

# Hadstock Parish Community Emergency Plan

Issued: June 2025 (v12)

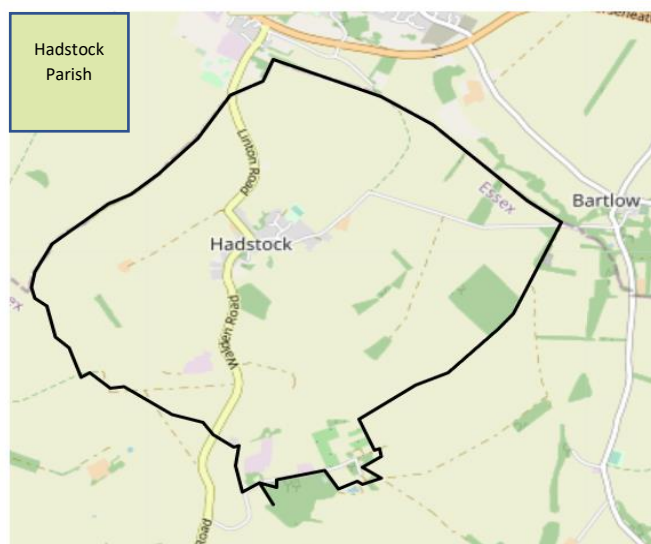
## If you see a potential Emergency call 999

This document is for use in case of a **major incident** – where life and property are substantially at risk.

A **major incident** which can't be dealt with under normal circumstances will trigger a multi-agency response: including major fires, industrial accidents, flooding, pandemics, major gas leaks and terrorism.

**A major incident will be led and managed by the Emergency Services** – our role is to engage the Emergency Services, provide support as directed by them and to support everyone in the Village until these Services is engaged.

Where possible a **major incident** will be marked by a continuous single tone tolling of the Church bells with information posted on *Hadstock Info* and *the Hadstock website*.



Plan last updated: 12/6/25

Last signed off at the Hadstock Parish Council Meeting: 23/1/25

## Contents

### Dealing with the Emergency

- First steps in an emergency
- Key contacts, local skills and resources
- Identification of vulnerable people and families
- Key locations for use as places of safety
- Sources of water (ponds, swimming pools)
- Community emergency group first meeting agenda
- Setting up an Emergency Group contact list
- Other considerations
- JESIP – five key principles of joint working with Emergency Services

### Emergency Plan Background and Management

- Plan amendment and update
- Plan distribution list
- Local risk assessment

## Dealing with the emergency

### First steps in an emergency

	Instructions	Tick
1	Ensure you are in no immediate danger	
2	Call 999 to advise on the incident – and take direction	
3	Contact a Hadstock Parish Councillor (HPC) to agree the next steps	
4	HPC contact Uttlesford Council Emergency Planning Officer & Emergency Services lead	
5	HPC setup a Community Emergency Group and 'meet' to discuss the situation 'Meet' digitally or at a suitable meeting place (the Village Hall, Church, Green) Agree whether to toll the Church bells as a warning to the Village and post information on <i>Hadstock Info</i> and the <i>Hadstock website</i>	
6	Agree an action plan ('who does what when') in liaison and directed by the Emergency Services & Uttlesford Emergency Team  Arrange a centre for the Emergency Service people (base, refreshments) (probably Village Hall/Church)	
7	Contact / mobilise people who can help during the Emergency	
8	Co-ordinate the Community alongside Emergency Services  Let the Village know what is happening and planned	
9	Set-up temporary shelter for displaced persons & consider the needs of vulnerable residents	
10	Deal with the Emergency with the Emergency Services  Let the Village know what is happening and planned	
11	Debrief after the incident	

## Key contacts, local skills and resources

Some of the contact numbers are held by the Hadstock Parish Council members (HPC list).

	Who?	Contact details	Location	Other info.
<b>Councillors (HPC)</b>				
	Denise Wells (Chair)	01223 890182 / 07724994078	Walden Rd.	Plan updates
	Jude Hannam	07714286616 / 01223 971583	Linton Rd.	
	John Lockton	01223 892987 / 07802751922	Walden Rd.	Plan updates
	David Johnson	01223 892533 / 07384 239441	Bartlow Rd.	
	Simon Gosling	07867802024	Bartlow Rd.	
	Sara Beckett (Parish Clerk)	07841343413		
<b>Uttlesford District Emergency contacts</b>	Catherine O'Connor	01799 510510 / 07976 071833  CO'connor@uttlesford.gov.uk (note capitals)		
	Uttlesford district offices	01799 510510		
<b>Local Police</b>	Emergency	999		
	Non-emergency	101		
	Essex Police	0800 555 111 / 01245 491491 (HQ, Chelmsford)		
	Hadstock PC: Souel Sampson	<a href="mailto:Souel.sampson@essex.police.uk">Souel.sampson@essex.police.uk</a> PC 78811 Office number for Saffron Walden is 101 extension 395353		
<b>Uttlesford Emergency Numbers</b>	National Grid	0800 404090		
	UK Power networks (dangerous power lines)	0800 3163 105 / 0333 202 2022(from mobile)		
	Transco National Gas (gas leak)	0800 111 999		

	Water	Anglian Water (03457 145145); Essex and Suffolk Water (0345 782 0999); Thames Water (0800 714614); Affinity Water (0345 357 2407)		
	Environmental Agency hotline (flooding)	0800 80 70 60		
<b>Local Medical Support</b>				
<b>Doctors</b>	Ari Ecole	HPC list		
	Juliet Usher-Smith	HPC list		
<b>Nurses / healthcare</b>				
	Siobhan Gibson	HPC list		
	Lorraine Walker	HPC list		
<b>Local Equipment and Communication Support</b>				
<b>Hadstock Info co-ordinators</b>	Isabel Fish (lead) Denise Wells (HPC) Derek Bushell	07946068578  01223 890182 / 07724994078  07971 413355		
<b>Church bell ringers (tower key)</b>	Gilbert Rowlandson Janice Snell Jude Hannam (HPC)	01223 892882  01223 892338 07714286616 / 01223 971583		
<b>Defibrillator</b>	In red phone box on Village Green	Number: On HPC list With various Villagers Given when call 999		Denise Wells (HPC)
<b>Cutting equipment (chainsaw etc.)</b>	Various around the Village, including:	Please be aware of safety around cutting equipment and take a lead from the more experienced people		
	Keith Nuttall	01223 893355 / 07565211192		
	Alan Wells	07704186802		
	Tim Boyden	01223 892746 / 07776 230161		
	Brendan Burchell	07760 178200		
	Rick Albrow	01223 893837		
	Bill Richards	01223 893442		
	Rob Foster	07883 243244		
	Jeremy Pearson	01223 891599		

	Malcolm Garrod	01223 891102 / 07578 243992		
	Derek Bushell	07971 413355		
<b>Tractors / trailers/ off road 4x4</b>				
	Bill Richards	01223 893442		
	John Symes-Thompson	01223 891674 / 07854 973787		
	Rob Foster	07883 243244		
	Jeremy Pearson	01223 891599		
	Derek Bushell	07971 413355		
	Malcolm Garrod	01223 891102 / 07578 243992		
<b>Ladders</b>	Various around the village, inc. at Village Hall			
	Jim Abbiss	07957 648210		
	John Lockton (HPC)	01223 892987 / 07802751922		
	Rick Albrow	01223 893837		
<b>Lifting gear/winches</b>	Bill Richards	01223 893442		
<b>Portable generator</b>	Jeremy Pearson	01223 891599		
<b>Other items</b>				
Portable flood lights	Church			
Orange portable fence	Rick Albrow			
Loud hailer	Village Hall store cupboard			

## Identification of vulnerable people and families

An important list to define at the start of the Emergency.

Community organisations / people that can provide current information on this list and engage others in the Village include:

Organisation	Contact	Phone number
The Parish Council	See HPC contacts above	See HPC contact list
Members of the PCC, inc:	Tim & Gill Boyden	01223 892746 / 0776 230161
	Rick Albrow	01223 893837

## Key locations for use as places of safety

It is expected that these sites will provide a base for local refreshment and support centres – for the community and for the Emergency Services

If they are unavailable, then the Parish Council/local Emergency Team will determine which building(s)/house(s) can be used and communicate this to the Village

Building	Location	Potential use in an emergency	Contact details of key holders (all 01223...)
Village Hall	Next to Church on Church Path  CB21 4PH figs.upstarts.boot TL 559447	Indoor space (100+); covered outdoor space; toilets; heating; water & electricity; parking	Kirsty Hutchinson (07971 601886) Sue Albrow (893837) Sarah Lockton (892987 / 07553 884303) Jude Hannam (07714286616 / 01223 971583) Peter Jarritt (897886) Susan Wiles (07791 649887) Derek Bushell (07971 413355) Other Committee members
Village Church	On Church Path  CB21 4PH Gossiping.soak.bulk TL558447	Indoor space (200+); water/electricity	Tim Boyden (0776 230161) Janice Snell (892338) Martin Hannam (07709 549962) / Malcolm Seward

## Sources of Water (ponds, swimming pools)

What	Where (2020 Village Book number)	Post Code	What3Words	Grid Ref.
Village pond	Walden Road	CB21 4NZ	Excavated.paler.confining	TL558448
Pond	Great Bowsers, Bowsers Lane (136)	CB10 1XQ	Luckier.escape.blissful	TL566430
Swimming pool		House	Pool	Pool
	Hadstock House, Walden Road (1)	CB21 4PH	Hormones.butterfly.stowing	TL558446
	Chantry House, Walden Road (9)	CB21 4NX	Closed.blizzard.sweetened	TL557447
	Pond House, The Green (67)	CB21 4PH	Spurned.modem.rattled	TL560448
	Yew Trees Farmhouse, Linton Road (23)	CB21 4NZ	Adhesives.erase.fatter	TL558449
	Prospects, Moules Lane (110)	CB21 4PF	Sway.hillsides.strictest	TL562449
	Lower Farm, Bartlow Rd (125)	CB21 4PD	Mutual.apprehend.land	TL565450



## Community emergency group first meeting agenda

Date:

Time:

Location:

Attendees:

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

Location of the emergency. Is it near:

- A vulnerable area
- A main access route
- Housing

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
- Families with ill members

What resources do we need?

- Off-road vehicles
- Machinery
- Food & Water
- Blankets
- Shelter (are rooms in houses required; make a list)
- Others ...

### **2. Contact with the Emergency Services should have been established – who is the main point of contact? Who is our main Emergency Services liaison person?**

A structure called JESIP has been defined as a co-ordination structure for multiple service activities. This structure is used by Uttlesford Emergency Teams. See below.

### **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?**

Form Community Emergency Group and roles

### **6. Any other issues?**

## Setting up a Community Emergency Group

To define at the start of the Emergency.

Role	Name	Action	Contact info (telephone, mobile, email)
Emergency Plan co-ordinator		Co-ordinate the Village activity	
Emergency Services liaison lead		Liaise with the Emergency Services	
UDC Emergency Team liaison lead		Liaise with UDC Emergency Team	
Communications lead		Lead in communication to the Village	
Group member			
Group member			

### Other considerations

The following areas should be considered:

- Alternative arrangements for staying in contact if the usual communications have been disrupted:
  - Communication through – land telephone, mobile phones
  - Communication through Hadstock Info and the Hadstock website
  - Circulating around the village talking to villagers – and asking people to communicate to their neighbours
  - Posters on Notice Boards and at prominent places (such as the Village Green sign, the Village Hall and the Church)
  - Using 'loud hailer' to give messages to the Village
  - Tolling the Church bells to bring notice of an Emergency to the Village
- Action that can be supported by the Community Group in the event of an evacuation:
  - Identifying vulnerable and priority people/groups
  - Checking around the houses
  - Confirming the list of families/people in the Village to be evacuated
  - Providing comfort and support to individuals
- Activation triggers for an Emergency – see Local Risk Assessment.

## JESIP - five key principles of joint working with Emergency Services

The Joint Doctrine sets out five principles to be applied by responders when they are determining an appropriate course of action in responding to and co-ordinating an emergency. These principles are not hierarchical and can be applied in any order throughout the incident.

The Emergency Services and UDC Emergency Group will use and manage this activity. It is here for awareness for the Village Group. There is a JESIP website and App for more information.

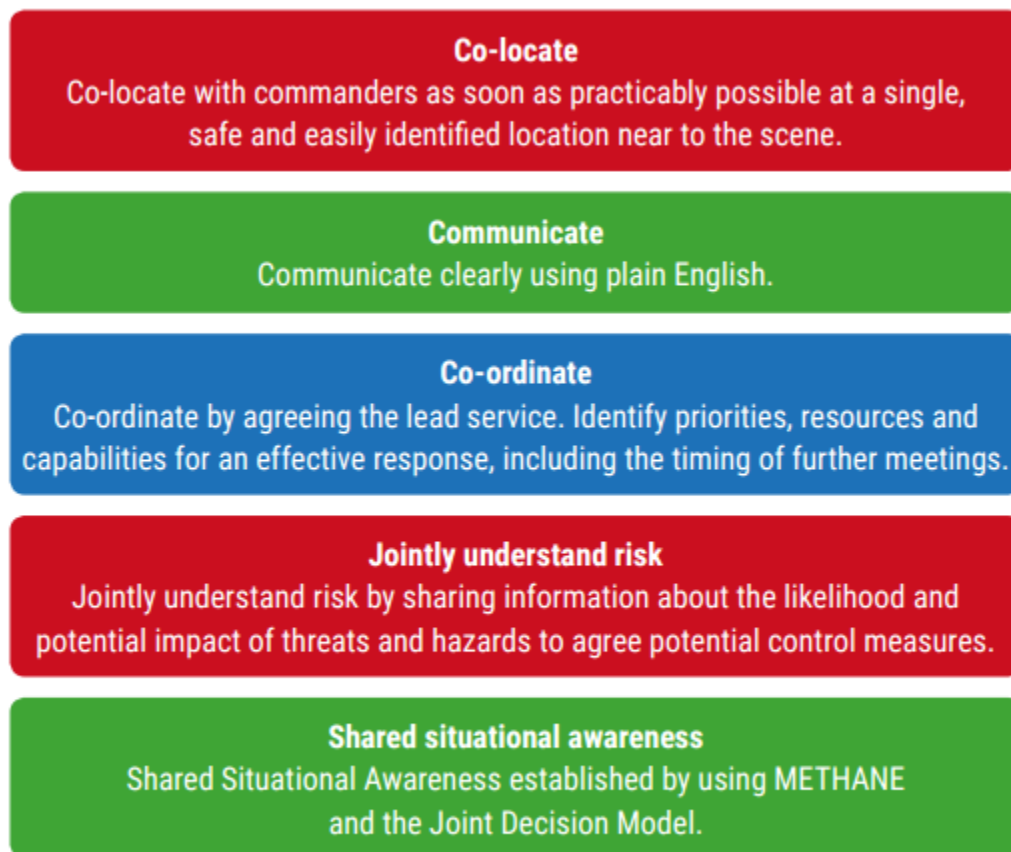


Figure 2 - Principles for joint working

## Emergency Plan Background and Management

### Plan amendment and update

Date of amendment	Date for next revision	Details of changes made	Changed by..
3/2/25 (2025) (v11); 12/6/25 (v12)	January 26 (2026)	Minor update of contents from 2023 version; initial version 24/1/25	Hadstock Parish Council (Denise Wells / John Lockton)
25/10/2023 (v10)		New format and major update of contents	Hadstock Parish Council (Denise Wells / John Lockton)

### Plan distribution list

Role	Name	How distributed	Issued on
UDC Emergency Planning & Fire Safety Officer	Catherine O'Connor	By Hadstock Parish Clerk	
Hadstock Parish Councillors		By HPC Emergency Leads (Denise Wells & John Lockton)	
County & District Councillors	Martin Foley (County) John Moran (District)	By Hadstock Parish Clerk	
PCSO	Souel Sampson	By Hadstock Parish Clerk	
Hadstock Village Hall Committee	Village Hall Chair	By Hadstock Parish Clerk	
Hadstock Villagers		On Village website (John Lockton)	
		Summary on Village notice board (HPC Chair)	
		Awareness on Hadstock Info (HPC Chair)	
	FDL (or equivalent)	Summary delivered (HPC member)	Not required for 2025 update
	Browsers	Summary delivered (Jude Hannam)	Not required for 2025 update
Local Villages – Linton, Ashdon, others	Chair of Parish Council	From HPC Chair	Not required for 2025 update
Hadstock Parish Councillors		Printed version for reference	

## Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
<b>Rivers and drainage channels by the Village can flood</b>	<p>Flooding main road through village</p> <p>Flooding on roads with dwellings</p> <p>Blocked access to Emergency facilities</p> <p>Damage to property</p>	<p>Prior Actions:</p> <ul style="list-style-type: none"> <li>• Encourage residents to improve home flood defences</li> <li>• Encourage residents effected to register for flood warning alerts</li> <li>• Parish Council arrange for stocks of salt around the Village</li> <li>• To note that sandbags are NOT provided by UDC nor does the Parish Council hold sandbags/sand. It is recommended that residents fill pillowcases with soil or purchase other flood protection measures- such as a 'hydrosnake'</li> </ul> <p>Event Actions:</p> <p>Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and rest centre establishment required</p>
<p><b>Prolonged Electricity Cuts or Gas Leak</b></p> <p><b>Either through whole village or only effected certain areas</b></p>	<p>Heating of homes and hot food provision for the vulnerable.</p> <p>Risk of Gas Explosion</p>	<p>. Event Actions:</p> <ul style="list-style-type: none"> <li>• identify possible vulnerable individuals/families.</li> </ul>

		<ul style="list-style-type: none"> <li>• Work with Utilities if need to evacuate &amp; establish Rest Centre</li> <li>• Work with Emergency Services</li> </ul>
<b>Emergency at Stansted Airport</b>	Emergency Care Facilities required	<p>Event Actions</p> <ul style="list-style-type: none"> <li>• Work under guidance of Emergency Services at all times</li> <li>• Work in support of the Local Authority</li> </ul>
<b>High winds causing fallen trees along road routes, housing areas.</b>	<p>Roads blocked – especially Linton to Saffron Walden road</p> <p>Damage to property</p>	<p>Event Actions</p> <ul style="list-style-type: none"> <li>• Ensure there are village community members able to help make safe road routes</li> <li>• Contact 999 if fallen trees pose immediate danger to life and road needs to be closed</li> <li>• Contact ECC Highways, who will advise on next steps</li> </ul>
<b>Others</b>	Pandemic	
	Plane crash on Village – freight, passenger, military....	Determine type and consequences – many people involved, chemicals, dangers etc...
	Fast moving field fire threatening the Village	

	Major road incident – such as lorry ploughing into buildings and causing threat to life / transport	Determine type and consequences – chemicals, animals etc....
	Major chemical leak affecting domestic and local water quality	