

Community Emergency Plan (CEP)**Holton St Mary (HsM)****Version: 4****Date: 10th November 2021 (version 1 dated 6th April 2020)****Prepared by: Claire Rowan (Member, HsM Parish Council)**

Amendment number	Date	Amended by	Summary of amendment
1	15th October 2020	Richard Appleton	<ul style="list-style-type: none"> • New Clerk to the Parish Council • Factual changes on page 2 (number of residents) • Typographical changes on page 3 • Change of village hall key-holder list on page 4
2	17 th May 2021	Richard Appleton	<ul style="list-style-type: none"> • Erik Ellis stepped down from the Parish Council. He remains as an Emergency Planning Officer (pages 2 and 4) • Jan Cheng: new Chair of Parish Council (pages 2 and 4) • Sally Thurlow: Change of Chair of Parish Council to Council Member (pages 2 and 4) • Addition of Hadleigh Mill Pharmacy 'phone number (page 4)
3	10 th November 2021	Claire Rowan	<ul style="list-style-type: none"> • Change in Emergency Planning officer from Richard Appleton to Claire Rowan • Peter Longmate: Change from EPO to Deputy- Chief EPO

Distribution list (EPO = Emergency Planning Officer)

Role	Name	Version Number
Parish Council (PC) Chief EPO	Claire Rowan	4
Parish Council (PC) Deputy-Chief EPO	Peter Longmate	4
Regional EPO and PC member	Sally Thurlow	4
Regional EPO	Erik Ellis	4
Regional EPO and PC Chair	Jan Cheng	4
Regional EPO	Keith Jeffreys	4
Regional EPO	Richard Noel	4
Regional EPO	Richard Appleton	4
Clerk to the PC	Liz Sims	4
Stephen Henthorn	EPO at Babergh District Council	4

Holton St Mary (HsM) is a village east of Colchester and west of Ipswich. It lies on the B1070 one quarter of a mile north of the A12. It has approximately 110 dwellings and 190 residents. There is a Church (St Mary's) and Village Hall. The Village Hall has running water and toilets. It has an oven that can use Calor gas. The Church has no toilet or running water. In the village there is no street lighting, shop, school or public house. Not all village residents have a mobile telephone, internet or access to the village Facebook page.

The village is very small which means there are insufficient resources to deal with a major incident safely and therefore the appropriate emergency service(s) should be contacted. Shelter, refreshments and first aid, if necessary, should be offered whilst awaiting their arrival. Residents will help the emergency services if requested. The B1070 which runs through HsM is a Priority 1 road with Suffolk Highways for winter-gritting. A defibrillator is affixed to the front wall of the Village Hall. It can only be opened with a code obtained when dialling '999'.

The most likely emergencies the village might face (listed in descending order of probability):

- Severe weather (snow / ice; strong winds) leading to loss of access to shops and potential loss of power for >24 hours
- Loss of power for >24 hours
- Infective epidemic or pandemic (e.g. COVID19, Asian 'flu, SARS, other viruses)
- Fire (in residences or fields, or both)

- Major incident on the A12 leading to its closure. The Village Hall / some residences may be requested to act as safe places pending repatriation of stranded motorists to their homes / destinations etc.
- Major accident on the B1070 running through the village (HGV collision; tanker-spillage)

The village has a number of residents who could be considered as being particularly vulnerable or at risk in an emergency. These residents should be a priority in an emergency. The Parish Council and Chief and Deputy-Chief EPOs have a list of these residents. Although not exclusive, 'at risk' residents are likely to include:

- Living alone
- Aged >65 (irrespective of whether living alone)
- With a disability or significant health issue such they are predominantly house-bound
- With no means of communication other than a land-line (no mobile telephone and no internet access)

Key actions in a CEP:

- **In any local emergency and if there is a perceived threat to life, dial '999' immediately and ask for the appropriate Emergency Service (or services if more than one is required)**
- **Do not put yourself or any other person in danger or at risk**
- **Never assume that somebody else has called '999': it is better that more, rather than no 'phone calls are made to '999'**
- **If there is no perceived threat to life, but you have information that may help the emergency services, dial 101.**
- **If it is not a '999' emergency, check all vulnerable or at risk people have an identified 'good neighbour' and/or:**
- **Contact the appropriate person on the 'Village Region' list below or one of the Emergency Planning Officers.**

Activation: In the event of an emergency that impacts the entire village, a coordination group should be quickly set up to assess the impacts of the incident, activate the plan, coordinate the local response and inform and support residents as far as is practical. The village has been divided into four regions with two CEP Team members per region for logistic purposes and to facilitate any activation plans. The Plan can be activated by any member of the ***eight members of the Community Emergency Planning Team (CEPT) listed below.***

Prior to activation, the member should call Babergh District Council (BDC) on 0300 1234000. The Emergency Planning Officer of BDC will authorise us to activate the plan and give us a list of activities we can undertake so we are covered by their insurance

CEPT: the village is divided into four Regions. The Regions are as follows (house names and CEPT per region):

1. Sandpits Lane (as far as Tiffins and Pintins), Bacons Green, Corpus Christi Cottages and Holton Hall: ***Claire Rowan + Erik Ellis***
2. Glen Haven down to Hall Cottage; Field View down to and including Church Square: ***Sally Thurlow + Richard Appleton***
3. Honeycrest, Rosegate Cottage, Roseacre, Longacre (original and 3 new ones) and Meadow View: ***Keith Jeffreys + Peter Longmate***
4. Loen to the Ipswich slip road (includes those on the slip road) and Little Dene with all Stubbins Lane: ***Jan Cheng + Richard Noel***

Contact numbers and people including the CEPT to be used in an emergency or for advice are listed below:

Name	Address and mobile telephone number	Role / Resource
Emergencies	999	Police, Fire, Ambulance
Electricity (power cut)	105	Advice about power outage
Anglia Water (leaks)	0800 771 881	
Babergh District Council Emergency Planning Team (24 hour)	0300 1234000 or 0808 1687794	
East Bergholt Pharmacy	01206 298267	
Capel St Mary Pharmacy	01473 311322	
Hadleigh Mill Pharmacy	01473 820136	
Claire Rowan	2 Bacons Green Cottages: 07949 391 733	Chief Emergency Planning Officer
Sally Thurlow	Old Post Office: 07721 625 313	Member, Parish Council
Erik Ellis	5 Bacons Green Cottages: 07969 459944	Emergency Planning Officer
Keith Jeffreys	Walnut Tree Cottage: 07545 893792	Emergency Planning Officer
Peter Longmate	Twinings (1 Roseacre): 07957 910608	Deputy-Chief Emergency Planning Officer
Jan Cheng	Elm Lodge: 07906 052380	Chair, Parish Council
Richard Appleton (Dr)	Field View: 07976 010754	Emergency Planning Officer
Liz Sims	1 Longacre: 01473 841011	Clerk, Parish Council
Key-holders for the Village Hall		
<ul style="list-style-type: none"> • Tanya Kunz • Erik Ellis • Bob Holmes 	9 Roseacre: 01473 311570 5 Bacons Green Cottages: 07969 459944 Netherfield: 07966 266293	

Should it be appropriate or necessary to contact the Emergency Planning Officer (EPO) / District Emergency Planning Officer (DEPO), a member of the CEP Team should call Babergh District Council and ask for the EPO using the 24 hour number: 0300 1234000 or 0808 1687794.

Insurance

The village CEPT volunteers will be covered by the relevant Local Authority's insurance under the following circumstances;

- The local authority has requested us to activate our CEP
- The village CEP is registered with the Community Emergency Planning Group (CEPG) in Babergh
- The village CEP 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 CEP
- The village CEP only carry out the actions / activities that have been authorised by the local authority.
- A record of the activities undertaken and CEP volunteers employed in those tasks is maintained by our CEPG
- 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 vehicles is not covered by the local authority's insurance. Individuals must ensure they have adequate and appropriate cover.

Activities undertaken that are not authorised by BDC may or may not be covered by our Parish Council's insurance policy.