

**BRAMPTON COMMUNITY  
EMERGENCY RESPONSE PLAN**

**(VERSION 9.1: DATED 20 JULY 2020)**

**HDC Duty Emergency Manager Day** – 01480 388388;  
(Night via CCTV Control Room – 01480 434167)

**Flood-line Quick Dial 24hrs** – 312230.

**Brampton Parish Council** – Chairman – 07879 890760

**Clerk Brampton Parish Council** – 01480 454441

**Brampton Memorial Hall Caretaker** - 07769 730041

**Assistant Clerk** - 07876 350165



The Cambridgeshire and Peterborough Local Resilience Forum Community Risk Register v1.2 identifies the entire range of risks faced by the local communities. It is a tailored version of the National Risk Assessment to the local area and outlines the most significant hazards, which may affect communities within Cambridgeshire over the next 5 years. The Risk Register allows the Cambridgeshire and Peterborough Resilience Forum to prioritise the resilience activities to the risks that are judged to be the highest.

The listing is substantial and detailed but include;

- a. Flooding;
- b. Fire;
- c. Gas/chemical spill contamination;
- d. Severe weather;
- e. Prolonged power outage;
- f. Heat wave;
- g. Support to the Ferrars Hall Care Home as a result of a temporary evacuation caused by fire or other such occurrence.
- h. Other non-definable incidents such as a radioactive spill, toxic contamination, aircraft crash

Under each defined risk, a separate document provides the detail, the response and the mitigation measures appropriate to that specific risk. Not all of these documents are available for public release; so would be utilised by the Specialist Emergency Response Teams at National, County or District level as dictated by the incident on the day.

However, regardless of the incident faced by the village at the time, the specialists at County and District Council level recommend that the village concentrate on the “golden first hour” in responding to any crisis in the village – so effectively the provision of a warm, dry, covered accommodation supported by sympathetic and cohesive volunteers is seen as a key priority for the Parish Council to undertake and co-ordinate as required during the initial response to any emergency facing the village.

The Brampton Memorial Centre (BMC) on Thrapston Road is the designated Emergency Rest Centre for the village. During normal working hours, the BMC will be opened as the designated Emergency Rest Centre, by the Clerk or Deputy Clerk when notified accordingly by the HDC Duty Emergency Manager. Out of normal working hours, the HDC Duty Engineering Manager will contact one of the Emergency contacts shown below; who will then open up the Memorial Centre accordingly. The Emergency contacts list is to be maintained by the Clerk.

If necessary, the Police or other appropriate emergency service, may well use this listing themselves if they see a need to gain immediate access to the BMC.

<u>Emergency contacts: call out to Parish Council for access to Memorial Centre</u>			
• Gordon Tate	Caretaker	07769 730041	
• Debbie Steel	Asst Clerk	07876 350165	
• Jon Chitty	Chairman	01480 437977	07879 890760
• Nigel Maggs	Vice Chairman	01480 432294	07595 431211
• Mike Shellens	Vice Chairman	01480 456555	07768 848567
• John Childs	Councillor	01480 453922	07968 524228

Once the Emergency Rest Centre is open, the alarm will need to be turned off by inserting a code into the key pad on the wall – the code is held in a sealed envelope, held in the 4-drawer cabinet in the Cellar. Contact, by the Clerk, or the first Emergency contact member attending, is to then be made with the appropriate agency (relevant to the ongoing emergency) to advise that the Rest Centre is now manned. If the Chairman of the Parish Council is not already aware of this fact, then he is to be contacted accordingly. At the same time the Emergency Rest Centre warning notice board – which is held in the Store Room - is to be positioned on the Thrapston Road, by the car park entrance, so as to advise the village accordingly.

Member of the Parish Council, who subsequently report to the Emergency Rest Centre, have their individual name badges to utilize as identification whilst working in the Rest Centre

Ongoing updates are to be provided to the HDC Incident Room, at suitable junctures in time, as those in need of assistance arrive into the Emergency Rest Centre. A log is to be maintained by the Parish Councillors in attendance, of the events that occur and the response provided. The log (a copy is attached at Enclosure 1) is held in the Parish Clerk’s office.

Inside the Centre is a kitchen with the facilities necessary to provide hot and cold drinks. Tea, coffee, squash, milk and sugar will need to be provided on the day, either by the Parish Councillors providing them as they open up the ERC; or by purchase from the local Co-Op in the High Street. In either case the Parish Council will provide reimbursement, once the emergency response work has concluded. Tables and chairs are stored in the cupboard in the main hallway: and a possible layout for utilization of the various rooms in the BMC is shown in Annex A.

The sports changing rooms (male and female) can be utilized to provide warm dry rest area rooms with shower and toilet facilities if deemed necessary. A First Aid kit is held in the changing rooms.

The office has a land-line telephone; and internet connectivity if it is needed. There is no standby power available in the BMC so the analogue telephone (held in the Parish Clerk’s office) needs to be plugged into the phone socket in the Clerk’s office; this is to provide an alternative to mobile phones, as these will probably be overwhelmed in the early stages of response. There is no alternative power supply should power be lost to the building.

As the response develops, the Emergency Services, District and County Local Authorities and other responders will become part of the coordinated response to that incident, be it either a Major or Critical one. And they would liaise with the Parish Council in taking over, or continuing with, the use of the Emergency Rest Centre.

**Annex B lists the activities to be taken in a chronological order as a flow chart of actions.**

Should a failure occur within the BMC during its use then one or other of the emergency contacts here should be utilized.

<u>Emergency Contractor Contacts</u>			
1	Glazing	• R A Baker	01733 344177
		• Able Group UK	0800 051 8701
2	Internal electrics	• Ross Innes	07980 955870
3	Floodlights + o/side	• K & M Lighting Services Maurice Buck	01480 395806 07530 509529
4	Plumbing/Heating	• NRM Heating Plumbing Nigel Mole	01480 812139 07850 087967
5	Gas leak	• British Gas	0800 111 999
6	External electrics	• Powergen, Ipswich	0800 783 8838
7	Water services	• Anglian Water	08457 145 145

All of this information is to be promulgated in the Brampton village magazine, and on the Parish Council web site, on an annual basis so as to advise and remind all villagers of the option that they have in seeking refuge and advice in the BMC should their own home need to be evacuated.

The most likely risk posed to the village continues to be one of flooding. The document Cambridge-shire Local Flood Risk Management Strategy 2015- 2020 has recently been compiled from work done by all agencies involved in responding to a flooding event. The document is available to read on the Parish Council website.

In the event of the possibility of flooding the Environment Agency will issue:

- Flood alert – Low level flooding of roads and fields likely. Ensure the BMC is available and staff aware of potential call-out timings
- Flood warning – Property flooding is expected within 4 -6 hours: ensure roster of BERG members on call is accurate and all forewarned of likely involvement. BERG members to consider when or if to set up the BMC with available furniture, heating and urns for hot drinks etc. Once opened, and in use, a simple record of use and assistance is to be taken.
- Severe flood warning – Only issued when there is significant threat to life.

Once the emergency incident – whatever it is - is either closed by the HDC Incident Room, or the Emergency Rest Centre is deemed as no longer necessary by the Duty Councillor (on the advice of the Parish Councillors on site), then it is to be cleaned, furniture stored and the Centre secured; with the Diary of the Emergency provided to the Clerk. This will be reviewed by the Parish Council subsequently to determine what went well and where any lessons learned could be of future value.

Financial Arrangements. As the cost of finance for the initial light refreshments should be relatively small then provided that receipts for the items are kept, any repayment will be met.

Insurance. Any Parish Councillors or other volunteers acting on the instructions of a Parish Councilor will be indemnified by either the Parish Council or the HDC; depending on whose authority the Memorial Centre had been opened and utilised as the Emergency Rest Centre. Such indemnity will relate only to the specific emergency or incident involved and to the task for which the individual volunteer was tasked and authorised to perform at the time.

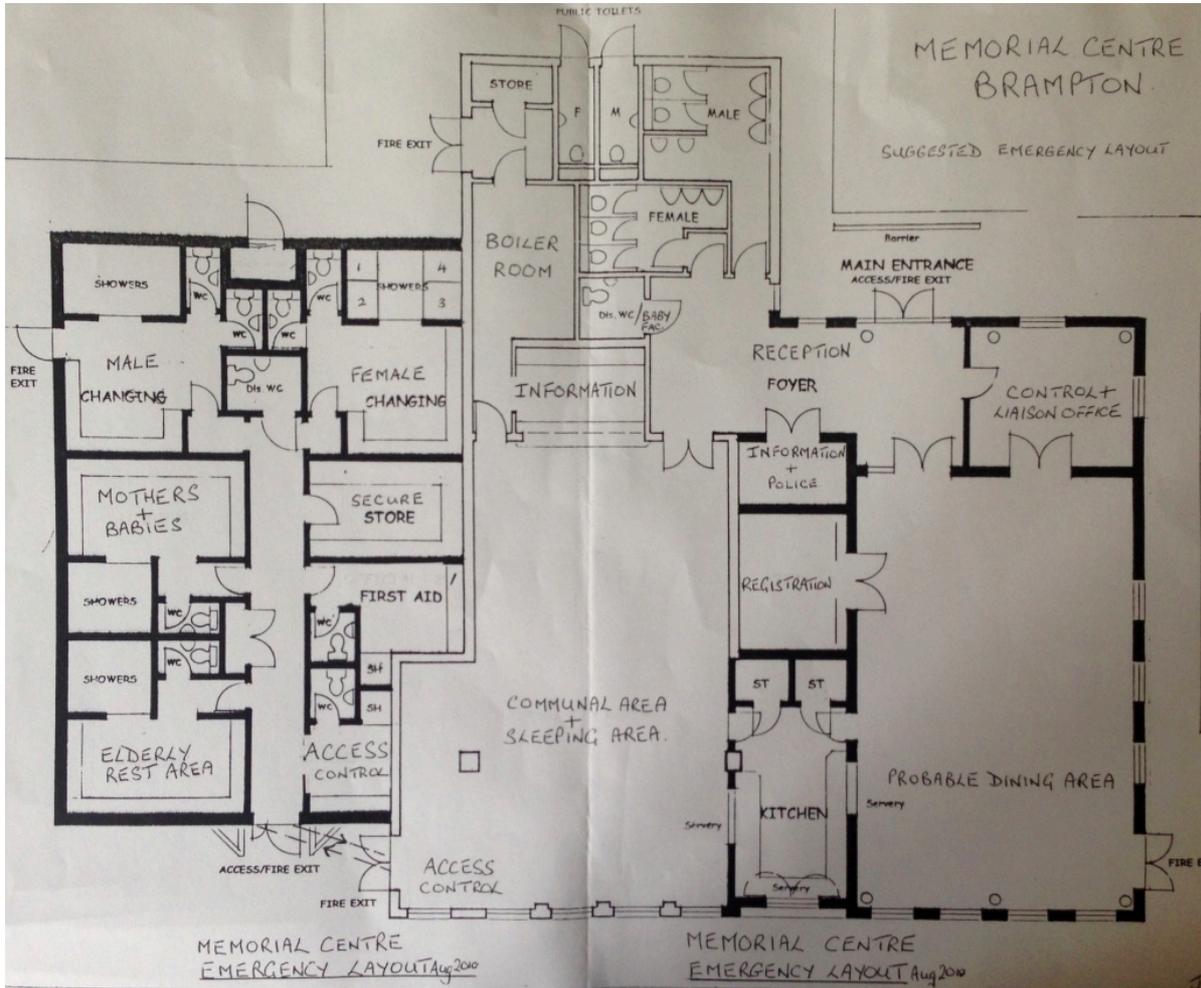
*Original Signed*  
J P Chitty  
Chairman  
Brampton Parish Council

Annexes:

- A. Brampton Emergency Re Centre – Floor Layout.
- B. Brampton ERP Flow Chart of Actions.

Enclosure 1: Brampton Emergency Response Log (not attached to email copy)

BRAMPTON EMERGENCY RESPONSE CENTRE – FLOOR LAYOUT



BRAMPTON EMERGENCY RESPONSE PLAN – FLOW CHART OF ACTIONS

