

Woolpit Parish

Community Emergency Plan

Version – 2.4

Date – 6th April 2016

**Prepared By – the emergency team after meetings and email
consultation with JEPU, Woolpit Parish Council Chairman and
Clerk**

08/04/2016

<Insert Publication Date>

Woolpit

Community Emergency Plan

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Section I

Aims and Objectives

Aim - To produce an emergency plan for the parish of Woolpit.

Objectives – to keep residents of Woolpit safe and to keep them informed, in the event of an emergency.

Insurance

Community resilience group volunteers will be covered by Woolpit Parish Council insurance under the following circumstances;

- They are a member of, and acting on behalf of, an authorised Community Resilience Group.
- They have been authorised to act on behalf of the local authority and are under the direction of a local authority member of staff (This can be remotely).
- They only carry out the actions / activities that they have been authorised to do or agreed by the local authority.
- The use of motor vehicles is not covered by the local authority's insurance and it is the responsibility of the individual to ensure that they have adequate and appropriate cover.

Community Resilience volunteers are only covered by the authority's insurance whilst they are carrying out duties authorised by Woolpit Parish Council.

If you undertake activities that are not authorised by the local authority, then you need to determine whether your local Parish or Town Council's insurance policy covers these activities.

Risk Assessment

Risks	Impact on community	What can Community Emergency Group do to prepare?
<i>Flood - heavy rain or burst water main</i>	<ul style="list-style-type: none"> • <i>Flooding of local streets</i> 	Ensure water ways are kept clear

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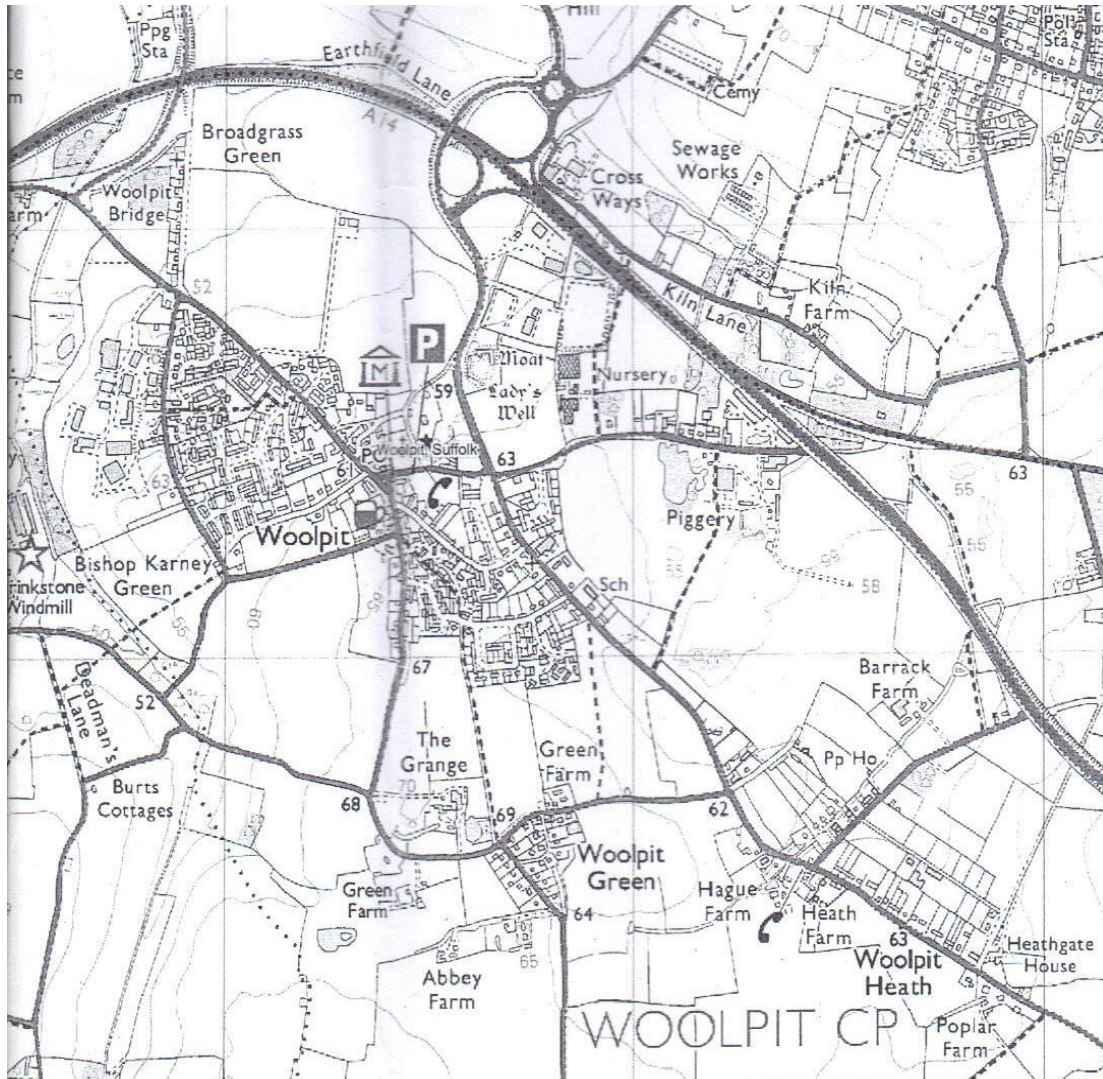
	<ul style="list-style-type: none"> • <i>Blocked access to local facilities</i> • <i>Damage to property</i> • <i>Loss of water to households and businesses</i> • <i>Loss of oil supply from contaminated oil tanks</i> 	<p>Encourage home owners to improve home flood defences</p> <p>Educate landowners in their Riparian duties</p> <p>Map local water courses using people with local knowledge</p> <p>Work with local emergency responders to see if can help with distribution of flood warnings and any evacuation and rest centre establishment required – Most likely to be JEPU or MSDC Officers</p> <p>Find out what flood defences exist or are planned in the area</p> <p>Find out where community taps or standpipes are located.</p>
2. Severe winter weather	<ul style="list-style-type: none"> • <i>Village gets isolated because roads are not gritted.</i> • <i>Elderly unable to leave homes</i> 	<p>Establish where the gritters do go – maps on SCC website</p> <p>Encourage parishioners to use grit boxes and to be aware of the rights that come with their use</p> <p>Establish list of those with suitable vehicles – tractors and 4 wheel drives</p> <p>Identify vulnerable people – elderly, infirm, ill, young mothers and mothers with young children</p>
3. Pandemic	<ul style="list-style-type: none"> • <i>Isolation</i> • <i>Mobility and need for isolating certain groups</i> 	<p>Distribution of food</p> <p>Flu Buddies – can pick up medication etc.</p>
4. Major incident – explosion, accident, air crash	<ul style="list-style-type: none"> • <i>Isolation of village</i> 	
5. Closure of A14 for longer than 24 hours	<ul style="list-style-type: none"> • <i>Gridlock – excess traffic</i> • <i>Lack of oil and access for essential supplies and services</i> 	<p>Luncheon Club to do daily meals or use Village Hall and Institute for catering – premises that are cooking on gas will be used.</p>
6. Siege		Need to be aware of possibility
7. Sizewell and Mildenhall/Lakenheath Nuclear threat and terrorist attack	<ul style="list-style-type: none"> • <i>Chemical burns etc</i> 	<p>(Note that it would need to be a major leak to affect as far as Woolpit.)</p> <p>Cascade advice & follow any instructions given by Emergency</p>

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		Services/Local Authority (SCC & MSDC)
8. Severe summer weather	<ul style="list-style-type: none"> • <i>Heatstroke</i> • <i>Water shortage– drought and hosepipe ban</i> 	Check on neighbours Make sure Vulnerable residents are signed up to Anglian Water Care Scheme
9. Severe weather – wind etc		Tree surgeons 4 x 4 vehicle owners – SLRO and 4 x 4 club members? UK Power Networks emergency number

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Maps



Woolpit Village

Borley Green



In the event of the plan being triggered the following members of the **Parish Council Community Emergency Group** have agreed to form part of the

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emergency team who will help to reduce the effects on the community in the event of an incident:-

Michael Hardiman, Kathy Parker, Jane Storey, Dr Richard West.

Names, contact details and availability of the Emergency Management Team (EMT) are in the contact directory at Section 5, page 28.

The role of the Emergency Team is to co-ordinate the activities of the Community during an emergency by assessing the situation, mobilising the appropriate local resources to support the community and maintaining links with the emergency services, the local authority and other responding organisations.

The contact numbers will be held by Suffolk's Joint Emergency Planning Unit (JEPU) on a secure part of the Suffolk Resilience Forum Website, which the Emergency Services and Local Authorities have access to.

Emergency Community Coordinators

Names, contact details and availability of the Emergency Community Coordinators are included in the contact directory at Section 5 and the emergency database held by Jane Storey. These are members of the community willing to assist during an emergency, doing tasks such as door knocking, snow clearance or shopping for vulnerable people, helping in a rest centre for example.

Incident Room and Emergency Shelters

If an emergency management team is brought together, it has been agreed that they will meet in one of the following location(s):

Location	Key holder(s)	Contact Information	Availability
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Health Centre IP30 9QU	Dr West	01359 240298 01359 245862	24 hrs
Village Hall IP30 9QX	Leon Wilkin	01359 241681	
Institute IP30 9QH	Evelyn Ayling	01359 244532	
Primary School IP30	Head Teacher	01359 240625	
Sports Pavilion IP30	Kathy Parker	01359 241143	
The Room, White Elm Road IP30	Margaret Cook	01359 240565	

An incident room is simply a location where the emergency team can meet and manage our community's response to the emergency. This may be someone's home, village hall or another similar location. Ideally, the venue should have access to a phone and to kitchen facilities.

An emergency shelter is simply a location where people can go when there is an emergency; whether it is to keep them warm and dry or somewhere to discuss actions that need to be taken.

Details of our emergency shelter(s) will be shared with the emergency services in case they need to identify a safe location to evacuate residents to.

Emergency Box

Two emergency boxes are kept in the village – one at the Parish Rooms, Woolpit Institute and the second box at the Health Centre, Heath Road.

It contains:-

Copy of the Plan

(Electoral Roll – not in the emergency box but can be accessed by the Parish Clerk or the District and/or County Councillor)

Street map

Latest Woolpit Diary

Analogue telephone

HiViz vests

Battery powered torch

Paper and pens

Battery powered radio

Log book

First aid kit

Head torch

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Emergency Information Points

Locations have been identified to pass information to the community during an emergency; these are the Village Hall, the Institute and the parish notice board.

Woolpit parish council have a website and some members of the EMT have access to social networking sites - these can be very useful in keeping everyone informed of the latest situation.

Location	Responsible for updates	Contact Information
www.woolpit.org	Mr Bradley Sieve	
Parish Notice board	Peggy Fuller	01359 245895
Twitter Accounts	@JaneinWoolpit @GrangeFarmBandB	
Village notice boards (3)	Peggy Fuller	01359 245895

One member of the Emergency Management Team will be responsible for making sure all the Emergency Information Points have the same information to avoid confusion.

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Section 2

Activation of the Community Emergency Plan

In the event of any local emergency, the following principle **MUST** be first and foremost:

- if there is **ANY threat to life, dial 999** and alert the emergency services (Police, Fire, or Ambulance)
- Health Centre – option 1 – threat to life! During working hours.
- If there is no perceived threat to life, but you have **information** that may help the emergency services, please **dial 101**.

Woolpit Emergency Plan may be activated in one of two ways:

1. EMT may decide to activate our own Plan, for example in response to a request from a member of the public or because of an event such as severe weather
2. The Plan may be activated, for example in case of a major incident, as the result of a call from the Local Council, the Joint Emergency Planning Unit or the Emergency Services (i.e. A Responding Agency)

Activation by Community Emergency Groups

In the event that our Community Emergency Group determines to activate its own plan, without a request from the Emergency Services, the Local Council or an Emergency Planning Officer, then we are acting under either our own Community Group's liability insurance, or that of our Parish Council. We need to make sure that we are adequately covered prior to activating our plan. Self-activation may be in response to events like snow and ice. Where this is the case, we should make contact with the local authority at the earliest opportunity.

If we activate our plan out of hours we should notify our local authority out of hours number **Mid Suffolk 01785 216 767**.

N.B. Make a note of the name of the person you have notified that you have activated our plan & the time that you made that call and make sure that they have your contact details. **Note in Log Book**

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Activation by a Responding Agency

For more serious or wide spread emergencies, the Community Emergency Group will normally be coordinated by the Local District Council in response to a request for support from the emergency services.

If we receive a call for assistance from our Local Council, an Emergency Planning Officer or the Emergency Services, any activities that we will be asked to carry out will be designed to help support the local authority part of that response. This will usually take the form of welfare/shelter arrangements away from the direct scene of the emergency. It could also include things like local knowledge, or the location of known vulnerable persons. We will make a note of the name of the person who has asked us to activate our plan & the time that we received that call. In this scenario, it is likely that we will be working alongside other voluntary organisations that also assist during the response, e.g. the Royal Voluntary Service (formerly the WRVS), British Red Cross etc.

Where we have been asked to activate our plan, then the activities that we have been asked to undertake will be covered by the responding agency's liability insurance.

Any information we may receive must be given out and communicated to people in a coordinated and controlled manner via the local authority's Emergency Control Centre (ECC) Mid Suffolk 01449 721087 (OR Babergh 01473 829126) or via the 999 or 101 telephone numbers above. It must not be given at the scene in a way that will impede the work of the emergency services.

N.B. If an ECC has been opened it could be either at Babergh or Mid Suffolk. We will be able to establish which one when we contact the local authority.

Routine contact during normal working hours will be via our Emergency Planning Officer at our local District Council.

Responsibility for Activating the Plan

The following people can activate the plan:

Emergency Planning Committee Team – Dr Richard West Mrs Kathy Parker, Mr Michael Hardiman and Cllr Jane Storey.

Woolpit Community Emergency Plan

(preferably at least two people conferring and making a decision)

When the Plan will be Activated

This plan will be activated when a designated member of the Community Emergency Management Team is notified of an incident and considers that:

- it is necessary to take action and
- that action cannot be taken without triggering the plan

How the Plan will be Activated

This plan will be activated when one of the persons listed above decides that the plan should be triggered, and begins to follow the initial actions checklist.

Emergency Management Team Checklist

INITIAL ACTIONS

- IN AN EMERGENCY DIAL 999
- Inform the LA that you have activated your plan
- Tune into BBC Radio Suffolk (95.5 FM, 95.9 FM, 103.9 FM, and 104.6 FM) or Heart Suffolk (96.4 & 97.1 FM) and listen for updates on the emergency. Follow any emergency services advice issued.
- Notify our emergency team and request that meet at the nominated location if safe to do so (see section 5)
- Gather as much information about the situation as possible and decide which local resources should be mobilised to support the community. We will consider using the first notification form at appendix I & consider the risks of any actions we decide to take.

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- Consider whether we can work effectively from our current location, or whether we need to move to an alternate location (see section 3). Arrange for the Incident Room to be opened as appropriate.
- Notify the following, as appropriate:
 - Community Coordinators
 - Neighbourhood Watch – to activate telephone call cascade system, if they have one.
 - Any other Groups – School, Health Centre, WI, Luncheon Club
 - the District and County Councillor, if not on Emergency Team
- Arrange for contact to be made with the vulnerable members of the community identified in Section 4 as appropriate and arrange for advice / assistance to be offered. We might give this task to one person within the emergency team to co-ordinate.
- Arrange for the community resources / organisations identified in Section 3 to be made available as necessary. We might give this task to one person within the emergency team to co-ordinate.
- Consider asking for additional members of the community (volunteers) to help with the response. We have pre-identified community coordinators already from the database. We might want to give this task to one person within the emergency team to co-ordinate. The type of support that would be welcomed changes from emergency to emergency but might include:
 - Helping people move valuable and sentimental items upstairs
 - Helping deploy any flood protection products they might have
 - Providing some immediate shelter if people have had to leave their homes
 - Looking after pets
 - Providing lifts to family and friends
 - Doing basic household tasks such as shopping
- Check our e-mail system regularly.

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- Tell our community that our emergency team is functioning and if appropriate maintain a presence in the area(s) affected
- Establish contact with neighbouring Parish Councils and ask for / offer support if appropriate
- Ensure that any members of our community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (e.g. not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do.

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Flooding specific actions

ACTION CARD (FLOODING)

- If you are in an area that receives flood warnings, dial Floodline on 0345 988 1188.
- Refer to the “Flood Specific Response Measures” table. Implement any agreed actions as appropriate. Mobilise the pre-identified resources and make offer of support to those that may be vulnerable.
- Where ever possible, advise residents to:
 - Put any flood protection products they have into place
 - Move cars to higher ground
 - Make sure any valuable or sentimental items and important documents are safe
 - Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs. Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water
 - Be prepared to turn off mains gas and electricity
 - Be prepared to evacuate if necessary:
 - Grab ‘Go bag’ and check contents.
 - Turn off electricity, gas and water supplies and unplug appliances
 - Take their mobile phone and charger.
 - Take some spare clothes.
 - Take prescribed medication with them.
 - Take cash and credit cards.
 - Lock all doors and windows.
 - If they leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.
 - Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.
 - Bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs
 - **Always wash their hands/arms/legs after coming into contact with floodwater with hot water and soap.**
 - **Keep contaminated footwear and clothing away from children**
 - **Never allow children to play in floodwater, as well as the risk of disease manhole covers may have dislodged under the pressure of floodwater creating a drowning risk.**
- Try and provide support to residents in carrying out these actions.

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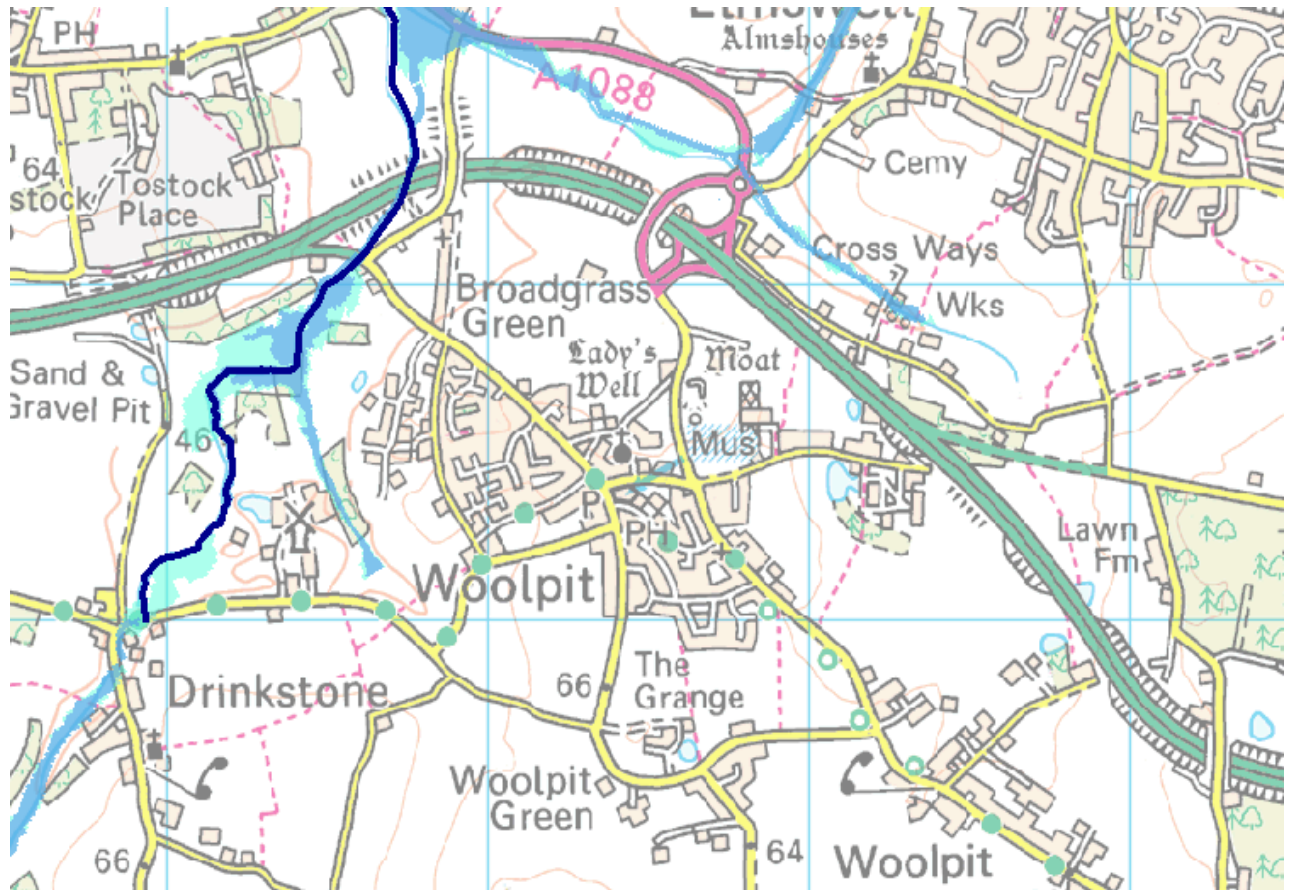
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Flood Specific Response Measures

Known Location at Risk	Action required before a flood	Action required during a flood	Equipment and People Required	Time Required	Any known areas of Vulnerable People affected
White Elm Road	Keep culvert clear of debris	Warn residents	2 volunteers to door knock	2 hours to complete door knock	
The Street/Masons Lane	Keep roadside overflows clear of debris	Advise residents in the Street to be prepared for flooding			

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**Flood Map Showing Locations at Risk of Flooding and the Flow Route –
none in Woolpit Heath**



After an Emergency

Debrief

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Debriefing is a conversation that revolves around the sharing and examining of information after a specific event has taken place.

A 'Hot Debrief' should take place by the key people involved in an incident immediately after the incident has passed & a "cold" debrief should be held after the dust has settled and things are getting back to normal. This should be open to anyone involved in the incident. It enables you to record what went well, what could have been better & what you can do to learn from this experience to improve things next time. **It is not about who is at fault.**

Two members of the Emergency team will call for and arrange for a 'hot' debrief once the incident has been declared 'over'.

A 'cold' debrief will be arranged by the Parish Council and they will record the notes of the meeting. This should be between 28 days and three months of the end of the incident. Anyone involved with the incident, including emergency services and other organizations, will be invited to attend. The debrief will include what went well, and what didn't, and how these will be reflected in the plan. The Emergency team will make any changes necessary

Section 3

Community Resources Available for use during an emergency

<u>Resources Available</u>	<u>Contact Details</u>
Village Shops	Co-op – 01359 240322 Costcutter – 01359 244050
Village Institute – source of information dissemination	Evelyn Ayling – 01359 244532

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Village Hall to shelter people if necessary Other Emergency locations ie Sports Pavilion, Church, Church Rooms	See schedule on page 10
4 Wheel Drive & Tractor Equipment – wheelbarrows, ladders etc	See database

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Community Organisations or People with a special skill, who could help during an emergency

<u>Organisation / Persons Name & Contact Details</u>	<u>Resources Available</u>
Woolpit Diary – an up to date copy will be kept in each box for all contacts	
Special Skills – refer to database (held by Jane Storey – County Councillor)	

Section 4

Vulnerable members of the Community who may need particular help during an emergency

If it is possible to identify people in advance the Emergency Team will arrange for them to be checked on during an emergency.

The Government advise that the following groups of people could become vulnerable during an emergency: children, older people, mobility impaired, mental / cognitive function impaired, sensory impaired, homeless, pregnant women, minority language speakers, tourists, travelling community. These will be identified by Dr West / Health centre.

The Woolpit Diary will include an item to promote the buddy system, where people are encouraged to check on their own next door neighbours. As Woolpit is a rural village we are aware that there are people who may be vulnerable and may be scattered around the village but we will promote the buddy system to locate and identify these people in an emergency.

Steeles Road elderly residents who are known as vulnerable will be alerted by Michael Hardiman, a member of the Emergency Team.

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Section 5

Emergency Contact Directory

Emergency Management Team

Name	Contact Information	Home address	E-mail address
Dr Richard West	Home – 01359 244275 Work – 01359 240298 Mobile – 07798 641141	Saffron House Bury Road Woolpit	Richard.west25@btinternet.com
Mrs Kathy Parker	Home – 01359 241143 Mobile-07740 780460	Grange Farm Woolpit	grangefarm@btinternet.com
Mr Michael Hardiman	Mobile – 07879 450943	14 Abbotts Meadow	michaelhardimanpc@btinternet.com
Mrs Jane Storey	Home – 01359 240555 Mobile – 07714 427097	East View Mill Lane,	jane-storey@btconnect.com

Parish Councillors not on the Emergency Management Team

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Name	Contact Information	Home address	E-mail address
Mr John Guyler	01359 – 240655	Briar Hill	john@guyler.com
Mr Ray Melvin	01359 – 240661	The Green	ramonmelvin@yahoo.co.uk
Margaret Cook	01359 – 240565	Bury Road	Pcook910@btinternet.com
Ian Lomax	01359 – 240620	Steeles Road	
Ted Jones	01359 – 240766	Briar Hill	edwardrobertjones@yahoo.co.uk
Trevor Howard	01359 – 241778	The Street	Th221250@aol.com
Tim Wheatley	01359 – 242541	Rags Lane	taj@timandjune.plus.com

Contact Details of Other Community Leaders (Faith Groups / Community Groups etc. not already identified in Section 4)

All community leaders and religious leaders not listed in Section 4 are listed in the Woolpit Diary

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Details of Neighbouring Parish Councils

Parish	Name of Clerk	Contact Information	E-mail address
Elmswell	Peter Dow	01359 244134	clerk@elmswell.suffolk.gov.uk
Norton	Mrs Jill Rowland	01359 240915	rowland@talk21.com
Shelland	Mr R Jewers	01449 736749	robjewers@hotmail.com
Rattlesden	Mr Doug Reed	01359 241092	rattlesdenpc@live.co.uk
Tostock	Mrs Marilyn Bottomley	01284 789303	marilyn.bottomley@btinternet.com
Drinkstone	Mrs P Gladwell	01284 828112	drinkstoneclerk@gmail.com

External Contact Details: (Not to be used in the case of an emergency)

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- Fire, Police, Ambulance and Coastguard 101 (non-emergency number)
- Mid Suffolk District Council 0845 606 6170 or 01449 724500 Out of Hours 01785 216 767 (Stafford & Rural Homes)
- JEPU your local EPO's Sue Herne Office 01449 724851 Mobile: 07776 481787
Steve Henthorn Office: 01284 758460 Mobile: 07920 466340
DEPO Alan Points Office: 01284 758461 Mobile: 07833234553
- Electricity Emergency - UK Power Network East of England - 0800 316 3105
- Area Highways Office Hours 08456 066 067 out of hours (ESC) 01473 433444
- Duty Emergency Planning Officer (ESC) 01473 433444
- Highways Agency – A14, A12 (Trunk Roads Only) 0300 123 5000
- Trading Standards Office Hours 01473 264859 Out of hours 01473 433444
- CYP (Children & Young People) Office hours 08456 066 067 Out of hours 01473 433444
- ACS (Adult Care Services) Office hours 0808 800 4005. Out of hours 01473 433444
- Environment Agency 03708 506 506 Floodline (24/7) 0345 988 1188 or 0845 988 1188 or email enquiries@environment-agency.gov.uk – web site
- BBC Radio Suffolk 01473 250000 On-air - call a show: 01473 212121 email radiosuffolk@bbc.co.uk
<http://www.bbc.co.uk/radiosuffolk>
- www.metoffice.gov.uk
- Gas Emergency 0800 111 999
- Anglian Water 0845 7 145 145
- Babergh District Council 01473 826622 Out of Hours 01473 826622 (Stafford & Rural Homes)
- St Edmundsbury Borough Council 01284 763233 Out of Hours 01284 763252

Section 6

Plan Publication

PLAN PUBLICATION

Electronic copies of this plan have been e-mailed to:

- emergencyplanning@midsuffolk.gov.uk We have sent our plan to the Council and they will write it into their emergency management arrangements and share it with the emergency services so they can do likewise. We have a redacted version of our plan and a copy of this has also been emailed to the JEPU, so that they can place this on the www.getpreparednow.co.uk so that other parishes know that we have a plan. It is also important that we send any revisions to our plan especially if we update any key contact details.

The original electronic version of this plan is kept with:

- Jane Storey, Eastview, Mill Lane, Woolpit, IP30 9QX

Backup electronic versions of this plan are kept with:

- Members of the Emergency Team

Hard copies of this plan are kept at:

Emergency Box – Health Centre, Heath Road

Emergency Box – The Institute, Woolpit

Woolpit Parish Clerk

Woolpit Parish Chairman

With each member of the Emergency Team

Woolpit Community Emergency Plan

A redacted version of the plan **with the confidential information removed** has been posted on Woolpit Parish Council website for public information.

DATA PROTECTION

This plan may contain personal information once complete. Parish Councils should be mindful of data protection legislation when completing and storing this plan. Information on Data Protection can be found from the Information Commissioner's Office at http://ico.org.uk/for_organisations/data_protection

Section 7

Plan Maintenance Roles and Responsibilities

- The plan will be reviewed every year on or around 1st June. During the review every section of the plan will be checked for accuracy (telephone numbers, resource lists etc.) The Emergency Team will have responsibility for reviewing the emergency plan and should report back the Parish Council meeting to confirm that a review has taken place.
- Any updates to the plan, or lessons that have been learned from exercises or incidents should be approved by the Emergency Team meeting before the plan is changed.
- The Parish Clerk is responsible for providing an updated version of the plan to all those listed in Section 6, having received it in electronic form from the person responsible for the original (Jane Storey).
- This plan should be exercised as appropriate. Kathy Parker and Jane Storey will have responsibility for arranging this in conjunction with the JEPU.
- The Parish Clerk should make sure that all the people who are involved in the plan are aware of their role, and know that that they might be contacted during an emergency.
- The Parish Clerk is responsible for making sure the plan complies with Data Protection, and all other appropriate legislation.

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Appendix I

Initial Notification Form

On receiving the initial call, get as much of the following information as you can (Priority to shaded boxes below) & update as information becomes available

A. Nature of the Emergency (What has happened?)	
B. Location (Where?)	
C. Time (When did it happen?)	
D. Wind Direction (direction from which it is blowing & speed – obtainable from the Met Office)	
E. Casualties (How many and where are they?)	
F. Affected Area (Scale or extent of the area affected)	
G. Location of Bronze / Silver / Gold Commands	
H. Locations of rendezvous points / access routes	
I. Declaration of a Major Incident - Yes/No (if Yes, note time of declaration and by which agency)	
J. Evacuation (Has evacuation taken place, where are the evacuees? How many people involved? If not, is evacuation likely?)	
K. Informant Name; Organisation; Contact details; time of notification (If information received from a 3 rd party, have you validated it?)	
L. Any other relevant information	

Appendix 2

Woolpit Community Emergency Plan

To calculate the capacity of your chosen premise, measure the area of the room to be used, and divide this by 1m for standing, 1.5m for seated & 5m for sleeping

Rest Centre Assessment Form

ADDRESS OF PREMISE

POSTCODE OF PREMISE

INSERT PHOTO OF PREMISE

Capacity		Standing	
		Seated	
		Sleeping	
Parking Facilities		Cars	
		Disabled	
	Coach Access	YES or NO	
Disabled Access			
General Assessment	E.g. Brick skin building well maintained		
Toilets	Male	Urinals:-	Cubicles
	Female		
	Disabled		
Showers	Male		
	Female		
	Disabled		
Sinks	Male		
	Female		
	Disabled		
Kitchen Facilities			
Heating / Air Conditioning	<Insert type of heating e.g. oil, gas, electric etc.>		

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Is Premise in an EA Flood Risk Area	YES / No <i>If yes please insert flood risk map below></i>	If yes enter Area Code	
IT Facilities			
Additional Information	Mobile coverage Orange - O2 – EE – Three – Vodaphone –		

Parish	Ward	Division -

CONTACT INFORMATION

Contact Name	Role	Telephone Number

GENERAL INFORMATION

LOCATION OF ELECTRICITY METER:

INDUCTION HEARING LOOP YES / NO

THERE ARE A TOTAL OF **XX SMALL TABLES AND **XX** LARGE TABLES PLUS **XX** CHAIRS AVAILABLE**

Appendix 3

EXAMPLE OF 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?

Appendix 4

EXAMPLE OF DEBRIEF AGENDA

1. Notification/Alerting Issues.
2. Warning - Responding Agency and Public Issues.
3. Command and Control Issues.
 - a. Training.
 - b. Capability.
 - c. Equipment.
4. Communications Issues.
5. Media Response Issues.
6. Recovery Issues
7. Recommendations

Appendix 5

Before an Emergency (general advice)

Help the Community Prepare

Many households will have received a Self-help Emergency Guidelines Fridge Magnet. (Z Card) You can help your community be prepared for an emergency by encouraging them to follow the advice contained in that document and to complete the telephone numbers that they may need in the event of an emergency. In particular you can:

- Encourage all members of your community to make sure they are adequately insured and that they review their insurance
- Make sure that people are signed up to the Environment Agency Flood Warning Direct Service if your community is in a flood risk area. Point them in the direction of the National Flood Forum for more information on flood defence products and to local surveyors and architects for advice on their effectiveness.
- Encourage people to prepare a Go Bag including,
 - Key documents (such as passport, driving licence, your personal emergency contact list and insurance details).
 - First aid kit including any medication.
 - Wet wipes and/or antibacterial hand gel.
 - Battery operated radio with spare batteries or wind up radio.
 - Notebook and pencil/pen.
 - Mobile phone/charger.
 - Glasses/contact lenses.
 - Toiletries (including nappies/sanitary supplies).
 - Any special items for babies, children, elderly and disabled people.
 - Spare set of keys (home/car/office).
 - Bottled water/energy bars.
 - Coins/cash (small denominations) and credit/debit cards.
 - Change of clothes and blankets and sensible footwear (if necessary, waterproofs).
 - A torch and batteries or a wind up torch.
- Encourage people to complete a personal flood plan for their household which can be found on the Environment Agency website
<https://www.gov.uk/government/publications/personal-flood-plan>
- Encourage people to make a “Community Friend” – this is someone, or some people, that can be called during an emergency to provide practical support – such as helping move furniture, look after pets, share house keys to look after each other’s properties and maybe know which valuable and sentimental items

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should be moved upstairs, check on you if you are poorly and go to the shops and chemists on your behalf.

- Make sure people know how to respond. In an emergency, people should go in, stay in and tune in to their local radio station for further instructions and updates – unless there is a fire, or any other threat to staying in the property, or unless they have been advised otherwise by the Emergency Services.
- Check that your community are ready for an emergency – ask them the following questions:
 - Do you have a household emergency plan?
 - Have you discussed your plan with family and friends?
 - Do you know the emergency plan for your children's school/nursery/college?
 - Do you know the emergency plan for your place of work?
 - Have you completed a personal emergency contact list?
 - Have you prepared a check list for your 'go bag', or packed it ready to go?
 - Do you have ICE contact(s) in your phone, wallet or purse?
 - Do you have a contact person – someone unlikely to be affected by the same emergency - who can keep family and friends informed?
 - Do you have a wind up or battery-operated portable FM/AM radio?
 - Do you have alternative, agreed meeting points?
 - Do you have working smoke alarms in your home?
 - Do you have adequate contents and buildings insurance?
 - Do you have copies of your most important documents stored somewhere other than at home?
 - Do you have a written list of your valuables, plus photographs or DVD/video?
 - Have you undertaken a basic first aid course?
 - Have you checked if your property is in a flood risk area?
 - Have you thought about arrangements for pets if you need to leave your home?
 - Have you identified possible exit routes from every room in your home?

The Environment Agency has flooding specific information for communities in flood risk areas. Call 0845 988 1188 for more information.

Make sure that you are prepared

- Make sure that you have your own household plan and go bag up to date and ready
- Buy a wind up torch, wind up radio and wind up mobile phone charger

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- Let people know you are willing to act as a co-ordinator during an emergency
- Find out whether your Parish Council have their own Community Emergency Plan that you can link into

You might be able to make contact with another community co-ordinator from another Neighbourhood Watch group; someone who is unlikely to be affected by the same emergency and who might be able to act as a runner to pass you radio alerts if you lose power.

Appendix 6

When an Emergency is Expected (general advice)

If you can, let people in your community know what's happening and advise people to be aware of the situation.

Use the following advice in unusual weather conditions:

- Heavy Winds
 - Secure loose objects such as ladders and garden furniture
 - Close and securely fasten doors and windows, including garages
 - Park vehicles in a garage or in a place clear of buildings, trees and fences
 - Stay indoors if possible
 - If you need to go outside, do not walk or shelter close to buildings or trees
 - Don't carry out repairs whilst the storm is in progress

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- Do not drive unless your journey is essential and avoid exposed routes
- Do not touch electric/telephone cables which may have been blown down
- Heat Wave
 - Try and plan your day to stay out of the heat, keep rooms shaded and, where possible use a fan
 - If you must go out, stay in the shade, wear a hat and loose fitting clothing
 - Drink plenty of fluids
 - Don't leave animals unattended in cars in warm weather
 - Seek medical help if you suffer from heat exhaustion or heat stroke.
 - Remain somewhere cool, sponge yourself with cold water and drink plenty of fluids & eat light moisture rich foods such as salads
- Snow and Ice
 - Carry an emergency car kit – mobile phone, car charger, first aid kit, warm waterproof clothes, blanket, food, water, torch (with spare batteries)
 - Inform a friend or family member of your intended travel arrangements and expected arrival time
 - Wear a hat
 - Watch out for signs of hypothermia – uncontrollable shivering, slow or slurred speech, drowsiness and memory lapse
 - Don't drive unless you absolutely need to
- Flooding
 - Listen to your local radio and TV weather forecasts for advice from the emergency services
 - Move your car to higher ground
 - Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs
 - Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water
 - Turn off mains gas and electricity
 - Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.
 - Bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs
 - Make sure any valuable or sentimental items and important documents are safe
 - Put any flood protection measures you have in place

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REMEMBER flood water will probably contain sewage, which can cause disease. Always wash your hands/arms/legs after coming into contact with floodwater with hot water and soap. Keep contaminated footwear and clothing away from children

DO NOT allow children to play in floodwater, as well as the risk of disease manhole covers may have dislodged under the pressure of floodwater creating a drowning risk. If you need to walk through floodwater consider using a pole (brush handle) to test the ground in front of you

Encourage members of the community to check on their neighbours, especially if they are elderly or live on their own.

Appendix 7

During an Emergency (general advice)

- **IN AN EMERGENCY DIAL 999 IF NECESSARY**
- Follow advice from the Emergency Services and responding organisations, make sure that your own family is safe, and that your house is secure
- Tune into the local radio station and listen for public advice messages
- **DO NOT PUT YOURSELF OR OTHERS IN DANGER OR AT RISK**

If you are able:

- Pass on any public advice messages to your community
- Make contact with your fellow coordinators
- Try to assess the impact of the emergency on your community and assess whether there is any support that you, or other community volunteers can provide, such as:
 - Helping people move valuable and sentimental items upstairs
 - Helping deploy any flood protection products they might have
 - Providing some immediate shelter if people have had to leave their homes
 - Looking after pets
 - Providing lifts to family and friends
 - Doing basic household tasks such as shopping
- Consider asking for additional members of the community (volunteers) to help with the response
- Co-ordinate offers of support where you can
- Pay particular attention to people that might be made vulnerable during an emergency
- Liaise with the Town / Parish Council if they have a Community Emergency Plan
- If people are advised to evacuate their homes, or are advised to evacuate, try and remind people of the steps they should take:
 - Grab 'Go bag' and check contents.
 - Turn off electricity, gas and water supplies and unplug appliances
 - Take their mobile phone and charger.
 - Take some spare clothes.
 - Take prescribed medication with them.
 - Take cash and credit cards.
 - Lock all doors and windows.

If they leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.