



- Inform local authority if plan has been activated or if activation of the plan is being considered –

In hours: 03330 162000 (Customer services)

Out of hours: 0800 440 2516 (ESSL Central control)

Hollesley Parish Council

Community Emergency Plan

Date published: May 2026	Date sent to Joint Emergency Planning Unit : May 2026
Review date: May 2027	Version: V1.0

☒ Unrestricted

or

☐ Restricted

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Section 1 – Plan Distribution List/Amendments

Distribution list

Name	Role
	Chair of Parish Council
Steve Middleditch	Community Coordinator
Dave Coyle / Linda Bowman	Deputy Community Coordinator
Anna Yates	Rest Centre Coordinator
Martin Scannell	Volunteers coordinator
Clare Cooper	Information Coordinator / Parish Clerk
Suffolk County Council, Joint Emergency Planning Unit (Peter Langford/Ruby Hunter)	Emergency Planning Officer (Restricted Version)

Review/amendments

Date of review/ amendment	Plan Version Number	Section Number	Brief description of changes made
May 2027 Annually	V1.0	8 - Contacts	

Section 2 – Emergency contacts

Please contact the following in the order listed.



1) Name	Steve Middleditch
Emergency role	Community Emergency Coordinator
24hr phone contact	
Email	
2) Name	Dave Coyle
Emergency role	Deputy Community Emergency Coordinator
24hr phone contact	
Email	
3) Name	Linda Bowman
Emergency role	Deputy Community Emergency Coordinator
24hr phone contact	
Email	
4) Name	Clare Cooper
Emergency role	Information coordinator
24hr phone contact	
Email	
5) Name	Anna Yates
Emergency role	Rest Centre coordinator
24hr phone contact	
Email	
6) Name	Martin Scannell
Role	Volunteers coordinator
24hr phone contact	
Email	
7) Name	
Role	Chair of Parish Council
24hr phone contact	
Email	
8) Name	Paul Langford / Ruby Hunter
Role	East Suffolk Emergency Planning Officers
24hr phone contact	In office hours: 03330 162000 (Customer services) Out of hours: 08004402516 (ESSL Central control)
Email	emergency.planning@suffolk.gov.uk

Section 3 - Rest Centre (Place of Safety)

Building	Address & Postcode	Key Holder Contacts
Village Hall (officially designated by ESC)	Woodbridge Road, Hollesley, IP12 3QR What3words: lingering, shred, down	<i>Meryl Montague</i>
		<i>Geri Bathe</i>
		<i>Name & phone number</i>
Church (secondary option – if necessary)	All Saints Church School Lane, Hollesley, Suffolk, IP12 3RE What3words: penned, unhelpful, stiffly	
		<i>Name & phone number</i>
		<i>Name & phone number</i>
		<i>Name & phone number</i>
		<i>Name & phone number</i>
		<i>Name & phone number</i>

Section 4 - Local risks

Risk	Impact on community	What can the Community Emergency Team do to mitigate/prepare?
Loss of water supply over extended period	• No drinking water • No water for cooking / washing. • Effect on individuals with medical needs.	• Ensure vulnerable residents are registered on the company's Priority Services Register • Consider where a public bottled water site could be set up by water company
Loss of electricity or gas supply over extended period	• No heating available • No hot water available • No cooking facilities • Possible loss of communication systems	• Ensure vulnerable residents are registered on the company's Priority Services Register • Find out if anyone in the community has access to a generator, heaters etc.
Severe weather e.g., hurricane, storm damage, snow, heat wave	• Household damage • Loss of power • Blocked roads • Loss of communication systems • Access for emergency services • Access to vital supplies.	• Identify volunteers who may be willing to check/door knock vulnerable neighbours to check on them.
Flooding	• Damage to households • Families unable to remain in homes • Blocked roads • Access for emergency services • Access to vital supplies	• Identify volunteers who may be willing to check/door knock vulnerable neighbours to check on them. • Provision for households unable to remain in their own homes – Rest centre, friends, relatives ...
Long term road closures	• Access to work/jobs/schools • Access to vital services • Access for emergency services • Possible communication line cut	• Identify volunteers who may be willing to check/door knock vulnerable neighbours to check on them. • Provisions for households (food, medicines ...)
Industrial disaster - Sizewell	• Access to vital services	• Liaise with Sizewell – follow their emergency plan. • Follow emergency services guidance and protocol. • Communicate with local community.
Pandemic	• Travel out of community • Prevention of transmission • Access to vital services	• Follow government guidelines and rules. • Check-in and communicate with vulnerable households safely.
Wildfires	• Access to work/jobs/schools • Access to vital services • Access for emergency services • Travel in/out of community	• Liaise with emergency services • Open rest centre for emergency services and households evacuated

	• Damage to households • Households evacuated • Danger to livestock and machinery.	• Provision for households unable to remain in their own homes – Rest centre, friends, relatives ...
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Section 5 - Plan activation

Activation Triggers:	• Community Emergency Planning Group • Local Authority • Emergency Services • Severe Weather Warning
Responsibility for activating plan	• Community Emergency Planning group • Local Authority • Emergency services
Initial Actions	• Contact Community Emergency Planning Group • Arrange meeting with Community Emergency Planning Group • Inform local authority if plan has been activated or if activation of the plan is being considered • ESC, SDC or SCC inform Community emergency planning group of emergency. • Consider first steps check list (Section 6) • Activate Communications Structure (Section 7)

Section 6 – Actions when plan is activated

	Considerations/Actions	Click/Tick (once considered)
1	Inform the local authority that you have activated or are looking to activate your plan.	☐
2	Ensure you are in no immediate danger. Consider whether you can work safely and effectively from your current location, or whether it is safe to move to a different location.	☐
3	Contact the Community Emergency Group and meet to discuss the situation.	☐
4	Maintain regular contact with the local authority (through the District Council Emergency Control Centre, if activated)	☐
5	Open a Community Emergency Co-ordination Centre, if required.	☐
6	Gather as much information about the situation as possible and consider which local resources could be mobilised to support the community.	☐
7	Open Rest Centre if people have had to leave their homes.	☐
8	Communicate to your community that your community emergency planning group/plan has been activated.	☐
9	Agree actions and ensure each member of the Community Emergency Group/volunteer knows what they will do, for example, cascading information, door knocking, updating social media, websites to keep community informed, etc.	☐
10	Commence/maintain a log to note information received, decisions made, actions, expenditure, etc.	☐
11	Tune into local radio and listen for updates. Follow any emergency services advice issued.	☐
12	Arrange for contact to be made with vulnerable members of the community, as appropriate, and arrange for advice/assistance to be offered.	☐
13	Consider asking for additional members of the community (volunteers) to help with the response. Tasks may include door knocking to warn and inform residents, putting up notices/signage, etc.	☐
14	Follow any Action Cards for specific risks.	☐
15	Consider establishing contact with neighbouring Parish/Town Councils and ask for/offer support, if appropriate.	☐
16	Ensure that members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully, carefully and are not carrying out tasks and activities that they are not qualified to do.	☐
POST EVENT		
17	Return/replenish equipment and resources used.	☐
18	Organise hot and cold debriefs.	☐
19	Update Community Emergency Plan with any changes/lessons learned from activating the plan.	☐
19	Send updated plan to local authority.	☐

Section 7 - Communications

Communications Structure

The Community Emergency Coordinator should contact the coordinators below who will notify the people identified.

Name	Contact Name	Contact Details
(Coordinator 1)	1. Steve Middleditch	1.
	2. Prison	2.
	3. Local establishments	3. village hall, prison, school, garage, shop, church, Glebe house – as necessary
	4.	4.
(Coordinator 2)	1. Dave Coyle	1.
	2. Emergency services	2. fire, ambulance, police, water, electricity, gas – as necessary
	3.	3.
	4.	4.
(Coordinator 3)	1. Linda Bowman	1.
	2. Martin Scannell	2.

	3. Volunteers	3. See appendix -- below
	4. Support Groups	4. See appendix --- below
(Coordinator 4)	1. Clare Cooper	1.
	2. Suffolk Joint Emergency Planning Unit – Peter Langford / Ruby Hunter -	2. IH – 03330 162000 OOH – 0800 440 2516
	3. Anna Yates	3.
	4. Chair of PC	4.

POTENTIAL COMMUNICATION METHODS

Community Emergency Planning Group

Method	Responsibility (setting up/maintaining)
Mobile / WhatsApp Group	Community planning group
Email Groups	Community planning group
'Closed' Facebook Group - Grapevine	Community planning group
Social Media	Community planning group
Door knocking	Community planning group
Cascade by word of mouth	Community planning group
Residents	
Community Facebook / Grapevine	Clare Cooper
Parish Council website	Clare Cooper
Local radio	Anna Yates
Door knocking	Linda/Martin - Volunteers
Notice Boards	Clare Cooper
Mobile / WhatsApp groups	Community planning group

Section 8 - Local volunteers, skills and resources

This table provides details of individuals who have either volunteered to support the emergency response or have a particular skill or resource.

Name/ Contact Details	Volunteer/Skill/ Resource	Notes e.g., terms of use for equipment, availability to volunteer
See attached Appendix of volunteers.		

Section 9 – Contacts

Community Emergency Planning Group Members		
Name	Address	Phone Number/Email
Steve Middleditch		
Dave Coyle		
Clare Cooper		
Linda Bowman		
Anna Yates		
Martin Scannell		
Flooding		https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/report-a-flood-in-suffok
Weather warnings		https://www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings

Power networks		Emergency contact: 0800 6783 105 https://customer.nationalgrid.co.uk/contact-us
Suffolk Resilience Forum		https://suffolkprepared.co.uk/get-prepared
Community Action Suffolk		https://www.communityactionsuffolk.org.uk

Community Emergency Coordination Centre		
Location	Address/Postcode	Key Holder Contact(s)
Primary Village Hall	Hollesley Village Hall Woodbridge Road, Hollesley, IP12 3QR What3words: lingering, shred, down	Meryl Montague Geri Bathe
Secondary Church	St Andrews, School Lane Hollesley, IP12 3RE What3words: penned, unhelpful, stiffly	Rev Capt Simon Cake Juliet Johnson

Appendices

First meeting agenda

Community Emergency Planning Group

Date:

Time:

Location:

Attendees:

1) Current situation

- Type of emergency
- Location of emergency
- Roads affected/main access route
- Have electricity, gas or water supplies been affected.

2) Vulnerable people/vulnerable locations

- Are any vulnerable people known to be involved e.g., elderly, children, persons who are non-English speaking, tourists etc.
- Are any vulnerable locations affected e.g., care home, school.

3) Liaison with Local Authority/Emergency Services

- Has contact been made with the Local Authority/Emergency Services
- Who is going to be the single point of contact for this
- Are there any specific requests for support e.g., place of safety, info, etc.

4) Action

- What actions can be safely undertaken
- Allocate actions and agree how they will be monitored/ recorded.

5) Resources

- Are any resources needed e.g., place of safety, food, additional volunteers.

6) Communication

- Agree how Community Emergency Group members will keep in contact
- How will residents be kept informed.

7) Any other issues

8) Arrangements for future meetings

Logging sheet

Date	Time	Information/ Decision/Action	Initials

Maps

Consider adding maps to show your community and key sites of interest, for example,

- Areas prone to flooding
- Vulnerable locations such as care homes, schools, nurseries
- Rest Centre
- Community Emergency Coordination Centre

Important Note - The copyright and licence reference acknowledgement must always appear on the map. It should not be placed to the side of the map, underneath it or as a statement prior to a number of maps.

Requesting Maps

Suffolk Joint Emergency Planning Unit has the relevant licences to be able to provide you with a map of your Parish or Town. Please request this from your local Emergency Planning Officer.

See Maps attached, provided by East Suffolk Emergency Planning Officer

Roles and responsibilities

Role	Responsibility
Community Emergency Planning Group	During an emergency the CEPG should coordinate local activity by assessing the situation, mobilising the appropriate local resources to support the community, and maintaining links with the local authority, emergency services and other responding organisations.
Community Coordinator(s)	Members of the CEPG may be allocated areas or zones within the Parish or Town to coordinate supporting volunteers in the response by doing tasks such as warning and informing local residents through door-to-door engagement. Full contact details of the Community Coordinators should be placed in the key contacts directory of your plan.
Rest Centre Coordinator	The person(s) undertaking this role is/are responsible for maintaining the safety and welfare of those residents and volunteers using the Rest Centre. Ideally this person(s) should have attended a local authority run Rest Centre course (see the Events page on the SRF website for training dates - suffolkprepared.co.uk) as this will ensure the Rest Centre is managed 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 of your plan. All the forms necessary for running a Rest Centre can be found on the SRF website.
Information Coordinator	One member of the CEPG should be responsible for making sure all the Emergency Information Points have the same information to avoid confusion. This person would be the ideal link to communicate with the local authority Emergency Control Centre (ECC). Full contact details of the Information Coordinators should be placed in the key contacts directory of your plan.

EMERGENCY BOX (located in Parish Council Cupboard, in Village Hall – code:)

- A copy of this plan
- A street map, flood map, postcode data, or zone areas for area coordinators
- A logbook*
- Paper, pens and general stationery items
- Wind up/battery operated radio/torches
- Batteries
- Candles
- Matches
- Reflective jackets/waistcoats
- Basic First Aid Kit
- Walkie talkies. (Kept with Emergency Planning Grp members)

Appendix F

Hollesley Volunteers list

** Please see separate list of vulnerable households to contact in the event of a community emergency.