

# Community Emergency Plan for Cotton Parish, Suffolk

(Reviewed – March 2020)

<b>Local Risk Assessment</b>	<p>There are no specific risks but the London to Norwich main railway line runs adjacent to the village, also, there are two through traffic routes with attendant risks.</p> <p>Extreme weather and prolonged power loss may also offer risks at any time. The village is on a regular flying route for military aircraft which may also pose a risk.</p>
<b>Local Skills &amp; Resources</b>	<p>This small rural community has many farms and businesses with skills and equipment. Individuals on the Emergency Contacts List will have local knowledge and details – see below.</p>
<b>Places Of Safety</b>	<p>The following Places Of Safety have been identified. They should be used in the following order:-</p> <p><b>1) Village Hall</b>, Blacksmith's Road, Cotton. IP14 4QN (good facilities)  <b>Keyholders</b> – The keys are held in a key box by the front door. John and Ann Doherty, Garden House, Broad Road, Cotton. tel.01449 781083 are co-ordinators; Parish councillors also have the key code.</p> <p><b>2)Trowel and Hammer Pub</b>, Mill Road, Cotton, IP14 4QL (good facilities)  tel.01449 781101</p> <p><b>3)Methodist Church Hall</b>, Broad Road, Cotton, IP14 4ND (basic facilities)  <b>Keyholder</b> – Rev. Rita Carr 01449 612619</p> <p><b>4)St.Andrews Church</b> , Church Road, Cotton, IP14 4RG (no water or heating)  <b>Keyholder</b> – Carole Jones, 3, Stonham Road, Cotton, tel. 01449 781874</p>
<b>Emergency Contacts</b>	<p>The Parish web-site offers a longer list of local people with influence. In the first instance contact the following:</p> <p><b>Clerk to Parish Council</b> – Rod Caird, 26, Church Lane, Henley  Tel; 07785331217 email: rodcaird@yahoo.co.uk</p> <p><b>Chair Parish Council</b> – Peter Gibbs, Pink House, Stonham Road, Cotton  Tel; 01449 781308 (m) 07754418574 email: peter.gibbs@talk21.com</p> <p><b>County Councillor</b> – Andrew Stringer, Broadway House, Broad Road, Cotton  Tel:01449 780339 (m) 07774199061  email:Andrew.stringer@midsuffolk.gov.uk</p> <p><b>District Councillor</b> – Andy Mellen, Wyverston, (m)07790992619  Andrew.mellen@midsuffolk.gov.uk</p> <p>We are a small village therefore most people know how to find the relevant individuals with knowledge, skills, equipment.</p>
<b>Key Community Supporters</b>	<p>Neighbourhood Watch Coordinator – Tony Craighill, Bramble Bank, Mill Road, Cotton tel:01449 781917</p> <p>Good Neighbour Scheme – on call mobile no: 07980 948641</p> <p>Scheme Co-ordinator – Mike Hall,  Vicar – Revd. Carl Melville, The Rectory, Church Road, Bacton, Tel: 01449 258149</p>
<b>Activation Of The Plan</b>	<p>Activation will normally be made by the Emergency Services or the Local Authority however if common-sense indicates implementation is necessary then this should be done straight away.</p>
<b>First Actions</b>	<p>Set up a coordinating group to include at least one member of the Parish Council.</p> <p>Inform the Emergency Services Centre on 0300 1234000 and dialling 101 or 999. (www.suffolkresilience.com)</p> <p>Establish a contact telephone number which can be staffed at all times. In the</p>

	<p>event of power failure a 'hard-wired' land-line will be needed for emergency contact.</p> <p><b>An Emergency Pack kept in a yellow bag is held at the Village Hall. It contains all the necessary items to run a Community Emergency Incident</b></p>
<b>Agreed actions if evacuation is required.</b>	<p>Normally Emergency Services will be at the scene of an emergency before any community action is required. They will direct what needs doing. They will require:</p> <ul style="list-style-type: none"> <li>- A liaison person who is known and identifiable and readily available to pass information/instructions</li> <li>- District Council staff run 'Places of Safety' but they will need a small team to log people entering/leaving the Place of Safety, also the recording of instructions/requests/problems/actions within the community.</li> </ul>
<b>Staying in contact if the usual means have been disrupted</b>	<p>For an extended evacuation a community control centre will be necessary, (probably in the Place of Safety). Assume mobile phones will be inoperable for at least 12 hours so consider runners/cyclists/drivers to pass messages. Social media such as Village Facebook page (Cotton Parish Grapevine) should be considered along with the village web-site and public meetings</p>
<b>Other information</b>	<p>Make sure volunteers work in pairs, for their own safety.</p> <p>If it is going to be a long job, plan for extra people to be available to cover all hours including night-time.</p> <p>Use your own initiative but always tell someone else what you are doing and record decisions.</p> <p>Large maps of the village are held by the Parish Clerk and at each Place of Safety.</p> <p>Any media interviews should be co-ordinated through the Emergency Services press officer.</p> <p><b>Bacton Parish is adjacent to Cotton and also has a Community Emergency Plan which gives further contacts, Places of Safety etc.</b></p>

**Useful information sources:**

Suffolk Rest Centre Forms - <http://www.getpreparednow.co.uk/home/rest-centre-forms/?stage=Live>