



Redgrave

Community Emergency Plan

Normally, emergencies are dealt with by the emergency services and other key responders who have well-rehearsed plans to deal with situations. However, there may be circumstances, such as flooding or other severe weather conditions, when the arrival of the emergency services is delayed. If this happens it is important that our community can help itself until those services arrive. Redgrave Parish Council has produced a Community Emergency Plan to be used if an emergency affects our village. Our Plan supports the emergency services, Suffolk County Council and other responders by coordinating local information, volunteers and facilities.

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Unrestricted or

Restricted

(Sections 8 and 9 contain personal data and must not be published publicly)

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Section 1 – Plan Distribution List/Amendments

Distribution list

Name	Role
Andy Warnes	Parish Council Chair
Alison Spouncer	Parish Council Clerk
Elaine Brown	Community Emergency Plan Coordinator
Mike Hall	Deputy Community Emergency Plan Coordinator
Elaine Brown/Mike Hall	Rest Centre Coordinators
Elaine Brown/Mike Hall	Information Coordinators
Redgrave Parish Councillors	Wider Emergency Plan Group
Babergh & Mid Suffolk District Council	Joint Emergency Planning Unit
Dawn Wnukoski, Freddie Gulliver or Ben Wilding	BMSDC Emergency Planning Officers

Review/amendments

Date of review/ amendment	Plan Version Number	Section Number	Brief description of changes made
Nov 2026			

Section 2 – Emergency contacts

Please contact the following in the order listed.

1) Name	Elaine Brown
Emergency role	Redgrave Community Emergency Coordinator
24hr phone contact	07944 196695
Email	elainebbrown88@gmail.com
2) Name	
Emergency role	Deputy Redgrave Community Emergency Coordinator
24hr phone contact	07423 256816
Email	mike.linda.hall@gmail.com
3) Name	
Emergency role	Chair Redgrave Parish Council
24hr phone contact	07478 337331
Email	aewarnes@gmail.com
4) Name	
Office hours call	0300 123 4000 (request callback from Emergency Planning Duty Officer)
Out of office hours call	0808 168 7794 (request callback from Emergency Planning Duty Officer)
General comms	Dawn Wnukoski: 07542 504137 Freddie Gulliver: 01473 260947. Ben Wilding: 01284 758462 Emergency.planning@suffolk.gov.uk

Section 3 - Rest Centre (Place of Safety)

Building	Address & Postcode	Key Holder Contacts
<p>All Saints Church</p> <p>(same building as the Community Emergency Coordination Centre)</p>	<p>The Street, Redgrave, IP22 1RY</p> <p>what3words: ///alike.feels.survived</p>	Huan Kenworthy
		Community Emergency Coordinators have access code for key to All Saints

Section 4 - Local risk Assessment

Risk	Impact on community	What can the Community Emergency Team do to mitigate/prepare?
Loss of water supply	<ul style="list-style-type: none"> • Disruption to drinking water, cooking and hygiene • Vulnerable residents* may be unable to manage daily needs • Local businesses, schools and healthcare facilities may be affected • Public health risk if outage is prolonged 	<ul style="list-style-type: none"> • Ensure *vulnerable residents are registered on their water supplier's Priority Services Register • Encourage residents to store an emergency supply of drinking water • Check availability of alternative water supplies (e.g. water bowsers, bottled water stock) • Set up a public bottled water site, with water company, at Rest Centre • Communicate location for emergency bottled water distribution • Co-ordinate with local authorities and water company for updates and support
Loss of electricity supply	<ul style="list-style-type: none"> • Interruption to heating, lighting, refrigeration and electronic comms • Vulnerable residents dependent on electrically powered medical devices may be at risk • Businesses, farms and public services may face disruption 	<ul style="list-style-type: none"> • Ensure vulnerable residents are registered on their electricity supplier's Priority Services Register • Identify community members with generators, heating appliances or back-up power • Advise residents on safety when using alternative heating or cooking methods • Support local services to maintain essential functions • Communicate updates via identified comms channels
Severe weather e.g., snow, storm, heat wave	<ul style="list-style-type: none"> • Travel and access difficulties especially for emergency services and essential deliveries • Increased health risks among vulnerable residents e.g. hypothermia, frostbite or heat-related • Disruption to schools, businesses and public services • Damage to property, infrastructure or utilities may occur 	<ul style="list-style-type: none"> • Monitor weather warnings and alert community promptly • Encourage neighbour checks on vulnerable residents – offering assistance where necessary • Arrange local volunteer support for transport or emergency deliveries • Open and staff Rest Centre if needed • Co-ordinate with neighbouring parishes and the local authority to share resources and support
Flooding	<ul style="list-style-type: none"> • Property and infrastructure damage, including homes, businesses and transport • Residents may need evacuation or access to temporary accommodation 	<ul style="list-style-type: none"> • Ensure vulnerable residents are registered on their utility suppliers' Priority Services Register • Ensure residents at risk are registered for the Environment Agency's flood alerts service

	<ul style="list-style-type: none"> • Risk to health & safety, particularly for vulnerable groups and those living in flood-prone areas • Interruption to utilities and transport, affecting emergency service response 	<ul style="list-style-type: none"> • Prepare and communicate evacuation routes and safe locations • Open and staff Rest Centre if needed • Deploy volunteers to warn residents and provide assistance • Support vulnerable households with sandbags or property protection measures where feasible • Co-ordinate with emergency services and local authority for updates
Fire	<ul style="list-style-type: none"> • Immediate risk to life, health & safety of residents and/or animals • Property and infrastructure damage – potential loss of homes or businesses • Air quality hazards from smoke may affect vulnerable groups • Local disruption to roads, services or utilities during emergency response 	<ul style="list-style-type: none"> • Ensure residents are aware of fire escape plans and safety procedures • Support Fire & Rescue Service with evacuation • Maintain updated contact with vulnerable residents who may need assistance • Keep routes clear to enable emergency service access • Communicate updates via identified comms channels • Set up Rest Centre if necessary and co-ordinate with local authorities and neighbouring parishes re the provision of temporary shelter

*You are classed as “vulnerable” and eligible to sign up for the free Priority Services Register if:

- you are of pensionable age
- you use medical equipment reliant on electricity or water
- you are deaf or hard of hearing
- you have a disability
- you live with children under five
- you have a chronic illness
- you are blind or partially sighted
- you have anxiety, depression or any mental health condition
- you have a loss or impairment of smell
- you need documents translated into another format or language
- you temporarily need extra support.

Section 5 - Plan activation

<p>Activation Triggers:</p>	<p>Community Emergency Planning Group – volunteer activities undertaken under this Plan are covered by Parish Council insurance where the Plan has been formally activated by the Community Emergency Coordinator, Deputy Coordinator or Parish Council Chair.</p> <p>Local Authority – In the event of an emergency activated by the local authority, we should check that volunteer activities are to be covered by the local authority’s insurance.</p> <p>Emergency Services – In the event of an emergency activated by an emergency service, we should check that volunteer activities are to be covered by that service’s insurance</p> <p>Loss of services (e.g. water/power)</p> <p>Severe Weather Warning</p> <p>Other activation triggers, such as rising water marks/points</p>
<p>Responsibility for activating plan</p>	<p>Community Emergency Coordinator</p> <p>Deputy Emergency Coordinator</p> <p>Parish Council Chair</p> <p>Local Authority or one of the Emergency Services</p>
<p>Initial Actions</p>	<p>Contact Community Emergency Planning Group</p> <p>Inform local authority if plan has been activated or if activation of the plan is being considered and if Rest Centre/Place of Safety to be set up</p> <p>Consult check list (Section 6 of Plan at page 9 below)</p>

Section 6 – Actions when plan is activated

	Considerations/Actions (Example)	Click/Tick (once considered)
1	Inform the local authority that you have activated or are looking to activate your plan and if Rest Centre/Place of Safety to be set up	<input type="checkbox"/>
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.	<input type="checkbox"/>
3	Contact the Community Emergency Group and meet to discuss the situation.	<input type="checkbox"/>
4	Maintain regular contact with the local authority (through the District Council Emergency Control Centre, if activated)	<input type="checkbox"/>
5	Open Community Emergency Co-ordination Centre. Contact Huan Kenworthy	<input type="checkbox"/>
6	Gather as much information about the situation as possible and consider which local resources could be mobilised to support the community.	<input type="checkbox"/>
7	Open Rest Centre/Place of Safety if people have had to leave their homes.	<input type="checkbox"/>
8	Communicate to your community that your community emergency planning group/plan has been activated.	<input type="checkbox"/>
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.	<input type="checkbox"/>
10	Commence/maintain a log to note information received, decisions made, actions, expenditure, etc.	<input type="checkbox"/>
11	Tune into local radio and listen for updates. Follow any emergency services advice issued.	<input type="checkbox"/>
12	Arrange for contact to be made with vulnerable members of the community, as appropriate, and arrange for advice/assistance to be offered.	<input type="checkbox"/>
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.	<input type="checkbox"/>
14	Consider establishing contact with neighbouring Parish/Town Councils and ask for/offer support, if appropriate.	<input type="checkbox"/>
15	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.	<input type="checkbox"/>
POST EVENT		
16	Return/replenish equipment and resources used.	<input type="checkbox"/>
17	Organise hot and cold debriefs.	<input type="checkbox"/>
18	Update Community Emergency Plan with any changes/lessons learned from activating the plan.	<input type="checkbox"/>
19	Send updated plan to local authority.	<input type="checkbox"/>

Section 7 - Communications

Cascade Communications Structure

The Community Emergency Coordinator should contact the coordinators below who will notify the people identified. *(Redgrave does not currently operate a formal cascade system. Communications will be undertaken using the methods listed on page 11)*

Name	Contact Name	Contact Details
(Coordinator 1)	1.	1.
	2.	2.
	3.	3.
	4.	4.
(Coordinator 2)	1.	1.
	2.	2.
	3.	3.
	4.	4.
(Coordinator 3)	1.	1.
	2.	2.
	3.	3.
	4.	4.
(Coordinator 4)	1.	1.
	2.	2.
	3.	3.
	4.	4.

POTENTIAL COMMUNICATION METHODS

Method	Responsibility (setting up/maintaining)
Community Emergency Planning Group/Parish Council	
Parish Councillors' WhatsApp Group	Community Coordinator
Parish Councillors' landline and mobile numbers circulated to Parish Councillors (<i>not for general publication</i>)	Community Coordinator
Communication to Residents	
Village Facebook page	Karen Pearse
Parish Council website	Chris Giddings
Parish Council email bulletin	Elaine Brown
Parish Council notice board	Alison Spouncer
Local/National radio stations	Elaine Brown to co-ordinate
Door knocking	All if necessary

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
<i>Details restricted</i>		

Section 9 – Contacts

Community Emergency Planning Group Members		
Name	Address	Phone Number/Email
Elaine Brown		07944 196695
Mike Hall		07423 256816
Andy Warnes		07478 337331
Redgrave Parish Councillors		<i>Contact details restricted</i>

Community Emergency Coordination Centre

Community Emergency Coordination Centre		
Location	Address/Postcode	Key Holder Contact(s)
<p>Primary Back Room at All Saints</p> <p>(same building as the Emergency Rest Centre/Place of Safety)</p>	<p>The Street, Redgrave, IP22 1RY</p> <p>what3words: ///alike.feels.survived</p>	<p>Huan Kenworthy</p> <p>Community Emergency Coordinators have access code for key to All Saints</p>
<p>Secondary</p>		
Other Community Volunteers/Organisations who may be able to help		
Name/Organisation	Phone Number	Email

Appendices

Appendix A

Map Showing Redgrave Emergency Rest Centre/Place of Safety

Should it be necessary, an Emergency Rest Centre/Place of Safety will be set up in All Saints Church, The Street, Redgrave, IP22 1RY (marked on map)

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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 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 back room at All Saints Church (being used as the Emergency Coordination Centre)

- A copy of this plan
- A street map, flood map, postcode data, or zone areas for area coordinators (*we are not using this cascade system*)
- 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.

*Please ensure that you are complying with UK General Data Protection Regulations when recording and storing information.

Local and National Radio Frequencies

- BBC Radio Suffolk
103.9FM or 104.6FM
- Heart Suffolk
102.4FM
- Park Radio (based in Diss)
107.6FM
- BBC Radio 4
92-95FM or 103-105FM