



Beyton Parish

Community Emergency Plan

Version - Full 1.2

Date – 23rd March 2020

Prepared By - G. Jones & A. Newberry

Beyton Parish Community Emergency Plan

CONTENTS

Section 1	3
Aims and Objectives.....	3
Insurance.....	3
Risk Assessment.....	4
Maps.....	4
Emergency Management Team.....	4
Incident Room.....	5
Emergency Shelter(s).....	5
Emergency Information Points.....	5
Section 2	6
Activation of the Community Emergency Plan.....	6
Emergency Management Team Checklist.....	7
After an Emergency Debrief.....	8
Section 3	9
Community Organisations or People who could help during an emergency	
Section 4	10
Vulnerable members of the Community	
Section 5	11
Emergency Contact Directory	
Section 6	14
Plan Publication	
Section 7	15
Plan Maintenance Roles and Responsibilities	
Appendix 1	16
Initial Notification Form	
Appendix 2	17
Example of Community Emergency Group first meeting agenda	
Appendix 3	18
Example of Debrief Agenda	
Appendix 4	19
Before an Emergency (general advice)	
Appendix 5	21
When an Emergency is Expected (general advice)	
Appendix 6	23
During an Emergency (general advice)	

Beyton Parish Community Emergency Plan

Section 1

Aims and Objectives

Have a record of individuals within Beyton who have particular skills and equipment that may be used in an emergency or may assist the professional emergency services.

Provide a list of locations within the village that could be used as emergency centres.

Insurance

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

- They are a member of and acting on behalf of an authorised Community Resilience Group.
- 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.

Community Resilience volunteers are only covered by the authority's insurance whilst they are carrying out duties authorised by Mid Suffolk District Council.

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

Risk Assessment

Risks	Impact on community	What can Community Emergency Group do to prepare?
Inclement weather	<ul style="list-style-type: none">• Health and wellbeing of vulnerable people• Traffic flow• Damage to property	<ul style="list-style-type: none">• Identify and list temporary shelters• Identify and list vulnerable people and ensure that they have the means to contact the emergency services.• Identify and list local people with particular skills and equipment• Supply emergency transport
Power out	Health and wellbeing of vulnerable people	As above
Heart attack	Loss of life	Emergency defibrillator to be installed in the phone box on the green
Viral outbreak	<ul style="list-style-type: none">• Health and wellbeing of vulnerable people• Loss of Life	<ul style="list-style-type: none">• Identify and list vulnerable people and ensure that they have the means to contact the emergency services.• Identify and list local people who can support the vulnerable

Beyton Parish Community Emergency Plan

Map



Emergency Team

In the event of the plan being triggered the following members of the Parish Council and Community Emergency Group have agreed to form a team who will help to reduce the effects on the community in the event of an incident.

The role of the Team is to co-ordinate the activities of your Community 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.

They will also assist during an emergency, doing tasks such as door knocking, snow clearance or shopping for vulnerable people, helping in a rest centre for example.

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.

Beyton Parish Community Emergency Plan

Incident Room

If an emergency management team is brought together, it has been agreed that they will meet in one of the following location:

Location	Key holder(s)	Contact Information	Availability
Beyton Church, Church Rd	Graham Jones John Selly	01359 271266 01359 271032	Most of the time

Rest Centres

Location	Key holder(s)	Contact Information	Facilities
Beyton Church Vestry, Church Rd, Beyton	Graham Jones John Selly	01359 271266 / 07767 163704 01359 271032	Small Kitchen, Electricity only
Thurston Community College, Church Rd, Beyton	Jean Wheeler	07515190335/ 01473 216918	Large Kitchen, Medical Room
Beyton and Hessett village hall, The street, Hessett	Roger Wyartt Christine Whitton	01359 270410 01359 271130	Small Kitchen. Electricity only

Emergency Information Points

Location	Responsible for updates	Contact info
Parish Council Notice Boards: Green by the bus stop, Church, Quaker lane	Pat Lamb	parishclerk@beyton.suffolk.gov.uk 01359 233288
http://beyton.suffolk.cloud/	Roger Brand	01359 270178
Twitter		@BeytonTweets

One member of the Emergency Management Team should be responsible for making sure all the Emergency Information Points have the same information to avoid confusion.

Beyton Parish Community Emergency Plan

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 there is no perceived threat to life, but you have **information** that may help the emergency services, please **dial 101**.

Your Plan may be activated in one of two ways:

1. You may decide to activate your own Plan, for example in response to a request from a member of the public or because of an event such as severe weather
2. The Plan may be activated, for example in case of a major incident, as the result of a call from your Local Council, the Joint Emergency Planning Unit or the Emergency Services (i.e. A Responding Agency)

Activation by Community Emergency Groups

In the event that your Community Emergency Group determines to activate its own plan, without a request from the Emergency Services, the Local Council or an Emergency Planning Officer, then you are acting under either your own Community Group's liability insurance, or that of your Town or Parish Council. So please make sure that you are adequately covered prior to activating your plan. Self-activation may be in response to events like snow and ice. Where this is the case, please contact your local authority at the earliest opportunity.

If you activate your plan out of hours you should notify your local authority out of hours number 0300 1234000.

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 their 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, it is likely that you will 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 responding agency's liability insurance.

Beyton Parish Community Emergency Plan

Any information you may receive must be given out and communicated to people in a coordinated and controlled manner via the local authority's Emergency Control Centre (ECC) Babergh 01473 829126 Mid Suffolk 01449 721087. It must not be given at the scene in a way that will impede the work of the emergency services.

N.B. If an ECC has been opened it could be either at Babergh or Mid Suffolk. You will be able to establish which one when you contact the local authority.

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

Responsibility for activating the Plan

The following people can activate the plan:
Graham Jones. 01359 271266 / 07767 163704
Adele Newberry. 01359 270196/07843414863
Dr Jean Wheeler 07515190335

When the Plan will be activated

This plan will be activated when a designated member of the Community Emergency Management Team is notified of an incident and considers that:

- it is necessary to take action and
- that action cannot be taken without triggering the plan

How the Plan will be activated

This plan will be activated when one of the persons listed above decides that the plan should be triggered, and begins to follow the initial actions checklist.

Emergency Team Checklist

INITIAL ACTIONS

- IN AN EMERGENCY DIAL 999
- Inform the LA that you have activated your plan
- 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.
- Notify your emergency team and request that meet at the nominated location if safe to do so (see section 5)
- Gather as much information about the situation as possible and decide which local resources should be mobilised to support the community
- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see section 3).
- Arrange for the Incident Room to be opened as appropriate.

Beyton Parish Community Emergency Plan

- Notify any other Groups pre-agreed locally
- Arrange for contact to be made with the vulnerable members of the community identified in Section 4 as appropriate and arrange for advice / assistance to be offered. You might want to give this task to one person within the emergency team to co-ordinate.
- Arrange for the community resources / organisations identified in Section 3 to be made available as necessary. You might want to give this task to one person within the emergency team to co-ordinate.
- Consider asking for additional members of the community (volunteers) to help with the response, you may have pre-identified community coordinators already. You might want to give this task to one person within the emergency team to co-ordinate. 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.

After an Emergency

Debrief

A debrief will take place at one of the incident rooms. With members of the emergency team present and others who may have assisted in the emergency.

Notes will be taken by one of the team members and the plan updated accordingly.

Beyton Parish Community Emergency Plan

Section 3

Community Resources and organisations available for use during an emergency

<u>Organisation / Persons Name & Contact Details</u>	<u>Resources Available</u>
RVS Mrs Hewitt Home – 01234 443567 Work - 01234 443567 Mobile – 07887 232994	Catering / Listening / Supporting
Luncheon Club Mrs Lambert Home – 01234 234235 Work – 01234 234343 Mobile – 07887 1324231	Catering / Listening / Supporting
Tractor John Selley Home – 01359 271032	John Selley Home – 01359 271032

Beyton Parish Community Emergency Plan

Section 4

Vulnerable members of the Community who may need particular help during an emergency

Beyton Parish Community Emergency Plan

Section 5

Emergency Contact Directory

Emergency Team

Name	Contact Information	Home address	E-mail address	Availability
Graham Jones	Home – 01359 271266 Work – 01359 271454 Mobile – 077767 163704	6 Rectory Gdns, Beyton, IP30 9UZ	Graham.jones@cmtsemi conductorservices.co.uk	Most of the time
Adele Newberry	Home – 01359 270196	10, Quaker Lane, Beyton, IP30 9AN	a_delly@hotmail.co.uk	Most of the time
Jean Wheeler	Home – 01473 216918 Work – 01359 230885 Mobile – 07515190335	Not available	Not available	Most of the time

Town / Parish Councillors not on the Emergency Management Team

Name	Contact Information
Peggy Orsler	01359 272620
Ann Alderton	01359 271171
John Clarke	01359 270818

District & County Council Elected Members not on the Emergency Team

Beyton Parish Community Emergency Plan

Name	Contact Information	E-mail address
Harry Richardson	07845 398598	harry.richardson@midsuffolk.gov.uk
Wendy Turner	07548 155748	Wendy.turner@midsuffolk.gov.uk

Details of Neighbouring Town and Parish Councils

Name	Town/Parish	Contact Information	E-mail address
Michael Poulter	Hessett	01359 270335	-
Haslet Schofield	Drinkstone	01449 736629	drinkstonechair@gmail.com
Christopher Dashper	Thurston	01359 234424	-
Mr P. Langdon	Rushbrooke with Rougham	01359 270551	-

External Contact Details: (Not to be used in the case of an emergency)

- Fire and rescue 01473 260588 (non-emergency)
- Bury St Edmunds Police Station 01473 613500, 101
- NHS 111
- Babergh District Council 01473 826622 Out of Hours
- Suffolk Joint Emergency Planning Unit (JEPU)
Steve Henthorn District Emergency Planning Officer: 07920 466340
Emergency Planning Officer Claire Weller: 07833234553
- UK Power Network East of England 0800 028 4587
- Area Highways Office Hours 0345 606 6171 out of hours (ESC) 01473 433444
- Highways Agency – A14, A12 (Trunk Roads Only) 0300 123 5000
- Trading Standards Office Hours 03454 040506
- CYP (Children & Young People) Office hours 0808 800 4005
- ACS (Adult Social Care) Office hours 0800 917 1109
- Environment Agency 03708 506 506 Floodline (24/7) 0345 988 1188 or 0845 988 1188 or email enquiries@environment-agency.gov.uk – web site
- BBC Radio Suffolk 01473 250000 On-air - call a show: 01473 212121 email radiosuffolk@bbc.co.uk <http://www.bbc.co.uk/radiosuffolk>
- www.metoffice.gov.uk

Section 6

Beyton Parish Community Emergency Plan

Plan Publication

PLAN PUBLICATION

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

- emergencyplanning@midsuffolk.gov.uk

The original electronic version of this plan is kept at:

- Parish Clerk

Backup electronic versions of this plan are kept at:

- Graham Jones
- Adele Newberry

A redacted version of the plan **with the confidential information removed** has been posted on the Beyton website for public information.

DATA PROTECTION

This plan may contain personal information once complete. Town and Parish Councils should be mindful of data protection legislation when completing and storing this plan. Information on Data Protection can be found from the Information Commissioner's Office at http://ico.org.uk/for_organisations/data_protection

Beyton Parish Community Emergency Plan

Section 7

Plan Maintenance Roles and Responsibilities

- The plan should be reviewed every two years or as needed. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc.) Adele Newberry will have responsibility for reviewing the emergency plan and should report back the Parish / Town 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 Emergency Team before the plan is changed.
- Adele Newberry is responsible for providing an updated version of the plan to all those listed in Section 6.
- Adele P Newberry should 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.
- Adele Newberry is responsible for making sure the plan complies with Data Protection, and all other appropriate legislation.

Beyton Parish Community Emergency Plan

Appendix I

Initial Notification Form

On receiving the initial call, get as much of the following information as you can (Priority to **shaded boxes** below) & update as information becomes available

A. Nature of the Emergency (What has happened?)	
B. Location (Where?)	
C. Time (When did it happen?)	
D. Wind Direction (direction from which it is blowing & speed – obtainable from the Met Office)	
E. Casualties (How many and where are they?)	
F. Affected Area (Scale or extent of the area affected)	
G. Location of Bronze / Silver / Gold Commands	
H. Locations of rendezvous points / access routes	
I. Declaration of a Major Incident - Yes/No (if Yes, note time of declaration and by which agency)	
J. Evacuation (Has evacuation taken place, where are the evacuees? How many people involved? If not, is evacuation likely?)	
K. Informant Name; Organisation; Contact details; time of notification (If information received from a 3 rd party, have you validated it?)	
L. Any other relevant information	

Beyton Parish Community Emergency Plan

Appendix 2

EXAMPLE OF COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA

Example Community Emergency Group 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
- Non-English-speaking people.
- What resources do we need?
- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establishing contact with the emergency services

3. How can we support the 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?

Beyton Parish Community Emergency Plan

Appendix 3

EXAMPLE OF DEBRIEF AGENDA

1. Notification/Alerting Issues.
2. Warning - Responding Agency and Public Issues.
3. Command and Control Issues.
 - a. Training.
 - b. Capability.
 - c. Equipment.
4. Communications Issues.
5. Media Response Issues.
6. Recovery Issues
7. Recommendations

Appendix 4

Before an Emergency (general advice)

Help the Community Prepare

Many households will have received a Self-help Emergency Guidelines Fridge Magnet. (Z Card) You can help your community be prepared for an emergency by encouraging them to follow the advice contained in that document and to complete the telephone numbers that they may need in the event of an emergency. In particular you can:

- Encourage all members of your community to make sure they are adequately insured and that they review their insurance
- Make sure that people are signed up to the Environment Agency Flood Warning Direct Service if your community is in a flood risk area. Point them in the direction of the National Flood Forum for more information on flood defence products and to local surveyors and architects for advice on their effectiveness.
- Encourage people to prepare a Go Bag including,
 - Key documents (such as passport, driving licence, your personal emergency contact list and insurance details).
 - First aid kit including any medication.
 - Wet wipes and/or antibacterial hand gel.
 - Battery operated radio with spare batteries or wind up radio.
 - Notebook and pencil/pen.
 - Mobile phone/charger.
 - Glasses/contact lenses.
 - Toiletries (including nappies/sanitary supplies).
 - Any special items for babies, children, elderly and disabled people.
 - Spare set of keys (home/car/office).
 - Bottled water/energy bars.
 - Coins/cash (small denominations) and credit/debit cards.
 - Change of clothes and blankets and sensible footwear (if necessary, waterproofs).
 - A torch and batteries or a wind up torch.
- Encourage people to complete a household emergency plan which can be found on the Environment Agency website <https://www.gov.uk/government/publications/personal-flood-plan>
- Encourage people to make a “Community Friend” – this is someone, or some people, that can be called during an emergency to provide practical support – such as helping move furniture, look after pets, share house keys to look after each other’s properties and maybe know which valuable and sentimental items should be moved upstairs, check on you if you are poorly and go to the shops and chemists on your behalf.

Beyton Parish Community Emergency Plan

- Make sure people know how to respond. In an emergency, people should go in, stay in and tune in to their local radio station for further instructions and updates – unless there is a fire, or any other threat to staying in the property, or unless they have been advised otherwise by the Emergency Services.

- Check that your community are ready for an emergency – ask them the following questions:
 - Do you have a household emergency plan?
 - Have you discussed your plan with family and friends?
 - Do you know the emergency plan for your children's school/nursery/college?
 - Do you know the emergency plan for your place of work?
 - Have you completed a personal emergency contact list?
 - Have you prepared a check list for your 'go bag', or packed it ready to go?
 - Do you have ICE contact(s) in your phone, wallet or purse?
 - Do you have a contact person – someone unlikely to be affected by the same emergency - who can keep family and friends informed?
 - Do you have a wind up or battery-operated portable FM/AM radio?
 - Do you have alternative, agreed meeting points?
 - Do you have working smoke alarms in your home?
 - Do you have adequate contents and buildings insurance?
 - Do you have copies of your most important documents stored somewhere other than at home?
 - Do you have a written list of your valuables, plus photographs or DVD/video?
 - Have you undertaken a basic first aid course?
 - Have you checked if your property is in a flood risk area?
 - Have you thought about arrangements for pets if you need to leave your home?
 - Have you identified possible exit routes from every room in your home?

The Environment Agency has flooding specific information for communities in flood risk areas. Call 0845 988 1188 for more information.

Make sure that you are prepared

- Make sure that you have your own household plan and go bag up to date and ready
- Buy a wind up torch, wind up radio and wind up mobile phone charger
- Let people know you are willing to act as a co-ordinator during an emergency
- Find out whether your Town or Parish Council have their own Community Emergency Plan that you can link into

You might be able to make contact with another community co-ordinator from another Neighbourhood Watch group; someone who is unlikely to be affected by the same emergency and who might be able to act as a runner to pass you radio alerts if you lose power.

Appendix 5

When an Emergency is Expected (general advice)

If you can, let people in your community know what's happening and advise people to be aware of the situation.

Use the following advice in unusual weather conditions:

- **Heavy Winds**
 - Secure loose objects such as ladders and garden furniture
 - Close and securely fasten doors and windows, including garages
 - Park vehicles in a garage or in a place clear of buildings, trees and fences
 - Stay indoors if possible
 - If you need to go outside, do not walk or shelter close to buildings or trees
 - Don't carry out repairs whilst the storm is in progress
 - Do not drive unless your journey is essential and avoid exposed routes
 - Do not touch electric/telephone cables which may have been blown down

- **Heat Wave**
 - Try and plan your day to stay out of the heat, keep rooms shaded and, where possible use a fan
 - If you must go out, stay in the shade, wear a hat and loose fitting clothing
 - Drink plenty of fluids
 - Don't leave animals unattended in cars in warm weather
 - Seek medical help if you suffer from heat exhaustion or heat stroke.
 - Remain somewhere cool, sponge yourself with cold water and drink plenty of fluids & eat light moisture rich foods such as salads

- **Snow and Ice**
 - Carry an emergency car kit – mobile phone, car charger, first aid kit, warm waterproof clothes, blanket, food, water, torch (with spare batteries)
 - Inform a friend or family member of your intended travel arrangements and expected arrival time
 - Wear a hat
 - Watch out for signs of hypothermia – uncontrollable shivering, slow or slurred speech, drowsiness and memory lapse
 - Don't drive unless you absolutely need to

- **Flooding**

Beyton Parish Community Emergency Plan

- Listen to your local radio and TV weather forecasts for advice from the emergency services
- Move your car to higher ground
- Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs
- Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water
- Turn off mains gas and electricity
- Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.
- Bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs
- Make sure any valuable or sentimental items and important documents are safe
- Put any flood protection measures you have in place

REMEMBER flood water will probably contain sewage, which can cause disease. Always wash your hands/arms/legs after coming into contact with floodwater with hot water and soap. Keep contaminated footwear and clothing away from children

DO NOT allow children to play in floodwater, as well as the risk of disease manhole covers may have dislodged under the pressure of floodwater creating a drowning risk. If you need to walk through floodwater consider using a pole (brush handle) to test the ground in front of you

Encourage members of the community to check on their neighbours, especially if they are elderly or live on their own.

Appendix 6

During an Emergency (general advice)

- **IN AN EMERGENCY DIAL 999 IF NECESSARY**
- Follow advice from the Emergency Services and responding organisations, make sure that your own family is safe, and that your house is secure
- Tune into the local radio station and listen for public advice messages
 - **DO NOT PUT YOURSELF OR OTHERS IN DANGER OR AT RISK**

If you are able:

- Pass on any public advice messages to your community
- Make contact with your fellow coordinators
- Try to assess the impact of the emergency on your community and assess whether there is any support that you, or other community volunteers can provide, such as:
 - 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
- Consider asking for additional members of the community (volunteers) to help with the response
- Co-ordinate offers of support where you can
- Pay particular attention to people that might be made vulnerable during an emergency
- Liaise with the Town / Parish Council if they have a Community Emergency Plan
- If people are advised to evacuate their homes, or are advised to evacuate, try and remind people of the steps they should take:
 - Grab 'Go bag' and check contents.
 - Turn off electricity, gas and water supplies and unplug appliances
 - Take their mobile phone and charger.
 - Take some spare clothes.
 - Take prescribed medication with them.
 - Take cash and credit cards.
 - Lock all doors and windows.

If they leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.