

Farnham with Stratford St Andrew Parish Council Community Emergency Plan

Information related to this document can be accessed at the Parish Council web site
<http://farnhamwithstratfordstandrew.onesuffolk.net>

Version - 4

Issue Date - May 2021

Date for review - May 2022

The author assumes no liability or responsibility for the consequences to individuals or teams working to or under this plan.

REMEMBER

If there is a threat to life ring 999
and alert the Emergency Services
(Police, Fire or Ambulance)

NOTE

This document contains information that must be controlled and managed in accordance with the [Data Protection Regulations](#).

1 Plan Distribution List

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2 Amendments/ Revisions

	Date for next revision	Details of changes made	Changed by
Re-issue version 4	May 2022	Review and revision	Debbi Tayler

The custodian of this plan is **Debbi Tayler**, Parish Clerk.

The custodian holds the master electronic copy and is responsible for ensuring the plan is reviewed at the necessary frequency as shown on the front of the plan. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc.) and should report back the Parish Council meeting to confirm that a review has taken place.

The custodian is responsible for ensuring that any issued copies are updated when changes and revisions take place and for making sure the plan complies with Data Protection, and all other appropriate legislation.

This plan is for use by the Farnham with Stratford St Andrew Parish Council.

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4 Introduction

This plan has been developed so that the residents of Farnham and Stratford St Andrew can help each other in the event of an emergency.

Under the Civil Contingencies Act 2004 an emergency is defined as “an event or situation which threatens serious damage to human welfare, the environment or the security of the United Kingdom”.

The role of the parish emergency co-ordinators (see list) is to -

- Advise and help local community preparations for the response to an emergency
- Assess local problems that may arise in the event of abnormal circumstances such as a major incident or a natural disaster
- Identify vulnerable local residents who may require assistance
- To determine the capabilities of the community to care for itself during an emergency

At all times when enacting this Plan it must be borne in mind that the Emergency Services and Local Authorities hold statutory responsibilities to carry out their roles and functions. Anything done by local volunteers is in support of those Authorities and in no way supersedes them.

5 Local Risk Assessment

It is almost impossible to develop a complete list of all risks and situations our community may face. However it is reasonable to predict that the parish will need to be prepared for generic risks such as; high winds; heavy snow; elongated periods of ice and snow; periods of heat wave and drought. There are also geographic risks that can be anticipated such as flooding; a road traffic collision in the village preventing you access to your home and carers reaching patients. To aid understanding separate guidance documents for specific risks have been prepared as appendices to this document, including: heavy winds, heat wave, snow and ice, flooding, extended power cuts, road traffic accident, fire at the garage, contamination of water and nuclear event. The purpose of this plan is offer a framework that will be suitably flexible for use with all eventualities.

Risks	Impact on community	What can Community Emergency Group do to prepare?
Loss of Power	Loss of main source of power Vulnerable residents	Monitor vulnerable households for heating and cooking. Encourage access to standard telephones in those vulnerable households for connection to telephone exchange powered line.
Extreme Weather	Roads blocked Restricted movements in and out of Parish Vulnerable residents	Arrange a rota for monitoring villagers, particularly the vulnerable. Arrange a simple signalling system for those in need of help. Rota of trained chain saw users and volunteers to clear lanes and roads in conjunction with SCC
Nuclear Event	See SCC emergency plan	See Suffolk Resilience Forum; Sizewell Off Site Emergency Plan for additional information. (NB We are not currently within the emergency planning area for Sizewell event)

6 Emergency Contact List

These are members of the Parish who have agreed to be the point of contact and leadership for implementation of this plan and its resources. The details are available on the village website as above.

They will act as liaison with the Local Authority and the Emergency Services as necessary. It must be recognised that the Emergency Services have primacy for event management actions.

The Initial Contact from LA will be responsible for notifying the Emergency Management Team that the Community Emergency Plan is being initiated.

The Contact is also the person who will determine that the event is at a point where the plan can be closed and resources stood down.

Name: Debbi Tayler Title: Community Emergency Coordinator 24hr telephone contact: 07599446111/01728 604854 Email: parishclerk.f@btinternet.com Address: Brereton House, Great Glemham Road, Stratford St Andrew
Name: Ian Norman Title: Community Emergency Coordinator 24hr telephone contact: 01728 602851 Email: ian.norman456@btinternet.com Address: Aldeview, Great Glemham Road, Stratford St Andrew
Name: Ian Tayler Title: Community Emergency Coordinator 24 hour telephone contact: 01728 604854/07584 084988 Email: iktayler@btinternet.com Address: Brereton House, Great Glemham Road, Stratford St Andrew
Name: Gordon Gilbert Title: Community Emergency Coordinator 24hr telephone contact: 01728 602990 Email: gordon.gilbert@btinternet.com Address: Blyth Lodge, Great Glemham Road, Stratford St Andrew
Name: Richard Ayres Title: Community Emergency Coordinator 24hr telephone contact: 01728 604547 Email: richard@molletts.com Address: Mollett's Farm, Main Road, Benhall

<p>Name: Jill Pass Title: Community Emergency Coordinator 24hr telephone contact: 01728 02237 Email: jill@littlestudfarm.co.uk Address: Little Stud Farm, Great Glemham Road, Stratford St Andrew</p>
<p>Name: Rosemary Conibeer Title: Community Emergency Coordinator 24hr telephone contact: 07748 288945 Email: rosemaryconibeer@me.com Address: The Old George and Dragon, Main Road, Farnham</p>
<p>Name: Tim Plant Title: Community Emergency Coordinator 24hr telephone contact: 01728 604583 Email: tplant@btinternet.com Address: The Turret Bungalow, Main Road, Farnham</p>
<p>Name: Trevor Brame Title: Community Emergency Coordinator 24 hr telephone contact: 01728 603428/07939 060949 Email: trevor_brame@hotmail.com Address: The Badgers, Great Glemham Road, Stratford St Andrew</p>

(Consider security of personal details)

The above contact numbers will be held by Suffolk's Joint Emergency Planning Unit on the Cabinet Office's secure 'Resilience Direct' website, which the Emergency Services, Local Authorities and other local responder agencies (under the Civil Contingencies Act 2004) have access to.

Emergency Management Team

In the event of an incident and the plan being triggered, members of the Parish CEP Team have agreed to form part of the emergency team who will help to manage the effects on the community or to support the response effort.

The role of the Emergency Management Team is to co-ordinate the activities of our community during an emergency by assessing the situation from a safe distance, mobilising the appropriate local resources to support the community and maintaining links with the emergency services, the local authority and other responding organisations. This group may need to be self-directed as national resources may be focused to other priorities.

Community Emergency Response Volunteers

These are volunteer members of the community willing to assist during an emergency, doing tasks such as door knocking, snow clearance, shopping for vulnerable people or helping in a rest centre. It may be the same people that are part of the Emergency Management Team.

Some volunteers may also be able offer specific skill sets that can be utilised i.e. medical training, building, electrical etc. It is also highly likely that the community will have equipment such as pumps and generators that can be valuable during an event.

Details of the Parish Emergency Contacts and the Emergency Management Team can be found on the parish web site at: <http://farnhamwithstratfordstandrew.onesuffolk.net>.

7 Insurance

The Plan may be activated in one of two ways:

Any of the Community Emergency Coordinators may decide to activate our Plan in response to a request from a member of the public or because of a generic event such as severe weather.

Community Emergency Response Volunteers working to this plan and under the leadership of the Parish Emergency Coordinator will be covered by the Farnham with Stratford St Andrew Parish Council insurance arrangements.

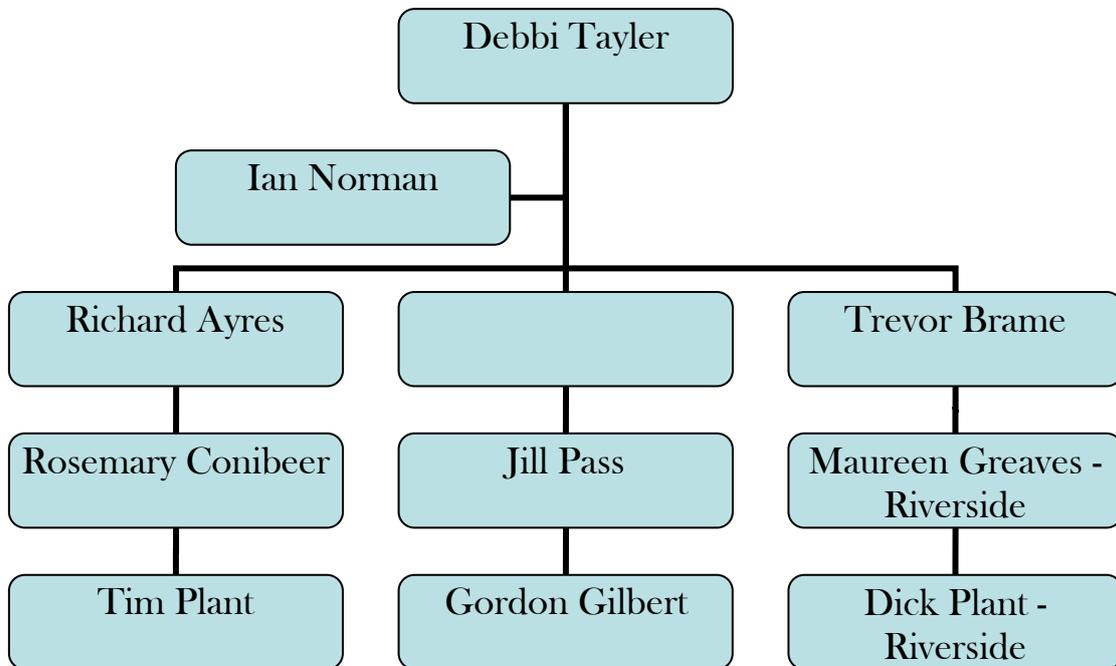
The Plan may also be activated, for example in case of a major incident, as the result of a call from Suffolk Coastal District Council Joint Emergency Planning Unit or the Emergency Services.

Community Emergency Response Volunteers working to this plan and under the instruction of the Parish Emergency Coordinator for the Joint Emergency Planning Unit will be covered by the SCDC insurance arrangements.

***Note:** 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.*

8 Telephone Tree

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people below and so on, until the tree is complete. Those at the base of the tree should then in turn confirm to Debbi Tayler and Ian Norman that they have received a message.



9 Activation of the CEP

In the event of any local emergency, the following principle **MUST** be first and foremost in your plans:

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 Plan may be activated in one of two ways:

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

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 the 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. It is anticipated that consideration of activation of the Plan, or preparation to do so will be made through contact and conversation between the emergency coordinators that are available at the time.

If you activate your plan out of hours you should notify your local authority out of hour's number, 01473-433440 and request the Joint Emergency Planning Unit, Emergency Plan Duty Officer.

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.

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.

Any information you may receive from local residents, must be passed onto to responding agencies this can be coordinated and controlled via the local authority's Emergency Control Centre 01502-523630 or 01394-444595, alternatively via 999 or 101 telephone numbers above. It must not be given at the scene in a way that will impede the work of the emergency services.

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

10 Activation Triggers

Flood/Severe Weather Warning issued for the Farnham, Stratford St Andrew and surrounding area.

In the event of a Flood Warning message then Emergency Coordinators will establish contact with each other to establish availability and the need for any preparatory action or communication.

Quick dial Code 0351133 - this is the number that will appear in all text/email messages sent for this area.

On receipt of information potentially necessitating putting the Emergency Plan into operation, consider the following:

You are your own most important resource. To be effective during the emergency, you need to be able to look after yourself before you can care for others. Think about your own health, welfare and comfort. Before leaving the house, do you have everything you need to be self-sufficient? Think about appropriate clothing, a packed lunch & drinks, medication, etc.

First steps in an emergency

Follow the instructions below when the plan is activated.

- Plug in your landline telephone.
- Call up members of the Emergency Team using the telephone tree.
- Attend the Riverside Centre and set up tables and chairs.
- Co-ordinate with the emergency services.
- Access necessary equipment (Emergency equipment available through the Riverside Centre)
- Access list of vulnerable persons/properties in the Parish from LA/emergency services.
- View/review the Plan and relevant Appendices, amending as appropriate.
- Print and/or take copies of Appendices to affected households.
- If going out, look for any household who may need assistance, eg. A tea towel hanging out of a window.
- Check and update PC website (when available) for up to date information as well as main Environment Agency website and information line. (The website will be updated when possible by a nominated individual agreed when the plan is activated).

11 Key locations

If an Emergency Management Team is called together, it has been agreed that they will meet in the Riverside Centre.

An emergency resources bag has been developed and is kept at the Riverside Centre in the main store room.

The key holder details are - Trevor Brame on 01728 603428/07939 060949 or e-mail trevor_brame@hotmail.com

Building	Location	Potential usage in an emergency	Contact details
Riverside Centre	Great Glemham Road, Stratford St Andrew, IP17 1LJ	Command and local coordination and communication centre Short term rest centre/safe place Emergency medical centre Location of emergency box and available equipment	Trevor Brame 01728 603428/07939 060949

12 Local Skills and Resources Assessment

Skill/resource	Who?	Contact details	Location
Trained first aider	Simon Cudworth	01728 602204 07743 611086	SSA
4x4 owner/driver	Mark Conibeer Neil Armstrong	07733 307549 01728 603132	Farnham SSA
Chainsaw owner	Dick Plant Nail Armstrong Norman Edwards Ian Norman Roger Garland Steve Horner	01728 602409 07885 495586 As above 07836 703585 01728 602851 01728 602679 07973 478903 07979 147589	Farnham SSA SSA SSA SSA SSA
Communications	Neil Armstrong	As above	SSA
Generator	Dick Plant Norman Edwards Perry Hunt	As above As above 01728 603463	Farnham SSA SSA
Temporary Accommodation	Neil Armstrong Trevor Brame	01728 603132 01728 603428 07939 060949	SSA SSA
Portable Lighting	Maureen Greaves	01728 603639 07808 077776	SSA
Dry Storage Space			
Tractor/ Digger	Dick Spatchett Roger Garland	01728 603176 As above	Farnham SSA
Boat/Dinghy	Neil Armstrong Maureen Greaves	As above As above	SSA SSA
PPE	Neil Armstrong Ian Norman	As above As above	SSA SSA
Plumber/electrician	Dick Plant Steve Horner Vince Fisher	As above As above 01728 602857	Farnham SSA SSA
Engineer	Norman Edwards Steve Horner Vince Fisher	07836 703585 07979 147589 As above	SSA SSA SSA

13 Post Code Data

		Residents	Households
IP17 1LT	SSA	5	2
IP17 1LQ	SSA	5	3
IP17 1LJ	SSA	8	3
IP17 1LL	SSA	33	18
IP17 1LN	SSA	5	4
IP17 1LQ	SSA	4	2
IP17 1LW	SSA	18	7
IP17 1LH	SSA	16	1
IP17 1LF	SSA	40	20
IP17 1LG	SSA	1	8
IP17 1LJ	SSA	2	1
IP17 1PZ	SSA	8	5
IP17 1QZ	Farnham	2	1
IP17 1LY	Farnham	3	2
IP17 1JU	Farnham	8	4
IP17 1JX	Farnham	4	2
IP17 1GZ	Farnham	5	3
IP17 1LA	Farnham	12	6
IP17 1LB	Farnham	18	8
IP17 1LU	Farnham	8	4
IP17 1LX	Farnham	2	1
IP17 1JY	Farnham	4	1
IP17 1JZ	Farnham	24	13
IP17 1LE	Farnham	10	5
Total		245	124

14 Vulnerable People

As a community plan it is essential to be aware of the impact of an emergency on vulnerable members of our community. In an emergency, anyone could be considered as vulnerable. However, the Government advise that the following groups of people should be considered vulnerable during an emergency: young children, older people, mobility impaired, mental/cognitive function impaired, sensory impaired, homeless, pregnant women, non-English language speakers, tourists, and travelling community. It must be recognised that vulnerability is dynamic and could impact those temporarily unwell or visiting the area etc.

If it is possible to identify people in advance, the CEP Team can arrange for them to be checked on during an emergency. People can choose to register their vulnerability if they wish to. Our community should look to each other to support door to door assistance to the Community.

15 List of Emergency Organisations

ORGANISATION	DURING OFFICE HOURS	OUT OF OFFICE HOURS
Suffolk Coastal District Council	01394 383789	01502 527137
Waveney District Council	01502 562111	01502 527137
Emergency Planning Officers	Office: 01394 444453 Mobile: 07920466338	Contact: Duty Emergency Planning Officer
Peter Langford	Office 01473 433444	
Keith Fawkner-Simpson	Office 01473 433431 Mobile: 07920139306	Contact: Duty Emergency Planning Officer out of office hours
Duty Emergency Planning Officer	01473 433444	01473 433444
UK Power Network East of England	105	105
Area Highways	08456 066 067	01473 433444
Highways Agency - A14, A12 (Trunk Roads Only)	0300 123 5000	
Trading Standards Office Hours	01473 264859	01473 433444
CYP (Children & Young People)	08456 066 067	01473 433444
ACS (Adult Care Services)	0808 800 4005	01473 433444
Environment Agency Floodline (24/7) or email enquiries@environment-agency.gov.uk - web site	0345 988 1188	0345 988 1188
BBC Radio Suffolk email radiosuffolk@bbc.co.uk http://www.bbc.co.uk/radiosuffolk www.metoffice.gov.uk	01473 250000 On-air - call a show: 01473 212121	
Gas- National Grid	0800 111 999	0800 111 999
Anglian Water	03457 145 145	

Essex and Suffolk Water	03457 820 111	03457 820 999
NHS Direct	111	111
Saxmundham Health	01728 602022	
Suffolk Police	999 in emergency	101 for non-emergency
Suffolk County Council/ Highways/ Adult and Children's Services	01473 433444	
Suffolk Coastal District Council-	03456 032814	out of hours 01502 527 133/ 135
Red Cross	0844 871 1111	
St. John's	0870 010 4950	
Salvation Army (Anglia Division)	01603 724 400	
Royal Voluntary Service	0845 608 0122	
Women's Institute	01473 251 632	
Health & Safety Executive	0845 300 9923	

16 Draft Community Emergency Group first meeting agenda

Example Community Emergency Group Meeting Agenda

Date:

Time:

Location:

Attendees:

Appointment of roles & responsibilities Chair, notekeeper, comms, admin, etc. Including “reserves” to take over if incident is prolonged):

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

Disability / Critical Illness

Families with children

Non-English-speaking people.

What resources do we need?

Food?

Off-road vehicles?

Blankets?

Shelter?

Printed materials?

First Aid?

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?

7. Time of next meeting / review of actions agreed?

Record:

Actions to be taken, including action owners, timescales, any equipment issued or loaned, next review.

Appendix 1

Example of an Initial Notification Form

Farnham with Stratford St Andrew Parish
Community Emergency Group 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?)	

Appendix 2

Example of community emergency group first meeting agenda

Farnham with Stratford St Andrew Parish
Community Emergency Group Emergency Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

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?

Appendix 3

After an Emergency

The Emergency Coordinator is the one who can close down this plan and this will usually be done with the agreement of the Local Authority Emergency Preparedness Team and the Emergency Services.

Debrief & Learning

Debriefing is a conversation that revolves around the sharing and examining of information after a specific event has taken place. It is an essential method of learning from the event and better preparing the plan for future events.

A “Hot Debrief” should take place by the key people involved in an incident immediately after the incident has passed.

A “Cold Debrief” should be held after the dust has settled and things are getting back to normal.

They should be open to anyone involved in the incident. It enables you to record what went well, what could have been better and what you can do to learn from this experience to improve things next time.

It is important NOT use this to look at who is at fault.

The Emergency Coordinator should ensure that suitable debrief meetings take place.

Example of debrief agenda

Farnham with Stratford St Andrew Parish Community Emergency Group Debriefing Meeting Agenda

Date:

Time:

Location:

Attendees:

1. Notification/Alerting Issues.
 - Did the call out and ring around work as expected?
2. Warning - Responding Agency and Public Issues.
3. Command and Control Issues.
 - Consider your Training / Skill level.; Capability (available resources); Equipment.
4. Communications Issues.
5. Media Response Issues.
6. Recovery Issues
7. Recommendations
 - Develop a list of recommendations to the Plan author
 - Develop a list of recommendations to the Parish Council

Appendix 4

Before an Emergency (general advice)

How you can help the Community Prepare

The Parish Council have developed this plan to help them to prepare for the unexpected. As a householder or business unit within the Parish you can help the response to an emergency go more smoothly by being personally prepared. In particular you can:

- You can make sure that you adequately insured and that you review your insurance
- Make sure that you signed up to the Environment Agency Flood Warning Direct Service if your property is in a flood risk area. For information on flood protection look at the National Flood Forum website:
<http://www.nationalfloodforum.org.uk/about-us>
- 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.
- Make a “Community Friend” – this is someone, or some people, that can be called during an emergency to provide mutual 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.

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

- 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.

The above plan is generic in nature to accommodate any eventuality, however it may be prudent to consider specific responses to additional emergencies such as:

Extended power cuts

Road Traffic Accident - preventing access to the parish

Fire at the Shell Garage

Contamination of the water supply

Nuclear Event

This plan does not address Nuclear Events, for further information on this topic refer to the Suffolk Resilience Form - <http://www.suffolkresilience.com/information-and-advice/sizewell>

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
- Pay particular attention to people that might be made vulnerable during an emergency
- If you are advised to evacuate, try and remember the steps you should take:
 - Grab 'Go bag' and check contents.
 - Turn off electricity, gas and water supplies and unplug appliances
 - Take your mobile phone and charger.
 - Take some spare clothes.
 - Take prescribed medication with you.
 - Take cash and credit cards.
 - Lock all doors and windows.

Actions agreed with local authority in the event of an evacuation

[Use this space to record details of the actions you can take to help your local authority if an evacuation is necessary in your community.]

Alternative arrangements for staying in contact if usual communications have been disrupted

[Use this space to record details of alternative communications within your local area should usual methods communications be disrupted. This could include the owner/locations of long distance walkie-talkies or details of your local Radio Amateurs' Emergency Network (RAYNET) group]

Local RAYNET coordinator detailed above with access to short wave radios and ancillary equipment.