

***Terling and Fairstead  
Parish Council***

**EMERGENCY PLAN 2019**

**Revised  
December 2018**

**Plan Owner:** *Terling & Fairstead Parish Council*

**Distribution List:**

- Braintree District Council – Health Safety & Emergency Manager
- Terling & Fairstead Parish Councillors
- Parish Website

## INTRODUCTION

The Civil Contingencies Act 2005 suggests that Parish Councils prepare a contingency plan for self-help in case of an emergency affecting the community. Emergencies can occur with little or no warning and could be caused by many different factors including natural disasters and acts of terrorism. They would normally be dealt with by the emergency services, local authorities and public utility companies. However, these services may need to call upon local knowledge to ensure the best deployment of resources. Terling and Fairstead Parish Council has therefore prepared this document to assist in such an eventuality.

In case of an emergency, the first action taken should always be to contact the emergency services by **dialling 999**. 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**. Once they have been deployed, information in this document can provide assistance and local knowledge to help them. If necessary, members of the Parish Council or the Parish Clerk should then be notified. The appropriate members of the community listed in the plan will then be contacted.

**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.**

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 or the emergency services can reach the community.

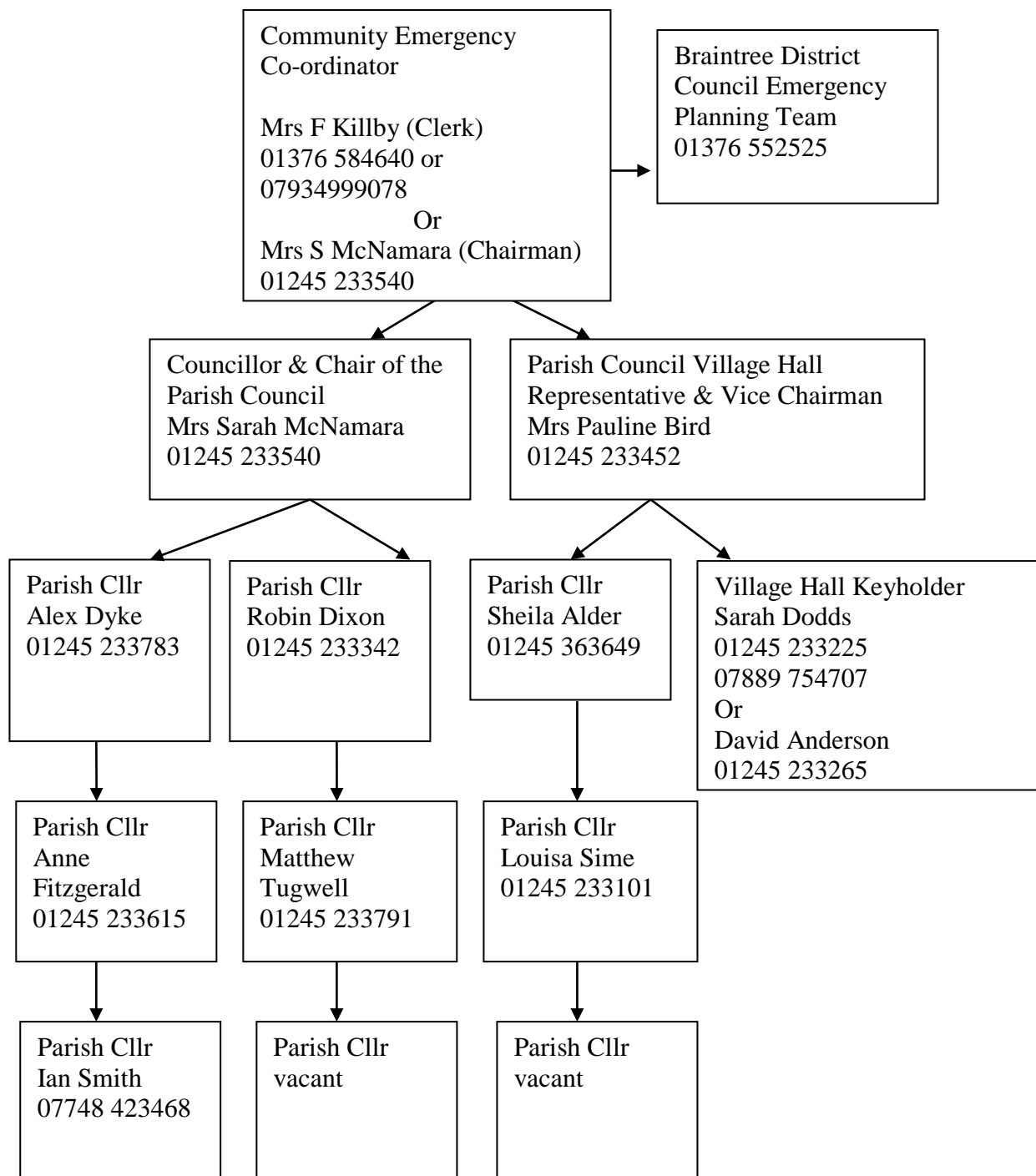
**It should be noted that mobile signal strength varies within the parish so it may be necessary to find somewhere with a workable signal before dialling. Local knowledge will help here.**

## CONTACT CASCADE GROUP

***The Parish Clerk (Tel: 01376 584640 or 07934999078) should be called first. If contact cannot be established the Council Chairman (Tel: 01245 233540) should then be called.***

The telephone tree on the next page 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.

## EMERGENCY CONTACT TREE



## PROCEDURES

The following procedure will apply (dependent on the situation)  
Braintree District Council will contact **ONE** named person from the Parish Contact Group and will:-

- 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

The person contacted will activate/inform the Emergency Contact Tree

The Contact Group (**Parish Emergency Team**) will attempt to:-

- 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.

## **USEFUL TELEPHONE NUMBERS/CONTACTS**

### **BRAINTREE DISTRICT COUNCIL**

Emergency Team (Day or Night) 01376 552525

### **EMERGENCY SERVICES**

Police 999 (ask for Police)

Fire Brigade 999 (ask for Fire)

Ambulance 999 (ask for Ambulance)

Alternative Number for all emergency services 112  
(Calls to 112 are automatically transferred to 999 within the UK)

Also.....

NHS Direct 111  
(When medical help is needed, but it's not a 999 emergency)

First Aider – Colin Cutler 01245 233337  
07979 383637

Terling Village Defibrillator – sited in the old telephone box on Owls Hill

### **ENVIRONMENT AGENCY**

Hotline for flooding, pollution, hazardous waste, etc 0800 80 70 60

### **FLOODING**

Flood Line for pre-recorded flooding information 0345 988 1188 followed by  
Option 1

The River Ter is covered by the River Chelmer (from A138 in Chelmsford to Maldon)

## **LOCAL RADIO/SOCIAL MEDIA**

BBC Essex 01245 616000  
103.5 & 95.3 FM, Internet, DAB

Essex Heart 01245 524500  
102.6, 96.3 & 96.1 FM, Internet, DAB

Terling Village Hub, Facebook

## **UTILITIES**

BT Openreach 0800 023 2023  
(for problems with telephone lines outside your property boundary)

Electricity 0800 783 8838

Anglian Water 08457 145 145

Essex and Suffolk Water 0345 782 0999

## **LOCAL NUMBERS**

|                 |   |
|-----------------|---|
| Sarah McNamara  | Copse Rise, The Street, Terling<br>01245 233540 <a href="mailto:sarah.mcnamara3@btinternet.com">sarah.mcnamara3@btinternet.com</a>    |
| Robin Dixon     | Woodlands, The Street, Terling<br>01245 233342 <a href="mailto:robin@robindixon.co.uk">robin@robindixon.co.uk</a>                     |
| Pauline Bird    | 17 Hull Lane, Terling<br>01245 233452 <a href="mailto:paulinebird17@btinternet.com">paulinebird17@btinternet.com</a>                  |
| Alex Dyke       | School House Cottage, Fairstead<br>01245 233481 <a href="mailto:alex@lrfarms.co.uk">alex@lrfarms.co.uk</a>                            |
| Anne Fitzgerald | Takliwa, Waltham Road, Terling<br>01245 233615 <a href="mailto:saffy1@btinternet.com">saffy1@btinternet.com</a>                       |
| Sheila Alder    | The Old Stores, Fuller Street, Fairstead<br>01245 363649 <a href="mailto:sheilamalder@hotmail.com">sheilamalder@hotmail.com</a>       |
| Louisa Sime     | Fardings Farmhouse, Witham Road, Terling<br>01245 233101 <a href="mailto:fardingsfarm@hotmail.com">fardingsfarm@hotmail.com</a>       |
| Matthew Tugwell | Barn Cottage, Gambles Green, Terling<br>01245 233791 <a href="mailto:matthewtugwell@btinternet.com">matthewtugwell@btinternet.com</a> |
| Ian Smith       | 156, High Street, Harwich, CO12 3LF<br><a href="mailto:ian.smith87@uwclub.net">ian.smith87@uwclub.net</a>                             |

## **FIRST AIDER**

Colin Cutler  
Twitchers, Fairstead Road, Terling  
01245 233337 / 07979 383637 [terlingpcc@btinternet.com](mailto:terlingpcc@btinternet.com)

**COMMUNITY AGENT**

Community 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 Terling and Fairstead is:-

Richard Ould - Tel:           07540 720606  
                          Email:         lydia.howat@caessex.org.uk

## Emergency Muster Stations

| Area of Parish                                      | Muster Point  | Comments   |
|---|---|--|
| Terling (Church side of village)                    | School Green  | Noticeboard nearby with emergency numbers published. Near Terling Village Hall should emergency accommodation be needed. |
| Terling (Flacks Green, Gambles Green, Waltham Road) | Waltham Road phone box corner Oakfield Lane   | Noticeboard nearby with emergency numbers published.   |
| Ranks Green   | Near disused telephone box and noticeboard  | Noticeboard nearby with emergency numbers published  |
| Fairstead   | Near disused telephone box and noticeboard opposite Fairstead Church, Fairstead Hall Lane | Noticeboard nearby with emergency numbers published. Near Church should emergency accommodation be needed.               |
| Fuller Street                                       | Near disused telephone box and noticeboard opposite The Square & Compasses pub            | Noticeboard nearby with emergency numbers published. Near pub should emergency accommodation be needed.                  |



## Emergency Accommodation Centres

### Main

| LOCATION   | CONTACT  | TELEPHONE                                    | FACILITIES  |
|--|--|--|---|
| Terling C of E<br>Primary School<br>New Road<br>Terling CM3 2PN<br>Tel: 01245 233206<br><br>Map Ref: TL 771150 | Claire Franklin<br><br>Mrs Smart<br>Head Teacher | 07776 166266<br>(mobile)<br><br>01245 233206 | Meals:<br>On premises.<br><br>Kitchen fully<br>operational, serving<br>hot meals. |

### Alternative

| LOCATION   | CONTACT   | TELEPHONE  | FACILITIES                                  |
|--|---|--|---|
| Terling Village Hall<br>'The Dismals', Terling<br><br>Map Ref: TL 770150 | Keyholders<br>Mrs Sarah<br>Dodds<br>20 Hull Lane<br>Terling<br>Chelmsford<br>Essex<br>CM3 2QX<br><br>Or<br><br>David<br>Anderson<br>Malvern<br>Fairstead Road<br>Terling<br>CM3 2BU | 01245 233225<br>07889 754707<br><br><br><br><br><br><br>01245 233265 | Cars/coach parking.<br>Toilets.<br>Kitchen. |