

Document Control

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To be reviewed annually: October 2026

LAWSHALL PARISH COUNCIL COMMUNITY EMERGENCY PLAN

Chairperson: Mark Anson

Signed

Date.....

LAWSHALL PARISH COUNCIL COMMUNITY EMERGENCY PLAN

In the event of any emergency of any sort it is a recognised fact that the first response is often unfortunately disorganised. However, it is also recognised at this time most can be done to limit the effect on both people and their environment. Too often by the time the recognised authorities have taken charge the majority of the harm is already done. The Lawshall Parish Council Emergency Plan is designed to bring some sort of organisation to the first response in what could otherwise be a somewhat chaotic situation.

In the event of a perceived emergency one of the first steps a member of the public recognising such must take is to contact a member of the Emergency Team or in the event of this being impossible any member of the parish council. Also at this time the relevant emergency service/s should be contacted if it is judged to be necessary. Emergency Team member(s) will then evaluate the situation and if felt appropriate activate the plan. This may amount to as little as confirming contact with the correct emergency services or as much as a full scale evacuation of the affected area. At the first viable opportunity control of any full scale evacuation will pass to the recognised emergency services, the Babergh District Council Emergency Planning Unit. This however is not to say that any command structure set up by the emergency team may not be utilised by the recognised authority if they think it will be of assistance.

If evacuation of the said area is deemed a possibility then as much warning as possible will be given. In the event of the evacuation being advisable then residents will be asked to leave by the Emergency Team.

In the event of an evacuation of the affected area then the reception zone will be the Village Hall. In the event of this being unusable were All Saints Church will be used as the back-up location.

It may be that once within the reception zone certain members of the public will be co-opted to carry out specific tasks.

LAWSHALL PARISH COUNCIL COMMUNITY EMERGENCY PLAN

To comply with the Civil Contingencies Act (2004) all Parish Councils are required to develop and introduce an emergency plan to deal with any serious incidents that might occur within their community.

The type of disaster event this would cover could be a plane or helicopter crash, major fire, a large spillage of hazardous material or a very serious weather event affecting the village.

In the event of such an incident within Lawshall our Parish Emergency Plan will be brought into action to provide help and assistance to the community as well as information, and support the emergency services.

The type and severity of the incident will determine if Lawshall Community Emergency Plan needs to be activated and this decision will be taken by a member of the Parish Emergency Team.

The plan developed for Lawshall will be operational from October 2025.

If you require further information about our plan please contact Mark Anson, Chair of Lawshall Parish Council on 07990 773469.

LAWSHALL PARISH COUNCIL COMMUNITY EMERGENCY PLAN

In the event of a serious and potentially life threatening situation e.g.

- major fire
- serious weather event IE storm or Blizzard
- air crash
- terrorist event
- major spillage of hazardous material
- loss of electricity supply (over 12 hours)

Contact the relevant Emergency Services first then one of the members of the Parish Emergency Team who are listed below:

Mark Anson 07990 773469

Catherine Baynton 07799 364147

Andrew Irish 01284 827500

A team member will then evaluate if the full Community Emergency Plan should be brought into operation.

PLEASE NOTE: this plan is only to be put into operation for potentially life threatening events in the community as identified above.

SECTION 1

ACTIVATION

When the plan will be activated:

This plan should be activated when a member of the public or parish council believes it is necessary to take further action in response to an incident.

A member of the Emergency Team must be contacted to bring the full plan into action.

Responsibility for activating the plan:

The plan can be activated by any of the Parish Council's Emergency Team. In the unlikely event that none are available, sufficient knowledge of other Parish Councillors will allow partial implementation of this plan.

How the plan will be activated:

This plan will be activated when one of the Emergency Team listed on page 4 decides that the plan should be triggered, and begins to follow the initial actions checklist on page 6.

SECTION 2

INITIAL ACTIONS

Initial actions:

1. Gather as much information about the situation as possible. Make contact with the emergency services first. Also alert Babergh District Council if they need to be involved in the incident.
2. Should the Emergency Team consider it necessary they will deploy volunteers to alert the affected areas of the community.
3. Consider whether you can work effectively from your current location, or whether you need to move to an alternative location (see page 2)
4. Consider whether you need to gather together the parish emergency team (see page 4)
5. arrange for contact to be made with the vulnerable members of the community identified in Section 5 as appropriate and arrange for advice/ assistance to be offered (see page 9)
6. Arrange for the community resource / organisations identified in Section 4 to be made available as necessary (page 8)
7. Consider whether any additional members of the community need to be involved.
8. If possible man the source area and set up communications with emergency team for situation reports until the official emergency services arrive on the scene.

SECTION 3

PREPLANNING TO AID THE RESPONSE

EMERGENCY TEAM:

In the event of the plan being triggered the following members of the parish group have agreed to form part of the emergency team who will help to mitigate the effects on the community should they be available in the area.

Members of the Parish Council's Emergency Team

* Mark Anson – EPC, Chair of Lawshall Parish Council, 07990 773469, 'Jalna' Golden Lane, Lawshall, IP29 4PS.

Catherine Baynton – Vice Chair of Lawshall Parish Council, 07799 364147, 1 Swanfield, Lawshall, IP29 4QB.

Andrew Irish – Councillor, 01284 827500, Street Farm, Lawshall, IP29 4QA.

* (EPC - Emergency Plan Co-ordinator)

SECTION 4

COMMUNITY RESOURCES

COMMUNITY RESOURCES IS AVAILABLE FOR USE DURING AN EMERGENCY

Resources available	Contact details
Robert Staverley Tractors, trailers, front end loaders, 4x4s, telescopic handler	Gate and West Farm Golden Lane Lawshall 07717 197137
Mark Anson High capacity water pump and hoses	'Jalna' Golden Lane Lawshall IP29 4PS 07990 773469

SECTION 5
VULNERABLE PEOPLE

**VULNERABLE MEMBERS OF THE COMMUNITY WHO MAY NEED PARTICULAR HELP
DURING AN EMERGENCY**

Please contact the following organisations for persons who may need support in an emergency.

Customer First: 0800 917 1109

Only the following nominated Emergency Team Personnel may contact the above organisations:

Mark Anson 07990 773469

Catherine Baynton 07799 364147

Andrew Irish 01284 827500

If an incident could affect the residential care home shown below, special consideration and liaison with the emergency services will be necessary.

Willows residential home, Bury Road, Lawshall, IP29 4PU. Contact: Mrs Teresa Strudwick, 01284 830665

Important: All of the Willows staff have basic first aid training.

SECTION 6
EMERGENCY CONTACT DETAILS

Parish Council contact details:

Members of the Council's Emergency Team:

Mark Anson - EPC, Chair of Lawshall Parish Council, 07990 773469, 'Jalna' Golden Lane, Lawshall, IP29 4PS.

Catherine Baynton - Vice Chair of Lawshall Parish Council, 07799 364147, 1 Swanfield, Lawshall, IP29 4QB.

Andrew Irish – Councillor, 01284 827500, Street Farm, Lawshall, IP29 4QA.

Parish Councillors:

Juliet Frost 07790 231136

Melvin Coe 07850 445890

Robert Staveley 07717 197137

External Contact details:

- Fire, Police, Ambulance 999
- Police Headquarters, Martlesham 01473 613500
- Police Non Emergency number 101
- NHS Direct 111
- Babergh District Council (reception) 01473 822801
- Council house repairs (BDC) 01473 825757
- Babergh D.C.(Emergency out of hours) 0808 1687794
- District Emergency Planning Officer-Sue Herne 01473 826635
- Suffolk County Council 01473 265775
- EDF (Power supply emergencies) 0872 7227082
- Environmental Agency 0800 87060
- Anglian Water 0843 5158375
- Emergency Floodline 0808 1209626
- West Suffolk Hospital 01284 713000
- Community Resource Unit 01284 352628
- BBC Radio Suffolk 01473 250000
- Suffolk County Councillor –Richard Kemp 01787 378149
- Babergh District Councillor-James Long 01284 830347
- Neighbourhood Watch Co-Ordinator-Mrs Pamela Pope 01284 830716
- **Village Hall Key Holders:**
 - Darren and Sharon Marshall (Caretakers) 07931 898326
 - S.C.C. Children & Young People 0345 6066067
 - S.C.C. Adult Care Services 0345 6066067
 - Local Vet Swayne & Partners 01284 701444
 - Suffolk Emergency Planning Unit: 01473 265321
 - Lawshall Parish Council Insurance Policy No. YLL2720871593
- **Church Key Holders:**
 - Jean Clements 01284 828423

SECTION 7
PLAN PUBLICATION

PLAN PUBLICATION: A COPY OF THIS PLAN HAS BEEN SENT TO:

emergency.planning@suffolk.gov.uk

Suffolk Joint Emergency Planning Unit,
Endeavour House,
8 Russell Road,
Ipswich,
IP1 2BX.

01284 758461

SECTION 8
PLANNED MAINTENANCE

PLAN MAINTENANCE ROLES AND RESPONSIBILITIES

1. Lawshall Parish Council is responsible for making sure the plan complies with data protection and all other appropriate legislation.
2. Lawshall Parish Council should make sure that all people who are involved in the plan are aware of their role, and know that they may be contacted during an emergency.
3. The plan should be reviewed annually. The Lawshall Parish Emergency Team will be responsible for conducting this review. During the review every section of the plan should be checked for accuracy (telephone numbers, resource list etc.)
4. Any updates to the plan should be approved by Lawshall Parish Council Emergency Team before the plan is changed.

INCIDENT ROOM

In an emergency team is brought together, it has been agreed that they will meet in one of the following locations:

1st choice location will be: **Lawshall Village Hall**

2nd location will be: All Saints Church, Lawshall

COMMUNITY ORGANISATIONS OR PEOPLE WITH SPECIAL SKILLS WHO COULD HELP DURING AN EMERGENCY

Organisation/ Persons name

Resources

Available & Contact details

Doctor/Medical

Initial Medical Support

Long Melford Practise

01787 378226

Glemsford Surgery

01787 280484

All of the staff have basic first aid training: Willows residential home, Bury Road, Lawshall, IP29 4PU.
Contact: Mrs Teresa Strudwick, 01284 830665