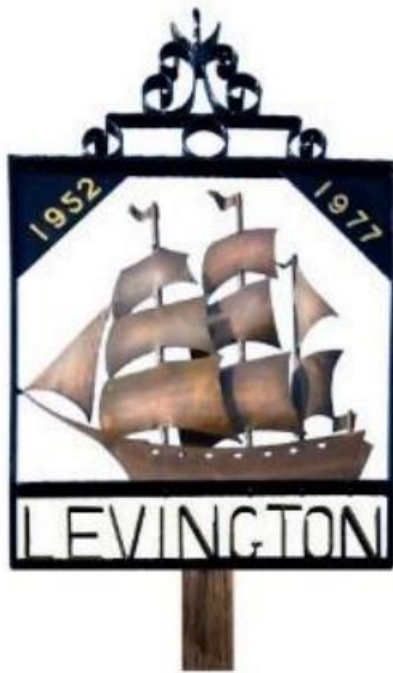




Levington & Stratton Hall **Community** **Emergency Plan**

Author	<i>Parish/Town Council Working Group chaired by J Ross</i>
Date of Publication	
Review	
Version	<i>Version 1 – April 2026</i>

Contents

Section Reference	Section Title	Page Number
	General Data Protection Regulations Statement	
	Review	

Distribution List:

Role	Name	Version No
Chair	C Yeo	Version 1
Parish Clerk	A Buggs	Version 1
Suffolk Joint Emergency Planning Unit (JEPU)		Version 1 - REDACTED

This plan will be fully reviewed by the Levington and Stratton Hall parish council at least every 3 years. A review of the contacts held in the plan will take place annually.

Earlier reviews will take place if there is a change in working practices or with new information from lessons identified following exercises or incidents.

Amendment Record

Amendment No.	Date	Amended by	Summary
Issue 1	15/04/26	N Downing	First issue following approval from ESDC

Plan Validation

This plan was activated as follows:

Incident or Exercise	Reason for Activation	Key Learning
<i>Example – Tabletop exercise on 01/02/2024</i>	<i>Walkthrough of plan in context of scenario</i>	<i>Example – new Rest Centre keyholder identified.</i>

Table of Contents

Introduction, aims and objectives	5
Parish Maps.....	6
Levington:	6
Stratton Hall:	6
Local Risk Assessment.....	7
Registration for vulnerable residents	10
Rest Centre/Warm Room.....	11
Activating the CEPG plan	12
Appendix A: Risk assessment form	13
Appendix B: Emergency Coordination Group Checklist	14
Annex C: Example Risk Assessment Template	15

Introduction, aims and objectives

Levington and Stratton Hall is a small parish with approximately 100 properties and 300 residents. The parish is located 7 miles East of Ipswich, 9 miles from Woodbridge to the north and 6 miles from Felixstowe to the East.

To enhance the resilience of Levington and Stratton Hall through developing our local emergency preparedness, response and recovery arrangements which align with local responders and reduce the impact of the incident on our communities.

The primary objectives of this plan are to:

- To understand and document our local risks/hazards
- To consider possible mitigation for the risks/hazards identified
- To assist our residents in being prepared for emergencies
- To identify and map our local resources and capabilities including volunteers
- To plan our local response arrangements to incidents
- To ensure we have effective communication mechanisms in place between emergency responders and the Parish Council and between the Parish Council and our local communities

In order to put any elements of this plan that might be required into use, the parish has nominated a Community Emergency Planning Group (known as the CEPG). The CEPG consists of the following membership:

Name	Contact telephone number	Role
Neil Downing	07734 740531	Chair
Chris Yeo	07767 472994	Vice Chair and Chair of Parish Council
John Parrish	07738 621965	Parish Councillor and Village Hall Trustee
Ann Wignall	07889 182366	Parish Councillor and village communications (notice board and newsletter)
Sarah Adams	07766 934486	Parish Councillor and Alms Houses Trustee
Derek Dickerson	07747 072662	Parish Councillor (oversight)
Chris Myhill	07831 527412	Parish Councillor (oversight)

Parish Maps

Below are copies of and links to the official Parish maps from Suffolk County Council.

Levington:



Levington.pdf

<https://www.suffolk.gov.uk/asset-library/imported/Levington.pdf>

Stratton Hall:



Stratton-Hall.pdf

<https://www.suffolk.gov.uk/asset-library/imported/Stratton-Hall.pdf>

Local Risk Assessment

This section aims to identify the likely and reasonably foreseeable risks that our community may be affected by. Based upon these risks, the document aims to determine the likely and foreseeable impacts and the steps that can be taken to minimise those impacts.

Risks	Impact on community	What can the CEPG do to prepare	What can the CEPG do to respond?
Flooding: • Surface Water run-off,	• Flooding of local streets • Damage to property • Blocked access to into or out of the Community	• Check the long term flood risk for an area in England - GOV.UK (www.gov.uk). • Current guidance suggests the main flood risk to our area is surface water run-off. • CEPG members to receive Flood Warnings from the Environment Agency – Sign up • Encourage residents to review and improve home flood defences and sign up to receive Flood Warnings as individual households (Flooding - Suffolk Resilience Forum (suffolkprepared.co.uk)) • Work with local emergency responders to see if you or they can help with distribution of flood warnings and any evacuation and Rest Centre establishment required • Encourage local people to put together 'Get Prepared Bags' and Household Plans - Prepare yourself - Suffolk Resilience Forum (suffolkprepared.co.uk) • Establish list of 4x4 and suitable vehicles (along with owners) in the event that flooding makes the village less accessible for a period of time	• Publicise any flood warnings to the village on available channels (WhatsApp group, notice board, door-to-door etc.) • Open local Rest Centres in the unlikely event that residents need to evacuate their properties • Organise transportation for people in need via community WhatsApp group and organise process to check in with vulnerable residents
Fire:	• Potential need for evacuation • Risk to life	• Monitor potential fire risks in and around the village in times of severe drought • Educate residents to be on their guard	• Publicise any potential warnings to the village on available channels

• Large scale Wild Fire	• Damage to property	• Monitor local news for any developing situations • In the event of an incident, work with local emergency responders to see if you or they can help with and any evacuation and Rest Centre establishment required	(WhatsApp group, notice board, door-to-door etc.) • Open local Rest Centres in the unlikely event that residents need to evacuate their properties • Organise transportation for people in need via community WhatsApp group and organise process to check in with vulnerable residents
Power Outage	• Heating homes • Cooking and food preparation • Communication • Impacts on water supply	• Encourage people who may be in vulnerable circumstances to sign up to the UK Power Networks Priority Services Register (PSR) - About the Priority Services Register UK power networks • Encourage local people to put together 'Get Prepared Bags' and Household Plans - Prepare yourself - Suffolk Resilience Forum (suffolkprepared.co.uk) • Establish a register of vulnerable people locally, understand their potential needs (e.g. help with mobility, need for regular medication etc).and share the appropriate elements of that list with member of the CEPG and designated helpers.	• Warn and inform – including house-to-house in the event of widespread power outage making electronic communications impractical. • Establish an Emergency Information Point in the Village Hall • In the event of a prolonged outage, consider opening Rest Centres • Coordinate checks on vulnerable residents via designated co-ordinators
Emerging infectious disease	• Restricted public mobility • Restriction in access to public and other essential services	• Monitor government health advice and prepare in accordance with it • Establish a register of vulnerable people locally, understand their potential needs (e.g. help with mobility, need for regular medication etc).and share the appropriate elements of that list with members of the CEPG and designated helpers.	• Warn and inform – ensure latest medical advice is available and shared via village notices, WhatsApp group and house-to-house information for vulnerable residents if needed. • Consider Emergency Information Points. • Organise parish 'buddy' system to support residents in the event of any

			kind of enforced isolation, particularly vulnerable community members.
Large Transport incident	• Inability to get into or out of the parish • Potential lack of emergency services support	• Establish a register of vulnerable people locally, understand their potential needs (e.g. help with mobility, need for regular medication etc).and share the appropriate elements of that list with members of the CEPG and designated helpers. • Identify known people within the parish who can be called upon to provide first aid in the event of a delayed emergency services response	• Warn and inform – ensure latest medical advice is available and shared via village notices, WhatsApp group and house-to-house information for vulnerable residents if needed. • Encourage residents to stay off the road until the incident is resolved except for emergencies.
Low temperatures and heavy snow	• Inability to get into or out of the parish • Potential lack of emergency services support	• Establish a register of vulnerable people locally, understand their potential needs (e.g. help with mobility, need for regular medication etc).and share the appropriate elements of that list with members of the CEPG and designated helpers. • Establish list of 4x4 and suitable vehicles (along with owners) in the event that snow and ice makes the village less accessible for a period of time	• Warn and inform – ensure latest medical advice is available and shared via village notices, WhatsApp group and house-to-house information for vulnerable residents if needed. • Organise parish ‘buddy’ system to support residents in the event of a longer period, particularly vulnerable community members. This could include organising food shopping and obtaining essentials to support them. • If operational encourage the use of Village Hall as a warm room for residents that need it
Industrial action by key staff (e.g. healthcare workers, fire fighters etc.)	• Potential lack of emergency services support	• Monitor official news and government channels for information	• Warn and inform – ensure that latest advice is shared via appropriate channels (WhatsApp, Notice board etc.)

Registration for vulnerable residents

As described above a key element of being able to act in the event that an element of the Emergency Plan is activated is to understand those residents who require additional support and what support is needed. For this reason, it is critical that a voluntary mechanism is created to collect and securely manage this data.

IMPORTANT NOTE: When handling any personal data it is critical that the rights and freedoms of the residents are respected and that all people involved in the emergency planning and execution process are aware of their responsibilities under the General Data Protection Regulation (knowns as GDPR).

This section describes the process taken to gather and store this information however further guidance on how to comply with the regulations has been produced by the Information Commissioners Office and can be found here:

[UK GDPR guidance and resources | ICO](#)

To avoid the risk if it being misplaced the information will not be generally printed (although to allow access in the event of limited power being available it may be that one or more members of the CEPG can hold hard copies as long as storage requirements have been met).

The first step will be to contact all residents via regular communication channels and to ask if they wish to volunteer to be included in the register of vulnerable residents. If they do come forward, the information itself will be gathered by volunteer members of the CEPG directly from the residents in question (the data subjects). Forms have been created that include clear statements on how the data will be stored, used and the rights of the data subject to request deletion of their information at any time. These forms will be digitised by a member of the CEPG and then the originals will be securely stored once this process is completed.

The digitisation of the forms will create two specific 'spreadsheets'. To assist in maintaining confidentiality, a two-sheet system will be used as follows:

Sheet 1 – Will contain information on the nature of the vulnerability of the person (e.g. requires regular medication, reduced mobility etc.). In this sheet, residents will always be referred to by a code designation (e.g. RESIDENT1). In this way, should the information ever be lost there will be no way that the nature of any vulnerability would be able to be linked to the real person. Sheet 1 will be password protected by a strong password that only approved members of the CEPG have access to.

It is important to remember that the information needed in Sheet 1 should comply with data minimisation principles at all times. Specifically, the CEPG does not need to know anything such as medical history or precise diagnosis, only the nature of the potential vulnerability (e.g. reduced mobility) so that assistance can be provided in an emergency. Naturally vulnerabilities can also be non-medical, for example a resident who has no access or ability to use a car. Reliance on public transport might cause issues in some of the emergency scenarios discussed above and the CEPG would benefit from this knowledge.

Sheet 2 – Will contain a key that links the terms such as RESIDENT 1 to the actual name and address of the person that the key RESIDENT 1 signifies. This sheet will be a separate file, and will also be password protected using a strong password that is different from the password associated with Sheet 1. Therefore if Sheet 2 were to be lost the information contained within it would be little more than that found in the electoral register, a series of names and addresses.

Copies of both sheets will be stored on a hardened USB flash drive (using bit-level encryption that requires a 3rd password) that is kept in the village hall, along with on the local computers of authorised members of the CEPG. They should NOT be emailed.

Finally, the CEPG should have a standing item to check all of the vulnerable resident information provided at least annually. This check should include:

1. Are the residents within the register still resident in the village? If not the data should be immediately removed as it is no longer appropriate to keep it
2. Is the CEPG satisfied that we still have the consent of the resident to keep this data? If in doubt this should be re-checked, and it should also be re-checked at least every 2-3 years
3. Change the passwords associated with Sheet 1 and Sheet 2

The process described in this document should begin once this plan has been approved and signed off.

Rest Centre/Warm Room

Previous versions of the Emergency plan have focussed heavily on the use of the Levington village hall as a rest centre. As identified in the risk assessment, the village hall continues to play an important role in many of the identified scenarios contained in this plan. However, with the focus more on what can be done within the parish shifting to a list of more likely and smaller scale/duration incidents the role of the Village Hall going forward should be re-examined. The risk assessment does not suggest a practical need for long- or medium-term temporary housing of large numbers of people, however it does provide a key role in offering a place for people to go and obtain some short-term necessities (food, warmth and shelter) until other arrangements can be made.

There are currently some emergency supplies located in Levington Village Hall that have been reviewed and in general many of them are not needed for on-going envisaged use. Upon approval of this plan a review of all will be completed and those items discarded unless they satisfy one of the above three basic needs. It will be that some small additional items are needed to properly satisfy these needs (e.g. basic packet/tinned food) and where identified these will either be sourced from donations within the community or through a small discretionary budget item from the parish council (TBC).

When the CEPG is identified and up-and-running suitable CEPG members will be allocated to complete the rest centre training provided by Suffolk Prepared (<https://suffolkprepared.co.uk/>)

Activating the CEPG plan

Activation by local CEPG

The decision to activate any element of the Community Emergency Plan should be made by a minimum of two people from the Levington and Stratton Hall Community Emergency Planning Group (details held in

Table of Contents

Introduction, aims and objectives	5
Parish Maps.....	6
Levington:	6
Stratton Hall:	6
Local Risk Assessment.....	7
Registration for vulnerable residents	10
Rest Centre/Warm Room.....	11
Activating the CEPG plan	12
Appendix A: Risk assessment form	13
Appendix B: Emergency Coordination Group Checklist	14
Annex C: Example Risk Assessment Template	15

Introduction, aims and objectives) conferring and making a decision.

In the event that the Community Emergency Planning Group decides to activate its own plan, without a request from the Emergency Services or the local authority, then we are acting under the Parish Council's liability insurance until such time as the local authority has been informed and has agreed to the Emergency Plan being activated. Therefore, the local authority should be contacted at the earliest opportunity in the following ways:

East Suffolk Council

During office hours call **0333 016 2000** and request a call back from an Emergency Planning Officer.

Out of hours call East Suffolk Council on **0800 440 2516** (call will be answered by East Suffolk Services Ltd out of hours) and request a call back from the Emergency Planning Duty Officer.

Note - In a widespread incident Emergency Planning Officers may be supporting the local authority response across the county and may not be able to respond to you immediately.

Activation by Local Authority or a Responding Agency

In some circumstances, Community Emergency Planning Groups will be contacted by their local District Council requesting activation of their Community Emergency Plan for specific activities to support the response to an incident. Following the telephone call the District Council will email a 'Community Emergency Planning Group Activation Form' which will confirm the tasks that the Community Emergency Planning Group has been asked to conduct and confirmation of how only these tasks are covered by the local authority's insurance.

If directly activated by the Emergency Services, the same details should be obtained by the CEPG from the activating agency.

Appendix A: Risk assessment form

As soon as practical following activation of the CEPG, an appropriate member of the CEPG should complete a risk assessment. To assist in this process, this should be done according to the below METHANE framework:

<i>M</i>	<i>Major incident</i>	<i>Has a Major Incident been declared?</i>	<i>This is not a question that CEPGs need to answer but is included for your awareness.</i>
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<i>E</i>	<i>Exact Location</i>	<i>What is the exact location or geographical area of incident?</i>	
<i>T</i>	<i>Type of Incident</i>	<i>What kind of incident is it?</i>	
<i>H</i>	<i>Hazards</i>	<i>What hazards or potential hazards can be identified? What has caused the problem? How has it happened? Are there any secondary hazards to be considered?</i>	
<i>A</i>	<i>Access</i>	<i>What are the best routes for emergency services and responders for access and egress?</i>	
<i>N</i>	<i>Number of casualties</i>	<i>How many casualties are there and what condition are they in?</i>	
<i>E</i>	<i>Emergency Services</i>	<i>Which and how many emergency responder assets/personnel are required or are already on-scene?</i>	<i>This is not a question that CEPGs need to answer but is included for your awareness.</i>

Copies of this template in hard form are available in the Levington Village Hall cupboard **[INSERT REFERENCE]**. The assessment can be completed in hard copy but should also be digitised as soon as practicable to assist in information sharing. An example template that applies this framework is contained in **Annex C: Example Risk Assessment Template**

Appendix B: Emergency Coordination Group Checklist

Below is a suggested checklist of general actions that the CEPG may wish to take in any aspect of the emergency plan is activated.

In the event of any local emergency, if there is ANY threat to life, dial 999 and alert the emergency services.

	Inform the local authority that you have activated or are looking to activate your plan
	Gather as much information about the situation as possible when it is safe to do so and consider which local resources could be mobilised to support the community including establishment of a Rest Centre to provide some immediate shelter if people have had to leave their homes . Consider using the METHANE template at Annex A.
	Consider whether you can work safely and effectively from your current location, or whether it is safe to move to an alternate location.
	Notify other members of your CEPG and request that they meet at the nominated location if safe to do so and instigate the call cascade as necessary.
	Tune into local radio and listen for updates on the emergency. Follow any emergency services advice issued.
	Tell your community that your emergency team is functioning.
	Arrange for contact to be made with the vulnerable members of the community as appropriate and arrange for advice/assistance to be offered.
	Arrange for the community resources/organisations identified to be made available as necessary.
	Consider asking for additional members of the community (volunteers) to help with the response, you may have identified Community Coordinators already. Tasks may include door knocking to warn and inform residents.
	Follow any Action Cards for specific risks
	Check your email system regularly.
	Consider establishing contact with neighbouring Parish/Town Councils and ask for/offer support if appropriate.
	Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully, carefully and are not carrying out tasks and activities that they are not qualified to do.

Annex C: Example Risk Assessment Template

Location					Date:		Review date:	
Risk Assessors Name:					Job title:			
Task / Hazard Identified	No of persons at risk			What is risk?	Risk rating			
					I	L	Risk	Action to remedy
Impact multiplied by Likelihood = Risk Rating: 16 = Very High, 8-12 = High, 4-6 = Medium, 0-3 = Low								

Note - If you undertake activities that are not authorised by the District Council then you need to determine whether your local Parish/Town Council's insurance policy covers these activities.

RISK RATING

Impact	
4	Major injury - <i>broken bone, unconsciousness – anything that is reportable under RIDDOR</i>
3	Minor injury (<i>Lost time 1 - 3 days</i>) – <i>bruising, sprains, deep cuts</i>
2	Injuries requiring first aid (<i>Lost time < 1 day</i>)
1	Trivial injury (<i>No lost time</i>)- <i>bumps, cuts, abrasions.</i>

Likelihood	
4	It is expected to happen in most circumstances
3	Fairly likely to occur at some time, or in some circumstances
2	It is unlikely to, but could, occur at some time
1	May only occur in exceptional circumstances

Impact	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
	Likelihood	1	2	3	4

Risk rating	Action required
16	Unacceptable risk do not proceed
8 -12	Requires Immediate action to reduce risk and maintain at an acceptable level
4 - 6	Requires action to reduce risk and maintain at an acceptable level.
1 - 3	Precautions to be maintained and managed. Further action unlikely to be appropriate.