

**Melton Community Emergency Plan:**

Version 1, Date: January 2024

**Introduction:** Melton is a small parish with approximately 2,700 properties and 4,500 residents. The village is adjacent to the A12, 1 mile from Woodbridge to the south and 30 miles from Lowestoft to the north.

**Activation & Response:** In the event of an emergency impacting the parish / community the following residents will form an emergency coordination group, when safe to do so and as far as is practicable, to: assess the impacts of the incident, consider the local response, inform and support residents and responding agencies.

Name	Parish Role	Response Role	Landline	Mobile	Email
Pip Alder	Clerk	Parish Council co-ordinator	01394 382 224		<a href="mailto:clerk@melton-suffolk-pc.gov.uk">clerk@melton-suffolk-pc.gov.uk</a>
Carol Gradwell	Chair of Parish Council	Parish Councillor co-ordinator			<a href="mailto:Cllr.gradwell@melton-suffolk-pc.gov.uk">Cllr.gradwell@melton-suffolk-pc.gov.uk</a>

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 (Police)**.

★ **Activation:** On activation of this Plan, the group will contact the East Suffolk Council to inform them of the activation. The group will continue to liaise with the Local Authority for the duration of, and recovery period of, the emergency.

Ensure that the call taker is advised call is from Melton Parish Council, and given caller's name and appropriate contact details

Office hours; Emergency Planning Officer (EPO) / District Emergency Planning Officer (DEPO) 07920 139306 / 07920 139293 (if no response use OoH's routine below)

Out of hours; East Suffolk Services Ltd (ESSL) 0800 440 2516 – and request that the ESSL Duty Officer notifies East Suffolk Councils Emergency Activation Officer.

Emergency Control Centre (ECC) when activated: 01502 523630 (note both East Suffolk House – Melton, & Riverside Offices – Lowestoft, use the same phone number)

**PLEASE NOTE:** In a widespread incident the EPO / ECC are single points of contact and may supporting the wider LA response across the County and may not be able to respond to you immediately.

**Routine Contact** - (EPO) 07920 139306 / (JEP) 01473 265321, Peter Langford (DEPO) 07920 139293, [Emergency.Planning@east Suffolk.gov.uk](mailto:Emergency.Planning@east Suffolk.gov.uk)

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**★ Insurance**

The Community Emergency Planning Group (CEPG) and CEPG volunteers will be covered by East Suffolk Council's insurance under the following circumstances;

- East Suffolk Council has requested you activate your plan and volunteer group.
- The CEPG volunteers are registered with the CEPG.
- The CEPG and CEPG volunteers are under the direction of a local authority member of staff (This can be remotely), and local authority receives regular updates of task progress / issues arising from the CEPG.
- They only carry out the actions / activities that they have been authorised to do or agreed by the local authority.
- A record of the activities undertaken and volunteers employed in those tasks is maintained by the CEP Group
- 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 EAST Suffolk Council, then you need to determine whether your local Parish / Town Council's insurance policy covers these activities.

**Potential causes of Emergency Plan to be operational include:**

- Severe weather, damaged properties
- Flooding – surface water, tidal surge, fluvial
- Power outages
- Evacuations
- Pandemic
- Rail Incident

**Activation:**

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To activate the Emergency Plan the Clerk and Chair of Parish Council will notify other community contacts and respond accordingly eg opening up shelters, providing information, providing support and refreshments in the community as far is practicable.

Dynamic Risk Assessments as appropriate will be carried out as required. Where the resources to mitigate the impact of the incident are beyond the scope of the Parish Council and Community volunteers then assistance will be sought from the local authorities and other responding organisations.

Debrief to be carried out post-event by **Parish / Town Council / CEPG** (Supported where practicable by East Suffolk LA / EPO's - Suffolk Joint Emergency Planning Unit)

**Useful Community Contacts:**

Name	Parish Role	Response Role	Landline	Mobile	Email
Colin Birkbeck	Manager of Burness Parish Rooms	Rest Centre contact	01394 385822		<a href="mailto:manager@burnessparishrooms.org">manager@burnessparishrooms.org</a>
Rev Paul Hambling	Rector	Church and Rest Centre contact	01394 387491		<a href="mailto:rector.uffordmelton@gmail.com">rector.uffordmelton@gmail.com</a>
Caroline Richardson	Head of Melton Primary School	Rest Centre and school co-ordinator	01394 382506		<a href="mailto:Caroline.richardson@melton.suffolk.sch.uk">Caroline.richardson@melton.suffolk.sch.uk</a>
Peter James	Melton Good Neighbour Scheme	MGNS co-ordinator	03333 355366		<a href="mailto:meltonGNS@gmail.com">meltonGNS@gmail.com</a>
	Melton WI				
	Deben WI				

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**Potential Shelter/Rest Centre Locations**

<b>Name</b>	<b>Address</b>	<b>Facilities</b>	<b>Contact Name</b>	<b>Contact</b>
Melton Parish Council Offices	17 Riduna Park, Station Road, Melton, IP12 1QT	Office space, accessible toilet, small kitchen, meeting room, wi-fi	Pip Alder, Clerk	<a href="mailto:Clerk@melton-suffolk-pc.gov.uk">Clerk@melton-suffolk-pc.gov.uk</a>
Burness Parish Rooms	Burness Parish Rooms, The Street, Melton, IP12 1PW	Kitchen, large hall, car park, toilets	Colin Birkbeck, Manager	<a href="mailto:manager@burnessparishrooms.org">manager@burnessparishrooms.org</a>
Church Hall	St Andrew's Church, Station Road, Melton, IP12 1PX	Hall, kitchen and toilets	Rev Paul Hambling, Rector	<a href="mailto:rector.uffordmelton@gmail.com">rector.uffordmelton@gmail.com</a>
The Melton Pavilion	The Melton Pavilion, Melton Recreation Ground, Melton Road, Melton, IP12 1PF	Kitchen, toilets, hall. Car park at Recreation Ground. Fully accessible.	Pip Alder, Clerk	<a href="mailto:clerk@melton-suffolk-pc.gov.uk">clerk@melton-suffolk-pc.gov.uk</a>
Melton Primary School	Melton Primary School, Melton Road, Woodbridge, Suffolk, IP12 1PG	Primary School	Caroline Richardson, Head	<a href="mailto:Caroline.richardson@melton.suffolk.sch.uk">Caroline.richardson@melton.suffolk.sch.uk</a>

**Useful Agency Contact Information****SCC - 0345 606 6067****Highways** – [Community Self-Help Scheme - Suffolk County Council](#)**Winter Gritting** – **Parish/ Community self-help.** [Check which roads are gritted in Suffolk - Suffolk County Council](#)Report a Highways issue - **Emergencies 0345 606 6171** <https://www.suffolk.gov.uk/roads-and-transport/roads-pavements-and-verges/report-a-highways-issue/>Roadworks in Suffolk - <https://www.suffolk.gov.uk/roads-and-transport/roadworks/roadworks-in-suffolk/> or roadworks.org <https://one.network/>**Report a flood** - <https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/>**Trading Standards** - <https://www.suffolk.gov.uk/community-and-safety/suffolk-trading-standards/>**Adult Care Services (ACS)** - If you are experiencing a **personal or social care crisis**, 0800 917 1109. <https://contact.suffolk.gov.uk/>**Children and Young Persons (CYP)** - Customer First on **0808 800 4005**

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<https://www.suffolk.gov.uk/children-families-and-learning/keeping-children-safe/reporting-a-child-at-risk-of-harm-abuse-or-neglect-safeguarding/>**Police – 101** [Report | Suffolk Constabulary](#)**NHS – 111** <https://www.nhs.uk/>**Suffolk Fire & Rescue Service (SFRS)** non-emergency issues.Call **01473 260588**, available Monday to Thursday from 9am to 5pm, and Fridays from 9am to 4pm.Call **01480 444500** for out of office hours.Only call **999** if there's an **urgent** Fire Safety issue that puts people in immediate risk.[Suffolk Fire and Rescue Service - Suffolk County Council](#)**Fire Safety Guidance**<https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Small &amp; Medium places of assembly

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly>

Means of escape for disabled People

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/886446/9446\\_Means\\_of\\_Escape\\_v2\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886446/9446_Means_of_Escape_v2_.pdf)**EA – Floodline 0345 988 1188**Flood mapping (check map under 'Extent of Flooding' options for coastal & rivers or water surface run off options) <https://flood-warning-information.service.gov.uk/long-term-flood-risk/map>Sign up for Flood Warnings (either as an individual (Postcode and specific address – recommended option for residents / parish 'circulars' / updates / websites) [Sign up for flood warnings - GOV.UK \(www.gov.uk\)](#)**IF** your address within a postcode area does not qualify for registration, use the '**sign up for an area**' option. This is accessed via the website sign up for flooding as above. Click on the '[Sign up for flood warnings - GOV.UK \(www.gov.uk\)](#)' & enter your postcode. Your postcode may not qualify for flood warnings so then click on the link '[search the nearby area](#)', select the river area you need and complete registration details to receive **email** alerts etc.or as a CEP group, email; [targettedfloodwarnings@environment-agency.gov.uk](mailto:targettedfloodwarnings@environment-agency.gov.uk) – this enables you to add multiple email addresses / phone or mobile no's so you can specify how you receive alerts etc.Flood warnings by region <https://riverlevels.uk/flood-warnings#.YA6XE-j7SUK>

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Flood Re <https://www.floodre.co.uk/>

Blue Pages (Flood products) <http://bluepages.org.uk/>

Flood Resilience Engagement Advisor, TBC

To report - <https://www.gov.uk/report-an-environmental-incident> incident hotline 24/7: 0800 80 70 60

- damage or danger to the natural environment
- pollution to water or land
- poaching or illegal fishing
- dead fish or fish gasping for air
- [main rivers](#) blocked by a vehicle or fallen tree causing risk of flooding
- flooding from any river, stream, canal, natural spring or the sea
- incidents at Environment Agency-regulated waste sites
- illegal removals from watercourses
- unusual changes in river flow
- collapsed or badly damaged river or canal banks

**Met Office**

Sign up to weather warnings <https://service.govdelivery.com/accounts/UKMETOFFICE/subscriber/new>

Weather warnings <https://www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings>