

# **Bradfield Parish Council Emergency Plan**

**Adopted: 2<sup>nd</sup> September 2025**

**Amended: TBC**



**It is the responsibility of the Parish Clerk and members of Bradfield Parish Council (BPC) to ensure that a hard copy of this plan is readily accessible for reference in the event of an emergency**

# CONTENTS

Introduction	3
Activation Triggers	3
Actions Agreed with Local Authority in the Event of an Evacuation	4
Alternative Arrangements for Staying in Contact if Usual Communications Have Been Disrupted	4
First Steps in an Emergency	5
Draft Community Emergency Group First Meeting Agenda	6
BPC Emergency Co-Ordinators	7
BPC's Telephone Contact Tree	8
Key Locations	9
Useful Contacts	9
Local Skills and Resources Assessment	10
List of Community Organisations	11
Locations of Defibrillators	11

# INTRODUCTION

Tendring District Council (TDC) has a responsibility under the Civil Contingency Act 2004 with regard to Civil Protection and Emergency Management. The TDC Emergency Planning Team maintains regular liaison with partner organisations and maintains a suite of plans and guidance documents to support the response to and recovery from a major emergency affecting the district. As part of their controls in place they undertake to liaise with parish and town councils regarding the development and maintenance of individual parish and town emergency plans.

Bradfield Parish Council will provide a 'support' role (to be agreed) and where possible, working within the limited capabilities of the town council and parish community, assist the emergency services and district/county council.

## ACTIVATION TRIGGERS

The decision to activate Bradfield Parish Council's emergency plan will be taken by the Chairman or the Vice-Chairman (in the Chairman's absence) and Clerk. This decision may be taken as a result of a request from emergency services or from Tendring District Council or Essex Civil Protection and Emergency Management. The decision to activate the plan may also be taken at a Bradfield Parish Council level in the event of a much-localised emergency or where contact with emergency services and emergency planning officers is difficult. Triggers may include flooding or anticipated flooding, other extreme weather conditions, or utility outage where it is expected to last more than one day.

The Chairman will hold an immediate meeting/discussion with the Vice-Chairman and Parish Clerk. All necessary information/updates will be disseminated to members via telephone.

Please note - all media communication should be directed to Tendring District Council. In an emergency, an individual parish councillor will not be in possession of sufficient information to know that something they say to the media is appropriate and will not add to the danger.

# ACTIONS AGREED WITH LOCAL AUTHORITY IN THE EVENT OF AN EVACUATION

Bradfield Parish Council (BPC) will aim to support any request by the blue light services, whilst continuing to liaise with Tendring District Council. This may include:

- door knocking
- relay of emergency messages
- assisting at an emergency assistance centre
- assisting with identifying those who may need extra help to move to safety

Arrangements for alternative means for staying in contact will be put in place if usual communications have been disrupted. The Parish Council website may be utilised for republishing messages for members of the public along with posts by BPC on Facebook, Bradfield Buzz.

Mobile phones will be the default method of staying in touch. However, a major emergency could mean that mobile phone networks are overloaded.

The Village Hall would be considered as an information centre / rendezvous point for BPC to assist with keeping the community informed.

## ALTERNATIVE ARRANGEMENTS FOR STAYING IN CONTACT IF USUAL COMMUNICATIONS HAVE BEEN DISRUPTED

The use of e-mail, Facebook and BPC website will be considered as an alternative method of communication depending on the specific emergency. Please note that all information published via BPC social media will only be used to pass on messages published by other agencies.

# FIRST STEPS IN AN EMERGENCY

*Follow the instructions below when the plan is activated.*

	Instructions	Tick
1	Example: Call 999 (unless already alerted).	
2	Ensure you are in no immediate danger.	
3	The Chairman to make contact with the Vice-Chairman and Clerk and meet/discuss the situation and disseminate information via the Telephone Tree. Ensure that contact has been made with TDC to share information. Contact with TDC must be maintained throughout the emergency.	
4	Establish the scope of the emergency.	
5	Assist with identifying who is likely to be affected.	
6	Respond to requests for allocation of tasks.	
7	Assist with community strategy.	
8	Assist with review/check-by process.	
9	Assist with considering method of communication to keep local community informed.	
10	Ensure that all staff and members are kept regularly updated via the Telephone Tree.	

# DRAFT

## COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA

*You might want to consider the following:*

**Location of the emergency. Is it near:**

- A school?
- A vulnerable area?
- Main access routes?

**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?

**Example Community Emergency Group Emergency Meeting Agenda**

**Date:**

**Time:**

**Location:**

**Attendees:**

- 1. What is the current situation?**
- 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?**

## BPC EMERGENCY CO-ORDINATORS

<b>Name:</b> Marie Snell (Parish Clerk)
<b>Title:</b> Emergency Co-Ordinator
<b>Mobile:</b> 07851760264
<b>Name:</b> Councillor Karen-Leigh Burton (Chairman)
<b>Title:</b> Deputy Co-Ordinator
<b>Mobile:</b> REDACTED
<b>Name:</b> Councillor Alan Coley (Vice-Chairman)
<b>Title:</b> Deputy Co-Ordinator
<b>Mobile:</b> REDACTED

Police	999	If life at risk
Fire	999	If life at risk
East of England Ambulance	999	If life at risk
Hm coastguard	999 01255 675518	If life at risk routine
Tendring District council	07970 647251 Duty First Call Officer 01255 222022 (24/7 Careline)  01255 686971 (C. Boyer-Besant)	To report an emergency  Only call if you cannot get hold of Duty first call officer Routine only (office Hours)
Environment Agency  Floodline Warning Direct	0345 988 11 88	For information on Flood warnings issued
Uk power networks	0800 783 8838	

# Bradfield Parish Council's Contact Tree

Community Emergency Coordinator

Marie Snell (Clerk)  
07851760264

Deputy Co-Ordinator  
Cllr Karen Burton (Chairman  
2025-2026)

Deputy Co-Ordinator  
Cllr Alan Coley (Vice-Chairman  
2025-2026)

Cllr Richard Scott

Cllr Tracey Weal

Cllr Graheme Points

Cllr Sue Cunningham

VACANT COUNCILLOR SEAT

Cllr Sally Webb

Cllr Vince  
Osbourne



# KEY LOCATIONS

Identified with local authority for use as places of safety

<b><u>Building</u></b>	<b><u>Location</u></b>	<b><u>Potential Usage in an Emergency</u></b>	<b><u>Contact Details</u></b>
Bradfield Village Hall  This can be a designated TDC Reception Centre	The Street CO11 2UU	Shelter/Large space Capacity – approx200  Kitchen and toilets (inc disabled)	Cllr Burton (Chairman of BVH Committee) 07990515250
St Lawrence Church	The Street CO11 2UW	Shelter/safe place Toilet	John Barrow (Church Warden and Treasurer) 07815438475

## USEFUL PARISH COUNCIL CONTACTS

### **Lawford Parish Council**

- 01206 395898
- [clerk@lawfordparishcouncil.gov.uk](mailto:clerk@lawfordparishcouncil.gov.uk)

### **Mistley Parish Council**

- 07982 507584
- [clerk@mistleyparishcouncil.gov.uk](mailto:clerk@mistleyparishcouncil.gov.uk)

### **Manningtree Town Council**

- 07597379602
- [clerk@manningtreetowncouncil.gov.uk](mailto:clerk@manningtreetowncouncil.gov.uk)

# LOCAL RESOURCES

Resource	Who	Contact Details	Location
Transport	Riverside Taxis	01206 397563	Station Road Lawford Manningtree CO11 1ED
Transport	Manningtree Taxis/Topmarx taxis	01206 393333 01206 395449 07860197275 Mgw- topmarx@tiscali.co.uk	
Transport	Stour Cabs	01206 393935	17 Railway St Lawford CO11 1DS
Transport	Topmarx Taxis	01206 396449	2 Cornwall Close Lawford CO11 2ES
Transport	Harwich Connexions	01255 502010 <a href="http://www.harwichconnexions.co.uk">www.harwichconnexions.co.uk</a>	
Resources – Farmer	E Schwier & Sons Ltd	07778931668	Bradfield Hall, Steam Mill Road, Bradfield, CO11 2QZ
Resources - Farmer	DC Williamson Ltd	01255 870228	Barn Farm, Wix Road, Bradfield, CO11 2UX
Resources – Farmer	Cooper Brothers (Wix)	01255 870522	Spring Farm, Colchester Road, Wix, CO11 2RN
Medical Assistance	Manningtree First Responders	07522420564 <a href="mailto:Manningtree.responders@gmail.com">Manningtree.responders@gmail.com</a>  <a href="https://www.manningtreefirstresponders.co.uk/">https://www.manningtreefirstresponders.co.uk/</a>	
Medical Assistance	Mayflower Medical Centre	01255 879400 (out of hours 111)	Fryatt Hospital 419 Main Road Harwich CO12 4EX
Medical Assistance	The Lawford Surgery	01206 392617 (out of hours 111)	2 Edgefield Ave Lawford CO11 2HD
Medical Assistance	Riverside Health Centre	01255 556868 (out of hours 111)	Station Road Manningtree CO11 1AA

# LIST OF COMMUNITY ORGANISATIONS – FOR INFORMATION ONLY

These may be helpful in identifying vulnerable people or communities in an emergency

**Community Voluntary Services Tendring –**

22 Rosemary Rd, Clacton, CO15 1NZ

Tel: 01255 425692 (maintains a list of affiliated organisations).

Nearest branch – The Dovercourt & Harwich Hub – 01255 554115

**NEST** – North Essex Support Team – 07549 647401 (assistance for struggling families and individuals in the community)

## ASSISTED LIVING HOMES

**Meadowcroft** – Steam Mill Road, Bradfield, Manningtree, 01206 393879

## NURSERIES & PRIMARY SCHOOLS

**Bradfield Primary School** – Heath Road, Bradfield, Manningtree, 01255 870241

**Bradfield Little Pumpkins Pre School (c/o Bradfield Primary School)** – Heath Road, Bradfield, Manningtree, 01255 870768

## LOCATION OF DEFIBRILLATORS

FOR INFORMATION ONLY (details provided by Bradfield Parish Council)

1. **Bradfield Village Hall**, The Street, Bradfield, CO11 2UU
2. **The Old Ram and Hoggett Tea Room**, Heath Rd, Bradfield, CO112 XH

## Plan Distribution List

NAME	ROLE	E-MAIL ADDRESS	ISSUED ON
Catherine Boyer-Besant	Local Authority Emergency Planning and Business Continuity Officer	01255 686971 – <b>routine calls only</b> Mobile: 07468 709746 <a href="mailto:eplanning@tendringdc.gov.uk">eplanning@tendringdc.gov.uk</a> To report an emergency 24/7 contact: 01255 222022	02/09/2025
Marie Snell	Parish Clerk and Emergency Co- Ordinator	<a href="mailto:clerk@bradfieldparishcouncil.org.uk">clerk@bradfieldparishcouncil.org.uk</a>	02/09/2025
Councillor Karen-Leigh Burton	Chairman and Deputy Co- Ordinator	<a href="mailto:karen-leigh.burton@bradfieldparishcouncil.org.uk">karen-leigh.burton@bradfieldparishcouncil.org.uk</a>	02/09/2025
Councillor Alan Coley	Vice-Chairman and Deputy Co- Ordinator	<a href="mailto:alan.coley@bradfieldparishcouncil.org.uk">alan.coley@bradfieldparishcouncil.org.uk</a>	02/09/2025
Councillor Sue Cunningham	BPC Councillor	<a href="mailto:sue.cunningham@bradfieldparishcouncil.org.uk">sue.cunningham@bradfieldparishcouncil.org.uk</a>	02/09/2025
Councillor Vince Osbourne	BPC Councillor	<a href="mailto:vince.osbourne@bradfieldparishcouncil.org.uk">vince.osbourne@bradfieldparishcouncil.org.uk</a>	02/09/2025
Councillor Graheme Points	BPC Councillor	<a href="mailto:graheme.points@bradfieldparishcouncil.org.uk">graheme.points@bradfieldparishcouncil.org.uk</a>	02/09/2025
Councillor Richard Scott	BPC Councillor	<a href="mailto:richard.scott@bradfieldparishcouncil.org.uk">richard.scott@bradfieldparishcouncil.org.uk</a>	02/09/2025
Councillor Sally Webb	BPC Councillor	<a href="mailto:sally.webb@bradfieldparishcouncil.org.uk">sally.webb@bradfieldparishcouncil.org.uk</a>	02/09/2025
Councillor Tracey Weal	BPC Councillor	<a href="mailto:tracey.weal@bradfieldparishcouncil.org.uk">tracey.weal@bradfieldparishcouncil.org.uk</a>	02/09/2025
Councillor...	VACANT	VACANT	N/A

As stated within this plan, Bradfield Parish Council Emergency Co-Ordinator, Chairman, Vice-Chairman and Parish Clerk will provide a 'support' role and where possible, working within the limited capabilities of the parish council and community, assist the emergency services and district/county council should they decide that action needs to be taken.

[END]