

## Community Emergency Plan

I have been preparing a draft Community Emergency Plan in conjunction with the Joint Emergency Planning Unit (JEPU) at Suffolk County Council.

An updated draft following circulation to Councillors earlier this year is attached as Appendix A. This draft will need to be kept under review, and for this reason the recommendation includes provision for contacts etc to be updated by the clerk as and when identified. This makes provision for changes to the key contacts over time and addresses any need for changes following a review after implementation or practice.

The next stage will be to share the plan with the community to get their views (by posting on the website and to facebook) and identify scenarios which can be used to test the arrangements identified in the plan.

Additionally, I'll be working with the clerk to develop a leaflet for community members to be posted to the website and printed for collection at pick up points along the lines of that published by Thurston Parish Council (attached as Appendix B).

### **Recommendation:**

**To adopt the draft Emergency Plan attached as Appendix A to WPC.22.05.07 and authorise the clerk to update contact details identified within the plan as changes are identified.**

**Cllr Mike Lavelle**

**May 2022**

Community Name: Wickhambrook  
19.02.22

Plan dated:

# Wickhambrook Community Emergency Plan

Date of Document:	20.05.22	Author:	MPL
Version number:	01		
Review Date:	18.04.24		

## AMENDMENT RECORD

	Summary	Date	Author
1	First Revision		
2			
3			
4			

Community Name: Wickhambrook  
19.02.22

Plan dated:

**DISTRIBUTION LIST**

<b>Electronic Copies</b>	<b>Email</b>	<b>Date</b>
Joint Emergency Planning Unit (JEPU)	Suffolk.Emergency.Planning@suffolk.gov.uk	
<b>Hard Copies</b>		
Snatch pack- Memorial Hall, WI Hall		
<b>Redacted Version</b>		
Wickhambrook.org		
www.suffolkresilience.com/prepare-your-community		

Community Name: Wickhambrook

Plan dated: 19.02.22

**Introduction** Wickhambrook is a parish town South of Bury St Edmunds with approximately 546 properties and 1200 residents.

**Activation** In the event of an emergency impacting the parish / community, the following residents, when safe to do so, will form an emergency coordination group 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
Mike Lavelle	Vice-chair	EP Co-ordinator	07415390477	07415390477	<a href="mailto:Mike.lavelle@wickhambrook.org.uk">Mike.lavelle@wickhambrook.org.uk</a>
Paul Couzens	Chair	EP Lead	07995677432	07995677432	<a href="mailto:paul.couzens@wickhambrook.org.uk">paul.couzens@wickhambrook.org.uk</a>
Jeff Claydon	Parish Councillor	Volunteer	01440 820327		<a href="mailto:jeff.claydon@wickhambrook.org.uk">jeff.claydon@wickhambrook.org.uk</a>
Sandy Thwaite	Parish Councillor	Volunteer		07769 675182	<a href="mailto:sandy.thwaite@wickhambrook.org.uk">sandy.thwaite@wickhambrook.org.uk</a>
Tracey Turner	Parish Councillor	Volunteer	01440 821565		<a href="mailto:tracey.turner@wickhambrook.org.uk">tracey.turner@wickhambrook.org.uk</a>
Kerry Merritt	Parish Councillor	Volunteer	01440 820808		<a href="mailto:kerry.merritt@wickhambrook.org.uk">kerry.merritt@wickhambrook.org.uk</a>
Simon Moy	Parish Councillor	Volunteer	07597 289717		<a href="mailto:simon.moy@wickhambrook.org.uk">simon.moy@wickhambrook.org.uk</a>

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;**

01473 265321

**Out of hours;**

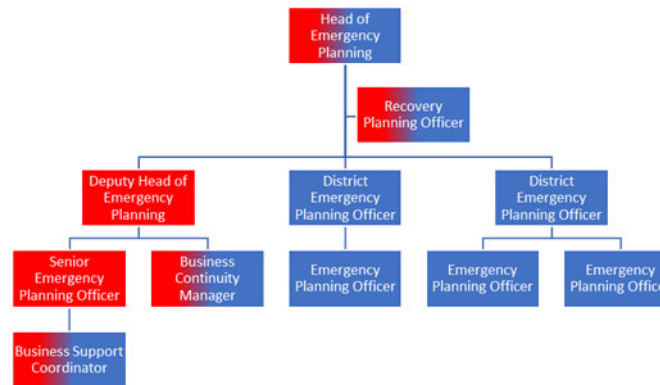
**Duty Emergency Planning Officer**

Steve Henthorn 07920466340	steve.henthorn@suffolk.gov.uk
Vince Williams 07833234553	vince.williams@suffolk.gov.uk
Freddie Gulliver 07920466338	freddie.gulliver@suffolk.gov.uk

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.

Suffolk County Council Organisation



## **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 A – Introduction – Risks

Appendix B – Activation

Appendix C – Risk Areas

Appendix D - Roles & Responsibilities

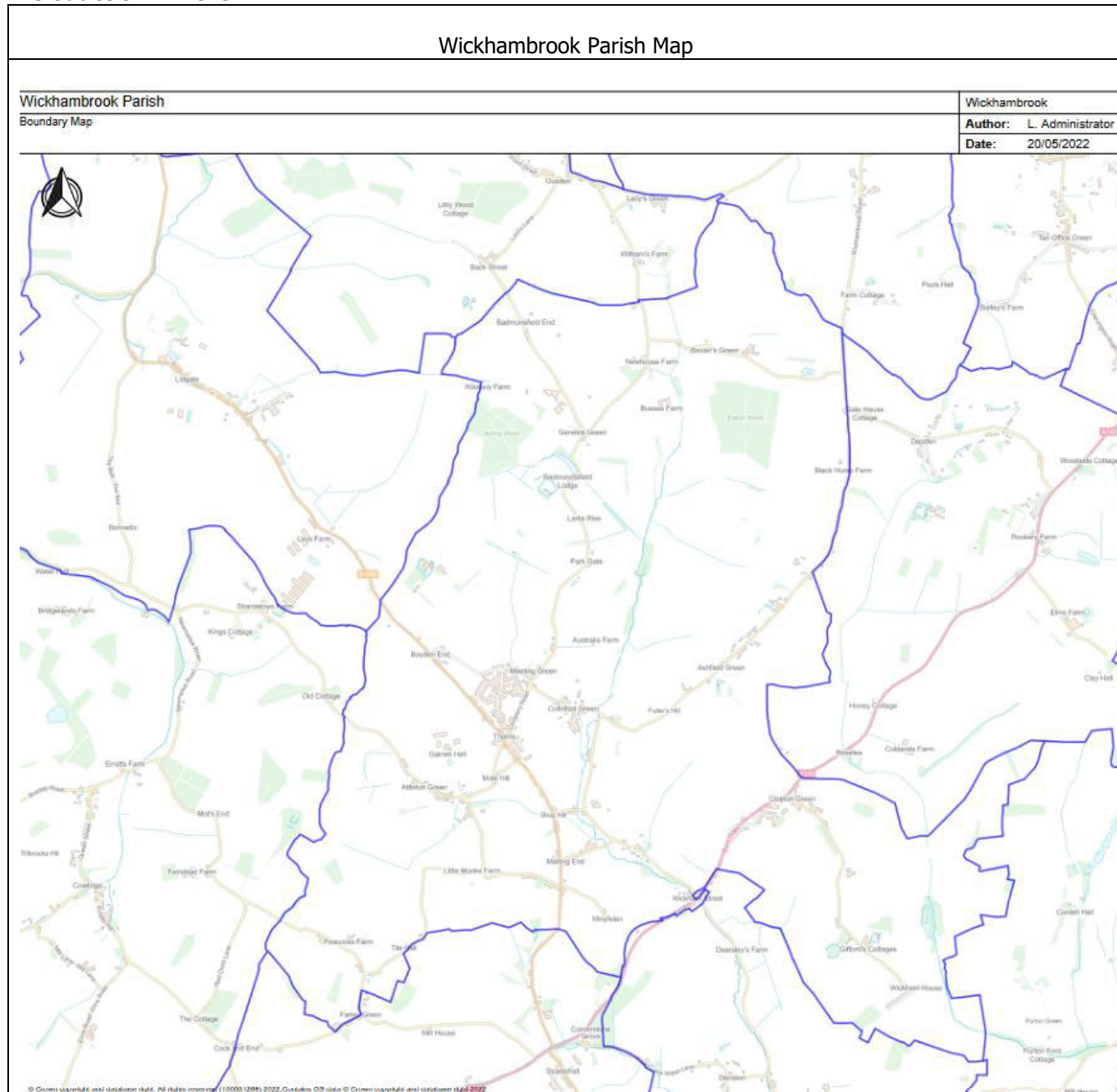
Appendix E – Key Contacts

Appendix F – Resources

Appendix G – Debrief

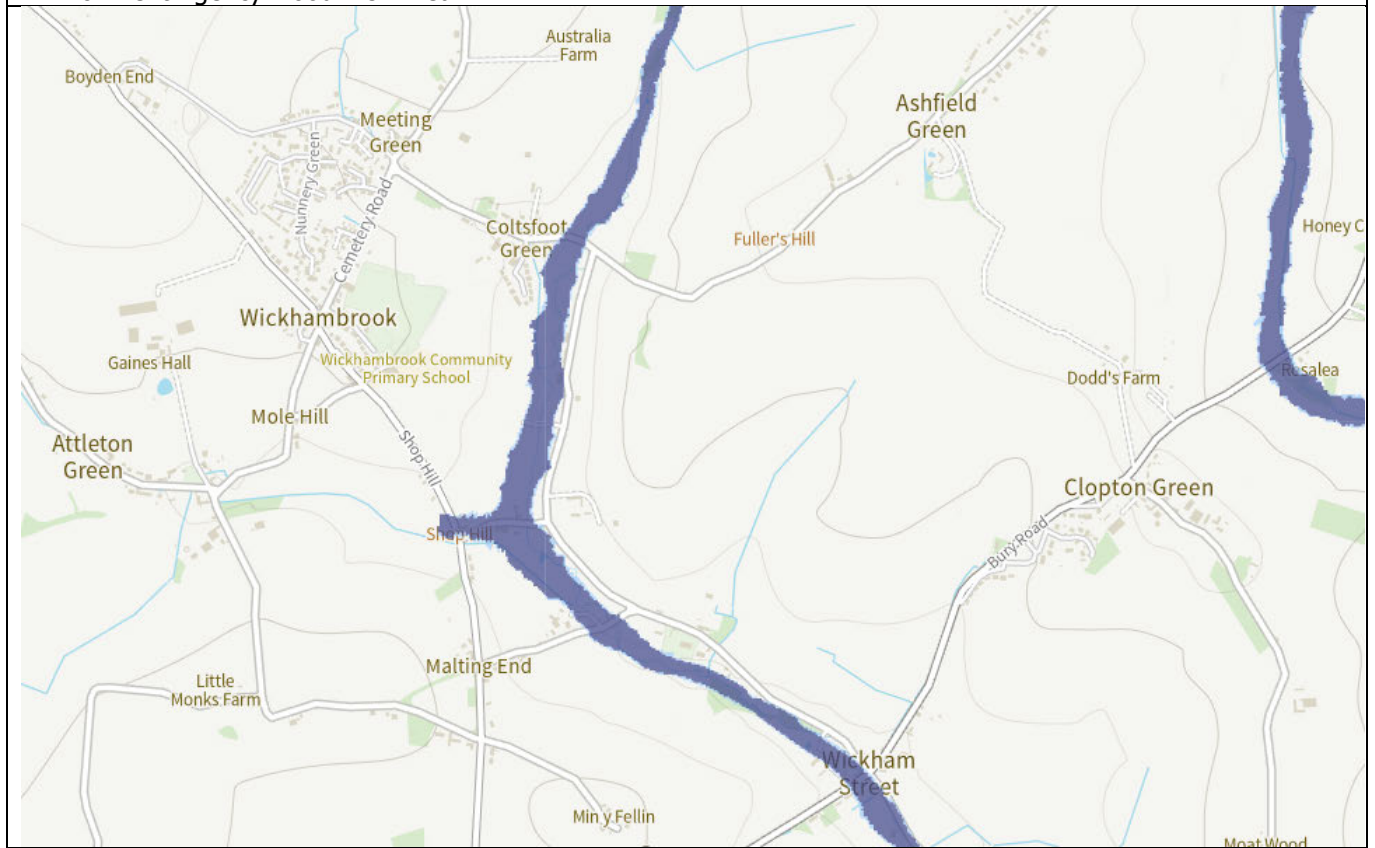
Appendix H– Useful Form Templates

**Introduction – Risks**



<b>Wickhambrook Parish Council Key Locations</b>		
<b>Description</b>	<b>Centroid</b>	<b>What3Words</b>
Wickhambrook Memorial Social Centre (Rest Centre)		
Doctors Surgery		
Wickhambrook Primary Academy		
Wickhambrook Post Office & Stores		
The Greyhound & 21		
Fire Station, Clopton Green		
Sewerage Plant		

Environment Agency Flood Risk Area



It can be seen the key areas of risk of flooding are The Duddery and Cloak Lane to the Plumbers Arms.



## Activation

The Community Emergency Plan will be activated, and the Community Emergency Group convened in one of two ways:

- At the request of the Emergency Services / Local Authorities or
- Where any member of the Group becomes aware of an arising Emergency or Community situation which is likely to affect residents within the Parish / Town area

In either case, once the plan is activated, the CEPG will liaise with the District Emergency Planning Officers in office hours / JEPU Duty Officer out of hours to fully appraise them of the situation.

Once activated you will receive an email confirming the activation and that you are then covered by the Local Authority or Emergency Services Insurance.

## Contact details are in Appendix E and activation letter in Appendix H

The Emergency Services / Authorities which may request the activation of the Community Emergency Group are as follows:

- The Police
- Fire and Rescue Service
- Environment Agency
- Members of Suffolk County Council Joint Emergency Planning Unit (JEPU)
- Military organisation such as bomb disposal.

Activation criteria include:

- Actual or threatened injury or loss of life, particularly if the threat is increasing or extensive
- Actual or threatened damage to property, particularly if the threat is increasing or extensive
- The causation is spread geographically, not located at a single property
- Having been requested to do so by the Emergency Services

On being activated the Group should convene a meeting to discuss the nature of the incident, potential or actual impact on the Community and the Community Resources required.

## A sample agenda for the initial meeting is at Appendix H

The Community Emergency Group should ensure that all key actions / decisions taken by the Group are recorded.

## A sample log page is at Appendix H

Community Emergency Group contact tree for notification / activation

Parish Council Chair- Paul Couzens

Parish Council Vice Chair- Mike Lavelle

Parish Councillors (see list)

Wickhambrook Parish Clerk & Village Website contact- Hilary Workman (07508 039810)

Memorial Hall Custodian- Beverley Harding, Chair Steve Thwaite

WI Hall Custodian- Jackie Fieldsend ( )

Landlord- The Greyhound- Jack Couzens ( )

**Risk Areas** (as appropriate to be **carried out & held by Parish / Town Council / CEPG.**)

An assessment of the incident severity should be undertaken as quickly as possible. **It is of the highest importance to ensure that no one puts themselves at risk whilst this assessment is being undertaken.** The objective of this type of assessment is to determine whether there is a need to activate your plan, 'watch and wait' or remain in a 'business-as-usual' state.

**Generic Risk Assessment**

Whatever role individuals undertake appropriate and where necessary dynamic risk assessments should be carried out, prior to the task, to ensure all volunteers are not exposed to any unnecessary risks.

Consideration of appropriate personal protective equipment should be undertaken e.g. reflective jacket, suitable footwear, checking in, working in pairs etc. **AT NO POINT SHOULD ANYONE PUT THEMSELVES, OR OTHERS AT RISK OF DANGER.**

Risk Assessments are a continuous process and should reflect the changes in circumstances e.g. incident duration, feeding or providing overnight accommodation.

To carry out a risk assessment, you need to firstly identify what the hazards are and then look at the risks associated with those hazards.

**Samples of activation letter and risk assessment form on Appendix H**

<b>Risks</b>	<b>Impact on community</b>	<b>What can Community Emergency Group do to prepare?</b>
Flooding :  Surface Water run off  Ground Water  River	<ul style="list-style-type: none"> <li>• Flooding of local areas</li> <li>• Blocked Access</li> <li>• Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Identify local flood risk areas – refer to flood risk map –</i></li> <li>• <i>Sign up to Flood Warning Direct as a <b>CEPG</b> with the Environment Agency</i></li> <li>• <i>Encourage residents to improve home flood defences and sign up to Flood Warning Direct as individual households</i> <a href="https://www.gov.uk/sign-up-for-flood-warnings">https://www.gov.uk/sign-up-for-flood-warnings</a></li> <li>• <i>Identify local shelters should residents need to evacuate their properties</i></li> <li>• <i>Work with local emergency responders to see if you or they can help with distribution of flood warnings and any evacuation and rest centre establishment required</i></li> <li>• <i>Find out what flood defences exist or are planned in the area</i> <i>Follow your Flood Action Card</i></li> </ul>
Loss of Utilities	Total loss of electricity / water / gas supply	<ul style="list-style-type: none"> <li>• Check on vulnerable people in the village</li> <li>• Liaise with UK Power Networks/Anglian Water / Transco</li> </ul>
Roads Blocked	Inability to access or exit village	<ul style="list-style-type: none"> <li>• Local Farmers with Tractors and chainsaws etc</li> <li>• ACC Highways</li> </ul>
Severe Weather	Casualties Damage to property Blocked roadway	<ul style="list-style-type: none"> <li>• First aid &amp; check vulnerable people</li> <li>• Liaise with Local Authority, make area safe.</li> <li>• Organise urgent local road clearance.</li> </ul>

## **Roles & Responsibilities**

### **Roles and Responsibilities**

The role of the ECG is to organise the activities of your CEPG 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. Typical tasks associated with this may include the following roles:

#### **Community Coordinator(s)**

Members of the CEPG may be allocated areas, supported by other volunteers. Their role is to coordinate supporting volunteers doing tasks such as warning and informing, snow clearance or supporting vulnerable people, helping in a rest centre. Full contact details of the Community Coordinators should be placed in the key contacts directory

#### **Rest Centre Coordinator**

The person(s) undertaking this role should have attended a local authority run rest centre course and is/are responsible for maintaining the safety and welfare of those residents and volunteers using the rest centre and should be in accordance with the local authority procedures. The Local Authority must be advised when a rest centre is provided so as to provide appropriate support at the earliest opportunity. Full contact details of the Rest Centre Coordinators should be placed in the key contacts directory. All the forms necessary for running a rest centre can be found on the SRF website <https://www.suffolkresilience.com/prepare-your-community/community-emergency-planning-resources>

**Key Contacts**

**Useful Contacts**

<b>Name</b>	<b>Role</b>	<b>Contact Number</b>	<b>email</b>
Mike Lavelle	EP lead	07415390477	<a href="mailto:mike.lavelle@wickhambrook.org.uk">mike.lavelle@wickhambrook.org.uk</a>
Paul Couzens	EP co Ordinator	07995677432	<a href="mailto:Paul.couzens@wickhambrook.org.uk">Paul.couzens@wickhambrook.org.uk</a>
	Emergency Planning Duty Officer	01473 625376	
Wickhambrook Surgery	Medical	01440 820140	
Vets Practise	Vets	01234 956433	
Environment Agency	Floodline	0845 9881188	
Environment Agency	Hotline	0800 807060	
UK Power Networks	Electricity	0800 3163105	
National Grid	Overhead electricity lines issues	0800 404090	
Anglian Water	Water Supply	0800 771881	
Cadent	Gas	0800 111999	
Haverhill Constabulary	Police Services	01473 613500	
Wickhambrook Fire & Rescue	Paul Jolland	01440 820254	
West Suffolk Hospital	Bury St Edmunds	01284 713000	
NHS Direct		0845 4647	
West Suffolk Council	Daytime Out of hours	01284 763233 01284 763252	
West Suffolk Highways		0345 6066171	
Suffolk County Council		0345 6066171	
Hilary Workman	Parish Clerk	07508 039810	<a href="mailto:parishclerk@wickhambrook.org.uk">parishclerk@wickhambrook.org.uk</a>

**Resources**

Depending on the extent or location of any particular incident, there are a number of facilities that could be used, these are listed in order of preference.

**Key Buildings**

Function	Location	Point of Contact	What3words/ Grid Ref
Rest Centre No 1	Memorial Hall		snowstorm,beams,acute
Rest Centre No 2	WI Hall		list,armrest,handsets
Rest Centre No 3	Wickhambrook School	The Head,	
Rest Centre No 4	The Greyhound		
Suggested Helicopter Landing area	6 acres recreation ground	Memorial Hall, if available.	52.168623 0.551253

**Local Skills ,Community Volunteers & Resources**

Group	Name	Contact number	Special Skills
Lowland Rescue	A King ??	██████████	Fast Water Rescue
Tree Felling	James Wreathall/Adam Herridge??		
Farm Equipment	Jeff Claydon??		

**Resources**

Resource	Location	Contact	Contact out of hours
Builder	Ashfield Green	██████████	
██████████	██████████	██████████ ??	
Boiler and Oil services	Coltsfoot Green	???	

**Neighbouring CEPG or Parish / Town Council**

CEPG / Parish/ Town Council	Name	Contact number
Lidgate Parish Council		
Denston Parish Council		
Stradishall Parish Council		

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Appendix G

**Debrief** (to be carried out post-event by **Parish / Town Council / CEPG** (Supported where practicable by Anyplace LA / EPO's – Anyplace Joint Emergency Planning Unit))

**EXAMPLE OF DEBRIEF AGENDA**

<b>Area of Response</b>	<b>What Went Well</b>	<b>What Could be Improved</b>
Notification/Alerting Issues		
Warning - Responding Agency and Public Issues.		
Activation of Plan		
Response Activities		
Training		
Capability		
Communications Issues		
Media Response Issues		
Recovery Issues		
Recommendations		

Community Name: Wickhambrook  
19.02.22

Plan dated:

Appendix H

**Useful Form Templates**

**Wickhambrook Community Emergency Planning Group Activation Form**

From: [Name of LA Officer requesting activation] To: [CEPG]

Date: Time of Request: XXX

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

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

The Wickhambrook (CEPG) has been activated on behalf of West Suffolk County Council as a result of a Major Incident / local incident at ..... [location] on [.....][date].

The Wickhambrook (CEPG) is now covered by West Suffolk County Council liability insurance providing that the following conditions are met:

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

- .....
- .....
- .....
- .....

The CEPG operates under the direction of the Local Authority (can be remotely) and the Local Authority requires regular updates on the situation, progress of task and any issues arising from the activation.

The action or activity is approved by the Local Authority.

Initial Key Information Report

<b>A. Major Incident Declaration</b>	Yes / No	Time declared	Lead Agency	
<b>B. Location</b> (Where?)	<i>Location by grid reference or postcode, or what3words, including road or geographic area.</i>			
<b>C. Nature of Emergency</b> (What has happened?)	<i>What has caused the problem? How has it happened? Are there any secondary hazards to be considered?</i>			
<b>D. Affected Area</b> Scale or extent of affected area	<i>Are there areas that require evacuation? Are these areas residential or commercial?</i>			
<b>E. Time</b> (When did it happen?)				
<b>F. Wind Direction</b> obtainable from the Met Office	Blowing from:	Blowing to:	Wind Speed:	
<b>G. Casualties / Affected people</b> How many & where are they?	<i>How many people are homeless or require evacuation. Where are they located? Do any have any disability problems?</i>			
<b>H. Locations</b> access routes				
<b>I. Locations</b> of Forward Control Point / Tactical Coord Group / Strategic Coord Group	FCP	TCG	SCG	
<b>J. Evacuation</b> (Has evacuation taken place, where are the evacuees? How many people involved? If not, is evacuation likely?)	Is Evacuation in progress?	Is Evacuation likely?	Estimated evacuees	Location of evacuees
<b>K. Warning and Informing</b> (Contact Comms staff. Confirm which agency is leading on messages to the Media?)	SCC Comms		District / Borough Comms	
<b>K. Community Emergency Planning Group (CEPG)</b> <i>Is a CEPG available to assist?</i>	Contact name	Organisation	Time	Contact details
<b>L. Any other relevant information</b>	<i>Are there other Local Authority resources that might be required e.g. building control, environmental health or protection, road closure?</i>			



## **Wickhambrook CEPG Meeting Agenda**

**Date:**  
**Time:**  
**Location:**  
**Attendees:**

### **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
- Families with children
- People with disabilities
- Non English speaking people

#### **What resources do we need?**

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?
- Power; Note that without power, internet routers will not work.

### **2. Establish contact with the local authority/ emergency services?**

### **3. What support can we offer to the local authority/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?**

### CEPG Risk Assessment Form

Location				Date:		Review date:	
Risk Assessors Name:				Job title:			
Task / Hazard Identified	No of persons at risk			What is risk?	Risk rating		
					I	L	Risk
<b>Impact multiplied by Likelihood = Risk Rating: 16 = Very High, 8-12 = High, 4-6 = Medium, 0-3 = Low</b>							

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.





# Thurston Parish Council

## Emergency Information Leaflet

To assist residents of the village to cope in an emergency situation Thurston Parish Council has prepared this leaflet giving basic self-help information. Most emergencies which occur in the village will be managed through the normal emergency systems, however it may be a widespread situation arises which needs additional actions either by the Parish Council or indeed by residents themselves, these situations are likely to be weather related where outside agencies may have problems accessing the village.

### Village Wardens

The Parish Council has members appointed to be responsible for different areas within the village, these “Wardens” will be responsible for relaying information in emergency situations, which may include relaying information from residents to the Parish Council and from the council and emergency services to residents of the village

The designated wardens are as follows:-

Chairman Peter Robinson ██████████ ██████████	Blackbird Close, Partridge Close, Wren close, Howes Avenue, Lapwing Close, Robin Close, Pheasant Close, Old Norton Road
Cllr Christopher Dashper ██████████ ██████ ██████	Barleyfields, Ryefields, Wheatfields, Cloverfields, Meadow Lane, Ryland Close, Ixworth Road, The Cedars
Cllr Robert Alston ██████████████████ ██████████ ██████████	Barton Road, Marley Close, Hazelwood Close, Hunter Drive, Mill Lane, Sheep Lane
Cllr David Ames ██████████ ██████████ ██████████	Norton Road, College/Library, Old Norton Road, Rylands Close, Ixworth Road, The Cedars
Cllr Stuart Campbell ██████████ ██████████████████	Church Road, Rectory Gardens, Woodland Close, Stockhold Green, Old Post Office Lane, Hollow Lane, The Planche, Pepper Lane

Cllr Richard Fawcett ████████████████████ ██████ ██████	Beyton Road, The Acorns, Pokeriage Gardens, Thedwastre Road, Sandpit Lane, Lodge Close
Cllr Mrs Anne O'Connell ████████████████████ ████████████████████	Heath Road, The Crescent, Heath Court, The Hawthorns, Maltings Garth
Cllr Bryan Rainbow ████████████████████ ████████████████████	School Road, School Lane, Oakey Field Road, Victoria Close, Birch Road, Cavendish Close, St Peter's Way
Cllr Mrs Jannette Service ████████████████████ ████████████████████	The Hambros, Furze Close, Bracken Row, Rowan Way, Heather Close, Genesta Drive
Cllr Mike Thomas ████████████████████ ████████████████████	Station Hill, The Granary, Chester House, Laurel Close, Field View, New Green Avenue
Cllr Mark Wallace ████████████████████ ████████████████████	Pakenham Road, Orchard Lane, Great Green, Oak Road, Barrells Road, Poplar Farm Lane, Stoney Lane

These wardens should be contacted only in an emergency situation in which you think the Parish Council could play a part e.g.

- 1) Widespread power cuts to your area of the village
- 2) Loss of water supply
- 3) Loss of gas supply with no alternative cooking arrangements

## Designated Evacuation Centres

In the unlikely event that parts of the village may have to be evacuated (gas leak etc) designated evacuation centres have been identified, dependant on the area of the village involved. Parish Council members will assist Local Government Emergency planners to man these centres and to inform residents which one is in use, those facilities which have been identified are as follows:-

Thurston Community College  
Thurston Primary School  
New Green Community Centre  
Cavendish Hall

Information will be given as to the appropriate centre in use.

# Severe Weather

## When Severe Weather Strikes

Heavy snow, blizzards, dense fog, gales, heavy rain and widespread ice can greatly disrupt daily routines and, in some cases, cause loss of life. The elderly, infirm, disabled and young can be particularly vulnerable.

Suffolk County Council has a major role to play in such situations. Together with district and parish councils, the police, the fire and rescue service and various agencies, they provide a wide range of services, to help return the situation to normal, quickly and efficiently, alleviating suffering and even saving lives in the process.

Individuals also have a vital role to play. Being a good neighbour, being aware of those who are particularly vulnerable, is also very important.

The following hints are designed to help reduce discomfort and save lives.

### For the car

- Ample fuel
- De-icer
- A shovel
- A radio and spare batteries
- A torch
- A blanket
- Spare warm clothing
- Water or a warm drink

### For the home

- An easily accessible supply of candles, matches, batteries and a torch
- A battery operated radio tuned to your local radio station
- A stock of food
- A list of useful telephone numbers -police, library, social services office etc.
- Portable camping gas cooker if you rely solely on electricity.

### Remember

- Heed the advice when told not to travel.
- Stow away garden furniture and remove loose articles from outside. These might cause damage in a storm
- Make sure your emergency equipment is at hand
- If you have elderly, infirm or disabled neighbours, tell them to contact you if they need help -and keep an eye on them
- If you rely on one source of energy for heating, lighting or are operating essential equipment - make sure you have adequate standby arrangements

## Possible Assistance

During periods of severe weather coupled with power failure the Parish Council may be able to offer assistance with provision of hot refreshments, this would involve the opening of a rest centre For elderly and infirm residents it could be possible for these refreshments to be transported to their home address for which help would be appreciated from other residents within the village.

## Flooding

If your house is situated in an area at risk of flooding, you are strongly advised to spend some time and money preparing and planning for a flood event. By taking some simple preparatory measures you could be saving yourself and your family from serious physical, financial and emotional hurt that flooding can cause.

The Suffolk Flood Risk Management Partnership has produced this checklist for use as your personal flood plan:

- Know who to contact and how
- Think about who you could ask for help / who you could offer to help, particularly vulnerable neighbours or relatives, in a flood.
- Think about what you can move now
- Think about what you would want to move to safety during a flood
- Check your insurance cover and confirm you are covered for flooding.
- Know how to turn off your gas, electricity and water mains supplies
- Prepare a flood kit of essential items and keep it handy, possibly upstairs. It should include: copies of your home insurance documents; a torch with spare batteries or a wind-up torch; a wind-up or battery radio; warm, waterproof clothing and blankets; a first aid kit and prescription medication; bottled water and non-perishable foods; baby food and baby care items and your list of useful contact numbers plus 'Z-cards' (SOS Cards) available from all council offices and major libraries in Suffolk.
- Keep or move irreplaceable sentimental items upstairs
- If in the event of leaving your home don't forget spare keys and your wallet/purse/any daily medication (inhaler, etc)
- Ensure that you heed the weather warnings prepared by the Met Office and relayed via TV, weather forecast updates, radio stations and on the website: [www.metoffice.gov.uk](http://www.metoffice.gov.uk)
- If there has been an alert in your area and before you set out on a journey, keep monitoring local weather forecasts or the Met Office website and take appropriate steps to protect yourself and your property.

More detailed advice and further links can be found on the Village Website: <http://thurston.onesuffolk.net/local-info/emergency-planning/>

## Local Tradespeople

Below is a list of local tradespeople who have agreed to have their contact details included in this document. However it must be stated that inclusion does not imply a recommendation by the Parish Council, nor is the list necessarily exhaustive. Names are included purely as a guide to resources

M & T J Garden Services	Tel:	01359 231589
	Mobile	07776 301681
Perry Plumbing	Tel:	01359 245079
	Mobile	07973 283085
R & P Build	Tel:	01359 250203
	Mobile	07841 923215
Elite Fencing	Tel:	01359 221128
	Mobile	07761 651567
GKW Ground works	Tel:	01359 250496
	Mobile	07990 502354
Complete Boiler Service	Tel:	01359 244074
	Mobile	07786 015195
N & S Pest Control	Tel:	01359 232538
	Mobile	07885745446
Secelec Electrical Services	Tel:	01359 235295
	Mobile	07708 282255
M Grist - Heating Engineer	Tel:	01359 233173
	Mobile	07884 444451
M A Wakeman - Electrical	Mobile	07790 667473
John Fornham Build Serv.	Tel:	01359 232819
Robert Duncombe	Tel :	01359 231786
Domestic Appliance Repairs	Mobile	07850262989

## Useful contacts

<b>Thurston Parish Council</b>	Tel: 01359 232854
<b>Police</b> Tel: 101	PC 421 Annelly Miles
In an Emergency dial 999	PCSO 3154 Claire Cox
<b>Mid Suffolk District Council</b>	Tel: 01449 724500
<b>Suffolk County Council</b>	Tel: 01473 583000
<b>Thurston Community College</b>	Tel: 01359 230885
<b>Thurston Primary School</b>	Tel: 01359 230444
<b>Cavendish Hall (Chairman)</b>	Tel: 01359 230854
<b>New Green Community Centre</b>	Tel: 01359 232439