

Risby Parish Council Community Emergency Plan

| | | | |
|-------------------|-----------|---------|----|
| Date of Document: | 17.06.21 | Author: | JK |
| Version number: | V1 | | |
| Review Date: | June 2024 | | |

AMENDMENT RECORD

| | Summary | Date | Author |
|---|---------|------|--------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

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Community Name: Risby

Plan dated: 17.06.21

Introduction Risby is a village between Bury St Edmunds and Newmarket with approximately 130 properties and 266 residents.

Activation In the event of an emergency impacting the parish, the following people, 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 | Address | Telephone Number | Mobile Number | Designated role |
|------|---------|------------------|---------------|-----------------|
|------|---------|------------------|---------------|-----------------|

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**.

Office hours;

West Suffolk: 01284 763233

Out of hours;

West Suffolk: 01284 763252)

Ensure that the call taker has your CEPG Name, caller's 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 local authority 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.

11th February 2021 – Insurance for volunteers – information from CAS

Providing they are acting under the directive and auspices of the Parish Council your volunteers will be covered for all activities other than use of motorised vehicles (e.g. tractor to move fallen trees) when they would have to check with their own motor insurer.

Emergency Rest Centre

The designated Emergency Rest Centre for Risby is Risby Village Hall.

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 – How to use the Risby defibrillator

Appendix H – Calor Major Accident Safety Instruction Card

Appendix I – Debrief form

Appendix J – Risby Community Emergency Group Activation Form

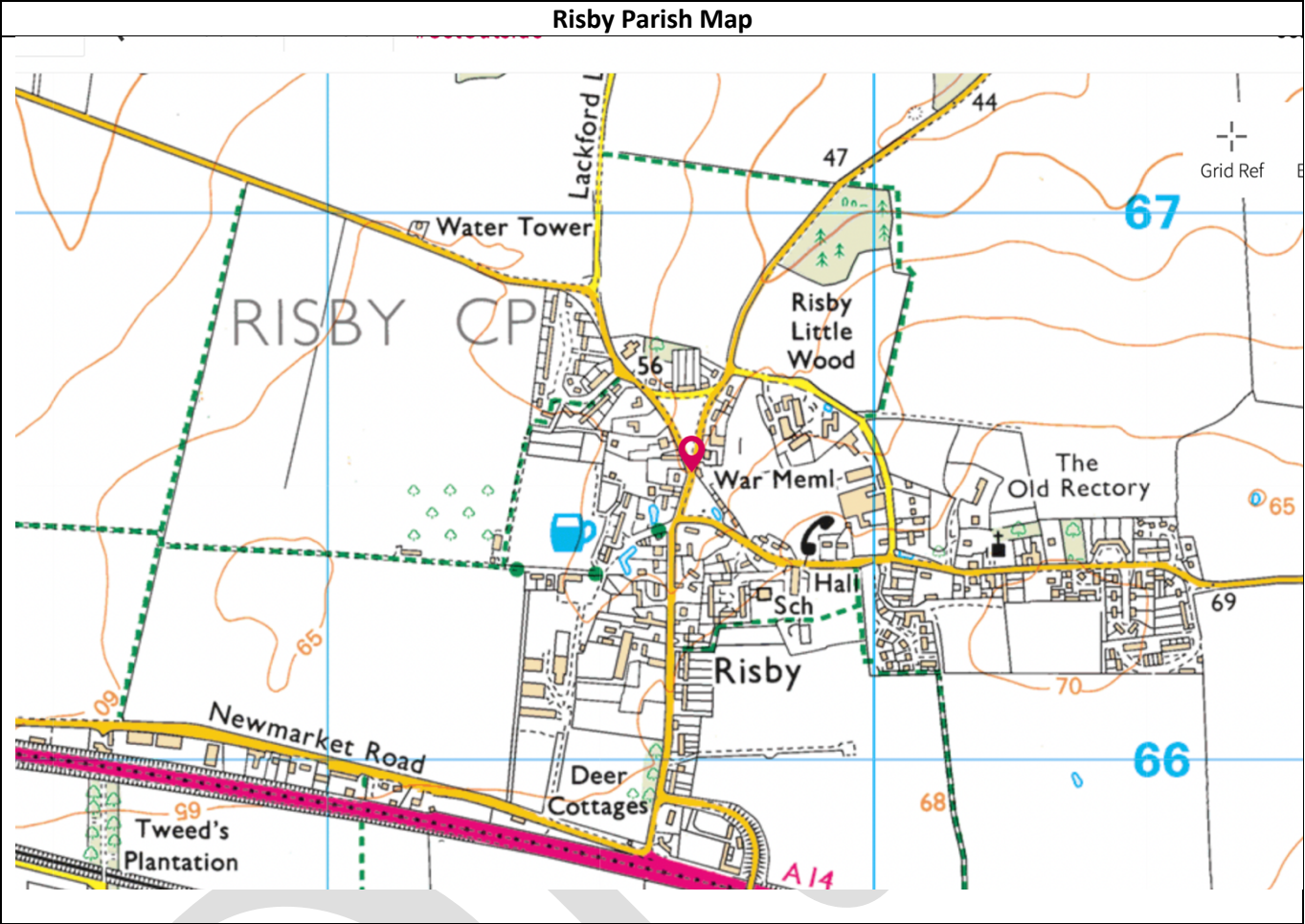
Appendix K – Initial Key Information Report

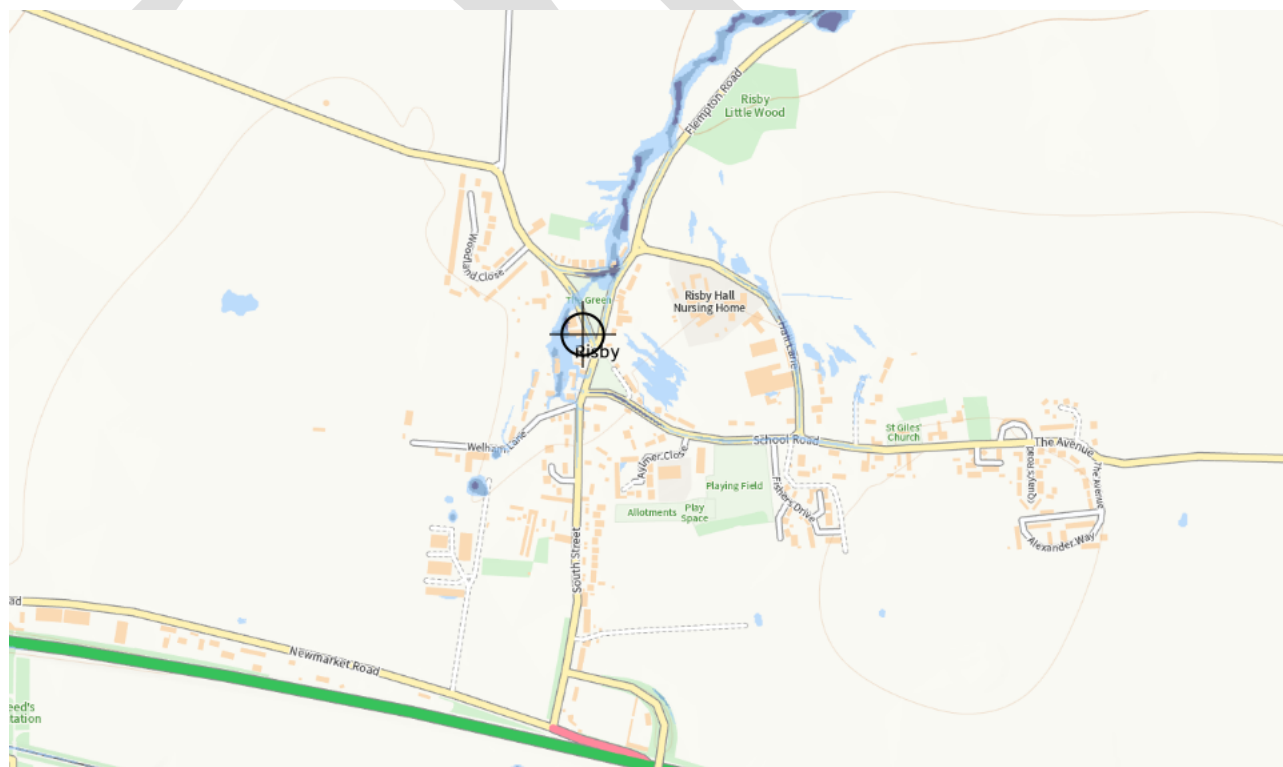
Appendix L - Example CEPG Emergency Meeting Agenda

Appendix M – Risk Assessment Form

Appendix N - Incident Log

Introduction – Risks





Extent of surface water flooding

Environment Agency Flood Risk:

Rivers and sea - very low risk

Surface water flooding – high risk

Appendix B

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.

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)
- West Suffolk Council
- Suffolk County Council

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

Appendix C

Risk Areas (as appropriate to be carried out and held by Parish 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.

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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 | <ul style="list-style-type: none">Flooding of local streetsBlocked AccessDamage to property | <ul style="list-style-type: none">Sign up to Flood Warning Direct as a CEPG with the Environment AgencyEncourage residents to improve home flood defences and sign up to Flood Warning Direct as individual households https://www.gov.uk/sign-up-for-flood-warningsIdentify local shelters should residents need to evacuate their propertiesWork 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 |
| Loss of Utilities | Total loss of electricity/water/gas supply | <ul style="list-style-type: none">Check on vulnerable people in the villageLiaise with UK Power Networks/Anglian Water |
| Roads Blocked | Inability to access or exit village | <ul style="list-style-type: none">Local Farmers with tractors and chainsaws etcSCC Highways |
| Severe Weather | Casualties Damage to property Blocked roadway | <ul style="list-style-type: none">First aid and check vulnerable peopleLiaise with Local Authority, make area safe.Organise urgent local road clearance. |
| Pandemic | Difficulty obtaining food and prescriptions for residents who are ill or having to isolate Loneliness from enforced isolation | <ul style="list-style-type: none">Identify vulnerable people including the elderly, ill, families with young childrenDistribution of foodSet up a system of volunteers to pick up food and medication.Set up a WhatsApp group for volunteersEncourage 'neighbourliness'. Ask people to check up on residents who live alone or are self-isolating and their own next-door neighbours.Make residents aware of what help is available in the village using a variety |

| | | |
|---|--|--|
| | | of methods – noticeboards, flyers, Risby Facebook page, <ul style="list-style-type: none"> • Parish Council website • Prepare a list of volunteers willing to help in an emergency |
| Major incident at Calor (Calor and Emergency Services already have plans in place for this) | | <ul style="list-style-type: none"> • Follow instructions given by Emergency Services and local authorities |

Any other emergencies will be dealt with by Emergency Services for which plans are already in place.

Appendix D

★ Roles and Responsibilities

The role of the CEPG is to organise the activities 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>

Appendix E

Key Contacts

Useful Contacts

| Name | Role | Contact Number | email |
|--|-------------------------------------|----------------|-------|
| Steve Henthorn (Emergency Planning Officer)/Vince Williams | District Emergency Planning Officer | 07920 466340 | |
| JEPG | Emergency Planning Duty Officer | 01473 625376 | |
| Suffolk Police | Emergency | 999 | |
| Suffolk Police | Non-emergency | 101 | |
| Wickhambrook Surgery | | 01440 820140 | |
| Vets Practice | | | |
| Environment Agency | Floodline | 0845 988 1188 | |
| Environment Agency | Hotline | 0800 807060 | |
| UK Power Networks | Electricity | 0800 3163105 | |
| UK Power Networks | Power cut | 105 | |
| National Grid | Overhead electricity lines issues | 0800 404090 | |
| Anglian Water | Water Supply | 0800 771881 | |
| Cadent | Gas | 0800 111999 | |
| Suffolk Constabulary | | 01473 613500 | |

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| | | | |
|------------------------|--------------|--------------------------------|--|
| Suffolk Fire & Rescue | | 01473 260588 | |
| West Suffolk Hospital | | 01284 713000 | |
| NHS Direct | | 111 | |
| West Suffolk Council | Out of hours | 01284 763233 01284 763252 | |
| Suffolk Highways | | 0345 6066171 | |
| Suffolk County Council | | 0345 606 6067 0345 606 6171 | |

Appendix F

Resources

Key Buildings

| Function | Location | Point of Contact | What3words |
|---------------------------------|--|------------------------------|------------|
| Guildhall and Barrow GP Surgery | Barrow Hill Barrow IP29 5DX Lower Baxter St, Bury Saint Edmunds IP33 1ET | 01284 812510 01284 701601 | |
| Risby Emergency Rest Centre | Risby Village Hall, Aylmer Close, Risby IP28 6RT | | |

Local Skills ,Community Volunteers and Resources

| Skill/resource | Who | Address | Phone number |
|----------------|-----|---------|--------------|
|----------------|-----|---------|--------------|

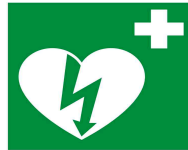
Resources

| Resource | Location | Contact | Contact out of hours |
|----------|----------|---------|----------------------|
| Plumber | | | |
| Builder | | | |
| | | | |

Neighbouring CEPG or Parish / Town Council

| CEPG / Parish/ Town Council | Name | Contact number |
|-----------------------------|------|----------------|
|-----------------------------|------|----------------|

Appendix G

How to use the Risby defibrillator

The Risby defibrillator is located in a secure cabinet inside the phone box in School Road in front of the Village Hall (IP28 6RT). It is a portable device which gives an electric shock to the heart through the chest wall to someone who is in cardiac arrest. Anyone can use it and no training is necessary.

If a person is unconscious and not breathing normally, dial 999 immediately. The operator will give you the access code to the defibrillator. If possible, send someone to fetch the defibrillator and start CPR. CPR stands for cardiopulmonary resuscitation and involves giving chest compressions by pressing up and down on the casualty's chest to help pump blood around the body when the heart can't. The 999 operator will tell you how to give CPR.

Once you have the defibrillator, switch it on and follow the spoken instructions. You will need to put pads on the casualty's chest. Pictures on the pads will show you where to put them. The defibrillator will then detect the heart's rhythm and tell you whether or not you need to press the button to deliver a shock.

Continue with CPR until the ambulance service arrives or the casualty regains consciousness.

**CALOR MAJOR ACCIDENT
SAFETY INSTRUCTION CARD**
Issued for Calor Gas Ltd, Risby, Suffolk, IP28 6QY

1. WARNING OF DANGER



Sounded by Intermittent air horn. Do not panic. Follow these instructions.

2. GO INDOORS

- Remain indoors and await further instructions from the Emergency Services.
- Close windows and doors.
- Do not use vehicles.
- Stay away from windows.

3. MAKE THE PLACE SAFER



- Switch off electrical and gas appliances.
- Block incoming draughts and ventilations.
- Turn off vehicle engines.
- Do not light matches or other ignition sources.
- Stay clear of windows and doors.

4. FURTHER INFORMATION



- Follow instructions from the Emergency Services.
- Do not use mobile phones.
- Phone lines should be used for contact Emergency Services only.
- Listen to local radio for more information.
 - [Radio West Suffolk 103.3FM](#)
 - [BBC Radio Suffolk 95.5, 95.9 103.9 or 104.6](#)
 - [Heart Suffolk 97.1 or 96.4](#)

5. ALL CLEAR

Wait until Emergency Services advise that it is safe.

Appendix I**Debrief form**

Debrief (to be carried out post-event by **Parish Council/CEPG** (Supported where practicable 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 | | |

Appendix J

Risby 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 Risby Community Emergency Plan has been activated on behalf of XXXX as a result of a Major Incident/local incident at [location] on [date].

The Risby CEPG is now covered by Suffolk County Council's 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.

Appendix K

Initial Key Information Report

| | | | | |
|--|--|-----------------------|--------------------------|----------------------|
| A. Major Incident Declaration | Yes / No | Time declared | Lead Agency | |
| | | | | |
| B. Location (Where?) | <i>Location by grid reference or postcode, including road or geographic area.</i> | | | |
| C. Nature of Emergency (What has happened?) | <i>What has caused the problem? How has it happened? Are there any secondary hazards to be considered?</i> | | | |
| D. Affected Area Scale or extent of affected area | <i>Are there areas that require evacuation? Are these areas residential or commercial?</i> | | | |
| E. Time (When did it happen?) | | | | |
| F. Wind Direction obtainable from the Met Office | Blowing from: | Blowing to: | Wind Speed: | |
| | | | | |
| G. Casualties 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> | | | |
| 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) <i>Is a CEPG available to assist?</i> | Contact name | Organisation | Time | Contact details |
| | | | | |
| L. Any other relevant information | <i>Are there other Local Authority resources that might be required e.g. building control, environmental health or protection, road closure?</i> | | | |

Appendix L

Example CEPG Emergency 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?

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?

Draft

CEPG Risk Assessment Form

[illegible]

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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Appendix N

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

| No. | Time | Name | Information | Done |
|-----|------|------|-------------|------|
| | | | | |
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