

**Fletching Parish Council
Emergency Plan**

**V 0.1 draft
November 2007**

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Version Control

Version	Changes	Update by	Date
01. Draft	First version	B. Croft	Nov 2007

Distribution

Organisation / Business	Name	Role
Parish Council	Nigel Alderton	Chairman
Parish Council	David Harris	Clerk
Parish Council	Celia Everard	
Parish Council	Sue Medway	
Parish Council	Barry Dickens	Emergency Team
Parish Council	Tom Close-Smith	
Parish Council	Noel Collum	
Parish Council	Graham Tap	
Parish Council	Susanna Martin	
Emergency Team	David Croft	
Emergency Team	John Randle	
Emergency Team	Phil Burchall	Radio
Fletching Village Hall	Gwen Soane	
Fletching School	Maureen Fairhead	

Forward

We need to protect our community to the best of our ability against threats that may cause us an impact. Whilst terrorism has in recent years increased our appreciation of the importance of planning for the unexpected, it is more likely that events from the natural world would affect our Parish.

Storms and weather related damage can cause a great deal of devastation; including the loss of vital services, access and communications. This plan provides details of the initial steps and assessments that will need to be undertaken in dealing with such events.

Please take some time to read our Emergency plan and familiarise yourself its content. It is important that each one of us is able to provide effective input when the unexpected occurs. It's too late once it has happened!

1. Introduction

A 'Major Incident' can be defined as "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 for those services responding".

Such incidents can occur anywhere and usually at the most inconvenient time. Seldom do they happen where and when expected. Rarely is warning given.

Whilst the emergency services will be quick to respond, they are likely to require information, knowledge and assistance than can only be provided at grass root level. Likewise, the District council would need local help to enable normality to be restored in the short, medium and long term to the benefit of the community.

2. Aim

- 2.1 To enable Fletching Parish to respond in an appropriate and effective manner to a major incident (or emergency) by assisting and supporting the District Council and the emergency services in harmony with their existing arrangements.
- 2.2 In the event of isolation, to respond by self-help within the capabilities of the community unit support from the emergency responders is available.

3. Objectives

- 3.1 To describe the response and callout mechanism alerting the council to the actual, or potential threat of a major incident.
- 3.2 Define the role and responsibilities of those who respond to an emergency.
- 3.3 To establish and maintain an effective communications network within the community and with the District Council.
- 3.4 To maintain information pertinent to the Parish community that may be of assistance to the emergency services.

4. General Information and Notification

4.1 General Information

Fletching parish is 4 miles north-west from Uckfield, 10 miles north-east from Lewes and 40 from London.

In 2001 the population count for Danehill, Nutley and Fletching was 5049, comprising 1897 households. The village is small with a high proportion of listed properties. The central envelope is a conservation area.

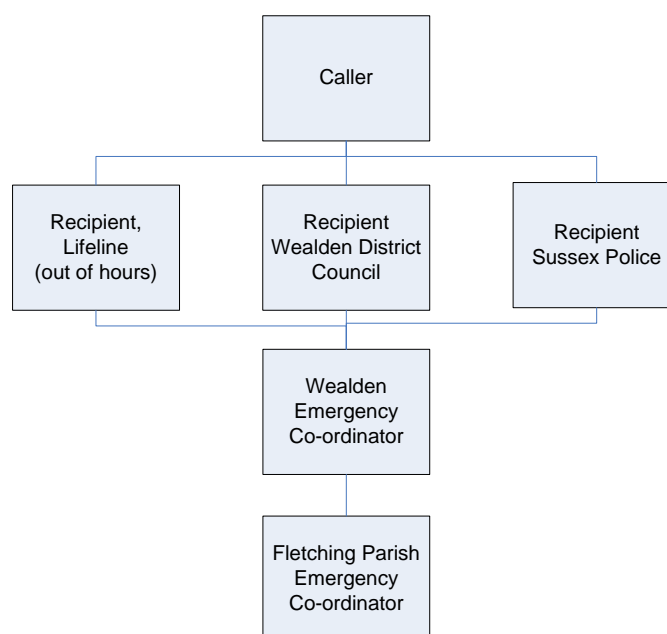
Between 2001 and 2005 the total number of fire / rescue incidents was 15, which is a low statistics when compared to regional metrics.

4.2 Notification and call out

Notification of incidents which are, or likely to become emergency situations would be received by the Wealden District Council Emergency Planning Officer, or sometimes direct from Sussex Police. On receipt of such information the District Council will notify the Parish Council Emergency Co-ordinator and will outline the help wanted as soon as that becomes a response requirement. The Co-ordinator and deputy will be available out of hours.

The Parish Council Emergency Co-ordinator will call out The Emergency Management Team (EMT) and local assistance as directed by the nature of the incident. All contact information is held by all members of the Parish Council.

Fig 1. Communication Flow



5. Roles and Responsibilities

Tab.2 Emergency Response Team

No.	Role	Responsibility	Individual
1	Parish Council Emergency Co-ordinators	Assessment Co-ordination Communication Record keeping Debrief facilitator	Belinda Croft Deputy: Nigel Alderton
2	Emergency Co-ordinator	Radio: Testing Access Operations	Phil Burchell
3	Emergency Management Team	As required	John Randle
4	Emergency Management Team	As required	Barry Dickens
5	Emergency Management Team	As required	David Croft

6. Health and Safety

Tab.3. Vulnerable site/people

No.	Site / Name	Location	Details

7. Risk Analysis and Requirements

7.1 Risk Analysis

The risks considered within this plan are:

Tab.1. Risk analysis

No.	Risk	Probability	Severity	Score
1.	Flooding	Low	Med	Low
2.	Total or partial loss of gas	Low	Low	Low
3.	Total or partial loss of electricity	Med	Med	Med
4.	Total or partial loss of water	Low	Med	Low
5.	Total or partial loss of telephone (communications)	Low	High	Med
6.	Severe weather (including storm damage)	Med	Med	Med
7.	Major fire	Low	Low	Low
8.	Loss of road access	Med	Med	Med
9.	Plane Crash	Low	Low	Low

7.2 Emergency Requirements

The most likely requirements in an emergency are:

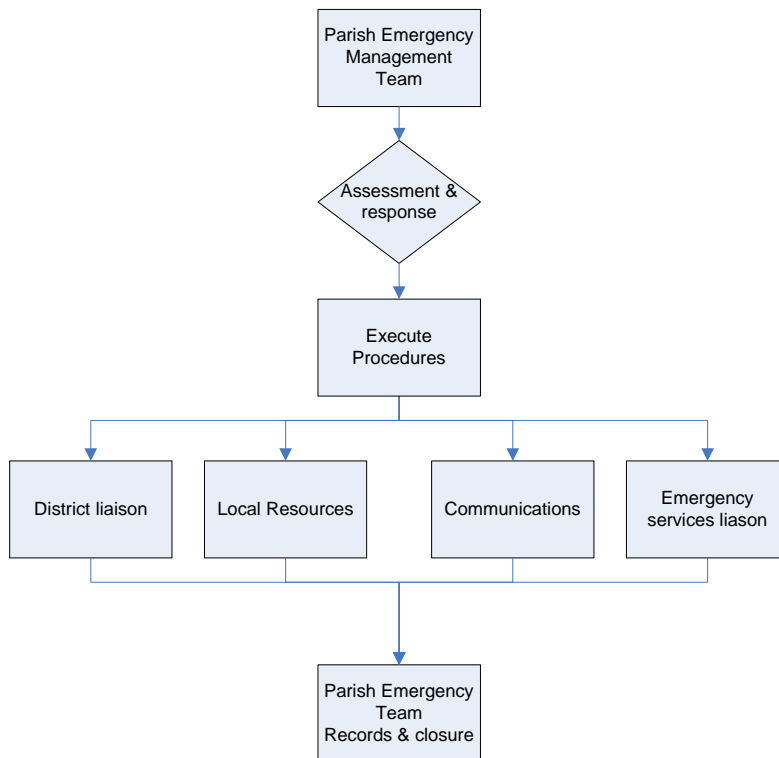
- The provision of *temporary shelter* until the District plan can be implemented.
- The setting up and operating an emergency *communications network*, including local community notification.
- Assistance to the emergency services and other responding agencies, particularly with *local knowledge* and persons considered vulnerable or at risk.
- Liaison with the emergency services at the scene through the District Council
- The provision of frequent assessments and *situation reports*, particularly in the early stages of an incident.

8. Communications and Radios

8.1 Communications

Notification is likely to come from either Wealden District Council or Sussex Police. This will be directed to the Parish Emergency Co-ordinator as described in section 3.1.2 .

Further communication will be undertaken as part of the Emergency Plan execution as shown in the process flow below:



The Emergency Command Centre will be located in ***Fletching School***. Communication facilities; internet, telephones and radio are located; space is available in this location. The initial Emergency Management Team will meet at Fletching school.

The Parish Council Emergency Co-ordinator, or deputy, is responsible for all communication and notification. All media communication will take place via the Emergency co-ordinator; such information can prove beneficial to ensure the community as a whole is kept informed. Updates and notifications will be provided to the District Council, Emergency Services and Parish Council.

8.2 Radios

A parish radio is situated in Fletching School and is tested on a monthly basis with Wealden District Council. The radio is located in the storage cupboard on the ground floor next to the school hall.

9. Incident Recording and Closure

9.1 Records

During an emergency a record of communications, issues and actions should be maintained. These are required to chronicle events and provide documentary evidence for the subsequent debrief review.

It is the responsibility of the Emergency Co-ordinator to ensure such records are kept and collated. Records should be brief, concise and accurate. All output will be forwarded to the District Council upon closure.

A template record sheet is provided in **Appendix 2**.

9.2 Closure

The Parish council will be notified by the District Council to stand down the response. It is the responsibility of the Emergency Co-ordinators to ensure that this is communicated to volunteers.

There will undoubtedly be issues and lessons learned that the Parish Council will wish to follow up. A debrief session should be convened involving all relevant parties enabling feedback to be sought and recorded. Actions will then be taken forward by the Parish or District Council.

All records and debrief material will be provided to the District Council.

10. Local Information and Resources

Tab.4. Community resources

No.	Site	Address	Specific Requirement	Key Holder
1	Village Hall	High Street, Fletching	Shelter, refuge Possible communication	Gwen Soane
2	Fletching School	Church Road, Fletching	Command post Radio and communication Internet access (<i>Emergency Team only</i>)	Phil Burchall Maureen Fairhead Michael Oxley
3	Atheralls Farm	High Street, Fletching	Shelter Farm resources	John Randle
4	Church Farm	Church Street, Fletching	Shelter Farm resources	David Hollings
5	Fletching Food Company	High Street, Fletching	Food	John and Esme Walters
6	The Griffin Inn	High Street, Fletching	Shelter (accommodation) Food	James Pullan
7	The Rose & Crown	High Street, Fletching	Shelter (accommodation) Food	Di and Jane
8	Clinton Lodge	High Street, Fletching	Bore hole (water)	Noel Collum

11. Emergency Response

11.1 Immediate Actions

Communication with the Emergency Co-ordinator should take place immediately. Initial assessment should be undertaken as soon as possible, from which the response requirements need to be determined, this will enable the appropriate resources and individuals to be mobilised.

Assessment information should be communicated to Wealden District Council and the Emergency Services as appropriate.

Key holders for the school and village hall must be contacted and both locations opened for use during the emergency.

11.2 Short Term View

By this time the incident will have been assessed and the appropriately skilled local resources identified. Triage should take place by community responders, the criticality and the sequence of recovery actions will now be agreed.

Other short-term as well as medium and long term requirements and actions should be considered and noted.

11.3 Medium Term View

If the situation is stable medium term arrangement now need to be considered. Tasks will vary depending upon the incident but are likely to be the provision of medical attention, shelter, food or heavy clearance actions. The Emergency Co-ordinator will have access to community resource information to enable individuals with appropriate skills or resources to be identified and thus contacted.

11.4 Emergency Procedures

11.4.1 Assessment Procedures

Action	By whom	Comments	Check when done
<p>1. Parish Emergency Co-ordinator receives notification of an incident</p> <ul style="list-style-type: none"> • Full details of the nature of the incident need to be taken. • A record of events is started 	Wealden District Council / Sussex Police		
<p>2. Activation of the communication via the Emergency Notification cascade (ENC), notify Emergency Management Team of situation</p> <ul style="list-style-type: none"> • Determine local resource availability • Contact key holders to access the Village Hall and School 	Parish Emergency co-ordinator	Use Emergency Notification cascade (appendix 1).	
<p>3. A visual inspection and assessment should take place if safe to do so. All key points and possible actions should be noted and brought to the Emergency Command Meeting</p>	Emergency co-ordinator / Emergency Services / Utility providers	30 mins – 1 hours	
<p>4. Emergency Management Team meet at the School to review incident with latest update on assessment and recovery requirements</p> <ul style="list-style-type: none"> • Set-up communications at school (internet, phone lines, etc) 	EMT	First communications should be agreed and recovery requirement actions assigned 30 mins – 1 hours	
<p>5. Ensure human safety and make the incident scene safe and secure.</p> <ul style="list-style-type: none"> • Village hall to be used as initial shelter and assessment area 	EMT / Local resources / Emergency services / Utility suppliers	Will need to be co-ordinated with the whole recovery team. Risks: 1, flood, 7, fire, 9, plane crash 1 – 2 hours	
<p>6. Estimate period that services will be unavailable based on latest information from team and review working required arrangements</p>	EMT / Local resources / Emergency services / Utility suppliers	Risks: 2, gas, 3, electricity, 4, Water and 5, communications 4+ hours	
<p>7. Develop specific recovery plan for incident. Steps 4 and 5 should be undertaken clear up task assigned to skilled resources or emergency services.</p>	EMT / Local resources / Emergency services	Risks: 6, severe weather and 8, loss of access 4+ hours	

Step 3 - Emergency Management Team meeting: 30 minutes – 1 hour

Action	By whom	Comments	Check when done
1. Emergency Management Team 1st meeting	EMT/ Emergency services	EMT to review situation	
2. Resource report	Emergency Co-ordinator	Report to EMT on availability of resource & equipment in respect to the incident	
3. EMT agree actions and assign specific responsibilities <ul style="list-style-type: none"> • Agree update process • Ensure incident log maintained • Schedule next meeting 	EMT	EMT review situation with guidance from emergency services. Start to communicate to local community.	

11.4.2 Recovery Procedures

Please note that the procedures laid out below may need to be adapted to suit the specific incident. However, the steps outlined will provide an operating framework and ensure key steps are considered.

Risk 1 - Flooding

Action	By whom	Comments	Check when done
1. Determine likely impact to human life or buildings • Communicate assessment	EMT	<ul style="list-style-type: none"> Update Wealden Council and emergency services Local medical assistance if required 	
2. Move at risk individuals to village hall for shelter and safety	EMT	<ul style="list-style-type: none"> Transport maybe required 	
3. Provide sand bags or boarding (if available) to limit ingress and water damage	EMT / Emergency Services	<ul style="list-style-type: none"> Stored at Atheralls Farm 	
4. Continue to monitor the situation and provide updated assessments	EMT		
5. If capacity demand is greater than the village hall provide overflow space at the school and seek assistance from local pubs and farmers (if unaffected).	EMT / Emergency Services	<ul style="list-style-type: none"> Transport maybe required 	

Risk 2 - Loss or partial loss of gas

Action	By whom	Comments	Check when done
1. Determine impact from the District Council or Utility provider, identify vulnerable households	EMT	<ul style="list-style-type: none"> Gas is not a service delivered to all households in Fletching 	
2. Determine shelter availability with local resources	EMT	The Griffin The Rose and Crown The Village Hall	
3. Agree actions by household / vulnerability to mitigate risk: • Heating • Cooking	EMT	Direct individuals to the most appropriate shelter. Transport maybe needed	

Risk 3 - Loss or partial loss of electricity

Action	By whom	Comments	Check when done
1. Determine impact from the District Council or Utility provider, identify vulnerable households	EMT		
2. Determine shelter availability with local resources	EMT	The Griffin The Rose and Crown The Village Hall	
3. Agree actions by household / vulnerability to mitigate risk: <ul style="list-style-type: none"> • Heating • Cooking • Lighting 	EMT	Direct individuals to the most appropriate shelter. Transport maybe needed	

Risk 4 - Loss or partial loss of water

Action	By whom	Comments	Check when done
1. Determine impact from the District Council or Utility provider, identify vulnerable households <ul style="list-style-type: none"> • Young children • Elderly • Vulnerable 	EMT	It is likely that most household would have a dependency upon water.	
2. Determine alternate availability. i.e. bottled water from local suppliers. Availability from local bore holes	EMT	Fletching Food Company The Griffin The Rose and Crown Clinton Lodge	
3. Agree actions by household / vulnerability to mitigate risk for: <ul style="list-style-type: none"> • Young children • Elderly • Vulnerable • Other high risk groups 	EMT	Direct individuals supplies to the most needy category individuals. Transport maybe needed	
4. Monitor the situation and agree any medium / long term strategies that maybe required.	EMT		

Risk 5 - Loss of communications

Action	By whom	Comments	Check when done
1. Determine impact from the District Council or Utility provider, identify vulnerable households	EMT	Mobile phones will be useful if masts have not failed The Radio will be a key tool in this situation	
2. Determine communication services available and target the delivery of assessments and updates via these channels.	EMT	The situation is controllable assuming no life threatening incidents occur – monitor	
3. Agree any actions that maybe required and ensure the Radio is continually staffed	EMT	Set-up a rot for Radio management	

Risk 6 - Severe weather

Action	By whom	Comments	Check when done
1. Determine likely impact to human life or buildings • Communicate assessment	EMT	<ul style="list-style-type: none"> Update Wealden Council and emergency services Local medical assistance if required 	
2. Move at risk individuals to village hall for shelter and safety	EMT	<ul style="list-style-type: none"> Transport maybe required 	
3. If access is impeded see <i>Risk 8</i> and follow procedures	EMT		
4. Continue to monitor the situation and provide updated assessments	EMT		
5. If capacity demand is greater than the village hall provide overflow space at the school and seek assistance from local pubs and farmers (if unaffected).	EMT / Emergency Services	<ul style="list-style-type: none"> Transport maybe required 	

Risk 7 - Major fire

Action	By whom	Comments	Check when done
1. Determine likely impact to human life or buildings • Communicate assessment	EMT	<ul style="list-style-type: none"> Update Wealden Council and emergency services Fire Services Local medical assistance if required 	
2. Move at risk individuals to village hall for shelter and safety	EMT	<ul style="list-style-type: none"> Transport maybe required 	
3. Employ local Fire suppressants if applicable, and <u>safe</u> to do so	EMT / Emergency Services	<ul style="list-style-type: none"> Personal safety is paramount! 	
4. Continue to monitor the situation and provide updated assessments	EMT		
5. If capacity demand is greater than the village hall provide overflow space at the school and seek assistance from local pubs and farmers (if unaffected).	EMT / Emergency Services	<ul style="list-style-type: none"> Transport maybe required 	

Risk 8 - Loss of access

Action	By whom	Comments	Check when done
1. Determine likely impact for inbound and outbound requirements • Communicate assessment	EMT	<ul style="list-style-type: none"> Update Wealden Council and emergency services Fire Services Local medical assistance if required 	
2. Review local resources for skills and tools to enable access (chainsaws, heavy plant or farming equipment) • Contact individuals and engage in recovery • Contact Emergency Services outlining requirements	EMT	<ul style="list-style-type: none"> Communication tools will be required 	
3. Continue to monitor the situation and provide updated assessments	EMT		

Risk 9 - Plane crash

Action	By whom	Comments	Check when done
1. Determine likely impact to human life or buildings • Communicate assessment	EMT	<ul style="list-style-type: none"> Update Wealden Council and emergency services Fire Services Local medical assistance if required 	
2. Move at risk individuals to village hall for shelter and safety	EMT	<ul style="list-style-type: none"> Transport maybe required 	
3. Employ local Fire suppressants if applicable, and <u>safe</u> to do so	EMT / Emergency Services	<ul style="list-style-type: none"> Personal safety is paramount! 	
4. If access is impeded see <i>Risk 8</i> and follow procedures	EMT		
5. Continue to monitor the situation and provide updated assessments	EMT		
6. If capacity demand is greater than the village hall provide overflow space at the school and seek assistance from local pubs and farmers (if unaffected).	EMT / Emergency Services	<ul style="list-style-type: none"> Transport maybe required 	

12. Post Recovery

Risk 1 – Flooding

Action	By whom	Comments	Check when done
1. Once service is recovered communication to community	EMT		
2. Move displaced individuals back home is safe to do so <ul style="list-style-type: none"> Seek medium long term accommodation if required 	EMT Wealden District Council	Transport maybe required	
3. Co-ordinate clean-up tasks with Wealden District Council and assist where appropriate	EMT Wealden District Council		
4. Communicate stand-down	EMT		
5. Schedule debrief session <ul style="list-style-type: none"> Ensure contributors are thanked 	EMT		

Risk 2 - Loss or partial loss of gas

Action	By whom	Comments	Check when done
1. Once service is recovered communication to community	EMT		
2. Move displaced individuals back home	EMT	Transport maybe required	
3. Communicate stand-down	EMT		
4. Schedule debrief session <ul style="list-style-type: none"> Ensure contributors are thanked 	EMT		

Risk 3 - Loss or partial loss of electricity

Action	By whom	Comments	Check when done
1. Once service is recovered communication to community	EMT		
2. Move displaced individuals back home	EMT	Transport maybe required	
3. Communicate stand-down	EMT		
4. Schedule debrief session <ul style="list-style-type: none"> Ensure contributors are thanked 	EMT		

Risk 4 - Loss or partial loss of water

Action	By whom	Comments	Check when done
1. Once service is recovered communication to community	EMT		
2. Move displaced individuals back home	EMT	Transport maybe required	
3. Communicate stand-down	EMT		
4. Schedule debrief session <ul style="list-style-type: none"> • Ensure contributors are thanked 	EMT		

Risk 5 - Loss of communications

Action	By whom	Comments	Check when done
1. Communicate stand-down	EMT		
2. Schedule debrief session <ul style="list-style-type: none"> • Ensure contributors are thanked 	EMT		

Risk 6 - Severe weather

Action	By whom	Comments	Check when done
1. Once service is recovered communication to community	EMT		
2. Move displaced individuals back home is safe to do so <ul style="list-style-type: none"> • Seek medium long term accommodation if required 	EMT Wealden District Council	Transport maybe required	
3. Co-ordinate clean-up tasks with Wealden District Council and assist where appropriate	EMT Wealden District Council		
4. Communicate stand-down	EMT		
5. Schedule debrief session <ul style="list-style-type: none"> • Ensure contributors are thanked 	EMT		

Risk 7 - Major fire

Action	By whom	Comments	Check when done
1. Once service is recovered communication to community	EMT		
2. Move displaced individuals back home is safe to do so <ul style="list-style-type: none"> Seek medium long term accommodation if required 	EMT Wealden District Council	Transport maybe required	
3. Co-ordinate clean-up tasks with Wealden District Council and assist where appropriate	EMT Wealden District Council		
4. Communicate stand-down	EMT		
5. Schedule debrief session <ul style="list-style-type: none"> Ensure contributors are thanked 	EMT		

Risk 8 - Loss of access

Action	By whom	Comments	Check when done
1. Once service is recovered communication to community	EMT		
2. Co-ordinate clean-up tasks with Wealden District Council and assist where appropriate	EMT Wealden District Council		
3. Communicate stand-down	EMT		
4. Schedule debrief session <ul style="list-style-type: none"> Ensure contributors are thanked 	EMT		

Risk 9 - Plane crash

Action	By whom	Comments	Check when done
1. Once service is recovered communication to community	EMT		
2. Move displaced individuals back home is safe to do so <ul style="list-style-type: none"> Seek medium long term accommodation if required 	EMT Wealden District Council	Transport maybe required	
3. Co-ordinate clean-up tasks with Wealden District Council and assist where appropriate	EMT Wealden District Council		
4. Communicate stand-down	EMT		
5. Schedule debrief session <ul style="list-style-type: none"> Ensure contributors are thanked 	EMT		

Appendix 1

Emergency Notification Cascade (ENC)

	Name	Role	Contact no.
1	Belinda Croft	Parish EC	
2	Nigel Alderton	Parish EC (Duputy)	
3	Phil Burchell	Emergency Team	
4	John Randle	Emergency Team	
5	Barry Dickens	Emergency Team	
6	David Croft	Emergency Team	
7	Gwen Soane	Key holder	
8	Maureen Fairhead	Key holder	
9	Michael Oxley	Key holder	
11	David Hollens	Local Resource	
12	John & Esme	Local Resource	
13	James Pullan	Local Resource	
14	Rose & Crown	Local Resource	

