

**SEDLESCOMBE PARISH COUNCIL**

# **Emergency Plan**

**January 2005**

**A full copy of this plan to include names and contact numbers  
will be held by the following:  
Emergency Response Wardens  
Rother Emergency Planning Officer  
Clerk to Sedlescombe Parish Council**

**A copy of this plan which excludes most names and contact  
numbers, will be posted on the Sedlescombe community  
website and included with the Sedlescombe Parish Plan**

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**Produced in partnership by Rother District Council and  
Sedlescombe Parish Council**

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## **Introduction**

This plan is designed to be a simple tool to enable the community to commence a response to an emergency within their Parish pending support from a network of agencies which will inevitably be responding.

Residents of Rother District may feel assured that the District Council maintains an Emergency Plan which is constructed with the full co-operation of all of the Emergency Services and Utilities and other organisations. There are separate plans for areas of specific risk.

There is close liaison with neighbouring local authorities. A District emergency control centre, capable of co-ordinating all resources, is maintained.

The District Council retains the services of many of its staff to support residents who may be required to leave their homes for a short period and suitable buildings have been identified to accommodate people during these short periods.

The Police will take the lead role in managing an emergency. They will advise of any need for evacuation or other required actions in co-operation with local authorities.

### **Aim of Parish Emergency Plan**

To form a first point of contact and a framework of contacts and activities which will be of benefit to the community, people in distress or at threat, and responding agencies in the event of an emergency.

### **Operational tasks**

- identify and report the incident to Sussex Police Headquarters at the first opportunity
- Establish contact with Rother District Council to ensure a communications link can be maintained
- Assemble as many members of the community who may be able to assist
- Identify the situation of the vulnerable members of the community
- Provide a team of volunteers who are willing to undertake tasks allocated during the emergency

## Emergency Response Wardens' Roles

- Identify .....The location and area  
Nature of the incident  
Number of people involved
- Report to Sussex Police 999 system
- contact village hall keyholder to open the village hall or Bill Cameron regarding Pestalozzi
- contact other wardens and decide appropriate location for a meeting
- establish a maintainable communications link to Rother District Council
- link with first emergency response units arriving at the scene
- act as a local guide and information provider

## Emergency Response Wardens

Name & Area	Contact addresses	Contact phone numbers
(South end of Village) Cllr Bill Cameron	3 Old Stables, Oaklands Manor, Sedlescombe	01424 870013
(North end of Village) Jonathon Vine-Hall	Hurst, Hurst Lane	07800 831629
Cllr Pat Martin	Copse Cottage, Hurst Lane	01424 870353
John Reynolds	Brambles, Hurst Lane	01424 870956
(East end of Village) Sylvia Beaney (keyholder of village hall)	11 East View Terrace, Sedlescombe	01424 870688
Cllr Jenny Mitchell (keyholder of village hall), David Mitchell	16 East View Terrace, Sedlescombe	01424 870707
(West end of Village) Cllr A Rand	Beanford Farmhouse, Blackbrooks, Sedlescombe	01424 870722

## **Elected Representatives**

- act under the guidance of agencies involved
- assist Rother District Councils rest Centre Operations
- assist in establishing an information point for residents and distributing information to the Parish as required
- ensure all press statements comply with the Inter Agency agreements at all times

### **Caution:**



**Actions that could increase the severity of the incident or risk further loss of life or injury must be avoided at all costs**

**1. Meeting points: Village Hall, The Street, Sedlescombe (bottom of Church Hill)**

**Pestalozzi International Village: entrance at bottom of Chapel Hill**

**2. Medical / Nursing / First Aid Specialist advice available in Parish**

Doctors' surgery in Brede Lane	01424 870225 (not Tues or Thurs afternoon or at weekends and evenings)
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The Response Wardens will maintain lists of persons with medical/nursing or first aid expertise.

**3. Owners of Off Road Vehicles including farm vehicles**

The Response Wardens will maintain lists of persons with off-road vehicles.

**4. Qualified Chain Saw Operators**

The Response Wardens will maintain lists of chain-saw operators

**5. Neighbouring Parishes**

Ewhurst, Whatlington, Westfield, and Battle are neighbouring parishes and contacts have been identified

**6. Other Useful Contacts**

Parish Council Chairman – Valerie Wright	01424 870220
Parish Clerk – Pauline Raymond	01424 870508
Local Public House	01424 870228
Local Shop	01424 870250
Local Police Contact	0845 60 70 999
Police Community Support Officer for Sedlescombe – Sharon Eldridge	078106 36992
Neighbourhood Watch Co-ordinator	01424 870223
Rother District Council <b>Day</b>	01424 787878
Rother District Council <b>Night</b>	01424 787868
County Emergency Planning	01273 481457
National Care Standards Agency	01323 636200
Environment Agency – Sussex Area, Saxon House, Worthing, West Sussex BN11 1DH, Control Centre	01903 215835
Floodline	0800 80 70 60 0845 988 1188
EDF Power Care (electricity)	0800 783 8866
Southern Water	0845 278 0845
Transco (gas)	0800 111999

Local Radio Southern Counties Radio 104 to 104.5 FM 95 to 95.3 FM  Southern FM 102.4 FM, 103.5 FM  Arrow FM 107.8 FM	
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## 6. Environment Agency Flood Warnings issued in areas of known risk

All clear	No watches or warnings in effect
Flooding Possible	<ul style="list-style-type: none"> <li>• Be aware, monitor radio/TV/Weather Forecasts</li> <li>• Be prepared, Environment Agency will alert management and staff</li> <li>• Residents to check supplies of bread, milk and soup. Obtain supplies as required</li> <li>• Residents will be advised of the alert and to think about possessions that should be moved to a higher level</li> <li>• Check availability of alternative accommodation</li> </ul>
Flooding Expected	<ul style="list-style-type: none"> <li>• Environment Agency will task its staff</li> <li>• Residents' personal/valued possessions should be moved to place of safety</li> <li>• Identify and move records/ materials/ equipment/ medication to a higher level</li> <li>• Residents' contact to identify those who wish to move up/out</li> <li>• Concerned residents should take action and contact emergency services and support organisations</li> <li>• Act now!</li> </ul>
Severe Flooding Expected	<ul style="list-style-type: none"> <li>• Finalise internal/external evacuation</li> <li>• Imminent danger to life and property</li> <li>• Act Now!</li> </ul>

## 7. Useful hints for residents

In all cases, any type of emergency can be far more easily managed if both the residents in the area concerned and the co-ordinating authorities take a commonsense approach to the problem.

The principal advice is:

- Listen to Radio or Television for information

- If an information line is published on Radio and Television, it will be there to ensure enquires and information can be dealt with quickly and other telephone lines can remain free
- Watch out for leaflets coming through your door
- Try to ensure that windows and doors remain closed to prevent any unwanted fumes coming in
- Tell your neighbours that you are at home
- Use the telephone as little as possible
- Check information on [www.rother.gov.uk](http://www.rother.gov.uk)
- Follow instructions from Police Officers or authorised and identified representatives of the Council where necessary

### **8. Points to consider in preparing for an incident**

The list above is not exhaustive and many residents will make their own preparations as they think fit.

**Overview:** Essentially, stay at home unless you can offer professional help, ie medical personnel. Do not make any unnecessary journeys.

Close all doors and windows and switch on for news. Keep in touch with your neighbours and particularly Neighbourhood Watch co-ordinators.

**Water:** Each individual needs a minimum of 1.5 litres of water per day. Consider methods of storage, eg bottled, existing water cistern, PVC carry bottles. Keep water refrigerated if possible.

**Heat/Lighting:** A building should hold its heat for a reasonable time. To prevent hypothermia, blankets, thermal blankets and some form of alternative heating should be provided. Emergency forms of lighting should be available.

**Medicine:** Lack of medicine could turn a controlled situation into a medical emergency. Ensure any prescription medicines are in date and available. Details should be kept in case of relocation.

**Food:** Tinned foods are useful but a flask of hot drink made before any power cut could be even more beneficial.

**Power:** We are very reliant on electrical power. Residents would be well advised to ensure that a good torch with batteries is available and that a battery-operated radio is in the home with spare batteries where possible.