

Clavering Village Community Emergency Plan

Plan last updated for adoption on: 09/04/2018

If you are in immediate danger call 999

Plan distribution list

Name	Role	Phone number/email address	Issued on
Mrs L Lipscombe	UDC Emergency Planning & Fire Safety Officer	01799 510510 T: 01799 510624 (Direct) M: 07976 071836 E: llipscombe@uttlesford.gov.uk	
Mark Wilkinson	Local Emergency Plan Representative	M: Office: 01799 550855	
Mrs. Jessica Ashbridge	Clavering Parish Clerk	Parish Mobile: 07896 914991 E: clerk@claveringvillage.org.uk	
Mrs Stephanie Gill	Parish Council Chair.	H: 01799 550212 M:	
Mr Ben Gill	Rest Centre Coordination Volunteer	H: 01799 550212 M:	

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
DD/MM/YY	DD/MM/YY	Plan format updated at request of UDC All information updated	Clavering Parish Council

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Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
Rivers through village can flood	Flooding main road through village Flooding on roads with dwellings Blocked access to Emergency facilities Damage to property	Prior Actions: <ul style="list-style-type: none"> • Encourage residents to improve home flood defences • Encourage residents effected to register for flood warning alerts • Parish Council holds stock of sandbags for parishioner use • Parish Council hold stocks of salt Event Actions: Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and rest centre establishment required
Prolonged Electricity Cuts or Gas Leak Either through whole village or only effected certain sector(s)	Heating of homes and hot food provision for the vulnerable. Risk of Gas Explosion	. Event Actions: <ul style="list-style-type: none"> • Working with Clavering Care, & the Church to identify possible vulnerable individuals/families. • Work with Utilities if need to evacuate & establish Rest Centre • Work with Emergency Services
Emergency at Stansted Airport	Emergency Care Facilities required	Event Actions <ul style="list-style-type: none"> • Work under guidance of Emergency Services at all times • Work in support of the

		Local Authority
High winds causing fallen trees along road routes, housing areas.	Roads blocked – especially B1038 (priority road to Hertfordshire) Damage to property	<p>Event Actions</p> <ul style="list-style-type: none"> • Ensure there are village community members able to help make safe road routes • Contact ECC Highways, who will advise if UDC Highways Rangers will be sent out to clear blockage, etc • Contact 999 Essex Fire if fallen tree poses immediate danger to life

Local skills and resources assessment

	Who?	Contact details	Location	When might be unavailable?
Local Farmer	GW Balaam and Sons	01799 550520 Mobile to be confirmed	Clavering Place Farm Stickling Green CB11 4RN	
Local Farmer	CW Abrahams	01799 550483 Alan Abrahams M:	Grange Farm Deers Green CP11 4PX	
Local Farmer	A&A Vrylandt	01799 551093 Arie Vrylandt M:	Curles Farm Pelham Road CB11 4PW	
Trained 1st Aiders – no volunteers				
Water/ Food Supplies	Nisa Shop	01799 550216	Stortford Road CP11 4PE	Out of opening hours
Catering Facilities	Fox and Hounds PH	01799 550321	High Street CB11 4QR	Publican's out of opening hours contact : Mrs J Hicks
Catering Facilities	The Cricketers	01799 550442	Wicken Road CB11 4QS	Out of opening hours
Areas of Hard Standing on Village	Village Hall Car Park. CB114QS Grain Barn Upper Hill Green CB11 4QS Key Code:	Not Gated Mr Edward Hitchcock of A. Hitchcock Co. 01279 777878 M:		

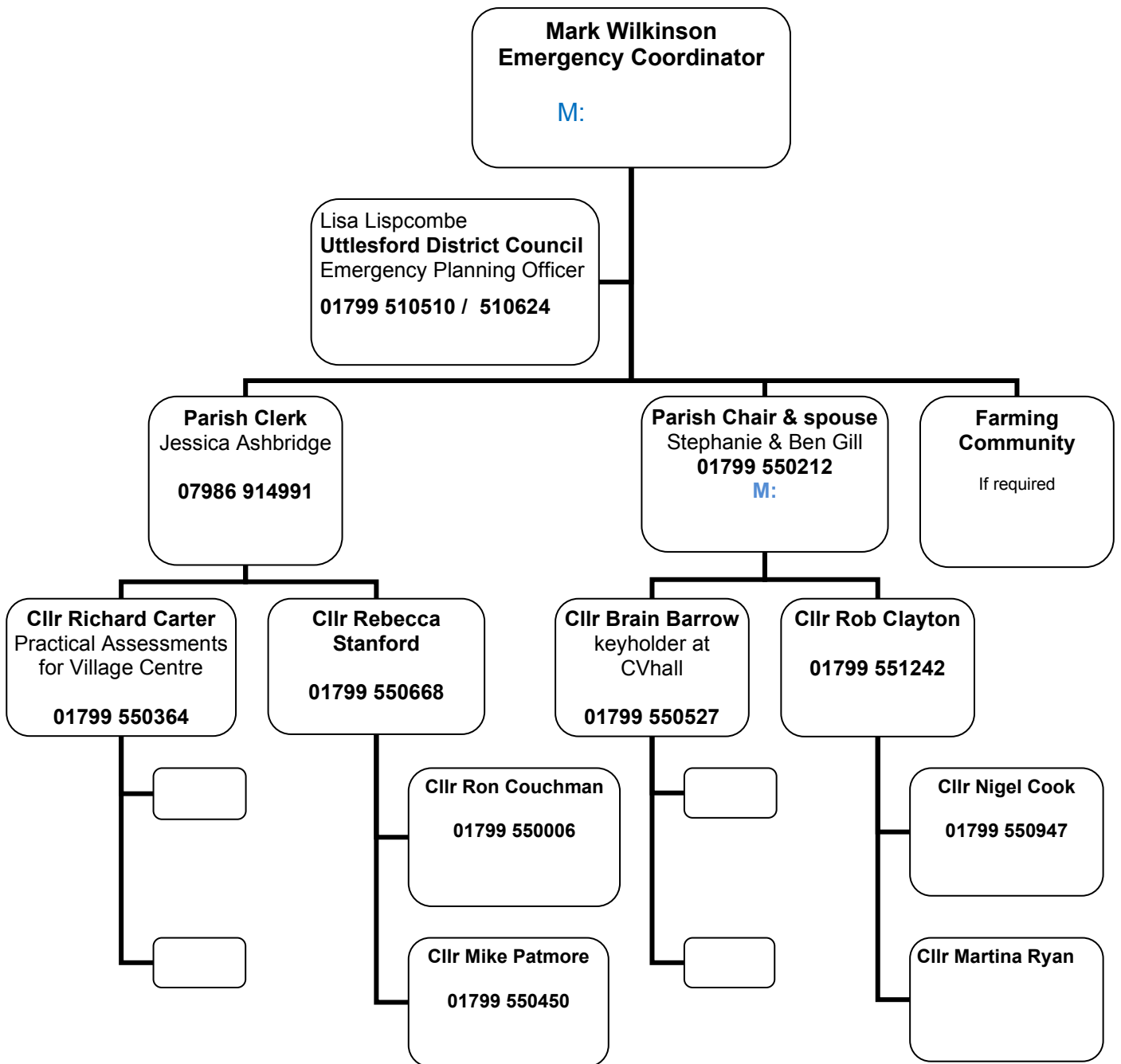
	Concrete Pad Long Road, Clavering	GW Balaam and Sons 01799 550520		
	Clavering Place Farm CB11 4RN	GW Balaam and Sons 01799 550520		
	Clavering Churchyard , near the Bury.	If Gates Locked Mr J Hosford		

Key locations identified with emergency services for use as places of safety

Building	Location	Potential use in an emergency	Contact details of key holder
Clavering Village Hall	Hill Green CB11 4QS	Rest Centre/safe place Cooking facilities NB Defibrillator Facility held here	Mr Brian Barrow P: 01799 550527 Mr Colin Howland P: 01799 550722 Mrs Lindsay Sharp P: 01279 777522 M:
Clavering Christian Centre	Stortford Road CB11 4PE	Rest Centre/safe place Cooking facilities	Mr & Mrs J Brand P: .
Clavering Village School	Stortford Rd CB11 4PE	Rest Centre/ safe place Cooking Facilities	In school term and in school hours. Ms R Alsop, the Headmistress P: 01799 550300 Out of school hours: (School have advised these – for distribution to Clerk, PC Chair and UDC Planning Officer only)
Clavering Parish Church	Church End	Safe Place in extreme emergency Toilet facilities only	Revd M. Davies P: 01799 550703 Frances Hiron P. Peter Cooper P:
Clavering Vicarage	Pelham Road	Safe Place for the vulnerable in extreme emergency	Revd M. Davies 01799 550703

Emergency contact list

Photo	Name: Mark Wilkinson
	Title: Emergency Plan Coordinator
	24hr telephone contact:
	Email:
	Address: Brices Farm Langley Road, Butts Green, Clavering CB11 4RT
Photo	Name: Jessica Ashbridge
	Title: Clavering Parish Clerk
	Telephone contact: 07896 914991
	Email: clerk@claveringvillage.org.uk
	Address: PO Box 1376, Cambridge, CB1 0GS



List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

Organisation	Name and role of contact	Phone number
Clavering Care	Mrs Jill Young	01799 550867 M : 07980 259044
Clavering Church	M Davies - Vicar	01799 550703

Activation triggers

Use this space to record details of how your plan will be activated. You should include details of how the plan will be activated as a result of a call from the emergency services, and also how your community will decide to activate the plan yourselves, if the emergency services are unavailable

1. When we get a severe flood warning
2. When UDC contact the coordinator/clerk
3. Upon contact from the Police advising of an Emergency
4. Clerk and /or Emergency Planning Representative determining to activate Plan.
Note: UDC to be immediately contacted for help in this instance
5. Upon calls from parishioners requesting help or Parish Councillors advising help is required (especially re. blocked roads)
Note: UDC to be contacted and also Police in this instance as well for advice.
(UDC Highway Rangers (via ECC) clear fallen trees:
Police may be needed to set up diversion or control traffic)

First steps in an emergency

[Use this space to add the steps to be followed in when the plan is activated]

	Instructions	Tick
1	Call 999 (unless already alerted) to advise of Action needed	
2	Ensure you are in no immediate danger	
3	Contact the Community Emergency Group and meet to discuss the situation Meeting Place to be determined dependent on Emergency (flood would at The Bridges, Clavering would bisect the village)	
4	Contact those who may be able to help with the Specific Emergency Including Utilities	
5	Contact Uttlesford District Council Community Planning Officer.	
6		
7		
8		
9		
10		

Date:
Time:
Location:
Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

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

What resources do we need?

Off-road vehicles?

Machinery?

Food?

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 emergency responders in the event of an evacuation
Details of the actions you can take to help your local authority if an evacuation is necessary in your community.

1. Help police/local authority with door knocking
2. Tell emergency services who might need extra help to leave their home

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

Communication Type	Name of contact	Location
None established in village		