

Wattisfield Community Emergency Plan

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Compiled by: M. Elflain

Wattisfield Community Emergency Plan

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Section I

Aims and Objectives

Members of our community may at some point, be put at risk due to a devastating local accident or catastrophe. This plan identifies potential risks in Wattisfield and lists contact information for volunteers, resources and experts who may be able to help with the situation.

The Police, Fire & Ambulance Services will always be the first-port-of call in any emergency or crisis and Members of the Public should contact 999 in the first instance if urgent, emergency help is needed. The emergency plan will enable local knowledge to augment the help that can be given to vulnerable people within the community and the Emergency Services.

Insurance

Community resilience group volunteers will be covered by Mid Suffolk District Council insurance under the following circumstances;

- The Mid Suffolk Emergency Planning Officer or Duty Manager (or their substitute) has agreed the Wattisfield Emergency Plan should be implemented.
- They are a member of and/or acting on behalf of an authorised Community Resilience Group.

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- 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.

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Risk Assessment

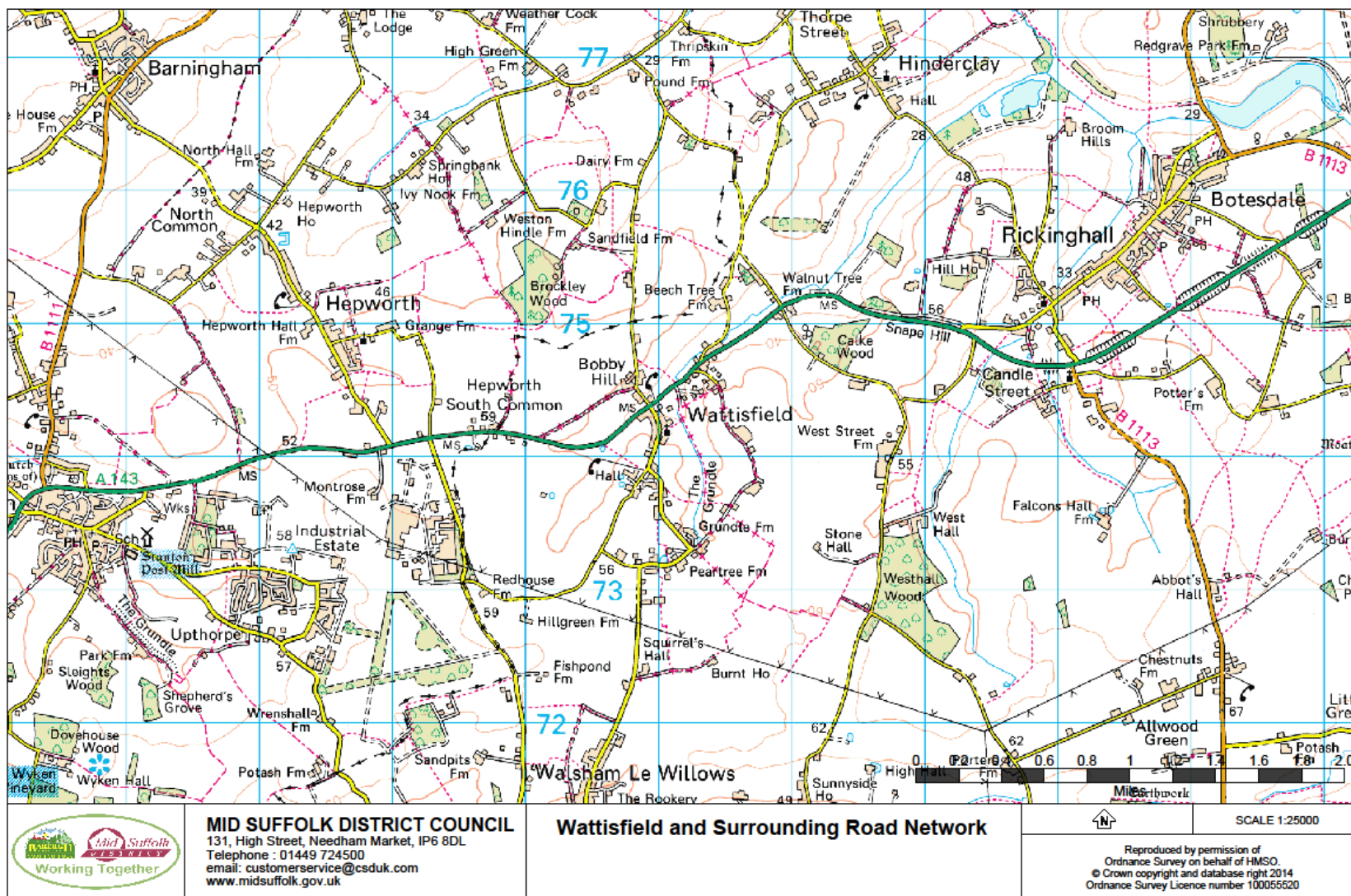
Risks	Impact on community	What can Community Emergency Group do to prepare?
The Grundle and other culverts which pass through village	<ul style="list-style-type: none"> • Flooding of local streets • Damage to property 	Monitor weather and flood warnings Work with local emergency responders to see if we can help with any evacuation and check if rest centre required
Power Failure for extensive period	Total loss of electricity	Check vulnerable people in the village Liaise with Power Supply Authority
Water Supply Failure for extensive period	Total loss of water supply	Check vulnerable people Liaise with Water Authority
Severe Weather	Casualties Damage to property Blocked roadway	First aid & check vulnerable people Liaise with Local Authority, make area safe Organise urgent local road clearance
Major Fire	Casualties Damage to property Road closure	First aid & check vulnerable people Liaise with Emergency Services and Local Authority
Major Traffic Accident	Casualties Damage to property Road closure	First aid & check vulnerable people Liaise with Emergency Services Establish rest-centre if required

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Chemical Incident	Road closure Evacuate part of village	Liase with Emergency Services & Local Authority Establish rest-centre if required
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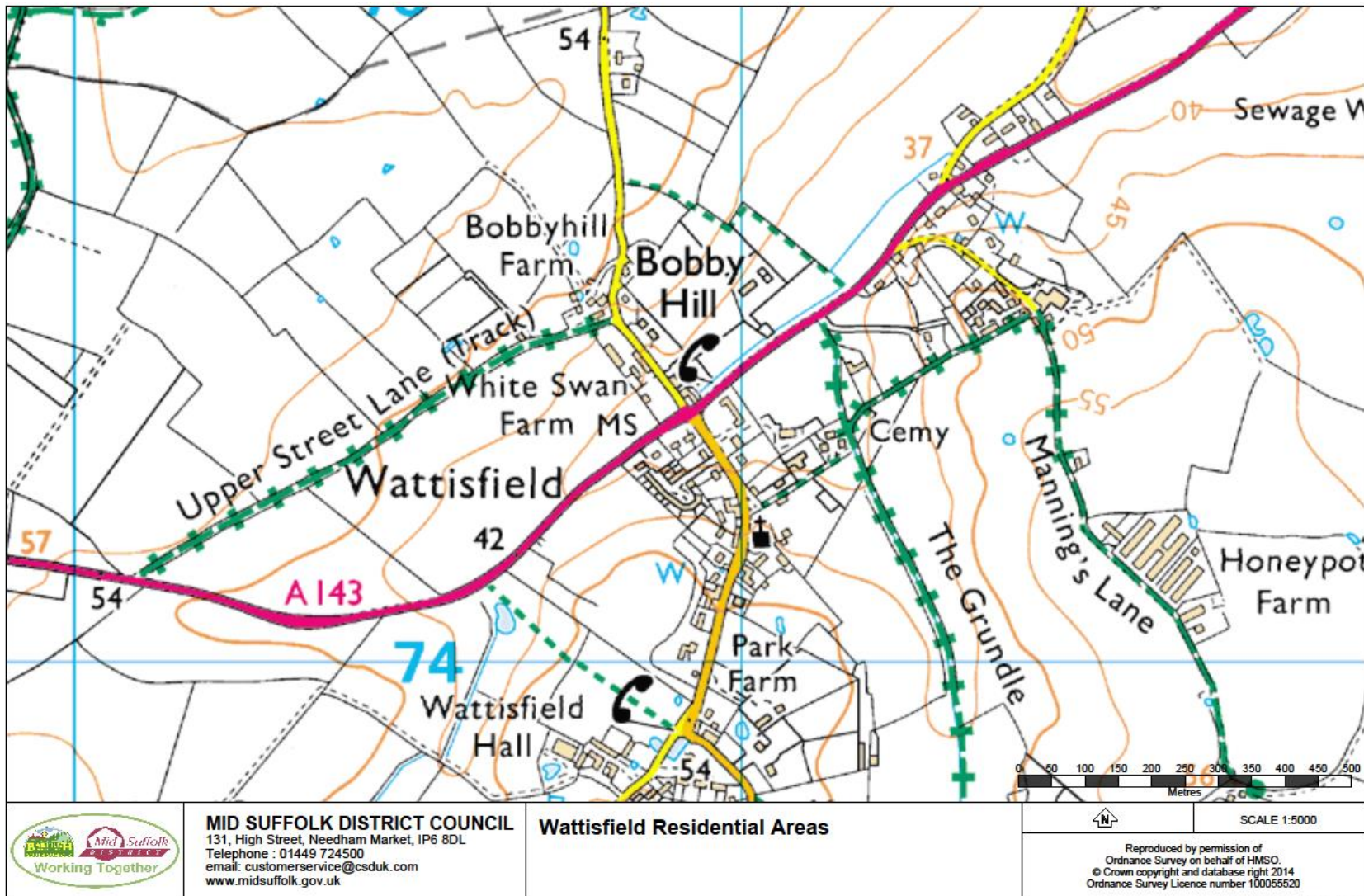
Maps (overleaf)

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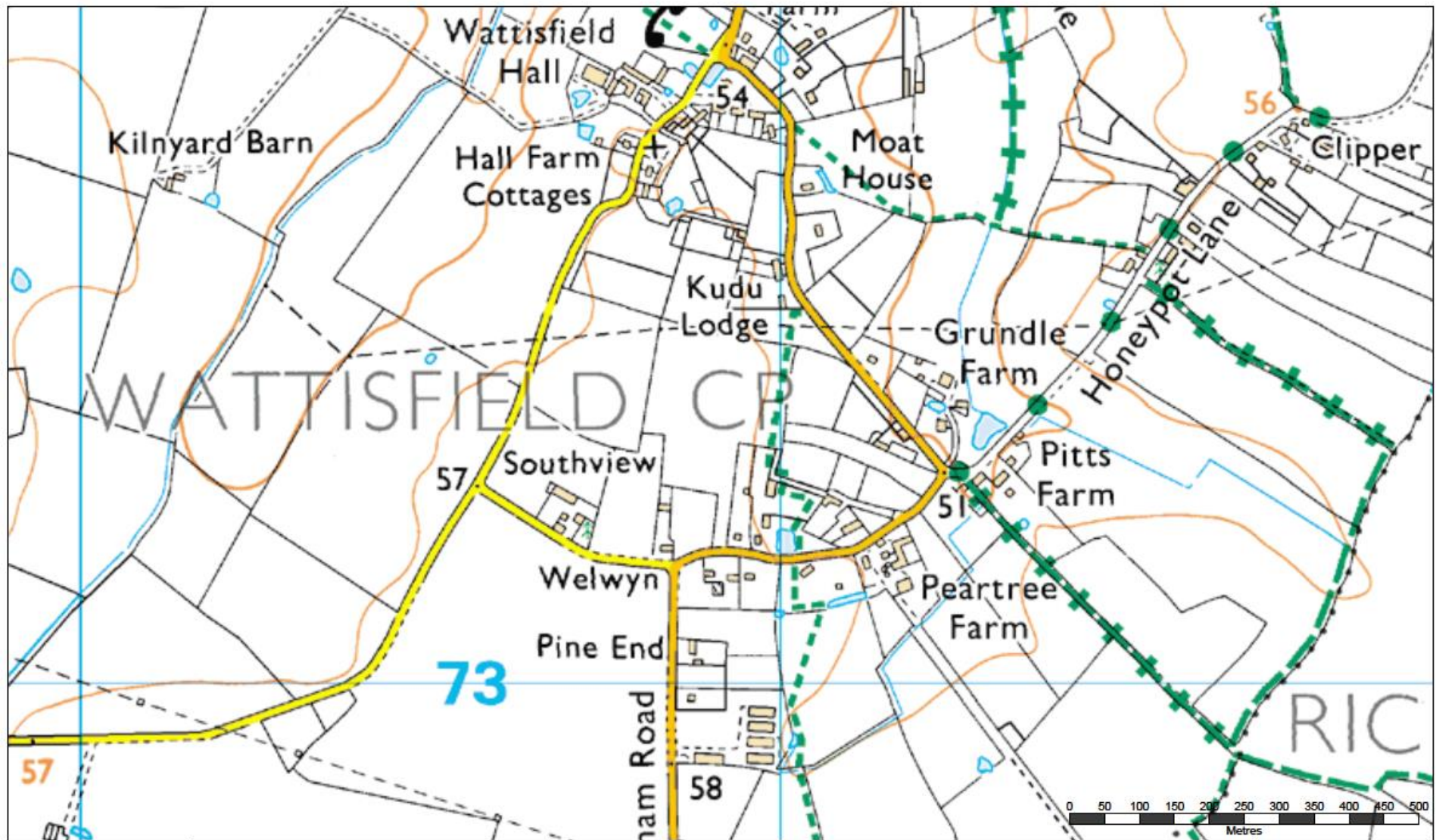


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131, High Street, Needham Market, IP6 8DL
Telephone : 01449 724500
email: customerservice@csduk.com
www.midsuffolk.gov.uk

Wattisfield Residential Areas



SCALE 1:5000

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Emergency Management Team

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

Mick Elflain
Geoff Wade
Sarah Goodchild
Ian Dobson
Rick Meyer
Naomi Ambrose
Cynthia Penn

(See Section 5 for contact details)

The role of the Emergency Team is to co-ordinate the activities of the Community during an emergency by assessing the situation, contacting 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 on a secure part of the Suffolk Resilience Forum Website, which the Emergency Services and Local Authorities have access to.

Community Emergency Volunteers

These are members of the community willing to assist during an emergency.

Volunteers listed here

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(See section 5 for contact details)

Incident Room

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	Alternative
Village Hall Victoria Gnds			
St Margaret's Church The Street Wattisfield IP22			
URC Church Chapel Rd.			

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Emergency Shelters

If an emergency shelter or refuge is needed the following locations may be used.

Location	Key holder(s)	Contact Information	Alternative
Village Hall Victoria Gardens IP22			
St. Margaret's Church The Street, Wattisfield IP22			
United Reformed Church Chapel Road, Wattisfield			
Walsham le Willows Memorial Hall The Street IP31 3AA			

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

Emergency Box

((No emergency box available at present))

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)
- If the incident is an **emergency** or a **dangerous situation requiring urgent assistance**, dial **999** and alert the emergency services.
- If there is no perceived threat to life and no immediate danger but you have **information** that may help the emergency services, please dial **101**.

Our Plan may be activated in one of two ways:

1. When a major incident occurs in the village we may decide to initiate action to activate our own Plan. The first step will be to consult and agree action with the Local Authority Emergency Planning Officer or Mid Suffolk's Duty Manager.
2. The Plan may be activated 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 Wattisfield Community Emergency Group

In the event that the Wattisfield Community Emergency Group determines to activate the Emergency Plan, the local authority Emergency Planning Officer must be contacted immediately.

0300 123 4000 & out of hours:- 08081 687794

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If the Local Authority agrees it appropriate to activate the plan, the Emergency Groups actions will be covered by the Local Authorities insurance.

- If the plan is activated out of hours you should notify your local authority out of hours number (Mid Suffolk 08081 687794).

N.B. You should make a note of the name of the person you have notified that you have activated your plan & the time that you made that call and make sure that they have your contact details.

Activation by a Responding Agency

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

If you receive a call for assistance from your Local Council, an Emergency Planning Officer or the Emergency Services, any activities that you 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. You should make a note of the name of the person who has asked you to activate your plan & the time that you received that call. In this scenario, you may 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 you have been asked to activate your plan, then activities that you have been asked to undertake will be covered by the requesting agency's liability insurance.

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(NB: Any persons asked to help on behalf of Wattisfield Community Emergency Plan will not be involved in dangerous situation nor are they expected to put their lives at risk. Our role is to assist members of the community.)

Any information you may receive should be given out and communicated to people in a coordinated and controlled manner via the local authority's Emergency Control Centre (ECC) 0300 123 4000 & out of hours:- 08081 687794 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.

Routine contact during normal working hours will be via your Emergency Planning Officer at your local District or Borough Council.
(0300 123 4000)

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Responsibility For Activating the Plan

The following people can initiate the Community Emergency Plan (CEP).

Mick Elflain	Geoff Wade
Sarah Goodchild	Ian Dobson
Rick Meyer	Naomi Ambrose
Cynthia Penn	

How the Plan will be Activated

When it's been decided to initiate the CEP the Emergency Management Team Checklist should be followed.

EMERGENCY MANAGEMENT TEAM CHECKLIST

- IN AN EMERGENCY DIAL 999
- Inform the LA that you wish to activate your plan and agree this with the Emergency Planning Officer. 0300 123 4000
Mid Suffolk DC (out-of-hours) 08081 687794
Mid Suffolk DC Main Switchboard 0300 1234 000
- Notify the rest of our emergency team and request they meet at the nominated location if safe to do so (see section 5 for contact details).
- Gather as much information about the situation as possible and decide which local resources should be mobilised to support the community. Consider the risks of any actions you decide to take.
- Where the emergency may be widespread consider tuning 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.

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- 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 / volunteers identified in Section 5 to be made available as necessary.
- Consider asking for additional members of the community (volunteers) to help with the response.
The type of support we can give changes from emergency to emergency but might include:
 - Helping deploy any flood protection products.
 - Providing some immediate shelter if people have had to leave their homes.
- 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 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, carefully and are not carrying out tasks and activities that they are not qualified to do.
- Liaise with the Emergency Services where they are in attendance.

After the Emergency

Debrief

A full debrief meeting will be held. This will involve anyone who was involved in the incident and particularly members of the Emergency Management Team. This is a chance for all involved to debate the action taken by the Community Emergency Team and identify improvements to the plan.

A note will be made of the meeting and any action points will be considered by the Parish Council and may be incorporated into the Community Emergency Plan.

Section 3

Specialist Equipment/Skills Available For Use During Emergency

<u>Resources Available</u>	<u>Contact Details</u>
Tractor, JCB	
First Aiders	
Defibrillator	In box On wall of Community Centre, to the left of main entrance.

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County & District Councillors

Cllr. Jessica Fleming	SCC	
Cllr. Rick Meyer	MSDC	

Other Useful Contact Details

<i>Names listed here</i>	Clerk, Walsham PC	
	Clerk, Rickinghall PC	
	First Aider	
	Farm Machinery	
Environment Agency	Floodline 0845 988 1188	Hotline 0800 807060
Electricity	UK Power Networks	0800 783 8838
Anglian Water	Water supply/Sewage services	03457 145145
Doctor's Surgery	Back Hills, Botesdale	
Vets Practice	Chare Rd, Stanton	
Taxi Service		
Pub (Blue Boar)	Walsham	
Pub (The Bell)	Rickinghall	

Section 6

Plan Publication

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

emergencyplanning@baberghmidsuffolk.gov.uk

(Include all holders)

The original electronic version of this plan is kept by:

Wattisfield Community Emergency Plan

- Vice-Chair, Wattisfield Parish Council

Backup electronic versions of this plan are kept by:

- Wattisfield Parish Clerk wattisfeildpc@outlook.com

Hard copies of this plan are kept at:

- Chairman, Wattisfield Parish Council

A redacted version of the plan **with the confidential information removed** has been posted on the following web-sites:-

- www.getpreparednow.co.uk
- www.wattisfield.onesuffolk.net

A non-redacted version of this plan has been placed on Resilience Direct which is only accessible to Suffolk's Emergency Planning Officers, Mid Suffolk & Babergh District Managers & Staff who work in the Emergency Control Centre & Rest Centre teams & to the Environment Agency Resilience Staff at Ipswich.

Section 7

Plan Maintenance

- The plan will be reviewed every 12 months. During the review every section of the plan will be checked for accuracy (telephone numbers, resource lists etc.) The Vice-Chairman/woman of the Parish Council 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 Parish Council 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.
- The Vice-Chair will make sure that all the people who are involved in the plan aware of their role, and know that that they might be contacted during an emergency.