

AIDE MEMOIRE – ACTION TO TAKE UPON NOTIFICATION OF AN EMERGENCY

The Chief Executive or his/her representative (Director, DEPO or ERO) will convene an initial briefing and outline the District response. The Chief Executive/Assistant Chief Executive is responsible for declaring a major emergency.

During working hours:

1. The DEPO receives a call from Essex County Council and is to discuss the District and County response. If the call was received from the Police or The Answering Service, then the DEPO will inform ECC Emergency Plans Duty Officer and discuss the scope of response.
2. The DEPO is to initially contact the Emergency Response Team (ERT) to discuss the particulars of the incident and gauge the level of response required from the Council.
3. The ERT will inform the Crisis Management Team (CMT) and if necessary, request them to attend the DERC (*the response teams will have priority over any prior bookings of the DERC unless specified otherwise by the Chief Executive*)
4. The ERT and CMT will determine the Councils response strategy and are responsible for scaling up/down the Emergency Plan and response procedures.
5. The ERT/CMT will contact the County Emergency Plans Duty Officer to obtain or provide a briefing/debrief.

Outside Normal Working Hours:

1. A member of the ERT receives a call from Essex County Council Emergency Plans Duty Officer, the police or 'The Answering Service' (Shelford). They will discuss the scope of emergency and the Council's response.
2. The officer in receipt of the call must contact the remaining ERT and determine whether the DERC should be activated:
 - A. If the DERC is opened, contact the key holders and inform the ERT and CMT to attend the DERC.
 - B. If the DERC is not opened, communicate with the ERT/CMT to determine the response strategy and activate resources remotely as and when required.
3. The ERT and CMT will determine the Councils response strategy and are responsible for scaling up/down the Emergency Plan and response procedures.
4. The ERT/CMT will contact the County Emergency Plans Duty Officer to obtain or provide a briefing/debrief.

- **ANNEXE 2: REST CENTRE STAFF**

Emergency Response Team (ERT) Call Down

Whoever receives the notification of an emergency should inform the officers below in descending order:

Jason Dear – Emergency Planning Officer

Council Office
London Road, Saffron Walden
01799 510436
jdear@uttlesford.gov.uk

Contact home

Murray Hardy - Licensing Officer

Council Office
London Road, Saffron Walden
01799 510598
mhardy@uttlesford.gov.uk

Contact home

Martin Ford – Licensing Officer

Council Office
London Road, Saffron Walden
01799 510578
07970399312
mford@uttlesford.gov.uk

Contact Home

Sally Johnson – Human Resources, Stewarding (Key holder)

Council Office
London Road, Saffron Walden
07970 274152
01799 510620
sjohnson@uttlesford.gov.uk

Contact home

Michael Perry – Assistant Chief Executive

Council Office
London Road, Saffron Walden
01799 510416
mperry@uttlesford.gov.uk

Contact Home

Lynn Rusling - Customer Care, Development Services

Council Office

London Road, Saffron Walden

01799 510467

lrusling@uttlesford.gov.uk**Contact Home**

Crisis Management Team (CMT) – Call Down

The following team are to be requested to attend the DERC in descending order:

Alasdair Bovaird - Chief Executive

UDC Saffron Walden Office

01799 510400

abovaird@uttlesford.gov.uk**Contact Home**

Michael Perry – Assistant Chief Executive

UDC Saffron Walden Office

07814 890605

01799 510416

mperry@uttlesford.gov.uk**Contact Home**

Diane Burridge – Director of Operations

UDC Saffron Walden Office

01799 510580

dburridge@uttlesford.gov.uk**Contact Home**

Tracy Turner – Director for Communities

UDC Saffron Walden Office

01799 510402

tturner@uttlesford.gov.uk**Contact Home**

John Mitchell – Director of Development

UDC Saffron Walden Office

01799 510450

jmitchell@uttlesford.gov.uk**Contact Home**

Mike Brean – Director of Business Transformation

UDC Saffron Walden Office

01799 510330

mbrean@uttlesford.gov.uk**Contact Home**
