# Coddenham Community Resilience Plan

## **Introduction**

Coddenham is a rural parish c. 8 miles to the NW of Ipswich and c.5 miles to the SE of Stowmarket. The parish is bordered by the A140 to the West, is bisected by the A14 and the River Gipping close to its southern border and is crossed roughly bottom left to top right by the B1078, a Designated Lorry Route. The parish has 280 households, roughly split 200 in the village of Coddenham, with the remainder largely dispersed across six hamlets. At the time of the 2021 census the parish had 626 inhabitants. Maps appear in Appendix 1.

## **Plan Ownership and Maintenance**

## The Plan is owned by Coddenham Parish Council, as the community’s statutory organisation. At least annually it will be reviewed fully with the member organisations which form the Coddenham Community Response Group (CCRG). The CCRG, which includes the Parish Council will make recommendations for amendments to the plan which ordinarily will be considered and confirmed at the next meeting of the parish council.

## **Audience**

The Plan has three audiences:

1. The Emergency Planning Team at Babergh and Mid-Suffolk District Council.
2. Members of the Coddenham Community who will help deliver elements of the plan.
3. Residents within the community, to whom an abridged version of the plan will be communicated annually and during periods of heightened danger, such as an amber storm warning or when the plan is activated.

## **Community Emergency Coordination Group (CECG)**

In the event of an emergency impacting the parish, the following residents, when safe to do so, will form a Community Emergency Coordination Group (CECG) to assess the impacts of the incident, activate the plan, coordinate the local response, inform, and support residents as far as is practical and be the primary contact point within the community with the Emergency Planning Officer (EPO) / District Emergency Planning Officer (DEPO), Babergh and Mid-Suffolk (B&MS);

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| **Name** | **Parish Role** | **Response Role** | **Landline** | **Mobile** | **Email** |
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| Nick Mills | Vice Chair, Coddenham Parish Council |  | 01449 760782 | 07799 417304 | [Coddenhamcllr.nickmills@gmail.com](mailto:Coddenhamcllr.nickmills@gmail.com) |
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## **Activation**

Ordinarily activation will come by contact from the Emergency Planning Officer (EPO) / District Emergency Planning Officer (DEPO), Babergh and Mid-Suffolk (B&MS). This may well include asking Coddenham to establish the Community Rest Centre (CRC) without delay – see **Community Rest Centre** below.

Exceptionally an emergency event may occur which will require local support with a member of the CECG contacted in the first instance or at the same time as the emergency services. If that happens the designated leader of the CECG should, if there is **ANY threat to life** immediately contact the emergency services (Police, Fire, or Ambulance) dialling **999**, if that hasn’t been done already. (If there is no perceived threat to life, but there is **information** that may help the emergency services, the non-emergency line **101** should be called)**.** An example might be cars trapped in flood water locally at a time of a storm which is affecting many areas simultaneously.

On ‘Activation’ of the CECG, the designated leader of the CECG should contact the Emergency Planning Officer (EPO) / District Emergency Planning Officer (DEPO), Babergh and Mid-Suffolk (B&MS)

Office hours: 0300 123 4000

Out of hours: 0808168 7794

The designated leader will ensure that the taker of the call at B&MS will know it is the Coddenham ECG that’s calling, the caller’s name and appropriate contact details and request that the Joint Emergency Planning Unit Duty Officer (EPDO) is notified.

## **Community Rest Centre**

The Coddenham Centre (TCC) has been designated a Community Rest Centre (CRC). A CRC is a space for people to be evacuated to which can provide, bedding, sustenance and sanitation.

As soon as possible after ‘Activation’ of the CECG and a requirement being identified for a CRC to support the emergency, members of the CECG and other volunteers who have been identified should aim to establish it as far as they are able. The EDPO will arrange for bedding etc to be delivered and for experienced team members to be sent to the CRC to staff it. However, this may take 2-3 hours, meaning that whatever can be achieved within the community will provide earlier support. That local support maybe required to continue in post alongside local authority staff, or maintain the facility in the medium term, say 24 hours, if the emergency is district/multi-communities wide.

## **Insurance**

The Community Emergency Planning Group (CEPG) and CEPG volunteers will be covered by Babergh and Mid-Suffolk’s insurance under the following circumstances:

* The local authority has requested the activation of Coddenham’s 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.
* The CEPG only carries 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 the CEPG has been asked to undertake must be commensurate with the skills and competency of members.
* 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.

For activities that are undertaken by the CEPG which are not authorised by the local authority e.g., they fall outside an emergency as deemed by the local authority, but which would benefit from a coordinated approach within the community to support vulnerable residents, for example, each will require formal risk assessment including insurance cover which may include that of the parish council. Re-using the ‘trapped cars in floodwater’ example, it maybe that the coffe stop, country club or the church (if open and available) might be used to provide limited respite for the affected drivers, without the need to move to full CRC. See Appendix 2.

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## **Appendices**

**Appendix 1 – Parish Maps**

Largely these are to benefit responders from MSDC and will show the whole parish, the key roads and a detailed map of the village and its key sites, especially TCC as the CRC.

**Appendix 2 – Likely Risks**

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| **Risk** | **Reason/likely scenario** | **Likelihood** | **Impact** | **Immediate Action** | **Prevention/preparedness** |
| 1. Serious House Fire / threat from field fire | A house fire in a densely populated area or a field fire leads to neighbouring properties being evacuated by the fire service. Activation may be local or via the EPDO. | Low | Medium | TCC readied and available as a CRC to provide for immediate respite. If properties remain unavailable to access for more than say 12 hours, MSDC will seek hotel accommodation. | Testing TCC readiness periodically.  Late Spring broadcast message across delivery channels warning of threat of field fires including dos/don’ts. Reinforce if a period of sustained hot/dry weather is forecast. |
| 2. Weather event (violent Storm) | Something akin to the 1987 storm or a local event which brings about significant incidences of fallen trees, access issues, power outages and communication limitations. | Low (but increasing) | Medium | TCC readied and available as a CRC to provide for immediate respite if power is available.  When safe to do so ‘door knocking’ across the parish to ask if residents view themselves as vulnerable and need assistance until normality returns. Parish Council to retain temporary ‘vulnerable persons list’ whilst the emergency is in place. Formal close off required. | Testing TCC readiness periodically.  Early Autumn broadcast message across delivery channels warning of threat of storm conditions, including ensuring access to torches/candles/alternative power sources and emergency numbers list (general and personal). |
| 3. Weather event (extreme cold/heavy snow) |  | Low | Medium | When safe to do so ‘door knocking’ across the parish to ask if residents view themselves as vulnerable and need assistance until normality returns. Parish Council to retain temporary ‘vulnerable persons list’ whilst the emergency is in place. Formal close off required. | Autumn broadcast message delivery channels warning of threat of storm conditions, including ensuring access to torches/candles/alternative power sources and emergency numbers list (general and personal). |

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| **Risk** | **Reason/likely scenario** | **Likelihood** | **Impact** | **Immediate Action** | **Prevention/preparedness** |
| 4. Weather event (extreme heat) |  | Medium | Low | When safe to do so ‘door knocking’ across the parish to ask if residents view themselves as vulnerable and need assistance until normality returns. Parish Council to retain temporary ‘vulnerable persons list’ whilst the emergency is in place. Formal close off required. |  |
| 5. Flooding | The Gipping or its tributaries flood, or there is a flash flood incident. Although the past isn’t necessarily a reliable indicator, especially with climate change. | Low (and localised) | High (for those affected) | TCC readied and available as a CRC to provide for immediate respite if power is available.  When safe to do so ‘door knocking’ to ask if those affected view themselves as vulnerable and need assistance until normality returns. Parish Council to retain temporary ‘vulnerable persons list’ whilst the emergency is in place. Formal close off required. | Drawing the EA’s flood map to residents’ attention at least annually, suggesting that those likely to be affected attend to defences and have a contingency plan.  Testing TCC readiness periodically. |
| 6. Extended power outage | Often this will be linked to risks 2 and 3. The parish has a numerous overhead power lines with adjacent trees. | Medium | Medium | Liaise with UK Power Networks (UKPN) and provide bulletins to those affected and to share issues that vulnerable residents have.  When safe to do so ‘door knocking’ to ask if those affected view themselves as vulnerable and need assistance until normality returns. Parish Council to retain temporary ‘vulnerable persons list’ whilst the emergency is in place. Formal close off required. | Ensure UKPN undertake regular maintenance and are continuing to add resilience to the network.  At least annually, provide an update to residents from UKPN summarising contact/information details and steps residents can take to reduce the impact of power cuts.  Consider provision of TCC facilities for the provision of ability to top up phones / obtain hot drinks etc. |

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| **Risk** | **Reason/likely scenario** | **Likelihood** | **Impact** | **Immediate Action** | **Prevention/preparedness** |
| 7. Major RTC on a road within the parish or adjoining it. (A14, A140 or B1078). | A major RTC which requires respite space for ‘walking wounded’. Activation may be local or via the EPDO.  This risk to Coddenham is only likely to manifest if combined with one of risks 2, 3. or 4. | Low | Low | TCC readied and available as a CRC to provide for immediate respite. Parish coordinators contacted to identify any personal hardship/issues with vulnerable residents. | Testing TCC readiness periodically. |
| 8. National/regional pandemic | Similar to Covid-19 pandemic, where some restriction of movement and/or the shielding of vulnerable residents forms part of the response.  In the National Risk Register published on 03-Aug-23, another pandemic was deemed one of the most likely risks to vest at up to a 1:4 chance. | Medium | High | Follow HMG and LA guidance.  Update volunteer lists virtually, as some volunteers will need to shield, take other action and won’t be available to assist.  When safe to do so ‘door knocking’ across the parish to ask if residents view themselves as vulnerable and need assistance until normality returns. Parish Council to retain temporary ‘vulnerable persons list’ whilst the emergency is in place. Provide assistance both within guidance and safety/insured standards e.g., periodically checking vulnerable residents are OK, delivering goods ordered from the shop.  Formal close off required. | Undertake formal debrief of those involved in supporting residents in the Covid-19 pandemic; publishing details of what might be useful for residents to know. |

**Appendix 3 – Activation**

A list of likely scenarios where there isn’t an explicit request from B&MSDC. How Coddenham responded to the pandemic or might to say a 48 hours power cut would be examples.

**Appendix 4 – Risk Assessment**

The process we will follow and who will own which aspect. This is going to relate to items outside those activated by B&MSDC or where they are extended, which in most cases will be when identifying and helping vulnerable residents.

**Appendix 4 - Roles & Responsibilities**

Key actors from relevant to the plan especially those over and above CECG members. For example not all councillors will be members of the CECG, but they should be listed and informed. Also details of the call tree.

**Appendix 5 – Key Contacts and Community Communication**

This is a list of key contacts e.g at MSDC, the Environment Agency etc., as well as local facilities like the shop, St Mary’s and healthcare such as Needham Market and Debenham practices

Where and how we’ll communicate the status of any emergency event – including owners of messaging.

**Appendix 6 – Resources**

For the addition of specialist help within the Parish e.g. Eastwood

**Appendix 7 – Debrief**

The process for debriefing after the closure of an event.