



This plan has been authorised by the undersigned on behalf of HOLBROOK Parish Council.

Name: John Ambrose

Authority/Rôle: Chairman - Holbrook Parish Council

Signature: \_\_\_\_\_

**Issue 7**

*Please destroy all previous issues*

## COMMUNITY EMERGENCY PLAN

**Name of Community:**

**HOLBROOK IPSWICH SUFFOLK**

**Emergency Community Co-ordinator:**

**Primarily - JOHN AMBROSE**

**Date of issue:**

**DECEMBER 2016**

*(To be reviewed annually or as necessary).*

**Distribution of plan:**

Holbrook Parish Council web-site [www.holbrook.onesuffolk.net](http://www.holbrook.onesuffolk.net)  
Sue Herne - Emergency Planning Officer

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Issue 1	June 2009	Various items updated
Issue 2	June 2010	New issue
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Issue 6	Sept 2015	New issue
Issue 7	Dec 2016	New issue

HOLBROOK PARISH COUNCIL

# COMMUNITY EMERGENCY RESPONSE PLAN

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## Aim and Objectives

### Aim of the Plan:

To increase the short-term community resilience.

### Objectives of the plan:

1. Identify vulnerable elements of the community
2. Identify hazards and possible mitigation measures
3. Identify resources and key contacts in the community

### Role for the Parish Council:

Organising and co-ordinating volunteers

#### Emergency Co-ordinator:

A person living locally who provides a vital link between the community and other organisations, planning and responding to an emergency.

Their rôle is to:-

1. Undertake the completion and maintenance of the community Emergency Plan
2. Provide a link to the District Emergency Planning Officer
3. Call a community meeting during an emergency (if deemed necessary)
4. Provide the focal point for the community response to an emergency

## **Ways that the community can be affected:**

An emergency can cause:-

- Death or injury of people
  
- Loss of damage to:
  - Homes, businesses, community buildings
  - Road, rail or air transport networks
  - Electricity. Telephone or water supplies
  - Supply of goods and services
  
- Isolation
  
- Large scale media focus

The local community in the form of the Parish Council may be involved in a number of ways:

- As first responders
  
- Providing support to the emergency organisations
  
- Voicing community wishes
  
- Providing input to community recovery

## RISK ANALYSIS

Hazard	Impact	Mitigation in Place	Mitigation Possible	Risk Matrix Score
Flooding	Loss of access Loss of utilities Homes/business		Monitor Flood warnings Sandbags	B
Total or partial loss of electricity	Care homes Business Vulnerable people		List of vulnerable people	A
Total or partial loss of water	Care homes Business Vulnerable people		List of vulnerable people	A
Total or partial loss of telephone	Care homes Business Vulnerable people		List of vulnerable people	A
Severe weather	Damage to property Tree damage Vulnerable people casualties		List of vulnerable people Chainsaws Lifting gear Surgery	A
Major fire	Loss of access Business and buildings Casualties	Local retained Fire Station	Doctors' surgery	A
Loss of road access	Services Vulnerable people	Alternative routes	Alternative route maps	C

**Risk Matrix Score:** A = **High** Likelihood and **High** Impact  
 B = **Low** Likelihood and **High** Impact  
 C = **High** Likelihood and **Low** Impact  
 D = **Low** Likelihood and **Low** Impact

## EMERGENCY AND EVACUATION CENTRE

### Location and Address:-

**Holbrook Village Hall  
The Street,  
Holbrook  
Ipswich**

Key Holder(s)	Address	Telephone
D.Rose	14 Mill Rise.	01473 328862
D.Meekings	Ruswin Ipswich Rd.	01473 327886

Keys are also kept at the Co-operative Store and the Swan PH.

### EMERGENCY CENTRE ROLES \*

Role	Name	Telephone	Alternative
Response Coordinator	XXXXXX	XXXXXX	
Centre Manager	XXXXXX	XXXXXX	
Log Keeper	XXXXXX	XXXXXX	
Comms Clerk	XXXXXX	XXXXXX	
Comms Clerk	XXXXXX	XXXXXX	

\* These rôles will be allotted at the time it is decided to open the Emergency Centre (see Page 21).

Also required are volunteers to act as runners to inform the community of the situation. These should be available from, both, the parish councillors and members of the village hall committee.

### Insurance

Volunteers are covered under the Holbrook Parish Council insurance except for personal equipment and clothing. These need to be covered under their own insurance (e.g. Home insurance).



### **Response Coordinator**

The Response Coordinator is responsible for the local response, by taking a tactical overview of the incident and making judgements based on the information available. The Response Coordinator should continuously monitor the situation, make tactical and operational decisions as required, and guide personnel. If possible the Response Coordinator is to liaise regularly with the emergency services, informing them of the situation, obtaining a strategic briefing and, in turn, providing an update briefing for the rest of the Emergency Centre personnel.

If the Response Coordinator is to leave the Emergency Centre, for any reason, they must arrange for a deputy to be fully briefed before taking over.

### **Centre Manager**

The Centre Manager is in charge of the management of the Centre itself. This includes the smooth flow of information; the availability and serviceability of communications equipment and other facilities in the Centre. As well as general administration, duties also include the general welfare of the staff working in the Centre, such as refreshment, shift change and rest facilities.

The Centre Manager should not leave the Emergency Centre without first informing the Response Coordinator.

### **Communications Clerks**

The Communications Clerks' task is to receive and send messages by telephone or any other means of communication available in the Centre. They are to relay all messages to the Response Coordinator and the Centre Manager and ensure that a record of each message is passed to the Log Keeper.

### **Log Keeper**

The Log Keeper is responsible for accurately recording both outgoing and incoming messages and the actions taken. These records are to be kept in a suitable "log", which should contain concise records of pertinent points and actions and is to be completed in full.

## COMMUNICATIONS

<b>System</b>	<b>Comments</b>
<b>Emergency Contact Numbers</b>	<b>01473 328815 - J. Ambrose 01473 327517 - Mrs. Ferial Rolfe</b>
<b>Cascade 'phone System</b>	<b>See page 19</b>
<b>Notice Boards</b>	Village Hall, Co-operative Store, Corner of Heathfield Road and the Street.

## PARISH COUNCIL MEMBERS

<b>Mr. J. Ambrose</b>	<b>01473 328815</b>	<b>Chairman</b>
<b>Mr. D. Ashlee</b>	<b>01473 328913</b>	
<b>Mr. C. Sawyer</b>	<b>01473 327289</b>	
<b>Mrs. S. Hehir</b>	<b>--</b>	
<b>Mrs. L. Holmes</b>	<b>01473 328500</b>	
<b>Mrs. D. Martin</b>	<b>01473 326908</b>	
<b>Mrs. S. Peck</b>	<b>01473 328983</b>	
<b>Mrs. S. Ingleton</b>	<b>07711108230</b>	
<b>Mr. C. Graham</b>	<b>01473 326962</b>	
<b>Mrs. J. Springall</b>	<b>01473 328922</b>	
<b>Mrs. F. Rolfe</b>	<b>01473 327517</b>	<b>Clerk</b>

## COMMUNITY RESOURCES

<b>RESOURCE</b>	<b>CONTACT</b>
<b>Retained Fire Staion</b>	<b>Via 999</b>
<b>Doctors Surgery</b>	<b>01473 328263</b>
<b>Co-operative Store</b>	<b>01473 328214</b>
<b>Woody's</b>	<b>01473 327835</b>
<b>Local farms machinery</b>	<b>See Specialist Equipment -Page 11</b>
<b>Village Hall</b>	

<b>The Swan PH</b>	<b>01473 328401</b>
<b>The Compasses</b>	<b>01473 328332</b>
<b>Police: Capel</b>	<b>01473 383115</b>
Martlesham	<b>01473 613500</b>
<b>All Saints Parish Church</b>	
Rev.Geoffrey Clement	<b>01473 327141</b>
<b>Methodist Church</b>	
Rev. Andrew Sankey	<b>01473 311178</b>

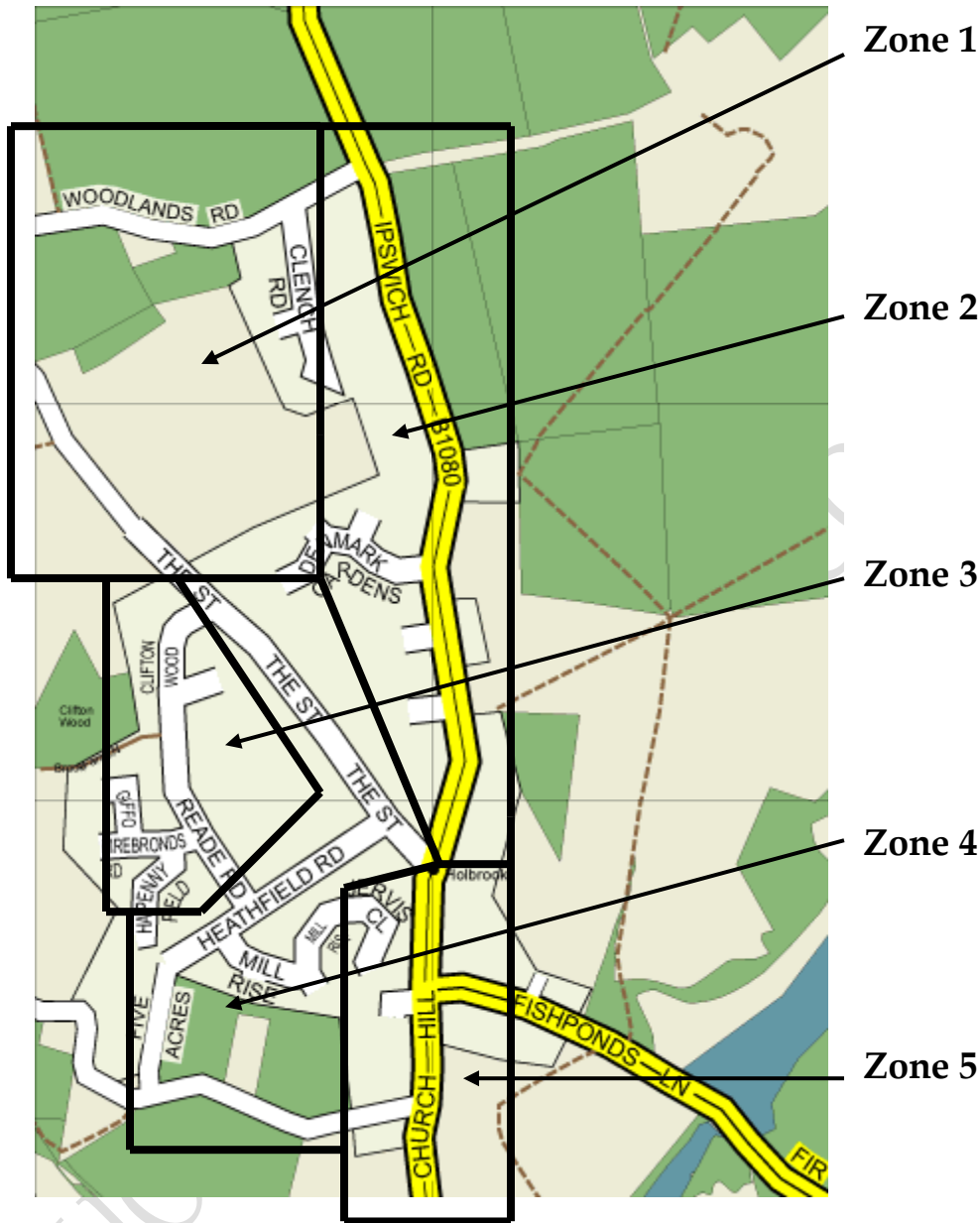
## **SPECIALIST EQUIPMENT**

<b>Contact</b>	<b>Contact Details</b>
Richard Abbott	<b>01473 328017</b>
Andrew Rodwell	<b>01473 328800</b>
Royal Hospital School	<b>01473 326200</b>
Local Farms	<b>Various</b>

## OTHER RELEVANT CONTACTS

<b>Contact</b>	<b>Contact Details</b>
Steve Pinion (Babergh DC)	07920139293 Out of hours
Sue Hearne (Babergh DC)	07776481787 Out of hours
Above contacts during office hours	01473 433444
ACS - (Adult Care Services) *	0808 800 4005
Anglian Water	08457 145 145
BBC Radio Suffolk	01473 250000
CYP - (Children & Young People) *	0845 066 067
Deputy Co-ordinator	01473 XXXX
Emergency Co-ordinator	01473 XXXXX
Emergency Services	999
Environment Agency Floodline	0845 988 1188
Gas	0800 111 999
High School	01473 328217
Holbrook Surgery	01473 328263
Local Police	01473 383115
NHS Direct	0845 4647
Orwell Veterinary Group	01473 333677
Press (Bob Malster)	01473 328927
Primary School	01473 328225
Royal Hospital School	01473 326200
SGR FM	01473 467500
J.Cartledge MP South Suffolk	01787 212353
Suffolk CC Highways	0845 606 6571
Suffolk County Council	0845 6066 067
Suffolk Fire and Rescue Service	01473 260588
Suffolk Police HQ	01473 613500
UK Power Network - East England	080078308838

\* = Out of Hours 01473 433444



**Zone 6 - Covers Fishpond Lane to Lower Holbrook**

**This map indicates the proposed zones for 'runners' to warn and inform the community of an emergency.**

## EMERGENCY CENTRE EQUIPMENT

### Suggested items

#### **Emergency Centre Box**

Copies of all plans  
Incident Log Book  
Emergency Centre Signs  
Wind-up radio  
Lamp & Batteries  
Powerful torch (Rechargeable)  
High visibility waistcoats

#### ***Lists:***

Electoral roll (copy)  
Vulnerable people  
Volunteers  
Skills  
Equipment

#### ***Pads:***

Evacuation Register  
Unaccompanied minors register  
Volunteer register  
Equipment register

#### ***Individual Document Packs***

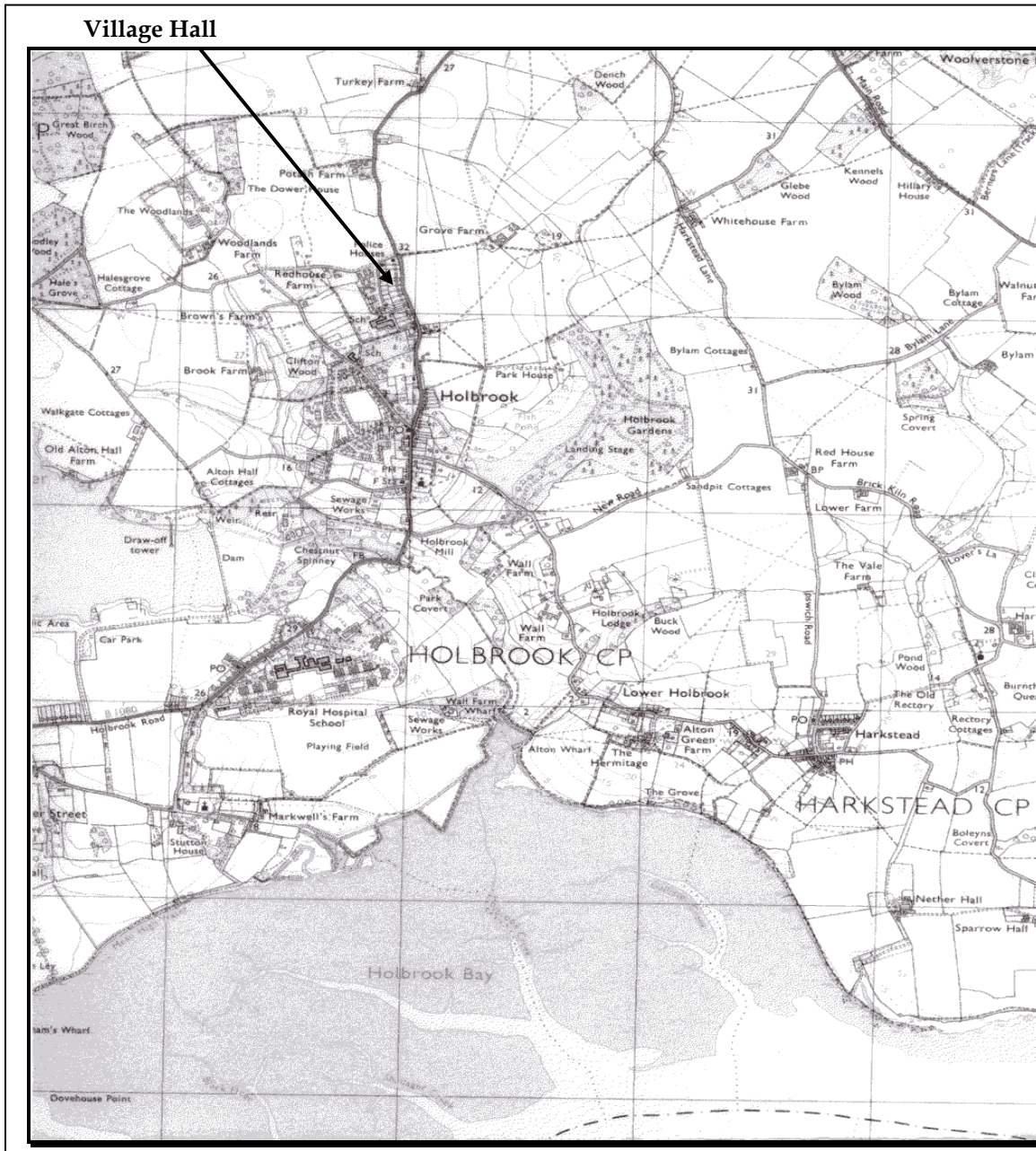
A4 lined pad  
Ball point pens (blue/green/red)  
Information lists:  
Contact names & numbers, etc.







# GEOGRAPHICAL MAP OF COMMUNITY



**NOTE: Lower Holbrook, due to it's geographical position, is also covered by the emergency plans of Harkstead Parish Council whose help and cooperation should be sought.**

## ACTION TO BE TAKEN

### Activation and Call out.

Plans will be activated following, or in anticipation of, an emergency. The decision to activate the plan is to be made by either the Community Emergency Officer, any member of the Community Emergency Team, Parish Council, or any person authorised to do so by any of the aforementioned. As soon as the decision to activate the plan has been made, follow the actions as outlined in the Action Check List (Page 20).

- It is vital that, in the event of an emergency situation affecting all or part of the community, the initial action is to telephone 999. Follow instructions given by the emergency services or local authority supported by information included in this plan. If contact with Police, Fire and Rescue Service and Ambulance Service NHS Trust is not possible or the response is likely to be substantially delayed the Community Emergency Plan should be used to assist the local response until help arrives.
- In an emergency the emergency services want clear, concise information as soon as possible. Try to use the time available awaiting their response to obtain further information and if there is any additional information telephone the emergency services again to update them, as this might affect the resources they deploy.
- Until help arrives and without endangering yourself or other local people contact the appropriate members of the community listed in the plan and ask them to report to the agreed assembly point, (See table below for cascade process).
- When the emergency services or local authority are on scene try to make contact with them and explain who you are and what your role is.
- The Emergency Co-ordinator should keep the District Council informed.
- Ensure records are kept of all communications and decisions made.

#### Call Out Cascade Process

Two people should be nominated as main contact points in the case of an emergency. These people should then contact other council members as set out below.

The current emergency contacts are: John Ambrose (01473) 328815  
Ferial Rolfe (01473) 327517

Chris Sawyer	Linda Holmes
Sally Hehir	Angela Clement
Denise Martin	Chris Graham
Dave Ashlee	Sally Ingleton
Sarah Peck	Jo Springall

## EMERGENCY ACTION CHECK LIST

### Activation and Call out

- Dial 999 ensure the emergency services are aware of the emergency and follow any advice given.
- Contact the District Council.
- Use log sheet to record:-  
*Any decisions made and reasons.*  
*Who you spoke to and what was said.*
- Contact relevant people that need to be alerted:-  
*Those specifically under threat*  
*Key holders and volunteers*  
*Council members*   
Contact initially may be to inform them of the current Emergency Service advice regarding any action to be taken

### Community Emergency Meeting

- Is a meeting necessary?
- Is the venue safe to hold the meeting and can people get there safely?
- Has the District Council been informed that you are Holding a Community Emergency Meeting?
- Has the community been informed there will be a meeting?
- Take a copy of the first agenda to the meeting

**Under no circumstances should you put yourself at risk to fulfil these tasks**

## Community Emergency Meeting

The Emergency Co-ordinator should consider a Village Emergency Meeting, to include the widest possible audience, at the earliest opportunity to discuss the emergency.

The safety of both the meeting site and access to the site should be considered when choosing the meeting location. Detailed minutes should be taken. Below is only a guide and more items should be added to accurately meet the needs of the emergency.

1. Briefing on the current situation, if possible Emergency Services or the District Emergency Planning Officer should undertake this briefing.
2. Immediate actions to aid the response to the emergency.
3. Actions required in the future to aid community recovery.
4. Time and date of next meeting.

## Opening the Emergency Centre.

The decision to open the Emergency Centre lies with the Community Emergency Officer, any member of the Community Emergency Team, Parish Council, or any person authorised to do so by any of the aforementioned. Once the decision is made:

- the authorised person should inform the key holder and nominate personnel to fill the posts within the Centre (see Page 9);
- the Emergency Centre Box (see Page 14) is to be acquired, opened at the Centre and its contents distributed as appropriate;
- start the Incident Log with the appropriate data;
- turn on the radio and listen for relevant broadcasts;
- set up the room;
- set up Emergency Centre sign/s at the entrance/s;
- Inform the emergency services and/or the District/Borough Council in accordance with the current agreement.

Once the Centre is functional there should be a member of the Community Emergency Team in the Centre throughout the emergency who will provide advice and guidance as required.

## **Closing the Emergency Centre.**

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

When the decision is made to close the Emergency Centre the Centre Manager 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 kept in a secure place. If possible, a digital camera should be used to record any information displayed on boards and maps. These images can be stored for reference at a later date. The Emergency Centre Manager will ensure that all resources are returned to their owners or placed in safe keeping for recovery later. The Response Coordinator is to inform all agencies and organisations that were informed when the Emergency Centre was opened and record the closing down actions taken.

## **Debrief.**

All exercises and incidents must be debriefed so that lessons can be learnt. If weaknesses are found, the relevant corrective measures taken. Personnel involved should attend a "Hot" debrief with the Response Coordinator or the Centre Manager immediately after the incident has closed, or at the end of their shift. Details of the debrief will be recorded and kept with all the other documents for use when collating material for the main debrief to be held at a later date. (Some exercises will not need to be accompanied by a second debrief.)

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