

**Aldringham-cum-  
Thorpe  
Community  
Emergency Plan**

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# Aldringham Village Grid Reference TM 46 610

(courtesy of Ordnance Survey)



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Thorpeness Village Grid Reference TM 473 598

(courtesy of Ordnance Survey)



## **Introduction**

### **Aim**

To lessen the effects of the emergency

### **Objectives**

- To provide leadership, assurance and support
- To work effectively with the Emergency Services and multi-agency responders
- To use community resources to limit the impact of the emergency on:
  - ✓ People
  - ✓ Property
  - ✓ Local Businesses
  - ✓ Environment
  - ✓ Heritage
- To help vulnerable members of the community
- To communicate effectively throughout the emergency with residents, Parish Councillors, Partners and Voluntary Sectors
- To ensure health and safety of Parish Council personnel and community responders
- To keep records of the actions taken and decisions made during the emergency
- To support residents and businesses in recovery from the emergency

## **SECTION 1: PLAN ACTIVATION**

### **Activating the Plan**

Before this plan can be activated the Community Emergency Planning Group (CEPG) must ensure that it has sufficient information available regarding the incident. This will ensure that the Group is able to review the risks that may affect the community and that the Group has the capability to carry out the actions requested of them.

To facilitate this the following will be done:

- Members of CEPG should be encouraged to sign up for the various warnings sites that are available i.e. Met Office (weather warnings), Environment Agency (flood warnings) etc.
- The Local Authorities Emergency Planning Officers or Duty Emergency Planning Officer should ensure that where appropriate the CEPG is made aware of heightened Suffolk Resilience Forum (SRF) activities e.g. such as advanced notification of evacuation activities and actions as defined within the various Suffolk Resilience Forum Emergency Plans.

If this plan is activated without a request from the Emergency Services, or the Local Authority, then the CEPG is acting under either their own Community Group liability insurance (if they have any), or that of their Town or Parish Council. It is the responsibility of this CEPG to ensure that the appropriate insurance cover is in place prior to activating this plan.

If this CEPG self-activates they will inform the Local Authority as soon as possible via the relevant Local Authority contact number (see below). A full list of contact numbers can be found in Section 4.

If the Local Authority authorises the CEPG to continue with their activation this will be confirmed by telephone, followed by the Community Emergency Planning Group Activation Form (see Appendix 4), via email. This will also detail the activities that the CEPGs have been tasked to do by the Local Authority.

If the Local Authority does not authorise the CEPG to continue with their Community Emergency Plan activation or activities, they will be informed via email and telephone and any further CEPG activity will **NOT** be covered by the Local Authorities insurance.

### **Activating the Plan (continued)**

This plan should only be activated when an incident happens that requires a co-ordinated community response.

Any member of the Parish Council / Emergency Management Team may be notified of such an incident, often by the local authority or residents. He/she should contact one of the following people who have been authorised to activate the community emergency plan and lead the initial incident response.

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 this Plan, the group will contact East Suffolk Council to inform the Emergency Planning Officer (EPO) / District Emergency Planning Officer (DEPO) 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 given your CEPG name, callers name and appropriate contact details.

**Office hours; [REDACTED] (if no response, use Out of hours routine below).**

**Out of hours; East Suffolk Central Control (Norse) [REDACTED] and request the Joint Emergency Planning Unit Duty Officer (JEPU EPDO) is notified.**

**Emergency Control Centre (ECC) when activated: [REDACTED] (note both East Suffolk House (Melton), & Riverside Offices (Lowestoft), use the same phone number).**

PLEASE NOTE: In a widespread incident the EPDO / ECC is a single point of contact and may supporting the wider LA response across the County and may not be able to respond to you immediately.

**Activation & Response:** In the event of an emergency impacting the parish / community, the following will form an emergency coordination group when safe to do so, to assess the impacts of the incident, coordinate the local response, inform, and support residents and responding agencies as far as is practical. Other resources will be asked to contribute when needed.

Name	Parish Role	Response Role	mobile	Landline	e-mail
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

### **Insurance - summary**

The CEPG and volunteers will be covered by East Suffolk Council insurance under the following circumstances;

- East Suffolk Council has requested activation of the 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 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 a motor vehicle(s) **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 activities are to be undertaken that are not authorised by the local authority, then it must be determined whether the Parish Council's insurance policy covers these activities.

**SECTION 2: EMERGENCY TEAM ACTION CHECKLIST**

Follow the Emergency Services advice at all times, and always be aware of your own safety and the safety of those around you.

<b>Action</b>	<b>How</b>	<b>Time</b>	<b>Initial</b>
Gather as much information about the incident as you can e.g. location, type, number of people affected.	Council personnel, Local media, internet, emergency services.		
Notify the Community Emergency Planning Group (CEPG) and JEPU Duty EPO	Contact details are recorded in Section 4.		
Open the Incident Room if agreed by the CEPG and relocate to the Incident Room.	Call out keyholder, details are recorded in Section 4.		
Open the Emergency Box and tune radio to local FM.	Radio Suffolk 103.9, 104.6, 95.5, 95.9 FM		
Commence a log to record decisions and issues related to the incident.	Log sheets are part of the contents of the Emergency Box.		
Dispatch someone to the incident cordon tasked to communicate regularly back to the Incident Room.	Inform the Emergency Services and District Emergency Planning officer his/her name and ETA. Confirm that the Emergency Plan has been activated.		
Contact community resources / organisations, and place on alert ready to mobilise when necessary.	This task can be given to one person in the Incident Room to coordinate. Details are recorded in Section 4.		
Consider a communication strategy to inform the local community of risks, progress and outcomes.	This may be via the local radio, village website, council website and door to door if necessary. One person should be responsible for coordinating this information and releasing it to the media and public, after approval by the Incident Lead.		

### **Additional Considerations**

- Consider asking for additional members of the community (volunteers) to help with the response. Give this task to one person within the emergency team to co-ordinate (check Section 4). The type of support 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 transport and/or lifts to affected family and friends.
  - ✓ Doing basic household tasks such as shopping.
- The Council may send update emails to the Emergency Team members. Agree who is going to keep checking their email account and keep monitoring the Council's website.
- Help communicate any warning information messages, and recommend that people tune into the local radio station.
- Decide whether you will offer residents a telephone number to contact during the emergency (If so, ensure resources are available to take calls during peak times).
- Establish contact with neighbouring Parish/Town Councils and ask for/offer support if appropriate
- Brief any members of your community engaged in the response not to put themselves at risk. Nor are they to act unlawfully (e.g. speeding), and they are not to carry out tasks and activities that they are not trained or qualified to do.
- When the immediate risk of the emergency has passed consider what role the Parish Council can play in helping the community recovery. The Emergency Management Team should consider continuing the meetings until there is no longer a need for their input or action.

**SECTION 3: PARISH RESOURCES**

**Meeting Venue(s) / Incident Room**

The Emergency Management Team will usually need to meet during an emergency and agree what is to be done. The following meeting locations have been identified and can be used as an Incident Room:

Venue	How to access
[REDACTED]	[REDACTED]

Emergency Box Contents
[REDACTED]

**Additional Incident Room Equipment (Optional)**

[REDACTED]

[REDACTED]

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### Media and Public Information

The Parish Council will provide regular updates to the public during an emergency, including passing on messages received by other organisations. The following information channels can be used.

Information Source	Who can access / update?
Parish Council Website: Aldringham.onesuffolk.net	[REDACTED]
Parish Council Facebook Page – not yet created	[REDACTED]
Parish Council Twitter – not yet created	[REDACTED]
Parish Council Noticeboards: Notice Board 1) Opposite the Parrot and Punchbowl. Notice Board 2) Mill Hill Green Notice Board 3) Thorpeness Shop Notice Board 4) Sizewell Hall Gate	[REDACTED]
Other	

### Emergency Equipment

The Parish Council has purchased equipment that may be of use during the response to an emergency.

Equipment	Location	How to access
Defibrillator	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED]
Generator and fuel		[REDACTED]
Sand bags	[REDACTED]	[REDACTED]

**Emergency Shelter(s)**

Sometimes people will need to evacuate their homes in an emergency. The following facilities have been identified where people can shelter for a few hours until they can return home or make alternative arrangements.

Be aware that, in the event of a flooding incident, access and isolation may be an additional issue to consider for those in Thorpeness using local facilities.

Location	How to Access
[REDACTED]	[REDACTED]

**Emergency transport pick-up point(s)**

If the local authority arranges transport to move people to a larger emergency shelter, the following locations have been identified as particularly pick up points:

Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority
Mill Hill Green	TM 445 609
Parrot and Punchbowl	TM 446 610
The Dolphin	TM 472 599
The Kitchen Car Park	TM 473 595

**Hard Standing / Car Parks etc**

The following locations have been identified for the emergency services and other resource providers should they need to arrange for plant, vehicles or other resources to be delivered.

<b>Location</b>	<b>Address, 6 figure grid reference or location description that can be provided to the Local Authority</b>
Parrot and Punchbowl Pub	TM 446 610
The Kitchen Car Park	TM 473 595

**Community Groups / Church Groups / Local businesses that have offered to help in an emergency**

<b>Group / organisation / business</b>	<b>Support Offered</b>
Good Neighbours	[REDACTED]
Pavilion Trustees	[REDACTED]
Heritage Group	[REDACTED]
IMPACT - Aldringham Community Group	[REDACTED]
St. Andrews Church Aldringham	[REDACTED]

**SECTION 4: CONTACT DIRECTORY**

(to be reviewed annually)

**Community Emergency Planning Group**

Name	mobile	Telephone	e-mail
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**Suffolk Emergency Responders**

Name	Address	Telephone	e-mail / comments
Emergency Services Suffolk Police HQ		[Redacted]	[Redacted]
East Suffolk Council	East Suffolk House, Station Road, Melton, IP12 1RT	[Redacted]	[Redacted]
OOH	East Suffolk Central Control (Norse)	[Redacted]	[Redacted]
East Suffolk Council Control Centre	East Suffolk House and Riverside Offices (Lowestoft)	[Redacted]	[Redacted]
Suffolk Joint Emergency Planning Unit	8 Russell Road, Ipswich, IP1 2BX	[Redacted]	[Redacted]
Local Coast Guard: 24/7 Regional Ops Room Office hours		[Redacted]	
Anglian Water		[Redacted]	
Essex and Suffolk Water		[Redacted]	
Gas Emergency Service & Gas Escapes		[Redacted]	

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Name	Address	Telephone	e-mail / comments
Electricity Emergency Service & Supply Failure UK Power Network East		[Redacted] [Redacted] [Redacted]	
Environment Agency Flood line		[Redacted]	[Redacted] [Redacted]

**Other responders (voluntary)**

Name	Contact name / Address	Telephone	e-mail
Salvation Army			
British Red Cross			
Neighbourhood Watch: [Redacted]	Covers Aldeburgh Road and roads leading off (except Aldringham Park). and down Thorpe Road to Thorpeness		[Redacted]
Neighbourhood watch: [Redacted]	Covers Aldringham Lane, West Hill, Mill Lane, Mill Hill, Chandlers Way		
Neighbourhood Watch [Redacted]	Aldringham Park		

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Name	Contact name / Address	Telephone	e-mail
Neighbourhood Watch [Redacted]	[Redacted]	[Redacted]	[Redacted]
Neighbourhood Watch [Redacted]	[Redacted]		
Good Neighbours	[Redacted]	[Redacted]	[Redacted]
Thorpeness Pavilion Trustees	[Redacted]	[Redacted]	[Redacted]
Heritage Group	[Redacted]	[Redacted]	[Redacted] [Redacted]
IMPACT - Aldringham Community Group	[Redacted] [Redacted]	[Redacted] [Redacted] [Redacted]	[Redacted] [Redacted]
St. Andrews Church Aldringham	[Redacted]	[Redacted]	[Redacted]
Parrot and Punchbowl Aldringham	[Redacted]	[Redacted]	[Redacted]

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Name	Contact name / Address	Telephone	e-mail
Thorpeness Pavilion & Tower Rooms	[REDACTED]	[REDACTED] [REDACTED]	
Thorpeness Hotel and Golf Club	[REDACTED]	[REDACTED]	
Thorpeness Country Club Rooms	[REDACTED]	[REDACTED]	
Leiston Leisure Centre	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]	
Warden [REDACTED] [REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	
Aldringham Court Care Home	[REDACTED]	[REDACTED]	

## **SECTION 5: VULNERABLE PEOPLE**

(includes but not restricted to, elderly, handicapped, children, pregnant, sensory impairment)

### **Residents that might require assistance in an Emergency**

A number of elderly residents may need the Parish Council to contact them during an emergency to see if they need any particular assistance. Full contact details can be found in the Emergency Plan Aldringham-cum-Thorpe Section 5 details document.

In summary the number of vulnerable elderly residents is:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### **Community Coordinators / Area Wardens**

Often a person is not vulnerable until they are affected by an emergency and it may be necessary to send people into an area to door knock, or simply to have a visible presence so that people can ask them for help. If this was required, members of the emergency team or other volunteers would act as Area Wardens and be asked to visit the areas below.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## **Appendix 1**

### **Emergency Management Team**

#### **Initial Meeting Agenda**

- 1) Introduction of Attendees
- 2) Nominate Lead
- 3) Situation Report
- 4) Aim and Objectives of Response
- 4) Actions Required
- 5) Time of Next Meeting

### **Emergency Management Team**

#### **Subsequent Meeting Agenda**

- 1) Any Items Requiring Urgent Attention – action immediately.
- 2) Update on Situation
- 3) Review Aim and Objectives
- 4) Review Outstanding Actions
- 5) Resulting Actions Required
- 6) Time of Next Meeting

**Appendix 2.0 Local Risk Assessment and Response Table**

Risk	Impact	Response
<p>Coastal Flooding (Spring Tide and storm surge)</p>	<p>Destruction of cliffs and cliff top walks. Removal of beach sand and stones.</p> <p>Flooding of local streets and low-lying areas resulting in restricted access, damage to property and threat to livestock and human life. May require localised evacuation.</p>	<p>Activate the Emergency Management Team</p> <p>Commence a beach watch patrols.</p> <p>Ensure residents are made aware of the flooding threat or event, by communicating Environmental Agency Flood Warnings. This may be done door to door or via other local communications means.</p> <p>Identify and support vulnerable people</p> <p>Assist in any multi agency evacuation and rest centre provision</p> <p>Record areas of surface water and inform the District EPO</p>
<p>Local Flooding</p>	<p>Flooding of local streets and low-lying areas resulting in restricted access, damage to property and threat to livestock and human life.</p>	<p>Activate the Emergency Management Team</p> <p>Identify and support vulnerable people</p> <p>Assist in any multi agency evacuation and rest centre provision</p> <p>Record areas of surface water and inform the District EPO</p>
<p>Severe Weather</p>	<p>Loss of local road access</p> <p>Food, heating, fuel shortages</p>	<p>Activate the Emergency Management Team</p>

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Risk	Impact	Response
	<p>Increased risk of slips and falls</p> <p>Restricted movement of vulnerable residents</p>	<p>Check and support vulnerable residents</p> <p>Report utility failures</p> <p>Encourage residents to clear paths outside their property, if safe to do so</p> <p>Liaise with local authority on gritting and snow clearance</p> <p>Support multi agency responders</p>
Nuclear Emergency	<p>Restricted movement of people, traffic and goods</p> <p>Contaminated livestock and crops</p>	<p>Activate the Emergency Management Team</p> <p>Encourage residents to follow national guidance “go in, stay in, tune in”</p> <p>Coordinate a response with Sizewell Emergency Team</p> <p>Support multi agency responders</p>
Unexploded Ordnance	<p>Potential for explosion and loss of life</p> <p>Traffic disruption</p> <p>Impact on local trade</p> <p>Localised evacuation</p>	<p>Activate the Emergency Management Team</p> <p>Assist in any multi agency evacuation and rest centre provision</p> <p>Support multi agency responders</p> <p>Provide Police with details of vulnerable residents</p>
Utility Failure	Loss of water, gas or electricity	Activate the Emergency Management Team

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Risk	Impact	Response
	Possible danger to life when gas leak or explosion is possible	Assist in any multi agency evacuation and rest centre provision  Support multi agency responders  Provide Police with details of vulnerable residents

### **Appendix 3.0 Closing the Incident Room**

The Incident Room should remain open for as long as the incident continues and / or community personnel are involved in any community response activity and there is no other facility to coordinate their actions.

When the decision is made to close the Incident Room the Emergency Manager (Lead) and staff should adopt a set procedure to ensure that no important documents go astray. All documents, messages, logs, and forms are to be gathered up and, as far as possible, grouped together logically and/or chronologically and kept in a secure place. If possible, a digital camera should be used to record any information recorded on white boards, flip charts, maps or notice boards. These images can be stored for reference at a later date.

The Emergency Manager (Lead) will ensure that all resources are returned to their owners or placed in safe keeping for recovery later. The Emergency Team will ensure that all agencies, organisations and responders are informed that the Incident Room is about to close and will record all closing down actions taken and completed.

#### **Debrief**

All incidents must be debriefed, as soon as possible, so that lessons can be learnt. If weaknesses are found, the relevant corrective measures must be taken and recorded. All details of the debrief will be recorded and kept with all other documents for use when collating material for the main debrief to be held at a later date.

## Appendix 4.0 Insurance activation form

### ACTIVATION FORM

Until a Community Emergency Planning Group (CEPG) is activated they operate under their own or the Town/Parish Council's liability insurance. In the event that a CEPG is activated on behalf of a Local Authority, the following guidance about insurance cover should be communicated to all the volunteers within the particular group.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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**.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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.

Volunteers are registered CEPG members and are undertaking activity on behalf of an authorised CEPG.

A record of the activities undertaken and the volunteers used is maintained by the CEPG.

Activities that volunteers have been asked to undertake must be commensurate to their skills and competency.

Appropriate dynamic risk assessments are carried out as the situation evolves.

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