

## Community Emergency Plan Working Group meeting

9.30 am 28 July 2021 at Town Hall, Felixstowe

### **In attendance:**

Cllr M Jepson (Lead Emergency Coordinator)

Cllr M Richardson (Deputy Emergency Coordinator)

Ash Tadjirishi, Town Clerk (Deputy Emergency Coordinator)

Debbie Frost, Deputy Town Clerk (Deputy Emergency Coordinator)

### **Apologies:**

Cllr D Aitchison (Deputy Emergency Coordinator)

### **Notes:**

The Community Emergency Plan, which had been circulated prior to the meeting with updated amendments tracked, was reviewed.

**ACTION: Updated CEP to be sent to the Joint Emergency Planning Unit (JEPU) for review.**

Once the CEP is finalised a redacted public copy will be published on the Council website and all Town Councillors sent a link to it.

The Group then reviewed the 25 June flash flooding event in Felixstowe and considered lessons learned.

Members recognised that communication from the Council could have given greater public assurance. Ideally this would come via the Lead Emergency Coordinator or, if unavailable, one of the Deputy Emergency Coordinators, to provide a single message point keeping the community updated.

The CEP activation flow chart was reviewed, with no changes deemed required. It was agreed that the Deputy Town Clerk would ask the Emergency Planning Officer why the Lead Emergency Co-ordinator had not been advised of the flooding and whether there were any resources deployed not currently listed on our CEP.

**ACTION: Deputy Town Clerk to query cascade messaging process and local resource deployment and report back to the working group.**

It was agreed that local resources and contact details included within the CEP should be reviewed by officers over the forthcoming weeks, noting that new organisations – such as Felixstowe Helping Hands – should be contacted for inclusion.

**ACTION: FTC staff to review local resources to ensure information is correct and up to date.**

Prior to the meeting closing it was noted that a report would be brought to the Civic and Community Committee to update Members on this CEP Working Group meeting.