

COMMUNITY EMERGENCY PLAN

For the

PARISH of SPEXHALL

DATED: JULY 2017

DISTRIBUTION LIST

Name	Role	Comment
Mr L Sharman	Plan Co-ordinator	Parish Councillor
Mr L Lelean	Plan Deputy Co-ordinator	Parish Councillor
Mr N Ellis	Volunteer	Parish Councillor
Mr R Walker	Volunteer	Parish Councillor
Mr John Crick	Assistant Co-ordinator	Parish Councillor
Mr K Fawkner-Simpson	Emergency Planning Officer	

AMENDMENTS

Amendment	Amendment Details	By Who	Date
1	Contact details added fo LL & JC	LS	02/06/2018

INTRODUCTION

THE VILLAGE OF SPEXHALL

Spexhall is a rural village in Suffolk, England about 2 miles northeast of Halesworth and 7 miles south of Beccles, with a population of around 200.

The Parish of Spexhall covers a large area in relation to its population, with clusters of housing in three main areas, namely Grub Lane, 'Spexhall crossroads' and the area local to the church of St. Peters. There are also properties on Stone Street, the A144 and close to the parish boundary near the Triple Plea public house. Also along this road is the public house 'The Huntsman & Hounds', there are no shops, the nearest being the post office at Westhall, with good shopping facilities in Halesworth.

The parish of Spexhall is in Waveney District Council and in the electoral division of Halesworth. The village is not on a main road, although the Ipswich to Lowestoft branch railway line runs through the village, with an average of 36 trains per day. The village is on the Anglia Bus route 88x. Farming is the main commercial activity in Spexhall. In addition to farming, people are employed in many occupations, both locally and further afield.

THE EMERGENCY PLAN

GENERAL

In preparing this plan we recognise that emergencies/major incidents may come in many forms and what may constitute an incident for one person may not affect another in the same way. For the purpose of this plan, an emergency is defined as:

Anything which endangers or threatens the well-being of people or the environment.

It is recognised that the Emergency Services and Waveney District Council have their own plans and procedures for dealing with emergencies or incidents and these take primacy. However, in the event of a widespread emergency these resources and those of the utility services are likely to be at a premium and Spexhall parish should be prepared to be self-sufficient and assist those that are vulnerable. The villagers also

possess local knowledge and information that may be of use to the emergency services in the immediate aftermath of an incident.

OBJECTIVES OF SPEXHALL COMMUNITY EMERGENCY PLAN

The purpose of this Community Emergency Plan, thereafter known as the plan, is to get the village community to work effectively together to assist those that are affected by an emergency. The plan states what actions will be taken to:

Alert and assist the emergency services.

Activate the plan and notify the Emergency Volunteers.

Alert Waveney District Council that the plan has been activated.

Inform Spexhall villagers about the incident.

Identify vulnerable people within the community that may require assistance.

Open the village hall to provide a safe place of refuge for those affected by the incident.

As part of the development of the plan it is important that villagers are made aware of the plan and understand how it may be used in an emergency.

- i. The location of an **incident box** which will contain items which may be of use to the Emergency Services, for example maps, copies of electoral register.

PLAN CO-ORDINATOR – ROLES AND RESPONSIBILITIES

Spexhall hall has decided that they should have singular Emergency Plan Co-ordinator, assisted by a Deputy, who should both be Parish Councillors. Their roles are to:

Maintain and regularly review the Spexhall Community Emergency Plan.

Activate the plan in an emergency or if asked to do so by the emergency services or Waveney District Council.

Provide the focal point for the Spexhall village response to an emergency.

Provide a link between the community and the emergency services, Waveney District Council and other responders.

Be prepared to brief Spexhall community on the incident.

Brief Spexhall villagers on community preparedness and the contents of the plan.

Maintain an incident box

The Spexhall Emergency Plan Co-ordinator is:	Les Sharman
The Spexhall Emergency Plan Deputy Co-ordinator is	Les Lelean

EMERGENCY VOLUNTEERS – ROLES AND RESPONSIBILITIES

Emergency Volunteers are Spexhall villagers who provide a link between the Emergency Plan Co-ordinator (or the Deputy) and the residents in their immediate locality. Their primary role is to receive information from the Emergency Plan Co-ordinator and distribute it to residents either by word of mouth or leaflet. The Emergency Volunteers may also help with the identification of those that are vulnerable and have been affected by the incident or emergency.

A cascade contact list is at Annex A.

These Emergency Volunteers along with the Emergency Plan Co-ordinators form the core of the Spexhall village response to an incident or emergency and will be included in the initial notification cascade.

Name	Responsibility
Les Sharman	Co-ordinate all actions in the event of an emergency, liaising with the the Emergency Planning Officer and the Emergency Services. Informing local residents of any actions that may be required.s
Les Lelean	Assisting Les Sharman with the above and informing local residents of any actions that may be required.
John Crick	Reporting to the Co-ordinator and informing local residents of any actions that may be required

EMERGENCY PLAN ACTIVATION

The Spexhall Emergency Plan will be activated at the request of the emergency services or Local Authority, or when the Emergency Plan Co-ordinator or Deputy becomes aware of an incident that is likely to or has an adverse impact on members of the Spexhall community. In the latter case, the Emergency Plan Co-ordinator should inform the Waveney District Council Emergency Planning Officer.

The Emergency Plan Co-ordinator should open an event log and record all the key points and decisions made.

CASCADE

In the event that the plan is activated the Emergency Plan Co-ordinator should cascade the information to the Emergency Volunteers. The following information should be included, which can be distributed to residents:

Time of the incident.

Nature and extent of the incident.

Hazards and road closures.

What emergency services or other responders have attended the incident.

Number of residents involved.

Likely duration of the incident.

What impact is the incident having or likely to have on the community.

What information do we want Emergency Volunteers to gather from residents?

Are we setting up the Village Hall for those affected by the incident?

VULNERABLE PEOPLE

As part of the cascade process it is important to identify those people within Spexhall community that have been or are likely to be affected by the incident. Some people by virtue of their age or pre-existing medical condition may be vulnerable and more susceptible to extremes of temperature, interruptions to key services etc. Although some of these individuals will be known to community health or social services, it is important that physical checks are made by Emergency Volunteers to ensure that they are not struggling to cope.

SAFE PLACE OF REFUGE

In a protracted incident or if people are evacuated from their homes by the emergency services, it is important to provide expedient shelter where centralised services can be provided. The village hall will fulfil this function for Spexhall community. A floor plan and list of facilities is at Annex B.

It is proposed to use the Spexhall Football Club Pavilion as the Primary Refuge. Spexhall Village Hall will be used as the Secondary Refuge.

Requests to use the Refuges should be made to the Community Council. Prior to its use the Emergency Plan Co-ordinator should make a note of the electricity and gas meter readings and conduct a quick risk assessment to ensure that the building and facilities are suitable.

OPERATION 'T' TOWEL

This is a system devised by the members of the Emergency Committee to assist residents, who in a case of an emergency and who are being asked to evacuate their homes. The advice is contained in the Emergency Plan Guidelines circulated to every home in the village and states that **if the resident is not sure whether to leave their home or not, or they require updated information, then if they hang a tea-towel from their letterbox, window or front door, then others will then know that they need help.**

**ANNEX A TO
SPEXHALL COMMUNITY EMERGENCY PLAN
DATED JAN 17**

CASCADE CONTACT DETAILS

Name	Role	Address	Telephone
John Crick	Assistant Co-ordinator		07927937129
Les Lelean	Deputy Emergency Co-ordinator		07801131194 01986781395
Les Sharman	Emergency Co-ordinator		01986875451 07894829620
Keith Fawkner- Simpson	Emergency Planning Officer		07920 139306 Out of hours: Duty Officer via 01473 433440

**ANNEX B TO
SPEXHALL COMMUNITY EMERGENCY PLAN
DATED JAN 17**

SPEXHALL FOOTBALL CLUB PAVILION.

Spexhall Football Club Pavilion shall be used as the Primary Refuge as it has a standby electrical generator and will be able to provide power in the event of a long term power cut.

SPEXHALL VILLAGE HALL

Spexhall Village Hall shall be used as the Secondary Refuge.

**ANNEX C TO
SPEXHALL COMMUNITY EMERGENCY PLAN
DATED JAN 17**

SPEXHALL RISK REGISTER

Risk	Impact on community	Response
Severe Weather	Heavy snowfall or prolonged icy conditions cuts off village or prevent people accessing amenities and services. Possible shortage of food, medicines or heating oil.	Monitor weather forecasts and promulgate warnings. Advise residents to protect pipes and turn off water supplies to empty buildings in the event of extremely cold weather. Check and support vulnerable individuals. Report utility problems to service providers. Encourage residents to clear snow from paths/road if safe to do so. Monitor grit bins and inform Suffolk Highways when low.
Flooding	Heavy rain floods individual properties or prevents access along Hares Lane/Nollers Lane	Monitor weather forecasts and promulgate warnings.
Utility Failure	No light or heating.	Encourage vulnerable individuals to register as Priority Users with the utility companies.
Infectious Disease		
Major Fire		
Rail Incident		

**ANNEX D TO
SPEXHALL COMMUNITY EMERGENCY PLAN
DATED JAN 17**

SPEXHALL INCIDENT BOX

The following equipment should be available in the Spexhall hall incident box, which is located at:

Spexhall Village Hall

Parish map

List of properties

Spexhall Community Emergency Plan and Contact details for Co-ordinators and Volunteers

High visibility jackets x 6

Torches x 2

Portable Generator

VHF Radios (min 2).