

Wickham Market Parish Council

Emergency Plan Working Group

CHAIR: Cllr Pauline Huggins

Minutes of the meeting held 12 December 24, 6pm in the Committee Room

Present from the Council: Cllrs Huggins, Chenery, Creasey

Present from the Public: Steve Flavell (VH CIO)

Apologies: Niki Fowler and Cllr Cooke

Declarations of Interest: None

Progress on the Emergency Plan: the items discussed included:

- Do we have access to a parish council laptop as we are all using our own IT? David to ask AI
- If the VH was out of action as a rest centre can JEPU assess the school as a back up? David to ask.
- Pets – PH knows a lady who can provide pet cages if needed
- Steve felt it was impossible to power up the village hall with a generator by connecting to internal wiring. PH to ask her son to investigate – may need UKPN to use a generator to connect with the wiring outside the building
- David to ask AI to add the EP to the pc's Emergencies and Documentation tabs on its web site
- Steve confirmed it would be in order for a CIO trustee to help run the hall if its being used as a rest centre. He took us on a tour of the building.
- PH had asked the CIO for a key to the village hall and the codes to the kitchen resources
- PH to ask JEPU if they run Rest Centre training
- [West Mercia LRF Emergency Highway Welfare Arrangements](#) this is a very useful link to see how another authority would manage its rest centres. We will look at this in detail and whether some contents will find there way into our EP
- Gloria to contact our village First Responders to clarify their role in an incident
- David to contact the vets to clarify who might be on call during an incident
- Regarding the admin to run an incident we considered a booking in system, meter readings, wrist bands for residents, visitors and stewards, and log of expenditures
- Need to clarify insurance and DBS's for people involved in an incident or rest centre
- David to contact local farmers to see if they would assist in an incident
- Z cards – awaiting these. We agreed the distribution should be via Royal Mail to the IP13 0 area. David to work up costs to acquire C6 envelopes, print the letters and print sticky labels for the envelopes (wording to be agreed) and for the EP team to then meet to collate these and take to Royal Mail. David to ask Suffolk Digital for costs to print and fold the letters. Google suggests there are 2209 residential and business address in this post code area – David to cross check with AI who has some 1700 village newsletters printed. David to contact Sam at ESC Partnership with details of numbers, costs and delivery dates. PH to chase Z cards

Date of next meeting; to be agreed