

Barnham

Community Emergency

Plan

REDACTED VERSION
FOR WEBSITE 16/01/24

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AMENDMENT RECORD

	Summary	Date	Author
1			
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Introduction: Barnham is a parish village South of Thetford with approximately 630 residents.

Activation: To plan for an emergency, the Community Emergency Planning Group (CEPG) will undertake activities to prepare for an incident. In the event of an emergency impacting the parish / community, the following residents, when safe to do so, will form a Community Emergency Response Group (CERG) to assess the impacts of the incident, activate the plan, coordinate the local response, inform, and support residents as far as is practical

Name	Parish Role	Response Role	Landline	Mobile	Email
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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 the group, the group will contact the Emergency Planning Officer (EPO) / District Emergency Planning Officer (DEPO)

Office hours;

West Suffolk : 01284 763233

Out of hours;

West Suffolk : 01284 763252

Ensure that the call taker has your CERG Name, callers name and appropriate contact details and request the Joint Emergency Planning Unit Duty Officer (EPDO) is notified.

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

Insurance

The CEPG and CERG volunteers will be covered by the relevant Local Authority's insurance under the following circumstances:

- The local authority has requested you activate your CERG and plan.
- The CERG volunteers are registered with the CERG.
- The CERG and volunteers, are under the direction of a local authority member of staff (This can be remotely), and the local authority receives regular updates of task progress / issues arising from the CERG.
- They only carry out the actions / activities that have been authorised by the local authority.
- A record of the activities undertaken, and volunteers employed in those tasks, is maintained by the CERG.
- 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.

Appendices

Appendix A – Parish Map & Flood Risks

Appendix B – Activation

Appendix C – Risk Assessment

Appendix D - Roles & Responsibilities

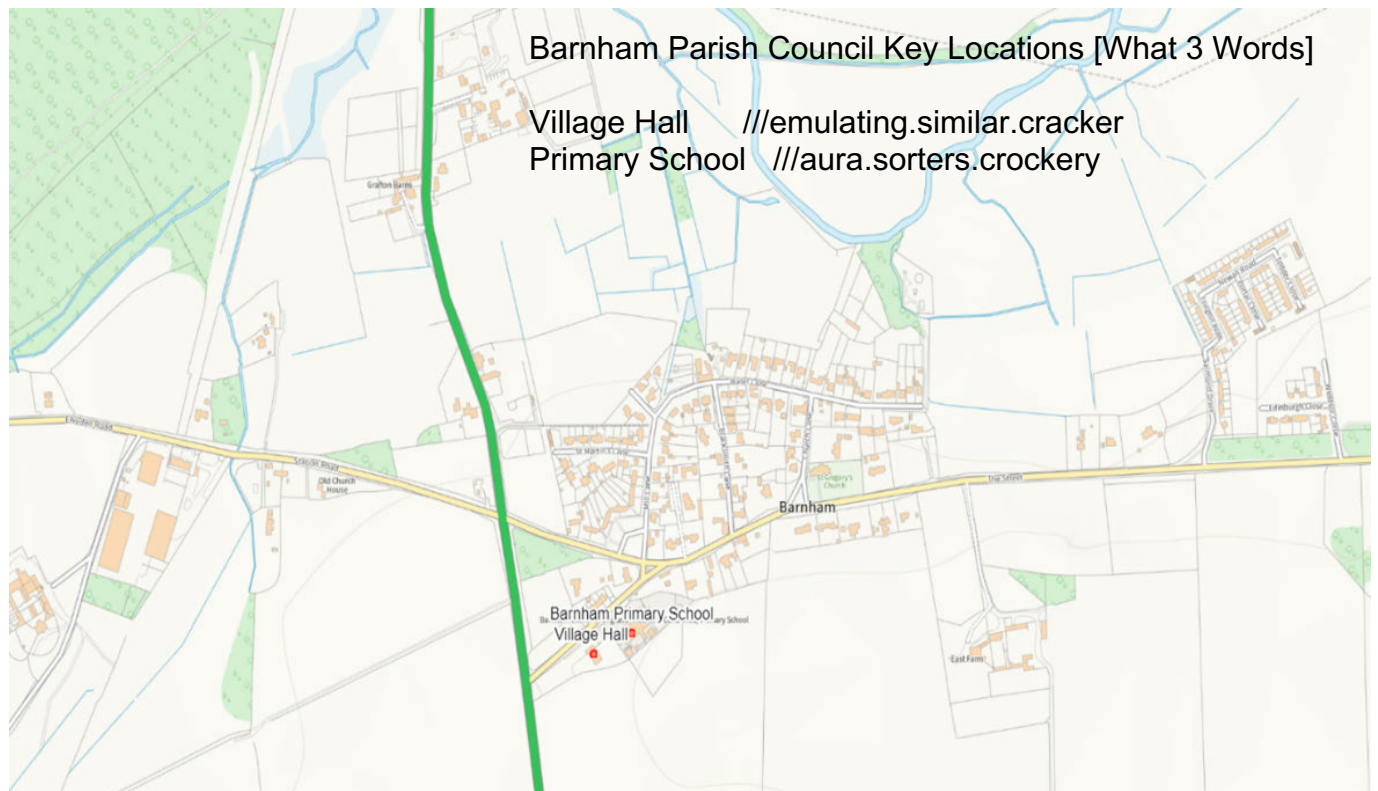
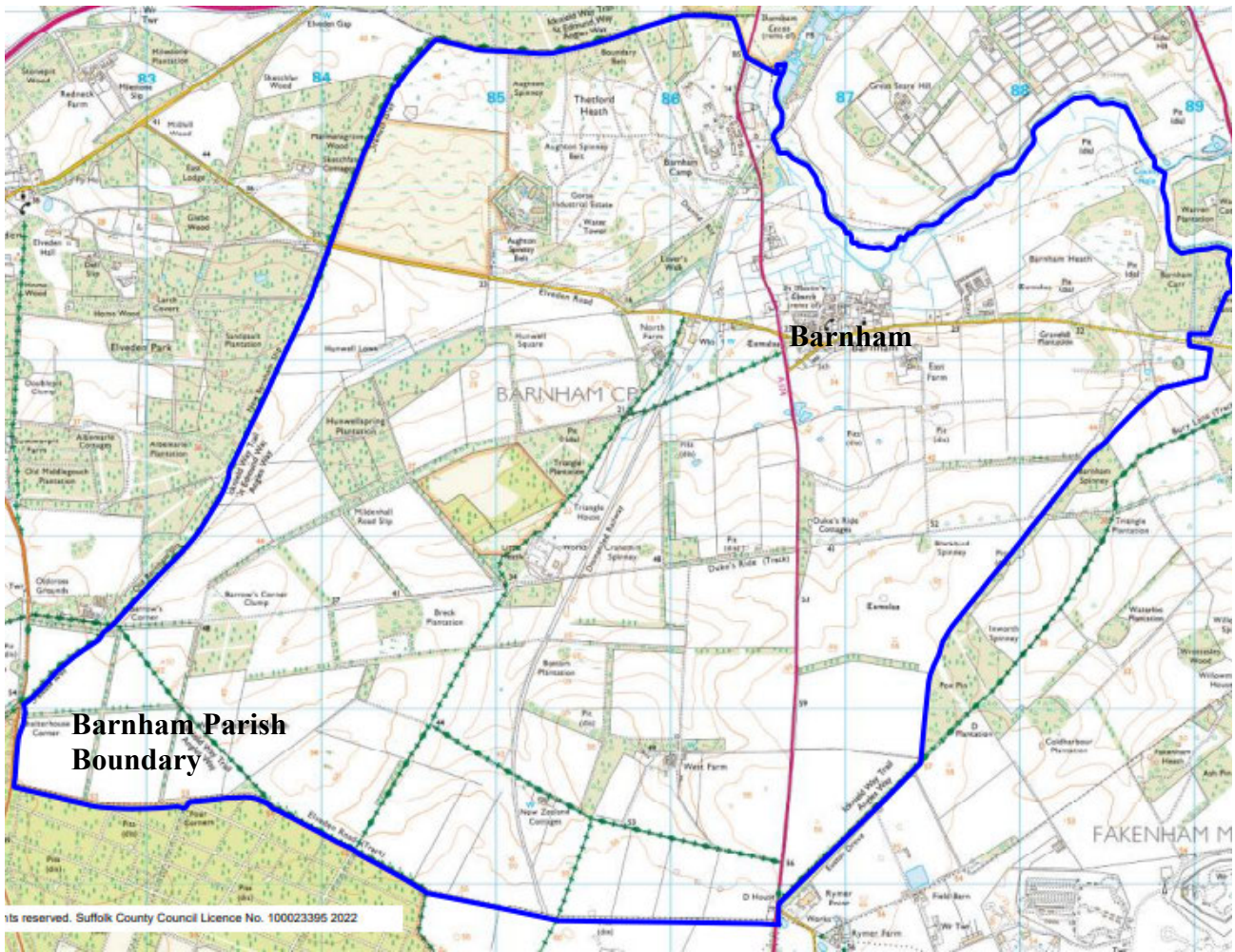
Appendix E – Key Contacts

Appendix F – Resources

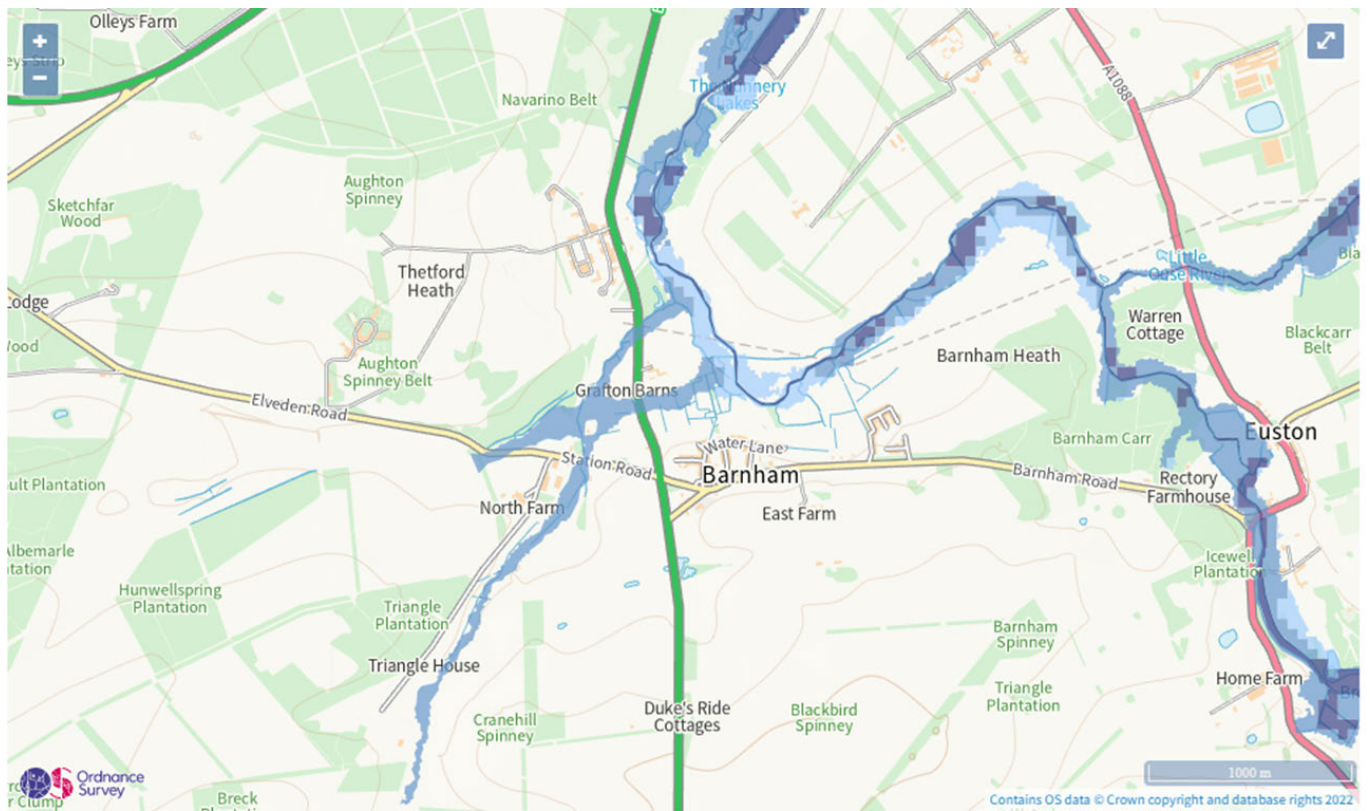
Appendix G – Debrief

Appendix H – Useful Form Templates

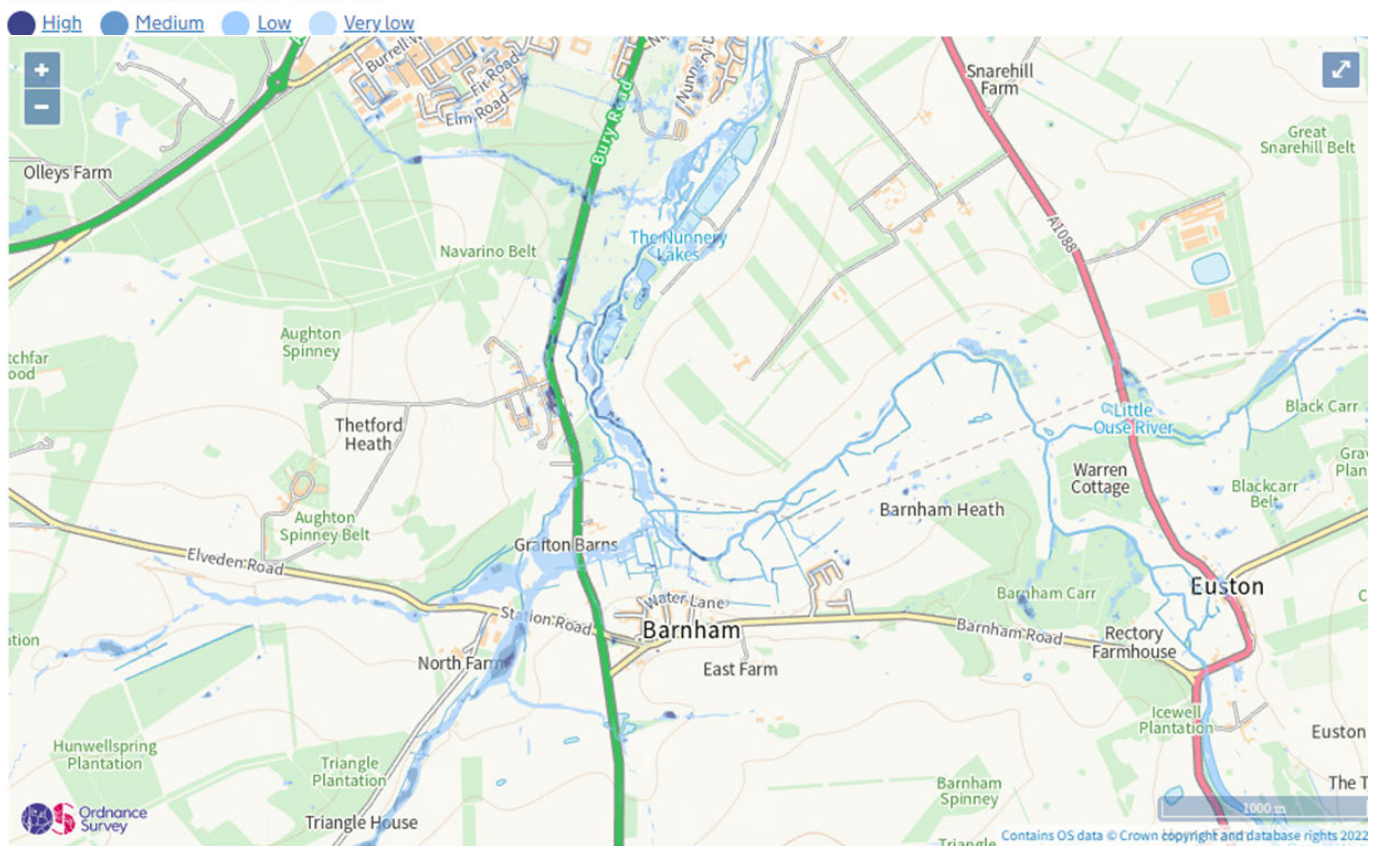
Appendix A: Parish Map & Flood Risks



Flooding Maps



Extent of flooding from rivers or the sea



Extent of flooding from surface water

High Medium Low Very low

Appendix B: Activation

The Community Emergency Plan will be activated and the CERG convened for two reasons, through any of the CERG members (see Annex E) who will inform the other members:

- At the request of the Emergency Services / Local Authorities or
- Where any member of the Group becomes aware of an arising Emergency or Community situation which is likely to affect residents within the Parish / Town area

In either case, once the plan is activated, the CERG will liaise with the District Emergency Planning Officers in office hours / JEPU Duty Officer out of hours to fully appraise them of the situation.

Contact details are in Appendix E and activation letter in Appendix H

The Emergency Services / Authorities which may request the activation of the CERG are as follows:

- The Police
- Fire and Rescue Service
- Environment Agency
- Members of Anyplace County Council Joint Emergency Planning Unit (JEPU)
- Local Authority
- County Council

Activation criteria include:

- Actual or threatened injury or loss of life, particularly if the threat is increasing or extensive
- Actual or threatened damage to property, particularly if the threat is increasing or extensive, including outside of the Parish if 'mutual aid' is required cross-Parish boundaries
- The causation is spread geographically, not located at a single property
- Having been requested to do so by the Emergency Services

On being activated the Group should rapidly convene a meeting to discuss the nature of the incident, or potential or actual impact on the Community, and to determine the appropriate response from the community and the Community Resources required.

A sample agenda for the initial meeting is at Appendix H

The CERG should ensure that all key actions / decisions taken by the Group are recorded.

A sample log page is at Appendix H

Appendix C: Risk Assessment

An assessment of the incident severity should be undertaken as quickly as possible. **It is of the highest importance to ensure that no one puts themselves at unnecessary or undue risk whilst this assessment is being undertaken.** The objective of this type of assessment is to determine whether there is a need to activate your plan, 'watch and wait' or remain in a 'business-as-usual' state.

Generic Risk Assessment

Whatever role individuals undertake appropriate and where necessary dynamic risk assessments should be carried out, prior to the task, to ensure all volunteers are not exposed to any unnecessary risks.

Consideration of appropriate personal protective equipment should be undertaken e.g. reflective jacket, suitable footwear, checking in, working in pairs etc. **AT NO POINT SHOULD ANYONE PUT THEMSELVES, OR OTHERS AT RISK OF DANGER.**

Risk Assessments are a continuous process and should reflect the changes in circumstances e.g. incident duration, feeding or providing overnight accommodation.

To carry out a risk assessment, you need to firstly identify what the hazards are and then look at the risks associated with those hazards.

Risks	Impact on community	What can Community Emergency Group do to prepare?
Flooding : Surface Water run off Ground Water River	<ul style="list-style-type: none"> Flooding of local streets Blocked Access Damage to property 	<ul style="list-style-type: none"> Identify local flood risk areas – refer to flood risk map – Sign up to Flood Warning Direct as a CEPG with the Environment Agency Encourage residents to improve home flood defences and sign up to Flood Warning Direct as individual households https://www.gov.uk/sign-up-for-flood-warnings Identify local shelters should residents need to evacuate their properties Work with local emergency responders to see if you or they can help with distribution of flood warnings and any evacuation and rest centre establishment required Find out what flood defences exist or are planned in the area <p>Follow your Flood Action Card</p>
Loss of Utilities	Total loss of electricity / water / gas supply	<ul style="list-style-type: none"> Check on vulnerable people in the village Liaise with UK Power Networks / Anglian Water / Cadent

Roads Blocked	Inability to access or exit village	<ul style="list-style-type: none">• Local Farmers with Tractors and chainsaws etc• Inform SCC Highways• Check One Network map for alternative routes
Severe Weather	Casualties Damage to property Blocked roadway	<ul style="list-style-type: none">• First aid & check vulnerable people• Liaise with Local Authority, make area safe.• Organise urgent local road clearance.

Appendix D: Roles & Responsibilities

Roles and Responsibilities

The role of the CEPG is to conduct planning and training to prepare the community response to an incident. The CERG is to organise the activities of the community during an emergency by assessing the situation, mobilising the appropriate local resources to support the community and maintaining links with the emergency services, the local authority and other responding organisations:

CEPG Lead

The CEPG Lead will lead the pre-incident planning coordination and response preparation for the parish. The CEPG Lead will be the de facto CERG Lead if an incident occurs.

CEPG Coordinator

The CEPG Coordinator will act as deputy to the CEPG Lead and, during an incident, the CERG Coordinator who will allocate tasks and coordinate reporting of achievement by volunteers.

CERG Volunteer Coordinator

The CERG Volunteer Coordinator will coordinate volunteers and track their locations and safety.

Community Coordinator(s)

Members of the CERG may be allocated areas, supported by other volunteers. Their role is to coordinate supporting volunteers doing tasks such as warning and informing, snow clearance or supporting vulnerable people, or helping in a rest centre. Full contact details of the Community Coordinators should be placed in the key contacts directory.

Rest Centre Coordinator

The person(s) undertaking this role should have attended a local authority run rest centre course and is/are responsible for maintaining the safety and welfare of those residents and volunteers using the rest centre and should be in accordance with the local authority procedures. The Local Authority must be advised when a rest centre is provided so as to provide appropriate support at the earliest opportunity. Full contact details of the Rest Centre Coordinators should be placed in the key contacts directory. All the forms necessary for running a rest centre can be found on the SRF website <https://suffolkprepared.co.uk/get-prepared/prepare-your-community/>

Appendix E: Key Contacts

Name	Role	Contact Number	email
[REDACTED]	EP lead	[REDACTED]	[REDACTED]
[REDACTED]	EP Deputy	[REDACTED]	[REDACTED]
[REDACTED]	Volunteers co ordinator	[REDACTED]	[REDACTED]
	Emergency Coordination Group		
	Emergency Coordination Group		
	Emergency Coordination Group		
Ben Wilding	District Emergency Planning Officer	01284758462	Ben.Wilding@suffolk.gov.uk
[REDACTED]	Emergency Planning Officer	[REDACTED]	[REDACTED]
Joint Emergency Planning Unit	Non Emergency	01473265321	
Doctor's Surgery	[REDACTED]	[REDACTED]	
Vets Practise	[REDACTED]	[REDACTED]	
Environment Agency	Floodline	0845 9881188	
Environment Agency	Hotline	0800 807060	
UK Power Networks	Electricity	0800 3163105	
National Grid	Overhead elec lines issues	0800 404090	
Anglian Water	Water Supply	0800 771881	
Cadent	Gas	0800 111999	
Suffolk Constabulary		01473 613500	
Suffolk Fire & Rescue		01473 260588	
West Suffolk Hospital		01284 713000	
NHS Direct		0845 4647	
West Suffolk Council	Out of hours	01284 763233 01284 763252	
Suffolk Highways		0345 6066171	
Suffolk County Council		0345 6066171	

Appendix F: Resources**Key Buildings**

Function	Location	Point of Contact	What3words
Health Centre	tbd	tbd	Tbd
Rest Centre	Barnham Village Hall Mill Lane Barnham		

Local Skills ,Community Volunteers & Resources

Group	Name	Contact number	Special Skills
Barnham Community Volunteers			
Barnham Neighbourhood Watch			

Resources

Resource	Location	Contact	Contact out of hours
Plumber			
Builder			
Electrician			

Neighbouring CERG or Parish / Town Council

CERG / Parish/ Town Council	Name	Contact number
Thetford	Tbd	01842754247

Appendix G: Debrief

Debrief will be carried out post-event by CERG (supported where practicable by Suffolk LA / EPO's – Suffolk Joint Emergency Planning Unit) with the results fed back into the improvements process to prepare for the next incident

EXAMPLE OF DEBRIEF AGENDA

Area of Response	What Went Well	What Could be Improved
Notification/Alerting Issues		
Warning - Responding Agency and Public Issues.		
Activation of Plan		
Response Activities		
Training		
Capability		
Communications Issues		
Media Response Issues		
Recovery Issues		
Recommendations		

Appendix H: Useful Form Templates

Barnham Community Emergency Planning Group Activation Form

From: [Name of LA Officer requesting activation] To: [CERG]

Date: Time of Request: XXX

Please confirm receipt by telephoning the XXX (Local Authority) ECC on [telephone number]

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

The XXX (CERG) has been activated on behalf of XXX (Local Authority) as a result of a Major Incident / local incident at [location] on [date].

The XXX (CERG) is now covered by XXX (Local Authority) liability insurance providing that the following conditions are met:

The Local Authority has requested that you activate the CERG and your plan. The CERG is only authorised to carry out the following tasks
[amend as necessary¹].

The CERG operates under the direction of the Local Authority (can be remotely) and the Local Authority requires regular updates on the situation, progress of task and any issues arising from the activation.

The action or activity is approved by the Local Authority.

Initial Key Information Report

Information Capture / Reporting Form

A. Major Incident Declaration	Yes / No	Time declared	Lead Agency	
B. Location (Where?)	<i>Location by grid reference or postcode, including road or geographic area.</i>			
C. Nature of Emergency (What has happened?)	<i>What has caused the problem? How has it happened? Are there any secondary hazards to be considered?</i>			
D. Affected Area Scale or extent of affected area	<i>Are there areas that require evacuation? Are these areas residential or commercial?</i>			
E. Time (When did it happen?)				
F. Wind Direction obtainable from the Met Office	Blowing from:	Blowing to:	Wind Speed:	
G. Casualties How many & where are they?	<i>How many people are homeless or require evacuation. Where are they located? Do any have any disability problems?</i>			
H. Locations access routes				
I. Locations of Forward Control Point / Tactical Coord Group / Strategic Coord Group	FCP	TCG	SCG	
J. Evacuation (Has evacuation taken place, where are the evacuees? How many people involved? If not, is evacuation likely?)	Is Evacuation in progress?	Is Evacuation likely?	Estimated evacuees	Location of evacuees
K. Warning and Informing (Contact Comms staff. Confirm which agency is leading on messages to the Media?)	SCC Comms		District / Borough Comms	
K. Community Emergency Planning Group (CEPG) <i>Is a CEPG available to assist?</i>	Contact name	Organisation	Time	Contact details
L. Any other relevant information	<i>Are there other Local Authority resources that might be required e.g. building control, environmental health or protection, road closure?</i>			

Barnham CERG Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children
- People with disabilities
- Non English speaking people

What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establish contact with the local authority/ emergency services?

3. What support can we offer to the local authority/emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

