

Wickham Market Parish Council

Emergency Plan Working Group

CHAIR: Cllr Pauline Huggins

Minutes of the meeting held 3 October 24, 6pm in the Committee Room

Present from the Council: Cllrs Huggins, Chenery, Creasey and Fowler

Present from the Public: Amy from Joint Emergency Planning Unit (JEPU) from 7pm

Apologies: Cllr Cooke

Declarations of Interest: None

Progress on the Emergency Plan: the items discussed included:

- Cllr Huggins had updated the draft Emergency Plan (EP), which is nearing completion
- All to provide their email, phone and home addresses as the EP contacts
- We agreed to use METHANE as the methodology for collating data for an incident (see previous minutes for definition of METHANE)
- We agreed that the distribution of the information flip-cards (known as Z cards) would go to all in the IP13 post code and perhaps delivered with the parish magazine. This ties in with the case for the modernising of the village hall as a hub for this post code. Cllr Huggins to discuss with parish Clerk.
- Amy advised on the processes of contacting each other in the event of an incident
- Any activity sanctioned by East Suffolk Council (ESC) is covered by ESC insurance. We noted that Wickham Market Parish Council (WMPC) has 3rd part insurance for its councillors. Cllr Huggins to ask the parish Clerk if this extends to our volunteers and whether they have to be listed. However if members of the public take action during an incident they may not be covered. We shouldn't encourage people to do something that puts them at risk.
- We reminded ourselves that we have a £2k budget for the EP from WMPC. We noted that likely expenditure would include some hi-vis tabards, a low-cost mobile phone to pass between EP members on rota, plus the Z card distribution costs.
- We agreed to avoid setting up an EP WhatsApp group as this could encourage chat, and instead look at SIGNAL (another social media platform).
- We felt the EP report may list known village resources, such as the location of the 2 defibrillators. Other resources, if identified such as farmers equipment could be listed on a plan, just for the EP members and redacted if published to retain any confidentiality
- We queried whether EP working group members needed first aid training. Cllr Huggins to discuss with parish Clerk. Agreed to add our First Responders to the EP contact list.
- We agree that all risk assessments would be generic and not by location.
- Cllr Chenery to add Fire and Risk of Explosion to his list of risk assessments and circulate.
- Cllr Chenery to contact our Care Homes, Medical Centre, school and Co-op to ask if they have sufficient contingency measures in place for all types of incident e.g. stand by generators.

- Cllr Chenery reported that Suffolk County Council (SCC) has now published its Flood Report for Wickham Market following Storm Babet. It is on the SCC web site.

Date of next meeting; to be agreed