



SUSSEX RESILIENCE FORUM

Community Resilience Emergency Plan - Burwash



Burwash Parish Council

July 2023 Version 2

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Introduction

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.

Although there is 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.

Aim

To increase resilience within the local community through developing a robust co-ordinated approach that compliments the plans of responding agencies.

Objectives

- Identify the risks to the community and relevant response actions
- Identify vulnerable people / groups in the community
- Identify capacity and resources in the community available to assist during an emergency
- Provide key contact details for the Community Team, Key Community Resources, the Emergency Services and Local Authorities

Activation Procedure

A guideline activation procedure can be found in **Annex A**. This procedure details the call out order, communicating of information to the community and logging of actions.

Community Team

The Community Team (CT) coordinates the community's response to any emergency situation that may develop. This includes, but is not limited to ensuring that vulnerable people are cared for, promoting self help to householders, etc. They are also responsible for keeping the plan up to date.

Role	Name	Tel	Mobile
Co-ordinator	Cllr Terry Johns	01435 882795	07484 292050
Deputy	Cllr Julian Kenny		07813 568829
Team Member	Cllr Robert Franklin		
Team Member	Cllr Keith Lloyd		
Team Member	Cllr Scott Chambers		079255 72277
Team Member	Emma Neil		07375 809660

The Community Team Co-Ordinator should:

- Oversee the completion and updating of the Community Response Plan.
- Ensure that the plan is regularly reviewed and updated.
- Report annually to the Community detailing if the plan has been activated and highlighting any changes to the CT members.
- Act as a focal point for the community in the response to an emergency
- Act as the main contact point with Emergency Services and the Local Authority and ensure that two-way communication is maintained.

- ✚ Ensure that the appropriate authorities and individuals are notified.
- ✚ Communicate important messages to the community.
- ✚ Activate resources as required.

Tasks should be delegated to team members as appropriate. The Co-ordinator should ensure that all team members are engaged in the planning and response processes.

All members of the Community Team should:

- ✚ Reside in the community.
- ✚ Have good local knowledge.
- ✚ Be able to activate the support of the community and speak on behalf of the community.
- ✚ Ensure that the vulnerable are provided with additional assurances during an emergency.
- ✚ Ensure that communications are maintained within the community and with the Emergency Services/ Local Authorities.
- ✚ Ensure that Confidentiality is maintained where necessary.
- ✚ Maintain an action log, with reasons recorded of why action taken, in the event of an emergency.
- ✚ Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required.
- ✚ Have sufficient knowledge of the plan to act as Co-Ordinator in their absence.

The Deputy and other team members should support the Co-Ordinator in carrying out their role.

Key information

The Annexes of this plan provide areas to record key information to plan for and use in the event of an emergency.

- Annex A – Emergency Action Check List and Template Logging Sheet
- Annex B – Key Contact list (Publicly available)
- Annex C – Risk Assessments (Identifying risks to the Community)
- Annex D – Community Capacity & Resources
- Annex E – Family Emergency Plan
- Annex F – Communications
- Annex G – Maps of the Community
- Annex H – Plan Distribution

Restricted Distribution

- Annex R1 – Key Contacts (Not for general distribution)
- Annex R2 – Vulnerable Groups within the Community.

Plan Maintenance

The CT should meet to discuss the community's resilience on a quarterly basis.

A full review of the plan by the CT should be carried out annually to ensure that the contact numbers are still correct. When issuing updated pages of the plan it is important to ensure the removed pages are returned as this will help ensure that all the plans are correctly updated.

Annex A - Emergency Action Check List

Action		Complete
1	Dial 999 and ensure the emergency services are aware of the emergency and follow any advice given.	
2	Contact and inform your Local Authority.	
3	<p>Begin recording details on the Log Sheet overleaf including:</p> <ul style="list-style-type: none"> • Any decisions you have made and why. • Actions taken. • Who you spoke to and what you said. (Including contact numbers) • Any information received. 	
4	<p>Contact other members of the Community Team and members of the community that need to be alerted:</p> <ul style="list-style-type: none"> • Households affected. • The Parish Council / Ward via the Parish Clerk. • Volunteers and key holders as appropriate. 	
5	If necessary, call a community meeting but ensure the venue is safe and people can get there safely	

6	Make sure you take notes and record actions from the meeting. If a decision is reached to activate the Emergency Plan ensure that steps 1 – 4 above are carried out.	
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Under no circumstances should you put yourself or others at risk to fulfil these tasks.

Logging Sheet

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

Date	Time	Information / Decision / Action	Initials

Annex B - Key Contacts list

E.g. Emergency Services, Health Organisations, Town / Parish / District / County Councils, Water Company, Gas, Doctors, Highways, Environment Agency, Schools etc.

Service / Name	Telephone Number	Website	Additional Information
Emergency Services: For Emergencies dial '999'			
Sussex Police	101 Non Emergency	www.sussex.police.uk	Protection of Life
Fire & Rescue Service		www.esfrs.org	Rescue of people trapped by fire, wreckage or debris.
Ambulance Service – South East Coast Ambulance Service		www.secamb.nhs.uk	Medical treatment & medical evacuation
British Transport Police (London South)	0800 40 50 40	www.btp.police.uk	Rail Incident
Anti-terrorist hotline	0800 789 321		
Local Authorities			
ESCC Switchboard	0345 608 0190	https://www.eastsussex.gov.uk/contact-us/our-contact-centres/	
Rother District Council	01424 787000	Out-of-Hours Contact 01424 787868	

Parish Council	07375809660	Out of Hours Contact	
Utilities			
Gas Emergency	0800 111 999		
Electricity - Power Failure or Emergency 24Hr UK Power Networks	105	ukpowernetworks.co.uk	Enter Post Code in Web Site to track power outage
Southern Water Regional 24Hr	0330 3030260		Emergency Water Supply Response Team
Environment Agency Floodline	0345 9881188 24Hr	www.gov.uk	Current Flood Warnings available via Web Flash Flooding - Contact Local Council
Environment Incident Hotline	0800 807060		

Service / Name	Telephone Number	Website	Additional Information
Governmental Departments			
DirectGov		www.directgov.uk	Information on public services
Cabinet Office		www.cabinetoffice.gov.uk	Link to civil contingencies
Voluntary Organisations			
British Red Cross	0344 871 11 11	www.redcross.org.uk	
St Johns Ambulance		www.sja.org.uk	
RSPCA	0300 1234 999 Cruelty Line	www.rspca.org.uk	Animal Protection
Cruse	08088 081677 Daytime helpline	www.crusebereavementcare.org.uk	Bereavement Care
Samaritans	116123	www.samaritans.org	confidential non-judgmental emotional support
Other essential numbers			

Elite Tree Surgery Broad Oak	01435 840054 24hr		Chain Saw Operators available for tree removal or making safe
MB Trees Ltd Wadhurst	07834 694956		Chain Saw Operators available for tree removal or making safe

Annex C Local Risk register

Risk / Hazard	Possible Actions
Sustained Power Failure	<p>Contact with vulnerable residents particularly in remote areas, assess need.</p> <p>Consider opening contact centre, for hot drinks, Phone Charging etc</p> <p>Consider setting up rest centre for residents without heating and lighting</p> <p>Communicate with residents by available means if possible</p>
Flooding / Storm Damage	<p>Report all risk to life to Emergency Services</p> <p>Report all road closures to ESCC Highways and Rother DC</p> <p>Open Evacuation Centre in the case of flooding or damage to several properties</p> <p>Establish contact with vulnerable residents</p> <p>Mobilise assistance for evacuation centre</p> <p>Communicate with residents by available means if possible</p>
Fire Risk , Burwash Historical Centre	<p>Liaise with emergency services on level of evacuation required</p> <p>Police and fire will initiate evacuation if required</p> <p>Open evacuation centre in the event of evacuation. (which centre will depend on fire location, seek emergency services advice)</p> <p>Establish contact with vulnerable residents</p> <p>Mobilise assistance for evacuation centre</p>
Fire Risk other	<p>Liaise with emergency services</p> <p>Establish if evacuation of nearby properties required</p> <p>Open evacuation centre if required for short term respite of persons effected in the event of large scale forest / woodland fire liaise with emergency services to establish if warning of imminent danger to residents due to fire or smoke.</p> <p>Police and Fire service will warn occupiers of danger if required. Parish response team can be used to warn residents if there is no danger from exposure.</p>

Incident involving Aircraft , civilian or Military	<p>Ensure Emergency Services have been notified, location and access, Depending on the location and size of incident assess wether Evacuation Centre required</p> <p>Establish contact with emergency services who will advise if local assistance required.</p> <p>Electrical power may be lost so prepare for sustained power lose</p> <p>Water pressure may be reduced</p> <p>Will need to advise residents to avoid the area effected.</p>
Pandemic	<p>Ensure Residents are made aware of Government/NHS guidance and instructions</p> <p>Provide support to Vaccination centres as necessary</p> <p>Ensure the wellbeing of vulnerable residents within the constraints of personal safety and as far as isolation guidance allows</p> <p>Ensure access to food supplies are maintained</p>
Animal Disease	<p>Provide assistance as required by ESCC and DEFRA</p> <p>Provide information to residents on movement Restrictions and Access restrictions</p> <p>Ensure all residents are made aware of temporary footpath closures when applicable.</p>
Incident involving Rail or Transport	<p>Possible evacuation of passengers from rail incident requiring temporary place of safety. Consider transport needs</p> <p>Traffic incident involving hazardous material. Emergency services may require evacuation from area designated by ES commander. Diversions will be set in place by Police.</p> <p>Possible pollution to area effected, water courses, consider wind direction.</p>
Climate Extreme Weather	<p>Emergencies resulting from extreme heat or cold weather conditions</p> <p>Effecting water, energy or food supplies</p>

Annex D - Community Capacity & Resources

Key resources available to support the local community should be listed here.

Resource	Contact / Key Holder	Conditions of use	Additional Information
Village Hall, High Street Burwash	Shirley Restricted Cas Connor Restricted	Evacuation Centre	To be activated in the event of an Emergency requiring resident/public respite
Burwash Common Pavilion	Claudette Restricted Mobile: Restricted David Elmslie Restricted Alison Hayes Restricted	Evacuation Centre	To be activated in the event of an Emergency requiring resident/public respite
Londis Shop, High Street	01435 882226	Emergency opening Contact restricted number	Open 0600 to 2000. Essential food supplies
Fairfield Surgery	01435 882306 8am to 6.30pm		Medical Assistance and Advice
The Orchard Nursery	07969 778985		Open Mon - Saturday 0830 - 1700 Essential supplies

Annex E - Communications

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

Method	Location (If applicable)	Contact / Responsibility	Additional Information
Notice Boards		Parish Clerk & Chair Parish Council	Consider if long term emergency requiring ongoing public advice
Community Leaflets		Parish Clerk & Chair Parish Council	Consider if long term emergency requiring ongoing public advice
Local Meetings	Village Hall or as appropriate	Response Team Member	Central (Village Hall) or local, dependent on Emergency. May consider local public houses, subject to availability
Telephone Cascade		Cllr Johns + Response Team	
Door Knocking		Response Team + Volunteers	Areas to be allocated dependent on Emergency location
Internet		Parish Clerk & Chair Parish Council	Copy of Community Leaflet if Internet available

Key information such as road or school closures are usually reported on local radio. List all relevant local radio stations in the box provided below.

Station	Frequency	Website
BBC Southern Counties -	95.3-104.5 104.8FM	http://news.bbc.co.uk/local/sussex

Annex F – Critical infrastructure & Maps.

Maps of the community highlighting any Critical Infrastructure, key buildings and major hazards available

List of Critical infrastructure

Type of infrastructure	Location	Any risks	Other information
Evacuation Centre's	Village Hall, High St Burwash Burwash Common Pavilion		Both Evacuation Centre's have facilities for respite, including limited catering and toilet/wash rooms. Both have Parish Council Emergency packs/Blankets, first aid, face masks etc
Batemans NT Large detached Manor	Batemans Lane, Burwash	Fire Flooding	Medium risk of Fire, NT Managed property in isolated position
Burwash Historical High Street	Centre of Village	Fire spread Localised flooding	Historical heritage buildings of mainly timber frame construction, mainly terraced
Oakdown House	Burwash Common, Burwash, Etchingham	Residents requiring 24hr care	Range of buildings, residents of various age groups.
Dudwell St Mary Care Home	Fontridge Lane, Burwash	24hr Nursing/Care home	Range of Buildings, Elderly residents some with Dementia

Annex G - Plan Distribution

The spaces below will allow you to keep track of all copies of the plan that you have distributed. This will also help you when you are updating your plan to ensure that all old copies have been destroyed and replaced with the latest version.

Organisation	Contact details	Number issued
ESCC		1
Rother District Council		1
Sussex Resilience Forum		1
East Sussex Fire & Rescue		1
Sussex Ambulance		1
Fairfield Surgery		

Annex H - Draft Community Resilience Emergency Meeting Agenda

<u>Proposed Emergency Meeting Agenda</u>				
Date:				
Time:				
Location:				
Attendees:				
1. What is the current situation:				
Location (full details of address):				
Description of Incident:				
Any threat to life:	Yes	No	If yes, contact the emergency services immediately on 999	
No of people affected by incident:	Adults		Children	List all known Hazardous substances below (e.g. gas cylinders, hazardous chemicals, snakes, etc.)
Of these how many are vulnerable ?	Adults		Children	

Food	Yes	No	Blankets	Yes	No	First Aid	Yes	No	Transport to Evac Centre	Yes	No
List additional resources needed											

	<u>Details</u>	<u>Actions to be taken</u>	<u>Lead Person</u>
2. Establishing contact with the emergency services	In the case of Major Incident: Gold . County Level Silver. District /Area Command Bronze. On site Emergency Command	Initial contact with Police to establish emergency details and assistance needed, if not already contacted by emergency services	Member of Parish Community Team
3. How can we support the emergency services	Provide a contact for Parish Council Team	Notify Emergency Services of Evac facility options	Member of Parish Community Team
4. What actions can safely be taken		Notify Evac Centre Key Holders of any ongoing Emergency to be on standby	Member of Parish Community Team
5. Any other issues			

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Restricted

The list below details those people and organisations which have been issued with a restricted **Key Contact Information**

Organisation	Contact details	Number issued
Police		R1
Fire		R2
Ambulance		R3
Rother DC		R4
Burwash PC		R5

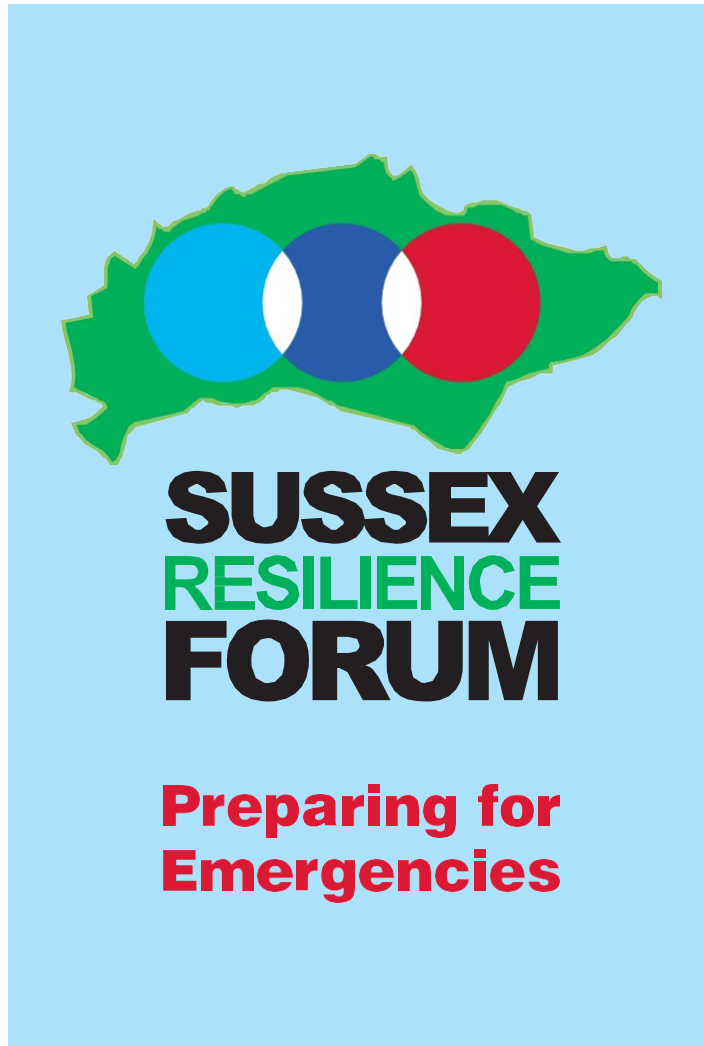
Annex I1 - Restricted Key Contacts

Service / Name	Telephone Number	Address	Additional Information

Vulnerable people lists are constantly changing and therefore it would not be viable for Communities to permanently hold a list. Emergencies can also make people vulnerable who are not normally and therefore any details should be **collated following a major incident.** Information should be provided to the emergency services and welfare agencies as a priority. The Community list should be secondary.

Annex J - Householders Self Help

Self Help for the Family Emergency to be distributed to families



Go In, Stay In, Tune In

In an emergency, authorities and emergency services may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the internet often for official news and instructions as they become available.

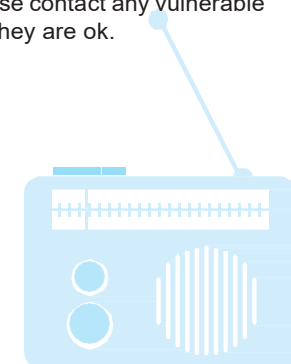
Make sure 999 has been called if people are injured or if someone's life may be in danger. Please do not take risks with your own safety.

If you are not involved in the incident, but are close by or believe you may be in danger, the best advice is to go inside a safe building and stay inside until you are advised to do otherwise.

Bring your family and pets inside, going into an interior room with few windows, if possible. Shut doors, close windows and air vents, turn off fans, air conditioning and forced air heating systems.

Learn how to turn off utilities and teach other people in your home. Find out the location of electric, gas and water shut-off valves and keep any necessary tools nearby. If you turn the gas off, a professional must turn it back on. Do not attempt to do this yourself.

If you are in a position to help others, please contact any vulnerable neighbours or family members to check they are ok.



Home emergency kit

When preparing for a possible emergency situation, it's best to think first about the basics of survival: fresh water, food, clean air and warmth. We recommend the following items should be in your emergency kit:

- Water: 4 litres (7 pints) of water per person per day for at least three days, for drinking and sanitation
- Food: at least three days' supply of non-perishable food e.g. in tins
- Battery-powered radio and extra batteries or wind-up radio
- Torch and extra batteries (or wind up type)
- First aid kit
- Whistle to signal for help
- Wet wipes, rubbish/bin bags and plastic ties for personal hygiene
- Wrench or pliers to turn off utilities
- Tin opener

Please remember you may not be able to rely on having power supplies or signal for mobile phones.

Additional items to consider adding to an emergency kit:

- Prescription medications and glasses
- Infant formula and disposable nappies and nappy sacks
- Family documents such as copies of insurance policies, passports, National Insurance numbers, NHS numbers and bank account records in a waterproof, portable container
- Cash
- Sleeping bag or warm blanket for each person; consider additional bedding during winter
- Complete change of clothing including a long-sleeved top, trousers and sturdy shoes; consider additional clothing during

- Feminine supplies and personal hygiene items
- Paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children

Pet owners should also consider:

- Pet food, water, beds and toys
- Pet medications and medical records in a waterproof container
- Sturdy leashes, harnesses and/or carriers so you can move your pets safely and they can't escape (remember they may be scared and may act differently from usual)
- Current photos of your pet in case they get lost
- The name and contact number of your vet

All your pets should have an identification tag and collar.



Emergency Services

Local Authority

Doctor

School

Important Documentation & Information

Insurance Company Name

Insurance Tel. No.

Home Insurance Policy number

Other (Please List)

How do you turn off the following?

Gas

Electricity

Water

