

**Braintree
District Council
&
Babergh
District Council**

BURES JOINT COMMUNITY EMERGENCY PLAN

**Received
8th August 2017**

-OFFICIAL SENSITIVE-

AMENDMENT SHEET

Plan requires to be updated on an annual basis or after an event.

AMENDMENT NUMBER	DATE	AMENDED BY
Sheet 3,4,5,13	29 th July 2022	Parish Clerk
Sheet 1,3,4,5,7,13,22	23 rd December 2022	Parish Clerk
Sheet 1,3, 4, 11, 12	21 st June 2024	Parish Clerk
Sheet 3, 6	5 th June 2025	Parish Clerk
Sheet 1, 2, 3, 4, 5	28 th September 2026	Parish Clerk

Plan Owner: *Bures Joint Parish Councils*

Distribution List:

- Braintree District Council – Health, Safety & Emergency Manager
- Bures Hamlet and Bures St Mary Parish Council Members
- Babergh District Council – Emergency Plan Manager
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Document classification: OFFICIAL (OFFICIAL-SENSITIVE)

NB: When you have collected personal details such as telephone numbers, names and addresses, the document classification then needs to be altered to OFFICIAL SENSITIVE to reflect the content.

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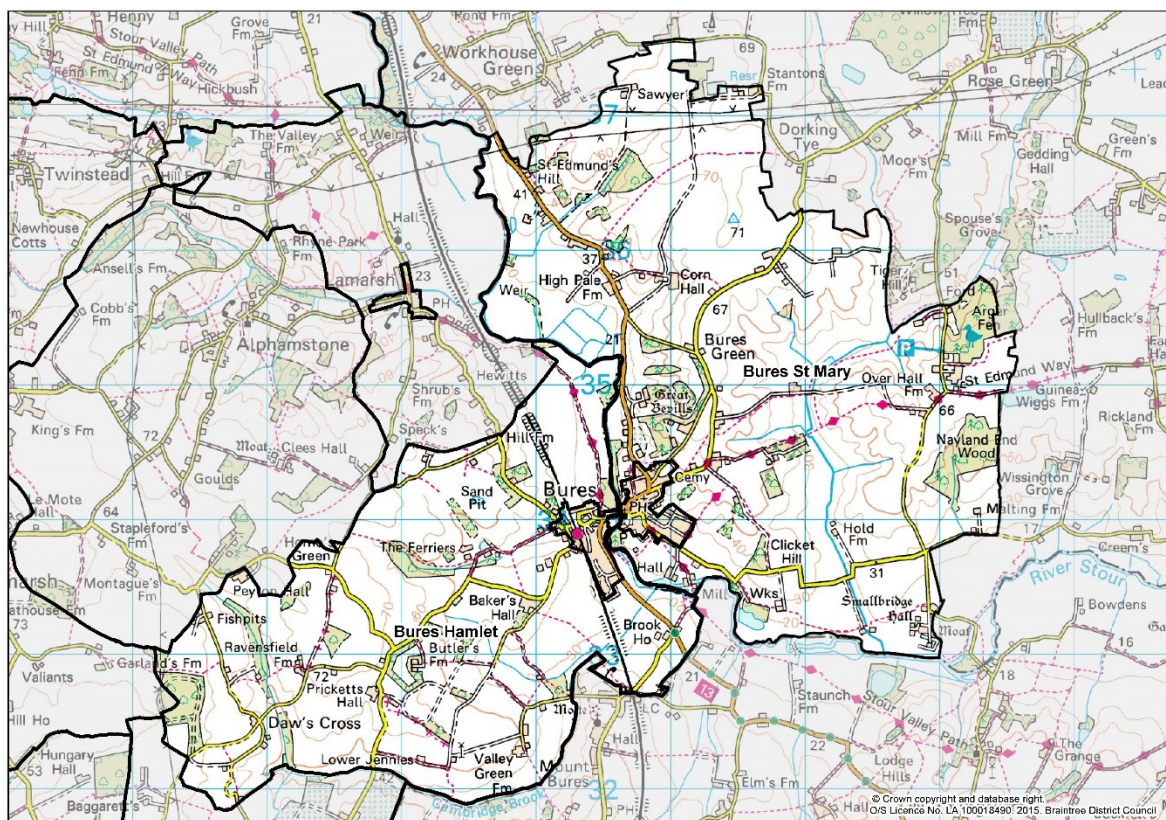
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Village Profile

Overview and Statistics for 2023-24

- **Bures Hamlet has 613 Registered on the Full Register of Electors**
- **Bures St Mary has 791 Registered on the Full Register of Electors**
- **Bures Hamlet has an approximate population of 820**
- **Bures St Mary has an approximate population of 980**
- **Bures Hamlet has approximately 350 properties**
- **Bures St Mary has approximately 450 properties**
- **The whole village of Bures has a high number of elderly residents**
- **Bures is situated in the Stour Valley with a large proportion of the village within a Conservation Area**

Parish Boundary Map - Bures



EMERGENCY CONTACT LIST – Contact numbers from the “telephone tree”

<i>Photo</i>	Name: Jenny Wright
	Title: Clerk
	24 hr telephone contact: 01787 227750
	Mobile: 07543 640436
	E-mail: clerk@bureshamlet-pc.gov.uk
	Address: 38 The Paddocks Bures Suffolk CO8 5DF
<i>Photo</i>	Name: Richard Shackell
	Title: Bures Hamlet PC Chair
	24hr telephone contact:
	Mobile: 07941 256878
	E-mail: chair@bureshamlet-pc.gov.uk
	Address: 2 Parsonage Grove Bures Suffolk CO8 5BU
<i>Photo</i>	Name: Maggie Elder
	Title: Bures Hamlet PC Vice Chair
	24hr telephone contact: 07595 324848
	Mobile: 07595 324848
	E-mail: vice-chair@bureshamlet-pc.gov.uk
	Address: 34 The Paddocks Bures, Suffolk CO8 5DF
<i>Photo</i>	Name: Jan Aries
	Title: Bures St Mary PC Chair
	24hr telephone contact: 01787 228463
	Mobile: 07946 175806
	E-mail: chair@buresstmary-pc.gov.uk
	Address: 6 Nayland Road Bures Suffolk CO8 5BX
<i>Photo</i>	Name: Jennie McCrory
	Title: Bures St Mary PC Vice Chair
	24hr telephone contact: 01787 228194
	Mobile: 07799 500210
	E-mail: vice-chair@buresstmary-pc.gov.uk
	Address: 8 Nayland Road Bures, Suffolk CO8 5BX

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Emergency Accommodation/Information Centres

Identify a suitable building within the community which can be used in an emergency as an Information Centre/Emergency Accommodation by your local community.

Bear In mind that local groups such as schools may have marked one of the locations as their evacuation point, are you aware of who may also be using the same location?

LOCATION	CONTACT	TELEPHONE	FACILITIES
Bures Community Centre Nayland Road, Bures St Mary CO8 5BX	Jennie McCrory (Committee Chair)	01787 228194 07799 500210	Telephone Toilets Kitchen Wi-Fi
Bures Primary School Nayland Road Bures CO8 5BX	Michaela Harris (Head Teacher)	01787 227446	Telephone Toilets Kitchen Wi-Fi
St Mary's Church Bridge Street Bures CO8 5AD	Reverend Daniel Whiffin Church Warden: Chris Tomkinson	01787 228292 07974 454537	Kitchen Toilet
Baptist Church High Street Bures CO8 5HZ	Pastor Catherine Brown	01787 228767	Telephone Kitchen Toilet
Lamarsh Village Hall Henny Road Lamarsh Bures CO8 5EU	Via Trustee Chair	01787 228707	Kitchen Toilet
Assington Village Hall The Street Assington CO10 5LW	Via Letting Secretary	01787 211534	Kitchen Toilet
Eight Bells PH Colchester Road Bures CO8 5AE	Sarah Norton Landlord	01787 227354	Kitchen Toilet Telephone
Three Horseshoes PH Church Square	Pat Mulcahy Landlady	01787 229123	Kitchen Toilet

Bures CO8 5BS			Telephone
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Your local authority has also pre-identified some locations suitable as rest centres, and will inform the parish/town council if they are to be opened.

Local Skills and Resources Assessment

Skill/Resource	Who? (names)	Contact details	Location
Water/food supplies	The Village Deli	01787 228032	11 Bridge Street Bures CO8 5AD
Temporary Shelter	Community Centre	See Page 5	
	Scout HQ	Paul Snelling	The Croft Bures CO8 5JD
	Baptist Church Hall	Pastor Catherine Brown	High Street Bures CO8 5HZ
Builders (generators and sand)	T5 Builders		Colchester Road Bures CO8 5AE
	Pilgrims Builders		Lamarsh Hill Bures CO8 5EH
Electricians	Harry Lane Lee Norton		
Farm Equipment (General): i.e. generators/pumps	Bottled Gas at Pilgrims Garage		Cuckoo Hill, Bures, CO8 5JH
Church Ministers/ Religious Leaders	St Mary's Church	Reverend Daniel Whiffin	The Vicarage Church Square Bures CO8 5AA
	Church Wardens		
	Pastor Catherine Brown		High Street Bures CO8 5JG
Fuel Fuel (cont.)	Pilgrims Garage		Cuckoo Hill, Bures, CO8 5JH
Boats	Andrew Matthews		
Environment Agency	Andy Ward		

<i>Emergency Equipment</i>	<i>Community Centre Committee Room</i>	<i>See Page 5</i>	
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See 'Useful Telephone Contacts' below for checking medical credentials

EMERGENCY EQUIPMENT HELD BY BURES PARISH COUNCIL

ITEMS	NUMBERS	LOCATION
IDENTIFIABLE HI-VIS JACKETS (12) HARD HATS, GLOVES, MEGAPHONE	<i>Located in emergency box stored in Committee Room of Community Centre</i>	<i>Community Centre Nayland Road CO8 5BX</i>
RE-CHARGEABLE TORCHES	<i>Located in emergency box stored in Committee Room of Community Centre</i>	<i>Community Centre Nayland Road CO8 5BX</i>
TEMPORARY SIGNAGE	<i>Located in emergency box stored in Committee Room of Community Centre</i>	<i>Community Centre Nayland Road CO8 5BX</i>
FLOOD PREVENTION PRODUCTS	<i>Floodsax Sandbags</i>	<i>Secretaries Farm Water Lane CO8 5DE</i>
NUMBER OF SALT BAGS PROVIDED UNDER THE SALT BAG PARTNERSHIP (ESSEX COUNTY COUNCIL)	<i>1 tonne</i>	<i>Secretaries Farm Water Lane CO8 5DE</i>
NUMBER OF GRIT BINS WITHIN THE PARISH	<i>9</i>	<i>Bures Station Lamarsh Hill Colne Road Parsonage Grove Nayland Road Friends Field St Edmunds Lane Eves Orchard Claypits Avenue</i>

Community Risk Register - Bures

Parish Council to populate with information where highlighted

Risk	Parish Area	Impact on the Community	What to do	Who to tell (during incident)
<i>Flooding</i> <i>(river and surface water)</i>	<i>Bures</i>	<i>Number of properties at risk of flooding:</i> <i>approximately 15 – Colchester Road and Bridge Street (BH)</i> <i>2 properties at Tawneys Ride (St Mary)</i> <i>Access to amenities (Are they available or cut off?):</i>	<i>now Raise awareness of flood protection within Community - posters, parish newsletter etc.</i> <i>during event Stock of Flood Prevention products at set location(s)</i> <i>during event Activate Parish Emergency Plan</i>	<i>Parish Clerk/EP contact to activate plan</i> <i>District Emergency Planning Officer if support to residents required in case of evacuation</i> <i>Police - roads may need closing, residents may need evacuating</i> <i>Fire Service - properties may need pumping out</i>
<i>Utilities failure – gas or electric</i>	<i>Whole/Part Village</i>	<i>Is gas supplied to the village? Yes</i> <i>Number of properties with Heating Oil/Calor Gas & Electricity</i> <i>Loss of electricity</i> <i>Are security systems down?</i> <i>Are credit/debit card systems down in shops/facilities?</i> <i>Are street lights affected by outage?</i>	<i>now Raise awareness of Grab Bags- posters parish newsletter etc.</i> <i>Purchase wind up torches</i> <i>Purchase wind up radios –</i> <i>Promote National “Go In Stay In Tune In” message</i> <i>Promote Business Continuity in local businesses</i> <i>Consider vulnerable people within village - heating food</i>	<i>Parish Clerk/EP contact to activate plan</i> <i>District Emergency Planning Officer if support to residents required in case of evacuation</i>

		Have you got residents who rely on electricity for emergency medical equipment? (For example, home dialysis)	etc. <i>Ensure that vulnerable residents are registered to UK Power Networks priority register.</i>	
Utilities failure – water supply failure	Whole/Part Village	Are there any private water supplies you could utilise in an emergency? Have you got an emergency supply of bottled water? Are vulnerable people in your parish signed up to relevant priority lists with the water company?	now promote priority service for water restoration for vulnerable population (Anglian Water) during activate Parish Emergency Plan during take bottles of water to pre-identified vulnerable people.	<i>Inform Anglian Water of the failure and keep track of progress with the company.</i> <i>Inform District Emergency Planning Officer of situation.</i> <i>Contact Greenfields Community Housing.</i>
Telephone lines cut off/down	Whole/Part Village	Do you liaise with your neighbouring parish to use their facilities to report an outage? Is your internet/landline likely to go out of service across the whole parish? Do you have mobile phones that could be utilised? These run off a different tower system.	Now/during Raise awareness of areas where telephone lines are down. Mobile phones available.	<i>Inform BT Open Reach of incident.</i> <i>Contact Greenfields Community Housing.</i> <i>Contact District Emergency Planning Officer to inform of situation.</i>
Add further risks as relevant				

Environment Agency Flood Map – Bures

EA Floodline: Quickdial code for River Stour to Boxted: 313606

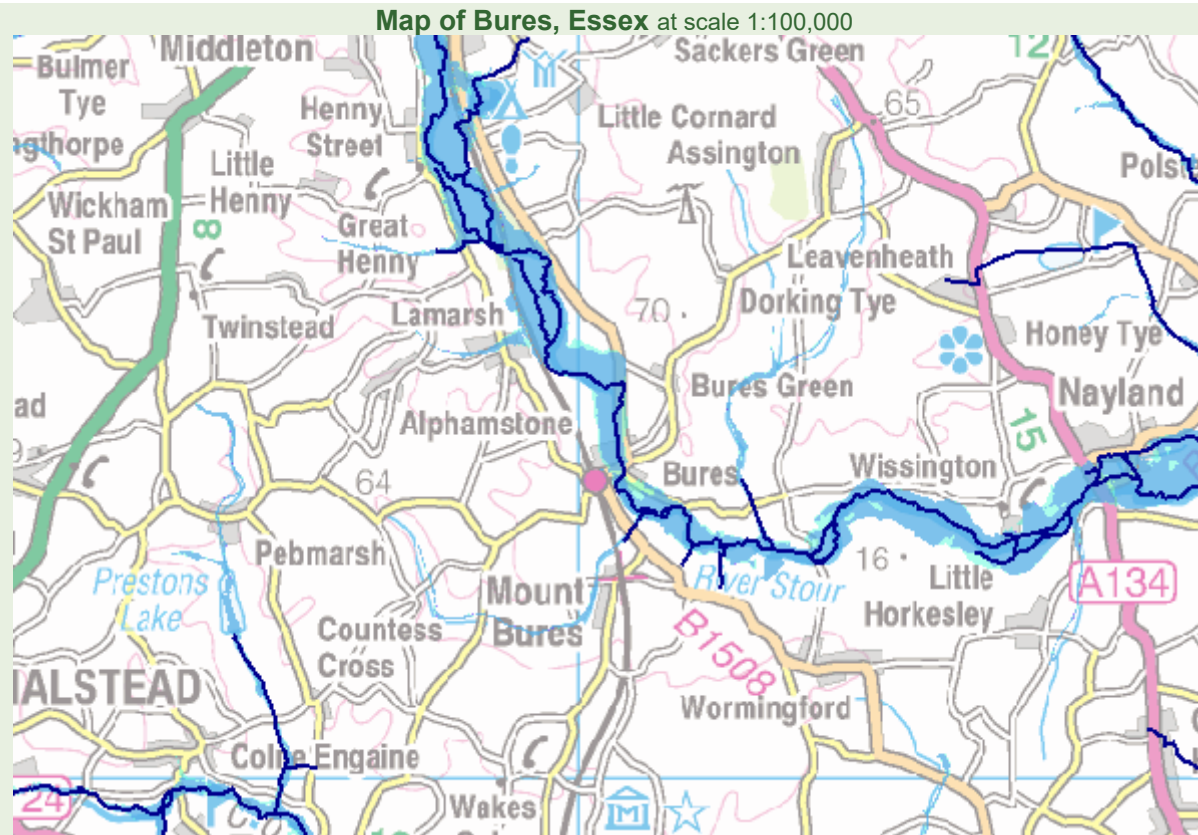


Table of Vulnerable People

Parish Council to populate vacant boxes with current information

Potential Vulnerability	Location	Address	Contact Details	Estimated Numbers
<u>Children</u> Example: Nursery Schools Toddler Groups Primary School Infant/Junior School Academies/High Schools Higher Education	Bures Primary School	Nayland Road, Bures CO8 5BX	Michaela Harris (Head Teacher) 01787 227446	200
	Noah's Ark Nursery	Bures Community Centre Nayland Road, Bures CO8 5BX (Mon-Fri 7.30am – 5pm)	Leanne Jones (Nursery Manager) 07508 524212	25
<u>Older People</u> Examples: Sheltered Accommodation Alms Houses Residential Care Homes	Friday Club	Bures Community Centre Nayland Road Bures CO8 5BX	Carol Barnham 01787 228417	30
	Alms Houses	Cuckoo Hill Bures CO8 5JH	Carolyn Holbrook 01787 228296 Rev'd Daniel Whiffin 07309 947039	4
<u>Others</u> Examples: Residents who are undergoing medical treatment at home or have recently returned from hospital	Neighbourly persons schemes	List held with Parish Clerk, Reverend Daniel Whiffen and the Good Neighbour Scheme Chair Kryshia Fuller Includes people who may be vulnerable in their own homes in e.g. power loss, flood etc	Parish Clerk Jenny Wright 01787 227750 Kryshia Fuller 01787 228139	

ACTION CARD

IMMEDIATE ACTION TO BE TAKEN ON NOTIFICATION OF AN EMERGENCY BY THE FIRST CALL RESPONDER

	Action		Completed yes/no (include Time and Date)
1		On notification of an emergency, contact your Local Authority to speak to the Emergency Planning Officer and inform them of what's happening.	
2		Activate the telephone cascade to make volunteers aware of an incident.	
3		Contact vulnerable persons or organisations that care for vulnerable persons, and make them aware of the emergency situation.	
4		Keep action log sheet updated with developments/actions carried out.	
5		Check the risk assessment, is there anything you can do to prevent/lessen the impact against these risks happening?	
6		<i>During an emergency</i> Have you completed your situation report? (Page 18)	
7		<i>During an emergency</i> Record all of your expenditure	

ACTION CARD

TELEPHONE CASCADE

	Action		Completed yes/no (include Time and Date)
1		On notification of an emergency, contact your Local Authority to speak to the Emergency Planning Officer and inform them of what's happening.	
2		Use the telephone tree or emergency contact list to get in touch with the Emergency Community Group	
3		Ask each member called to go down the tree and call their allocated person, informing them of what is going on and when to meet.	
4		<i>During an emergency</i> Have you completed your situation report? (Page 18)	
5		<i>During an emergency</i> Record all of your expenditure	

ACTION CARD

CHECKLIST FOR COMMUNITY EMERGENCY COORDINATOR

The checklist below is a prompt you can use as you go through the process of responding to an emergency.

	Action		Completed yes/no (include Time and Date)
1		Have you established a Community Emergency Group?	
2		Have you considered what help/support you need and how to access it?	
3		Have you considered the risks that your community might face?	
4		Have you assessed the existing skills and resources in your community?	
5		Have you identified key locations in the community to use in an emergency?	
6		Have you considered who in your community might be vulnerable in an emergency?	
7		Have you decided how and when you would activate your plan?	
8		Have you shared your plan with your community and your local emergency responders?	
9		<i>During an emergency</i> Have you completed your situation report? (Page 18)	
10		<i>During an emergency</i> Record all of your expenditure	

ACTION CARD

ACTIONS TO TAKE WHEN REQUESTED TO OPEN A LOCAL REST CENTRE

	Action		Completed yes/no (include Time and Date)
1		Retrieve the emergency accommodation list when requested to open a local rest centre.	
2		Select the most suitable rest centre that is a safe distance from the emergency.	
3		Evaluate if the facilities at the rest centre are fit for purpose and there is enough space to accommodate those affected	
4		Contact the known key holder on the list and organise a time to meet up and prepare the building for use.	
5		Gather relevant supplies and refreshments (if possible) to take along to the rest centre.	
6		<i>During an emergency</i> Have you completed your situation report? (Page 18)	
7		<i>During an emergency</i> Record all of your expenditure	

ACTIONS LOG SHEET

Name..... Signed.....

Date Page.....of.....

RECORD EVERY SIGNIFICANT EVENT

TIME RECEIVED	SOURCE	EVENT OR ACTION	FURTHER ACTION REQUIRED	√ WHEN DONE

COMMUNITY SITUATION REPORT

FROM:

DATE AND TIME:.....

REPORT NUMBER:

PERIOD COVERED:.....

1. NUMBER OF DOMESTIC PROPERTIES AFFECTED
2. NUMBER OF PERSONS PROVIDED WITH EMERGENCY ACCOMMODATON
3. LOCATION OF BLOCKED ROADS
4. AREAS WITHOUT ELECTRICITY
5. AREAS WITHOUT GAS
6. AREAS WITHOUT WATER
7. AREAS WITHOUT TELEPHONES
8. ONGOING TASKS AND SPECIFIC RESOURCE REQUIREMENTS
9. ANY OTHER RESOURCE REQUIREMENTS
10. ANY OTHER INFORMATION

Note: It would be prudent to start the situation report as soon as an emergency is occurring, as your local authority is likely to contact you for these details during their response phase.

RECOVERY FROM INCIDENT & CHECKLIST

It is important to start the recovery process as soon as possible after the incident/emergency has occurred.

It is imperative that the Community is involved in the decision making process to engage their support and local knowledge.

A checklist should include (examples could include.... see below):

- √ **Community** - Promote self-help (What Community initiatives are already underway?)
- √ **Health & Welfare** - Consider vulnerable people/groups/establishments/Community Care/impact on faith groups
- √ **Business & Economy** - How many closures or relocations of businesses?
- √ **Environment Infrastructure & clean up** - Environmental Health issues (decontamination/disinfestations)?
- √ **Communications** - Co-ordinate communications across partner agencies
- √ **Elected Members** - Have Elected Members disseminated appropriate information to Community?

An action plan may look something like this:

Action	By whom	By when	Status (Red Amber Green)	Priority rating (E- Essential I – Important D–Desirable)

USEFUL TELEPHONE NUMBERS

ANIMAL WELFARE

RSPCA www.rspca.org.uk

0300 1234 999

BRAINTREE DISTRICT COUNCIL

Emergency Team (**Day**)

01376 552525

Emergency Team (**Night**)

01376 552525

Braintree District Council Website

www.braintree.gov.uk

BUILDERS & ELECTRICIANS

DOCTORS

NHS 111

111

Local Health Centre

01787 886300

Check Nursing Qualifications

<http://www.nmc-uk.org>

Check Doctor Qualifications

<http://www.gmc-uk.org>

EMERGENCY SERVICES

Police	www.essex.police.uk	999 (ask for Police)
Fire Brigade	www.essex-fire.gov.uk	999 (ask for Fire)
Ambulance	www.eastamb.nhs.uk	999 (ask for Ambulance)

ENVIRONMENT AGENCY

Environment Agency Website	www.gov.uk/environment-agency	
Flood Information (24 hrs)		0345 988 1188
General Enquiries Mon-Fri (8AM-6PM)		03708 506 506
Incident hotline to report Pollution etc. (24 hrs)		0800 80 70 60
Floodline – Quickdial code for River Stour to Boxted		313606

TRANSPORT

Local Bus Companies	Chambers	01206 769778
Local Railway Station	Bures Station	Station Hill, Bures CO8 5DD
Highways Agency	Queries/Fault Reporting - 0300 123 5000 OR www.highways.gov.uk/traffic-information	

UTILITIES

National Grid (Gas)	www.nationalgrid.com/uk/	0800 111 999
UK Power Networks		Landline Users: 0800 783 8838 Mobile Users: 01243 50 8838 www.ukpowernetworks.co.uk
Met Office	www.metoffice.gov.uk	0870 900 0100
Local Water Authority		
Anglian Water (Sewerage Authority)	www.anglianwater.co.uk	08547 145 145

CHURCH MINISTERS

Local Religious Leader(s)	St Mary's Church C of E – Reverend Daniel Whiffin and via Church Wardens	01787 228292
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LOCAL RADIO

BBC Essex 01245 616000
95.3 & 103.5 FM 729, 765, 1530 MW

Essex Heart
96.3 & 102.6 FM 01245 524550

LOCAL/COMMUNITY NEWSPAPER

Local Newspaper Suffolk Free Press

Community Newspaper Mercury

COMMUNITY GROUP CONTACTS

Neighbourhood Watch Jenny Wright (Clerk) 01787 227750

Village Hall Committee Jennie McCrory (Chair) 01787 228194

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 community 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 Bures is:

Tracy Rolph (Essex Wellbeing Service) 0300 303 9988

FLOODING RESPONSIBILITIES

Essex County Council Flood & Water Management Team **08457 430430**

Email: floods@essex.gov.uk

<http://www.essex.gov.uk/flooding>

Essex County Council's Flood and Water Management team are concerned with flood investigations, ordinary watercourse regulation and consent, development of flood risk management plans and strategies including funding applications and improvement projects.

Responsibilities of responding organisations during a flooding event



TWITTER FEEDS

Local Authority

@BraintreeDC

Local Authority Emergency Planning Team

@BDCPrepared

Essex Civil Protection & Emergency Management

@PreparedInEssex

Environment Agency

@EnvAgency

Essex Police

@EssexPoliceUK

Essex Fire & Rescue Service

@ECFRS

Further Advice & Guidance

For further advice and guidance about Emergency Planning – Please visit your Local Authority's web pages

Emergency Planning webpages:

<http://www.braintree.gov.uk/info/200305/emergencies>

Where you can find more info such as;

- ✓ District/Borough/City, Unitary and County Council Emergency Plan's
- ✓ Information leaflets such as...
- ✓ Driving in Severe Weather
- ✓ Heat & sun
- ✓ Flooding advice
- ✓ Useful contacts list: See pages 20 to 23

Parish Councillor Webpages:

http://www.braintree.gov.uk/info/200144/parish_and_town_councils/471/parish_emergency_planning

Parish / Community Emergency Plan templates:

<http://www.essexprepared.co.uk/prepare-your-community/another-sub-page>

Please contact your local Emergency Planning Team if you have any queries.

Environment Agency Web site for details of river levels / flood guidance etc.:

<http://www.gov.uk/environment-agency>

EXPENSES & REIMBURSEMENT

If you require making any expenditure on ensuring the safety or comfort of those within your community, and wish to be reimbursed for this, there is a scheme in place for local authorities to access funds, and they will try to reimburse any costs made.

If so, please ensure that you receive prior permission before expenses are made with your local authority, if expenses are not logged by the local authority; it is unlikely that the funds can be reimbursed.