**Introduction** Hepworth is a village to the North East of Bury St Edmunds with approximately c250 properties and 565 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 |
| Garry Bloomfield | Chair Parish Council | CEPG |  |  |  |
| Robin Shackleton | Vice Chair Parish Council | CEPG |  |  |  |
| Louise Robinson | Parish Councillor | CEPG |  |  |  |
| Marjorie McPherson | Parish Councillor | CEPG |  |  |  |

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.**

On activation of the group, the group will contact the Emergency Planning Officer (EPO) / District Emergency Planning Officer (DEPO)

**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 LA 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.
* Appropriate dynamic risk assessments are carried out.
* 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.

The attached plan contains details of Hepworth Community Emergency Planning Group, suggested rest centres with contact details and other volunteers within the community with specialist skills and/or equipment.

**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 1 – Introduction – Risks ( Summary ofLocal Risks, known vulnerable locations, communities)

Appendix 2 – Parish Map, Surface water and water course flooding maps.

Appendix 3 – Basic information to be provided to the Local Authority when activating the plan

Appendix 4 – Post emergency debrief agenda.