

# Wisborough Green

## **Major Emergency Plan**

# 2007

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## Section 1: Introduction

**Purpose:** This plan provides simple guidance to enable support to the inter-agency services or, if appropriate, a start to self-help response in the event of a major incident or emergency within the community.

**Definition:** 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, Chichester District Council and West Sussex County Council. Sussex Police would probably take the initial lead in co-ordinating the operation.

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

**Self-Help/Community Response:** The scenario envisaged by the PCMET 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 PCMET will take the lead in whatever initial steps are possible to respond to the emergency. However, these circumstances would have to be exceptional and should not be confused with uncomfortable situations experienced with short-term power loss.

***Please note that the Parish Council only hold this organisational responsibility for the village in the case of a major emergency and when the emergency services and outside agencies are unable to attend.***

**Health & Safety:** When making a self-help decision, 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 reproduced in the Appendices of this Plan.

**Data Protection:** This Parish Major 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.

## Section 2: Local Procedure

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

### PCMET Membership:

Role	Name	Home Tel.	Mobile Tel.	Address
Co-ordinator	Sheena Overington	01403 700732	07983 748222	Holly House Newpound Lane, WG RH14 0EF
Deputy	Howard True	01403 700150	0770 2354448	3 Carters Way, WG RH14 0BX
Team Member	Keith Charman	01403 700545	07973 378199	Far Meadow Newpound Lane WG, RH14 0EG
Team Member	Louise Davies	01403 701102 01403 700689	0781 2776870	Nine Acres Newpound Lane WG, RH14 0EF

For details of the other Parish Councillors see Appendix 2.

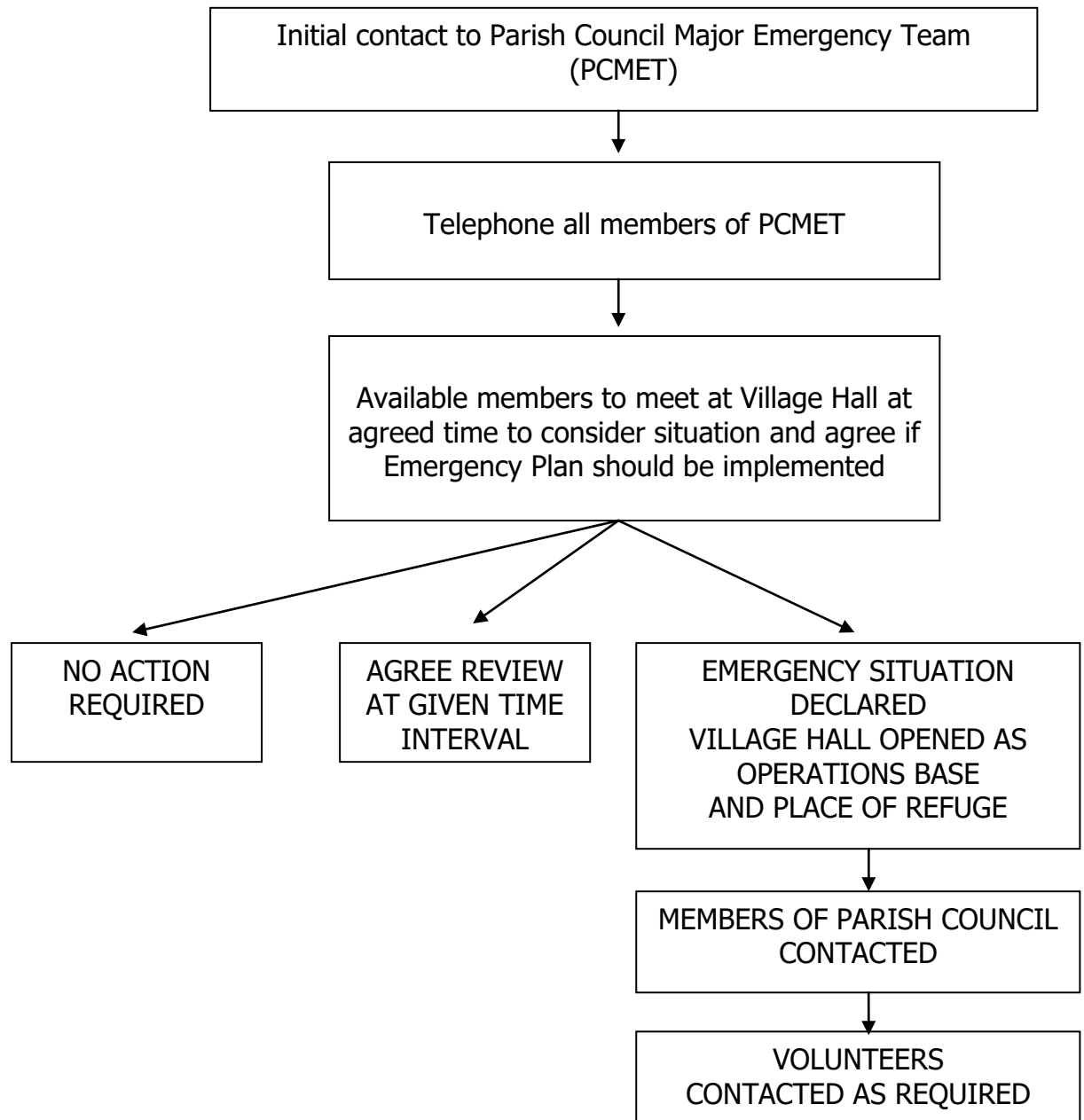
### Key Functions of the PCMET are to:

- Action requests from the Emergency Services, District or County Councils.
- Be the link between the District/County Council and the Parish response.
- Verify the source of information relating to the emergency and calling out volunteer assistance and resources that are immediately required.
- In self-help circumstances assess the situation and co-ordinate the local voluntary response.
- 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 operations base 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.

**Activation of Local Procedure:** This procedure details the call out order, communicating of information to the community and logging of actions.



Also refer to Emergency Action Plan Check List (Appendix 6) and Activation Procedure Log Sheet (Appendix 7) and Major Emergency Meeting Agenda (Appendix 10.)

**Other Non-Emergency Situations:** In situations which are serious/severe but do not meet the criteria of the Major Emergency Plan, the PCMET will communicate at the earliest opportunity to monitor the situation and consider relevant courses of action.

In these circumstances the primary role of the PCMET 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.

**Communication:** Communication is an important aspect of the response. Consideration should be given to providing regular updates on the Parish Council website and the nomination of a telephone number for use as an information helpline. 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 and has two community noticeboards. Other locations, such as the public houses, could also be used to provide information. Refer to Appendix 5 for possible information locations and Appendix 9 to record action.

A summary of emergency and other relevant agency contacts is appended in Appendix 1 along with Parish Council contacts in Appendix 2.

A local volunteer list should be used as a cascade of information in both directions. Personal details of local volunteers are held in restricted appendix R1, available to Parish Council members only.

**Inter-Agency:** If the Emergency Services or District/County Councils have requested specific assistance, it is important that the PCMET ensures they are kept informed of actions and results so as an accurate a picture as possible is maintained. A logging sheet, as detailed in Appendix 7, should be maintained.

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

In self-help situations liaison with other voluntary bodies, e.g. St Johns Ambulance or Red Cross will be maintained.

**Equipment:** Current equipment held at the Village Hall comprises:

First Aid kits

10 foil blankets

2 pillar work lights

Generator

Defibrillator

From hall resources - Burco water boiler, kitchen equipment, other relevant hall items. Additional gas equipment is available at the Scout Hut.

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

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

**Stand Down:** When the incident is declared over, the PCMET 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.

### Section 3

**Volunteers:** There are two main categories of volunteers. Established organisations such as St Johns Ambulance and the British Red Cross that 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 local authorities are dealing with the emergency, any local volunteers can be organised by the PCMET, but will work under the direction of the District/County Councils 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.

A list of volunteers within the Parish and a skill set is listed in restricted Appendix R1 & R2.

**Community 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 PCMET is to arrange for the setting up and staffing of an Operations Base to which volunteers can be directed.

The Operations Base should be at a suitable location away from the scene(s) of the incident. At the Operations Base facilities should exist to log the details and special skills of those people volunteering before committing them to actual tasks.

**Risk Assessments:** There are issues around Health & 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 (detailed in Appendix 8). 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.

**Volunteers for Other Circumstances:** The role of the PCMET 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 & 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.

**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.

## Section 4: Self-Help Advice for Emergency Situations

**Family Emergency Plan:** Emergencies can occur with little or no notice. Being prepared can help reduce the effects on your family's lives, reduce the need for support from others and enable you to support the vulnerable in our community. Disruption to essential services, such as water and electricity, to regional and national travel and telecommunications are all ways an emergency can affect our everyday lives.

An example of a Family Emergency is available on the Sussex Resilience Forum website – [www.sussexemergency.info](http://www.sussexemergency.info)

**Self-Help Kit:** Prepare an emergency self-help kit. It can contain anything you feel will assist you in an emergency. Further information and 'Family Emergency Plan' guidance is available on the Sussex Resilience Forum website: [www.sussexemergency.info](http://www.sussexemergency.info)

Items to consider:

- Torch and spare batteries
- Radio - battery powered/wind-up
- Candles and matches or oil lamps
- Bottled water
- Corded telephone for power loss situations
- 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

You should also:

- 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.

If unusually severe weather is forecast, for those with an open fire or woodburner, ensure that there is a supply of logs indoors to avoid unnecessary heat loss and personal risk from repeated trips outdoors.

Please be aware that finite responsibility lies with the individual in being personally prepared for short-term and uncomfortable situations caused by the predictable vagaries of weather conditions and interrupted electricity supply.

### **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 0345 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 would contact the Parish Council by telephone.

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

## **Appendix 1: Key Contacts**

### **Council and Emergency Services – General Public Contacts**

#### **Chichester District Council**

Chichester District Council – 01243 785166

Emergency Response Co-ordinator (out of hours) 01243 785339

Website [www.chichester.gov.uk](http://www.chichester.gov.uk)

Chichester District Council, Emergency Planning - 01243 534616 (Office hours)

- 01243 785339 (Out of hours)

Email: [emergency@chichester.gov.uk](mailto:emergency@chichester.gov.uk)

Emergency Planning Officer – Michael Rowland – 01243 534616 (Office hours)

Chichester Community Careline 01243 785339 (24 hrs)

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

Resilience & Emergencies Officer – 03302 222400

Emergency Duty Officer – 07623 512200 (out of hours pager)

Highways – 01243 642105

#### **Sussex Police**

Emergencies only 999

Sussex Police non emergency – all police stations – 101

Website [www.sussex.police.uk](http://www.sussex.police.uk)

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

Emergencies only 999

West Sussex Fire Brigade HQ 01243 786211

Email: [wsfrs@westsussex.gov.uk](mailto:wsfrs@westsussex.gov.uk)

[www.westsussex.gov.uk](http://www.westsussex.gov.uk) search for fire and rescue.

#### **Ambulance Service**

Emergencies only 999

South East Coast Ambulance Service – 0300 1230999 – general enquiries.

[www.secambs.nhs.uk](http://www.secambs.nhs.uk)

#### **Sussex Emergency**

Sussex Resilience Forum For emergencies call 999.

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

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

**Government**

Government Office for the South East, Guildford – 01483 882255

Environment Agency – 24 hr incident hotline – 0800 807060

Environment Agency General Enquiries - 03708 506 506

Environment Agency Floodline - 0345 988 1188 (24 hr service)

Environmental Health – 01243 534598

Forestry Commission, Regional Office Farnham – 0300 067 4420

Met Office 0370 900 0100 website: [www.metoffice.gov.uk](http://www.metoffice.gov.uk)

Information on public services - [www.directgov.uk](http://www.directgov.uk)

Cabinet Office to link to civil contingencies – [www.cabinetoffice.gov.uk](http://www.cabinetoffice.gov.uk)

**Voluntary Organisations**

British Red Cross – [www.redcross.org.uk](http://www.redcross.org.uk) – 0344 871 11 11

St Johns Ambulance – [www.sja.org.uk](http://www.sja.org.uk) – 08700 10 49 50

RSPCA – animal protection – [www.rspca.org.uk](http://www.rspca.org.uk) – 0300 1234 999 (animal cruelty line)

Cruse – Bereavement Care – [www.cruse.org.uk](http://www.cruse.org.uk) – 0808 808 1677

The Samaritans – [www.samaritans.org](http://www.samaritans.org)

The Samaritans Horsham Branch – 01403 276 276

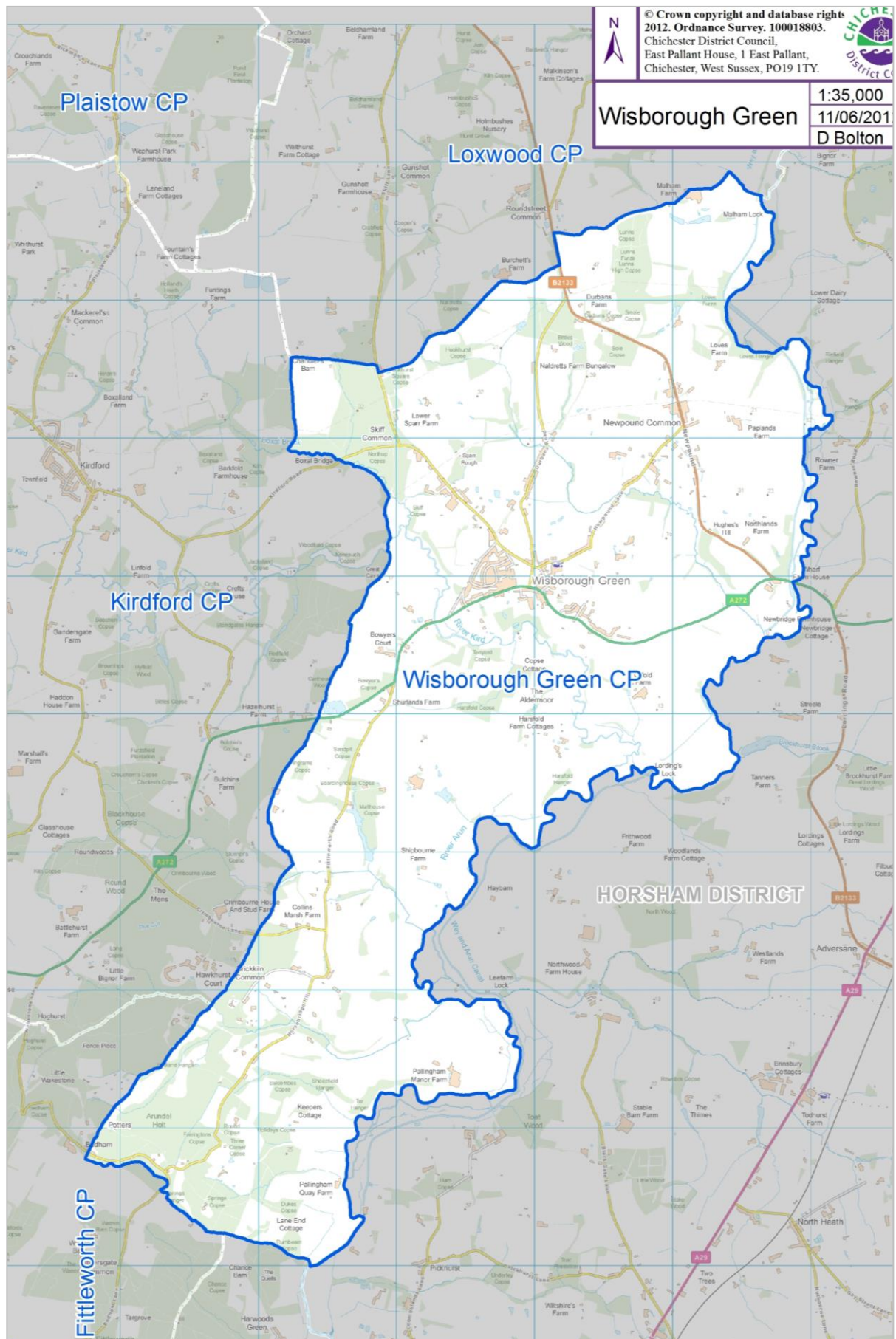
## **Appendix 2: Parish Council Contact List (as at March 2017)**

Nick Beresford	01403 701908
Andy Burbridge	01403 701902
Keith Charman	01403 700545
Peter Drummond	01798 865546
Andrew Jackson	01403 700574
Michael Newell	01403 701171
Sheena Overington	01403 700732
Howard True	01403 700150
Martin Watson	01403 700085
Louise Davies (Clerk)	01403 701102 (Office) 01403 700689 (Home)

### Appendix 3: Community Capacity & Resources

Resource	Contact/Key Holder	Information
WG Village Hall	PCMET (as page 3)  Keith Carter Village Hall Committee 700502  Beth Ellis Village Hall Bookings 700083	Village Hall equipment Generator to provide limited lighting/heat Electric Burco boiler First Aid Kit Foil blankets Defibrillator
Scout Hut	Carol Pearson 700536	Gas fired Burco boiler Gas

## Appendix 4: Parish Map





## Appendix 5: Critical Infrastructure in Village Centre

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## Appendix 6: Emergency Action Plan Check List

	Action	Completed (Time/By Whom)
1	<p>Dial 999 and ensure the emergency services are aware of the emergency and follow any advice given. When reporting an incident, remember the acronym ETHANE:</p> <p>E – Exact location of incident  T – Type of incident  H – Hazards present  A – Access and egress routes  N – Number and nature of casualties/fatalities  E – Emergency services involved</p>	
2	Contact and inform Local Authorities – CDC / WSCC	
3	<p>Begin recording details on the Log Sheet (Appendix 3) including:</p> <ul style="list-style-type: none"> <li>• Any decisions made and why</li> <li>• Actions taken</li> <li>• Conversation details including contact numbers</li> <li>• Any information received</li> </ul>	
4	<p>Contact other members of the Parish Council Major Emergency Team and members of the community that need to be alerted:</p> <ul style="list-style-type: none"> <li>• Households affected</li> <li>• Volunteers and key holders, as appropriate</li> </ul>	
5	<p>If necessary, call a community meeting but ensure the venue is safe and people can get there safely. Notes should be taken and actions recorded. If a decision is reached to activate the Emergency Plan, ensure that steps 1 – 4 above are carried out.</p>	

**Under no circumstances should you put yourself or others at risk to fulfil these tasks.**

## Appendix 7: Activation Procedure Log Sheet

It is important to record all information during an emergency. Completing a logging sheet is an easy way to ensure information is not lost. It can also help support/justify decisions made or actions taken.

Date	Time	Information / Decision / Action	Initials

## Appendix 8: Risk Assessment

Date:	Emergency Situation:
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Risk / Hazard	Mitigation

## Appendix 9: Communication Log Sheet

Providing accurate information is essential during an emergency. Methods available will differ depending upon the type of incident, therefore alternatives should be considered.

E.g. Noticeboards, local meeting, community leaflets, telephone cascade system, door knocking, Public Houses.

Method	Location (If applicable)	Contact / Responsibility	Additional Information

**Information is often reported on local radio. The following station is available in Wisborough Green.**

Station	Frequency	Website
BBC Southern Counties	95.3-104.5 104.8FM	<a href="http://www.news.bbc.co.uk/local/sussex">www.news.bbc.co.uk/local/sussex</a> Main switchboard: 01273 320400

<b>Appendix 10: Major Emergency Meeting Agenda</b>							
Date:		Time:		Location:			
Attendees:							
Current Situation Details: (Location/Description/Incident)							
Any threat to life:		Yes / No		If YES, contact emergency services on 999.			
No. of <b>people</b> affected:		Adults:		Children:		<b>List known hazardous substances, eg gas.</b>	
Of these, how many <b>vulnerable</b> ?		Adults:		Children:			
What resources are needed?		<b>Food</b>	Yes / No	<b>Shelter</b>	Yes / No	<b>Blankets</b>	Yes / No
		<b>Off-road Vehicles</b>	Yes / No	<b>List Other:</b>			

	Details	Action	Lead Person
Establish Contact with Emergency Services.			
How can we support Emergency Services?			
What actions can safely be taken?			

	Details	Action	Lead Person
Any Other Issues:			

## Appendix 11: Plan Distribution Record for March 2017

Organisation	Contact details	Number issued
WG Parish Council	Nick Beresford 01403 701908	1/Mar 2017
WG Parish Council	Andy Burbridge 01403 701902	2/Mar 2017
WG Parish Council	Keith Charman (PCMET) 01403 700545	3/Mar 2017
WG Parish Council	Peter Drummond 01798 865546	4/Mar 2017
WG Parish Council	Andrew Jackson 01403 700574	5/Mar 2017
WG Parish Council	Michael Newell 01403 701171	6/Mar 2017
WG Parish Council	Sheena Overington (PCMET) 01403 700732	7/Mar 2017
WG Parish Council	Howard True (PCMET) 01403 700150	8/Mar 2017
WG Parish Council	Martin Watson 01403 700085	9/Mar 2017
WG Parish Council	Louise Davies (PCMET) 01403 701102 / 700689	10/Mar 2017
Wyatt House	Cathy Holloway, Warden 01403 700673	11/Mar 2017
Chichester District Council	Michael Rowland Emergency Planning Officer	12/Mar 2017