

Worlingworth Parish Council

Emergency Response Plan

**Author: Worlingworth Parish Council
Revision : B
Date : January 2023**

Introduction

Worlingworth is a small linear village located in North Suffolk.

Worlingworth is approximately 6.5 miles from the village of Eye to the north and 10 miles from Diss which is on the Norfolk Suffolk Border.

Framlingham is the nearest medium to large town and is situated to the south east of the village

Worlingworth is linear in its make up and is (was) situated around historically five larger medieval settlements, that have due to planning development become joined forming the village as it currently stands.

Worlingworth has been the subject of infill and random development in the last 25 years amounting to some additional 100 houses , planning approval has been granted for further developments allowing for a further 30 units, Farms and farming still remain the principal centres.

The village currently has no amenities with the exception of the Community Centre / Village Hall, that in the event of a major incident will act as a **Control Centre/ Meeting Point/ Safe Place.**

Aim of this plan

This Emergency Plan is aimed at an element of **“self help”** in the event of a major incident within the village boundaries in order to provide some respite and comfort to parishioners in the event of such an incident.

It is hoped that the plan will provide a level of **“self help”** until the professional emergency response teams attend.

It is hoped that the plan will provide assistance and reassurance to parishioners, along with some simple guidance as to what to do, why and when, it will provide some immediate contact names and numbers who will be able assist, advise and escalate as necessary.

Due to the rural nature of the village any emergency requiring the principal emergency services (Police/Fire/Ambulance) there will be time lapse in the arrival of such specialists, it is hoped that the plan will give an indication of what to do in the intervening period.

The current and principal risks associated in the village are from:

- fire (due to the number of thatched properties),
- flood, as a result of run off from developments , the lack of adequate riparian responsibilities by owners/ tenants, and
- agricultural incidents from farming etc

Introduction Worlingworth is a Parish North of Framlingham with approximately 350 properties and 800 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
<u>Val Swallow</u>	Community Centre Representative	Open Community Centre	01728 628068	07484 220690	v.swallow44@btinternet.com
Val Swallow Bert Sandford	Liason WI Community Centre Church	Co-ordination Community Centre/ Church	01728 628068	07484220 690	<u>v.swallow44@btinternet.com</u>
Steve Fugler	Parish Council	Parish Council Representative	TBA		<u>stevefugler@yahoo.com</u>

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**.

Major/ Principal Contacts:

Office hours;

Babergh & Mid Suffolk: 0300 123 4000

Out of hours;

Babergh & Mid Suffolk 0808168 7794

★ Insurance

In the event of a major incident that cannot be contained locally the Emergency Services (Fire/Police / Ambulance) will contact Suffolk Community Emergency Planning Group who will mobilise volunteers for this area,

- 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 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.
- 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 the local Parish Council's insurance policy covers these activities.

Appendices

Appendix 1 – Introduction – Risks (Summary of Local Risks, known vulnerable locations, communities;

EA Flood Risk (Y/N), EA Flood map, Local Parish area map, zoned areas)

Appendix 2 – Activation (Response coordination, notification cascades, Initial activation by responding agency confirmation form)

Appendix 3 – Risk Assessment (as appropriate)

Appendix 4 - Roles & Responsibilities

Appendix 5 – Key Contacts, Community Resources, Key Buildings, Useful contacts .

Appendix 6 – Resources (Key buildings – function e.g. coordination, shelter, Location – Address, Postcode,

Contact details if applicable, Community Volunteers -Known volunteers / skills / training records, Material resources (equipment etc), Network Groups /

Appendix 7 – Debrief (to be carried out post-event by **Parish Council**)

Community Emergency Plan for Worlingworth

Appendix 1

Introduction:

The following risks have been identified as at 2021/2022 that ave the potential to require a community response, or escalate to a level where support to other services may require secondary help

Flooding-

Areas where roads could become impassable or blocked due to storms overwhelming the drainage network, these areas could prevent the safe ingress/ egress of the public, emergency services, and require road closures and / or diversions put in place to ensure the safety of all,

Areas of concern are:

Shop Street - Opposite Willow Tree Yard
Church St – Opposite Ivy Cottage
New Road- at outfall from treatment plant into tributary of river
Mill Road- adjacent to entrance to Garden Nursery
Water Lane - Off Fingal Street, access through to Horham etc

Fire-

House fires with particular relevance to the following thatched properties, that could result in the access/ egress road network being blocked, again the closure of roads to allow safe ingress/ egress to the areas, diversions may need to be put in place.

Fatheringale- Southolt Road
Whitehall Farm – Southolt Road
Yew Tree Farm- Fingal Street
Potash Farm – Fingal Street
The Granery/ Hayloft/Lodge Farm/ The Nettus- New Road
Mustard Pot Cottage – New Road
Guildhall- Church Road
Beecrofts Farm -Church Street
Paul Watling & Son Barn and Yard- Church Street
Meadow Cottage – Church Street
Worlingworth Hall
The Swan P.H. - Shop Street
The Cottage – Swan Road

Road Closures by :

Road Traffic Accident
Failure of vehicle or plant- blocking road
Failure of ditch, culvert or other utility
Drifting Snow
Fallen or damaged trees, overhead power lines etc

Structural damage –

To property or infrastructure by impact with car lorry or farm vehicle

All areas adjacent to the public highway.

Loss of Power-

Long term power failure as a result of:

Weather,

Network failure

Impact by third party

Appendix 2

Introduction

Upon an “incident being identified , as in appendix 1, where the issue cannot be resolved / rectified/ handled by the owner/ occupier the Emergency Response team should be called for advice and guidance, the owner / occupier should be advised to call 999 if the incident presents a risk to life

The Emergency Response Team “lead” should assess the situation and make a decision to invoke a full alert

The duties of the Emergency Response Team will be:

- On site response co-ordination
- Advise Suffolk CC, Fire Police and Ambulance.
- Co-ordinate activities
- Call other individuals and /or companies as appropriate who may be able to assist with labour/ plant or other resources.
- Advise others who may be effected either directly or indirectly.
- Open up the community centre (or church as appropriate) to act as a “Command centre” along with the provision of suitable welfare facilities.
- Organise a rota to commit to the ongoing welfare facilities
- Await instructions from the statutory bodies

Appendix 3

Risk assesments

All risk are based upon the criteria identified in Appendix 1

Note:

- Do not endanger life or others by your actions or proposals
- All risk assessments are based on a general condition, an on site dynamic risk assessment should be undertaken prior to any actions, this dynamic risk assessment should be recorded as soon as possible for the audit of actions and the learning process post the incident.
- All risk assessments should be handed over to the emergency services and / or statutory undertakers , as appropriate when they arrive on the site, The relevant emergency service / statutory body will take the lead role on site for the duration of the incident, the Worlingworth emergency response team are only to be utilised as a secondary support function , i.e. the provision of rest/ welfare areas, tea and coffee making facilities etc. sleeping accommodation as appropriate.
- Members of the local response team do not have the authority to enforce closures etc, they should act in an advisory role until statutory authorities take command.
- Local knowledge should be clearly identified when filling in risk assessments as this will help others to understand the nature of the locality.
- Risk assessments should be retained and at the subsequent “debrief” used to consider how future actions can be improved.

Appendix 4

Roles and responsibilities:

To be agreed dependant upon the type of incident, its nature and severity (from individuals identified on the cover)

To co-ordinate with Suffolk County Council Emergency Response team when declaring a major incident,

Lead.

To open any facilities that may be deemed appropriate i.e. Community Centre / Church etc

Ensure that volunteers are mobilised at the earliest opportunity to assist with the incident, to provide the lead role in co-ordination between the emergency services and volunteers.

Second-

To be nominated by the lead.

To act as a communications lead, to call relevant individuals as deemed necessary by the incident from the list below, to advise the lead co-ordinator of progress and advise what other additional resources may be required.

Third-

To be nominated by the lead

To monitor the situation on site and communicate any changes to the individuals above.

Appendix 5

List of contacts who can provide assistance:

Womens Institute- Preparation of tea coffee soup etc :Val Swallow Tel:01728 628068 email v.swallow44@btinternet.com

Generator and Diesel – Kevin Love (Sax Services) :Tel:01728 628628, kevlov@hotmail.co.uk and /or L E Tuckwell. Tel: 01728 628325.

Community Centre – Designated assembly/ Rest area : Mel Farrow 01728 627191 or Val Swallow 01728 628068 email v.swallow44@btinternet.com

Church- Secondary assembly/ rest area, Bert Sandford Tel: 01728 628474.

Parish Council Chairman-

Plant and equipment- generator Kevin Love Tel :01728 628628 email kevlov@hotmail.co.uk
- L E Tuckwell Ltd , Shop Street Worlingworth, Tel: 01728 628325

Statutory Undertakers-

Fire Police Ambulance : 999

Water: Essex and Suffolk Water : Tel: 0345 782 011 or 0345 7820999 (24/7), Leaks : 0800 526337

Sewage : Anglian Water Tel: 03457 145145 (24/7) 03457919155 or 0800771881

Electricity: EDF Energy Tel: 0800 111 999, 105 Services,
UK Power Networks: Tel: 0845 601 4516

Highways: Suffolk County Council :Tel: 0345 606 6171

British Telecom: 0800 800 150

First Responders/Aiders as appropriate: TBA (including WRVS, Red Cross etc)