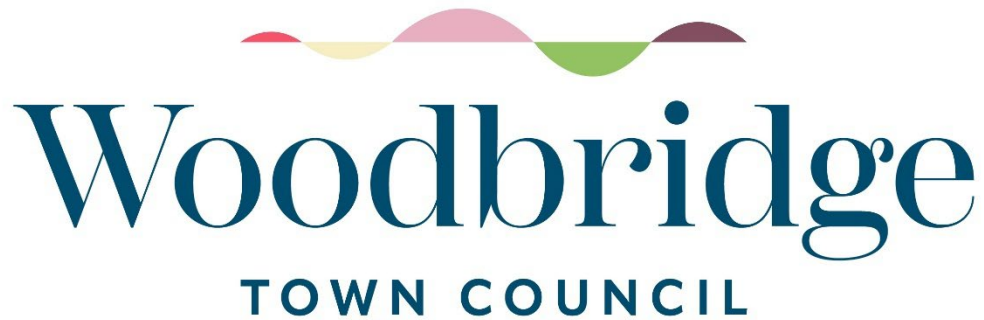




Woodbridge Community Emergency Plan

Author	WTC CEPG, chaired by David Adelson (editor)
Date of Publication	<i>September 2026</i>
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Version	Version 1, based on JEPU template version 2.6

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WOODBIDGE COMMUNITY EMERGENCY PLAN

Distribution List:

Role	Name	Version No
CEPG Chair	David Adelson	Version 1
Parish Clerk	Greg Diaper	Version 1
Community Emergency Coordinator		
Information Coordinator		
Rest Centre Coordinator	Belinda Lloyd	Version 1
Suffolk Joint Emergency Planning Unit (JEPU) - East Emergency Planning Officer	Ruby Hunter	Version 1 - REDACTED
Suffolk Joint Emergency Planning Unit	General Mailbox REDACTED	Version 1 - REDACTED
Suffolk County Councillor	Ruth Leach	Version 1
East Suffolk District Councillor	Stephen Molyneux	Version 1
Chair of WTC (Town Mayor)	Nigel Phipps	Version 1

Review

This plan will be fully reviewed by the WTC Emergency Planning Group at least every 3 years and after an incident which requires its activation.

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, local government re-organisation, at the re-election of WTC, or with new information from lessons identified following exercises or incidents.

Amendment Record

Amendment No.	Date	Amended by	Summary
1	25/09	C Spall	Redaction of personal contact details

Publication

Paper **full** copy will be held in the Clerk's Office in an Emergency Box.

Publication – **Redacted** version will be published on the WTC Website.

Every councillor shall have access to latest **full** copy on Sharepoint.

Every councillor and officer will be requested to download and print the plan, and keep up-to-date.

When the (redacted) plan is published and every time it's revised, WTC shall inform the public via social media, WTC website and public notices.

Hard copy of the **redacted** plan will be available on request, during office hours at the WTC office.

An Emergency leaflet shall be available for public without need for request, during office hours at the WTC office.

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>Example - Walkthrough of plan in context of scenario</i>	<i>Example – new Rest Centre keyholder identified.</i>
On initial publication, the plan had not been activated or tested		

General Data Protection Regulations

The Community Emergency Planning and Response Groups must adhere to UK General Data Protection Regulations. Further information can be found from the Information Commissions Office - [UK GDPR guidance and resources | ICO](#)

Introduction

Aim

To enhance the resilience of Woodbridge 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.

Objectives

- To understand our local risks/hazards
- 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, including identifying rest centres.
- To ensure we have effective communication mechanisms in place between emergency responders and the Town/Parish Council and between the Town/Parish Council and our local communities.
- To make clear the circumstances in which the Emergency Plan will be activated.

This plan gives general guidance (only) to the local community; outlines actions to be taken by the Community Emergency Response Group, Councillors and volunteers; and recognises that it is complementary to any local authority or multi-agency emergency plans which are in existence.

The first point of call in any emergency situation should always be the relevant emergency service(s). Nothing in this plan should interfere with or hinder the timely notification of an emergency situation. If there is immediate risk to life, always call 999. For advice, call 101.

The range of incidents which could be encountered by the communities and which could see the activation of the Community Emergency Group are wide and varied in nature. As such it is not the intention of this document to seek to be prescriptive in the nature and extent of any response to a call for assistance; rather, it seeks to pre-identify available and deployable resources so that they can be called upon easily in times of demand. Lead and Deputy Co-ordinators are registered to receive all Flood, Power Outage and Weather warning alerts.

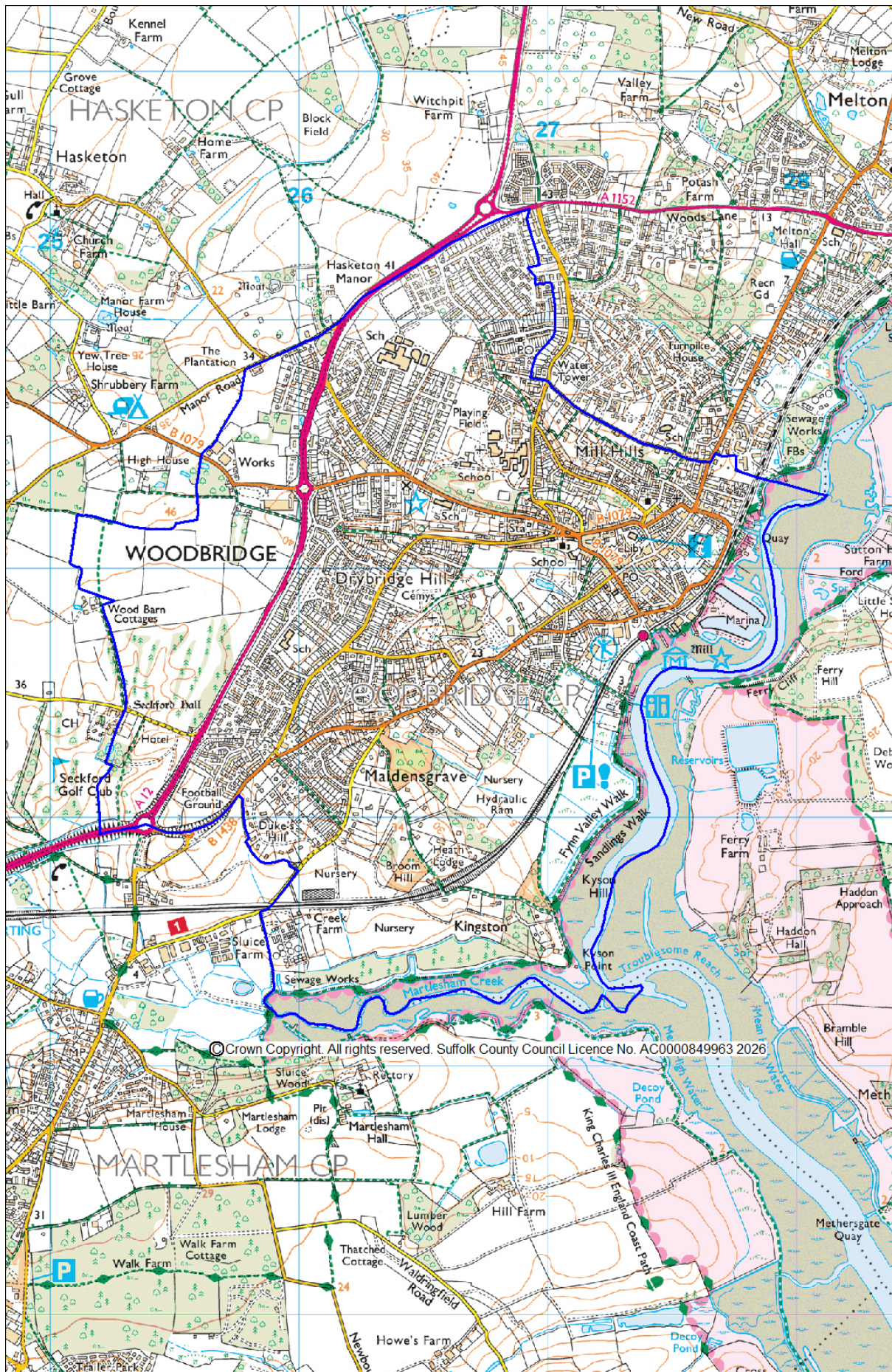
Description of Woodbridge Town (Parish)

Map of Parish

The following map was provided by Suffolk Joint Emergency Planning Unit, which has the relevant licences.

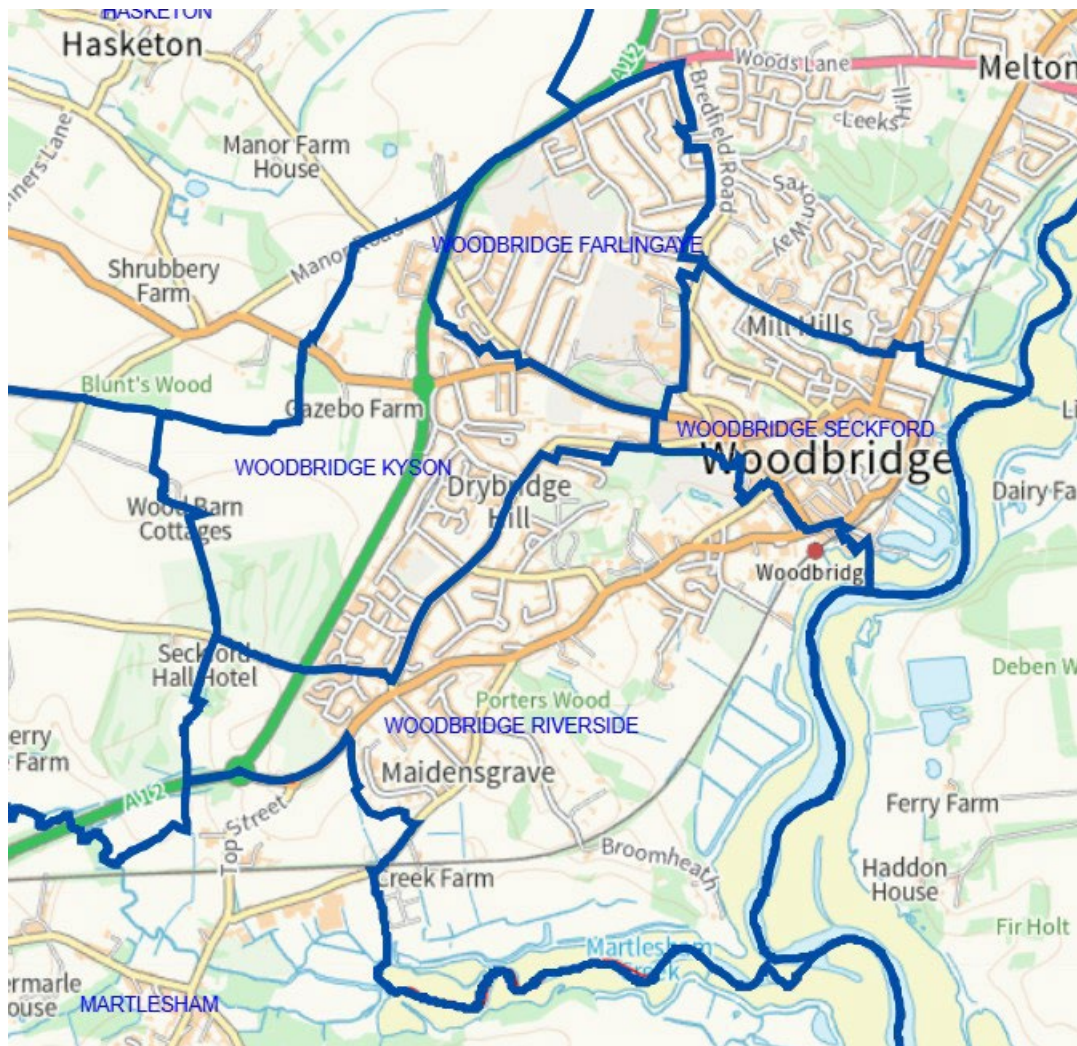
Important Note - *In any revision of the plan, the copyright and licence reference acknowledgement must always appear on the map. It should not be placed to the side of the map, underneath it or as a statement prior to a number of maps.*

WOODBIDGE COMMUNITY EMERGENCY PLAN



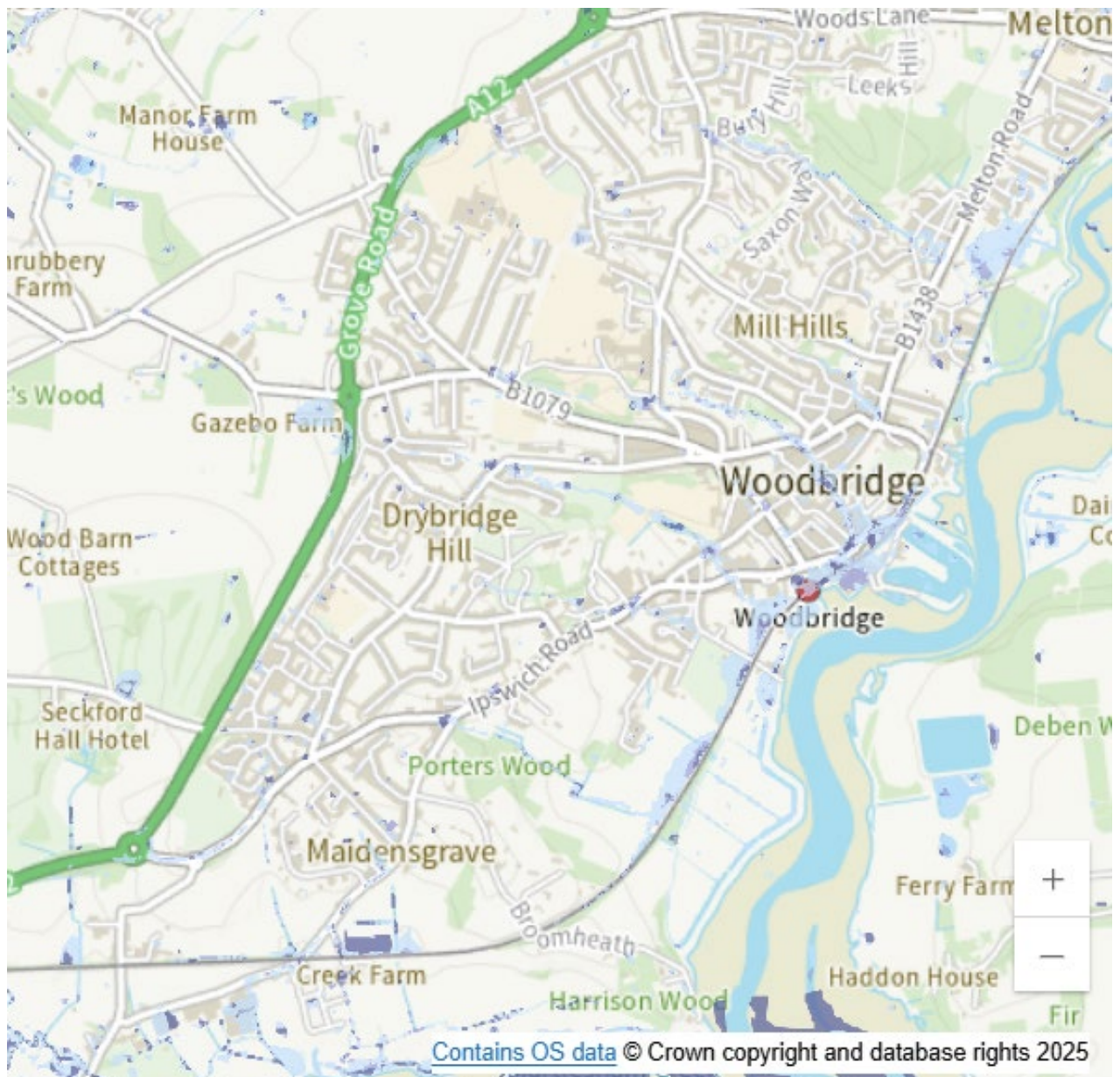
WOODBIDGE COMMUNITY EMERGENCY PLAN

Town Council Ward Boundaries



Surface Water flood map of Parish

(from EA flood map site, <https://check-long-term-flood-risk.service.gov.uk/map>)



- High chance
More than 3.3% chance each year
- Medium chance
Between 1% and 3.3% chance each year
- Low chance
Between 0.1% and 1% chance each year

River/Tidal flood map of Parish

(from EA flood map site, <https://check-long-term-flood-risk.service.gov.uk/map>)



NB This map doesn't cover the scenario of a failure in the sea-wall or flood-gates.

Facts and Figures

Woodbridge is a market town on the west bank of the tidal Deben estuary, approximately 8 miles (13km) from the sea. It lies 7 miles (11km) north-east of Ipswich.

The settlement is effectively contiguous with the neighbouring village of Melton, which is a separate parish. The other neighbouring parishes are Martlesham, Great Bealings, Hasketon and Sutton (across the Deben).

ONS population figures for the town, taken from ESC's website in March 2025:-

Total residents	8244
Percentage aged 19 or under	13.7
Percentage aged 65 or older	34.2
Percentage aged 85 or older.	7.5

The parish covers approx. 6 km² and held 3,685 households at the time of the 2021 census. Most households are occupied by a single family, and almost all the remainder by a single person. 18% of households didn't have access to a car or van in 2021.

The settlement boundary of the town mostly lies close to the parish boundary (see map). Most of the town lies between the A12 road to the west and the East Suffolk railway line to the east, but there are a few dwellings, businesses and tourist attractions outside these lines.

To the south, the parish ends at Martlesham Creek (a side arm of the Deben estuary).

Much of the town's population lives in the higher parts, nearer the A12 bypass road. However the historic centre, the main shops and community resources, public transport, through road routes, and most businesses are located in the lower part - and thus vulnerable either to direct flooding or to becoming difficult to access, in case of extreme weather or tidal events.

At the time of writing, the relevant Local Authority is East Suffolk Council. However, a local government re-organisation has recently been proposed which would combine most roles of ESC and Suffolk County Council into a single authority. To avoid too much re-writing, should this go ahead, the term "Local Authority" (abbreviation LA) is used throughout. Users of this plan need to know who the LA is.

Local Risk Assessments- Potential risks for Woodbridge

Very high risks have a critical impact that will require immediate attention from the Suffolk Resilience Forum (SRF). These risks may have a high or low likelihood of occurrence but are still treated as a high priority because of their potential high consequences. This may mean that strategies are developed to reduce or eliminate risks, and that mitigation, including specific multi-agency planning, exercising and training, is put in place, as well as the risk being monitored regularly.

Accident and system failure Loss of electricity/power over a wide area	Human and disease risks - New infectious diseases (as with Covid-19 in 2020) - Influenza or other known disease pandemic
--	---

High risks may have a high or low likelihood of occurrence but are still classed as significant because of the serious consequences that they could cause. These risks are monitored regularly, and generic multi-agency planning, exercise and training takes place to help prepare Suffolk Resilience Forum members. Strategies may also be developed to help reduce or eliminate these risks.

Accident and system failure - Large transport accident (road, rail, or air) - Significant disruption to fuel supply - Loss of drinking water	Natural hazard risks - Tidal flooding - Surface water flooding - Low temperatures and heavy snow
Societal risks Industrial action from staff providing critical services such as health and social care or firefighters	Malicious risks - High profile cyber incident - Terrorist incident

Medium risks Although the impact of most medium risks is less significant, they may still cause casualties or inconvenience in the short term and require a response from the SRF. Others will have a high impact but have a low likelihood of occurrence. For this reason, these risks are monitored to ensure that they are being appropriately managed to help minimise their impact.

Accident and system failures - Accident at high consequence industrial area (chemical, nuclear etc) - Major fire - Loss of gas supply	Natural hazard risk - Heatwave - Drought - Low temperatures and snow - Storms
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Low risks are unlikely to occur or have a significant impact but are still monitored to ensure that they remain in the correct category. These risks are covered by generic planning from the SRF.

Accident and system failures Loss of communications	Natural hazard risks Earthquake
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The Suffolk Resilience Forum develops plans to deal with high and very high risks as identified in the Suffolk Community Risk Register. You can access public versions of the plans here: [Risk Advice and Plans - Suffolk Resilience Forum](#)

Nuclear risks from the Sizewell power stations are not covered by this emergency plan; instead there is a specific plan for this type of emergency drawn up by the operator and central government. Basic information about this risk is [here](#).

The site operator's emergency plan is here [EDF emergency plan for Sizewell B](#)

The multi-agency off-site plan for a radiation incident at Sizewell B station and public advice is available at: <https://suffolkprepared.co.uk/get-prepared/risk-advice/radiation/>

Note that Woodbridge is outside the Sizewell Detailed Emergency Planning Zone (DEPZ)

Community locations at risk

- Community Hall - at risk of surface water flooding, sewage drainage problems; also at risk of tidal flooding in event of sea-wall breach. If not affected, this is a rest centre.
- Leisure Centre - at risk of surface water flooding, sewage drainage problems; also at risk of tidal flooding in event of sea-wall breach.
- Railway station- at risk of surface water flooding, drainage problems; also at risk of tidal flooding in event of sea-wall breach. Includes section of railway, car-park, public WCs and taxi firm.
- Historic riverside- at risk of surface water flooding, sewage drainage problems; also at risk of tidal flooding in event of sea-wall breach or flood-gate failure. Includes Museum, Longshed and Tide Mill, plus commercial and residential properties and Scouts' building.
At risk of isolation from emergency services and healthcare in event of a serious problem affecting railway crossing. Every address can be only reached by vehicles via a single crossing; only footways otherwise connect the properties lying between the railway and the waterside.
- Tide Mill - As above, but at risk from extreme tides even without sea-wall breach.
- Cinema - at risk of surface water flooding, sewage drainage problems; also at risk of tidal flooding in event of sea-wall breach.
- Quayside (B1438)- Regularly floods during heavy rain. Key transport link.
- Salvation Army hall- at risk of surface water flooding, sewage drainage problems. An important resource for any residents who need help with cost of food, heating, shelter etc.
- Air/Army cadets - Drill hall at risk of surface water flooding, sewage drainage problems; also at risk of tidal flooding in event of sea-wall breach. These organisations are among those who we hope might be able to help in an emergency.

WOODBIDGE COMMUNITY EMERGENCY PLAN

Risks	Impact on community	What can the CEPG do to prepare?	What can the CEPG do to respond?
Flooding: • Surface Water run-off, • Tidal • Ground Water	• Flooding of local streets, entry and/or exit from town impossible for ordinary cars • Public transport suspended • Damage to property Blocked access to Community Hall (Rest Centre)	• Refer to flood risk map Check the long term flood risk for an area in England - GOV.UK (REDACTED). • Identify local flood risk areas, find out what flood defences exist or are planned in the area – Work with the Environment Agency on flood aspects of the Community Emergency Plan. Contact the local EPO if you are unsure how to contact them. • Ensure Whisstocks flood-gate remains operational, and have robust procedure to close it. • Sign up as a Parish/Town Council to receive Flood Warnings from the Environment Agency – Sign up • Sign up as a Parish/Town Council to receive Met Office Weather Warnings (Guide to email alert service - Met Office) • Encourage residents to review and improve home flood defences and sign up to receive Flood Warnings as individual households (Flooding - Suffolk Resilience Forum (REDACTED)) • Identify local shelters (Rest Centres) should residents need to evacuate their properties • Encourage local people to put together 'Get Prepared Bags' and Household Plans - Prepare yourself - Suffolk Resilience Forum (suffolkprepared.co.uk) • Report blocked drains and gullies during Summer/Autumn to SCC Highways to reduce risk of surface water flooding Highway problem reporting - Suffolk County Council	• Warn and inform – consider how WTC might cascade information to residents following receipt of Flood Warnings or Met Office Weather Warnings directly or following information from the local authority. • Re-instate WTC resident support call system • Follow WTC Flood Action Card (developed with the Environment Agency). • Open local shelters as Rest Centres (see Activation section). • Place 'Flood' warning advisory signage in areas pre-agreed with Suffolk Highways. See Community Self-Help Scheme - Suffolk County Council for further information.

WOODBIDGE COMMUNITY EMERGENCY PLAN

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.do.uk)	• Warn and inform – consider how WTC might cascade information received directly from UKPN or following information from the local authority to local residents. • Re-instate WTC resident support call system. • Open local shelters as Rest Centres (see Activation section).
Water Outage	• Access to drinking water	• Encourage people who may be in vulnerable circumstances to sign up to their water company's Priority Services Register (PSR) (see Suffolk Prepared for more information) • Work with the local EPO to identify water distribution locations. Contact the EPO for further information.	• Warn and inform – consider how WTC might cascade information received directly from water companies or following information from the local authority to local residents. • Re-instate WTC resident support call system • Open local shelters as Rest Centres (see Activation section).
Transport accident	• Evacuation from nearby homes/businesses • Accommodating uninjured people caught up	• n/a	• Open local shelters as Rest Centres (see Activation section)

WOODBIDGE COMMUNITY EMERGENCY PLAN

Fire (in parish)	• Evacuation from nearby homes/businesses • Accommodating uninjured people caught up	• Provide fire-beaters in vulnerable public open spaces • Be aware of the Fire Severity Index, available via Natural England's Open Access site. (More information here: Fire Severity Index (FSI) – Understanding Wildfire Conditions in the UK - Met Office). When this reaches “Very High” level: ○ Contact Community Emergency Planning Group and volunteers to see their availability should an emergency take place that week/weekend. ○ Share information from the Government website with local residents via the council website, media channels, and spoken conversations, particularly on how quickly fire can spread during dry hot weather. ○ Discourage the use of barbecues and bonfires. ○ Encourage residents to contact Suffolk Fire & Rescue Service if they see an open fire or excessive smoke. ○ Share Safety Checklist for Farmers and Rural Businesses which is accessible here: Fire safety for farmers and rural businesses - Suffolk County Council ○ Mention the risks caused by extreme heat and the fire severity index to event organisers who have events taking place. Consider what can be done to mitigate any risks posed to or from the event e.g. banning open fires and barbecues, providing safe places for smokers to discard their cigarettes, making attendees aware of the risks etc.	If a large scale and/or prolonged fire is taking place: • Activate emergency plan, open local shelters as Rest Centres (see Activation section)
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WOODBRIIDGE COMMUNITY EMERGENCY PLAN

(Prolonged) low temperatures, snow, ice	• Death or serious illness • Injuries (mostly minor) • Restricted access to services • Restricted access to employment	• Encourage residents to be prepared ○ Check which routes are being gritted here: Check which roads are gritted in Suffolk - Suffolk County Council ○ Clear snow from a road, path or cycleway guidance here: Clear snow from a road, path or cycleway - GOV.UK ○ Check if schools are closed due to the weather to avoid unnecessary journeys.	• Open local shelters as Rest Centres (see Activation section) • Raise awareness of schools that are closed.
(Prolonged) heat wave	• Death or illness	• Encourage residents to be prepared - further information provided here: Hot weather and heatwaves - Prepare • Encourage residents to check local weather forecast so they know when hot weather is expected. • Look out for advice on what to do if services such as power, water supplies and transport are likely to be affected.	• Request suitably insured public buildings with air-conditioning to provide short-term cool respite for the public. Similarly, cool buildings like churches.
Transport disruption	• Restricted access to services • Restricted access to employment	• Encourage residents to be prepared • Encourage residents to sign up to travel updates from National Highways here: Travel updates - National Highways	• n/a

WOODBIDGE COMMUNITY EMERGENCY PLAN

Pandemic	• Death or serious illness • Restricted access to services • Restricted access to employment	• Encourage residents to be prepared	<i>Experience from COVID (2020)-</i> • Form an action team. Needs to include a range of skills – IT & Comms is essential. Use Zoom for co-ordination. • Set up Ring Central or similar VOIP call system. This enables us to receive and redirect calls from the community, assign 'on duty' roles to volunteers, who could work from home. • Use CRM provider (Salesforce) to build a client database. Keep personal data and record contact with clients. We have a client profile, tailored for our requirements, and this could be resurrected in the case of another persisting emergency. • This database kept volunteer details also. • Advertise on social media for volunteers. • Deliver meds, food to clients, occasional odd-jobs.
Terrorist/cyber incident	• E.g. Bomb threat	• Read advice on Protect UK website: RUN HIDE TELL ProtectUK • Encourage residents to read it too.	• Open local shelters as Rest Centres if requested by authorities (see Activation section)

Before Plan Activation

- Upon becoming aware of a potential emergency, councillors/officers should assess local impacts when safe to do so, utilising information from as many sources as possible to give the best understanding of the incident (see 'Assessing the impact of the incident' below).
- Alert Emergency Services if, and as, applicable to ensure they are aware (always call 999 if life threatening; for advice, call 101).
- Alert the Emergency Co-ordinator.
- Convene Community Emergency Response Group, and decide whether to activate the Community Emergency Plan. Has the Local Authority (LA) or Emergency Authority (EmA) requested CERG to activate the Community Emergency Plan? If not, contact LA and (failing them) EmA to discuss activation. Please see 'Activation' section for information about office hours / out-of-hours contact with local authority Emergency Planning Officers.
- Determine local response steps, e.g. warning and informing residents, setting up a Rest Centre or Emergency Information Point.
- If the Emergency Plan is activated at request of EmA or on CERG's own initiative, advise Local Authority when opportunity arises to do so safely.
- Consider pre-determined specific risk-based activity (e.g., following steps on Flood Action Card such as placement of 'Flood' warning advisory signage). More information in Local Risk Assessment section above)

Up-to-date large-scale ward maps will be kept in Town Clerk's office. Obtained from openstreetmap.org or East Suffolk GIS.

See Annex 2 for CEPG meeting agenda.

Assessing the impact of the incident

An assessment of the incident severity should be undertaken as quickly as possible. It is of the highest importance to ensure that no one puts themselves at risk whilst this assessment is being undertaken.

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

The objective of this type of assessment is to determine whether there is a need to activate the plan, monitor the situation or remain in a 'business-as-usual' state.

'METHANE' is the recognised common model for passing incident information between services and their control rooms. All local authority incident responders in Suffolk use the 'METHANE' model to capture information; the CERG can also use elements of this to help collate the right information.

The CERG should initially assess the incident using the adapted version of the 'METHANE' form at Annex 1.

Completing this form will allow the CERG to make an informed decision with LA or EmA as to whether the plan should be activated or not. It will also assist the group to capture the information to pass to the local authority Emergency Planning Officer. The person completing this form must be objective and not get absorbed into a response until the initial information has been ascertained.

Plan Activation

The Community Emergency Plan will normally be activated and the Community Emergency Response Group convened, at the request of the LA, usually the Local Authority Joint Emergency Planning Unit (JEPU).. If it's thought that Activation may be justified, and no request has been received, the Emergency Co-ordinator should first attempt to contact JEPU – it is for JEPU to decide whether to request activation in the first instance.

Once the plan is activated, the CERG will liaise with the Local Authority Emergency Planning Officers (in office hours) /JEPU Duty Officer (out of hours) to fully appraise them of the situation. Contact details are in Annex 3.

Councillors/officials/CERG members may activate the plan without a request if it is not possible to contact the Local Authority. Criteria for this include:

- Actual or threatened injury or loss of life, particularly if the threat is increasing or extensive.
- Actual or threatened damage to property, particularly if the threat is increasing or extensive.
- The causation is spread geographically, not located at a single property.

The emergency services should normally have been contacted first.

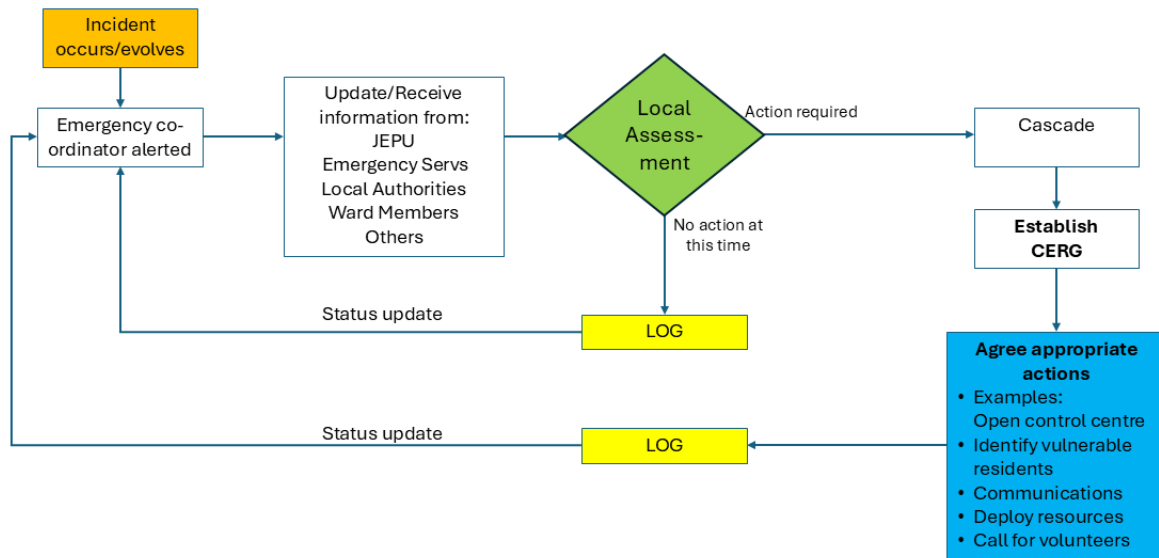
On activation, the CERG should convene a meeting to discuss the nature of the incident, potential or actual impact on the community and the community resources required.

A sample agenda for the initial meeting is to be found at Annex 2.

The Community Emergency Response Group should ensure that all key actions/decisions taken by the group are recorded. **A sample log page is provided at Annex 6.**

On activation of the plan, the Group should deploy the Emergency Boxes and utilise their contents as necessary. The contents and location of the boxes is provided in the section "Emergency boxes" below.

Plan Process Flowchart



Activation by Local Authority

The JEPUs, or other local authority team(s) who may request activation of the plan, shall hold the contact details for the Emergency Co-ordinator (EC) and Deputy Emergency Co-ordinators (DEC), which they can use to call if they need to activate the Community Emergency Plan and Response Group.

It is important that once activated a CERG is aware of the District Council's Emergency Control Centre (ECC) contact number. The ECC & CEPGs need to ensure that regular updates are shared between them.

It is important that, in the first instance, the CERG notes the name and contact details of the LA person requesting activation.

Similarly, if the CERG has initiated the call to the LA, note the name of the person who was spoken to and whether they requested activation of the plan or not.

Note the time of these conversations.

If the LA requests that the CERG should activate, this will normally be confirmed by telephone followed by a 'Community Emergency Planning Group Activation Form' sent to the EC or DEC email address provided. This will confirm the activities that the CERG has been tasked to do by the local authority and therefore which activities are covered under local authority insurance. It is important that the officer requesting activation of the CEP is clear on what support/activities need to be undertaken by the CERG and that this is confirmed by the completion of the Community Emergency Planning Group Activation Form.

If the local authority does not authorise activation of the plan and/or activities, the CERG will be informed via email and telephone and any further CERG activity will **NOT** be covered by the local authority insurance. (More information on insurance is provided in the Insurance section below).

Generic Risk Assessment Information for roles/activity

Whatever role individuals undertake, appropriate and where necessary dynamic risk assessments should be carried out, prior to any task, to ensure all volunteers are not exposed to any unnecessary risks.

Further information about risk assessment, and an example Risk Assessment template is provided at Annex 5. Other templates are available including those which can be found on the Health and Safety Executive website ([Risk assessment: Template and examples - HSE](#)).

A Risk Assessment shall be carried out for WTC's use of the Rest Centre venues and kept in the Emergency box. (This is important to ensure that WTC is covered by its own insurance in the event the CERG opens a Rest Centre without formal JEPU instruction).

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

Insurance

The Community Emergency Response Group (CERG) and CERG volunteers will be covered by Local Authority insurance under the following circumstances;

- The Local Authority has requested that WTC activate the plan and volunteer group
- The CERG volunteers are registered with the CERG
- The CERG and its 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 CERG
- 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 CERG
- Activities volunteers 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; it is the responsibility of the individual to ensure that they have adequate and appropriate cover. (Experience during COVID was that most insurers were content that driving as an emergency volunteer was covered as normal day-to-day driving, as long as volunteers were not being paid to drive).

If CERG members/volunteers undertake activities that are not authorised by the LA, then they need to determine whether Woodbridge Town Council's insurance policy covers these activities. Inquiries with WTC's insurers in September 2026 gave the following guidelines:-

- Activities organised by WTC are covered under Public Liability section as long as a WTC councillor or officer is directly supervising
- Written risk assessments must be in place regarding use of the Rest Centre venues for this purpose
- CERG volunteers must be registered, trained for the activities they are undertaking, and directly supervised by councillors/officers
- Local regulations must be followed
- Records must be kept of activities undertaken

The CERG is responsible for ensuring all the above requirements are followed if they decide to activate the plan without a JEPU request.

WTC's insurance schedule is held by the council's officers and is on the council Sharepoint site in the Emergency Planning folder. The schedule shall be printed out and kept with the printed plan in the emergency box.

The schedule contains important information such as name and contact details of insurer, policy number etc.

Roles and Responsibilities

No-one in any of these roles should put their health or safety at risk.

No-one in any of these roles should become involved in the operational management of the response. (That is the role of Emergency and Local Authorities).

Emergency Coordinator Roles & Responsibilities

The role of Emergency Coordinator (and deputies) will be fulfilled by Members or Officers of WTC who provide a vital link between residents and relevant organisations planning for and responding to an Emergency or Community Incident.

Contact details for the Emergency Coordinator and deputies are given at Annex 3.

Their role is to:

- Facilitate the completion and maintenance of the Community Emergency Plan (this plan)
- Call a community meeting during an Emergency or Community Incident (if deemed necessary)
- Provide the focal point for the community response to an Emergency or Community Incident and establish the Control Centre as a base location (if deemed necessary – see Annex 3 for Control Centre details)
- Provide a link between the community and other agencies responding, which may include the emergency services and the Local Authorities.
- Assist the Local Authorities and appropriate agencies in emergency preparedness through awareness-raising activities.

WTC appoints the Emergency Coordinator, who will lead a team of other volunteers during an Emergency/Community Incident. This team is the Community Emergency Response Group (CERG), whose role is stated below.

As emergencies can occur at any time, it is not possible to guarantee that all pre-appointed members of the CERG will be available within the town. Therefore, deputy Emergency Coordinators have been appointed, who should be familiar with the plan and able to act as an Emergency Coordinator in their absence. In addition, all Town Councillors, during the emergency, may be requested to attend the Control Centre to support the response and decision-making processes.

Part of this role is to maintain the training log of CERG members (see below).

Volunteer welfare is the responsibility of the Emergency Coordinator or the on-duty Deputy coordinator, in the first instance. Any volunteer welfare issue that can't be resolved by the co-ordinator should be referred to the chair of WTC's Staffing committee.

Rest Centre Coordinator

The person(s) undertaking this role is/are responsible for maintaining the safety and welfare of those residents and volunteers using the Rest Centre.

Rest Centre Co-ordinators should be appointed before emergencies arise, and should attend a local authority run Rest Centre course (see the Events page on the SRF website for training dates – suffolkprepared.dco.uk) as this will ensure the Rest Centre is managed in accordance with the local authority procedures.

The local authority must be advised when a Rest Centre is provided, so as to provide appropriate support at the earliest opportunity.

Contact details of the Rest Centre Coordinators are in the key contacts directory (Annex 3)

All the forms necessary for running a Rest Centre can be found on the SRF website.

[The Community Emergency Response Group](#)

During an emergency the CERG will coordinate local activity by assessing the situation, mobilising the appropriate local resources to support the community, and maintaining links with the local authority, emergency services and other responding organisations, and providing whatever support or information it can. It will take direction from the emergency services (police, fire brigade, ambulance), other authorities, or Suffolk Joint Emergency Planning Unit (JEPU) where appropriate.

The type of support that a CERG can offer does vary considerably, but may take the form of:

- Opening and operating a Rest Centre
- Supporting the Local Authority with staffing within a Rest Centre
- Warning and informing their community
- Supporting the emergency services during evacuation process
- Offering local knowledge of the area affected

Training logs of CERG members will be kept by the Emergency Co-ordinator. A print-out of the record will be held in each Emergency Box for reference during the emergency.

[The Community Emergency Planning Group](#)

The CEPG's role is to draw up this plan and keep it up to date. Its membership may differ from the CERG. The Emergency Co-ordinator and the Chair of the CERG shall be members of the CEPG.

WTC will appoint/re-appoint members of the CEPG at least annually. The group shall include at least 3 councillors and at least one officer.

[Woodbridge Town Councillors' Role](#)

The primary role of Woodbridge Town Councillors is to receive information from the Emergency Coordinator, and pass it on to residents in their ward.

They may also

- Help with the identification of vulnerable persons/groups and monitoring of their welfare,
- Assist with transport
- Pass messages on foot when telecommunication networks are down
- Promote response activity that is being undertaken by Authorities
- Provide feedback on the impacts and highlight concerns of communities affected by the emergency
- Visit people affected, to be a listening ear and to give them reassurance (e.g. visit Rest Centres)
- Be prepared to give information of local personalities and resources that may be useful in times of crisis.

Contact details for relevant Councillors are detailed at Annex 3.

The activation call tree for these Councillors is provided at Annex 4.

Other volunteers

Subject to qualification, volunteers may be co-opted to support the Ward Councillors in the above activities where necessary.

Rest Centres

Three Rest Centres have been approved by JEPu for use in an Emergency affecting Woodbridge. These are-

- Woodbridge Community Hall
- Quay Church
- Woodbridge Town Football Club.

Details are in Annexe 9. In each case, JEPu's assessment of suitability for use as a Rest Centre is included, but the CEPG shall also write and maintain Risk Assessments for each venue, relating to the use of the venue by TC as a Rest Centre.

Control Centres:

In a declared Emergency, the control centre will be the place the Emergency Co-ordinator is based. This will be the WTC Office. (At the time of writing, this is in the Shire Hall on Market Hill).

If the WTC Office can't be used, the reserve location is Woodbridge Library.

Community Locations, Assets and Resources

The following local organisations are noted as possibly being able to help or support during an emergency. Contact details are held in Annex 3.

- The military:- 23 Parachute Engineer regiment and 28 Engineer Regiment are both based a few miles outside Woodbridge at Rock Barracks. There are also training locations for the army (Suffolk Army Cadets) and Royal Air Force (432 Air Training Corps) in the town.
There is a set process for requesting help, via the Suffolk Resilience Forum and a military liaison officer.
- Women's Institute
- Rotary Club of Woodbridge
- British Legion
- Churches Together
- Suffolk Repair Shed

Members of the Community who may need particular help during an emergency

Where evacuation is required, it is essential for the emergency services to identify those people/groups that may require additional, or specialist assistance. For the purpose of this plan, vulnerable persons are defined as people reliant upon:

- Home visits by community nurses for healthcare
- Formal or informal carers
- Home deliveries of medical supplies
- Vehicular transport to attend essential health appointments
- Potential evacuees

A table showing the key locations in the local area which house vulnerable groups (sheltered housing, care homes etc.) is detailed at Annex 8

The Police and other agencies have access to a range of sources to provide the location of vulnerable persons, in particular community health and social services which may be available to be shared during the course of an emergency. However, this will never provide a complete information picture and local knowledge regarding vulnerable persons, who may not feature on any official register, will be invaluable. It is outside the scope of this plan to seek to identify each and every individual dwelling that may be home to a vulnerable person; however the Ward Councillor will be able to assist the Police, other emergency services and local authorities in assessing the locality.

Communications

On activation of the Community Emergency Group, the Emergency Coordinator will maintain a register of all mobile numbers of volunteers, in addition to those of core members. The Group will use the WhatsApp Group set up for the Emergency Coordinators which is kept on password protected mobile devices. This has the added benefit of keeping a log of the events occurring.

Police and other emergency responders have their own resilient communications systems, in particular Airwave. If all other means are not functioning, the emergency responders may allow the transmission of messages via this means.

RAYNET - The Radio Amateurs' Emergency Network is the UK's national voluntary communications service provided for the community by licensed radio amateurs. If necessary, support of the Network will be requested via the Tactical Coordination Group (TCG) when activated by the Emergency Authorities, or in the interim via the local authority.

Media/Public Information Strategy

All media enquiries and information releases should be agreed with the Emergency Coordinator.

The Town Clerk is responsible for issuing media releases on behalf of the Town Council via the following means, as far as may be available:

- Press Release to all Town Councillors, local authority partners, local newspapers, publications, radio stations and other identified partners via email.
- News Bulletins published on the Town Council website and highlighted on the front page of the site.
- Social media post to raise awareness of available information (direct messages will also be sent to key partners for re-posting).
- Where possible, printed copies will be displayed on noticeboards and made available at key locations such as the Town Hall and the library.

Emergency Box

An Emergency Box is held at main and reserve Control Centres (WTC Office and Woodbridge Library).

Contents are as follows-

- Copy of Community Emergency Plan
- Incident Log Book
- Risk assessment sheets
- Torches (4 battery powered, 1 wind-up)
- Maps
 - 1:25000 OS map of Woodbridge
 - Street map of each ward
 - Flood map
- Wind up radio
- High visibility jackets (10)
- Barrier Tape (2 rolls)
- Basic first aid kit
- A4 lined pads (2)
- Clipboards (4)
- Ballpoint pens (10)
- Sharpie pens (pack of 10, black)
- Gloves (box of nitrile hygiene gloves)
- Disposable PPE (in case of pandemic)
- Printed training log of CERG members and volunteers.
- Water – 1-litre bottles of drinking water (6)
- Energy bars (20)
- Survival blankets (aka space or foil blanket) (10 adult, 4 child)

Debrief

Debriefing is a discussion that revolves around the sharing and examining of information after a specific event has taken place.

A 'Hot Debrief' should take place by the key people involved in an incident at shift handovers and immediately after the incident has passed.

A "Cold Debrief" should be held at a later date once things are getting back to normal. This should be open to anyone involved in the incident. It enables the Response and Planning teams to record what went well, and what could have been better so that they can learn from this experience to improve things next time.

- Cold Debrief will be carried out by the CEPG, who will call a meeting and any necessary follow-up meetings. CEPG chair will decide the agenda and arrange for a suitable venue (which may include on-line).
- At least 2 weeks notice will be given.
- Invitees will be CEPG, CERG, JEPU and Emergency authorities.
- Note-taker will be appointed at the meeting.
- Notes of actions taken or identified to be taken to improve future emergency response, will be kept.
- These notes will be published in as full a form as possible, given appropriate confidentiality, GDPR and other relevant considerations.
- The residents will be invited to comment on the notes.
- If appropriate, the CEPG may call a further meeting to consider the public comments, and/or update and re-publish the notes.
- The CEPG will update the emergency plan.

Contributors

Version 1 of this plan was compiled by WTC's CEPG, with the following members:-

Town Councillors - David Adelson (Chair), Robin Sanders (sometime Mayor), Nigel Phipps (Mayor), Geoff Holdcroft, Eamonn O'Nolan

District Councillor – Stephen Molyneux

County Councillor – Ruth Leach

Town Clerk – Greg Diaper.

Some of the text was copied from Felixstowe's Emergency Plan. This is acknowledged, with thanks.

Annex 1 – METHANE template

<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 (*Evacuees)</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>

Annex 2 – Community Emergency Response Group meetings

Annex 2a – Community Emergency Response Group Checklist

The following is a list of general actions that your CERG might undertake if the 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 1.
	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 the CERG 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 the community that the 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. The Emergency Planning Team 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 the 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 2b – CERG Meeting Agenda

Date:

Time:

Location:

Attendees:

This is an example agenda that you can adapt to fit your meetings.

1. What is the current situation?

You might want to consider the following:

- Location of the emergency. Is it near:
 - A school
 - A vulnerable area
 - A main access route
- Type of emergency:
 - Is there a threat to life?
 - Has electricity, gas or water been affected?
- Are there any people who could be particularly vulnerable to this type of incident?
- What resources do we need?
 - Food
 - Off-road vehicles
 - Blankets
 - Shelter
- Updates received from local authority or emergency services

2. Confirm contact with the local authority

3. What support can we offer to the local authority/emergency services?

For example:

- Rest Centre establishment and operation (until local authority staff arrive to support – *see Rest Centre Coordinator role*)
- Information gathering and reporting on local impacts (*see Information Coordinator role*)
- Passing information to the local community (*see Information Coordinator role, multiple people may be required to undertake this task*)

4. What actions can safely be taken?

- Ensure risk assessments are conducted
- Consider any Action Cards for specific risks

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

7. Time of next meeting



Annex 3 – Key Contacts

General Data Protection Regulations

Community Emergency Planning Groups including those established by Parish and Town Councils and those that are not associated with Parish or Town Councils must adhere to UK General Data Protection Regulations. Further information can be found from the Information Commissions Office - [UK GDPR guidance and resources](#) | [ICO](#)

Name	Parish Role	Role within Community Emergency Planning Group	Contact Number	Email	Premises Address (all in Woodbridge unless otherwise noted)
David Adelson	Town Councillor	CEPG Chair	See table below	REDACTED	See table below
Ellie Beck	Town Councillor	CERG Chair	See table below	REDACTED	See table below
Greg Diaper	Town Clerk	Emergency Coordinator	See table below	REDACTED	See table below
Nigel Phipps	Town Councillor	Deputy Emergency Coordinator (1)	See table below	REDACTED	See table below
TBD	Town Councillor	Deputy Emergency Coordinator (2)	See table below		See table below
Martin Wilks	Town Councillor	Deputy Emergency Coordinator (3)	See table below	REDACTED	See table below
Belinda Lloyd	Deputy Town Clerk	Rest Centre Coordinator	See table below	REDACTED	See table below
Sue Bale	Town Councillor	Deputy Rest Centre co-ordinator (1)	See table below	REDACTED	See table below
Ellie Beck	Town Councillor	Deputy Rest Centre co-ordinator (2)	See table below	REDACTED	See table below

WOODBIDGE COMMUNITY EMERGENCY PLAN

Geoff Holdcroft	Town Councillor	Deputy Rest Centre co-ordinator (3)	See table below	REDACTED	See table below
Greg Diaper	Town Clerk	Information Coordinator	See table below	REDACTED	See table below
Belinda Lloyd	Website controller	Updating Website (this task may be delegated to the admin assistant or town clerk)	See table below	REDACTED	See table below
REDACTED	WCH committee chair	REDACTED		REDACTED	Woodbridge Community Hall
REDACTED	Quay Church ops manager	REDACTED		REDACTED	Woodbridge Quay Church
REDACTED	WTFC REDACTED	REDACTED		REDACTED	Woodbridge Town Football Club
Liam Garrad	WTC Estates Manager	General assistance in emergency		REDACTED	

Full details for all councillors

TOWN MAYOR

Councillor Nigel Phipps

(Riverside Ward)

REDACTED

REDACTED

Councillor Doreen Pegg

(Kyson Ward)

REDACTED

REDACTED

Councillor David Adelson (DEPUTY MAYOR))

(Seckford Ward)

REDACTED

REDACTED

Councillor Simon Sadler

(Farlingaye Ward)

REDACTED

REDACTED

Councillor Sue Bale

(Kyson Ward)

REDACTED

REDACTED

Councillor Robin Sanders (DEPUTY MAYOR)

(Farlingaye Ward)

REDACTED

REDACTED

Councillor Eleanor Beck (DEPUTY MAYOR)

(Seckford Ward)

REDACTED

REDACTED

Councillor Mike Sutton

(Kyson Ward)

REDACTED

REDACTED

Councillor Geoff Holdcroft
(Riverside Ward)
REDACTED
REDACTED

Councillor Katharine Turner (DEPUTY MAYOR)
(Kyson Ward)
REDACTED
REDACTED

Councillor Ruth Leach
(Seckford Ward)
REDACTED
REDACTED

Councillor Catherine Walsh
(Riverside Ward)
REDACTED
REDACTED

Councillor Sharon Miller (DEPUTY MAYOR)
(Farlingaye Ward)
REDACTED
REDACTED

Councillor Martin Wilks
(Farlingaye Ward)
REDACTED
REDACTED

Councillor Eamonn O’Nolan (DEPUTY MAYOR)
(Kyson Ward)
REDACTED
REDACTED

Vacancy
(Seckford Ward)

Town Clerk
REDACTED
REDACTED

External Contact Details

Not to be used for an immediate operational response. If there is risk to life dial 999

It is the responsibility of the CEPG to keep the details below up to date.

Agency or organisation	Name	Normal Hours	Out of Hours
Suffolk Fire & Rescue		REDACTED	
Suffolk Police		REDACTED	REDACTED
East of England Ambulance Service		REDACTED	
NHS 111		REDACTED	REDACTED
Maritime Coastguard Agency		REDACTED	
Suffolk Joint Emergency Planning Unit (JEPU)		REDACTED	Contact East Suffolk Council (numbers below)
EPO		REDACTED	
East Suffolk (JEPU)	REDACTED	REDACTED	

WOODBIDGE COMMUNITY EMERGENCY PLAN

Agency or organisation	Name	Normal Hours	Out of Hours
East Suffolk Council	REDACTED	REDACTED	REDACTED - call will be answered by West Suffolk Council
District Emergency Planning Manager - East & Ipswich	REDACTED	REDACTED	Contact East Suffolk Council (numbers above)
UK Power Networks	Power Cuts 24/7	REDACTED	REDACTED
Suffolk County Council Highways		REDACTED	
National Highways	General Enquiries	REDACTED	
Suffolk Trading Standards		REDACTED	
Children & Young People (CYP)		REDACTED	
Adult Care Services (ACS)		REDACTED	
Anglian Water	Water Supply & Sewerage Enquiries	REDACTED	REDACTED
Gas (National Grid)	Smell of gas or emergencies	REDACTED	REDACTED
Met Office		REDACTED	REDACTED

WOODBIDGE COMMUNITY EMERGENCY PLAN

Agency or organisation	Name	Normal Hours	Out of Hours
Environment Agency	Floodline	REDACTED	REDACTED
Environment Agency	Incident hotline	REDACTED	REDACTED
Military assistance (e.g. Rock Barracks)	Request via Suffolk Resilience Forum		
British Legion	REDACTED	REDACTED	REDACTED
	REDACTED	REDACTED	REDACTED
Churches Together	REDACTED	REDACTED	REDACTED
	REDACTED	REDACTED	REDACTED
Women's Institute	REDACTED	REDACTED	REDACTED
Rotary Club of Woodbridge	REDACTED	REDACTED	REDACTED

WOODBIDGE COMMUNITY EMERGENCY PLAN

Agency or organisation	Name	Normal Hours	Out of Hours
Suffolk Repair Shed Unit 15 Martlesham Creek Sandy Lane IP12 4SD	REDACTED	REDACTED Regular times - Monday, Wednesday & Friday 10.30 to 1; Tuesday & Thursday 7pm to 9 pm	REDACTED
Tree surgeon/Chainsaw	REDACTED (Andy Seedhouse boatyard)	REDACTED	REDACTED
	REDACTED (Native gardens and forestry)	REDACTED	REDACTED
	REDACTED (Farm Manager)	REDACTED	REDACTED
	REDACTED (Tidemill Yacht Harbour)	REDACTED	REDACTED
Lifting gear	REDACTED (Andy Seedhouse boatyard)	REDACTED	REDACTED
	REDACTED (Farmer)	REDACTED	REDACTED
	REDACTED (Tidemill Yacht Harbour)	REDACTED	REDACTED

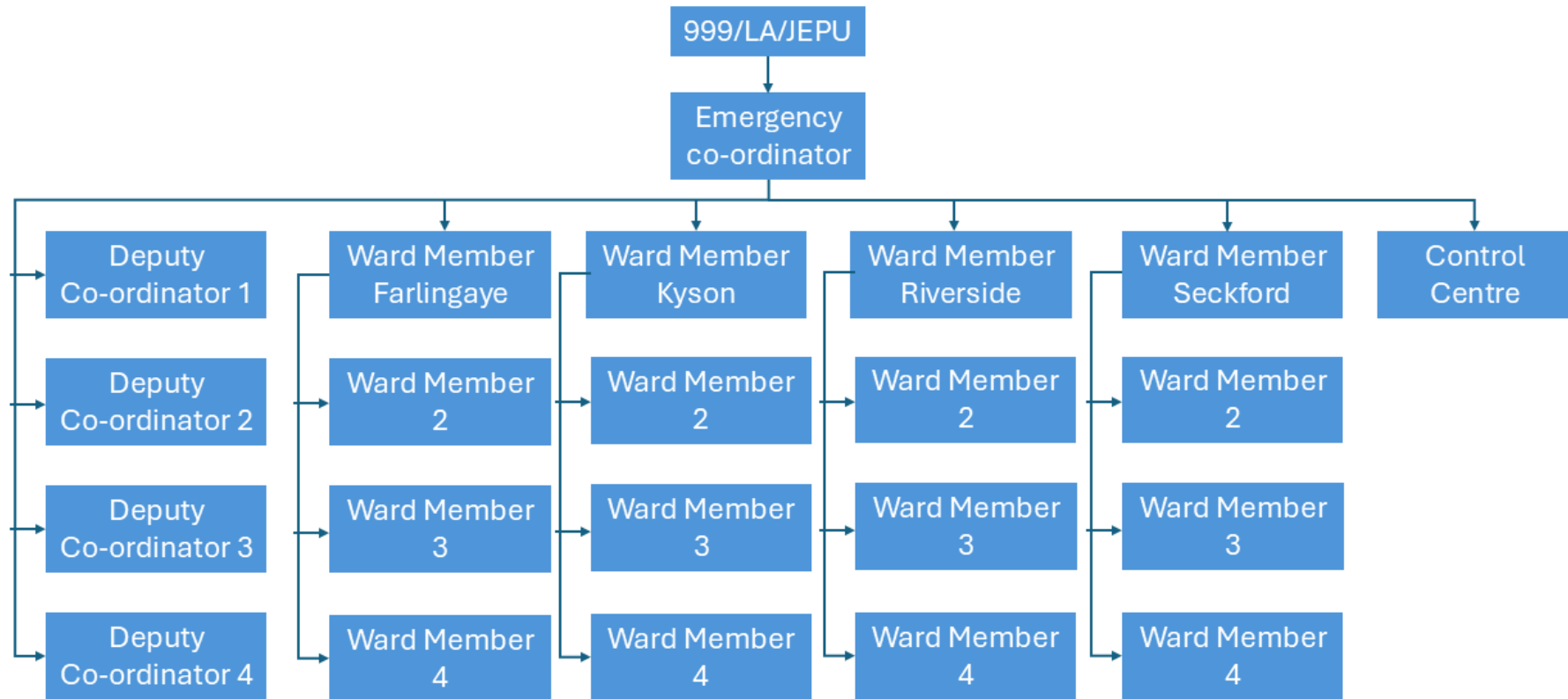
WOODBIDGE COMMUNITY EMERGENCY PLAN

Agency or organisation	Name	Normal Hours	Out of Hours
Licensed generator owner/operator	REDACTED (Andy Seedhouse boatyard)	REDACTED	REDACTED
	REDACTED (Farmer)	REDACTED	REDACTED
4 by 4 pickup	REDACTED (Andy Seedhouse boatyard)	REDACTED	REDACTED
	REDACTED (Farmer)	REDACTED	REDACTED
	REDACTED (Tidemill Yacht Harbour)	REDACTED	REDACTED
Boat	REDACTED (Andy Seedhouse boatyard)	REDACTED	REDACTED
	REDACTED (Tidemill Yacht Harbour)	REDACTED	REDACTED
	REDACTED (Farmer)	REDACTED	REDACTED

WOODBIDGE COMMUNITY EMERGENCY PLAN

Agency or organisation	Name	Normal Hours	Out of Hours
Tractor	REDACTED (Farmer)	REDACTED	REDACTED
	REDACTED	REDACTED	REDACTED

Annex 4- Telephone Cascade Tree



Annex 5 – Example Risk Assessment Template

Generic Risk Assessment Information for roles/activity

Whatever role individuals undertake, appropriate and where necessary dynamic risk assessments should be carried out, prior to any task, to ensure all volunteers are not exposed to any unnecessary risks.

Consideration of appropriate personal protective equipment should be undertaken e.g., reflective jacket, suitable footwear, checking in, working in pairs etc. **AT NO POINT SHOULD ANYONE PUT THEMSELVES, OR OTHERS AT RISK OF DANGER.**

Risk Assessments are a continuous process and should reflect the changes in circumstances e.g., incident duration, feeding or providing overnight accommodation.

To carry out a risk assessment, you need to firstly identify what the hazards are and then look at the risks associated with those hazards.

A hazard is anything that may cause harm, e.g., chemicals, electricity, working from ladders, noise etc.

Risk is the likelihood (high, medium or low) of somebody being harmed by the hazard, and how serious the harm could be.

It is important to calculate what the risk is before conducting activity, and to think about and record what, if anything, can be done to minimise the risk, and therefore whether it's safe for you to proceed with your actions.

An example Risk Assessment template is below. Other templates are available including those which can be found on the Health and Safety Executive website ([Risk assessment: Template and examples - HSE](#)).

Before undertaking activities that are not authorised by the Local Authority, determine whether WTC's insurance policy covers these activities. This should only happen in the most exceptional circumstances.

WOODBIDGE COMMUNITY EMERGENCY PLAN

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								

WOODBIDGE COMMUNITY EMERGENCY PLAN

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.

WOODBIDGE COMMUNITY EMERGENCY PLAN

Annex 6 – Community Emergency Response Group Action Log

INCIDENT LOG (Nature of incident) NAME DATE SHEET No.

No.	Time	Name	Information	Done

Annex 7: Example CERG member training log

It's a good idea to keep a track of the training that the CERG members (councillors, officers, volunteers) have done. A list of the courses and training dates that JEPu runs can be found on the [Events](#) page of the SRF website.

The table below shows the information to be held concerning training taken (with an example entry). The Emergency Co-ordinator will keep the local records up-to-date and ensure that the print-out in the Emergency Boxes is kept up-to-date, so far as is practicable.

Please ensure that you are adhering with UK General Data Protection Regulations when recording information and storing information.

Name	Course	Date	Notes (Provider, location etc).
Anne Other	Rest Centre Training	11/02/2024	Babergh and Mid Suffolk District Councils
	First Aid		

Annex 8: Locations of housing for vulnerable groups

Name	Address/location	Contact details
Highlands	Fitzgerald Road, IP12 1EN	
Woodbridge Lodge	Burkitt Road, IP12 4JJ	
Grove Court	Beech Way, IP12 4BW	
Tanyard Court	Station Road IP12 4JE	
Clarkson Court	Ipswich Road IP12 4BF	
Carthew Court	Station Road IP12 4AU	
Suffolk Place	Lime Kiln Quay Road IP12 1XB	
Seckford Care	Seckford Street IP12 4NB	
Cavell Manor/Cavell Court	Bredfield Road IP12 1NJ	
The Poor's Houses	New Street IP12 1DX	
Mussidan Place	Theatre Street IP12 4NN	

Annex 9 Details for Rest Centres

Woodbridge Community Hall

Station Road, Woodbridge, IP12 4AU
Grid Ref TM273487 / w3w slurping.chaos.sliders

EA Flood Risk Area	Y	<u>x Ref section 6</u>
---------------------------	---	------------------------

Capacity: Note: x ref Sections 3 & 7	Seated	Sleeping
	190	40

Site Owner / Operator	/
------------------------------	---

Routine contact details	Phone	Mobile
REDACTED – Booking Secretary (note, this is a part-time role)	REDACTED	
E-mail:	REDACTED	
Fax:	N/A	

Out of hours / key holder(s) contact details:	Phone	Mobile
REDACTED – Community Hall Chair		REDACTED
	REDACTED	
REDACTED - Community Hall Committee	REDACTED	REDACTED
	REDACTED	
Greg Diaper - WTC Clerk (*)	REDACTED option 4	REDACTED
Belinda Lloyd (*)	As above	REDACTED
Note: Community Preparedness Group POCs (*)		

3. General Assessments

Summary Condition YOC, Material state	1981 Build, Brick with concrete beamed vaulted roof in main hall. Maintained in good order. Note - at time of writing (May 2026) the Hutchinson Room is not usable owing to structural damage resulting from an accident. Repairs are planned.
--	--

Fire evacuation assembly point	Car drop off to front of Deben Swimming Pool. Approx 80m from main entrance, 120m from furthest rear emergency exit.
--------------------------------	--

Parking Facilities	Cars	290
	Disabled	9
	Coach Access	Yes

Mobile Phone Signal Strength & Coverage:			
Sat: 3,	Vodafone:	O2: 3	EE: 3
	Virgin:	3:	Other:

Office Facilities	Office access	Telephony	IT Access	Wireless
	N	Nil	Nil	Y code available on request

Payphone (incoming / outgoing)	NA
--------------------------------	----

Disabled Facilities	(Access limitations)
Hearing Loop	In all public rooms
Disabled equipment	Chair lift to stage

WOODBIDGE COMMUNITY EMERGENCY PLAN

Heating & fuel type	Heating Y - Electric	Air Conditioning N
---------------------	----------------------	--------------------

Sanitary arrangements	Male	Female
Toilet Cubicles	2	4
	2 x unisex adjacent to Hutchinson Room Note - at time of writing (May 2026) this area is not accessible until the Hutchinson Room is repaired.	
Urinals		
Wash Basins	3	4
Showers	Nil	
Disabled Toilets	2	
Disabled Showers	Nil – But facilities are available at Deben LC	
Baby Changing Facilities	Disabled toilet	

Deben Annexe & Hutchinson room Kitchenettes (<i>Hutchinson not accessible</i>)		Electric continuous feed hot water boiler x 1 each
Kitchen facilities	Power: Electric	
available for use: Y Domestic appliances	Hob plates 2 x 4	Ovens x 2 (Gas)
	Microwave x 1	HW Boiler 1 x cont. feed (<i>Not working May 2026, Urn available</i>)
	Fridges x 1	Freezers Nil
	Dishwasher Nil	Hot Cupboard Nil:
	Cutlery sets x 100 Cups & Saucers x 100	Plates x 100 Bowls x 100

WOODBIDGE COMMUNITY EMERGENCY PLAN

Fire Alarm	Break Glass integrated system.
Fire Fighting equipment	Fire panel in storeroom. See floor plan
First Aid Room / Facilities	Nil
Burglar Alarm	Nil
CCTV	Nil
Chairs	170
Tables	8s x 30, 6s x 10, 4s x 30
Floor Mats (Sleeping / seating)	Nil
Children's activity areas / equipment	Nil – Table tennis x 6
External Areas (play / pets etc)	Nil. Adjacent Skatepark, Leisure centre and public areas around town / waterfront
TV / Public media facilities	Screen on stage, no projector on site
Generator hook up point / Generator	Nil
Meter locations	In store
Cleaning Staff available	On site subject to request on the day
Cleaning resources on site	Limited domestic set up.
Out of Bounds areas	Stage, Storeroom. Until repaired - Hutchinson Room, associated toilets and kitchen

Pre-existing evacuation agreements - Nil

Distance from main offices ESH 1.6 miles, Riverside 37 miles

Notes;

Flood defences between site and riverside reduce risk of tidal flooding, but site remains at risk if defences fail or overtop. Flood risk from Surface Water Run Off is assessed as high.

For Severe Flood Warnings, or Amber Weather warning for rain, consider using alternative designated RC site – Quay St Church, Woodbridge approx. 275m from Community Hall. Or Woodbridge Town Football Club, approx. 2km away.

7. Summary assessment details – as required

Designated:	Usage:	RC Assessment Capacity
Y	Short to medium term (*)	190 / 40

(*) Medium term - Assuming access to Deben Leisure Centre for Showering

<i>Maximum estimated Accommodation</i>	Lengthm	Width m	Sq m	Adj 1m perimeter	Seating @ 1m ²	Sleeping @ 5m ²
Main Hall	16	13	208	(72)	140	30
Stage	7	11	77		na	
Deben Annexe	4.5	7	31	(11)	20	4
Hutchinson Room	9	4.5	40	(10)	30	6

RC Fire Safety Risk Assessment (FSRA)¹

- Accommodation calculations should reflect lower of Site Owners Fire Safety Risk Assessment and LA RC Risk Assessment for seating and sleeping arrangements.
- Calculations below must also reflect FSRA Guidance for estimation purposes and reflect change of usage, revised risk level (seating arrangements, gangways, overnight accommodation and as required Personal Emergency Evacuation Plans (PEEP))

a. **Site owners FSRA (L) Max accommodation;**

Main Hall x 200 at tables x 300 mixed

Deben Annexe 35 seated.

Hutchinson Room 50 seated

- Construction** – 1981 Build, Brick with concrete beamed vaulted roof in main hall. Maintained in good order.
- Fire evacuation muster point** – At front of Deben Leisure Centre
- Emergency exits**

Main hall 3 main emergency exits x 1420mm,

Main entrance at front of property, 1420mm (2 x 710mm) leading to lobby to main hall 1420mm (2 x 710mm)

Main hall to rear of building 2 x 1420mm (2 x 710mm) emergency exits.

plus;

1 x single exit door via Store / Kitchen passageway x 760mm to front of property.

1 x single door exit via kitchen x 760mm to front of property.

2 x single exit doors and stepped exit route (7 steps) x 700mm via Hutchinson room to front and rear of building - note route also includes 7 steps by stage side.

1 x Stage 2 x 1900mm (2 x 950mm), opening onto external steps x 7 steps, and

Main hall to Deben annexe 1870mm (2 x 935mm), and Deben Annexe exit from disabled toilet lobby x 860mm.

e. **Evacuation distances**

Maximum travel distance from main hall via hall perimeter to main emergency exits 25m. From centre of hall furthest distance to Main entrance exit 16m.

Hutchinson room to furthest exit via room perimeter 13m. To closest main hall exit adjacent to stage access, 19.5m. **Note accessibility issues** for Hutchinson room **all routes are via steps.**

Deben Annexe, via room perimeter, maximum distance to outside exit by disabled toilet 13m. Maximum distance by room perimeter to main hall and closest exit via main hall entrance 14m.

Kitchen opens directly onto front of property or exit to main hall, plus, exit to kitchen store passageway with 2 exit points, 1 outside to front and other to main hall. Approx. maximum of 4m to place of relative safety.

Note with the exception of the main toilets the building is well served by at least 2 exits from any one area. **However**, stage and Hutchinson Room **should be considered unsuitable for those with limited mobility or require use of wheelchair.**

f. **Evacuation routes;**

Main hall on levelled floor (Wheelchair users) via Main hall entrance lobby to front of property. Via Deben Annexe to front of property. Via either of main hall exits to rear of property.

Deben Annexe either via main hall or disabled toilet lobby.

Hutchinson Room to either stepped exits at front or rear of property adjacent to unisex toilet lobby's or via stage to stage exit, or from stage area into main hall.

All routes from Hutchinson room or stage include steps (x 7 per stairway)

g. **Capacities:** - see table above.

h. **Revised risk:** Medium – Low. Building assessed as normal fire risk.

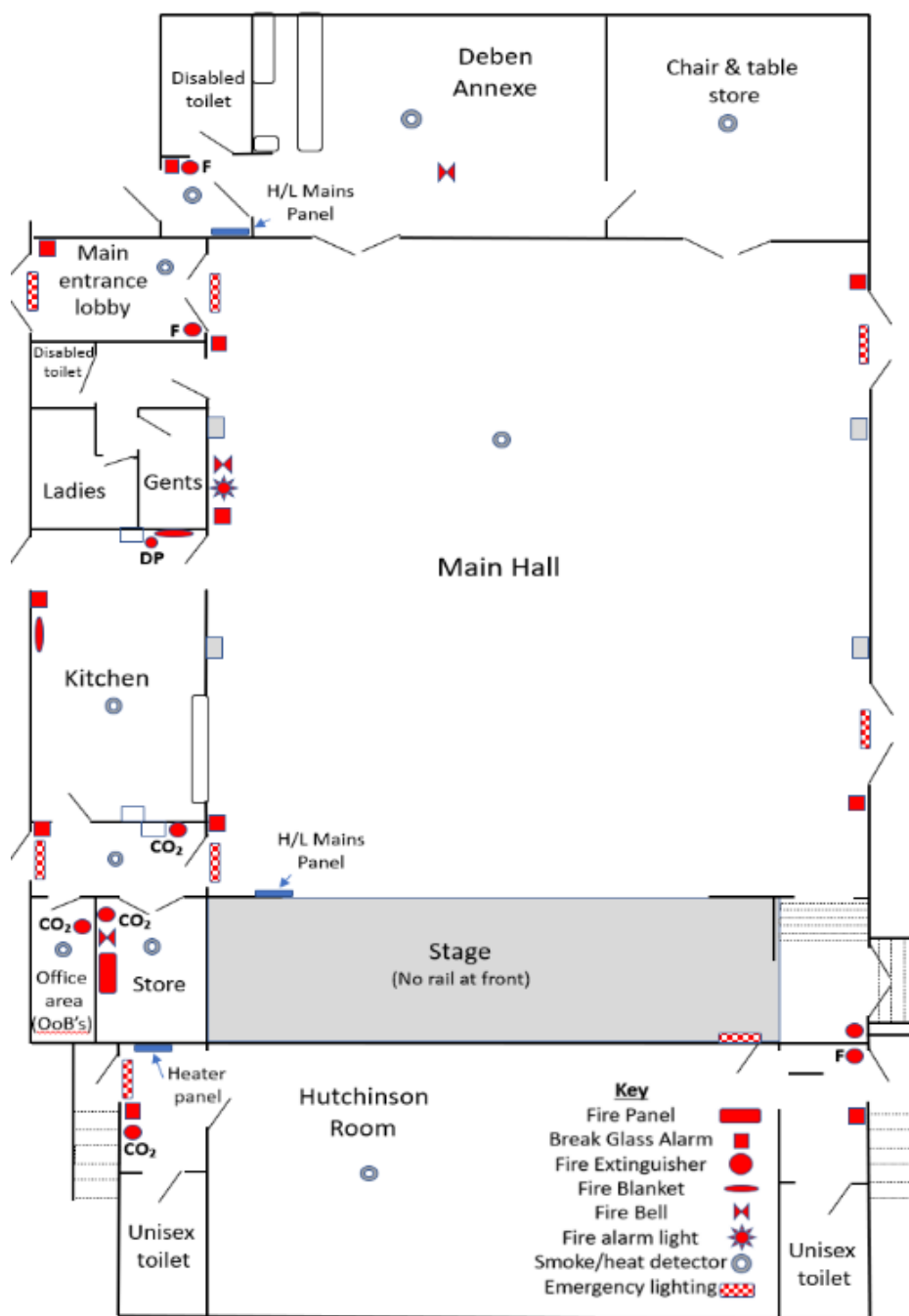
Modern brick constructed building, reduced capacity, multiple exits. Main risk of fire being from kitchen or stage. For purposes of evacuation calculations risk viewed as low. Residual risk medium based on change of purpose, and evacuees less familiar with building & overnight accommodation considerations. This can be further mitigated by ensuring no electrical equipment to be left unattended if not in use. PEEP(s) to be in place as required for those with limited mobility, or other care issues. Overnight accommodation will require fire wardens x 2 being awake at any one time, frequent internal & external safety rounds (recommend every 30 minutes). Designate smoking area in top left of main entrance to car park.

Escape time **Normal fire risk premises** 2 ½ Minutes for 260 persons via 1 x 1420mm (main exits). This assumes seating in rows for calculating max travel; **only one exit 15m, 2 or more exits 32m** to place of relative safety. **No seating 1 exit, 15m, 2 or more 45. S&MP of Assembly part 2 section 4.1 refers**

8. Financial implications;

Commercially sensitive not for public / competitor viewing				
	Per Hour	Per Day	Average revenue income (PA/365)	Total
Site hire - All				
Main Hall Only				
Deben Annexe				
Hutchinson Room				
Notes:	As per JERP part 3 Local Authority standard operating procedures for Rest Centres, building handover and return costs are based on hire cost plus usage of utilities & material damage being made good. Site operator reserves the right to require return of site for routine bookings as exist if it proves impractical to cancel same.			

WOODBIDGE COMMUNITY EMERGENCY PLAN



Maximum estimated Accommodation	Length m	Width m	Sq m	Adj 1m perimeter	Seating @ 1m ²	Sleeping @ 5m ²
Main Hall	16	13	208	(72)	140	30
Stage	7	11	77		na	
Deben Annexe	4.5	7	31	(11)	20	4
Hutchinson Room	9	4.5	40	(10)	30	6

Woodbridge Quay Church

Quay St, Woodbridge, IP12 1BX

Grid Ref TM273488 / w3w tightrope.targeted.solid

EA Flood Risk Area	N	<u>Adjacent to, x Ref section 6</u>
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Capacity: Note: x ref Sections 3 & 7	Seated	Sleeping
	215	40

Site Owner / Operator	Baptist Union of Gt. Britain / Woodbridge Quay Church Trustees.
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Routine contact details	Phone	Mobile
REDACTED (Mon – Fri Office Hrs)	REDACTED	
E-mail:	REDACTED	
Fax:	nil	

Out of hours / key holder(s) contact details:	Phone	Mobile
REDACTED (Operations Manager)		REDACTED
REDACTED (Lead Pastor)		REDACTED
(*)		
(*)		
(*)		
Note: Community Preparedness Group POCs (*)		

3. General Assessments

Summary Condition YOC, Material state	Victorian Façade, interior refurbished to high modern standard
--	--

Fire evacuation assembly point	Nominally designated at junction of private access road to Crown Place & Central Maltings and Quay St by telegraph pole.
--------------------------------	--

Parking Facilities - Access via Crown Place off B1438 'Quay Side' Note: Site sits in close proximity to Town Centre Parking (250 – 400m)	Cars	8
	Disabled	1
	Coach Access	Drop off in Quay St

Mobile Phone Signal Strength & Coverage:			
Good: 4-5, Sat: 3, Poor: 2 or less	Vodafone:	O2: 2	EE:
	Virgin:	3:	Other: Giff Gaff 4

Office Facilities	Office access	Telephony	IT Access	Wireless
	TBC on day	Yes	See wireless	Code on day

Payphone (incoming calls)	NA	
Payphone (outgoing coinage)	NA	

Disabled Facilities	(Access limitations)
Hearing Loop	Main worship area only
Disabled equipment	1 x Disabled chair on site

WOODBIDGE COMMUNITY EMERGENCY PLAN

Heating & fuel type	Heating Y / N - Type	Air Conditioning? Y / N
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Sanitary arrangements	Male	Female
Toilet Cubicles	2	4
Urinals	2	
Wash Basins	2	2
Showers		
Disabled Toilets	Unisex x 1	
Disabled Showers	Unisex x 1	
Baby Changing Facilities	Unisex x 1	
Kitchen facilities	Power: Electric / Mains Gas	
available for use: Y (D) Domestic or (I) Industrial appliances	Heat detection linked to Fire detection system	
	Extraction System / Canopy / Trunking / Inspection regime	
	Hob plates x 6 (I)	Ovens x 1 (large double) (I)
	Microwave x 1	Hot Water Boiler Cont feed
	Fridges Freezer x 1 (D)	
	Dishwasher: Y (I)	Hot Cupboard: Y (I)
	Cutlery sets x 100 Cups & Saucers x 100	Plates x 100 Bowls x 100

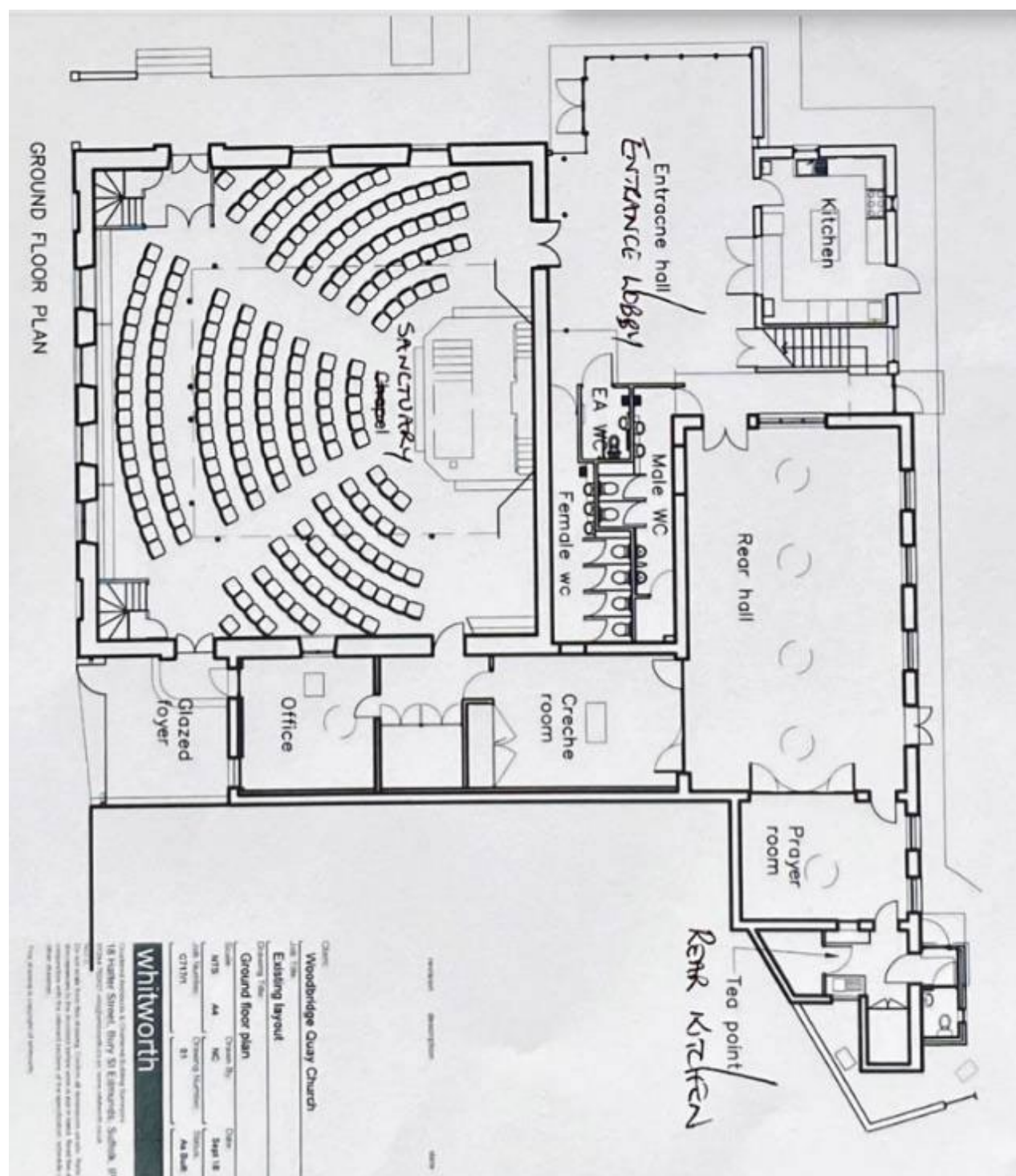
WOODBIDGE COMMUNITY EMERGENCY PLAN

Fire Alarm / Detection System /Fire Panel (battery/wired/linked)	Panel inside main entrance reception area adjacent to entrance doors. Relay panel in sanctuary by blue doors exiting onto lawn adjacent to main entrance.
Fire Fighting equipment	See floor plan Break glass alarms, AFFF & CO at each exit point & area fire evacuation plan
Emergency Lighting	Above each emergency exit point
First Aid Room / Facilities	FA Packs in kitchens, upper tea/coffee platform – no designated room
Burglar Alarm	Yes – In main reception foyer adjacent to fire panel
CCTV	External located at entrance points
Chairs	170 Soft upholstered chairs, 100 hard plastic approx. 24 hard plastic children's chairs
Tables	15 x 6s, 8 x8s (round)
Floor Mats (Sleeping / seating)	Nil
Children's activity areas / equipment	1 creche area, 3 children's activity areas with materials etc for u5s, 2 x fold away pool table & 1 x table tennis
External Areas (play / pets etc)	Limited outside area under refurbishment, being extended with artificial grass.
TV / Public media facilities	Main hall. Small hall has PA/Screen & overhead projector. Children's activity areas all with wall mounted TVs.
Generator hook up point / Generator	Nil
Meter locations	Main office
Cleaning Staff available	Yes – subject to availability
Cleaning resources on site	Yes - limited domestic equipment on site
Out of Bounds areas	Balcony i.e. the Upper gallery seating overlooking the main hall (Sanctuary) Main Office - may be able to be used on request

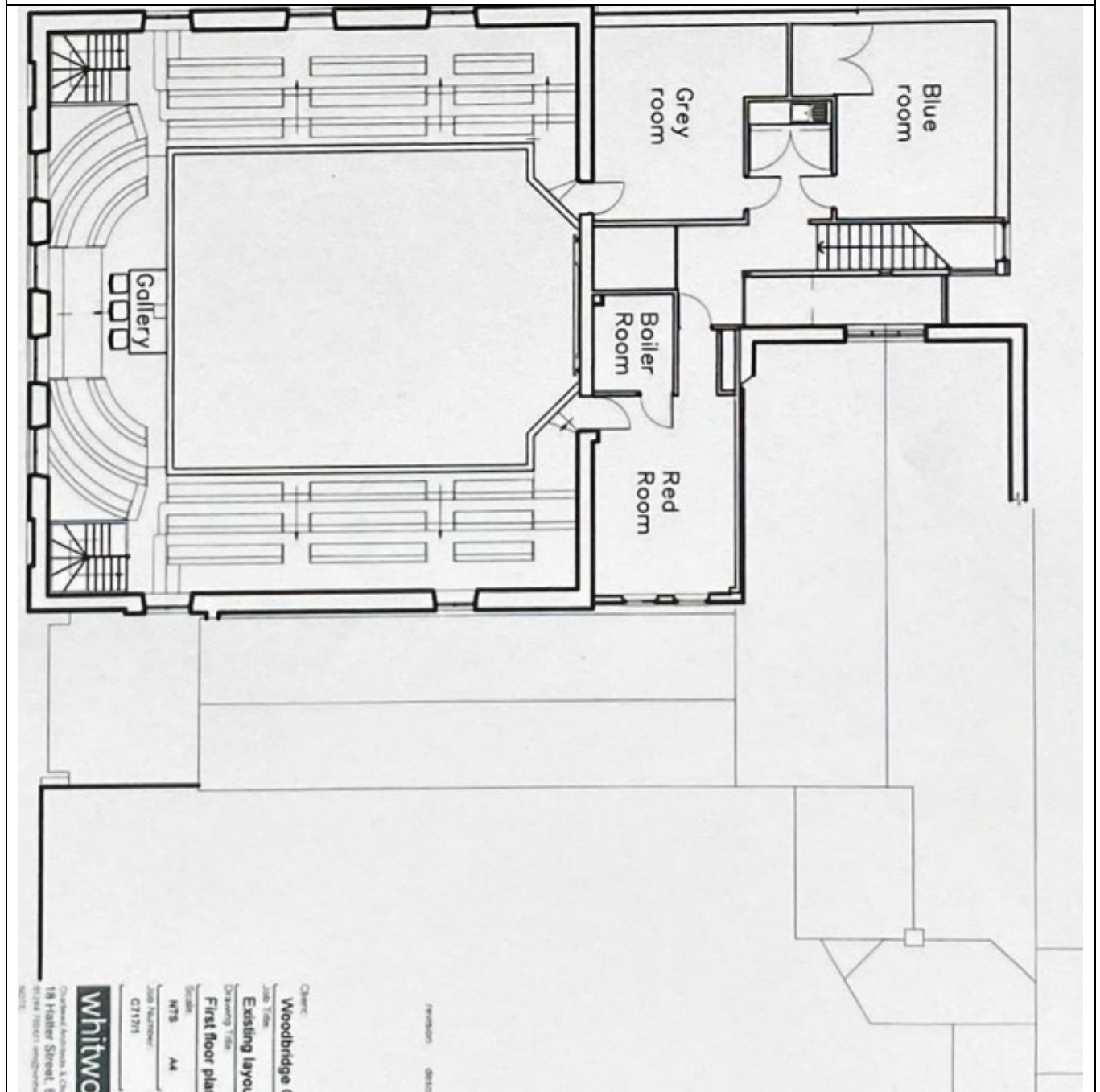
Additional Information

Pre-existing evacuation agreements - Nil

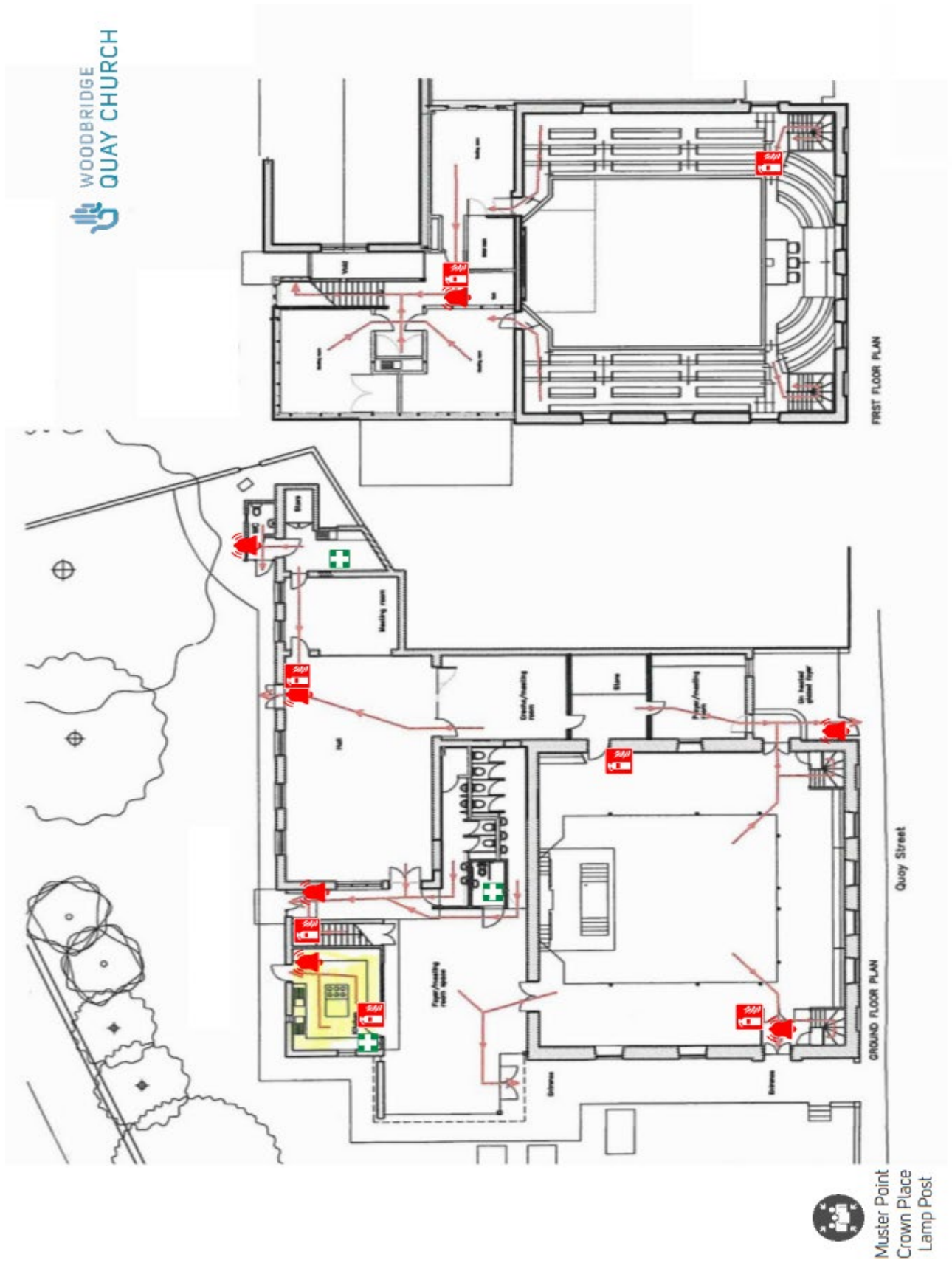
Distance from main offices ESH 1.6 miles, Riverside 37 miles



65



Fire exit plan



7. Summary assessment details – as required

Designated:	Usage:	RC Assessment Capacity
Y / N	Short term	215 / 40

<i>Maximum estimated Accommodation</i>	Length m	Width m	Sq m	Adj 1m perimeter	Seating @ 1m ²	Sleeping @ 5m ²
Sanctuary	14	15	210	(56+14)	140	28
Small Hall	6	10	60	(15)	45	9
Small hall lounge room	4	5	20	(8)	12	3
Classroom 1 – Staff use only	4.6	3.6	16	(8)	8	Nil
Sitting room	4.6	3.8	17	(8)	9	Nil
Classroom 2	4.7	3.6	17	(8)	9	Nil

RC Fire Safety Risk Assessment (FSRA)¹

- Accommodation calculations should reflect lower of Site Owners Fire Safety Risk Assessment and LA RC Risk Assessment for seating and sleeping arrangements.

Normal fire risk premises (S&MP of Assembly part 2 section 4.1 refers²);

Escape time; 2 ½ Minutes. **Distances;** assumed seating in rows max travel; 1 exit, 15m, 2 or more exits 32m to place of relative safety. Other areas e.g. non seated), 1 exit 18m, 2 or more exits 45m.

- Calculations below reflect FSRA Guidance for estimation purposes, change of usage, revised risk level (seating arrangements, gangways, overnight accommodation, waking watch x 4 and as required Personal Emergency Evacuation Plans (PEEP)).
 - Site owners FSRA** (Low - Med)
Sanctuary Max accommodation; 180 x seated. 70 at tables, Small Hall 84 seated, 50 at tables
 - Construction** – Victorian style Brick structure with modern refurbishment to areas outside of Sanctuary (Main hall) and new build to ground & first floor areas

¹ <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>

² <https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly>

encompassing main entrance, main entrance lobby, Kitchen, toilets and 1st floor 'classrooms'.

c. **Fire evacuation muster point** – By lamp post in access lane to Crown Place

d. **Emergency exits**

Main entrance and rear exits open onto level concrete paths (1800mm minimum width). Front entrance from Admin office / sanctuary opens onto public pavement on Quay street.

Ground floor

Main entrance 1620mm (2 x 810mm).

Ground floor continued

Rear lobby exit from ground floor foyer 830mm (side partition built in bolts can be opened to provide a further 310mm to a maximum of 1140mm, however this would need to be done prior to, and supervised during an evacuation).

Main Hall (Sanctuary) 3 exits;

Sanctuary to main entrance foyer 1 x 1110mm (2 x 555mm).

Sanctuary to path leading to main entrance 1 x 1300 (2 x 650 – reducing to final exit 1080 (2 x 540mm)

Sanctuary leading to Quay Street lobby 1110mm (2 x 555mm) – note exit leads directly onto adjacent exit route from admin office and co shared 890mm x 1500mm 140mm high platform then 1 x 865mm final exit onto Quay Street.

Evacuees with mobility issues will require PEEP for this route.

The Sanctuary has 1 additional, but limited width exit (660mm) to adjoining exit route to small Hall though to the admin office. This exit opens into the Sanctuary and is discounted for the purposes of evacuation routes.

Small Hall 4 exits;

Small hall main entrance (from main entrance foyer 1200mm (2 x 600mm),

Emergency exit to rear of building 1110mm (2 x 555mm).

1 x 4 panel bifold door opening to 2800mm, leading to adjacent room, office store, admin office and front foyer to street via 3 x 760mm) – note admin office exit leads directly onto adjacent exit route from Sanctuary and co shared 890mm x 1500mm x 140mm high platform then 1 x 865mm final exit onto Quay Street. **Evacuees with mobility issues will require PEEP for this route.**

Small hall to lounge room, kitchenette and rear unisex toilet is via 1 x 750mm door which is immediately adjacent to 4 panel bifold door opening to 2840mm. Exit to kitchenette is 1 x 710mm, leading to 1 x 720mm door opening onto small lobby to unisex toilet and adjacent to final exit to rear of building 1 x 790mm.

Kitchen; 1 x 760mm to entrance foyer, 1 x 800mm to rear.

FIRST Floor comprises of landing area, galley kitchenette within wide storage cupboard 1 sitting room and 2 classrooms.

Classroom 1 to right of stairwell - 1 x 740mm. Limit public to supervised access as directly above kitchen and reduced width of emergency exit.

'Sitting' Room (Middle) - 1 x 760mm
Classroom 2 - 1 x 760mm

NOTE First floor Sitting Room & Classroom 2 have adjoining exits opening onto the balcony overlooking the sanctuary. These are to be discounted due to pew seating presenting 400mm gangway, low decorative metal lattice forms adult waist high barrier to sanctuary, step changes, low lighting, and cable trip hazards present en-route to exit via Victorian style half turn wooden winder stairwells. **The Balcony is Out of bounds.**

Admin office exit leads directly onto adjacent exit route from Sanctuary and co shared 890mm x 1500mm x 140mm high platform then 1 x 865mm final exit onto Quay Street. **Evacuees with mobility issues will require PEEP for this route.**

- e. **Evacuation distances** – Assumes seated in rows and maximum travel distances based on longest perimeter route of room(s) to place of relative safety (PoRS) / (final exit).

Main entrance Lobby

Sanctuary main entrance furthest travel distance to main exit 7m

Sanctuary main entrance furthest travel distance to rear exit 25m

Small hall main entrance furthest travel distance to rear exit 6m

Small hall main entrance furthest travel distance to foyer main entrance 15m

Sanctuary, furthest travel distance from main entrance to sanctuary to furthest exit is 23m – assuming sanctuary main entrance and emergency exit to side of building are not available.

Assuming any 2 exits of 3 are available furthest travel distance to final exit is 18m.

Small hall, greatest distance to final exit by stairs is 18m.

Assuming any 1 exits of 2 are available furthest travel distance to PoRS / final exit is 15m

Lounge area adjacent to small hall, assuming bifold doors are closed, furthest travel distance to nearest exit in small hall 8 m, and 10.5m to final exit overall.

Lounge to kitchenette furthest travel distance 8m, kitchenette to unisex toilet lobby 2.5m and final exit, 10.5m overall.

First Floor

Assumptions seating in rows and only 1 exit route 15m (normal fire risk).

Classroom 1 furthest travel distance to landing 7m, landing 1.5m and stairs 7m to final exit 15.5m overall

Sitting room furthest travel distance to landing 8m, landing 1.5m and stairs 7m to final exit 16.5m overall

Classroom 2 furthest travel distance to landing 9m, landing 1.5m and stairs 7m to final exit 17.5m overall,

- f. **Evacuation routes;**

Disabled / Mobility exits;

Main entrance, from main entrance foyer. Rear exit diagonally opposite main entrance, follow short passage to bottom of first floor stairs – note side panel can be opened by releasing top and bottom bolts in panel frame to increase exit width. Alt route via small hall to rear exit. From sanctuary exit on side of building running parallel to main entrance path.

Sanctuary to main entrance foyer, then alongside of building to Quay St pedestrian pavement, turn right to entrance to Crown Place and fire muster point. Sanctuary to admin entrance lobby, right to exit, as above to fire muster point. Sanctuary to rear exit left via main entrance into main entrance foyer, cross foyer by toilets, small hall to bottom of first floor stairs. Exit by rear door, follow path to left past rear of kitchen, left towards main entrance, onto Quay Street pavement and as above. Alt route on final exit, turn right, follow path to rear of building and exit into car park. Turn left at top of car park, left into crown place then left again to fire muster point. Small hall as above either via rear exit to small hall, or stairwell or across main entrance foyer.

Small hall lounge as above either to small hall or via kitchenette and unisex lobby, left to follow path abutting building or right to carpark, then left and left again to crown place fire muster point.

Office storage area to admin office and admin foyer entrance, co joins exit from sanctuary, but note step down in entrance lobby before exiting onto crown Street. Note door widths prior to final exit are 760mm. Exit onto Quay Street then right and right again into Crown Place.

First floor across landing to stairs then as above, turn left for rear exit, or right then either left into small hall or diagonally right across main entrance foyer to main exit or straight across foyer into sanctuary and either left or right hand exits.

g. **Revised risk:** Medium – Low. Building assessed as normal fire risk.

Main risks of fire considered as main kitchen, gallery overlooking sanctuary hosting lighting or sound management systems, or standard electrical equipment in kitchenettes or office areas.

Older Victorian façade and exterior walls to sanctuary, small hall and small hall kitchenette. Interior of sitting room, office spaces, main entrance foyer, kitchen and first floor classrooms and sitting room new build. Accommodation refurbished to modern high standard.

Multiple exits in excess of reduced capacity calculations for purposes of evacuation general risk viewed as low. Residual risk assessed as medium based on change of purpose, and evacuees less familiar with building & overnight accommodation considerations.

This can be further mitigated by ensuring no electrical equipment gas or heat sources in kitchen and kitchenettes used for cooking or heating food or beverages are left turned on when not in use nor left unattended when in use. PEEP(s) to be

in place as required for those with limited mobility, or other care issues. Overnight accommodation will require fire wardens x 4 being awake at any one time, frequent internal & external safety rounds (recommend every 30 minutes). Designate smoking area in top left of car park.

8. Financial implications;

Commercially sensitive not for public / competitor viewing				
	Per Hour	Per Day	Average revenue income (PA/365)	Total
Site hire - All				
Sanctuary Hall Only				
Small Hall only				
Lounge area				
1 st Floor Class rooms				
1 st Floor sitting room				

Woodbridge Town Football Club

Fynn Road, Woodbridge IP12 4LS

 What.Three.Words: ///about.hormones.afterglow
Grid Reference TM256481

EA Flood risk area	<u>No</u>
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Capacities	Max. Capacity (as per fire risk assessment)	Seating on site (as per capacity and no. of chairs)	Sleeping
	197	131	38

Site Owner/Operator	Woodbridge Town Football Club
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Routine contact details:	Phone	Mobile
REDACTED	-	REDACTED
REDACTED	-	REDACTED
E-mail:	REDACTED	
E-mail:	-	

Out of hours/key holder(s) details:	Phone	Mobile
REDACTED	-	REDACTED
Note: Community Emergency Planning Group contact (*)		

Parish	Ward	Division
Woodbridge	Woodbridge	Woodbridge

Size details

Suitable for +24hours useage:	Yes
If no, why?	

Room measurements	Length m	Width m	Sq m	Seating @ 1.5m ²	Sleeping @ 5m ²	Number of entrance/ exists*
Main Hall	12.1	11.5	139.15	92	27	2
Bar Area	12.8	4.6	58.88	39	11	2

**Note: in a room with 80+ people, there must be more than 1 entrance/exit point as per fire safety*

Financial implications.

<u>Area</u>	<u>Per Hour</u>	<u>Per Day</u>	<u>Total</u>
Site hire - All	-	£200	-
Main Hall Only	-	-	-

General Assessments

Fire evacuation assembly point	It is in the car park.
Does the building have an evacuation plan?	No
Does the building have current risk assessments?	The venue has a fire risk assessment.

Parking Facilities	Spaces	100
	Coach Access	Yes

Mobile phone signal strength & coverage	Mobile and Broadband Checker
• EE – 75% • Vodafone – 74% • 3 – 71%	

WOODBIDGE COMMUNITY EMERGENCY PLAN

- O2 – 67% (good outdoor, variable indoor)

Office Facilities	Office access	Telephony	Wi-Fi
	No	Yes	Yes

Heating type:	Gas		
Air Conditioning:	No		
Alternative power: (Solar/Generator/Ext hook up point)		No. Staff could bring a generator in if needed.	

Specific needs equipment (i.e., lift)	Disabled access, and venue is all ground floor level
--	--

Sanitary arrangements	Male	Female
Toilets	2 urinals and 2 cubicles	2 cubicles
Showers	Block of communal showers (6 shower heads, no cubicles)	
Accessible Facilities	1 disabled toilet	
Baby Changing Facilities	Yes, in the disabled toilet.	

Kitchen facilities	Yes, fully equipped kitchen
Catering abilities	Can cater for up to 100 people.

First Aid Facilities	First Aid Box located behind the bar and defib in the changing room.
Alarm/CCTV	Yes to both

Number of Chairs	120 chairs (in the Main Hall)
Other seating (benches, matts etc)	Benches around the bar and more chairs.
Children's activity areas/equipment	No.
External Areas	Small area outside with picnic benches. Two football pitches that are out of bounds.
Meter locations (see photos)	Gas and electric meters are in outside cupboards, to the right of the external door of the bar area (facing toward the building).
Cleaning Staff available	Yes, a cleaner attends 3 times a week.
Cleaning resources on site	Yes.
Out of Bounds areas	Two football pitches are out of bounds. The bar and changing rooms are out of bounds if no staff from WTFC are in attendance.

Local EA Flood& Surface water flood risk - [Check long-term flood risk](#)

Surface water

Yearly chance of flooding – **Very Low**

Yearly chance of flooding 2040 – 2060 – **Very Low**

Rivers and the sea

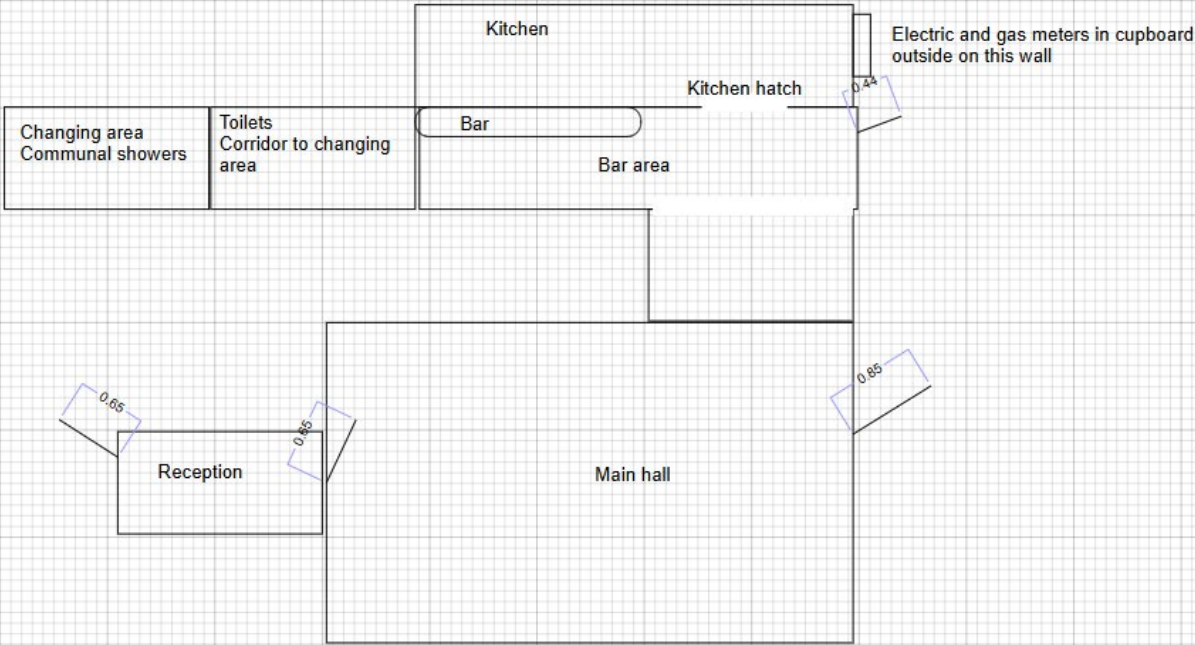
Yearly chance of flooding – **Very Low**

Yearly chance of flooding 2036 – 2069 – **Very Low**

Groundwater – this location is outside of a groundwater flood alert area.

Reservoirs – flooding from a reservoir is unlikely in this area.

Floor Plan(s)



Additional Information

Distance from Riverside Offices – 37 miles
Distance from East Suffolk House – 1.6 miles

Annexe 10 - Local Facilities

Surgeries

Framfield Medical Centre, Ipswich Road, Woodbridge, IP12 4FD. **REDACTED**
Mon- Fri, 8am-6.30pm

Little St Johns St, Woodbridge, IP12 1EE. **REDACTED**
Mon-Fri 8am-6.30, Sat 8.30-11.30 am

Pharmacies

Waterton Pharmacy, Framfield Medical Centre, Woodbridge. **REDACTED**
Mon-Fri 8am-1pm, 2pm-7pm; Sat 9am-1pm

Woodbridge Pharmacy, the Thoroughfare, Woodbridge. **REDACTED**
Mon-Fri 9am-6pm; Sat 9am-5.30pm

Boots, The Thoroughfare, Woodbridge **REDACTED**
Mon-Sun 10am-4pm

Supermarkets:

EoE Co-op Turban Centre (3 Hamblin Rd) Woodbridge, IP12 1DE. **REDACTED**
Mon-Sat 7am-9pm; Sun 10am-4pm

Tesco Extra, Anson Road, Martlesham IP5 3RU - **REDACTED**
Mon – Sat 6am- 12am; Sun 10am-4pm

Aldi, Gloster Road, Martlesham, IP5 3RJ.
Mon-Sat 8am-10pm; Sun 10am-4pm

Smaller stores

Morrisons Daily - 14 The Thoroughfare, Woodbridge IP12 1AG; Mon – Sun 07:00 – 22:00

EoE Co-op – 24 Old Barrack Road IP12 4ET; Mon-Sun 07:00 – 22:00

EoE Co-op – 1 Hasketon Road IP12 4JT; Mon-Sun 07:00-22:00

Prime Convenience – 14 Old Barrack Road IP12 4EX; Mon-Sun 10:00-23:00

Warwick News and Convenience Store – 37-41 Warwick Avenue IP12 1JX;
Mon-Sat 06:00-20:00, Sun 06:00-13:00

At the two Shell fuel stations – see below.

Some restaurants/pubs/hotels that may be able to accommodate people for a while:

Town centre area;

- Anchor PH – Quayside, **REDACTED**
- Bell & Steelyard PH – New Street, **REDACTED**
- Bull Hotel – Market Hill, **REDACTED**

- Crown (hotel) - The Thoroughfare, **REDACTED**
- King's Head PH – Market Hill, **REDACTED**
- Prezzo – Church St, **REDACTED**
- Red Lion PH – Thoroughfare **REDACTED**

Ipswich Road

- Cherry Tree PH – **REDACTED**
- Deben Seal (“Ego”) restaurant - near the Football Club rest centre, **REDACTED**
- Notcutt's garden centre/restaurant, **REDACTED**

North Woodbridge

- The Warwick PH – Warwick Avenue, **REDACTED**

Fuel:

- Shell, Grove Rd, Woodbridge IP12 4LQ. Both North-bound and South-bound carriageways.
- Outside Woodbridge – Martlesham Heath BP and Tesco; Gulf, Melton Road (Melton) IP12 1NT

Emergency Services: Woodbridge Fire and Police Station, Theatre St, Woodbridge IP12 4NE

Glossary

CEP	Community Emergency Plan
CEPG	Community Emergency Planning Group
CERG	Community Emergency Response Group
CRM	Customer/Client Relations Management
EA	Environment Agency
ECC	Emergency Control Centre (Local Authority)
EmA	Emergency Authority
EPO	Emergency Planning Officer
EPDO	Emergency Planning Duty Officer (from JEPU)
ESC	East Suffolk Council
GDPR	General Data Protection Regulations
GIS	Geographic Information System
JEPU	(Suffolk) Joint Emergency Planning Unit
LA	Local Authority
ONS	Office for National Statistics
RC	Rest Centre
SCC	Suffolk County Council
SRF	Suffolk Resilience Forum
VOIP	Voice over Internet Protocol
WTC	Woodbridge Town Council