



Burstall

Community Emergency Plan

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Section I - Preparing

Aims and Objectives

The aim of this plan is to document the **considerations** and **planned responses** in dealing with a Burstall impacting emergency in order to **minimise the disruption** and to help **return Burstall to normal** with the minimum of delay.

The Objectives are:

- To gain Village buy-in to the aims and planned responses,
- To establish an Emergency (Management) Team to own the plan,
- To create effective communication channels making it easy for anyone to invoke the plan,
- To continuously refine and improve the plan through increased knowledge and shared experiences

Insurance

Community resilience group volunteers will be covered by Babergh District 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 Babergh District Council.

If activities are undertaken that are not authorised by the local authority, then the Babergh District Council insurance cover will not apply. Although Burstall Parish Council does have insurance, this may not cover specific activities.

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Risk Assessment

Note: For review, the Community Risk Register for Suffolk can be found at:
www.suffolkresilience.com

Risks	Impact on community	What can Community Emergency Group do to prepare?
Weather		
Storms	<ul style="list-style-type: none"> Loss of Power 	<ul style="list-style-type: none"> Vulnerable people and urgency of power Relocation options
	<ul style="list-style-type: none"> Loss of telecoms 	<ul style="list-style-type: none"> Alternate contact numbers / methods ID network provider to mitigate risk
	<ul style="list-style-type: none"> Fallen trees / blocked roads 	<ul style="list-style-type: none"> Update Authorities / Local Notification ID volunteers to remove tree -Chain saw / tractor
	<ul style="list-style-type: none"> Fallen trees / property damage 	<ul style="list-style-type: none"> ID volunteers to remove tree Relocation options
Floods	<ul style="list-style-type: none"> Impassable roads (Flowton Brook & Burstall Bridge) 	<ul style="list-style-type: none"> Update Authorities / Local Notification
	<ul style="list-style-type: none"> Property damage 	<ul style="list-style-type: none"> No Homes in identified flood risk areas
Snow / Ice	<ul style="list-style-type: none"> Slippery roads 	<ul style="list-style-type: none"> Grit Heap / Boxes Volunteers to spread grit
	<ul style="list-style-type: none"> Road accidents / blocked roads 	<ul style="list-style-type: none"> If necessary, update Authorities / Local Notification ID qualified First Aiders
	<ul style="list-style-type: none"> Pedestrian accidents 	<ul style="list-style-type: none"> Volunteers to clear paths? ID qualified First Aiders
Extreme Cold	<ul style="list-style-type: none"> Frozen / loss of water supplies 	<ul style="list-style-type: none"> Register vulnerable people with WaterCare
	<ul style="list-style-type: none"> Hypothermia 	<ul style="list-style-type: none"> Neighbour visits ID qualified First Aiders
Extreme Heat	<ul style="list-style-type: none"> Heat exhaustion 	<ul style="list-style-type: none"> Neighbour visits ID qualified First Aiders
Accident		
General	<ul style="list-style-type: none"> Risk to Life or Health 	<ul style="list-style-type: none"> ID qualified First Aiders
	<ul style="list-style-type: none"> Access difficulty to Accident location 	<ul style="list-style-type: none"> ID volunteers with off-road vehicles
	<ul style="list-style-type: none"> People missing 	<ul style="list-style-type: none"> Notify and work with Authorities ID Drone owners?
Domestic Fire	<ul style="list-style-type: none"> Risk to Life and Property 	<ul style="list-style-type: none"> Safety awareness: – Service boilers / fires / flues – Electrical inspections – Smoke detectors – Fire extinguishers

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		<ul style="list-style-type: none"> • Notify and work with Authorities
Field / external fire	<ul style="list-style-type: none"> • Risk to Life and Property • Need to evacuate 	<ul style="list-style-type: none"> • Notify and work with Authorities • Make Rest Centre available
Explosion / Chemical Spill	<ul style="list-style-type: none"> • Risk to Life and Property • Blocked roads • Need to evacuate 	<ul style="list-style-type: none"> • Notify and work with Authorities • Make Rest Centre available
Aircraft Accident	<ul style="list-style-type: none"> • Risk to Life and Property • Blocked roads 	<ul style="list-style-type: none"> • Notify and work with Authorities • Make Rest Centre available
Motor Accident	<ul style="list-style-type: none"> • Blocked roads • Risk to Life 	<ul style="list-style-type: none"> • If necessary, update Authorities / Local Notification
Medical		
Urgent need for medical assistance	<ul style="list-style-type: none"> • Risk to Life or Health 	<ul style="list-style-type: none"> • ID Vulnerable people • ID qualified First Aiders
Pandemic	<ul style="list-style-type: none"> • Risk to Life or Health 	<ul style="list-style-type: none"> • Work with Authorities • Implement advice
	<ul style="list-style-type: none"> • Risk to Emergency Services 	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • Risk to Council Services eg. Rubbish collection 	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • Risk to Care services 	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • Risk to GP services 	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • Risk to A&E services 	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Other		
Criminal activity / Hostage / Terrorism	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

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Map of Burstall CP



Emergency Team

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. In the event of an incident the following members have agreed to help invoke the plan to reduce the effects on the community.

1. Andrew Kerrison: 01473 652385 / 07802 867134
2. Barry Gasper: 01473 652396
3. Carol Mayston: 01473 652435

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.

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Incident Room

The Emergency Team will, based on the actual emergency, decide the most appropriate location for an Incident Room and if one is deemed necessary. This may be the Pavilion, or someone's Home.

Emergency Shelter / Rest Centre

The Emergency Team will, based on the actual emergency, decide the most appropriate location and if one is deemed necessary. This may be the Village Hall.

Emergency Box

Should Burstall have an Emergency Box, this will be kept in the Village Hall.

It contains < TBA - list the contents of the emergency box >

Emergency Information Points

Updates on the Emergency will be provided at the locations below.

Location	Responsible for updates	Contact Information
Village Website https://burstall.suffolk.cloud/useful-information/	Steve Hicks	steve_hicks@btinternet.com
Village Notice Board	Parish Clerk	
Neighbourhood Watch https://chat.whatsapp.com/C4jO6NFDEA5CvGI1BJWIWP		burstallnw@crowdbot.co.uk
Any social networking sites TBA?		

The Emergency Team will identify one person to be responsible for making sure all the Emergency Information Points have the same information.

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Section 2 - CEP Activation

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** or 112 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. The Community Emergency Group may decide to activate the 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 your Local Council, the Joint Emergency Planning Unit or the Emergency Services (i.e. A Responding Agency).

Activation by Community Emergency Group

Self-activation may be in response to events like snow and ice or an emergency that has a more local impact, but make sure everyone potentially involved understands the insurance cover prior to activating your plan.

The local authority should be advised at the earliest opportunity. The Babergh out of hours' number is **0300 1234000**.

Make a note of the name of the person you have notified that you have activated your plan & the time that you made that call and make sure that they have your contact details.

Insurance

In the event that the Community Emergency Group activates the plan, without a request from the Emergency Services, the Local Council or an Emergency Planning Officer, then the Babergh District Council insurance cover will not apply. Although Burstall Parish Council does have insurance, this may not cover specific activities. Individuals carrying out activities need to either check, or be aware that there may not be insurance cover from District or Parish councils.

Activation by a Responding Agency

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

If a CEP Coordinator receives a call for assistance from the Local Council, an Emergency Planning Officer or the Emergency Services, any activities requested 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.

The name of the person who requested the activation of the plan should be noted with the time the call was received. In this scenario, it is likely Burstall will be working alongside other

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voluntary organisations that also assist during the response, e.g. the Royal Voluntary Service (formerly the WRVS), British Red Cross etc.

Where Burstall have been asked to activate the plan, then activities requested will be covered by the responding agency's liability insurance.

Babergh may decide to establish an Emergency Control Centre (ECC). If this is the case, they will communicate contact details.

Dissemination of information will be managed by the Updates at Local Information points and should always align with the ECC Information.

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

How the Plan will be Activated

Anyone of the named Emergency Team can activate the plan if they consider that it is necessary to take action and that action cannot be taken without triggering the plan.

This plan will be activated when one of the people listed above decides that the plan should be triggered, and begins to follow the initial actions checklist.

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

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Emergency Team Checklist – Initial Actions

- IN AN EMERGENCY DIAL 999
- Inform the LA that you have activated your plan:
 - Babergh - Office hours 0300 1234000, out of office hours 0808 168 7794 - request a call from the Emergency Planning Duty Officer.
 - Suffolk Joint Emergency Planning Unit Duty Officer - Office hours: 01473 265321, out of office hours as above via Babergh District Council 0808 168 7794.
- Other useful contacts:
 - In office hours the following Planning Officers may be available:
Emergency Planning Officer - Freddie Gulliver: 01473 260947 / 07920 466338
District Emergency Planning Officer - Ben Wilding: 01284 758462 / 07776 481787
 - Suffolk Resilience Forum - Office hours: 01473 260588.
- Make a note of the name of the person who requested the activation of the plan & the time that the call was received.
- Follow advice and guidance from Emergency Planning Officers
- Notify the Emergency Team and request a meeting at a safe location.
- Gather as much information about the situation as possible (inc. local Radio, internet and social media) and decide what local resources are required. Arrange for these community resources / organisations to be made available.
- Decide on the need for an Incident Room and / Rest Centre. Arrange for these to be opened and activated as necessary.
- Arrange for contact to be made with the vulnerable members of the community as appropriate and arrange for advice / assistance to be offered.
- Consider asking for additional members of the community (volunteers) to help with the response. The type of support that would be welcomed changes from emergency to emergency but might include:
 - Helping deploy any emergency 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
- Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected. Ensure updates are provided to Emergency Information Points.
- Check your e-mail system regularly.
- If appropriate contact neighbouring Parish Councils and ask for / offer support.
- 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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After an Emergency – Debrief and Improve

A “Hot Debrief” will take place by the key people involved in an incident immediately after the incident has passed & a “Cold Debrief” will be held as things are getting back to normal. This should be open to anyone involved in the incident.

Notes from the Hot Debrief will be taken by the most appropriate member of the Emergency Planning Team. The Key points recorded as agreed should cover:

- What worked well,
- What did not work well
- What we learned
- What we still don’t understand

Aspects of the emergency considered should include:

- Notification/Alerting.
- Warning - Responding Agency and Public.
- Command and Control – Training, Capability, Equipment.
- Communications.
- Media Response.
- Recovery.

An invite to the Cold Debrief will be notified to the community in advance by the Emergency Team (possibly at the Village Hall). The stated aim will be:

- **Gaining feedback** on what happened, and
- **Taking suggestions** for improving,

in order that Burstall is better prepared to deal with emergencies in the future.

The notes from the Hot debrief will be shared with attendees. The meeting will invite comments and additional points to be raised. At the end of the meeting, the recorded points should be clear and if there are differences of opinion on particular points, this should also be recorded.

The CEP Author will be responsible for considering the Action Plan against each recorded point of feedback and suggestion. This may involve liaison with Babergh EPOs. Action could include:

- Gain agreement for additional resources,
- Identify more volunteers,
- Update the CEP.

The Action Plan will be agreed with the Emergency Team and a copy available on the Burstall Village Website. Updates to the CEP will be reviewed with the Emergency Team. They will also be responsible for Sign-off against Actions.

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Section 3 – Maintenance of Plan

Plan Publication

Electronic copies of this CEP have been sent to:

- The Local Authority to be written into their emergency management arrangements and shared with the emergency services so they can do likewise.
- The Burstall Village Website
- Members of the Emergency Team

Electronic copies of The Emergency Leaflet have been sent to:

- The Local Authority
- The Burstall Village Website
- Members of the Emergency Team

All community information is on the Suffolk Resilience website.

- The specific page for showing what communities have a plan is found here:
<https://www.suffolkresilience.com/prepare-your-community/emergency-plans-map>

The original electronic version of this plan is kept by the Author. Backup electronic versions of this plan are kept by the LA and other members of the Emergency Team.

Data Protection / GDPR

The only data relating to individuals in this document is shown below.

Roles	Information	Public Source / Consent
Local Authority EPOs	Names & phone numbers	LA Website
Village Website Update	Name & email address	Village Website
Emergency Team	Names & phone numbers	Consent given

Review

The plan should as a minimum be reviewed every year by the Author, checking the accuracy (telephone numbers, resource lists etc.).

The plan will also be reviewed by the Emergency team following an update from a Debrief Action, or if the Author deems that proposed changes are sufficient to require a wider review.

Following review completion, the updated documents will be cascaded as above, and the Parish Council will be advised.

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Section 4 - Community Support

Burstall has a good community spirit and by working with our neighbours through an emergency we should be able to meet the needs of those impacted especially vulnerable people. There is considered to be good knowledge of available resources and contacts in the event of an emergency. This section has been left in blank in case it is felt necessary in the future.

Community Resources

<u>Resources Available</u>	<u>Contact Details</u>

Community Organisations or People

<u>Organisation / Persons Name & Contact Details</u>	<u>Resources Available</u>

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Appendix I - 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)	
G. Location of Bronze / Silver / Gold Commands	
H. Locations of rendezvous points / access routes	
I. Declaration of a Major Incident - Yes/No (if Yes, note time of 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	

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Appendix 2 - Rest Centre Assessment Form

To calculate the capacity of your chosen premise, measure the area of the room to be used, and divide this by 1m for standing, 1.5m for seated & 5m for sleeping

ADDRESS OF PREMISE

POSTCODE OF PREMISE

INSERT PHOTO OF PREMISE

Capacity		Standing	
		Seated	
		Sleeping	
Parking Facilities		Cars	
		Disabled	
	Coach Access	YES or NO	
Disabled Access			
General Assessment	E.g. Brick skin building well maintained		
Toilets	Male	Urinals:-	Cubicles
	Female		
	Disabled		
Showers	Male		
	Female		
	Disabled		
Sinks	Male		
	Female		
	Disabled		
Kitchen Facilities			
Heating / Air Conditioning	<Insert type of heating e.g. oil, gas, electric etc.>		

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Is Premise in an EA Flood Risk Area	YES / No	If yes enter Area Code	
IT Facilities			
Additional Information	Mobile coverage Orange - O2 - EE - Three - Vodaphone -		

General Information

Parish	Ward	Division -
CONTACT INFORMATION		

Contact Name	Role	Telephone Number

LOCATION OF Electricity Meter:

Induction hearing loop YES / NO

There are a total of **XX** small tables and **XX** large tables plus **XX** chairs available