



# GUIDE TO EVACUATION AND SHELTER IN SUFFOLK

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## **GENERAL DATA PROTECTION REGULATIONS 2016/679 AND DATA PROTECTION ACT 2018**

This plan does not include personal, sensitive or special category data as defined under the General Data Protection Regulations. It does include data/information relevant to achieve planning arrangements and identifies how more specific personal data will be used during any emergency.

## **FREEDOM OF INFORMATION ACT 2000**

This document will be made publicly available through the SRF website. Where content has been redacted under the freedom of Information Act 2000 (FOI) in the publicly available version, the paragraph number will be highlighted to show there has been a redaction and the relevant section of FOI referenced.

## **ENVIRONMENTAL INFORMATION REGULATIONS 2004 (IF REQUIRED)**

This plan presumes disclosure of all environmental information, under Environment Information Regulations. Where exemptions are claimed under Environment Information Regulation 12 (5)a, this will only be where one of the responder agencies has judged that the information may adversely affect either international relations, defence, national security or public safety. Where such content has been identified, the paragraph number will be highlighted and the paragraph text removed from public versions of the plan.

## **REVIEW**

This plan will be reviewed by Suffolk Constabulary on behalf of the Suffolk Resilience Forum at least every 3 years. Earlier reviews will take place if there is a change in working practices, legislation or new information from lessons identified following exercises or incidents.

## **DISTRIBUTION**

Suffolk Constabulary  
Suffolk Fire and Rescue Service  
East of England Ambulance Service NHS Trust  
NHS England and NHS Improvements – East  
Ipswich and East Clinical Commissioning Group  
West Suffolk Clinical Commissioning Group  
Public Health England – East of England PH Team  
Environment Agency  
Suffolk Local Authorities (via Joint Emergency Planning Unit)

**AMENDMENT RECORD**

Amd no.	Date	Amended by	Summary

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## 1. INTRODUCTION

- 1.1 The aim of this supporting document (as defined in the **SRF Generic Emergency Response Plan**) is to provide the responder agencies that make up the Suffolk Resilience Forum (SRF), with a strategic framework and tactical guidelines to support the evacuation of an area or areas within Suffolk.
- 1.2 This framework is intended to enhance and complement existing SRF emergency plans and procedures and to provide the overarching document from which partner agencies may develop their own supporting arrangements.
- 1.3 In situations where there is no immediate threat to life, but an evacuation is considered necessary, it will be possible to engage in detailed planning for the evacuation, giving due consideration to the identification of vulnerable persons, specific requirements for their movement and reception.
- 1.4 Conversely, where there is an immediate threat to life, it may not be possible to undertake detailed planning and the decision to evacuate and the evacuation process may need to be conducted in a dynamic fashion.
- 1.5 An evacuation is not a stand-alone incident. It will only occur because something else has happened, a consequence of the effects of a contributing event. The nature of which will define the parameters of the evacuation (when, where, the extent, duration etc)
- 1.6 Specific, Town Centre plans have been developed for Bury St Edmunds (**ANNEX A**), Lowestoft (**ANNEX B**) and Ipswich (**ANNEX C**).

## 2. AIM

To provide guidance to the Strategic Coordinating Group to facilitate them making and informed decision on whether to evacuate and or shelter, or not and provide information to the Tactical Coordinating Group for the planning and implementation of an evacuation.

## 3. OBJECTIVES

- 3.1 To provide a process to enable the decision to evacuate or shelter
- 3.2 To identify considerations to support the shelter decision
- 3.3 To enable participating agencies to respond effectively to the evacuation element of an incident response.

#### 4. RISK

- 4.1 The [Suffolk Community Risk Register](#) identifies locations or incidents that may require consideration of an evacuation.
- 4.2 The most densely populated area identified, is Sizewell Nuclear Power Station. See **SRF Off site Sizewell Plan** for full details.
- 4.3 An East Coast Flood event would prove challenging although not in such large numbers. This is due to the geographical spread along the coastline of Suffolk and the urban and rural nature of the county in an evacuation of this type. See **SRF Flood Plan**.
- 4.4 These would be resource intensive and a requirement for Mutual aid will need to be considered. See **APPENDIX B**
- 4.5 Particular implications with regard to Counter Terrorism (CT) incidents will need to be considered. See **11 LEGAL**.
- 4.6 Below are the localised parameters for evacuation in Suffolk based on the Community Risk Register impact figures

Definition	Decision to trigger taken by	Resources likely to be required for this magnitude	*Likely magnitude of people affected (based on =% of Suffolk to national population)	Example
Small-scale/local evacuation	Incident controller or Bronze/Silver Commanders	Local responders	Less than 10 people evacuated from residential properties	one or two residential streets
Medium-scale evacuation	Multi-agency Strategic or Tactical Coordinating Group	Local responders possibly with some regional/national support	10 to 25 people from residential properties	Can be managed as day to day business
Large-scale evacuation	Multi-agency Strategic Coordinating Group	Local responders with regional/national support	25 to 100	Multi-agency evacuation cell to be considered
Mass (or wide area) evacuation	Strategic Coordinating Group up to national	Local, regional, national	100 to 1000 +	Multi-agency evacuation cell to be instigated

\*NB: the figures in this column will be reviewed in line with the 2019 NSRA

## 5. ROLES AND RESPONSIBILITIES

The generic roles and responsibilities of Category 1 and 2 responders are detailed in the **SRF Generic Emergency Response Plan**. The following roles and responsibilities are those more specifically envisaged in Evacuation.

### 5.1 Police

- Recommending evacuation either on advice from a specialist agency (EA, Met Office, Fire Service, Coastguard etc) and in consultation with partner agencies or in circumstances where it is required based on intelligence received
- Coordinating evacuation activity
- Developing crime prevention strategy

### 5.2 Fire and Rescue Service

- Recommending evacuation
- Search and rescue
- Decontamination of people
- Providing pumps and rescue in flood incidents

### 5.3 East of England Ambulance Service Trust

- Providing medical assistance / transportation for the vulnerable with NHS and Local Authorities (including rest centres)
- Hazard Area Response

### 5.4 Maritime and Coastguard Agency

- Providing support/resources for river and coastal evacuations
- Search and rescue at sea/ some inland waters
- Evacuating seafarers and passengers from vessels/oil and gas facilities

### 5.5 Local Authorities

- Provision of rest centres
- Transport to rest centres
- Welfare support at rest centres
- Long term welfare support
- Providing roadblocks/signage (trunk roads)
- Coordination of Community Emergency Planning Groups (CEPG)

### 5.6 Clinical Commissioning Groups

- Ensure the provision of healthcare for evacuated persons, where necessary
- In cooperation with the relevant local authority/ies identify vulnerable persons
- In cooperation with the relevant local authority/ies making suitable provision for the reception of medically vulnerable persons/groups, where appropriate
- Providing signposting to psycho-social support for persons evacuated
- Oversee planning for the evacuation of hospitals where required.

- 5.7 Environment Agency  
Issuing flood warnings, recommending evacuation
- 5.8 Voluntary and Community Sectors  
Establishing links with responders to provide support

## 6. TYPES OF EVACUATION

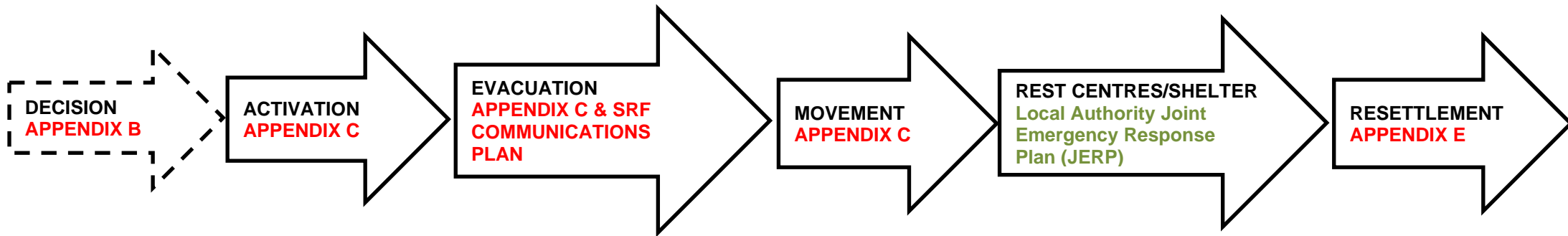
- 6.1 For the purposes of planning, evacuations may be considered to be one of two generic types:
- 6.2 Immediate Evacuation – resulting from a hazard impact that gives little or no warning, forces immediate actions allowing limited preparation time.
- Pre-warned Evacuation – resulting from an event that provides adequate warning and does not necessarily limit preparation time. In some circumstances a phased evacuation may be considered the best option
- 6.3 Consider the type of evacuation to be undertaken **APPENDIX B** provides a checklist that will be used when considering evacuation.

Dispersal or Self Evacuation	Semi Managed Evacuation	Managed Evacuation	Stay and Shelter
In some instances, such as an evacuation of a shopping centre, the best and most efficient method of evacuation may be to ask people to leave the building by a safe route and return home via the method of transport in which they arrived. NB. The consequences of dispersal or self-evacuation may be a loss of witnesses/evidence; this may have to be weighed against the disruption and cost of a 'managed' evacuation.	Encourage as many people as possible to self-evacuate and manage the process for those vulnerable groups that will need assistance.  For the identification of vulnerable groups refer to the <b>SRF Generic Emergency Response Plan</b> and the <b>SRF Vulnerable People Data Sharing guidance</b>	All evacuees will be asked to leave on the specified transport and to report to designated muster points or rest centres	There are other circumstances where evacuation may not be suitable.  Advice will be given following consultation between the emergency services/responders. – See <b>APPENDIX B</b>

## **7. CONSIDERATION OF EVACUATION/SHELTER – DECISION MAKING**

- 7.1 Evacuation is always the last resort in the response to an emergency situation
- 7.2 Current Evacuation estimated planning assumptions are annotated at **APPENDIX A**
- 7.3 The overriding criteria for determining whether evacuation should be carried out is that, following a multi-agency risk assessment, if the threat to life of remaining in situ is assessed to be greater than the risk of evacuation. See **APPENDIX B** for more detailed information.
- 7.4 Evacuations should not be undertaken lightly, they are difficult to organise and carry through effectively.
- 7.5 Organisations responding to an event should consider whether there are other options, such as sheltering in situ with relevant advice. Refer to **APPENDIX B**. Evacuation can result in considerable stress to evacuees, risk of accidents occurring during the process, disruption to personal and work routines and a loss of business and revenue.
- 7.6 It should also be noted that the immediate evacuation of some premises may generate a greater risk of harm due to the manufacturing processes, or activities which are conducted there, e.g. hospitals, nuclear power stations, COMAH sites etc.
- 7.7 An evacuation response is divided into five functional areas, see Figure 1 below:

FIGURE 1 – FUNCTIONAL AREAS OF EVACUATION RESPONSE



## **8. EVACUATION MANAGEMENT- TACTICAL COORDINATING GROUP (TCG)**

- 8.1 A multiagency evacuation cell should be established at the Tactical Coordination Centre to manage this process. This cell will be tasked by and report into the Tactical Coordinating Group (TCG)
- 8.2 Plans should be scalable and flexible to ensure that they can meet requirements in the event that an incident escalates beyond early expectations. See **APPENDIX C**
- 8.3 All decisions and planning should consider the Joint Decision Making Model (JDM). See **APPENDIX H**

## **9. ACTIVATION**

- 9.1 Activation can be considered at various levels, this is indicated in the table at 4.6 above.
- 9.2 Existing command, control and coordination arrangements will be undertaken in line with the **SRF Generic Emergency Response Plan**. A multi-agency evacuation cell should be established at the TCG. See **APPENDIX C**

## **10. SECURITY OF EVACUATED PREMISES**

- 10.1 It is important that evacuees can be confident that their premises are secure from criminality whilst unoccupied.
- 10.2 In the initial stages, and dependent on a risk assessment relating to officer safety, this will probably be provided by the Police. However it is imperative that these resources can be released as soon as possible. The Evacuation Cell should seek alternative provision of this function such as suitably accredited security services.

## **11. LEGAL**

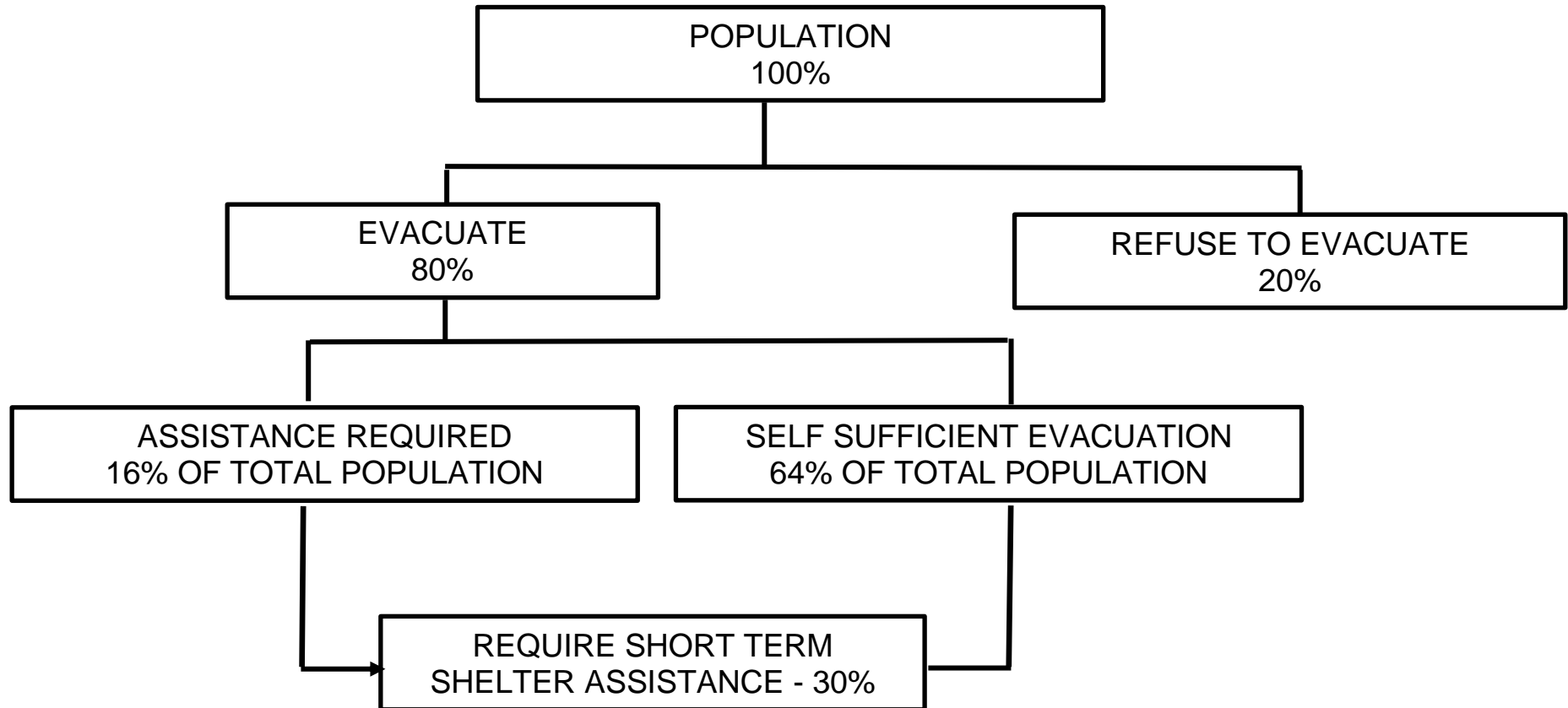
- 11.1 Generally speaking there are no statutory powers to enforce a request or order to leave an area. However the following Acts of Parliament could be considered:
- Terrorism Act (which gives a statutory power to cordon off an area and it is an offence not to leave a cordoned area immediately).
  - Public Health (Control of Disease) Act 1984, (relating to infection and disease),
  - Children's Act 2004 (relating to wellbeing of the child),
  - Homelessness persons Housing Act 1996
  - Fire and Rescue Services Act 2004

- 11.2 CEPGs working on behalf of organisations will be covered by the specific agencies insurance provisions.
- 11.3 CEPGs activating their own plans without a request from the Emergency Services or Local Authority will be acting under their own Community Group's liability insurance.

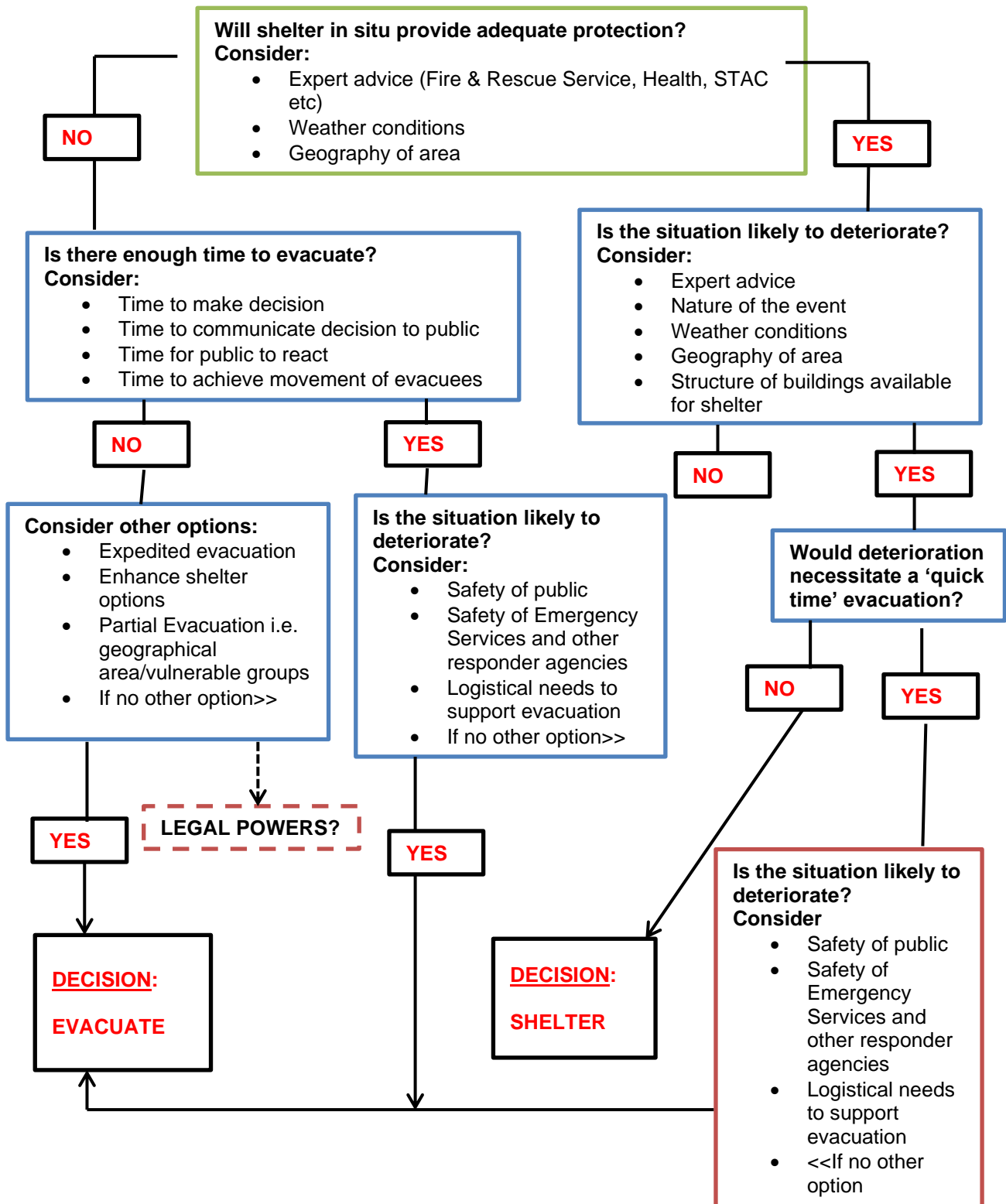
## **12. FINANCE**

- 12.1 In most incidents when evacuation is undertaken, the costs will be funded from within individual agency resources.
- 12.2 Further guidance on cross government principles on recovery funding and individual governmental department arrangements can be found in [Emergency Response and Recovery, Chapter 5.5, Funding for Recovery.](#)

**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	<p>Evacuation should always be the last resort</p> <p>Possibly consider sheltering/ invacuation</p>	

Action	Consult (as appropriate)	YES	NO	Guidance Notes (information only)	Comment Page/ref number of policy log
Is there sufficient time to evacuate?	As above	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 (Refer 8 Evacuation Management)		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)	Comment Page/ref number of policy log
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)	Comment Page/ref number of policy log
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
<b>Sheltering/Invacuation agreed</b>					
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>			<p>Seek advice as to whether doors, windows or other means of ventilation should be closed or open</p> <p>Advise the safe location of where to remain within the building i.e. centre of building, rear of building etc</p> <p>Turn off potential ignition sources</p> <p>Public advised to monitor media re further advice</p> <p>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</p>	

**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>  All occupants or just vulnerable to be moved?	
Consider timeframe  (Where possible planned evacuation should always be completed before the hazard becomes critical)				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	

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

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?	

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>	
Ensure a crime prevention strategy is considered and implemented				<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>	
Activate Casualty Bureau				<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>	

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)	

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	

**APPENDIX D - RESOURCES****HUMAN**

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

<b><u>Military</u></b>	<b><u>Voluntary Organisations</u></b>	<b><u>Media Officers</u></b>	<b><u>Community Resilience Groups</u></b>	<b><u>Utilities</u></b>	<b><u>Others</u></b>
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	<a href="#">Interpreters (Language Line, translate Google)</a>

<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?	

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	

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

## **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****Page 1 of 2****BACK 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)

**FRONT PAGE****Evacuation Notice for XXXXXXXXXXXXXXXX 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*

## INSIDE PAGES

Page 2 of 2

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

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

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

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