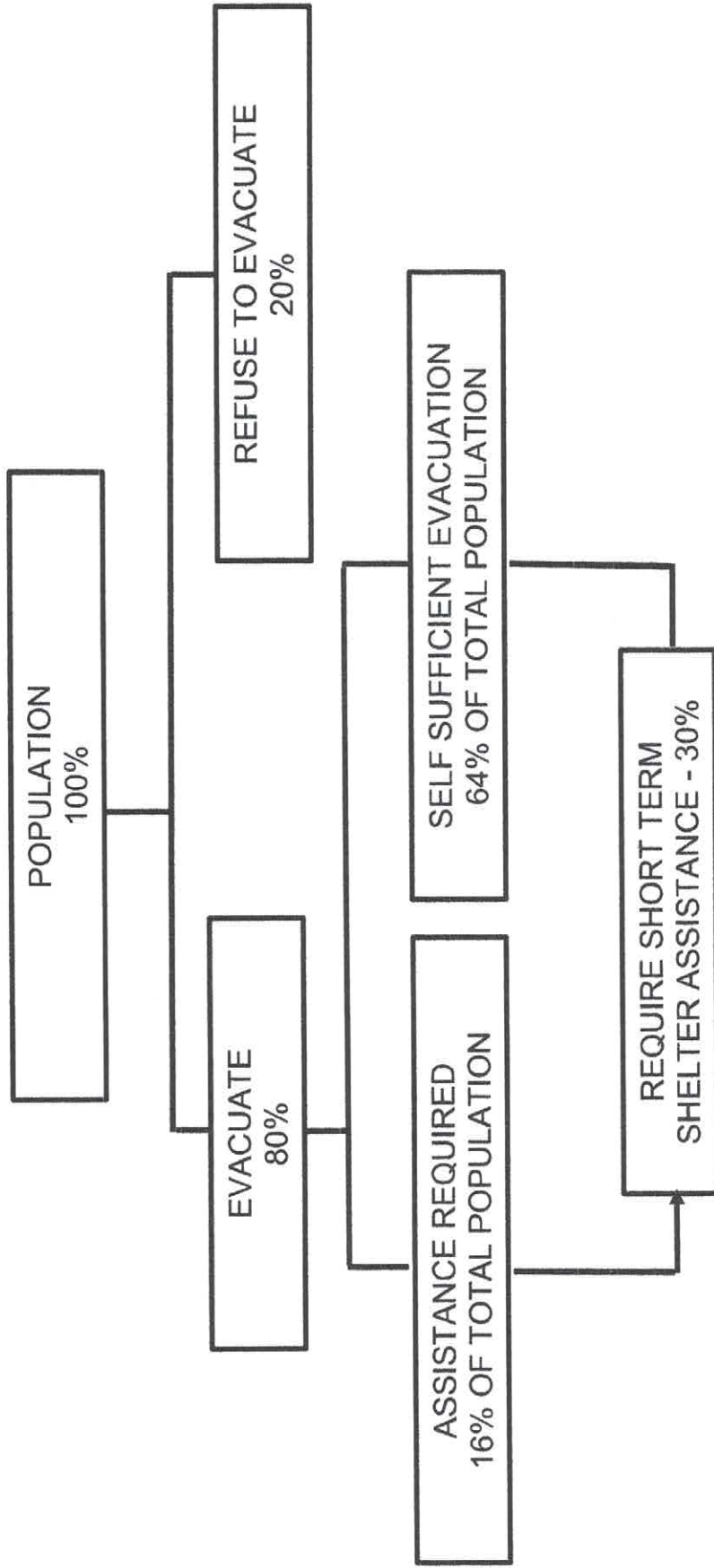
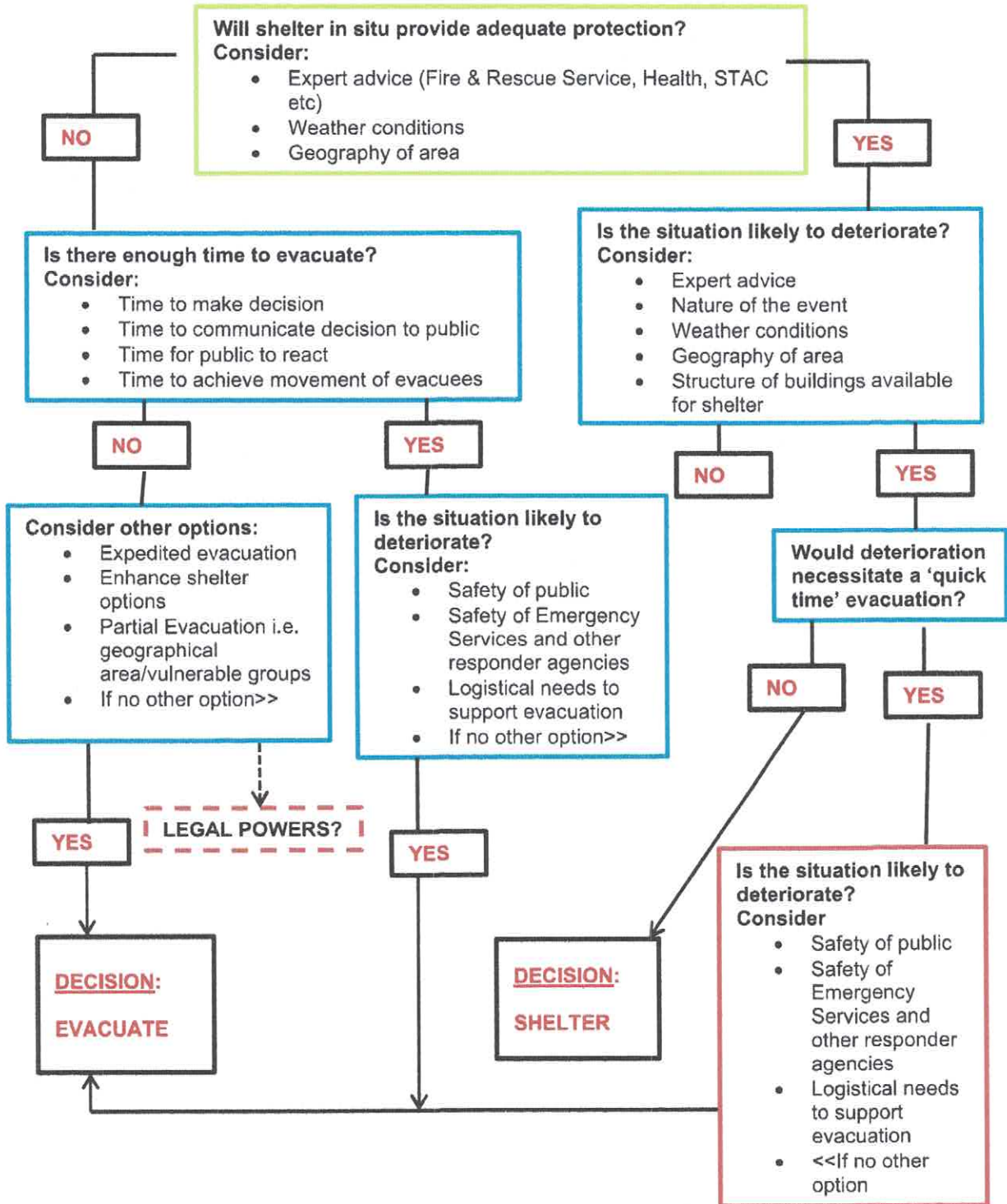


APPENDIX A - EVACUATION PLANNING ASSUMPTIONS (Estimated)



### APPENDIX B - CONSIDERATION OF EVACUATION/SHELTER – DECISION MAKING PROCESS



N.B Further information and the template for policy logs can be found in **Suffolk Resilience Forum Strategic Coordinating Guide**

**For evacuation specific to flooding – Refer to the SRF Flood plans**

Action	Consult as appropriate	YES	NO	Guidance Notes (information only)	Comment Page/ref number of policy log
Need to Evacuate?	<ul style="list-style-type: none"> <li>- Police</li> <li>- Fire</li> <li>- Ambulance</li> <li>- Local Authority</li> <li>- Met Office</li> <li>- Environment Agency</li> <li>- NHS</li> <li>- Public Health England</li> <li>- MCA</li> <li>- Utilities / Operators</li> <li>- Drivers(Hazmat)</li> <li>- Property owners</li> <li>- Military</li> </ul>	Continue with this check list	Refer to Sheltering / Invacuation below	Evacuation should always be the last resort  Possibly consider sheltering/ invacuation	

Action	Consult (as appropriate)	YES	NO	Guidance Notes (information only)	Page/ref number of policy log	Comment
Is there sufficient time to evacuate?		Continue with this check list	If no consider Sheltering/ Invacuation below	Safe evacuation requires suitable planning resources and time. A bomb threat warning may indicate that there is 5 minutes to evacuate for example, whereas flood warnings may indicate that responders have 12 hours in which to plan.		
How is evacuation going to be achieved <b>(Refer 8 Evacuation Management)</b>	As above	Continue with this check list		Self evacuation may cause traffic congestion, public disorder and injury		
Would the evacuation of premises create further danger?		Continue with this check list		Certain premises undertake processes which cannot easily be shut down and require staff to remain in situ i.e. Sizewell, COMAH sites etc. Consider <b>Shelter</b> , if possible in liaison with the location operator		

Action	Consult (as appropriate)	YES	NO	Guidance Notes (information only)	Page/ref number of policy log	Comment
Would the evacuation of certain premises create the risk of further harm to residents?	As above			Movement of the elderly, infirm and those with severe illnesses.		
Sufficient resources available? (See <b>APPENDIX D</b> )				Do you have sufficient resources available in the timescale to carry out a <b>safe</b> evacuation?		
Location				Consider the area where the premises are located i.e. access and egress, number and type of premises.		
Warning and informing the community				Consider how this is going to be achieved i.e. media, door knocking, telephone contact, mail shots <b>Consult SRF Communications Plan</b>		



Action	Consult (as appropriate)	YES	NO	Guidance Notes (information only)	Page/ref number of policy log	Comment
Is there a Community Resilience Emergency Plan in existence	As above  Request Community Groups assistance where applicable via the Local Authorities Duty Emergency Planning Officer			May assist with prioritising decisions / provision of local knowledge		
Strategic decision to evacuate?	As above	Cascade decision to Tactical Coordinating Group for tactical planning, formation of multiagency evacuation cell and implementation	What is the alternative public protection measure?  Cascade this action to Tactical Coordinating Group for planning and implementation			

**SHELTERING/INVACUATION**

Action	Consult (as appropriate)	YES	NO	Guidance Notes (information only)	Comment Page ref number of policy log
Sheltering/Invacuation agreed  Provide relevant safety advice (for evacuees and responders)	<ul style="list-style-type: none"> <li>- Police</li> <li>- Fire</li> <li>- Ambulance</li> <li>- Local Authority</li> <li>- Met Office</li> <li>- Environment Agency</li> <li>- NHS</li> <li>- Public Health England</li> <li>- MCA</li> <li>- Utilities / Operators</li> <li>- Drivers (Hazmat)</li> <li>- Property owners</li> <li>- Military</li> </ul>			Seek advice as to whether doors, windows or other means of ventilation should be closed or open  Advise the safe location of where to remain within the building i.e. centre of building, rear of building etc  Turn off potential ignition sources  Public advised to monitor media re further advice  Consider any other support that may be required i.e. provision of food, clean water, medication etc for people sheltering on upper floors during flooding	

**This list is not exhaustive and other issues may need to be considered.**

APPENDIX C - TACTICAL CHECKLIST

OUTLINE TACTICAL PLAN

Action	Completed		Responsible Agency	Guidance Notes (information only)	Comment Page ref number of policy log
	Yes	No			
Maintain a policy log, logging decisions and rationale			ALL		
Risk Assessment			ALL - JDM	<p>Undertake/review joint agency risk assessment;</p> <p>If time has elapsed –Is it still safe for evacuees/responders to proceed?</p> <p>Identified routes don't clash with/impinge on response activity</p> <p>Phased evacuation –safe movement of numerous members of the public</p> <p>Responders have appropriate PPE</p> <p>For flooding evacuation refer <b>APPENDIX F</b> and the <b>SRF Flood plan</b>.</p>	



Action	Completed		Responsible Agency	Guidance Notes (information only)	Comment Page ref number of policy log
	Yes	No			
Confirm type of evacuation				Is it self or structured evacuation <b>(Refer paragraph 6)</b>	
Consider timeframe (Where possible planned evacuation should always be completed before the hazard becomes critical)				All occupants or just vulnerable to be moved? Immediate Within hours Agreed date/time Phased?	
Identify evacuation zone(s) If relevant for Bury St Edmunds, Ipswich and Lowestoft – See the respective Town centre ANNEX to this plan				Ensure staff deployed have sufficient mapping/list of addresses they need to notify/clear Consider use of Police door to door coordinator(s) for planning See <b>APPENDIX G</b>	
Ascertain number of potential evacuees					
Identify evacuation routes				Ensure where possible they do not conflict with response access and egress	

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Action	Completed		Responsible Agency	Guidance Notes (information only)	Comment Page ref number of policy log
	Yes	No			
Arrange assembly points				Assembly points may be pre identified if there is a site specific plan If relevant for Bury St Edmunds, Ipswich and Lowestoft – See the respective Town centre ANNEX to this plan	
Arrange transport			Local authority through ECC	Consider specialist transport for vulnerable people	
Arrange appropriate signage for vehicular/pedestrian traffic.					
Consider evacuation of any affected schools.				How will children be reunited with carers/parents? Evacuate en-mass to a single location? Consider requirements for pet care	
Activate rest centres			Local authority		
Consider provision of transport/accommodation of animals			Coordinated through the Local authority	Voluntary organisations may be able to assist	

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Action	Completed		Responsible Agency	Guidance Notes (information only)	Comment Page ref number of policy log
	Yes	No			
Decide on method of warning and informing those persons being evacuated				<p>Options:</p> <ul style="list-style-type: none"> <li>- Media</li> <li>- TV/Radio</li> <li>- Door to door advice</li> <li>- Social media</li> <li>- Letter drop</li> <li>- E mail</li> <li>- Police Connect etc</li> </ul> <p>Ensure that the messages are also publicised to the general public (Friends and family)</p> <p>Consider use of Police door to door coordinator for planning See <b>APPENDIX G</b></p> <p>Consider language and other issues in relation to vulnerable groups</p> <p>Specific messaging for parents/carers re school children</p> <p><b>Refer to the SRF Communications Plan</b></p>	
Airwave Interoperability				Is a specific evacuation multi agency talk group required?	

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Action	Completed		Responsible Agency	Guidance Notes (information only)	Comment Page ref number of policy log
	Yes	No			
Staff are briefed and in position				<p>Ensure that rest centres are accessible i.e. Not locked!</p> <p>Ensure staff have all relevant information to provide to evacuees and a contact number from which to seek advice if required</p> <p><b>Refer to paragraph 11 Legal.</b>                      In the event that a person refuses to evacuate this should be recorded where possible e.g. entry in an official record such as a Police Officers pocket notebook.</p> <p>This is likely to be required in 2 phases, immediate – Likely to be provided by the Police</p> <p>However it is imperative that an alternative is sourced as soon as possible to release Police resources for other areas of response/evacuation activity</p> <p>Only if required (Maybe felt that a telephone bureau maybe appropriate to field public - enquiries)</p> <p><b>Liaise with SCG re this decision</b></p>	
Ensure a crime prevention strategy is considered and implemented					
Activate Casualty Bureau					

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Action	Completed		Responsible Agency	Guidance Notes (information only)	Comment Page ref number of policy log
	Yes	No			
Consider monitoring of self evacuees				This may be helpful in providing information to family and friends (consideration may be given to establishing a Family and Friends Reception Centre)	

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Vulnerable People – Special Considerations					
Action	YES	NO	Responsible Agency	Guidance Notes (information only)	Comment Page ref number of policy log
Transport requirements				Movement of patients with associated medical equipment e.g. Home oxygen	
Accommodation Requirements				Medical Elderly Prisons Religious/Cultural	
Transient populations				Tourist resorts Travellers	
Languages				Translators	
Feeding/Welfare				Religious/Cultural Specialist dietary requirements	
Medication/Medical Treatment/Equipment				Examples: Wheelchairs Lifting equipment Dialysis equipment	

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**APPENDIX D - RESOURCES**

**HUMAN**

<u>Police</u>	<u>Fire and Rescue</u>	<u>Ambulance Service</u>	<u>MCA</u>	<u>Local Authority</u>	<u>NHS</u>
Traffic Management	Rescue Hazard Advice	Movement of vulnerable persons	Providing support/resource for river and coastal evacuations	Rest Centres	Providing health care for evacuated persons
Crime Prevention	Decontamination	Specialist equipment for movement	Search and rescue at sea/ some inland waters	Transport	In conjunction with Local authority identifying and support vulnerable persons
Coordinating Response	Providing pumps in flood incidents	On site medical treatment	Evacuating seafarers and passengers from vessels/ oil and gas terminals/offshore wind farms	Welfare	Signpost psychosocial support
Liaison at Multi Agency Forward Command Base(s)	Search and Rescue	Decontamination		Recovery	
House to House Co- ordinator		Hazardous Area Response Team			
Operational Staff to facilitate the warning & informing					
Casualty Bureau					

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<u>Military</u>	<u>Voluntary Organisations</u>	<u>Media Officers</u>	<u>Community Resilience Groups</u>	<u>Utilities</u>	<u>Others</u>
May offer support / advice dependant on the type of incident	General support in provision of staff, advice, equipment and possible accommodation in relation to pets	Media response and support	Staff and local information	Specialist advice depending on type of incident  Transport operators Passenger Care teams	Interpreters (Language Line, translate Google)

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<b>Logistics Support</b>					
It is imperative that the pertinent agencies are represented in the Evacuation Cell to ensure that all relevant issues are considered					
Required	Expertise	YES How many?	NO Why?	Guidance Notes (information only)	Comment Page /ref number of policy log
Vehicles (movement of evacuees)	<ul style="list-style-type: none"> <li>- Local Authority</li> <li>- Ambulance</li> <li>- MCA</li> <li>- Voluntary Orgs</li> </ul>			Coaches, 4x4 vehicles, boats	
Vehicles (movement of staff)	Individual Agencies/multi agency liaison				
Specialist Movement Equipment	<ul style="list-style-type: none"> <li>- Ambulance</li> <li>- Voluntary Orgs</li> </ul>			Evacuation chairs, specialist bariatric equipment, hoists etc	
Rest Centres	<ul style="list-style-type: none"> <li>- Local Authority</li> <li>- Community Resilience Groups (dependent on type and size of incident)</li> <li>- Voluntary Orgs (dependent on type and size of incident)</li> </ul>			Where are the nearest rest centres?	
				Are there any additional rest centres – non-local authority supported	
				Ensure they are outside the danger zone and are not at risk if the incident should escalate	
				Accommodation suitable for vulnerable persons?	

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Personal Protective Equipment	Responsibility of individual agencies but mutual aid across organisations should be considered				For responding staff – Wellington boots, gloves, masks, hard hats etc	
Lighting	<ul style="list-style-type: none"> <li>- Police</li> <li>- Local Authority Highways</li> <li>- Highways England</li> <li>- Military</li> </ul>					
Signage	<ul style="list-style-type: none"> <li>- Local Authority Highways</li> <li>- Highways England</li> </ul>					
Medical Supplies	<ul style="list-style-type: none"> <li>- Ambulance</li> <li>- NHS</li> <li>- Voluntary Orgs</li> </ul>				Personal medication supplies	

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**APPENDIX E - RECOVERY - RESETTLEMENT, RETURN AND RESTORATION**

For more detailed information refer to the **SRF Generic Recovery Plan**

Action	Consult (as appropriate)	Guidance Notes (information only)	Comment Page ref number of policy log
<p>Ascertain whether the area is safe to return.</p> <p>Review multi agency risk assessment</p>	<ul style="list-style-type: none"> <li>- Police</li> <li>- Fire</li> <li>- Ambulance</li> <li>- Local Authority</li> <li>- Met Office</li> <li>- Environment Agency</li> <li>- NHS</li> <li>- Public Health England</li> <li>- MCA</li> <li>- Utilities / Operators</li> <li>- Drivers (Hazmat)</li> <li>- Property owners</li> <li>- Military</li> </ul> <p><b>IMPACTED COMMUNITIES</b></p>	<p>Additional consideration may need to be given to consulting:</p> <p>Structural Engineers</p> <p>Environment Agency</p> <p>Hazmat Specialists</p> <p>Waste disposal specialists</p> <p>Utility companies (need to check re connected supplies are safe for use)</p> <p>Are there any decontamination issues?</p> <p>Is there any requirement that the area remains 'sterile' for investigative purposes</p>	

Action	Consult (as appropriate)	Guidance Notes (information only)	Comment Page ref number of policy log
Review Community Impact Assessment		Ensure all issues have been considered before progressing return/resettlement	
Plan appropriate dates and timeline		<b>Keep SCG/RCG apprised of updates</b>	
Inform evacuees of the above	As above	Consider staged return	
If necessary arrange transport		Liaise with media coordination cell to ensure evacuees that are located with family/friends/alternative accommodation other than rest centres also receive pertinent information	
Consider ongoing welfare support		Particular consideration needs to be given to transport for vulnerable people <b>Refer Humanitarian Assistance section in SRF Generic Emergency Response plan, Chapter 8</b> Community Resilience <b>Refer SRF Generic Recovery Plan</b>	

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## **APPENDIX F - HAZARDS AND RISKS ASSOCIATED WITH FLOODING**

### **Liaison with Suffolk Fire and Rescue Service**

Flood evacuation of any area should be in consultation with Suffolk Fire and Rescue Service who have water rescue trained and equipped personnel for this purpose.

### **Common Hazards**

1. Manholes Drains and Culverts - these can be forced off in flooding situations and can present dangerous unseen hazards in otherwise familiar streets. Even in shallow static water, hydraulic forces in proximity to flooded drains and culverts can cause water to force escape routes – KEEP AWAY from manholes where possible.
2. Dangerous obstructions – e.g. live cables, street signs that have been dislodged, shopping trolleys, dumped bicycles etc – will cause risk of entrapment and serious injury including by falling over.
3. Fast Flowing Water – there is significant danger in attempting to walk or drive through fast flowing water above calf level (and even below in certain circumstances). – The noise created by water flowing around obstructions in urban areas can be surprisingly loud and interfere with normal voice communications.
4. Water Contamination – health risks include infectious diseases and long-term health risks where in contact with sewage or toxic contaminated water.
5. Hypothermia and Exhaustion – prolonged work in wet and cold conditions with inappropriate protective clothing can lead to exhaustion and hypothermia – ensure appropriate waterproof and warm clothing is being worn and keep out of the water unless absolutely necessary.
6. Disorientation and Isolation – Familiar landscapes obscured by or changed by floodwater may cause staff to become lost and isolated especially during darkness.
7. Unsuitable Vehicles – cars have low depth tolerance for driving through flood water and are prone to engine failure. Use high ground clearance vehicles, diesel powered engines and preferably four-wheel drive where available.

**APPENDIX G – EVACUATION LEAFLET**

BACK PAGE

FRONT PAGE

**Radio Stations**

- \*BBC Radio Norfolk 95.1FM/104.4FM/DAB
- \*BBC Radio Suffolk. 103.9FM/104.6FM & 95.5FM
- The Beach 103.4FM
- Town FM 102FM
- Heart 96.4 and 97.1 FM
- Dream 100 100.2 FM
- Classic Gold Amber 1170AM and 1252AM

**Web sites**

[www.suffolkresilience.com](http://www.suffolkresilience.com)

[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

**Evacuation Notice for XXXXXXXXXXXXXXXXXX Incident**

As a result of the risk to life from the above incident we advise that you evacuate your property.

You should evacuate

\*immediately/by.....on .....

To.....Rest Centre

**Or**

Evacuation Point for Transport..... to the Rest Centre

You will be advised when it is safe to return by messages on local radio and at Rest Centres.

If you were out when police officers delivered this leaflet please contact the following number to obtain further information and notify the Emergency Services that you have returned to your address/place of work

Suffolk County Council Helpline Number..... 03456 032814

*\*Delete as appropriate*

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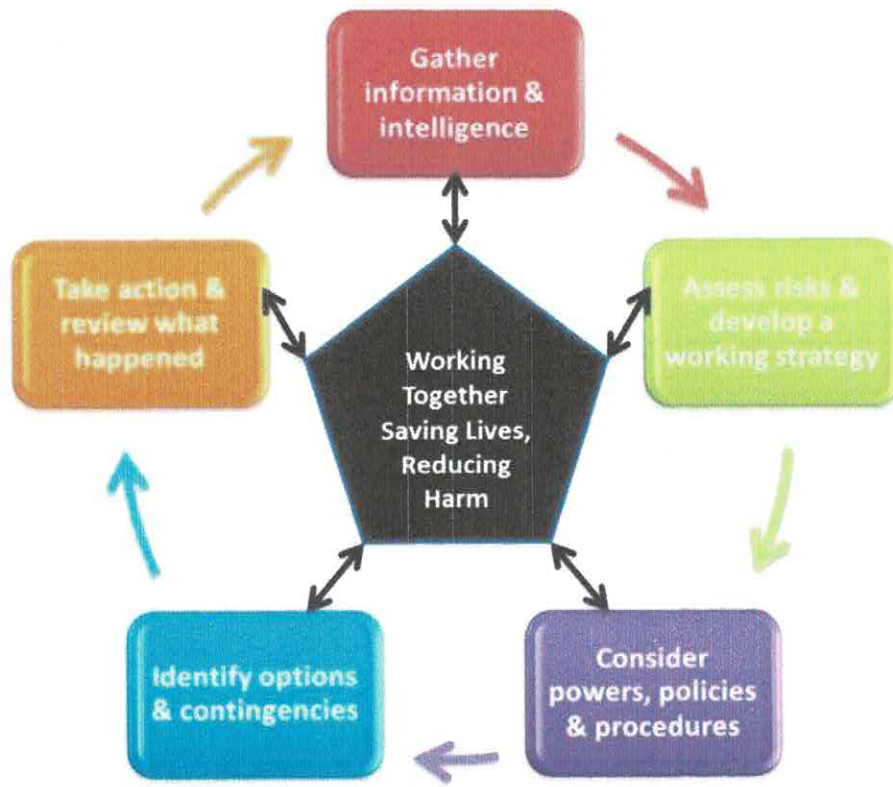
## INSIDE PAGES

If evacuation becomes necessary

- Stay calm and do not panic.
  - Police officers and / or other officials will try to visit all properties at risk to advise on the requirement to evacuate.
  - If road conditions permit, move vehicles to unaffected areas for example higher ground and ask friends / family if you can share their parking facilities.
  - The evacuation point for transport and the location of the Rest centre is on page ONE of this leaflet.
  - Try to check that any elderly / vulnerable family members or neighbours know about the evacuation.
  - Try to inform family members / friends as to where you are evacuating.
  - Listen to the advice of the authorities and follow any instructions to leave the property.
  - Take special foods and medicines
  - Take relevant documents such as House Insurance
  - Switch off gas and electricity.
  - If possible, move electrical equipment and furniture upstairs (Flooding).
- Any furniture that you cannot move upstairs, try to raise well off the floor. (Flooding)
  - Do not forget to lock all doors and windows.
  - Block doorways and air bricks (Flooding)
  - Avoid walking and driving through floodwater, there could be hidden hazard.



APPENDIX H - JOINT DECISION MAKING MODEL



**GLOSSARY**

<b>Abbreviation</b>	<b>Description</b>
CEPG	Community Emergency Planning Group
COMAH	Control of Major Accident Hazards
EA	Environment Agency
JDM	Joint Decision Model
JERP	Local Authority Joint Emergency Response Plan
MCA	Maritime and Coastguard Agency
RCG	Recovery Coordinating Group
SCG	Strategic Coordinating Group
SRF	Suffolk Resilience Forum
TCG	Tactical Coordinating Group

OFFICIAL

**ANNEX A - BURY St EDMUNDS TOWN CENTRE EVACUATION PLAN**

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**ANNEX B - LOWESTOFT TOWN CENTRE EVACUATION PLAN**

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**ANNEX C - IPSWICH TOWN CENTRE EVACUATION PLAN**

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