

# Newton Flotman Community Emergency Plan

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*Remember – In an emergency call 999 and never put yourself or anyone else in danger.*

Severe weather, power failure, loss of water or gas supplies, flooding and pandemics such as flu can affect a community. Depending on the scale of the event it can be some time before outside help arrives.

This Community Emergency Plan (CEP) combines local knowledge and forward planning with the aim to:

- Help the community to help itself before outside assistance arrives
- Help the community work effectively with the emergency services

## **Aims and objectives**

The aim of this plan is to enhance community resilience. The objectives are to:

- Identify potential risks to health and wellbeing within the community
- Identify resources and key contacts in the community
- Identify vulnerable people and areas within the community

## **Emergency co-ordinators and their responsibilities**

The main responsibilities of the emergency co-ordinators are to:

- Complete and maintain the Community Emergency Plan (this plan)
- Convene community meetings during an emergency
- Provide a focal point for the community response to an emergency
- Provide a link between the community and the response from other agencies, which may include the emergency services and the local council
- Assist the local council and appropriate agencies in emergency preparedness through awareness-raising activities
- Plan and introduce measures which will help to reduce the likelihood of emergencies and mitigate their potential effect

<b>EMERGENCY CO-ORDINATORS</b>		
	Chair of the Parish Council	
	Vice Chair of the Parish Council	

Local emergencies could arise as a result of any of the following:

- Severe weather – snow, ice, gales, heatwave

- Total or partial loss of gas, electricity and water supplies
- Flooding
- Restriction and/or closure of local roads usually as a result of severe weather
- Pandemics including flu
- Chemical damage and/or spillages

In order to be prepared for snow and ice, grit bins are to be monitored on a regular basis during the winter months. When supplies are low, the co-ordinator is required to contact the Parish Clerk who will take steps to ensure that the grit bins are filled to capacity.

MONITORING OF GRIT BINS	
Location <b>Add what3words</b>	Co-ordinator
St Mary's Close (location)	
St Mary's Close (location)	
Alan Avenue (1st play area)	
Alan Avenue (by social housing)	
Flordon Road (location)	
Olive Avenue/Flordon Road	
Church Road (location)	
Church Road (location)	
Dell Close (location)	
Alan Avenue (near 2nd play area)	
Alan Avenue (top end by Village Centre entrance)	
Brightons Road / Longs Close	
Junction of Church Road and Grove Way	

HAZARD	IMPACT ON COMMUNITY/LOCATION	ACTION BY COMMUNITY EMERGENCY GROUP
Severe weather e.g. heavy snow, severe storms with storm damage or flooding	Loss of road access particularly from A140	<ul style="list-style-type: none"> <li>• Check on and support vulnerable people</li> <li>• Report utility failures to council and utility organisations</li> <li>• Report frozen or burst water mains</li> <li>• Check location of grit bins (for use on roads, not pavements)</li> </ul>

Flu, pandemic and other medical emergencies	Spread of infection to vulnerable children and adults	<ul style="list-style-type: none"> <li>• Check on and support vulnerable people and ensure they have adequate provisions</li> </ul>
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<b>LOCAL SKILLS AND RESOURCES</b>			
<b>Skill/Resource</b>	<b>Who?</b>	<b>Contact details</b>	<b>Availability</b>
Medical	Newton Flotman Surgery	01508 530781	Monday, Tuesday and Thursday - 8:15 am to 1:00 pm; 2:00 pm to 6:00 pm Wednesday, Friday, Saturday and Sunday - closed
Medical (First Aider)			
Water/food supplies			??
Snow plough			
Generator			
Submersible pump			
Portable Lighting			
Chainsaw			
4 x 4 vehicles			

<b>KEY LOCATIONS IDENTIFIED FOR USE AS PLACES OF SAFETY</b>			
<b>Building</b>	<b>Location</b>	<b>Potential use</b>	<b>Key holder</b>
Church Rooms	Church Road		
Village Centre	Grove Way		
Primary School	School Road		
ARTs	Ipswich Road		

<b>FIRST STEPS IN AN EMERGENCY</b>		
	<b>Instructions</b>	<b>Tick</b>
1	Ensure you are not in immediate danger.	
2	Call 999 (unless they have already been alerted) to ensure the emergency services are aware of the emergency. Follow the advice given.	
3	Call round volunteers and organise meeting or give telephone briefing	
4	Meet at pre-arranged location and discuss actions	
5	Carry out actions (e.g. check on vulnerable neighbours)	
6	Report back to plan co-ordinator	
7	Liaise with Local Authority Emergency Planner if assistance required (i.e. help from voluntary sector such as 4x4 Response)	

This document will be updated on a regular basis as necessary and will be reviewed annually.

Signed ..... Date.....

Chair of Parish Council

1<sup>st</sup> Revision XXXX 2026

## EXTERNAL CONTACTS LIST

Service/role	Additional info	Telephone	Website
Emergency services	Includes police, ambulance, fire & rescue, coastguard	999	
Police (non-emergency)		101	<a href="http://www.norfolk.police.uk">www.norfolk.police.uk</a>
Fire Service		0300 123 1669	<a href="http://www.norfolkfireservice.gov.uk">www.norfolkfireservice.gov.uk</a>
Environment Agency – Floodline		<b>0345 88 1188</b> <b>0344 800 8013</b>	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a> or <a href="#">report flooding online</a> .
Broads Authority		01603 610734	<a href="http://www.broads-authority.gov.uk">www.broads-authority.gov.uk</a>
Norfolk County Council		0344 800 8020	<a href="http://www.norfolk.gov.uk">www.norfolk.gov.uk</a>
South Norfolk Council	Jenny Bloomfield (direct line)  Duty Officer 24/7	01508 533607 01508 533633 (out of hours)  07624 310439	<a href="http://www.southnorfolkandbroadland.gov.uk">www.southnorfolkandbroadland.gov.uk</a> <a href="mailto:jenny.bloomfield@southnorfolkandbroadland.gov.uk">jenny.bloomfield@southnorfolkandbroadland.gov.uk</a> <a href="mailto:emergencyplanning@southnorfolkandbroadland.gov.uk">emergencyplanning@southnorfolkandbroadland.gov.uk</a>
<b>Water</b> - Anglian Water	24hr Control	03457 145 145	<a href="http://www.anglianwater.co.uk">www.anglianwater.co.uk</a>
<b>Electricity</b> - UK Power Networks	<b>Supply interruption</b> . 24hr fault line  <b>Substation issues.</b> (Vandalism or unauthorized entry)  <b>Powerline damage</b>	105	<a href="http://www.ukpowernetworks.co.uk">www.ukpowernetworks.co.uk</a>
<b>Gas</b> - National Grid	24hr emergency number for gas safety	0800 111 999	<a href="http://www.nationalgrid.com/uk">www.nationalgrid.com/uk</a>
<b>Telephones</b> loss of service	Individuals will need to contact their own service provider.		
<b>Telephones</b>	BT Openreach	<b>0800 023 2023</b> (option 1)	

Damage to Infrastructure	Damage to phone lines, poles, street cabinets, man-hole covers etc		
NHS Direct	24 hour health advice and information	111	<a href="http://www.nhs.uk/111">www.nhs.uk/111</a>
Doctors Surgery		01508 530781	<a href="http://www.longstrattonsurgery.nhs.uk/location/morris-lane-surgery/">www.longstrattonsurgery.nhs.uk/location/morris-lane-surgery/</a>

## **DATA PROTECTION**

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