



EMERGENCY PLAN & COMMUNITY RESILIENCE POLICY

Author	Amended	Adopted	Summary of amendments
Ross Gurney		238/25 Full council April 2026	➤ Policy was adopted.



1. Purpose

This Policy sets out how Tiptree Parish Council will prepare for, respond to, and support recovery from emergencies affecting the parish.

The Council recognises that it is not a Category 1 responder under the Civil Contingencies Act 2004. Strategic emergency response rests with central government, emergency services, and principal authorities.

The Parish Council's role is:

- Community coordination
- Local communication
- Welfare signposting
- Provision of facilities (where appropriate)
- Protection of parish assets
- Supporting community resilience

2. Scope of Emergencies Covered

This Policy applies to:

1. Severe weather (storm, snow, heatwave)
2. Surface water or watercourse flooding
3. Extended power or utility outage
4. Major fire
5. Public health incident
6. Environmental pollution
7. Civil unrest
8. Prolonged national disruption or international conflict impacts

3. Activation of the Plan

The Plan may be activated by:

- Parish Clerk
- Chairman
- Vice Chairman



- Request from emergency services
- Colchester City Council
- Essex County Council

Upon activation:

1. Incident log opened
2. Key members notified
3. Risk assessment undertaken
4. Communications issued (if appropriate)

4. Roles and Responsibilities

Chairman

- Political lead
- Liaison with principal authorities

Parish Clerk

- Operational lead
- Incident coordination
- Communications control
- Record keeping

Councillors

- Community liaison
- Reporting issues
- Welfare contact (if safe to do so)

No member or volunteer shall place themselves at personal risk.

5. Emergency Scenarios & Response Framework

5.1 Flooding & Severe Weather

Includes:

- Watercourse overflow
- Culvert collapse



- Surface water flooding
- Fallen trees
- Infrastructure damage

Parish Role:

- Report to Environment Agency / Highways
- Close unsafe parish land
- Issue resident updates
- Support welfare checks

5.2 Extended Power or Utility Failure

Where outage exceeds 12–24 hours and impacts vulnerable residents.

Parish Actions May Include:

- Opening a Community Assistance Point
- Providing warm space (if safe)
- Coordinating volunteer welfare checks
- Signposting official updates

5.3 Civil Unrest / Local Conflict

Includes:

- Localised disorder
- Protest escalation
- Threats to parish staff or property
- Significant public meeting disruption

Parish Role:

- Immediate liaison with Police
- Securing parish buildings
- Suspending public access if necessary
- Controlled communications
- Protecting staff safety

The Parish Council does not undertake enforcement functions.



5.4 Prolonged National Disruption / Conflict Impact

Recognising potential impacts such as:

- Fuel shortages
- Energy disruption
- Supply chain breakdown
- Cyber incidents
- Increased safeguarding concerns
- Arrival of displaced persons

Parish Role:

- Provide local information hub
- Support community cohesion
- Provide venues if requested
- Coordinate volunteers
- Signpost official government guidance

Strategic response remains with UK Government and principal authorities.

6. Community Assistance & Humanitarian Support

6.1 Community Assistance Points (Aid Stations)

The Council may designate suitable buildings as temporary assistance points for:

- Welfare support
- Information updates
- Warm space
- Device charging
- Distribution of supplies (provided by statutory authorities)

The Parish Council will not independently establish medical facilities or rationing schemes.

6.2 Food Distribution Support

In the event of supply disruption:



The Council may:

- Provide venue space
- Coordinate volunteers
- Support communication
- Liaise with local producers, retailers, and foodbanks

The Council shall not operate independent rationing systems without coordination.

6.3 Temporary Shelter Provision

Where residents are displaced, the Parish Council may:

- Provide access to suitable community buildings
- Support rest centre setup under district authority direction
- Assist with volunteer coordination

Insurance and safeguarding requirements must be satisfied prior to activation.

7. Community Resilience & Food Security Strategy

The Council recognises the importance of long-term community resilience.

The Council may:

- Protect and expand allotment provision
- Identify land suitable for community growing
- Support local food initiatives
- Map parish resilience assets
- Develop volunteer resilience networks

This forms part of the Council's forward planning rather than emergency rationing.

8. Volunteer Resilience Network

The Council may maintain a confidential register of volunteers willing to assist in emergencies, including:

- Welfare checks
- Transport assistance
- First aid
- Distribution support



- Professional skills

All data shall be managed in accordance with data protection legislation.

9. Communications Protocol

Only the Chairman or Parish Clerk may issue official emergency communications.

Communications shall:

- Be factual
- Avoid speculation
- Signpost official agencies
- Promote community calm

Social media shall be monitored and inflammatory content addressed appropriately.

10. Business Continuity

Where council operations are disrupted:

- Remote working may be activated
- Emergency expenditure may be authorised under delegated powers
- Essential services prioritised

11. Supplies & Equipment

The Council may maintain modest emergency support equipment, such as:

- Blankets
- Torches
- Portable radios
- First aid kits
- High visibility clothing
- Printed contact lists

The Council shall not stockpile fuel, medical supplies, or large food reserves without formal authorisation.

12. Safeguarding & Legal Position

The Council acknowledges that:



- Emergency services retain operational command
- District and County authorities retain statutory welfare duties
- The Parish Council provides supplementary community support only

All actions must remain lawful, proportionate, and within council powers.

13. Review & Training

- Policy reviewed annually
- Councillor briefing every 12 months
- Tabletop exercise recommended every 2 years



APPENDIX A – EMERGENCY CONTACT LIST TEMPLATE

(To be completed and updated quarterly — Confidential)

1. Key Internal Contacts

Role Name Mobile Email Notes

Chairman

Vice Chairman

Parish Clerk

Deputy / Admin

2. External Statutory Contacts

Organisation	Contact Number	Email / Portal Purpose
Police	999 / 101	Serious incident
Fire & Rescue	999	Fire / rescue
Ambulance	999	Medical emergency
Essex County Council	Emergency Planning Team	County coordination
Colchester City Council	Emergency Team	District support
Environment Agency	Floodline 0345 988 1188	Flood/pollution
UK Power Networks		Power outage
Anglian Water		Water disruption

3. Utility & Infrastructure Contacts

(Add local contacts where available)

- Gas Network Emergency
- Telecom provider
- Highway maintenance contractor
- Parish contractors
- Tree surgeons



APPENDIX B – RISK MATRIX

Purpose

To assess likelihood vs impact and prioritise preparation.

Risk Scenario	Likelihood	Impact	Risk Level	Priority Action
Surface water flooding	High	High	Critical	Flood response plan
Severe storm	High	Medium	High	Tree & asset checks
Power outage	Medium	High	High	Warm space plan
Civil unrest	Low–Medium	Medium	Moderate	Police liaison
Prolonged national disruption	Low	High	Moderate	Resilience activation

Risk Rating Guidance

- Low = Monitor
- Moderate = Prepare
- High = Plan & Mitigate
- Critical = Immediate readiness required

This matrix should be reviewed annually by council.

APPENDIX C – BUILDING SUITABILITY CHECKLIST

(For use when designating Aid Stations or Temporary Shelter)

Before activation, confirm:

1. Physical Requirements

- Heating system operational
- Electricity functioning
- Toilet access
- Disabled access
- Parking availability
- Safe fire exits
- Insurance covers emergency use

2. Operational Requirements



- Keyholder identified
- Risk assessment completed
- Safeguarding risk assessed
- First aid provision available
- Volunteers assigned

3. Equipment Required

- Chairs / tables
- Water supply
- Power extension leads
- Charging station
- Basic first aid kit
- Emergency contact list posted



COVERING REPORT FOR FULL COUNCIL

(To justify adoption of the enhanced policy)

REPORT TO FULL COUNCIL

Subject: Adoption of Emergency Plan & Community Resilience Policy

1. Background

Recent national events and climate-related incidents have demonstrated the importance of local community preparedness.

Parish councils are increasingly expected to support coordination and communication during emergencies, even though statutory responsibility remains with principal authorities.

2. Legislative Context

Under the Civil Contingencies Act 2004:

- The Parish Council is not a Category 1 responder
- Emergency services and principal authorities retain operational control

However, parish councils play a critical supporting role in:

- Community coordination
- Venue provision
- Volunteer mobilisation
- Local communication

3. Purpose of the Policy

The policy:

- Establishes clear governance around emergency response
- Defines roles and responsibilities
- Sets boundaries for parish involvement
- Introduces structured community resilience planning
- Covers both immediate emergencies and prolonged disruption

Importantly, it prevents ad hoc decision-making during crisis events.

4. Why This Level of Planning Is Appropriate for Tiptree



Tiptree contains:

- Significant open spaces
- Watercourses and flood risk areas
- Community infrastructure
- Vulnerable residents
- Active local engagement

Risks include:

- Flooding
- Severe weather
- Power disruption
- Supply chain failure
- Social tension during crisis periods

Proactive planning reduces confusion and improves coordination.

5. Financial Implications

Costs are minimal and primarily involve:

- Printing
- Basic emergency equipment
- Possible building preparation costs

No large capital expenditure is required unless formally approved.

6. Recommendation

It is recommended that Full Council:

1. Adopts the Emergency Plan & Community Resilience Policy
2. Approves the appendices as supporting operational documents
3. Delegates authority to the Chairman and Clerk to activate the plan when required