

(April 2016)  
(Public Version)

## **COMMUNITY EMERGENCY PLAN RINGSHALL PARISH SUFFOLK**

### **FOREWORD:**

Welcome to the Ringshall Community Emergency Plan.

Ringshall Parish Council has been required by Local Government to produce a plan which will enable the village to respond to certain types of emergency incidents that will need to be dealt with locally.

The village is not being required to represent or replace any of the normal Emergency Services (Police, Fire, Ambulance) who will continue to respond to and deal with local emergencies.

This Plan however, is intended to put formal and organised arrangements in place to make it possible for the local community to support and supplement the Emergency Services and Local Council, as and when necessary.

This version of the Plan has been specifically prepared for the general public. Some private, sensitive and confidential information has been omitted from this document to protect members of the local community and to make sure that the document itself complies with the law.

The Parish Council encourage people to read this Plan and will be pleased to receive any comments, suggestions and feedback that anyone may have.

### **INTRODUCTION:**

This Plan will only be used when the village is required to respond to certain types of incidents. These will be explained in more detail at a later stage.

In general, if an emergency occurs in the village, the normal Emergency Services (Police, Fire Brigade, Ambulance) will respond and then deal with the incidents.

There may, however, be some occasions when the Emergency Services may not be able to respond straight away and local people might need to help themselves.

In addition, the village may also be asked to assist and support the Emergency Services or Local Council when they are dealing with some of these incidents.

## **EMERGENCIES:**

If anyone is involved in an emergency incident in the village or in someone's home, then you 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)

## **THE AIM OF THE PLAN:**

The overall aim of this plan is to help the people of Ringshall to respond to and deal with emergency incidents that may happen in and around the village.

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

The purpose of the Plan is;

To identify the possible incidents that the village may need to be involved in,

To make sure that everything is in place to deal with these incidents,

To make sure that everything is done to maintain the safety, health and general well being of local people, particularly those who are most vulnerable,

To make sure there is good liaison with the emergency services, local council and other agencies,

To make sure that people are kept protected, well informed, and reassured with minimum disruption to their everyday lives.

## **LOCAL INFORMATION:**

The parish of Ringshall includes about 100 households and has a total population of around 300 people. This does not include the married accommodation at Wattisham Army Base, which is also part of the village.

The village is in a rural area surrounded by agricultural land. It is divided into two main parts. The northern part contains the Wattisham Air Base runway and includes an area known locally as Charles Tye. The main part of the village, which is more densely populated, is known as Ringshall Stocks.

The village includes a number of large and small farms, a garage, a primary school a village hall, a church and a selection of small businesses.

A map showing the village and surrounding area is attached in **APPENDIX A**.

## **DEALING WITH INCIDENTS:**

The following sections of the Plan provide details of some of the incidents that the village might need to deal with. They also outline the arrangements that have been organised to make sure these incidents are successfully resolved.

## **POSSIBLE INCIDENTS:**

The possible incidents that might need to be dealt with in the village may include any of the following;

**Loss of public utility supplies:** Serious and longer lasting disruptions to the electricity, fuel (vehicle and heating) and water supplies.

**Severe weather conditions:** Extreme heat, cold, wind damage, fallen trees and snow blockages etc.

**Flooding:** Although there is no history of flooding in Ringshall, parts of the village are included in the Environment Agency flood zone. Some surrounding villages are likely to flood, so there may still be transport problems for local people.

The Environment Agency flood plan for Ringshall is also shown on the village map in **APPENDIX A**.

**Fires:** This will include fires at private houses, farms and commercial premises some of which store gas canisters.

**Road accidents:** There are six roads passing through the village. Most are B routes or smaller, but there is a busy traffic flow particularly at peak periods. Normal traffic includes a mixture of private, commercial, agricultural and military vehicles.

**Incidents involving military aircraft:** Wattisham Flying Station, the Main Operating Base for the Attack Helicopter Force is close to the village. As well as Army Helicopters, the National Police Air Service helicopter also flies from the Base.

In the event of serious incidents or accidents involving any of these aircraft, the Emergency Services and the Ministry of Defence will deal with them, but there may be some aspects that the village could help with.

**Telecommunications failure:** Longer term loss of telephone, internet, or mobile phone connections.

**Flu' Pandemic:** This is currently considered to be the most likely problem which might effect the whole of the Suffolk region.

**Oil tanker accidents:** These include spillage and possible pollution. Many properties in the village and surrounding area's use oil for their hot water and central heating. GOFF Petroleum, a local delivery company, has provided a guidance document to assist when dealing with such incidents.

**Serious Animal diseases:** This will also include likely local movement and transport restrictions.

## **COMMUNITY QUESTIONNAIRES:**

As the first stage in the preparation of this Plan it was decided to send Community questionnaires to all households in the village. This was part of general information gathering. The questionnaires produced a variety of local information which included the following;

A list of people who offered their services to assist in the various roles that will be needed to deal with incidents in the village,

A list of people with the knowledge, experience, skills and equipment to help in actually dealing with the incidents.

A list of people who are most vulnerable and will need additional assistance during the course of the incidents.

All of the information obtained from these questionnaires has been collated into a table in the full version of the Plan. In this format it will be readily accessible when incidents are being dealt with.

## **ACTIVATING THE PLAN:**

In most cases this Plan will be activated when the village is contacted by one of the Emergency Services or the Mid Suffolk District Council Emergency Planning Department.

The Plan can also be activated locally in certain circumstances if an incident is discovered in the village. If a local activation is necessary then the Emergency Services and the District Council Emergency Planning Department will be informed as soon as possible.

## **MANAGING INCIDENTS:**

When a local response to an incident is required, the Ringshall Emergency Management Team will be formed to manage and coordinate the actions that will need to be taken.

The team is made up of the following members:

Liz HITCHCOCK	Chair of Parish Council
Amanda JONES	Parish Councillor
Kay BENTON	Parish Councillor
James PHOENIX	Parish Councillor
Jonathan FREE	Local Resident with experience of District Council Emergency Planning
Cindy LETHBRIDGE.	Local Resident/ Registered Nurse
Vanessa OLIVER	Local Resident
Peter WATSON	Local Resident
Andrew TOOMEY	Local Resident
David KEMP	Local Resident

This team is made up of local people who have volunteered to manage the emergency incidents. They have a wide range of skills and experience which will enable them to deal with the sort of incidents that are most likely to occur.

The main role for the team will be to assess each incident, identify the issues involved and organise the resources needed to respond.

Their main priority will be to focus on the needs of local people, particularly those who are most vulnerable.

They will also liaise and maintain links with the emergency services, local authority and other responding organisations including voluntary groups.

They will have access to the full version of this Plan which will be used to ensure that the incidents are dealt with as effectively as possible.

### **MANAGEMENT TEAM MEETINGS:**

When an incident occurs, the Emergency Management Team will meet as quickly as possible at a specified location. The following venues can be used;

**Ringshall Village Hall:** The village hall is in a prominent location and has good facilities which make it ideal as a Management Team base.

The village hall is the preferred venue for the Management Team, but the premises may be needed for other purposes and would not be suitable if the incident involved wide scale power failure.

**Chapel Farm Ringshall:** This location is close to the village hall, and has a large residential farmhouse on the site. The building has access to it's own electricity generator which will enable it to be used in the event of power failures.

This is an ideal venue if the incident being dealt with involves electrical failures, or the village hall is being used for other purposes.

**Ringshall Primary School:** The school is also in a prominent location, directly opposite the village hall. There is sufficient space within the school buildings for the Management Team to operate, without disrupting the normal running of the premises nor the education of the children.

## **COMMUNITY VOLUNTEERS:**

The Emergency Management Team may need to use volunteers to help deal with some incidents. These volunteers are local people who have offered their help with the practical tasks that will need to be carried out.

There is a wide selection of volunteers in and around the village, with the necessary skills, experience and equipment to deal with the type of incidents that are most likely to occur.

## **PLACES OF SAFETY:**

During the course of some incidents, it may be necessary to offer people a place of safety, where they can go temporarily for accommodation, warmth, food/drink, support and reassurance etc. The following locations in the village can be used;

**Ringshall Village Hall:** The building consists of a spacious hall, central heating, air conditioning, disabled access, toilets, hot water and kitchen. Outside the hall there is a car park with coach access and a large sports field. The hall does not have an electricity generator, but otherwise has good facilities to cater for an evacuation if required. The village hall can also be used as a rendezvous and information point.

**Ringshall Parish Church:** This is a spacious building with electricity and heating supplied.

**Wattisham Army Base Community Centre:** This is a large well equipped building with hall, kitchen, central heating, telephone, toilets, car parking and disabled access. The centre does have access to an electricity generator so could be used during power cuts. The building is positioned next to a Mace Families Shop/post office.

The centre is currently undergoing some renovation to improve and upgrade the existing facilities.

It is situated about a mile from the centre of Ringshall and is located outside the perimeter of the secure area on the base, so it does not have a restricted access.

**Ringshall Primary School:** The school currently has 104 pupils, aged between 4 and 11 years old and 17 staff. The school is keen to support the village and will assist where possible in the event of a local emergency.

There are facilities on the site which could be used as a place of safety with disabled access for around 25 people. This use would not disrupt the normal running of the school, nor the education of the children.

The school will also be able to supply some additional equipment and staff with specialist skills.

The school does have its own Critical Incident Contingency Plan, which has been taken into consideration when this Emergency Plan was prepared. The Emergency Management Team have been given a copy of the School Plan.

### **EVACUATIONS:**

During the course of some incidents, it may be necessary for people to be evacuated from their homes and taken to one of the places of safety. The Emergency Management Team will undertake this task with the help of community volunteers.

If larger scale evacuations are required, then a school coach with 53 seats can be used. The vehicle is usually parked in the village, and has a local driver.

### **NEIGHBOURING VILLAGES:**

The villages of Great Bricett, Barking, Battisford and Wattisham are all immediately next to Ringshall. This plan has been prepared following consultation with the other villages. Some agreements have been made so that if necessary local facilities, people and other resources can be jointly shared.

### **THE ARMY:**

The Army, at Wattisham Flying Station will help local communities surrounding the Base if they can. If there is an emergency incident in Ringshall, the Army have undertaken to do what they can to assist. They have a wide range of equipment and staff with specialist skills which they will make available where possible. They can be contacted 24/7 via their Guardroom which is near to the main entrance.

### **EMERGENCY BOX:**

A secure emergency box containing copies of the full Emergency Plan, together with other relevant documents and equipment that will be needed to manage incidents has been prepared. It will be available to the Emergency Management Team when required.



## **SUPPORT FROM THE LOCAL COUNCIL:**

Mid Suffolk District Council will provide the village with advice, support and guidance to help to successfully resolve local incidents. The Emergency Management team has been given a full list of all the necessary contact details (both within and outside normal working hours), which have been included in the full version of the Emergency Plan.

The District Council will set up an Emergency Control Centre to directly support local villages. This Control Centre will be able to supply certain essential equipment such as bedding, sleeping bags, meals and medical assistance, etc.

In some cases the Ringshall Emergency Plan may have to be activated following a request from the Emergency Services, Local Council or other villages to assist with possible welfare, shelter and other arrangements for incidents that have occurred elsewhere.

## **INSURANCE COVER:**

In cases where the Emergency Services or the Local Council inform the village to activate their emergency plan, then everyone involved in the subsequent activities will be covered by the Local Council's insurance policy.

This insurance cover is only valid for community volunteers and all other people carrying out the various tasks that may need to be completed, providing they are authorised by the Ringshall Emergency Management Team.

It is important to note however, that any motor vehicles used to carry out these tasks **ARE NOT** covered by the Local Authority insurance.

## **SHARING INFORMATION:**

For most incidents, the Village Hall will be used as a general focal point for the Emergency Management Team, volunteers and local people. The hall itself and the Parish Council notice board outside the hall will be used as a general information point.

The hall and notice board will be used as a reference point to pass relevant information onto local people as incidents progress. Various other methods of communicating important information, such as the Parish Council and Village Hall Internet sites, Neighbourhood Watch, Farm Watch and the different forms of social media will also be considered

## **DATA PROTECTION:**

As mentioned previously, the full version of this Plan contains certain sensitive and confidential information.

The necessary arrangements have been put into place to ensure that the recording, retention and use of this information complies with the requirements of the Data Protection Act 1998.

## **PUBLICATION OF THE PLAN:**

A copy of the plan has been forwarded to the Mid Suffolk District Council Emergency Planning Department and they will notify the other statutory authorities, including the Emergency Services. A copy has also been sent to Wattisham Army Base.

## **DE BRIEFING:**

A debriefing meeting will be held after each emergency incident to allow all the people involved to examine and discuss the events that have taken place. Each debrief will normally be held at the Village Hall.

The purpose of debrief will be to identify the areas that need to be improved so everyone can learn from their experiences when dealing with future incidents.

## **REVIEWING THE PLAN:**

The Emergency Plan will be reviewed and updated every **Twelve months**.

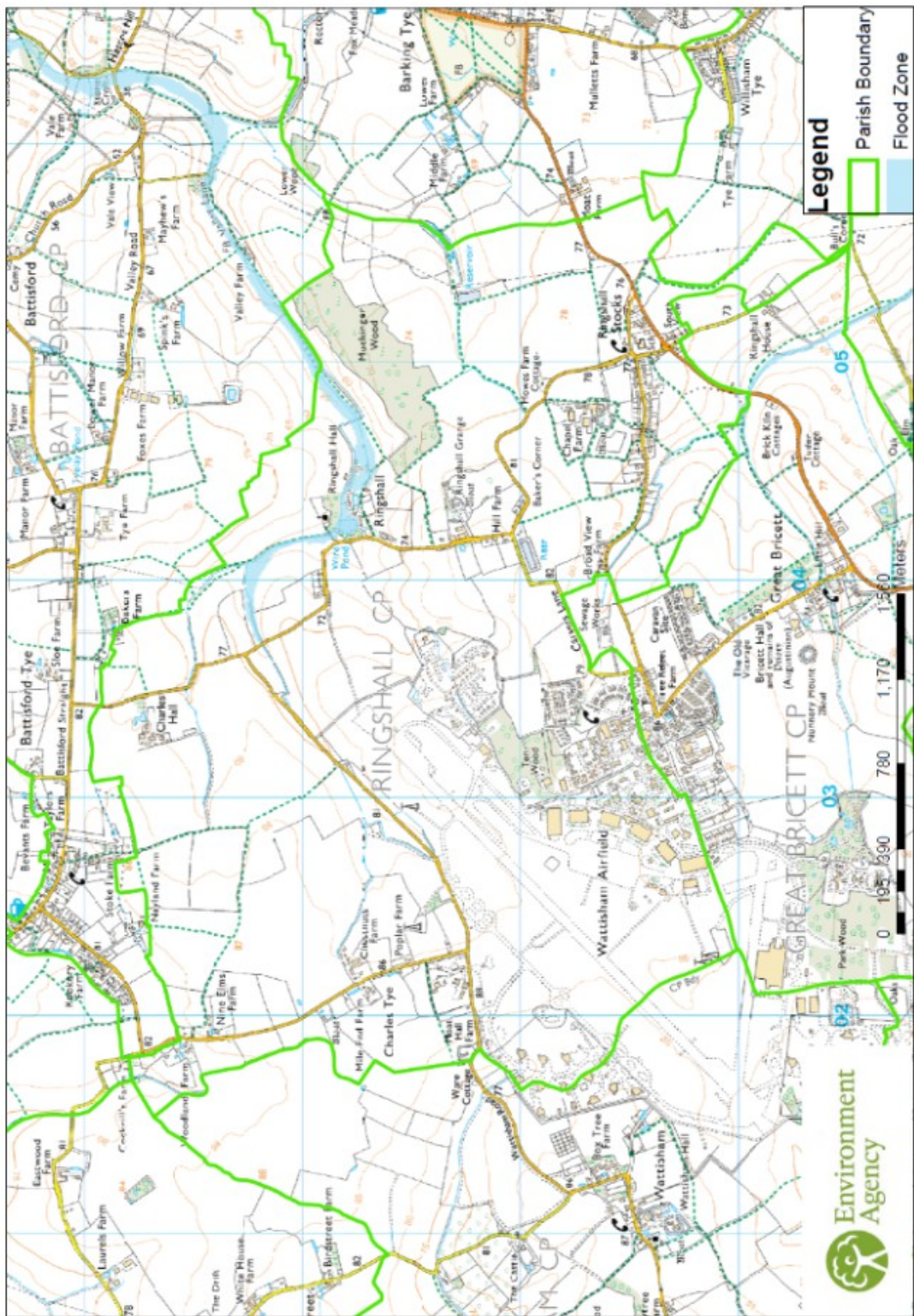
The Plan will also be reviewed and amended as part of the debriefing process after each incident.

## **CONSULTATION:**

A list of the people and organisations/groups that have been consulted in the preparation of this plan is included in **APPENDIX B**.

**APPENDIX A.**

Plan of Ringshall including Flood areas



## **APPENDIX B**

### Organisations and People consulted

Ringshall Parish Council

Suffolk Constabulary Community Team

Suffolk Constabulary Community Partnership Officer

Mid Suffolk District Council Emergency Planning Department

Mid Suffolk District Council Communities Department

Wattisham Flying School Army Base

Barking, Great Bricett, Wattisham & Battisford Villages

Ringshall Primary School

Ambulance Service First Responders

All Households in Ringshall Parish