

WHERE
WESTLETON
BELONG

EMERGENCY PLAN

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1. INTRODUCTION & OVERVIEW

In the event of a **widespread incident in East Suffolk or beyond**, help may not be immediately available from the emergency services or local authorities. A community Emergency Plan has therefore been drafted, whereby local volunteers and members of the Parish Council will manage the situation initially and liaise with outside agencies as available.

In the event of a **major incident within the parish of Westleton** (defined as a situation or incident endangering or likely to endanger life and property), where outside assistance from the emergency services or local authorities is significantly delayed or reduced, whoever is **Chair of the Parish Council** at the time will look to take control and activate the Emergency Plan.

2. INITIAL RESPONSE – WESTLETON EMERGENCY PLAN TEAM & REST CENTRE

A clear, agreed, and tested communications system is in place to ensure that information can be shared and any necessary actions can be undertaken as quickly as possible. Once the Chair of the Parish Council activates the Emergency Plan, they will mobilise resources as required, with assistance and support from the trustees of the **Village Hall** which would act as an emergency 'hub' (i.e. **REST centre**, see Appendix B.1), providing first aid and welfare facilities as required.

Decisions on actions shall be taken collectively and will be steered by the **Westleton Emergency Plan Team (EP Team)** to be mobilised upon the activation of the Emergency Plan by the Chair of the Parish Council. The **EP Team** consists of:

- Chair of the Parish Council
- Vice-Chair of the Parish Council
- Chair of the Trustees of the Village Hall
- Parish Council representative for the Village Hall
- Clerk to the Parish Council

An **EP Team** WhatsApp group will be established as a back-up to assist with information-sharing and decision-making if other channels of communication are not possible. In the case of a prolonged power outage, communications will be in person.

There are also members of the community with useful skills and resources that the **EP Team** will call on if required (see Appendix C.6) during the initial response. Residents will also need to undertake self-help activities.

3. SUFFOLK JOINT EMERGENCY PLANNING UNIT

The Suffolk Joint Emergency Planning Unit (JEPU) is a shared local authority service managing civil preparedness, business continuity, and major incident responses across Suffolk. It partners with Suffolk County Council, district/borough councils, and the Suffolk Resilience Forum. Its key functions and responsibilities are:

- **Emergency planning:** it creates and maintains major incident response plans for local authorities.
- **Business continuity:** it helps organisations and councils plan for and recover from disruptions.

- **Community support:** it assists local parishes and groups in drafting community emergency plans.
- **Multi-agency co-ordination:** it works under the Civil Contingencies Act 2004 with emergency services and the Suffolk County Council

In the event of an emergency, in addition to providing the initial response, the **EP Team** shall contact JEPU on:

In hours

East Suffolk Council: **0333 016 2000** – request a call back from the Emergency Planning Duty Officer (EPDO).

Out of hours

West Suffolk CCTV: **01284 776100** – request a call back from the Emergency Planning Duty Officer (EPDO).

In a non-emergency situation, the contact details for JEPU are:

Peter Langford - District Emergency Planning Manager

Mobile: 07920 139293

Landline: 01473 265321

Email: Peter.Langford@suffolk.gov.uk

Ruby Hunter – Emergency Planning Officer

Mobile: 07920 139306

Landline: 01473 264511

Email: Ruby.Hunter@suffolk.gov.uk

General email address: emergency.planning@suffolk.gov.uk.

Once JEPU is called, they will provide equipment to help evacuees and their insurance covers the actions taken.

4. RISKS

Emergencies related to severe weather are the most likely to affect the parish of Westleton as a whole:

- High winds may cause damage
- Heavy rain may cause some localised flooding
- Heavy snowfall may result in deep drifts, ice may cause pedestrian and vehicular accidents, and cold weather may pose a risk to public well-being
- Drought and hot weather can lead to wild/forest fires and pose a risk to public health
- Serious weather incidents can knock out power supplies, telephones, and internet access

Other potential risks include a serious incident occurring at the nearby Sizewell nuclear power station although a nuclear-related incident is outside the scope of this plan.

A more detailed list of risks, their likelihood and impact, as well as the actions to be taken should they occur, is presented in the table on the following pages.

Risks	Likelihood	Impact on community	Action (EP Team actions are highlighted in bold)
Long-term power cut (> 5 hours)	Medium	Loss of heating, lighting, internet, telephone and cooking facilities. Low temperatures can be dangerous to the well-being of vulnerable residents.	Depends on length of outage. Evacuation to a place of shelter with resources may be required (see Appendix B.1).
Storms/high winds	High	Downed trees and power lines, structural damage to buildings, road blockages, disruption to transport networks and deliveries.	Evacuation to a place of shelter (see Appendix B.1) may be required. SCC Highways is responsible for removal of debris from roads. Local resources and farmers may be called on to clear roads in the event that SCC is unable to do so in a timely manner.
Heavy snowfall	Medium	Disruption to transport networks and deliveries: locally difficulty in moving within and outside the village. Low temperatures can be dangerous to the well-being of vulnerable residents.	SCC Highways will carry out snow ploughing in severe snow conditions, primarily on busier A-roads. Local farmers will be asked to clear village and surrounding roads in the event that SCC does not.
Low temperatures and ice	Medium	Potential to cause pedestrian and vehicular accidents. Low temperatures can be dangerous to the well-being of vulnerable residents.	SCC Highways is responsible for the precautionary treatment of main roads (B1125). SCC fills grit bins annually. Grit bins* are located at Bakers Lane, Blythburgh Road, The Street, Village Green, Darsham Road & Mill Street *PC members to use bins in close proximity to where they live to grit roads and footpaths when necessary. The Village Hall may be used as a “warm space” for vulnerable residents.

Fire	Medium/High	Unlikely to impact the whole community but properties bordering The Common and farmland could be at risk should any wildfires break out. The Parish Council undertakes annual clearance work around key areas to create on-site fire breaks	Advice from the Fire and Rescue Service has been taken and emergency access points onto the site have been established. Evacuation to a place of shelter may be required (see Appendix B.1)
Sizewell nuclear power station	Low	Release of radioactive material	Residents should adhere to national & local advice delivered via leaflet, radio, television and internet. Establish link to the Sizewell local liaison committee.
Loss of water supply or contaminated tap water	Medium	Loss of drinking water and cooking facilities. Dehydration can be dangerous to the well-being of vulnerable residents.	Essex & Suffolk Water / Anglian Water aim to resume supply within 12 hours. This extends to 24 hours if caused by a leak or burst major water main. Parish Council to check that vulnerable residents have sufficient bottled water should Essex & Suffolk Water not provide it.
Flooding	Low	During periods of heavy rain local roads regularly get flooded as drains/overflows either cannot cope or get blocked. There is the risk that Westleton could effectively be 'cut off' and so contingency measures need to be established to help any motorists who may become stranded. Individual houses may be flooded.	Village Hall to be available to provide emergency overnight accommodation (see Appendix B.1).
Extreme and prolonged heat	Medium	Very high temperatures can pose a risk to the health and well-being of vulnerable residents, especially those with underlying health conditions. High temperatures can also exacerbate dehydration.	"Cool spaces" may be able to be provided at nearby air-conditioned premises. Parish Council to check that residents have sufficient supply of cold water.
Pandemic	Medium	Households may need to self-isolate for extended period/s. Community support measures to be put into place where practical and possible – following government/medical guidelines	Residents must follow official national guidance and advice delivered via leaflet, radio, television and internet. Community Care network which was established during COVID lockdown to be re-activated

APPENIDX A – ADVICE FOR HOUSEHOLDERS IN EMERGENCY SITUATIONS

A.1 Self help

Follow the standard government advice – ‘Go In, Stay In, Tune In’.

In a major emergency, if you are not involved in the incident but are nearby or believe you may be in danger, the best advice is to go inside a safe building, stay inside until you are advised to do otherwise, and tune in to local radio or television for information.

There may be particular occasions when you should not ‘go in’, for example if there is a fire, or you are advised differently by the emergency services or your own common sense.

Prepare an emergency self-help kit. It can contain anything you feel will assist you in an emergency. Consider:

- Torches and spare batteries
- Radio – battery-powered or wind-up
- Candles and matches or oil lamps (be aware of fire risks)
- Mobile telephone, in-car charger, solar charger, and battery pack
- A corded telephone*
- Bottled water and non-perishable foods
- List of emergency numbers and other useful telephone numbers
- First aid kit with necessary medication
- Waterproof and warm clothing, hat, scarf and gloves
- Wellington boots
- Blankets
- A camping stove and gas (be aware of fire and carbon monoxide risks)
- If applicable, pet food, baby food and baby care items
- Key personal documents
- Copies of your home insurance documents

* Modern cordless telephones with a base station and portable handsets do not work without mains power. If your telephone or its base station are plugged into the mains, consider buying a corded telephone for your emergency self-help kit. This will be powered by the low voltage from the BT socket and will normally work during power outages.

Know how to turn off utilities at the mains – gas, water, electricity, and heating oil.

Plan how to contact relatives and friends if an emergency develops.

Making it easier for the emergency

If you have a smartphone, consider downloading the free app **what3words**. The app does not require an internet connection and provides a unique three-word reference that can help the emergency services to locate you in the event of an emergency. You may wish to make a note in advance of the **what3words** location for your home address, and keep this handy should you need to give it to the emergency services.

What to do if a severe storm is expected:

- Secure outdoor items such as garden furniture, ladders and dustbins or anything else that could be blown into windows and break them.
- Close and securely fasten doors and windows (including shed and garage doors), clear window sills and pull curtains to protect from flying glass.
- Protect electrical appliances vulnerable to power surges.

What to do in the event of a lengthy power cut:

- Phone UK Power Networks on 105 for advice.
- Keep listening to local radio for updates.
- Check in with vulnerable neighbours.

What to do if you have to be evacuated (if time permits):

- Turn off gas, electricity, and water at the mains.
- Lock all doors and windows.
- Bring necessary items from your emergency self-help kit.

A.2 Be a good neighbour

Icy roads and snow, and even prolonged hot weather can often mean that older or more vulnerable people are not able to get out and about. If you have an elderly or vulnerable neighbour please look out for them in the winter months and during heatwaves. They may need help with shopping, clearing paths, walking a dog or just to see a friendly face.

Specifically if the curtains are not opened during the day, or there are no lights on in the evening, there may be something wrong. Try knocking on the door to see if there is an answer. If not, contact a relative or friend who you think may have a key. If you have concerns about somebody who you have not seen for a while and have not been able to contact them, telephone the local police on 101.

APPENDIX B – LOCAL RESOURCES

B.1 Places of shelter

Should the need arise to evacuate residents for a length of time, the **Village Hall** and **St Peter's Church** have been identified as being places of shelter. **The Village Hall has been designated as the primary REST Centre with St Peter's Church being a stand-by centre if the Village Hall is damaged or otherwise unusable.** Assistance will be given by the Village Hall trustees, the Centre Manager, the Parish Council* and available volunteers.

The two next nearest REST centres (as designated by JEPu) are Darsham Village Hall, IP17 3FA and High Lodge, Hinton, IP17 3QT.

B.2 Local skills & resources

This Emergency Plan relies entirely on volunteers. If you have any particular skills or equipment or can give your time to help others in the community when an emergency occurs, please contact the Parish Council via the Parish Clerk – see Appendix C.4 below. It is important that the Parish Council knows what resources can be called on in an emergency.

B.3 Local amenities

Listed below are premises that supply provisions, sustenance, shelter and warmth on a commercial basis and could supply such in an emergency depending on their power sources.

Venue	Address	Phone number
Westleton Village Hall	The Street	01728 648354 Emergency out-of-hours contact for Centre Manager 07803 128678
The Crown Hotel	The Street	01728 648777
The Post Office/Village Store	The Street	01728 648216
Emmerdale Farm Shop	Westleton Road, Darsham	01728 668648

B.4 Defibrillator

There is a public defibrillator located in the former BT telephone box on the corner of The Street/Darsham Road (opposite the White Horse Inn). If you think that you may need to use the defibrillator, please dial 999 in the first instance, and you will be directed in how to use the equipment if needed.

APPENDIX C – COMMUNICATION & INFORMATION

C.1 Stay informed

Communications may be seriously disrupted and each Parish Councillor has therefore been allocated an area of responsibility in the village to communicate by word-of-mouth. Their primary role is to pass information on to residents in their area, but they will also help with the identification of vulnerable residents and monitor their welfare.

Keeping residents informed of the situation and the subsequent developments in a timely manner is vital when dealing with any serious emergency. It is also advisable to avoid a situation where misinformation starts to spread causing panic or causing people to take the wrong action.

Parish Councillor	Areas of responsibility
Julian Alexander	Reckford Road
Barry Banks	Love Lane & Mill Street
Colin Fisher	Blythburgh Road (lower)
John French	Darsham Road (from parish boundary to White Horse Inn)
Paul Holmes	Heath View, Blythburgh Road (upper)
Ian Johnson	The Street
Juliet Overton	Darsham Road (from White Horse Inn to junction with B1125)
Nick Shearme	Properties adjacent to The Common area
Andrew Turner	Around The Green, and properties outside of the Westleton village envelope
David Watson	Fenstreet Road, Yoxford Road, Grange View
Ian Webber	Bakers Lane

C.2 Useful contacts

Please use the phone numbers listed below for emergencies. Be aware that contact numbers can and do change. Please check the appropriate organisation's website for latest information.

Joint Emergency Planning Unit (JEPU)	Emergency.Planning@suffolk.gov.uk – this is a general email address monitored 24/7 by the Duty Officer
Police	Emergency only – 999 Non-emergency – 101
Electricity	UK Power Networks – 105 or 0800 31 63 105 ukpowernetworks.co.uk/liveupdates Text POWER and your postcode to 80876 (Electricity) – 0800 40 40 90

Gas	National Grid (Gas) – 0800 111 999
Telephone	BT – online at BT.com Openreach – 0800 023 2023
Water	Essex & Suffolk Water – 0800 526 337 No water line – 0345 782 0999 Anglian Water – 0800 771 881
Sewerage	Anglian Water – 03457 145 145
Suffolk County Council	Customer Services – 0345 606 6067 Highways Emergency – 0345 606 6171 Highways England Information – 0300 123 5000
East Suffolk Council	Customer Services – 0333 016 2000 Out of hours emergency service – 0800 440 2516
Social Services/Adult Social Care	0800 917 1109 (not 24 hours – will divert outside normal hours) To report a child at risk from abuse/neglect or if lives are at risk dial 999
St Peter's Church	Yoxmere Benefice – Rev Tim Rogers 01728 668951 Church Warden –
Village Hall	Centre Manager – 01728 648354 Chair of the Trustees – Barbara Buckley
Environment Agency	0800 80 70 60 (24-hour incident hotline for tidal or river flooding)
Leiston Surgery	01728 830526
Saxmundham Health Services	01728 602022
Sole Bay Health Centre	01502 722326
NHS out-of-hours service & emergency dentist	111
St John's Ambulance – emergency support	0870 010 4950
RNLI	Call 999 or 112 and ask for coastguard
RSPCA	0300 1234 999 – injured wildlife

C.3 Local radio

Station	Frequency
BBC Radio Suffolk	95.5 FM and 104.6 FM twitter.com/bbcsuffolk
Heart Ipswich	97.1 FM and 96.4 FM
Town	102 FM

C.4 Westleton Parish Council

Name	Address / what3words	Phone nos.	Email
Andrew Turner (Chair)	The Barn, The Hill, Westleton IP17 3AN ///reward.fiery.defeat	01728 648330 07717 678144	andrew.turner@westletonparishcouncil.gov.uk
Ian Johnson (Vice-Chair)	Westleton Post Office, The White House, The Street, Westleton IP17 3AD ///liver.shuffles.settle	01728 648216 07983 615322	ian.johnson@westletonparishcouncil.gov.uk
Julian Alexander	Friends Cottage, The Street, Westleton IP17 3AD ///nights.gong.brave	01728 648762	julian.alexander@westletonparishcouncil.gov.uk
Barry Banks	Suffolk Punch Cottage, Bakers Lane, Westleton IP17 3AZ ///saving.forensic.washroom	07970 050330	barry.banks@westletonparishcouncil.gov.uk
Colin Fisher	Roosters, Blythburgh Road, Westleton IP17 3AS ///plans.imparting.ahead	01728 648413 07526 566251	colin.fisher@westletonparishcouncil.gov.uk
John French	St Peters Barn, Darsham Road, Westleton IP17 3AL ///micro.minerals.clouding	01728 648158	john.french@westletonparishcouncil.gov.uk
Paul Holmes	3 Heath View, Blythburgh Road, Westleton IP17 3AT ///merit.instincts.earful	01728 648473 07809 618760	paul.holmes@westletonparishcouncil.gov.uk
Juliet Overton	TBC	07930 341901	juliet.overton@westletonparishcouncil.gov.uk
Nick Shearme	Garden End, Bakers Lane, Westleton IP17 3AZ ///clerics.myths.probing	01728 648279	nick.shearne@westletonparishcouncil.gov.uk
David Watson	The Barn, Vale House Farm, Fenstreet Road, Middleton IP17 3NU ///leopard.blogging.crunched	01728 648262 07885 297232	david.watson@westletonparishcouncil.gov.uk
Ian Webber	Orchard House, Bakers Lane, Westleton IP17 3AZ ///musically.share.whistling	07803 079252	ian.webber@westletonparishcouncil.gov.uk
Richard Green (Clerk)	Ballater Lodge, Coles Green, Framlingham IP13 9LF	07983 340721	clerk@westletonparishcouncil.gov.uk

C.5 Further sources of information

Source	Details	Contact
Suffolk Resilience Forum	A multi-agency group that provides strategic/tactical/ operational guidance and planning for a response to a major incident. Provides guidance to communities to help them become better prepared for emergencies.	suffolkprepared.co.uk
The Met Office	General severe weather preparation information and severe weather warnings.	metoffice.gov.uk
Suffolk Constabulary	Advice on winter driving and potential driving disruption.	suffolk.police.uk
Suffolk County Council	Advice on other school closures.	schoolclosures.suffolk.gov.uk
UK Power Networks	Priority Services Register – provides extra support for vulnerable persons.	ukpowernetworks/help psr@ukpowernetworks.co.uk 0800 169 9970

C.6 List of volunteers who may be called upon to assist depending on incident

Name	Phone nos.	Services available
Mr Nat Bacon	07836 540514	Tractor available for snow clearance Field ditch clearance
Mr Mark Watson Mr Matt Watson	07771 896791	Tractor available for snow clearance
Westleton Garage Richard Scarlett	01728 648487	Workshop Emergency vehicle repairs Fuel supply
Mr David Watson	01728 648262 07885 297232	Field ditch clearance
Mr Chris Spall Chris's Tree Services Ltd Mr Jake Spall	01728 648319 07886 657246 07462 148947	Fallen tree clearance
Mr Chris Freeman	01728 648472 07795 566917	General building work/repairs
Mr Julian Alexander	01728 648762 07907 695796	Building and carpentry services Mobile generator (owned by Parish Council)
Mr Nick Shearme	01728 648279	Mobile generator (owned by Parish Council)
Hillas Smith Barbara Buckley	07976 274455 07930 876732	First aid trained
Mr Paul Shore	07566 871197	Updating village website
Chris [surname TBC] (Darsham Road)	TBC	Qualified electrician