

EMERGENCY PROCEDURE PLAN 2021

HEMPSTEAD PARISH COUNCIL



Call 999 if there is a risk to life

Plan to be reviewed January 2022

CONTACT DETAILS

Phone 999 for emergency services

Contact the Parish Council through:

Community Emergency Co-ordinators

The Parish Clerk: Rebecca Cox

Telephone: 07468 413 684

Email :- parish.clerk@hempstead-essex.org.uk

Chair Sean McCarthy – 01799 599 558 sean@hempstead-essex.org.uk

Flooding & Emergency Coordinator – Nick Turkentine –
07785 950490 nick@hempstead-essex.org.uk

It is important to note that people should not put themselves or others at risk when preparing, testing or using this plan.

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INTRODUCTION

HEMPSTEAD EMERGENCY PROCEDURE PLAN 2021

Emergencies happen. There may be a time when you might be affected by an emergency but your life is not in immediate danger. During such a time, you will need to know how to help yourself and those around you. The Parish Council has drawn up this plan to help deal with a major incident which may occur in the future.

'By becoming more resilient, you and your community can complement the work of local emergency responders and reduce the impact of an emergency on your community both in the short and long term.' (www.gov.uk)

Objectives of this Emergency Procedure Plan:

- *To establish a community emergency co-ordinators' team that will coordinate the community response and liaise with the emergency services / local authorities as appropriate.*
- *To identify actions required to minimise the harm from identified hazards or threats.*
- *To establish a means of identifying vulnerable people in the community with a view to supporting them in an emergency.*
- *To identify resources in the community that would be available to minimise the severity of the emergency.*
- *To establish key contact details for the emergency services and local authorities, the Local Community Emergency Co-ordinators and key community resources.*

In the event of a major incident in or near the parish, Hempstead's Community Emergency Co-ordinators will activate the Plan after contacting the appropriate authorities:

Police Fire Ambulance:

999

FURTHER USEFUL NUMBERS:

01799 510510 – **UDC Switchboard** – Operate Mon-Fri 9am – 5pm, outside of these hours press option 3 for the emergency call handling service

Highway Issues such as blocked drains, potholes etc and other matters of public safety - 0345 603 7631

Should you have hearing problems use text service 0345 758 5592

Water leaks – Anglia Water 24/7 - 0800 771 881

UK Power Networks 24/7 – 0800 3163 105

Information on medical conditions:
www.nhs.uk or ring 111

What3Words

The world has been divided into 3 metre squares and each square given a unique combination of three words. It's the easiest way to find and share exact locations.

Visit what3words.com to search your location code, there is also an app which can be downloaded.

NOTIFICATION OF AN INCIDENT

	Instructions	Tick
1	<i>Example: Call 999 (unless already alerted)</i>	
2	<i>Ensure you are in no immediate danger</i>	
3	<i>If possible start keeping a log and record: Any decisions you have made Action taken Who you spoke to and what you said Any information received</i>	
4	<i>After 999 has been called, the Emergency Services will take control of the incident once on site.</i>	
5	<i>Contact the Parish Council Clerk and if necessary they will contact: Those specifically at risk Other members of Parish Council via agreed route Volunteers and key holders where appropriate</i>	

FIRST STEPS IN AN EMERGENCY

If you become aware of a serious incident happening or threatening to develop, call the emergency services on **999** with the following information:

- Your name, contact telephone number, address / location, including what3words code
- Full details of the incident as far as you are able to ascertain without putting yourself at risk:
 - When
 - Where (exact location)
 - What happened and what is happening now
- Emergency Services requested
- Estimated human casualties
- Estimated animal casualties (if any)
- Hazards and road blockages

LOCAL RISK ANALYSIS

What is the hazard?	Where is it?	Where is it affecting ?	What are the consequences / impact?	What can we do to mitigate the impact before an incident?	What can we do to mitigate the impact after an incident?
(a)	(b)	(c)	(d)	(e)	(f)
<i>Burst water main</i>	<i>Major road through the village</i>	<i>Vehicular Access plus access to properties</i>	<i>Flooding of several properties and possibly affecting access to primary school</i>	<i>PC and residents to report potential problems to Anglia Water</i>	<i>Evacuate to appropriate reception centre to provide shelter, food & tea for up to 50 people...</i>

Heavy snow	<i>Affects entire area</i>	<i>Affects entire area</i>	<i>Movement around community; residents house bound; getting food from shops</i>	<i>PC to ensure grit bins/ grit piles are regularly topped up by UDC. Ensure personal resilience plans / spare food; advise not to allow oil supply to drop too low; purchase salt / grit / snow shovel...</i>	<i>Coordinate visits to identified vulnerable people; organise food delivery; liaise with voluntary group; clear footpaths; keep community informed...</i>
Major Transport Accident	<i>Major road through the village</i>	<i>Access through the parish</i>	<i>Fire and Police will co-ordinate the response</i>		<i>Follow advice from services</i>
Fire, explosion	<i>At small business site in the village or parish, other properties affected</i>	<i>People living in the immediate vicinity</i>	<i>Fire and rescue service is responsible for identifying the inner cordon and for the health and safety of all those operating within it. Police will co-ordinate the response</i>		<i>Follow advice from services</i>
Gales / Storms	<i>Affects entire parish</i>	<i>Affects entire area</i>	<i>Important to keep safe indoors and follow advice. When safe to do so, check on vulnerable residents</i>	<i>Ensure have personal resilience plans / spare food; advise not to allow oil supply to drop too low. When safe to do so possibly activate machinery owners to clear fallen trees.</i>	<i>Follow advice from services</i>
Heat wave	<i>Affects entire area</i>	<i>Affects entire area</i>	<i>Important to keep cool and safe indoors and follow advice.</i>	<i>Ensure have personal resilience plans / spare food/ cooling fans/areas to keep cool Good Neighbour scheme to check on vulnerable residents</i>	<i>Follow advice from services, government and nhs</i>

VULNERABLE PEOPLE

'It is important to ensure that isolated or vulnerable people are contacted to see if they need assistance during an emergency.

Emergencies can make anyone vulnerable and they make life difficult for those people who are already vulnerable. Being vulnerable means different things to different people and vulnerabilities can vary in their duration.' Social vulnerability risks could include people who have recently had an operation, people without access to transport or people with limited mobility.

Hempstead is a community village and people automatically help their family, friends and neighbours during times of need. In the unlikely event that the Emergency Procedure Plan is called into force, it is hoped that people would volunteer and use what skills, tools, resources, vehicles or machinery they have available and are capable of using. It is important that any vehicles are licensed and insured to use in an emergency.

GROUPS / INDIVIDUALS TO HELP IN AN EMERGENCY

Group / Individual	Main Contact (Phone numbers in part 2)	Capabilities / skills	Comments / Notes
Hempstead Parish Council	Rebecca Cox 07468 413 684 parish.clerk@hempstead-essex.org.uk	Communication information	
Village Hall	Mrs Julie Wilson. 01799 599756 julie@hempstead-essex.org.uk	Access and keys to Village Hall	

EVACUATION

'During an emergency, it might be necessary for some members of the community to be evacuated from their homes to a safe place.' The Good Neighbour Scheme may be able to assist with:

- * Door knocking or delivery of emergency messages (particularly if phone lines are down)
- * Running of a rest centre
- * Identifying those who may need extra assistance to move to safety
- * Helping to move vulnerable residents to a place of safety
- * Using social media to communicate emergency messages

RECEPTION CENTRE – HEMPSTEAD VILLAGE HALL

In the event of the need to activate the Emergency Procedure Plan, Hempstead Village Hall, High Street, Saffron Walden, CB10 2PD is to be the first choice for Reception Centre

The key holders are:

Mrs Julie Wilson:

01799 599756

julie@hempstead-essex.org.uk

Diana Frost

Rosemary Cottage,

High Street

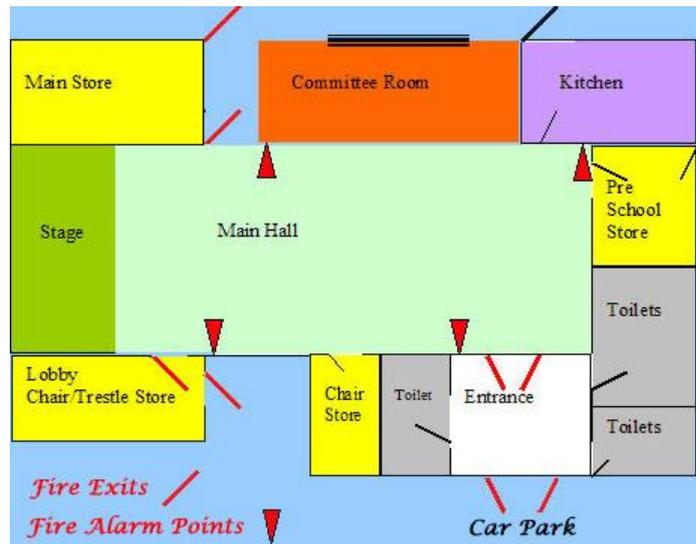
Hempstead CB10 2PD

E: diana_frost@lineone.net

T: 01799 599771

M: 07796 438137

What3words: [submerge.flap.singing](https://www.what3words.com/)



A Defibrillator is situated on the wall by the entrance to the Village Hall

Hempstead Village Hall is a modern, warm, comfortable and well-maintained community facility with a large main hall with stage and smaller side room which can be opened up to create one area for larger events, together with a fully equipped commercial type kitchen suitable for caterers or do it yourself food preparation and service. Hearing loop and free WiFi available.

The Village Hall can accommodate a maximum of 150 persons, 120 persons theatre style and 80 to 100 seated at tables dependant on lay out and utilisation of stage area. Supporting facilities include tables and chairs for 100 persons, additional seating for 20 persons and a range of crockery, cutlery and glass ware.

The toilet facilities are accessible for all and there is a baby changing unit. Capacity for the building is 120 seated theatre style.

The control centre in the Village Hall would be the Committee Room.

FURTHER POSSIBLE RECEPTION CENTRES:

St Andrews Church, Church Hill, Hempstead, CB10 2PA

The church is located at the beginning of Church Hill on the right-hand side going up the street. The main building is reasonably accessible by the main entrance.

Pews are available for seating, capacity of 200 further chairs and some small tables are stacked at the back of the church. The vestry could be used as a control centre. Phone lines are not available so mobile phones will need to be used. Calor Gas radiators supply heating to the church.



Key holder & Current Churchwarden is:

Alan Weedon - 01799 599366

Reverend: Rev Philip Tarris (Chairman) - 01371 830374

APPENDIX A

GOVERNMENT TEMPLATE TO HELP PREPARE FAMILIES FOR AN EMERGENCY.

Your Home Emergency Plan

Keep your plan and other important information in a safe place that you will find again quickly.

You could keep your plan in a 'message in a bottle' in your fridge. Bottles are available free of charge from most doctor's surgeries and chemists and give emergency services vital information such as medical conditions and repeat prescriptions.

If you have children in your household, or others who need help with understanding what to do, you could get them to write and draw their own plans, to help them learn about emergency events.

Q1)

What are the risks to your home and the surrounding area? Are you at risk of flooding?

To find out if you live in an area at risk from flooding, visit www.environmentagency.gov.uk where you can find out if your home is at risk and sign-up to Flood Warnings Direct (a free service which sends you a message when there is a flood risk by telephone, mobile, email, SMS text message, fax, or via a relative/friend).

You can also sign up by calling Floodline on 0345 603 7631 Email Floods@essex.gov.uk

or on the www.gov.uk floodline to sign up for flood warnings.

If you are in an area that may flood, have sandbags and boards ready to help stop water entering through doors or air bricks. Where do you get these from? If you do not know, contact your Parish / Town Council.

Notes:

Q2) Do all household members know how and when to call the emergency services? If they don't, give them instructions on how to do this.

Notes:

Q3) How will you get out of the house / area if you need to escape? Think about what to do if a route is blocked. If it is helpful, draw a plan of escape routes.

Notes:

Q4) What are the emergency procedures at your children's schools?

During an incident, it may not be safe to collect children from school. Schools have emergency plans so pupils will be cared for. If you are still worried during an incident, contact the school first.

Notes:

Q5) Are there any elderly, disabled or vulnerable family members, friends and neighbours who might need your help, or additional help from the emergency services? Information may not reach some people as quickly. For example, Deaf and blind people and people who do not speak English or have other communication difficulties.

How will you help them?

Does your Parish Council have a support scheme in place and are vulnerable neighbours aware of it?

Notes:

Q6) Where will you meet if you become separated – a nearby landmark or a friend's house? Also agree an alternative meeting place further away from your home.

Notes:

Q7) ICE Contact Number

The emergency services are trained to check for a person's ICE contact number which stands for 'In Case of Emergency'.

Think carefully about who you choose as an ICE contact because that person may need to give consent for medical treatment. If you want more than one ICE contact, mark them as ICE1, ICE2 etc.

Put ICE contacts in all mobile phones, or on a card in wallets / purses. If your phone is password protected then use the card method or make it visible on the 'start up' screen.

Notes:

Q8) Where is your safe, secure place for important documents (passport, birth and insurance certificates etc.) and items of high sentimental value such as old family photos? Are these raised above potential flood levels and easy to grab (in one box) if you need to take them with you? Is the box fire-proof?

Have you stored important computer records on a USB / disk or cloud?

Notes:

Q9) Do you have emergency supplies (ideally in an 'emergency bag') that you can grab quickly? Where are they kept?

Notes:

Q10) How do you switch off water, portable gas and electric supplies in your home?

Draw a plan if helpful.

Notes:

Q11) Think about what you would do if you lost all power and communications (including satellite communications such as mobile phones). Do you have a battery or wind-up FM Radio and camping stove with fuel, for example? Make a note of the FM frequency of your local radio station.

Notes:

Q12) Does everyone in the household know how to make the home secure – locking doors and windows? Do you keep keys in the same places so they can be found easily if it is dark; where are keys kept? Does a neighbour have a spare set of keys, if so who? State contact details

Notes:

Q13) Have you installed smoke detectors and a carbon monoxide detector in appropriate places? When installed, check monitors monthly.

If not, don't delay installing or checking them! They could save your life. If you need help or advice, or to find out if you qualify for a free home safety visit, contact your local Fire and Rescue Service.

Notes:

Q14) Have you got adequate home insurance? Who is your insurance provider and what is your insurance policy?

Notes:

Q15) Do you keep in your kitchen cupboard enough bottled water, snacks, tinned or dried/packet food to last three days? (*how much do you need per person?*). This will reduce the tendency for "panic buying" during bad weather or strikes, which can be very disruptive. Check sell by dates every six to twelve months.

Notes:

Q16) Have you made a list of medication, insurance policy numbers and important phone numbers such as your doctor, insurance provider, Floodline, NHS Direct*, non-emergency number, gas and electric supplier, vet, school, work and close friends/relatives? Make sure you carry this list at all times, for example on a card in your purse or wallet, or mobile phone.

*If you have a 'smart' mobile phone, you could download the NHS Direct App from www.nhsdirect.nhs.uk.

Notes:

Your emergency supplies

It helps if you can grab these things quickly. Ideally make up an 'emergency bag'. **Do not stop to collect things if it puts you in danger!**

These are things you probably carry at all times:

- Essential keys (house / car).
- Special daily items (for example, glasses / contact lenses / medication / aids).
- List of medication. *This is essential, please make a list!*
- Anaphylactic pens
- Cash / debit / credit cards.
- Essential items for babies, children and people you care for.
- Mobile phone and charger.
- Antibacterial hand gel and mini first aid kit.
- Water and snacks.
- Warm layers and waterproof clothing, suitable hats and footwear.

If you have to remain in your home or become isolated, make sure you have the following items:

- First Aid Kit including flu and cold medication.
- Wind up or battery radio including spare batteries.
- Wind up or battery torch with spare batteries/candles and matches.
- Enough toiletries such as soap, sanitary items and tissues or toilet roll.
- A three day food and water supply. Tinned and dried food such as beans and rice is good.
- Camping stove and fuel. Only use indoors in an emergency. Always place on a stable surface and use in a well ventilated area with a carbon monoxide detector.

You may find it helpful to take these with you if you have to leave your home:

Important identity and insurance documents (for example NHS number, birth/ marriage certificates, passports and insurance certificates - photograph or make photocopies of important certificates.

- Important computer information stored on disk / USB.
- Sun-cream and hat in the summer.
- Notebook and pen / pencil.
- Other items you may need – make a list (for example, playing cards, colouring or puzzle book, children's toys, things for pets, items of sentimental value).

Keep important documents and computer information in ONE safe place and make sure you can grab these items quickly if you need to.

Don't forget does a friend or family member have spare keys should you lose yours?

Items for pets and assistance animals

Contents will depend on the type of pet, but you may need to grab:

- Water, food and bowls.
- Leash / muzzle / harness.
- Blanket, bed, pet carrier or cage.
- Photo of your pet in case it gets lost and is not 'identity chipped'.
- Plastic bags for waste.
- Medication and health records.
- Identity chip number (keep a record in your phone or wallet/purse).

Items in the car

In case of an emergency always carry in your car (in addition to the things you probably carry at all times):

- First Aid Kit.
- Shovel and de-icer in winter conditions.
- Warning triangle and fire extinguisher (recommended).

Notes:



APPENDIX B

Top 5 Tips to help you prepare for an emergency:



- 1. Get suitable insurance before an emergency has even occurred**

Check how long your insurance lasts and what it really covers

- 2. Put valuable documents and treasured possessions upstairs**

Check if you live in a flood risk area

Keep important documents safe

Store photos and belongings you want to keep safe upstairs

- 3. Back up important files and photos on your computer**

Regularly make copies of important documents, music and photos onto a disc or memory stick?

- 4. Put together your own emergency grab bag**

Be prepared to move quickly in an emergency

- 5. Have emergency friends**

Identify one emergency friend who lives nearby and a second one who lives further away.

Think about your neighbours. Could you be an 'emergency friend' for isolated or vulnerable people in your area?