

Title West Row Parish Council Emergency Response Plan	Version 4.0	Author West Row Parish Council
Date 18 th June 2025	Review Due June 2026	Key Responsible Person WRPC Chair

Introduction

The purpose of this document is to identify risks to the community within the village of West Row that would likely require support from the Parish Council, either immediately or subsequently. It outlines the roles and responsibilities required to neutralise the incident to support a return to normality.

Scope

This plan does not seek to encompass those activities and responsibilities undertaken by statutory agencies, such as Fire, Police, Medical Local Authorities etc. It does however indicate how WRPC can facilitate and assist such agencies with local support, premises and knowledge where required. The effectiveness of local liaison and assistance should not be underestimated.

WRPC undertakes, within its powers, responsibilities, and ability, to assist with the support of the vulnerable during a crisis scenario.

Review

This plan must be reviewed every 12 Months, however ongoing consideration must also be given.

Incident Type	Probability	Impact Factor	Geographic Factor	Action	Key Partners	Responsible Person WRPC
Epidemic or Virus	Variable - Unknown	High	Widespread	Call emergency WRPC Meeting to establish response Required. <ul style="list-style-type: none"> Identify Sources of Reliable Information Take action to deliver response Identify vulnerable parishioners Identify those able to offer assistance 	WRPC Clerk & Council Village Hall Management Committee	Chair/Vice Chair/Clerk
Fire	Medium	High	Localised	Virtual / Meeting WRPC - Consider the following: <ul style="list-style-type: none"> Accommodation sourcing for residents involved. Immediate care and shelter Identify secure premises for storage of possessions Food Clothing Communications – Phone access etc 	WRPC Clerk & Council Suffolk Fire & Rescue Service Suffolk Police District Council Reading Rooms Committee	Chair/Vice Chair/Clerk
Fire – Requiring Evacuation of an Area	Low	High	Medium	Virtual / Meeting WRPC Consider the following: <ul style="list-style-type: none"> Accommodation sourcing for residents involved and their possessions/pets. Immediate care and shelter Food Clothing Communications – Phone access etc Liaison with District Council/County Council Support for those not directly involved 	WRPC Clerk & Council Village Hall Management Committee Suffolk Police District Council County Council	Chair/Vice Chair/Clerk

Adverse weather	High	High	Widespread	Virtual / Meeting WRPC Consider the following: <ul style="list-style-type: none"> Assess community impact Identify Vulnerable Residents Establish needs of vulnerable Communications Consider contact groups from volunteers 	WRPC Clerk & Council Village Hall Management Committee District Council County Council	Chair/Vice Chair/Clerk
Flood	Low	Med	Localised	Virtual / Meeting WRPC Consider the following: <ul style="list-style-type: none"> Assess community impact Identify Vulnerable Residents Establish needs of vulnerable Consider contact groups from volunteers 	WRPC Clerk & Council Suffolk Fire & Rescue Service Village Hall Management Committee District Council County Council	Chair/Vice Chair/Clerk
Power Failure (Prolonged) /associated mains Water failure	Med	Med	Localised/ Widespread	Virtual / Meeting WRPC Consider the following: <ul style="list-style-type: none"> Assess community impact Identify Vulnerable Residents Establish needs of vulnerable Consider contact groups from volunteers 	WRPC Clerk & Council District Council UK Power Networks Local water providers	Chair/Vice Chair/Clerk
Fuel shortage	Med	Med	Localised/ widespread	Virtual / Meeting WRPC	WRPC Clerk & Council	Chair/Vice Chair/Clerk

(prolonged)				<p>Consider the following:</p> <ul style="list-style-type: none"> Assess community impact Identify Vulnerable Residents Establish needs of vulnerable Consider contact groups from volunteers 		
Severe Damage Event	Med	High	Localised	<p>Virtual / Meeting WRPC</p> <p>Consider the following:</p> <ul style="list-style-type: none"> Assess community impact Identify Vulnerable Residents Establish needs of vulnerable Consider contact groups from volunteers Accommodation sourcing for residents involved. Immediate care and shelter Food Clothing Communications – Phone access etc Liaison with District Council/County Council Support for those not directly involved 	<p>WRPC Clerk & Council</p> <p>Suffolk Fire & Rescue Service</p> <p>Suffolk Police</p> <p>Village Hall Management Committee</p> <p>District Council</p> <p>County Council</p>	ALL
<p>COMAH – Site</p> <p><i>COMAH - Control of Major Accident Hazards</i></p>	Low	High	Localised/ widespread	<p>Virtual / Meeting WRPC</p> <p>Consider the following:</p> <ul style="list-style-type: none"> COMAH site response plans Assess community impact Provision of information Identify Vulnerable Residents Establish needs of vulnerable Consider contact groups from volunteers 	<p>WRPC Clerk & Council</p> <p>Suffolk Fire & Rescue Service</p> <p>Suffolk Police</p> <p>Village Hall Management Committee</p>	ALL

					District and County Council	
Serious Crime	Low	High	Localised	Consider the following: <ul style="list-style-type: none"> Assess community impact Identify Vulnerable Residents Establish needs of vulnerable Consider contact groups from volunteers 	WRPC Clerk & Council Suffolk Police Suffolk Victim Support Service	
Traumatic Incident - Misc	Low	High	Localised/ Widespread	Virtual / Meeting WRPC Consider the following: <ul style="list-style-type: none"> Assess community impact Identify Vulnerable Residents Establish needs of vulnerable Consider contact groups from volunteers Accommodation sourcing for residents involved. Immediate care and shelter Food Clothing Communications – Phone access etc 	WRPC Clerk & Council Consider all other partner groups as appropriate.	Chair/Vice Chair/Clerk
Aircraft incident	Low	High	Localised/ widespread	Virtual / Meeting WRPC Consider the following: <ul style="list-style-type: none"> Assess community impact Support for emergency services 	WRPC Clerk & Council MoD Suffolk Fire & Rescue Service Suffolk Police	Chair/Vice Chair/Clerk

Contact List

Group	Contact Point	Telephone	e mail
Village Hall Management Committee	Vicki Butler	07704 693706 or 01638 716924	
County Councillor	Cllr Colin Noble	07545 423 795	
District Councillor	Don Waldron	0163 8810208	
Parish Council	Cllr R. Hamill Cllr A. Fisher Clerk S .Vale	07887 668145 07715 957292 07860 358493	
Fire and Rescue Service		Call 01473 260588 , available Monday to Thursday from 9am to 5pm, and Fridays from 9am to 4pm. Call 01480 444500 for out of office hours. Call 999 if there's an urgent Fire Safety issue that puts people in immediate risk.	https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/
Police		To contact the Police call 101 In an emergency always dial 999	
Suffolk Victim Support		If you have been affected by crime, call Norfolk and Suffolk Victim Care (run by Victim Support) on 0300 303 3706 Lines are open Monday to Friday 8am to 5pm. If you need support outside of our open hours, call our 24/7 <u>Support line</u> for free on <u>08 08 16 89 111</u>	nsvictimcare.org
NHS	Mildenhall Surgery	01638 713109	
	Ipswich Hospital	01473 712233	
	West Suffolk	01284 713000	

	Hospital		
NHS Emergency and Urgent Care Services		Dial 111	
Anglia Water		03457 145 145	https://www.anglianwater.co.uk/help-and-advice/report-an-issue/
UK Power Networks		24 hours a day on 0800 31 63 105 or 105 from a landline or a mobile.	https://www.ukpowernetworks.co.uk/internet/en/contact-us/

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, coordinate the local response, inform, and support residents and responding agencies as far as is practical:

Name	Parish Role	Response Role	Landline	Mobile	Email
Roz Hamill	Vice Chair		01638 715329	07887 668145	rosalind_hamill@yahoo.co.uk
Alan Fisher	Chair		01638 515734	07715 957292	churchman14@btinternet.com
Lisa Baker	Councillor			07919 844154	lisa.doyle10@yahoo.co.uk
June Goodenough	Councillor		01638 714681	07753 318422	junegoodenough54@icloud.com
Sharon Vale	Clerk		01638 716732	07860 358493	sharonavale@icloud.com