

# Wisborough Green

## **Emergency Plan**

2007

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## **Section 1**

### **Emergency Arrangements**

#### **Major Emergency**

The definition of a 'Major Incident' or 'Major Emergency' as per Chichester District Council is, "an incident endangering or likely to endanger life and property that to deal with would be beyond the scope and facilities of normal day to day operational capabilities of those Inter-agencies response".

#### **Response**

In normal circumstances the response to a major emergency would come from the Inter-agency arrangements formalised between the Emergency Services and Chichester District Council. Sussex Police would probably take the initial lead in co-ordinating the operation.

In these circumstances the Parish Council Emergency Team (PCET) will assist Inter-agencies with local knowledge, as requested.

#### **Self Help Response**

The scenario envisaged by the PCET is widespread travel disruption and blocked roads caused by severe weather, with potentially damaged, uninhabitable homes and injured parishioners.

***In these circumstances our own community will need to undertake self-help activities and the PCET will take the lead in whatever initial steps are possible to respond to the emergency.***

#### **Purpose**

This plan provides simple guidance to enable support to the Inter-agency services or, if appropriate, a start to self-help response.

#### **Health & Safety**

However, when making a self-help response, matters such as individual safety and Health & Safety requirements need to be considered. The requirements for risk assessments must be addressed and reference should be made to the guidance issued by Chichester District Council, which is reproduced in Section 10 of this Plan.

#### **Data Protection**

This Parish Emergency Plan contains personal data and is therefore subject to Data Protection Legislation. Personal details of local volunteers will be collated into a separate appendix.

#### **Local Procedure**

Notification of a major emergency, requests for assistance and all relevant information should be directed to the **Parish Council Emergency Team (PCET)**

**PCET Emergency Co-ordinators...**

Mr Mark Robinson  
01403 700608  
07879 888973

Mr Keith Charman  
01403 700545  
07973 378199

Mrs Louise Davies  
01403 701102  
0781 2776870

For details of the other Parish Councillors see Section 6.

## **Section 2**

### **Function**

The key functions of the PCET are to –

- action requests from the Emergency Services or District Council.
- be the link between the District Council and the Parish response.
- In self-help circumstances assess the situation and co-ordinate the local voluntary response.
- verify the source of information relating to the emergency and calling out volunteer assistance and resources that are immediately required.
- Provide a constant link between the parish and emergency services/ district council or other bodies as required.

### **Operations Base**

Early action includes the establishment of a command post from which to operate and which will provide a suitable rendezvous point where volunteers can report for logging, skills identification, briefing and deployment.

The Village Hall will be the base for the Wisborough Green emergency committee and emergency team members will hold keys as required.

### **Communication**

Communication is an important aspect of the response. Consideration should be given to providing regular updates on the Parish Council web site and the nomination of a telephone number for use as an information help line. Landline telephones could be affected by severe weather and mobile networks can fail if overloaded. If it becomes necessary to resort to word of mouth communication the Parish has a number of groups and clubs that could be used to cascade information among their members.

A summary of emergency and other relevant agency contacts is appended.

A local volunteer list is also appended who should be used as a cascade of information in both directions.

### **Inter Agency**

If the Emergency Services or District Council have requested specific assistance, it is important that the Team ensures they are kept informed of actions and results so as accurate a picture as possible is maintained.

In a widespread emergency situation the District Council may be so committed to being 'reactive' that it may not have time or staff to be 'proactive' in phoning Parishes to ascertain the up to date situation. It is therefore important to keep the District Council apprised of the current situation. Even where the District Council is stretched it may still be able to allocate resources for self-help activity in the Parish.

In self help situations liason with other voluntary bodies, eg St Johns Ambulance, Red Cross or WRVS will be maintained.

## **Stand Down**

When the incident is declared over the Emergency Team should ensure that all local volunteers are made aware and assist in returning the Parish to normality. They should arrange for any local volunteers to be debriefed and appropriate comments noted as part of a final report. They should also, where appropriate represent the Parish Council at any District Council debrief.

## **Finance**

The question of spending Parish Council funds in an emergency situation needs to be addressed at an early stage in the crisis.

Current equipment held at the Village Hall comprises-

- First Aid kits
- 10 Foil Blankets
- 2 pillar work lights
- Generator

From Hall resources - Burco water boiler, kitchen equipment, other relevant Hall items.

NB Village Hall wiring has been updated to accommodate generator use.

## **Section 3**

### **Volunteers**

There are two main categories of volunteers. Established organisations such as St John Ambulance, British Red Cross, WRVS and the like have inter-agency arrangements agreed with the Emergency Services for times of major emergencies.

The other source of volunteers is local people who offer help in time of crisis. If the Emergency Services and District Council are dealing with the emergency any local volunteers can be organised by the PCET but will work under the direction of the District Council or Emergency Services.

The purpose of this plan is to provide guidance in circumstances where the Emergency Services and District Council are unable to respond immediately to a crisis in the Parish of Wisborough Green. Whatever is undertaken it is important to inform all those involved when the emergency is over.

### **Self-help Response**

Within the Parish there is undoubtedly a range of skills available, which could prove extremely useful in time of crisis. Some people have indicated their willingness to assist and their details are being recorded. However it is likely that many more will volunteer if a serious emergency should arise. If at all possible such a response should be co-ordinated in an orderly manner and one of the initial tasks for the PCET is to arrange for the setting up and staffing of a Rendezvous Point (RV Point) to which volunteers can be directed. The RV point should be at a suitable location away from the scene(s) of the incident. At the RV Point facilities should exist to log the details and special skills of those people volunteering before committing them to actual tasks.

There are issues around health and safety, accountability, legal liability, protection of children and insurance indemnity. Ideally risk assessments relating to tasks should be undertaken, even if only basic, for the protection of volunteers, these need not be documented. No volunteer should undertake or be asked to carry out a task in which they are not competent. However in an emergency with no statutory services available local volunteers will undoubtedly get on and do what they can to help and comfort those affected by the emergency. There are some basic arrangements that should be undertaken such as: -

- Logging details and expertise of volunteers
- Briefing volunteers
- Co-ordinating volunteers
- Welfare of volunteers
- Provision of protective equipment

Volunteers with suitable expertise can be used in a variety of ways including:

- Searching for victims or lost persons
- Manning the RV to shelter those involved
- If suitably trained to offer first aid
- Offering comfort to distressed persons
- Cascading information around the community
- Transport for stranded persons or urgent supplies (especially 4x4)
- Offering temporary accommodation
- Providing staff support to the Emergency Co-ordinator
- Undertaking the clearance of fallen trees and other road obstructions
- With suitable equipment and expertise making safe dangerous structures.

### **Protection of children.**

It is important to consider, even in the initial chaos of a serious emergency, the protection of children and other vulnerable persons. Any volunteers involved with such persons should if at all possible be suitably screened such as youth workers, teachers, school governors and the like. If this is not immediately possible there should be at least two volunteers, one of either sex, with the children at all times.

### **Volunteers for other circumstances.**

The role of the PCET and use of volunteers may be activated in other circumstances, for example to assist police in a search for a missing child or other vulnerable person. Generally on such occasions the police will direct the activity but may require assistance with local knowledge or to assemble and control parties of volunteers. There will also be a need for the provision of briefing, welfare and refreshments for volunteers. The requirements of Health and Safety and child protection also apply.

There may also be less urgent circumstances when the co-ordination of volunteers and provision of facilities may be required. Such occasions may include the response to a public appeal for supplies following a major disaster in another part of the country or abroad. It is not possible to anticipate every eventuality but using aspects of this plan to harness local volunteer energy could prove useful should it be required.

## **Section 4**

### **Council and Emergency Services**

#### **Chichester District Council**

Chichester District Council – 01243 785166 Fax 01243 776766  
Emergency Response Co-ordinator (out of hours) 01243 785339  
Website [www.chichester.gov.uk](http://www.chichester.gov.uk)  
E-mail [helpline@chichester.gov.uk](mailto:helpline@chichester.gov.uk)

Chichester District Council, Emergency Planning – 01243 534616  
Emergency Planning Officer – Lloyd Harris - Mobile 07717 666990  
Chichester District Council, Petworth – 01798 342241 Fax 01798 342743  
Chichester Community Careline (emergency contact point) 01243 778688

#### **West Sussex County Council**

WSCC central switchboard - 01243 777100  
WSCC 24 hour helpline - 0845 758 1232  
Website [www.westsussex.gov.uk](http://www.westsussex.gov.uk)  
Emergency Planning 01243 777917  
Emergency Planning Duty Officer (24 hr) 07803 716477

#### **Police**

Emergencies only 999  
Sussex Police non emergency – all police stations – 0845 60 70 999  
Website [www.sussex.police.uk](http://www.sussex.police.uk)

#### **Fire and Rescue Service**

Emergencies only 999  
West Sussex Fire Brigade HQ 01243 786211

#### **Ambulance Service**

Emergencies only 999  
South East Coast Ambulance Service, Control Centre, Lewes – 01273 402114  
Emergency Patient Communication Centre, Lewes – 01273 402109

## **Sussex Emergency**

Local Resilience Forum 01444 445960

Website [www.sussexemergency.info](http://www.sussexemergency.info)

e-mail [local.resilience@sussex.pnn.police.uk](mailto:local.resilience@sussex.pnn.police.uk)

## **Government**

Government Office for the South East, Guildford – 01483 882255

DEFRA Chichester – 01243 787517

Environment Agency Sussex – 01903 215835

Environment Agency Chichester Office – 08708 506 506

Environmental Protection – 01243 534598

Environment Agency Floodline - 0845 9881188

Environment Agency Pollution - 0800 807060

Forestry Commission, South East Office – 01420 23666

Met Office 0870 900 0100 or 01392 885680 website: [www.metoffice.gov.uk](http://www.metoffice.gov.uk)

## **Section 5**

### **Advice for Emergency Situations**

#### **General Advice**

Prepare an emergency self-help kit. It can contain anything you feel will assist you in an emergency. Consider:

- Torch + spare batteries
- Radio - battery powered/wind-up
- Candles and matches or oil lamps
- Bottled water
- List of emergency and other useful numbers (on mobile phone)
- First Aid kit with necessary medication
- Waterproof clothing, hat scarf and gloves
- Wellington boots
- Blankets
- Key personal documents

Know how to turn off at the mains – gas (including bottled gas), water, electricity.

Undertake temporary repairs to your property to stop things becoming worse.

Plan how to contact relatives especially children if an emergency develops.

Identify a reunion location if unable to return to home.

#### **Flooding**

Undertake any necessary repairs to prevent damage becoming worse.

Keep all receipts for insurance claims.

Protect doorways, low-level air vents and windows with sandbags or black bin liners filled with soil.

Move as many belongings and furniture as possible upstairs or on to higher-level surfaces.

Turn off gas, water, and electricity.

Check on neighbours particularly elderly, infirm or disabled.

For information and warnings call Floodline 0845 9881188 or

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

## **Evacuations**

If there is a major incident, it is possible the police will order an evacuation of an area.

If the police tell you to evacuate, gather any necessary medication and warm clothing.

Where possible turn off gas, water, and electricity and put out any fires.

Leave the house, lock it and go to where you have been instructed.

If you are sick, elderly or disabled ensure the police or council are made aware so special arrangements can be made.

Where possible transport will be arranged to take evacuees to a rest centre.

The rest centre will be run by Chichester District Council possibly with local assistance.

If you go to stay with friends or relatives or book into a hotel or similar until allowed to return to your own home, then ensure the police or the council are made aware.

The rest centre will provide temporary accommodation, food and drink where appropriate (may be a village hall). Council staff will try to provide as much information as possible and will make arrangements to return you to your house as soon as possible. The situation at the rest centre will be difficult and all persons there should exercise restraint, patience and good humour.

## **Snow**

If snow is extensive remain indoors, keep warm and listen to local radio. Only venture outside if absolutely necessary.

Local radio will give information of road and school closures.

If possible check on neighbours particularly those who are elderly, infirm or disabled.

## **Severe Storms**

Move inside any objects that could be blown down or secure them.

Take pets inside.

Close windows and remain inside, listen to local radio for information.

Have ready torches, candles and matches in case of power failure. If power fails ensure equipment is turned off to prevent unexpected activation when power resumes. Beware of fire risks particularly when using candles etc.

If water or electricity fails, where possible, notify the appropriate services.

## **Warning System**

Information from the County and District Councils will be broadcast on local radio, television, web sites and other media outlets.

Chichester District Council has a warning system where information about localised emergencies can be received direct to a mobile phone by SMS Text Message. The system is known as CATS (City Alert Texting Service).

Information on emergencies will normally include a telephone information help line for members of the public.

## **EMERGENCY PLAN APPENDIX 1**

### **OTHER NON EMERGENCY SERIOUS SITUATIONS**

In situations which are serious/severe but do not meet the criteria of the Emergency Plan, the PCET will communicate at the earliest opportunity to monitor the situation and consider relevant courses of action.

In these circumstances the primary role of the PCET will be to co-ordinate volunteers and initiate contact with those considered at risk. At this point any requirements for further support can be quantified and acted upon.

## **Section 6**

### **Parish Councillors**

Keith Charman (Chairman)	700545
Andrew Jackson (Vice-Chairman)	700574
Yvonne Boyd	700111
James Donovan	700480
Mike King	700713
Patrick Mahoney	700499
Nigel Parsons	700191
Mark Robinson	700608