



FELSTED PARISH COUNCIL EMERGENCY PLAN

About the Plan

By their nature, emergencies are unpredictable in their timing and impact on a community. To deal with emergencies, there are a great many professional resources available to us, including those provided by the emergency services, police, fire and ambulance and other emergency services provided by Uttlesford District and Essex County Councils.

Felsted's Emergency Plan (FEP) is intended, where necessary, to supplement the statutory authorities and services by, based on local knowledge, providing a flexible framework response which can be adapted and modified to meet the prevailing circumstances of any emergency.

Activating the Plan

Any member of the Parish Council may seek to activate the FEP either on their own behalf or at the request of a parishioner. Any councillor seeking to activate the FEP will contact the Parish Clerk or the Assistant Clerk.

Should a parishioner believe that a situation has occurred which requires activation of the FEP they too can contact the Parish Clerk/Assistant Clerk on 07719 552174 or 07751 565 512

The Clerk/Assistant Clerk will then contact the Chairman or the Vice Chairman or the Parish Council and together they will make an immediate assessment of the need to activate the plan and to form an Emergency Response Group (ERG).

The Emergency Response Group (ERG)

The Chairman will form an ERG which shall comprise as many members as the circumstances of the emergency demands but will generally comprise a Chairman/Deputy and not less than 3 other members. (Subject to the circumstances it may be prudent for the ERG to be chaired by a Councillor other than the Chairman of the Council.)

Members of the ERG shall be nominated to lead within the ERG on finance, communications, logistic support and any other aspect of the response as determined by the circumstances of the emergency. The Chairman may also co-opt to the ERG any person who is considered may have skills, experience, professional knowledge or resources regardless of whether the person is a serving Councillor.

The ERG may meet physically, virtually or by telephone subject to the prevailing circumstances. Physical meetings may take place in the URC Hall or at any other place at the Chairman's discretion.

No formal minutes of meetings will be kept, but the Chairman shall ensure a note is made of any significant decisions, including decisions that may require Parish funds to be used.

Finance

In the event that emergency funds are needed the Clerk/RFO in conjunction with either the Chairman of the Parish Council/Chairman of the Finance Committee can authorise expenditure up to a limit of £1000. The Clerk can approve expenditure up to £500. It is therefore desirable that either

the Chairman of the Parish Council or the Chairman of the Finance Committee is a member of the ERG.

Communications

The Clerk/Assistant Clerk has access to the most up to date list of households and businesses within the Parish. The contact details for the Clerk/Assistant Clerk are held by the Chair/Vice Chair of the council.

Depending on the circumstances of the emergency, certain premises within the Parish may be particularly vulnerable or be a communications priority, these include but are not limited to:

- Felsted School
- Felsted Primary School
- The GP Surgery
- The churches
- Care homes
- Community centres
- Retail premises

The ERG member responsible for communications will ensure they have the ability or help to use all means of communication including the telephone, internet and social media to communicate with any or all residents of the Parish.

No briefings or responses should be made to the media without the direct consent of the Chair of the ERG.

Resources

The following resources are available within the community:

- Felsted School which has kitchen facilities, a generator and sleeping mats
- Felsted Primary School which has kitchen facilities
- The United Reform Church Hall which has kitchen facilities
- The Memorial Hall has kitchen facilities
- The Crix Green Mission Hall has limited kitchen facilities
- The Church together with Smylie Hall has kitchen facilities
- The GP surgery at Felsted
- The Swan which has kitchen facilities
- The Chequers which has kitchen facilities
- The Royal British Legion has kitchen facilities

The Clerk/Assistant Clerk hold contact details for keyholders.

Logistics

A member of the ERG will take responsibility for logistical support, identifying premises or resources within the parish to help deal with the emergency which may include accommodation, transport and equipment.

Reporting

Whenever the FEP has been activated, the Chairman of the ERG will report the progress of the situation to the Parish Council. At the conclusion of any emergency the Council will consider the effectiveness of the FEP at a full Council meeting and amend as necessary.

Plan Adopted at the Council meeting held on: 1 November 2023

Minute Reference: 23/240.2

Review date: November 2026