

KIRTON AND FALKENHAM

Emergency Plan



To provide a framework that will assist in responding to a local emergency to enable an effective and co-ordinated response

THE RATIONALE OF THE EMERGENCY PLAN

- 1) To establish a local management structure
- 2) To provide an overview of roles and responsibilities
- 3) To detail community resources
- 4) To ensure effective communication to residents

Kirton & Falkenham Emergency Plan

Plan distribution list

Name	Role	
Refer to Section 4	Emergency co-ordinators	Paper copy with confidential details
Councillors	Kirton & Falkenham Parish Council	Paper copy with confidential details
Clerk	Kirton & Falkenham Parish Council	Public version for Parish website & to file a paper copy and master electronic version
Barry Topple	Parochial Church Council	Email public version
Graham Walker for	Village hall committee	Email public version
John Beer for	Recreation ground committee	Email public version
Helen Robertson for	Methodist Church hall committee	Email public version
Keith Fawkner-Simpson	Emergency planning Suffolk	Email public version
	Environment Agency	Email public version
Get Prepared Now	website	Email public version

NB All local households will be issued with a paper flyer summary with the key information and contacts, and have access to the full public version of the emergency plan via the parish website, twitter, facebook or by written request to the clerk

Change History

Issue	Date	Author	Changes summary
1		Peter Lickert	First version for publication after extensive draft versions
2	22/02/2018	Peter Lickert	Second version for publication

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2) Introduction: Delete as applicable: Kirton & Falkenham are villages North of Felixstowe with approximately 565*properties and 1318* residents.

(* Paddock Close and other new dwellings not included in numbers).

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, take action as required, possibly using the tiered responses shown below (pages 5 & 6). Coordinate the local response, inform, and support residents and responding agencies as far as is practical;

Name	Parish Role	Response Role	Landline	Mobile	Email
<u>Peter Lickert</u> 1 Meadowlands Kirton	Parish Council	CEPG Co-Ordinator	01394 448480	07818070323	2lickert@gmail.com
Derek Jacobs 46 Meadowlands Kirton	Parish Council	CEGP Deputy Co-ordinator	01394 448536	07850724233	derek.jacobs@btinternet.com
Graham Walker The Red House 61 Falkenham Road Kirton	Chairperson Parish Council	CEGP Assistant Co-Ordinator	01394 448227	07885499943	walkerg@btinternet.com
Ann Colvill 25 Bucklesham Road Kirton	Parish Council	CEGP Assistant Co-ordinator	01394 448378		ecolvill@btinternet.com
Jo Shaw Yew Tree Kirton Road Falkenham	Parish Council	CEGP Assistant Co-Ordinator (Falkenham)	01394 448784		martinshaw@hotmail.co.uk
Rose Walker The Red House 61 Falkenham Road Kirton	Resident	CEGP Assistant Co-Ordinator (first aid)	01394 448227	07860578865	rosebud@btinternet.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 the Local Authority 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 has your **CEPG Name, callers name and appropriate contact details**

Office hours (Via Customer services - Mon, Tue, Wed; 0845-1700, Thu 0930-1730 & Fri 0845-1630); 01394 383789 / 01502 562111

Out of hours; 01502 527133 and request the Joint Emergency Planning Unit Duty Officer (EPDO) is notified.

Emergency Control Centre(s) (ECC) when opened 01502 523630

PLEASE NOTE: In a widespread incident the EPDO / 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.

Activation Responses: - Local action to be taken in case of: -

a) Call From Member of the Public alerting Local K & F CEGP of a possible evacuation situation, or localised assistance requirement, or

b) Call from the EPO or DEPO of a Red Alert of potential evacuation situation or other localised assistance requirement.

Level 1 call receiver to liaise with / notify EPO / DEPO / EEC and contact at least one other Co-Ordinator / Assistant Co-Ordinator, assess the required tier of action necessary.

Call out the required Key Holder(s) for the halls assessed as required, take over as administrator for the facility pending appointment / arrival of designated administrator from LEC or local assistance.

Assist with volunteer call out and arrange liaison with LEC as necessary.

Co-Ordinate initial meeting of local emergency group, as per plan.

Level 2 liaise with Level 1 Co-ordinator assess the level of requirement for your speciality (e.g. equipment required, hall space needed). Assist with administration & call out as required.

Levels 1 & 2 personnel to ensure that the risk assessment for the facility is up to date and relevant. Check utility meter readings as soon as facility available.

Level 3 Liaise with hall Key Holder (level 2) and administer facility, if required and assist with organisation and deliveries of nutrition to vulnerable persons.

Level 4 – Volunteers assist with deliveries of nutrition to vulnerable persons and assist with evacuees as instructed.

TIER 1: - Local Emergency short/medium term response required (less than 12 hours), no reported casualties, less than 20 people affected (vulnerable group). No requirement for evacuations.

TIER 2: - Local Emergency medium / long term / overnight response required (9 to 15 hours) no reported casualties, less than 30 persons affected. Possible use of Emergency Centre. Seek DEPO funding.

TIER 3: - Local Emergency long term response required/ Extended range LEC requirement short term, less than 30 persons affected. ECC & local Rest Centre(s) activated. DEPO funding.

TIER 4: - Wide Area / EEC initiated. High volume of persons affected, likely long term response required.

TIER 5: - LEC initiated – Major incident, large numbers of persons affected, long term response required – action as triage centre pending re-location of evacuees.

★ Insurance

The Community Emergency Planning Group (CEPG) and CEPG volunteers will be covered by the District Local Authorities insurance under the following circumstances;

- The local authority 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 the local authority, then you need to determine whether your local Parish / Town Council's insurance policy covers these activities.

Supporting appendices as required;

Introduction:

Local summary (Y)

Detailed Risk Assessments (Y)

EA Flood Risk Flood Warning Scheme subscribers – ens_fwd@environment-agency.gov.uk (Y)

Link to EA Flood map (Y)

Met Office Weather Warnings (<https://www.metoffice.gov.uk/about-us/guide-to-emails>) (Y)

Activation & Response:

Key Contacts (continuation lists from activation / resource leads above) (Y)

Community Resources; Key Buildings (Function – Coordination / Evacuation, Location – Address, Postcode, Contact details if applicable) (Y)

Community Volunteers (Known volunteers / skills / training records) (Y)

Material resources (equipment etc) (Y).

Local Parish area map (EPO provided) (N)

Flood Map (EA provided) (Y)

Post code / General address data (EPO provided) (Y)

Initial notification form (Y)

Initial activation by responding agency confirmation (Y)

Initial activation agenda (Y)

Debrief agenda(Y)

Recovery agenda(Y)

3) LOCAL RISK Assessment

Risk	Impact on Community	What can Community Emergency Group do to prepare	Likelihood	Impact	Action required
Flooding	Blocked access from village especially to the north Flooding in homes	Work with local emergency responders to see if it can help with distribution of flood warnings, evacuation and rest centre establishment as required Alternative accommodation plan for those residents most at risk Encourage residents to improve home flood defences	2	1	2
Field fire/ Woodland fire	Restricted access out of village Health & Safety issue from smoke	Take note of Fire Service briefings and assist as required. Check vulnerable persons for impacts of smoke and difficulty breathing.	2	2	4
Pandemic (flu)	Restricted access into and out of village	Listen to local radio and national news.	4	3	12
Animal based infections	Restricted movement of persons into and out of village	Listen to local radio and national news. Work with local Emergency responders; assist with any evacuation and rest centre establishment as required.	2	2	4
Electricity failure	Loss of main source of power	Monitor vulnerable households for heating and cooking. Access to a standard telephone for connection to a telephone exchange powered line, or assist in arranging alternative communication network through Raynet. Access to generators for those most at risk. Assist with setting up rest centres as required.	4	2	8
Snow	Blocked access to and from village	Check vulnerable households can cope. Ensure grit bins are full and volunteer snow clearance persons are updated yearly. Use farm vehicles and local 4x4 vehicles for transport as available.	4	3	12
Extreme weather	Roads blocked Restricted movement outside the parishes	Arrange for a simple signalling system which those in need of help can use. Arrange a rota for monitoring the villagers especially the vulnerable. Assist in setting up rest centres for any evacuees if properties are at risk	4	3	12
Water failure	Lack of water to homes	Secure alternative source from Anglian Water	2	1	2
Dangerous chemical spill	Could block access to village depending on location. Contamination	Check with local businesses and farmers for any relevant information or status. If water courses involved check with Anglian Water and SCDC for any information or status.	2	2	4
Collision at sea	Access for emergency services to any muster point set up in village Provide place of safety for first aid etc.	Awareness of muster point (Recreation ground pavilion suggested) by emergency services. Assist in preparation of muster point for evacuees as required.	1	4	4

Sizewell incident	Potential evacuation or lockdown Potential place of safety for evacuees	Monitor local radio station and organise support as guided by Sizewell emergency team.	1	4	4
Nuclear incident or other serious incident Felixstowe Dock	Outside 2 mile exclusion area. Potential temporary place of safety for evacuees.	Assist in the setup of rest centres as required, assist with registration of evacuees, in rest centres.	2	4	8
	If inside potential exclusion area	Work with Emergency responders; assist with any evacuation of residents especially the vulnerable.	2	4	8
Terrorist or other incident BT Martlesham	As for outside 2 mile zone above. Potential place of safety for evacuees	Assist in the set up of Rest Centres as required, assist with registration of evacuees, in rest centres	2	4	8
Terrorist or other incident Rock Barracks Sutton	As Above	As Above	2	4	8
Gas leak / explosion	Potential evacuation of house occupants and neighbours. Health and safety issues in wider area	Assist in the setup of rest centre(s) as required, assist with the registration of evacuees in the rest centre	2	4	8
House fire	Potential evacuation of occupants and neighbours	Assist in setup of rest centre as required and assist with registration of evacuees.	3	3	9
Serious crime police incident	Sealing off of crime scene and surrounding area.	Potential for displaced persons requiring emergency shelter, assist with rest centre setup as required.	2	2	4
Major blockage of A14/A12	Unable to access food and other necessary supplies. Unable to access money Routes in and out of village blocked persons requiring emergency accommodation	Assist with transportation to obtain necessary supplies. Assist those in a vulnerable situation to obtain medicines as required Provide shelter for those requiring emergency accommodation	2	3	6

Any other major emergency in the Felixstowe peninsular area		Work with Emergency responders, to alleviate danger or damage			
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	Impact		Likelihood
4	Major injury – broken bone, unconsciousness- anything that is reportable under RIDDOR	4	It is expected to happen in most circumstances
3	Minor injury (lost time 1-3 days)- bruising, sprains deep cuts	3	Fairly likely to happen at some time, or in some circumstances
2	Injuries requiring first aid (Lost time less than 1 day)	2	It is unlikely to, but could , occur at some time
1	Trivial or no injury (no lost time) – bumps, cuts, abrasions	1	May only occur in exceptional circumstances

	4	4	8	12	16
Impact	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
Likelihood		1	2	3	4

Risk Rating	Action Required
16	Unacceptable risk do not proceed
8 -12	Requires immediate action to reduce risk and maintain at an acceptable level
4 - 6	Requires action to reduce risk and maintain at an acceptable level
1 - 3	Precautions to be maintained and managed. Further action unlikely to be appropriate

Flood Warning Areas

Luckily Kirton and Falkenham are very unlikely to suffer from fluvial flooding from rivers and sea, except in areas around Sheepgate Lane in Falkenham and possibly Brook Cottages Bucklesham Road Kirton. This last possibility may cause a necessary diversion of traffic to avoid the flooded area.

There are a number of areas within the boundaries of the two villages that are marked, by the Environment Agency, as having some risk of surface water flooding, further information, including areas involved, can be found at: -

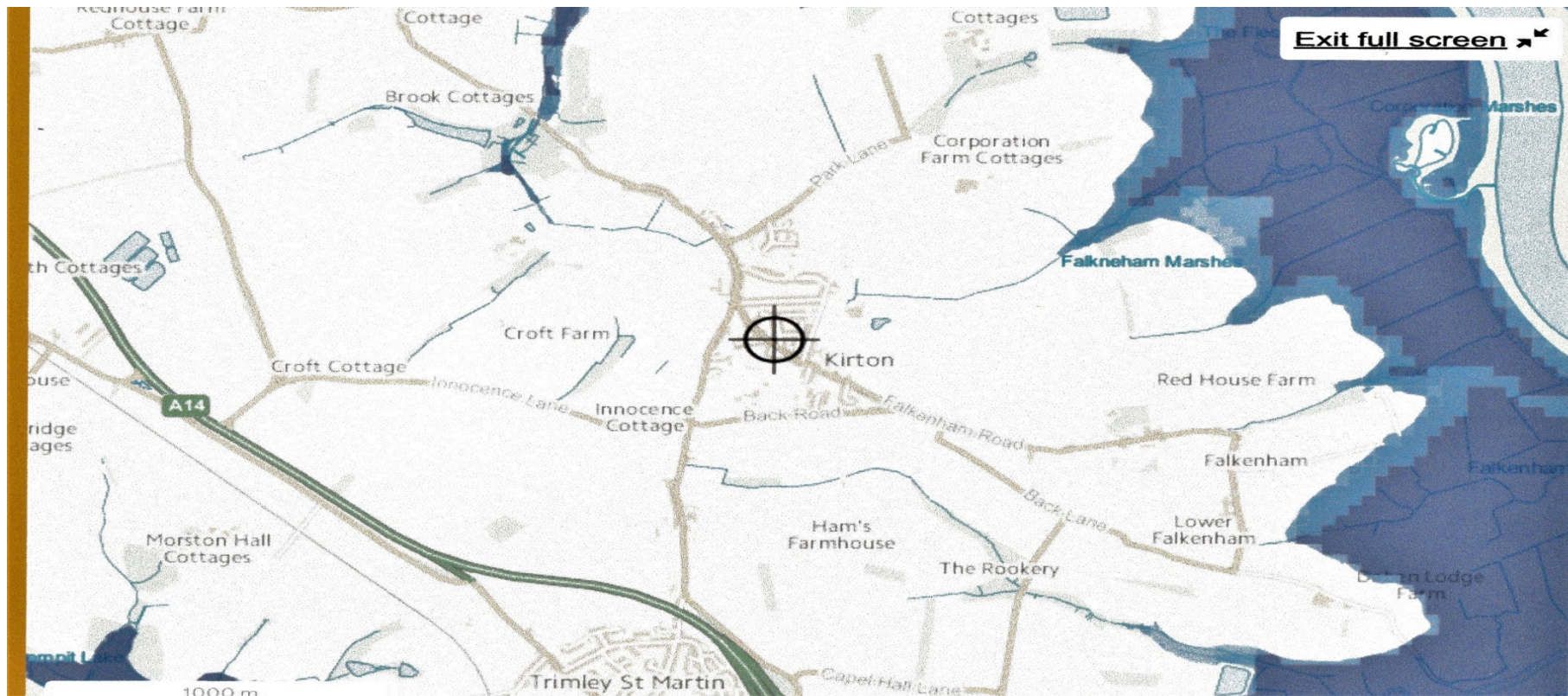
ens_fwd@environment-agency.gov.uk

<https://flood-warning-information.service.gov.uk/long-term-flood-risk/map>

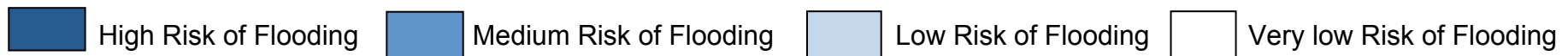
However the risk of flood waters becoming deep enough to cause serious disruption or damage are very low. Areas most at risk are: -

- 1) Bucklesham Road Kirton – Brook Hill
- 2) Bucklesham Road Kirton - houses in the area of the Burnt House Lane junction
- 3) Struston Mead – rear of houses
- 4) Weir Place – from Rivett Close to end of cul-de-sac
- 5) Burnt House Lane – Church Lane end
- 6) Church Farm
- 7) Meadowlands – area of No 80
- 8) Falkenham Road – from junction of Meadowlands to Church Lane
- 9) Grays Orchard – numbers 3-15
- 10) Ham's Farmhouse (Trimley)
- 11) Sheepgate Lane Falkenham
- 12) Drunkards Lane Sewage works

FLOOD RISK FROM RIVERS & SEA



Key



FLOOD RISK FROM SURFACE WATER - KIRTON



L

FLOODRISK FROM SURFACE WATER – FALKENHAM



4) Local assistance required, offered & resources available

From the survey letters circulated to all houses there were the following responses (Full details are confidential and restricted to Local Emergency co-ordinators and Councillors).

There were a total of 16 persons registering for assistance if necessary.

Requirements	
Reliance on Power	16
Elderly / special needs	7
Immobile	3
Meals on Wheels	0
Carers	6
Medicines	5
Transport	4
Sole occupant or other vulnerability	8

From the survey there were 51 people who have offered assistance.

First Aider	
Willing to administer first aid (training?)	3
Qualified medical personnel	6
Willing to help in an emergency	
Builder	1
Cooking	
Electrician	
Plumber	
Mechanical engineer	
Plant driver	
Tractor driver	1
Radio amateur	
Other transport assistance	34
Community volunteer	34

THE VILLAGE HAS 2 DEFIBRILLATORS AVAILABLE (1) AT THE RECREATION GROUND (2) AT THE SIDE OF THE WHITE HORSE PUBLIC HOUSE.

Under no circumstance should anybody attempt to access either one before notifying the Ambulance Service.

Use of Equipment offered	
4WD / off road vehicle	14
Chain Saw	2
Communication equipment	4
Generator	2
Portable Cooker	16
Portable heater	7
Snow clearance	
Tractor	
Trailer	4
Lifting and carrying	15
Monitoring vulnerable people	32
Cooking	33
Emergency accommodation	
Persons	11
pets	7
Wheelchair	1
Gas Hob	1
Submersible pump	1
Camper van	1
Portable lighting	1

INDIVIDUALS ASSISTANCE OFFERED (RESTRICTED)

Guide to table: - a. 4x4 vehicle available	g. Portable lighting	m. Medical training	s. Can visit & monitor persons	x. community volunteer
b. Trailer available	h. LPG/ camping gas	n. Certified First Aider	t. Can make tea/ cook a meal	
c. Tractor available	i. Spare Wheelchair	o. Certified Chainsaw operator	u. Can help transport people & items	
d. Portable generator	j. Submersible Pump	p. Tractor Driver	v. Can provide emergency accommodation (people)*	
e. Two way radio	k. Heavy lifting equip.	q. Other formal qualification*	w. Can provide emergency accommodation (pets)*	
f. Portable heater	l. Other Equipment*	r. Can help with lifting & carrying	* see restricted lists for details	

[illegible]

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v*	w*	x	y	z	
15 15A	y			y				X2											y	y	y			Y			Falkenham
16 16A	y					y	y	y				y	y						y	y	y	y		Y			South
17 17A																			y	y	y						Falkenham
18													y						y	y	y			Y			South
19																				y			y				South
20 20A								y										y	y	y	y	y		Y			South
21 21A																	y	y	y	y	y						Falkenham
22																		y			y						South
23 23A 23B		y y															y	y	y	y	y						South
24	y																		y	y	y			Y			South
25 25A								y		y							y		y	y	y			Y			North
26 26A						y		y					y					y	y	y				Y			Falkenham
27																				y	y	y	y	Y			North
28 28A	y					y											y	y	y	y	y	y					South
29								y				y									y			Y			Falkenham
30								y					y	y					y	y	y			Y			North
31																			y	y	y	y		Y			North
32 32A	y				y							y						y	y	y	y	y		Y			North
33 33A	y					y		y											y	y	y						North
34						y		y	y								y							Y			South
35 35A						y		y	y						y	y	y	y	y					Y			South
36 36A																								Y			South

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v*	w*	x	y	z	
37 37A																								Y			South
38												y															K/H hall 2

5) STRATEGIC LOCATIONS — for use as places of safety / muster points

Building	Location	Potential use in an emergency	Contact details
Pavillion (1)	Recreation Ground Back Road	Large hall with changing rooms, showers and basic kitchen, no gas but separate room for triage and first aid area. Large car park easy access for emergency vehicles and evacuees parking. Space for helicopter landing area. First aid service, defibrillator point. Rest Centre/ safe place. Muster point. Distribution point for water and food	Through co-ordinators or Key Holders lists
Church Hall (2)	Beside church Church Lane Kirton	Hall with toilet facilities and kitchen, car parking available. Limited vehicular access Rest Centre / safe place. Distribution point for water and food	Key Holders
Village Hall (3)	Falkenham Road Kirton	Hall with toilet facilities and kitchen, gas available. Rest centre/safe place Distribution point for food and water	Co-ordinators or Key holders
Methodist Church Hall (4)	Falkenham Road Kirton	Hall (toilets to be added) kitchen with gas cooker, gas heating Rest centre / safe place Distribution point for food and water	Key Holders

The village has access to two Defibrillators, these are for use in certain life threatening situations and no attempt should be made to access either without giving prior notification to the Ambulance Service who will, if necessary, provide the informant with the access code.

One Defibrillator is sited on the exterior wall of the recreation Ground pavilion, the second is sited on the car park wall to the side of The White Horse Public House

6) Emergency Co-ordinators Contact List

LEVEL 1 Co-Ordinators/ Assistant Co-Ordinators				
Name	Address	Landline	Mobile	e-mail
Peter Lickert	1 Meadowlands Kirton IP10 0PP	01394 448480	07818070323	2lickert@gmail.com
Derek Jacobs	46 Meadowlands Kirton IP10 0PP	01394 448536	07850724233	derek.jacobs@btinternet.com
Graham Walker	The Red House 61 Falkenham Road Kirton IP10 0QW	01394 448227	07885499943	walkerg@btinternet.com
Rose Walker	The Red House, 61 Falkenham Road Kirton IP10 0QW	01394 448227	07860578865	
Ann Colvill	25 Bucklesham Road, Kirton	01394 448378		ecolvill@btinternet.com
Jo Shaw (Falkenham)	Yew Tree House Kirton Road Falkenham	01394 448784		Martyn.shaw@hotmail.co.uk
LEVEL 2 Assistant Co-Ordinators/ Main Key Holders for Places of Safety				
(Equipment)				
Alan Jones (Communications)	5 Meadowlands Kirton IP10 0PP	01394 448314		alan@m0jsa.me.uk
John Beer K/H hall1 Recreation Ground Pavillion	9 Croxton Close, Kirton. IP10 0NJ	01394 448490		john.beer2006@btinternet.com
Stephen Harvey K/H hall 2 Kirton Church Hall	May Cottage 29 Falkenham Road Kirton IP10 0NP	01394 448780	07786392878	sandsharvey@btinternet.com
Bob Deex K/H hall 3 Village Hall	18 Burnt House Lane Kirton IP10 0PZ	01394 448711		bobdeex@talktalk.net
Ralph Mowles K/H hall 4 Methodist Church Hall	2 The Bungalows, Falkenham	01394 448590		

LEVEL 3 Administrators – 4 centres/ Alternative key holders				
Elsbeth Lickert	1 Meadowlands Kirton	01394 448480	07818070320	lickert@btinternet.com
Helen Robertson K/H hall 4 Methodist Church Hall	116 Bucklesham Road KirtonIP10 0PD	01394 448395	07801674884	
Anne Clarke K/H Kirton Church Hall(Hall 3)	8 Oakdene, Kirton	01394 448202	07881872957	clarkeanne@sky.com
LEVEL 4 Volunteers				
See Column(x) Assistance Offered Pp17 – 19 & cross refer to restricted document at Appendix (B)				

The individuals listed as level 1 or 2, all of whom live in the area, are co-ordinators and assistants and primary key holders who in the event of an emergency, will manage the necessary activities required to keep the Parish safe. Additional co-ordinators may be recruited as necessary, as may assistants and volunteers. The role of chair which will be decided at the initial meeting of the group, will be to oversee the parishes' response to the emergency and will be the primary link with the Local Emergency Planning Committee (SCC), and would normally be one of the co-ordinators, or an assistant co-ordinator. It is envisaged that should more than one Emergency Centre be required then a Co-Ordinator will be designated to each centre, as Centre Manager.

7) Communication arrangements

Options available

- Use of e mail system that has on *the information team* accessible by the Parish Clerk.
- Telephone tree – ***all co-ordinators must have a standard landline***
- Direct Communication using volunteers to visit homes.
- Alternative communication – using Raynet and radio amateurs if available with 2-way radios.

Activation triggers

In the event of any emergency, the following principal **MUST** be first and foremost:

- If there is ANY threat to life, dial 999 and alert the emergency services (this will also allow access codes if either of the two defibrillators need to be accessed).
- If there is no perceived threat to life, but you have information that may help the emergency services, please dial 101.

A. Request from Residents

In the event of not being able to contact others outside of the villages due to an emergency situation, the Emergency team will make the decision as and when necessary to instigate the Local Emergency Plan. The team will act under the cover of the Parish Council's liability insurance. Where this is the case, please contact your Local Authority at the earliest opportunity.

During office hours tel 01394 444453 mobile 07920 139306

Outside office hours tel 01502 527133 and request the Joint Emergency Planning Unit Duty Officer (EPDO) is notified.

Emergency Control Centre(s) (ECC) when opened 01502 523630

N.B. You should make a note of the name of the person you have notified that you have activated your plan, & the time you made the call

B. Activation by a Responding Agency

For more serious or widespread emergencies, the team may be asked to assist. The Responding Agency's liability insurance will apply. A record should be made of the name of the person who contacted the team and the time of the call. Any activities that you will be asked to carry out will be designed to support the Council's co-ordinated response. This will usually take the form of welfare/shelter arrangements away from the direct scene of the emergency. It could also include local knowledge or location of known vulnerable people.

NB. Make a note of the name of the person who has asked you to activate your plan and the time of the call.

Any information received, must be given out and communicated to people in a coordinated and controlled manner via the local authorities Emergency Control Centre or via the 999 or 101 telephone numbers given above. It must not be given at the scene in a way that will impede the work of the emergency services.

Routine contact during working hours will be via the Emergency Planning Officer, otherwise via the Emergency Planning Duty Officer.

Aftermath

Co-ordinate response with Suffolk Coastal District Council identifying needs e.g.

- Clearance of debris
- Removal of white goods (Suffolk Coastal services Melton)
- Provision of clearance skips, provided by Suffolk Coastal Services.
- Dehumidifiers provided by Suffolk Coastal
- Communication regarding those injured or deceased.
- Access to surveyor structural issues
- Citizens Advice – help with insurance claims
- On-going support with those homeless or unable to cook or without food and clothing etc.

8) Community Emergency Group first meeting

Kirton & Falkenham Emergency Group Meeting Agenda

Agree a chair and note taker

Date: -

Time: -

Location: -

Attendees: -

What is the current situation?

Consider the following issues:

Location of the emergency. Is it near

- a) Housing
- b) A main access route

Type of emergency

- a) Is there a threat to life?
- b) Has electricity, gas or water supplies, or domestic oil supply been affected?
- c) Access blocked

Are there any vulnerable people involved?

- a) Elderly
- b) Families with children
- c) Non-English speaking people
- d) Persons with disability

What resources are needed? Use reference list to check

- a) Food
- b) Off road / 4x4 vehicles?
- c) Blankets?
- d) Shelter?

Next Meeting: -

Establishing contact with the emergency services and emergency planning team.

How can we support the emergency services?

What actions can safely be taken?

Task Allocation	Lead	Time frame

Examples

1. Observing local river and surface water levels and reporting back to the Resilience Team
2. Support the distribution of bottled water &/or food to vulnerable groups
3. Erection of temporary signs or barriers to prevent road users driving into flood waters unaware

Communications plan – radio, phones, raynet etc.

Appendix A – List of dwellings in the Kirton & Falkenham parish boundaries

Summary	Households	Residents								
Falkenham	72	170								
Kirton	493*	1148*								
	565*	1318*								
Mapping Mapping	ONS	ONS	ONS			Mapping	Mapping	ONS	ONS	ONS
*KIRTON IP10 0FL			Paddock Close			FALKENHAM	IP10 0RA	IP10 0RA	8	17 Honey Pot Cottage & Poplar Lodge Back Lane & Lower Road
KIRTON IP10 0GD	IP10 0GD	1	2	Broomhill Cottage		FALKENHAM	IP10 0TL	IP10 0TL	4	11 Back Lane
KIRTON IP10 0NH	IP10 0NH	4	12	46 - 52Falkenham Road		FALKENHAM	IP10 0QP	IP10 0QP	6	20 Old Wheelwrights Back Road & from Carriers Cottage to The Manse Falkenham Road
KIRTON IP10 0NJ	IP10 0NJ	15	28	1 – 14 Croxton Close		FALKENHAM	IP10 0QR	IP10 0QR	8	17 Back Road
KIRTON IP10 0NL	IP10 0NL	4	6	53 – 59 Falkenham Road		FALKENHAM	IP10 0QS	IP10 0QS	1	1 Homeleigh Falkenham Road
KIRTON IP10 0NN	IP10 0NN	8	16	1 – 14 Alley Road		FALKENHAM	IP10 0QT	IP10 0QT	10	21 Fieldview to Yew Tree House Falkenham Road
KIRTON IP10 0NP	IP10 0NP	12	36	1 – 19 Falkenham Road		FALKENHAM	IP10 0QU	IP10 0QU	10	25 Bleinham Cottage to Wellgate Cottage Falkenham Road
KIRTON IP10 0NQ	IP10 0NQ	12	24	1 – 19 Durilda Green		FALKENHAM	IP10 0QX	IP10 0QX	2	6 St David's Cottages Falkenham Road

KIRTON	IP10 0NR	IP10 0NR	2	5	23 – 25 Falkenham Road	FALKENHAM	IP10 0QY	IP10 0QY	20	40	Falkenham Hall to the Old Vicarage Workshop Falkenham Road & Bensons Cottage to Valley Cottage Lower Road
KIRTON	IP10 0NS	IP10 0NS	15	31	1 – 14 Oakdene	FALKENHAM	IP10 0QZ	IP10 0QZ	3	12	Sheepgate Lane
KIRTON	IP10 0NT	IP10 0NT	5	10	4 – 10 Falkenham Road				72	170	
KIRTON	IP10 0NU	IP10 0NU	2	3	2 – 4 Bucklesham Road						
KIRTON	IP10 0NW	IP10 0NW	14	40	14 – 40 Falkenham Road						
KIRTON	IP10 0NX	IP10 0NX	11	33	1 – 29a Bucklesham Road						
KIRTON	IP10 0NY	IP10 0NY	4	13	1 – 4 Walnut Meadow						
KIRTON	IP10 0PA	IP10 0PA	8	16	12 – 28 Bucklesham Road						
KIRTON	IP10 0PB	IP10 0PB	10	21	34 – 60 Bucklesham Road						
KIRTON	IP10 0PD	IP10 0PD	11	28	31 – 71 Bucklesham Road						
KIRTON	IP10 0PE	IP10 0PE	19	44	82 – 120 Bucklesham Road						
KIRTON	IP10 0PF	IP10 0PF	18	39	102 – 137 Bucklesham Road						
KIRTON	IP10 0PG	IP10 0PG	3	4	Hillside Cottages						
KIRTON	IP10 0PH	IP10 0PH	2	3	Laws Drift						
KIRTON	IP10 0PJ	IP10 0PJ	2	6	Innocence Lane						
KIRTON	IP10 0PN	IP10 0PN	24	49	1 – 24 Guston Gardens						
KIRTON	IP10 0PP	IP10 0PP	59	150	1 – 37 & 4 – 86 Meadowlands						
KIRTON	IP10 0PQ	IP10 0PQ	3	3	Brook Cottage(s)						
KIRTON	IP10 0PS	IP10 0PS	7	13	45 – Little Acre Church Lane (odd nos)						
KIRTON	IP10 0PT	IP10 0PT	9	23	1 – 41 Church Lane (odd nos)						
KIRTON	IP10 0PU	IP10 0PU	3	5	2 – 6 Church Lane (even nos)						
KIRTON	IP10 0PW	IP10 0PW	4	8	Back Road except The Cocksles						

KIRTON	IP10 0PX	IP10 0PX	11	27	37a – 57 Meadowlands
KIRTON	IP10 0PY	IP10 0PY	37	94	1 – 40 Rectory Lane
KIRTON	IP10 0PZ	IP10 0PZ	29	62	3 – 30 Burnt House Lane
KIRTON	IP10 0QA	IP10 0QA	48	112	1 – 60 Weir Place
KIRTON	IP10 0QB	IP10 0QB	18	35	1 – Park Gates Lodge Park Lane
KIRTON	IP10 0QD	IP10 0QD	4	12	1 - 4 Corporation Farm Cottages Park Lane
KIRTON	IP10 0QE	IP10 0QE	2	5	Kirton Lodge & Cottage Park Lane
KIRTON	IP10 0QF	IP10 0QF	3	5	Sluice Farm & Cottages Park Lane
KIRTON	IP10 0QG	IP10 0QG	2	4	1 & 2 White House Cottages Park Lane
KIRTON	IP10 0QH	IP10 0QH	6	16	1 – 6 Struston Mead
KIRTON	IP10 0QJ	IP10 0QJ	12	36	1 – 12 Rivett Close
KIRTON	IP10 0QN	IP10 0QN	8	22	1 – 23 Trimley Road
KIRTON	IP10 0QQ	IP10 0QQ	1	1	The Cockles Back Road
KIRTON	IP10 0QW	IP10 0QW	7	14	54 – 68 (even nos) & 61 Falkenham Road
KIRTON	IP10 0RE	IP10 0RE	15	34	1 -16 Greys Orchard
			493*	1148*	

- *Paddock Close dwellings information not available

Appendix B – Emergency Plan Survey Assistance offered Responses (**RESTRICTED**)

NB. Survey to be updated at least every 2 years and included as a standard agenda item for the Parish AGM.

Appendix C – List of Names: - Assistance Requested: **CONFIDENTIAL (Restricted)**

This will be included in the paper version sent to each emergency co-ordinator and all Councillors.

Appendix D: - Papers for use during activation of Emergency Plan (supplied to all Co-Ordinators)

- 1) Initial Notification Report
- 2) Follow Up Information Report
- 3) Rest Centre Manager Check List & continuation sheet
- 4) Registration Form
- 5) Temporary Exit Log
- 6) Resources / Services Provided
- 7) Lost Property Register

It is suggested that at least 1 copy of these documents are printed out and kept in a safe place.

Appendix F – Other Useful Telephone Numbers

IN AN EMERGENCY FOR POLICE, FIRE SERVICE, AMBULANCE OR COASTGUARD ALWAYS DIAL 999 or 112

Otherwise for non- urgent matters dial 101 for police or 111 for National Health

For Fire service dial 01473 260586

Suffolk County Council	0345 606 6067	Trading Standards (Citizens Advice Consumer Helpline)	0345 404506
Suffolk Coastal District Council	01394 383789	Citizens Advice (Felixstowe)	01394 275958
National Gas Emergency	0800 111 999		
Environment Agency	0800 807060		
Benefits Enquiry Line	0800 882 200		
UK Power Networks (Electricity)	105		
Anglian Water	0845 7145145		
Age UK	0800 169 6565		
Childline	0800 1111		
Community Legal Advice	0845 3454345		
Consumer Direct	0845 4040506		
Crimestoppers	0800 555 111		
Samaritans	08457 909090		
Social Services (Customer First)	0808 800 4005		