

**COMMUNITY EMERGENCY PLAN**  
**PARISH OF BRADFIELD COMBUST WITH STANNINGFIELD**

**IF THERE IS IMMEDIATE DANGER CALL 999!**

Distribution:

Parish Councillors

Parish Council website

Suffolk Prepared (Suffolk Resilience Forum)

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<b>Context</b>	<p>The aim of this plan (which should be reviewed annually) is to provide <u>guidance</u> (it is not prescriptive) on what to consider when responding to a major incident in the Parish when local resources and knowledge might be called upon to complement local authorities, emergency services and other responders. Being prepared and able to respond to a major incident will help vulnerable residents better cope with, and recover from, the emergency. The term 'emergency' refers to any extreme event or situation that causes or threatens: death or injury, an adverse impact on the environment, severe damage to property or a serious disruption to the community.</p>
<b>Local Risk Assessment</b>	<p>Although impossible to pre-empt exactly what emergencies might arise it is possible to identify generic major threats to our community; some emergencies might be considered more likely than others and may be very local (i.e. affecting just one street or the most vulnerable residents) or more widespread impacting a whole village or beyond, when local authorities and emergency services may be stretched to cope.</p> <p>Some situations may be forewarned (i.e. exceptionally severe weather forecasts) when the Parish Community Emergency Planning Group (CEPG) might be able to take pre-emptive action to protect the most vulnerable. The table at Annex A shows some (<b>but not exhaustive</b>) possible scenarios where the CEPG may decide to take tailored &amp; carefully planned action before, during or after the event.</p> <p>Vulnerable people needing protection and support will always be at most risk and may include: the very senior and very young, individuals who have recently had major surgery, residents with limited mobility, individuals that might find it difficult to understand the emergency implications, and transient groups such as holiday makers or travelling communities.</p>
<b>Local Skills &amp; Resources</b> (See Annex B)	<p><b>Skills.</b> Acknowledging that residents with specific skills may not be immediately available to support the CEPG, the Parish skill set will however be varied and may include medical expertise (e.g. nurses and first aiders), crisis management and operations experience, carers, fire-fighting expertise, mechanics, construction engineers, electricians, plant operators, tree surgeons, general labour etc.</p>

	<p><b>Resources.</b> Similarly, through prompt community engagement, the CEPG is likely to have access to resources such as snow clearing equipment, tractors, 4x4 vehicles, quad bikes, dumper trucks, temporary accommodation, chain saws, tools, portable cookers &amp; gas bottles, portable lighting &amp; generators etc. <b>Vehicle insurance cover is owner’s responsibility (see Annex B).</b></p> <p>Note: If the emergency area of concern is confined to the Parish then the CEPG might consider approaching neighbouring Parishes for additional support.</p>
<b>Places of Safety</b>	<p><b>Bradfield Combust</b> – Scouts HQ, Bradfield Park, IP30 0LR  <b>Stanningfield</b> – Village Hall (Designated Rest Area).  Or a <b>Suffolk County Council nominated shelter.</b></p>
<b>Emergency Contact List</b>	<p>The CEPG will comprise all current Parish Councillors and any co-opted (&amp; registered) residents with key skills as required.</p>
<b>County Support Agencies</b>	<p>In helping to identify vulnerable people in an emergency, as well as relying on local knowledge, the CEPG might in the first instance approach for advice:</p> <p><b>Suffolk NHS Care Coordination Centre - 0300 1232425 (24/7)</b>  <b>Suffolk Joint Emergency Unit - 01473 265321</b>  <b>Suffolk Emergency Planning Duty Officer - 01473 433444</b>  <b>District Emergency Planning Officers: 07920 466338 or 07776 481787 or 01284 758462</b></p>
<b>Activation Triggers</b>	<p>This plan will be activated by either the emergency services, local authorities or JEPU contacting the Parish Council.</p>
<b>First Steps Following Emergency Declaration</b>	<ol style="list-style-type: none"> <li>1. Emergency services and local authorities/organisations alerted as required with confirmation of emergency nature &amp; location.</li> <li>2. Parish Council meets and forms the CEPG (incl. co-opting <u>and registering</u> volunteers as required).</li> <li>3. Confirm all appropriate authorities, agencies and utility companies etc have been informed.</li> <li>4. Consult with County support agencies (see above) as required.</li> <li>5. Agree course of action and implement taking all reasonable steps to avoid causing harm to oneself and others.</li> <li>6. <b>Maintain a record of all decisions/activities undertaken and of all the volunteers employed in those activities (see Annex B), and appraise authority point of contact(s).</b></li> </ol>
<b>CEPG Agenda</b>	<ol style="list-style-type: none"> <li>1. Brief/update the CEPG on the situation.</li> <li>2. Consider any action to contain/mitigate against the threat.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Identify who are the most vulnerable and what support is needed.</li> <li>4. Identify resources required e.g. food, water, blankets, vehicles, shelter, heating, manpower etc.</li> <li>5. Nominate specific CEPG members to liaise directly with specific services and authorities.</li> <li>6. Nominate CEPG community/press engagement officer; keep residents regularly informed &amp; follow Policy for any press engagement.</li> <li>7. Ensure any activities are carried out safely (see Annex B for West Suffolk Council's CEPG insurance cover criteria).</li> </ol>
<b>Evacuation</b>	<ol style="list-style-type: none"> <li>1. Liaise with emergency services and assist with evacuation as required.</li> <li>2. Notify emergency services of those evacuees needing additional assistance.</li> </ol>
<b>Communication Arrangements</b>	<p>In order of preference:</p> <ol style="list-style-type: none"> <li>1. Landline and mobile telephone if not disrupted.</li> <li>2. By e-mail &amp; Parish social media if deemed reactive enough &amp; appropriate.</li> <li>3. Use of runners as required.</li> <li>4. Radio handsets as a last resort and if appropriate.</li> </ol>

<b>USEFUL CONTACTS</b>	
<p><b>Parish Council contacts:</b></p> <p><b>A. Langan - 01284 386125 (Chair)</b>  <b>J. Clark - 01284 828202</b>  <b>R. Duchesne – 07887 770247</b>  <b>S. Mayhew - 01284 827211</b>  <b>G. Broad – 01284 828820</b>  <b>J. Spenser - 07793 129720 (Clerk)</b></p>	<p><b>Emergency Planning Officer,  West Suffolk, Tarik Foley – 01284 758461</b>  <b>District Emergency Planning Manager,  BMSDC &amp; West, Ben Wilding - 01284 758462</b>  <b>Suffolk NHS Care Coordination Centre – 0300  1234225 (24/7)</b>  <b>Suffolk Joint Emergency Unit – 01473 265321</b>  (office hours only)  <b>West Suffolk Council Out of Hours Emergency –  01284 763252</b>  <b>UK Power Networks Emergency: 0800 316 3105</b>  <b>Gas Emergency Contact Number: 0800 111 999</b>  <b>Anglian Water Emergencies: 03457 145 145</b>  <b>Environment Agency Incident Hotline: 0800 80 70 60</b>  <b>Suffolk Highways Emergency: 0345 606 6171</b>  <b>999 in an emergency – Police, Fire, Ambulance etc.</b>  <b>101 - Police non-emergency number</b>  <b>111 - NHS non-emergency number</b></p>

Annexes:

- A. Examples (not exhaustive) of types of possible emergencies.
- B. West Suffolk Council's insurance criteria for CEPG cover.

**EXAMPLES (NOT EXHAUSTIVE) OF TYPES OF POSSIBLE EMERGENCIES**

<b>EMERGENCY TYPE</b>	<b>POTENTIAL RESPONSE (See Note)</b>
<b>Severe weather conditions (forecast or unpredicted)</b>	<b>Priority is to ensure the most vulnerable are safe in all respects.</b>
<b>Serious Fire (e.g. domestic, industrial, crop, life threatening)</b>	<b>Evacuate as required and provide safe environment and support.</b>
<b>Missing person (especially elderly or very young)</b>	<b>Search party to aid authorities. Support to family.</b>
<b>Extended loss of electrical power</b>	<b>Identify &amp; protect most vulnerable.</b>
<b>Extended loss of mains drinking water</b>	<b>Identify &amp; protect most vulnerable. Emergency water stations?</b>
<b>Extended loss of mains gas supply</b>	<b>Identify &amp; protect most vulnerable.</b>
<b>Pandemic (i.e. Covid)</b>	<b>Identify &amp; protect most vulnerable.</b>
<b>Animal disease (i.e. foot and mouth)</b>	<b>Support authorities in preventing spread as required</b>
<b>Aviation accident (military or civilian)</b>	<b>Support authorities and those affected as required</b>
<b>Discovery of unexploded ordnance</b>	<b>Evacuate and cordon as required. Support authorities.</b>

**Note: After any initial life-saving response (taking all reasonable steps to avoid causing harm to oneself and others) the CEPG and registered volunteers MUST take direction from the emergency services and local authorities.**

**WEST SUFFOLK COUNCIL'S INSURANCE CRITERIA FOR CEPG COVER**

The Community Emergency Planning Group (CEPG) and CEPG volunteers will be covered by West Suffolk Council's insurance under the following circumstances:

- West Suffolk Council has requested you activate your plan and volunteer group.
- The CEPG volunteers are registered with the CEPG.
- The CEPG and CEPG 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 they have been authorised to do or agreed 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 skill and competency.
- Appropriate dynamic risks 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 West Suffolk Council then you need to determine whether your local Parish/Town Council's insurance policy covers these activities.**