



# **PLUMPTON PARISH COUNCIL**

**DRAFT**

## **Community Emergency Plan**

**Version: 01**

Date of Plan: July 2024

This Plan is next due for review on: April 2025

**If an emergency occurs, your first action should ALWAYS be to contact the emergency services by dialling 999**



**Map of area covered by plan is on the final page  
of this document**

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## Section 1: First things to do in the event of an emergency

### 1. **Ring 999** to inform the Emergency Services and provide

- Clear
- Concise
- Actual information as soon as possible

### 2. Contact the plan volunteers

### 3. Meet at the Coordinators Assembly Point

#### **Primary Coordinator Assembly Point**

**Name of Venue: Plumpton Village Hall**

**Address of Venue: 1 Westgate, Plumpton Green, BN7 3BQ**

**In the event that the above location is inaccessible the following will be used:**

#### **Backup Coordinator Assembly Point**

**Name of Venue: Sports Pavilion**

**Address of Venue: King George v Playing Field, Station Road, Plumpton Green BN7 3DP.**

*The coordinator and Plan Group may then decide to:*

- Agree locations and open Evacuation Assembly Point/s
- Contact plan volunteers with specific skills, equipment or resources who may be able to help with the emergency situation

- Contact other plan volunteers using the other Communications Tree

## Section 2: Activating the community emergency plan

Until help arrives and without endangering yourself or other local people **contact the appropriate members of the community listed in the plan and ask them to report to the agreed assembly point.**

When the emergency services or other responders have arrived try to make contact with them, explain who you are and what your role is.

Role	Name	Tel	Mobile	Address
<b>Coordinator</b>	Nick Beaumont		07990 560697	Oak Cottage
Deputy	Paul Burford		07468 607177	16 Woodgate Meadow
Team Member 1				
Team Member 2				

- The Plan can be activated by the Emergency coordinator based on that person's assessment of the situation. It is easier to stop the plan should events come under control sooner than expected than to not respond at all.
- Sometimes full plan activation will not be required and the plan should also be seen as a resource to solve smaller issues within the community
- If details of an incident are received from a source other than the emergency services or local authority

then those receiving the notification must contact the emergency services to ensure they are aware of the incident. This may require making a 999 call.

### Section 3: Communication tree

**The Emergency Coordinator should contact the coordinators below who will notify the people identified.**

- At least one of the coordinators should be the key holder to the nominated assembly point

<b>NAME</b>	<b>NOTIFYING</b>	<b>CONTACT DETAILS</b>
Jane Donovan 07747 050903 jane-plumptonvillagehall@outlook.com	Bookings for Village Hall, Pavilion and Honeybees Pre School. There might a call on the facility to support an incident and they may need to evacuate.	
Paul Burford 07468 607177 pburford@fastmail.co.uk	Anita Emery who will notify other Councillors	07570 445501 anita.emery@plumptonpc.co.uk
	1. 2. 3. 4.	1. 2. 3. 4.
	1. 2. 3. 4.	1. 2. 3. 4.

## Section 4: Community resources and skills

### 4.1 – Evacuation Assembly Points

Record here details of accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives e.g. halls, hostels, churches etc. Local authority premises, schools, leisure/community /day centers will be opened by the local authority as appropriate.

Please refer to **Appendix 2** for guidance on identifying appropriate premises that could be used as an evacuation assembly point.

Key Holders Name	Facility Address		Telephone No.	Mobile No.	Email Address
Jane Donovan	Village Hall 1 Westgate, Plumpton BN7 3BQ			07747 05090 3	jane-plumptonvillagehall@outlook.com
Jane Donovan	Pavilion King George V playing fields BN7 3DP			07747 05090 3	plumptonvillagehall@outlook.com
	All Saints Church Annex Station Road, BN7 3BU		01273 890006		Plumptonchurches@gmail.com

Ensure that the managers of these buildings are aware of their inclusion in this Plan, and that they are briefed as to what might be expected of them in an emergency i.e. to open the building, provide shelter (including heating if appropriate) and refreshments to evacuees.



## 4.2 - Skills

<b>Name</b>	<b>Profession/Skill</b>	<b>Contact number</b>	<b>24hr contact number</b>
Emergency Services		999	999
Local GP Surgeries	Medical Assistance	01825 722272 01273 834388	
East Sussex County Council		0345 6080190	0345 6080190 option 2
Environment Agency	Floodline	0345 9881188	
Environment Agency	Incident Hotline	0800 807060	0800 807060
NHS Direct		0845 4647	0845 4647
Utility companies			
Southern Water	Water	0330 303 0368	
UKPN	Electricity grid	0800 31 6 105	105
Gas Emergency Service	Gas grid	0800 111 999	



## Section 5: Local hazards and vulnerable groups

### 5.1 – Vulnerable Groups

Record here those vulnerable groups in the community that may require additional or specific assistance in the event of an emergency. This could include groups such as elderly persons care homes, schools, special schools, special homes, care in the community hostels and residential homes.

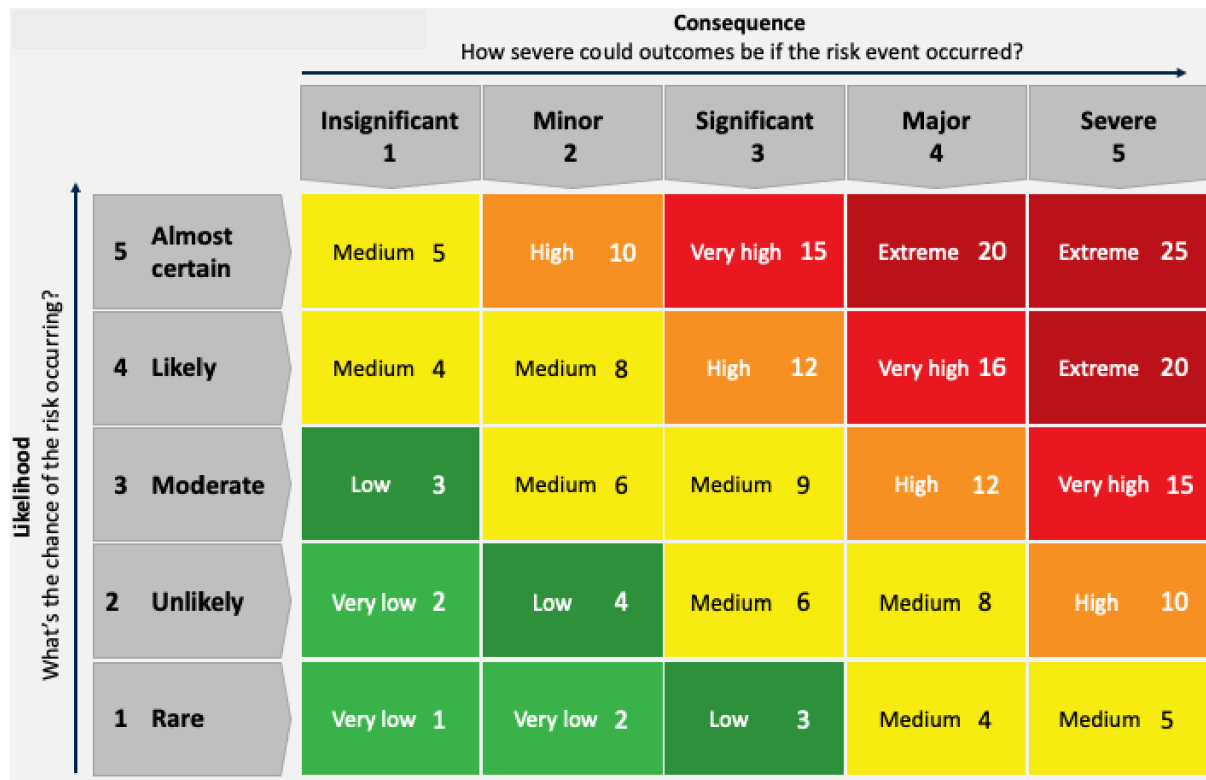
<b>NAME OF GROUP</b>	<b>ADDRESS</b>		<b>CONTACT NUMBER</b>	<b>DETAILS OF ANY SPECIFIC REQUIREMENTS</b>
Care Homes	n\a			
Honeybees Preschool	Pavilion, King George V Playing Fields, Plumpton Green, BN7 3DP		07786 615686	Babies and preschool children
Plumpton Primary School	Southdowns, Plumpton Green, BN7 3EB		01273 890338	Children aged from 11 to 16
Plumpton College	Ditchling Road, Lewes, BN7 3AE		01273 890454	Agricultural students aged 14 to 22.
Good Neighbours Scheme				Residents with mobility issues/vulnerable

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**N.B. It is not recommended that details of individuals who might be defined as 'vulnerable' are kept in your emergency plan as it is likely that the plan will be circulated to a range of people. However, it may be worth considering identifying a person or persons to keep a secure list of individuals within the community that could be referred to during an emergency. If this is the case it is important to remember to ask the permission of the people concerned before adding them to the list.**

## 5.2 Main local risks or hazards most likely to result in plan activation

The risk assessment matrix enables the identification of the level of risk, likelihood of occurrence and the potential resultant severity. Regular reassessment enables a real-time view of the evolving risk environment.



Risk or Hazard	Risk	Other Info
<b>Loss of utility services</b> (Electricity/Gas/Telecoms/Water) <i>Potential loss of heating and cooking capability.</i> <i>/sanitary facilities/telecommunications/lighting.</i>	High	<ul style="list-style-type: none"> <li>• Notify utility provider</li> <li>• Consider need for a Rest centre</li> <li>• Local communications</li> <li>• Consider identified vulnerable premises &amp; groups</li> </ul>

		<ul style="list-style-type: none"> <li>• Ascertain duration of outage</li> <li>• Consider rest centre sites for possible bottled water distribution sites</li> </ul>
<p><b>Severe weather</b></p> <p><i>Risk to life and property depending on severity and weather type.</i></p> <p><i>Fallen trees.</i></p> <p><i>Obstruction to highways.</i></p> <p><i>Loss of utilities – refer above</i></p> <p><i>Flooding</i></p>	High	<p>Monitor local and national weather warnings.</p> <ul style="list-style-type: none"> <li>• Consider transport assistance.</li> <li>• Consider vulnerable premises/groups.</li> <li>• Maintain grit bins (snow).</li> <li>• Notify emergency services.</li> <li>• Notify utility providers.</li> <li>• Consider need for a Rest Centre.</li> <li>• Local communications.</li> <li>• Enlist volunteer assistance.</li> </ul>
<p><b>Major fire</b></p> <p><i>Threat to life and property.</i></p> <p><i>Threat to wildlife.</i></p> <p><i>Interruption to utility services.</i></p>	Medium	<ul style="list-style-type: none"> <li>• Notify emergency services</li> <li>• Notify utility providers</li> <li>• Consider need for a Rest Centre</li> <li>• Local communications</li> <li>• Enlist volunteer assistance</li> <li>• Notify appropriate local authority</li> </ul>

		<ul style="list-style-type: none"> <li>• Dynamic assessment of risk depending upon location</li> </ul>
<p><b>Aircraft accident</b> <i>Threat to life and property.</i></p> <p><i>Localised transport disruption.</i></p> <p><i>Potential for uncontrolled panicked movement of people.</i></p>	Medium	<ul style="list-style-type: none"> <li>• Notify emergency services</li> <li>• Local communication support to emergency services.</li> <li>• Consider need for a Rest Centre</li> <li>• Comply with directions of police.</li> </ul>
<p><b>HAZCHEM incident (e.g., industrial, farm or workshop related)</b></p> <p><i>Threat to life and property.</i></p> <p><i>Localised transport disruption.</i></p> <p><i>Interruption to utility services.</i></p> <p><i>Land or waterway contamination.</i></p>	Medium	<ul style="list-style-type: none"> <li>• Notify emergency services</li> <li>• Local communication support to emergency services.</li> <li>• Consider need for a Rest Centre</li> <li>• Comply with directions of emergency responders and government agencies e.g., environment agency.</li> </ul>

**DISCLAIMER – This is not designed to be an exhaustive list but is provided in this plan to identify risks or hazards that the community feels are most likely to occur resulting in the plan being activated.**





## Community Emergency Plan

**Evacuation assembly point building details**

<b>Location Information</b>	
<b>Name of Building:</b>	Village Hall
<b>Address of Building:</b> Including postcode & grid reference if known	1 Westgate, Plumpton Green <b>Postcode: BN7 3BQ</b> <b>Grid ref:</b>
<b>Telephone Number:</b>	07747 050903
<b>Fax Number:</b>	None
<b>Is it accessible by car?</b>	Yes <input type="checkbox"/>
<b>Is it accessible by bus?</b>	Yes <input type="checkbox"/>
<b>No. of car parking spaces:</b>	38
<b>Building Information</b>	
<b>Maximum Capacity:</b>	150
<b>Number of Rooms:</b>	3
<b>Any potential sleeping areas?</b> <i>(if bedding were to be provided)</i>	Main hall and small hall
<b>Wheelchair Access:</b>	Yes <input type="checkbox"/>
<b>Number of toilets:</b>	Male 5 Female 5 Unisex 0 Disabled 1
<b>Bath / Shower-rooms:</b>	No <input type="checkbox"/> If Yes, how many? <input type="text"/>
<b>Kitchen:</b>	Facilities: Is the kitchen powered by: Electric <input type="checkbox"/>
<b>Water:</b>	Yes <input type="checkbox"/>
<b>Heating type:</b>	<b>Oil</b>
<b>Is there Mobile phone / Broadband service available</b>	Yes <input type="checkbox"/> State provider BT
<b>Key holder Information</b>	
<i>Please provide details of 2 key holders for this building:</i>	
<b>Key holder 1</b>	<b>Key holder 2</b>

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<b>Name:</b>	Jane Donovan	<b>Name:</b>	Cllr Nick Satchell
<b>Address:</b>		<b>Address:</b>	
<b>Telephone:</b>		<b>Telephone:</b>	
<b>Mobile:</b>	0707747 050903	<b>Mobile:</b>	07894 281391

## Buildings Information – Evacuation Assembly Points

If any Risk Assessments have been carried out for this building/area, will we be able to have access to them in the event of the building being used during an emergency? Yes

If *YES*, please note down in the Additional Information box below, where we can obtain copies from.

If *NO* please contact you Health and Safety expert to undertake the Risk Assessment required.

Please enter any additional details or information about the nominated Evacuation Assembly Point in the box provided below (for example: the type of rooms or accommodation the building could provide; the approximate sq. footage; any additional office space or outside areas that could be used; is there somewhere that could be used as a reception area or information point; are there any additional telephone points etc).

Additional Information
<p><b>Evacuation assembly point: Village Hall Car park</b></p> <p><b>Pavilion : Car Park</b></p> <p><b>Church Annexe: Car Park</b></p>

## Data Protection Information for Key holders

The information entered on this form may be required to be accessed in the event of an emergency and / or in any future emergency planning. The information which you (the key holders) have provided (i.e. your name, address and telephone numbers), is classed as 'publicly available' information, and as such you **do not need to sign the Data Protection release statement below unless the telephone number you have supplied is ex-directory**. If you (the key holder) have given an ex-directory telephone number, please read the following information carefully and sign on the relevant line below.

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**I, the undersigned, give permission for the information I have provided to be used in the Community Emergency Plan, to be accessed and used in the event of an emergency and/or matters pertaining to emergency planning**

**Key holder 1**

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## Section 8: Map of area covered by plan

### Map of area covered by Plan



## Section 9: Distribution list & review date:

### Distribution List:

<b>NAME</b>	<b>LOCATION</b>	<b>CONTACT NUMBER</b>	<b>EMAIL ADDRESS</b>
<b>Jane Donovan</b>	<b>Reception at Village Hall</b> <b>Pavilion at playing fields</b>	0707747 050903	jane-plumptonvillagehall@outlook.com

## Community Emergency Plan


**Plan review date:**

**This plan is to be reviewed on: April 2025**

**NOT LATER THAN 12 MONTHS AFTER DATE AGREED OF PLAN**

**Section 10: Acknowledgements and disclaimer***Acknowledgement*

This document is based on an original version prepared by Nottinghamshire County Council, Emergency Planning Team.

This Draft Template has been prepared by Cornwall Council Emergency Management.

The information contained in this document is for guidance only.

## Community Emergency Plan

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It is acknowledged and accepted that Cornwall Council will not be liable, either under this Guidance or otherwise, for any actions or omissions of any community groups or volunteers in an emergency situation. The suitability of the application of this Guidance to the emergency situation shall be entirely for the determination of the communities themselves. This Guidance does not constitute legal advice in relation to emergency planning.

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