**PARHAM EMERGENCY PLAN**

**Local Hazards**

* **Severe Weather**
  + - River Flooding – Environment Agency to maintain river depth/vegetation
    - Flash Flooding Roads – Highways to maintain drains – access problems
    - Flash Flooding Houses
    - Storm Damage – trees down – structural damage
    - Snow – roads blocked
* **Utilities**
* Electricity – strikes, blackouts
* Gas Leak – Main Road
* Contaminated tap water (identified bore holes/wells locally)
* Fuel strike/shortage – diesel/oil
* **Accidents**
* Road Accident – B1116/A12/Saxmundham – One way system round Parham Greens
* Fire
* Aircraft
* Helicopter
* **Pollution**
* Toxic Fumes - Chlorine Gas – Essex & Suffolk Water Pumping Station
* Plastic Factory – Parham Airfield
* Waste Collection – industrial action
* Farm Vehicles – Sprays/Fertilizer
* Fuel/poisonous substance spillage on roads
* Sizewell – radiation – iodine tablets
* **Health**
* Human Pandemic – Swine Flu/Avian Flu
* Quarantine – Animal diseases – Foot & Mouth/Blue Ear

**Alarm System**

* Church Bells
* Siren
* Telephone pyramid

**Community Emergency Centre**

* Parham Village Hall – Key Holders identified
* Parham Church – Key Holders identified
* Barns on the Greens – Owners identified

**This Emergency Plan is for use when an emergency takes place in the parish or surrounding area. It is devised to either:**

* Assist the emergency services; or
* Take action if no outside assistance will be available for some time.

Full Paper Copies are kept at:

* 1 laminated copy in Parham Village Hall
* 1 laminated copy in Parham Church Vestry
* 1 copy with the Parish Council Chairman

**IMMEDIATE ACTION**

* **Dial 999**
* **Inform District Emergency Planning Officer Tel: 01394 444453 Graham Saward.**
* **Contact Emergency Co-ordinator – Andrew Houseley 07974645227 or Sub Co-ordinators - Graham Dugdale 07821197385/07918732081, Geoffrey Inett 07711107373/07949330387, John Winton 01728 621078**
* **Consider whether Emergency Centre is needed.**
* **Consider resources required.**
* **Consider telephone pyramid.**
* **Consider use of Village Website.**
* **Consider use of radio stations.**

**OTHER USEFUL CONTACTS**

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| **Organisation/Position** | **Name** | **Telephone Number** | **Address** |
| **District Emergency Planning Officer** (Suffolk Coastal District Council) | Graham Saward | 01394 444453 |  |
| **Police**  Woodbridge  County HQ |  | 999  01728 723666  01473 613500 |  |
| **Ambulance** |  | 999 |  |
| **Fire** |  | 999 |  |
| **Ipswich Hospital** |  | 01473 712233 | Heath Road, Ipswich |
| **Social Services** |  | 08456 066067 |  |
| **Anglian Water** |  | 08457 145145 |  |
| **Essex & Suffolk Water** |  | **08457 820999** |  |
| **Environment Agency**  General  Floodline |  | 03708 506506  08459 881188 |  |
| **Electricity** |  | 08007 838838 |  |
| **British Gas** |  | 0800 111 999 |  |
| **British Telecom** | Reporting Fault | 0800 800 151 |  |
| **Radio Suffolk** |  | **01473 250000** |  |
| **Heart Radio** |  | **01603 630621** |  |
| **Suffolk Coastal District Council** | Out of Hours:  Normal Hours: | **01502 527133**  **01394 383789** |  |
| **Suffolk County Council** |  | 08456 066067 |  |
| **Parham Village Hall** | Jackie Foster | 01728 724692 | Needs to be manned during emergency |
| **Parham Church** | George Culpan | 01728 723868 |  |
| **District Councillor** | Graham Peck | 07702 043796 |  |
| **County Councillor** | Colin Hart | 01728 663284 |  |

**TELEPHONE PYRAMID**

Main Co-ordinator

Andrew Houseley

724014 or 07974645227

Sub Co-ordinator

Graham Dugdale

**07821197385/07918732081**

Sub Co-ordinator

Geoffrey Inett

**07711107373/07949330387**

Sub Co-ordinator

John Winton

**01728 621078**

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**INVOKE THE PLAN**

**FORM A SMALL EMERGENCY TEAM**

* **Main Co-ordinator contacts Sub Co-ordinators** available on the day/night.

**EMERGENCY CENTRES**

* Confirm the nature of the emergency and its extent, as far as possible, **provide a place of safety, if necessary.**

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| Premises in order of preference | Resources available | Access & other info |
| **Parham Village Hall** | Central to the village & familiar to people. Large Main Hall. Jubilee Room for communications. Well-equipped kitchen. Sanitary facilities with disabled toilets. Stage for storage area. Telephone line – 01728 720197 | 1. Key holders: Emergency Plan Co-ordinators acquire keys from key holders. 2. Emergency Centre Box, located in the Village Hall. Access by code. |
| **Parham Church** | No catering or sanitary facilities.  Use if The Street and Greens are cut off from the Main Road or Village Hall is out of action. | 1. Key holders: Emergency Plan Co-ordinators acquire keys from key holders. 2. Emergency Centre Box, located in the Church. Access by code. |

###### **Overall co-ordination**

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| Possible Tasks | **Advice** |
| LeadershipAllocation of possible roles  * Obtaining resources * Welfare & caring for volunteers * Communications * In the field/incident   I**nform District Emergency Planning Officer** Ensure village alertedConsider use of Radio stations Consider **rest periods** for volunteers  Consider **safety measures**  **Insurance** implications Emergency costs | Identify a Team leader for overall Co-ordination.  Tel: 01394 444453  Use Telephone Pyramid Lists to assist with this. If telephones are not working the co-ordinators/neighbours can knock on doors.  E-mail Group/Village website could be used for keeping people informed..  Remember those out and about.  Fluorescent jackets are in the Emergency Box in the Computer Store Cupboard in the Village Hall and the Vestry in the Church.  Insurance Company: Came & Company *Insurance Policy No. 24414511 CHC* (Aviva Insurance UK Limited) 9am. - 5pm 01256 395020 Out of hrs - call Aviva on 0500 114477 and quote 24414511 CHC  People authorised to act in accordance with the plan are covered for insurance purposes.  Speak to Parish Council Chairman, Andrew Houseley 724014 or Clerk , Raymond Catchpole 660562 |

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| Possible Needs | **Advice** |
| **Manpower**  **Communications Equipment:** Computers/Laptops Printers  **Paper/pens** for recording information  Mobile phones TractorsHot drinks and foodComfort and warmth **Bedding**/Clothing First AidFireWater **Power**  **Keep a log** of who loans equipment | See appendix: Volunteers  See appendix: Building related Specialist Skills  See appendix: First Aid  See appendix: Other Specialist Skills   * Internet connected computers in the Computer Suite in the Village Hall, along with printers. * Ask people on the day if you can borrow their laptops.   Some paper etc. and clipboards are in the Emergency Box in the Computer Store Room in the Village Hall and the Vestry in the Church   * Telephone line available at Village Hall 01728 720197 * Ask people on the day if you can borrow their mobiles   See appendix: Tractor Drivers/Snow Clearing  See appendix: Other Vehicles  Crockery & Cutlery in the kitchen in the Village Hall  See appendix: Cooking facilities  See appendix: Evacuation – Beds available  See appendix: Tents/Caravans/Barns  Ask people on the day if clothing can be borrowed  First Aid Box in Emergency Box in the Computer Store Room in the Village Hall and the Vestry in the Church  See appendix: Equipment in the event of fire  Check location of fire extinguishers in Hall  Water authorities have an obligation to provide bottled water in the event of loss of supply exceeding 48 hours. Up to 48 hours this is discretionary.  See appendix: Alternative Water Sources  See appendix: Generators |

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| **Possible Needs** | **Advice** |
| **Looking after vulnerable residents:** Designate areas in Emergency Centre e.g.  * Information desk * General rest area * Play area for children * Pet’s area? * Storage area for equipment  Entertainment for childrenKeep people occupied **Consider registration of all those in centre** | **Identify anyone with special needs.**  See appendix: Vulnerable People  Vulnerable people can go to or be looked after by family/ friend or neighbour, or the emergency centre can be used.  Designate a Supervisor for each area, consider shift organisation.  Use Youth Club equipment kept at the Village Hall  Assisting others, tidying up, fire watch.  Work with communications section. |

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| Possible Tasks | **Advice** |
| **Set up communications centre**  **Set up information desk** for:   * Volunteers * Villagers * Villagers’ relatives * District emergency planning officer * Emergency services   **Log incidents** in an Incidents Log  **Keep people informed**  Contact **Radio Stations** with advice | In the Jubilee Room at the Village Hall or Vestry in the Church.  Paper etc. and clipboards are in the Emergency Box in the Computer Store Room in the Village Hall and the Vestry in the Church Use Computer room and printers or borrow Laptops.  Set up **computer, printer, & telephone system,** if possible.  Use **Telephone Pyramid** Lists  Use **Village Website** to keep the village informed and up-to-date or Parishioners E-mail Group if the Internet is working  If telephones are not working **Volunteers** can knock on doors. |

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| Possible Tasks | **Advice** |
| **Traffic Diversion**  **Keep in regular contact** with the communications co-ordinator  **Be a main contact point for people helping at the incident** and for street co-ordinators.  **Assist volunteers** to obtain any equipment they need  Keep a watchful eye for **health and safety issues**  Are **road diversions** needed e.g. Hall Hill, across Mill Green or North Green Road from the village. | Use runners/drivers if necessary.  Liaise with Resource Coordinator at Emergency Centre.  Keep sightseers well away. (You could use some of them to do this!).  See appendix: Radio & Telephone  See appendix: Other Equipment  Watch for debris and other dangers.  Try to encourage volunteers to work in teams rather than on their own – with one member watching for safety issues.  Fluorescent jackets and torches are in the Emergency Box behind the Committee Room door in the Community Centre.  Borrow red triangles from villagers’ cars or from the Emergency Box in the Computer Store Cupboard in the Village Hall or the Emergency Box in the Vestry in the Church. |

Parham Parish Council has a snow/ice programme, and the following should be considered when clearing snow or ice:-

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| • | A written risk assessment must be carried out and kept on Parish Council files. |
| • | The Council must take reasonable care to ensure the safety of the public and volunteers. |
| • | Volunteers must wear the appropriate protective clothing ie visibility jackets etc. |
| • | The Council must communicate their plans to the community; this can be via a website, newsletter, notice boards or minutes of the meeting. If the plans change this must also be communicated to the community. |
| • | Once a clearance programme is implemented it must be maintained for the whole period when there is snow and ice. |
| • | Where a Council takes on the responsibility for clearing snow or ice from the paths, it must exercise reasonable care in doing so. |
| • | Care must be taken in deciding to where you move the snow – make sure that you do not block roads, paths or drains. Clear the middle of the path first so you have a safe surface to walk on. |
| • | After the snow and ice has been cleared do not use water (this may cause black ice), use salt or grit on the treated areas. |

Contact Came & Company on 01256 395020 regarding insurance cover.