

PARISH OF HENHAM

Essex District Council of Uttlesford

EMERGENCY PLAN



January 2017

Next Review Date - January 2018

This is the latest edition of our emergency plan. In principle, it remains the same as in previous years and we have incorporated a few alterations to details of key holders, telephone numbers, etc and some changes to the 'useful numbers page' and the distribution list.

It is important that you destroy any previous copies.

Nick Baker OBE

Chairman of Henham Parish Council

January 2017

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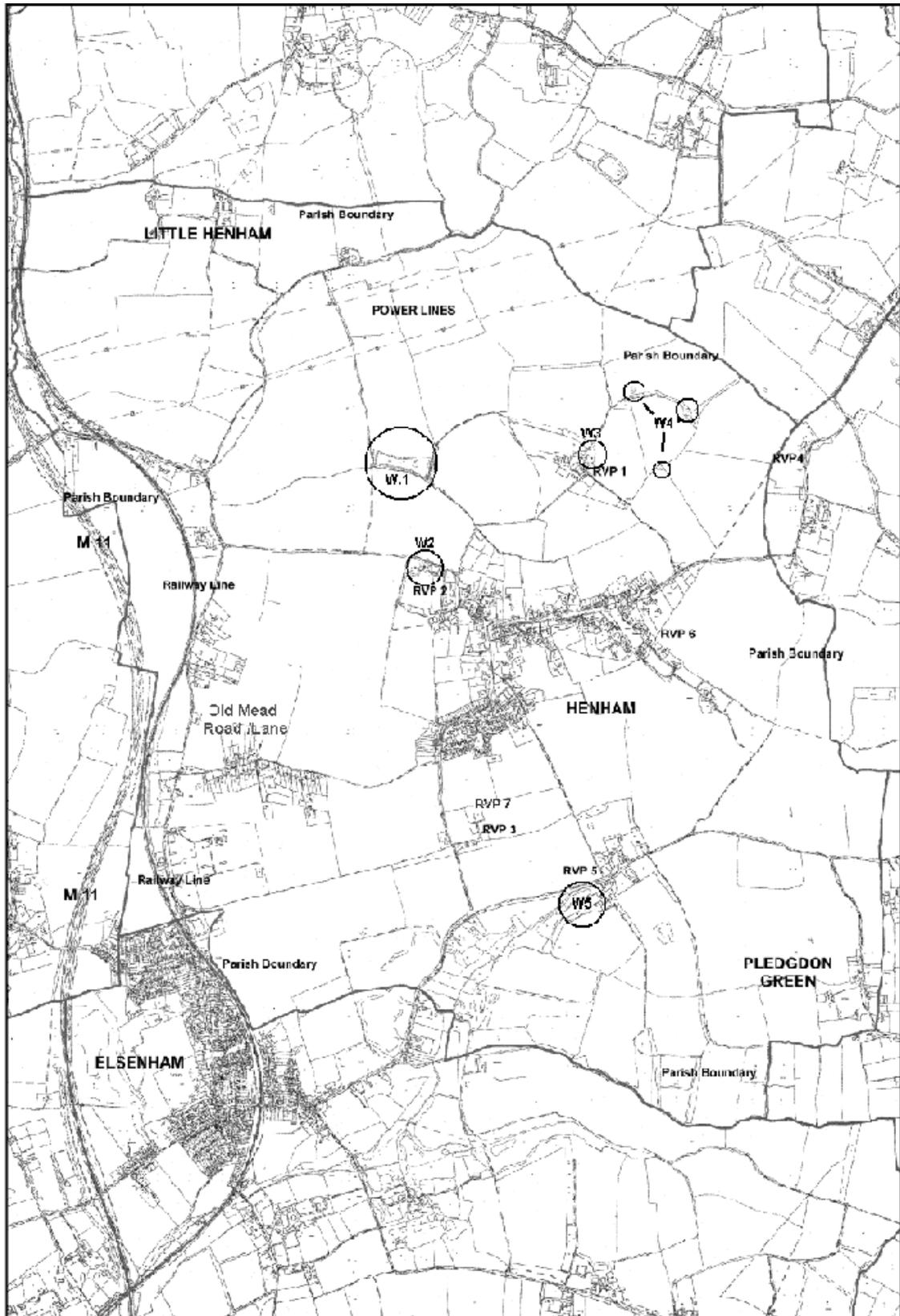
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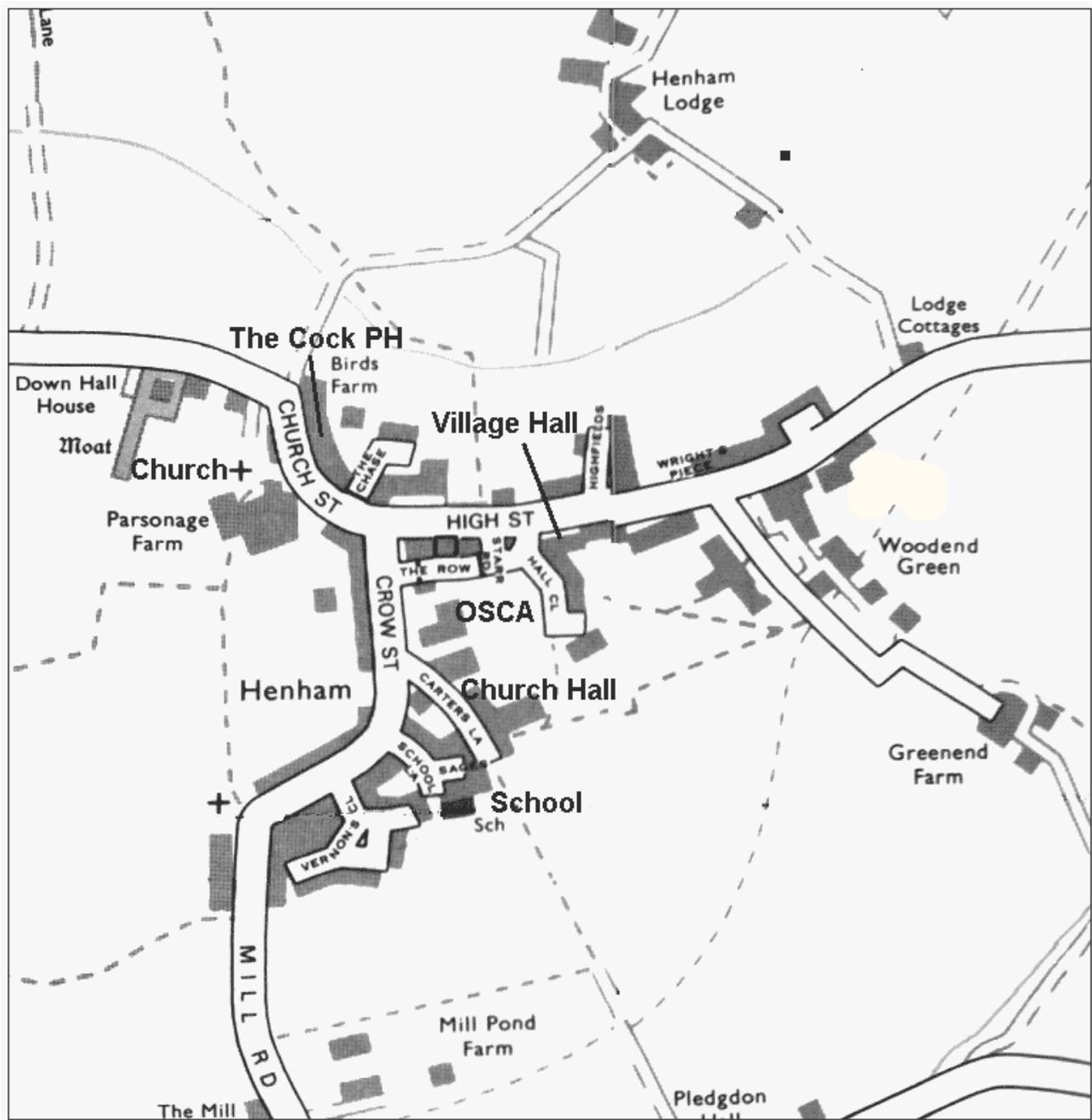
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MAP OF THE PARISH OF HENHAM

(Showing suggested RVPs {see page 43} and Standing Water supplies {see page 45})



MAP OF VILLAGE



(Acknowledgement for the above map is given to Uttlesford District Council through www.uttlesford.gov.uk)

INTRODUCTION

THE VILLAGE OF HENHAM

Henham is a rural village within the Essex District Council area of Uttlesford and situated about seven miles north-east of Bishop's Stortford. The majority of its residents, (over 900 adults on the current electoral role and estimated 1350 in total), live in or near the centre of the village in about 430 residential premises. The remainder of the parish is mainly farmland. There are outlying smaller communities at Little Henham, Pledgdon Green and the Old Mead Road/Lane area.

On the west side of the parish, the M.11 motorway runs north/south and the Liverpool Street to Cambridge railway line is roughly parallel to it, for the most part on its east side. The presence of the railway line makes access to the motorway from the Henham side difficult.

Stansted Airport lies about 2 ½ miles, (as the crow flies), directly south of the village, but as the runway runs SW to NE, aircraft landing in a southerly direction tend to approach to the east of the parish over Broxton. Those taking off in a northerly direction either turn right (east) and away from the village or turn left (west) and by *agreement* with BAA, do not over-fly the village centre. They use a 3km wide swathe round the north side of the parish. Occasionally, aircraft do pass over the village, but this is the exception.

The village itself is accessible to motor vehicles from three directions, west, east south and limited from the north. In the event of it being necessary, it could be relatively easy to isolate it from vehicular traffic.

THE EMERGENCY PLAN - GENERAL

In preparing this plan we recognise that whilst emergencies/major incidents come in many forms, the most likely are:-

- a) an aircraft crash
- b) a train crash
- c) an incident on the M11 motorway which may involve, for example, many casualties or chemical spillage or stranded persons in severe weather.
- d) severe weather, per se.
- e) epidemic/pandemic illness to residents

We also acknowledge that the Emergency Services and Uttlesford District have their own plans/procedures for dealing with major incidents and that anything we propose is purely subordinate to them and in particular the Incident Office in charge and to the Uttlesford Emergency Planning Officer.

We do however suggest that we can be of use, particularly in the immediate aftermath of an incident. Where an incident occurs in a town or city the emergency services will most probably have a detailed knowledge of the location. Should such an incident occur in a rural area it is most likely that they may not. We, as locals, will have knowledge of premises, resources, local talents and skills, access and egress and equipment that may be utilised. We have based our plan on this premise.

We also recognise that that there is a probability that we may have to be self-sufficient for a period of time, as perhaps in **d)** above.

We are aware that although much of our plan relies on telephone communications, this medium may be restricted or unavailable and we will have to improvise accordingly.

THE OBJECTIVES OF HENHAM VILLAGE PLAN

With the above in mind, the objectives of our plan are as follows:-

- a) To collate information that could be made immediately available to the emergency services to assist them in making informed decisions as to the deployment of their resources by:-
 - i) preparing a summary of **communal and other buildings** including location, description, sketch plans, facilities available, key-holders and suggestions of possible use, (pages 19 et seq.)
 - ii) preparing a summary of suitable sites which may be considered by the emergency services as **rendezvous points**, (pages 43 et seq.)
 - iii) listing people who have **equipment, skills and talents** who have offered their help, (pages 46 et seq.)
 - iv) siting an **incident box** which will contain items which may be of use to the emergency services, for example, Ordnance Survey maps, copies of the electoral roll, etc.(page 14 et seq.)
- b) Provide such assistance to the emergency services in the aftermath of a disaster as we are able by -
 - i) devising and initiating a '**call-out**' plan (page 15)
 - ii) designating a **Village Co-ordinator** with whom the emergency services and the Uttlesford Emergency Planning Officer could liaise if required, (pages 13 et seq.)
 - iii) defining and **briefing** key people in the village as to what they should be prepared to do and not do in the event of an emergency (page 53)
 - iv) to be **proactive** in that we ensure that **we inform the Emergency Services** and the Uttlesford Emergency Planning Officer of our availability, rather than expect to be called upon as a matter of course.
 - v) **not impeding** the work of the Emergency Services by injudicious actions, for example, acting without consultation and causing obstruction to access and egress or interfering with/contaminating a potential crime scene.

VILLAGE CO-ORDINATOR

ROLE AND RESPONSIBILITIES

The Village Co-ordinator is ultimately subordinate to the Emergency Service commanders, the Uttlesford Emergency Planning Officer and the Chairman of the Parish Council. However, in the initial period of an emergency the co-ordinator will probably have to act on his own initiative.

The role of the Village Co-ordinator is one we have devised to provide the following functions.

In the event of an emergency, the co-ordinator, will:-

- inform the three emergency services as soon as possible (via the 999 system) of the existence of the Henham Emergency Plan and to give such assistance as required, e.g.
 - providing a physical presence at a central point (see OSCA on page 20)
 - supplying copies of maps, electoral roll, and copies of the village plan, (page 14)
 - advising on buildings, RVPs, etc.
 - provide local knowledge, advising on access and egress
 - supplying lists of village residents who have volunteered to help with equipment and skills, etc.
- contact the Uttlesford Emergency Planning Officer as soon as possible and to act on his/her advice and instructions
- inform and liaise with the chairman of the Parish Council and act on his/her advice and instructions
- set in motion the call-out plan for key-holders of village buildings if required and to confirm when the buildings are open and ready to use
- receive and brief residents who offer their assistance and to direct them according to instructions received
- refer all press/media enquiries as far as possible to an emergency service press liaison officer and advise other residents to do the same
- maintain a log of all actions taken by the co-ordinator and Chairman of the Parish Council as required.

The Call-out procedure is detailed on pages 15 et seq.

Additional Functions

To regularly review and maintain the accuracy of the plan.

To distribute copies of the plan to people/organisations according to instructions of the Parish Council.

To maintain a list of changes to information in the plan in the incident box until re-publication of the plan.

HENHAM INCIDENT BOX

To locate the locked village incident box within the **Surgery at OSCA** and maintain contents, viz.-

- 4 copies of Ordnance Survey maps of scale 2 1/2 inches to 1 mile
- 4 enlarged copies of the map on page 7
- 4 enlarged copies of a map showing the buildings in the village centre
- 4 copies of the Henham Emergency Plan
- 4 copies of the Electoral Roll
- set of Local Telephone Directories
- Incident Log, message pads and writing material.
- 12 luminous yellow tabards for issue to co-ordinators and helpers
- 2 copies of the Uttlesford Emergency Rest Centre booklet

(Key to box with Bill Bates - In emergency, force the lock.)

VILLAGE CO-ORDINATORS - DETAILS

In the event of an emergency contact the co-ordinator first and then try the others in turn. If all calls fail for some reason inform the Chairman of the Council.

		Home	Business	Mobile
Co-ordinator	Rory GLEESON	01279 647 729	None	07849 131 934
	45 Oziers,			
	Elsenham			

CALL-OUT PROCEDURE

RATIONALE

In the first instance, we have to speculate from whom or how the initial indication of a disaster/emergency will come. It is most likely that the Emergency Services will receive the information from the public many times over, particularly in this age of mobile phones. Although each of the services will have a copy of our plan, it is safe to assume it will not be readily available and even if it was, it will not be a priority for them to contact the Village Co-ordinator.

It is to be hoped they may, at a relatively early stage, contact the Uttlesford Emergency Planning Officer who in turn may call the Village Co-ordinator. Again this is not to be relied upon and even if this did happen, the time delay may be considerable.

It is most likely that we will become aware of an incident by personal observation or a phone call to the Co-ordinator from a village resident.

Thereafter, the Village Co-ordinator is pivotal as far as the village is concerned in initiating our call-out procedure and on the assumption there is likely to be confusion and uncertainty about the nature and severity of the incident, good judgement is needed. The list on page 16 shows a sequence of actions in priority, which may have to be adapted according to the circumstances.

ACTION BY VILLAGE CO-ORDINATOR

ACTION	INFORMATION	REMARKS	
1.	<p>Phone 999</p>	<p>As far as possible give the following details -</p> <ul style="list-style-type: none"> (a) Type of Incident (b) Exact location(s) of incident (c) Your name, address, telephone number (mobile number as well if you have one) (d) Services required (e) Estimated casualties if known (f) Hazards and road blockages if any (g) Access routes (h) Stress that you are the Village Co-ordinator and that you will be at OSCA (give exact location). State that OSCA is a possible site for a forward command post and you will have maps and details of buildings, R.V.P's and residents available there. 	<p>Do not assume, unless there is good evidence to the contrary, that the emergency services are fully aware of the incident. They may have had many contradictory reports.</p> <p>Even if you have such evidence, unless there is a police officer or other member of the emergency services at hand, in which you can pass information verbally, call 999 anyway giving the information at (a) to (h)</p> <p>Make a note of the time and nature of the conversation.</p>
2	<p>Phone the Uttlesford Emergency Planning Officer (see page 55 Uttlesford Emergency Planning Officer for number)</p>	<p>Give information as at (a) - (h) above. Tell him/her that you have phoned 999 and that unless advised to the contrary, or you have made a decision to the contrary, you intend to make the buildings in the village ready for use if required.</p> <p>See 6 below and ask for advice accordingly.</p>	<p>The Uttlesford Emergency Planning Officer has emergency plans to follow and you must liaise closely with him/her and rely on their expertise.</p> <p>Make a note of the time and nature of the conversation.</p>
3	<p>Phone other Village Co-ordinators</p>	<p>Ensure they are aware of the incident.</p> <p>If necessary, allocate tasks, for example divide responsibility for 4,5 and 6 below.</p> <p>Ensure one co-ordinator (possibly you) goes to OSCA at once.</p>	<p>Make a note of the time and nature of the conversation.</p>

PARISH OF HENHAM - EMERGENCY PLAN

Call-Out Procedure

4	Phone the Chairman of the Parish Council (number on page 49)	Tell him what you have done and what you intend to do. It is his decision and responsibility to inform other council members and give instructions accordingly.	It might be considered a good idea to spread some of the council members at the buildings you intend to open. Make a note of the time and nature of the conversation.
5	Phone Key-holders for - OSCA (page 21) VILLAGE HALL (page 31) CHURCH HALL (page 29) SCHOOL (page 25)	Ask them to act in accordance with their printed instructions and in particular, ensure the premises are opened and ready for use if required. Ask them to ensure that the Village Co-ordinator at OSCA is informed when the premises are ready. If possible, establish a telephone number where at least one key holder can be contacted. Tell them they will be stood down if not required but if they are to be used, a member of the emergency services will be sent to them.	This is a judgement decision. However, nothing will be lost if the premises are not required. Make a note of the time and nature of the conversations.
6	Phone Neighbouring Parishes and the Chairman of the Sub-Committee 3 Parish Liaison Committee (see page 55)	As appropriate. If the Uttlesford Emergency Planning Officer has been contacted he/she may have advised you on this or taken the responsibility.	
7	Go to OSCA and set up residence in the Surgery.	Thereafter, act in co-operation with the Incident Officer in charge, the Emergency Services and if present, the Uttlesford Emergency Planning Officer and Chairman of the Parish Council. Issue items from the Incident Box as required. Keep a log of the time and nature of all telephone calls you make, instructions you receive and actions you take. Receive any volunteers from the village that may appear and utilise them in accordance with any instructions received from the Incident Officer. Issue tabards as appropriate.	The responsibility for calling upon volunteers with the equipment, skills and talents, etc. rests with the Incident Officer.

BUILDINGS WITHIN THE VILLAGE

The following are buildings within the village which may be used for various purposes in the event of an emergency. Whilst we are lucky to have such amenities, it is to be stressed they are only suitable for the recommended purposes in the short term.

- **OSCA, a former school now used for community purposes (page 20)**
- **Henham and Ugley Primary School (page 25)**
- **The Church Hall (page 29)**
- **The Village Hall (page 31)**
- **Pledgdon Hall (page 35)**
- **The Cock Public House (page 37)**
- **St Mary's Church (page 39)**
- **The Village Shop (page 41)**

VILLAGE DEFIBRILLATOR

The Defibrillator is located at OSCA to the left of the main entrance – PIR lighting has now also been installed.

There are 2 village volunteers who will deal with maintenance and admin ie check the machine weekly, assume responsibility for ongoing training, via Dot Parker (Heart beat/ blue cloud training).

Gill Foster – 07921 810502 , 01279 850687

Sarah Coke - 01279 850438, 07840960909

OSCA



DESCRIPTION

OSCA was formerly a school and is now used as a multi-purpose community centre.

It is situated in the heart of the village on the east side of Crow Street, about 60 yards south of the junction with the High Street.

Structurally, it is a well maintained single storey building with good lighting and electric heating, but no telephone or telephone points. It has a small kitchen area with an electric stove and water heating facilities. There are power points to all rooms.

It sits within its own grounds, all of which is surfaced with tar macadam. It is enclosed with mainly metal railings.

It has space for perhaps 25 well parked cars, although heavier vehicles, i.e. mobile control centres, may have difficulty getting through the gate. The gate is wide enough, but the swing through it is to a degree obstructed by two trees.

Alternatively, and depending on weather conditions, mobile control vehicles could be parked on the wide green verge in front of the building, (see picture above).

POSSIBLE USE

When viewed in relation to other available sites within Henham this building lends itself for use as a possible **Forward Control Point** for the emergency services.

PARISH OF HENHAM - EMERGENCY PLAN

Building - OSCA

There are three main rooms, (see sketch map on page 23), and their suggested use is as follows:-

Main Hall Police and Briefing area

Library Fire Brigade

Back Room Ambulance

Additionally, the small room known as the **Surgery** could be used for the Village Co-ordinator and Uttlesford Community and Emergency Planning Officer and to site the Incident Box. The door to this section provides access for the disabled.

OSCA KEY-HOLDERS

		Home Phone	Mobile Phone	
1.	Carol Eaton	40, Mill Road, Henham	01279 850 591	07759 426 203
2.	David Morson	The Chantry, Crow Street, Henham	01279 850 209	07969 993 943
3.	Ted Wilsher	York Cottage, Crow Street, Henham	01279 850 972	07836 251 373
4.	Angela Tucker	Tucker's Cottage, The Row, Henham	01279 850 406	07947 600 443
5.	Jill Smales	3, Wrights Piece, Henham	01279 850 541	-

OSCA KEY-HOLDER RESPONSIBILITIES

Action of **First** key-holder on receiving emergency notification from Village Co-ordinator or police etc.

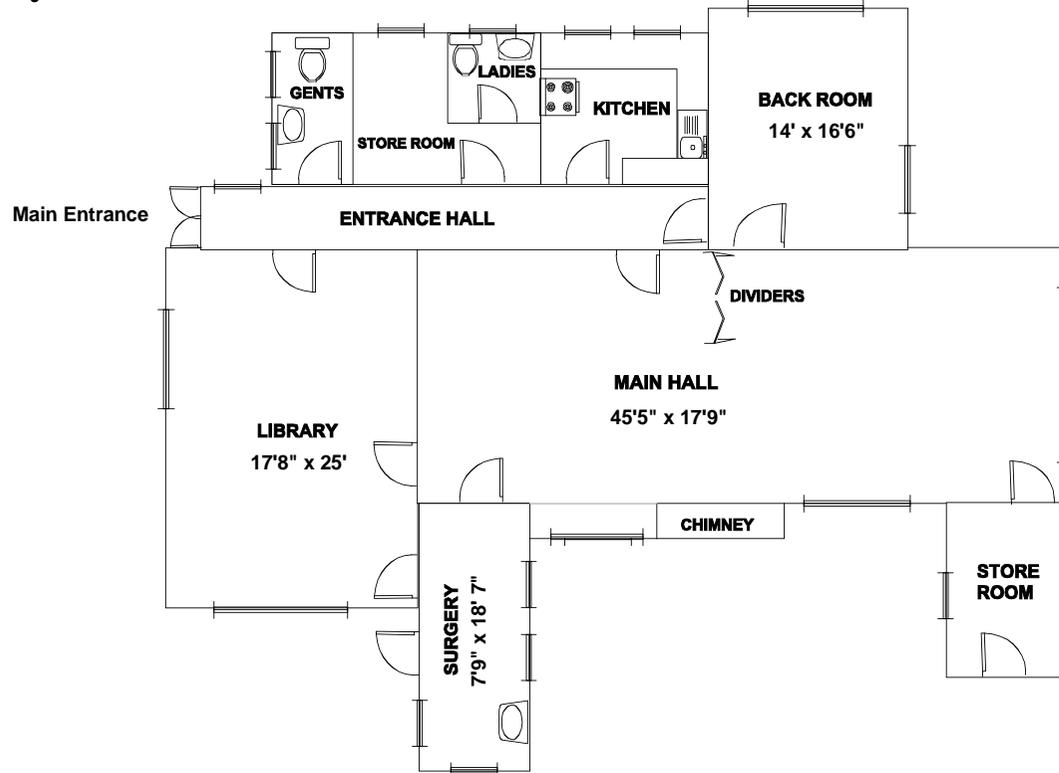
- ◆ Inform the other key-holders and go to OSCA, (do not delay if any are not immediately available). Take a mobile phone if one is available and phone battery charger.
- ◆ **All** key-holders to go to OSCA and collectively:-
 - Assume that the building is to be used as a Control Centre unless informed otherwise.

PARISH OF HENHAM - EMERGENCY PLAN

Building - OSCA

- Unlock main doors and Surgery outer door - turn on lighting and heating if appropriate.
- Exclude any vehicle, (other than emergency service vehicles), from the precinct of the building.
- Keep the entrance drive clear of vehicles.
- Open the emergency box situated in the Surgery and check contents against the inventory enclosed therein.
- Distribute a copy of the Emergency Plan and Ordinance Survey map to the representative of each of the three emergency services and retain other copies for use as directed by the officer in charge or village co-ordinator.
- The Surgery area will be secured for use by the Village Co-ordinator, Chairman of Parish Council and the Uttlesford Emergency Planning Officer.
- As civilian volunteers from the village arrive, advise them to keep together in the car park area, pending deployment by the Incident Officer in charge of the emergency.

Sketch Plan of OSCA



CONTENTS

Tables & Chairs
(Seat 50 people)

Sofas & Chairs
(20 people)

2 Dining Tables

One Desk & chair

DOCTORS SURGERY

Desk
Three chairs
Examination Table
Small Screen
One Water Heater

KITCHEN

Cooker
Sink
Water Heater
Microwave
Kettles
Urn Heater

STORE ROOM

Display screens

HENHAM AND UGLEY PRIMARY SCHOOL



DESCRIPTION

The school is situated at the southern end of the village in School Lane, a cul-de-sac on the east side of Crow Street. It is a single story building, mainly open plan and built in the middle 1970's.

A new Community sports hall has been built. It measures approximately 66ft by 33 ft. (see pictures over page).

Vehicle parking facilities are limited although the playground could be utilised using access from the playing field. However, the surface of the playground was not designed to take heavy vehicles. The playing fields themselves could be used provided the surface was not soft.

As to be expected in such a school, most of the rooms and open plan areas are crowded with the equipment used in their everyday business. An influx of a large amount of people would have to work around this. However, the sports hall is normally clear

There is a good size fully equipped kitchen and the cookers are gas-fired. The majority of the tables and chairs are suitable for adult use, albeit on the small side.

The Telephone number is **01279 850 213**.

The school has its own emergency plan for evacuation.

POSSIBLE USE

The school could be used as a control centre or a forward reception for minor casualties/survivors. When viewed in relation to other buildings in the village, the community centre at OSCA (see page 20), would probably be preferred as the forward control centre, despite it not having an installed land telephone line. The catering facilities at the school would probably also recommend it more for use as a temporary reception centre.

School Sports Hall



SCHOOL KEY-HOLDERS

		Home Phone	Mobile Phone
1.	Mrs Sue Giles (Head)	45, Cannons Close, Bishop's Stortford, CM23 2BQ	01279 831 347 07821 766259
2.	Mr Peter Bert (Dep Head)		01279 817 624 07841 427 809
3.	Mrs. Rachel Hipperson	St Ives, Whatlings Lane, Thaxted, CM6 2QY	01371 830 852
4.	Mr. Michael Lambe (Site Manager)	6, Sages, Henham	01279 850 283 07936 942 125

SCHOOL KEY-HOLDER RESPONSIBILITIES

Action of the **first** key-holder on receiving emergency notification from Village Co-ordinator or police, etc.

- ◆ Inform the other key-holders and go to the school, (do not delay if any are not immediately available). Take a mobile phone if one is available and phone battery charger.
- ◆ **All** key-holders to go to the school and collectively:-
 - Assume that the school is to be used by the Emergency Services unless informed otherwise.
 - Open main doors - turn on lighting and heating if appropriate.
 - Exclude any vehicle, other than emergency service vehicles, from the precinct of the building.
 - If the building is going to be used, a member of the Emergency Services will be posted there.
 - Contact the Village Co-ordinator at OSCA by phone or runner when the school is opened and ready for use.

CHURCH HALL



DESCRIPTION

The Church Hall is situated in Carter's Lane about 50 yards east of the southern end of Crow Street. It is a single story building built in the 1920's and is in a good state of repair.

It has a small kitchen with cold water supply only and a single toilet. There are ceiling mounted electric heaters in the main hall, good lighting and supply of electric points. There is an electric cooker and microwave and kettles and limited crockery are available. It is equipped with about 40 chairs and a number of tables of various sizes.

There are no parking facilities other than in Carter's Lane itself and even this is very limited.

POSSIBLE USE

Much depends on the ratio of fatal casualties to survivors. Other village buildings offer better shelter and facilities for survivors and with this in mind the Church Hall may be more usefully considered as a temporary mortuary or storage for property.

CHURCH HALL KEY-HOLDERS

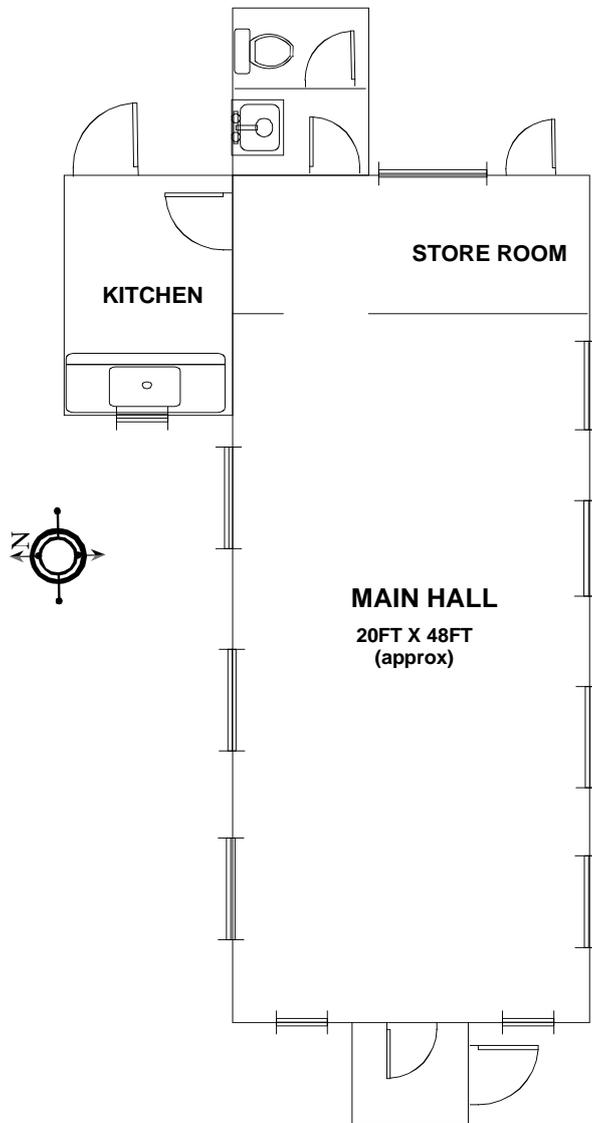
		Home Phone	Mobile Phone
1.	Isobel Brooks White Cottage, Carter's Lane, Henham	01279 850 354	07981 827 547
2.	Annabel Cottam Glebeside Cottage, Carter's Lane, Henham	01279 850 257	

CHURCH HALL KEY-HOLDER RESPONSIBILITIES

Actions of **first** key-holder on receiving emergency notification from Village Co-ordinator or police, etc.

- ◆ Inform the other key-holders by phone and request that all go to The Church Hall unless informed to the contrary. (Do not delay if any of the others are not immediately available). Take a mobile phone if one is available and phone battery charger, but try to avoid using a vehicle if at all possible.
- ◆ Assume that the building is going to be used by the emergency services for a specific purpose until informed to the contrary.
- ◆ Inform the Village Co-ordinator when the hall is open and ready for use.
- ◆ Attempt to keep Carter's Lane clear of parked cars, especially the approach to the hall.

Sketch Plan of the Church Hall



VILLAGE HALL



DESCRIPTION

The Village Hall is situated on the south side of the High Street. It is set back about 30 yards off the road about 500 yards east of the junction with Crow Street. It is a single story building, built in 1928 and is in a good state of repair.

It has a small recently renovated kitchen with hot and cold water supplied by a mains gas boiler and a large industrial gas cooker and oven. In addition, there is a refrigerator, 50 cups and saucers and three kettles. There is central heating in the main hall, good lighting and supply of electric points. Subject to proper installation, a portable generator could be used to run basic lighting, etc. in the event of a loss of electrical supply.



It is equipped with about 120 chairs and 18 tables.

Parking facilities are available at the front approach for about 10 -12 cars on a gravel-surfaced car park which is about 25 yards long by 10 yards wide. However, there are adjacent grass verges about 25 yards deep, where other large vehicles may be parked in an emergency depending on the state of the ground.

POSSIBLE USE

The open nature of the building, its equipment and a heating system lends itself for consideration as a forward reception area for minor casualties or other persons requiring shelter in the short term.

In the event of emergency there will be a central land line phone available

Phone number 01279 850226

VILLAGE HALL KEY-HOLDERS

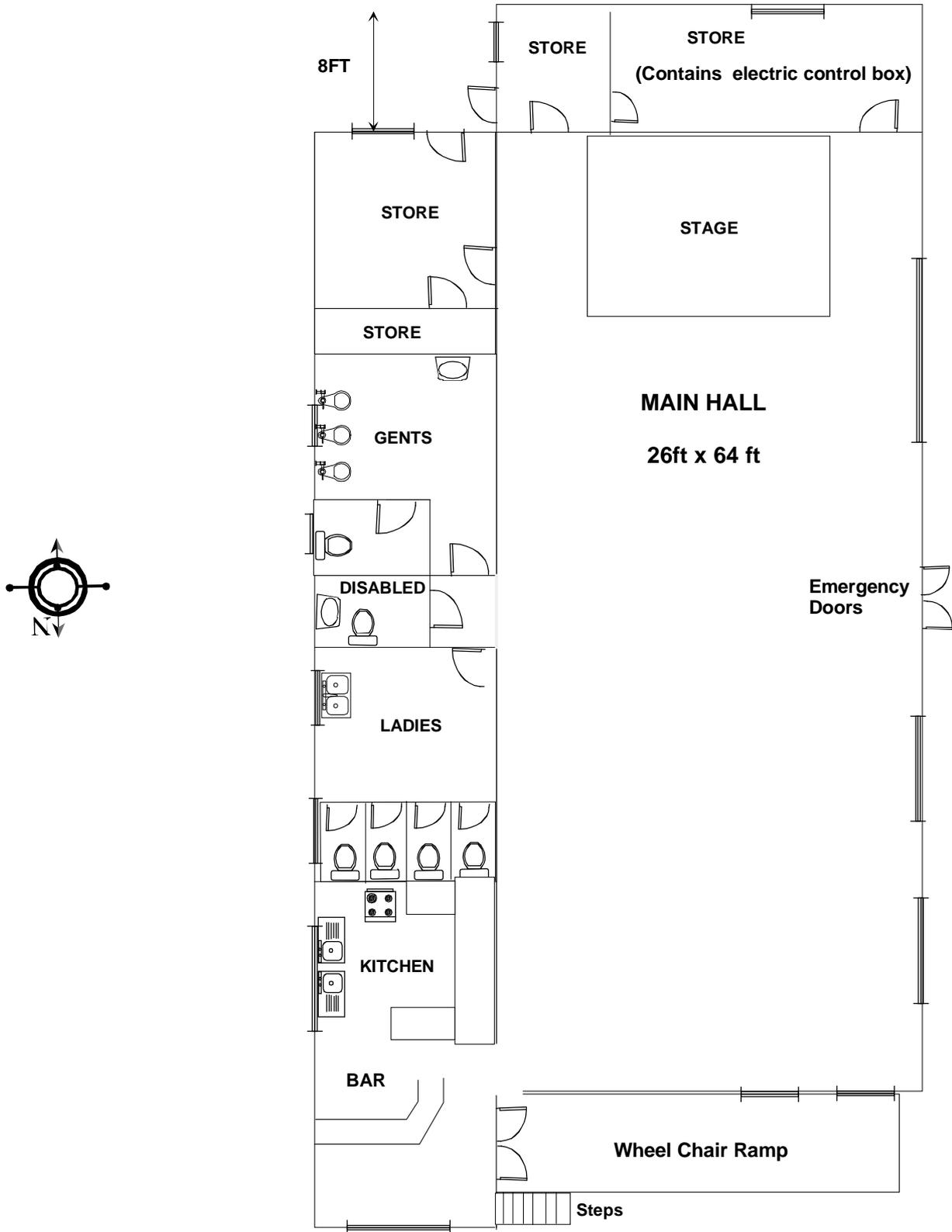
		Home Phone	Mobile Phone
1.	Pauline FOSTER 36, Mill Road, Henham.	01279 850 610	07714 363 023
2.	Jane FORROW Wyndene, Henham Road	01279 815 690	
3.	Jenny KODESH 3 Chickney Road, Henham	01279 850 491	

VILLAGE HALL KEY-HOLDER RESPONSIBILITIES

Actions of **First** key-holder on receiving emergency notification from Village Co-ordinator or police etc.

- ◆ Inform the other key-holders by phone and request that all go to The Village Hall, unless informed to the contrary. (Do not delay if any of the others are not immediately available). Take a mobile phone if one is available and phone battery charger, but try to avoid using a vehicle if at all possible.
- ◆ Assume that the building is going to be used by the emergency services for a specific purpose until informed to the contrary. If it is to be used, a member of the Emergency Services will be posted to the hall.
- ◆ Inform the Village Co-ordinator when the hall is open and ready for use.
- ◆ Attempt to keep car park at the front clear of parked cars other than emergency services.

Sketch Plan of Village Hall



PLEDGDON HALL/BARN



DESCRIPTION

Pledgdon Hall is private premises situated on the north side of Mill Road, the B1051, Elsenham to Thaxted Road, about half a mile east of the junction with Mill Lane and is part of a farm complex.

The premises (pictured above) is a converted barn measuring about 80 feet by 30 feet used for functions. It has furniture to seat about 180 people, suitable toilets, heating and two food distribution rooms equipped with cookers. It has a fitted generator for use in the event of a loss of electrical supply.

It has a good size car park suitable for heavy vehicles and an adjacent field which can be used as an overflow in suitable conditions. On the other side of the road, opposite the hall, there is a large warehouse type property which stores cars for Stansted Airline passengers. This could be utilised by the Emergency Services for various purposes subject to approval from Mr. SMITH.

POSSIBLE USE

It is suitable as an emergency reception area, subject to the permission of the owner, Mr. SMITH and also as a rendezvous point, (see page 44).

KEY-HOLDER AND OWNER

Mr. Bob **Smith** - 01279 850 337

THE COCK PUBLIC HOUSE



DESCRIPTION

The Cock is situated in Church Street, opposite St Mary's Church at the west side of the village. It is of an average size for a village public house with four bar areas. It has a commercial kitchen commensurate to its size, capable of supporting a moderate restaurant trade. It has a good size car park at the rear, which is capable of parking 30 - 40 cars.

POSSIBLE USE

This building would be suitable as a forward reception centre for minor casualties and persons requiring shelter. However, depending on the nature of the emergency, number of casualties, etc., the school and village hall might be considered more suitable for this purpose and an alternative use might be as an RVP for representatives of the media.

THE COCK KEY-HOLDERS

Ms. M. Pimblett Pub 01279 850 347

THE COCK KEY-HOLDER RESPONSIBILITIES

Bearing in mind that this is a commercial enterprise, on being informed by the Police/Village Co-ordinator of the existence/nature of an emergency, to offer assistance in any manner the landlord/lady feels able.

ST MARY'S CHURCH



DESCRIPTION

St Mary's Church is situated in Church Street at the western end of the village. It seats approximately 200+ people.

POSSIBLE USE

Subject to the type of emergency, the Church could be employed in the short term in a variety of roles, but as its primary function is pastoral it probably should remain as such.

THE CHURCH KEY-HOLDERS

		Home Phone
Revd Gary Townsend	The Vicarage Carters Lane, Henham	01279 850 281
Richard. Peake	1, Hall Close, Henham	01279 850 374
Jackie Bishop	Foxwood High Street	01279 850 144

ST MARY'S CHURCH - KEY-HOLDER RESPONSIBILITIES

No specific responsibilities.

HENHAM COMMUNITY VILLAGE SHOP

The shop is situated on the south side of the High Street about 150 yards east of the junction with Crow Street.

Since late 1998 it has been run by community volunteers. It is only a small concern and carries a limited stock of general groceries. If required, in the event of an emergency it could be opened by -

		Home Phone
Linda Peake	1, Hall Close, Henham	01279 850 374

POSSIBLE RENDEZVOUS POINTS WITHIN THE VILLAGE

(not in any order of priority - see map on page 7 for locations)

1. HENHAM LODGE

Description

Henham Lodge is a major farm in the parish covering a substantial acreage. It is situated at the eastern end of the parish on the Chickney Road, about half a mile east of the centre of the village. It is accessible via a tar macadam single track road about 2/3rds of a mile long. Passing vehicles would have to use the grass verges. Another track leads west from the farm, through the fields and enters the village near The Cock Public House. Heavy vehicles normally use this as access to the farm, thus a one way system of access and egress could be implemented.

The tar macadam farmyard is large enough to accommodate many heavy and other vehicles.

Contact point

Mr. Tim **SMITH** on 07855 806403

2. PARSONAGE FARM

Description

Another major farm in the village, again covering a substantial acreage. It is situated at the west end of the village and the entrance is almost opposite The Cock public House in Church Street.

The concrete farmyard is large enough to accommodate many heavy and other vehicles

Contact point

Mr. James **PIMBLETT** on 01279 850 150

3. SAFFRON WALDEN RUGBY CLUB

Description

Situated on the Chickney Road at the extreme east of the parish the rugby club has a good sized car park suitable for heavy vehicles, plus a large grassed area containing a number of rugby pitches. It has a good sized club house.

Contact point

None

4. PLEDGDON HALL

Description

Situated on the north side of the B1051, Elsenham to Thaxted Road, about half a mile east of the junction with Mill Road, Pledgdon Hall is part of a farm complex. It is used for functions and has a good size car park suitable for heavy vehicles and an adjacent field which can be used as an overflow in suitable conditions. It is also suitable as an emergency reception area, subject to the permission of the owner, (see page 33)

Contact point

Mr. Bob **SMITH**, owner on 01279 850 337

5. WOODEND GREEN

Description

This is a large communal rectangular grass area covering the size of about one and a half football pitches. It is situated on the south side of the High Street about 300 yards east of Crow Street. It has a tar macadam road on its west side and a gravel track on the east.

Contact point

None, but advisable to consult Chairman of Parish Council first.

6. MILL POND NURSERY

Description

A wholesale nursery situated on the east side of Mill Road, opposite the Mill House and adjacent to **RVP 3**. It is owned by a company called 'Planeteria' and has a very large car park (possibly an acre or more in size), well suited for heavy vehicles. Note it has automatic gates which need to be released before access can be gained

Contact Point - Mr Phil **Anderson** 0845 505 3333

STANDING WATER

There are a number of supplies of standing water within the village, the approximate locations of which are shown on the map of the parish on page 7.

- W1** A large fishing lake/reservoir situated north east of the village on Henham Lodge Farm. Accessible to heavy vehicles depending on ground conditions.
- W2** A former moat on the western outskirts of the village. Accessible to vehicles.
- W3** A largish pond/lake situated at Henham Lodge Farm buildings.
- W4** Three smaller ponds (seasonal?) on Henham Lodge Farm
- W5** A 4 1/4 acre lake - part of Pledgdon Farm - accessible to vehicles.

Additionally, there are a series of smaller ponds in the village, mainly in the High Street. The supply from these depends very much on prevailing weather conditions.

EQUIPMENT WITHIN THE VILLAGE

A detailed list of equipment has been withheld from this document owing to concerns about such a list falling into the wrong hands.

Suffice to say that within the village we have a good supply of tractors, trailers and off-road vehicles, heavy plant/earth moving equipment, portable cutting equipment, portable power saws, an assortment of generators, off-road fork lift and other items.

A list of such equipment will be retained by the Village Co-ordinators.

It is to be stressed that requests for use of such equipment must emanate from the Incident Officer. It is also suggested that the request be supported in writing in order to support any possible subsequent insurance claim arising from the use.

QUALIFICATION, SKILLS AND TALENTS WITHIN THE VILLAGE

MEDICAL

Doctors

The Elsenham Surgery practice in Station Road, Elsenham (01297 814 730) between 8.00am and 7.00pm, thereafter all Uttlesford doctors subscribe to The Emergency Doctor Services (T.E.D.S.) on 01371 877 410.

Nursing Experience

(Please note that none currently work professionally)

Chris **Wallington** 6, Vernons Close, Henham - 01279 850 552

Jill **Smales**, 3 Wrights Piece, Henham – 01279 850 541

First Aid

Angela **Tucker**, Tucker's Cottage, The Row, Henham - 01279 850 406

Isobel **Brooks**, White Cottage, Carter's Lane, Henham - 01279 850 354

Alan **Green**, 8, Pimblett Row, Henham, - 01279 850 142

INTERPRETING

(at various levels of expertise)

Gretchen **White**, The Willows, Church Street, Henham - 01279 850 305 - Dutch, French, Spanish, German

Hilda **Thompson**, West View, Cambridge Road, Ugley - 01799 543 414 - German

Michael **Thompson** (as above) - French

Mareike Dacey Bell Meadow End, High Street – 01279 851 185 German

Morna **Limer**, 1 Wrights Piece, Henham, - 01279 850 208 - French and German

Erik **Bonino** Springfield Lodge, Henham 01729 850 985 - Italian

OTHER VOLUNTEERS

R **Wallington**, 6, Vernons Close, Henham - 01279 850 552.

Fiona **Price**, 58, Mill Road, Henham, - 01279 850 904

James **Pimblett**, Parsonage Bury, Church End Elsenham - 01279 850 150

PASTORAL

CHURCH OF ENGLAND

Henham & Elsenham

Revd. Gary **Townsend**, The Vicarage Carters Lane, Henham – 01279 850 281

Anna **Hicks**, Old Franks, High Street, Elsenham – 01279 814 285

OTHER DENOMINATIONS/RELIGIONS

Catholic

Father John **Garrett**, Catholic Church, High Lane, Stansted - 01279 814 349

Jewish

Rabbi Ms Irit **Shillor** 01279 432 503

Islamic

Herts and Essex Islamic Cultural Centre, South Mill Road, Bishops Stortford, 01279 655 615

HENHAM PARISH COUNCILLORS

Role of Councillors and Call-out Procedure

Much depends on the nature and place of the emergency as to the response required of Parish Council members, both initially and in the longer term.

The Chairman will be informed by the Village Co-ordinator **as a matter of priority** and a course of action decided upon. Should the Chairman not be immediately available, the Vice Chairman will be contacted and so on down the list as necessary.

The person first contacted will be responsible for initiating the system of informing other members, either personally or by sharing the calls with another member.

Should council members be required to meet immediately, they will do so at the Surgery at OSCA in Crow Street. Please avoid bringing cars if at all possible unless otherwise directed.

If the Chairman or other member receives first notification of an emergency requiring a village response, then that person will inform the Village Co-ordinator.

Cllr. Nick. Baker (Chairman)	Ham Cottage, Wood End Green	01279 850 745	07957 610 236
Cllr Karen George-Lafferty (Vice Chairman)	4 Church Street, Henham	01279 850 180	
Mrs Mareike Dacey (Clerk)	Bell Meadow End, High Street	01279 851 185	
Cllr. Simon. Lee	Meadow View, Crow Street	01279 850 720	07796 938 361
Cllr Jon Bawden	2 Pimblett Row	01279 850 427	
Cllr Mark Fisher	Barley House, High Street	01279 851 953	
Cllr Fred Frindle		01279 850 339	
Cllr Gary LeCount	Cott Moor, Old Mead Road		07836 346 717
Cllr Amanda Malins	White House, Pledgedon Green	01279 850 777	
Cllr David Marshall			

NEIGHBOURHOOD WATCH

The Neighbourhood Watch team in Henham is a valuable resource both in terms of having their own communication system and in their willingness to volunteer services. As individuals, they are strategically spread through the village and their deployment in an emergency situation much depends on the nature of the emergency. For example, they would be ideal in passing information quickly in cases of a threat from a chemical spillage or in relation to a missing child.

In the event of an emergency the watch co-ordinator would be informed by the Police or Village Co-ordinator and necessary action taken as required.

Home

Nick **BAKER**

Ham Cottage Woodend Green, Henham

01279 850 745

(Co-ordinator)

HENHAM VILLAGE FACEBOOK GROUP

A useful group for Henham residents can be found at <https://www.facebook.com/groups/1515599415363184/>

The group is open to all Henham Residents to post Henham related events.

BRIEFING THE PARISH

The following actions have been taken in order to prepare individuals regarding roles and responsibilities.

- Personal briefing to the Parish Council and each member to have a personal copy of the plan.
- Personal briefing to Village Co-ordinator to have a personal copy of the plan.
- Copies of the plan to each of the first key-holders of the Village Hall, OSCA, Church Hall and School.
- Copies of relevant pages of the plan to each key-holder of a building named in the plan with a covering written resume of the plan.
- Article in the village magazine (The Dragon), which goes to each household stating the plan has been prepared and that a copy can be viewed in the Post Office, together with a resume of the plan, who the village co-ordinators are and where they will be found in an emergency, where to go if they wish to volunteer help, (rather than to the scene) and advice about not causing obstruction to access and egress to the scene.
- Copies of the plan to the three Emergency Services and to the Uttlesford Emergency Planning Officer.
- Copy of plan to the Neighbourhood Watch Co-ordinator
- Copies of plan (2) to the Clerk to the Parish Liaison Sub-Committee 3.
- Page on the Henham web site, www.henham.org reiterating the article in village magazine as detailed above.

USEFUL TELEPHONE NUMBERS

A full list of useful numbers is available on www.henham.org

UTTLESFORD DISTRICT COUNCIL

01799 510 510, - fax 01799 510 550

ESSEX COUNTY COUNCILLOR

Ray **GOODING** - 01279 813 103

UTTLESFORD DISTRICT COUNCILLORS

UTTLESFORD EMERGENCY PLANNING OFFICER

Lisa **LISCOMBE** 01799 510 624 (Mobile - 07976 071 836) - Fax: 01799 510 550.

Out of hours - 01799 510 510.

WOMEN'S ROYAL VOLUNTARY SERVICE

Call via Uttlesford Emergency Planning Officer or Incident Officer

RED CROSS

Call via Uttlesford Emergency Planning Officer or Incident Officer

NEIGHBOURING PARISHES

Mrs. Ruth **Clifford**, Clerk to the Parish Liaison Committee, Stansted Council Offices, Grafton Green House, 72, Chapel Hill, Stansted Mountfitchet - 01279 813 214

EMERGENCY SERVICES

Essex Fire Service - Harlow (West Division) - 01279 420 841

Essex Fire Service, Braintree, Essex, 01376 349 339

Police Chelmsford HQ – 0300 333 4444

Police Stansted Airport - 01279 680 278

DISTRIBUTION OF COPIES OF PLAN

Number	Location
4	Village Incident Box
1	Post Office
10	Chairman, Clerk and Members of Parish Council
4	Village Co-ordinator
1	Local Essex County Councillor
4	First key-holders of OSCA, School, Church Hall and Village Hall
1	Officer-in-Charge Essex Police at Stansted
1	Officer-in-Charge Essex Police at Stansted Airport
1	Uttlesford Emergency Planning Officer, Council Offices, London Road, Saffron Walden, Essex, CB11 4ER (via email pdf)
1	Emergency Planning Officer Essex Police, Essex Police Headquarters, Chelmsford 0300 333 444 (via email pdf)
1	Emergency Planning Manager, Essex Ambulance Service, Ambulance HQ, Broomfield, Chelmsford, Essex, CM1 7WS, 01245 443 344 (via email pdf)
1	Locality General Manager, Harlow Ambulance Station, Wych Elm Hamstel Road, Harlow, CM20 (01279 697 900) (via email pdf)
1	Emergency Planning Officer, Essex Fire Service, Fire Station, Railway Street, Braintree, Essex, CM7 3JD (01376 349 339) (via email pdf)
1	Officer in Charge Stansted Fire Station
1	Mrs. Ruth Clifford, Clerk to Sub-Committee 3, Parish Liaison Committee, Council Offices, Grafton Green House, 72, Chapel Hill, Stansted Mountfitchet CM24 BAQ
10	Neighbouring Parishes