

PREPARING FOR EMERGENCIES
WHAT YOU NEED TO KNOW

Southwold and Reydon Community Emergency Plan



**IF YOU ARE IN
IMMEDIATE DANGER
CALL 999**

Plan last updated on: 01/02/16

Plan distribution list

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Plan amendment list

Name	Date for next revision	Details of changes made	Changed by
<i>Simon Tobin Chris Ure</i>	<i>January 2017</i>	<i>.Contact details updated</i>	<i>Simon Tobin Chris Ure</i>
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Introduction

The purpose of this plan is to document the actions to be taken and the resources to be mobilised, by the Community Emergency Group of Southwold and Reydon, when assistance is requested from the emergency services, in the response to an incident affecting these locations. The Community Emergency Group consists of a Lead Emergency Coordinator and deputy and Community Emergency Volunteers.

This plan gives general guidance to the local community only, outlines actions to be taken by the Community Emergency Group and volunteers and recognises that it is complementary to any County, District, or multi-agency emergency plans which are in existence.

The range of incidents which could be encountered by the communities and which could see the activation of the Community Emergency Group are detailed in the Local Risk Assessment section below.

Aim and Objectives

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

- Identify hazards within the community
- Identify resources and key contacts in the community
- Assist in the identification of vulnerable people and groups within the community.

Emergency Coordinator Roles & Responsibilities

The role of Emergency Co-ordinator (and deputy) is fulfilled by volunteer residents who provide a vital link between residents and organisations planning for and responding to an emergency. Their role is to:

- Facilitate the completion and maintenance of the Community Emergency Plan (this plan)
- Call a community meeting during an emergency (if deemed necessary)¹
- Provide the focal point for the community response to an emergency
- Provide a link between the community and other agencies responding, which may include the emergency services and the local council
- Assist the Local Authority and appropriate agencies in emergency preparedness through awareness-raising activities

The Emergency Coordinator for Southwold and Reydon is **Mr Simon Tobin**.

The Deputy Emergency Coordinator is **Dr Adrian Durrant**.

¹ Community emergency meetings will be held at the Blyth Hotel

Community Emergency Volunteer Roles

Community Emergency Volunteers are residents who provide a link between the Emergency Coordinator (or deputy) and residents in their immediate locality. This could be for one street or a cluster of streets.

Their primary role is to receive information from the Emergency Coordinator, and pass it on to residents in their area. They may also help with the identification of vulnerable persons/groups and monitoring of their welfare, assist with transport and pass messages on foot when telecommunication networks are down.

Simon Tobin and Dr Adrian Durrant will perform this role for Southwold, while Mr Brian Bailey and Michael McElarney will be responsible for Reydon. The zones of responsibility are detailed at **Appendix A**.

These personnel make up the core of the Community Emergency Group. An emergency contact list for the Group is detailed at **Appendix B**. The activation call tree for the Group is provided at **Appendix C**.

Other volunteers may be co-opted to support the standing Community Emergency Volunteers where necessary. Voluntary groups which can also support/work alongside the Community Emergency Group are as follows:

- Blyth Valley Community Radio, The Bunker, Saint Felix School, Halesworth Road, Reydon, Southwold, Suffolk, IP18 6SD.

01502 723900
(Bunker Studio)

Casino Studio Address, The Casino, Gun Hill, Southwold, Suffolk, IP18 6HF

01502 722727
(Casino Studio)

- First Responders Kevin Doyland 07940 533722
- Reydon and District Community Transport 01502–725103 or 722600
- Southwold Shuttle Town Council 01502- 722576/Simon Tobin 0758 4411 875
- RNLI Southwold Lifeboat Station, Ferry Road, Southwold 01502 723355
- Southwold and Reydon Society, Secretary John Perkins, 23 Station Road, Southwold, IP18 6AX 01502 722184
- Voluntary Help Centre, Stella Peskett Millennium Hall, Might's Road, Southwold IP18 6BE 01502 724549

Plan Activation

The Community Emergency Group will be activated at the request of the emergency services/authorities, or where any standing member of the group becomes aware of an arising emergency situation which is likely to affect Southwold and Reydon as a whole. In the latter case, the Group will liaise with the County Council Joint Emergency Planning Unit. The emergency services/authorities which may request the activation of the Community Emergency Group are as follows:

- The police
- Fire and Rescue Service
- Environment Agency
- Members of the Suffolk County Council Joint Emergency Planning Unit (JEPU)

On being activated, the Group should convene a meeting to discuss the nature of the incident, potential or actual impact on the community and the community resources required. A sample agenda for the initial meeting is to be found at **Appendix D**. The Community Emergency Group should ensure that all key actions/decisions taken by the group are recorded. A sample log page is provided at **Appendix E**. On activation of the plan, the Group should deploy the Emergency Boxes and utilise their contents as necessary. The contents and location of the boxes is provided at **Appendix F**.

The Lead Co-ordinator will create three bases: A Communications Centre at the Town Hall and two Operations Centres. one at the Pavilion, Southwold and the other at St Felix School, Reydon. All emergency actions will be co-ordinated from these centres.

Vulnerable Persons/Groups

Where evacuation is required, it is essential for the emergency services to identify those people/groups that may require additional, or specialist assistance. For the purpose of this plan, vulnerable persons are defined as people reliant upon:

- Home visits by community nurses for healthcare
- Formal or informal carers
- Home deliveries of medical supplies
- Vehicular transport to attend essential health appointments.

A table showing the key locations in the local area which house vulnerable groups – sheltered housing, care homes etc. – is detailed at **Appendix G**. The Police will rely on a range of sources to provide the location of vulnerable persons, in particular community health and social services. However, this will never provide a complete information picture and local knowledge regarding vulnerable persons, who may not feature on any official register, will be invaluable. To comply with data protection requirements, the Community Emergency Volunteers should follow the advice of the WDC EPO/JEPU duty officer at the time of the incident on what information is required.

Local Risk Assessment & Actions Table

Potential hazards with a high likelihood of affecting the communities of Southwold and Reydon and/or which would have a high impact are considered below, along with the actions which may be taken by the Community Emergency Group. Some hazards, such as major transport accident, are not listed as there is not the infrastructure in the area for such an eventuality to occur and are therefore not relevant.

A generic action card for the Community Emergency Group is provided at **Appendix H**. An explanation of the conduct of evacuation and establishment of rest centres is provided at **Appendix I**.

Risks	Impact on community	What can Community Emergency Group do to prepare and respond?
<p><i>Coastal Flooding (including tidal surge)</i></p>	<ul style="list-style-type: none"> • <i>Flooding of local streets resulting in restricted access for members of the public and possibly the emergency services</i> • <i>Flooding of harbour and seafront including workshops, commercial premises and caravan site</i> • <i>Blocked access to bridges in Southwold and Reydon</i> • <i>Damage to property</i> • <i>Possible threat to livestock and human life</i> • <i>May require localised evacuation</i> 	<ul style="list-style-type: none"> • <i>Activate Community Emergency Group</i> • <i>Ensure residents are made aware of the flooding threat by communicating Environment Agency flood warnings. This may be done 'door to door' and/or via Blythe Radio and other local communications means.</i> • <i>Consider which properties are low lying and particularly vulnerable: Ferry Road etc.</i> • <i>Encourage residents to improve home flood defences and secure belongings from flood damage where possible.</i> • <i>Assist with the dissemination of advice on what flood protection equipment is available (air brick covers, balloons etc.) at the request of multi-agency responders</i> • <i>Identify and support vulnerable persons/groups in the local area</i> • <i>Assist with any multi-agency evacuation and rest centre provision</i> • <i>Assist with the dissemination of multi-agency information to residents, including public health information regarding the dangers of flood water – potential pollution, risks of manhole covers lifting, concealed debris and</i>

		<p><i>sharps in water etc.</i></p> <ul style="list-style-type: none"> • Record areas of surface water flooding and inform WDC EPO <p>Pre-incident preparedness tasks:</p> <ul style="list-style-type: none"> • Encourage residents/ businesses at risk to register for Environment Agency Floodline direct. An Environment Agency flood zone map, showing Southwold and Reydon is provided at Appendix J.
<p><i>Severe Weather – Heavy Snow / Freezing Conditions</i></p>	<ul style="list-style-type: none"> • Possible loss of road access • If cut off, possible food or heating fuel shortages • Increased potential for slips and falls • Limits movement of some vulnerable people 	<ul style="list-style-type: none"> • Monitor weather forecasts & take precautions when required • Advise residents to ensure water supplies to empty or unheated premises are adequately protected from freezing or shut off and report frozen or burst water mains • Check and support vulnerable people • Report utility failures to council & relevant utility organisations • Encourage residents to clear snow when safe from pavements outside their properties. • Consider clearing of other pavements. List of sand/salt bins in Appendix K, together with user notes from Suffolk County Council. • Check arrangements for snow clearance with local authorities • Support the multi-agency responders with dissemination of any relevant messages via Blythe Radio and other local communications as necessary <p>Pre-incident preparedness tasks:</p> <ul style="list-style-type: none"> • Encourage vulnerable persons/groups to register with utility companies: <ul style="list-style-type: none"> ○ Essex & Suffolk Water – 0845 604 8071 and ask for a copy of the leaflet, <i>Can we help you?</i> – a guide to services for customers who need

		<p>extra help.</p> <ul style="list-style-type: none"> ○ Anglian Water – http://www.anglianwater.co.uk/news/general/80E9A829238F46E1AF231FD922DE2EAD.aspx ○ EDF – http://www.edfenergy.com/safety-emergencies/
<i>Nuclear emergency</i>	<ul style="list-style-type: none"> ● <i>Government instructions for affected communities to ‘go in, stay in, tune in’</i> ● <i>Government instructions regarding the treatment and consumption of locally grown foods and reared livestock</i> 	<ul style="list-style-type: none"> ● <i>If the emissions are from Sizewell, there will be a comprehensive on-site response. There will also be information on http://www.suffolkresilience.com</i> ● <i>Assist the multi-agency responders where requested.</i>
<i>Unexploded ordnance</i>	<ul style="list-style-type: none"> ● <i>Potential for explosion and loss of life</i> ● <i>Possible traffic disruption</i> ● <i>Possible disruption to seasonal trade</i> ● <i>Localised evacuation may be required.</i> 	<ul style="list-style-type: none"> ● <i>Activate Community Emergency Group if requested</i> ● <i>Support any evacuation as directed by the emergency services</i> ● <i>Provide Police with local knowledge concerning vulnerable people</i> ● <i>Liaise with JEPU, Police and open appropriate rest centre if required</i>
<i>Utility failure</i>	<ul style="list-style-type: none"> ● <i>Loss of water</i> ● <i>Loss of electricity leading to loss of lighting and heating</i> ● <i>Loss of gas leading to loss of heating and power</i> ● <i>Possible danger to life where outage is a consequence of a gas leak/explosion</i> ● <i>Possible cordon and denial of access if damaged utility presents a danger</i> <p>N.B <i>Loss of utilities, particularly electricity and gas, may be the result of another incident, such as</i></p>	<ul style="list-style-type: none"> ● <i>Liaise with Suffolk Joint Emergency Planning Unit who will ascertain extent and likely timescale of failure</i> ● <i>Check local availability of emergency lighting/heaters and help coordinate back-up services where available</i> ● <i>particularly for vulnerable persons, or locations where groups of vulnerable persons are housed</i> ● <i>Help circulate information regarding likely duration of outage, alternative means of obtaining water/power etc., health risks associated with some alternative options e.g. naked flames, use of paraffin heaters etc.</i>

	<p><i>severe weather, or rupture of a gas pipe leading to leak/explosion</i></p>	<ul style="list-style-type: none"> • <i>Check on vulnerable people who may be effected by loss of utility and provide back-up services where possible/applicable</i> • <i>Assistance with evacuation may be required if loss of utility is due to a gas leak.</i> <p>Pre-incident preparedness tasks:</p> <ul style="list-style-type: none"> • <i>As for severe weather, encourage vulnerable persons, or premises housing vulnerable persons to register with the utility companies.</i>
<p><i>Major fire at premises that store hazardous materials</i></p>	<ul style="list-style-type: none"> • <i>Threat to life</i> • <i>Threat to the environment</i> • <i>Property damage</i> • <i>Particles in the plume/smoke may pose a respiratory/dermatological risk</i> • <i>Possible cordon and denial of access</i> • <i>May require localised evacuation</i> 	<ul style="list-style-type: none"> • <i>Assist with the dissemination of multi-agency information to residents as necessary – ‘Go in, stay in, tune in’</i> • <i>Consult with JEPU/Police and open rest centre if required</i> <p>Pre-incident preparedness tasks:</p> <ul style="list-style-type: none"> • <i>Liaise with local businesses to ascertain which premises may hold such materials (e.g. oxy-acetylene) and map</i>
<p><i>Pandemic Flu or other similar infectious outbreak</i></p>	<ul style="list-style-type: none"> • <i>Threat to life</i> • <i>Threat to essential public services</i> • <i>Business continuity disruption</i> 	<ul style="list-style-type: none"> • <i>Liaise with Health Service and JEPU</i> • <i>Check on vulnerable persons/groups if required and deliver medicines, essential supplies if necessary</i>
<p><i>Oil pollution</i></p>	<ul style="list-style-type: none"> • <i>Threat to human health (if ingested)</i> • <i>Threat to wildlife</i> • <i>Threat to the environment</i> • <i>Possible disruption to seasonal trade and beach areas placed out of bounds</i> 	<ul style="list-style-type: none"> • <i>Convene Community Emergency Group</i> • <i>Disseminate information as dictated by multi-agency responders where necessary</i> • <i>Advise people to stay away from area and not to try to help wildlife</i>
<p><i>Chemical spillage (land based)</i></p>	<ul style="list-style-type: none"> • <i>Threat to life</i> • <i>Threat to the environment</i> • <i>May pose a respiratory/dermatological risk</i> • <i>Possible cordon and denial of access and localised evacuation</i> 	<ul style="list-style-type: none"> • <i>Assist with the dissemination of multi-agency information to residents as necessary – ‘Go in, stay in, tune in’</i> • <i>Consult with JEPU/Police and open rest centre if required</i>

Local Skills and Resources

Appendix L lists skills and equipment which are present in the community and which may be available and required at the time of an emergency. They are offered on a 'best endeavours' basis.

If further equipment/skills are needed from the community, the Community Emergency Group may issue an appeal through Blyth Valley Community Radio, or other appropriate media.

Key Locations Identified as Places of Safety

In the event that a localised evacuation is required, namely within the community, the following locations have been selected as places of safety, in agreement with the local authority:

Building	Location	Facilities	Contact details	Flood Risk
Stella Peskett Hall	Mights Road, Southwold IP18 6BE	Kitchen And toilet facilities	Joan Goldsmith Tel: 01502 725726 Email: Joan.goldsmith.smf@googlemail.com	Yes. Access via the A1095 may also be affected
St Edmunds Hall	Cumberland Road, Southwold, Suffolk IP18 6JP	Kitchen and toilet facilities	Tel: 07766 578608 NB: May not be available during Summer theatre season (July/August) and Literary Festival (November)	No.
United Reformed Church	High Street Southwold Suffolk England IP18 6DS	Kitchen and toilet facilities. Could shelter 100 people	Julian Hurst 13 York Rd. Southwold IP18 6AN. Tel. 07875 550598, 01502-723578. Ron Smith 5 Lowestoft Rd. Reydon IP18 6RJ Tel. 01502- 722674	No
Methodist Church	East Green, Southwold, Suffolk IP18 6JN	Kitchen and toilet facilities	Christine Kennell 01502 573048	No

Southwold Pavilion (Operation Centre base for Southwold)	York Road The common Southwold Suffolk IP18 6TB	Up to 100 people can be catered for. Kitchen and toilet facilities available.	Donna Brabben 07775 977078	No
St Felix School (Operation Centre base for Reydon) NB: Check availability during school terms	Halesworth Road Reydon Southwold IP18 6SD	Kitchen and toilet facilities	Tel: 01502-722175	No
Reydon Village Hall	Lowestoft Road Reydon Southwold, Suffolk, IP18 6RF	Kitchen and toilet facilities	Anita Barbrook Tel: 01502 724444	No

NB: Places of safety will be selected at the time of the emergency based upon availability, suitability in respect of vicinity to the incident and the disruption that their use may cause to the community. Floor plans for the above locations can be found at **Appendix M**.

Communications

The following means of communications are available to the Community Emergency Group in an emergency:

- Handheld radios. The Community Emergency Group has 6 handheld radios. These are held by each of the coordinators and also one each at the Swan Hotel and the Randolph Hotel. In an emergency the Group will use channel 1/27 to communicate.
- Mobile telephones. On activation of the Community Emergency Group, the Lead Coordinator will maintain a register of all mobile numbers of volunteers, in addition to those of core members. It should be remembered that at the time of a major emergency, mobile telephone networks may exceed capacity, leading to overload and disruption. The Group should not rely on mobile phones as the sole means of communication. If overload does occur, SMS text is likely to be more effective at getting through.
- Police and other emergency responders have their own resilient communications systems, in particular Airwave. If all other means are not functioning, the emergency responders may allow the transmission of messages via this means.
- RAYNET - The Radio Amateurs' Emergency Network is the UK's national voluntary communications service provided for the community by licensed radio amateurs. If necessary, support of the Network will be requested by the Local Authority.

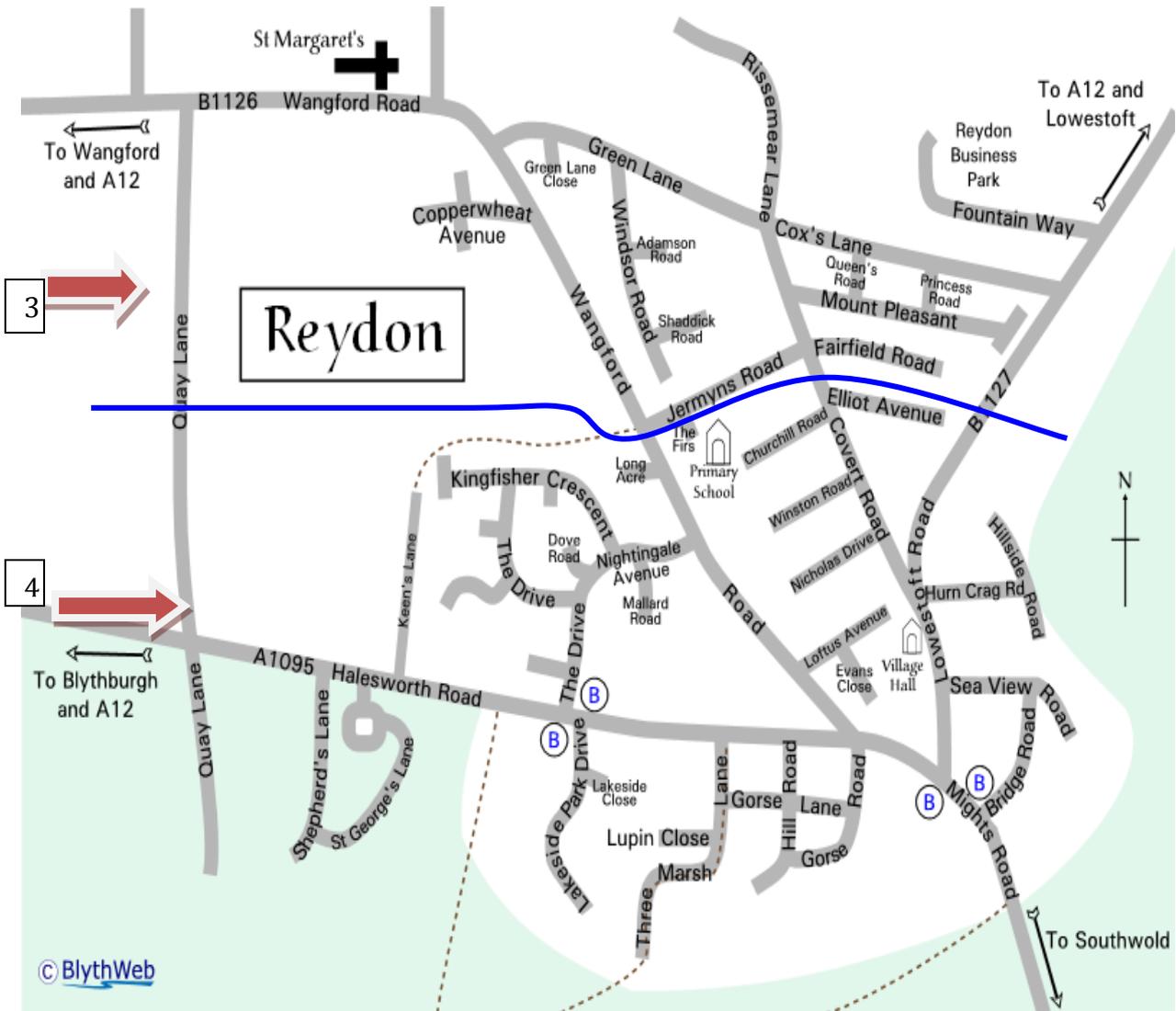
Coordinator Zones for Southwold and Reydon

Zones	Coordinator	Area
Southwold 1	Simon Tobin	North of Victoria Street, Hotson Road/ /Marlborough Road/North Road
Southwold 2	Adrian Durrant	South of Victoria Street: Town Centre/Gardener Road/Ferry Road etc.
Reydon 3	Vacant	South of Jermyns Road, Kingfisher Cres, Halesworth Road Elliot Ave etc.
Reydon 4	Michael McElarney	North of Jermyns Road, Green Lane, Windsor Road, Cox's Lane etc.

Map Showing Southwold Zones 1 and 2



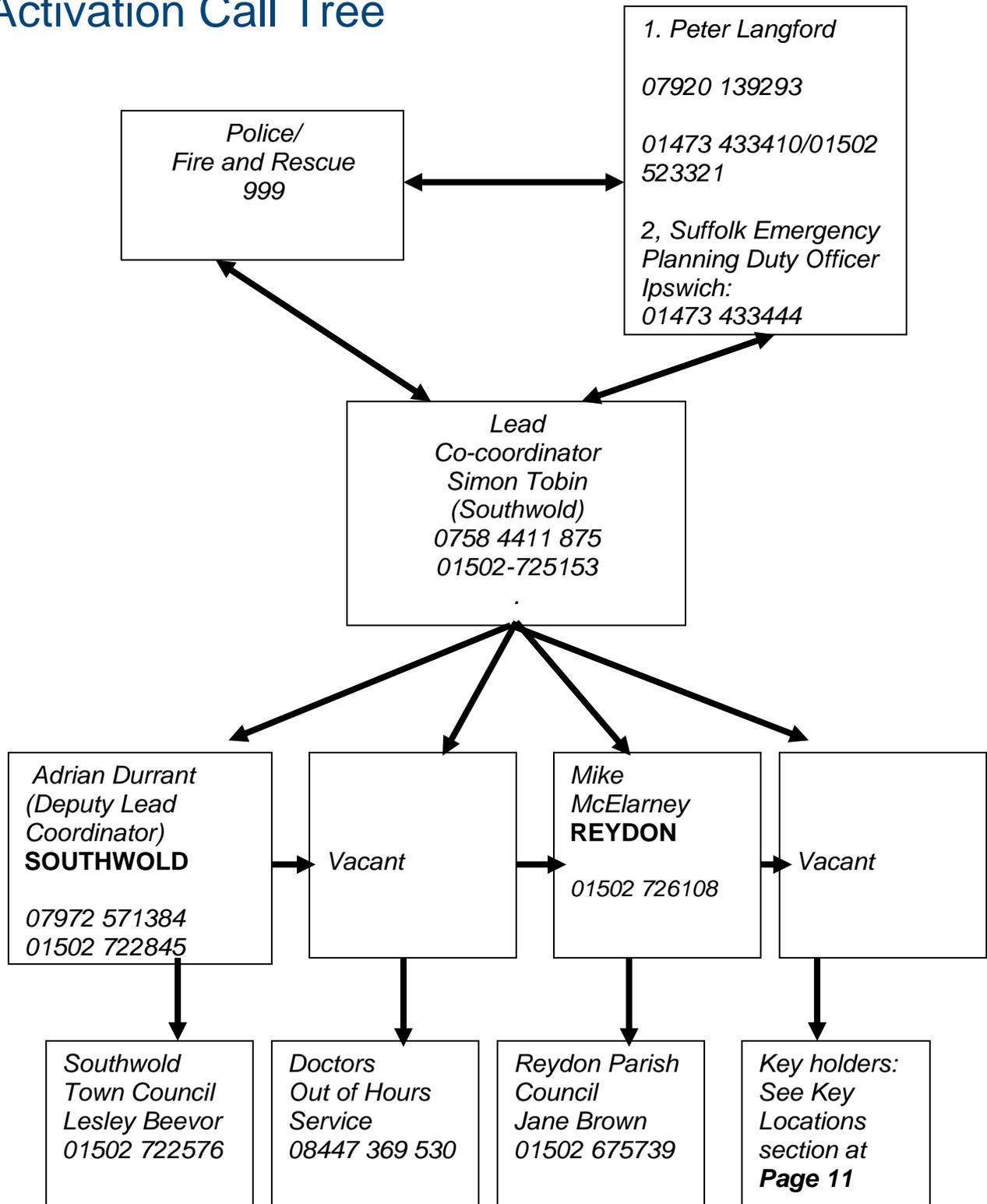
Map Showing Reydon Zones 3 and 4



Community Emergency Group Contact List

	<p>Name: Simon Tobin</p> <p>Title: Lead Community Emergency Coordinator</p> <p>24hr telephone contact 0758 4411875 01502 725153</p> <p>Email: stsimontobin@gmail.com</p> <p>Address: 20 Hotson Road, Southwold, IP18 6BS</p>
	<p>Name: Dr. Adrian Durrant</p> <p>Title: Deputy Community Emergency Coordinator</p> <p>24hr telephone contact: 07972 571384 01502 722845</p> <p>Email: adrian@drdurrant.info</p> <p>Address: The Coach House, Park Lane, Southwold IP18 6HL</p>
<p>Vacant</p>	<p>Name:</p> <p>Title: Community Emergency Volunteer</p> <p>Email:</p> <p>Address:</p>
	<p>Name: Mike McElarney</p> <p>Title: Community Emergency Volunteer</p> <p>01502 726108</p> <p>Email:</p> <p>Address: Southgate House The Old School Reydon, IP18 6PA</p>

Activation Call Tree



Community Emergency Group First Meeting Agenda

Date & time:

Meeting venue: The Pavilion or the adjacent car park

Attendees:

1. Briefing on the current situation. Issues to consider:

- Location
- Type of incident
- Numbers of people involved and their condition
- Threats to life
- Current and potential hazards
- Access to the scene
- Condition of utilities (electricity, gas, water, sewerage, telephones)
- Vulnerable people (e.g. very young/old, immobile, disabled, dementia, sensory impairment, recent operation, dependent on prescription medication, language issues, visiting the area, transient)

2. Immediate actions and resources to aid the response to the emergency

Issues to consider:

- Assistance that can be given to the emergency services / establishing contact with the emergency services if not already done
- Resources available to help deal with the emergency and any restrictions on use
- The actions that can safely be taken - consider health and safety of all responders
- How the actions are to be co-ordinated within the emergency group and with emergency services
- Communication with the emergency services, Community Emergency Volunteers and the community
- Vulnerable people – assist emergency services with identification if required, welfare checks etc.

3. Actions and resources required in the longer term to aid community recovery

e.g. Advice, guidance, physical assistance

4. Who is going to take the lead for the agreed actions?

5. Any other issues?

6. Time, date and venue of next meeting

N.B This agenda template can be amended/revised for subsequent meetings

Sample Emergency Log

Date	Time	Information / Decisions / Actions	Initials

Emergency Boxes - Contents and Location

Box	Contents	Location/Address
A		Reydon Village Hall Lowestoft Road, Reydon
B		St Felix School Halesworth Road, Reydon
C	<ul style="list-style-type: none"> • <i>Copy of Community Emergency Plan</i> 	Randolph Hotel Wangford Road, Reydon
D	<ul style="list-style-type: none"> • <i>Torch</i> 	Stella Peskett Hall Mights Road, Southwold
E	<ul style="list-style-type: none"> • <i>Wind up radio</i> 	Southwold Pavilion The Common, Southwold
F	<ul style="list-style-type: none"> • <i>Five high-visibility jackets</i> 	Southwold Town Hall High Street, Southwold
G	<ul style="list-style-type: none"> • <i>Rope</i> 	Southwold Police Station Station Road, Southwold
H	<ul style="list-style-type: none"> • <i>20 tins of food</i> 	Swan Hotel, High Street, Southwold
I	<ul style="list-style-type: none"> • <i>Maps</i> 	Blyth Valley Community Radio, Casino, Gun Hill, Southwold
J		Reydon Bowls Club Halesworth Road, Reydon

Table Showing Key Locations of Vulnerable Groups in the Area

Location	Address	Number of Vulnerable Persons	General Nature of Vulnerability e.g. Learning difficulties, mobility impaired etc.	Key Point of Contact, Plus Alternate if not 24hrs
Oaklands House,	Covert Road, Reydon, Southwold IP18 6RD	29	Old Age	01502 724955
Pytches View (Orwell Housing Association)	Wangford Road, Reydon, Southwold, Suffolk IP18 6PA	32 flats (Maximum 64 beds)	Older people with support and care needs including dementia	01502 726062.
St Barnabus	Godyll Rd, Southwold IP18 6AJ	14	Old Age	Wendy Clack 01502 722264
The Rest Almshouses (Andrew Matthews Charity)	Covert Road, Reydon, Suffolk IP18 6RD	4 Cottages	People over 65 years of age who have lived in the community for at least twenty years	01502 724 699

N.B

This table should be treated as a 'live' source and updated whenever the group becomes aware of other locations which house a proportion of vulnerable persons.

Community Emergency Group Generic Action Card

	Action	Instructions	Person Responsible	Notes
1	Phone 999	Detail the following: 1. Type of incident 2. Exact location 3. Identify yourself as a coordinator and provide your name/address/Tel no 4. Emergency Services required 5. Estimated number of casualties if applicable 6. Hazards and road blocks 7. Access routes 8. Make a note of the time and person dealing with the incident (if told)	First member of Community Emergency Group to be made aware.	NOT RELEVANT IF ACTIVATION IS REQUESTED BY LOCAL AUTHORITY OR POLICE
2	Phone Waveney District Council Emergency Planning Officer Peter Langford 07920 139293	Give information as above 1-7 and say that you have phoned 999. Provide any information received from the Emergency Services and ask for advice concerning the notification of neighbouring parishes.	First member of Community Emergency Group to be made aware.	NOT RELEVANT IF ACTIVATION IS REQUESTED BY LOCAL AUTHORITY OR POLICE
3	Contact Lead Emergency Coordinator or deputy	Ensure that they are aware of the incident, the actions already taken and agree handover of management of the incident for the Community Emergency Group.	First member of Community Emergency Group to be made aware.	NOT RELEVANT IF ACTIVATION IS REQUESTED BY LOCAL AUTHORITY OR POLICE
4	Contact all remaining members of the Community Emergency Group.	Relay information about the incident and provide the time and location of the first meeting. Notify JEPU duty officer, or WDC Emergency Planning Officer where and when the meeting is due to take place.	Lead (or deputy) Emergency Coordinator	A meeting in person may not be required and it may be sufficient to 'warn' members off over the phone, whilst maintaining a watching brief.

5	Contact the Doctor's surgery or out of hours (OOH) service and make them aware of the situation.	Liaise with WDC EPO/JEPU duty officer to determine if this requirement is necessary and what the expectation might be for the OOH service or Southwold Surgery.	Lead (or deputy) Emergency Coordinator	
6	Contact other Voluntary groups which may be affected by the incident	Record groups contacted	Lead (or deputy) Emergency Coordinator	
7	Establish an Emergency Operations Centre	Break out Emergency Boxes, test all available communications and notify WDC EPO that the centre is operational. The EPO should then relay this information to other emergency responders. Agree the use of handheld radios – if necessary – and the channel to be used. Notify other community groups that the centre is operational. Establish a rota system for manning the centre, if the incident is likely to be protracted. Call on other volunteers as necessary to support the Community Emergency Group and issue tabards. ALWAYS CONSIDER THE HEALTH AND SAFETY OF VOLUNTEERS DEPLOYED TO ASSIST IN THE RESPONSE.	Lead (or deputy) Emergency Coordinator	
8	Phone Police and set up liaison with emergency services and other agencies	Act in accordance with any instructions issued by the Incident Officer in Charge and/or WDC EPO/JEPU duty officer.	Lead (or deputy) Emergency Coordinator	
9	Convene initial meeting of the Community Emergency Group	Use the sample agenda, record all actions agreed and the person responsible. Determine any other parties who need to attend subsequent meetings. Agree next meeting time and brief the JEPU duty officer or WDC Emergency Planning Officer if not present.	Lead (or deputy) Emergency Coordinator	

11	Phone Key holders for relevant places of safety (as listed at Pg. 11) where necessary	Ask key holders to act in accordance with procedure that has been agreed including opening the premises and making them ready for use. Ask them to advise the Coordinator and Police when the premises are available. Explain that they will be advised further if they are not required.	Lead (or deputy) Emergency Coordinator	NOT RELEVANT IF EVACUATION IS NOT REQUIRED
12	Media involvement	Before speaking to the media, the Lead Emergency Coordinator should consult with the WDC EPO/JEPU duty officer to ensure that any information provided is consistent with the multi-agency message. Brief all volunteers to refer media to Emergency Operations Centre if approached.	Lead (or deputy) Emergency Coordinator	
13	Incident stand-down	Ensure all volunteers connected with the Community Emergency response are notified. Arrange a debrief session to collect all key points from volunteers. Invite WDC EPO to attend. Ensure that all equipment is collected, accounted for and recharged/maintained as necessary. Update plan according to any key lessons identified if relevant.	Lead (or deputy) Emergency Coordinator	

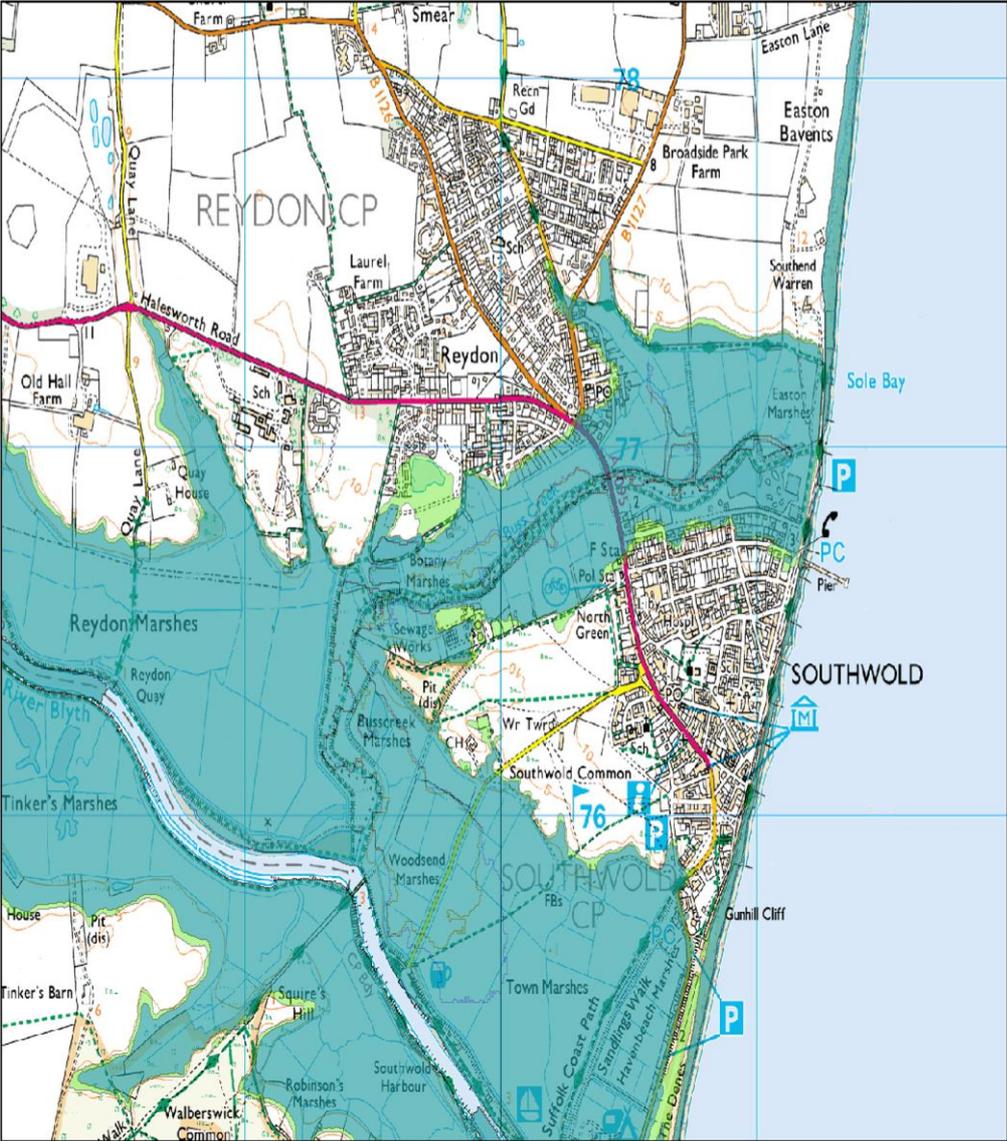
Actions Agreed with Local Authority in the Event of an Evacuation

The police are the lead agency with respect to evacuation and multi-agency evacuation plans are in place for large urban conurbations in Suffolk – for Ipswich, Bury St Edmunds and Lowestoft – supported by SRF developed strategic guidance for evacuation. Local Authorities will cooperate with all agencies when evacuation is required and where necessary will establish Rest Centres to provide refuge and welfare. Local Authorities have pre-identified suitable premises for use as major Rest Centres across the whole of Suffolk. In certain circumstances, however, the use of local facilities such as community halls, etc., may be used, generally for short term refuge requirements.

Where such facilities are considered care must be taken to ensure proper procedures are in place, staff are adequately trained and all agencies are aware that the Rest Centre has been established. It must be remembered that evacuees may have specialist needs requiring professional assistance; may be concerned about the safety of relatives or animals; may require urgent medication should their normal medications not have been collected on evacuation; and other problems may arise that require resources additional to those available”.

Flood Zone Map of Southwold and Reydon

Flood Zone Map centred on Southwold & Reydon - Created 30th January 2012.
Ref: CCE/2012/47133



Scale 1:18,000

- Legend**
- Flood Map - Flood Zone 3
 - Flood Map - Flood Zone 2

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Contact Us: National Customer Contact Centre, PO Box 544, Rotherham, S60 1BY. Tel: 08708 506 506 (Mon-Fri 8-6). Email: enquiries@environment-agency.gov.uk



Location of Grit Bins and Advice for Spreading Salt/Grit

Grit Bins: Southwold

- A1095 Market Place on footway o/side Hutsons shop
- A1095 High Street on footway o/side United Reform Church
- U1630 Victoria Street on footway next to phone box
- U1631 Blackmill Road on footway to side of the little shop (f/way use)

Grit Bins: Reydon

- Corner of Lowestoft Road/Covert Road
- Bottom of Elliott Avenue
- Corner of The Drive/Halesworth Road
- Corner of Mount Pleasant, Boyden's Store/Culvert Road

Advice for Volunteers Spreading Salt/Grit, or Clearing Snow from the Highway at Times of Severe Weather

- Wear a high visibility long sleeved vest or jacket. A vest can be worn over normal clothing. A jacket can be worn in place of a normal coat.
- Wear warm clothing and stout footwear which will provide good grip. Physical work will warm up the body so be prepared to shed layers but remember your body will quickly cool down once you cease work.
- Ensure that someone is aware that you have gone out to carry out this work and how long you intend to be there for. Remember also to advise that person of your return.
- Assess the location before commencing work. Do not attempt the work if you feel conditions would make this unsafe – For example if visibility is poor, traffic flows are too high or conditions are so severe that you would be placing yourself at risk of falling or extreme cold.
- Always be aware of approaching traffic. Remember the conditions may mean that traffic will have difficulty stopping. Try to work in pairs so that someone can observe the traffic.
- Use the grit sparing and thinly. Spread a small amount on a shovel and sprinkle gently. The material in the grit bins is a mixture of salt and grit. The salt will help to speed up the process of thawing snow and ice the grit is intended to provide grip on the surface of compacted snow or ice.
- When spreading salt/grit on pavements it is better to remove most of the snow first and then spread the salt/grit mixture.
- DO NOT USE HOT WATER. This will melt the snow, but will replace it with black ice, increasing the risk of injury.

- If shoveling snow: Use a shovel with the widest blade available. Make a line down the middle of your path first, so you have a safe surface to walk on. Then you can simply shovel the snow from the centre to the sides.
- If salt is not available from the grit bins, consider spreading some ordinary table salt on the area you have cleared to prevent any ice forming. Ordinary salt will work and can be purchased cheaply from any local shop, but avoid spreading on plants or grass.
- Care should be taken to avoid blocking access points to properties driveway, paths especially at pedestrian crossings and drains. The cleared snow should be deposited in the verge or areas that are non-trafficked.
- If you clear snow and ice yourself, be careful - don't make the pathways more dangerous by causing them to refreeze. But don't be put off clearing paths because you're afraid someone will get injured. Remember, people walking on snow and ice have responsibility to be careful themselves.
- Pay extra attention to clear snow and ice from steps and steep pathways - you might need to use more salt on these areas.
- Clear the snow or ice early in the day. It's easier to move fresh snow rather than hard snow that has packed together from people walking on it. So if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall to stop it refreezing overnight.

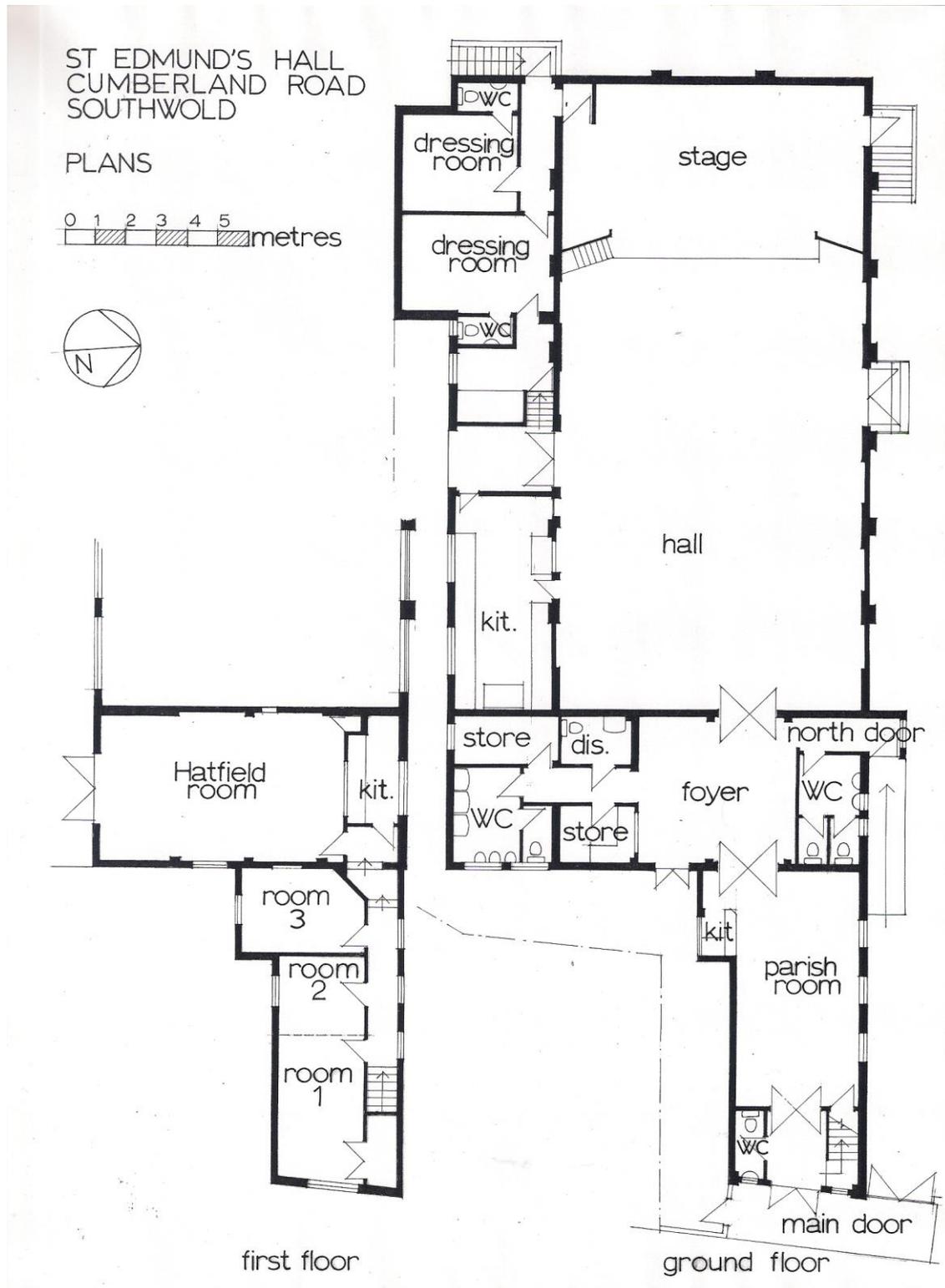
Local Skills and Resources

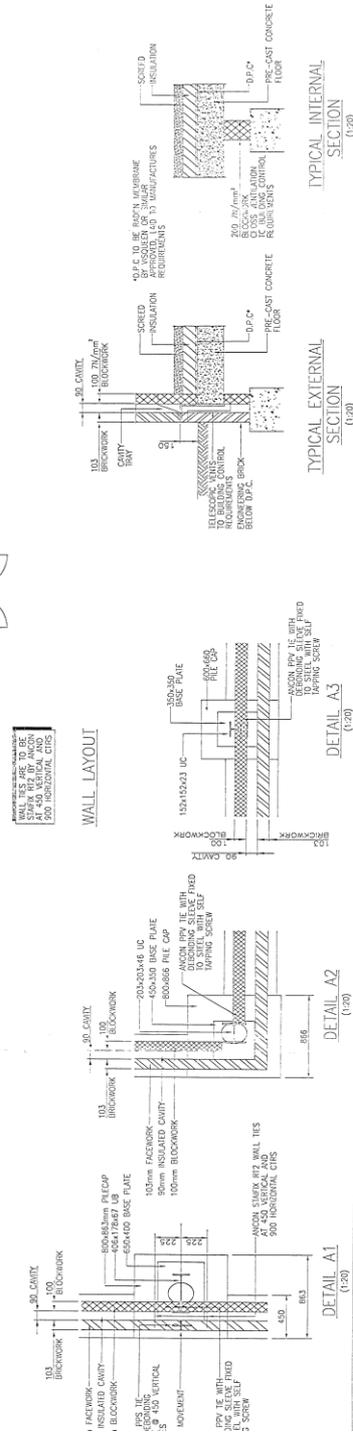
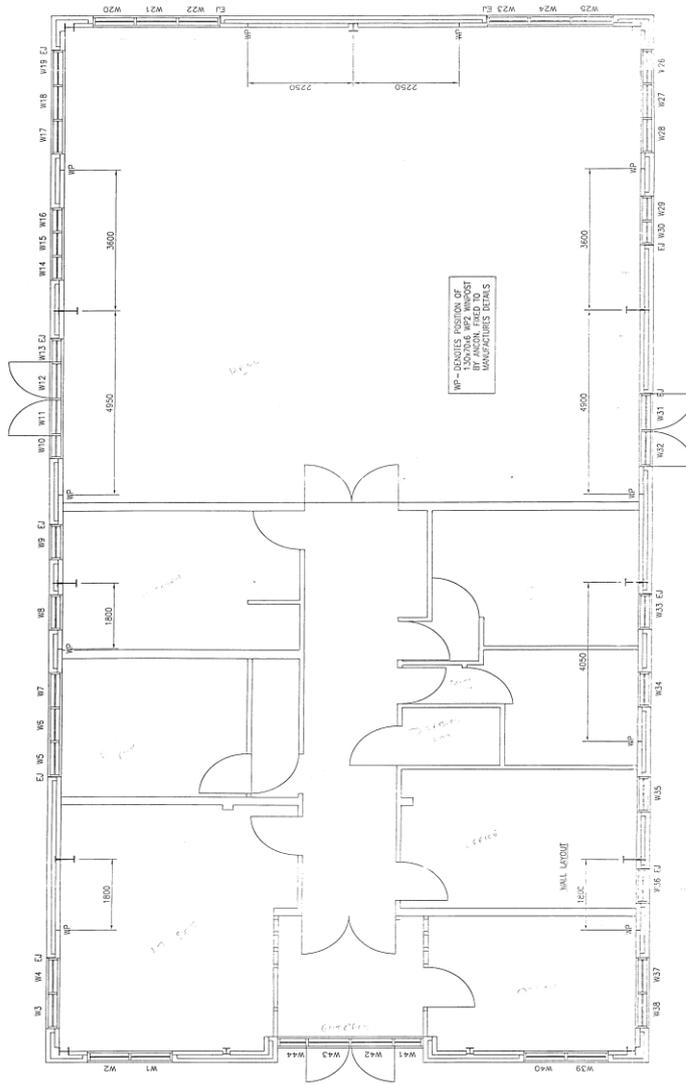
Skill/resource	Owner/Organisation	Contact details	Location
Chainsaw owner (tree surgeon)	Peter Mace	01502 724159	
Emergency Beds	To be arranged via the Joint Emergency Planning Group in consultation with the Local Authority	07920 466338	
Emergency Generators	Simon Tobin	0758 4411 875	
Emergency Lighting	Donna Brabben	07775 977078	
First aiders (qualified)	First Responders are arranged via the Ambulance Service	Kevin Doyland 07940 533772	
4x4 owner/drivers	Norfolk and Suffolk 4 x 4 Response	Emergency Coordinator Use Only	Appendix N
Plant Equipment (earthmoving)	DCH Builders, Reydon Duncan Builders Southwold	01502 724 152 01502 723636	
Transport (minibus)	St Felix School Southwold Shuttle	01502 722175 01502 722576 0758 4411 875	Halesworth Road Reydon
Water/food supplies	Co-operative Tesco Express Barbrooks Store Boydens Store Clancey's Store	01502 723112 01502 722152 01502 723 573 01502 722170	2 Market Place Southwold 2, Queen Street Southwold 18 Lowestoft Road Reydon, 1 Mount Pleasant Reydon 2 Station Road, Southwold

Floor Plans for Places of Safety

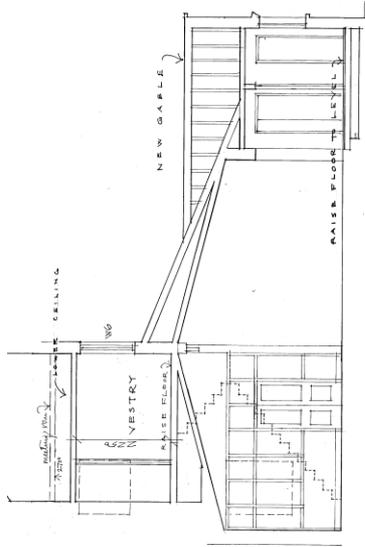
St Edmunds Hall

(i)

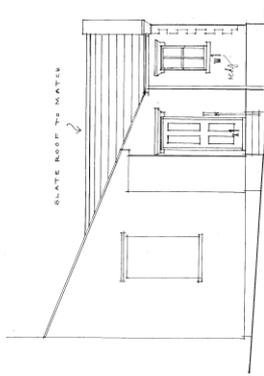




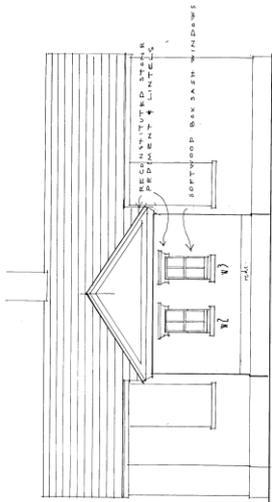
<p>PROJ: STELLA PESKETT HALL SOUTHWOLD</p> <p>TIE VORTON PARTNERSHIP LTD. CONCRETE, COIL & STRUCTURE ENGINEERS</p> <p>100% DRAWN BY: JAVOS 10% CHECKED BY: M 10% APPROVED BY: JAVOS</p>		<p>SCALE: 1:50, 1:25 & A1</p> <p>DATE: JAVOS</p> <p>DRAWN BY: TEL</p> <p>CHECKED BY: M</p> <p>DESIGN NO: 8159/21Wall Layout</p>
<p>100% DRAWN BY: JAVOS</p> <p>10% CHECKED BY: M</p> <p>10% APPROVED BY: JAVOS</p>	<p>100% DRAWN BY: JAVOS</p> <p>10% CHECKED BY: M</p> <p>10% APPROVED BY: JAVOS</p>	<p>100% DRAWN BY: JAVOS</p> <p>10% CHECKED BY: M</p> <p>10% APPROVED BY: JAVOS</p>
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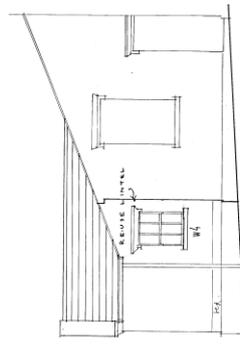
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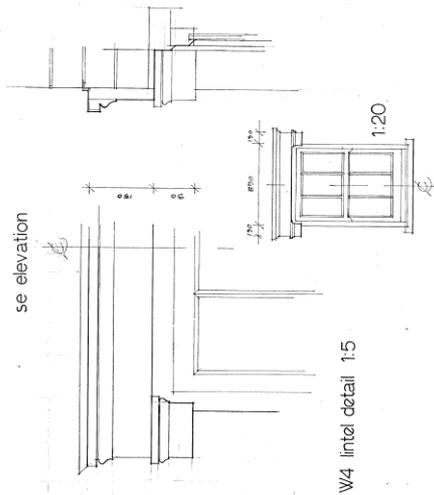
nw elevation



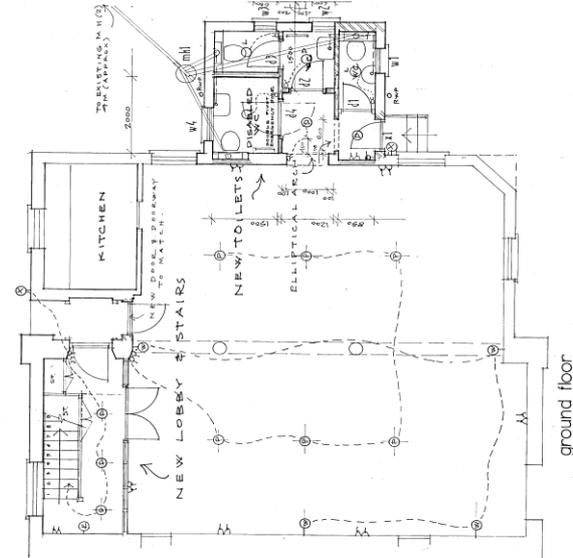
sw elevation



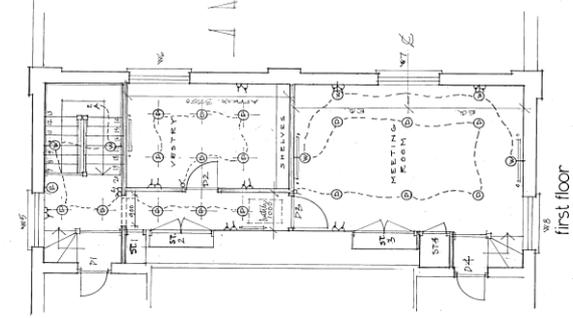
se elevation



W4 lintel detail 1:5

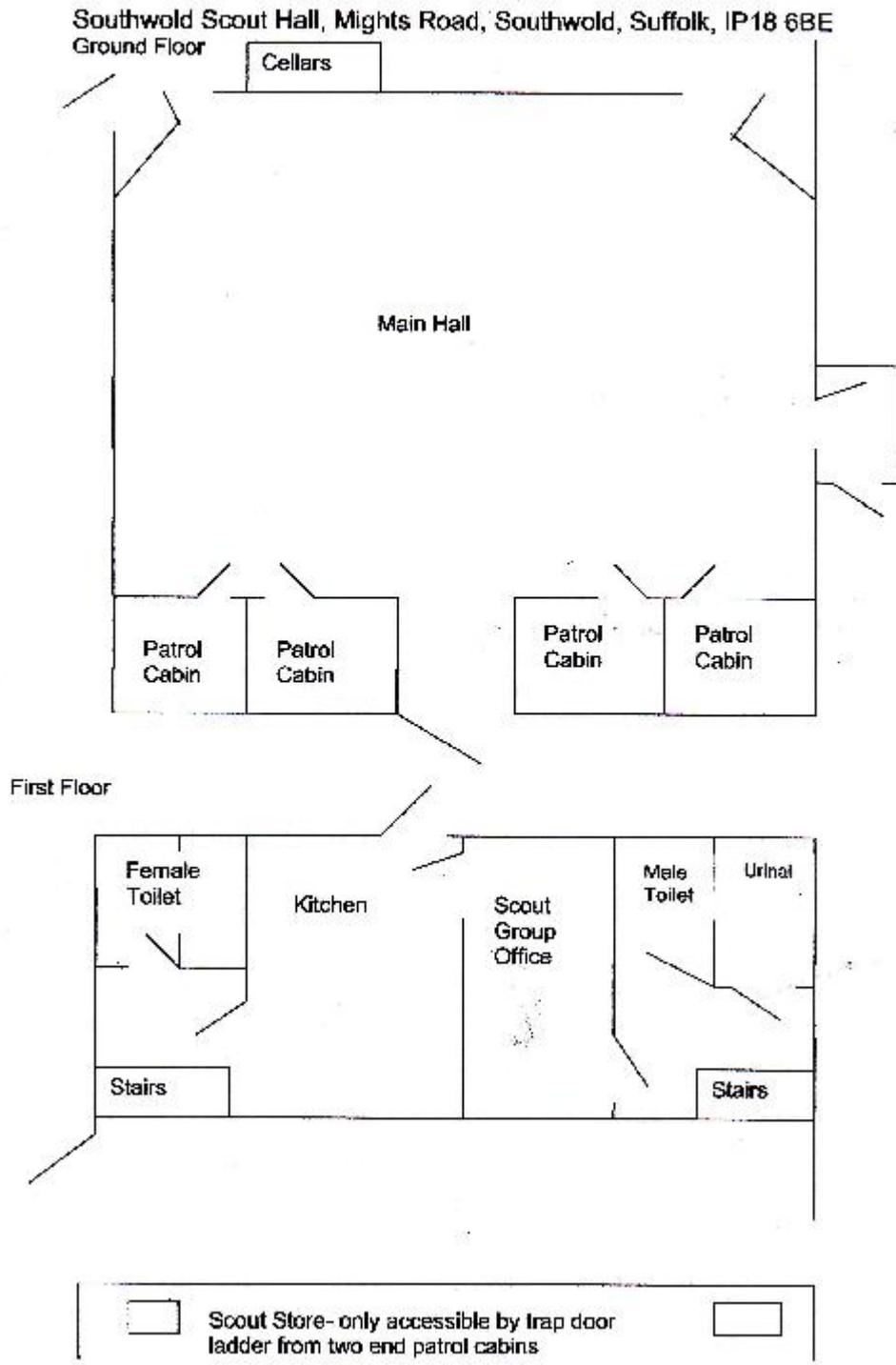


ground floor



first floor

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EMERGENCY CALL-OUT NUMBER

01603-310-444

(N.B To be used by lead Coordinator only)

Please let this number ring to allow it to automatically hunt through a sequence of numbers until it is answered

Our duty Response Controllers can be contacted 24 hours a day on this number.

Please give: Your name, organisation and direct contact number

The nature of the incident and what resources are required

The precise location by address, postcode, and/or map reference

The name of the contact at the location and their contact number

We are a group of volunteers who utilise our own 4x4 vehicles and equipment to provide assistance to the emergency services and the community in times of severe weather, disaster or need.

All our drivers undergo an initial driving, vehicle and equipment assessment before being placed on our call-out register, and thereafter undergo regular training.

All vehicles are identified and carry a basic set of emergency equipment, many are fitted with amateur radio, and all drivers have an Id badge and wear hi-viz clothing with the 4x4R logo. 4x4 Response is a fully insured non-profit organisation, where our members volunteer their services for the benefit of the community.

With a 24 hour contact and call out capability and with members located across Norfolk & North Suffolk we can mobilise personnel and vehicles rapidly.

We work closely with the local Rover Rescue groups, and operate an integrated mutual aid policy.

Being the founding member of the 4x4 Response National Network, we can mobilise the support of other groups across East Anglia and the UK in the event of a local disaster or crisis.

Website: <http://www.4x4response.net/>

Admin Contact: info@4x4response.net

Southwold and Reydon 'Community Emergency Plan' Group 2011/2012

The members of the Southwold and Reydon 'Community Emergency Plan' Group who were responsible for collating this Plan were:

**Brian Bailey
Dr Adrian Durrant
Michael McElarney
Simon Tobin
Chris Ure
Toby Walton**

The group also received valuable information, advice and support from:

**Ryan Hills
Robin Buncombe**

to whom they express their thanks.

This Plan would not have been possible without the generous support and the practical help of a large number of individuals, groups, organisations and statutory agencies who have made available maps, plans, premises, equipment, services and environmental information. The Planning Group acknowledge the willing help provided and record their thanks to all concerned.

Thank you also to those individuals and organisations who so generously financially supported this project and enabled the printing and the contents of the boxes to be made possible.

