



**BRENTWOOD
BOROUGH COUNCIL**

Brentwood Borough Community Risk Register & Emergency Preparedness Guidance



ECPEM
ESSEX CIVIL PROTECTION & EMERGENCY MANAGEMENT



Introduction

This Community Risk Register (CRR) provides information on the potential hazards that could affect the Borough of Brentwood. Together with an assessment of how likely, they are to occur and the potential impacts if they do. This includes impacts to communities, the environment and local business.

Purpose



This document was created to educate the local community about potential risks in Brentwood. Therefore, you can consider methods to be better prepared to protect your homes, communities and businesses.

The CRR helps Brentwood Council to make decisions on Emergency Planning and Business Continuity projects. Placing us in the best place to respond and recover.

The overall aim is to develop emergency response and recovery capabilities to enable Brentwood Council to respond to any potential emergency incident.

Scope of the CRR



The CRR does not aim to assess every single risk. Only those risks, which are most likely to occur, and the impact they would have across the Borough. We use the Essex Resilience Forum (ERF) CRR as a guide to influence our own risk decisions.

The process only includes non-malicious events i.e. hazards, rather than threats i.e. terrorism. Specific hazard information is also not detailed in the CRR.

Risk Management Process

This CRR follows the industry standard Risk Management cycle.

We place each hazard in a local context and evaluate its impacts against economic, geographical and demographical factors, whether the risk has occurred previously and what controls are in place to minimise the risk.

Risk Identification

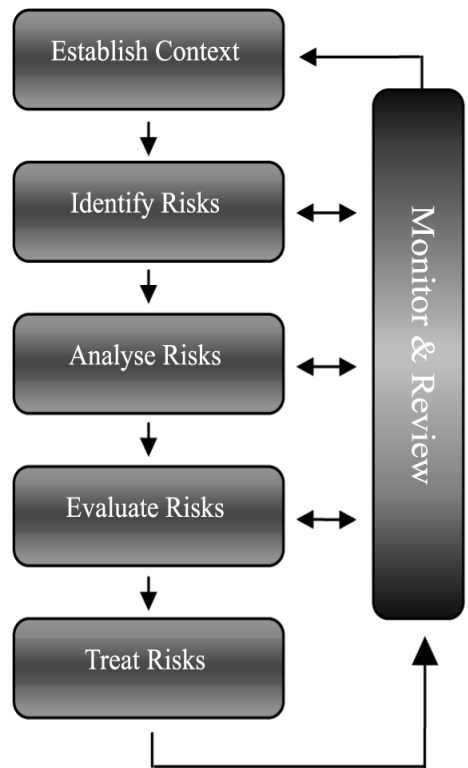
We have grouped the risks into four main categories: Severe Weather, Notifiable Diseases, Major Accidents and Business Continuity Incidents.

Risk Analysis

We have analysed each risk against the probability of it occurring and its impact.

Probability is the likelihood of an incident relating to the risk happening over the next year. This is based upon historic occurrences of the risk.

Impact is a measure of the severity of threat. It looks at the impacts on health, the economy, the environment and our communities.



Risk Evaluation

Each risk is evaluated against any existing or potential future control measures introduced to minimise or mitigate the risk.

Risk treatment

Based on the overall score of the risk and its position in our Risk Matrix, we decide on a way to reduce each risk to an acceptable level.

Monitoring and Review

All risks in the CRR are reviewed dynamically as changes occur.



Emergency preparedness and response planning in Brentwood Council follows a simple continuous cycle as established in the Civil Contingencies Act 2004 (CCA).

Mitigate

- Assess and understand the risks; how are they caused? What impact do they have on our local communities, economy and environment? Can we work in partnership with other organisations to reduce the likelihood of the risks occurring or lessen the impact?

Preparedness

- Develop appropriate incident response and recovery plans
- Establish multi-agency links with partners
- Conduct multi-agency training and exercising

Response

- Adopt multi-agency Command & Control procedures
- Produce public communications for Warning & Informing

Recovery

- Re-house displaced persons
- Coordinate humanitarian assistance
- Facilitate the economic, environmental and social redevelopment of the areas affected

Brentwood Profile

To understand why some threats present higher risks than others do in Brentwood, we need to first analyse the profile of the Borough. These social, economic and geographical factors influence how we can prepare and manage incidents in the Borough.





Brentwood is situated in the southwest of Essex approximately 18 miles from London.

Infrastructure

Brentwood features an excellent transport network with the M25, A12 and A127 trunk roads located in the Borough. In addition, there is rapid rail links with London and East Anglia.

The Borough is adjacent to the flight paths of air traffic to and from London Stansted and London Docklands and also has three private airfields.

While over 50% of the resident workforce commute daily into London.

The Borough has a thriving economy and is home to large companies such as Ford UK and BT. There is also a number of small to medium local enterprises scattered throughout the Borough.

The Borough has 38 schools, 24 primary, six secondary, seven independent and one special-needs school.

Demographics

The resident population is approximately 73,600. 54% workforce is in full-time employment, 14.9% of the workforce is retired, 13.5% in part-time employment and 3.1% are unemployed.

According to the 2011 Census the demographic make up of the borough is approximately 95% white, 2.0 % Black, 2.4 % Asian and 0.6 % Other.

The religious make-up is approximately 68.8% Christian, 21% Atheist with a variety of other faiths and religion not stated making up the remaining 10.2%.

Environment

The Borough contains 1,215 hectares of woodland, three country parks, a large amount of farmland and a number of villages. The Borough also has two Sites of Special Scientific Interest at Curtis Mill Green and Little Warley Common.

Economy

Brentwood has a diverse economy with banking and finance being the dominant sector, followed by the hospitality industry.

In recent years, the Agricultural sector has experienced significant growth through the increased demand for specialist farm shops and suppliers.



Our Risks are Split into four types

- Natural Hazards
- Notifiable Diseases
- Major Accidents
- Business Continuity Disruption

Each risk is scored on Likelihood or the probability of occurrence and the Severity of the Impact.

Probability is split into five scoring categories

1. **Very Unlikely** – Only in exceptional circumstances
2. **Unlikely** – Once every 10 years
3. **Possible** – Once every 5 years
4. **Likely** – At least once a year
5. **Certain** – Multiple times per year

Measure of Severity or Impact

1. **Negligible** – Minimal effect on the Borough
2. **Slight** – Minor effect on the Borough
3. **Moderate** – Moderate effect on the Borough
4. **Major** – Major effect on the Borough
5. **Catastrophic** – Devastating effect on the Borough

Treatment scores

Minimal – Should be monitored for any potential change

Tolerable – Is planned against as part of Major Incident Plans

Moderate – Should have an Operational Response Plan

Severe – Will generate a large Multi-Agency response

For more detailed information on our Risk Assessment Process, please visit <http://www.brentwood.gov.uk/Community Risk Register>

Severe Weather Events



Severe weather refers to any dangerous meteorological phenomena with the potential to cause damage, serious social disruption and/or loss of human life. The risk posed by these hazards events is either directly or as part of a concurrent secondary hazard for example heat wave conditions resulting in grassland fires.

In Brentwood, our most common severe weather incidents include:

- Excess rainfall resulting in localised flooding
- Ice and snow events leading to transport disruption

Over the coming years, there is the potential that we may see a rise in the frequency and severity of extreme storm events (IPCC 2007).

This could have a major impact on emergency preparedness and resilience planning across Essex and in Brentwood. Organisations such as the Met-Office and Environment Agency now offer early warning systems and advice to local communities about Severe Weather Planning.

For more information and advice please visit:

<http://www.brentwood.gov.uk/emergencyplanning>

Severe Weather Resulting in Strong Gales

Severe weather is a common phenomenon in the UK; however, severe events resulting in the felling of trees and damage to infrastructure are rare. There is the potential that occurrences may increase in line with IPCC Climate Assessment Predictions. Moreover, a large storm with strong gales could result in localised transport disruption and damage to infrastructure.

Likelihood

Possible – Brentwood is subject to minor storm events on a yearly basis, which results in the sporadic felling of trees. An increase in the severity of storm events could lead to an increase in damage to infrastructure and the local environment.

Impact

Slight – Most storm and gale events have minor impacts; however, a large event could lead to significant transport disruption and damage to buildings and communication infrastructure. This may result in minor or isolated disruption to Council activities.

Risk Score

Tolerable – This risk is planned against as part of our Brentwood Major Incident Plan. We utilise the Met Office Hazard Manager service, which enables us to be monitor storm events and conduct preparatory activities including public warning and informing.

Other Controls

- Brentwood Rest Centre Plan
- Brentwood Business Continuity Plan
- ERF Severe Weather Plan
- Close liaison & mutual aid arrangements with neighbouring districts

Severe Weather Resulting in Extreme Cold – Snow & Ice

Prolonged cold weather events have the potential to result in major disruption to the road and rail network. This type of event presents a hazard to vulnerable persons e.g. those requiring daily care.

Likelihood

Likely – There has been a significant increase in the number of cold weather events over the last 5 years. It is probable that this trend will continue in-line with IPCC Climate Assessment Predictions.

Impact

Moderate – A severe cold weather event would have a large affect on the elderly and vulnerable and could present a major obstacle to those providing daily care. It could also result in short-term disruption to Council activities due to a loss of employees.

Any loss of employees, coupled with an increased demand for services, would result in a short-term Business Continuity Incident.

Risk Score

Moderate – This event is planned against in the Brentwood Major Incident Plan and the ERF Severe Weather Plan. We also maintain strong mutual aid links with neighbouring districts and County Council through the ERF.

Controls

- Brentwood Rest Centre Plan
- Brentwood Business Continuity Plan
- Close liaison with ECC Highways
- Met-Office Hazard Manager and Severe Weather Prediction Services
- Undertake Public Warning & Informing through multiple media platforms

Severe Weather Resulting in Heat Wave Conditions

Extreme summer temperatures present a very high risk for the elderly.

Likelihood

Unlikely – Summer temperatures have dropped over the last couple of years with the overall trend moving towards more changeable weather patterns.

Impact

Moderate – This type of event would have a large affect on the elderly and those receiving regular daily care and could place an increased pressure on social care resources.

If prolonged, it could have an effect on Council services.

Risk Score

Tolerable - This risk is planned against as part of our Brentwood Major Incident Plan 2012.

We receive a daily heat-watch bulletins during the summer months, this enables us to be aware of potential events and conduct preparatory activities, including public warning and informing.

Other Controls

- Brentwood Rest Centre Plan
- Brentwood Business Continuity Plan
- Undertake Warning & Informing ERF Severe Weather Plan
- Linked into ERF Multi-Agency training and exercising
- Close working with multi-agency partners i.e. Health
- Close liaison with the Voluntary Sector

Heat Wave Conditions Resulting in Forest and Grassland Fire

The Borough of Brentwood has a significant rural area. Any prolonged period of hot and dry weather increases the potential for forest and grassland fires. In addition, there is also the potential for arson events that have shown a slight increase across Essex since 2010.

Likelihood

Unlikely – There have been no reported forest or grassland fires in the past 5 years; however, with the increase in malicious arson events, this risk still exists.

Impacts

Slight – The impact of this risk is contained to the area of combustion and any neighbouring communities. It would have a minor economic impact on the borough and might result in some very small-scale evacuations.

Risk Score

Tolerable - This risk is planned against as part of our Brentwood Major Incident Plan. We also maintain close relations with Essex County Fire & Rescue to ensure rapid identification of any incident.

Other Controls

- Brentwood Rest Centre Plan 2012
- Brentwood Business Continuity Plan 2012
- Close liaison & mutual aid arrangements with neighbouring districts
- Close liaison and working with multi-agency partners
- Weather monitoring and updates through the Met-Office
- Linked into ERF Multi-Agency training and exercising

Urban River and Surface Water Flooding

Brentwood has four rivers, which pass through the Borough, these all experience some areas of localised flooding during periods of high rainfall.

There are also a number of sites, which experience flooding due to surface water run-off, which, in some special cases could cause disruption to the transport network.

Likelihood

Possible – Brentwood experiences some minor flooding on a yearly basis of both a fluvial; rivers exceeding their capacity and pluvial; excess of surface water run-off. This is usually restricted to small areas; however, a particularly heavy and sustained deluge could result in more large-scale flooding.

Impact

Slight – A severe and widespread flood event would result in the temporary displacement of people, this would require the opening of Rest Centres. Typical flooding in Brentwood requires a minimal response from the Council, usually around the clearing of culverts and rivers on Council-owned land.

Risk Score

Tolerable – This risk is planned against as part of the Brentwood Operational Flood Plan and the ERF Multi-agency Flood Plan. We receive regular bulletins from the EA Flood Warning Service and the Met Office Hazard Manager site. These enables us to be aware of potential flood events and conduct preparatory activities including public warning and informing.

Other Controls

- Brentwood Rest Centre Plan
- Brentwood Business Continuity Plan
- Linked into ERF Multi-Agency training and exercising
- Close liaison and working with multi-agency partners

Notifiable Diseases



A **notifiable disease** is any disease required by law to be reported to government authorities. This collation of information allows the authorities to monitor the disease and provides an early warning of possible outbreaks.

Many governments have enacted regulations for reporting of both human and animal (generally livestock) diseases.

These types of diseases usually manifest themselves in the form of epidemics where the infectious disease spreads through animal and human populations across a large region; for instance multiple continents, or even worldwide in a rapid and uncontrolled manner.

The most prevalent of these in the UK has been the Foot & Mouth epidemic (2001), H5N1 outbreak (2008) and the H1N1 outbreak (2009).

Enzootic Animal Disease

There has not been an outbreak of this type since the 2001 Foot & Mouth outbreak.

Probability

Very Unlikely – This type of event has only occurred once in the last 15 years. The increase in the controls of animal import and exports and the transport of animals around the country has greatly reduced the chances of this type of event occurring again.

Impact

Slight – This type of event led to the widespread slaughter and destruction of animal herds, which resulted in significant losses to dairy and livestock farmers.

The closure of large swathes of the countryside results in an increase in pressure for Environmental Health teams and similar Council services.

Risk Score

Minimal – This risk is planned against as part of the Brentwood Major Incident Plan 2012 and the ERF Animal Disease Plan.

Other Controls

- Brentwood Business Continuity Plans
- Close working with DEFRA
- Linked into continued ERF Multi-Agency training and exercising
- Undertake Warning and Informing activities to local farming communities

Emerging Infectious Disease

There has been no significant outbreak since the H1N1 outbreak in 2009, which killed approximately 500 people nationally. Any pandemic, which rapidly spreads from person-person, will have significant consequences nationally on communities and the economy.

Probability

Unlikely – This has occurred twice in the last 10 years, however, minor outbreaks of similar viral strains continue on a yearly basis around the globe.

Impact

Catastrophic – Any large-scale viral outbreak would have a severely restrict the Council's ability to perform its statutory and critical functions. These pressures would be exacerbated due to the national nature of a viral pandemic. The Social and Health Care system would be rapidly overwhelmed resulting in a widespread humanitarian crisis.

Risk Score

Tolerable – This type of incident is planned against as part of the Brentwood Major Incident Plan and Brentwood Business Continuity Plan.

This type of scenario is also planned against as part of the ERF infectious Diseases Plan, which directly links into the ECC Pandemic Influenza Business Continuity Plan.

Other Controls

- Corporate Business Continuity Plans
- Close links with the National Civil Contingencies Secretariat
- Linked into continued ERF Multi-Agency training and exercising
- Links into global WHO health monitoring

Major Civil Incidents



The Civil Contingencies Act 2004 defines a Major Incident as;
Any emergency situation that has the potential to cause major disruption, affects large numbers of people, causes a substantial amount of damage and/or creates a strain on resources is referred to as a 'Major Incident'.

Within the scope of this Community Risk Register, we define a Major Civil Incident as any hazard which presents a risk to the civilian infrastructure and isn't of a natural origin.

These types of risks albeit on a small scale, are some of the most frequent in Brentwood for e.g. road traffic collisions and fires. However, this document refers to these hazards on a large scale i.e. significant enough to require a Brentwood Emergency Planning Response.

Aviation Crash

There has been small number of aircraft incidents across Essex in the last 5 years involving private light aircraft.

Brentwood is not under the direct flight path for Stansted.

However, the aerial holding area does encompass large parts of the County and therefore there is the slight chance of a potential incident, although none has occurred in the last 10 years.

Probability

Unlikely – There has been a number of small light aircraft crash incidents in the last 10 years. The chance of a major aircraft failing over Brentwood is remote.

Impact

Major – If a large passenger or container aircraft came down over Brentwood, the impact would be severe, especially if it was over a residential area. It would elicit a major multi-agency response and long-term recovery of the affected communities.

Risk Score

Tolerable – The impact from a small light aircraft incident would be minimal, however, Brentwood has three private airfields, therefore, this incident is planned for as part of the Brentwood Major Incident plan. A large incident is also planned against as part of the procedures held by the Emergency Services.

Other Controls

- Essex County Council Civil Contingencies Plan
- Close liaison and working with ERF Multi-Agency partners
- Brentwood Business Continuity Plans
- Brentwood Rest Centre Plan

Rail Crash

There has not been a major rail accident in Brentwood for over 20 years. Most of the train line through the Borough is embanked.

Probability

Very unlikely - there has not been a rail crash in Brentwood for at least 20 years. Most of the rail network through the Borough is embanked and does not pass through heavily populated areas. The highest risk areas are located next to the stations, where trains should be moving at a slower speed.

Impact

Major – If an accident was to occur in a section of the track that is not embanked it could cause significant damage to any infrastructure in that locality. Even a minor incident with minimal damage and loss to life, would result in significant disruption to both the rail and road network.

Risk Score

Minimal – The response to an incident of this nature is planned for by the emergency services and the British Transport Police, as it would be they who would manage and lead any response. Brentwood may be required to support this by providing a number of rest centres and co-ordinate the Voluntary Sector response.

Other Controls

- Brentwood Rest Centre Plan
- Essex County CCA Plan
- ECC Highways Management Plan
- Linked into continued ERF Multi-Agency training and exercising
- Close liaison with the Voluntary Sector

Major Road Traffic Collision

There a number of major roads passing through the borough including M25, A12, and the A127. In addition, Brentwood experiences major traffic flow through Borough, with a large range of cars, lorries and larger vehicles utilising the network.

Probability

Possible – Due to the major roads, which pass through the Borough and the high level of traffic, small-scale road traffic collisions occur on a frequent basis. Very large incidents are rare; however, due to the nature of the road network, the potential for accidents remains high.

Impact

Slight – Due to the way in which the road networks are managed, a major road traffic collision would have a minimal affect on Brentwood Borough Council. We may be asked to open a Rest Centre or co-ordinate a voluntary sector response, however, predominantly this would be managed by the Emergency Services. The major impact would be the ensuing congestion on the rest of the road network, which may lead to Business Continuity disruptions.

Risk Score

Tolerable – this is planned against as part of the Brentwood Major Incident Plan and Business Continuity Plans. In addition, ECC CCA Plan and other Emergency Service procedures plan against and in response to this type of incident

Other Controls

- Close liaison & mutual aid arrangements with neighbouring districts
- Close liaison and working with multi-agency partners
- Close liaison with Essex Highways Department
- Linked into ERF Multi-Agency Training, exercising and awareness

Major Infrastructure Failure

Any large building or transport infrastructure failure would have a major impact on the Council, either in terms of re-housing displaced persons or disruption to the transport network.

Probability

Very Unlikely – This type of major structural failure has not occurred in Brentwood in the last 20 years.

Impact

Catastrophic – Any major building collapse would have a major effect on the Council, we may have to re-house a larger number of persons on a temporary or permanent basis. This would have a major economic effect and require a multi-agency and multi-service level response.

Any major transport infrastructure collapse would result in severe disruption to the network and potentially have a knock on effect any residential properties in the locality.

Risk Score

Tolerable – This type of incident is planned against as part of the Brentwood Major Incident Plan and supported by the Brentwood Rest Centre Plan and Business Continuity Plans. In addition, the Council undertakes regular inspections of all Council owned infrastructure for defects.

Other Controls

- Brentwood Rest Centre Plan
- ECC Highways Management Plan
- Linked into continued ERF Multi-Agency training and exercising
- Close liaison with the Voluntary Sector
- Liaison with Highways Agency

Major Fire or Explosion

Brentwood has a number of small-medium industrial estates, including those that store flammable and potentially explosive substances like fuel, LPG, wood chips, waste-oils and paper.

Probability

Possible – Due to the number of small and medium industrial sites in Brentwood, this type of incident has a high probability of occurrence and has happened multiple times in the past 5 years.

Impact

Moderate - The industrial sites are in reasonably isolated areas and the major impact from this type of event would be the potential for evacuations due to noxious fumes and some localised transport disruption. These events are dealt with on a regular basis by the Emergency Services.

Risk Score

Tolerable – This type of incident is planned against as part of the Brentwood Major Incident Plan and supported by the Brentwood Rest Centre Plan and Business Continuity Plans.

Other Controls

- Close working & mutual aid arrangements with neighbouring districts
- Close liaison and working with multi-agency partners
- Close liaison with Essex Highways Department
- Linked into ERF Multi-Agency Training, exercising and awareness

HAZCHEM (Hazardous Chemicals) in Transportation Incident

Due to the nature of Brentwood's road network, it accommodates large number heavy-goods lorries through the Borough. These potentially could be carrying hazardous materials products; however, this is mostly limited to industrial chemicals.

Brentwood does not have any Major Accident Hazard or Nuclear sites in its locality

Probability

Likely – This type of event is rare, however, it does occur infrequently, with the last incident in 2010.

Impact

Major – Brentwood is significantly far enough away from any COMAH sites to be unaffected by any type of incident of that nature.

Any chemical incident on the road network would be restricted to its area of occurrence. It would have a major effect on the transport network and depending on its location potentially have a major effect on the local environment.

Risk Score

Tolerable - This type of incident is planned against as part of the Brentwood Major Incident Plan and supported by the Rest Centre Management Plan. The most appropriate manner to respond may simply be to encourage people to stay inside away from windows and tune in to the local radio station for updates.

Control Measures

- Close liaison with neighbouring districts
- Close liaison and working with multi-agency partners
- Linked into ERF Multi-Agency Training, exercising and awareness

Business Continuity



Business Continuity Management is the process of identifying the key activities Brentwood Council undertakes and putting into place procedures, which enable us to continue the delivery of priority services if major disruption occurs.

Within Brentwood Borough Council, the most significant of these risks are focused around:

- Loss of staff through strikes, severe weather etc
- Loss of utilities; water, electric, gas, internet etc
- Disruption of fuel supplies to Essex locally or the UK nationally

Industrial Action

The last 5 years has seen a significant increase in the use of industrial action. There is the potential that this type of action may be taken by Council staff or amongst our suppliers.

Depending on the size and scope of any action, it may have a major affect on the Councils ability to deliver services.

Probability

Possible – In the current economic climate, large cuts to staff, wage freezes and increases in the cost of living are resulting in an increase in the use of Industrial Action. At least one incident directly or indirectly affects the Council on a yearly basis.

Impact

Major – The impact is heavily influenced by the size and duration of any industrial action. Any long-term strike action or disruption to the Councils staff and/or resources could have a major affect on our ability to deliver critical services.

Risk Score

Moderate – This type of event is planned against as part of the Corporate and Service level Business Continuity Plans.

Other Controls

- Brentwood Incident Management Plans
- Brentwood Business Continuity Plans and links to staff forums
- Increased remote working developments
- Essex County Council Business Continuity Arrangements
- Close liaison with suppliers in respect of their Business Continuity arrangements

Loss of Utilities

Any loss of utilities would have an affect on the Council especially in owned buildings and housing stock. It would restrict our ability to provide emergency accommodation and Rest Centres.

If the issue was Borough wide it would severely hamper remote working arrangements, affecting Business Continuity arrangements.

Probability

Very Unlikely – Minor occurrences of this nature are possible, however, a large scale outing which encompasses multiple communities is very rare.

Impact

Major – A Borough wide outing would have a major affect on the Council; we would potentially be unable to offer temporary housing to those left without facilities. It would require significant aid from neighbouring districts and the Voluntary Sector.

Risk Score

Minimal – This is planned against as part of the Brentwood Major Incident Plan and the Business Continuity Plans.

Other Controls

- Brentwood Incident Management Plans
- Brentwood Business Continuity Plans and links to staff forums
- Increased remote working developments
- ECC Business Continuity Arrangements
- Close liaison and mutual aid with neighbours
- Close liaison with the voluntary sector
- Linked into ERF Multi-Agency Training, exercising and awareness

Disruption to Fuel Supplies

A nationally co-ordinated protest could lead to the widespread shortage of fuel. Alternatively, rising tensions in the Middle East could also lead to reductions in the import of crude oil.

This would severely restrict the movement of goods around the country and could lead to local fuel shortages for longer than the duration of the strike.

Probability

Possible – There has been a number of local, regional and national fuel strikes in the last 10 years.

Impact

Moderate – This type of event has the potential to result in a loss of staff available to work at the Council. It would also affect our suppliers, which may then restrict our ability to deliver services. Critical services like Social Care and Health may be affected and special consideration would be given to those receiving daily care.

Risk Score

Tolerable – This is planned against as part of the Brentwood Business Continuity Plans and the National Fuel Plan. These are supported by the Essex Fuel Plan.

Other Controls

- Brentwood Incident Management Plans
- Increased remote working developments
- ECC Business Continuity Arrangements
- Close liaison with the voluntary sector
- Linked into ERF Multi-Agency Training, exercising and awareness

Preparedness

Some incidents require an evacuation; some require staying inside. Are you prepared?

For most of the incidents detailed in this booklet, the advice from the Emergency Services is most likely to be **Go Inside, Stay Inside** and **Tune In** to the local radio.

During an emergency the Police and local authority will utilise local radio stations to broadcast emergency warnings and information.

We use this method as radio is incredibly reliable and can still be broadcast and received during power outages.

In most incidents, the safest place to be is inside with the windows and doors securely closed.

There are a number of things you and your family can do to help prepare and keep yourselves safe during any emergency incident.



3-Easy Steps in Planning for an Emergency

1. **Think** about the types of situation you may encounter – being stuck in extreme weather or being evacuated from your home or place of work
2. **Discuss** with your family and agree what you would do and how you would achieve this
3. **Write** down your plan of action as a simple list

Think about staying in contact with your family and friends if you become separated. Consider pre-planned meeting places or pick a relative who lives away from the area as a contact for you and your family to call and assure you are okay.

Staying at Home During an Emergency

If you are at home and an emergency occurs, ensure you have the following things to hand:

- A list of important or useful phone numbers
- House and vehicle keys
- Spare medication, sanitary or toiletry supplies
- Radio, torch
- Spare batteries
- Decent first aid kit
- Some money
- Spare clothes and blankets
- Bottled water and food preferably tinned or ready to eat as you may be without electricity and do not forget your tin opener!

In certain situations, you may be asked to evacuate your home. If this occurs, please leave as quickly and calmly as possible

Leaving Your Home in an Emergency

It is easy to forget vital items in the panic of an evacuation; it is good practice to keep a small grab bag of essential items.

- Prescription medicines/ toiletries/ sanitary supplies
- Essential contact list including: Doctors/ carers/ close relatives
- Copies of identity documents – telephone numbers/ insurance
- decent first aid kit
- Radio and torch and spare batteries
- Spare glasses (if necessary)
- Spare house/ car/ work keys
- Cash and/or bank card
- Any other resources specific to your needs

Do you own or are you responsible for a business? Have you considered how incidents affecting your external suppliers can affect you?

It might be beneficial to consider how your organisation would manage the following issues:

- A sudden large reduction in staff
- Loss of access to your office(s)
- Un-planned loss of utilities
- Significant disruption to the local transport network
- Disruption to the availability of fuel
- Loss of IT or telecommunications
- ANY of the above affecting your key suppliers

Does your company have adequate Business Continuity Management measures in place to overcome these issues?

Business Continuity Management allows an organisation to identify critical services and key products it needs to continue to deliver during a time of crisis.

Business Continuity Management should be the first line of defence for any organisation that wants to effectively deal with a crisis and ensure their core services are not curtailed.

When conducting Business Continuity Planning businesses should consider a range of potential scenarios including:

- Loss of staff
- Loss of utilities/ IT/ telecommunications
- Major loss of any key suppliers
- Loss of building/ infrastructure

Five steps to Effective Business Continuity Management

1. Understand Your Business

- What parts of your business are critical to your survival?
- What priorities would you allocate to restoring these critical functions if they fail?

2. Risk Assessment

- What risks does your business face – internal and external
- Consider these risks, what can controls can you put in place to reduce the likelihood of failure and/or the impact if risks are realised?

3. Consider the Resource Needs of Your Critical Functions

- People
- Premises
- Equipment
- Information
- Communications
- External Suppliers/ Contractors

4. Draw Up a Plan of Attack

- Make sure the document is easy to understand
- List the critical functions, what resources they require and priorities for restoring
- List alternative contractors or suppliers
- List the location of back-ups
- Decide how you will communicate with staff

5. Train and Exercise Your Plan With Staff

- So everyone knows their own roles and responsibilities
- Your plan can be enacted swiftly and efficiently

Useful Contacts in an Emergency

Local Council Numbers

Brentwood Emergency Line: 01277 312500

Brentwood Depot Out-of-Hours Emergency Line: 01277 262728

Out of Hours Emergency Housing Repairs: 01277 261112

County Council Numbers

Essex County Council: 08457 430430 or 01245 430430

Social Care: 0845 6037630 (adults)

Social Care: 0845 6037627 (children)

Environmental Issues: 0845 6037624

Emergency Services: 999

Police (Non-Emergency Line): 101

Utilities

Electricity – National Grid: 0800 404 090

Gas – National Grid: 0800 111 99

Anglian Water: 08457 145 145

Essex & Suffolk Water: 08457 820 999

Out-of-Hours Emergency: 01245 400 132

Media

Brentwood Gazette: 01245 602 700

Essex Chronicle: 01245 600 700

Phoenix FM: 0330 001 0986

BBC Essex: 01245 616 000

Other Agencies

Highways Agency: 0300 123 5000

Environment Agency: 0800 807 060

Met-Office: 0870 9000 100

Floodline: 0845 988 11 88

Health

NHS Direct: 0845 4647

NHS Mid-Essex Primary Care Trust: 01268 705 000

Brentwood Community Transport: 01277 228080

Useful Websites

www.brentwood.gov.uk

www.brentwood.gov.uk/emergencyplanning

www.brentwood.gov.uk/Out-Of-Hours-Numbers

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