

## **Guestling Parish Council**

# **Guestling Parish Emergency Response Plan (Guestling and Three Oaks)**



## **Emergency Response Plan**

### **1. Introduction**

- 1.1 An Unexpected Major Incident or Severe Weather Event (including a Utilities Failure) could occur in Guestling Parish as anywhere else.
- 1.2 Fortunately no area in the Parish is recognised as at risk of coastal or inland flooding.
- 1.3 This plan puts into place a framework of providing self help within the community. It also provides local knowledge and assistance to responding agencies and emergency services:-  
*i.e. Police, Fire, Ambulance, Environment Agency, Coastguard and local authorities involved.*
- 1.4 This plan will be called into action when the Guestling Parish Emergency Team, and/or the Parish Council feel it is necessary, and also when the authorities declare that there is a CIVIL EMERGENCY. A civil emergency being an emergency, as defined in the Civil Contingencies Act as “an event or situation which threatens serious damage to human welfare, the environment or security in the UK”.
- 1.5 Owners/residents have the responsibility of protecting their own properties from surface water flooding, if appropriate.
- 1.6 This plan is one part of the overall emergency planning strategy necessary for the protection of both residents and visitors across Sussex. It does not stand alone.
- 1.7 Amendments to this plan may be necessary from time to time. These will be circulated according to the distribution list.

## **2. Aim of Plan**

- 2.1 To assist the Emergency Services, Rother District Council and other local authorities that may be involved, and to assist residents and visitors to Guestling Parish, at such time as a CIVIL EMERGENCY directly affects this area.
- 2.2 To form a framework for the response to other emergencies which may occur within Guestling Parish.
- 2.3 To be in conjunction with, and work together with any inter-agency plans and the District Council's Emergency Plan.

## **3. Objectives of Plan**

- 3.1 RELAY - To assist, where possible in the passing of any Incident warnings to the residents and visitors within the defined area.
- 3.2 To provide the Emergency Service's with local knowledge contacts (see appendices).
- 3.3 To assist in the co-ordination of effort to the benefit of the community and visitors.
- 3.4 To provide two-way communication between the responding authorities and the community.
- 3.5 To identify those most vulnerable and at risk.

## **4. Relaying Warnings**

- 4.1 Once a warning has been received by any individual within this area, contact must be made with the "Emergency team, who in turn will relay the warnings out into the community".
- 4.2 Wider local circulation will be achieved by:
  - Forward planning
  - Radio/TV
  - Printed matter
  - Importantly – raising awareness and warning by word of mouth
- 4.3 It is essential that once a sequence of staged warnings have gone out, that a continuous relay of updated information is carried out until "All Clear" circulation is complete.

## **5. District Council Contact**

- 5.1 Immediately confirmation is received locally of any type of warning affecting the Guestling Parish Area, then direct contact must be made with Rother District Council without waiting to hear from them first.
- 5.2 Telephone contact numbers for both working hours and out-of-office hours are listed in Appendix X.
- 5.3 Conversely, the District Council will make contact with the Parish Emergency response Wardens or the Chairman of the Parish Council.
- 5.4 It will be the responsibility of that first contact to relay the information.

## **6. Co-ordinator**

- 6.1 The Parish Council will appoint an Emergency Co-ordinator, who will hold a copy of the plan with full appendices and liaise with the agencies as required. This will be the Emergency Warden.
- 6.2 There will be provision for reasonable expenses to be covered in the event of a major emergency for activities authorised by Rother District Council.

## **7. Agreed Actions Upon Receipt of Emergency Warnings**

- 7.1 To ensure that all persons having local responsibilities are aware of "Agreed Actions".

The Duty Inspector then applies the following notification process.

### **Partner Notification Process**

<b>Informing Organisation</b>	<b>Recipient</b>
<b>Sussex Police</b>	Fire & Rescue Service
	SECamb
	Duty Command Team Officer
	Maritime & Coastguard Agency, Solent
<b>SECamb</b>	NHS Sussex
	Hospitals
<b>County Council Emergency Planning</b>	District / Borough Council Officer

	EDF Energy(UK Power Networks)
	National Grid
	National Grid (Gas) Emergency
	Emergencies to Gold Strategic Team Level
	Southern Water
	South East Water
	Emergency Control centre
<b>District/Borough Council</b>	County Council EPO
	Town/Parish Council,
	Town/Parish Emergency Response Coordinator

It is the responsibility of each agency to ensure that they are represented at the meeting by an officer with the authority to make decisions on their behalf.

## **8 Local Actions**

- 8.1 An initial meeting by the Nominated local representatives (those available) needs to take place at Guestling Village Hall or Three Oaks Village Hall to discuss the severity of the situation
- 8.2 It will be the responsibility of the nominated local representatives attending the initial inter-agency meeting to circulate the information and agreed decisions throughout the affected community assisted by Rother District Council and the Emergency Services. Respective Parish Chairs, or deputies, must also be made aware.
- 8.3 Once set up, this group should remain operational for as long as is feasibly possible, according to prevailing conditions, allowing for additional information to be circulated as and when necessary.
- 8.4 Nominated local representatives **must** remain in contact with the on-scene **Police Tactical Commander**. This is vitally important to ensure co-ordination of effort, deployment of resources and reliability of current information.

8.5 No independent actions should be taken without first consulting the **Police Tactical Commander** unless for very urgent reasons. In the latter circumstance, the **Police Tactical Commander** must then be notified at the earliest opportunity.

## **9 Emergency Incidents**

- 9.1 Severe Weather incidents or Highways Incidents may result in Guestling Parish being isolated for a period of time.
- 9.2 A large scale utilities failure may find the Parish without electrical mains power or water for large periods of time.
- 9.3 Any such incident may require support from the District Council whose Emergency Plan is established to respond to a range of events which may affect the community. In such cases the Parish Emergency Wardens may be able to scope the extent of the problem and work with a multi agency response team to ensure that the vulnerable and others in the community are cared for.

## **10 Recording of Actions Taken**

- 10.1 It is important to ensure that nominated local representatives maintain a written log of actions taken, commencing from decisions made at the initial inter-agency meeting through to the conclusion of the incident.
- 10.2 These logs will form part of the report to respective Parish Councils.

## **APPENDICES**

Details contained within these appendices will be collated and maintained on a local basis only, not forming part of the wider circulation of this plan.

It is suggested that appendices to this plan contain the following information:

**Appendix x**      x1      Contacts List: Police, Rother District and Parish Councils

**Appendix Y**                      Local Parish Contacts and Response Wardens

**Information contained within such listings will not be disclosed other than for the purposes of functioning these emergency planning arrangements.**

The local arrangements described with the Emergency Response Plan are with the agreement and support of the undersigned Parish Council.

Signed 

**Chairman Parish Council**

Dated 9.7.18

# Guestling Parish Emergency Response Plan

## Appendix X

### Contact List Police/District Councils

#### Emergency Services

Police, Fire, Ambulance and Coastguard	999 or 101
Rother District Council      By Day	01424 787000
Out of Hours	01424 787868
Nigel Ray Emergency Planning Officer Rother District Council	Tel: 01424 787861 Mobile: 07711425386
East Sussex County Council      By Day	0345 6080190
Out of Hours	01323 410051



## Guestling Parish Emergency Response Plan

Appendix Y

### Contact List

Jane Morris – Tel: 01424 753396 – Three Oaks Village Hall  
 Colin Jury – Tel: 01424 812584 – Guestling Village Hall

<b>GUESTLING VILLAGE HALL KEY HOLDER</b>	<b>TELEPHONE</b>
Colin Jury	01424 812584
<b>THREE OAKS VILLAGE HALL KEY HOLDER</b>	<b>TELEPHONE</b>
Jane Morris	01424 753396
<b>SPORTS PAVILLION KEYHOLDER</b>	<b>TELEPHONE</b>
David Perrett	07715 209067

### Guestling Parish Council Emergency Response Wardens and First Points of Contact

Contact	Address	Telephone
<b>RESPONSE WARDEN 1st CONTACT</b>  <b>BRYONY YOUNG – PARISH CLERK</b>	<b>HONEYSUCKLE COTTAGE MAXFIELD LANE THREE OAKS EAST SUSSEX TN35 4NJ</b>	<b>Tel: 01424 815218</b>  <b>Tel : 07730 015684</b>
<b>RESPONSE WARDEN 2nd CONTACT</b>  <b>MARION ROBERTS – CHAIRMAN PARISH COUNCIL</b>	<b>OLD ORCHARD IVYHOUSE LANE GUESTLING EAST SUSSEX TN35 4NN</b>	<b>Tel : 07967 144491</b>

## Useful Organisations/People/Telephone Numbers

The Three Oaks Inn, Three Oaks	Assembly Point with helicopter landing site adjacent, toilet and cooking facilities	Nigel and Elaine Robinson – Landlord/lady Tel : 01424 813303
Guestling Bradshaw School	Assembly Point with helicopter landing site adjacent, toilet and cooking facilities	Martin Brignall – Site Manager Tel : 01424 812279
Three Oaks Village Hall	Assembly Point and holding facility, toilet and cooking facilities	Jane Morris – Booking Secretary Tel : 01424 753396
Guestling Village Hall	Assembly point and holding facility, toilet and cooking facilities	Colin Jury – Booking Secretary Tel : 01424 812584
Sports Pavillion	Assembly point and holding facility with helicopter landing site adjacent, toilets	David Perrett – Vice Chairman Tel : 07715 209067
Hastings & Rother RAYNET Group  In the event of a communications failure	Steve Stewart M0SSR  Group Controller	Tel : 01424 720815 Mobile: (07581) 305310
Guestling Parish Emergency Response Officers	Bryony Young – Parish Clerk  Marion Roberts – Chairman, Parish Council	Tel : 01424 815218/07730 015684  Tel : 07967 144491