

Wickhambrook

Community

Emergency

Plan

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AMENDMENT RECORD

	Summary	Date	Author
1	First Revision	10/22	Mike Lavelle
2	2 nd Revision	05/23	Hilary Workman
3	3 rd Revision	05/24	Hilary Workman
4	4 th Revision	05/25	Hilary Workman

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Redacted Version		
Wickhambrook.org		
www.suffolkresilience.com/prepare-yourcommunity		

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	Chair	EP Lead	07415390477	07415390477	Mike.lavelle@wickhambrook.org.uk
Vacant		EP Co-ordinator			
Tracey Turner	Parish Councillor	Volunteer	01440 821565		tracey.turner@wickhambrook.org.uk

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;

01284 763233

Out of hours;

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. 4 Version 1

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

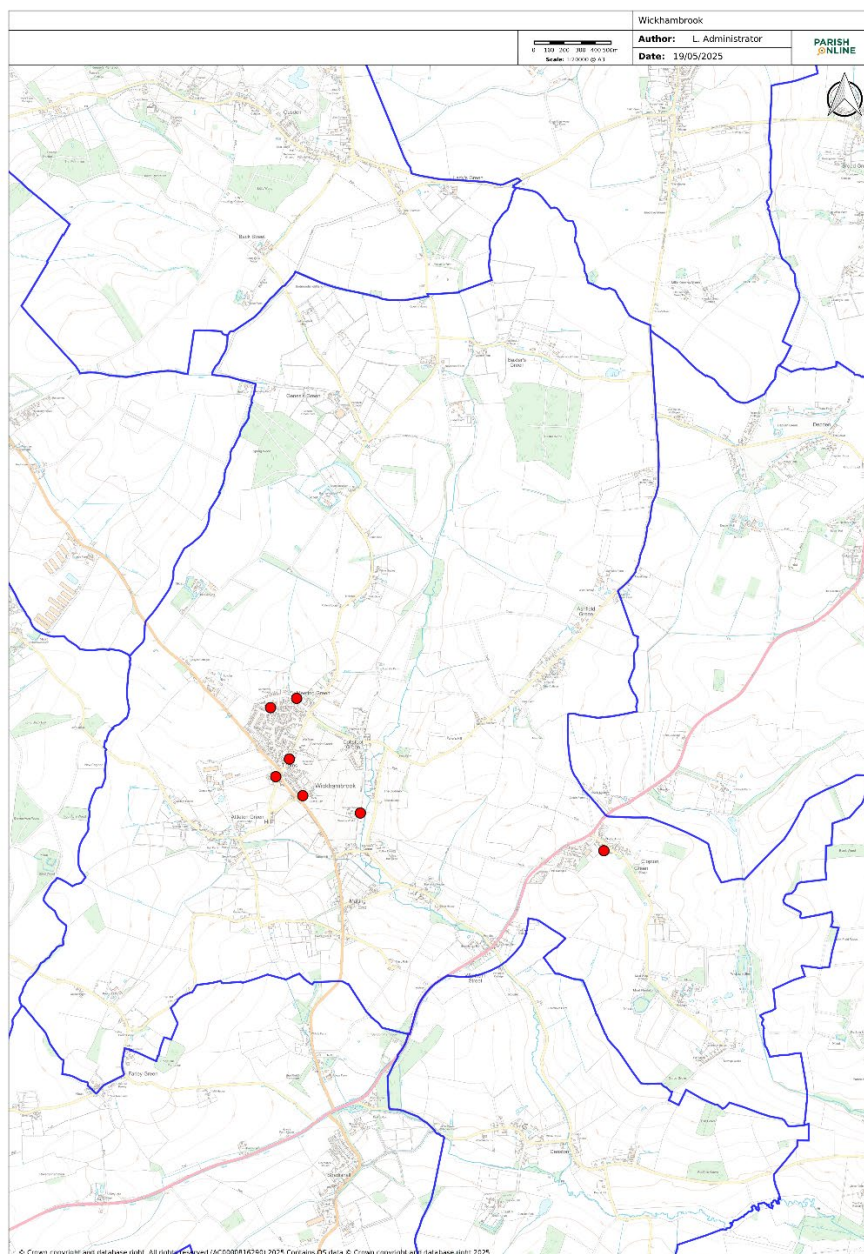
Appendix F – Resources

Appendix G – Debrief

Appendix H– Useful Form Templates

Introduction – Risks

Wickhambrook Parish Map



Wickhambrook Parish Council Key Locations

Item	Description	What3Words
1	Wickhambrook Memorial Social Centre (Rest Centre)	///lurching.divisions.buzzer
2	Doctors Surgery	///scooters.saves.overpower
3	Wickhambrook Primary Academy	///crunches.visit.victor
4	Wickhambrook Post Office & Stores	///presuming.bandstand.fame
5	The Greyhound & 21	///guilty.chefs.committee
6	Fire Station, Clopton Green	///hacking.goes.grumbles
7	Sewerage Plant	///zipped.blissful.noting

Area Environment Agency Flood Risk



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- Mike Lavelle

Parish Council Vice - Chair- Paul Couzens

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 (01440 820108)

Landlord- The Greyhound- Jack Couzens (01440 821017)

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

Risks	Impact on community	What can Community Emergency Group do to prepare?
Flooding : Surface Water run off Ground Water River	<ul style="list-style-type: none"> Flooding of local areas Blocked Access Damage to property 	<ul style="list-style-type: none"> Identify local flood risk areas – refer to flood risk map – Sign up to Flood Warning Direct as a CEPG with the Environment Agency Encourage residents to improve home flood defences and sign up to Flood Warning Direct as individual households https://www.gov.uk/sign-up-forflood-warnings Identify local shelters should residents need to evacuate their properties 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 Find out what flood defences exist or are planned in the area Follow your Flood Action Card
Loss of Utilities	Total loss of electricity / water / gas supply	<ul style="list-style-type: none"> Check on vulnerable people in the village Liaise with UK Power Networks/Anglian Water / Transco
Roads Blocked	Inability to access or exit village	<ul style="list-style-type: none"> Local Farmers with Tractors and chainsaws etc ACC Highways

Severe Weather	Casualties Damage to property Blocked roadway	<ul style="list-style-type: none"> • First aid & check vulnerable people • Liaise with Local Authority, make area safe. • Organise urgent local road clearance.
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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/communityemergency-planning-resources>

Contacts

Useful Contacts

Name	Role	Contact Number	email
Mike Lavelle	EP lead	07415390477	mike.lavelle@wickhambrook.org.uk
Paul Couzens	EP co Ordinator	07995677432	Paul.couzens@wickhambrook.org.uk
	Emergency Planning Duty Officer	01473 625376	
Wickhambrook Surgery	Medical	01440 820140	Wickhambrook.pms@nhs.net
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	parishclerk@wickhambrook.org.uk

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,	///crunches.visit.victor
Rest Centre No 4	The Greyhound	Jack Couzens	///guilty.chefs.committee
Suggested Helicopter Landing area	Six 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 ??	078345533555	Fast Water Rescue
Tree Felling	Suffolk Tree Surgery and Landscape	Tel: 01638 429451 Mob: 07534 792097	Tree Surgery
Farm Equipment			
Grounds Contractor	RH Landscapes and Maintenance	01638 815530	

Resources

Resource	Location	Contact	Contact out of hours
For an up to date directory of services, please use the link to Wickhambrook Biz https://wickhambrook.org/local-business/			

Neighbouring CEPG or Parish / Town Council

CEPG / Parish/ Town Council	Name	Website	Contact number
Lidgate Parish Council	Parish Clerk	lidgate.onesuffolk.net/	clerklidgatepc@gmail.com
Denston Parish Meeting	Chairman		01440 820310
Stradishall Parish Council	Parish Clerk	https://stradishallparish.onesuffolk.net	stradishallparishcouncil@yahoo.co.uk 07880 686069

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

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

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

A. Major Incident Declaration	Yes / No	Time declared	Lead Agency	
B. Location (Where?)	Location by grid reference or postcode, or what3words, including road or geographic area.			
C. Nature of Emergency (What has happened?)	What has caused the problem? How has it happened? Are there any secondary hazards to be considered?			
D. Affected Area Scale or extent of affected area	Are there areas that require evacuation? Are these areas residential or commercial?			
E. Time (When did it happen?)				
F. Wind Direction obtainable from the Met Office	Blowing from:	Blowing to:	Wind Speed:	
G. Casualties / Affected people How many & where are they?	How many people are homeless or require evacuation. Where are they located? Do any have any disability problems?			
H. Locations access routes				
I. Locations of Forward Control Point / Tactical Coord Group / Strategic Coord Group	FCP	TCG	SCG	
J. Evacuation (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
K. Warning and Informing (Contact Comms staff. Confirm which agency is leading on messages to the Media?)	SCC Comms		District / Borough Comms	
K. Community Emergency Planning Group (CEPG) Is a CEPG available to assist?	Contact name	Organisation	Time	Contact details
L. Any other relevant information	Are there other Local Authority resources that might be required e.g. building control, environmental health or protection, road closure?			

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?

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.

Wickhambrook Community Emergency Group Action Log

INCIDENT LOG (Nature of incident) **NAME** **DATE** **SHEET No.**

No.	Time	Name	Information	Done

16/06/22

This document was reviewed and adopted by the Parish Council at its
Annual Meeting on 26th May 2022 (Min. Ref 22.05.09.2)
parishclerk@wickhambrook.org.uk

Next Review
May 2023
Page 1

11/06/2025

This document was reviewed and adopted by the Parish Council
at its Annual Meeting on 29th May 2025 (Min. 25.05.07)
E-mail: parishclerk@wickhambrook.org.uk

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Next Review: May 2026