**BRAMPTON COMMUNITY EMERGENCY RESPONSE PLAN (**VERSION 11: Updated January 2024

**HDC Duty Emergency Manager Day** 01480 388635

**(Night via CCTV Control Room** – 01480 434167 **Flood-line Quick Dial 24hrs** – 312230

**Flood line for advice** 0345 9881188

**Brampton Parish Council** – Chairman 01480 411653

**Clerk Brampton Parish Council** – 01480 454441

07393 531817

**Brampton Memorial Hall Contact**  01480 453922

**Assistant Clerk** - 01480 454441

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. The risks identified by the Brampton Emergency Response

Group (BERG) members are included; namely:

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 because 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 or normal working hours, the HDC Duty Engineering Manager will contact one of the Emergency contacts shown below; who will then open 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.

Emergency contacts; call out to Parish Council for access to Memorial Centre

• John Childs Councillor 01480 453922

• Tess Rogers Clerk 07393 531817

• Alan Mellor Chairman 01480 411653

• Matty Pond Asst Caretaker 07597 325925

Once the Emergency Rest Centre is open, the alarm will need to be turned off by insetting 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 Thrapston Road, by the car park entrance, to advise the village accordingly.

Members of the Parish Council, who subsequently report to the Emergency Rest Centre, have their individual name badges to utilise 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 Councilors 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 Councilors 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 are stored in the cupboard in the main hallway, chairs are available in both halls: and a possible layout for utilisation of the various rooms in the BMC is shown in Annex A.

The sports changing rooms (male and female) can be utilised 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 and in the kitchen of the Centre.

The office and halls have internet connectivity if it is needed. There is no standby power available in the BMC 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 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 utilised.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Emergency Contractor Contacts | | | | |
|  |  |  |  |  |
| 1 | Glazing | • | R A Baker | 01733 344177 |
|  |  | • | Able Group UK | 0800 051 8701 |
|  |  |  |  |  |
| 2 | Internal Electrics | • | Alyn Thompson | 07727 191535 |
|  |  |  |  |  |
| 3 | Floodlights & O/side | • | K&M Lighting Services | 01480 395806 |
|  |  |  | Maurice Buck | 07530 509529 |
|  |  |  |  |  |
| 4 | Plumbing & Heating | • | Blue Flame | 01480 354848 |
|  |  |  | Darren | 07850 087967 |
|  |  |  |  |  |
| 5 | Gas Leak | • | British Gas | 0800 111 999 |
|  |  |  |  |  |
| 6 | External Electrics | • | Powergen, Ipswich | 0800 783 8838 |
|  |  |  |  |  |
| 7 | Water Services | • | Anglian Water | 08457 145145 |

All this information is to be promulgated in the Brampton village magazine, and on the Parish Council web site, on an annual basis 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 Cambridgeshire Local Flood Risk Management Strategy 2021-2027 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 Councilor (on the advice of the Parish Councilors 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, if receipts for the items are kept, any repayment will be met.

Insurance. Any Parish Councilors 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*

Alan Mellor Chairman

Brampton Parish Council

Annexes:

1. Brampton Emergency Response Centre – Floor Layout.
2. Brampton ERP Flow Chart of Actions.

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

ANNEX A TO

BERP VERSION 11

DATED January 2024

BRAMPTON EMERGENCY RESPONSE CENTRE – FLOOR LAYOUT



