



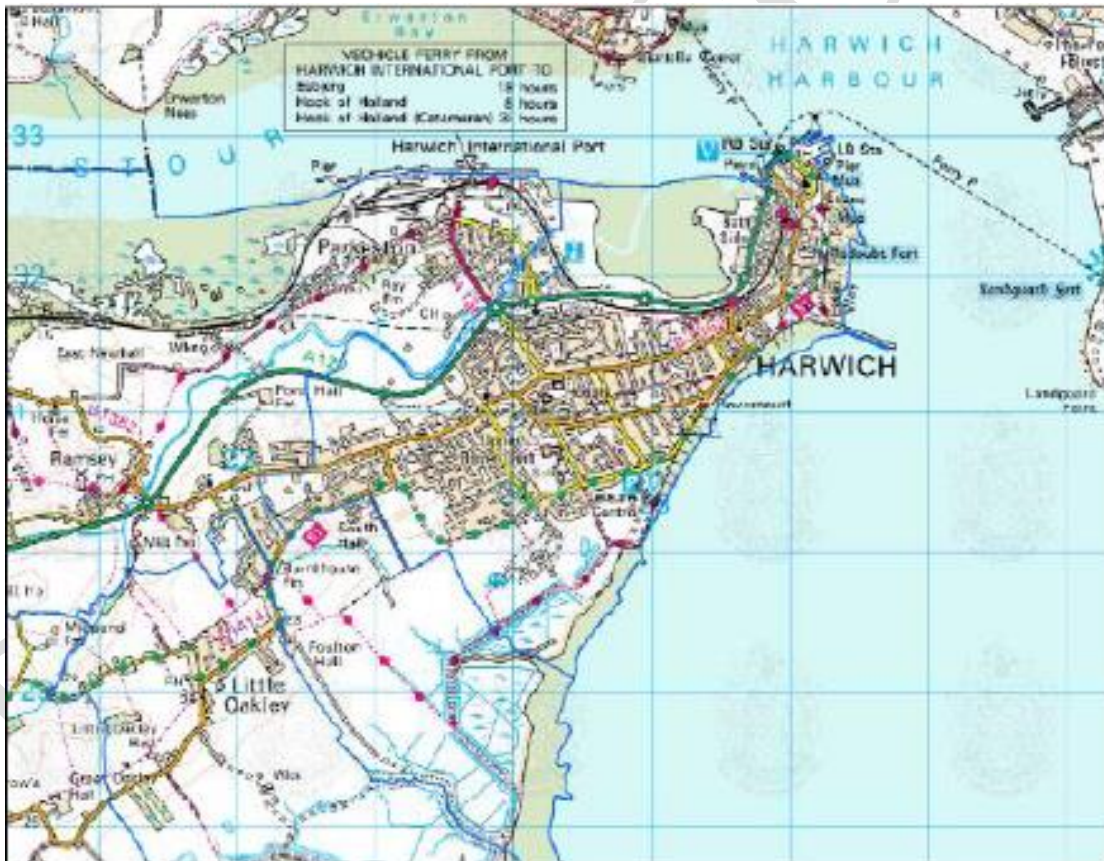
## PREPARING FOR EMERGENCIES WHAT YOU NEED TO KNOW

### Harwich Town Council Emergency Plan

Consultation Document: **Version 3.1**

Adopted: **5<sup>th</sup> January 2016**

Amended: **29<sup>th</sup> August 2024**



**It is the responsibility of all staff and members of Harwich Town Council to ensure that a hard copy of this plan is readily accessible for reference in the event of an emergency**

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# INTRODUCTION

Tendring District Council (TDC) has a responsibility under the Civil Contingency Act 2004 with regard to Civil Protection and Emergency Management. The TDC Emergency Planning Team maintains regular liaison with partner organisations and maintains a suite of plans and guidance documents to support the response to and recovery from a major emergency affecting the district. As part of their controls in place they undertake to liaise with parish and town councils regarding the development and maintenance of individual parish and town emergency plans.

Members have discussed and agreed that Harwich Town Council will provide a 'support' role and where possible, working within the limited capabilities of the town council and parish community, assist the emergency services and district/county council.

## ACTIVATION TRIGGERS

The decision to activate Harwich Town Council's emergency plan will be taken by the Mayor or the Deputy Mayor and Clerk in the Mayors absence. This decision may be taken as a result of a request from emergency services or from Tendring District Council or Essex Civil Protection and Emergency Management. The decision to activate the plan may also be taken at a Harwich Town Council level in the event of a much-localised emergency or where contact with emergency services and emergency planning officers is difficult. Triggers may include flooding or anticipated flooding, other extreme weather conditions, utility outage where it is expected to last more than one day.

The Mayor will hold an immediate meeting/discussion with the Deputy Mayor and Town Clerk. All necessary information/updates will be disseminated to other staff and members via the 'Telephone Tree'. **Each member of Harwich Town Council will need to be aware of who they are responsible for contacting. In the event of being unable to make contact, please ensure that the members on the next tier are contacted.**

Please note - all media communication should be directed to Will Lodge, Tendring District Council. In an emergency, an individual town councillor will not be in possession of sufficient information to know that something they say to the media is appropriate and will not add to the danger.

# ACTIONS AGREED WITH LOCAL AUTHORITY IN THE EVENT OF AN EVACUATION

Harwich Town Council (HTC) will aim to support any request by the blue light services, whilst continuing to liaise with Tendring District Council. This may include:

- door knocking
- relay of emergency messages
- assisting at an emergency assistance centre
- assisting with identifying those who may need extra help to move to safety

Arrangements for alternative means for staying in contact will be put in place if usual communications have been disrupted. The Harwich Town Council website may be utilised for republishing messages for members of the public along with Facebook.

Mobile phones will be the default method of staying in touch. However, a major emergency could mean that mobile phone networks are overloaded. Available numbers have been provided for emergency group members.

The Guildhall would be considered as an information centre / rendezvous point for HTC personnel and to assist with keeping the community informed. If necessary, an alternative location will be sought.

## ALTERNATIVE ARRANGEMENTS FOR STAYING IN CONTACT IF USUAL COMMUNICATIONS HAVE BEEN DISRUPTED

The use of e-mail, Facebook and HTC website will be considered as an alternative method of communication depending on the specific emergency. Please note that all information published via HTC social media will only be used to pass on messages published by other agencies.

# FIRST STEPS IN AN EMERGENCY

Follow the instructions below when the plan is activated.

	Instructions	Tick
1	Example: Call 999 (unless already alerted).	
2	Ensure you are in no immediate danger.	
3	The Mayor to make contact with the Deputy Mayor and Clerk and meet/discuss the situation and disseminate information via the Telephone Tree. Ensure that contact has been made with TDC to share information. Contact with TDC must be maintained throughout the emergency.	
4	Establish the scope of the emergency.	
5	Assist with identifying who is likely to be affected.	
6	Respond to requests for allocation of tasks.	
7	Assist with community strategy.	
8	Assist with review/check-by process.	
9	Assist with considering method of communication to keep local community informed.	
10	Ensure that all staff and members are kept regularly updated via the Telephone Tree.	

# DRAFT COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA

## Example Community Emergency Group Emergency Meeting Agenda

**Date:**

**Time:**

**Location:**

**Attendees:**

### 1. What is the current situation?

*You might want to consider the following:*

**Location of the emergency. Is it near:**

- A school?
- A vulnerable area?
- Main access routes?

**Type of emergency:**

- Is there a threat to life?
- Has electricity, gas or water been affected?

**Are there any vulnerable people involved?**

- Elderly
- Families with children
- Non-English speaking people

**What resources do we need?**

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

### 1. Establishing contact with the emergency services?

### 2. How can we support the emergency services?

### 3. What actions can safely be taken?

### 4. Who is going to take the lead for the agreed actions?

### 5. Any other issues?

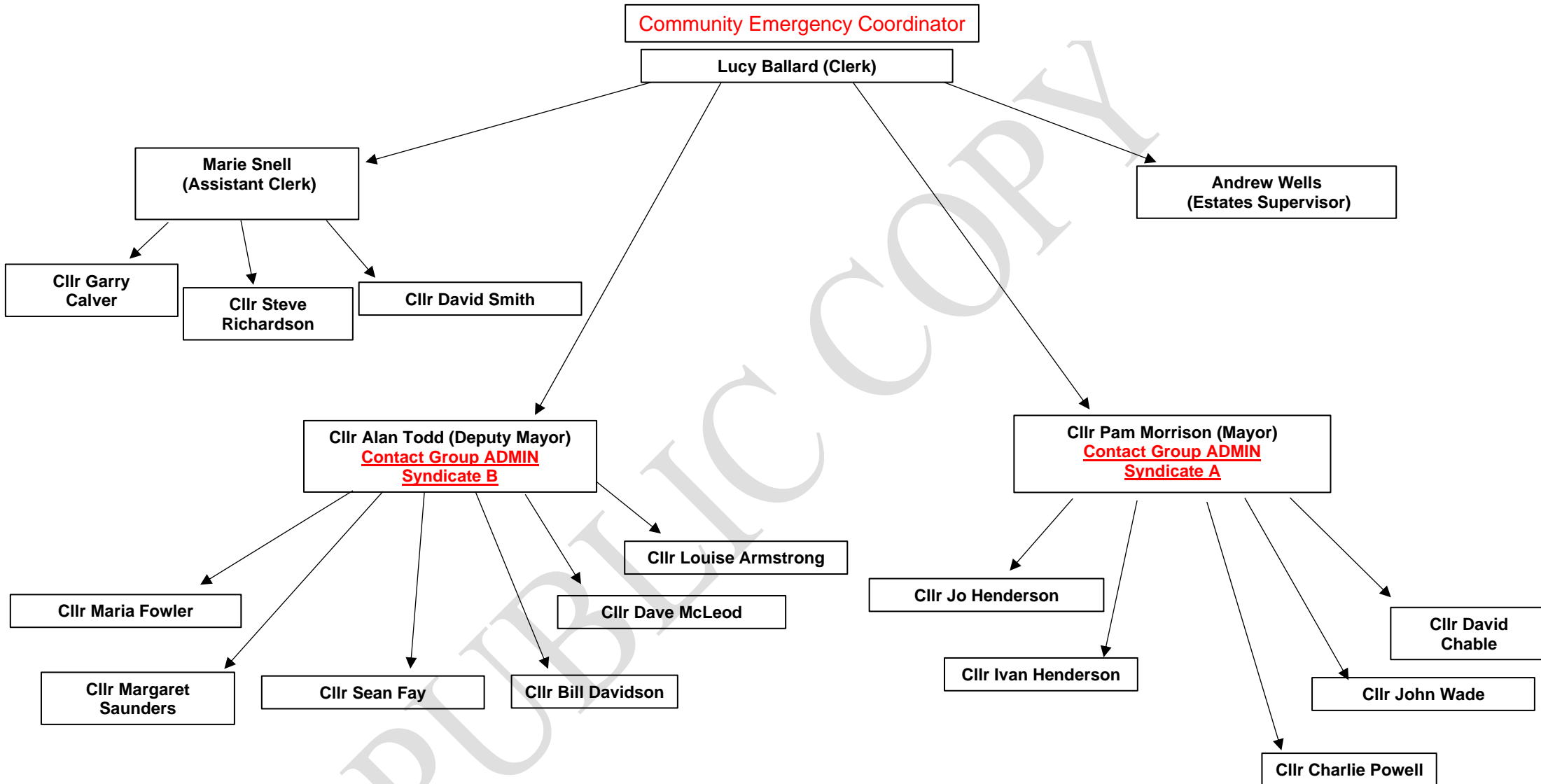
# HTC EMERGENCY CO-ORDINATORS

	<b>Name:</b> Lucy Ballard (Town Clerk)
	<b>Title:</b> Emergency Co-Ordinator
	<b>Mobile:</b> REDACTED
	<b>Name:</b> Councillor Pam Morrison (Mayor)
	<b>Title:</b> Deputy Co-Ordinator
	<b>Mobile:</b> REDACTED
	<b>Name:</b> Councillor Alan Todd (Deputy Mayor)
	<b>Title:</b> Deputy Co-Ordinator
	<b>Mobile:</b> REDACTED
	<b>Landline:</b> REDACTED

## EXTERNAL EMERGENCY CONTACT LIST

POLICE	999	IF LIFE AT RISK
FIRE	999	IF LIFE AT RISK
EAST OF ENGLAND AMBULANCE	999	IF LIFE AT RISK
HM COASTGUARD	999 01255 675518	IF LIFE AT RISK ROUTINE
TENDRING DISTRICT COUNCIL	07970 647251 Duty First Call Officer  01255 222022 (24/7 Careline)  01255 686971 (C. Boyer- Besant)	TO REPORT AN EMERGENCY  ONLY CALL IF YOU CANNOT GET HOLD OF DUTY FIRST CALL OFFICER  ROUTINE ONLY (OFFICE HOURS)
ENVIRONEMT AGENCY ENVIRONMENT AGENCY FLOODLINE WARNING DIRECT	0345 988 11 88	FOR INFORMATION ON FLOOD WARNINGS ISSUED
UK POWER NETWORKS	0800 783 8838	

# HARWICH TOWN COUNCIL'S CONTACT TREE





# KEY LOCATIONS – FOR INFORMATION ONLY

Identified with local authority for use as places of safety

Building	Location	Potential usage in an emergency	Contact details
Harwich High School  This is a TDC designated principle Rest Centre	Hall Lane	Large space, likely to be away from emergency e.g., flood	01255 245460
Long Meadows Community Centre	Long Meadows, CO12 4US	Large space for shelter	01255 551089 (Zoe Double)
Park Pavilion  This is a designated TDC Reception Centre	Barrack Lane, CO12 3NS	Shelter/large space Capacity – 300 Kitchen and toilets	01255 507770 (Dale Wells)
1912 Centre	Cow Lane	Shelter/hostel – sleeps 26  Capacity – 35 Kitchen and toilets	01255 552010 (Book via Harwich Connections Debbie Hill)
Kingsway Hall	Kingsway CO12 3JT	Space and shelter	07874 115145
Sports Centre	Hall Lane	Large Space Capacity – 200 Toilets and showers	01255 504380
Waterfront	Lower Marine Parade	Shelter Capacity – 200 Kitchen and toilets	01255 507905
Methodist Church	Main Road  CO12 4ES	Safe environment/shelter Kitchen and toilet	01255 502054
Salvation Army	George Street	Hall / shelter	01255 502502
Guildhall	Church Street CO12 3DS	Possible information centre Capacity – 50 Kitchen and toilets	01255 507211

# USEFUL CONTACTS

**ONE WEBSITE DESIGN** – (HTC'S WEBMASTER) MARK ROWLEY – REDACTED

**HARWICH AND DOVERCOURT PARTNERSHIP** – DAVID APPLEBY – REDACTED

**HARWICH & DISTRICT FELLOWSHIP OF THE SICK** - Sheena Parsons - REDACTED

**THE DOVERCOURT & HARWICH HUB** (CVST)– 01255 554115

**HARWICH HAVEN AUTHORITY** – 01255 243030 – ANGEL GATE, CO12 3EJ

**HARWICH RESIDENTS ASSOCIATION** – HUGH TISDALE – REDACTED

**HARWICH SOCIETY** – COLIN FARNELL – REDACTED

**INTERNATIONAL PORT** – 01255 242000 – HARWICH PORT, CO12 4SR

**NAVY YARD** – 01255 241341– NAVAL HOUSE, KINGS QUAY ST, CO12 3JU

**RNLI** – 01255 502258 – THE QUAY, CO12 3HH

**TRINITY HOUSE** – 01255 245000 – THE QUAY, HARWICH, 3JW

**SALVATION ARMY** – 01255 502502 – GEORGE STREET, HARWICH – Shawn Moye - REDACTED

**NEST** – North Essex Support Team – 07549 647401

**LITTLE OAKLEY PARISH COUNCIL** –

PARISH CLERK – EMMA HAWARD – TELEPHONE: REDACTED

[clerk@littleoakleypc.org.uk](mailto:clerk@littleoakleypc.org.uk)

CHAIRMAN – COUNCILLOR DAVE ATTRILL – TELEPHONE: REDACTED

**RAMSEY & PARKESTON PARISH COUNCIL** –

PARISH CLERK – LIN KEATING – TELEPHONE: REDACTED

[clerk@ramseyparkeston-pc.gov.uk](mailto:clerk@ramseyparkeston-pc.gov.uk)

CHAIRMAN – COUNCILLOR BILL DAVIDSON – TELEPHONE: REDACTED

# LOCAL SKILLS AND RESOURCES ASSESSMENT – FOR INFORMATION ONLY – THE

FOLLOWING INDIVIDUALS HAVE AGREED TO HAVE THEIR CONTACT DETAILS  
PUBLISHED IN THE PLAN

<b>Skill/Resource</b>	<b>Who?</b>	<b>Contact Details</b>	<b>Location</b>
Tool Provider and Building Supplies	Harwich Supplies	01255 502914	39 Stour Road, CO12 3HR
Generator and Food	Burger Van on the Quay	07739 227916	
Megaphone	Rotary Club	0777 9360182	<a href="http://www.rotary-ribi.org/clubc/homepage">www.rotary-ribi.org/clubc/homepage</a>
Transport	Taxi A2B	(01255) 504444, 240042, 503000 A2btaxisharwich@yahoo.com	21 Station Road, CO12 3AL
Transport	Mayflower Taxis	01255 506070	24 Foster Road, CO12 4QA
Transport	Harwich Taxis	(01255) 551111, 551166 <a href="http://www.harwichtaxis.com">www.harwichtaxis.com</a>	Haven House, Stour Road
Transport	Harwich Connexions	01255 502010	<a href="http://www.harwichconnexions.co.uk">www.harwichconnexions.co.uk</a>
Medical Assistance / Resources	Fryatt Hospital	01255 201201 24hr security – 07740 733178	419 Main Road, CO12 4EX
Medical Assistance / Resources	Mayflower Medical Centre	01255 879400 24hr security – 07740 733178	419 Main Road, CO12 4EX
Medical Assistance / Resources	Fronks Road Family Surgery	01255 556868 (out of hours 111)	77 Fronks Road, CO12 3RS
Vets	Kinfauns	01255 503807 (9am-7pm) 01206 842224 (7pm-8.30am)	Oakley Road, CO12 4QZ

# LIST OF COMMUNITY ORGANISATIONS – FOR INFORMATION ONLY

that may be helpful in identifying vulnerable people or communities in an emergency

**Community Voluntary Services Tendring** – 22 Rosemary Rd, Clacton, CO15 1NZ Tel: 01255 425692 (maintains a list of affiliated organisations). Local branch – The Dovercourt & Harwich Hub – 01255 554115

**NEST** – North Essex Support Team – 07549 647401 (assistance for struggling families and individuals in the community)

## CARE HOMES

**Alexandra House** – 12 Marine Parade, Dovercourt, Harwich, Essex, CO12 3JY, 01255 503340

**Don Thompson House** – Low Road, Dovercourt, Harwich, Essex, CO12 3TS, 01255 240978

**Lime Court Care Centre** – Lime Avenue, Dovercourt, Harwich, Essex, CO12 4DE, 01255 506340

**The Lodge** – 18 Beach Road, Dovercourt, Harwich, Essex, CO12 3RP, 01255 503678

## NURSERIES, PRIMARY & HIGH SCHOOLS

**All Saints C of E** – Main Road, Dovercourt – 01255 502389

**Ark Centre** – 36 Main Road, Harwich 01255 502063

**Chase Lane Primary School and Nursery** – Dovercourt, CO12 4NB – 01255 502416

**Harwich Centre Pre-school** – Adult Education Centre – 01255 556208

**Harwich Community Primary School and Nursery** – 45 Barrack Lane, Harwich, CO12 3NP – 01255 245440

**Harwich High School** – Hall Lane, Dovercourt, CO12 3TG – 01255 245460

**Mayflower Primary School** - Main Road, Dovercourt, CO12 4AJ – 01255 502444

**Noah's Nursery** – Barrack Lane, Harwich, CO12 3NS, 01255 502081

**Seaside's Day Nursery** – Fronks Road, Dovercourt, CO12 4EQ – 01255 487422

**Spring Meadows Primary School** – Pound Farm Drive, Dovercourt, CO12 4LB – 01255 504528

**St Joseph's Catholic School** – 14 The Drive, Dovercourt, CO12 3SU – 01255 503493

**Upper Dovercourt Pre-School** – Methodist Church, Dovercourt, CO12 4AJ – 01255 551311

## **LOCATION OF DEFIBRILLATORS –** **FOR INFORMATION ONLY (details provided by Fellowship of the Sick)**

- 1. Harwich Lifeboat Station**, Harwich Quay near the main entrance. TEL: 01255 502258, CO12 3HH. **KEY NO. Z200, CODE NO. 0200**
- 2. Harwich Town Sailing Club**, on left of Main Door facing Angel Gate. TEL: 01255 503200, CO12 3EJ. **KEY NO. Z346, CODE NO. 0346**
- 3. Park Pavilion Community Centre**, Barrack Lane, on the right-hand side of the main entrance, TEL: 01255 507770, CO12 3NS. **KEY NO. Z257, CODE NO. 0257**
- 4. Harwich Tool Hire**, Kingsway, Dovercourt, TEL: 01255 553144, CO12 3AG. **KEY NO. Z459, CODE NO. 0459**
- 5. Abbytat**, Upper Dovercourt, on wall between Abbytat and Reedmans properties, TEL: 01255 552663, CO12 4HJ. **CODE NO. CO147X**
- 6. Pyramids Hair Salon**, Gravel Hill Way, centre of the property. TEL: 01255 240420, CO12 4XN. **KEY NO. Z331, CODE NO. 0331**

- 7. Long Meadows Community Centre**, left hand corner facing the car park. TEL: 01255 551089, CO12 4US. **KEY NO. Z378, CODE NO. 0378**
- 8. Harwich Mobile Garage**, Tollgate Junction, between the main garage and reception door, TEL: 01255 241777, CO12 4LZ. **KEY NO. Z428, CODE NO. 0428**
- 9. Harwich and Dovercourt Rugby Club**, The Pavilion, Low Road playing fields, to the left of the main door, TEL: 01255 240225, CO12 3TA. **CODE NO. CO147X**
- 10. Warnes Butchers**, Garland Road, Parkeston, on the left-hand side of the shop window, TEL: 01255 503740, CO12 4PB. **KEY NO. Z501, CODE NO. 0501**
- 11. The Castle Inn**, Ramsey, on the front of the building, TEL: 01255 880739, CO12 5HH. **CODE NO. CO147X**
- 12. The Cherry Tree Pub**, Harwich Road, Little Oakley, on the right-hand side of the front of the building. TEL: 01255 886881, CO12 5JH. **KEY NO. Z369, CODE NO. 0369**
- 13. Little Oakley Club**, Lodge Road, Little Oakley, TEL: 01255 880370. **KEY NO. Z395, CODE NO. 0395**
- 14. Black Garages next to the Bathside Stores** shop, Ingestre Street, Bathside, Harwich, CO12 3JA. **KEY NO. Z224, CODE NO. 0224**
- 15. Stagecoach Amusement Arcade**, Lower Marine Parade, Dovercourt sea front, TEL: 01255 240885, CO12 3ST. **KEY NO. Z265, CODE NO. 0265.**
- 16. East of England Co-Op Food Store**, on the front of the building, 296 High Street, Dovercourt, TEL: 01255 506771, CO12 3PE. **CODE NO. 205**
- 17. Harwich Town Railway Station and Dovercourt Railway Station**, on the platform, no codes provided

# LOCAL RISK ASSESSMENT

HARWICH RISK TABLE 2020	
Coastal Flooding	051FWCDV4B10 – Harwich Town, Dovercourt and Bathside Bay
Fluvial Flooding	A120 – natural river bed
Surface Water	Low Risk
Minimal Access	Should A120 be closed – ‘B’ road from Clacton/Oakley
Industrial Site	Petrochem Carless; manufactures petrol Bramble Island; chemicals and explosives Navy Yard Parkeston Quay (Harwich International Port)
A Road	A120
B Road	B1414 (from Clacton and Oakley)
Railway	Stations at Harwich International Port, Dovercourt, Harwich Town
Level Crossing	Alexandra Road CO12 3JE – public highway manned barriers and CCTV monitored
Harbour	Haven Authority and Trinity House
Caravan Park	Green Acres and Dovercourt Holiday Park
Airfield	Great Oakley, landing space on the Harwich Green
Reservoir	Wix
Gravel Pit Lakes	
Traffic Bottle Neck	Ramsey Roundabout and Oakley Road
Woodland Fire	Wrabness Woods / Hangings / Beacon Hill
SSSI etc	
Land Slip	Cliff Front Area
Pollution	
Live Stock	
Other	
Unusual Construction Buildings	Fire Risk – Historic Harwich
Petrol Stations	Morrisons / Asda / BP



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## Street Index

ABBOTTS ROAD	C3	EDWARD STREET	B1	LEE ROAD	D2	RAWDEN CLOSE	D2
ABDY AVENUE	B3	ELIZABETH ROAD	C2	LIME AVENUE	D2	RAY AVENUE	A2, B2, C2
ACORN CLOSE	C3	ELMHURST ROAD	D2	LITCHFIELD	B3, C3	RAY LANE	A2, B2
ADELAIDE STREET	C1	EMPIRE ROAD	D2	LITTLE CHURCH STREET	D1	REBOW ROAD	C3
ANGER ROAD	C3	EUROPA WAY	C2	LODGE CLOSE	A4	RECTORY LANE	A4
ALBEMARLE STREET	E1	EVES COURT	B3	LODGE ROAD	A4	RECTORY ROAD	A4
ALBERT STREET	E1			LONG MEADOWS	C3	REFINERY ROAD	B1
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ALEXANDRA STREET	D1	PERNLEA ROAD	E2	LOWER MARINE PARADE	D3	ROSEBANK	C2
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ARDERNE CLOSE	C3	FOSTER ROAD	B1			ROWLANDSYARD	B3
ARTILLERY DRIVE	B3	FRESHFIELDS	C3	MAGPIE CLOSE	B3, C3		
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		FRONKS AVENUE	D3	MAIN ROAD (HARWICH)	D2	SECOND AVENUE	D2
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BALTON WAY	C3	FRYATT AVENUE	C2	MANOR LANE	C2, 3	SHAFTESBURY AVENUE	D2
BARRACK LANE	E2			MANOR ROAD	C3, D3	ST. DENNIS CLOSE	C3
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BAY VIEW CRESCENT	A3	GEORGE STREET	E1	MARIA STREET	E1	ST. HELENS GREEN	E1
BEACH ROAD	D3	GOLDEN LION LANE	D1	MARINE PARADE	D2	ST. MICHAELS ROAD	D3
BEACON HILL AVENUE	E2	GOODLAKE CLOSE	C3	MAYES LANE	A3	STATION LANE	D2
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BLACKTHORNE ROAD	C3	GWYNNE ROAD	E2	MILTON ROAD	E2	(PARKESTON)	C2
BRIARDALE AVENUE	C2	GYPSY LANE	B3	MINERVA CLOSE	C3	SWEDEN CLOSE	C2
BROOKLYN ROAD	D2			MUSGRAVE CLOSE	C3	TALBOT STREET	E2
BRUGES CLOSE	D3	HALFACRE LANE	C3			THE CLOSE	C2
BRUSSELS CLOSE	D3	HALL LANE	C3	NELSON ROAD	D2	THE DALES	C3
BULLFINCH CLOSE	B3	HAMILTON STREET	C1	NEWPORT CLOSE	C3	THE DRIVE	D3
BURR CLOSE	A3	HANKIN AVENUE	B3	NEWTON ROAD	C2	THE GREEN	C3
		HARBOUR CRESCENT	E1	NIGHTINGALE CLOSE	C3	THE HAVEN	C2
CANNING STREET	D1	HARCOURT AVENUE	C2	NORWAY CRESCENT	C2	THE HORNBEAMS	A4
CASTLEGATE STREET	D1	HARWICH ROAD	A4			THE QUAY	E1
CHAFFINCH DRIVE	C3	HAZELVILLE CLOSE	B3	OAK RIDGE	A4	THE RIDGEWAY	C2, D2
CHASE LANE	B3	HERON WAY	D2	OAKLAND ROAD	D2	THE STREET (RAMSEY)	A3
CHERRY TREE CLOSE	A4	HEWITT ROAD	A3	OAKLEY ROAD	B3	THE VINEWAY	C2
CHEVY COURT	B3	HIGH STREET	D2, E2	OAKVIEW	C3	THIRD AVENUE	D2
CHURCH HILL	A3	HIGHFIELD AVENUE	D2	OLD VICARAGE ROAD	D2	TYLER STREET	C1
CHURCH STREET	E1	HILL ROAD	D2	ORCHARD CLOSE	A3		
CLACTON ROAD	B3	HOLYROOD	C3	ORWELL ROAD	E2	LINA ROAD	C2
CLARKES ROAD	C2	HORDLE PLACE	D2	OULTON CLOSE	C2		
CLAYTON ROAD	B3	HORDLE STREET	D2	OXENFORD CLOSE	C3	VALLEY ROAD	B3
CLIFF ROAD	D2	HOWARD AVENUE	C3			VANSITTART STREET	
COKE STREET	E1	HUDSON CLOSE	C3	PADDOCK CLOSE	D2		D1
COLLER ROAD	C1			PARK ROAD	E2	VAUX AVENUE	C3
COOK CLOSE	C3	INGESTRE STREET	E2	PARKESTON ROAD		VICTORIA STREET	E2
COW LANE	E1			(DOVERCOURT)	C1, 2	VIENNA CLOSE	C3
CURRENTS LANE	D1	JAMESTOWN CLOSE	C2	PARKESTON ROAD			
		JUBILEE CLOSE	B3, C3	(PARKESTON)	C2	WADDESDON ROAD	E2
DAVALL CLOSE	A2	KEYNES WAY	C3	PARK TERRACE	E2	WARHAM ROAD	C3
DEVERE WAY	B3	KILMAINE ROAD	C3	PATTRICKS LANE	D2	WELLINGTON ROAD	E1
DEANES CLOSE	C3	KINGFISHER DRIVE	B3	PELHAM CLOSE	C3	WEST DOCK ROAD	B1
DEANES LANE	B3	KING GEORGE'S AVENUE	D2	PEPYS STREET	D1	WEST END LANE	D3
DEEPPDALE ROAD	C2	KINGS HEAD STREET	E1	PORTLAND AVENUE	D2	WEST STREET	E1
DEVON WAY	B3	KINGS QUAY STREET	E1	PORTLAND CRESCENT	D2	WHINFIELD AVENUE	C3
DOCKFIELD AVENUE	C2	KINGS ROAD	D2	POUND FARM DRIVE	C2	WICK LANE	D3
DOUGLAS ROAD	D2	KINGSWAY	D2, E2	PRINCES ROAD	D2	WILLIAMSBURG AVENUE	C2
DOVE CRESCENT	B3	KRESWELL GROVE	D3	PRINCESS STREET	C1	WILLOW WAY	C3
				QUEENS ROAD	C3	WITCH ELM	C3
EARLHAMS CLOSE	C3	LANGLEY CLOSE	D2			WRABNESS ROAD	A3
EAST DOCK ROAD	C1	LARKSFIELD CRESCENT	D2	RAINBOW COURT	D2		
EAST STREET	D2, E2	LAUREL AVENUE	C3	RAMSEY ROAD	A3, B3		
EASTERLING CLOSE	C2						

## Plan distribution list

NAME	ROLE	E-MAIL ADDRESS	ISSUED ON
Catherine Boyer-Besant	Local Authority Emergency Planning and Business Continuity Officer	01255 686971 – <b>routine calls only</b> Mobile: 07468 709746 <a href="mailto:epanning@tendringdc.gov.uk">epanning@tendringdc.gov.uk</a> To report an emergency 24/7 contact: 01255 222022	
Lucy Ballard	Town Clerk and Emergency Co- Ordinator	<a href="mailto:lucy@harwichtowncouncil.co.uk">lucy@harwichtowncouncil.co.uk</a>	
Councillor Pam Morrison	Mayor and Deputy Co- Ordinator	<a href="mailto:cldr.pmorrison@harwichtowncouncil.org.uk">cldr.pmorrison@harwichtowncouncil.org.uk</a>	
Councillor Alan Todd	Deputy Mayor and Deputy Co- Ordinator	<a href="mailto:cldr.atodd@harwichtowncouncil.org.uk">cldr.atodd@harwichtowncouncil.org.uk</a>	
Andy Wells	HTC Estates Supervisor	<a href="mailto:andy@harwichtowncouncil.co.uk">andy@harwichtowncouncil.co.uk</a>	
Marie Snell	Assistant Clerk	<a href="mailto:marie@harwichtowncouncil.co.uk">marie@harwichtowncouncil.co.uk</a>	
VACANT	Apprentice	<a href="mailto:admin@harwichtowncouncil.co.uk">admin@harwichtowncouncil.co.uk</a>	
Councillor Louise Armstrong	HTC Councillor	<a href="mailto:Cllr.larmstrong@harwichtowncouncil.org.uk">Cllr.larmstrong@harwichtowncouncil.org.uk</a>	
Councillor David Chable	HTC Councillor	<a href="mailto:cldr.dchable@harwichtowncouncil.org.uk">cldr.dchable@harwichtowncouncil.org.uk</a>	
Councillor Garry Calver	HTC Councillor	<a href="mailto:cldr.gcalver@harwichtowncouncil.org.uk">cldr.gcalver@harwichtowncouncil.org.uk</a>	
Councillor Bill Davidson	HTC Councillor	<a href="mailto:cldr.bdavidson@harwichtowncouncil.org.uk">cldr.bdavidson@harwichtowncouncil.org.uk</a>	
Councillor Sean Fay	HTC Councillor	<a href="mailto:cldr.sfay@harwichtowncouncil.org.uk">cldr.sfay@harwichtowncouncil.org.uk</a>	
Councillor Maria Fowler	HTC Councillor	<a href="mailto:cldr.mfowler@harwichtowncouncil.org.uk">cldr.mfowler@harwichtowncouncil.org.uk</a>	
Councillor Ivan Henderson	HTC Councillor	<a href="mailto:Cllr.ihenderson@harwichtowncouncil.org.uk">Cllr.ihenderson@harwichtowncouncil.org.uk</a>	
Councillor Jo Henderson	HTC Councillor	<a href="mailto:cldr.jhenderson@harwichtowncouncil.org.uk">cldr.jhenderson@harwichtowncouncil.org.uk</a>	
Councillor Dave McLeod	HTC Councillor	<a href="mailto:cldr.dmcleod@harwichtowncouncil.org.uk">cldr.dmcleod@harwichtowncouncil.org.uk</a>	
Councillor Charlie Powell	HTC Councillor	<a href="mailto:cldr.cpowell@harwichtowncouncil.org.uk">cldr.cpowell@harwichtowncouncil.org.uk</a>	

Councillor Steve Richardson	HTC Councillor	cllr.srichardson@harwichtowncouncil.org.uk	
Councillor Margaret Saunders	HTC Councillor	cllr.msaunders@harwichtowncouncil.org.uk	
Councillor David Smith	HTC Councillor	cllr.dsmith@harwichtowncouncil.org.uk	
Councillor John Wade	HTC Councillor	Cllr.jwade@harwichtowncouncil.org.uk	

<b>VERSION NUMBER</b>	<b>DATE</b>	<b>DETAILS OF CHANGE</b>	<b>EDITOR</b>
	Sept 2014	Creation of draft documents.	Michelle Townsend
	6 Oct 2014	Update to draft documents.	Michelle Townsend
1	22 Oct 2014	Adopted at Full Council.	Michelle Townsend
2	8 Apr 2015	Amended documents adopted at Full Council.	Michelle Townsend
2.1	23 June 2015	Amended document to include new councillor details. Adoption not required.	Michelle Townsend
2.2	5 Jan 2016	Amended document to include new councillor details and location of defibrillators. Adopted at Full Council 5 January 2016.	Michelle Townsend
2.3	8 June 2016	Amended document to include changes in Mayor etc. Adoption not required.	Michelle Townsend
2.4	24 Oct 2016	Amended documents to include new councillor details.	Michelle Townsend
2.5	23 May 2017	Amended document to include changes in Mayor etc. Adoption not required.	Michelle Townsend
2.6	1 May 2018	Amended document to include changes in Mayor etc. Adoption not required.	Michelle Townsend
2.7	9 May 2019	Amended document to include new councillor details due to local council elections. Adoption not required.	Michelle Townsend
2.8	16 Oct 2019	Amended document to show Town Clerk as Emergency Co-Ordinator	Michelle Townsend
2.9	22 <sup>nd</sup> June 2021	Amended document to include additional volunteer organisations and new members of staff	Michelle Townsend
3.0	9 <sup>th</sup> Aug 2022	Amended document to include changes in Deputy Mayor, contact tree and new members of staff	Marie Snell
3.1	14 <sup>th</sup> July 2023	Amended document to include changes in Mayor, Deputy Mayor and contact tree	Marie Snell
3.2	29 <sup>th</sup> August 2024	Amended document to include changes in Mayor, Deputy Mayor and contact tree	Marie Snell

# FLOOD WARNINGS



## FLOOD ALERT

FLOODING IS POSSIBLE. BE PREPARED.



## FLOOD WARNING

FLOODING IS EXPECTED. IMMEDIATE ACTION REQUIRED.



## SEVERE FLOOD WARNING

SEVERE FLOODING. DANGER TO LIFE

Harwich Town Council Emergency Co-ordinators (Mayor, Deputy Mayor and Town Clerk) are registered with Floodline Warnings Direct (Environment Agency) to receive up to date warnings via text. The Guildhall office is registered to receive warnings via the landline and e-mail.

It is the responsibility of all staff and members of Harwich Town Council to ensure that they are personally registered with Floodline Warnings Direct and monitor any notification accordingly. This is a free service where you can nominate to receive the flood warnings via text, e-mail or home telephone. This can be done on line – <https://fwd.environment-agency.gov.uk/app/olr/home> or by telephone 0345 988 1188. No action should be carried out by any individual councillor on behalf of the council unless this has been agreed by HTC's Emergency Co-ordinators as part of HTC's emergency plan which has been put into action.

As stated within this plan, Harwich Town Council will provide a 'support' role and where possible, working within the limited capabilities of the town council and parish community, assist the emergency services and district/county council should they decide that action needs to be taken.

# WINTER SALT BAG SCHEME

Harwich Town Council agreed to participate in Essex County Council's Winter Salt Bag Partnership Scheme.

In order to support the local community during periods of heavy snow, Essex County Council is delivering a one tonne pallet made up of individual 25kg bags for use by the community on the local highway. As this amount would only be able to assist a relatively small area of Harwich and Dovercourt, Harwich Town Council made the decision for this salt to be utilised by the high-street traders to ensure that local residents can safely visit the local amenities. Assistance where possible, to spread the salt on the pathways in the High Street, will be provided by Harwich Town Council working within the limited resources available at that time.

Harwich Town Council has arranged for Essex County Highways to deliver two pallets of salt bags to the Harwich Cultural & Community Projects (Harwich Space).

High street traders can arrange to collect a small supply of salt, before the weather deteriorates by contacting:

Tony Elliston 01255 318023 [tony.elliston@harwichccp.com](mailto:tony.elliston@harwichccp.com)

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