

Merry Xmas Everyone



Suffolk Prepared

December 2016

Welcome to our 13th Edition

IN THIS ISSUE



by Sue Herne

Hi and welcome to this latest edition of the Community Emergency Planning Newsletter - Suffolk Prepared and the last quarterly edition. We will be moving to just 2 editions per year from 2017 with June & January being the publishing months.

As ever it's another edition packed with information. Page 2 gives you an insight into the new strategy that will take Community Emergency Planning (CEP) forward for the next 3–5 years.

At their next meetings, your Steering Group will be using this to shape the way forward and to set out a programme of delivery. They will be looking at how you can communicate with them, and what are the key areas that they, along with JEPU (the Joint Emergency Planning Unit) need to be focusing on.

You'll be able to find out more at the **Steering Group AGM and workshop taking place at Mid Suffolk District Council Offices in Needham Market on the 17th February from 10:00—13:00 in the Council Chamber.**

As you will see on the Contacts page, there are some vacancies on the steering group. So if you would like to get involved and be a part of the future of CEP here in Suffolk, then please do get in touch with any of the Steering Group Officers, prior to the AGM.

This will be an important workshop for your CEP group as the steering group Members will be setting out what their role is, what their targets are and they want to discuss with you how communications can be improved and what you want to see being delivered.

They need to know what you want or need to keep your volunteers engaged in the process, what gaps you have in skills within your volunteers and community. Without your input, we can all only second guess what those may be.

The number of communities engaged in CEP has grown again over the last year, yet attendance at workshops and table top exercises has been very poor with more sessions being cancelled than have been run.

Please bring your ideas and suggestions to the workshop and AGM on the 17th February and let's kick start 2017/18 as our best year yet for this amazing service that you are ready to provide for your communities, in the event that something happens. We are still one of the leading counties in terms of Community Preparedness so let's continue to demonstrate that best practice, but we need your help to do that.

Our Twitter followers are also going from strength to strength (718). The more Community Emergency Planning Groups that set up their own twitter accounts, the more we can network and share information and opportunities in peacetime and share what's going on when an incident happens. Emily Roden, the Emergency Planning Officer for Ipswich Borough Council, is the new lead for social media. Please forward her any ideas you may have for making our use of social media more effective.

Wishing you all a safe and incident free Christmas and New Year on behalf of the Steering Group and the Joint Emergency Planning Unit and hope that you enjoy this edition of the newsletter.



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A reminder of all our upcoming workshops and training sessions open to you and still free of charge

What's the future looking like for Community Emergency Planning in Suffolk?

by Sue Herne

The reasons why we promote CEP have not changed from the initial concept launched in 2010 which were to:

- Help identify people who are vulnerable, infrastructure at risk and immediate local needs during emergencies.
- Access community resources to support emergency services response.
- Improve communications and information channels before, during and after an incident or emergency.
- Promote stronger community engagement in recovering from emergencies.
- Enhance general community spirit, self-confidence and re-assurance.

CEP activities have grown both in terms of the number of groups involved and the appetite for support ranging from workshop and training activities to the formation of the CEP Steering Group.

Reducing capacities and resources within public services, including Local Authorities, reinforce the need to reduce demand during emergencies by encouraging self reliance and promoting greater use of the voluntary sector.

Suffolk's experience of emergencies over the past 10 years include animal disease, flooding, severe weather and major fires. Other risks such as pandemic flu, nuclear incidents, chemical incidents and industrial incidents all reinforce the need for communities to be prepared.

The aim of the strategy is to set out a direction for improving CEP through to 2020, maximising future opportunities, which lead to communities that are more aware of their risks and better prepared to cope with an incident that affects them.

The Steering Group is now one of the main drivers of CEP within Suffolk. It now needs to identify processes where it can evaluate, and where necessary, update its terms of reference/constitution to ensure that it meets the needs of established CEP groups. It needs to ensure that where working groups are established they have

clear terms of reference, working plans and realistic deadlines.

This can be achieved as follows:

- The Steering Group needs to develop a work plan for the next 12 months which will be reviewed at each meeting.
- The chair of all workings sub-groups (currently there are 3; Funding, Communications and Training/ Exercising) needs to give an update at each meeting on their activities.
- Minutes of all the meetings will be published on the Get Prepared Now website and circulated to all CEP groups.
- The Steering Group rep's will give an update on contact made with the groups that they represent at each Steering Group meeting.
- The date of the AGM will be published in advance to ensure that all CEP group members and other interested parties have the opportunity to attend.

The AGM will include an end of year report, reviewing what has been done over the last year, and also identifying the key objectives / work plan for the forthcoming year. The Steering Group will also assist with promoting CEP awareness amongst those communities without a plan.

The outcomes that we expect to see from these activities are as follows:

- Better integration of the Steering Group (including the sub-groups) with CEP groups and identifying their needs
- Better integration of CEP with other responding agencies within Suffolk
- Better awareness amongst elected members within the Districts, Boroughs and Suffolk County Council.
- Communities having a better understanding and awareness of their local risks and ability to respond to those when they occur.
- Workshops, training and exercises being planned and delivered that are relevant to the needs of the CEP groups.

Come along to the AGM on the 17 Feb and help shape your future as a CEP volunteer.

Time to find out about two more members of your Steering Group

Out of the Bunker

by Steve Stocks

Yet again, you are receiving a dispatch from beautiful downtown Snape. It must be something in our water and, as Tim Beach recounted in the September issue, water certainly did arrive here in 2013!

I currently wear two hats within the Steering Group, albeit very lightly! — those of Treasurer and of acting Vice-Chair — so now it is my turn to present myself. Like everyone in the group, apart from our Secretary (Sue Herne of Suffolk's Joint Emergency Planning Unit — JEPU), I am a community volunteer. I also sit on our Communications sub-group.

My earliest memory of national and international news was being shown newspaper pictures of caravans washed out to sea off Felixstowe in 1953. I learned too of the terrible loss of life in the UK and especially in the Netherlands. That Easter, when I was six, we spent the first of many happy holidays in a bungalow on Shingle Street beach. The stones were still piled up to the roof on the seaward side. Fields inside the sea-wall could not be farmed again for several years, so even then I appreciated how serious the flood had been.

My first experience of emergency planning arose in the mid 1970's, during the Cold War. I was then programming at the HM Treasury computer centre in Norwich. As a technical civil servant, I was invited to become a volunteer warning officer at the local branch of the UK Warning and Monitoring Organisation (UKWMO), which trained in an underground bunker on the ring road. It was our task to plot radioactive fallout plumes on huge perspex maps from reports received from uniformed Royal Observer Corps volunteers. We sweated near banks of archaic teleprinters, whilst they were huddled in damp and cramped underground shelters the size of mini-submarines.

In case of nuclear attack, they, poor guys, would have shinned up the metal ladders as quickly as they could to retrieve photographs from so-called Ground Zero Indicators on the surface, and report their readings back to us safely two storeys down in our bunker, an armed guard at our door. UKWMO's Director would instigate the infamous "four-minute warning".

My only claim to fame, during a particular twice-yearly exercise, was being the first to declare a nuclear attack on the UK when readings were "detected" over Salisbury Plain, just moments into the exercise. I happened to be on temporary detachment in Winchester and, because I was the only warning officer to yet have arrived in the bunker, the fate of the entire nation was in my hands until the chief arrived a few minutes later. Fortunately those war-games stayed just that — games.

After nearly 30 years as a software engineer, designing and implementing financial systems, mostly in the Thames Valley, I returned to Suffolk to live in Snape. If you visit our website at <http://snapevillage.info/parish-council/emergency-planning/>, you will see pictures of our 2013 flood. The first house I viewed here ten years ago was within yards of those spots. In fact the cream-coloured one in the picture above, and it was one of the 26 properties that later flooded, probably with a slightly higher surge than in 1953. Fortunately, I had already seen a similar picture from that time, so chose to live very nearby, but at the top of the hill!

In 1953, the failure to predict that an extreme low pressure system off the north of Scotland might likely cause flooding around the southern North Sea was exacerbated by the fact that many rural manual telephone exchanges were closed at night. It occurred on a Saturday/Sunday night. Warnings could not be passed on, so community after community succumbed over several hours. Mind you, in 2013 when the North Sea surge again arrived at night, the police drafted in from other parts of the county left Snape almost two hours before the expected high tide — which arrived quite close to the surge.

The official tide-table data is on publicly available websites, yet appeared then to be ignored.

This underlines the importance of the various agencies, officials and volunteers, working together and drawing on one another's experience, skills, resources and local knowledge. I must say that much has changed for the better in the last three years.



Local knowledge is paramount in protecting our communities, but, as I heard said recently, it's important ahead of time to COLLECT THE ANSWERS TO THE QUESTIONS YOU DON'T WANT TO BE ASKING ON THE NIGHT. That need not be a major task, as "the Great and the Good" in your community may well already know who can do what, but just haven't ever collated that knowledge into one accessible place. As you are reading this article, you are most probably one of your own community's great and good!

For those coastal and river communities, like ourselves, who are subject to sea and/or river tides, could I also suggest that you visit the easy-to-use and informative sites at <https://www.tidetimes.org.uk/> and <http://www.ukho.gov.uk/easytide/easytide?> You might even add one or both, set for your closest location, as links on your community website! If you visit <http://snapevillage.info/>, you'll see that we have done just that. Of course, walkers, sailors and fishermen are interested in tides too, so that's a useful link to have for social, sports and tourism reasons!

As Treasurer, I was tasked with setting up the Steering Group's bank account.

Although it is free to operate, we four "senior" officers had a pile of forms to sign and hoops to jump through, which took some two months in all! Any communities who don't have a bank account of their own, but who wish to apply for grants from organisations such as the Lottery Fund (yet don't want any more hoops!), are welcome to make temporary use of our banking facility for purposes of their application. Just contact me at my email address, which appears at <http://www.getpreparednow.co.uk/home/steering-group/>.

On final reflection, I remember that in fact I wear three hats! — for I am also a Steering Group area representative. My "cluster" broadly comprises Suffolk Coastal south of the river Alde plus Framlingham ward. That area is shown at <http://www.getpreparednow.co.uk/home/who-s-my-steering-group-rep/>. So, please, you are most welcome to call me out of my bunker if you need a "buddy" to talk to, to help or advise you volunteer-to-volunteer on your community emergency planning, or, if I don't know, point you in the direction of someone who does! That goes for any of your steering group reps.

How I became interested in Community Emergency Planning

by Peter Hammond

It all started in 1988 when I became a radio Amateur and after a visit to a small radio rally in St Albans Hertfordshire. After watching a video presentation of how radio amateurs helped the emergency services and the community of Lockerbie after the Pan Am incident I then decided that my new hobby and skills obtained could be used to help the community in times of distress.

After joining the local Raynet group I started to attend training courses organised by the local authority. One of these was community advisor which was based on old civil defence principles, some of which are still relevant today, some of the presentations were quite intense and

thought provoking, for example aid to civil powers. I still have my Manual for reference.

Along side the theory sessions we had practical sessions, firefighting (little ones) and also Search and Rescue Techniques etc. all based on civil defence principles in the later stages of the cold war.

My real interest came after a week long course at Easingwold, the Emergency Planning College in Yorkshire. During my free time there, I spent a few hours reading reports from past incidents what went wrong and how they overcome problems with new updated plans and procedures.

During this time I attended table top and live play exercises these included aviation, chemical incidents and railway exercises, some of these proved to be very useful in later years.

Hertfordshire had its fair share of live incidents Hatfield rail crash, Potters Bar rail incident and the really big incident that everyone talks about—the Buncefield oil depot

Thankfully the voluntary sector had a minor role in these incidents.



But understanding the principles of emergency planning, the roles of the category 1 and 2 responders has been a great help in my Raynet role.

Since my move to Suffolk, I am now involved with the Community Emergency Planning project. To encourage district and parish communities to have local plans in place.

At present I am involved in a distance learning project from the United States based on the FEMA (Federal Emergency Management Agency) doctrine NIMS (National Incident Management System)

although the course is American based the principles are the same as they are here in the UK.

I hope to obtain a certificate when I have completed the full course. I have recently completed a course



on the JESIP (Joint Emergency Services Interoperability Programme) principle waiting to receive my certificate.

Want to Receive Weather warnings directly and get them out of office hours?

Most of the groups will be aware of the weather warnings that we send out to you following our receipts of them from the met office. It is now possible for you and other members in your groups to receive these directly.

To do this you just fill in the email details on this link: <https://public.govdelivery.com/accounts/UKMETOFFICE/subscriber/new?pop=t>

You then get taken to this link: <https://public.govdelivery.com/accounts/UKMETOFFICE/subscriber/topics> which gives you the options to choose which warnings or other topics. Select East of England from the weather warnings sections below. Our region is there online honest! You just need to scroll down to find East of England & check the box adjacent to it. It's a simple process and only takes a couple of minutes to complete the whole process.

Another great link for CEP groups is http://www.metoffice.gov.uk/media/pdf/2/1/14_0530_Resilience_leaflet_print.pdf This is an area that the met office have designed for those people involved in Community Emergency Planning.

What do the Environment Agency do in Peacetime?

by Chris Chapman

I work in a flood resilience team in East Anglia and my role focuses on working with local communities to help them understand their flood risk <https://floodsdestroy.campaign.gov.uk/>.

Working with communities across such a diverse area is in my (unbiased!) view one of the best jobs at the Environment Agency. My team is also responsible for maintaining the flood warning service locally; training our duty officers; working with partners as well as communities to improve their resilience to flooding; and give advice which can help recovery happen faster if it does flood.



Since the tidal surge in December 2013 – the biggest flood of our shores since 1953 – we've worked with community groups up and down our coastline. We have to remember every community is different and we can't use a one size fits all approach. 'Community' can be a difficult term to define. Are we talking about a community because they live within one parish? Or are we talking about a community that is based in and around a rugby club for example?

One group we've been working closely with are in Snape on the Alde Estuary. Snape and Snape Maltings on the Suffolk coast are most famously associated with composer Benjamin Britten, but on the night of 5 December 2013 more than 20 homes flooded and residents were

moved out of their houses for months. Afterwards the community rallied round to review and improve their community emergency plan. I worked with residents following the tidal surge to help them draw their experiences together and write a flood plan based on what had happened during the tidal surge.

The plan was tested the following October when we had a high tidal surge come up the estuary. Thankfully it came a low tide and no properties were flooded. As flood warnings were in place it allowed residents to test their plan and make sure those at risk of flooding were aware and taking appropriate actions.

More recently I have been working with Broadland District Council, the Broads Authority and the Met Office. We organised a community resilience workshop to work with communities across the Broads to help them understand the risks they face from flooding and the impact of a changing climate. We are already looking to replicate it in the Great Yarmouth area.



As a team we are constantly looking to learn lessons from previous events and exercises. Following the 2013 tidal surge we were informed by a member of the public that it would be really helpful to know how long it would take for high water to travel up estuaries and affect communities.

We've now changed how we work so

we are able to provide an estimate of the time we anticipate a community could be affected following a coastal flood warning being issued.

I certainly don't work in isolation. We have a network of flood resilience engagement advisors based around the country. We use our experiences to share best practice and help each other. My colleagues and I visited Cumbria following the last winter's floods to work with communities which had flooded.

My wider flood team has a diverse remit working on all things flood response. We spend a lot of time working with our professional partners, such as the emergency services, to improve understanding of flooding and response needed. Working together means we can quickly understand their needs and help them respond to our flood warning messages. My team also trains Environment Agency duty staff (those ready in case it floods) so they can respond quickly and efficiently when it floods and give the best possible response to the communities we serve. Our duty team is on standby 24/7 ready to respond should they be required.

Want to find out more about making your home more Flood Resilient?

There is some new guidance out from the Environment Agency regarding how to make your home more flood resilient. It's a 21mb file and 74 pages long, but genuinely worth a read if your home is at risk of flooding.

<https://environmentagency.blog.gov.uk/2016/11/11/make-your-home-more-flood-resilient/>



Are Workshops what you want?

Attendance at workshops has been very poor this year with the majority having to be cancelled due to numbers being too low to make the sessions viable. If there is training that you would like to see being run, then please let your Steering Group rep's, or your local emergency planning officers know, so that a programme can be developed around what you need.

Rest Centre Training

We continue to open our Rest Centre Training for Council Staff and Managers to volunteers from your CEP groups and to District Councillors. However, if there is enough demand, we can run an evening session for anyone that is working and is unable to attend day time trainings in Central & West Suffolk. Dates will be circulated to all Community Emergency Planning Groups when these are scheduled and publicised in future newsletters. See the Dates for your Diary Page.

Places for all workshops are currently free of charge and can be booked by emailing emergency.planning@suffolk.gov.uk. Any CEP Volunteers can attend these sessions irrespective of which local authority your Parish or group falls within. Please note that training is not just for your core group, it's for any of your volunteers.

Our community is growing, however there are still areas of Suffolk where we have yet to forge any community partnerships, and get new groups and plans off the ground. We need all the help we can get to encourage more Towns, Parishes and communities to come forward and take up the challenge. The latest map charting progress for Suffolk can be found on www.getpreparednow.co.uk on the Who's got a plan page.

Here's how you can help us improve that:

- ➔ Promote the work you are doing amongst your community and share it with your local District and County Councillors and other local groups
- ➔ Provide articles or feedback for future newsletters
- ➔ Contact neighbouring communities and work jointly, offering and benefitting from mutual resources
- ➔ Stay in touch with us and keep up to date with developments and opportunities.
- ➔ Make the most of any local opportunities for publicity that you can.
- ➔ Don't forget to annually review your plans and promote any changes to your communities and send us a revised copy of your plan.

So what are we doing?

Here's a taster of some of the activities coming up.

- ➔ Follow-up workshops to help develop or complete your plans
- ➔ Continuing to improve the information on the District Websites and on www.getpreparednow.co.uk
- ➔ We continue to attend Parish Council meetings and other events to promote community emergency planning.
- ➔ Sharing information and best practice that may be useful to you and your community volunteers. If you haven't already done so, then check out the link below for some useful tool kits. www.practicaltoolkits.org.uk
- ➔ The Steering Group is gearing up now and is starting to shape the future of community emergency planning in Suffolk. Look at their pages on the websites to find out more and see who your local contacts are www.getpreparednow.co.uk
- ➔ Continuing to keep the map up to date showing what stage parishes are at with their plans and which Parishes are engaged

Tools of the trade:

You can contact the Suffolk Joint Emergency Planning Unit via the following email addresses

Email us at

emergency.planning@westsuffolk.gov.uk
emergencyplanning@baberghmidsuffolk.gov.uk
emergency.planning@ipswich.gov.uk
emergency.planning@eastssuffolk.gov.uk
emergency.planning@suffolk.gov.uk

You can also follow us on Twitter <https://twitter.com/SuffolkPrepared>

Keep up to date with information by visiting our website www.getpreparednow.co.uk

For more information on Community Resilience, case studies and a 5 step plan visit:

<http://www.cabinetoffice.gov.uk/communityresilience>.

Some of you have been asking questions about the Data Protection Act, the link below might help you to determine whether your group needs to register or not. http://www.ico.org.uk/upload/documents/library/data_protection/practical_application/the_guide_to_data_protection.pdf

Contact Details for your Steering Group Reps

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Dates for your Diary

January

4th Rest Centre Practical, 09:30 –12:30, Old Canteen, Babergh District Council, Corks Lane, Hadleigh, Suffolk, IP7 6SJ

6th Steering group Meeting, 16:00-18:00, Dove Room, MSDC, 131 High Street, Needham Market, Suffolk IP6 PW

10th New Starters Workshop, 10:00—13:00, Forest Heath District Council, College Heath Road, Mildenhall, Suffolk, IP28 7EY

19th Rest Centre Practical, 09:30—12:30, Forest Heath District Council, College Heath Road, Mildenhall, Suffolk, IP28 7EY

19th Rest Centre Theory & Practical, 09:30—16:00, Gainsborough Sports Centre, 5 Brazier's Wood Rd, Ipswich IP3 0SP

February

13th Rest Centre Practical, 09:30—12:30, West Suffolk House, Western Way, Bury St. Edmunds, IP33 3SP

14th Rest Centre Practical, 09:30—12:30, Dove Room, MSDC, 131 High Street, Needham Market, Suffolk IP6 0PW

17th CEP Workshop & Steering Group AGM, 10:00—13:00 The Council Chamber, MSDC, 131 High Street, Needham Market, Suffolk IP6 0PW

March

15th Rest Centre Practical, 09:30 –12:30, Old Canteen, Babergh District Council, Corks Lane, Hadleigh, Suffolk, IP7 6SJ

20-31st tbc Rest Centre Theory, 13:30—17:00, Kelsale Cum Carlton

22nd Rest Centre Practical 09:30—12:30, Forest Heath District Council, College Heath Road, Mildenhall, Suffolk, IP28 7EY

April

12th Rest Centre Theory, 09:30—12:30, West Suffolk House, Western Way, Bury St. Edmunds, IP33 3SP

13th Rest Centre Theory, 09:30—12:30, Dove Room, MSDC, 131 High Street, Needham Market, Suffolk IP6 0PW

May

11th Developing Plans, 14:00-16:30, Woodbridge Town Hall, Woodbridge, Suffolk tbc

19th Rest Centre Practical, 09:30 –12:30, Old Canteen, Babergh District Council, Corks Lane, Hadleigh, Suffolk, IP7 6SJ

22nd Rest Centre Theory, 09:30—12:30, West Suffolk House, Western Way, Bury St. Edmunds, IP33 3SP

23rd Developing Plans, 10:00-12:30, Beccles Town Hall, Beccles, Suffolk

June

6th Rest Centre Theory, 09:30 –12:30, Old Canteen, Babergh District Council, Corks Lane, Hadleigh, Suffolk, IP7 6SJ

15th Rest Centre Theory, 09:30 –13:00, Beccles Town Hall, Beccles, Suffolk

29th Rest Centre Practical, 09:30—12:30, West Suffolk House, Western Way, Bury St. Edmunds, IP33 3SP

Dates for your Diary Continued

July

11th Rest Centre Practical, 09:30—12:30, Dove Room, MSDC, 131 High Street, Needham Market, Suffolk, IP6 0PW

21st Rest Centre Practical, 09:30—12:30, West Suffolk House, Western Way, Bury St. Edmunds, IP33 3SP

September

7th Rest Centre Theory, 09:00—12:00, Dove Room, MSDC, 131 High Street, Needham Market, Suffolk IP6 0PW

28th Rest Centre Theory & Practical 09:30—16:30, Felixstowe Leisure Centre, Felixstowe

October

10th Rest Centre Practical 13:00-16:00, Dove Room, MSDC, 131 High Street, Needham Market, Suffolk IP6 0PW

11th Rest Centre Practical, 09:30—12:30, West Suffolk House, Western Way, Bury St. Edmunds, IP33 3SP

N.B. Steering Groups Meetings are for members of that group only, however minutes from the meetings will be placed on our [website](#)

Places on all the workshops & courses can be booked by emailing emergency.planning@suffolk.gov.uk There are no charges for any of the events listed above.

I hope that you have found this to be an interesting edition, and as ever please do forward us any suggestions that you have for future articles, or feel free to submit any articles or photos that you may have for future editions.

Our next edition will be due out at the end of June 2017 so plenty of time to get those thinking hats on! Articles for the next newsletter should be sent to Sue Herne by the end of April 2017.