problem	
Animal health Foot and Mouth Blue tongue	Whole village - potential to be cordoned off	Closure of roads and footpaths Specific impact on those properties with horses, hens, cattle and sheep Other domestic animals may be affected in specific circumstances	Animal owners should be aware of the health of their stock, take appropriate preventative action, and ensure issues are brought the attention of relevant authorities in a timely manner. May have to assist as directed	DEFRA Braintree District Council Environmental Health Police

Risk	Parish Area	Impact on the Community	What to do	Who to tell (during incident)
			by DEFRA who normally request assistance from the District Environmental Health Services in closing footpaths.	
Road Block Traffic accident	A1017 to / from Haverhill	Unable to access village via A1017	Call emergency services. Police will divert traffic.	Emergency Service

Chemical escape from industrial areas in Haverhill	Whole village	International Flavours and Fragrance GB Ltd – classed as a lower tier COMAH site due to some of the chemicals retained on site People and/or livestock at risk Level and type of risk dependent on type and severity of problem If escape leads to water pollution, see below	IFF GB Ltd will notify BDC of any potential problem Check on vulnerable individuals, especially those living near the industrial area Await instructions (if any) from emergency services	Environment Agency Environmental Health
Water pollution	Whole village	People and/or livestock at risk of consuming polluted water supplies, leading to illness or death Environmental issues (e.g. build-up of effluent in water courses, if this is the source of the problem) will need to be managed appropriately	Contact Environmental Health and liaise with Anglian Water as appropriate Arrange drop off areas for water bottles and assist with distribution. Close foot paths and access routes to Stour Brook if this is the source of the problem	Environment Agency Environmental Health Anglian Water

Risk	Parish Area	Impact on the Community	What to do	Who to tell (during incident)
			Check on vulnerable individuals	

