SUSSEX RESILIENCE FORUM

Community Resilience Plan

Chiddingly Parish

26th January 2018 / Version :1a

Section	Contents	Page
1	Introduction	2
2	Aim	2
3	Objectives	2
4	Key roles within the Community	3
5	Risk assessment	4
6	Activation Procedure	4
7	Plan Maintenance	5
8	Annexes – Key Information	5
Annex 1	Key roles and responsibilities within the community team	6
Annex 2	Emergency Action Check List	8
Annex 3	Logging Sheet	9
Annex 4	Key Contacts List	10
Annex 5	Risk assessment tool	12
Annex 6	Community capacity & resources	14
Annex 7	Communications	15
Annex 8	Critical Infrastructure & Maps	16
Annex 9	Plan Distribution	17
Annex 10	Draft Community Resilience Emergency Meeting Agenda	18
Annex 11	Emergency Generator Operating Instructions	20

1. Introduction

Definition of an emergency
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.

This plan has been developed by the Community Response Group and it covers the geographical area of ***The Parish of Chiddingly.***

2. Aim

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

3. 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

4. Key Roles within the Community

The Community Team

The Community Team 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. There will need to be a list of volunteers with a variety of skills and knowledge that the community can call on in the event of an emergency.

The key roles held currently are:-

Role	Name	Tel	Mobile	Address
Community Team Co-ordinator	Brendon Welsh	01825872922		
Deputy – Emergency Co-ordinator				
Team Member	Steve Tolhurst	01273813921	07857800105	67 Springett Ave. Ringmer BN8 5QT
Team Member				

The role of the Team Co-ordinator is primarily one of co-ordinating the community response and liaising with the Emergency Services and other public sector bodies involved in the specific emergency. The Deputy and other team members should support the Co-ordinator in carrying out key roles and responses. Tasks will be delegated to team members as appropriate. The Team Co-ordinator will 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 the action(s) taken in the 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 specific roles identified for the Co-ordinator and Deputy are summarised in Annex 1. The role of Community welfare co-ordination is a key task for the Community Team and its responsibilities are distributed amongst team members. The Community team has a distinct role in ensuring that the needs of residents are heard and that attention is paid to the welfare of all residents. This is again undertaken with regard to the priorities of the emergency services and other agencies.

5. Risk Assessment

The types of emergencies that are likely to impact on our community have been assessed as :-

Risk
Storm damage
Loss of power
Loss of water
Flooding
Loss of communications
Major incident on surrounding roads

6. Activation Procedure

The Chiddingly Community Resilience Plan will be activated when an emergency has occurred. It may also be activated if warnings are received, prior to an anticipated event such as severe weather. The decision is made as follows:-

Initial assessment: to assess the overall welfare of the hamlets and outlying buildings that constitute the Parish of Chiddingly to establish an informed decision on whether to stand down from a potential disaster or declare a disaster.

- What is the incident?
- Is there a more fundamental problem?
- Is there more to come?
- What is the worst case?
- What are the likely timescales?
- What is at stale?
- Can the incident be contained?

If a potential disaster is identified:-

- What is the potential disaster?
- Is there any personal injury or death?
- Has there been a loss of power?
- Has there been a loss of communications?
- Are there any vehicle restrictions?

An Emergency Action Checklist is at **Annex 2.** This procedure details the call out order, the communicating of information to the community and logging of actions.

7. Plan Maintenance

. The plan will be reviewed annually by Resilience Plan Working Group. The Community Team Co-ordinator (or deputised member of the team) will report annually to the Parish Council.

8. Annexes: Community Resilience Plan Information

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

Annex 1 Key roles and responsibilities within the Community team

Annex 2 Activation Procedures – Emergency Action Check List

Annex 3 Logging Sheet Template

Annex 4 Key Contact list (Publicly available)

Annex 5 Risk Assessments (Identifying risks to the Community)

Annex 6 Community Capacity & Resources List

Annex 7 Communications Plan

Annex 8 Critical Infrastructure and maps of the community

Annex 9 Plan Distribution

Annex 10 Draft Community Resilience Emergency Meeting Agenda

Annex 11 Emergency Generator Instructions

Restricted Distribution Information

Annex R1 – Key Contacts (Not for general distribution)

Annex R2 – Vulnerable Groups within the Community.

Annex 1 Key roles and responsibilities within the Community team

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 and Information Annexes are maintained.
- Report annually to the Community / Parish Council detailing if the plan has been activated, highlighting any changes to the CT members and consulting on any review of the plan.
- Liaise with the appropriate Emergency Planning Officer(s)
- Ensure that the appropriate authorities and individuals are notified. Maintain Annex 4
- 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 other public sector bodies to ensure that two-way communication is maintained. Maintain Annex 7.
- Communicate important messages to the community, see Annex 7.
- Activate resources as required.
- With the team carry out risk assessments both for this plan and during an emergency with the appropriate member of the Sussex Resilience Forum.

Current Postholder

First name	Surname	Telephone	Email	Address
Brendon	Welsh	01825 872922	Cllr.brendon.welsh @chiddingly.gov.uk	

Deputy Co-ordinator

The holder of this post should:-

- Deputise for the Community Team Co-ordinator when required and especially when the Community Team Co-ordinator is not available.
- Liaise with Community Team Co-ordinator and receive instructions from him/her.
- Draw up and maintain lists of volunteers and resources – Annexes 6, 8 and R1.
- Be the Team Co-ordinator's 'eyes and ears' on the ground and therefore create a 'grab bag' containing the plan and appropriate clothing / equipment which may be required for an emergency.
- Assess, prioritise and communicate events on the ground to the co-ordinator and others appropriate.
- Liaise with the inform the statutory authorities about vulnerable member s of the community
- Support Emergency services if and when directed
- Record all activities (photograph, video, log sheets
- Revise Emergency Plan in light of experiences.

Current Postholder

First name	Surname	Telephone	Email	Address

Community Welfare Co-ordination

This role is to co-ordinate the people side of any emergency, particularly focusing on ensuring that the needs of those most affected by the emergency are met. This role is shared between team members and co-ordinated as appropriate within each community. It requires that the Team:-

- Have knowledge of people who may need help and support in the community

- Equip and organise community places of safety
- Put a system in place for receiving food/drink and other resources for the rest centre(s)
- Maintain the records for the community place of safety
- Organise and provide support and comfort, basic sustenance and potentially sleeping arrangements in the place of safety
- Have a system for contacting and reassuring members of the community during an emergency
- Direct resources to members of the community most in need
- Communicate the needs of the most vulnerable people to the Emergency Services / statutory authorities - Annex R2
- Take responsibility for the maintenance of Annex R2 on behalf of the Community team ensuring that it is stored securely and is kept up to date and the requirements of the Data Protection legislation is complied with. (See Annex R2 for guidelines)
- Use the logging sheets to keep accurate records of actions taken during the emergency
- Assist with the updating of the Plan with regard to community needs in the light of experience and feedback from the community.

Current responsibilities on community welfare

First name	Surname	Telephone	Email	Address	Responsibility

Annex 2 Emergency Action Check List

To be completed and adapted by each community

Action		Complete
1	Dial **999** and ensure the emergency services are aware of the emergency and follow any advice given.	
2	Contact and inform Wealden District Council and, if necessary, East Sussex County Council.	
3	Begin recording details on the Log Sheet overleaf including: • Any decisions you have made and why. • Actions taken. • Who you spoke to and what you said. (Including contact numbers) • Any information received.	
4	Contact other members of the Community Team and members of the community that need to be alerted: • 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.	
	Add information as required	

Under no circumstances should you put yourself or others at risk to fulfil these tasks.

Annex 3 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. These sheets should be held by the three Co-ordinators and provided to other community members as deemed necessary.

Date	Time	Information / Decision / Action	Initials

Annex 4 Key Contacts list

To be completed by each community E.g. Emergency Services, Health Organisations, Town / Parish / District / County Councils, Water Company, Gas, Doctors, Highways, Environment Agency, Schools etc.

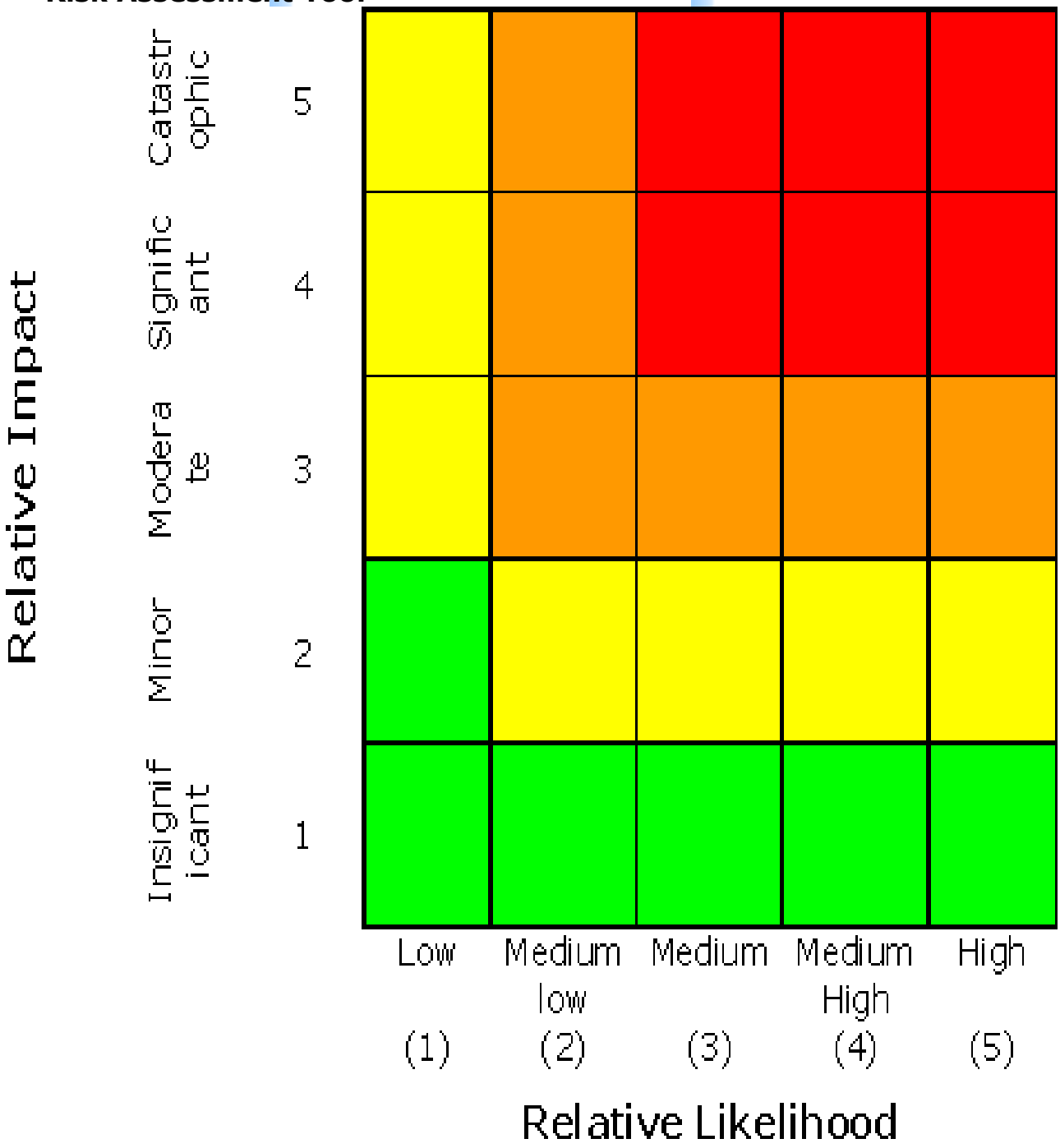
Service / Name of contact (if applicable)	Telephone Number	Website	Additional Information
Emergency Services: For Emergencies dial '999'			
Sussex Police	0845 60 70 999	www.sussex.police.uk	Protection of Life
Fire & Rescue Service	01323462435	www.easttsussex.gov.uk/fire	Rescue of people trapped by fire, wreckage or debris.
Ambulance Service – South East Coast Ambulance Service	01737 353333	www.secamb.nhs.uk	Medical treatment & medical evacuation
British Transport Police (London South)	0800 40 50 40	www.btp.police.uk	
Coast Guard		www.mcga.gov.uk	Sea search & Rescue Operations
Local Authorities			
County Council/ City council	05456080190	East Sussex County Council	
District/Borough Council	01323 443322	Wealden District Council	
Parish Council	07971997467 01435 866319	Chiddingly Parish Council	
Utilities			
Gas		none	
Electricity	105	UK Power Networks	
Water	08456021724	South East Water	
Sewers (Drainage)	0330 303 0368	Southern Water	
Floodline	0345 988 1188	Environment Agency	

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	0844 871 11 11	www.redcross.org.uk	
St Johns Ambulance	08700 10 49 50	www.sja.org.uk	
RSPCA	0300 1234 999 Cruelty Line	www.rspca.org.uk	Animal Protection
Cruse	0844 477 9400 Daytime helpline	www.crusebereavementcare.org.uk	Bereavement Care
The Samaritans	08457 90 90 90	www.samaritans.org	confidential non-judgmental emotional support
Other essential numbers			

Annex 5 Risk Assessments Tool

When assessing the risks in the community the likelihood and the impact of the event should be considered. Many of the risks will be planned for at a national / Regional / County or District level. **In the Community Resilience Plan you will need to record the pattern of risks for your specific community.**

Risk Assessment Tool



Step 1 Assess the likelihood of an incident occurring

Step 2 Assess the impact of the incident

Step 3 Prioritise the Risks from Highest to Lowest and record them on the Local Risk Register.

1. Likelihood is the probability of an incident related to a hazard or threat, happening over the next 5 years.

2. Impact is a measure of the severity of the potential harm caused by the hazard or threat, looking at the impacts on health, the economy, the environment and society.

Local Risk Register

To be completed as part of the plan and transfer the basic summary (left hand column) to Risk Assessment list at the front of the document.

Risk	Likelihood	Impact
Storm damage	Medium	Significant
Loss of power	Medium/high	Significant
Loss of water	Low	Moderate
Flooding	Medium/high	Moderate
Loss of communications	Low	Significant
Major incident on surrounding roads	Medium/high	Minor

Annex 6 Community Capacity & Resources

Key resources available to support the local community should be listed here. E.g. Community hall. (youcan copy this page and add additional rows as needed)

Resource	Contact / Key Holder	Conditions of use	Additional Information
Village Hall	J & R Bean		01825 872393
Generator	J & R Bean S. Tolhurst	Use to power Village Hall for use as an emergency Centre for control and refuge.	01825 872393 07857 800105

The village hall has an emergency generator that will power the hall, providing heating, lighting and cooking facilities. Instructions for connection and start-up are at ***Annex 11***. Telephone and broadband communication is provided via an underground BT cable.

Annex 7 Communications

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

E.g. Notice boards, Local meeting, Community leaflets, telephone cascade system, Door knocking.

Method	Location (If applicable)	Contact / Responsibility	Additional Information
Email		Parish Clerk	Use Council and Neighbourhood Watch distribution lists
Telephone		Contacts to be appointed	Mainly first point of contact to warn vulnerable residents
Social Media			Group(s) to be created
Notice Boards	Village Hall, Pub, Church and all CPC noticeboards		

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 8 Critical infrastructure & Maps.

Attach Maps of the community highlighting any Critical Infrastructure, key buildings and major hazards. Your District or County Emergency Planning Officer may be able to assist you with the maps and plans that you require.

List of Critical infrastructure

Type of infrastructure	Location	Any risks	Other information
e.g. Electrical Substation			

Annex 9 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
Parish Council		
Church/Chapel		
WI		
Village Hall		
School		
Community Shop		

Annex 10 Draft Community Resilience Emergency Meeting Agenda

Proposed Emergency Meeting Agenda													
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										
What **resources** do we need?	**Food**	Yes	No	**Blankets**	Yes	No	**Shelter**	Yes	No	**Off-road vehicles**	Yes	No	
	Other	Yes	No	**List additional resources needed**									

	Details	**Actions to be taken**	**Lead Person**
2. Establishing contact with the emergency services	Communications team established		
3. How can we support the emergency services			
4. What actions can safely be taken			
5. Any other issues			

Annex 11 - EMERGENCY GENERATOR INSTRUCTIONS

In the event of a widespread failure of the electricity network the Village Hall may be used as an emergency centre, with essential power for heating, light and cooking by following these instructions.

1. **Turn off all high consumption devices in the Hall (e.g. kettles and electric water heaters).**
2. **Move the generator from the store room to the outside area adjacent to the wheeliebin.**
3. **Connect the generator output to the blue waterproof connector on the wall using the armoured cable stored in the consumer unit cupboard.**
4. **Turn the solar (photovoltaic) panel isolator to OFF (top left hand corner of the consumer unit cupboard).**
5. **Turn the changeover switch in the meter cupboard (above and to the left of the broom cupboard) to GENERATOR.**
6. **Fill the generator with unleaded petrol.**
7. **Turn the I/O switch on the generator adjacent to the recoil starter to I (on).**
8. **Check the switch on the connector panel is set to 230v.**
9. **Ensure the covered switch next to the large blue connection socket is in the *UP* position.**
10. **Move the choke control (above the recoil starter cord) to Start.**
11. **Pull the recoil starter cord to start the generator.**

Use only low power consumption items. DO NOT USE ANY ELECTRIC HEATERS, KETTLES, COFFEE MACHINES, WATER HEATERS OR THE DISHWASHER. The main hall heaters are gas powered and consume very little electricity.

If the generator cuts out due to overload, turn off the generator, turn of all items in the hall except for the bare essentials, press in the red button adjacent to the blue connector sockets on the generator and follow steps 7. To 10.

To refill the petrol tank, turn the generator off (I/O switch next to the recoil starter) and allow the motor to cool for at least five minutes. DO NOT REFILL THE PETROL TANK WITH THE GENERATOR RUNNING.

When mains electricity is restored, turn the changeover switch from GENERATOR to MAINS before stopping the generator, then turn the solar panel isolator to ON.

Petrol supplies are held at Coopers Farm, Highlands Lane.