

## Waldringfield Community Emergency Plan

### Introduction

Waldringfield is a small parish with approximately 250 properties and 450 residents. The village is 2 miles East of the A12 (Foxhall Rd junction), 3 miles from Woodbridge to the north. See Appendix A for a map of Waldringfield.

### Activation & Response

In the event of an emergency impacting the parish/community, the following residents will form an emergency coordination group when safe to do so, to assess the impacts of the incident, coordinate the local response, inform, and support residents and responding agencies as far as is practical.

Name	Parish Role	Response Role	Landline	Mobile	Email
Chris Lyon	Parish Councillor & Village hall rep.	Emergency Planning Liaison	01473 736291	07592366485	christinelyon58@btinternet.com
John Smith		Flood Warden	01473 736257	07505035456	g3wts@btinternet.com
Tony Lyon	Harbourmaster	Asst. Flood Warden	01473 736291	07925081062	anthonylyon888@btinternet.com
Jon Wilkins		Asst. Flood Warden		07771537404	barnaclebillsailing@hotmail.com

In the event of any local emergency, if there is **ANY threat to life**, dial **999** and alert the emergency services (Police, Fire, or Ambulance) immediately. If there is no perceived threat to life, but you have **information** that may help the emergency services, dial **101**.

On activation of this Plan, the group will contact East Suffolk Council to inform the Emergency Planning Officer (EPO) / District Emergency Planning Officer (DEPO) of the activation. The group will continue to liaise with the Local Authority for the duration of, and recovery period of, the emergency.

Ensure that the call taker is given your CEPG Name, callers name and appropriate contact details

Office hours; 01394 444453 / 01502 523321 (if no response, use OoH's routine below)

Out of hours; East Suffolk Central Control (Norse) 0800 440 2516 – option 2 and request that the Norse Duty Officer notifies East Suffolk Councils Emergency Activation Officer.

Emergency Control Centre (ECC) when activated: 01502 523630 (note both East Suffolk House (Melton), & Riverside Offices (Lowestoft), use the same phone number)

**PLEASE NOTE:** In a widespread incident the Activating Officer / ECC is a single point of contact and may supporting the wider LA response across the County and may not be able to respond to you immediately.

### ★ Insurance

The Community Emergency Planning Group (CEPG) and CEPG volunteers will be covered by East Suffolk Councils insurance under the following circumstances:

- East Suffolk Council has requested you activate your plan and volunteer group.
- The CEPG 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 they have been authorised to do or agreed by the local authority.
- A record of the activities undertaken and volunteers employed in those tasks is maintained by the CEP Group.
- Activities they have been asked to undertake must be 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.

If you undertake activities that are not authorised by EAST Suffolk Council, then you need to determine whether your local Parish / Town Council's insurance policy covers these activities.

### Risk Assessment

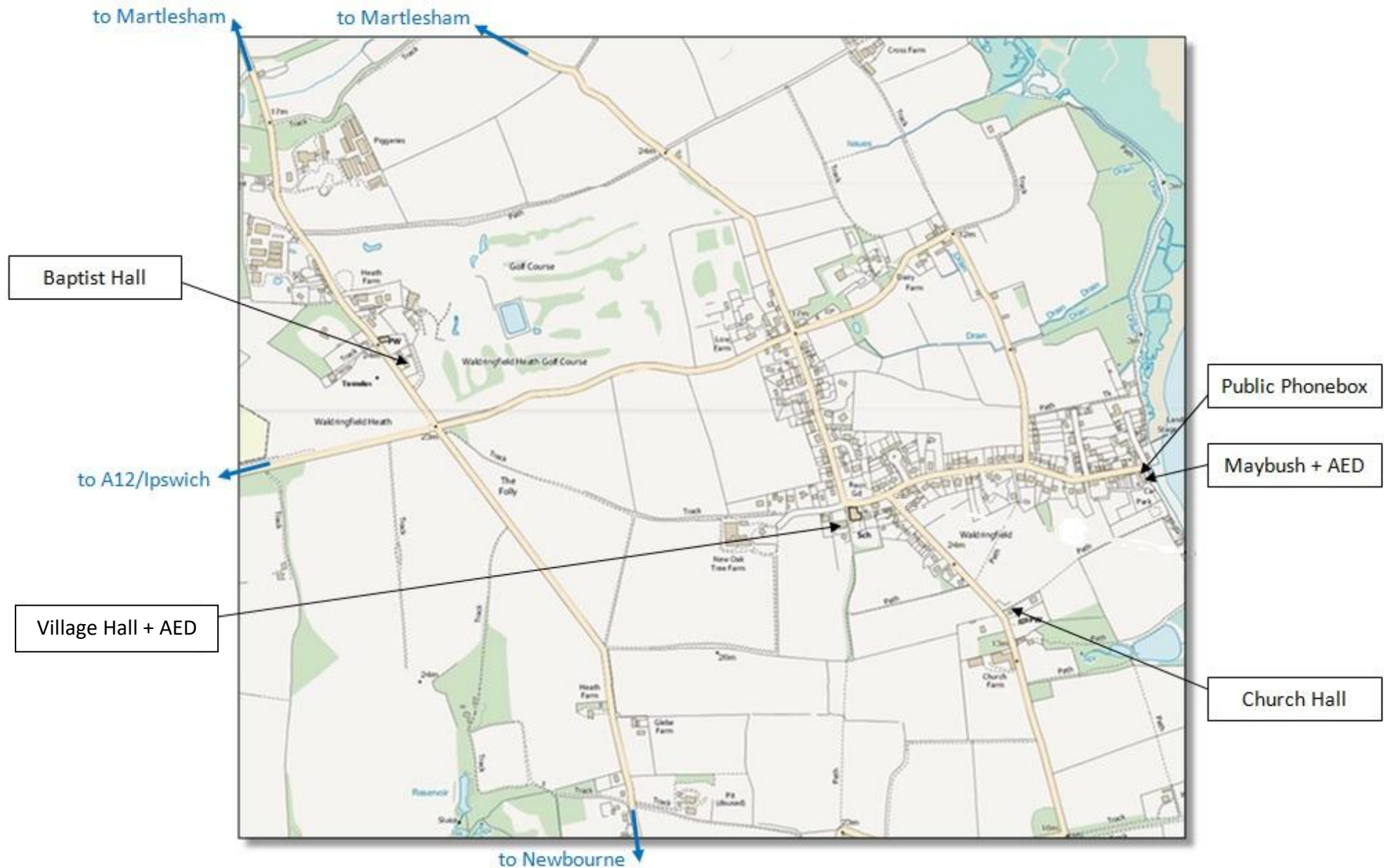
Type	From	Affected	Notes
Medical	Various	Individuals	Seek medical help as appropriate. Defibrillators are located at The Maybush and the Village Hall, see Appendix B.
Storm	N/A	Community	Self-help with rain covers etc.

Electricity	Wires down	Community	Not for DIY! Contact UK Power Networks. Alert those who might be at risk, e.g. nearby householders. If necessary and safe to do so, cordon off a section of road.
Road blocked	Tree fall or accident	Community	Clear debris if possible, and if is safe to do so, (e.g. once weather abates, check no overhead cables have been disturbed, and/or volunteers with appropriate PPE can safely advise any approaching traffic that road is blocked before removing minor debris). If unable to clear, contact Suffolk Highways and police if necessary.
Road accident	Various	Individuals	Contact emergency services as appropriate.
Snow and ice	Winter weather	Community	Maps showing the locations of grit bins are in Appendix C.
Flooding	River & Sea	Quay properties	See Appendix F.
	Rainstorms	Community	
Fire	Various	Individual properties	Maps showing the locations of fire hydrants are in Appendix C.
Sewage	Flood or power failure	Community	Not for DIY! Contact Anglian Water.

Contacts for emergency shelters are given in Appendix E. General contacts are given in Appendix G.

## Appendices

## Appendix A - Map of Waldringfield



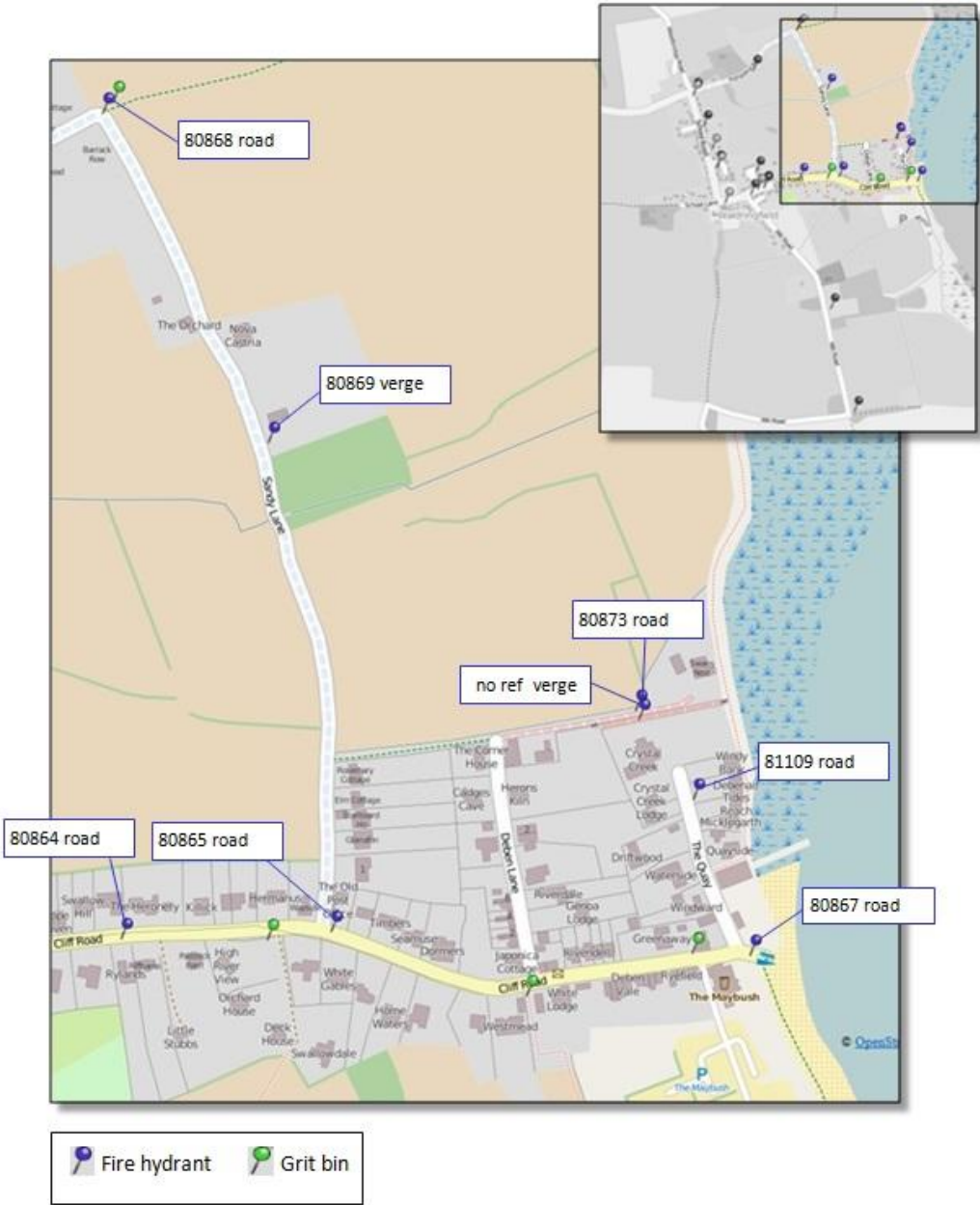
## Appendix B Defibrillators

Waldringfield has two AEDs (Automatic Emergency Defibrillator device). One is fixed to an external wall at the Maybush (see photos below), the other outside the entrance to the Village Hall. Both are housed in an all-weather cabinet and may be used by anyone. No prior knowledge is needed - once opened the device plays oral instructions to guide the user when attending the casualty. The device can be taken to the location of the casualty. To open the cabinet you need a security code, which the 999 operator will supply, so it is essential to call 999 before attempting to use the AED. Although not necessary for operation, details can be found at [www.defibtech.com/](http://www.defibtech.com/)



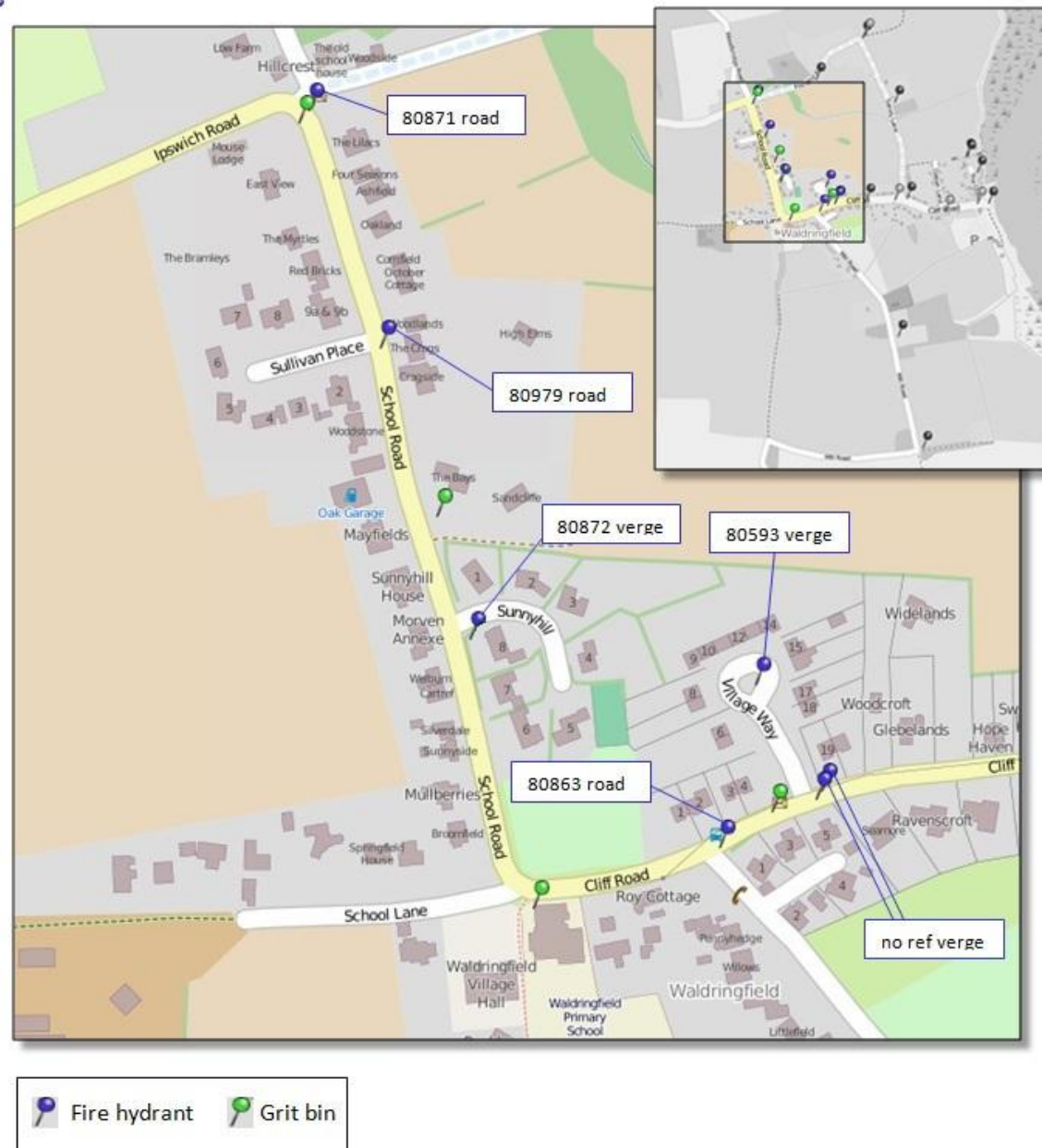
Appendix C - Maps of Fire Hydrants & Grit Bins

Sandy Lane, Cliff Road, Deben Lane, The Quay





School Road, Sullivan Place,  
Sunnyhill, School Lane, Cliff Road,  
Village Way



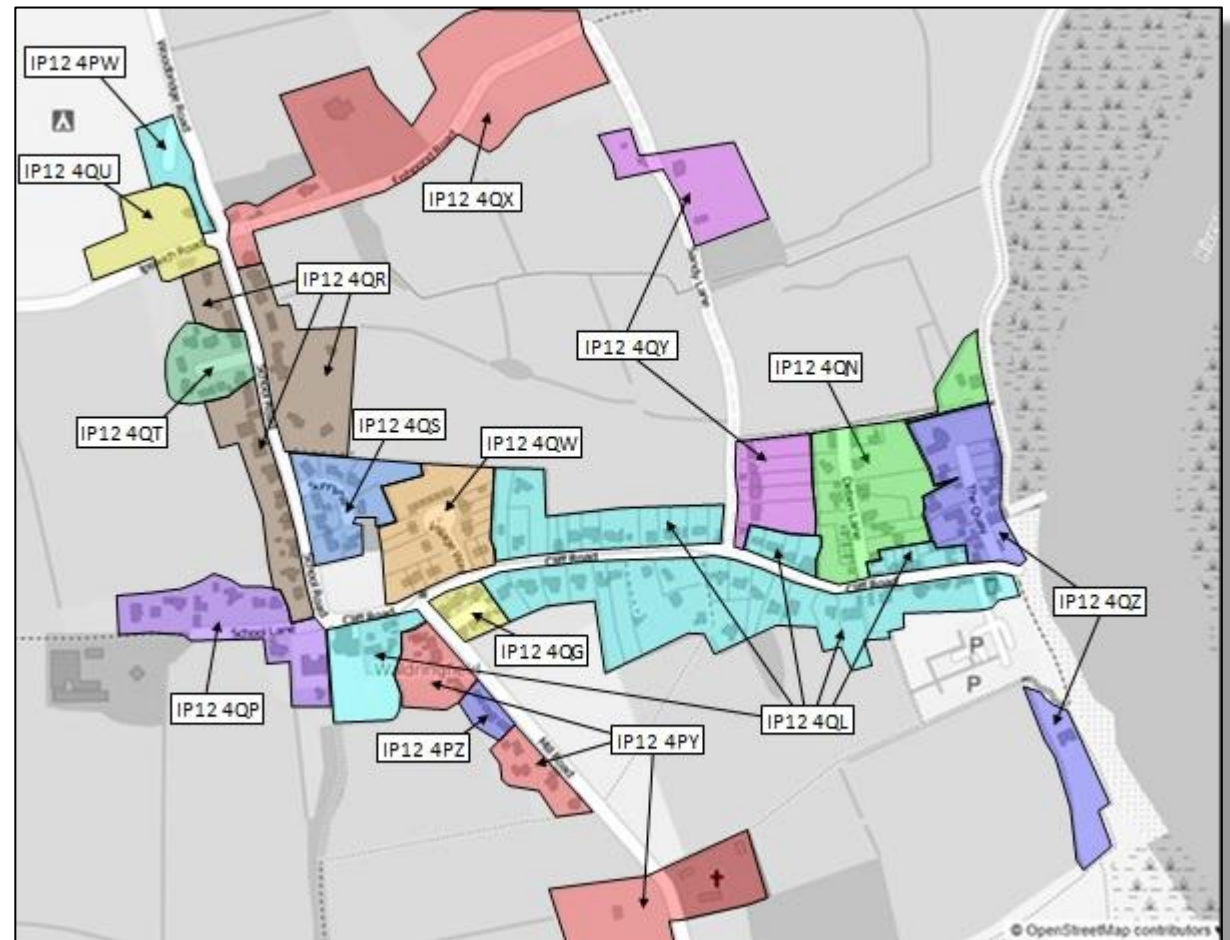
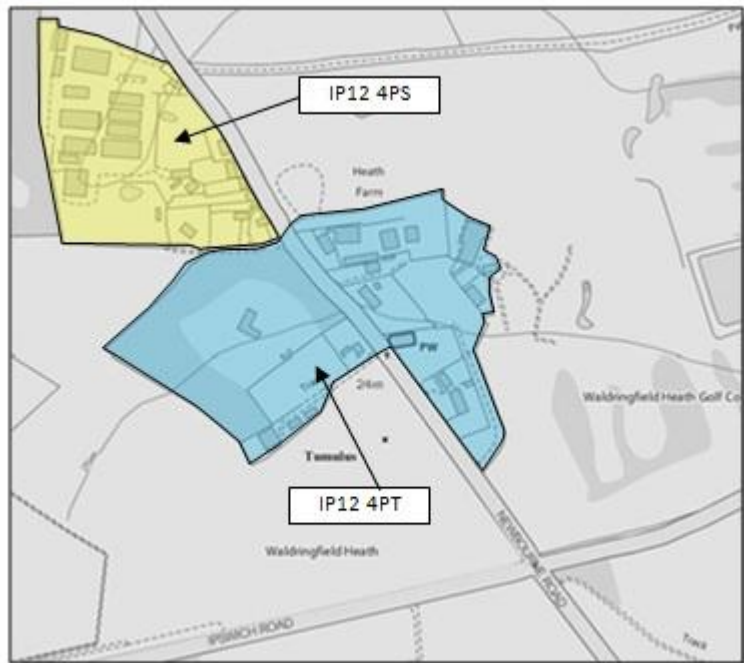
Mill Road





## Appendix D - Waldringfield Postcodes

If you dial 999 one of the first things you will be asked is where the emergency service should go to, including the postcode. There are 17 different postcodes in the parish, and these are shown in the two maps below.



## Appendix E – Emergency Shelters

Choice of which centre to use depends on what the emergency is, where and how many people need refuge. **Waldringfield's Village Hall** is obvious, well located and widely known, but during the December 2013 flooding "The **Maybush**" was preferred and very suitable. The Village Hall served as a good rest centre for emergency services. The **Church Hall** in Mill Road and the **Baptist "Youth Hall"** at Waldringfield Heath are alternatives. The locations are shown in Appendix A. Key-holders are:

<b>Village Hall</b>	Philip Hall (Chairman) 07989778673, Tony Lyon 01473 736291 or 07925081062, Marian Bradley 01473 736126
<b>Maybush</b>	Steve Lomas 01473 811815
<b>Church Hall</b>	Margaret Quantrill 01473 736522, Ron Payne 01473 736268
<b>Baptist Hall</b>	Pastor James Wilson 01473 736285

## Appendix F Flooding

A flood protection wall has been built to protect the properties on the Quay. This contains a number of reinforced gates that must be shut when a possible flood is imminent. Responsibility for this lies with the owners of the properties where the gates are located, but the Flood Warden is responsible for ensuring all gates are shut when necessary.

## Appendix G Useful Contacts

Organisation	Service	Phone	website
Suffolk Joint Emergency Planning Unit	Emergency planning	01473 265321	<a href="http://www.suffolkresilienceforum.onesuffolk.net/suffolk-joint-emergency-planning-unit-jepu">www.suffolkresilienceforum.onesuffolk.net/suffolk-joint-emergency-planning-unit-jepu</a>
East Suffolk Council	Supporting the community	0333 016 2000	
Environment Agency Floodline	Provides information on current flood warnings and river levels, and a 3-day flood forecast	0845 988 1188	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a> <a href="http://www.gov.uk/check-if-youre-at-risk-of-flooding">www.gov.uk/check-if-youre-at-risk-of-flooding</a> <a href="http://www.gov.uk/sign-up-for-flood-warnings">www.gov.uk/sign-up-for-flood-warnings</a>
EA Incident Hotline	Reporting and checking a flood incident	0800 807060	
SCC Floodrisk (surface water)	Information on surface water risk in Suffolk		<a href="http://www.suffolk.gov.uk/floodrisk">www.suffolk.gov.uk/floodrisk</a>
National Flood Forum	Flood products and services	01299 403055	<a href="http://www.floodforum.org.uk">www.floodforum.org.uk</a>
Met Office	Weather and travel information	0870 900 0100	<a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a> <a href="http://www.metoffice.gov.uk/about-us/guide-to-emails">www.metoffice.gov.uk/about-us/guide-to-emails</a>
Anglian Water	Water supply, drains and sewage	08457 145145	<a href="http://www.anglianwater.co.uk/">www.anglianwater.co.uk/</a> <a href="http://www.anglianwater.co.uk/help-and-advice/water-">www.anglianwater.co.uk/help-and-advice/water-</a>

			<a href="#">care/priority-services/</a>
BBC Radio Suffolk (FM 103.9)	Travel news (and flood risk news when appropriate)	01473 250000	<a href="http://www.bbc.co.uk/radiosuffolk">www.bbc.co.uk/radiosuffolk</a>
Coastguard - Emergency	Emergency response	999	
Coastguard (non emergency)	Coastal guidance on maritime matters Thames maritime rescue co-ordination centre (covers Southwold to Herne Bay)	02380 329 486 (enquiries) 01255 675 518	<a href="http://www.mcga.gov.uk">www.mcga.gov.uk</a>
Highways Agency	Travel information	0845 750 4030	<a href="http://www.highways.gov.uk">www.highways.gov.uk</a>
British Transport Police (non emergency)	Transport policing	0800 405040	<a href="http://www.btp.police.uk">www.btp.police.uk</a>
Suffolk Highways	Highways issues	0345 606 6171 (Option 9)	<a href="http://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/report-a-flood-in-suffolk/">www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/report-a-flood-in-suffolk/</a>
Fire Safety Advice	Fire safety and fire prevention advice		<a href="http://www.firesafe.org.uk/">http://www.firesafe.org.uk/</a>
Suffolk Fire & Rescue Service (non-emergency)	Fire safety advice	01473 260588	<a href="http://www.suffolk.gov.uk/policingandpublicsafety/fireandrescueservices">www.suffolk.gov.uk/policingandpublicsafety/fireandrescueservices</a> <a href="http://www.suffolk.gov.uk/CommunityFireSafety">www.suffolk.gov.uk/CommunityFireSafety</a>
UK Power Networks	Own and maintain electricity cables and power equipment	0800 783 8838 (to report a power cut)	<a href="http://www.ukpowernetworks.co.uk/">www.ukpowernetworks.co.uk/</a> <a href="http://www.ukpowernetworks.co.uk/power-cut/priority-services-register">www.ukpowernetworks.co.uk/power-cut/priority-services-register</a>
Police (Felixstowe & District Safer Neighbourhood Team)	Neighbourhood policing	101 (non emergencies)	<a href="http://www.suffolk.police.uk/saferneighbourhoods/myneighbourhood/felixstowedistrict.aspx">www.suffolk.police.uk/saferneighbourhoods/myneighbourhood/felixstowedistrict.aspx</a>
Suffolk Police HQ (non emergency)	Policing in Suffolk	01473 613400	<a href="http://www.suffolk.police.uk">www.suffolk.police.uk</a>
British Red Cross	First Aid advice	0844 871 1111	<a href="http://www.redcross.org.uk">www.redcross.org.uk</a>
NHS Choices	Health advice/Out of hours GP	111 (non emergency)	<a href="http://www.nhs.uk/aboutNHSChoices/Pages/NHSChoicesintroduction.aspx">www.nhs.uk/aboutNHSChoices/Pages/NHSChoicesintroduction.aspx</a>
Health Protection Agency	Health information	01235 822603	<a href="http://www.hpa.org.uk">www.hpa.org.uk</a>