

BECK ROW, HOLYWELL ROW & KENNY HILL PARISH COUNCIL

Beck Row Parish Hub

82 Holmsey Green

Beck Row

Bury St Edmunds

Suffolk

IP28 8AP

beckrowparish.gov.uk

Tel: 01638 501623

COMMUNITY EMERGENCY PLAN

Introduction

This Plan has been prepared for use in the event of a major incident being declared within the Parish. The aim is to provide a framework of procedures to enable a quick and effective response to reduce the effects of any emergency on the public and the environment. Being prepared and able to respond to a major incident will help vulnerable residents better cope with, and recover from, the emergency.

Definition of an Emergency/Major Incident

Any event or circumstance that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

Emergencies have no boundaries and could affect the whole parish / district or part/whole of Suffolk. Due to the unknown nature of emergencies, the emergency services, County / District Councils and other agencies may be overwhelmed resulting in a delayed response to specific areas.

Purpose of the Plan

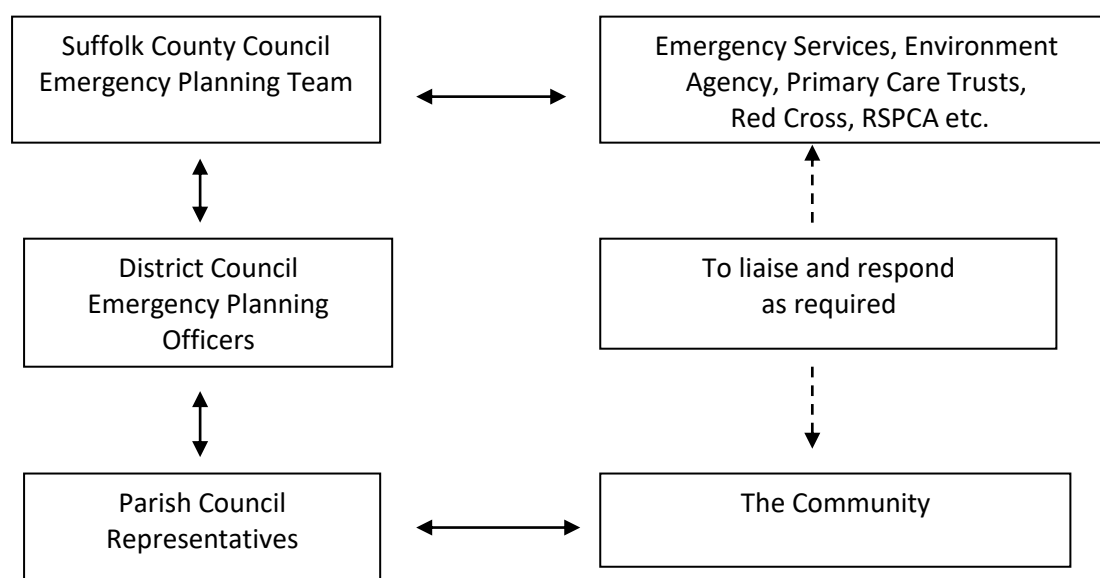
This plan has been designed to enable the Parish to identify the immediate actions they should consider during an emergency. No single agency has the capacity, skills and resources with which to respond successfully to a major incident. Incidents demand a combined and co-ordinated response. The aim of the plan is to increase the short-term resilience of the community to an emergency, by the identification of assets available within the community.

Objectives of the Plan

- Identify the risks to the community and relevant response actions
- Identify vulnerable people in the community
- Identify resources in the community available to assist during an emergency
- Provide key contact details for the Parish Council, Key Community Resources, the Emergency Services and Local Authorities.

Suffolk Countywide Emergency Planning Structure

Suffolk County Council, the District Council and the Emergency Services have an emergency response structure. The diagram below illustrates how the Parish Council plan fits into this structure.



Examples (not exhaustive) of types of possible emergencies

Emergency Type	Potential Response
Severe weather conditions	Priority is to ensure the most vulnerable are safe in all respects.
Serious fire (e.g. Domestic, industrial, crop, life threatening)	Evacuate as required and provide safe environment and support.
Missing person (especially elderly or very young)	Search party to aid authorities. Support to family.
Extended loss of electrical power	Identify and protect most vulnerable.
Extended loss of mains drinking water	Identify and protect most vulnerable. Emergency water stations?
Pandemic (i.e. Covid)	Identify and protect most vulnerable.
Animal disease (i.e. foot and mouth)	Support authorities in preventing spread as required.
Aviation accident (military or civilian)	Support authorities and those affected as required.
Discovery of unexploded ordnance	Evacuate and cordon as required. Support authorities.

Parish Council representatives

In the absence of the emergency services, Parish Council representatives will lead the community response and act as a central point for information and communication for the community, Emergency Services, County and District Councils.

Parish Emergency Meeting

When an Emergency is declared and the Parish Council representatives meet, they will consider the following:

- Location of the emergency – near a school, vulnerable area, main access route etc.
- Type of emergency – is there a threat to health? e.g. is there a smoke cloud heading towards houses? Flood water rising? No electricity/gas during the winter (hypothermia) etc.
- Are there any vulnerable people involved? e.g. elderly, or mothers with young babies with no heating, people cut-off by flood waters etc.
- What actions are required? Setting up a Parish Shelter, blankets to vulnerable people, transfer of information etc.
- What resources are required? e.g. a generator for the reception centre, 4x4 vehicles to deliver hot meals etc.
- Information being received from District Council, County Council or emergency services etc. e.g. expected time of arrival/assistance, safety advice etc.

Parish Shelters

In the event of an emergency where people are required to leave their homes, Suffolk County Council will open parish shelters. These shelters are designed to provide temporary shelter for the duration of the emergency (usually no more than 3 days). These shelters can be used to provide a place of warmth, information, monitoring of vulnerable people and possibly as a sleeping area. The shelters in the Parish include:

- Beck Row Parish Hub, 82 Holmsey Green, Beck Row, IP28 8AP
- Holywell Row Village Hall, The Street, Holywell Row, IP28 8LS
- Any other Suffolk County Council designated shelter

Parish Council Contacts

Cllr Gary Peachey (Chair) - 07796 958720
Jane Spenser (Clerk) - 07793 129720
Cllr Gary Harrison – 07971 600403
Cllr Philip Haylock – 07860 316748
Cllr James Bailey – 07713 242363
Cllr Jamie Howard – 07392 007592

County Support Agencies

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:

Suffolk NHS Care Coordination Centre – 0300 1234225 (24/7)
Suffolk Joint Emergency Unit – 01473 265321 (office hours only)
District Emergency Planning – Ben Wilding – 01284 758462
Emergency Planning Officer West – Tarik Foley – 01284 758461

Other Useful Contacts

UK Power Networks Emergency – 0800 316 3105
Gas Emergency Contact Number – 0800 111 999
Anglian Water Emergencies – 03457 145 145
West Suffolk Council – during office hours - 01284 763233
West Suffolk Council Out of Hours Emergency – 01284 763252
Environment Agency Incident Hotline – 0800 80 70 60
Suffolk Highways Emergency – 0345 606 6171
999 in an emergency – Police, Fire, Ambulance etc.
101 - Police non-emergency number
111 - NHS non-emergency number

Activation of the Plan

This plan will be activated when an emergency has occurred, when it is obvious that the normal emergency response by the emergency services will be overwhelmed e.g. widespread flooding.

On activation of this Plan, the group will contact the West Suffolk Council to inform them of the activation. The group will continue to liaise with the Local Authority for the duration of, and recovery period of, the emergency.

Ensure that the call taker is advised call is from Beck Row, Holywell Row & Kenny Hill Parish Council, and given callers name and appropriate contact details.

Office hours; West Suffolk Council Switchboard 01284 763233 and ask to speak to the District Emergency Planning Manager or the Emergency Planning Officer.

Out of hours; West Suffolk Council 01284 763252

Insurance

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 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 CEP Group.
- 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 West Suffolk Council, then you need to determine whether your local Parish / Town Council's insurance policy covers these activities.

Generic Emergency Action Check list

	Action	Tick when complete
1	If an emergency is reported to a member of the Emergency Planning Group by the community and it is possible that the emergency services are not aware, call 999 as soon as possible.	
2	Inform Suffolk County Council and West Suffolk District Council. Take notes of any safety advice given to you and discuss these with the Emergency Planning group.	
3	Keep a decision/action log and record the following: <ul style="list-style-type: none"> • Any decisions you have made • Who you spoke to and what you said • Any information received 	
4	Organise a meeting of the Emergency planning group to decide actions to undertake e.g. consider the need for: <ul style="list-style-type: none"> • Setting up a Parish Shelter • visiting and checking on vulnerable people • providing a soup kitchen, a warm place, providing blankets etc. 	
5	Decide how to inform the community of the emergency and actions being undertaken. Inform the community of any advice given to you from the County or the District Council or the Emergency Services. All Councillors must follow guidelines in the Policy manual before communicating with members of the press.	
6	Inform the District and County Council of any decisions that have been made.	