

# Monks Eleigh Emergency Plan



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

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# **COMMUNITY EMERGENCY PLAN**

## **MONKS ELEIGH PARISH SUFFOLK**

**THE AIM OF THE PLAN:** The overall aim of this Plan is to help the people of Monks Eleigh to respond to and respond to emergency incidents that may happen in and around the village.

### **THE PURPOSE OF THE PLAN:**

- To identify the possible localised risks to the village may need to be involved in.
- To ensure that everything is in place to deal with these incidents.
- To ensure that everything is done to maintain the safety, health and general wellbeing of local people, particularly those who are the most vulnerable.
- To ensure there is effective liaison with the emergency services, local council and other agencies.
- To ensure that people are kept protected, well informed and reassured with minimum disruption to their everyday lives.

**EMERGENCIES:** If anyone is involved in an emergency incident in the village or in someone else's home then he/she should always immediately **RING 999 (Police, Fire Brigade Ambulance)**

For the same response, people can also **RING 112** from a mobile phone.

**NON-EMERGENCIES:** In cases where help is required, but it is not an emergency, then people should **RING 101 (Police)** and **RING 111 (NHS)**

# Monks Eleigh Emergency Plan

## AIMS AND OBJECTIVES

Aim: support response efficiently when called upon by local authority or Emergency planning officer from the Joint Emergency planning team

Objectives:

- Identify a clear and simple activation process
- Identify volunteers willing to support in a response
- Identify risks and assets within the local community

## FIRST STEPS IN AN EMERGENCY

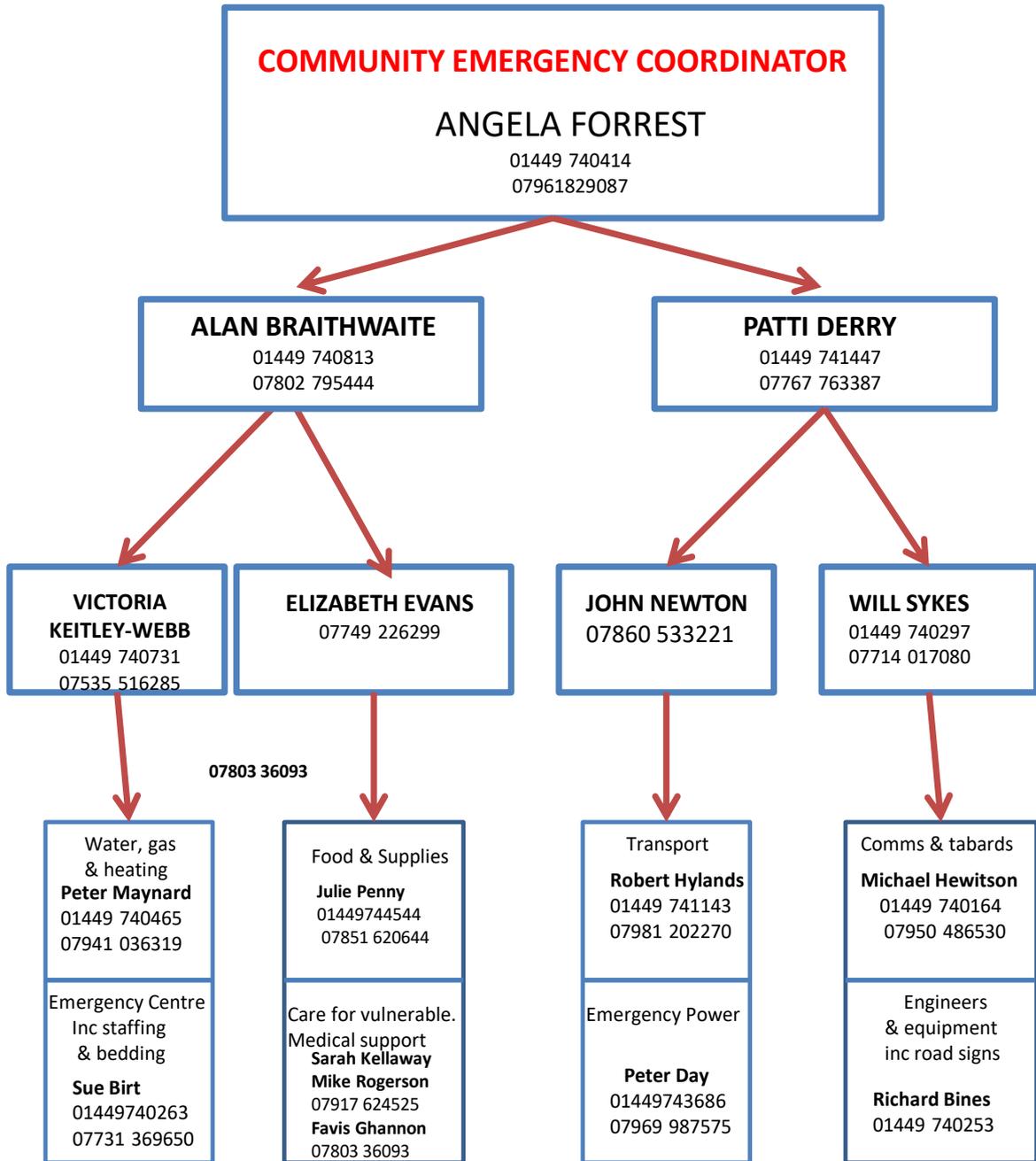
1. Emergency situations cannot, in the main, be predicted so it is important this Emergency Plan is flexible in outlook and adaptable to most, if not all, emergencies.
2. Many emergency situations will first be identified by an individual within the village, someone nearby or perhaps someone in the appropriate authority and it is therefore important the Emergency Coordinator, in conjunction with other key players on the telephone tree, is able to assess the emergency.
3. In assessing the emergency it is important to **establish the precise nature of the incident**, whether immediate, and/or direct, action is required at the scene of the incident or whether it would be **better to isolate the area concerned in order to protect people and/or property** and where appropriate, take action by activating the emergency plan as follows:
  - If not already advised, contact emergency coordinators as indicated on the emergency contact list Page 10 and telephone tree Page 6,
  - warn and advise those in the immediate area,
  - contact and brief appropriate key players and other volunteers

## ACTIVATING THE PLAN

Follow the instructions below to activate the plan

	Instructions	Comment
1	<p>Call 999 if situation warrants it (unless already alerted)</p> <p>Contact Emergency Coordinator and/or first available Deputy.</p>	<p>If power disconnected try using mobile phone or a normal phone that is not dependent on power</p>
2	<p>Emergency Co-ordinator and/or Deputies to carry out needs assessment initially by telephone (if possible) then by face to face discussion at safe location if necessary. Review need to advise/enlist help from those on Emergency Contact list.</p>	<p>Check to see if there is a need to warn/advise villagers, co-ordinate telephone tree and keep records of action taken.</p>
3	<p>Parish Councillors to make contact with key leaders and runners</p>	<p>If you are unable to pass the emergency details to any member of the emergency team or others on the telephone tree then seek other help as appropriate, if necessary, from emergency services</p>
4	<p>Emergency Team should check with adjacent Parish Co-ordinators to see if they also have an emergency or if they could assist directly or by providing shelter etc</p>	

# TELEPHONE TREE



## Local Risk Assessment

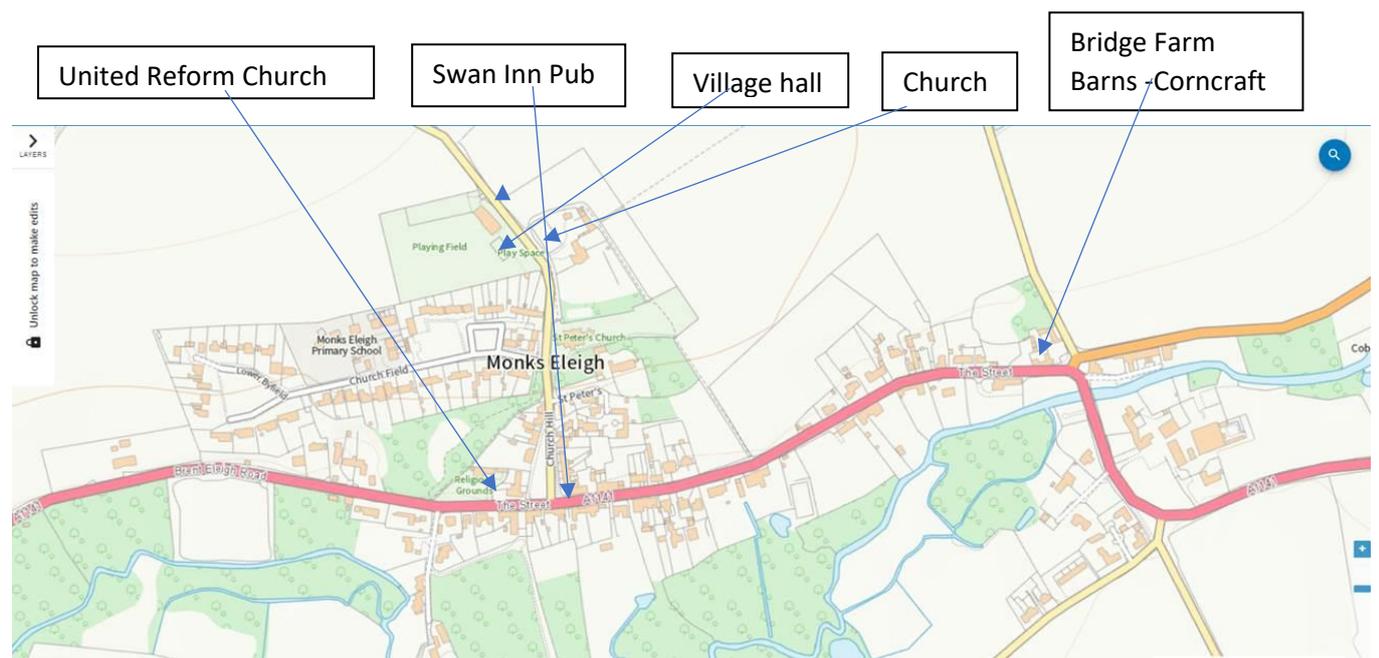
Risks	Impact on community	What can Community Emergency Group do to prepare?
River Brett prone to flooding	<ul style="list-style-type: none"> <li>• Flooding of local streets</li> <li>• Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure ditches clear</li> <li>• Encourage membership of Flood Watch via EA.</li> </ul>
Severe weather conditions	Extreme heat, cold, wind damage, fallen trees and snow blockages etc. Access on roads may be a problem	<ul style="list-style-type: none"> <li>• Ensure salt/sand stocks are in place at strategic points</li> <li>• Spread grit from grit bins when needed.</li> <li>• Managing traffic flows when necessary until Police arrive on the scene and then assist as directed.</li> </ul>
Power often disrupted due to major of properties fed by overhead distribution  Other utilities	<ul style="list-style-type: none"> <li>• Lighting,</li> <li>• Heating,</li> <li>• Telephones with mains connections</li> <li>• Water</li> </ul>	<ul style="list-style-type: none"> <li>• Check torches regularly</li> <li>• Have one phone to plug straight in to phone socket (not dependent on mains supply)</li> <li>• Use generators for most needy – dialysis machine gets first call – contact Coordinator</li> <li>• <a href="http://www.suffolkresilience.com/risk-advice/utility-failure">www.suffolkresilience.com/risk-advice/utility-failure</a></li> </ul>
Preparation for emergency	Parish council to actively encourage individual preparation for emergencies	<ul style="list-style-type: none"> <li>• Each household to keep an emergency bag with a charged torch and those who do not own a mobile phone to have a cheap pay as you go phone for emergencies</li> </ul>
Fire	Includes fires at private houses, farms and commercial premises	
Road accidents	One main road through village. Peak periods a steady flow of traffic. Traffic includes private, commercial & agricultural vehicles	
Incidents involving military aircraft	<ul style="list-style-type: none"> <li>• Near Wattisham Flying Station</li> <li>• Army &amp; National Police service helicopters</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency services and Ministry of Defence will deal with them but village may be able to assist with some aspects</li> </ul>

# KEY LOCATIONS

Identified with local authority for use as places of safety

Building	Key Contact	Potential usage in an emergency	Contact details
Village Hall	Angela Forrest	Shelter/overnight accommodation possible	01449 741414
Bridge Farm (Corncraft) The Street	Caroline	Assembly area Vehicle parking Hot food	01449 740456
Swan PH, The Street	Pub Manager	Shelter and food	01449 763163
St Peters Church	Pat Braithwaite Rev Mike Birt	Churchwarden Vicar	01449 740013 01449 740623
Monks Eleigh United Reform Church	Rev Bryn Rickard	Minister	01473 827895

# MONKS ELEIGH MAP SHOWING KEY ASSETS OR INFORMATION ON MAP



## KEY CONTACT LIST

Emergency Co-ordinator	Angela Forrest	01449 740414	07961829087
Deputy Emergency Coordinator	Patti Derry	01449 740447	07767 763387
Borough Duty Emergency Planning Officer (24/7)		01473 265376	
Doctor (Bildeston Health Centre)		01449 740254	
Area Highways (24/7)		01474 433444	
Children/Young Persons Emergencies (24/7)		0808 8004005	
UK Power Networks (24/7)		0800 7838837	
Highways Agency (Trunk Roads only)		0300 1235000	
Trading Standards		01473 264859	
Highcliff Vets Surgery Hadleigh (24/7)		01473 822704	

## LIST OF COMMUNITY ORGANISATIONS

that may be helpful in identifying vulnerable people or communities in an emergency

<b>Post Office - Mandy Coll</b>	Monks Eleigh Community Shop	01449 741630
<b>Community Shop –</b>	General Store, Off Licence, fresh and frozen produce, newspapers & stationery	01449 744908
<b>Bridge Farms/Corncraft</b>	Shop, Restaurant and Tea Room Bridge Farm Barns	01449 740456
<b>Doctors Surgery</b>	Bildeston Medical Centre	01449 740254
<b>Hadleigh Community Transport</b>	Dial a ride minibus service with links to Ipswich	01473 828202
<b>E.C. Cars (Leeders)</b>	Taxis and Private Hire	01449 740592
<b>The Swan Inn</b>	Free House & Restaurant	01449 763163
<b>Computer Maintenance</b>	Mike Hewitson	01449 740164
<b>St Peters Church, Church Hill</b>	Rev Mike Birt Pat Braithwaite	01449 744484 01449 740813
<b>Monk Eleigh United Reform Church</b>	Rev B Rickard	01473 827895
<b>Hedgerows</b>	Farm Shop & Nursery - Brent Eleigh Road	01787 247772

## PARISH COUNCILLORS AND THEIR SPECIFIC AREAS OF RESPONSIBILITY

Chairman	Angela Forrest	01449 740414
Vice-Chairman	Patti Derry	01449 741447
Footpaths/Highways	Elizabeth Evans	07749226299

Parish Council Finance	Alan Braithwaite	01449 740813
Millennium Green Representative	Patti Derry	01449 741447
Footpaths & Highways	Elizabeth Evans	07749 226299
Defibrillators	John Naylor	01449 741447
Planning	John Newton	07860 533221
Playing Fields and Common Areas	Victoria Keitley-Webb	075355 16285
Website	Peter Day	01449 743686
SALC Representatives	Will Sykes	01449 740297
Village Hall Representative	Angela Forrest	01449 740414
Parish Clerk	Lucinda Rogers	01449 677882

### Plan distribution list

Name	Role	Phone number/email address	Issued on
Local Authority - Joint Emergency Planning unit	Emergency Planning Officer	Office hours 07920 466338 freddie.gulliver@suffolk.gov.uk	
Environment Agency	Local Environment Agency Officer	01473 706005 Carol.mayston@environment-agency.gov.uk	
Community Police Officer		01473 613500	
Parish Clerk	Parish Council Clerk	01449 677882	
Angela Forrest	Parish Council Chairman	01449 740414	
Patti Derry	Parish Council Vice Chairman	01449 741447 07767 763387	

# MONKS ELEIGH FLOOD RISK MAP

