

Barningham Parish Council

Community Emergency Plan

Version -12

Date- October 2022, Prepared By - Cllr Roberta Baxter

Barningham P.C. :Community Emergency Plan

Dear Resident,

Your Parish Council has been considering what problems we could face for various emergency situations in our area, the enclosed information is important and should be kept readily available.

Every resident is advised by the Government to develop a Personal Emergency Plan.

Self help emergency guidelines are also enclosed in a handy fridge-magnet which you should have received through your letter box, please contact the Parish Council if you would like another.

A defibrillator can be found at the village shop. Full instructions are present. The code is C1267

Remember: **GO IN STAY IN TUNE IN**

(Unless otherwise advised, in an emergency it is best to stay indoors and listen to BBC Radio Suffolk on 103.9, 104.6, 95.5 and 95.9FM, or Heart Suffolk (96.4 & 97.1 FM OR 102.4.)

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Section 1

Aims and Objectives

The purpose of this plan is to outline the organisation of our village and its potential reaction during an emergency, and to list the resources available within the community area, which could be called upon in the event of a major emergency when outside assistance from emergency services and local authorities is delayed, because of the scope and nature of the emergency.

The objectives of this plan are, in the event of an emergency, to:

- Identify actions to be taken;
- Identify specific procedures to be followed; and
- Provide information.

The Emergency Management Team, appointed by the Parish Council, will use its personnel and resources to respond to the emergency affecting the community as seems appropriate.

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.

Detailed information on resources and administrative procedures are held in a separate document for use by the emergency team and appointed volunteers.

Insurance

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Community resilience group volunteers will be covered by Barningham Parish Council insurance under the following circumstances;

- They are a member of and acting on behalf of an authorised Community Resilience Group.
- They have been authorised to act on behalf of the local authority and are under the direction of a local authority member of staff (This can be remotely).
- They only carry out the actions / activities that they have been authorised to do or agreed by the local authority.
- The use of motor vehicles is not covered by the local authority's insurance and it is the responsibility of the individual to ensure that they have adequate and appropriate cover.

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

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

Risk Assessments

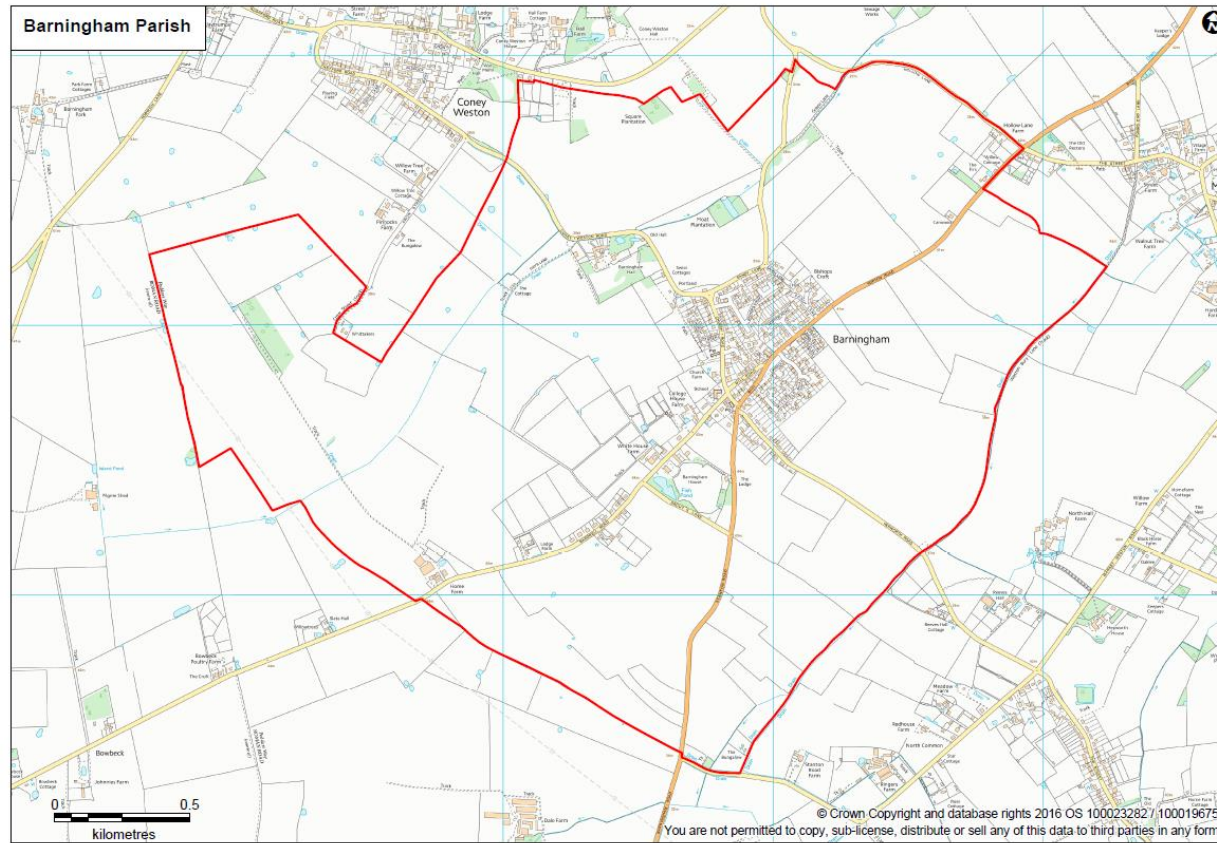
A number of potential risks exist; they and appropriate responses are discussed in Section 2

Maps

Maps follow, showing:

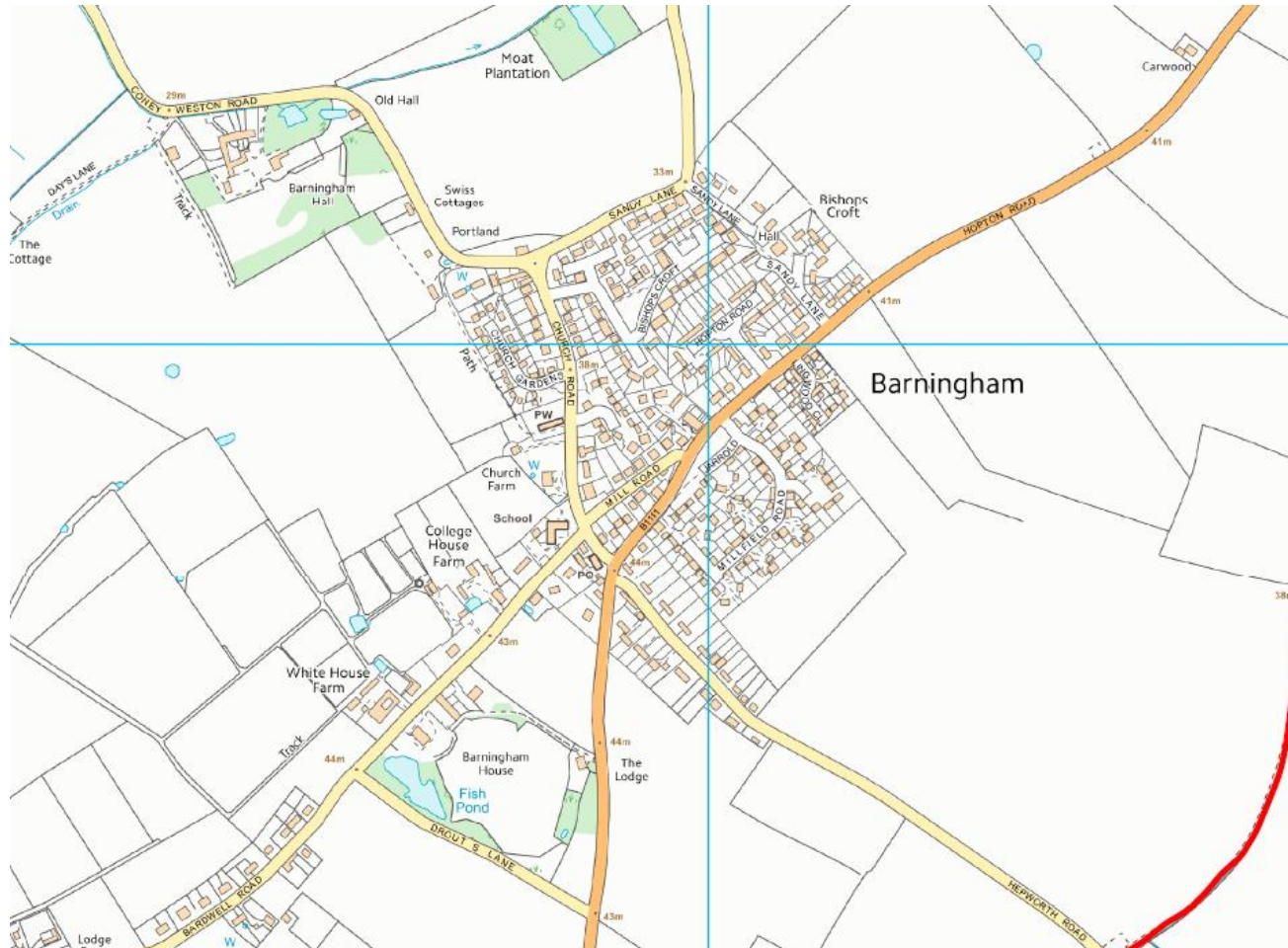
- a) Map of the parish of Barningham
- b) Enlarged to show street map of the village
- c) The zoned system we will use if responding to an emergency
- d) The flood risk map provided by the Environment Agency which shows that there are no major flood risk areas within the village itself although there are risk areas nearby and affecting access roads.

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a) Parish map

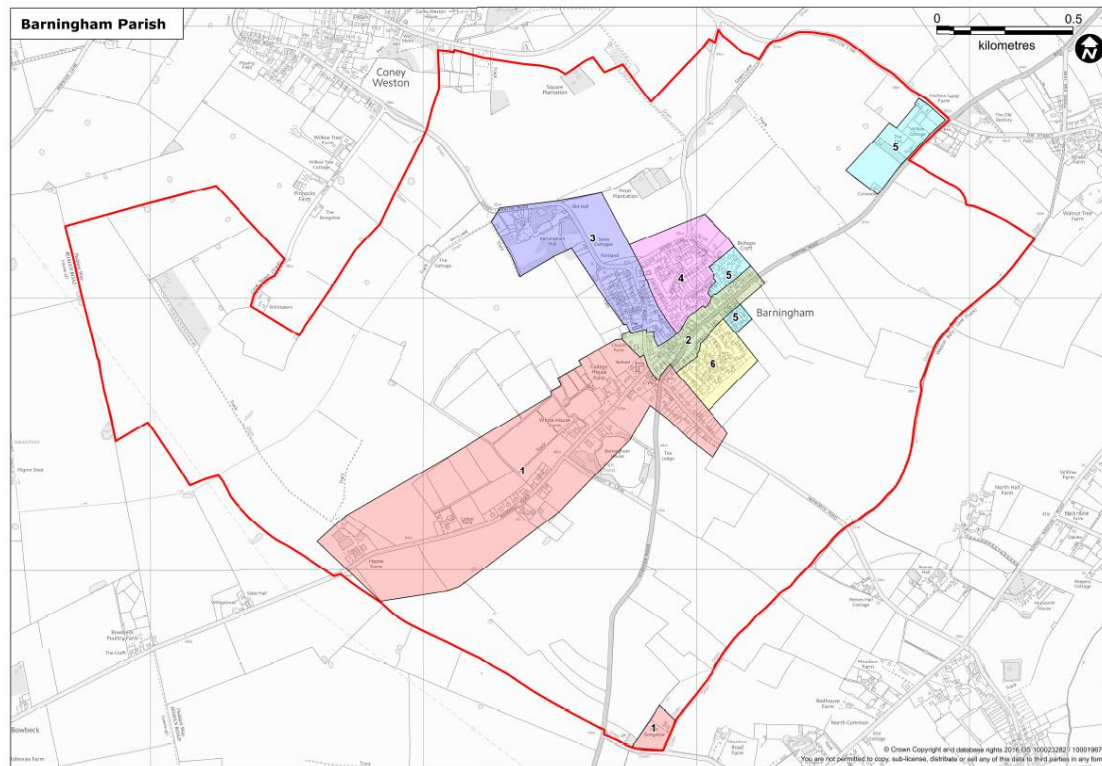
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b) Street map

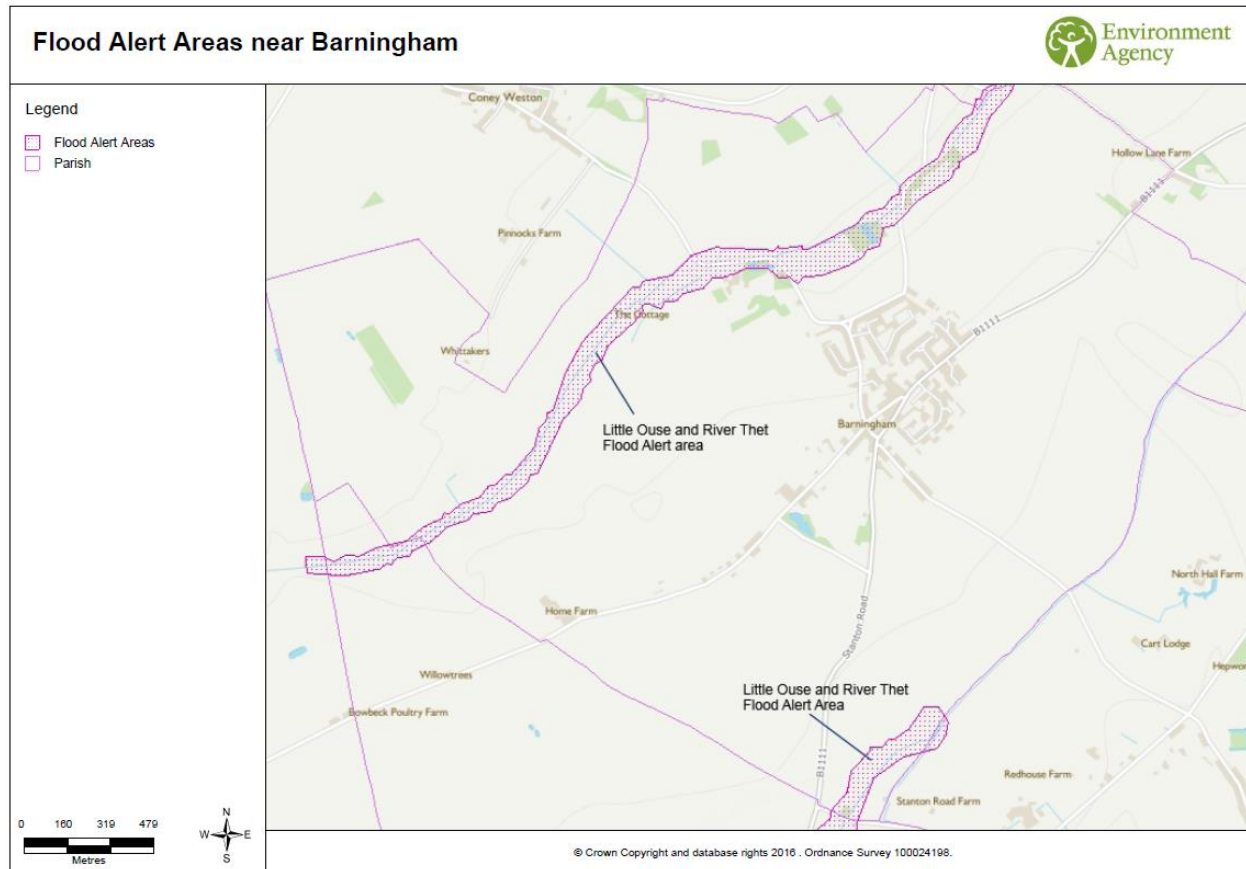
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Zone 1: Bardwell Rd and
Hepworth Rd, and house on
Weston Bury Lane
Zone 2: Church Rd from
Church to x roads, Hopton
Rd and Jarrold Close
Zone 3: Church Rd from
Church including Pound
Corner and Coney Weston
Rd
Zone 4: Bishopscroft
Zone 5: Sandy Lane and
Lingwood Close, Houses at
periphery of village, Hopton
Rd
Zone 6: Millfields



c) Zoned map

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d) Flood map

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Emergency Management Team

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

Post	Name	Address	Tel: Home	Tel: Mobile
Community Emergency Officer	Chair: BPC Carol Hammond	43 Bishops Croft	01359221205	
	William Martineau	Stable Cottage, Bardwell Rd	01359 221495	
	Roberta Baxter	Church Cottage, Church Rd	01359221471	
	Anthony Steer	33 Millfield Road	01359 221006	07890501992
	Sue Kenyon	37 Millfield Road	07956 061073	
	Janice Chalmers	Westwood, Sandy Lane	01359221088	07802 669275
	Lance Hebert			07920467172

The role of the Emergency Team is to co-ordinate the activities of your Community during an emergency by assessing the situation, mobilising the appropriate local resources to support the community and maintaining links with the emergency services, the local authority and other responding organisations.

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The contact numbers will be held by Suffolk's Joint Emergency Planning Unit on a secure part of the Suffolk Resilience Forum Website, which the Emergency Services and Local Authorities have access to.

The first point of contact in an emergency is West Suffolk Council on 01284 763233 or 01284 763252 out of hours.

Emergency Community Coordinators

A number of volunteers have offered to be Emergency Community Coordinators who would help contact and inform residents of issues in an Emergency. However some did not wish their contact details to be held on public websites so their contact details are kept within the Parish Council. This means that any member of the Parish Council/ Emergency Team holds these contact details and can activate Emergency Community Coordinators.

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Incident Room

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

Premises in order of preference	Resources available	Access & other info
Barningham Village Hall (Suitable for up to 8 hours only)	Familiar to people. Large Main Hall. Well-equipped kitchen. Sanitary facilities.	Keyholders: see contact list
Barningham Primary School (Outside school hours only and up to 4 hours only)	Furniture inappropriate (too small but could transport furniture from VH) Multiple rooms Kitchen limited Sanitary facilities Computers & telephone lines	Contact Head – Miss Hunter Keyholders: see contact list
St Andrews Church (Up to 4 hours only)	No catering or sanitary facilities	Keyholders: see contact list
The Royal George	Large kitchen, lots of tables and chairs Maybe difficult to contact keyholder out of hours	01359 221246

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Other resources

Resource	Location	Telephone
Catering/Supplies	Limited coffee/tea in village hall (extra supplies needed from SPAR shop/ villagers) Royal George public house	01359 221826 01359 221246
Emergency Box Fluorescent jackets Torches/Candles Paper / Pens for admin Clip Boards/ identity badges Windup Radio Spades/shovels	Village Hall Loft	See p 13
First Aid Kit	Village Hall kitchen	
Other equipment	Contact local farmers and contractors as required	See p 36

Emergency Shelters

An emergency shelter is simply a location where people can go when there is an emergency; whether it is to keep them warm and dry or somewhere to discuss actions that need to be taken. This may be the village hall, church, pub or another similar location. Ideally, the venue should have access to a phone and to kitchen facilities. See list above but note that it may be advisable to separate the incident room from the emergency shelter.

Details of your emergency shelter(s) may be shared with the emergency services in case they need to identify a safe location to evacuate residents to.

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Emergency Information Points

The Village Hall, the shop and the parish noticeboard opposite the Church are designated as emergency information points.

The village website <http://barningham.onesuffolk.net> and Facebook (Barningham Parish Council-Suffolk) should also be kept updated.

Location	Responsible for updates	Contact Information
Website : www.barningham.onesuffolk.net	Parish clerk	barninghampc@outlook.com 01379 898733
facebook	Any member of the Parish Council (PC)	Facebook: Barningham Parish Council-Suffolk
Shop noticeboard	Any member of (PC	See Emergency Management team p11
Church Noticeboard	PC/ Church	Contacts

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

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Emergency Box

An emergency box has been kept in the loft at the Village Hall (accessible through the hatch in the kitchen).

It contains :

- a copy of this plan
- a street map of the area
- Paper and pens
- Wind up / battery operated radio.
- wind up / battery operated torch
- A log Book
- Reflective Jackets/waistcoats
- Basic First aid Kit
- Analogue Phone

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Section 2

Activation of the Community Emergency Plan

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

- if there is **ANY threat to life**, dial **999** and alert the emergency services (Police, Fire, or Ambulance)
- If there is no perceived threat to life, but you have **information** that may help the emergency services, please **dial 101**.

The Plan may be activated in one of two ways:

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

1: Activation by Emergency Management Team

This plan can be activated when a designated member of the Emergency Management Team (p11) is notified of an incident and considers that:

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

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- that the Parish Council can be legally liable in terms of insurance
- If we activate our plan out of hours we should notify our local authority on 01284 763233 or out of hours 01284 763252 as soon as possible, and should make a note of the name of the person notified, that the plan has been activated, and the time that the call was made, and make sure that they have appropriate contact details.

2: Activation by a Responding Agency

For more serious or wide spread emergencies, Community Emergency Groups (such as our Emergency Management Team) will normally be coordinated by their Local District or Borough Council in response to a request for support from the emergency services.

If we receive a call for assistance from our Local Council, an Emergency Planning Officer or the Emergency Services, any activities that we 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. We should make a note of the name of the person who has asked us to activate the plan & the time that we received that call. In this scenario, it is likely that we 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 we have been asked to activate our plan in this way, then activities that we have been asked to undertake should be covered by the responding agency's liability insurance.

Any information we may receive must be given out and communicated to people in a coordinated and controlled manner via the local authority's Emergency Call Handlers. During office hours contact them on 01284 763233 or on 01284 763252 out of hours or via the 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.

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If an Emergency Centre has been opened it could be at West Suffolk Council Offices. We will be able to establish which one is in use when we contact the local authority.

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

Emergency Management Team Checklist

INITIAL ACTIONS

- IN AN EMERGENCY DIAL 999
- Inform the LA that you have activated your plan
- Tune into BBC Radio Suffolk (95.5 FM, 95.9 FM, 103.9 FM, and 104.6 FM) or Heart Suffolk (96.4 & 97.1 FM) and listen for updates on the emergency. Follow any emergency services advice issued.
- Notify your emergency team and request that they meet at the nominated location if safe to do so (see section 5) call Emergency Community Coordinators as necessary
- Gather as much information about the situation as possible and decide which local resources should be mobilised to support the community. Use notification form (appendix 1) and consider the risks of any actions taken.
- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see section 3). Arrange for the Incident Room to be opened as appropriate.
- Notify the following, as appropriate:
 - Emergency Community Coordinators
 - Neighbourhood Watch Groups
 - Any other Groups pre-agreed locally
 - Your District Councillors

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- Arrange for contact to be made with the vulnerable members of the community identified in Section 4 as appropriate and arrange for advice / assistance to be offered. You might want to give this task to one person within the emergency team to co-ordinate.
- Arrange for the community resources / organisations identified in Section 3 to be made available as necessary. You might want to give this task to one person within the emergency team to co-ordinate.
- Consider asking for additional members of the community (volunteers) to help with the response, you may have pre-identified community coordinators already. You might want to give this task to one person within the emergency team to co-ordinate. The type of support that would be welcomed changes from emergency to emergency but might include:
 - Door to door information dissemination
 - Assisting members of the public with their response to an emergency
 - Providing some immediate shelter if people have had to leave their homes
 - Providing lifts to family and friends
 - Doing basic household tasks such as shopping
- Check your e-mail system regularly.
- Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected
- Establish contact with neighbouring Parish / Town Councils and ask for / offer support if appropriate
- Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (e.g. not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do.

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Specific actions advised for local risks assessed

Risks	Impact on community	What can Emergency Management Team + Community Coordinators do?
Major accidents RTA/ aircraft crash/ explosives/	<ul style="list-style-type: none">Need for emergency medical response	<ul style="list-style-type: none">Call emergency servicesProvide warmth and support, blankets etcTry to identify most seriously affected individuals and vulnerable individuals firstConsider: <u>Drs ABCD:</u> <p>D - Danger. Your priority is always to maintain your own safety. Check for signs of danger or potential risks before you start to treat a casualty.</p> <p>R - Response. You now need to ascertain if the casualty is conscious. Ask them to respond to a simple question like "Can you tell me your name?" If they are unable to respond verbally, they may be able to respond to other simple commands like "Can you open your eyes?"</p> <p>S - Shout for help. You will most likely require someone to help you call the emergency services while you attend to the casualty.</p> <p>A - Airway. You should ensure that your casualty's airway is open and unblocked. If they are unconscious, tilt the head back and lift their chin to open the airway.</p> <p>B - Breathing. You need to establish if your casualty is breathing normally - look, listen and feel for</p>

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		<p>breaths. If your casualty is unconscious but breathing normally, they should be placed in the recovery position. If the casualty is unconscious and not breathing, you should dial 999 / 112 for the emergency services and start CPR.</p> <p>C- Compressions: To carry out a chest compression:</p> <ol style="list-style-type: none"> 1. Place your hands in the centre of the casualty's chest and press down hard. Just do compressions. You can do breaths if you feel confident. 2 breaths for every 30 compressions Push twice per second. (to the beat of 'Stayin alive') 2. Look for signs of severe bleeding once the other checks have been made. Pressure should be applied to the bleeds and the affected limb raise above heart level. The casualty should be monitored and treated for signs of shock. <p>D- Defibrillation: there is a defibrillator at the village shop with instructions for access and use on the box. If compressions are needed defibrillation may be helpful. Do not leave the patient. Send someone to fetch the defibrillator if someone is available. CODE is C1267</p>
	<ul style="list-style-type: none"> Blocked roads 	<ul style="list-style-type: none"> Contact Highways to arrange emergency diversions (number at back) Contact residents to ensure not isolated
	<ul style="list-style-type: none"> Power outage/ lines down 	<ul style="list-style-type: none"> Identify members of community with generators If lines down call 999, if necessary Evacuate any areas near down power lines . cordon if necessary. Phone UK power networks (see number in back of plan) Where ever possible, advise residents to: Check they have a phone in the house which is powered by phone line not

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		<p>electric socket/ use mobiles</p> <ul style="list-style-type: none"> • Switch off appliances which could cause risk if they came back on when unattended e.g. heaters, cookers • Keep fridges and freezers closed/? • Keep a supply of candles and torches batteries and matches • Move with care in dark • If possible, identify vulnerable residents who may otherwise get cold or be at higher risk in dark
	<ul style="list-style-type: none"> • Water supply disrupted 	<ul style="list-style-type: none"> • Plan evacuation to unaffected areas
	<ul style="list-style-type: none"> • Chemical spill 	<ul style="list-style-type: none"> • Call 999 if risks to health/safety • Seek professional advice asap with details of the chemical spilt (normally identified on tankers etc.) • Where ever possible, advise residents to: • Avoid contact with chemicals • Stay inside windows closed • Be prepared to evacuate if necessary: <ul style="list-style-type: none"> ▪ Grab 'Go bag' and check contents. ▪ Turn off electricity, gas and water supplies and unplug appliances ▪ Take their mobile phone and charger. ▪ Take some spare clothes. ▪ Take prescribed medication with them.

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		<ul style="list-style-type: none"> ▪ Take cash and credit cards. ▪ Lock all doors and windows. ▪ If they leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.
	<ul style="list-style-type: none"> • Phone lines down 	<ul style="list-style-type: none"> • Contact vulnerable members of the community and check OK
Natural events	<ul style="list-style-type: none"> • Flooding 	<ul style="list-style-type: none"> • Ensure properties with a flood risk are aware and if necessary have sandbags etc. • See flood risk map and also be aware of local flooding sites e.g. on Bardwell Road, Pound Corner • Contact highways to arrange emergency diversions • If you are in an area that receives flood warnings, dial Floodline on 0845 988 1188 or the Environment agency on 0800 80 70 60
	<ul style="list-style-type: none"> • Snow drifts 	<ul style="list-style-type: none"> • Ensure grit bins full in winter • Locations of grit bins: Sandy Lane north, Millfields, Hopton Road. Church road • Contact local farmers for help/ council snowploughs • Contact vulnerable members of the community and if necessary arrange paths cleared. Ensure got heating
	<ul style="list-style-type: none"> • Fire and smoke 	<ul style="list-style-type: none"> • Evacuate areas as necessary • Do not attempt to fight fire
	<ul style="list-style-type: none"> • Excessive heat 	<ul style="list-style-type: none"> • Contact vulnerable members of the community • Encourage drinking
	<ul style="list-style-type: none"> • Excessive cold 	<ul style="list-style-type: none"> • Contact vulnerable members of the community and ensure they have got heating

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Malicious attacks.	<ul style="list-style-type: none">• See above in major accident box	<ul style="list-style-type: none">• Contact police , warn public to stay indoors/ evacuate as necessary
All incidents		<ul style="list-style-type: none">• Call 999. Work with local responders to identify affected residents, and set up support/ evacuation centres as necessary/
Pandemic	Need for isolation therefore volunteers to provide shopping and essential services	<ul style="list-style-type: none">• Coordinate volunteers to assist those vulnerable/ unwell arranging shopping etc.• Communicate with doctors/hospital as necessary

Debrief

Debriefing is a conversation that revolves around the sharing and examining of information after a specific event has taken place. 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. This should be open to anyone involved in the incident. It enables you to record what went well, what could have been better & what you can do to learn from this experience to improve things next time. **It is not about who is at fault.** see appendix 4 for an example of a debrief agenda.

Training Records of Volunteers

It's a good idea to keep a track of the training that the team and volunteers have done. Ideally Rest Centre Practical should be re done once a year. The New Starters workshop is useful for any new volunteers to help them to understand what CEP is all about & how/where it fits in to a multiagency response to an emergency in Suffolk.

Name	First Aid	Social Media	Health & Safety	Manag & Recruit Vols	JEPU Workshops	Rest Centre Theory	Rest Centre Practical	New Starters	Conference
Bobby					2016				
<u>Bobby/Carol</u>						2022			

Section 3

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

It is likely that the emergency will cause some people to become vulnerable and in need of greater assistance than others.

If it is possible to identify people in advance the Emergency Team can arrange for them to be checked on during an emergency. However holding this information may be in breach of data protection.

The Government advises that the following groups of people could become vulnerable during an emergency: children, older people, mobility impaired, mental / cognitive function impaired, sensory impaired, homeless, pregnant women, minority language speakers, tourists, travelling community.

This has proved to be a difficult section to complete as vulnerable people may not consider themselves to be vulnerable or wish to identify themselves as being vulnerable.

Rather than identifying specific vulnerable people we would like to consider:

- Promoting the buddy system, where people are encouraged to check on their own next door neighbours
- Pre-identifying particular areas where potential vulnerable groups are known to live and door knocking at the time of an emergency
- Having a high profile presence (e.g. tabards) in the street to encourage vulnerable people to make themselves known during an emergency>

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Section 4

Emergency Contact Directory

Emergency Management Team

Post	Name	Address	Tel: Home	Tel: Mobile
Community Emergency Officer	Chair: BPC Carol Hammond	43 Bishops Croft	01359221205	
	William Martineau	Stable Cottage, Bardwell Rd	01359 221495	
	Roberta Baxter	Church Cottage, Church Rd	01359221471	
	Anthony Steer	33 Millfield Rd	01359 221006	07890501992
	Sue Kenyon	37 Millfield Rd		07956 061073
	Janice Chalmers	Westwood, Sandy lane	01359 221088	07802669275
	Lance Hebert			07920467172
Parish Clerk	Vicki Gay	Not in village	01379898733	

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Contact Details of Other Community Groups etc.)

Position/Organisation		Contacts
District Emergency Planning Officer (contact West Suffolk Council)		Becky Heginbotham-Blount Email: SuffolkResilienceForum@suffolk.gov.uk Tel: 01473 263610 / 07920 139339 Emergency duty planning officer 24/7 01473 265376
Police /Ambulance/ Fire/ Coastguard		999 101 for non emergencies
West Suffolk Hospital		Hardwick Lane 01284 713000
Dr Raton-Lunn, Redman		Stanton 01359 253700
Dr Tebbit Hart Brooks Lockyer		Ixworth & Stanton 01359 230252
Anglian Water		Customer service: 0345 791 9155 03457145145 Emergency: 0800 771881
Environment Agency		Floodline (24/7) Telephone: 0345 988 1188 Environment Agency 0800807060 or email enquiries@environment-agency.gov.uk

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		<ul style="list-style-type: none"> • www.metoffice.gov.uk
Electricity (uk power networks)		<ul style="list-style-type: none"> • 0800 31 63 105
British Telecom	Reporting Fault	<ul style="list-style-type: none"> • 0800 023 2023
Highways		<ul style="list-style-type: none"> • Call 0345 6066171 to report a highways problem that poses an immediate danger to the public • National Highways Information Line on 0300 123 5000 • Highways Agency – A14, A12 (Trunk Roads Only) 0300 123 5000
Adult Social Services emergencies only		<ul style="list-style-type: none"> • 0800 917 1109
Children and Young People Services emergencies only		<ul style="list-style-type: none"> • 0345 606 6067.
Radio Suffolk (can use Connecting Suffolk service)		<ul style="list-style-type: none"> • 01473 250000 • email radiosuffolk@bbc.co.uk • http://www.bbc.co.uk/radiosuffolk
West Suffolk (District) Council :		Customer Services: 01284 763233

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		Out of hours emergency service: 01284 763252
Suffolk County Council & trading standards		<ul style="list-style-type: none"> • 0345 606 6067.
Borough Councillor	Carol Bull	<ul style="list-style-type: none"> • 01953 681513
County Councillor	Joanna Spicer	<ul style="list-style-type: none"> • 01359 230800
Faith groups		<ul style="list-style-type: none"> • Rev Cathy Bladen 01359 252239 • Bury St Edmunds Islamic Cultural Association: Sameera 07377548673 07377548679
Royal Voluntary Service		<ul style="list-style-type: none"> • 0330 555 0310
Salvation Army		<ul style="list-style-type: none"> • 020 7367 4800
Vets	Bury St Edmunds Vet Centre Swayne&ptnrs Eastgate Vets MoretonHall vs Uplands way OldGolfhouse Vet Group	<ul style="list-style-type: none"> • 01284 630650 • 01284 701444 • 01284 753961 • 01284 747000 • 01379 642865 • 01842 764244

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Catteries and Kennels	Haven-farm Coney Weston Ixworth kennels	<ul style="list-style-type: none">• 01359221207• 01359 230911
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Details of Neighbouring Town and Parish Councils

Name	Town/Parish	Contact Information	Village Hall contact
Hepworth	Contact: Chris Garman (Parish Clerk)	See contact list	
Coney Weston	Andrea Morris (Parish Clerk)	See contact list	
Market Weston	Vicki Gay (Parish Clerk)	See contact list	
Sapiston	Lynn Plampin	See contact list	

Section 5

Plan Publication

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

- emergencyplanning@midsuffolk.gov.uk www.getpreparednow.co.uk
- All members of Barningham PC
- A version omitting private contact details is available on our website: www.barningham.onesuffolk.net

The original electronic version of this plan is kept by:

- **Vicki Gay:** barninghampc@outlook.com

Backup electronic versions of this plan are kept at:

- All PC members have a full copy
- All volunteers have a copy of public version

Data Protection:

This plan contains personal information. There are two versions, one for the Parish Council which contains all contact information for volunteers, some of whom do not wish their information to be shared beyond the PC; a second public version exists which does not include volunteer contact information.

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

Section 6

Plan Maintenance Roles and Responsibilities

- The plan should be reviewed every 3 years. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc.) The comms officer on the council will have responsibility for reviewing the emergency plan and should report back the Parish / Town Council meeting to confirm that a review has taken place.
- Any updates to the plan, or lessons that have been learned from exercises or incidents should be approved by a majority of PC councillors at a PC council meeting before the plan is changed.
- R Baxter is responsible for providing an updated version of the plan to all those listed in Section 6.
- R Baxter should make sure that all the people who are involved in the plan aware of their role, and know that that they might be contacted during an emergency.
- Barningham Parish Council is responsible for making sure the plan complies with Data Protection, and all other appropriate legislation.

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Appendix 1

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)	
H. Locations of rendezvous points / access routes	
I. Declaration of a Major Incident - Yes/No (if Yes, note time of	

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declaration and by which agency)	
J. Evacuation (Has evacuation taken place, where are the evacuees? How many people involved? If not, is evacuation likely?)	
K. Informant Name; Organisation; Contact details; time of notification (If information received from a 3 rd party, have you validated it?)	
L. Any other relevant information	

Appendix 2

EXAMPLE OF DEBRIEF AGENDA

1. Notification/Alerting Issues.
2. Warning - Responding Agency and Public Issues.
3. Command and Control Issues.
 - a. Training.
 - b. Capability.
 - c. Equipment.
4. Communications Issues.

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- 5. Media Response Issues.
- 6. Recovery Issues
- 7. Recommendations

Appendix 3

Before an Emergency (general advice)

Help the Community Prepare

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

- Encourage all members of your community to make sure they are adequately insured and that they review their insurance
- Make sure that people are signed up to the Environment Agency Flood Warning Direct Service if your community is in a flood risk area. Point them in the direction of the National Flood Forum for more information on flood defence products and to local surveyors and architects for advice on their effectiveness.
- Encourage people to prepare a Go Bag including,
 - Key documents (such as passport, driving licence, your personal emergency contact list and insurance details).
 - First aid kit including any medication.
 - Wet wipes and/or antibacterial hand gel.
 - Battery operated radio with spare batteries or wind up radio.
 - Notebook and pencil/pen.
 - Mobile phone/charger.
 - Glasses/contact lenses.
 - Toiletries (including nappies/sanitary supplies).
 - Any special items for babies, children, elderly and disabled people.

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- Spare set of keys (home/car/office).
 - Bottled water/energy bars.
 - Coins/cash (small denominations) and credit/debit cards.
 - Change of clothes and blankets and sensible footwear (if necessary, waterproofs).
 - A torch and batteries or a wind up torch.
- Encourage people to complete a household emergency plan which can be found on the Environment Agency website <https://www.gov.uk/government/publications/personal-flood-plan>
- Encourage people to make a “Community Friend” – this is someone, or some people, that can be called during an emergency to provide practical support – such as helping move furniture, look after pets, share house keys to look after each other’s properties and maybe know which valuable and sentimental items should be moved upstairs, check on you if you are poorly and go to the shops and chemists on your behalf.
- Make sure people know how to respond. In an emergency, people should go in, stay in and tune in to their local radio station for further instructions and updates – unless there is a fire, or any other threat to staying in the property, or unless they have been advised otherwise by the Emergency Services.
- Check that your community are ready for an emergency – ask them the following questions:
 - Do you have a household emergency plan?
 - Have you discussed your plan with family and friends?
 - Do you know the emergency plan for your children’s school/nursery/college?
 - Do you know the emergency plan for your place of work?
 - Have you completed a personal emergency contact list?
 - Have you prepared a check list for your ‘go bag’, or packed it ready to go?
 - Do you have ICE contact(s) in your phone, wallet or purse?

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- Do you have a contact person – someone unlikely to be affected by the same emergency - who can keep family and friends informed?
- Do you have a wind up or battery-operated portable FM/AM radio?
- Do you have alternative, agreed meeting points?
- Do you have working smoke alarms in your home?
- Do you have adequate contents and buildings insurance?
- Do you have copies of your most important documents stored somewhere other than at home?
- Do you have a written list of your valuables, plus photographs or DVD/video?
- Have you undertaken a basic first aid course?
- Have you checked if your property is in a flood risk area?
- Have you thought about arrangements for pets if you need to leave your home?
- Have you identified possible exit routes from every room in your home?

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

Make sure that you are prepared

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

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

Appendix 4

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

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- 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

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

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

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

Appendix 5

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

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

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

Some rest centre forms follow as final appendix

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BUILDING HANDOVER FORM

Location:

Date:

Electric Meter Reading	Start		<input type="checkbox"/>
	Finish		
Water Meter Reading	Start		<input type="checkbox"/>
	Finish		
Gas Meter Reading	Start		<input type="checkbox"/>
	Finish		
Oil Meter Reading	Start		<input type="checkbox"/>
	Finish		
Evacuation Procedures Identified			<input type="checkbox"/>
Risk Assessment Carried out			<input type="checkbox"/>

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Fire Exits / Firefighting equipment checked		<input type="checkbox"/>
Toilets checked		<input type="checkbox"/>
Staff Briefed on Roles		<input type="checkbox"/>
ECC aware of RC opening		<input type="checkbox"/>

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Comment – concerns / damage on take over

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Continue on separate sheet if necessary

Take over

Time:

Date:

Manager Name / Signature

Custodian Name /Signature

Hand Back

Time:

Date:

Manager Name / Signature

Custodian Name / Signature

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REST CENTRE MANAGERS GENERIC RISK ASSESSMENT

ANNEX 9

Location					Date:		Review date:	
Risk Assessors Name:					Job title:			
Task / Hazard Identified	No of persons at risk			What is risk?	Risk rating			
	E	S	V		I	L	Risk	Action to remedy

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E = Evacuees, S = Staff, V = Volunteers	Risk Rating: 16 = Very High, 8-12 = High, 4-6 = Medium, 0-3 = Low
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Visual Check, **ceilings, walls floors & doors**: Any risk identified as High or Very High that cannot be readily or easily mitigated or excluded must be considered as a potential reason to look at alternative premises. Any such risks so identified need to be brought to the earliest attention of the LA H&S Officer for their professional consideration / advice.

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RISK RATING

Impact	
4	Major injury - <i>broken bone, unconsciousness – anything that is reportable under RIDDOR</i>
3	Minor injury (<i>Lost time 1 - 3 days</i>) – <i>bruising, sprains, deep cuts</i>
2	Injuries requiring first aid (<i>Lost time < 1 day</i>)
1	Trivial injury (<i>No lost time</i>)- <i>bumps, cuts, abrasions.</i>

Likelihood	
4	It is expected to happen in most circumstances
3	Fairly likely to occur at some time, or in some circumstances
2	It is unlikely to, but could, occur at some time
1	May only occur in exceptional circumstances

Impact	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8

Risk rating	Action required
16	Unacceptable risk do not proceed
8 -12	Requires Immediate action to reduce risk and maintain at an acceptable level

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	1	1	2	3	4	4 - 6	Requires action to reduce risk and maintain at an acceptable level.
Likelihood	1	2	3	4	1 - 3	Precautions to be maintained and managed. Further action unlikely to be appropriate.	

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LOST/ FOUND PROPERTY REGISTER

LOCATION:

REGISTER NUMBER		
DATE & TIME FOUND/ LOST Inc LOCATION		
FINDER / LOSER	NAME	
	ADDRESS	
	CONTACT NUMBER	
DESCRIPTION OF PROPERTY	CASH £	

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SIGNATURE OF FINDER		PRINT NAME	
SIGNATURE OF WITNESS		PRINT NAME	
DISPOSAL	HANDED TO POLICE REF NO		
	OFFICERS SIGNATURE & NAME		
	RETURNED TO LOSER		
	SIGNATURE NAME & ADDRESS		
SIGNATURE OF WITNESS		PRINT NAME	

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SIGNATURE OF PERSON COMPLETING FORM	PRINT NAME

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REGISTRATION FORM

Location:

Date: / /

Registration ID card No:	Time in:	Surname & Initials:	<u>C</u> hildcare - <u>S</u> chool / <u>D</u> ietary / <u>F</u> aith / <u>L</u> anguage / <u>M</u> edical / <u>O</u> ther / <u>P</u> ets / <u>V</u> olunteer:	Time Out:	Date	Intended Destination:

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RESOURCES / SERVICES PROVIDED

DATE/TIME 24 Hour Clock	ITEM PROVIDED (Full description + reasons for purchase) If using translation services etc. indicate times from / to	QUANTIT Y / VALUE	RECIPIENT ORGANISATION AND ADDRESS
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USE THIS FORM TO RECORD EXPENDITURE INCURRED AT THE REST CENTRE
It is important that where appropriate receipts are obtained

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REST CENTRE FOLLOW UP

Name		ID Number	
ADDRESS			
Form completed by			
Issue¹		Action and by whom	

¹ If medical please indicate type of illness and name of medicine required
If school please indicate school name,& telephone number if known

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TEMPORARY EXIT LOG

ID Reference	Time Out	Location / Destination	Time In	ID Reference	Time Out	Location / Destination	Time In

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		Total Out				Total Out	

Food Allergies