

Long Man Parish Community Emergency Plan

Plan last updated on: DD/MM/YYYY

If you are in immediate danger call 999

Introduction

An emergency/major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by emergency services, local authorities and other organisations as part of their normal day-to-day activities.

Examples of emergencies are severe flooding, heavy snow, pro-longed power failure, industrial emergencies, heat waves etc.

It is possible that future emergencies may occur in Long Man Parish, where an emergency response to specific communities may be delayed. In these circumstances the affected areas will benefit from having their own self-help "Community Emergency Plan".

Although there is no statutory responsibility for communities to plan for, respond to, or recover from emergencies, it is good practice to identify hazards and make simple plans on how they could respond to them.

In general, members of communities are not trained, equipped, empowered or have the resources to carry out functions of an emergency service.

The response should generally be confined to looking after the welfare of people in the community or helping to maintain the infrastructure until trained Emergency Responders arrive.

Aim

To increase resilience within the local community through developing a co-ordinated approach that compliments/supports the plans of responding agencies

Objectives

- Identify risks to the community and relevant response actions
- Identify vulnerable people in the community
- Identify capacity and resources in the community available to assist during an emergency
- Provide key contact details for the Community Team, key community resources, the Emergency Services and Local Authorities

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Community Team

The first stage of preparing for an emergency is to appoint a Community Team. The team should ideally have five permanent members to provide continuity, but should have the capacity of adding specialist members as appropriate. The structure and members of the team should be reviewed on an annual basis.

At least one member of the team should be a member of the Parish Council who has authority to act on behalf of the organisation.

A Community Co-ordinator should be appointed within the team along with a Deputy. All permanent members of the team should have sufficient knowledge and communication skills to act as temporary leaders if the Co-ordinator and Deputy are not available.

Appendix 1 Community Team Responsibilities

Specialist members bring expert knowledge or skills to the team and would be drawn from a confidential list prepared by the permanent members.

The Community Team should meet to discuss the community's resilience on a quarterly basis and record minutes of the meetings..

Name: TBC Title: Emergency Community Co-ordinator Telephone: Email:
Name: TBC Title: Deputy Community Co-ordinator Telephone: Email:
Name: TBC Title: Permanent Member (Long Man Parish Council) Telephone: Email:
Name: TBC Title: Permanent Member Telephone: Email:
Name: TBC Title: Permanent Member Telephone: Email:

Key emergency contacts

Name: Emergency Services (Police, Fire, Ambulance) In emergency: telephone 999 Non emergency: 101
Name: East Sussex Highways Office hours telephone: 0345 60 80 193 Out of hours call same number but must be a significant risk to Highways
Name: South East Water 24 hr telephone: 0333 000 0365
Name: UK Power Networks 24 hr telephone: 0800 316 3105
Name: Wealden District Council Office hours telephone for incidents & emergency: 01323 443322 Major emergency out of hours for duty response officer telephone: 01323 443599
Name:
Name:
Name:

Specialist members & resources

CONFIDENTIAL INFORMATION TO COMMUNITY TEAM

Skill/Resource	Name	Contact details	Location (village)
Trained first aider / retired GP or nurse		Telephone: Email:	
4x4 owner/driver		Telephone: Email:	
Heavy lifting equipment		Telephone: Email:	
Operating chainsaw (tree surgeon)		Telephone: Email:	
Water & food supplies - welfare		Telephone: Email:	
Highway management		Telephone: Email:	
Generator/s		Telephone: Email:	
General transport		Telephone: Email:	
Plumber		Telephone: Email:	
IT Specialist / communications		Telephone: Email:	
Carpenter		Telephone: Email:	
Tractor & driver		Telephone: Email:	

Local risk assessment

(to be carried out annually)

Risks & Hazards	Impact on community	Action/ What can the Community Emergency Group do to prepare?
Excess rainfall	<ul style="list-style-type: none"> • Flooding and flash flooding of local streets • Blocked access • Damage to property 	<ul style="list-style-type: none"> • Encourage residents to improve home flood defences • Work with local emergency responders on any action/evacuation required • Find out what flood defences exist or are planned in the area • Share County and District weather warning updates and the level of Risk of Flooding for the area • Provide safe haven if required
Water shortage	<ul style="list-style-type: none"> • No drinking water • No water for sanitary care 	<ul style="list-style-type: none"> • Register settlements with SE Water to receive bottled water in the case of outage • Phone SE Water to trigger bottled water supply • Share County and District weather updates • Agree where collection/distribution points will be located • Consider how water will be distributed to vulnerable residents
Power Failure	<ul style="list-style-type: none"> • Communications unavailable • No heating • Lack of hot water • No lighting 	<ul style="list-style-type: none"> • Consider the purchase of or locate locally owned generator than can be used for emergency heating and communication in a safe

		<p>haven</p> <ul style="list-style-type: none"> • Install change-over switch at village hall to enable use of generator. • Alert UK Power Networks • Share Uk Power Network updates • Provide a warm space for those that cannot remain in their own homes.
Trees falling	<ul style="list-style-type: none"> • Blocked access • Danger to residents 	<ul style="list-style-type: none"> • Work with the tree warden throughout the year to identify any likely issues with specimens in the parish • Recruit suitably skilled volunteer to help with clearance in the case of emergency
Snow and Ice	<ul style="list-style-type: none"> • Danger of falls • Unable to access external services, or food & provisions • Disruption to services delivered to parish residents 	<ul style="list-style-type: none"> • Alert County Highways of specific dangers • Share County and District weather updates with the community to safeguard vulnerable residents

Key locations identified for use as a temporary shelter or communication point

Appendix 2 for details on facilities at each location

Building	Location	Potential use in an emergency	Contact details of key holder
Wilmington Village Hall	The Street, Wilmington	Rest Centre/safe place, catering facilities and accomodation	
The Long Man Inn	The Street, Wilmington	Rest Centre/safe place, catering facilities and accomodation	
St Michael and All Angels Church	The Street, Wilmington	Rest Centre/safe place	
Sussex Ox	Milton Street	Rest Centre/safe place, catering facilities and accommodation	
St Peter ad Vincula Church	Folkington	Rest Centre/safe place	

Vulnerable Groups within the Community

In order to assist the statutory agencies to provide support to the vulnerable within the parish, the parish may wish to establish a “Good Neighbour Network” where the community will be able to identify people who may be at risk.

In the event of an emergency, the community should feed details of vulnerable people in their area to a nominated member within the Community Team. This will help the lead Community member to ensure that the care continues.

Note: This information should only be collated in an emergency and must be safeguarded/protected in line with all legal requirements. The information is very sensitive and should have restricted access in the event of an emergency and then destroyed afterwards.

Householders Emergency Plan – Self help

This is an extremely important section of the plan as each family/household should take reasonable steps to ensure they are prepared for an emergency.

Long Man Parish Council will issue each household with a copy of the Government’s “Household Emergency Plan” along with guidance on putting together an emergency kit at home. Households will also be advised to sign up to the Priority Services Register via gas, energy or water providers to alert suppliers that they may need additional help, including when there is a disruption to the supply.

Communications

A key role of the Community Team is to ensure that messages are being communicated to all members of their community. Depending upon the incident, traditional methods such as telephones may not be available at first.

Community message boards, parish/village halls acting as drop-in centres, newsletters and websites are all examples of ways messages can be provided.

Communication method	Key contact	Contact details
Parish Whatsapp group		
LMPC website		
Parish Magazine network		
Door knocking		
Amateur radio		

Activation

In any emergency, having an emergency plan is not a substitute for calling 999 if there is a risk to life.

In certain circumstances, local emergency responders may be unable to contact the Community Team to ask for the activation of the local plan. The following triggers can be used by the Community Emergency Group to decide whether to take action:

Potential Triggers

1. Has the Community Team been able to contact local emergency responders?
2. What messages are being put out in the media?
3. Has there been a flood warning or is there flash flooding
4. Has water supply been cut off?
5. Is there a power black out?
6. Have the emergency services or a higher local authority contacted the Coordinator?
7. What can the Community Team do safely without the help of local emergency responders?

Using the list of skills, people and resources, the Community Team will need to decide what it can do to safely support the work of local emergency services.

Appendix 3 Emergency assessment checklist

Appendix 4 Emergency action log

Evacuation

In an emergency, it might be necessary for some members of the parish to be evacuated from their homes to a safe place.

Actions agreed with emergency responders in the event of an evacuation could include:

1. Help police/local authority with door knocking
2. Tell emergency services who might need extra help to move to safety
3. Help to run a rest centre/safe haven
4. Deliver supplies and/or bottled water to residents unable to leave their homes

First steps in an emergency

	Instructions	Tick
1	<ul style="list-style-type: none"> • Ensure you are in no immediate danger • Call Emergency Responders 999 (unless already alerted) • Take advice from the Emergency Responders and respond to their directions 	
2	<ul style="list-style-type: none"> • Co-ordinator to contact the parish emergency team using the contact cascade system • Commence and maintain a log of actions/decisions • Arrange meetings as necessary to agree priority actions • Establish rota to manage the chosen emergency centre • Commence monitoring of local/national information sources • Commence the warning system via local communication resources • Commence working lists of vulnerable people • Assess whether people need to leave their homes and be guided to the nearest safe haven 	
3	<ul style="list-style-type: none"> • Contact volunteers according to the resources required • Issue High Viz clothing • Organise a team to “walk and talk” giving information to the community 	
4	<ul style="list-style-type: none"> • Assess what emergency equipment may be necessary; generator, food, water, blankets, beds • Make arrangements for access to equipment/arrange for collection or delivery 	
5	<ul style="list-style-type: none"> • Monitor and maintain effective communications throughout the emergency & maintain a log of actions • Issue changes to emergency alert levels as necessary 	
6	<ul style="list-style-type: none"> • Declare an end to the emergency • Hold a formal post emergency meeting of all involved – noting actions for improvements/change to plan • Review conditions of any equipment, arrange repairs/replacements as necessary • Consider future training and communication needs (actions, dates, budget) 	

Plan distribution list

Name	Role	Phone number/email address	Issued on
	ESCC Emergency Planning Officer		
	WDC Emergency Planning Officer		
	Local Emergency Responders		

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
DD/MM/YY	DD/MM/YY	Annex X added	Community Emergency Coordinator
DD/MM/YY	DD/MM/YY	New Community Emergency Team members added	Community Emergency Coordinator
DD/MM/YY	DD/MM/YY	Updated volunteer details	Community Emergency Coordinator

Appendix 1 Community Team responsibilities

Emergency Co-ordinator

- Oversee the completion and updating of the Community Emergency/Resilience Plan
- Ensure that the plan is regularly reviewed and updated
- Report annually to the community at the Annual Parish Meeting, detailing if the plan has been activated and highlighting any changes to the team membership
- Act as a focal point for the community in the response to an emergency
- Act as the main point of contact with Emergency Services and Long Man Parish Council and ensure that two-way communication is maintained
- Ensure that the appropriate authorities and individuals are notified
- Communicate important messages to the community
- Delegate tasks to team members as appropriate. The Co-ordinator should ensure that all team members are engaged in the planning and response process

Deputy Co-ordinator

- Assume the role of 'Emergency Co-ordinator' in their absence
- Co-ordinate resource allocation and review
- Ensure the welfare of all volunteers is considered
- Ensure the vulnerable in the community are prioritized

Team Member

- Reside in the parish with good local knowledge
- Ensure that communications are maintained within the community and with Emergency Services/Higher Local Authorities
- Ensure that confidentiality is maintained where necessary
- Maintain an Action Log, with reasons recorded of why action taken, in the event of an emergency
- Create a 'grab bag' containing the plan and any appropriate clothing/ equipment which may be required
- Have sufficient knowledge of the plan to act as Emergency Co-Ordinator in their absence

APPENDIX 2 TEMPORARY EVACUATION AND PLACES OF SAFETY / HAVENS OF WARMTH

Details of accommodation that would be suitable for people requiring temporary shelter until help arrives

Location information	
Name of building	Wilmington Parish Hall
Address, postcode and grid reference	The Street, Wilmington BN26 5SL
Telephone number	
Is it accessible by car/bus? Parking spaces?	Car. On street parking
Maximum capacity	?
Any potential sleeping area and capacity	?
Wheelchair access	Yes
Number of toilets	?
Kitchen	Yes
Water	Yes
Heating type	Electric Storage heaters
Insurance cover	?
First Aid Kits / Foil blankets	?
Emergency lighting / generator	No
Defibrillator	No

APPENDIX 2 TEMPORARY EVACUATION AND PLACES OF SAFETY / HAVENS OF WARMTH

Details of accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives

Location information	
Name of building	Sussex Ox Public House
Address, postcode and grid reference	Milton Street BN26 5RL
Telephone number	
Is it accessible by car/bus? Parking spaces?	Car. On site car parking available
Maximum capacity	?
Any potential sleeping area and capacity	?
Wheelchair access	Yes
Number of toilets	?
Kitchen	Yes
Water	Yes
Heating type	?
Insurance cover	?
First Aid Kits / Foil blankets	?
Emergency lighting / generator	?
Defibrillator	Yes

APPENDIX 2 TEMPORARY EVACUATION AND PLACES OF SAFETY / HAVENS OF WARMTH

Details of accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives

Location information	
Name of building	St Peter ad Vincula Church
Address, postcode and grid reference	Folkington Road, Folkington BN26 5SD
Telephone number	
Is it accessible by car/bus? Parking spaces?	Car. Limited on lane parking
Maximum capacity	?
Any potential sleeping area and capacity	?
Wheelchair access	?
Number of toilets	?
Kitchen	No
Water	?
Heating type	?
Insurance cover	?
First Aid Kits / Foil blankets	?
Emergency lighting / generator	?
Defibrillator	?

APPENDIX 2 TEMPORARY EVACUATION AND PLACES OF SAFETY / HAVENS OF WARMTH

Details of accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives

Location information	
Name of building	St Mary & St Peters Church
Address, postcode and grid reference	Wilmington
Telephone number	
Is it accessible by car/bus? Parking spaces?	Car. Limited on lane parking
Maximum capacity	?
Any potential sleeping area and capacity	?
Wheelchair access	?
Number of toilets	?
Kitchen	No
Water	?
Heating type	?
Insurance cover	?
First Aid Kits / Foil blankets	?
Emergency lighting / generator	?
Defibrillator	?

APPENDIX 2 TEMPORARY EVACUATION AND PLACES OF SAFETY / HAVENS OF WARMTH

Details of accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives

Location information	
Name of building	Long Man Inn
Address, postcode and grid reference	The Street, Wilmington
Telephone number	
Is it accessible by car/bus? Parking spaces?	Car. Limited on street parking
Maximum capacity	?
Any potential sleeping area and capacity	?
Wheelchair access	?
Number of toilets	?
Kitchen	?
Water	?
Heating type	?
Insurance cover	?
First Aid Kits / Foil blankets	?
Emergency lighting / generator	?
Defibrillator	?

Appendix 3 Emergency assessment checklist

Assembly point for Co-ordinators to meet when first activated

All Coordinators will meet at Wilmington Village Hall as the first point of call.

In the event that the above location is inaccessible the following will be used: Sussex Ox, Milton Street or Folkington Church

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

- 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?

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

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

6. Any other issues?

