WEELEY PARISH COUNCIL EMERGENCY PLAN

In the event of an emergency, it is the responsibility of Councillors to have a hard copy of this plan for reference and to record information relating to any incident.

Amendments to the Plan should be notified to The Parish Clerk
clerk@weeleyparishcouncil.gov.uk

Amended pages must be issued to all Councillors and other contacts in the plan.

This Plan should be reviewed annually

Date of last review: 29th October 2024

Weeley Parish Council
Emergency Plan

Introduction

This plan is intended to be activated in the event of a major emergency in the parish of Weeley. It covers emergencies which may reasonably be foreseen, such as flooding, storms, heavy snowfall. For very rare occurrences, such as a major road traffic accident, train crash, air disaster, criminal activity it is expected that Tendring District Council and Essex County Council emergency plans will be activated. **The emergency services will always be the first point of contact in an emergency.**

The purpose of this plan is intended to build 'Community Resilience' so that the parish can use local resources and knowledge to help themselves during an emergency in a way that complements the local emergency services.

IF YOU ARE IN IMMEDIATE DANGER CALL 999

PLAN DISTRIBUTION LIST

Name	Role	Phone number/email address	Issued on
Catherine Boyer-Besant	Emergency Planning Officer Tendring District Council	01255 686971 eplanning@tendringdc.gov.uk	
Danny Botterell	Emergency Co-Ordinator and Parish Councillor	07966 711106 cllr.dbotterell@weeleyparishcouncil.gov.uk	
Steve Gunter	Deputy Co-Ordinator and Parish Clerk	07368 925194 clerk@weeleyparishcouncil.gov.uk	
Kevin Green	Deputy Co-Ordinator and Parish Councillor	07900 347231 cllr.kgreen@weeleyparishcouncil.gov.uk	
Christine Hamilton	Parish Council Chair	01255 831590 07785 900007 cllr.chamilton@weeleyparishcouncil.gov.uk	
Vicky Cauvain	Parish Councillor	07850 974240 cllr.vcauvain@weeleyparishcouncil.gov.uk	
Gilliane Foster	Parish Councillor	01255 830084 cllr.gfoster@weeleyparishcouncil.gov.uk	
Terry Spong	Parish Councillor	01255 830710 07770 868970 cllr.tspong@weeleyparishcouncil.gov.uk	
Jenny Beady	Parish Councillor	07591 338823 cllr.jbeady@weeleyparishcouncil.gov.uk	
Liz Fitzpatrick	Parish Councillor	07749 220948 cllr.lfitzpatrick@weeleyparishcouncil.gov.uk	
Kevin Millar	Parish Councillor	07738 998924 cllr.kmillar@weeleyparishcouncil.gov.uk	

EMERGENCY CONTACT LIST

Name: Danny Botterell	**Name: Steve Gunter**	**Name: Kevin Green**
Emergency Co-Ordinator and Parish Councillor	Deputy Emergency Co-Ordinator and Parish Council Clerk	Deputy Emergency Co-Ordinator and Parish Councillor
07966 711106	07368 925194	07900 347231
Email: cllr.dbotterell@weeleyparishcouncil.gov.uk	Email: clerk@weeleyparishcouncil.gov.uk	Email: cllr.kgreen@weeleyparishcouncil.gov.uk
Address: Jolley Cottage, Clacton Road Weeley Heath CO16 9DR	Address: Chota Gur, The Street, Bradfield CO11 2UU	Address: 35 St Andrews Road, Weeley CO16 9HR

TENDRING DISTRICT COUNCIL		
Careline	01255 222722 Out of Hours: 01255 222022	Emergency calls – Careline (this should be the first contact during an emergency)
Emergency Planning Officer	01255 686971 07468 709746	Catherine Boyer-Besant

WEELEY PARISH COUNCIL CONTRACTORS		
Goldacre Contracting	07793 057 658	Ground's maintenance contractor
AD Mitchell Electrical Contractors	07803 618 915	Council's streetlights

OTHER EMERGENCY NUMBERS		
Police Ambulance Fire	999	
Environment Agency	0800 80 70 60	Incident hotline
National Grid	0800 111 999	The National Grid maintains and supports the national gas and electricity supply.
UK Power Networks	0800 31 63 105 or 105	For dangerous problem with electricity cables
Affinity Water	0345 357 2407	Burst water pipes etc.
Anglian Water	03457 145 145	Sewerage etc.
Essex County Council	0845 603 7631 0300 123 5000	Highway Incident's

LOCAL SKILLS AND RESOURCES ASSESSMENT

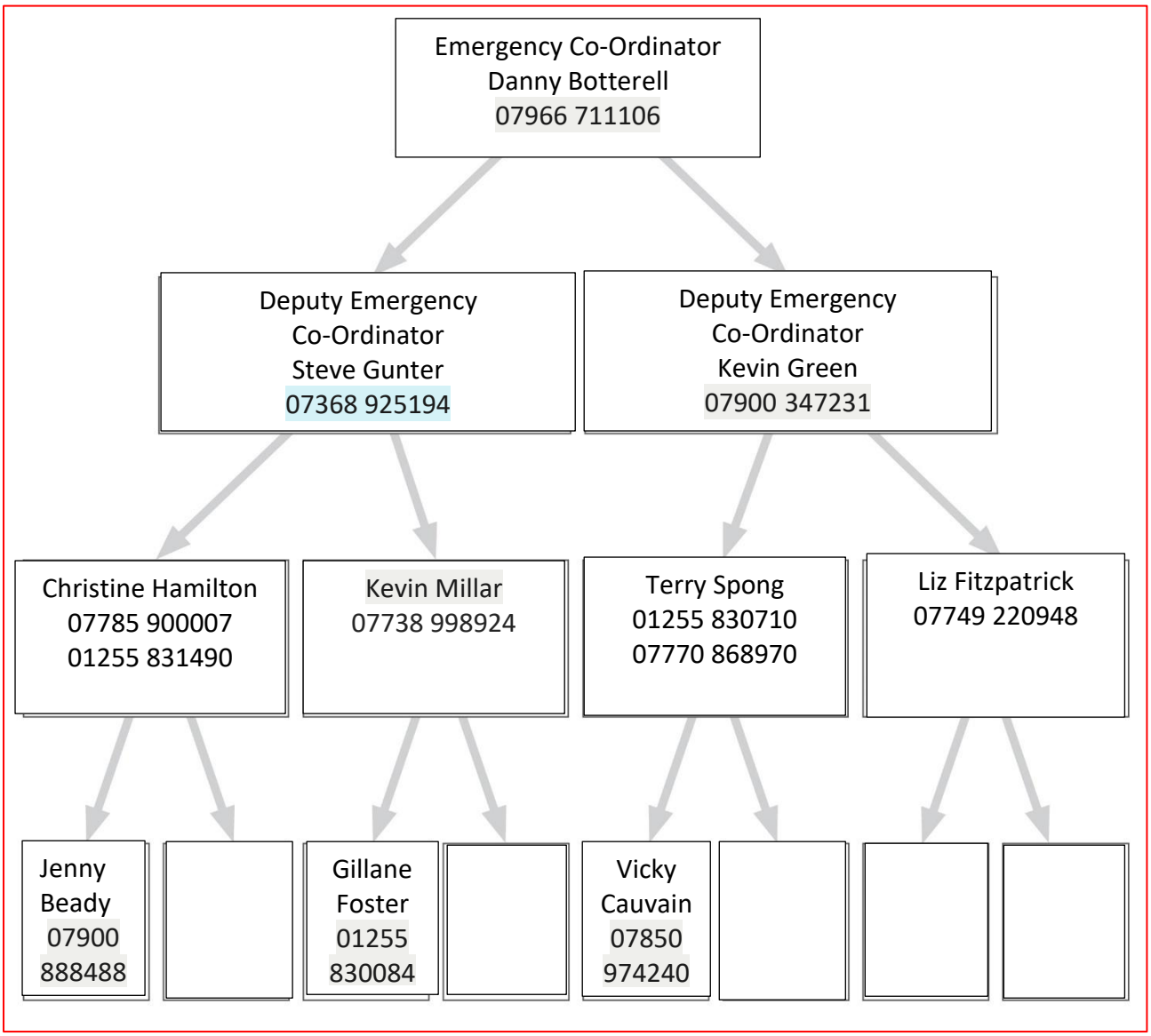
Skill Resource	Who?	Contact details	Location
Medical supplies		01255 862457 01206 250120 01255 861329	The Lighthouse Pharmacy, 19-21 The Street, Little Clacton CO16 9LQ The Green Pharmacy, The Green, Great Bentley CO7 8PJ Mansfield Chemist Shop, Maidshead Parade, High Street, Thorpe-le-Soken. CO16 0DY
First aider	Kevin Millar Vicky Cauvain Danny Botterell	077389 98924	Weeley
Defibrillator		n/a 01255 830384 01255 860062	Weeley Village Hall (outside near front door) CODE 1628 White Hart Public House, Clacton Road, Weeley CO16 9ED National Animal Welfare Trust, The Street, Little Clacton CO16 9LG Women's Institute Hall. High Street Thorpe-le-Soken CO16 0EF
4x4 owner/driver	Terry Spong Kevin Green Christine Hamilton	01255 830710 07770 868970 07900 347231 01255 831590 07785 900007	Mascot, 34 Rectory Road, Weeley Heath, CO16 9AX 35, St Andrew's Road, Weeley CO16 9HR SHOULD BE CO16 9HR Margaret Cottage, Thorpe Road, Weeley, CO16 9JL
Cherry Picker	Danny Botterell	07966 711106	Jolley Cottage, Clacton Road Weeley Heath CO16 9DR
Lorries/ tractors	 Will Leiper Simon Partridge	01255 831083 07753 685484 01255 830397	Paynes Turf/Hilltop Garden Centre, Clacton Road, Weeley CO16 9DN Lodge Farm, Church Lane, Weeley Heath CO16 9AT Oak Farmhouse, Mill Lane, Weeley Heath CO16 9BZ
Chainsaw owner	Terry Spong	01255 830710 07770 868970	Mascot, 34 Rectory Road, Weeley Heath, CO16 9AX
Water/food supplies		01255 830433 01255 830070 01255 830403 01255 830463 01255 831083	Weeley Post Office and Convenience Store, 53 The Street, Weeley CO16 9JD Gaunt Bakers, The Street, Weeley CO16 9JD Weeley Bridge Caravan Park, Clacton Road, Weeley CO16 9DH The Cabin, Homestead Caravans Thorpe Road, Weeley CO16 9JN Hilltop Garden Centre Clacton Road,

		01255 831030	Weeley CO16 9DN BP garage, Crown Green Roundabout, Weeley CO16 9JT
Church of England Churchwardens	Sandra De Roy Pearl Byford	07891 986442 01255 831124	Broomcroft, Honeypot Lane, Weeley Heath, CO16 9BQ 20, Bentley Road, Weeley Heath, CO16 9DT
Plymouth Brethren	Andrew Evershed		Rapid Relief Team (RRT), the charitable arm of the Plymouth Brethren Christian Church and are available to be called on 24/7 in times of emergency to assist with supporting and providing hot food and snacks to emergency workers. They can be contacted either through the website https://rrtglobal.org/gb/ or you can drop me a line if their services are required. We also have a salt/grit bin just inside the side gate of our Weeley Hall which may be used to keep the adjacent footpaths clear in the event of snow and frost.
Church of Jesus Christ of Latter-Day Saints	Nick Clark, Branch President	07751755229	Tendring Branch - (based in Weeley)
Salvation Army	Major David & Katerina Lennox	01255 423328	Clacton Branch, 103 Old Road, Clacton-on-Sea CO16 3AN
Veterinary assistance		01255 860555 01255 441441 01206 842224	Kinfauns Veterinary Centre, The Street, Little Clacton CO16 9LG Weeley Veterinary Centre, 26 Colchester Road Weeley, CO16 9JT VETS NOW EMERGENCY SERVICE COLCHESTER 70 Brinkley Lane Highwood Colchester CO4 9XE
Voluntary organizations	Maureen Stock Shirley White	01255 830115 07941 099147	Weeley Woman's Institute Weeley Community Care 7, Fields Close, Weeley, CO16 9DS
Cubs / Scouts	Heather Baldwin	07900486632	Scout HQ, Weeley Playing Field / E Mail hjb107@hotmail.com Trained First Aider
Accommodation		0871 527 254	Premier Inn, Crown Green Roundabout, Weeley CO16 9AD - 62 rooms, some family
Cooking facilities		01255 830234 01255 831430 01255 830361 01255 830463 01255 831116 01255 831234	St. Andrew's School, Clacton Road, Weeley CO16 9DH The Bowling Green, Crown Green Roundabout, Weeley CO16 9AD The Black Boy, Thorpe Road, Weeley CO16 9JJ The Cabin, Homestead Caravans Thorpe Rd, Weeley CO16 9JN McDonalds 1 Colchester Road, Weeley CO16 9AD Ford Barns, Crown Lane, Tendring, CO16 0BH

Fuels		01255 831030 01255 831083 01255 830403 01255 830229	BP garage (petrol/diesel/LPG) Crown Green Roundabout, Weeley CO16 9JT Hilltop Garden Centre Clacton Road, Weeley CO16 9DN(LPG) Weeley Bridge Caravan Park Clacton Road, Weeley CO16 9DK (LPG) Homestead Caravans Thorpe Road, Weeley CO16 9JN (LPG)
Generators	Terry Spong Danny Botterell	01255 830710 07770 868970 07966711106	Mascot, 34 Rectory Road, Weeley Heath, CO16 9AX Jolley Cottage, Clacton Road Weeley Heath CO16 9DR
Lifting/ welding/ cutting gear		01255830623 01255 830428 01255 831000 01255 831322	Hillside Motors Clacton Road, Weeley, CO16 9DN Greenspeed Autostylists, Norwood Lodge Farm, Bentley Road, Weeley Heath CO16 9BX greenspeed@btinternet.com D Salmon Cars 12 Colchester Road, Weeley CO16 9JD D Piper Motors Clacton Road, Weeley CO16 9DN
Plumber	M Hopkins LR Plumbing & Heating SAC Plumbing	01255 861590 01255 863655 07727 669 858 07860 684045	21 Frinton Rd, Thorpe-le-Soken, Clacton-on-Sea 2 Edward Close, Little Clacton, Essex, CO16 9PR Longcroft Cottage, Bentley Road, Weeley Heath CO16 9BX
Glazing	Nick Coe	01255 831426	15 Fields Close, Weeley Heath
Builder	Terry Spong	01255 830710 07770 868970	Mascot, 34 Rectory Road, Weeley Heath, CO16 9AX
Electrician	Spence Elec NewTech	07939 554197 01255 886422 01255 423345	Harwich Team of 4 electricians under the management of Cllr. Danny Botterell
Walkie talkie/ Radio amateurs	Danny Botterell Graham Bloyce, Secretary	07966 711106 01255 426764	 Weeley Bridge Breakers [RAYNET is used by TDC during an emergency, however Other alternatives could be useful if the Parish was isolated and other forms of communication were down.]
Communication – BBC Essex		01245 616066 0800 111 4041 81333	Radio News Team On-air programme number TEXT In an emergency encourage local residents to “Go in, stay in, tune in” 103.5FM or 729MW

TELEPHONE TREE

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.


Emergency Co-Ordinator
Danny Botterell
07966 711106
Deputy Emergency Co-Ordinator
Steve Gunter
07368 925194
Deputy Emergency Co-Ordinator
Kevin Green
07900 347231
Christine Hamilton
07785 900007
01255 831490
Kevin Millar
07738 998924
Terry Spong
01255 830710
07770 868970
Liz Fitzpatrick
07749 220948
Jenny Beady
07900 888488
Gillane Foster
01255 830084
Vicky Cauvain
07850 974240

EMERGENCY GRAB BAG

A 'grab bag' is held by the Emergency Co-Ordinator. It contains the following items:

- **Wind up radio**
- **Wind up torch**
- **Energy drink**
- **Bottled water**
- **Emergency light sticks**
- **Multi tool**
- **Clip board**
- **Head torch**
- **Waterproof notebook**
- **Permanent marker**
- **Pen/Pencil**
- **Scissors**
- **Hand sanitizer**
- **High visibility vests x 2**
- **Disposable camera**
- **Dust masks**
- **Burn kit**
- **First aid kit**
- **Hazard tape**
- **Foil blankets**
- **Fog horn**
- **Road Atlas**
- **Jump leads**
- **Snow shovel**
- **De-icer**
- **Sunscreen**
- **Megaphone**

The grab bag must be checked every six months to ensure that items with a 'used by date' are still in date. Out of date items must be replaced.

LOCAL RISK ASSESSMENT

Risks	Impact on community	What can Community Emergency Group do to prepare?
Risk of flooding in Weeley, especially in Gutteridge Hall Lane area	Access to properties in flooded area Damage to property	• Add information on home flood defence's to website • Display Environment Agency flood map on noticeboards and website • Raise awareness of flood risk via parish council communications • Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and reception centre establishment required • Promote the use of grab bags
Risk of falling trees due to storms	Roads blocked	• Ensure that condition of vulnerable trees is monitored and reported to the appropriate responsible body • Ensure that Highways contact numbers are up to date • Note names of local people who have the right equipment and skills to help in an emergency. Need to check each year that those willing to help are still in a position to do so
Risk of heavy snowfall or icy conditions	Residents unable to leave home	• Encourage good neighbourliness • Ensure salt supplies are adequate and stored at accessible locations in Weeley and Weeley Heath • Publicise locations of salt bins
Protracted disruption to power supplies, water or telecommunications	Vulnerable residents unable to maintain heat, light, drinking water, communication	• Encourage good neighbourliness • Encourage vulnerable residents, including those with medical conditions, to register in advance with power companies • Promote use of grab bags
Major accident or incident in Weeley or immediate area	Natural desire of community to help Media focus on community	• Identify in advance who will be the main liaison point with other local authorities and any other appropriate authority
Nationwide pandemic	Vulnerable residents unable to access necessary services	• Maintain awareness of older residents and others with disabilities or long-term medical conditions.
Establishments needing help	Care Homes, Sheltered Housing etc	• Kate Daniels • White Heathers Care Home, Clacton Road, Weeley - 01255 830502 • Little Millfields Care Home, Mill Lane, Weeley Heath – 01255 830425

First steps in an emergency

Follow the instructions below when the plan is activated.

	Instructions	Tick
1	Call 999 (unless already alerted)	
2	Ensure you are in no immediate danger	
3	Contact the Community Emergency Group and meet to discuss the situation	
4	Establish the scope of the emergency	
5	Identify who is likely to be affected	
6	Allocate tasks	
7	Decide on communication strategy	
8	Decide on review/ check-back process	
9	All Councillor's should be kept updated via the Telephone Tree	

DURING AND AFTER AN EMERGENCY

Follow the instructions below when the plan is activated.

	Instructions	Tick
1	Keep a log of your actions during the incident	
2	Record any actions you have taken	
3	Record who you spoke to and what was said	
4	Report your actions to the Emergency Co-Ordinator	
5	Keep notes of any problems where lessons can be learned for the future	
6		
7		

DRAFT COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA

Example Community Emergency Group Emergency Meeting Agenda
Date:
Time:
Location:
Attendees:

1. What is the current situation?
You might want to consider the following:

Location of the emergency. Is it nearby:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children
- Non-English-speaking people

What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

ACTIONS AGREED WITH LOCAL AUTHORITY IN THE EVENT OF AN EVACUATION

Tendring District Council will co-ordinate any request by the blue light services, usually the Police, and should be able to advise what role the Community Emergency Group can play in the particular circumstances of the emergency i.e.

- door knocking
- relay of emergency messages
- helping at the rest centre
- identifying those who may need extra help to move to safety.

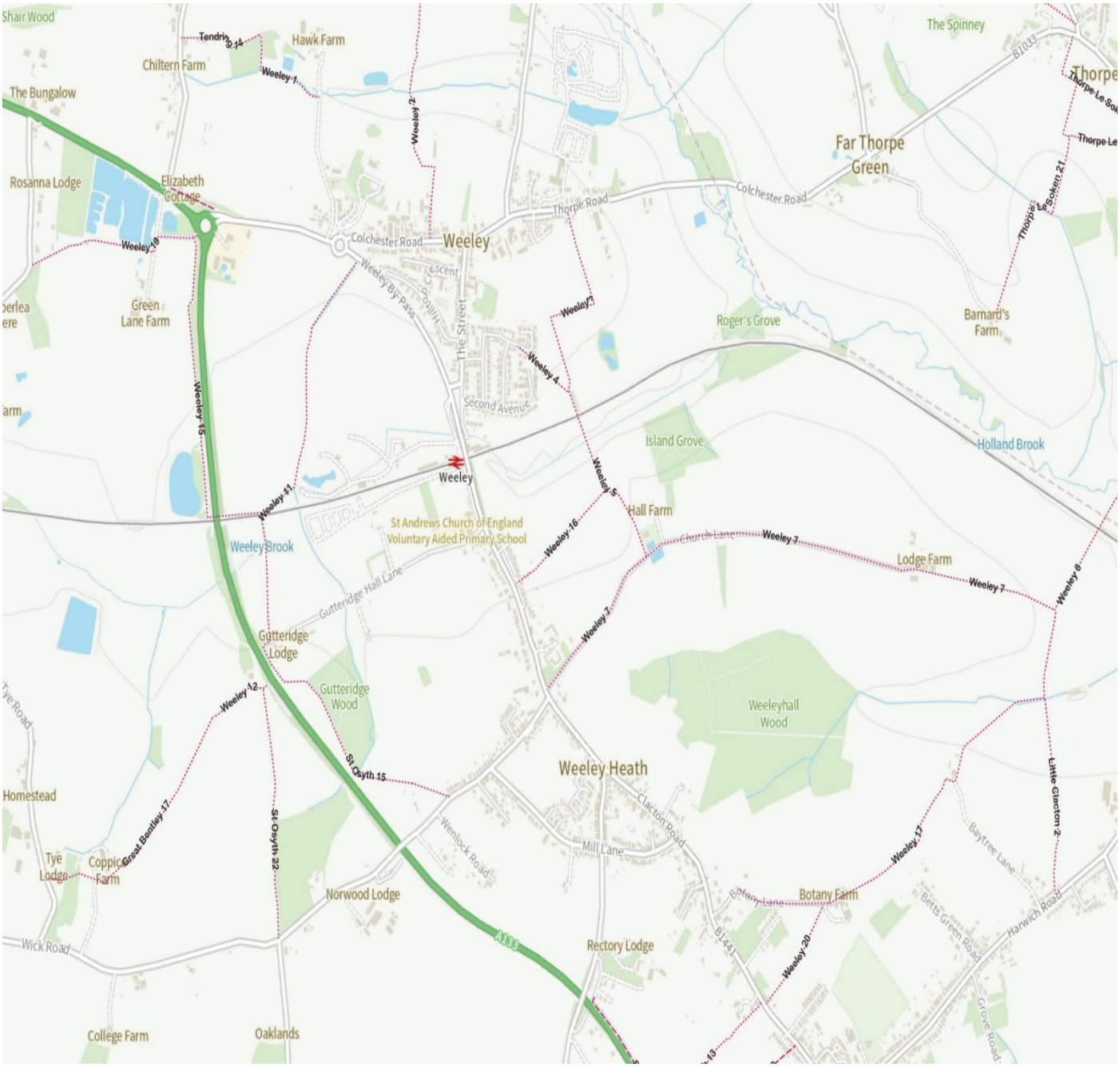
Alternative arrangements for staying in contact if usual communications have been disrupted.

Mobile phones will be the default method of staying in touch. However, a major emergency could mean that mobile phone networks are overloaded. Land line numbers will be provided for emergency group members.
Walkie talkie/ Radio amateurs - Weeley Bridge Breakers - Graham Bloyce, Secretary - 01255 426764

Use of e-mail and Facebook as an alternative method of communication to be considered depending on the specific emergency.

The village hall will be the default physical rendezvous point. All ‘hard’ information relating to the emergency will be kept there.

WEELEY PARISH STREET MAP



EMERGENCY PLAN UPDATES

Name	Revision date	Details of changes made	Changed by
Emergency Plan	June 2024	Complete review of plan	
Emergency Plan	January 2023	Personnel changes and updated contact details	Christine Hamilton
Emergency Plan	November 2022	Personnel changes and updated contact details	Christine Hamilton
Emergency plan	November 2021	Personnel changes and updated contacts details	Christine Hamilton
Emergency plan	March 2020	Personnel changes and updated contacts details	Nicola Baker
Emergency plan	December 2019	Personnel changes and new deputy co-ordinator	Nicola Baker
Emergency plan	July 2019	Changes to Councillors	Nicola Baker
Emergency Plan	July 2018	New Emergency Co-ordinator & updated contact details	Nicola Baker
Emergency Plan & Flood and severe weather plan	January 2017	Changes to Councillors plus new Flood and Severe Weather Plan	Nicola Baker
Emergency plan	June 2015	Changes to Councillors and Local skills and resources	Nicola Baker
Emergency plan	May 2014	Changes to Councillors	Nicola Baker
Emergency plan	January 2014	Changes to Councillor details and contacts list	Nicola Baker
Emergency plan	June 2013	New deputy co-ordinator & changes to telephone tree	Nicola Baker

WEELEY PARISH COUNCIL EMERGENCY PLAN **INCIDENT SHEET/PERSONAL LOG**		**SHEET NO:**
Name:		
DATE:		**INCIDENT DESCRIPTION:**
TIME	**TO / FROM**	**OCCURRENCE / ACTION** **(Record Every Significant Event)**

Signed: _____ Date: _____

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