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Harting Emergency Plan
Version 9

Emergency: 'Help the emergency services by starting to help yourself'

How to use this document

This Emergency Plan is divided into four parts.

Part One contains general and background information. It gives links to further information on the internet and we hope it will be of interest to all residents.

Part Two is aimed at members of the Parish Council Emergency Group and volunteers who may help in an emergency. It is designed to outline the tasks that may need to be actioned in an emergency and provides some more detailed guidance.

Annexes contain information for dealing with emergencies.

The Appendix contains contact details for the cascade system and other sensitive information. This part is only for the Parish Council and AOAC and will not be made public

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Abbreviations used in this document

HPC = Harting Parish Council
AOAC = Aims and Objectives Advisory Committee
ICP = Incident Control Point (usually in Village Hall)
EP = Emergency Plan
WSCC = West Sussex County Council
PCEG = Parish Council Emergency Group
ES = Emergency Services
CCC = Casualty Collection Centre
SRF = Sussex Resilience Forum

References:
   A.   Section 137 of the Local Government Act 1972
   B.   Civil Contingencies Act 2004

Contents

PART ONE: Introduction, Background, Aims & Objectives

1. **Introduction**

   1.1. Although there is no statutory requirement for Harting Parish Council to produce an Emergency Plan, West Sussex County Council (WSCC) encourages parishes to consider how they would respond to an emergency and to document the results in a Community Emergency Plan. WSCC sees Parish Council responsibilities in responding to an emergency as follows:

      - Undertaking local risk assessments
      - Preparing parish/community plans
      - Document resources and key contacts
      - Maintain the plan
      - Enact the plan when activation criteria met
      - Enact recovery plans following emergency

   1.2. It is also considered good practice for Parish Councils to appoint an emergency planning team to produce and manage the emergency plan. Harting Parish Council (HPC) has appointed the Aims and Objectives Advisory Committee (AOAC) which has developed this plan and in due course this will be assigned to a dedicated PCEG. The plan has been designed to enable the community to respond to a major incident/emergency while they are awaiting the assistance of the Emergency Services(ES) and/or County (WSCC)/District Councils, or in support of them.

   1.3. Harting Parish Health and Safety Policy and Risk Management Strategy capture, monitor and mitigate low level risks and thereby control the need for more extensive emergency planning. These are contained at www.parish-council.com/hartingparishcouncil for completeness.

   1.4. This plan has been designed to enable Harting to identify the immediate actions it should consider during, and in the immediate aftermath, of an emergency. These actions may assist the community in reducing the negative impacts an emergency can have until further assistance has been received.

   1.5. Due to the unpredictability of any crisis this plan can only be a guide setting out best practice in general terms. While this plan hopes to identify and plan for the more obvious emergencies it can't capture all possible variations. At the same time, the emergency may impact on the PCEG's ability to implement this plan. For example, certain people or other resources identified may not be available.

   1.6. As a general principle, this plan assumes the worst likely scenarios on the basis that it is easier to scale down plans to suit the situation.

2. **Definition and Scope**

   2.1. **Definition of an emergency/major incident** for the purposes of this plan:

   "Any event or circumstances (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."

   In normal circumstances, any accident or similar event that causes or threatens death, injury or disruption would be dealt with by other organisations (such as the ES or WSCC) and this emergency plan would not need to be activated.

2.2. Emergencies have no boundaries and could affect the whole district or part/whole of the County. Due to the unknown nature of emergencies the ES, County and District Councils and other agencies may be overwhelmed resulting in a delayed response to specific areas.

2.3. Wider emergency plans have been prepared by SRF, WSCC, other county councils and national government. The details of these and any impact they may have on Harting is outside the scope of this plan. https://www.midsussex.gov.uk/media/1823/community-information-on-risks-in-sussex.pdf

2.4. **Individual/family emergency planning**. It is recommended that individuals and families do some simple emergency planning, even if this is only reading the advice provided by WSCC. This is outside the scope of this plan but further information can be found on the Government website at: https://www.gov.uk/government/publications/preparing-for-emergencies

2.5. Business continuity planning. Businesses are recommended to consider having a Business Continuity Plan setting out how the business will continue in the face of a major incident or emergency. This is outside the scope of this plan but further advice is available from WSCC. https://www.midsussex.gov.uk/media/1823/community-information-on-risks-in-sussex.pdf

3. Aims and objectives of plan

3.1. The aim of this plan is to increase the short-term resilience of the community to an emergency by the identification of community procedures.

3.2. The objectives of this plan are to:

- Identify the risks to the community and relevant response actions
- Identify vulnerable people in the community
- Identify resources in the community available to assist during an emergency
- Provide guidance to the PCEG and other volunteers in the event of implementing the Emergency Plan
- Provide key contact details for the PCEG, key community resources. Emergency Services and Local Authorities.

4. Risks specific to Harting

4.1. Harting Parish has a significant population of elderly people, some of whom live in relatively remote locations. A vulnerable person list will be drawn up to ensure that assistance and support can be mobilised in the event of extreme weather conditions or power failure. (See Appendix A.6)

4.2. The various types of potential emergencies that may impact our community have been identified as:
- Flooding
- Heavy snow
- Severe weather
- Utilities failure (electricity, water, oil)
- Road accident
- Fire/explosion
- Terrorism/violence/criminality
- Aircraft accident
- Hazardous vapour release
- Disease

4.3. Harting Parish is centred on the village of South Harting with the more spread-out hamlets of East Harting and West Harting relatively close. The larger but more compact hamlet of Nyewood sits one and a half miles to the north.

4.4. The roads to Rogate, via Nyewood, and over the Downs to Chichester are busy and each include difficult, steep gradients and thickly wooded sections. The South Harting to Petersfield (B2146) road is easier on the Sussex side of the county border but can be dangerous in winter weather. All three are bus routes and school bus routes.

4.5. It is recognised that more than one of these risks may occur at the same time. It is a combination of events (such as flooding or heavy snow which prevents outside aid arriving, combined with a life-threatening accident or incident) that is most likely to require PCEG to be activated.

5. Description or different types of emergencies

5.1. **Flooding** can result from two events:

- Prolonged rainfall causing rivers to overtop their banks
- Prolonged rainfall causing water to flow over the land rather than soaking into the soil and flowing away via the normal watercourse.

Harting is identified by the Environment Agency as being in or near a flood risk area. Harting Brook runs through the Village. See Annexes 4 – 8 for for Environment Agency maps.

The risk of flooding and the consequences of a flood would be increased by any blockage in the normal water course caused by building collapse, accident, earth movement or similar. Residents can help prevent blockages by reporting issues at www.love.westsussex.gov.uk

This plan aims to:
- Provide assistance to those who must abandon their homes
- Take appropriate action to minimise damage caused

5.2. **Heavy snow** is probably the only event that is likely to completely isolate Harting as it will prevent traffic movement into, out of, around and through the Villages. It may be forecast or not. It will have a few effects:

- Disruption or traffic movement and the cause of vehicle accidents
- Disruption of foot movement and the cause of physical injury

History suggests that any isolation of the Village will only last for a short time until snow ploughs can clear the roads. But this is not a reliable predictor of extreme weather for the future. Salt bag locations are given at Annexes 1 – 4.

Care provider agencies operating in Harting have their own contingency plans to get their staff to those for whom they care.

This plan aims to put in place the resources needed to enable basic movement in the Villages.

5.3. **Extreme weather** is most likely to manifest itself as strong and destructive winds causing damage to buildings, loss of electricity and fallen trees blocking roads.

This plan aims to assist individuals directly affected by the event and its immediate aftermath.

5.4. **Utilities failure** to homes could result in the requirement to provide shelter and facilities to those affected, particularly during inclement or cold weather. Water bowsers may be required if the mains supply is disrupted. Oil supplies may not be available should the Village be isolated.

This plan aims to assist individuals directly affected by the event.

5.5. **Road accident.** Two events could require the activation of the plan:

- An accident involving a laden fuel tanker (or similar) resulting in major spillage and therefore an evacuation of premises.
- An accident such as one involving a coach or bus resulting in the need to provide immediate shelter for casualties and survivors.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

5.6. **Fire or explosion** could result in people needing shelter.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

5.7. **Terrorism/violence/criminality**. An incident possibly relating to terrorism, violence or armed criminality could require an area of Harting to be evacuated and the evacuees requiring shelter and a place of safety. Recent traveller incursions have given rise to fears of large scale criminality.

The aim of this plan is to put in place arrangements for evacuation and shelter.

5.8. **Aircraft accident** may or not require a PCEG response, this would be determined by the location and severity of the incident. In the event of an aircraft impacting on buildings there will be casualties and others might need to be evacuated. The proximity of Goodwood Airfield and the regular RAF training flights conducted over the Village does heighten the risk of this occurring.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

5.9. **Hazardous vapour release**. An accident involving a fuel or gas tanker in the Village could place residents and or visitors in the downwind area of hazardous fumes. This could require the evacuation of a large area of the Village for some time.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

5.10. **Disease.** The community must be prepared to react to the outbreak of a pandemic disease, however this reaction would be under the guidance of the Local Health Authority. In the event of an outbreak the PCEG will meet and decide how to implement this guidance. Information will be found at https://www.gov.uk/government/organisations/public-health-england

This plan aims to put in place arrangements for the dissemination of information and the provision of services to ensure continuous supply of food and medicines to residents that may be quarantined.

PART TWO: Delivering the Emergency Plan

6. **The Parish Council Emergency Group (PCEG)** In the absence of the Emergency Services, County or District Councils, the PCEG will lead the community response and act as central point for information and communication for the community and Emergency Services, County and District Councils. In the event of an emergency the most likely actions required from the PCEG are:
    - Coordination, monitoring and reporting
    - Provision of emergency shelter
    - Support to individuals at risk
    - First aid
    - Minimising risk of further injury/harm to individuals and/or damage to property

Part Two of this plan provides more detailed guidance to the PCEG on the actions that may be required in the event of an emergency.

6.1. PCEG Chain of Command

The chain of command of the PCEG is as follows:

Post	Name	Responsibilities	
Leader	Chair of Parish Council or nominated lead	• Provide Parish authority and decisions for actions. • Focal point for all reports. • Run the ICP. • Direct operations. • Coordinate acquisition and provision of resources.	Andrew Shaxson or another councillor
Co-leader	Clerk of Parish Council		Trish Walker
ES Liaison		• Liaise with ES and record in Incident Log	Sheila Bramley
Community Liaison	Parish Clerk	• Coordination of volunteers. • Liaison with the community through bulletins	Trish Walker Stephanie Gaterell
On-site liaison officer		• Located at scene of emergency (where possible). • Assess on-site resources requirements. • Provide feedback to ICP	Tim Bonner

7. **Activation of the Plan**. This plan will be activated when an emergency has occurred in which it is obvious that the normal response by the Emergency Services will be overwhelmed, e.g. widespread flooding, where the Emergency Services are unable to gain access to the scene or require additional support.

The plan will also act as a device to provide a monitoring and warning tool for events that may be anticipated, namely pandemic disease, flooding, severe weather or heavy snow. It is anticipated that the PCEG will be alerted to or warned of a pending emergency by the police or local authority.

The PCEG member will then alert other members to the situation. This will be carried out using a cascade system as stated in Appendix A.2. The PCEG leader and co-leader will make a detailed assessment of the emergency to try and establish its extent and the type of support required and be prepared to report to the PCEG.

The PCEG will meet and discuss the emergency using the agenda at Annex 11. The meeting should be held in the Village Hall if possible, if not then the PCEG Leader should decide on an alternative venue.

If the plan is not to be fully invoked (possibly on the advice of the Emergency Services) but some level of support is required, the PCEG will decide how to provide the required support. If there is or is likely to be any external media interest the PCEG will agree a communications plan.

More detailed advice of actions to be taken in the event of one or more of the above events occurring are contained Annexes 9 and 10.

7.1. **Notifying the WSCC Resilience and Emergency Planning Team** and Sussex Resilience Forum. As soon as the decision has been made that the Parish needs to provide a community response, they must notify the WSCC EPT that the plan is activated.

The Emergency Planning Team have a 24hr, 365-day single point of contact for all agencies, including District Councils, utilities and voluntary agencies. See Appendix A.5. for contacts.

7.2. **Command, Control, Coordination**
When it becomes necessary to activate this plan, command, control and coordination, along with good communications will be essential.

An Incident Control Point (ICP) will be established. In most circumstances, this should be in the Committee Room of the Village Hall. The emergency plan will be run from the ICP by the PCEG and those Emergency Services able to assist.

7.3. **Skills within the Community/Volunteers**

The success of this plan rests largely on the goodwill of volunteers. There will be a need to call upon various skills from within the community to assist with the output from this plan. Listed at Appendix A.3. are a number of key skills that will be required along with names and contact details.

Volunteers will be welcomed and encouraged, as the PCEG cannot do everything. Volunteers should report to the ICP where they can be allocated appropriate tasks.

The PCEG should register all volunteers, recording names, address, telephone number and allocated task. Volunteers should be allocated tasks appropriate to their skills and knowledge. They should be requested to return and report to the ICP when the allocated task has been completed. If willing, further tasks can be allocated and recorded in the register against their name.

7.4. **Parish Council Emergency Box.**

The Parish Council has prepared an emergency box to help the PECG function in an emergency.

Location	Contents	How to Access
	- Copy of this plan. - Street map of the area. - Paper and pens. - Register of electors. - Wind up/battery operated radio. - Wind up/battery operated torch - Wind up/ mobile phone charger.	

	• Hi Viz jackets • First Aid kit • Draft leaflets for speedy delivery • Analogue telephone • Details of defibrillators	

In addition, the PCEG may need to source a generator and traffic cones.

7.5. Communications

During an emergency, there will be requirement for reliable communications. In a situation where landline and mobile telephones are not operable, other systems or runners may need to be set up. A Communications Plan is at Annex 17.

a. Communications Actions:

- Print leaflets
- Organise delivery routes and door knocking where appropriate
- Contact vulnerable people directly
- Invoke media relations plan
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b. Situation Reports

In order to maintain up to date information and to be able to inform WSCC, the PCEG should produce situation reports (SITREPS) at 6 hourly intervals. The format is at Annex 15.

c. Community notification / updates

The PCEG will notify the community via the following methods:

Type of update	Where available
Written	Written updates will be posted: • On Village website • Village email (if available) • Life in Harting Facebook page • Village Whatsapp (to be set up) • Parish Noticeboard • The White Hart PH Leaflets using delivery system
Verbal	Community briefings/meetings (location to be Village Hall unless not available, alternative location to be publicised) Door knocking using buddy system

7.6. Parish Shelters

In the event of an emergency where people are required to leave their homes, primary responsibility for setting up a Reception Centre lies with WSCC. In the event WSCC are not able to set up a Reception Centre then the Parish should do this. Support may be available from other agencies such as the Red Cross.

The Reception Centre should be designed to provide temporary shelter for the duration of the emergency (usually no more than 3 days). The Reception Centre should have facilities for sleeping, hot food/drinks, information, shower, toys and pet care.

The aim of the shelter is to provide a facility for members of the public to use as a refuge; to avoid any problems of liability, the public must not be directed to go to the shelter, rather they should be given the option to do so.

The Parish Shelters are:

- The Village Hall
- The Primary School
- The Legion Hall
- The Memorial Playing Field Pavilion

For a list of Parish Shelter keyholder contacts see Appendix A.4. It is anticipated that the first Emergency Shelter to be opened would be the Village Hall.

Once it has been established with the Emergency Services that evacuation is necessary, one or more Parish Shelters will be activated and evacuees should be advised by leaflet to gather the following:

- A list of useful telephone numbers
- Home and car keys
- Toiletries, sanitary supplies, medication and health aids
- Wind up radio with spare batteries
- Torch with spare batteries
- First aid kit
- Mobile phone and chargers
- Cash and credit cards
- Legal documents, e.g. insurance policies
- Spare clothes and blankets

Additionally, if there is time:

- Turn off electricity, oil/gas and water supplies
- Unplug appliances
- Lock all doors and windows

In the absence of the Emergency Services, the PCEG may recommend evacuation to residents but this must be voluntary.

Staffing Parish Shelters. There will be a requirement for volunteers to staff and run the Parish Shelter(s).

The Shelter Team will be responsible for:

- Preparing the chosen Shelter to accept evacuees
- Advising the PCEG when Shelter is ready
- Welcoming the evacuees including:
  - Register names and addresses of all evacuees
  - Identify medical needs
  - Identify clothing needs
  - Establish whether evacuees have made or can make alternative accommodation arrangements and record these details, including contact information
  - Allocate family or individual sitting or sleeping areas and if needed bedding etc

- o   Provide hot food and drinks
- o   Record names and addresses of those leaving the Shelter
- Close down the Shelter at the end of the incident

Post	Responsibility
Parish Shelter Coordinator	Located at Parish Shelter to: • Manage shelter • Provide feedback to Incident Control Point (ICP)
Receptionist x 2	Staff reception desk, ideally 24hr. Maintain register of those entering and departing
Nurse	Provide medical care as required
Cook	Provide snacks/meals as required
Social services & Welfare councillors	Assist evacuees as required, Provide moral and psychological support
Store person	Issue bedding etc where possible

7.7. **Casualty Collection Centre**

In the event of an incident involving mass casualties there may be a requirement to hold casualties centrally until they can be moved to a hospital. A Casualty Collection Centre (CCC) should be established. This may be in one part of an activated Parish Shelter or in another Parish Shelter activated for this purpose.

7.8. Temporary Body Holding Facility
In the event of multiple deaths there may be a need to temporarily hold bodies in a central location TBD.

7.9. **Transport**
It may be necessary to organise a car service to the doctor's surgery, to the chemist (for essential medication), to the hospital (possibly urgent for injuries) and to local supermarkets for provisions that cannot be obtained locally. If roads are impassable, 4x4 vehicles, tractors etc may be pressed into use. The Parish Council cannot provide any insurance cover for vehicles it requests to be used. These are to be used by the owner at the owner's own risk and discretion and should be appropriately taxed and insured. Volunteers are to be advised of this restriction. Lists of volunteers can be found at Appendix A.3.

Transport Actions. If it is necessary to enlist the help of volunteer transport:

- Identify a volunteer with an appropriate vehicle
- Ensure that the volunteer is clear about the insurance situation
- Enter details into the Incident Log
- Ensure the volunteer has clear instructions regarding the journey
- Request that the volunteer reports back to the ICP whether the journey was completed or not (and why not).
- Record all costs and mileage incurred by the volunteer in the Incident Log.

7.10.   **Catering/Supplies**
It will be necessary to provide simple refreshments (tea, coffee, squash, biscuits etc) even for the shortest emergency for the following:

- PCEG
- Emergency Services personnel

- Electricity engineers
- Parish Councillors attending
- Volunteers
- Evacuees
- Unaccompanied minors

As the duration of the emergency lengthens, it may be necessary to provide more substantial food.

The PCEG will aim to:

- Organise donations of supplies for initial provision
- Organise volunteers for kitchen duties
- If further supplies are required, find a volunteer to go and acquire supplies
- If more substantial food is required, decide best approach to cooking or the provision of readymade food
- Ensure the Incident Log is updated with decisions

7.11.   **Helicopter Landing Sites**
If an emergency rescue helicopter or air ambulance needs to land in the Village, it is the responsibility of the helicopter pilot to select a suitable landing site. If requested, the Memorial Playing Fields should be identified as the best option.

8. **Post Incident Procedures**
Once the immediate emergency/incident is closed the PCEG will initiate post incident procedures:

8.1. **Stand down.** The stand down procedures in chronological order will be:
- Confirm with the ES that the emergency is closed
- If the Parish Shelter is activated, authorise the return to home of evacuees
- When the Parish Shelter is empty, assemble all equipment and arrange for its return to owners/stores
- Stand down shelter staff
- Arrange for the return of any equipment/resources
- Carry out debrief on incident

8.2. **Recovery.** The recovery phase is defined as, 'the process of rebuilding, restoring and rehabilitating the community following an emergency'. Depending upon the scale of the emergency/incident, this could range from just a debrief on the response, to a prolonged period of reconstruction and ongoing support to the victims and others in the community. A recent development has been the arrival of rogue traders and this will be monitored. The PCEG will base their recovery actions on guidance issued by the Government on the National Resilience website: www.cabinetoffice.gov.uk/ukresilience

9. **Plan Review and Training**
This plan is to be reviewed every 2 years in June. The Appendices may need to be updated if/when personnel change. It is proposed to coordinate with Sussex Resilience Forum to coordinate training exercises which may take the form of a Parish event.

9.1. **Distribution of the Plan**
A master copy of the Plan is held by the author. Further copies of the Plan are held by:

- Each member of the PCEG (paper & electronic)

- Each Parish Councillor (paper & electronic)
- Parish Clerk (paper & electronic)
- WSCC Emergency Planning Officer
- Local Police
- Local Fire Service
- A copy of the Plan, excluding personal data is available on the Parish website www.parish-coucil.com/hartingparishcouncil.

South Harting Salt Bags

Parish Online

Harting CP

South Harting

East Harting Salt Bag Location

Harting CP

West Harting Salt bags

Harting CP

Nyewood Salt Bags

Parish Online

Harting CP

Annex 9
Notification of Public Emergency

In the event of a widespread public emergency requiring action at parish level the communication process is outlined below:

OTHER AGENCIES

COBRA

↓

SUSSEX RESILIENCE FORUM

↓

WEST SUSSEX COUNTY COUNCIL

↓

CHICHESTER DISTRICT COUNCIL

↓

HARTING PARISH COUNCIL

Regular 'blue light' services

County Councils

SRF

PUBLIC HEALTH ENGLAND

ENVIRONMENT AGENCY

LOCAL RADIO

VOLUNTEER GROUPS

SUSSEX 4X4

SEARCH & RESCUE

ST JOHNS AMBULANCE

Annex 10 Key steps in activating the
Parish Emergency Plan

An emergency situation has occurred that the Emergency Services (ES) local authorities or other organisation cannot manage OR the PCEG is alerted or warned by the police of a pending emergency	
Ensure ES alerted and establish their response. If ES are unable to respond, seek advice from WSCC. If implementation of the Emergency Plan is required or seems likely then call PCEG Emergency meeting	**RESPONSIBILITY** PC Chair and/or Vice Chair

PCEG Emergency meeting	
Use outline agenda in Annex 12	**RESPONSIBILITY** PCEG

Emergency Plan activated	
> Appoint ES liaison >Appoint on-site liaison > ICP activated > PCEG cascade system activated	**RESPONSIBILITY** PCEG

Annex 11 Actions

PCEG decide one or more Emergency Shelter(s) required

Appoint all shelter roles for each location, prepare & open shelter(s)

RESPONSIBILITY

PCEG & Emergency Shelter Co-Ordinator

Concern for vulnerable people who may be unable to leave their home due to flooding / severe weather or power supply fails

Contact care providers to establish any needs. Instruct PCEG co-ordinators to check on vulnerable people. If Plan is active for more than 48hrs, contact WSCC for guidance

RESPONSIBILITY

PCEG or delegated volunteer

Major incident with many injured and/or killed

Nominate a Casualty Collecting Centre (CCC). Appoint volunteer to lead set up and running of CCC. Contact First Aiders, St Johns Ambulance, Social Services etc

RESPONSIBILITY

PCEG

Outbreak of disease

Specific advice will be provided by Dept of Health via news bulletins/website. All must follow this advice. If ES unable to respond seek advice from WSCC. Ensure all involved know how to treat and prevent further infection. Coordinate delivery of urgent supplies if necessary and safe

RESPONSIBILITY

PC Chair and/or Vice Chair and PCEG

Annex 12: PCEG Emergency Meeting Agenda

Meetings should be held at regular intervals throughout the emergency to ensure an organised and effective response. Keep them brief!

1. Brief on the incident – use the incident log and a white board and map

2. Update on tasks/actions already allocated

3. Identify issues not yet addressed – allocate tasks and actions

4. Identify vulnerable people / locations and associated requirements. Allocate tasks/actions as necessary

5. Identify resources in use and any yet required

6. Update Emergency Services/WSCC

7. Agree future meeting time and location

8. Record actions/decisions on Log Sheet

Annex 13 Shelter Registration Form

House Name/ Number:	
Street/ Road:	
Town /City:	
Postcode:	

Head of Household:	Mr /Mrs/ Miss / Ms
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Email Address:	

Total No. in Household:
Adults: Children:
Pets: Y/N? If yes give details including current location:
Do you have your own transport? Y/N
Is English your first language? Y/N   If No, what is your first language?

PLEASE GIVE DETAILS OF EVERYONE LIVING IN THE PROPERTY

SURNAME	FIRST NAME	AGE	Health/ Mobility/ Dietary Issues? If yes please give details

ARE YOU ABLE TO MAKE ARRANGEMENTS FOR ALTERNATIVE ACCOMMODATION?

YES:	My alternative address is:
	Contact details:

NO:	I require Local Authority Assistance

Other important info:	Form Completed by: Date: Contact Tel. No:

Annex 14 How to Run a Shelter – note for volunteers

Many emergencies result in people having to leave their home for a few hours or in extreme circumstances, for an indefinite period.

Opening a community facility such as a village hall to provide shelter in this situation can be of enormous help to the people unfortunate enough to be affected.

Communal living isn't normal for most people and sleeping in communal areas and washing with others is likely to cause awkwardness and embarrassment. A village hall isn't equipped for any lengthy stay and so the main aim of a shelter is to get people inside from the elements.

The shelter can provide very basic welfare facilities until the evacuees can make alternative arrangements to return home, go to family or friends or perhaps to another temporary location organised by insurers.

Basic welfare needs include shelter, food and drink and could include clothing, other essential items and access to a phone.

If there's time when people are leaving their homes, they should be asked to take some essential items. These include any medication, insurance documentation, spare clothes, toiletries, mobile phones and chargers, keys, cash cards, debit cards and credit cards

If you decide that a shelter is required you should identify a small team to manage the facility.

Before you open the doors to the public you should carry out a check of the centre to make sure that everything's safe and that all the fire exits are clear. You should turn on heating if necessary and any outside or security lights. When people start arriving there are some immediate requirements.

It's useful to try and keep track of the people that come in and use the centre – family and friends may try and get in touch with them. You shouldn't give out any personal information about people, but you can pass on messages.

People will appreciate a hot drink and as they may be stressed you should try and be calm, friendly and re-assuring. Make people as comfortable as possible.

Many people will want to leave the shelter very quickly and again if you take details of where people are going you can keep in touch and keep people informed. Sometimes people simply won't want to leave details – this is fine and people shouldn't be pushed.

Sometimes people leave home quickly without medication. You can pass any requests for replacements to their relatives or friends or to the Primary Care Trust if they can physically get to your community.

A little later, if possible, you could provide some simple food. Religious, cultural or medical factors can be taken note of during registration.

You could call the PCEG and let them know when you've opened the shelter and the telephone number you can be contacted on.

There are some things that people in the shelter might find useful.

One of the main aims of the shelter is to help people be self-sufficient and where appropriate, to help them move to more permanent accommodation. Giving people access to the phone will help them ring insurers and get in touch with family and friends. It might be helpful to arrange for volunteers to give people a lift to alternative accommodation, or to cash machines, or another location.

People will always want information about what's going on and they'll appreciate a radio or television being tuned to the news.

Regular updates from the PCEG would be gratefully received. If there's a notice board in the shelter you could pin up regular updates in case people miss announcements.

Once in the shelter, people who are used to being independent may resent having to ask for things or to be made to feel grateful. Involve people in some of the roles in the shelter, provided they are in a fit state. Some of them will volunteer, and it's important to try to make use of such offers of help.

If the building's big enough, you could segment some areas off into a quiet space or as a crèche.

If the incident's likely to be prolonged, try to provide some entertainment such as board games, videos, TV, radios, books and newspapers.
Animal owners are unlikely to leave their pets behind and so you can reasonably expect them to come to the shelter. It may be possible to accommodate animals within the shelter, but the best option will always be to help owners take animals to a family, friends or kennels.

You could create a separate area for pets and their owners by an external door so they've easy outdoors access. You could also identify an outside area for the exercising and feeding of pets.

Pet owners would be responsible for the feeding and walking and behaviour of their animals. Supplies of pet food may have to be arranged and may need refrigeration

Whilst the shelter is open, there are some things to think about to keep everything running smoothly. Keep the shelter clean and tidy, arrange for checks on toilet and washing facilities, and keep an eye on refreshment stocks.

You should make sure alcohol and non-therapeutic drugs are not being consumed in the shelter, and there should be no smoking inside.

If you've first aiders as part of your community emergency plan you might want to have their contact details in the shelter.

People are likely to bring valuable items like mobile phones, handbags and so on into the shelter. You are unlikely to have anywhere secure to store them, and so it may be helpful to remind people to keep their possessions with them at all times.

The news media may want to talk to some of the people who are in the shelter. This is fine, but if it all possible you should also try and protect the people who don't want to talk to the media. It will probably be easiest to arrange for interviews to be conducted outside, or out of the way so as to not to be obtrusive to people who don't want to get involved.

Finally, try and make sure that staff who are volunteers in the centre take regular breaks.

Annex 15   Log Sheets and Situation Reports

Number	Time/Date	Action/Decision/Occurrence/Requirement	Person(s) involved

Situation Report			
Date	Time	Author	Incident/Issue Status Update
Notes			

Annex 16   Residents' Communications – in advance

Letter to elicit volunteers and information:

Dear Resident,

Community Emergency Plan

Harting Parish Council is in the process of preparing a basic emergency plan, so that as a community we can help ourselves if something was to happen in our Parish.

Checking on vulnerable people, collecting provisions and prescriptions, helping move property and furniture, clearing snow and providing shelter, warmth and food and drinks are the kind of things that we think we can do to help people affected by the emergency.

We are writing to ask your help. Would you be willing to help out during an emergency? Do you have any particular skills or equipment that you think might be of use? Do you belong to a community group that might be able to help during an emergency, such as luncheon groups or crèches?

If the answer is yes – and you would like to do something to help your community – we would very much like to hear from you. Please complete the form on the back of this letter, or send xxxxxx an email (xxxxx@xxxxx). There are no obligations on anyone that volunteers – it will just mean that we may call you in an emergency to ask if you are free to help.

We would also like to hear from you if you think you might need support during an emergency. Please complete the form on the back of this letter, and we will do our best to contact you in an emergency to see if you are ok.

Thank you in advance.

Yours

Name:

Address

Contact Number:

        I may need some assistance during an emergency

        I would like to volunteer to support my community in an emergency

        I would like to volunteer and I have a particular skill(s) (please list)

        I would like to volunteer and I have equipment that might be of use (please list):

All information on this form will form part of the Community Emergency Plan, which will be stored securely. The information on this form will only be used in connection with the purpose supplied, and may be shared with the emergency services, local authority and the NHS to assist the emergency response.

Please return this form to:

Xxxxxxxxxxx

Annex 17   Communications Plan

People

Concise, consistent and coherent communications are essential in an emergency situation. There should only be one spokesperson if possible and this person should be located at the Incident Command Post. It will be their responsibility to ensure the communications with residents is done effectively and efficiently and to provide the media with relevant information. It is not their role to control or influence residents who may wish to communicate with the media etc but they should be mindful not to include residents without their permission.

Process

Stage 1: In advance

- Leaflet community to identify vulnerable residents and to obtain contact details.
- Provide advisory communications.

Stage 2: First phase of the emergency

- PCEG will agree the frequency and nature of the communications required in each situation at the regular update meetings and will agree the 'line to take'.
- The nominated head of communications (currently Parish Clerk) will ensure that the all relevant people are notified including vulnerable residents
- The nominated head of communications will handle media enquiries
- Chair of the Parish Council will be responsible for notifying relevant ES

Stage 3: Tempo communications – during a more prolonged period

- The nominated head of communications (currently Parish Clerk) will ensure that the channels are kept up to date with the relevant information.

Stage 4: Post incident communications

- Chair of the Parish Council will develop a plan for ongoing communications as necessary eg if a memorial is required

Collateral Materials

- Draft Press Release
- Photography
- Draft messaging
- Leaflet
- Website/Whatsapp
- Noticeboard/email

Annex 18 Pandemic Disease Plan (including Covid-19)

Pandemic diseases affect the whole nation and as a result plans are cascaded down from the Prime Minister to national government, to local government and then to parish councils. Pandemic diseases move fast and so the situation is likely to be very dynamic. It is therefore important to monitor the following websites for instructions:

www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response

www.nhs.uk/conditions/coronavirus-covid-19/

www.westsussex.gov.uk/campaigns/coronavirus-covid-19/#4

www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19

The role of the parish council is to understand where our vulnerable residents are and to make sure they are supported with:

- Access to information
- Access to food and medication in the event of self-isolation
- Access to emotional support from the community

Once a PCEG is formed they will

- Update the vulnerable residents database
- Update the community volunteer database
- Activate the communications plan
- Activate a volunteer 'buddy' system
- Wind up the Plan when Government indicates it is safe to do so
- Produce a post incident report

APPENDICES

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Please note:

The personal contact information on this Appendix is not to be disclosed. It was provided solely for use in an emergency. Using this as a source of information for any other purpose may be an offence under the Data Protection Act 1998.

A.1. PCEG 24-hour Contact List

NAME	LANDLINE	MOBILE	email

A.2. Telephone alert cascade system

1st Tier – Parish Councillors

NAME	LANDLINE	MOBILE

A.3. 2nd Tier – Volunteers with key skills

NAME	LANDLINE	MOBILE	email
Search and Rescue:			
Make things Safe:			
Drivers:			
Medical Team:			
Animal Welfare:			
Leaflet Deliverers			

A.4. Emergency Shelter Contact Details

Name	Landline	Mobile	email
Village Hall			
Legion Hall			
Primary School			

Memorial Pavilion			
Scout Hut			
Parish Shelter Coordinator	Located at Parish Shelter to: • Manage shelter • Provide feedback to Incident Control Point (ICP)		
Receptionist x 2	Staff reception desk, ideally 24hr. Maintain register of those entering and departing		
Cook	Provide snacks/meals as required		
Social services	Assist evacuees as required		
Store person	Issue bedding etc where possible		
Welfare councillors x2	Provide moral and psychological support		

A.5.Other Useful Contacts

West Sussex Police	www.sussex.police.co.uk	101 or 01273 470101
Southern Water Independent water supply	www.southernwater.co.uk Foxcombe House	0330 3030368
Sussex Resilience Forum	SussexResilienceForum@sussex.pnn.police.uk	
SSE – Scottish Southern Electric	www.sse.co.uk	0800 0727282
WSCC Emergency & Resilience team		033 022 22400
Power cut helpline		105 or 0800 072 7282
BT	www.bt.com/faults	0800 800 151
WSCC Highways	www.westsussex.gov.uk/roads-and-travel/report-a-problem-with-a-road-or-pavement/	01243 642105
Local radio		Text 81333

A.6. Vulnerable Residents List

NAME	LANDLINE	MOBILE	ADDRESS

Document Ends