

TUNSTALL COMMUNITY EMERGENCY PLAN

DATE: August 2026

**If you need urgent help or are in danger call
999**

**THIS DOCUMENT HAS BEEN PRODUCED BY TUNSTALL PARISH COUNCIL FOR RESIDENTS OF
THE PARISH OF TUNSTALL, SUFFOLK.**

Tiffany Pollock, Parish Council Clerk

1. Community Details

Community: Tunstall, Woodbridge, Suffolk

Emergency Community Co-ordinator (ECC) & Parish Clerk: Tiffany Pollock

Address: 1 Country Life Cottage, Orford Road, Tunstall, Woodbridge, Suffolk, IP12 2JA

Telephone: 07548502282 **Email:** clerk@tunstallparish.gov.uk

Deputy Emergency Co-ordinator (DECC): Lesley Cresswell

Telephone: 07799768716 **Email:** lesleycresswell@tunstallparish.gov.uk

Date of First Issue: March 2015

Review Cycle: Annually – March Parish Council Meeting

2. Distribution of Plan

This plan is distributed to:

- Suffolk Joint Emergency Planning Unit
- Environment Agency
- “Get Prepared Now” website
- “Resilience Direct” website
- Suffolk Police
- County Councillor – Julia Ewart
- District Councillor – Mr Tim Wilson
- Parish Wardens
- Tunstall Parish Councillors
- Campsea Ashe, Iken, Wantisden, Blaxhall, Rendlesham & Snape Parish Councils

3. Purpose of the Plan

Introduction:

Tunstall parish is focused around three centres of occupation, namely Tunstall Village, Snape Bridge and Tunstall Common. The map in Appendix 1 illustrates these three areas. To reflect the nature of the parish wardens are appointed in each area who will report to the Emergency Community Coordinator.

Aim

1. Increase short-term community resilience until emergency responders arrive.
2. Provide a framework of local expertise to support emergency services.

Objectives

- Identify hazards and mitigation measures.
- Identify resources and key contacts.
- Identify vulnerable residents requiring assistance.

How the Plan Can Help You

In the event of an emergency, the response of the Emergency Services may be delayed due to:

- The size of the incident
- Severe weather conditions
- Tunstall being cut off

Emergency Services may also need to bring in personnel from outside the area who do not have local knowledge. In these situations, the Emergency Plan Coordinator and Wardens can provide rapid, temporary, and personal assistance to those in the village who need it. This includes:

- Setting up emergency shelter
- Providing warm food and drinks
- Sourcing appropriate equipment
- Liaising with Emergency Services to explain local conditions and geography
- Identifying residents most likely to need support

4. Roles and Responsibilities

4.1 Parish Council

- Create, maintain, and review this Emergency Plan.
- Approve annual updates.
- Support implementation when activated.

4.2 Emergency Community Co-ordinator and Deputy

Primary Role: Overall coordination and liaison.

Responsibilities:

- Liaise with SCC.
- Liaise with District Emergency Planning Officer.
- Liaise with Emergency Services.
- Act as focal point during emergencies and arrange immediate local support.
- Activate the "Telephone Tree" (see Page 7).
- Coordinate volunteer response.
- Call a community meeting if required.
- Appoint a deputy during activation if needed.

4.3 Area Wardens

Primary Role: Local coordination within designated area.

Responsibilities:

- Act as link between community and Co-ordinator.
- Identify where help is needed.
- Be visible and approachable.
- Identify vulnerable residents as far as possible.
- Identify residents/businesses with useful skills or equipment.
- Support provision of shelter, first aid and welfare.
- Provide immediate local support.

5. Volunteer Support - How You Can Help

The **Tunstall Emergency Plan** depends entirely on volunteers. If you can give your time to help others in the community when an emergency happens, please contact the **Emergency Coordinator**.

It is important that our local Coordinator and Wardens know in advance what resources they can call upon when an emergency occurs. The Plan currently has a significant number of volunteers, but more are always welcome.

Volunteers may assist with:

- Setting up emergency shelter
- Providing food and hot drinks
- Checking on vulnerable residents
- Sharing local knowledge with emergency services
- Assisting with communications
- Road clearance support

Never put yourself at risk! Personal safety first so that you can help others.

6. Local Risk Assessment

Below is a table of likely and possible risks to Tunstall, details of the impact they are likely to have and steps in place to mitigate against them. In an emergency, updates and advice will be distributed by the Tunstall Grapevine. Residents are also advised to listen to the local radio and visit the websites of emergency services for the most up-to-date information.

Snow	<ul style="list-style-type: none"> Main North/South route is snow ploughed by SCC East/West route may need assistance from local farmers should SCC not have the resources. 	<ul style="list-style-type: none"> Existing arrangements in place with SCC although not assured Local farmers may be able to help if requested.
Surface Water Flooding	<ul style="list-style-type: none"> Measures by Parish Council in hand for village centre. Steps taken at Snape Bridge to stop 'backing up' from marshes have improved the situation 	<ul style="list-style-type: none"> Two surface water pumps: one on the common and one in the village For more information: https://tunstallparish.gov.uk/parish-council/flooding/ Residents may wish to use their own additional sandbags in an emergency Flood warning signs available by Community Hall Snape Maltings area has its own plan and coordinates with Snape Maltings and Snape village. Please visit: Snape Emergency Plan (https://snape-pc.gov.uk/assets/CEP/Snape-Emergency-Plan-leaflet-vn7-Oct2020-.pdf)
North Sea Surge Flooding	<ul style="list-style-type: none"> This affects Snape Bridge only but could cause major flooding of residential houses and businesses 	<ul style="list-style-type: none"> Snape Maltings and Parish Council have its own plan
Sizewell Power Station	<ul style="list-style-type: none"> Advice is already well publicized Residents should adhere to national advice 	<ul style="list-style-type: none"> National advice would be delivered to all households via emergency text service

Agricultural Disease	<ul style="list-style-type: none"> • Prime impact on livelihoods rather than human health • Residents should adhere to national advice 	<ul style="list-style-type: none"> • Tunstall Grapevine to advise of any national advice given during an emergency
Power Cut	<ul style="list-style-type: none"> • If power outage due to storms there could be life threatening implications • Action depends on length of outage 	<ul style="list-style-type: none"> • Ensure whole village is reconnected once power is restored. • Identified, vulnerable residents should be checked on (Wardens to coordinate). • Place of safety made available.
Storms	<ul style="list-style-type: none"> • Downed trees and power lines etc. 	<ul style="list-style-type: none"> • Snape Maltings, local farmers and forestry commission will act to keep roads open.
Fire	<ul style="list-style-type: none"> • Fire at Tunstall Common may have severe implications 	<ul style="list-style-type: none"> • Fire and Rescue Services will be contacted and their advice will be taken • Evacuation may be required
Major Traffic Collision	<ul style="list-style-type: none"> • Call emergency services 	<ul style="list-style-type: none"> • Coordinated by emergency services • Village community may be able to help if required

7. Places of Safety / Rest Centres

Location	Address	
Tunstall Community Centre	Duck Lane	Tunstall Village
The Plough and Sail pub	Snape Bridge	Snape Maltings
The Green Man	Woodbridge Road	Tunstall Village
St Michael's Church	Orford Road	Tunstall Village
Grace Church	Tunstall Common	Tunstall Common

8. Defibrillators (AED)

- The Green Man - cabinet code provided on the cabinet
- Snape Maltings - (inside the historic red telephone kiosk directly outside Snape Concert Hall) – unlocked and ready for use
- 1 The Fields, Tunstall – (inside porch which remains unlocked) – unlocked and ready for use

9. Emergency Wardens

- **Tunstall Village:** Tex Bennett
- **Snape Maltings:** TBC
- **Tunstall Common:** Kevin Ross

10. National & Utility Contacts

	UK Power Networks
	24 hour helpline: 0800 029 4285
	Address: 237 Southwark Bridge Road, London, SE1 6NP
	PC Rory Erangey (local police)
	101 or 999 (in an emergency)
	rory.erangey@suffolk.police.uk
	Suffolk Fire and Rescue
	101 or 999 (in an emergency)
	Endeavour House, Russell Road, Ipswich, IP1 2BX
	Anglian Water
	Helpline: 03457 145 145
	Anglian Water, PO Box 4994, Lancing, BN11 9AL

11. In an emergency, do the following:

1. Ensure personal safety – do not take unnecessary risks.
2. Call 999 if there is immediate risk to life or property.
3. Call 101 if non-life-threatening.
4. Contact Emergency Community Co-ordinator.
5. Coordinator speak to SCC to decide whether the plan should be activated. TPC is not insured if permission is not granted by SCC.
6. If given permission by SCC, ECC activates “Telephone Tree” and issues instructions if required.

12. Flood Procedure

If you are concerned that your house may be imminently flooded, use the Highways reporting tool to log your concern:

<https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/report-a-flood-in-suffolk>

Call the Suffolk emergency line on 0345 606 6171 and explain that you believe your property is in danger of flooding.

If there is any risk of danger to people, property or the environment as a result of flooding call 999. and ask for the fire brigade.

Should the threat still be ongoing and no action or support has arrived then call the Emergency Co-ordinator (phone number on front page).

<https://tunstallparish.gov.uk/parish-council/flooding>

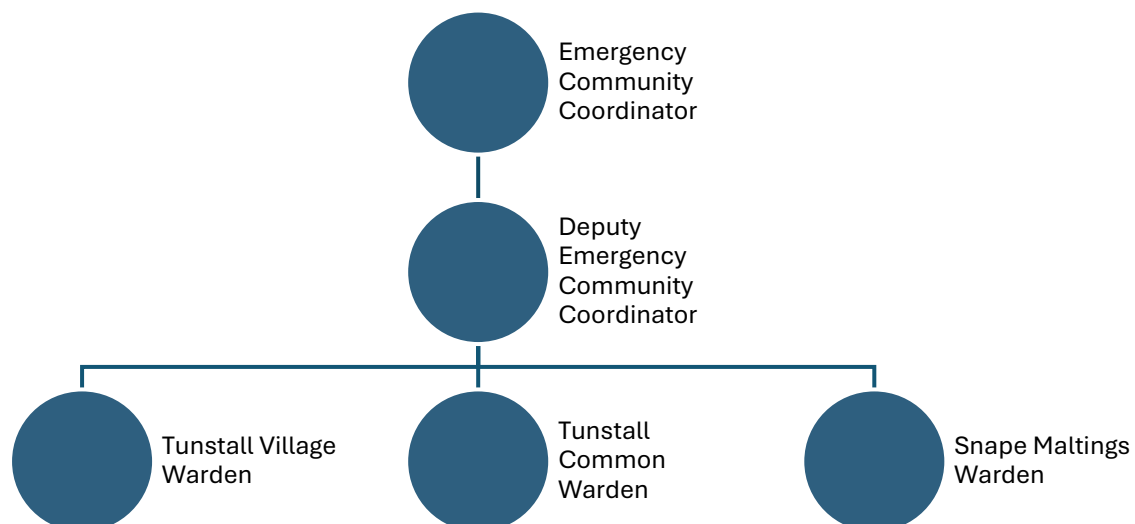
If You Are at Risk of Flooding

Register with the **Floodline Warning System:**

0345 988 1188

13. Communication Plan

The “Telephone Tree”



- “Telephone Tree” activated by Coordinator in conjunction with SCC.
- Coordinator contacts relevant wardens.
- Wardens contact volunteers and assess local needs.
- Coordinator liaises with emergency services.
- Should communication prove difficult, then affected person has the list of local people willing to help.

Alternative Communication:

RAYNET system operated by Steven Friend and Richard C Wilson.

14. Community Preparedness Guidance

Residents are encouraged to keep the following at home:

- Torch & batteries
- Battery/wind-up radio
- First aid kit
- Medication
- Bottled water & non-perishable food
- Insurance documents
- Warm clothing & blankets

Plan Ahead:

- Prepare household emergency plan
- Know how to turn off utilities
- Keep emergency numbers accessible

During a Severe Storm or Lengthy Power Cut

- Keep listening to local radio for updates
(BBC Radio Suffolk – 95.9 or 103.9 FM)
- Check on vulnerable neighbours and relatives

If You Have to Evacuate

- Turn off gas, electricity, oil and water
- Lock all doors and windows
- Contact the **Community Emergency Coordinator** to find out where you can get a hot drink and seek assistance

Government guidance available at:

www.prepare.campaign.gov.uk/get-prepared-for-emergencies/

Please contact the **Community
Emergency Coordinator** on
01728 688816
**or if you need urgent help or are in
danger call 999**

Appendix 1 – Map of Tunstall parish

