

WESTHALL

COMMUNITY EMERGENCY PLAN

V. 2 - Adopted JAN 19

INTRODUCTION

THE VILLAGE OF WESTHALL

Westhall is a rural village in Suffolk, England about 3 miles northeast of Halesworth and 5 miles south of Beccles, with a population of around 300. The village church of St Andrew is located about one mile outside the village centre and is a Grade 1 listed building. The majority of the modern parish sits on Wangford Road which cuts through the centre of the village. Along this road is the pub (The Racehorse), village hall, recreation ground and village shop and Post Office.

The parish of Westhall is in Waveney District (soon to be East Suffolk District 1 April 2019) and in the electoral division of Halesworth. The village is not on a main road, although the Ipswich to Lowestoft branch railway line runs through the village, with an average of 36 trains per day. The village is on the Konectbus route 90. Farming and tourism are the two main commercial activities in Westhall.

THE EMERGENCY PLAN

GENERAL

In preparing this plan we recognise that emergencies/major incidents may come in many forms and what may constitute an incident for one person may not affect another in the same way. For the purpose of this plan, an emergency is defined as:

Anything which endangers or threatens the well-being of people or the environment.

It is recognised that the Emergency Services and Waveney/East Suffolk District Council have their own plans and procedures for dealing with emergencies or incidents and these take primacy. However, in the event of a widespread emergency these resources and those of the utility services are likely to be at a premium and Westhall parish should be prepared to be self-sufficient and assist those that are vulnerable. The villagers also possess local knowledge and information that may be of use to the emergency services in the immediate aftermath of an incident.

OBJECTIVES OF WESTHALL COMMUNITY EMERGENCY PLAN

The purpose of this Community Emergency Plan, hereafter known as the plan, is to get the village community to work effectively together to assist those that are affected by an emergency. The plan states what actions will be taken to:

- Alert and assist the emergency services.
- Activate the plan and notify the Emergency Volunteers.
- Alert Waveney/East Suffolk District Council that the plan has been activated.
- Inform Westhall villagers about the incident.
- Identify vulnerable people within the community that may require assistance.
- Open the Village Hall to provide a safe place of refuge for those affected by the incident.

As part of the development of the plan it is important that villagers are made aware of the plan and understand how it may be used in an emergency.

PLAN CO-ORDINATOR AND DEPUTY – ROLES AND RESPONSIBILITIES

Westhall has decided that they should have a singular Plan Co-ordinator, assisted by a Deputy, who should both be Parish Councillors. Their roles are to:

- Maintain and annually review the plan.
- Activate the plan in an emergency, or if asked to do so by the emergency services or Waveney/East Suffolk District Council.
- Provide the focal point for the Westhall village response to an emergency.
- Provide a link between the community and the emergency services, Waveney/East Suffolk District Council and other responders.
- Be prepared to brief the community on the incident, including posting information on the Westhall website and Facebook page.
- Brief villagers on community preparedness and the contents of the plan.
- Maintain an incident box, containing items which may be of use to the Emergency Services, such as a map, and list of all residential addresses in Westhall.

EMERGENCY VOLUNTEERS – ROLES AND RESPONSIBILITIES

Emergency Volunteers are Westhall villagers who provide a link between the Plan Co-ordinator (or the Deputy) and the residents in their immediate locality. Their primary role is to receive information from the Plan Co-ordinator and distribute it to residents either by word of mouth or leaflet. The Emergency Volunteers may also help with the identification of those that are vulnerable and have been affected by the incident or emergency.

The Plan Co-ordinator, Deputy and Emergency Volunteers form the core of the Westhall village response to an incident or emergency, and the contact list is at Annex A.

The six areas are as follows:

Area 1: All dwellings on Wangford Road going west from the western side of the railway crossing, and all those dwellings on Butts Lane from and **including** 'Tyneholme' to and **including** 'Valley Farm'.

Area 2: All dwellings on Wangford Road going east from the eastern side of the railway crossing up to the junction with Bacons Green Road, and all dwellings on Hares Lane.

Area 3: All dwellings on Locks Road **including** 'Blue Tile Farm' and 'Low Farm' (although these two are outside the parish boundary).

Area 4: All dwellings on Bacon's Green Road going east up to and **including** 'Beacon Farm', and all dwellings on Meadow Close and on The Causeway.

Area 5: All dwellings on Bacon's Green Road going east from and **excluding** 'Beacon Farm', up to the Halesworth road and all dwellings around the Church including 'The Old Rectory'

Area 6: All dwellings going east along Nollers Lane and The Danger from and **including** 'Swallows Farm' up to and **including** 'Stradbrook Town Farm' and 'Red House Farm'.

PLAN ACTIVATION AND NOTIFICATION OF ACTIVATION

The plan will be activated at the request of the emergency services or local authority, or when the Plan Co-ordinator or Deputy becomes aware of an incident that is likely to or

has an adverse impact on members of the Westhall community. In the latter case, the Plan Co-ordinator should:

- inform the Waveney/East Suffolk District Council Emergency Planning Officer.
- ensure that the call taker has your Community Emergency Planning Group (CEPG) name, callers name and appropriate contact details and request the Joint Emergency Planning Unit Duty Officer (EPDO) is notified.
- open an event log and record all the key points and decisions made in the Emergency Log Book.

INSURANCE

The CEPG comprises the Plan Co-ordinator and the Deputy, and the Emergency Volunteers are CEPG volunteers. The CEPG and CEPG volunteers will be covered by the District Local Authorities' insurance under the following circumstances;

- The local authority has requested you activate your plan and volunteer group.
- The volunteers are registered with the CEPG.
- The CEPG and CEPG volunteers are under the direction of a local authority member of staff (this can be remotely), and local authority receives regular updates of task progress / issues arising from the CEPG.
- They only carry out the actions / activities that have been agreed by the local authority.
- A record of the activities undertaken and volunteers employed in those tasks is maintained by the CEPG.
- Activities they have been asked to undertake are commensurate to their skills and competency.
- Appropriate dynamic risk assessments are carried out.

The use of motor vehicles is not covered by the local authority's insurance and it is the responsibility of the individual to ensure that they have adequate and appropriate cover.

Any person who undertakes activities that are not agreed by the local authority will only be covered by the Parish Council's insurance policy if the CEPG has first confirmed that to be the case.

CASCADE

In the event that the plan is activated the Plan Co-ordinator should cascade the information to the Emergency Volunteers. The following information should be included, which can be distributed to residents:

- Time of the incident.
- Nature and extent of the incident.
- Hazards and road closures.
- What emergency services or other responders have attended the incident.
- Number of residents involved.
- Likely duration of the incident.
- The impact the incident is having or is likely to have on the community.
- The information we want Emergency Volunteers to gather from residents.
- Whether we are setting up the Village Hall for those affected by the incident.

VULNERABLE PEOPLE

As part of the cascade process it is important to identify those people within Westhall community that have been or are likely to be affected by the incident. Some people by virtue of their age or pre-existing medical condition may be vulnerable and more susceptible to extremes of temperature, interruptions to key services etc. Although some of these individuals will be known to community health or social services, it is important that physical checks are made by Emergency Volunteers to ensure that they are not struggling to cope.

SAFE PLACE OF REFUGE

In a protracted incident, or if people are evacuated from their homes by the emergency services, it is important to provide expedient shelter where centralised services can be provided. The Village Hall will fulfil this function for Westhall community. A floor plan and list of facilities is at Annex B.

Requests to use the Village Hall should be made to one of the Village Hall key holders, who should be asked, prior to its use to make a note of meter readings and conduct a quick risk assessment to ensure that the building and facilities are suitable.

OPERATION 'T' TOWEL

This is a system to assist residents in the case of an emergency, or who being asked to evacuate their homes. The advice is contained in the Emergency Plan Guidelines circulated to every home in the village and states that **if a resident is not sure whether to leave their home or not, or they require updated information, they should hang a tea-towel from their letterbox, window or front door, so that others will know that they need help.**

**ANNEX A TO
WESTHALL COMMUNITY EMERGENCY PLAN**

CASCADE - KEY CONTACT DETAILS

Name	Role and Responsibility	Address	Telephone
Charles Baker	Co-ordinator		
John Lickman	Deputy Co-ordinator		
Julia Punt	Village Hall keyholder		
Pat Lickman	Area 1 volunteer		
Kathryn Langford	Area 2 volunteer		
Brenda Smith	Area 3 volunteer		
George Harvey	Area 4 volunteer & Village Hall keyholder		
John Lickman	Area 5 volunteer		
Shaun Darch	Area 6 volunteer		
Peter Langford	District Emergency Planning Officer		
Keith Fawkner-Simpson	Emergency Planning Officer - OFFICE HOURS		07920 139306 01394 444453
Suffolk Local Authority Emergency Planning Duty Officer	Emergency Planning Duty Officer - OUT OF HOURS		01473 433440 ask for Joint Emergency Planning Unit Duty Officer
East Suffolk District Council	Emergency Control Centre - FOR WIDESPREAD OR PROLONGED INCIDENTS		01502 523630 eccops@eastsoffolk.gov.

KEY TO AREAS 1-6

Area 1: All dwellings on Wangford Road going west from the western side of the railway crossing, and all those dwellings on Butts Lane from and **including** 'Tyneholme' to and **including** 'Valley Farm'.

Area 2: All dwellings on Wangford Road going east from the eastern side of the railway crossing up to the junction with Bacons Green Road, and all dwellings on Hares Lane.

Area 3: All dwellings on Locks Road **including** 'Blue Tile Farm' and 'Low Farm' (although these two are outside the parish boundary).

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Area 5: All dwellings on Bacon's Green Road going east from and **excluding** 'Beacon Farm', up to the Halesworth Road and all dwellings around the Church including 'The Old Rectory'.

Area 6: All dwellings going east along Nollers Lane and The Danger from and **including** 'Swallows Farm' up to and **including** 'Stradbrook Town Farm' and 'Red House Farm'.

**ANNEX B TO
WESTHALL COMMUNITY EMERGENCY PLAN**

WESTHALL VILLAGE HALL FACILITIES

Facilities comprise:

- oil fired heating
- electrical power
- kitchen
- toilets
- showers
- tables and chairs to accommodate approximately 90 people
- disabled access
- defibrillator (located in yellow cabinet outside of hall on wall facing car park)

**ANNEX C TO
WESTHALL COMMUNITY EMERGENCY PLAN**

WESTHALL RISK REGISTER

Risk	Impact on community	Response
Severe Weather	Heavy snowfall or prolonged icy conditions cuts off village or prevent people accessing amenities and services. Possible shortage of food, medicines or heating oil.	Monitor weather forecasts and promulgate warnings. Advise residents to protect pipes and turn off water supplies to empty buildings in the event of extremely cold weather. Check and support vulnerable individuals. Report utility problems to service providers. Encourage residents to clear snow from paths/road if safe to do so. Monitor grit bins and inform Suffolk Highways when low.
Flooding	Heavy rain floods individual properties or prevents access along Hares Lane/Nollers Lane	Monitor weather forecasts and promulgate warnings.
Utility Failure	UK Power Networks - electricity British Telecom / Open Reach - telephones Essex and Suffolk Water - water	Encourage vulnerable individuals to register as Priority Users with the utility companies. Report utility problems to service providers. Co-ordinate collective response from village hall (eg water distribution)
Infectious Disease	Pandemic flu is main risk to communities and it may also compromise normal health services	Check and support vulnerable individuals.
Major Fire	Psychological impact as well as displaced individuals.	Use village hall for emergency shelter. Request donations to assist with replacing household and sundry items.
Rail Incident	Inconvenience of large number of emergency responders for extended period. Likely to restrict access to village	Use village hall to support emergency personnel. Ask Suffolk Highways to provide diversion route and signage.

**ANNEX D TO
WESTHALL COMMUNITY EMERGENCY PLAN**

WESTHALL INCIDENT BOX

The following equipment should be available in the Westhall incident box, which is located at WESTHALL VILLAGE HALL, MILL COMMON, IP19 8RQ

- Westhall Community Emergency Plan inc. cascade list for all key contacts and details of areas 1-6
- Parish map with areas 1-6 marked and grit bins marked with a cross
- List of Westhall residential properties
- Emergency log book
- 6 x High visibility jackets (Co-ordinator and Deputy Co-ordinator hold jackets at home)
- Torches