

EAST PECKHAM COMMUNITY EMERGENCY PLAN

Plan last updated on 09 October 2020

**If you are in immediate
danger call 999**

Plan Active from	09 October 2020
Review Date:	09 October 2020

Contents

Distribution List.....3

Record of Amendments.....3

This plan is a controlled document which contains information to be used during an emergency affecting the community of East Peckham.

To comply with the GDPR legislation the information contained in this document should not be disclosed to any unauthorised person without obtaining permission from East Peckham Parish Council

Aims and Objectives of the Plan.....3

Definition of an Emergency/Major Incident.....	5
Section 1.....	6
Using this Emergency Plan.....	6
Activation.....	6
Flooding Activation Triggers.....	6
First Steps in an Emergency.....	6
Information Flow.....	7
Important Telephone Numbers.....	8
Alternatavited Communications.....	8
Section 2.....	9
Key Actions.....	9
Local Hazards & Threats.....	10
VulnerablePeople.....	11
Section 3.....	12
Emergency Planning Group.....	12
Community Incident Room.....	12
Community Emergency Box.....	12/13
Section 4	
Local Skills and Assessment.....	14
Key Locations Identified for use as places of safety.....	14
Appendix 1 - Initial Call log proforma following the "ETHANE" format.....	15
Appendix 2 - Incident log proforma.....	16
Appendix 3 – Role of the Flood Warden.....	17

Distribution List

Plan No.	Name
1	Mick Barton, Chairman of East Peckham Parish Council and EP CEP Member
2	Dale Fairless, Deputy Chairman of East Peckham Parish Council
3	David Seal Parish Councillor and EP CEP Member
4 - 12	Parish Councillors
13	Karen Bell, Council Manager
14	Debbie Jenner & Paul Kent – Jubilee Hall Janitors
15	Community Warden
16	PCSO
17	TMBC Resilience Team
18	Environment Agency

The owners of this plan should make sure that all the people involved in its development are aware of their roles and know that they might be contacted during an emergency.

This plan will be exercised annually by the Emergency Planning Group. The East Peckham Parish Council Chairman will have the responsibility for arranging the community exercise.

The plan will be reviewed annually. During the review every section of the plan will be checked for accuracy (e.g. phone numbers, resource list etc.).

Members of the Emergency Planning Group who can activate the plan are East Peckham Emergency Planning Team members; they are **also** responsible for reviewing the plan and the Community Resource Directory.

Any updates or lessons learned from exercises should be approved by the Emergency Planning Group before changes are made.

Training & Skills Record

Date	Name of Individual	Training Received

Introduction

This plan has been designed to enable East Peckham Parish Council to identify the immediate actions it should consider during and in the immediate aftermath of an emergency. These actions may assist the community and those affected in reducing the negative impacts an emergency can have until further assistance arrives. The Parish Councils responsibilities to an emergency are as follows:

Planning

- Undertake local risk assessments
- Prepare a parish emergency plan
- Document resources and key contacts in time of emergency
- Validate and maintain the plan

Event

- Enact the plan when an event occurs

The plan is intended to enable the community to respond to a major incident/emergency in support of the Emergency Services, Tonbridge and Malling Borough Council and Kent County Council.

Aims and Objectives of the Plan

The aim of the Plan is to increase the short term resilience of the community to an emergency by having in place relevant plans and by working together with relevant agencies and emergency services. In addition the Plan is intended to facilitate providing warnings and information to residents. The objectives of the Plan are to:

- Identify the risks to the community and relevant response actions
- Identify where to access information on vulnerable people in the community
- Identify resources in the community available to assist during an emergency
- Provide key contact details for the East Peckham Emergency Planning Group, Key Community Resources, the Emergency Services and Local Authorities

Definition of an Emergency/Major Incident

An emergency or major incident is defined as any event or circumstance happening without warning that causes or threatens death or injury, disruption to the community or damage to property or to the environment

Emergencies have no boundaries and could affect the whole Borough or part/whole of Kent. Due to the unknown nature of emergencies, the emergency services, Kent County Council and Tonbridge and Malling Borough Council may be overwhelmed resulting in a delayed response to specific areas.

Section 1

Using this Emergency Plan

This plan has been developed to assist your community in an emergency. It should be used as a tool to focus your response to aiding the welfare of your community. The Plan is meant as a quick reference guide of tasks the Community Emergency Planning Group may wish to undertake in the event of emergency and contains all of your emergency contact details, known risks, resources, volunteer information.

Activation

This Plan will be activated when at least two members from the list below consider it necessary to take action in response to an incident, and when action cannot be taken effectively without triggering the arrangements outlined in this document. If it is activated, then the key actions in Section 2 should be followed.

Emergency Planning Group members who can activate the Plan:

<i>Duty EPO</i>	<i>Tonbridge and Malling Borough Council</i>
<i>Mick Barton</i>	<i>Chairman of East Peckham Parish Council and CEP Member</i>
<i>David Seal</i>	<i>Parish Councillor and Community Resilience Lead</i>
<i>Dale Fairless</i>	<i>Deputy Chairman of East Peckham Parish Council</i>
<i>Karen Bell</i>	<i>Council Manager to East Peckham Parish Council</i>

Flooding - Activation Triggers

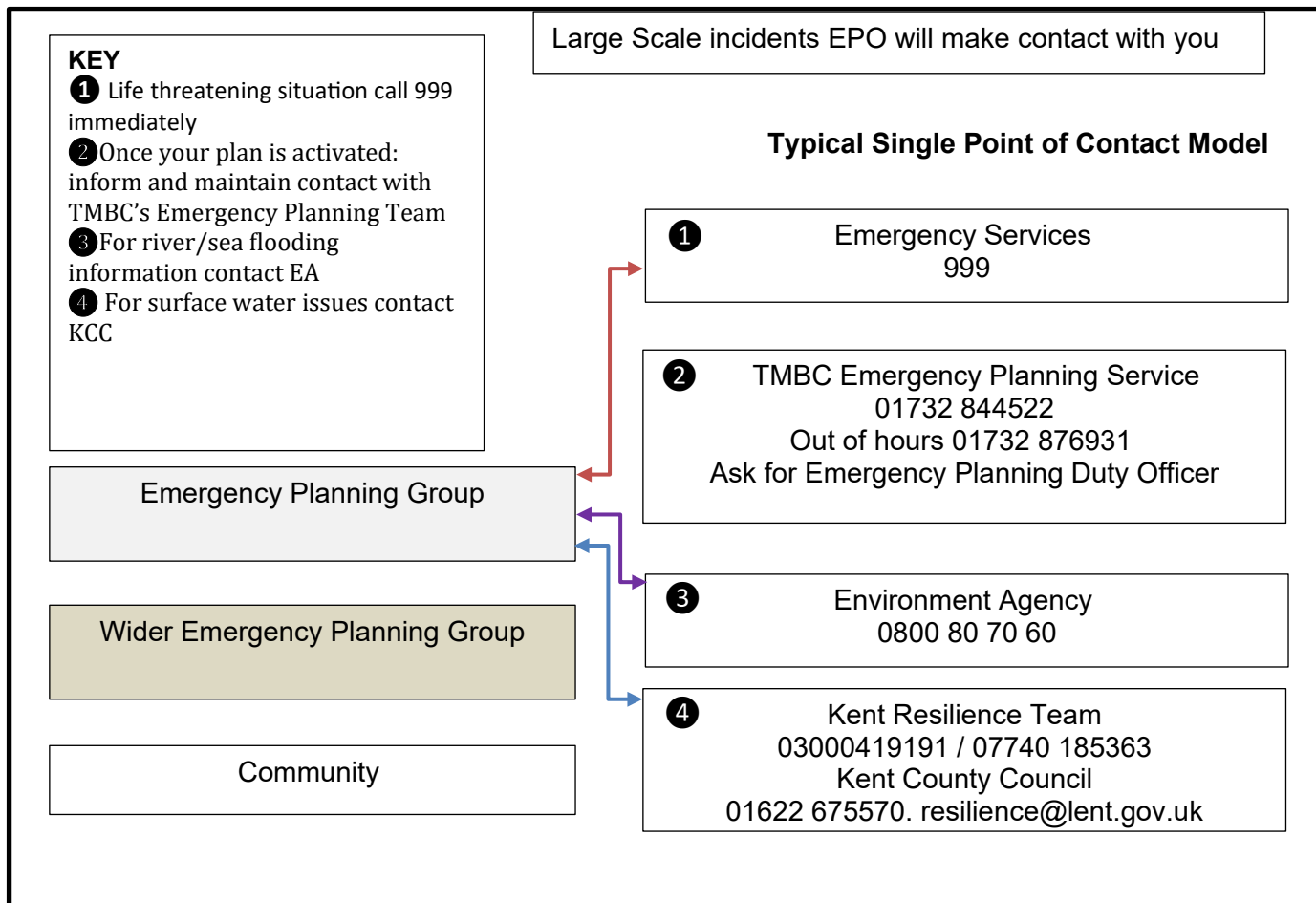
- 1. On receipt of a relevant flood alert from the Environment Agency**
 - a. the East Peckham Parish Council Chairman (or delegate) will put the Emergency Flood Group on Standby
 - b. The Emergency Flood Warden Coordinators will establish that relevant contacts are in place in the event of a flood
 - c. The Council Manager will ensure that sandbag stores are full stocked and that further supplies can be obtained quickly if needed.
- 2. On receipt of a specific flood warning from the Environment Agency**
 - a. The East Peckham Parish Council Chairman (or delegate) will mobilise the Emergency Flood Group
 - b. The Emergency Flood Warden Coordinators will mobilise individual flood wardens to undertake their various duties
 - c. The Parish Council will request that TMBC replenish the sandbag stores as quickly as possible
- 3. In response to a call from the Emergency Services**
 - a. The Parish Council Chairman (or delegate) will mobilise resources to meet the specific emergency
 - b. The Emergency Flood Group Structure would be expected to mount an effective response.

First Steps in an emergency

Below are summarised the first steps to be followed by the Parish Council Chairman (or delegate) when the plan is activated

1. Call 999 (unless already alerted)
2. Ensure you are in no immediate danger
3. Contact the Community Emergency Planning Group and arrange urgent meeting to discuss the situation
4. Liaise with TMBC, the emergency services and relevant agencies
5. Set up evacuation and medical centres if needed

Information Flow



Important Telephone Numbers

Tonbridge and Malling Borough Council – Emergency Planning Support

(1) Working Hours	01732 844522 / 07719 410342 rob.wiles@tmbc.gov.uk
(2) Outside Normal Hours	01732 876931 / 07719 410342 rob.wiles@tmbc.gov.uk

Kent Police

(1) Emergency Calls	999
(2) Non-Emergency Calls	101

Environment Agency

(1) General Enquires (Mon – Fri: 8am – 6pm)	03708 506 506
(2) Incident Hotline (24 hours)	0800 80 70 60
(3) Floodline (24 hours)	0345 988 1188

Kent Fire & Rescue

(1) Emergency Calls	999
(2) General Enquiries	01622 692121

Kent County Council

(1) Working Hours	01622 675570 / 03000 414141
(2) Outside Normal Hours*	03000 414141

Community Warden **07969 584183**

PCSO's **07772 226146**

Salvation Army **07565 140556**

Alternative Communications

Alternative arrangements for staying in contact if usual communications have been disrupted from loss of power and/or telecoms

Radio Kent 96.7 FM, 97.6 FM, 104.2 FM, 774 MW, 1602 MW, DAB

Section 2

Key Actions

Priorities will be given to emergency shelter, food and water.

1. Gather as much information about the situation as possible following the **ETHANE** Principle (See initial call taking log – Appendix 1)
 - **Exact** location of emergency
 - **Type** of incident
 - **Hazards** that are present or anticipated
 - **Access** routes for the emergency services
 - **Number** of people and/or properties involved (estimate)
 - **Emergency** services or other organisations already in attendance or required
 - e.g. Police, Fire, Ambulance, Utilities

IF THE SITUATION IS LIFE-THREATENING: DIAL 999 WITHOUT DELAY

2. Make contact with the emergency services and Tonbridge and Malling borough Council's Emergency Planning Unit. Inform them of the contact number and location of the Emergency Planning Group
3. Take control until the emergency services arrive, if they are able to attend
4. Contact additional members of the East Peckham Emergency Planning Group
5. Instruct everyone to follow any advice from the emergency services
6. At all times, be aware of your own safety and the safety of those around you
7. Consider whether you can work safely and effectively from your current location or whether you need to move to an alternative location
8. Arrange for local residents to be warned of any dangers
9. Liaise with the EPO to consider if it is necessary to open an emergency shelter? The EPO will request whether this is required from the Incident Commander. The IC may identify a location or the EPO. You may be asked to establish the centre prior to voluntary groups arriving.
10. Arrange for contact to be made with those who may need more support such as vulnerable people within the community
11. Arrange for community resources/organisations identified in Section 4 of the Community Resource Directory to be available as necessary
12. Tune into your local radio station (BBC Radio Kent) and advise the community to do the same.
13. Maintain regular communication with all Emergency Planning Group members and Tonbridge and Malling Borough Councils Emergency Planning Unit

Local Hazards & Threats

Assessed Risks for East Peckham Parish

Covid 19 & Pandemic Flu	Assessed Nationally and Regionally as our highest threat.
Flooding	From the River Medway, River Bourne, Colt Stream, Boroughs Oak Brook, Field run off, rising groundwater in catchment area and blocked drains/sewers. Effects could be flooding of local streets, potential blocked access to places of refuge, possible loss of utilities.
Severe Weather	In recent time's heavy rain, strong winds, snow and ice have become more frequent, possibly due to the effect of global warming. An effective Snow & Ice Clearance plan is required. More extreme weather events are likely in the future. Effects could be potential blocked access to places of refuge and possible loss of utilities.
Traffic Accident	Local roads are narrow and in poor condition, transport accidents/incidents will cause severe disruption in the area, and access issues for emergency services requiring attending such incidents.
Industrial Accidents	An accident/incident at the local business areas could pose a threat to the village and surrounding areas.
Loss of Critical Infrastructure	Damage caused by fire, storms or accidents may have a potential impact on local energy and water supplies, and may deprive the community of these important facilities.

Vulnerable People

Identifying, planning for and providing for the needs of vulnerable groups involves a large number of partners and compiling a large amount of changing information. For this reason it is unrealistic to expect a central list of potentially vulnerable individuals to be maintained.

Records of vulnerable people are held and kept up to date by KCC Social Care, Health & Wellbeing, Education & Young People's Services, NHS and some other utilities companies and organisations, each organisation will hold records of its own clients.

Due to the nature of the changing situation during a flooding event the status of any persons' vulnerability can change at any time, this is a fact to be aware of in all situations. Those who may be considered potentially vulnerable include:-

- Children
- Older People
- Mobility Impaired
- Mental/cognitive impaired
- Sensory Impaired
- Individuals supported by Health or local authorities
- Temporarily or permanently ill
- Individuals cared for by relatives
- Homeless
- Pregnant women
- Minority language speakers
- Tourists
- Travelling community
- Static and holiday caravan parks

The following list of contacts may be helpful in identifying vulnerable people or communities in an emergency

Community Warden	07969 584183
PCSO	101
Salvation Army	01622 872372 / 07565 140556
Holy Trinity Church	01622 871278
The Methodist Church	01622 871332

Section 3

Emergency Planning Group

In the event of the plan being triggered, the following people will form the Community Emergency Planning Group to help to mitigate the effects of the emergency on the community:

David Seal Emergency Planning Group 01622 872053 / 07968 374846

Mick Barton Emergency Planning Group: 01622 872031 / 07860 947031

They will have the current contact numbers for additional members of the Emergency Planning Group.

Residents and community group representatives who have agreed to form part of the wider Emergency Planning Group during emergency consists of the following:

Members of East Peckham Parish Council

Individual community members – Flood Wardens

Community Incident Room

If the Emergency Planning Group is brought together to discuss the community response, it has been agreed that they will meet at:

Jubilee Hal

Pippin Road

East Peckham

Tonbridge

Kent

TN12 5BT

The key holders for this building and the persons to enable access to the premises are:

Debbie Jenner and Paul Kent 01622 870133 / 07961015277 / 07989657010

Stephanie Watson 01622 870154 / 07944 212262

Karen Bell 01622 871309 / 07376377687

If this location cannot be used, East Peckham Village Hall, or the East Peckham Primary School *will* be used.

The Emergency Planning Group will organise access.

Community Emergency Box

The Emergency Box is located at the Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent, TN12 5BT

It contains :-

- ***A copy of the Community Emergency Plan***
- ***A copy of the Community Resource Directory***
- ***Maps***
- ***Street Plans***
- ***Torches and batteries***
- ***Reflective tabards***
- ***Tea, coffee, sugar, cups, bottled water***
- ***First aid kits***
- ***Space blankets***
- ***Spontaneous volunteer tabards***
- ***Admin sundries***

Section 4

Local Skills and resources assessment

Skill/Resource	Who	Contact Details	Location
Trained First Aider	Rachel Packham	01622 871622	6 Bramley Road
	Brian Lloyd	07976 392473	Blenheim House Old Road
Chainsaw owner (Tree surgeon)	Jason Lello	07977 065749	Oaklands Farmhouse 258 Tonbridge Road
	James Hockey	07834 854526	6 Four Acres East Malling
Water/food/supplies	Village Butcher & Stores	01622 872557	7/9 Pound Road
	Co-op	01622871399	Pound Road
	Field Pharmacy	01622 234736	11 Old Road
	Post Office	01622 871517	1/3 Orchard Road
Snow Plough	Richard Pemble	07711 180517	
Road Closure Notices	East Peckham Parish Council	01622 871309 / 07376 377687	Jubilee Hall Pippin Road
Defibrillator	Jubilee Hall	Code C159X	
	Information Kiosk		
	Village Centre	Code C159X	
	Littler Mill	Code C159X	
Sandbag Stores	Jubilee Hall Car Park, Pippin Road		Access Code 6262
	Pound Road Car Park		Access Code 6262

Key locations identified for use as places of safety

Building	Location	Potential use in an Emergency
1. Jubilee Hall Key Holders Debbie Jenner & Paul Kent Stephanie Watson Karen Bell	Pippin Road Contact details 01622 870133 / 07961 015277 / 07989 657010 01622 870154 / 07944 212262 01622 871309 / 07376377687	Rest Centre / Emergency Hub
2. East Peckham Village Hall Key Holder Tim Roper	Bush Road	Rest Centre / Emergency Hun 01622 872157
3. East Peckham Primary School School Hours	Pound Road	Rest Centre / Emergency Hub 01622 871268

Appendix 1

Initial Call Log following the “ETHANE” format

This form is intended to be used as an aide memoire / prompt when responding to an incident and should be completed along with an incident log.

DETAILS OF INCIDENT			
Exact Location			
Type of Incident			
Hazards Present – Details			
Access			
Number and nature of casualties/fatalities			
Emergency Services involved			
Name of Emergency Planning Officer notified			
Activation of Community plan and staff notified			
Date of Initial Call	Time:	Time of Call to EP:	

If fatalities are suspected and the Emergency Services are not at the scene, please contact the Police in the first instance on 999 to report the situation. Please take advice from the Police on what further action to take. Issues to consider are tampering with forensic evidence and the contamination of a potential crime scene.

Role of Flood Warden

General

- Your prime role is to ensure your own safety
 - Always use your probe stick when walking in unclear water. There is a very real risk of lifted drain covers.
 - Do not enter fast flowing streams or ditches
 - Do not enter water where you are unsure of the depth
- Ensure that flood emergency equipment is ready – Hi vis Jacket, probing stick, flood warden ID card
- Ensure you are registered with the Environment Agency flood warning service to receive flood warnings/alerts
- Be familiar with the East Peckham Parish Council Emergency Plan and contact list
- Be aware of vulnerable people (Aged, infirm or disabled), in your area of responsibility

Flood Alert

- Stay aware of Environment Agency updates
- Be prepared to take action

Flood Warning

- Visit vulnerable people advising them of the situation
- Advise flood coordinators of requirements for sandbags (should only be reserved for the vulnerable and for homes not garages or outbuildings) that are at imminent risk of flood
- Advise the flood coordinators of requirements for road barriers

Actual Flood emergency

- Liaise with the rescue services
- Assist rescue services to prioritise rescue activities
- Maintain communications with the flood coordinators office with issues as arising
- Visit vulnerable people to help or get help where needed

After the Flood Incident

- Attend post-flooding meeting to review lessons learnt
- Provide input to the flood coordinator in the preparation of a flood incident report.