

# Sutton Parish Council Community Emergency Plan

Plan last updated on: 4/3/2026

**If you are in  
immediate danger  
call 999**

## Plan distribution list

Name	Role	Phone number/email address	Issued on
Mr Courtney Walsh	Local Authority Emergency Planning Officer	01473 263424 07581 035737	date

## Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
07/01/2025	07/01/2026	Full review of plan	Sutton Parish Council
04/03/2026	04/03/2028	Full review of plan	Sutton Parish Council

# Contents

Local risk assessment .....	4
Local skills and resources assessment .....	5
Key locations identified with emergency services for use as places of safety .....	6
Emergency contact list .....	7
Telephone tree .....	8
<b>Confidential List – Not for Publication</b> .....	9
List of vulnerable residents identified by questionnaire who may be in need of particular assistance in an emergency .....	9
Activation triggers .....	10
First steps in an emergency .....	11
Community Emergency Group first meeting agenda .....	12
Actions agreed with emergency responders in the event of an evacuation .....	13
Alternative arrangements for staying in contact if usual communications have been disrupted.....	13

# Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
Severe weather impact (e.g. heavy and prolonged rain or snow, storms bringing down trees and blocking roads etc.)	Flooding of local roads Blocked access to village hall Restricted or no access to village by road Damage to property	Identify local skills and resources that can deploy when necessary Work with local emergency responders to see if they can help with distribution of appropriate warnings and any evacuation and rest centre establishment required Mitigate flood risk by ensuring ESC maintain grips and drains and land owners manage run off from fields onto roads and to nearby properties.
Large scale fire	Smoke inhalation Damage to property Restricted or no access to village by road Blocked access to village hall	Identify local skills and resources that can deploy when necessary Work with local emergency responders to see if they can help with distribution of appropriate warnings and any evacuation and rest centre establishment required
Major road traffic accident	Access to property	Follow advice from emergency services
Heatwave	Affects everyone but especially the elderly and vulnerable	Communicate official guidance from NHS. Check on vulnerable residents.
Burst water main	Flooding of roads and property	Evacuate persons at risk to safe place.

## Local skills and resources assessment

Skill/Resource	Who?	Contact details	Location	When might be unavailable?
Trained first aider	Tristan Childs	tristanchilds@yahoo.co.uk	6 The Walks	
4x4 owner/driver	Helen Cook	07953 363767	Sutton Hall	
Chainsaw owner (tree surgeon)	Helen Cook	07953 363767	Sutton Hall	
Water/food supplies	Sue Collins	01394 411793	Old Post Office Lane	

## Key locations identified with emergency services for use as places of safety

<b>Building</b>	<b>Location</b>	<b>Potential use in an emergency</b>	<b>Contact details of key holder</b>
Memorial Hall	Old Post Office Lane	Safe Place	key safe on wall Sue Collins 01394411793
Party Barn at Sutton Hall	Sutton Hall	Safe Place	Helen Cook 07953 363767
All Saints Church	Sutton	Safe Place	Rev. Simon Cae 07710 523856

# Emergency contact list

Photo	<b>Name:</b> Alan McManus
	<b>Title:</b> Community Emergency Coordinator
	<b>24hr telephone contact:</b> 07507600210
	<b>Email:</b>
	<b>Address:</b> 2 Old Post Office Cottages Sutton
Photo	<b>Name Helen Cook</b>
	<b>Title:</b> Community Emergency Coordinator
	<b>24hr telephone contact:</b> 07953 363767
	<b>Email:</b>
	<b>Address:</b> Sutton Hall



# Activation triggers

The plan will be activated;-

At the request of either the LA or the emergency services

OR

In the event that the emergency services are unavailable, if in the opinion of the Community Emergency Coordinator(s) in consultation with other members of the team the plan needs to be activated.

# First steps in an emergency

	<b>Instructions</b>	<b>Tick</b>
<b>1</b>	Call 999 (unless already alerted)	
<b>2</b>	Ensure you are in no immediate danger	
<b>3</b>	Contact the Community Emergency Group and meet to discuss the situation	
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		

# Community Emergency Group first meeting agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

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 vulnerable people involved?

Elderly

Families with children. What resources do we need?

Food?

Off-road vehicles?

Blankets?

Shelter?

Establishing contact with the emergency services

How can we support the emergency services?

What actions can safely be taken?

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

Any other issues?

# Actions agreed with emergency responders in the event of an evacuation

Help police/local authority with door knocking  
Tell emergency services who might need extra help to leave their home

# Alternative arrangements for staying in contact if usual communications have been disrupted

Communication Type	Name of contact	Location