Kedington
Community Emergency Plan

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AMENDMENT RECORD

	Summary	Date	Author
1	First Draft – submitted to interested parties	Sept 2023	AE Naylor
2	Agreed by Parish Council V1	21st May 2024	AE Naylor
3	Rest Centre 1 what3words amended V2	2/10/25	JE Boxall
4	Agreed by Parish Council V3	19/5/26	JE Boxall
5			

DISTRIBUTION LIST

Electronic Copies	Email	Date
Joint Emergency Planning Unit (JEPU)	**emergency.planning@suffolk.gov.uk**	
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Jeff Potter	**jeff.potter@kedingtonpc.org.uk**	
Steve Brown	**sandskca30@gmail.com**	

Introduction Kedington Parish is situated between Clare and Haverhill within South West Suffolk. A rural parish with a population of approximately 2200 residents.

Map of Kedington Parish.

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 practicable;

Name	Parish Role	Response Role	Mobile	Email
John Boxall	KPC Clerk/RFO	Activation Officer/SPOC	07740 096207	clerk@kedingtonpc.org.uk
Ann Naylor	KCA	Team Leader/RCC	07789 690808	ann.naylor@kedingtonpc.org.uk
Steve Brown	KCA	Centre Coordinator	07762 772281	sandska30@gmail.com
Colin Jenkinson	KCA	Rest Centre	07794 012449	colinjenkinson5@gmail.com
Lynda Woodward	Parishioner	RCC/Welfare	07847 514303	lynda2308@icloud.com
Ross Standeven	KPC	First Aider	07825 788118	ross.standeven@kedingtonpc.org.uk
Kris Woodley	Parishioner	First Aider	07786 622154	krismpf@live.co.uk
Jeff Potter	KPC	Volunteer	07747 603493	jeff.potter@kedingtonpc.org.uk
Kirk Pearson	Royal British Legion	Branch Chair	07951 312355	kedingtonrblbooking@gmail.com
Jill Davis	Church	Churchwarden	07974 656813	jill@gourmet-knights.co.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 Duty Officer (EPDO)** as follows:

- During office hours, Mon-Fri 9-5 – call 01284-763233
- Outside of these hours – call 01284-763252

For non-emergency routine enquiries contact:

- Ben Wilding - District Emergency Planning Manager
  Mob:- 07776 481787
  Email:- ben.wilding@suffolk.gov.uk

  OR

- Freddie Gulliver - Emergency Planning Officer
  Mob:- 07920 466338
  Tel:- 01473 260947
  Email:- freddie.gulliver@suffolk.gov.uk

  OR

- Email:- emergency.planning@suffolk.gov.uk

Ensure that the call taker has your Community Emergency Planning Group (CEPG) name, callers name and appropriate contact details.

PLEASE NOTE: In a widespread incident <u>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.</u>

Insurance

The Community Emergency Planning Group (CEPG) and CEPG volunteers will be covered by the relevant Local Authority's insurance under the following circumstances;

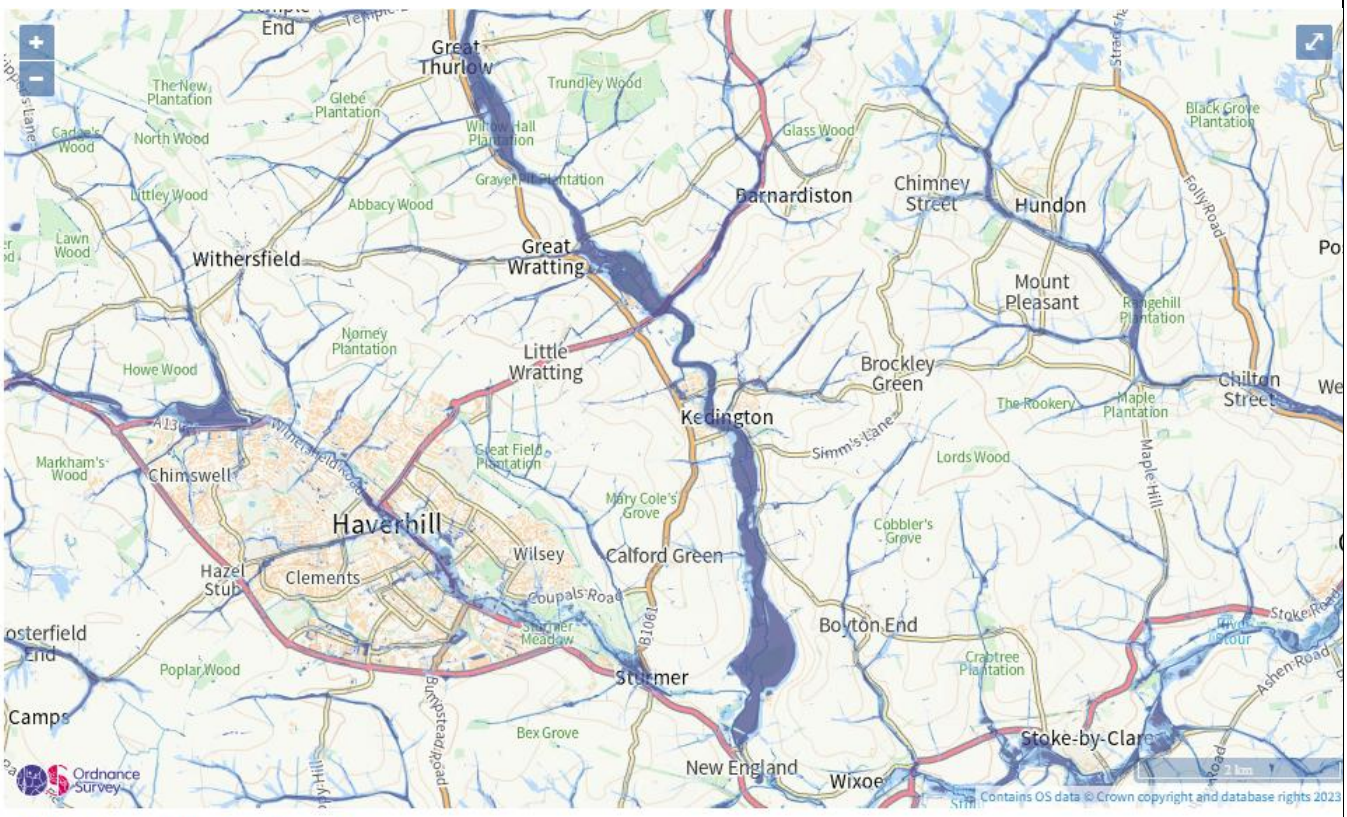
- The local authority has requested you activate your CEPG and plan.
- The CEPG volunteers are registered with the CEPG.
- The CEPG and volunteers are under the direction of a local authority member of staff (this can be remotely) and the local authority receives regular updates of task progress / issues 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.

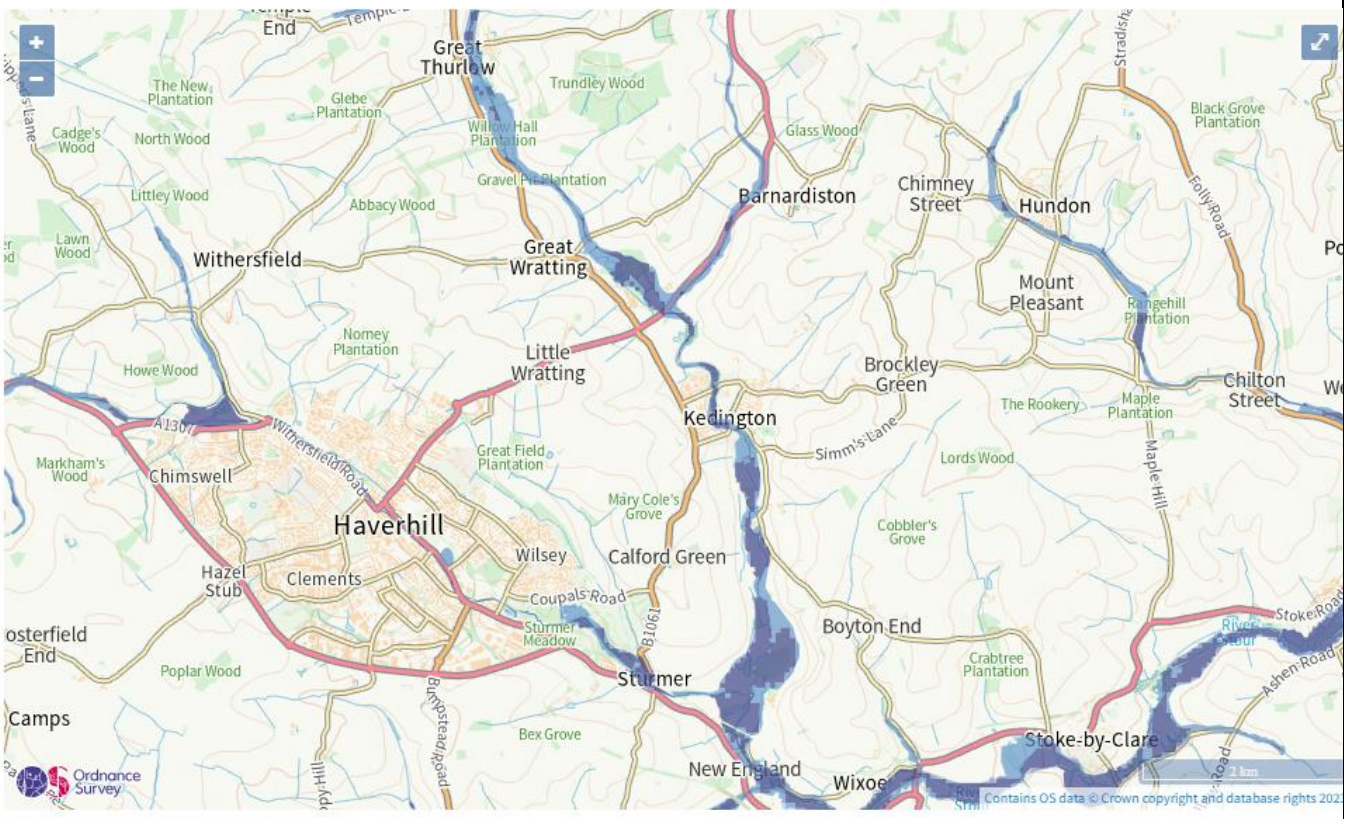
N.B. There are additional sections and appendices that you can add to make this plan more comprehensive. Details of these can be found in the Community Emergency Plan Guidance Notes which accompanies this template and can be obtained from your local Emergency Planning Officer.

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

Appendix A Introduction – Risks



Environment Agency Flood Risk Area



Extent of flooding from rivers or the sea

High Medium Low Very low Location you selected

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 our Parish.

In either case, once the plan is activated, the Community Emergency Group will contact the Emergency Planning Duty Officer as follows:

- During office hours, Mon-Fri 9-5 – call 01284-763233
- Outside of these hours – call 01284-763252

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 Clerk/RFO **must be** notified immediately and will be responsible for contacting JEPU – if Clerk is not available then any person from the list may make emergency contact

Kedington Parish Council Clerk/RFO - John Boxall
Kedington Community Centre Coordinator – Steve Brown
Parish Council Chair- Ann Naylor
Parish Council - Lynda Woodward
Parish Council – Jeff Potter
Royal British Legion – Kirk Pearson
St Peters and St Pauls Church – Jill Davis

Appendix C

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	• Flooding of local areas • Blocked Access • Damage to property	• *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-for-flood-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	• Check on vulnerable people in the village • Liaise with UK Power Networks / Anglian Water / Transco
Roads Blocked	Inability to access or exit village	• Report on SCC Highways reporting tool
Severe Weather	Casualties Damage to property Blocked roadway	• First aid • Check vulnerable people • Liaise with Local Authority, make area safe. • Organise urgent local road clearance.

Appendix D

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

Appendix E

Key Contacts **Useful Contacts**

Name	Role	Contact Number	email
Ann Naylor	EP lead	07789 690808	ann.naylor@kedingtonpc.org.uk
Steve Brown	EP Coordinator	07762 772281	sandskca30@gmail.com
Derek Raine	EP Deputy	07484 346476 01440 762221	jdr@leicester.ac.uk
Terry Wheeler	EP Deputy	07902 605946 01440 702971	terry.wheeler@kedingtonpc.org.uk
Emergency Planning Duty Officer	Emergency Planning Duty Officer	01284 763233	
Unity Healthcare	Medical	01440 820140	
Environment Agency	Floodline	0845 9881188	
Environment Agency	Hotline	0800 807060	
UK Power Networks	Electricity	0800 3163105	
National Grid	Overhead Elec lines issues	0800 404090	
Anglian Water	Water Supply	0800 771881	
Cadent	Gas	0800 111999	
Haverhill Constabulary	Police Services	01473 613500	
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	

Appendix F

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
Rest Centre No 1	Kedington Community Centre	Steve Brown 07762 772281	submits.marathons.issued
Rest Centre No 1 Deputy	Kedington Community Centre	Ann Naylor 07789 690808	submits.marathons.issued
Rest Centre No 2	Royal British Legion Hall	Kirk Pearson 07951 312355	noon.bookshop.decisive
Rest Centre No 2 Deputy	Royal British Legion Hall	Andy Sanders 07790 668935	noon.bookshop.decisive
Rest Centre No 3	St Peters and St Pauls Church	Jill Davis 01440 713137 07974 656813	appeal.skim.sprouts
Rest Centre No 3 Deputy	St Peters and St Pauls Church	Father Chris Giles 01440 762901	appeal.skim.sprouts
Suggested Helicopter Landing area	Great Meadow, Kedington	Kedington Community Centre, Arms Lane, Kedington, CB9 7QQ	flight coordinates 52’05’22N,0’29’20E

Local Skills, Community Volunteers & Resources

Group	Name	Contact number	Special Skills

Resources

Resource	Location	Contact	Contact out of hours

Neighbouring CEPG or Parish / Town Council

CEPG / Parish/ Town Council	Name	Contact number
Haverhill Town Council	Colin Poole (Clerk)	01440 712858

Appendix G

Debrief

To be carried out post-event by **Parish / Town Council / CEPG** Supported where practicable by Local Authority / EPO's / 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 H

Useful Form Templates

Kedington 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 Kedington (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 Kedington (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?*

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**	**Action to remedy**
Impact multiplied by Likelihood = Risk Rating: 16 = Very High, 8-12 = High, 4-6 = Medium, 0-3 = Low								

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 bought to the earliest attention of the LA H&S Officer for their professional consideration / advice.

Kedington Community Emergency Group Action Log

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

No.	Time	Name	Information	Done