

Aldringham-cum- Thorpe Community Emergency Plan

Version 11.1 July 2025

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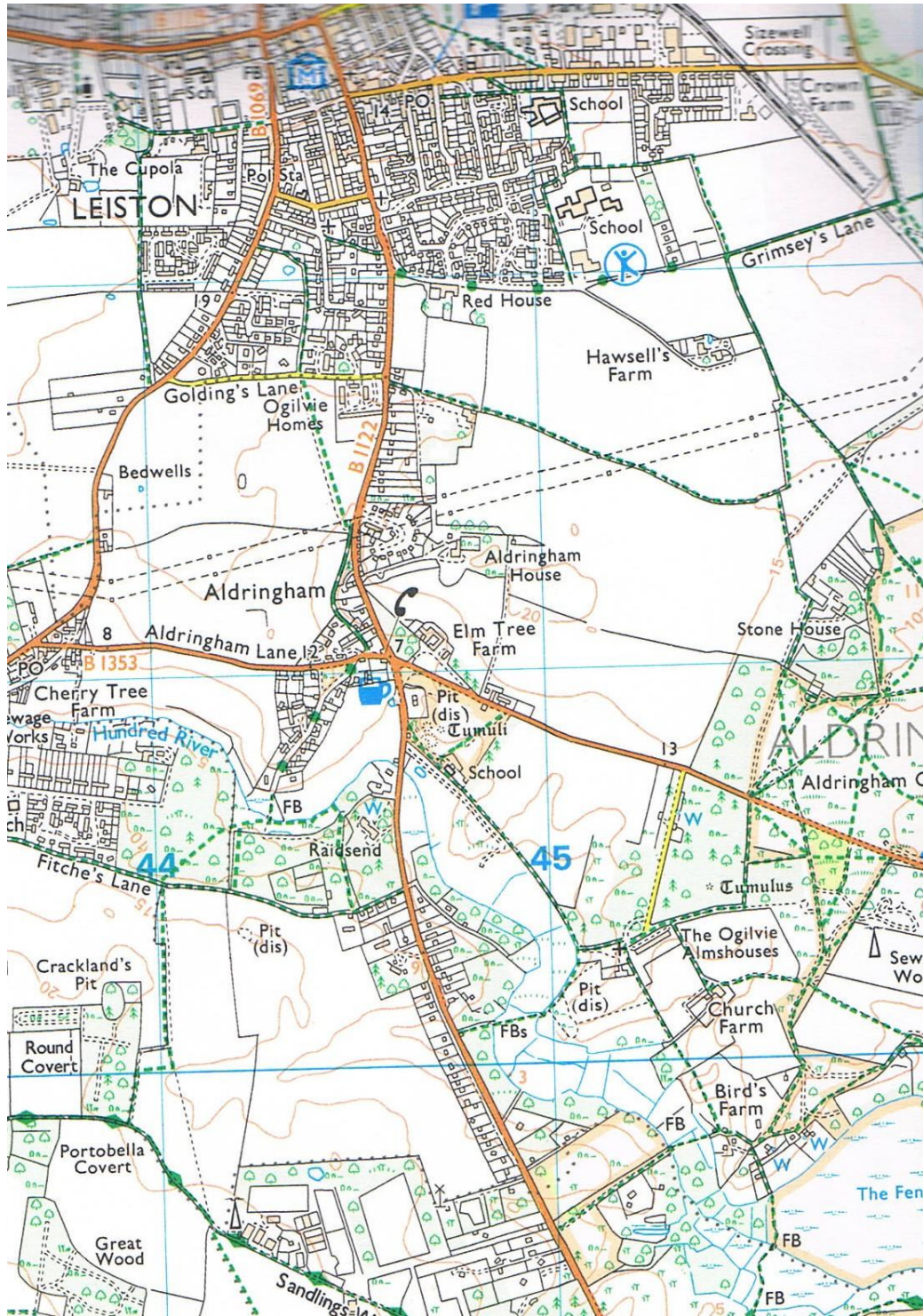
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Version and Control Table

Version	Effective date	Reason
1.0	01 January 2018	Draft
2.0	19 March 2018	Contact details added.
3.0	01 May 2018	Contact details amended.
4.0	05 April 2019	Plan Activation section amended. Contact details amended.
5.0	11 April 2019	Emergency Box contents amended. Contact details amended. Emergency Shelters added.
6.0	01 April 2020	Contact details amended. "Pandemic Emergency" added to local risk assessment.
7.0	01 June 2021	Contact details amended. East Suffolk activation process amended.
7.1	05 June 2021	Contact details amended. Parish roles updated.
8.0	01 April 2022	Information gathering template added as Appendix 5.
9.0	11 May 2023	Contact details amended. Parish roles updated.
9.1	23 May 2023	East Suffolk Council contact details updated.
9.2	08 June 2023	'Major fire' added to Appendix 2.0 Local Risk Assessment and Response Table
9.3	01 July 2023	Generic risk paragraph added to Appendix 2.0
10.0	01 April 2024	Contact details amended. Parish roles updated ESSL replaces Norse
10.1	01 May 2024	East Suffolk contact details updated
10.2	01 Nov 2024	Risk Assessment and Response Table updated
11.0	10 April 2025	Contact details amended.
11.1	01 July 2025	East Suffolk & PC contact details amended

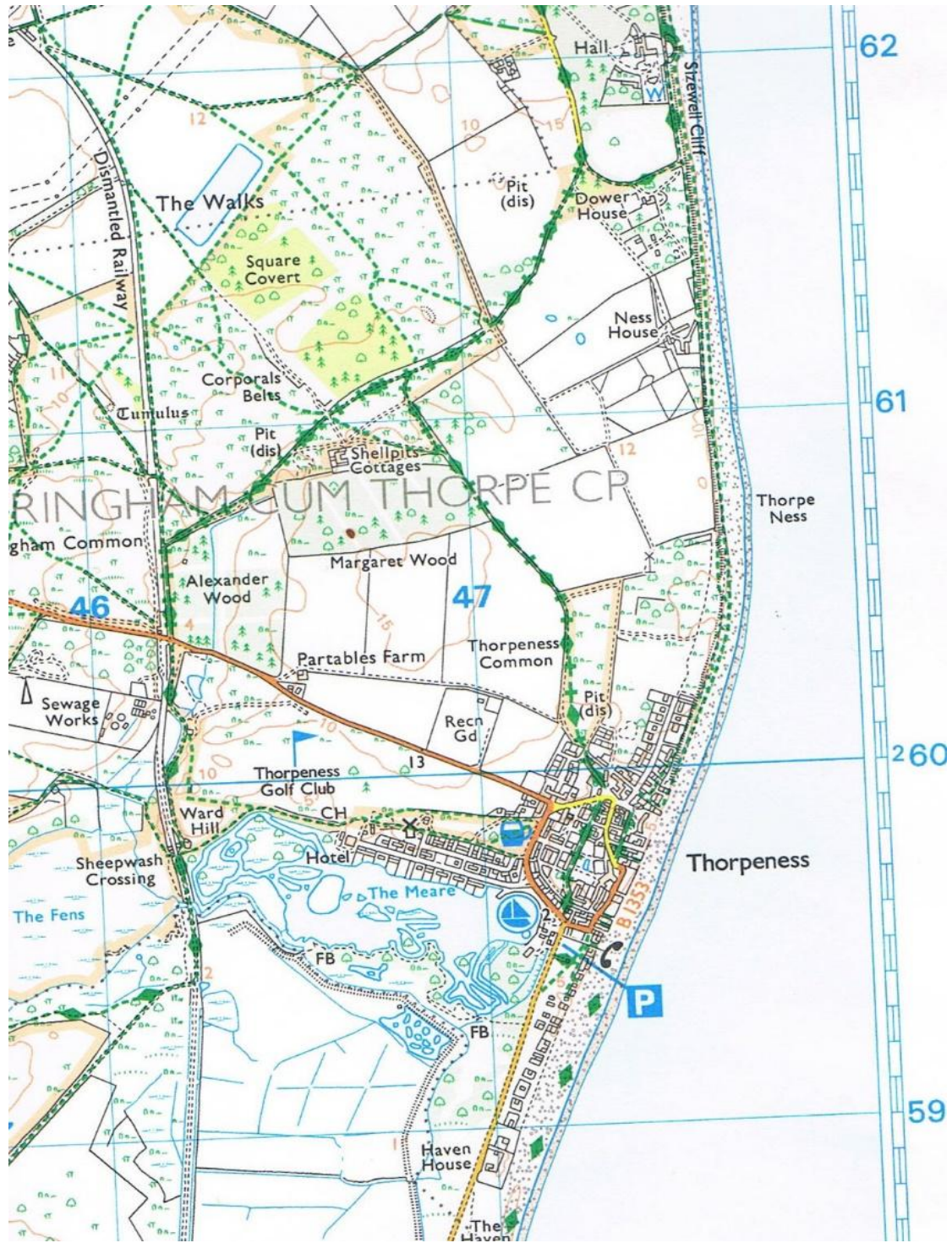
Aldringham Village Grid Reference TM 46 610

(Courtesy of Ordnance Survey)



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 Authority 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 the East 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 given your CEPG name (Aldringham-cum-Thorpe Parish Council), caller's name and appropriate contact details.

[Redacted contact information]

[Redacted contact information]

[Redacted contact information]

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

Routine Contact:
Emergency.planning@eastsoffolk.gov.uk

Activation & Response: In the event of an emergency impacting the parish / community, the following residents 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
Maureen Jones	Councillor	Silver Command	██████████	██████████	mjjoldthorpe@gmail.com
William (Bill) Seale	Councillor	Silver Command	██████████	██████████	williamseale@btinternet.com
Tony Wheeler	Councillor	Silver Command	██████████	██████████	Tony.wheeler@hotmail.com
Sara Paulley	Councillor	Silver Command	██	██████████	sarapaulley@hotmail.co.uk
Denise Lupton	Councillor	Silver Command	██████████	██████████	denise.lupton@live.co.uk
Shirley Tilbrook	Parish Clerk	Recorder	██████████	██████████	shirley.tilbrook@mail.com
Roger Brown	EP Officer	Emergency Centre Manager	██████████	██████████	Roger.brown72@btinternet.com

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.

Action	How	Time	Initial
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
The Parrot and Punchbowl	Chris Theobald
Thorpeness Pavilion	Eric Atkinson
Thorpeness Tower Meeting Room	Wendy Sturmeay
Thorpeness Hotel & Golf Club	Hotel Reception
The Country Club rooms	Country Club Reception

Emergency Box Contents
X3 Copies of the Emergency Plan
X1 OS Map of the Parish
X2 Detailed Street map of the Parish indicating all plots
X2 Register of electors and addresses
Paper, pencils, pens, flipchart, flipchart easel, felt pens
X2 battery operated torches or lamps or wind-up torches / batteries
X2 battery operated radio or wind-up radio / batteries
X2 mobile (plug and wind up) phone chargers.
X30 log sheets
X8 Hi Viz Tabards size XL / XXL / XXXL
X3 Postcode list and associated map
X2 Extension leads 4 gang

Additional Incident Room Equipment (Optional)

- White board / TV / Telephones / Wi Fi / Broadband
- Laptop / PC / First Aid Kit

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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	Alan Williams
Parish Council Facebook Page – not yet created	tbc
Parish Council Twitter – not yet created	tbc
Parish Council Noticeboards: Notice Board 1) Junction of Aldringham Lane / Mill Hill Notice Board 2) Mill Hill Green Notice Board 3) Thorpeness Shop Notice Board 4) Sizewell Hall Gate	Shirley Tilbrook
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	1.The Meare Boathouse 2.Thorpeness Golf Club 3.The Parrot and Punchbowl	Dial 999. The operator has the access codes for all defibrillators.
Generator and fuel		
Sand bags	The Pavilion Thorpeness	tbc

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
Leiston Leisure Centre, Red House Lane, Leiston IP16 4LS	Contact manager Robin Wiseman or out of hours emergency number
The Country Club Thorpeness	Country Club Reception
Thorpeness Golf Club and Hotel	Hotel Reception

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.

Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority
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

Group / organisation / business	Support Offered
Good Neighbours	Identifying vulnerable in the community and community support in the neighbourhood.
Pavilion Trustees	In principle
Heritage Group	In principle
IMPACT - Aldringham Community Group	Community support in neighbourhood
St. Andrews Church Aldringham	In principle

SECTION 4: CONTACT DIRECTORY

(to be reviewed annually)

Community Emergency Planning Group

Name	mobile	Telephone	e-mail
Maureen Jones	██████████	██████████	mjjoldthorpe@gmail.com
Eric Atkinson	██████████	██████████	eandsatkinson@hotmail.com
William Seale	██████████	██████████	williamseale@btinternet.com
Tony Wheeler	██████████	██████████	Tony.wheeler@hotmail.com
Sara Paulley	█	██████████	sarapaulley@hotmail.co.uk
Denise Lupton	██████████	██████████	Denise.lupton@live.co.uk
Shirley Tilbrook	██████████	██████████	shirley.tilbrook@mail.com
Roger Brown	██████████	██████████	Roger.brown72@btinternet.com

Suffolk Emergency Responders

Name	Address	Telephone	e-mail / comments
Emergency Services Suffolk Police HQ		999 01473 613500	www.suffolkpolice.uk
East Suffolk Council - Business Support Coordinator is first point of contact. Highways	East Suffolk House, Station Road, Melton, IP12 1RT	██████████ ██████████	If no response use OOH. In a widespread incident the EPO / ECC are single points of contact and may be supporting the wider LA response across the County and may not be able to respond to you immediately.
OOH	East Suffolk Council	██████████	Request a call back from the Emergency Planning Duty Officer.
East Suffolk Council Control Centre	East Suffolk House Melton and Riverside Offices Lowestoft (both use the same telephone number)	██████████	ecc@eastsuffolk.gov.uk
Local Coast Guard: 24/7 Regional Ops Room Office hours		999 01262 672317	
Anglian Water		03457 145145	
Essex and Suffolk Water		03457 820111	

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Name	Address	Telephone	e-mail / comments
Gas Emergency Service & Gas Escapes		0800 111 999	
Electricity Emergency Service & Supply Failure UK Power Network East		105 0800 783 8838 0800 316 3105	
Environment Agency Flood line		0345 988 1188	24/7 https://flood-warning-information.service.gov.uk

Other responders (voluntary)

Name	Contact name / Address	Telephone	e-mail
Salvation Army	New Street, Woodbridge, IP12 1DT 68-72 Blyburgate, Beccles, NR34 9TQ	01502 716881	alan.hill@salvationarmy.org.uk beccles@salvationarmy.org.uk
British Red Cross	44 Moorfields, London, EC2Y 9AL	03448 711111	
Neighbourhood Watch: Maria Chapman-Beer	Covers Aldeburgh Road and roads leading off (except Aldringham Park). and down Thorpe Road to Thorpeness		tribunegang@gmail.com
Neighbourhood watch: Name tbc	Covers Aldringham Lane, West Hill, Mill Lane, Mill Hill, Chandlers Way		

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Name	Contact name / Address	Telephone	e-mail
Neighbourhood Watch Name tbc	Aldringham Park		
Neighbourhood Watch Name Evelyn Rumsby	Thorpeness	[REDACTED] [REDACTED]	evelynrumsby@aol.com
Good Neighbours	Chair - Jo Ogilvie Helpline	[REDACTED] [REDACTED]	
Thorpeness Pavilion Trustees	Eric Atkinson	[REDACTED]	eandsatkinson@hotmail.com
Heritage Group	Chair - Richard Bodek		info@tahg.org.uk
IMPACT - Aldringham Community Group	Bill Halford Bill and Venetia Seale	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	bill@williamhalford.com williamseale@btinternet.com
St. Andrews Church Aldringham	Sacristan - Sue Atkinson Churchwardens – David Cropp / Rex Bourne	[REDACTED] [REDACTED]	eandsatkinson@hotmail.com rexbourne65@gmail.com
Parrot and Punchbowl Aldringham	Chris Theobald	[REDACTED]	parrotandpunchbowl@hotmail.com

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Name	Contact name / Address	Telephone	e-mail
Tower Rooms	Wendy Sturmeay	[REDACTED]	sturmeaywendy@gmail.com
Thorpeness Pavilion	Eric Atkinson	[REDACTED]	eandsatkinson@hotmail.com
Thorpeness Hotel and Golf Club	Hotel Reception	[REDACTED]	info@thorpeness.co.uk
Thorpeness Country Club Rooms	Country Club Reception	[REDACTED]	
Leiston Leisure Centre	Manager Robin Wiseman OOH emergency number	[REDACTED]	
Warden (not on site- hours Mon-Fri 8-3) - Julie Scott	Margaret Ogilvie Almshouses, Thorpeness IP16 4LY	[REDACTED]	
Aldringham Court Care Home	Aldeburgh Rd, Aldringham IP16 4QF	[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:

Thorpeness: 20

Aldringham: 1 (not including residents at Aldringham Court Care Home)

Many parish residents have mobility problems and suffer from age related illnesses and diseases, such as dementia.

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.

The Ogilvie Almshouses, Church Lane, Aldringham IP16 4QT (18 Terraced homes)

Matron/warden: - tbc (Emailed but no response).

The Ogilvie Homes, Goldings Lane, Aldringham IP16 4PS (24 bungalows)

Matron/warden: - tbc

Margaret Ogilvie Almshouses, Thorpeness IP16 4LY (12 cottages)

Warden (not on site- hours Mon-Fri 8-3) - Julie Scott 07501 494516

Aldringham Court Care Home, Aldeburgh Rd Aldringham IP16 4QF 01728 832191

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

Generic Risks: Assess the local impact if safe to do so. Alert the Emergency Services if necessary (999) and convene Community Emergency Plan Coordinators to determine local response. Advise East Suffolk Council (see contacts page 18).

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>Food, heating, fuel shortages</p> <p>Restricted movement of residents</p>	<p>Activate the Emergency Management Team</p> <p>Commence a beach watch patrol.</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>

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

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Risk	Impact	Response
Utility Failure	<p>Loss of water, gas or electricity</p> <p>Possible danger to life when gas leak or explosion is possible</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>
Pandemic Emergency	<p>Restricted movement of people, traffic and goods</p> <p>Closure of offices, shops and services. Food and goods shortages.</p>	<p>Activate the Emergency Management Team if asked by the Resilience Team.</p> <p>Encourage residents to follow national guidance “go in, stay in, tune in”</p> <p>Social distancing</p> <p>Wearing of face masks</p> <p>Self-isolation for “at risk” residents.</p> <p>Support multi agency responders.</p>
Major Fire	<p>Closure of local streets resulting in restricted access; damage to property, heathland, woodland 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 the location of affected areas and inform the District EPO</p>

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.

From: [Name of LA Officer requesting activation]

To: [CEPG]

Date:

Time of Request: XXX

Please confirm receipt by telephoning the XXX (Local Authority) ECC on [telephone number]

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**.

The XXX (CEPG) has been activated on behalf of XXX (Local Authority) as a result of a Major Incident / local incident at [location] on [date].

The XXX (CEPG) is now covered by XXX (Local Authority) liability insurance providing that the following conditions are met:

The Local Authority has requested that you activate the CEPG and your plan. The CEPG is only authorised to carry out the following tasks:

(A list of tasks will appear here)

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.

The use of motor vehicles is not covered by the **XXX** (Local Authority) insurance and it is the responsibility of the individual to ensure that they have the necessary vehicle documents, drivers' licence, and appropriate insurance cover.

If you undertake any work not authorised by the Local Authority or the CEPG self-activate without approval from the Local Authority, then the CEPG must establish whether they are covered by the Town/Parish Council's insurance before undertaking the work.

Appendix 5.0 Information gathering form

M ajor Incident Declaration	Yes / No	Time declared	Lead Agency
E xact Location: (Where?) <i>Location by 'What Three Words', grid reference or postcode, including road or geographic area.</i>			
T ype of Incident: <i>What is it and what has caused the problem? How has it happened?</i>			
H azards Present or suspected - Scale or extent of affected area: <i>Are there areas that require evacuation due to what is involved? Are these areas residential or commercial? Are there any secondary hazards to be considered?</i>			
A ccess: <i>Routes that are safe</i> <i>Include Wind Direction</i>			
	Wind Direction		
	Blowing from:	Blowing to:	Wind Speed:
N umber of Casualties/people evacuated: <i>How many people are homeless or require evacuation? Where are they located? Do any have any disability problems?</i>			
E mergency Services Present: <i>Who's there? What are the locations of Forward Control Point / Community Help Point / Other</i>			
	Locations of		
	FCP	RVP	

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Informant	Name	Agency	Contact Number	Time / Date

Evacuation Has evacuation taken place, where are the evacuees / what are their needs Are they vulnerable/disabled? How many people involved? If not, is evacuation likely?	Is Evacuation in progress?	Is Evacuation likely?	Estimated evacuees	Location of evacuees
Warning and Informing (Contact Comms staff. Confirm which agency is leading on messages to the Media?)				

Notes:

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