

# ***Glemsford Emergency Plan***

**If you are in immediate danger  
call 999**

## **Emergency Contact Lists**

### **Glemsford Emergency Planning Team**

<b>Jenny Brown</b>	35 Long Pastures, Glemsford email: glemsfordemergencyplan@aol.co.uk	01787 280883	07722 838 268
<b>Michael Brown</b>	35 Long Pastures, Glemsford email: flaxlane@aol.com	01787 280883	07904 496 393
<b>Adrian Southgate</b>	66 Fourth Avenue, Glemsford email: adrianjohnsouthgate@gmail.com	01787 282194	07950 274 989
<b>Gary Tuff</b>	32 Tye Green, Glemsford email: gary.tuff1753@btinternet.com	01787 282697	07900 550 536
<b>John Mackenzie</b>	6 Orchard Way, Glemsford email: johnmac3780@hotmail.com	01787 280420	07952 495 779

### **Suffolk's Joint Emergency Planning Unit**

<b>Sue Herne</b>	Emergency Planning Officer	01449 724851 or 01473 826635 or 01284 758462	07776 481787
<b>Steve Henthorn</b>	Emergency Planning Officer	01284 758460 or 01473 825884	07920 466340
<b>Alan Points</b>	Emergency Planning Officer	01284 758461 or 01473 825884	07833 234553
<b>Out of Hours</b>	Babergh Mid Suffolk	01473 826622 01785 216767	

## Glensford Emergency Plan Distribution List

Name	Role	email Address
Sue Herne	Babergh District Council Emergency Planning Officer	<a href="mailto:sue.herne@suffolk.gov.uk">sue.herne@suffolk.gov.uk</a>
Jenny Brown	Glensford Emergency Plan Coordinator	<a href="mailto:glensfordemergencyplan@aol.com.uk">glensfordemergencyplan@aol.com.uk</a>
Michael Brown	Glensford Emergency Planning Team Member	<a href="mailto:flaxlane@aol.com">flaxlane@aol.com</a>
Adrian Southgate	Glensford Emergency Planning Team Member	<a href="mailto:adrianjohnsouthgate@gmail.com">adrianjohnsouthgate@gmail.com</a>
Gary Tuff	Glensford Emergency Planning Team Member	<a href="mailto:gary.tuff1753@btinternet.com">gary.tuff1753@btinternet.com</a>
John Mackenzie	Glensford Emergency Planning Team Member	<a href="mailto:johnmac3780@hotmail.com">johnmac3780@hotmail.com</a>
Debbie George	Clerk Glensford Parish Council	<a href="mailto:clerk@glensfordpc.co.uk">clerk@glensfordpc.co.uk</a>

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## **Aim**

To enable Glemsford Emergency Planning Team to take appropriate action in an emergency situation in Glemsford.

## **Objective**

To obtain and document the information that will enable Glemsford Emergency Planning Team to be in a position to take action if required in an emergency situation.

## **Insurance**

Community resilience group volunteers will be covered by Babergh District Council's insurance under the following circumstances:

- They are a member of and acting on behalf of an authorised Community Resilience Group.
- They have been authorised to act on behalf of the local authority and are under the direction of a local authority member of staff (this can be remotely via a Glemsford Emergency Planning Team member).
- They only carry out the actions/activities that they have been authorised to do or agreed by the local authority.
- 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.

Community Resilience volunteers are only covered by the authority's insurance whilst they are carrying out duties authorised by Babergh District Council.

To undertake activities that are not authorised by Babergh District Council, it must be determined whether Glemsford Parish Council's insurance policy covers these activities.

## **Emergency Boxes**

An emergency box is being kept by each member of the Glemsford Emergency Planning Team. It will contain

- A copy of this Emergency Plan including Appendices
- Maps of Glemsford showing
  - a. Streets
  - b. Location and details of evacuation volunteers
  - c. Location and details of known vulnerable residents
- Paper and pens
- A reflective waistcoat
- A set of all forms needed for the running of a Rest Centre - as set out in the Community Emergency Planning Groups' Rest Centre Guidance document.

The team will have a further single emergency box. This contains all items listed above in members' emergency boxes, and also

- Pin-on numbered ID cards
- An analogue telephone
- A book of cloakroom tickets
- A basic First Aid kit

## Key locations identified for use as rest centres

Building	Location	Potential use in an emergency	Contact details
Village Hall	Tye Green	Accommodation/temporary hospital/meals	See Appendix A
St Mary's Church	Churchgate	Accommodation/temporary hospital/meals	See Appendix A
Old School Hall	Hunts Hill	Accommodation/temporary hospital/meals	See Appendix A
Methodist Church Hall	Hunts Hill	Accommodation/temporary hospital/meals	See Appendix A
Glemsford Social Club	Hunts Hill	Accommodation/temporary hospital/meals	See Appendix A

## Activation triggers

1. Contact from Suffolk Joint Emergency Planning Unit
  - a. Obtain information to complete as much as possible of the Initial Notification Report.
  - b. Make telephone calls to assemble available members of Glemsford Emergency Planning Team in first suitable and available rest centre listed.
2. Contact from villager
  - a. Check that 999 has been called. If not, call 999.
  - b. Obtain information to complete as much as possible of the Initial Notification Report.
  - c. Make telephone calls to assemble available members of Glemsford Emergency Planning Team, in location where no danger exists.
  - d. Discuss whether permission to invoke Emergency Plan should be sought from Suffolk Joint Emergency Planning Unit.
  - e. If appropriate, call a Babergh/Mid Suffolk Emergency Planning Officer during working hours or the Out of Hours number given earlier in this document to request permission to invoke Emergency Plan.
  - f. If permission granted, note name of contact, date and time permission was granted.

## Steps to be followed in an emergency

1. Using information on the Initial Notification Report, decide which
  - a. Rest Centre is appropriate
  - b. types of volunteers and equipment are required.
2. Agree who will be
  - a. Rest Centre Manager – with overall responsibility for running the Rest Centre
  - b. Reception Officers – to receive members of the public arriving at the Rest Centre, render any immediate assistance required and direct them to the Rest Centre
  - c. Administration/Documentation Officer – to organise administration system and summarise completed forms from team members
  - d. Welfare Officer – to have responsibility for aftercare of survivors/evacuees of incident
  - e. Any other posts needed, for example lead to assist emergency services at scene

as volunteers become available to fill these posts. Information on responsibilities of each position is set out in the Community Emergency Planning Groups' Rest Centre Guidance document.
3. Team members to make initial telephone calls to rest centre key holders and volunteers required.
4. Rest Centre Manager to carry out Risk Assessment on Rest Centre.

5. Rest Centre Manager to ascertain capacity of Rest Centre – either from the premises' fire certificate, asking key holder or by calculating this by dividing the total square meterage of the area by
 

Standing	-	0.5 metre square
Seating	-	1.5 metre square
Sleeping	-	5 metre square
6. Rest Centre Manager to complete Rest Centre Manager Check List.
7. Reception Officers to be positioned where all those entering and leaving the Rest Centre can be documented, issuing each evacuee with an ID Card and using
  - a. Registration Form to register evacuees entering the Rest Centre. This document is also to be used to record those leaving without intending to return, from whom ID cards should be recovered.
  - b. Temporary Exit Log to record those leaving and intending to return.
8. Welfare Officer to
  - a. liaise with Reception Officers to obtain name and ID number of each evacuee who has shown an issue on the Registration Form
  - b. obtain more information from evacuee and complete a Rest Centre Follow Up form
  - c. take action necessary to resolve issue, requesting help from Documentation Officer if necessary.
9. Rest Centre volunteers to
  - a. Record all messages received and pass these to Documentation Officer, who will record them on the Message Log.
  - b. Record all lost property on the Lost Property Register.
  - c. Record on the Temporary Property Register all items accepted from evacuees (this is intended for use only where it is considered best for all in the Rest Centre that this person should not be allowed into the Rest Centre while in possession of the item).
  - d. Document the reasons for any decision if considered appropriate.
10. Documentation Officer to
  - a. receive calls from the local authority Emergency Control Centre and contact them when their assistance is needed
  - b. ensure that if supplies are needed, consent for purchase is obtained from the Emergency Control Centre, receipts are retained and the item is entered on the Resources/Services Provided Form.
11. If Rest Centre is open for a long period, Rest Centre Manager to liaise with volunteers to ensure that they are replaced as necessary.
12. Before the Rest Centre closes the Rest Centre Manager is to complete a further Rest Centre Manager Check List to record information before the building is handed back to the key holder.
13. At the end of the emergency, all volunteers should be asked to say how well they felt that the emergency was dealt with.
14. Within 14 days, Emergency Planning Team to review post-emergency for:
  - a. What went well,
  - b. What didn't go so well and what the team can learn from this for the future.

## **Staying in contact when usual communications are disrupted**

Refer to Appendix B: Voluntary workers/groups: RAYNET  
Equipment: Communication

Contact volunteers within these sections to get assistance with alternative communications.

### **APPENDIX A: Rest Centre Key Holders (not included here)**

### **APPENDIX B: List of Volunteers' Skills and Resources (not included here)**

### **APPENDIX C: Vulnerable Residents (not included here)**