



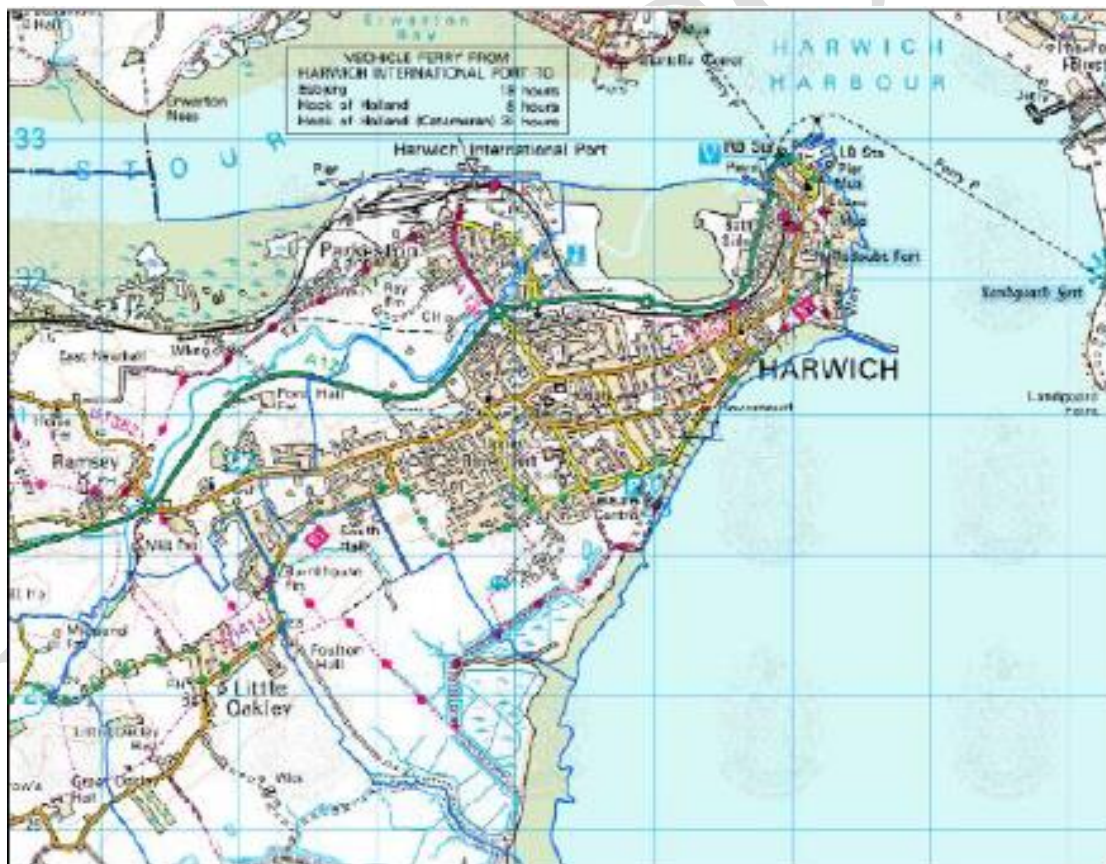
PREPARING FOR EMERGENCIES WHAT YOU NEED TO KNOW

Harwich Town Council Emergency Plan

Consultation Document: **Version 2.6**

Adopted: **5th January 2016**

Amended: **18th May 2018**



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

CONTENTS

| | |
|---|----|
| Introduction | 3 |
| Activation Triggers | 3 |
| Actions Agreed with Local Authority in the Event of an Evacuation | 4 |
| Alternative Arrangements for Staying in Contact if Usual Communications Have Been Disrupted | 4 |
| First Steps in an Emergency | 5 |
| Draft Community Emergency Group First Meeting Agenda | 6 |
| HTC (Harwich Town Council) Emergency Co-ordinators | 7 |
| External Emergency Contact List | 7 |
| HTC's Telephone Contact Tree | 8 |
| Key Locations | 9 |
| Useful Contacts | 10 |
| Local Skills and Resources Assessment | 11 |
| List of Community Organisations | 12 |
| Locations of Defibrillators | 13 |
| Local Risk Assessment | 15 |
| Map | 16 |
| Street Index | 17 |
| Plan Distribution List | 18 |
| Flood Warnings | 20 |
| Winter Salt Bag Scheme | 21 |

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 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.

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 allocations 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?
- A main access route?
- 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?

2. Establishing contact with the emergency services?

3. How can we support the emergency services?

4. What actions can safely be taken?

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

6. Any other issues?

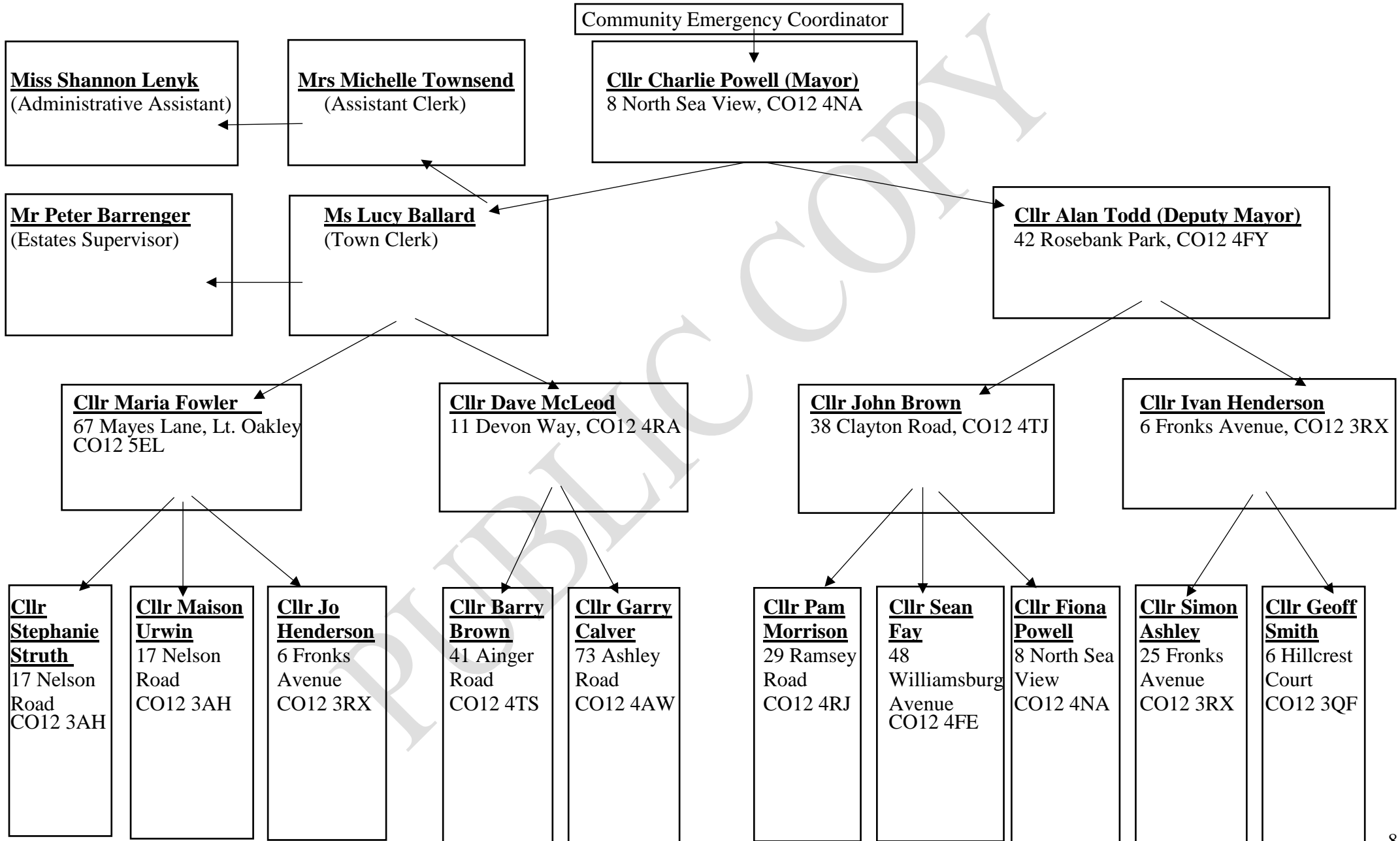
HTC EMERGENCY CO-ORDINATORS

| | |
|--|--|
| | Name: Councillor Charlie Powell (Mayor) |
| | Title: Emergency Co-Ordinator |
| | Landline: 01255 506206 (NOT FOR PUBLIC USE) |
| | Mobile: 07717 501868 |
| | Name: Lucy Ballard (Town Clerk) |
| | Title: Deputy Co-Ordinator |
| | Landline: 01255 552153 (NOT FOR PUBLIC USE) |
| | Mobile: 07885 487792 |
| | Name: Councillor Alan Todd (Deputy Mayor) |
| | Title: Deputy Co-Ordinator |
| | Landline: 01255 508138 (NOT FOR PUBLIC USE) |
| | Mobile: 07949 527067 |

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 | 01255 222022 (24/7 Careline) 01255 686971 (C. Boyer- Besant) | TO REPORT AN EMERGENCY ROUTINE ONLY (OFFICE HOURS) |
| ENVIRONEMT AGENCY ENVIRONMENT AGENCY FLOODLINE WARNING DIRECT | 0845 988 11 88 (Quick Dial 111035) | FOR INFORMATION ON FLOOD WARNINGS ISSUED |
| UK POWER NETWORKS | 0800 783 8838 | |

HARWICH TOWN COUNCIL'S TELEPHONE 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 (Jean Carter) |
| Park Pavilion This is a designated TDC Reception Centre | Barrack Lane, CO12 3NS | Shelter/large space Capacity – 300 kitchen and toilets | 01255 507770 |
| 1912 Centre | Cow Lane | Shelter/hostel – sleeps 26 Capacity – 35 kitchen and toilets | 01255 552010 (Book via Harwich Connections) |
| 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 | 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 -07864 699447

HARWICH AND DOVERCOURT PARTNERSHIP – DON PIPER – 07711 948520

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

HARWICH RESIDENTS ASSOCIATION - HUGH TISDALE - 01255 556457

HARWICH SOCIETY - COLIN FARNELL - 01255 553610

INTERNATIONAL PORT - 01255 242000 - HARWICH PORT, CO12 4SR

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

RNLI - 07774 730718 - THE QUAY, CO12 3HH

TRINITY HOUSE - 01255 245000 - THE QUAY, HARWICH, 3JW

SALVATION ARMY - 01255 502502 - GEORGE STREET, HARWICH

LITTLE OAKLEY PARISH COUNCIL
PARISH CLERK - JEANETTE SANDS

littleoakleypc@gmail.com

CHAIRMAN - COUNCILLOR HAROLD GRIFFITHS - REDACTED INFORMATION

RAMSEY & PARKESTON PARISH COUNCIL -

PARISH CLERK - LIN KEATING: REDACTED INFORMATION

CHAIRMAN – ROBERT PASSMORE: REDACTED INFORMATION

LOCAL SKILLS AND RESOURCES ASSESSMENT – FOR INFORMATION ONLY – THE

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

| Skill/Resource | Who? | Contact Details | Location |
|--|--|--|--|
| Tool Provider | Harwich Tool Hire | 01255 553144 harwichtoolhire@gmail.com | 6 Kingsway CO12 3AG |
| Tool Provider | Homecraft | 01255 551963 | 461/463 Main Road CO12 3PD |
| Tool Provider and Building Supplies | Harwich Supplies | 01255 502914 | 39 Stour Road, CO12 3HR |
| Generator and Food | Ray Rays Burger Van | 07966 461106 rayburgervan@hotmail.com | |
| Generator and Food | Burger Van on the Quay | 07739 227916 | |
| Amateur Radio | Harwich Amateur Radio Interest Group | 07766 543784 | 17 King Georges Avenue CO12 4AB |
| Megaphone | Rotary Club | 0777 9360182 | www.rotary- ribi.org/clubc/homepage |
| 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 www.harwichtaxis.com | Haven House, Stour Road |
| Transport | Harwich Connexions | 01255 502010 | www.harwichconnexions.co.uk |
| Medical Assistance / Resources | Fryatt Hospital | 01255 201201 24hr security – 07740 733178 | 419 Main Road, CO12 4EX |
| Medical Assistance / Resources | Mayflower Medical Centre | 01255 201201 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)

CARE HOMES

Alexandra House - 12 Marine Parade, Dovercourt, Harwich, Essex, CO12 3JY, 503340

Don Thompson House - Low Road, Dovercourt, Harwich, Essex, CO12 3TS, 240978

Dovercourt House - 23-25 Fronks Road, Dovercourt, Harwich, Essex, CO12 3RJ, 506010

Lime Court Care Centre - Lime Avenue, Dovercourt, Harwich, Essex, CO12 4DE, 506340

The Lodge - 18 Beach Road, Dovercourt, Harwich, Essex, CO12 3RP, 503678

NURSERIES, PRIMARY & HIGH SCHOOLS

All Saints C of E - Main Road - 502389

Ark Centre - 36 Main Road - 502063

Chase Lane Primary School and Nursery - CO12 4NB – 502416

Harwich Centre Pre-school - Adult Education Centre - 556208

Harwich Community Primary School and Nursery - CO12 3NP – 245440

Harwich High School - Hall Lane, CO12 3TG - 245460

Mayflower Primary School - Main Road, CO12 4AJ - 502444

Noah's Nursery - Barrack Lane, CO12 3NS, 502081

Seasides Day Nursery - Fronks Road, CO12 4EQ - 487422

Spring Meadows Primary School - Pound Farm Drive, CO12 4LB - 504528

St Josephs Catholic School - 14 The Drive, CO12 3SU- 503493

Upper Dovercourt Pre-School - Methodist Church CO12 4AJ- 551311

LOCATION OF DEFIBRILLATORS – FOR INFORMATION ONLY

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**

LOCAL RISK ASSESSMENT

| HARWICH RISK TABLE 2018 | |
|--------------------------------|---|
| 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, Navy Yard, Parkeston Quay (Harwich International Port), Port of Felixstowe |
| 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 Maria Street CO12 3HU – public footpath crossing |
| Harbour | Haven Authority and Trinity House |
| Caravan Park | Green Acres and Dovercourt Haven |
| Airfield | Great Oakley, landing space on the Harwich Green |
| Reservoir | Wix |
| Gravel Pit Lakes | |
| Traffic Bottle Neck | Ramsey Roundabout and Oakley Road |
| Woodland Fire | Ramsey 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 |



Although our mapping data is sourced from Ordnance Survey's latest data sets, current accuracy cannot be guaranteed at time of press.
Should you notice an inaccuracy or omission, please email harwich@localauthoritypublishing.co.uk so that next edition's map is as up to date as possible.

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 |
| ALDON CLOSE | B3 | FALLOWFIELD CLOSE | C2 | LOUVAIN ROAD | C3 | REGIMENTAL WAY | B3 |
| ALEXANDRA ROAD | E1 | FERNDALE ROAD | E1 | LOW ROAD | B3, C4 | RICHMOND CRESCENT | D3 |
| ALEXANDRA STREET | D1 | PERNLEA ROAD | E2 | LOWER MARINE PARADE | D3 | ROSEBANK | C2 |
| ALLFIELDS | C3 | FIRST AVENUE | D2 | LYNTON CLOSE | D2 | ROWAN CLOSE | D2 |
| ARDERNE CLOSE | C3 | FOSTER ROAD | B1 | | | ROWLANDSYARD | B3 |
| ARTILLERY DRIVE | B3 | FRESHFIELDS | C3 | MAGPIE CLOSE | B3, C3 | | |
| ASHLEY ROAD | C2, D2 | FRESHFIELDS ROAD | C1 | MAIN ROAD | | SEAFIELD ROAD | D3 |
| ASPEN WAY | A4 | FROBISHER ROAD | C3 | (DOVERCOURT) | B3, C2 | SEAVIEW AVENUE | A4 |
| | | FRONKS AVENUE | D3 | MAIN ROAD (HARWICH) | D2 | SECOND AVENUE | D2 |
| BAGSHAW ROAD | D2 | FRONKS ROAD | C2, 3, D2 | MAKINS ROAD | C1 | SHACKLETON CLOSE | C3 |
| BALTON WAY | C3 | FRYATT AVENUE | C2 | MANOR LANE | C2, 3 | SHAFTESBURY AVENUE | D2 |
| BARRACK LANE | E2 | | | MANOR ROAD | C3, D3 | ST. DENNIS CLOSE | C3 |
| BAY ROAD | E2 | GARLAND ROAD | C1 | MAPLE CLOSE | D2 | ST. GEORGES AVENUE | D3 |
| 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 |
| BEECH GROVE | A4 | GORDON ROAD | D3 | MAYFLOWER AVENUE | E1 | STATION ROAD | |
| BERYL ROAD | B3 | GORDON WAY | C3, D3 | MICHAELSTOWE CLOSE | A3 | (DOVERCOURT) | C1, 2 |
| BEXLEY AVENUE | C3 | GRAFTON ROAD | E2 | MICHAELSTOWE DRIVE | A3 | STATION ROAD | |
| BIRCH AVENUE | D2 | GRANGE ROAD | C3 | MILITARY WAY | A3 | (HARWICH) | D2 |
| BLACKSMITHS LANE | C3 | GRAVEL HILL WAY | B3, C3 | MILL LANE | D2 | STATION ROAD | |
| 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 | | | PARK TERRACE | E2 | WARHAM ROAD | C3 |
| DEVERE WAY | B3 | KEYNES WAY | C3 | PATTRICKS LANE | D2 | WELLINGTON ROAD | E1 |
| DEANES CLOSE | C3 | KILMAINE ROAD | C3 | PELHAM CLOSE | C3 | WEST DOCK ROAD | B1 |
| DEANES LANE | B3 | KINGFISHER DRIVE | B3 | PEPYS STREET | D1 | WEST END LANE | D3 |
| DEEPPDALE ROAD | C2 | KING GEORGE'S AVENUE | D2 | PORTLAND AVENUE | D2 | WEST STREET | E1 |
| DEVON WAY | B3 | KINGS HEAD STREET | E1 | PORTLAND CRESCENT | D2 | WHINFIELD AVENUE | C3 |
| DOCKFIELD AVENUE | C2 | KINGS QUAY STREET | E1 | POUND FARM DRIVE | C2 | WICK LANE | D3 |
| DOUGLAS ROAD | D2 | KINGS ROAD | D2 | PRINCES ROAD | D2 | WILLIAMSBURG AVENUE | C2 |
| DOVE CRESCENT | B3 | KINGSWAY | D2, E2 | PRINCESS STREET | C1 | WILLOW WAY | C3 |
| | | KRESWELL GROVE | D3 | | | WITCH ELM | C3 |
| EARLHAMS CLOSE | C3 | | | QUEENS ROAD | C3 | WRABNESS ROAD | A3 |
| EAST DOCK ROAD | C1 | LANGLEY CLOSE | D2 | | | | |
| EAST STREET | D2, E2 | LARKSFIELD CRESCENT | D2 | RAINBOW COURT | D2 | | |
| EASTERLING CLOSE | C2 | LAUREL AVENUE | C3 | RAMSEY ROAD | A3, B3 | | |

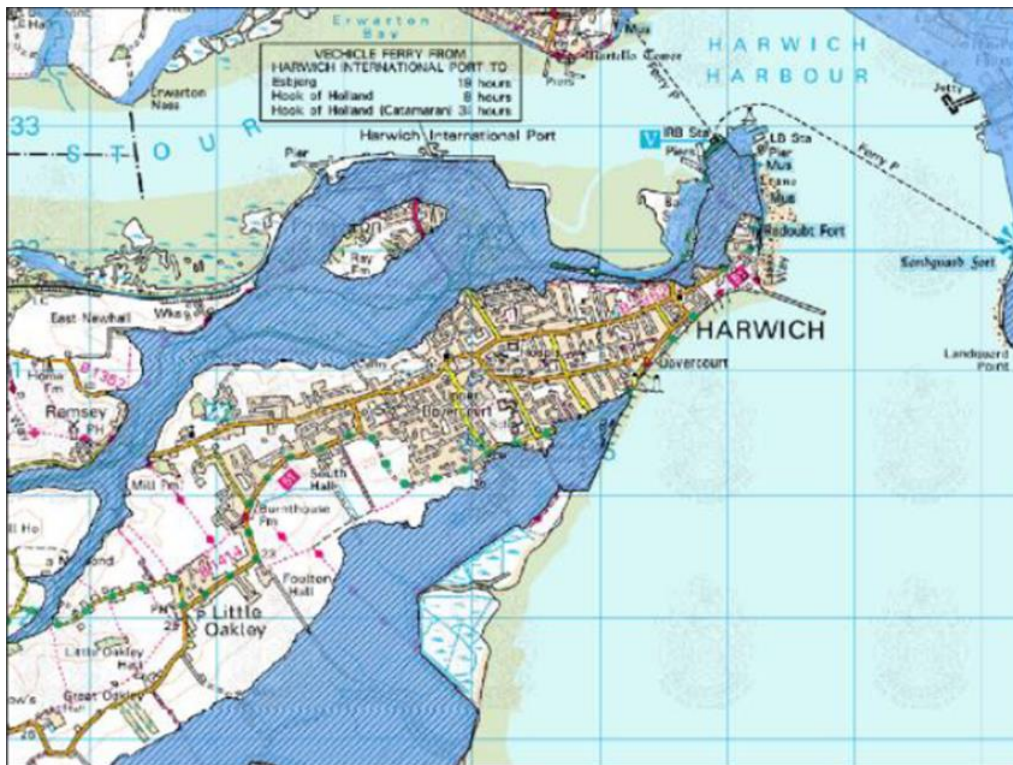
Plan distribution list

| NAME | ROLE | PHONE NUMBER / EMAIL ADDRESS | ISSUED ON |
|--------------------------------|---|---|------------------|
| Catherine Boyer-Besant | Local Authority Emergency Planning and Business Continuity Officer | REDACTED INFORMATION | |
| Lucy Ballard | Town Clerk and Deputy Co-Ordinator | REDACTED INFORMATION | |
| Councillor Charlie Powell | Mayor and Emergency Co- Ordinator | REDACTED INFORMATION | |
| Councillor Alan Todd | Deputy Mayor and Deputy Co-Ordinator | REDACTED INFORMATION | |
| Peter Barrenger | HTC Estates Supervisor | REDACTED INFORMATION | |
| Michelle Townsend | Assistant Clerk | REDACTED INFORMATION | |
| Shannon Lenyk | Administrative Assistant | REDACTED INFORMATION | |
| Councillor Barry Brown | HTC Councillor | REDACTED INFORMATION | |
| Councillor Pam Morrison | HTC Councillor | REDACTED INFORMATION | |
| Councillor Garry Calver | HTC Councillor | REDACTED INFORMATION | |
| Councillor Geoff Smith | HTC Councillor | REDACTED INFORMATION | |
| Councillor Maria Fowler | HTC Councillor | REDACTED INFORMATION | |
| Councillor Ivan Henderson | HTC Councillor | REDACTED INFORMATION | |
| Councillor Jo Henderson | HTC Councillor | REDACTED INFORMATION | |
| Councillor John Brown | HTC Councillor | REDACTED INFORMATION | |
| Councillor Simon Ashley | HTC Councillor | REDACTED INFORMATION | |
| Councillor Stephanie Struth | HTC Councillor | REDACTED INFORMATION | |
| Councillor Maison Urwin | HTC Councillor | REDACTED INFORMATION | |

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|-------------------------|----------------|----------------------|--|
| Councillor Fiona Powell | HTC Councillor | REDACTED INFORMATION | |
| Councillor Sean Fay | HTC Councillor | REDACTED INFORMATION | |
| Councillor Dave McLeod | HTC Councillor | REDACTED INFORMATION | |

| VERSION NUMBER | DATE | DETAILS OF CHANGE | EDITOR |
|-----------------------|-------------------------------|--|-------------------|
| | September 2014 | Creation of draft documents. | Michelle Townsend |
| | 6 th October 2014 | Update to draft documents. | Michelle Townsend |
| 1 | 22 nd October 2014 | Adopted at Full Council. | Michelle Townsend |
| 2 | 8 th April 2015 | Amended documents adopted at Full Council. | Michelle Townsend |
| 2.1 | 23 rd June 2015 | Amended document to include new councillor details. Adoption not required. | Michelle Townsend |
| 2.2 | 5 th January 2016 | Amended document to include new councillor details and location of defibrillators. Adopted at Full Council 5 th January 2016. | Michelle Townsend |
| 2.3 | 8 th June 2016 | Amended document to include changes in Mayor etc. Adoption not required. | Michelle Townsend |
| 2.4 | 24 th October 2016 | Amended documents to include new councillor details. | Michelle Townsend |
| 2.5 | 23 rd May 2017 | Amended document to include changes in Mayor etc. Adoption not required. | Michelle Townsend |
| 2.6 | 18 th May 2018 | Amended document to include changes in Mayor etc. Adoption not required. | Michelle Townsend |

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 making available 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 could safely visit the local amenities.

The management and distribution of salt has been passed to Don Piper, Harwich & Dovercourt Partnership.

In addition, Harwich Town Council has arranged for Essex County Highways to deliver a one tonne pallet of salt bags to the Mayflower Project, to be utilised by local residents.

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