



**East Dean & Friston**  
**P a r i s h C o u n c i l**

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# **E M E R G E N C Y P L A N**

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## Emergency Plan

### Introduction

1. This Plan has been prepared by the East Dean and Friston Parish Council. It is intended to provide a Parish-led self-help response during any emergency affecting the community when the normal emergency response by the 'blue light' services, Wealden District or East Sussex County Councils, or public utility companies are delayed because of the scope or nature of the emergency. In the absence of the emergency services, the Parish Emergency Response Team (PERT) will lead the community response and act as a central point for information and communication for the community, emergency services, District and County Councils.

### Definition of emergency

*2. 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 the emergency services, local authorities and other organisations as part of their normal day-to-day activities.*

### Aim and Objectives of the Plan

3. Although there are no statutory responsibilities 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. The Parish Council is not an emergency service and therefore response will generally be confined to looking after the welfare of people in the community or helping to maintain the infrastructure.

4. The aim of the Plan is to provide a framework for East Dean and Friston Parish to mobilise local people to help others in the community. At its core is a confidential contact directory available to the PERT (Parish Emergency Response Team) to help harness local resources and expertise to assist in an emergency and to complement the response of the emergency services.

5. The Plan aims to increase resilience within the local community by enabling the Parish to support itself when outside assistance from the emergency services or local authority is significantly delayed or overwhelmed to the extent that they cannot deal with the situation within an acceptable timeframe. The objectives of the Emergency Plan therefore include:-

- identification of risks to the community and determination of relevant response actions
- establishment of a local emergency management structure with an overview of roles and responsibilities
- identification of key community resources – personnel, equipment and emergency accommodation
- identification of vulnerable people in the community
- provision of key contact details for use by the PERT

## **Types of Emergencies**

6. An emergency may arise from any one of a number of factors or a combination of factors, some more likely than others. Types of potential emergencies that may impact East Dean and Friston Parish (in no particular order of significance) are:-

- extreme weather (eg heavy snow, severe flooding, gales)
- major utility failure (electricity, gas, water, telephones)
- gas leak/explosion
- major transport accident (road, rail, air)
- major fire or building collapse
- landslip or landslide
- hazardous vapour release
- disease
- terrorism

7. Any one or a combination of the above emergency hazardous events could lead to the isolation of the Parish for prolonged periods of time requiring a degree of self-help. This Emergency Plan is by its very nature generic, which can be used in any emergency type.

## **Parish Characteristics**

8. The Parish covers the villages of East Dean and Friston, and the Hamlets of Birling Gap and Crowlink. It covers an area of 3.3 square miles and has around 850 homes with a population of some 2,000. The Parish lies about four miles west of Eastbourne on the A259 coast road which has steep gradients within and into and out of the Parish which can be easily impacted by severe weather conditions. Within East Dean there is BUPA Grange, a residential rest home.

9. Birling Gap lies on the unclassified road 2 miles south of the A259 junction at East Dean. The area is close to the cliff edge, which suffers from erosion and potential cliff falls. Crowlink lies at the end of a small country lane running for some 2 miles south from Friston Pond on the A259. The small country lane deteriorates into an unmade narrow track but this is passible in a vehicle

10. There are a number of open areas capable of receiving helicopter landings; two of which are the recreation ground on Gilberts Drive to the south of the A259, and the Greensward, a village green (enclosed by houses) to the north of the A259.

## **Parish Emergency Response Team**

11. A Parish Emergency Response Team (PERT) has been established for East Dean and Friston and they will co-ordinate the community's response to any emergency situation which may develop. The team consists of the Parish Council Chair (Team Leader), the vice Chair (deputy Team Leader), all Parish Councillors and the Chair of the Residents' Association. The PERT membership is listed in appendix 1.

12. During an emergency and under the direction of the Team Leader the PERT will undertake:-

- acting as focal point for the community in response to an emergency
- acting as the main contact point with the Emergency Services, Wealden DC and East Sussex CC, and ensuring that two-way communication is maintained
- ensuring that appropriate authorities are notified
- communicating important messages within the community
- activating resources as required
- ensuring that the vulnerable are considered and provided with additional reassurance
- ensuring that confidentiality is maintained where necessary
- maintaining an action log with reasons recorded of actions taken (appendix 2)
- providing local knowledge to the emergency services or other organisations, as and when they are able to respond to the incident

### **Activating the Emergency Plan**

13. This plan will be activated when an emergency (as defined in 2 above) has occurred **AND** where:-

- a) it is obvious that the normal response by the emergency services will be overwhelmed, **OR**
- b) the emergency services are unable to reach the scene within a reasonable time, **OR**
- c) the emergency services require additional support.

14. The plan may also be activated on the above basis on advice of the emergency services, or other appropriate organisation, of an impending emergency (eg severe weather or heavy snow)

15. An emergency may only be declared by the Chair of the Parish Council (or Vice Chair), or other Councillor in their absence, and he will direct and co-ordinate emergency operations from then on, until the emergency services arrive and can assume control. Pending their arrival, the Chair (or vice chair) will be responsible for the initial and on-going liaison with the police as primary incident controllers, and with District and County Councils and other services as necessary.

16. It is anticipated that the Chair of the Parish Council (as PERT Leader) will be alerted to, or warned of a pending emergency by the police or other emergency service. If someone other than the Chair is so alerted to an emergency they should immediately advise any Parish Councillor who will advise the Chair (PERT Leader), or other Councillor in his absence.

17. The Team Leader will then alert other members of the PERT to the situation and arrange a PERT meeting at the Emergency Control Centre to discuss the emergency. The PERT will undertake a detailed assessment of the emergency to establish its extent and the type of support required. If an Emergency is not to be declared (possibly on the advice of the

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emergency services) but some level of support is required, the PERT will decide how to provide the required support outside the framework of this Emergency Plan.

18. The PERT will assess if skills such as those of doctors, nurses and first-aiders may be relevant to the emergency and contact the appropriate providers from the directory (appendix 4). They will also assess the need for other resources such as four-wheel drive vehicles, lifting equipment or chainsaws and contact the appropriate providers as necessary. The PERT will consider the needs of vulnerable individuals and groups and contact appropriate service providers. They will arrange appropriate liaison and ongoing communications with the management of the BUPA Grange residential care home.

### **Emergency Control Centre (ECC)**

19. The Emergency Control Centre will be established in the small Village Hall in Gilberts Drive. In emergency situations the telephone in the hall will be strictly reserved for PERT use only. A supply of appropriate coins will be needed to operate this pay phone. In the event of serious damage to the Village Hall, the Emergency Control Centre will be at a location decided upon by the PERT Leader (or deputy).

20. Following the declaration of an emergency any individual or group using the ECC will be expected to quickly vacate the property, or otherwise, as directed by the PERT Leader.

### **Incident handling**

21. During the emergency, anyone involved in the emergency response should keep an individual log of all requests for assistance and action taken (appendix 2). A supply of log sheets is held by the PERT Leader, and completed logs should be handed to him at the end of the emergency.

### **Communications**

22. Communications are vital before, during and after an emergency in order to ensure that warnings and information are received and passed on, responses co-ordinated with emergency services and actions by volunteers within the community co-ordinated 'on the ground'. A communications officer will be assigned by the PERT Leader and the tools at their disposal include:-

- noticeboards/posters
- public meetings
- cascade telephone system
- email
- websites (Parish Council and Village)
- radio
- face-to-face
- street runners/couriers
- Parish Magazine

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23. If telephones are affected by the emergency, communications within the community should be considered using couriers carrying written or oral messages if safe to do so.

24. If it is decided that communications will be carried out via a telephone cascade then the Village Organisation contacts (in appendix 4) will be called with the request that they make telephone contact with their club/society members. They should be advised of the message to convey, and asked to request their members to continue the chain by telephoning other residents generally. It is recognised that a number of residents will be contacted more than once under this method of operation.

### **Evacuations**

25. In the event of an emergency where, in consultation with the emergency services if possible, the PERT determine that people are required to leave their homes, and/or for people (including casualties) requiring temporary shelter, the PERT Leader will declare a Parish Shelter at the large Village Hall. In the absence of the emergency services, the PERT may recommend evacuation to residents but this must be a voluntary action by the residents.

26. On declaring a Parish Shelter any individual or group using the large Village Hall will be expected to vacate the property, or otherwise, as directed by the PERT Leader.

27. Once the Parish Shelter has been activated the evacuees should be advised to turn off electricity, gas and water supplies at their homes and unplug appliances and lock all doors and windows. They should gather together essential items including:-

- a list of useful telephone numbers (eg doctor and close relatives)
- home and car keys
- toiletries, sanitary supplies and prescribed medication
- torch with spare batteries
- mobile phone
- cash and credit cards
- appropriate clothing

28. The PERT Leader will assign a responsible officer for the management of the Parish Shelter, and they in turn will consider any catering arrangements including the organisation of initial and subsequent supplies and volunteers for kitchen duty.

### **End of Emergency**

29. In consultation with the emergency services, the PERT Leader (or deputy) will declare an end to the emergency situation as and when appropriate, and arrange for appropriate communications within and outwith the community.

### **Plan Review and Practise**

30. At least on an annual basis, the confidential directory (appendix 4) will be checked to confirm that all entries remain current. Apart from this directory, the full Emergency Plan will be reviewed at least every three years to consider if any updates/amendments are appropriate. The next review of the Plan is due in Summer 2018.

31. The Parish Council will give annual consideration to the need for a suitable desk-top / face-to-face scenario to exercise elements of this Emergency Plan.

### **Distribution of the Emergency Plan**

32. The core of the Emergency Plan is appendix 4 which includes all the contact details available to the Parish Emergency Response Team in the event that an emergency is declared. Much of the information in appendix 4 is private and confidential. Hard copies of the full Plan are therefore only made available to the PERT members (appendix 1) on the understanding that they do not copy any part of the Plan or share or discuss the information in appendix 4 with anyone outside the PERT. On leaving membership of PERT a member must return their copy of the Emergency Plan to the Parish Clerk

33. Electronic and/or hard copies of the Emergency Plans, but excluding appendix 4, are provided to the organisations listed in appendix 3.

34. An electronic copy of the Plan, excluding appendix 4, is posted on the Parish Council Website.

35. References to the Emergency Plan will be included periodically in the Parish Magazine and in the Parish Council newsletter, *Rendezvous*.

**UNDER NO CIRCUMSTANCES SHOULD YOU PUT YOURSELF AT RISK**

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### Parish Emergency Response Team (PERT)

### Appendix 1

The table below lists the members of the Parish Emergency Response Team (PERT). This team will be the first group to be called if a Parish Emergency is declared. Formal copies of the full Emergency Plan, including the confidential contact directory at Appendix 4, are held by members of the PERT.

| <b>Name</b>  | <b>Postal and Email Address</b>                                       | <b>Telephone</b>             |
|--|---|------------------------------|
| <b>Cllr Mike Keller</b><br>(Team Leader)                 | 19 Summerdown Lane, East Dean<br>mike@keller.org.uk                   | 01323 422091                 |
| <b>Cllr Brain Greenwell</b><br>(Deputy Team Leader)      | 4 Warren Lane, Friston<br>greenwells@btinternet.com                   | 01323 423799<br>07747 623766 |
| <b>Cllr Tim Bryant</b><br>(Team Member)                  | Old Vicarage Cottage, Crowlink Lane<br>tjb@brytil.co.uk               | 01323 422442                 |
| <b>Cllr David Clarke</b><br>(Team Member)                | 34 Michel Dene Road, East Dean<br>davidclarke7772@yahoo.com           | 07753 121083                 |
| <b>Cllr Ian Haydock</b><br>(Team Member)                 | 9 The Brow, Friston<br>haydock94@john-lewis.com                       | 01323 423920                 |
| <b>Cllr Phill Hill</b><br>(Team Member)                  | Linden Mead, Friston<br>phillhills@gmail.com                          | 01323 423990<br>07860 759911 |
| <b>Cllr Amanda Hookham</b><br>(Team Member)              | 5 Michel Close, East Dean<br>ahookham0011@gmail.com                   | 01323 422180<br>07951 800683 |
| <b>Cllr Paul Seeley</b><br>(Team Member)                 | 24 The Ridgeway, Friston<br>pauledfpc@gmail.com                       | 01323 422361<br>07966 509219 |
| Vacancy<br>(Team Member)                                 |   |                              |
|  |   |                              |
| <b>Katrina Larkin</b><br>(Team Member)<br>(Parish Clerk) | The Old Cottage, Lewes Road, Laughton<br>eastdeanclerk@btinternet.com | 01323 811870                 |

(this appendix was updated in February 2018)



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### Log Sheet

### Appendix 2

It is important to record all information during an emergency by using this log sheet. It will ensure information is not lost and will help support decisions made or actions taken. Blank forms are available from, and completed forms should be returned to, the PERT Leader.

#### Emergency Plan – Log Sheet

| Date | Time | Information | Initials |
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### Distribution List

### Appendix 3

Formal copies of this Emergency Plan (including the confidential contact directory at Appendix 4) are issued to the PERT members in Appendix 1, and electronic and/or hardcopies copies (excluding the confidential contact directory) are issued to those organisations in the table below.

| Organisation     | Name and Postal and/or Email Address  | Telephone                    |
|------------------|---|------------------------------|
| Community Police |   |                              |
| Fire and Rescue  | Glenn Jones<br>Emergency Planning Officer<br>glenn.jones@esfrs.org                | 0303 999 1000                |
| Ambulance        | James Pavey<br>Senior Operations Manager<br>james.pavey@secamb.nhs.uk             | 0300 123 0999                |
| Coastguard       | Andrew Chatton<br>7 The Vineries, Eastbourne<br>andrewchatton@btinternet.com      | 01323 652608<br>07979 385892 |
| East Sussex CC   | David Broadley,<br>Emergency Planning Manager<br>david.broadley@eastsussex.gov.uk | 01323 747085<br>07795 401892 |
| Wealden DC       | Jim Foster<br>Emergency Planning Officer<br>jim.foster@wealden.gov.uk             | 01323 443322                 |
|                  |   |                              |
|                  |   |                              |
|                  |   |                              |

Any comments on the Emergency Plan from any of the above organisations should be sent to the Parish Clerk (see cover sheet for details)

(this appendix was updated in July 2016)

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| 03           | Emergency Services                           |
| 04           | Doctors' Surgeries                           |
| 05           | Community First Responders (CFR)             |
| 06           | First Aiders                                 |
| 07           | Utilities                                    |
| 08           | Government Departments and Local Authorities |
| 09           | Counsellors                                  |
| 10           | Voluntary Organisations                      |
| 11           | 4 X 4 Drivers                                |
| 12           | Emergency Accommodation                      |
| 13           | Other Skills Support                         |
| 14           | Village Organisation Contacts                |

**Individual Tables not included in this version of the Emergency Plan**