

# Newton Flotman Community Emergency Plan

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*Remember – In an emergency call 999 and never put yourself or anyone else in danger.*

Severe weather, power failure, loss of water or gas supplies, flooding and pandemics such as flu can affect a community. Depending on the scale of the event it can be some time before outside help arrives.

This Community Emergency Plan (CEP) combines local knowledge and forward planning with the aim to:

- Help the community to help itself before outside assistance arrives
- Help the community work effectively with the emergency services

## **Aims and objectives**

The aim of this plan is to enhance community resilience. The objectives are to:

- Identify potential risks to health and wellbeing within the community
- Identify resources and key contacts in the community
- Identify vulnerable people and areas within the community

## **Emergency co-ordinators and their responsibilities**

The main responsibilities of the emergency co-ordinators are to:

- Complete and maintain the Community Emergency Plan (this plan)
- Convene community meetings during an emergency
- Provide a focal point for the community response to an emergency
- Provide a link between the community and the response from other agencies, which may include the emergency services and the local council
- Assist the local council and appropriate agencies in emergency preparedness through awareness-raising activities
- Plan and introduce measures which will help to reduce the likelihood of emergencies and mitigate their potential effect

<b>EMERGENCY CO-ORDINATORS</b>		
	Chair of the Parish Council	
	Vice Chair of the Parish Council	

Local emergencies could arise as a result of any of the following:

- Severe weather – snow, ice, gales, heatwave
- Total or partial loss of gas, electricity and water supplies

- Flooding
- Restriction and/or closure of local roads usually as a result of severe weather
- Pandemics including flu
- Chemical damage and/or spillages
- Heart attacks

In order to be prepared for snow and ice, grit bins are to be monitored on a regular basis during the winter months. When supplies are low, the co-ordinator is required to contact the Parish Clerk who will take steps to ensure that the grit bins are filled to capacity.

<b>MONITORING OF GRIT BINS</b>	
<b>Location</b>	<b>Co-ordinator</b>
St Mary's Close (location)	
St Mary's Close (location)	
Alan Avenue (1st play area)	
Alan Avenue (by social housing)	
Flordon Road (location)	
Olive Avenue/Flordon Road	
Church Road (location)	
Church Road (location)	
Dell Close (location)	
Alan Avenue (near 2nd play area)	
Alan Avenue (top end by Village Centre entrance)	
Brightons Road / Longs Close	
Junction of Church Road and Grove Way	

<b>HAZARD</b>	<b>IMPACT ON COMMUNITY/LOCATION</b>	<b>ACTION BY COMMUNITY EMERGENCY GROUP</b>
Severe weather e.g. heavy snow, severe storms with storm damage or flooding	Loss of road access particularly from A140	<ul style="list-style-type: none"> <li>• Check on and support vulnerable people</li> <li>• Report utility failures to council and utility organisations</li> <li>• Report frozen or burst water mains</li> <li>• Check location of grit bins (for use on roads, not pavements)</li> </ul>
Flu, pandemic and other medical emergencies	Spread of infection to vulnerable children and adults	<ul style="list-style-type: none"> <li>• Check on and support vulnerable people and</li> </ul>

		ensure they have adequate provisions
Heart attacks	Danger to life	<ul style="list-style-type: none"> <li>Defibrillator is located at the Doctors. Codes can be found???</li> </ul>

<b>CHECKING IN ON VULNERABLE PEOPLE IN THE COMMUNITY</b>	
<b>Location and number of properties</b>	<b>Co-ordinator</b>
Alan Avenue, 114	
Blundeville Manor, 23	
Brick Kiln Lane, 4	
Brightons Road, 8	
Christopher Close, 3	
Church Road, 19	
Clabburn Close, 10	
The Crescent, 7	
Dell Close, 17	
Exchange Road, 9	
Flordon Road, 77	
Greenways, 16	
Grove Close, 16	
Grove Dale, 16	
Grove Way, 3	
Higher Green Close, 20	
Ipswich Road, 12	
Joy Avenue, 27	
Lime Kiln Close, 31	
Long Lane, 1	
Longs Close, 7	
Mill Lane, 1	
Newton Close, 11	
Old Street, 11	
Olive Avenue, 49	
Rectory Close, 6	
School Road, 12	
Sewells Close, 13	
Short Street, 7	
St Marys Close, 36	
St Marys Walk, 4	
Waterside Gardens, 6	

<b>LOCAL SKILLS AND RESOURCES</b>			
<b>Skill/Resource</b>	<b>Who?</b>	<b>Contact details</b>	<b>Availability</b>
Medical	Newton Flotman Surgery	01508 530781	Monday, Tuesday and

			Thursday - 8:15 am to 1:00 pm; 2:00 pm to 6:00 pm Wednesday, Friday, Saturday and Sunday - closed
Medical (First Aider)			
Water/food supplies			??
Snow plough	TBC	TBC	

KEY LOCATIONS IDENTIFIED FOR USE AS PLACES OF SAFETY			
Building	Location	Potential use	Key holder
Church Rooms	Church Road		
Village Centre	Grove Way		
Primary School	School Road		
ARTs	Ipswich Road		

FIRST STEPS IN AN EMERGENCY		
	Instructions	Tick
1	Ensure you are not in immediate danger.	
2	Call 999 (unless they have already been alerted) to ensure the emergency services are aware of the emergency. Follow the advice given.	
3	Contact other members of the community that need to be alerted: <ul style="list-style-type: none"> <li>• The Parish Council via the Parish Clerk</li> <li>• Members of the Emergency Group</li> <li>• Those specifically under threat</li> </ul> Contact initially may be to inform them of the emergency or inform them of current emergency advice regarding any action to be taken.	
4	Determine if a Community Emergency meeting is required.	

This document will be updated on a regular basis as necessary and will be reviewed annually.

Signed ..... Date.....

Chair of Parish Council

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<b>EXTERNAL CONTACTS LIST</b>			
<b>Service/role</b>	<b>Additional info</b>	<b>Telephone</b>	<b>Website</b>
Emergency services	Includes police, ambulance, fire & rescue, coastguard	999	
Police (non-emergency)		101	<a href="http://www.norfolk.police.uk">www.norfolk.police.uk</a>
Fire Service		0300 123 1669	<a href="http://www.norfolkfireservice.gov.uk">www.norfolkfireservice.gov.uk</a>
Environment Agency – Floodline		0345 88 1188	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
Broads Authority		01603 610734	<a href="http://www.broads-authority.gov.uk">www.broads-authority.gov.uk</a>
Norfolk County Council		0344 800 8020	<a href="http://www.norfolk.gov.uk">www.norfolk.gov.uk</a>
South Norfolk Council	Jenny Bloomfield (direct line)  Duty Officer 24/7	01508 533607 01508 533633 (out of hours)  07624 310439	<a href="http://www.southnorfolkandbroadland.gov.uk">www.southnorfolkandbroadland.gov.uk</a> <a href="mailto:jenny.bloomfield@southnorfolkandbroadland.gov.uk">jenny.bloomfield@southnorfolkandbroadland.gov.uk</a> <a href="mailto:emergencyplanning@southnorfolkandbroadland.gov.uk">emergencyplanning@southnorfolkandbroadland.gov.uk</a>
<b>Water</b> - Anglian Water	24hr Control	03457 145 145	<a href="http://www.anglianwater.co.uk">www.anglianwater.co.uk</a>
<b>Electricity</b> - UK Power Networks	<b>Supply interruption</b> . 24hr fault line  <b>Substation issues.</b> (Vandalism or unauthorized entry)  <b>Powerline damage</b>	105	<a href="http://www.ukpowernetworks.co.uk">www.ukpowernetworks.co.uk</a>
<b>Gas</b> - National Grid	24hr emergency number for gas safety	0800 111 999	<a href="http://www.nationalgrid.com/uk">www.nationalgrid.com/uk</a>
<b>Telephones</b> loss of service	Individuals will need to contact their own service provider.		
<b>Telephones</b> Damage to Infrastructure	BT Openreach  Damage to phone lines, poles, street	<b>0800 023 2023 (option 1)</b>	

	cabinets, man-hole covers etc		
NHS Direct	24 hour health advice and information	111	www.nhs.uk/111
Doctors Surgery		01508 530781	www.longstrattonsurgery.nhs.uk/location/morris- lane-surgery/

## DATA PROTECTION

The contents of this plan are subject to Data Protection Legislation. 'Data Protection Legislation' means the Data Protection Act 1998 as long as it is in force and thereafter the General Data Protection Regulation (EC) 2016/679 and any national implementing laws.

Please ensure that only people on the distribution list hold a copy of the \*\*\*\*\* Community Emergency Plan and that the personal information it contains, is only used in an emergency situation for the purpose in which it was collected. Please ensure that this document is securely stored and safely disposed of in line with Retention Guidelines as required under Data Protection Legislation.

**Always call 999 if it's an emergency**

### Community Risks - *Think about the things which could affect your community*

	Very Likely	Likely	Less Likely	Negligible
<b>Flooding</b> <small>Coastal, River, Surface</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Severe Weather</b> <small>Storms &amp; Gales</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Utility Failure</b> <small>Loss of water, electricity Gas, telephones</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transport Issues</b> <small>Main routes in or out blocked</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Human Health</b> <small>Pandemic Flu</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Plan Triggers - *Think about when you will activate your plan*

- Environment Agency Flood Warning / Met Office Severe Weather Warning
- Call from Police
- Call from Local Authority

- Call or message from a Local Resident

**Plan Actions** – *These are just examples but it's good to have some pre-arranged actions.*

- Call round volunteers and organise meeting or give telephone briefing
- Meet at pre-arranged location and discuss actions
- Carry out actions (e.g. check on vulnerable neighbours)
- Report back to plan co-ordinator
- Liaise with Local Authority Emergency Planner if assistance required (i.e. help from voluntary sector such as 4x4 Response)

## Resources

<b>Submersible Pump</b>		
<b>Portable Lighting</b>		
<b>Portable Heater</b>		
<b>Portable Generator</b>		
<b>Chainsaw</b>		
<b>4 x 4 Vehicle</b>		
<b>Camping Gas Stove or LPG Cooker</b>		
<b>Lifting Equipment</b>		

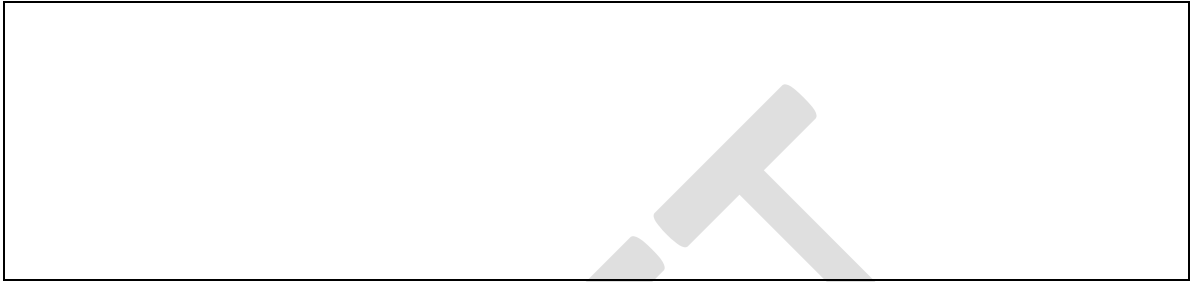
## Specialist Skills

Name	Skill(s)	Telephone



**Map**

**Notes**

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