



**Herstmonceux Parish
Council**

**Community Emergency
Plan**
2019

Clr Graham Lee Jan 2019

Contents

| | |
|---|--------------|
| Index | 1 |
| Aim of the Emergency Plan | 2 |
| Key Contacts | 3 |
| Community Emergency Team (CET) Contact Details | 4 |
| Emergency Plan Activation | 5 - 6 |
| ANNEXE A Log Sheet | |
| ANNEX B Utilities and services contact details | |
| ANNEX C Herstmonceux Parish, District and County Councillors Contact Details | |
| ANNEX D Local Volunteers, Resources and equipment:- emergency transport; community contacts and organisations, medical contacts; adjoining parish info | |

The Aim of the Emergency Plan

In the event of a potential or an emerging crisis/emergency:

- To identify and mobilise local resources to assist the emergency services
- Or to provide local self-help if an emergency service response is significantly delayed or reduced

What is a crisis?

We cannot provide an exhaustive or definitive list as to what would constitute an 'emergency'. However, for the purposes of activation of this plan, an Emergency or Crisis is defined as:

“An incident which threatens life, property or the environment, which involves one or more of the emergency services and Herstmonceux Parish Council, and which requires more than normal day-to-day resources to resolve.”

999

999

999

- All major emergencies will be dealt with by the appropriate emergency services, local authorities' utilities and appropriate agencies in a combined response.

The emergency plan is not intended to substitute the need for emergency services. In an emergency situation, the first action should always be to dial 999.

- The purpose of this plan should be to cater for extreme circumstances for instance heavy snowfall storm high winds that might prevent the emergency services from reaching the scene immediately.
- In such cases, the initial response falls entirely on local residents. This plan describes how an initial response will be handled.

KEY CONTACTS IN THE EVENT OF AN EMERGENCY

Main Contacts (In order of priority)

| Organisation | Main Contact Number | Alternative Number | Name | Role | Email |
|------------------------------------|------------------------|--|---|----------------------------|--|
| Ambulance | 999 | | | | |
| Fire | 999 | 0303 999 1000 | | | enquiries@esfrs.org |
| Police | 999 | Typetalk 18000 Text 65999 | Website - https://sussex.police.uk/contact-us/ | | |
| | 101 (non-emergency) | 01273 470 101 | Text - 07786 208090 | | 101@sussex.pnn.police.uk |
| Wealden District Council | 01323 443551 | N/K | Alex Darling | Emergency Planning Officer | Alex.Darling@wealden.gov.uk |
| | 01323 443322 | 01323 644422 (out of hours) | | Duty Emergency Response | emergency.planning@wealden.gov.uk |
| Herstmonceux Parish Council | 07766 721860 | 01323 844412 | Clare Harrison | Clerk | Clerk@herstmonceuxparish.org.uk |
| | 01323 833450 | 07850 602686 | Ian Stewart | Chair | |
| | | 07967 833723 | Stephen Nash | Vice-Chair | |

THE COMMUNITY EMERGENCY TEAM SHOULD BE INFORMED AS QUICKLY AS POSSIBLE

The Community Emergency Team (CET) 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 | Address |
|--------------|--------------------|-----|--------|---------|
| Co-ordinator | Graham Lee | | | |
| Deputy | Sheila Charlton | | | |
| Team Member | | | | |
| Team Member | Ian Stewart | | | |
| Team Member | Sylvia Catt | | | |

Tasks are allocated to team members as appropriate. The Coordinator should ensure that all members have been engaged in the planning and response processes.

Communications

The Emergency plan includes plans for communication between Community Emergency Team and emergency services, utilities agencies and services.

Incident room – Village Information Centre Meeting Room

Emergency Plan Activation



Emergency procedures and control point can be activated by:

- A member of the Community Emergency Team;
- Or other authorised person on request from the emergency services;
- Or a responsible member of the community reporting an emergency situation.



The person starting the process will be responsible for:

1. Contacting the Community Team for an initial assessment of the emerging need;
2. Progressing the plan and agreeing local response which should be proportionate to the nature of the incident;
3. Obtaining access to the Village Information Centre to
 - Set up Incident Room, and establish Control Point;
 - Locate the Emergency Plan Box and First Aid Kit
4. Cascade emergency response & activities, via other key contracts and social media.

| Emergency Box Contents |
|---|
| Copy of Emergency Plan, Contact details, copies of all forms and pens |
| Map of Parish Map of Windmill Hill Map of Herstmonceux Map of Cowbeech |
| Register of electors |
| Emergency Radio |
| High Vis Jackets |
| Latex Gloves |
| First Aid Kit |

Activation Process

Dial 999

To notify the emergency services of the incident



Establish the Control Point.



- Thereafter, unless reporting further emergency incidents, use telephone numbers as advised by the emergency service.
- Do not assume that the emergency services have been informed of the nature of the emergency or the establishment of the control point unless a note is recorded in the incident recording log.
- Commence a record of events in the message log together with any reference number allocated by the emergency services.
- Record all messages, events, names of people called to assist, actions to be taken together with the time of each. (The message log is contained within this documents and copies will be in the Emergency Procedures file).
- Determine whether the Control Point will remain at the Village Information Centre or at a location more convenient to the incident.
- Ensure that the Control Point is staffed.

**The Village Information Centre,
4, The Old Forge, Gardner Street, Herstmonceux, BN27 4LG
01323 833961**

If the emergency services are in attendance, respond to their requests for assistance and resources where appropriate.

The emergency services remain in control of the incident.

ANNEXE B

Utilities and services contact details

1

| Utilities, Agencies and Services (Alphabetical Order) | Telephone number | Address |
|---|------------------|--|
| East Sussex County Council | 0345 608 0190 | County Hall, St Anne's Crescent, Lewes, East Sussex BN7 1UE |
| Electricity – EDF 24 hr. | 0800 783 8866 | |
| Vulnerable Persons Register | | |
| Environment Agency – Incident Line | 0800 807 060 | |
| Environment Agency – Flood Line | 0645 988 1188 | |
| Environment Agency – Customer Services | 0870 850 6506 | |
| Gas – No supply in Parish | | |
| Hospital – Eastbourne DGH | 01323 417400 | Kings Drive, Eastbourne BN21 2UD |
| Hospital – Conquest Hastings | 01424 755255 | The Ridge, Hastings, Saint Leonards-on-sea TN37 7RD |
| Hospital – Bexhill | 01424 730077 | Bexhill-on-Sea TN40 2DY |
| Local Radio – Heart Sussex 102.4-103.5 FM | 01273 316900 | |
| Local Radio – BBC Southern Counties 104-104.8 FM | 01273 320428 | |
| Samaritans | 0845 790 9090 | |
| Veterinary Services - Highcroft | 01323 841666 | 25 London Road, Hailsham, BN27 3BN |
| Veterinary Services – Horsebridge Veterinary Practice | 01323 442250 | Lower Horsebridge, BN27 4DH |
| Veterinary Services – Senlac Vet Centre | 01424 772148 | Mount Street, Battle, TN33 0EG |
| Veterinary Services – Old Manor House Vet Surgery | 01323 842141 | Market Street, Hailsham, BN27 2AE |
| Water – South East Water (fresh supply) | 0333 000 1122 | |
| Vulnerable Persons Register | | |
| Water – Southern Water (sewage) | 0330 303 0368 | |
| Vulnerable Persons Register | | |
| Wealden District Council | 01323 443322 | Vicarage Lane, Hailsham, BN27 2AX |
| Wealden District Council (out of hours) | 01323 644422 | |
| Weather – Met Office - weather forecast and weather flash | | www.metoffice.com & local radio |

ANNEXE C Herstmonceux Parish Councillors , District and County Councillors

2

HERSTMONCEUX PARISH COUNCIL — 2019

Parish Councillors – Councillors may be contacted c/o The Parish Office, 4 The Old Forge, Gardner Street, Herstmonceux, E Sussex, BN27 4LG

☎ 01323 833312 www.herstmonceuxparish.org.uk

Jenny Alder Bamburi, Joes Lane, Windmill Hill, BN27 4TN ☎ 832329 / 07796 590 458 Cllr.Jenny.Alder@HerstmonceuxParish.org.uk
Full Council; Planning; Amenities – Highways; Communications and Policy Review; Neighbourhood Plan Management Group.

Jo Angear Penlands, Church Road, Herstmonceux, BN27 1RJ ☎ 832210 / 07803 591 874 Cllr.Jo.Angear@HerstmonceuxParish.org.uk
Full Council; Finance and General Purposes; Personnel Sub-Committee; Planning; Amenities – Footpaths, Neighbourhood Plan Management Group.

Simon Chapman Granary Cottage, Cowbeech, BN27 4JF ☎ 833506 / 07776 477131 Cllr.Simon.Chapman@HerstmonceuxParish.org.uk
Full Council; Finance and General Purposes; Planning; Amenities

Ketill Game The Keys, Gardner Street, Herstmonceux, BN27 4SU ☎ 831917 / 07958769756 Cllr.Ketill.Game@HerstmonceuxParish.org.uk
Full Council; Planning; Amenities – Allotments, Grounds, Street Lighting; Neighbourhood Plan Management Group.

Emma Goodsell Little Hollingwood, Chilsham Lane, Herstmonceux, BN27 4QQ ☎ 832178 / 07776 232 608 Cllr.Emma.Goodsell@HerstmonceuxParish.org.uk
Full Council; Planning – Environmental Working Group; Amenities – Allotments, (Footpaths and) Bridleways, Neighbourhood Plan Management Group.

Mick Goodsell Little Hollingwood, Chilsham Lane, Herstmonceux, BN27 4QQ ☎ 832178 / 07776 232 608
Full Council; Finance and General Purposes; Planning; Amenities – Grounds, Trees & Landscaping; Neighbourhood Plan Management Group.

Heather Kenward West End House, West End, Herstmonceux, BN27 4NL ☎ 833509 / 07811 943 611 Cllr.Heather.Kenward@HerstmonceuxParish.org.uk
Full Council; Finance and General Purposes; Planning; Amenities – Highways; Neighbourhood Plan Management Group.

Graham Lee 1 Dallaways Cottage, Cowbeech, BN27 4JF ☎ 833846 / 07973 940 617 Cllr.Graham.Lee@HerstmonceuxParish.org.uk
Full Council; Personnel Sub-Committee; Planning; Amenities – Streetlighting; Communications and Policy Review; Neighbourhood Plan Management Group; Lead on Emergency Plan.

Bryan Naish Cobwebs, 29 Pippin Close, Orchard View, Windmill Hill, BN27 4TU ☎ 833747
Full Council; Planning; Amenities – Grounds; Neighbourhood Plan Management Group.

Ian Stewart Chestnut Lodge, West End Herstmonceux, BN27 4NZ ☎ 833450 / 07850 602686 Cllr.Ian.Stewart@HerstmonceuxParish.org.uk
Full Council; Finance and General Purposes; Planning; Amenities – Footpaths; Communications and Policy Review; Neighbourhood Plan Management Group.

Catherine Stirling-Reed Stone's Meadow, Bagham Lane, BN27 4NA ☎ 833308 / 07850 602 686 Cllr.Catherine.Stirling-Reed@HerstmonceuxParish.org.uk
Full Council; Personnel Sub-Committee; Planning – Environmental Working Group; Amenities – Footpaths; Neighbourhood Plan Management Group.

| Proper Officers of the Council | | Wealden District Councillor | East Sussex County Councillor |
|--|---|--|--|
| Clerk to the Parish Council Clare Harrison clerk@herstmonceuxparish.org.uk ☎ 01323 833312 | Responsible Financial Officer Karen Crowhurst finance@herstmonceuxparish.org.uk ☎ 01323 833312 | cllr.pam.doodes@wealden.gov.uk ; cllr.ray.cade@wealden.gov.uk ; cllr.david.white@wealden.gov.uk ; cllr.bob.bowdler@wealden.gov.uk ; cllr.susan.stedman@wealden.gov.uk ; | Mr W Bentley cllr.bill.bentley@eastsussex.gov.uk ☎ 01323 840386 |

ANNEX D

A HERSTMONCEUX PARISH EMERGENCY PLAN – LOCAL VOLUNTEERS AND RESOURCES

This document must be kept secure and the information ONLY used in support of an emergency response

| Premises - emergency accommodation, rest areas or alternative control points. | Accommodation | Rest Area | Kitchen Facilities | Food | Toilets | Meeting Room | Mortuary | Key Holders |
|--|---------------|-----------|--------------------|------|---------|--------------|----------|---|
| Bader International Study Centre Herstmonceux Castle Herstmonceux, BN27 1RN 01323 834444 | | | | | | | | Key holder off site: Bursar- Mr Peter Bowers, 12 St Leonards Place, Eastbourne BN20 8ND 01323 736961 07749 492810 |
| Brewers Arms Gardner Street Herstmonceux, BN27 4LB 01323 831653 | | | | | | | | Landlord / Manager - Nigel Brown |
| Greenway Fruit Farm Stunts Green, BN27 4PP 07843 576 625 | | | | | | | | Graham Love 07843 576 625 |
| Herstmonceux CE School Hailsham Road Herstmonceux, BN27 4LG 01323 833148 office@herstmonceux.e-sussex.sch.uk | | | | | | | | Caretaker: Mr Richard Odell 01323 831842 / 07500 068 483 Head Teacher: Miss Catherine Cottingham 07585 602 249 Deputy Head Teacher: Mrs Kellie Russell 07533 121 101 Secretary: Verity Clark 01323 833148 (school number) |
| Herstmonceux Free Church Chapel Row Herstmonceux, BN27 1RE (holds lists of elderly & vulnerable residents) | | | | | | | | Mr. J. Ford, Lime End Farm Church Road, Herstmonceux 01323 832266 / 07977 586 179 Community & Families Worker - Sylvia Catt: 07909 644762 |

| | | | | | | | | |
|---|--|------------|------------|------------------------------|--|--|--|---|
| Herstmonceux Village Hall Hailsham Road Herstmonceux, BN27 4JX 01323 831854 hxvillagehall@btconnect.com | | For 250 | For 150 | | | | | Chairperson: Mr Chris Thompson 07740 334 715 Booking Clerk: Rhys Clatworthy, 4 Chestnut Close, Herstmonceux. 01323 833022 / 07471 204 749 Trustee: Mr Ian Stewart 01323 833450 / 07850 602 686 Trustee: Mr Bryan Naish 01323 833747 |
| The Horseshoe Inn Posey Green Windmill Hill, BN27 4RU 01323 833265 | | | | | | | | Managers: Gareth and Mariya 01323 833265 |
| Village Information Centre 3 The Old Forge Gardner Street Herstmonceux, BN27 4LG 01323 833961 | | | | Cash and Carry Card | | | | Key holders: Mrs S. Charlton - 01323 833673 Mrs A. Nash, 1 The Willows, Gardner Street, Herstmonceux BN27 4LE 01323 833203 Mrs. M. Bowles 01323 833641 / 07810 708 142 |

| Medical | Resources | Personnel / Contacts |
|--|---------------------------------|---|
| Herstmonceux Integrative Health Centre Hailsham Road, Herstmonceux, BN27 4JX 01323 833535 | Medical help and equipment | Dr. John Simmons - Emergency 01323 833935 / 07736 255 444 Key holder Rhys Clatworthy 01323 833022 / 07471 204 749 |
| Warwick Radcliffe Pharmacy Hailsham Road, Herstmonceux, BN27 4JX 01323 833162 | Pharmacy | Ian Wilkinson 01737 817797 / 07970 565 627 (Above are out of hours numbers to nominate local Pharmacist for access) |
| Infection Control & Emergency Public Health | | https://www.eastsussex.gov.uk/community/emergencyplanningandcommunitysafety/emergencyplanning/organisations/ |
| Parish Community First Responders Mark & Nina de Pina Perou 01323 833034 / 07902 955 162 | Trained & equipped first aiders | via 999/112 Ambulance Control. On call via Ambulance Control to assist ambulance crews / attend ahead of the ambulance. Ambulance will always attend. Contact must always be via Ambulance Control. |

| Resources and Equipment – other | Type | Personnel / Contacts |
|---------------------------------|---|---|
| Greenway Fruit Farm | facilities Diesel fuel Land rover Tractors Chain-saw | Graham Love Stunts Green, BN27 4PP 07843 576 625 |
| Curtis & Shaw | Chain-saw Steel cutting Welding & mechanical repairs. Mortuary Premises | Cowbeech, BN27 4JE 01323 833441 group@curtisandshaw.co.uk Key holders: Alan Roalfe 01323 833585 |
| William Gower | Chain-saws Tractors | 01323 83253 / 07973 386 380 |
| Mick Goodsell | Chain-saws Tractors | Little Hollingwood, Chilsham Lane, Herstmonceux, BN27 4QQ 01323 832178 / 07776 232608 |

Adjoining Parishes

| Organisation | Main Contact Number | Alternative Number | Name | Role | Email |
|---|---------------------|--------------------|----------------|---------------------------|-------|
| Adjoining Parish – Wartling | 07501 676 569 | N/A | Alison Stevens | Parish Clerk | N/A |
| | 07554 048 670 | N/A | Keith Stevens | Emergency Planning Co-ord | N/A |
| Adjoining Parish – Warbleton (& Bodle St) | 01435 831653 | N/A | Marion Smith | Parish Clerk | N/A |