

EDWARDSTONE PARISH COUNCIL

DRAFT EMERGENCY RESPONSE PLAN

[February] 2024

Section 1: *to be placed on PC and Parish Hall noticeboards, on the noticeboard in the White Horse pub and on the PC website. Also to be shared with neighbouring Parish Councils and SCC Emergency Planning Officer.*

Purpose of the Plan

This plan sets out what Edwardstone Parish Council will do in the event of an emergency which requires a co-ordinated response at Parish level, and in particular, an emergency which requires some residents to be evacuated from their homes to a place of safety.

The Parish Council will work alongside the dedicated Emergency Services (Fire, Ambulance, Police) to offer support at local level.

This plan will normally be activated by the Information Co-ordinator contacting Suffolk County Council's Emergency Planning Team. If a more urgent response is required, the plan may be activated immediately at local level by the Parish Emergency Response Team. If this is necessary, the Information Co-ordinator will inform SCC's Emergency Planning Team as soon as is reasonably practicable.

Examples of situations in which the Plan may be activated

WILDFIRE	A fire which is spreading through fields and / or woodland in an uncontrolled way and which has the potential to set alight occupied homes.
STORM	A storm involving unusually high winds, possibly a tornado, resulting in serious damage to occupied homes.
HEAVY SNOW	Snow resulting in drifts which make certain roads impassable and result in occupied homes being cut off for more than one day.
ICE	Freezing conditions resulting in dangerous roads.
POWER OUTAGE	Loss of electricity to occupied homes for more than 24 hours.
FLOODING	Exceptionally heavy rainfall resulting in flooding from streams and surface water run-off, leading to water entering occupied homes or homes being cut off.

Edwardstone Emergency Response Team

Key role	Responsibilities
Information Co-ordinator	First point of contact in the event of an emergency. Informs the Emergency Services if not already done.

	Informs SCC Emergency Planning Officer and activates the Edwardstone WhatsApp group / telephone tree.
Community Co-ordinator	Contacts and co-ordinates local volunteers in co-operation with the Rest Centre Co-ordinator.
Rest Centre Co-ordinator	Opens and co-ordinates activities within the Rest Centre. Has attended a local authority Rest Centre course. Responsible for maintaining the safety and well-being of those using the Rest Centre.
Winter Gritting Co-ordinator	Responsible for ensuring that winter gritting bins are located in the most relevant place, ensuring they are topped up and co-ordinating local volunteers to spread grit.

Contact details

<i>Role</i>	<i>Name</i>	<i>Landline</i>	<i>Mobile</i>
Information Co-ordinator			
Deputy			
Community Co-ordinator			
Deputy			
Rest Centre Co-ordinator			
Deputy			
Winter Gritting Co-ordinator			
Deputy			

What to do, as a member of the Edwardstone community, in an emergency

First, in the event of immediate danger to people or property, dial 999

Second, contact the Information Co-ordinator or Deputy listed above. If neither is available, contact one of the other members of the team listed above.

Edwardstone Rest Centres

<i>Place</i>	<i>Address</i>	<i>Telephone</i>
Edwardstone Parish Hall		
White Horse Pub		

End of section 1

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Section 2: for Parish Council, the Emergency Response Team and SCC Emergency Planning Officer.

This Emergency Response Plan is based on national guidance and briefings and County level guidelines received from Freddie Gulliver, Emergency Planning Officer at Suffolk Joint Emergency Planning Unit.

It has been developed in consultation with the neighbouring Parishes of Boxford, Groton, Little Waldingfield and Great Waldingfield.

Advice has been sought from Suffolk County Council's Data Protection Officer, who has stated that Community Emergency Plans do not fall under the provisions of the General Data Protection Regulations.

Insurance

The Council's insurers have confirmed (TBC) that Council members and volunteers working for the Council are covered by the Council's Public Liability insurance, and that no additional cover will be required in the event of an emergency plan being activated by the Parish Council. Where the emergency plan is activated by Suffolk County Council's Emergency Planning Unit, activities carried out under the plan by PC members and volunteers will be covered by Suffolk County Council's Public Liability Insurance.

Any Council members or volunteers using their own car to respond to the activation of this plan should have checked with their own insurers that they will be covered. The Council's insurance does not cover private car drivers.

Review

This Plan will be reviewed once a year by the Emergency Plan Co-ordinators, meeting together, and a report will be made to a meeting of the Parish Council by the Information Co-ordinator. In addition, the Emergency Plan Co-ordinators will meet after any incident which has led to the Plan being activated, to review what happened and any lessons that can be learnt.

Members of the Emergency Response Plan contact tree

<i>Name</i>	<i>Mobile</i>	<i>In WhatsApp Group?</i>

Insert diagram showing who is responsible for contacting who.

Those listed above undertake to inform the Information Co-ordinator of any changes to their contact details, or if they are no longer able to carry out the role. In the latter case, the Information Co-ordinator will inform the Parish Council and steps will be taken to find a replacement as quickly as possible.

Choice of Rest Centre

In the event of an emergency requiring residents to leave their homes, the Information Co-ordinator will decide on the most appropriate Rest Centre, in consultation with the other members of the Edwardstone Planning Team.

The most appropriate Rest Centre will be the one most easily accessible to those affected by the emergency, but should also be the safest. For example, it would not make sense for a rest centre to be close to a wildfire.

The most appropriate Rest Centre may be one in one of the neighbouring Parishes of Boxford, Groton, Little Waldingfield and Great Waldingfield. In this case the Information Co-ordinator will contact the relevant person as listed below:

<i>Parish</i>	<i>Name</i>	<i>Landline</i>	<i>Mobile</i>
Boxford			
Groton			
Little Waldingfield			
Great Waldingfield			

[Map to be inserted showing location of Rest Centres in each Parish]

Suffolk County Council Joint Emergency Planning Unit

Emergency Planning Officer Freddie Gulliver
Mobile 07920 466338 *Landline* 01473 260947
Email Freddie.Gulliver@suffolk.gov.uk

Activation of the Emergency Response Plan

The Plan may be activated as follows:

- A request from the Local Authority.
- A request from the Emergency Services.

- Self-Activation by Edwardstone Emergency Planning Team. This may include a response to a request from the Emergency Planning Team in a neighbouring Parish. In this case the Information Co-ordinator will inform SCC Emergency Planning Officer immediately that the Plan has been activated, making a note of the name of the person they speak to and the time of the call.
- If the SCC Emergency Planning Team agree to the activation, they will confirm this by email as follows:

Community Emergency Planning Group Activation Form

From: [Name of LA Officer requesting activation] To: [CEPG]

Date: Time of Request: XXX

Please confirm receipt by telephoning the XXX (Local Authority) ECC on [telephone number]

If there is ANY threat to life, dial 999 and alert the emergency services (Police, Fire, or Ambulance). If there is no perceived threat to life, but you have information that may help the emergency services, please dial 101.

The XXX (CEPG) has been activated on behalf of XXX (Local Authority) as a result of a Major Incident / local incident at [location] on [date].

The XXX (CEPG) is now covered by XXX (Local Authority) liability insurance providing that the following conditions are met:

The Local Authority has requested that you activate the CEPG and your plan. The CEPG is only authorised to carry out the following tasks

[amend as necessary].

The CEPG operates under the direction of the Local Authority (can be remotely) and the Local Authority requires regular updates on the situation, progress of task and any issues arising from the activation.

The action or activity is approved by the Local Authority.

- If SCC does not authorise self-activation of the Community Response Plan by the local Emergency Planning Team, they will inform the Information Co-ordinator by E-mail and telephone and any further local activity will not be covered by the Local Authority's insurance.

For more serious or wide spread emergencies, Plans will normally be coordinated by the Local Authority in response to a request for support from the Emergency Services.

When requesting a local Emergency Plan Team to activate their Plan, contact will normally be made by telephone. It is important that the activating officer is clear of what support / activities need to be undertaken and that this is confirmed by the completion of the Community Emergency Planning Group Activation Form shown below. If this is not possible the activation officer will still complete the form and will confirm verbally with the local Information Co-ordinator, so that they fully understand what activities they are required to undertake.

Advice to the public

The Emergency Planning Team will work on advice notes to help the public to prepare for possible emergencies such as heat waves, wildfires, severe storms, flooding, heavy snow and ice, power outages etc. These will be included as appropriate in the Box River News and on the PC website.

Suffolk Resilience Forum

The Community Risk Register can be found at <https://suffolkprepared.co.uk/get-prepared/community-risk-register/>

Winter Gritting

This scheme is run by Suffolk County Council Highways. Further details can be found on the Suffolk County Council's Website <https://www.suffolk.gov.uk/roads-and-transport/highway-maintenance/check-which-roads-are-gritted?nodeId=ac97a04b-bfd4-5971-b513-969f39e1cf23&entryId=9d261808-bc96-58b3-ab3b-4478619a5349>

Local farmer contact details

<i>Name and farm</i>	<i>Landline</i>	<i>Mobile</i>
Jim Powell, Hilly Farm		
Steve Morley, Lower Farm		
Richard Abrey, Park Farm		
Home Farm		
Borehouse Manor Farm		

NB should be Richard Abrey's manager, not RA himself.

External Contact Details:

**(Not to be used in the case of an emergency. If there is risk to life dial 999)
These numbers will change periodically. They should be checked regularly.**

Agency	Note	Normal Hours	Out of Hours
Suffolk Fire & Rescue		01473 260 588	
Suffolk Police		101 or 01473 613500	101 or 01473 613500
East of England Ambulance Service		0345 601 3733	
UK Power Networks	General	0800 029 4285	
UK Power Networks	Power Cuts 24/7	0800 31 63 105 or 105	0800 31 63 105 or 105
Suffolk County Council Highways		0345 606 6167	01473 433444
Children & Young People (CYP)		0345 608 0033	01473 433444
Adult Care Services (ACS)		0808 800 4005	01473 433444
Anglian Water	Water Supply & Sewerage Enquiries	03457 145 145	03457 145 145
Gas (National Grid)	Smell of gas or emergencies	0800 111 999	0800 111 999
Environment Agency enquiries@environment-agency.gov.uk	Floodline	0345 988 1188 or 0845 988 1188	0345 988 1188 or 0845 988 1188
Environment Agency enquiries@environment-agency.gov.uk	Incident hotline	0800 80 70 60	