Coddenham Community Resilience Plan

Introduction and Purpose

The purpose of the Coddenham Community Resilience Plan is to provide a framework for how the community responds to an emergency event in the parish or to a prolonged 'crisis' e.g. the Covid-19 pandemic. Invocation is expected to be rare and, in most cases, initiated by a member of the Suffolk Joint Emergency Planning Unit (SJEPU) within the Suffolk Resilience Forum (SRF).

Coddenham

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 (CPC), 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), as it will require a collective effort of all parish organisations to support the plan. The CCRG, which includes the CPC will make recommendations for amendments to the plan which ordinarily will be considered and confirmed at the next meeting of the CPC.

Audience

The Plan has three audiences:

1. Suffolk Joint Emergency Planning Unit.
2. Members of the Coddenham community who will help deliver elements of the plan.
3. Residents within the community, to whom a version of the plan will be communicated annually and during periods of heightened danger, such as a red weather warning or when the plan is activated.

Community Emergency Coordination Group (CECG)

In the event of an emergency impacting, or forecast to impact the parish, the following residents, when safe to do so, will form a Community Emergency Coordination Group (CECG) to assess the (likely) impacts of the incident or forecast, 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 designated member of the Suffolk Joint Emergency Planning Unit.

Name	Parish Role	Response Role	Landline	Mobile	Email
Maggie Burt	Clerk to Coddenham Parish Council	Custodian of the community resilience plan		07548 152181	clerk@coddenham-pc.gov.uk
Sarah Gregory	Chair, Coddenham Parish Council	Secondary Parish Council coordinator and secondary main point of contact			cllrsarahgregory@coddenham-pc.gov.uk
David McDonnell		Resilience committee member			
Debbie McDonnell	Numerous – member of the PCC, shop committee and trustee of The Coddenham Centre	Resilience committee member			debbie.mcdonnell@thecoddenhamcentre.co.uk
Claire Martin	Manager, Haysel House (Almshouse)	Coordinator of vulnerable residents	01449 761732		hayselhouse@btinternet.com
Nick Mills	Chair, The Coddenham Centre Vice Chair, Coddenham Parish Council	Parish Council co-ordinator and main contact point		07799 417304	cllrnickmills@coddenham-pc.gov.uk nick.mills@thecoddenhamcentre.co.uk
Gail Springett	Manager, The Coddenham Centre	Local coordinator of the community rest centre		07720 206532	gail.springett@thecoddenhamcentre.co.uk
Ian Thompson	Committee member, Coddenham Community Shop	Coddenham Community Shop representative			

Activation

Ordinarily activation will come by contact from the member of the Suffolk Joint Emergency Planning Unit appointed for the emergency. 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 on-call officer at Suffolk Joint Emergency Planning Unit.

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.

Outside of activation by the Suffolk Joint Emergency Planning Unit, activation may be triggered within the community. **See Appendix 3**.

Community Rest Centre

The Coddenham Centre (TCC) has been designated a Community Rest Centre (CRC) by the Suffolk Joint Emergency Planning Unit. 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 the CRC as far as they are able. The Suffolk Joint Emergency Planning Unit 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.

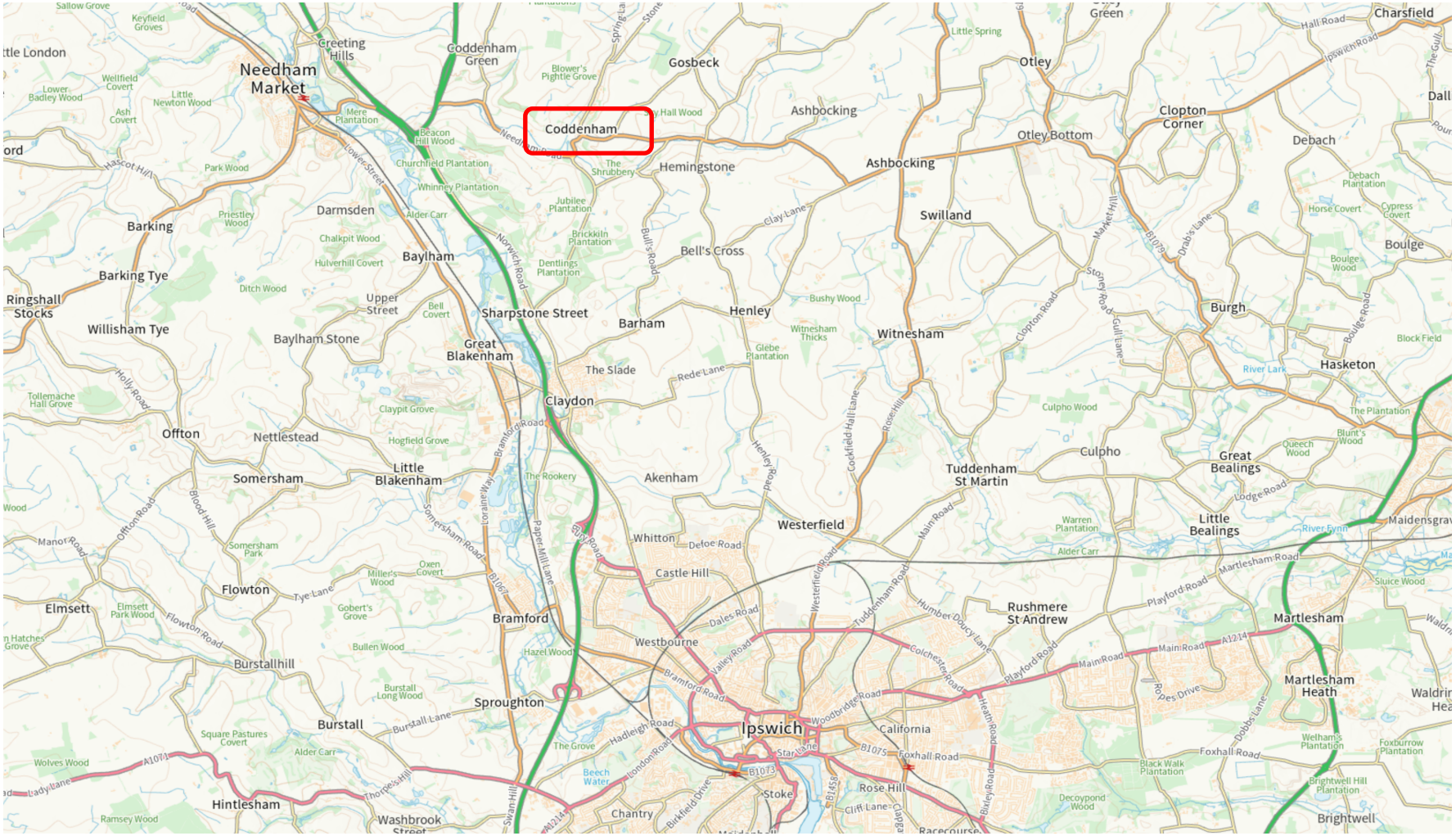
A list of likely risk events is included in **Appendix 2**, which may require local risk assessment, support and management.

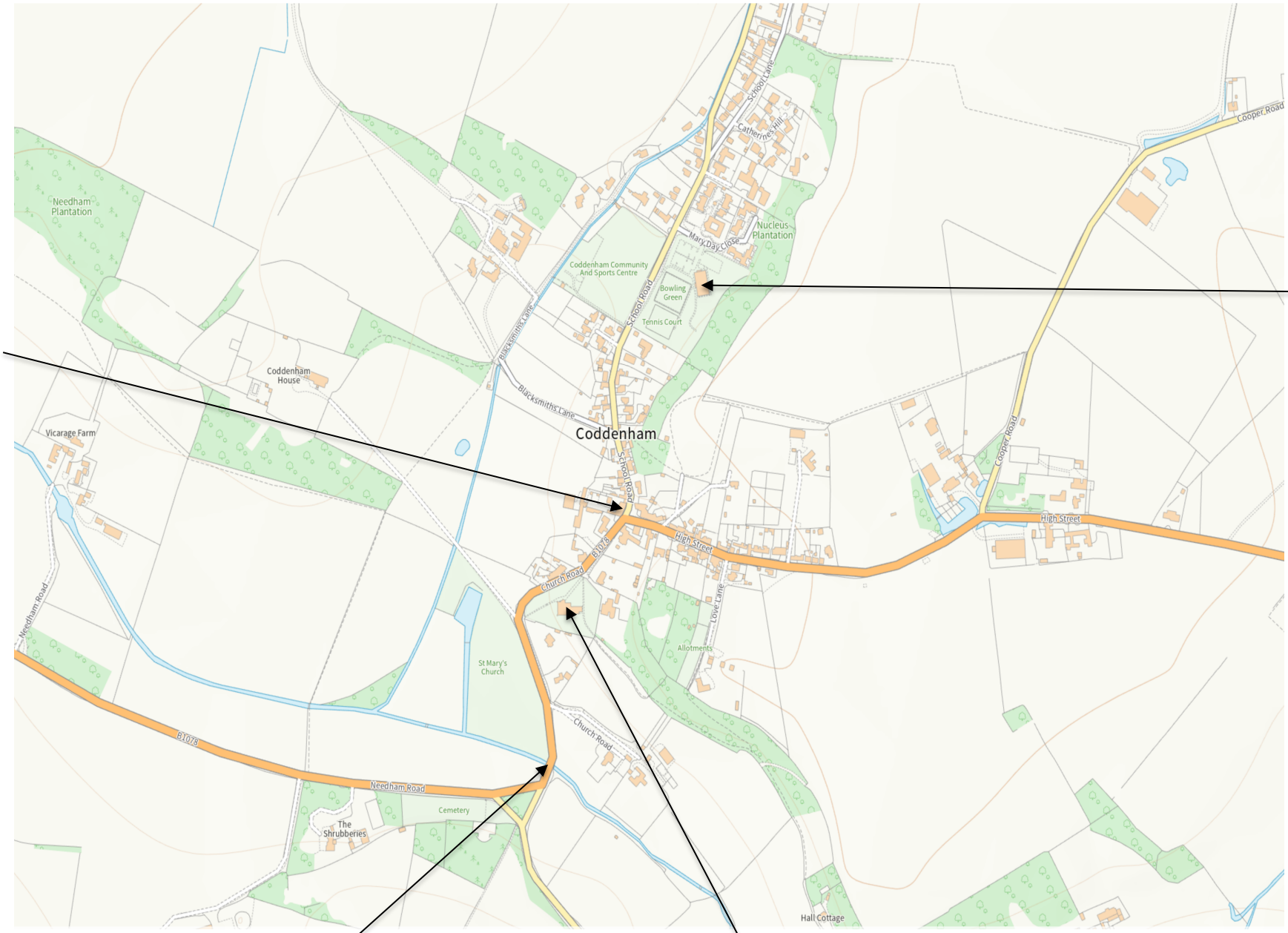
Appendices

Appendix 1 – Parish Maps

Largely these are to benefit responders from the Suffolk Joint Emergency Planning Unit 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.

Maps copyright Ordnance Survey





The Coddenham Centre (Community Rest Centre)

Coddenham Community Stores

To Ashbocking and Wickham Market

To A140, A14 (J51) and Stowmarket

Coddenham Bridge

To Claydon, A14 (J52) and Ipswich.

St. Mary's Church

Appendix 2 – Likely Risks

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 SJEPU.	Low	High (for those affected)	TCC readied and available as a CRC to provide for immediate respite. If properties remain unavailable to access for more than say 12 hours, B&MSDC will seek hotel accommodation.	Testing TCC readiness periodically. Promoting official government and local authority messaging via local media channels.
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. Promoting official government and local authority messaging via local media channels.
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.	Promoting official government and local authority messaging via local media channels.

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.	Promoting official government and local authority messaging via local media channels.
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.	Testing TCC readiness periodically. 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.
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. Consider the use of TCC facilities for the provision of ability to top up phones / obtain hot drinks etc.

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 SJEPU. 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 government and local authority 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.

Periodically the CECG should draw residents' attention to the governments advice for households to prepare for emergencies which is available at https://prepare.campaign.gov.uk/get-prepared-for-emergencies/.

Appendix 3 – Activation – outside of formal activation by the Suffolk Joint Emergency Planning Unit.

Ordinarily 'activation' will come at the request of the emergency team at SJEPU, or it will become managed by them. Activation will then follow the process of the emergency team.

Outside of emergency team activation, likely scenarios for this plan being enacted locally will be those where there is a widespread 'emergency event' which communities are asked to self-manage where they can. These may/will include 'red warning' and 'potentially lengthy amber warning' weather events, significant flooding, loss of service (e.g. electric power) and pandemics. When these happen or in the case of 'red warning' (and likely longer term 'amber warning') weather events, they are forecast, the chair of the CECG should call together members of the group (either physically or via zoom/teams) and determine an initial response. This should include determining a 'vulnerable persons list' and a communications plan, including that to be made to residents immediately.

Past challenges are a reasonable guide to events where community action will need to be considered. In addition to the Covid-19 pandemic, these include the big freeze in January 1987 and the great storm in October 1987. They are infrequent, but its unrealistic that the response to them is left to individuals or government agencies alone. In practice communities step in. All this plan aims to do is to put structure around that response and limit the chance of parish residents falling between the cracks.

Appendix 4 – Risk Assessment

For all emergencies managed by or at the behest of the emergency team at SJEPU, they will undertake the risk assessment.

For all other events captured under this plan the following risk assessment principles will apply:

1. Safety first of those within the team and those that the plan seeks to support. The CECG should identify those at risk in the community, help them if able to do so and if not escalate to an appropriate agency with full details. The emergency team should be the default arbiter for the appropriate agency to assist, if there is any doubt.
2. To determine if the community can self-assist the following should be considered:
    a. Form the support should take.
    b. Ability to support over the likely period of the emergency, including back-up.
    c. The risks including physical, financial, mental wellbeing and legal redress – that those delivering the support are put under, both individual and entity, together with mitigations including insurance.
    d. What the community will be unable to do e.g. it might be able to support vulnerable people within the village, but not the parish and to the extent of delivering basic food items and checking on their well-being. The risk assessment needs to be clear what cannot be done within an acceptable risk profile.
    e. Communication to the community both initially and ongoing, including the ability to provide answers to questions/requests.
    f. Record keeping.
3. The risk assessment should be undertaken by two members of the CECG as quickly as possible and reviewed and agreed by the full CECG (or a quorum of at least 5 members) within a sensible period commensurate with the event e.g. for the pandemic 7 days was reasonable, but for an extended heatwave the CECG might have to act far more quickly.

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 B&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

A standing instruction will request that all parties within the community to an emergency event make and retain notes when it is safe and they have time to do so as contemporary as they are able. These notes should be factual and avoid hyperbole.

Within 30 days and ideally within 10 days of an event being declared over, the chair of the Community Emergency Coordination Group will convene a meeting to capture the feedback of all the parties involved within the community, capturing as a minimum:

- What went well.
- What could have been done better.
- What changes should be made going forward, and for those within the community's remit, clear actions, owners and target dates for resolution.
- What should be communicated to residents.

As in most cases responses to emergency events will be at the request of the emergency team at Babergh and Mid-Suffolk District Councils, the feedback will be sent there. Due to the specific nature of an event there may be a need for the community to be represented at a wider session, in which case the local lessons learnt collation should take place beforehand, so that the views of all involved are represented.

For long duration 'emergencies' e.g. the Covid-19 pandemic, again stakeholders will be requested to make and retain contemporaneous notes. Periodically and targeting every 2 months maximum, those involved will be asked to submit their thoughts via e-mail or at a virtual meeting using zoom or teams. A summary of the output will be retained and any changes to how the community should support the emergency put in place. Once the 'emergency' is declared over by the appropriate authority and it is safe to do so an overall 'lessons learnt' event will be held in a similar manner to that for an immediate short-term emergency, but with the output of the interim sessions forming part of the input.

All debrief papers will be retained by the parish council under its records retention policy.