



Community Risk Register & Emergency Planning Guidance



DISTRIBUTION LIST

This document is available for the general public to download from the Tendring District Council (TDC) website: www.tendringdc.gov.

Equality & Diversity Statement

Tendring District Council is committed to treating all members of the community with fairness and respect regardless of their ethnic background, gender, religion, disability, sexual orientation or their socio-economic background. This plan has been written as part of the Council's responsibilities to protect and assist the community and as far as is reasonable in the circumstances. All steps have been taken to ensure that no member of the community shall be unfairly treated, discriminated against or disadvantaged as a result.

SIGNED OFF BY	Name	Signature	Date
Author	C. Boyer-Besant		
Approved	D. Williams		
Senior Management Team			

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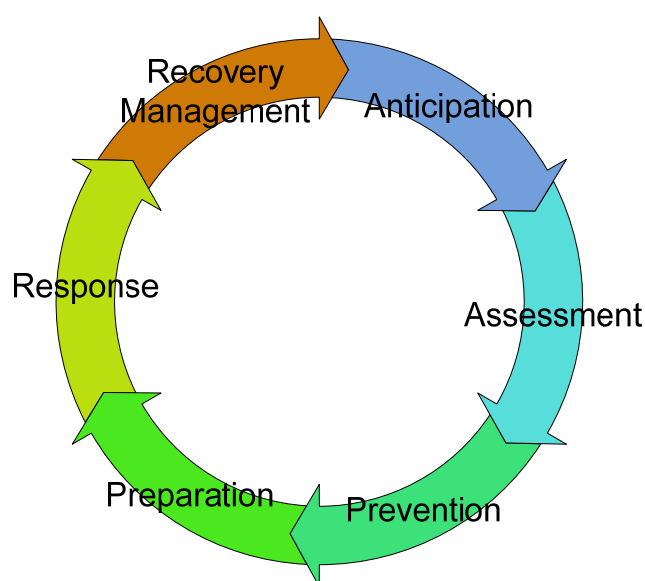
1. Introduction

The Civil Contingencies Act 2004 places 6 duties on Local Authorities with regards to Civil Protection and Emergency Management:

- Risk Assessment
- Business Continuity Management
- Emergency Planning
- Warning and Informing
- Information Sharing
- Co-operation.

Tendring District Council uses an Integrated Emergency Management cycle to assist with the delivery of these duties:

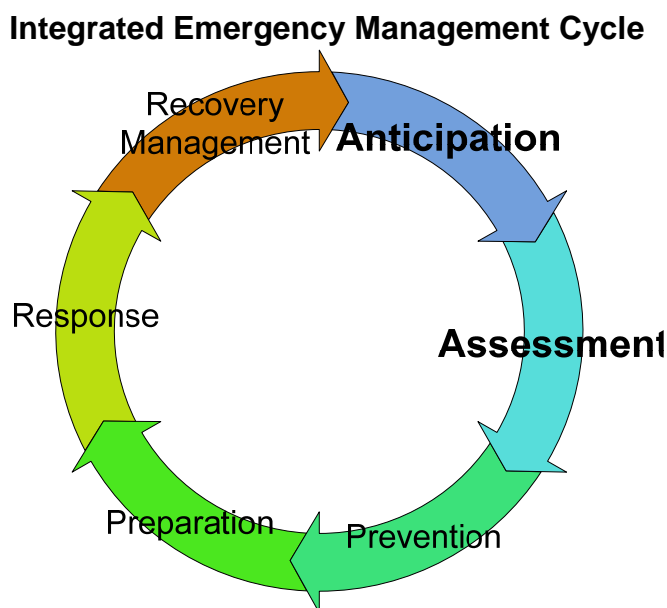
Integrated Emergency Management Cycle



In addition, the Tendring District Council Emergency Planning Team maintains regular liaison with partner organisations such as Essex Police, Essex County Fire and Rescue Service, East of England Ambulance Service, Maritime and Coastguard Agency, Met Office, Environment Agency, Essex County Council, Colchester Borough Council, British Red Cross, Salvation Army; and maintains a suite of plans and guidance documents to support the response to and recovery from a major emergency affecting the District, these being:

- TDC Community Risk Register
- TDC Generic Emergency Plan
- TDC Multi-Agency Flood Plan
- TDC Pandemic Influenza Plan
- TDC District Emergency Response Centre Plan
- TDC Rest Centre Plan
- TDC Oil Pollution Plan
- TDC Recovery Plan
- TDC Business Continuity Plan
- TDC Media Plan
- TDC Business Continuity Plans

2. Anticipation and Assessment



To prioritise the work streams for the Emergency Planning Team, the TDC Community Risk Register (CRR) is used to indicate those risks that may impact the District and the work and planning that can be done to help mitigate or reduce the impact should they occur.

The contents of the Tendring District Council CRR are influenced by localising the content of the National CRR and in turn the Essex CRR.

Each risk is applied to a Risk Matrix, considering the LIKELIHOOD of the risk occurring and the IMPACT should it occur. The outcome of this assessment provides the priority in which each risk is addressed within the District.

Risk Matrix – taken from Civil Contingencies Secretariat Publication:

Relative Impact ↑	Catastrophic 5						
	Significant 4						
	Moderate 3						
	Minor 2						
	Limited 1						
		Low 1	Medium Low 2	Medium 3	Medium High 4	High 5	
Relative Likelihood →							
		Low			High		Very High

The Risks considered fall into 8 categories:

Natural Hazards

Flooding

Severe Weather

Animal Disease

Major Accidents

Major Transport accidents

Disruptive Industrial Action

Malicious Attacks

Natural Hazard: Human Disease

Human disease can take a variety of forms and consequently its impact can vary considerably both in scale and nature. The main types of human disease that represent new or additional risks to the UK are **Pandemic Influenza**, (such as the H1N1 outbreak in 2009); and **New and Emerging Infectious Diseases**, (such as the SARS outbreak in 2002).

LIKELIHOOD: Medium High

With increases in travel to remote parts of the world and population migration the risk of disease transfers is increased.

IMPACT: Catastrophic

The impact of infectious disease effecting large numbers of the population would put incredible strain on society and in particular health services.

RISK SCORE: Very High

This risk is not only one of the highest risk for the District but for the County and Country. A major event would affect other areas of the county and country thus reducing the number of support services available to support Tendring.

Controls in place:

- Essex Resilience Forum Pandemic Influenza Contingency Plan
- Essex Resilience Forum Mass Fatalities Plan
- Excess Deaths Plan
- Key Stakeholder BC Plans
- Mass Vaccination Plan
- Exercise and Training
- Command and Control Tested
- Liaison with Parish and Town Councils with regards the development and maintenance of their Emergency Plans.

Self Help:

- Catch it, Bin it, Kill it:
- Germs spread easily, always carry tissues and use them to catch your coughs and sneezes
- Germs live for several hours, so dispose of used tissues as soon as possible. Throw used tissues in a bin
- Hands transfer germs to every surface you touch; clean your hands as soon as possible.
- Wet, Soap, Wash, Rinse, Dry, to stop germs Spreading. The power is in your hands.



Flooding: Coastal

Coastal flooding presents a VERY HIGH risk to those members of the community living and working within the coastal flood risk areas.

LIKELIHOOD: Medium

The District experiences tidal surges every year, and when this event coincides with spring tides and strong north through to easterly winds the chances of coastal flooding increases.

IMPACT: Significant

Should a major event occur the impact to affected areas would be significant, especially to particular highly populated areas such as Harwich, Walton, Jaywick, Point Clear and Brightlingsea. In addition smaller communities such as Leigh over Sands and Landermere would also be affected. Approximately 6,558 properties in the Tendring District are within coastal flood risk areas.

RISK SCORE: Very High

This risk is not only the highest risk for the District but for the County and Country. A major event would most probably affect other areas of the county and country thus reducing the number of emergency response resources available to support Tendring. Allocation of such resources would be prioritised by either COBR, (national event) and / or Essex Police Gold Commander.

Controls in place:

- Following the devastating and tragic coastal flood of 1953, in which a significant number of Tendring residents perished, the Environment Agency improved the sea defence along the Essex coastline
- 24/7 local and national media, television and radio
- Liaison with Parish and Town Councils with regards the development and maintenance of their Emergency Plans
- TDC Engineering Services put in coastal flood boards that TDC is responsible for in October to provide protection during the autumn and winter months. These are normally removed in the spring.

Self Help:

- Coastal residents are encouraged to sign up to the Environment Agency's Floodline Warning Direct, (FWD) a free service which issues Flood Warnings to nominated contact numbers by voice, email and SMS. Approximately 5,239 of the properties at risk from coastal flooding in the Tendring District are registered with (FWD)
- Understand what each flood warning code means
- Know what action you would take on receipt of a Flood Warning or Severe Flood warnings.



Severe Weather: Low Temperatures and Heavy Snow

As a predominantly rural District and with the added proximity to the coastline, prolonged periods of low temperatures and heavy snow, as were experienced in the winter 2009 – 2010, may result in disruption across the District to transport networks (including pavements) and power supplies.

The Tendring District has an above average population of elderly residents.

LIKELIHOOD: Medium High

Over the last five years the District has experienced significant periods of snow fall and extended periods of low temperatures.

IMPACT: Moderate

Exceptionally low temperatures cause an increase in the mortality in the elderly and laying snow could cut off rural villages.

RISK SCORE: High

An increase in snowfall events over the preceding years and the combination of rural and vulnerable population warrants the HIGH rating for this risk in the Tendring District. Loss of travel networks and power would have major impact on the District and its community.

Controls in place:

- Met Office Cold Weather Health Watch Service
- ECC Highways Parish and Town Council Salt Bag Scheme
- Liaison with Parish and Town Councils regarding the development and maintenance of their Emergency Plans
- Annual “Get Ready for Winter Campaign”
- TDC Information Leaflet.

Self Help:

- Find out if you are eligible for a free Green Deal Grant : <http://www.insulationgrants.info>
- Check with the Energy Saving Trust about Insulation: <http://www.energysavingtrust.org.uk> or telephone: 0300 123 1234
- Find out if you are entitled to a Winter Fuel Payment or Cold Weather Payment
<https://www.gov.uk/winter-fuel-payment>
<https://www.gov.uk/cold-weather-payment>
- Dress appropriately for the weather conditions
- Draw you curtains at dusk and close doors to reduce draughts
- Eat regularly it helps keep energy levels up
- Make sure your boiler has been serviced
- Wear several light layers of clothing rather than one thick one.



Severe Weather: Drought

Affinity Water, the local water supplier for the Tendring District, states that there would need to be at least two consecutive dry winters and summers for there to be any risk of drought, as extraction of water is primarily from underground sources.

LIKELIHOOD: Medium

Due to the sources of the water supply for the Tendring District and the exceptional wet weather experienced over the last few years there is a MEDIUM likelihood of a drought occurring in the District.

IMPACT: Minor

In the unlikely event of a drought, Affinity Water will initially place water use restrictions, such as a hosepipe ban, to limit water wastage. However they have a statutory duty to provide

RISK SCORE: High

Although drought scores HIGH for the District, the water provider for this area, Affinity Water, under the Security and Emergency Measures Directions for Licensed Water Suppliers December 2009, has to provide *“not less than 10 litres of drinking water per person per day. In the event of a prolonged incident this is increased to not less than 20 litres of drinking water per person per day”* should there be no piped water or they are unable to issue a “boil notice”. In addition to this a Mutual Aid agreements exists across the Water Sector in England.

Controls in place:

- OFWAT, Water Regulator:
<http://www.ofwat.gov.uk/consumerissues/conservingwater/supply/>
- Affinity Water Drought Management Plan
- Environment Agency Drought management Plan
- Liaison with Parish and Town Councils with regards the development and maintenance of their Emergency Plans.

Self Help:

- Wash your car with a bucket
- Don't let water run to waste whilst waiting for water get hot
- Avoid running the tap until the water gets cold when you want a drink
- Let your grass grow
- Re-use bath water for house plants or in the garden
- Use water saving crystals
- Find out if you are entitled to special assistance in the way that your water service is delivered to you
- Fit a water butt in your garden
- Only use washing machines and dishwashers when you have a full load
- Turn the tap off when brushing your teeth
- Order free water saving device:
<https://www.affinitywater.co.uk/my-water-water-efficiency.aspx>



Severe Weather: Heat wave

Heat Health Watch run by the Met Office in association with the Department of Health provides temperature information on a daily basis from 1st June through to 15th September.

There are 4 levels:

Level 1	Summer Preparedness and long term planning
Level 2	Alert and readiness
Level 3	Heatwave action
Level 4	Emergency

Tendring District falls under the East of England, if the following “threshold temperatures” are reached on at least two consecutive days and the intervening night then there could be a significant effect on health.

Threshold Temperatures	Day maximum	Night minimum
East of England	30°C	15°C

LIKELIHOOD: Medium High

Over last five years there have been periods of extreme heat, however the District has not needed to activate in response higher than Level 2.

IMPACT: Minor

Should a heat wave occur the impact on the more vulnerable sectors of the community would be significant. The elderly, young and those with existing medical conditions may be adversely affected.

RISK SCORE: High

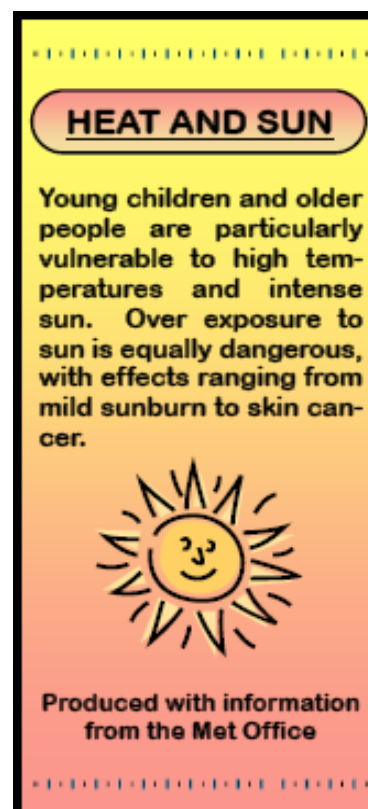
This is a high risk for the District there is a high proportion of vulnerable members of the community who may require assistance during a heat wave.

Other Controls in place:

- Met Office Heat Wave Planning Advice Forecast Service
- Department of Health Heat Wave Plan for England
- Liaison with Parish and Town Councils with regards the development and maintenance of their Emergency Plans
- TDC Information Leaflet
- NHS Publication “Looking after yourself and others during a hot weather.”

Self Help:

- Ensure you drink plenty of fluid. Avoid alcohol
- Close curtains and blinds to keep heat out
- Watch out for signs of heat stress
- Wear light coloured clothing
- Wear a brimmed hat
- Use plenty of sun cream when outside
- If possible, avoid being outside during the hottest part of the day
- DO NOT LEAVE CHILDREN or ANIMALS IN PARKED CARS.



Animal Disease: Zoonotic and Non-Zoonotic

Throughout the District there are not only larger flocks and herds of poultry and livestock farmed for commercial purposes, but also small holdings and many domestic properties with a chickens, ducks, goats etc. The District also has a very high number of paddocks for horses, ponies and donkeys.

Some disease may transfer between species, including transfer to humans.

LIKELIHOOD: Medium

After the outbreak of Foot and Mouth in 2001, which resulted in an estimated cull of 10 million animals in the UK alone, strict regulations cover the movement and slaughter of livestock. Proximity to Europe makes this a higher likelihood than other areas.

IMPACT: Significant

Although an outbreak would affect some sectors of the community and would be devastating to those concerned, the District's farming community does not primarily focus on livestock farming. However, due to higher than average number of domestic poultry and livestock the impact would be felt through the wider community.

RISK SCORE: High

As a rural District the response required to manage, contain and monitor such an outbreak would require significant resources. Liaison with the domestic population with poultry and livestock would be vital.

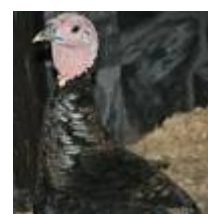
Controls in place:

- Essex Resilience Forum Notifiable Animal Diseases Operational Procedures
- DEFRA Guidance for Livestock keepers:
<http://www.defra.gov.uk/animal-diseases/>
- Animal Health and Veterinary Laboratories Agency Disease Alerts Service
- Liaison with Parish and Town Councils with regards the development and maintenance of their Emergency Plans.



Self Help:

- Give your animals / fowl regular check ups to help notice changes in behaviour or spot suspicious or abnormal stools
- Learn to recognise disease in your animals or fowl
- Make a schedule to maintain clean living areas
- Make a schedule to clean feed and water equipment
- Dispose of waste material appropriately



Major Accidents

There are several industrial areas in the District; Gorse Lane, Harwich International Port, Brightlingsea, and two top tier COMAH sites. Most of the industrial businesses at these locations are governed by strict regulations to ensure they operate in a safe and responsible way.

In addition, to the north of the District is Sizewell A (now closed down but still radioactive) and Sizewell B Nuclear Power Stations, which although are not within the District, any major incident affecting these sites may have an impact on the District.

LIKELIHOOD: Medium

As mentioned there are strict regulations which industrial business must adhere to. This assists in minimising the chances of accidents occurring. However, it is not possible to regulate out every possible accident and so they do occur due to technical malfunction or human error; for example the vapour cloud explosion and subsequent fire at Buncefield Oil Storage depot, Hertfordshire in December 2005.

IMPACT: Moderate

The impact from a major accident may result in blast damage and evacuation due to noxious fumes or chemicals and localised transport disruption.

RISK SCORE: High

The main concern from this risk is the potential from damage and evacuation and although industrial processes are heavily regulated and inspected by bodies such as the HSE, there is always a possibility of an accident. Therefore it is right to plan for that event.

Controls in place:

- Control of Major Accident Hazard Regulations 1999 (as amended)
- On and Off Site Emergency Plans
- Pipeline Safety Regulations (1996)
- Liaison with Parish and Town Councils with regards the development and maintenance of their Emergency Plans.

Self Help:

- Know what is in your “back- yard”
- Co-operate with industrial site warning systems (COMAH)
- Follow the advise given during an emergency.



Major Transport Accident:

As a coastal district we have a risk of accidents involving shipping, and with the proximity of Clacton VOR (*very high frequency omni directional radio*) – used for commercial aircraft, with a high volume of traffic bound to and coming from the London airports – Stanstead, Luton, Gatwick, Heathrow, Southend there is a substantial risk from an aviation incident. The main roads are the A120 and A133, with the majority of District roads being minor roads and vulnerable to disruption from severe weather. Rail links run from Colchester and Ipswich via Manningtree through to Harwich and Colchester through to Clacton and Frinton and Walton.

LIKELIHOOD: Medium High

There are strict controls in place to manage and co-ordinate aviation and shipping (National Air Traffic Service, Harwich Haven Authority, Port of London Authority). The road networks are covered by Highway Code and HGV restrictions. Network Rail is responsible for the rail network across the District, including signals and level crossings. The rail operator using this section of the rail network is National Express East Anglia, which includes a ferry connection for Harwich International Port.

IMPACT: Significant

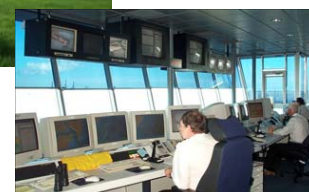
Should a major transport event occur the impact to the surrounding road network would be considerable, no matter what type of transport accident. The local community maybe severely affected even if the casualties from a ship or aircraft are not local. With both shipping and aviation incidents it is likely they would involve a high number of foreign nationals thus making it an international incident.

RISK SCORE: High

Major Transportation Accidents warrant a HIGH score as the impact on the local infrastructure and community, plus the potential of a high number of passengers involved would require a countywide, if not national response.

Other Controls in place:

- Harwich Combined Action Plan (HarwichCAP)
- National Air Traffic Service
- Harwich Haven Authority
- Port of London Authority
- Highways Agency
- Network Rail
- Liaison with Parish and Town Councils with regards the development and maintenance of their Emergency Plans.



Self Help:

- Don't take risks at level crossings
<http://www.networkrail.co.uk/level-crossings/types-of-level-crossing>
- Obey the Highway Code
- Whether your vehicle is a push bike to an HGV, always maintain your vehicle
- Be safe - Be seen.

Disruptive Industrial Action:

Recent years have seen an increase in the use of industrial action within the teaching, emergency services, fuel drivers, health, and local authority. Depending on the size, scope and duration of any action, there may be a major impact on areas of the community, such as a fuel shortage.

LIKELIHOOD: Medium

The prevailing economic climate, restructures of organisations, wage cuts or freezes and the increase in the cost of living have resulted in an increase in the use of industrial action.

IMPACT: Significant

Any action that affects the supply of fuel would have a significant impact across all areas of the community. Other forms of action could still have significant impact, but may be more restricted to certain sectors, rather across the whole community.

RISK SCORE: High

The major impact fuel disruption would have warrants the overall high scoring for Disruptive Industrial Action.

Controls in place:

- Essex Resilience Forum Fuel Plan
- Tendring District Council Business Continuity Plans
- Close liaison with suppliers in relation to their business continuity arrangements.



Self Help:

- **NEVER STORE PETROL IN YOUR HOME**
- **NEVER SMOKE OR USE IGNITION SOURCES NEAR PETROL**
- The HSE state the **maximum** quantity of petrol you can store for domestic purposes is:
 - 2 x 10 litres (2.19 gallons) in suitable metal containers and
 - 2 x 5 litres (1.09 gallons) in suitable plastic container

<http://www.hse.gov.uk/fireandexplosion/petroleum-fags.htm>
- These limits include petrol containers kept in a vehicle, but not the internal petrol tank of the vehicle
- Ensure you have appropriate domestic fire prevention equipment such as: smoke detectors, fire extinguishers, fire blankets.

Malicious Attack:

The UK operates a THREAT LEVEL system which indicates the anticipated level of threat of a malicious attack being carried out on UK soil. There are five threat levels:

- Critical - an attack is expected imminently
- Severe - an attack is highly likely
- Substantial - an attack is a strong possibility
- Moderate - an attack is possible but not likely
- Low - an attack is unlikely.

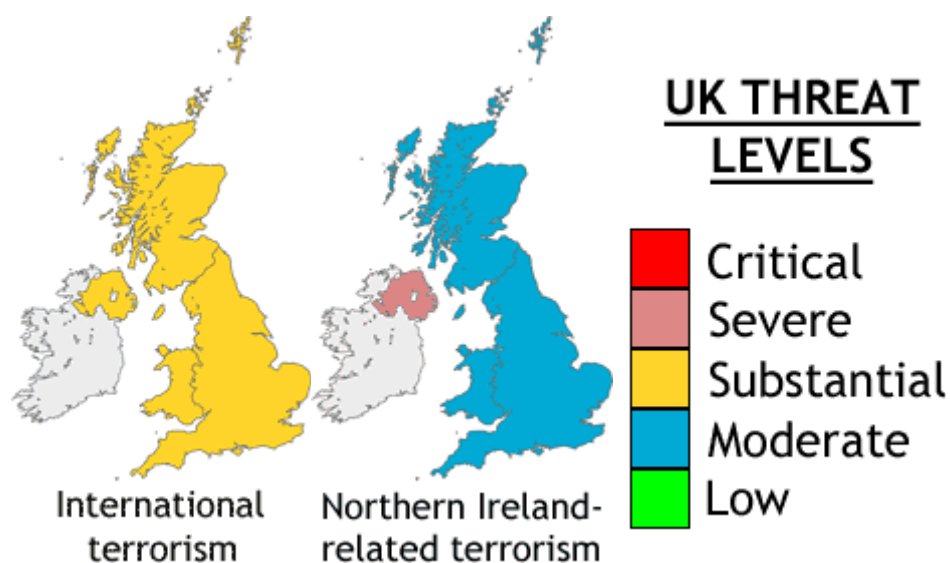
At the time of writing (May 2013):

- the current threat level from International terrorism is: SUBSTANTIAL
- the current threat level from Northern Ireland related terrorism for Great Britain is: MODERATE.

For the latest threat level visit:

<http://www.homeoffice.gov.uk/counter-terrorism/current-threat-level/>

Due to the sensitive nature of this subject no further information will be contained within this document.



www.mi5.gov.uk

Self Help:

- be vigilant
- to report unattended or suspicious bags / packages dial 999 ask for Police

3. Prevention and Planning

Integrated Emergency Management Cycle



It is not possible to prevent all emergencies happening, especially when they are related to natural phenomena, such as the weather. However close liaison with our partners such as Essex Police, Essex County Fire and Rescue Service, East of England Ambulance Service, other local authorities, the Met Office, the Environment Agency, Town and Parish Councils, utility providers and the voluntary sector help us to plan and prepare for the potential of or any developing situation whether natural or manmade. This includes plan writing, (see page 3) training and exercising both within the Authority and with external partners, co-operation, information sharing and public liaison.

Many of the Authority's staff volunteer to be trained to particularly support Rest Centres and the District Emergency Response Centres.



**Multi-Agency Exercise
BEACHED 2012**

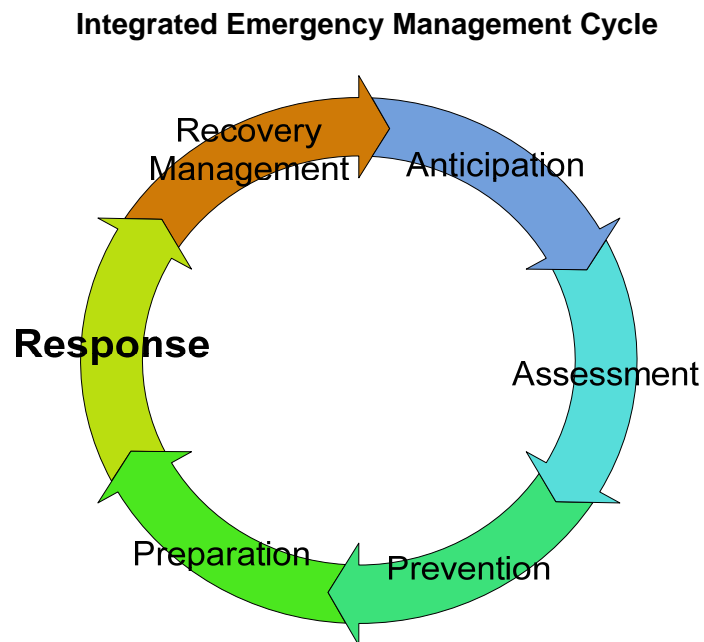


**National Older Persons Day
2012**



Get Ready for Winter 2012

4. Response



In the unfortunate event of a major emergency affecting the District, arrangements are in place 24/7 to open a District Emergency Response Centre, Rest Centres as required, support the affected community and support the Emergency Services. In most cases the Response phase will be lead by Essex Police.

To do this we liaise closely with the voluntary sector, such as the British Red Cross, Salvation Army, St John Ambulance, Raynet to support the Authority's response.

In addition we can invoke Business Continuity Plans to ensure critical services are maintained and delivered to those members of the community who may not be involved in the emergency.

And emergencies do happen.....



V2 Rocket Harwich 2012



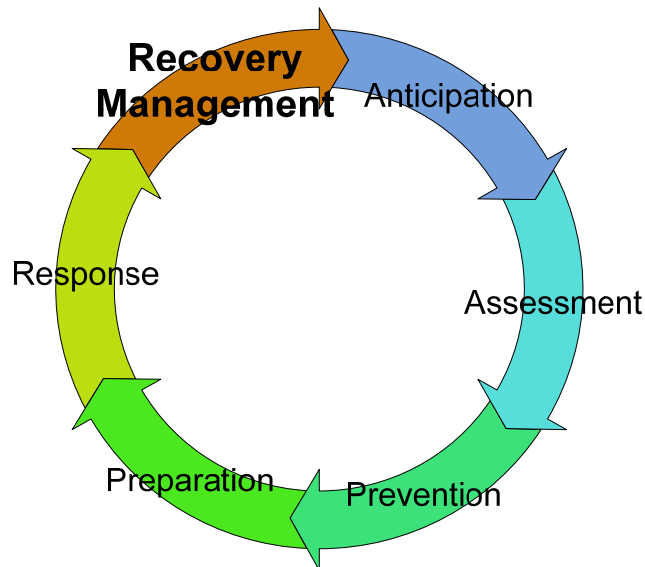
Flood Alert Leigh Over Sands 2011



Gas Explosion Clacton 2012

5. Recovery Management

Integrated Emergency Management Cycle

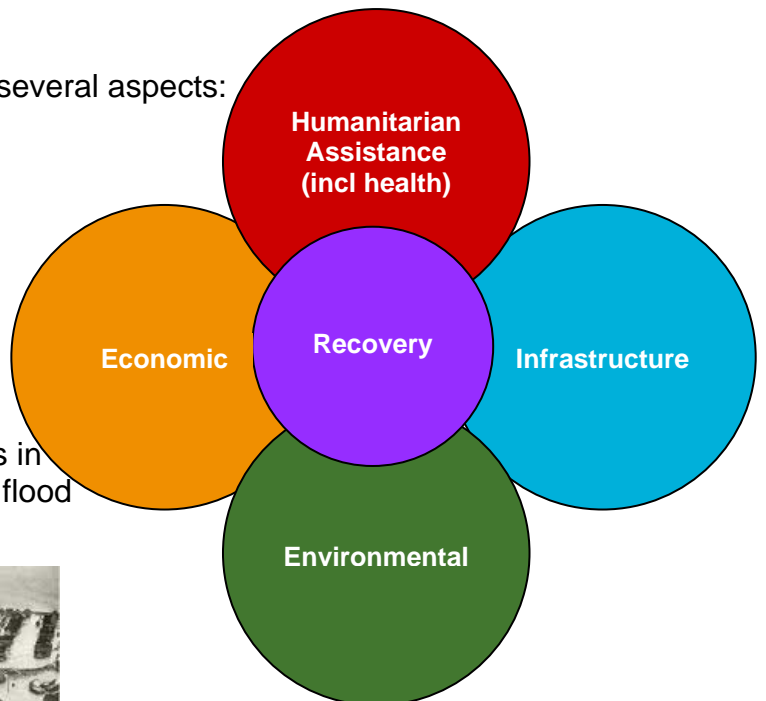


Once the majority of the Response phase of an emergency has been completed, Tendring District Council will take control of the Recovery phase. It is vital that Tendring District Council supports its communities and helps them back to a “new normal” as soon as possible, but mindful that for those affected by the event “rushing” the recovery can be as detrimental as the emergency itself.

The Recovery phase must consider several aspects:

It is important to understand that the Recovery phase is a long process and considerably longer than the Response phase.

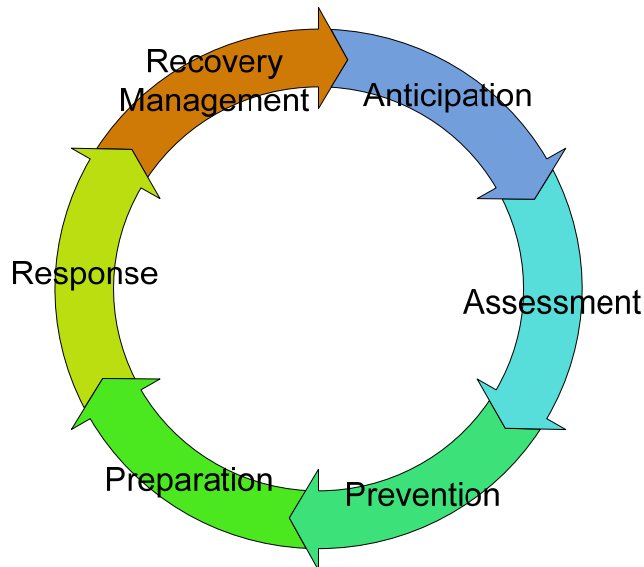
It will also depend on the type of Emergency and the impact on the Community. For example the tragic loss experienced by the communities in Tendring following the 1953 Coastal flood is still a very real emotion.



Aerial view Jaywick 1953

6. Self Help

Integrated Emergency Management Cycle



All responding organisations have a limited number of resources to deploy, this includes Tendring District Council. By being self-prepared, this may help the responding organisations during an emergency.



- Having a simple “GRAB BAG”, could help should you be evacuated
- Do you have a Home Evacuation / Emergency Plan?
- Knowing what is in your “back yard” gives you a better understating of the risks where you live
- Find out if your Parish or Town Council have an Emergency Plan
- Are you at Risk of Flooding?
- If you are, are you registered on EA Floodline Warning Direct 0845 9881188?
- Find out where you can get flood mitigation products
- Are you prepared to Go in, Stay in, Tune in
- Do you have adequate insurance cover?
- Have you planned for your pets as well?



7. Could Your Business Survive?

The impact a major emergency could have on the District's commercial sector is of great importance.

The Five Steps to Effective Business Continuity Management may help you to consider this:

1. Understand Your Business

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

2. Risk Assessment

- What risks does your business face?
- Consider these risks - what 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

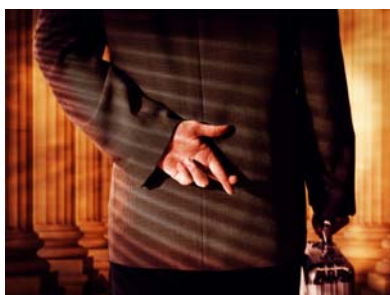
- People
- Premises
- Equipment
- Information
- Communications
- External Suppliers / Contractors.

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
- So your plan can be enacted effectively and efficiently.



Keeping your fingers crossed is not an effective Business Continuity Strategy.

8. Useful Contact Numbers:

Affinity Water	Emergency Enquiries	0845 148 9299 0845 148 9288
Anglian Water	Reporting a leak Enquiries	0800 77 1881 08457 919155
East of England Ambulance Service	Emergency Enquiries	999 0845 601 3733
Environment Agency	Incident hotline Floodline (FWD) Enquires	0800 807060 0845 9881188 03708 506 506
Essex County Council		08457 430 430 or 01245 430 430
Essex County Fire and rescue service	Emergency Enquiries	999 01376 576000
Essex Police	Emergency Non Emergency	999 101
Maritime and Coastguard Agency	Emergency Enquiries	999 01255 675518
National Grid GAS : <ul style="list-style-type: none"> ○ if you smell gas; ○ suspect an emission of carbon monoxide; ○ wish to report a fire or explosion; 		24 hr Gas Emergency Number 0800 111 999
National Grid ELECTRICITY : <ul style="list-style-type: none"> ○ if you spot a potential hazard on or near an overhead electricity line; 		24-hour Electricity Emergency Number: 0800 40 40 90
Tendring District Council	Emergency (out of hours) Mon– Thu 8:45am–5:15pm Fri 8:45am–4:15pm	01255 222022 01255 686868 01255 686868