

Coney Weston Parish Council

Community

Emergency

Plan

Date of Document:	3 Sept 2026	Author:	Bren Francis
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Review Date:			

AMENDMENT RECORD

	Summary	Date	Author
1	Updated contacts, telephone numbers, web addresses, formatting	15-7-2023	B Francis
2	Updated contacts, telephone numbers, web addresses	21-4-2025	B Francis
3	Updated contacts, telephone numbers, web addresses,	02-3-2026	B Francis
4	Updated emails,contacts,telephone numbers,web addresses	01-9-2026	B Francis

DISTRIBUTION LIST

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Joint Emergency Planning Unit (JEPU)	www.westsuffolk.gov.uk/Emergency-planning/	
Chair Coney Weston Parish Council	bren.francis@coneywestonparishcouncil.gov.uk	
Coney Weston Parish Clerk	clerk@coneywestonparishcouncil.gov.uk	
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https://www.coneywestonparishcouncil.gov.uk/parish-council/policies/		
https://suffolkprepared.co.uk/get-prepared/prepare-your-community/		

Key	CEPG	Community Emergency Planning Group
	DEPO	District Emergency Planning Officer
	EPDO	Emergency Planning Duty Officer
	EPO	Emergency Planning Officer
	JEPU	Joint Emergency Planning Unit

Community Name: Coney Weston

Introduction Coney Weston is a village North East of Bury St Edmunds with approximately 150 properties and 400 residents.

Activation In the event of an emergency impacting the parish / community, the following residents, when safe to do so, will form an Emergency Coordination Group 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
Bren Francis	Chair		-	07814 780288	bren.francis@coneywestonparishcouncil.gov.uk
Charlie King	Councillor		-	07825 959065	charlie.king@coneywestonparishcouncil.gov.uk
Patrick Sullivan	Councillor		-	07308 143829	patrick.sullivan@coneywestonparishcouncil.gov.uk
Paul Hines	Councillor		-	07921 290741	paul.hines@coneywestonparishcouncil.gov.uk
Luke Hibbert	Clerk		-	07789 922395	clerk@coneywestonparishcouncil.gov.uk

In an incident you should not be ringing the Emergency Duty Planning Officer (EPDO) direct you should be contacting West Suffolk Council as below and they will contact the EPDO on your behalf.

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**.

Office hours; West Suffolk: 01284 763233

Out of hours; West Suffolk: 01284 763252

Ensure that the call taker has your CEPG 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 local authority response across the County and may not be able to respond to you immediately.

Insurance

The Community Emergency Planning Group (CEPG) and CEPG volunteers will be covered by the relevant Local Authority's insurance under the following circumstances;

- The local authority has requested you activate your CEPG and plan.
- The CEPG volunteers are registered with the CEPG.
- The CEPG 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 CEPG.
- 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 CEPG.
- Activities they have been asked to undertake must be commensurate to their skills and competency.
- 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.

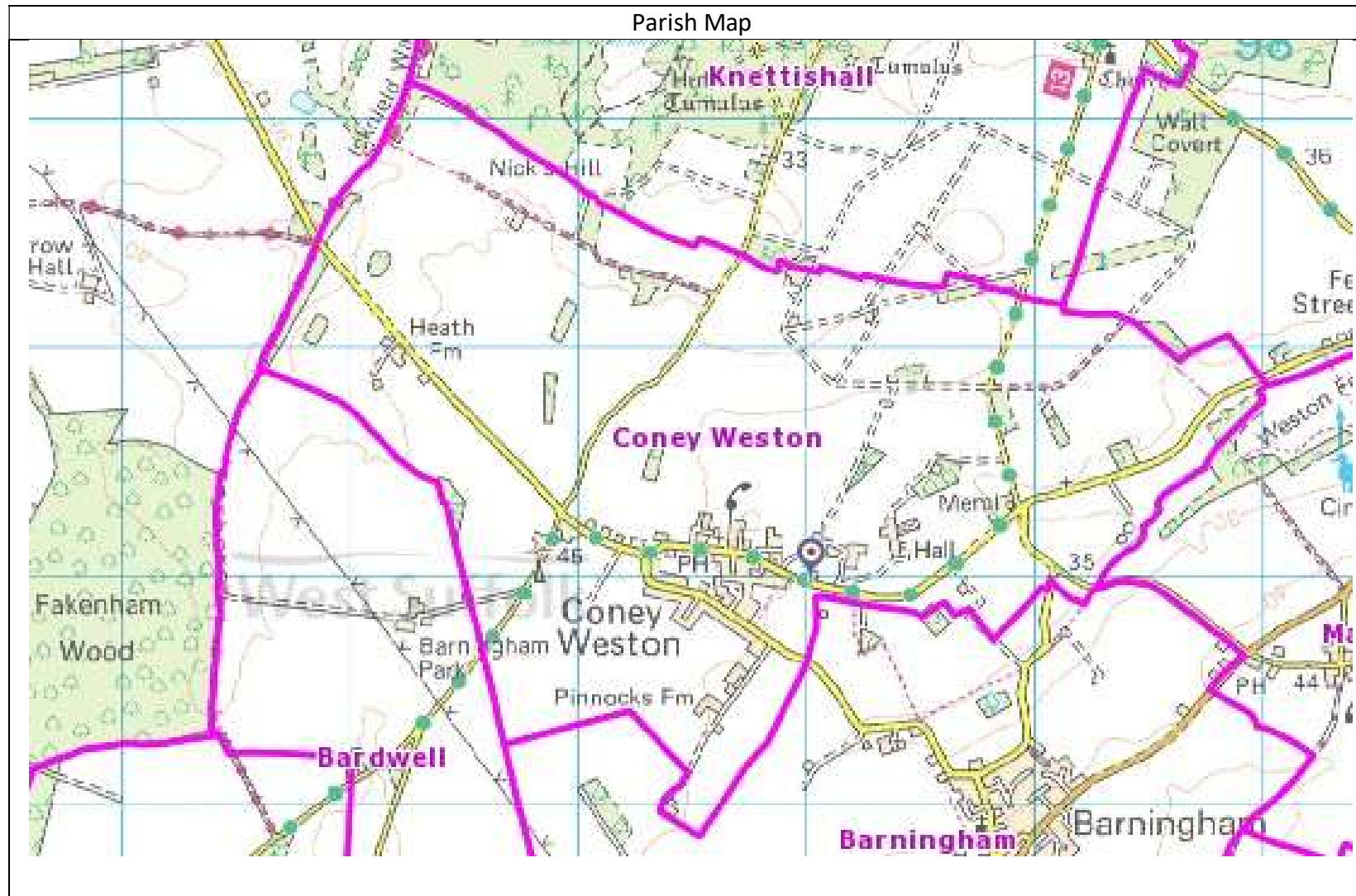
N.B. There are additional sections and appendices that you can add to make this plan more comprehensive. Details of these can be found in the Community Emergency Plan Guidance Notes which accompanies this template and can be obtained from your local Emergency Planning Officer.

Appendices

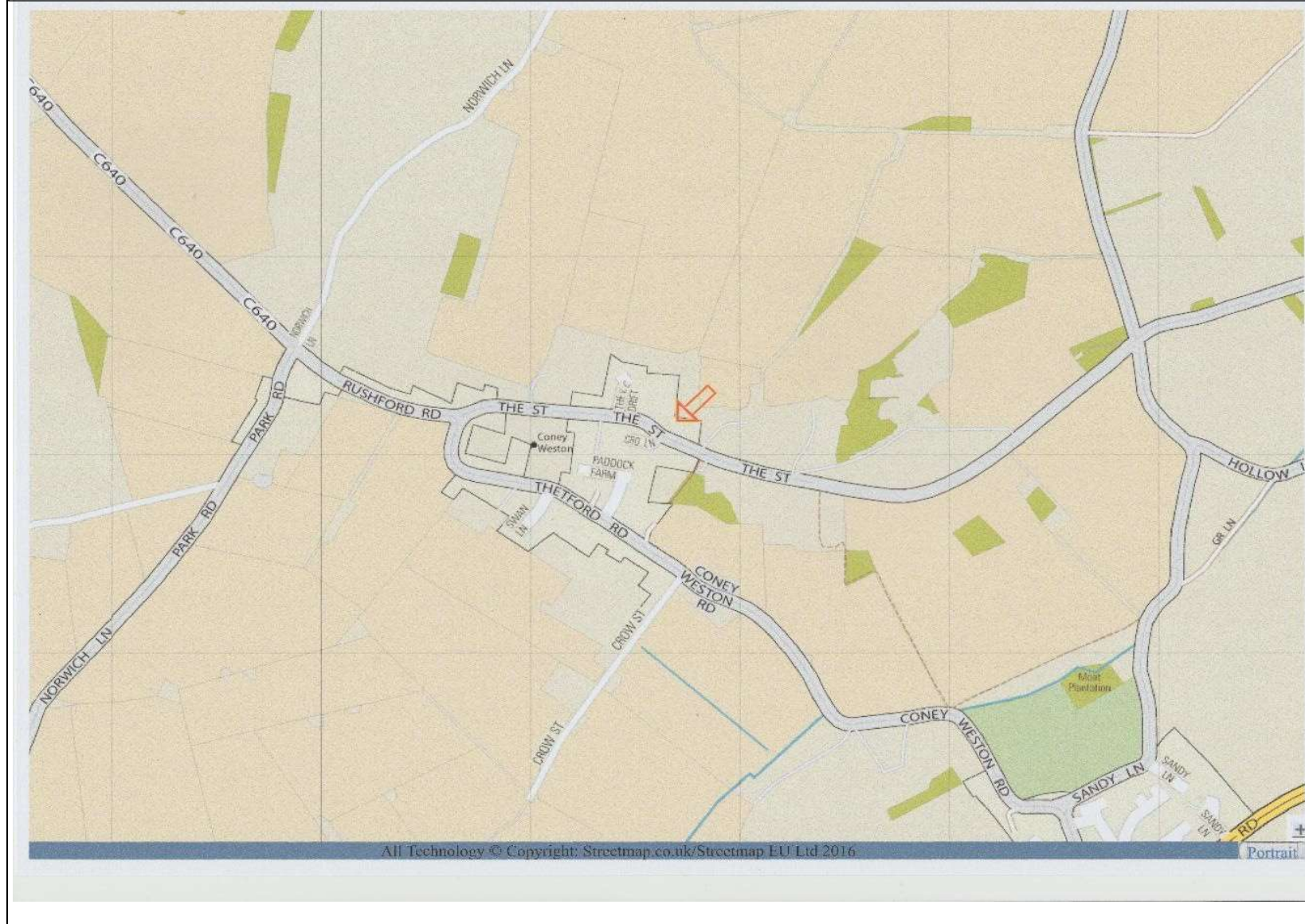
Appendix A – Introduction – Risks
Appendix B – Activation
Appendix C – Risk Assessment
Appendix D – Roles & Responsibilities
Appendix E – Key Contacts
Appendix F – Resources
Appendix G – Debrief
Appendix H – Useful Form Templates

Appendix A

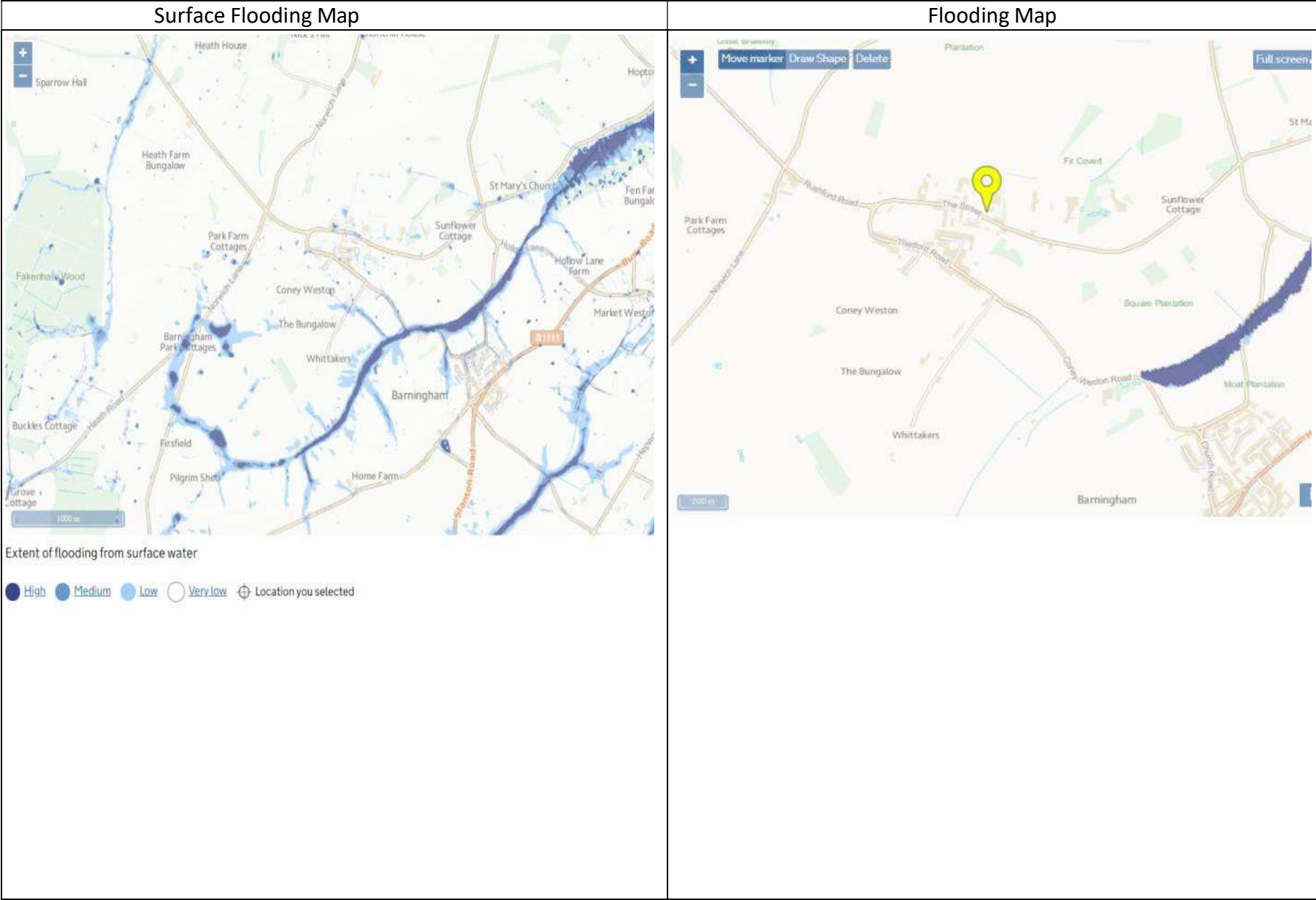
Risks



Parish / Town Council Key Locations



Community Name: Coney Weston



Activation

The Community Emergency Plan will be activated, and the Community Emergency Group convened in one of two ways:

- 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 CEPG 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 Community Emergency Group are as follows:

- The Police
- Fire and Rescue Service
- Environment Agency
- Members of Suffolk County Council Joint Emergency Planning Unit (JEPU)
- West Suffolk Council
- Suffolk 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
- 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 convene a meeting to discuss the nature of the incident, potential or actual impact on the Community and the Community Resources required.

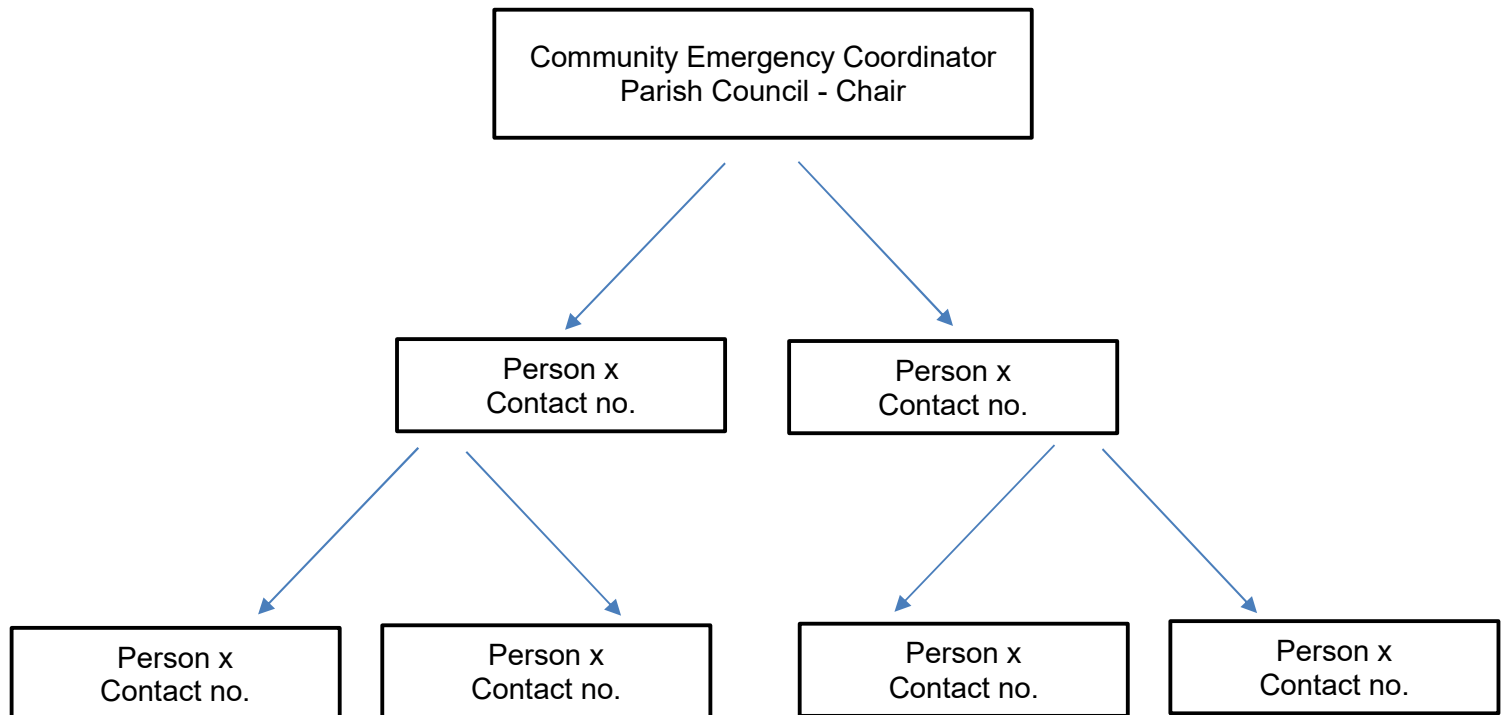
Community Name: Coney Weston

A sample agenda for the initial meeting is at Appendix H

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

Community Emergency Group contact tree for notification / activation

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.



Appendix C

Risk Assessment

(as appropriate to be **carried out & held by Parish / Town Council / CEPG.**)

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 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. A form to assist you in this process can be found on pages 18 and 19.

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.

Samples of activation letter and risk assessment form on Appendix H

Risks	Impact on community	What can Community Emergency Group do to prepare?
Flooding : Surface Water run off Ground Water	• Flooding of local streets • Blocked Access • Damage to property	• 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 check for Flood Warnings on https://check-for-flooding.service.gov.uk/ https://www.gov.uk/help-during-flood • 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
Loss of Utilities	Total loss of electricity / water supply, sewage services.	• Check on vulnerable people in the village • Liaise with UK Power Networks/Anglian Water
Roads Blocked	Inability to access or exit village	• Local Farmers with tractors and chainsaws etc • SCC Highways
Severe Weather	Casualties Damage to property Blocked roadway	• First aid & check vulnerable people • Liaise with Local Authority, make area safe. • Organise urgent local road clearance.

Roles & Responsibilities

*** Roles and Responsibilities**

The role of the ECG is to organise the activities of your CEPG 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. Typical tasks associated with this may include the following roles:

Community Coordinator(s)

Members of the CEPG 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, helping in a rest centre. Full contact details of the Community Coordinators should be placed in the key contacts directory

Key Contacts

Useful Contacts

Appendix E

Name	Role	Contact Number	Email
Bren Francis	Emergency Coordination Group	07814 780288	bren.francis@coneywestonparishcouncil.gov.uk
Charlie King	Emergency Coordination Group	07825 959065	charlie.king@coneywestonparishcouncil.gov.uk
Patrick Sullivan	Emergency Coordination Group	07308 143829	patrick.sullivan@coneywestonparishcouncil.gov.uk
Paul Hines	Emergency Coordination Group	07921 290741	paul.hines@coneywestonparishcouncil.gov.uk
Ben Wilding	District Emergency Planning Officer	01284 758462	emergency.planning@westsuffolk.gov.uk
Tariq Foley	Emergency Planning Officer	01284 758461	emergency.planning@westsuffolk.gov.uk
Joint Emergency Planning Unit (JEPU)	Non-Emergency	01473 265321	emergency.planning@westsuffolk.gov.uk
Luke Hibbert	Parish Clerk	07789 922395	clerk@coneywestonparishcouncil.gov.uk
Andrew Smith	District Councillor	01359 221948	andrew.smith@westsuffolk.gov.uk
Harry Richardson	County Councillor	01359 256089	harry.richardson@suffolk.gov.uk

Doctor's Surgeries:	Stanton	01359 251192	
	Ixworth	01359 230252	
Environment Agency	Floodline	0345 988 1188	Open 24 hours a day, 7 days a week
Environment Agency	Hotline	0800 807060	24 hour
UK Power Networks	Electricity	0800 31 63 105	Or 105 for power cut emergencies
Anglian Water	Water supply	03457 145 145	24/7
Suffolk Constabulary	Bury St Edmund's	01473 613500	Call 999 for emergencies
Suffolk Fire & Rescue		01473 260588	9am to 5pm from Mondays to Thursdays 9am to 4pm on Fridays
Suffolk Highways		0345 606 6171	
West Suffolk Hospital		01284 713000	
NHS Direct		111	
West Suffolk Council	Week days	01284 763233	Lines open 9am to 5pm Monday to Friday (closed weekends and bank holidays)
	Out of hours	01284 763252	
Suffolk County Council	Emergency Planning Team Suffolk Resilience Forum	01473 265321	Monday to Friday, 8:30am to 4:30pm email emergency.planning@suffolk.gov.uk https://www.suffolk.gov.uk/community-and-safety/suffolk-resilience-forum

Resources

Key Buildings

Function	Location	Point of Contact	Phone number
Emergency refuge/ incident room	Village Hall	Roger & Maureen Blake	01359 220023

Local Skills ,Community Volunteers & Resources

Group	Name	Contact number	Special Skills
Village volunteers			

Neighbouring CEPG or Parish / Town Council

Parish Council	Clerk's Name	Contact number	email
Barningham	Vicki Gay	01379 898733	clerk@Barningham-pc.gov.uk
Market Weston	Vicki Gay	01379 898733	clerk@marketweston-pc.gov.uk
Bardwell	Pauline Smith	01359 221934	clerk@bardwell-pc.gov.uk
Hopton cum Knettishall	Nicholas Spring	07813 396404	clerk@hoptoncumknettishall-pc.gov.uk

Debrief

(to be carried out post-event by **Parish / Town Council / CEPG** (Supported where practicable by Suffolk LA / EPO's - Suffolk Joint Emergency Planning Unit))

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		
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Useful Form Templates

Community Emergency Planning Group Activation Form

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

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 (CEPG) has been activated on behalf of XXX (Local Authority) as a result of a Major Incident / local incident at [location] on [date]. The XXX (CEPG) 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 CEPG and your plan. The CEPG is only authorised to carry out the following tasks [amend as necessary¹].

The CEPG 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

Emergency Management Team Checklist

The following is a list of general actions that your CEPG might follow in the event of an incident occurring.

IN A LIFE-THREATENING EMERGENCY DIAL 999

- ☐ Inform the LA that you are looking to activate your plan
- ☐ Gather as much information about the situation as possible when it is safe to do so and decide which local resources should be mobilised to support the community. <Consider using the information form above and consider the risks of any actions you decide to take>
- ☐ Consider whether you can work safely and effectively from your current location, or whether it is safe to move to an alternate location. Arrange for your Community Coordination Centre to be opened as appropriate.
- ☐ Notify your emergency team and request that they meet at the nominated location if safe to do so (see section 5) and instigate the call cascade as necessary.
- ☐ Tune into BBC Radio Suffolk (95.5 FM, 95.9 FM, 103.9 FM, and 104.6 FM) or Heart Suffolk (96.4 & 97.1 FM) and listen for updates on the emergency. Follow any emergency services advice issued.
- ☐ Instigate your telephone cascade as appropriate
- ☐ Arrange for contact to be made with the vulnerable members of the community as appropriate and arrange for advice / assistance to be offered.
- ☐ Arrange for the community resources / organisations identified to be made available as necessary.
- ☐ Consider asking for additional members of the community (volunteers) to help with the response, you may have pre-identified community coordinators already. The type of support that would be welcomed changes from emergency to emergency but might include:
 - Helping people move valuable and sentimental items upstairs
 - Helping deploy any flood protection products they might have
 - Providing some immediate shelter if people have had to leave their homes
 - Looking after pets
 - Providing lifts to family and friends
 - Doing basic household tasks such as shopping

Community Name: Coney Weston

- ☐ Check your e-mail system regularly.
- ☐ Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected
- ☐ Establish contact with neighbouring Parish / Town Councils and ask for / offer support if appropriate
- ☐ Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (e.g. not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do.

CEPG Meeting Agenda

Example CEPG

Emergency Meeting

Agenda Date:

Time:

Location:

Attendees:

1. What is the current situation?

You might want to consider the following:

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?