

Introduction Wickhambrook is a village South of Bury St. Edmunds with approximately 543 properties and 2133 residents.

Activation In the event of an emergency impacting the community, the following residents, when safe to do so, will form an emergency coordination group, led by an Emergency Controller, to assess the impacts of the incident, activate the plan, coordinate the local response, inform, and support residents as far as is practical;

Name	Parish Role	Response Role	Landline	Mobile	Email
<u>John Barton</u>	Parish Council Chairman	Emergency controller (EC)			
Mike Lavelle	Parish Councillor	Emergency controller	01440 821747	07415390477	mike.lavelle@wickhambrook.org.uk
Paul Couzens	Parish Councillor	Emergency controller			
Jeff Claydon	Parish Councillor	Emergency controller			
Sandy Thwaite	Parish Councillor	Emergency controller			
Kerry Merrick	Parish Councillor	Emergency controller			
John Norton	Parish Councillor	Emergency controller			

The councillors above may take the role of EC and be assisted by any other councillors and co-opted members of the public as seen fit depending upon the nature of the event.

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

On activation of the group, the group will contact the Emergency Planning Officer (EPO) / District Emergency Planning Officer (DEPO)

Office hours;

East Suffolk: 01394 383789 / 01502 562111)

Babergh & Mid Suffolk: 0300 123 4000) Delete as appropriate

West Suffolk: 01284 763233)

Out of hours;

East Suffolk: 01502 527132)
Babergh & Mid Suffolk 0808168 7794)
West Suffolk: 01284 763252)

Ensure that the call taker has your CEPG Name, callers name and appropriate contact details and request the Joint Emergency Planning Unit Duty Officer (EPDO) is notified.

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

★ Insurance

The Community Emergency Planning Group (CEPG) and CEPG volunteers will be covered by the relevant Local Authority's insurance under the following circumstances;

- The local authority has requested you activate your CEPG and plan.
- The CEPG volunteers are registered with the CEPG.
- The CEPG and volunteers, are under the direction of a local authority member of staff (This can be remotely), and the local authority receives regular updates of task progress / issues arising from the CEPG.
- They only carry out the actions / activities that have been authorised by the local authority.
- A record of the activities undertaken and volunteers employed in those tasks is maintained by the CEPG.
- Activities they have been asked to undertake must be commensurate to their skills and competency.
- Appropriate dynamic risk assessments are carried out.
- The use of 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.

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

N.B. There are additional sections and appendices that you can add to make this plan more comprehensive. Details of these can be found in the Community Emergency Plan Guidance Notes which accompanies this template and can be obtained from your local Emergency Planning Officer.

Appendices

Appendix 1 – Introduction - Risks

Appendix 2 – Activation

Appendix 3 – Risk Assessment

Appendix 4 - Roles & Responsibilities

Appendix 5 – Key Contacts

Appendix 6 – Resources

Appendix 7 – Debrief

Appendix A- Risks

Roads

The village is situated on busy roads linking Newmarket, Bury St Edmunds, Haverhill and Clare.

There is a potential for an incident on these roads.

Whilst the Police and other blue light services will deal with a "normal" road traffic accident, there is a potential for a road traffic incident involving vehicles that could impact the environment.

An example of this could be incident involving chemicals, fuel and fire, or biological hazard, and this could involve an immediate evacuation of residents.

As an emergency controller you may have to find immediate shelter, water and food for displaced persons.

Options you may consider for shelter as an Emergency Controller are:

- Memorial Hall
- WI Hall
- The Greyhound Pub

Severe Weather

A severe meteorological event- such as storm, snow, floods, causing traffic disruption and damage to properties could require shelter being required by travellers stranded in vehicles, residents made homeless by storm damage etc.

Severe event

A major earthquake or unforeseen natural phenomenon.

Industrial risk

There are no significant COMAH sites in the village, and little industry. It is likely that any industrial event would be bounded by the road traffic incident.

Appendix B- Activation.

Activation of this plan is initiated by the Chairman of the Parish, council in discussion with another member, or when requested by Suffolk County Council, or by a police incident controller.

Appendix C- Risk Assessment.

Dynamic risk assessments will be carried out by the Emergency Controller and his team.

These will involve:

The incident and what threat it poses

The competence and the fitness of the individuals required to perform a task.

Appendix – Roles and Responsibilities

The following roles should, where possible, be established by an Emergency Controller;

Emergency Controller. Responsible for initially controlling the incident, setting objectives in discussion with the team, and having these action executed with the available resources. Briefing any oncoming blue light commander or for the incident

Admin Assistant; Logging events during the incident and acting as secretariat to the team.

Communications officer; Liaising with the local authority, blue light services, press as required.

Coordinator(s); taking actions as determined by the Emergency Controller