

WICKHAM MARKET PARISH COUNCIL EMERGENCY PLAN

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Dear reader

The following Emergency Plan has been compiled by a working group of Wickham Market Parish Council, triggered by the events storm Babet in October 2023. It has been drafted with support from Suffolk's Joint Emergency Planning Unit (JEPU). The Parish Council has allocated a budget to equip the working group with any equipment it requires.

The triggering of a response to an incident can either be initiated by JEPU, emergency services, or if necessary, the Parish Council coordinators will identify an issue themselves and alert the emergency services. Letters will be distributed to all residents of Wickham Market by the end of December 2024, included is a pullout card to help with producing a household plan, it also offers some valuable advice on keeping safe and who to call for help if needed.

Hopefully, the risk of serious events will remain low, but it will always be wise to be prepared just in case.

Regards

Emergency Planning Working Group for
Wickham Market Parish Council

1. EMERGENCY CONTACT LIST

Photo	Name: Pauline Huggins
	Title: Parish Councillor and lead on Emergency Plan
	24hr telephone contact: 07385 712489
	Email: pauline.h@wickhammarketpc.com
	Address: 15 Broadway, Wickham Market IP13 0RN What3words: analogy.commended.cotton
Photo	Name: David Chenery
	Title: Vice-Chair Parish Council
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	Email: David.c@wickhammarketpc.com What3words: comical.untrained.blueberry
Photo	Name: Gloria Creasey
	Title: Parish Councillor
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Photo	Name: Robin Cooke
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Photo	Name: Niki Fowler
	Title: Parish Councillor
	24hr telephone contact: 07827 785507
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2. First steps in an emergency

	INSTRUCTIONS/TASKS	ACTION	Y/N
1	Await emergency trigger call from Category 1 responder (JEPU or emergency services)		
2	If no call occurs, the Emergency Co-ordinator will call 999		
3	Call volunteer network for assistance as required		
4	Call emergency rest centre to activate a response if requested by JEPU or Emergency Services		

Useful contacts to use after above is performed:

East Suffolk Service Ltd (ESSL) in hours number 03300 166111

ESSL out of hours number 0800 440 2516

Inform of emergency, request contact from JEPU duty emergency planning officer if they have not already instigated a response. (This maybe because they have not been made aware of any incident occurring).

3. Assessing the impact of the incident.

This table/tool explains in brief the procedure to follow in the event of an emergency.

M	Major incident	Has a Major incident been declared by JEPU or emergency services?	If not, do we need to respond?	Y/N
E	Exact location	What is the exact location or geographical location of incident	Use road name or What3words app to give to responders	Y/N
T	Type of incident	What kind of incident is it?	Storm, flood, etc (see separate list on next page)	Y/N
H	Hazards	What hazards or potential hazards can be identified? What has caused the problem? How has it happened? Are there any secondary hazards to be considered?	Fire, flood, water main burst, RTA, other? (see next page)	Y/N
A	Access	What are the best routes for emergency services and responders for access?	Notify responders of any access issues	Y/N
N	Number of casualties	How many casualties are there and what condition are they in?	Do a head count and brief condition reports	Y/N
E	Emergency services	Which and how many emergency responder assets/personnel are required or are already on scene?	Convey this information to responders.	Y/N

4. Assessing situation, type of emergency and response required.

To help with assessment the **METHANE** method described on previous page will be used.

M Major incident – questions and information required

What is the current situation?

Has a response been implemented by emergency services? YES/NO

If NO, then do they need to be notified? YES/NO

If YES does the allocated rest centre need to be notified? YES/NO

E Exact location or geographic location of incident

Location of the emergency (use What3words)

Or proximity closest to location i.e.

- A School
- Residential area
- A vulnerable area (such as playground or nursing home)
- A main access route

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T Type of incident

Fire, flood, fallen trees, unsafe structure, downed power lines or other?

- Type of emergency/incident?
- Is there a threat to life?
- Has electricity, gas or water been affected?

H Hazards

Are there any vulnerable people involved?

- Elderly
- Families with children (SEN children particularly)
- Pregnant ladies or person with a baby in arms (not independently walking)
- Persons with disabilities
- Persons just home from hospital
- Persons of limited capacity living own homes

Any secondary hazards that can be identified

- Flood water
- Danger of fire
- Chemical or fuel spills
- Dangerous structures
- Fallen trees
- Power lines down/broken

A Access

Convey any suggestions for best routes for emergency services and responders for access.

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N Number of casualties

How many casualties are there and what condition are they in? Carry out a head count and write a brief condition report i.e. breathing, conscious, unconscious, visibly injured, mentally distressed

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E Emergency Services

Assess situation and ascertain which emergency responders are required or are already on scene.

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5. Actions to agree with emergency responders in the event of an evacuation

For example,

1. Help police/local authority with door knocking
2. Tell emergency services who might be vulnerable
3. Help distribute emergency supplies
4. Set up the emergency rest centre located at the Village Hall

6. List of community organisations that may be of help in the event of an emergency.

Organisation	Role of contact	Phone number
POLICE	Emergency only Non-emergency	999 101
NHS	Emergency Non-Emergency	999 111
Suffolk Fire & Rescue	Emergency Out of hours	999 01480 444500
Suffolk County Council	Highways (flooding, road surfaces)	0345 606 6171 or 0300 1235000
Suffolk County Council	Street cleaning/clearing	0333 016 2000
	Dangerous structures	01394 444 219 or 0800 440 2516
Suffolk County Council	Manhole problems that are considered an emergency	0345 606 6171
East Suffolk Council	Emergency out of hour	0800 440 2516
Anglian Water	Water leaks/burst mains/lack of supply	24/7 number 0345 145 145
Power Networks	Power cuts/fallen lines	105 or 999 (if danger to life)
Flood line helpline	0345 988 1188	
Environment Agency	<ul style="list-style-type: none"> • damage or danger to the natural environment • pollution to water or land • poaching or illegal fishing • dead fish or fish gasping for air • main rivers blocked by a vehicle or fallen tree causing risk of flooding • flooding from any river, stream, canal, natural spring or the sea 	To report online– https://www.gov.uk/report-an-environmental-incident Incident hotline 24/7: 0800 80 70 60

	<ul style="list-style-type: none"> incidents at Environment Agency-regulated waste sites illegal removals from watercourses unusual changes in river flow collapsed or badly damaged river or canal banks 	
Good Neighbour Scheme	Providing lifts to appointments, picking up prescriptions	07914 494108
Radio Stations: BBC Radio Suffolk BBC Radio 4 Heart Suffolk	Local news/updates/weather reports.	92-95FM or 103-105FM 97.1FM
Suffolk & Norfolk 4x4 response team	Respond to emergencies requiring 4x4's to access area	Norfolk&suffolk4x4response.co.uk
British Red Cross		0844 871 11 11
Royal Voluntary Service		Royalvoluntaryservice.org.uk 0845 601 4670
St Johns Ambulance	Information about how first aid training can make a difference.	08700 104950
Wickham Market WI	Kitchen and staffing help	
RSPCA	Have online guidelines so that you can be prepared to get your animals to safety in the event of flooding.	Rspca.org.uk/in-action/international/emergency/response 0300 1234 555
Radio Amateurs' Emergency Network	The UK's national voluntary communications service provided for the community by licensed radio amateurs,	Raynet-uk.net

General Data Protection Regulations

We adhere to and abide by the GDPR document written and adopted by Wickham Market Parish Council (copy of GDPR in folder).

Insurance statement

All Parish Councillors, council employees and council registered volunteers are covered by the Parish Council's Public Liability insurance policy.

We do not condone or encourage any uninsured persons to engage in any activity that could put themselves or others at risk.

Amendment Record

Amendment No.	Date	Amended by	Summary