

## Coney Weston Parish Council

# Community Emergency Plan

Date of Document:	25.04.2021.	Author:	Geoff Mihr
Version number:	3.0		
Review Date:			

**AMENDMENT RECORD**

	Summary	Date	Author
1			
2			
3			
4			

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**Appendices**

- Appendix A – Risks and Insurance
- Appendix B – Activation
- Appendix C – Risk Assessment
- Appendix D - Roles & Responsibilities
- Appendix E – Key Contacts
- Appendix F – Resources
- Appendix G – Debrief
- Appendix H – Useful Form Templates

Community Name: Coney Weston

Plan dated: 4<sup>th</sup> May 2021.

**Introduction** Coney Weston is a village North East of Bury St Edmunds with approximately 150 properties and 400 residents.

**Activation** In the event of an emergency impacting the parish / community, the following residents, when safe to do so, will form an emergency coordination group (ECG) to assess the impacts of the incident, activate the plan, coordinate the local response, inform, and support residents as far as is practical;

Name	Parish Role	Response Role	Landline	Mobile	Email
<u>Peter Clarke</u>	Councillor		01359 221906		peterclarke1001@hotmail.com
vacancy	Councillor				
Chris Flood	Councillor		01359 221540		<u>cf.coneywestonpc@gmail.com</u>
vacancy	Councillor				
Geoff Mihr	Councillor		01359 221358		<u>gm.coneywestonpc@gmail.com</u>
Janet Ladell	Councillor		01359 221505		<u>jl.coneywestonpc@gmail.com</u>

In the event of any local emergency, if there is **ANY threat to life**, dial **999** and alert the emergency services (Police, Fire, or Ambulance) immediately. If there is no perceived threat to life, but you have **information** that may help the emergency services, dial **101**.

On activation of the group, the group will contact the Emergency Planning Officer (EPO) / District Emergency Planning Officer (DEPO)

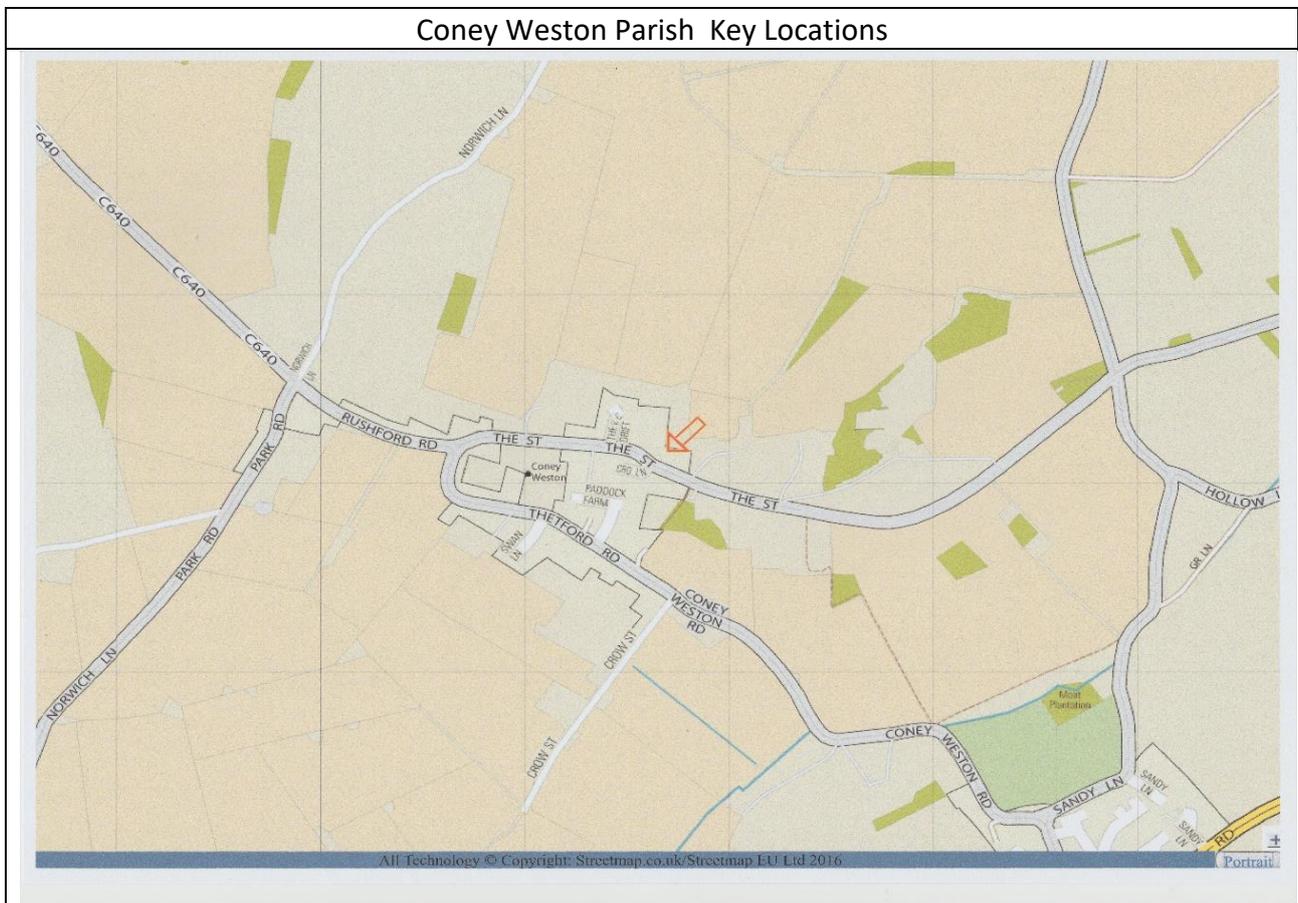
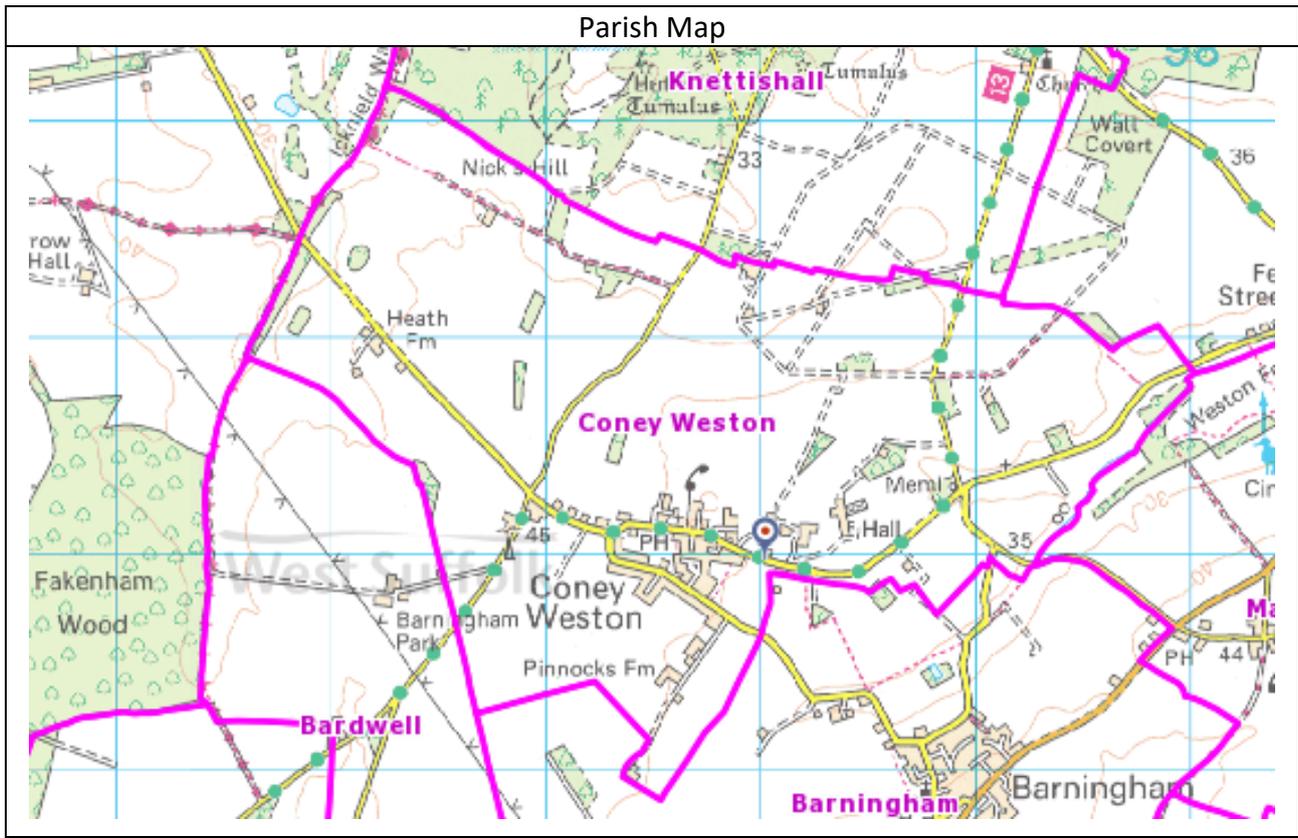
**Office hours;** West Suffolk: 01284 763233

**Out of hours;** West Suffolk: 01284 763252

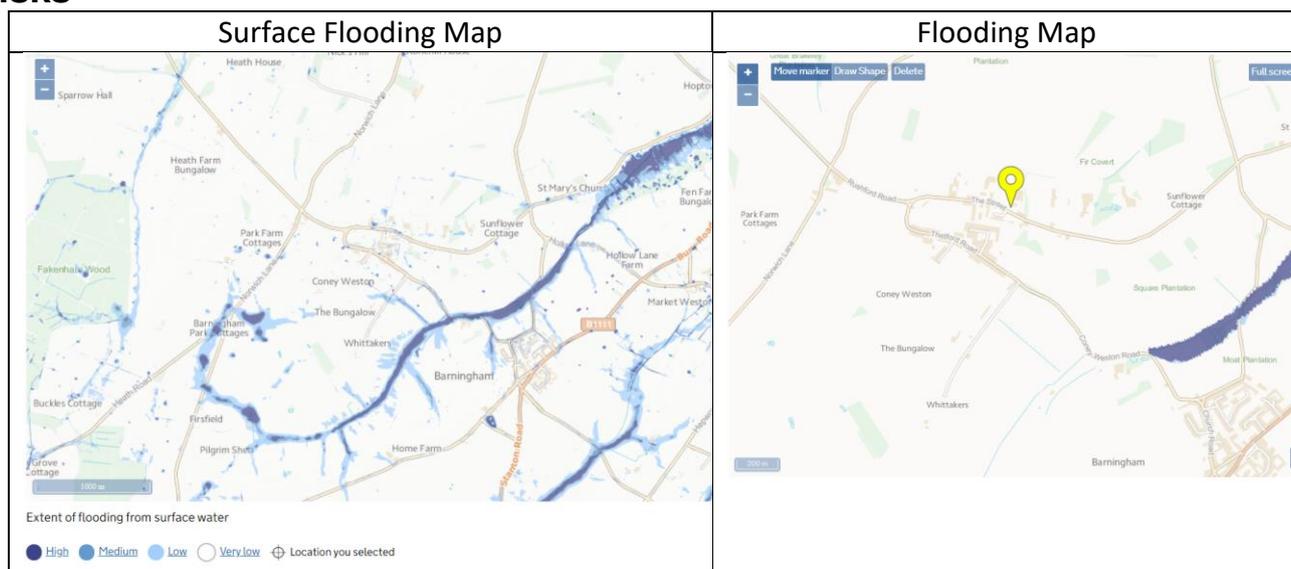
Ensure that the call taker has your Community Emergency Planning Group (CEPG) Name, callers name and appropriate contact details and request the Joint Emergency Planning Unit Duty Officer (EPDO) is notified.

**PLEASE NOTE:** In a widespread incident the DEPO is a single point of contact and may be supporting the wider local authority response across the County and may not be able to respond to you immediately.

### Locality Map



## Risks



Environment Agency Flood Risk Area; No.

## Insurance

The Community Emergency Planning Group (CEPG) and CEPG volunteers will be covered by the relevant Local Authority's insurance under the following circumstances;

- The local authority has requested you activate your CEPG and plan.
- The CEPG volunteers are registered with the CEPG.
- The CEPG and volunteers, are under the direction of a local authority member of staff (This can be remotely), and the local authority receives regular updates of task progress / issues arising from the CEPG.
- They only carry out the actions / activities that have been authorised by the local authority.
- A record of the activities undertaken and volunteers employed in those tasks is maintained by the CEPG.
- Activities they have been asked to undertake must be commensurate to their skills and competency.
- Appropriate dynamic risk assessments are carried out.
- 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.

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

## Activation

The Community Emergency Plan will be activated and the Community Emergency Group convened in one of two ways:

- At the request of the Emergency Services / Local Authorities or
- Where any member of the Group becomes aware of an arising Emergency or Community situation which is likely to affect residents within the Parish / Town area

In either case, once the plan is activated, the CEPG will liaise with the District Emergency Planning Officers in office hours / Joint Emergency Planning Unit (JEPU) Duty Officer out of hours to fully appraise them of the situation.

### **Contact details are in Appendix E and activation letter in Appendix H**

The Emergency Services / Authorities which may request the activation of the Community Emergency Group are as follows:

- The Police
- Fire and Rescue Service
- Environment Agency
- Members of Suffolk County Council Joint Emergency Planning Unit (JEPU)
- West Suffolk Council
- Suffolk County Council

Activation criteria include:

- Actual or threatened injury or loss of life, particularly if the threat is increasing or extensive
- Actual or threatened damage to property, particularly if the threat is increasing or extensive
- The causation is spread geographically, not located at a single property
- Having been requested to do so by the Emergency Services

On being activated the Group should convene a meeting to discuss the nature of the incident, potential or actual impact on the Community and the Community Resources required.

### **A sample agenda for the initial meeting and log page is at Appendix H**

The Community Emergency Group should ensure that all key actions / decisions taken by the Group are recorded.

### **Local Activation Plan.**

The first resident to become aware of an emergency situation should contact the Parish Council Chairman and Vice chair by telephone. The Chair and Vice chair will then inform the other councillors. The initial meeting will be convened at the earliest opportunity.

The distribution of information can then be circulated by the councillors who will ensure the residents in the streets they live in are made aware of the situation, and vulnerable residents requirements collated. See also initial meeting agenda and check list on pages 15 & 16.

## Risk Assessment

(as appropriate to be **carried out & held by Parish Council / CEPG.**)

An assessment of the incident severity should be undertaken as quickly as possible. **It is of the highest importance to ensure that no one puts themselves at risk whilst this assessment is being undertaken.** The objective of this type of assessment is to determine whether there is a need to activate the emergency plan, 'watch and wait' or remain in a 'business-as-usual' state.

### Generic Risk Assessment

Whatever role individuals undertake appropriate and where necessary dynamic risk assessments should be carried out, prior to the task, to ensure all volunteers are not exposed to any unnecessary risks. A form to assist in this process can be found on pages 17 and 18.

Consideration of appropriate personal protective equipment should be undertaken e.g. reflective jacket, suitable footwear, checking in, working in pairs etc.

**AT NO POINT SHOULD ANYONE PUT THEMSELVES, OR OTHERS AT RISK OF DANGER.**

Risk Assessments are a continuous process and should reflect the changes in circumstances e.g. incident duration.

**Samples of activation letter and risk assessment form is available in Appendix H.**

Risks	Impact on community	What can Community Emergency Group do to prepare?
Flooding : Surface Water run off Ground Water	<ul style="list-style-type: none"> <li>Flooding of local streets</li> <li>Blocked Access</li> <li>Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>Identify local flood risk areas – refer to flood risk map –</li> <li>Sign up to Flood Warning Direct as a <b>CEPG</b> with the Environment Agency</li> <li>Encourage residents to improve home flood defences and check for Flood Warnings on <a href="https://www.gov.uk/browse/environment-countryside/flooding-extreme-weather">https://www.gov.uk/browse/environment-countryside/flooding-extreme-weather</a></li> <li>Identify local shelters should residents need to evacuate their properties</li> <li>Work with local emergency responders to see if you or they can help with distribution of flood warnings and any evacuation and rest centre establishment required</li> </ul>
Loss of Utilities	Total loss of electricity / water supply, sewage services.	<ul style="list-style-type: none"> <li>Check on vulnerable people in the village</li> <li>Liaise with UK Power Networks/Anglian Water</li> </ul>
Roads Blocked	Inability to access or exit village	<ul style="list-style-type: none"> <li>Local Farmers with Tractors and chainsaws etc</li> <li>SCC Highways</li> </ul>
Severe Weather	Casualties Damage to property Blocked roadway	<ul style="list-style-type: none"> <li>First aid &amp; check vulnerable people</li> <li>Liaise with Local Authority, make area safe.</li> <li>Organise urgent local road clearance.</li> </ul>

## Roles & Responsibilities

### Roles and Responsibilities

The role of the ECG is to organise the activities of your CEPPG 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. Typical tasks associated with this may include the following roles:

#### Community Coordinator(s)

Members of the CEPPG may be allocated areas, supported by other volunteers. Their role is to coordinate supporting volunteers doing tasks such as warning and informing, snow clearance or supporting vulnerable people, helping in a rest centre. Full contact details of the Community Coordinators should be placed in the key contacts directory

#### Rest Centre Coordinator

The person(s) undertaking this role ideally should have attended a local authority run rest centre course and is/are responsible for maintaining the safety and welfare of those residents and volunteers using the rest centre and should be in accordance with the local authority procedures. The Local Authority must be advised when a rest centre is provided so as to provide appropriate support at the earliest opportunity. Full contact details of the Rest Centre Coordinators should be placed in the key contacts directory. All the forms necessary for running a rest centre can be found on the SRF website

<https://www.suffolkresilience.com/prepare-your-community/community-emergency-planning-resources>

#### Information Coordinator

One member of the Community Emergency Planning Group should be responsible for making sure all the Emergency Information Points have the same information to avoid confusion. This person would be the ideal link to communicate with the Local Authority Emergency Control Centre (ECC). Full contact details of the Information Coordinators should be placed in the key contacts directory.

**Key Contacts**

<b>Name</b>	<b>Role</b>	<b>Contact Number</b>	<b>email</b>
Peter Clarke	Emergency Coordination Group	01359 221906	<a href="mailto:peterclarke1001@hotmail.com">peterclarke1001@hotmail.com</a>
vacancy	ECG		
Chris Flood	ECG	01359 221540	<a href="mailto:cf.coneywestonpc@gmail.com">cf.coneywestonpc@gmail.com</a>
vacancy	ECG		
Geoff Mihr	ECG	01359 221358	<a href="mailto:gm.coneywestonpc@gmail.com">gm.coneywestonpc@gmail.com</a>
Janet Ladell	ECG	01359 221505	<a href="mailto:jl.coneywestonpc@gmail.com">jl.coneywestonpc@gmail.com</a>
Stephen Henthorn	District Emergency Planning Officer	01284 758460 07920 466340	<a href="mailto:stephen.henthorn@suffolk.gov.uk">stephen.henthorn@suffolk.gov.uk</a>
Vince Williams	Emergency Planning Officer	01284 758461 07833234553	<a href="mailto:vince.williams@suffolk.gov.uk">vince.williams@suffolk.gov.uk</a>
Andrea Morris	Parish Clerk	01359 221044	<a href="mailto:coneywestonpc@gmail.com">coneywestonpc@gmail.com</a>
Joanna Spicer	County Councillor	01359 230800	<a href="mailto:joanna.spicer@suffolk.gov.uk">joanna.spicer@suffolk.gov.uk</a>
Andrew Smith	District Councillor	01359 221948	<a href="mailto:andrew.smith@westsuffolk.gov.uk">andrew.smith@westsuffolk.gov.uk</a>
Sue Hindry	Parish Councillor	07759536648	<a href="mailto:sh.coneywestonpc@gmail.com">sh.coneywestonpc@gmail.com</a>
Doctor's Surgery's	Stanton	01359 251192	
	Ixworth	01359 230252	
Environment Agency	Floodline	0845 9881188	
Environment Agency	Hotline	0800 807060	
UK Power Networks	Electricity	0800 3163105	
Anglian Water	Water supply	0800 771881	
Suffolk Constabulary		01473 613500	
Suffolk Fire & Rescue		01473 260588	
West Suffolk Hospital		01284 713000	
NHS Direct		0845 4647	
West Suffolk Council		01284 763233	
	Out of hours	01284 763252	
Suffolk County council		0345 6066171	

**Resources****Key Buildings**

Function	Location	Point of Contact	Phone number
Emergency refuge/ incident room	Village Hall	Dee Stewardson	██████████

**Local Skills, Community Volunteers & Resources**

Group	Name	Contact number	Special Skills
Village volunteers	Peter Clarke	01359 221906	Volunteer coordinator
Local farmer, Hall Fm	Wallace Daniels	██████████	Highway clearance.

**Neighbouring CEPG or Parish Council**

Parish Council	Clerk's Name	Contact number	email
Barningham	Vicki Gay	01379 898733	<a href="mailto:barninghampc@outlook.com">barninghampc@outlook.com</a>
Market Weston	Vicki Gay	01379 898733	<a href="mailto:marketwestonpc@outlook.com">marketwestonpc@outlook.com</a>
Bardwell	Pauline Smith	01359 221934	<a href="mailto:bardwellpc@gmail.com">bardwellpc@gmail.com</a>
Hopton cum Knettishall	Rowena Salter	01359 221256	<a href="mailto:hoptonpc@outlook.com">hoptonpc@outlook.com</a>

**Debrief**

To be carried out post-event by Parish Council / CEPG

(Supported where practicable by Suffolk LA / EPO's - Suffolk Joint Emergency Planning Unit)

**EXAMPLE OF DEBRIEF AGENDA**

<b>Area of Response</b>	<b>What Went Well</b>	<b>What Could be Improved</b>
Notification/Alerting Issues		
Warning - Responding Agency and Public Issues.		
Activation of Plan		
Response Activities		
Training		
Capability		
Communications Issues		
Media Response Issues		
Recovery Issues		
Recommendations		

## Useful Form Templates

### 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<sup>1</sup>].

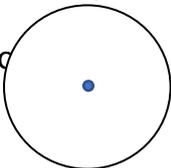
The CEPG operates under the direction of the Local Authority (can be remotely) and the Local Authority requires regular updates on the situation, progress of task and any issues arising from the activation.

The action or activity is approved by the Local Authority.

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Initial Key Information Report

<p><b>M</b> Major Incident</p>	<p>Who Declared major incident Time of Declaration Wind Direction from / Wind Speed</p>	<p>Name:..... N ..... Time ..... : ..... <i>Draw Arrow for Direction from</i> Speed: m/s</p> 
<p><b>E</b> Exact Location</p>	<p>Exact Location (Where is the event taking place)</p>	<p>Commercial / Residential House no/Name..... Street..... Postcode.....</p>
<p><b>T</b> Type of Incident</p>	<p>What type of Incident is it?</p>	<p>Flood <input type="checkbox"/> Loss of Utilities <input type="checkbox"/> Severe Weather <input type="checkbox"/> Access blocked <input type="checkbox"/> Other..... <input type="checkbox"/></p>
<p><b>H</b> Hazards</p>	<p>What hazards or potential hazards can be identified?</p>	<p>Hazards: ..... Other: .....</p>
<p><b>A</b> Access</p>	<p>What are the best routes for access and egress?</p>	<p>inaccessible routes ..... <input type="checkbox"/> RVP ..... <input type="checkbox"/></p>
<p><b>N</b> Number of Casualties</p>	<p>How many casualties are there, and what condition are they in?</p>	<p>Minor Injury ..... <input type="checkbox"/> Serious Injury..... <input type="checkbox"/> Deceased ..... <input type="checkbox"/></p>
<p><b>E</b> Emergency Services</p>	<p>Emergency Services present and those required</p>	<p>Police on scene <input type="checkbox"/> Required <input type="checkbox"/> Fire on scene <input type="checkbox"/> Required <input type="checkbox"/> Ambulance on scene <input type="checkbox"/> Required <input type="checkbox"/> Other (eg EOD):</p>

<b>A. Major Incident Declaration</b>	Yes / No	Time declared	Lead Agency	
<b>B. Location</b> (Where?)	<i>Location by grid reference or postcode, including road or geographic area.</i>			
<b>C. Nature of Emergency</b> (What has happened?)	<i>What has caused the problem? How has it happened? Are there any secondary hazards to be considered?</i>			
<b>D. Affected Area</b> Scale or extent of affected area	<i>Are there areas that require evacuation? Are these areas residential or commercial?</i>			
<b>E. Time</b> (When did it happen?)				
<b>F. Wind Direction</b> obtainable from the Met Office	Blowing from:	Blowing to:	Wind Speed:	
<b>G. Casualties</b> How many & where are they?	<i>How many people are homeless or require evacuation. Where are they located? Do any have any disability problems?</i>			
<b>H. Locations</b> access routes				
<b>I. Locations</b> of Forward Control Point / Tactical Coord Group / Strategic Coord Group	FCP	TCG	SCG	
<b>J. Evacuation</b> (Has evacuation taken place, where are the evacuees? How many people involved? If not, is evacuation likely?)	Is Evacuation in progress?	Is Evacuation likely?	Estimated evacuees	Location of evacuees
<b>K. Warning and Informing</b> (Contact Comms staff. Confirm which agency is leading on messages to the Media?)	SCC Comms		District / Borough Comms	
<b>K. Community Emergency Planning Group (CEPG)</b> <i>Is a CEPG available to assist?</i>	Contact name	Organisation	Time	Contact details
<b>L. Any other relevant information</b>	<i>Are there other Local Authority resources that might be required e.g. building control, environmental health or protection, road closure?</i>			

## Emergency Management Team Checklist

The following is a list of general actions that your CEPG might follow in the event of an incident occurring.

### IN A LIFE THREATENING EMERGENCY DIAL 999

- Inform the LA that you are looking to activate your plan
- Gather as much information about the situation as possible when it is safe to do so and decide which local resources should be mobilised to support the community. **<Consider using the information form above and consider the risks of any actions you decide to take>**
- Consider whether you can work safely and effectively from your current location, or whether it is safe to move to an alternate location. Arrange for your Community Coordination Centre to be opened as appropriate.
- Notify your emergency team and request that they meet at the nominated location if safe to do so (see section 5) and instigate the call cascade as necessary.
- 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.
- Instigate your telephone cascade as appropriate
- Arrange for contact to be made with the vulnerable members of the community as appropriate and arrange for advice / assistance to be offered.
- Arrange for the community resources / organisations identified to be made available as necessary.
- Consider asking for additional members of the community (volunteers) to help with the response, you may have pre-identified community coordinators already. 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 your e-mail system regularly.
- Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected
- Establish contact with neighbouring Parish / Town Councils and ask for / offer support if appropriate
- Ensure that any members of your 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.

## **CEPG Meeting Agenda**

### **Example CEPG 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
- People with disabilities
- Non English speaking people

**What resources do we need?**

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

**2. Establish contact with the local authority/ emergency services?**

**3. What support can we offer to the local authority/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?**



### CEPG Risk Assessment Form

RISK RATING

Impact	
4	Major injury - <i>broken bone, unconsciousness – anything that is reportable under RIDDOR</i>
3	Minor injury ( <i>Lost time 1 - 3 days</i> ) – <i>bruising, sprains, deep cuts</i>
2	Injuries requiring first aid ( <i>Lost time &lt; 1 day</i> )
1	Trivial injury ( <i>No lost time</i> )- <i>bumps, cuts, abrasions.</i>

Likelihood	
4	It is expected to happen in most circumstances
3	Fairly likely to occur at some time, or in some circumstances
2	It is unlikely to, but could, occur at some time
1	May only occur in exceptional circumstances

Impact	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
Likelihood	1	2	3	4	

Risk rating	Action required
16	<b>Unacceptable risk <u>do not</u> proceed</b>
8 -12	<b>Requires Immediate action to reduce risk and maintain at an acceptable level</b>
4 - 6	<b>Requires action to reduce risk and maintain at an acceptable level.</b>
1 - 3	<b>Precautions to be maintained and managed. Further action unlikely to be appropriate.</b>

