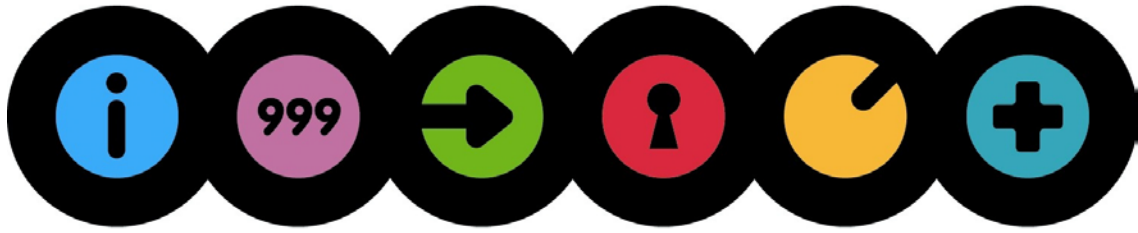


# Kent Resilience Forum



PREPARING FOR EMERGENCIES IN KENT AND MEDWAY

**TROTTISCLIFFE  
PARISH COUNCIL**

## Community Emergency Plan

Plan last updated on: March 2018

**IF YOU ARE IN  
IMMEDIATE DANGER  
CALL 999**

**PARISH EMERGENCY PLAN  
DISTRIBUTION**

<b>POSITION</b>	<b>ORGANISATION</b>	<b>Copies</b>
Chairman	Trottscliffe Parish Council	1
Councillors	Trottscliffe Parish Council – one each	6
Parish Clerk	Trottscliffe Parish Council	1
Chairman	Trottscliffe Village Hall Management Committee	1
Chairman	Trottscliffe Tennis Club Committee	1
Vicar	St. Peter & St Paul Church	1
Manager	The George Inn	1
Manager	The Plough	1
Headteacher	Trottscliffe School	1
Ferns	Ferns Quarry	1
Rob Wiles	T&MBC Emergency Planning Officer	1
David Cloake	Head of Emergency Planning KCC	2
	Environment Agency	1
Kent Police	West Kent Area Commander	1
Kent Resilience Team	Kent County Council	2
	Police	1
	Fire	1
	Environment Agency	1
	Kent Resilience Forum	1
Clerk to the Council	Trottscliffe PC	1

## Revision History

Name	Date for next revision	Details of changes made	Changed by
Richard Wallis		Updated all areas	

# Contents

AIM & OBJECTIVES	5
LOCAL RISK ASSESSMENT	6
LOCAL SKILLS AND RESOURCES ASSESSMENT	7
KEY LOCATIONS	8
EMERGENCY CONTACT LIST	9
LIST OF COMMUNITY ORGANISATIONS	12
ACTIVATION TRIGGERS	13
FIRST STEPS IN AN EMERGENCY	14
ACTIONS AGREED WITH LOCAL AUTHORITY IN THE EVENT OF AN EVACUATION	15
ALTERNATIVE ARRANGEMENTS FOR STAYING IN CONTACT IF USUAL COMMUNICATIONS HAVE BEEN DISRUPTED	18
APPENDIX A. SAMPLE LOG SHEET	20
APPENDIX B. COMMUNITY REPOSE TEAM MEETING AGENDA	21

# AIM & OBJECTIVES

## **Aim**

To provide a framework that will increase the readiness and resilience within the local community. It will enable Trottscliffe Parish Council and other community groups to support themselves when outside assistance from the emergency services or local authority is delayed or overwhelmed.

## **Objectives**

- Identify the risks most likely to impact the community
- Identify relevant steps to mitigate and respond to emergency situations
- Identify vulnerable people/groups in the community
- Identify community resources available to assist during an emergency including people, facilities and equipment
- Provide key contact details for the Community Response Team, local volunteers, the Emergency Services and local authorities
- Describe how the plan works and how information is communicated

# LOCAL RISK ASSESSMENT

Risks	Impact on community	What can Community Response Team do to prepare?
<i>Flooding</i>	<ul style="list-style-type: none"> <li>• <i>Flooding of local streets</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Work with local emergency responders to see if can help with distribution of flood warnings and any evacuation and rest centre establishment required</i></li> <li>• <i>Find out what flood defenses exist or are planned in the area</i></li> </ul>
<i>Sewage overflow</i>	<ul style="list-style-type: none"> <li>• <i>Health Hazard</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Contact with Southern Water</i></li> </ul>
<i>Air/Road Disaster</i>	<ul style="list-style-type: none"> <li>• <i>Property damaged</i></li> <li>• <i>access routes blocked</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Work with local emergency responders to see if can help with evacuation and rest centre establishment required</i></li> </ul>
<i>Adverse weather conditions</i>	<ul style="list-style-type: none"> <li>• <i>Property damaged</i></li> <li>• <i>access routes blocked</i></li> <li>• <i>loss of utility supplies</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Work with local emergency responders to see if can help with evacuation and rest centre establishment required</i></li> </ul>
<i>Major Fire</i>	<ul style="list-style-type: none"> <li>• <i>Fire damaging a number of areas and properties</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Work with local emergency responders to see if can help with evacuation and rest centre establishment required</i></li> </ul>
<i>Acts of Terrorism</i>		<ul style="list-style-type: none"> <li>• <i>Work with local emergency responders to see if can help with evacuation and rest centre establishment required</i></li> </ul>

Refer to the Kent Community Risk Register for a county-wide assessment  
<http://www.kent.gov.uk/communityandlivingcommunitysafety/emergencyplanning.aspx>

# LOCAL SKILLS AND RESOURCES ASSESSMENT

Skill/resource	Who?	Contact details
<i>Medical</i>	<i>David Thomas</i>	
<i>Physiotherapist</i>	<i>Aaron Penna</i>	<i>01732 823189</i>
<i>Electricians</i>	<i>Andy Payne Brindle Kevin Patrick</i>	<i>01732 843661 Mob: 07830456928 01732 820339</i>
<i>Ground work</i>	<i>Swanley Contractors Andrew Cheek</i>	<i>01732 824235</i>
<i>Tree Surgeon</i>	<i>Four Seasons Gardners Daniel Broadleaf  KJR</i>	<i>07943363649 0800 999 53 23 07429 903 594 07072 127792</i>
<i>4x4 vehicles</i>	<i>Wrotham water Farm Environmental Agency</i>	<i>07768 496 407</i>
<i>Tractors</i>	<i>Wrotham water Farm Betts Farm Malcolm Gough</i>	<i>07768 496 407 01732 823016 01732 822427</i>
<i>Tractors/trailers</i>	<i>Wrotham water Farm</i>	
<i>Trucks/burning equipment</i>		
<i>Generator</i>		<i>01732 845474 garrett_p1@sky.com</i>
<i>Recharging packs/inverters</i>	<i>Wrotham water Farm Ecolution</i>	<i>0845 2666 558 enquiries@ecolutionrenewables.com</i>
<i>Tractors/lorries</i>	<i>Addington Quarry</i>	<i>01732 870970</i>
<i>Defibrillators</i>  <i>Located in BT Boxes</i>	<i>Box outside Trottiscliffe Village Hall Inside Tennis Club  BT Box The Jet Garage, A20</i>	

# KEY LOCATIONS

Building	Location	Potential usage in an emergency	Contact details
<i>Trottscliffe Village Hall</i>	<i>School Lane</i>	<i>Parish Emergency Centre</i>	<i>Tel: 01732 822090</i>
<i>Trottscliffe Tennis Club</i>	<i>Church Lane</i>	<i>Rest Centre/safe place</i>	
<i>St Peter &amp; St Paul Church</i>	<i>Church Lane</i>	<i>Rest Centre/safe place</i>	<i>Rev. 01732 842249 Dr Linda Shuker dlshuker@aol.com Churchwardens:</i>
<i>School</i>	<i>School Lane</i>	<i>Rest Centre/safe place</i>	<i>01732 822803</i>
<i>The George Inn</i>	<i>Taylor's Lane</i>	<i>Rest Centre/safe place</i>	<i>01732 822462</i>
<i>The Plough</i>	<i>Taylor's Lane</i>	<i>Rest Centre/safe place</i>	

## LOCAL RESOURCES AVAILABLE

**1. Trottscliffe Village Hall, Main Hall:** licensed for 120 people: chairs and tables available: heating

Kitchen: oven, fridge, storage room, WCs.

Power source: gas and electric

Car parking for 25 cars and further parking on recreation ground if required and landing space for helicopter

**2. Trottscliffe Tennis Club,**

Licenses for ?

Heating, kitchen, toilets, storage room.

Power source: electricity

Car parking shared with village hall.

**3. St Peter & St Paul Church**

Seating for 100 or more: heating,

Power source:electric

**5. The George Inn**

Restaurant & Private Function Room

Toilets, including disabled, located adjacent to Restaurant and Bar, crockery.

Power source: gas and electric. Back up generator.

**7.**

**Neighbourhood Watch Co-ordinators:**

None currently.



# EMERGENCY CENTRAL TEAM CONTACT LIST

## Central Emergency Team:

<p>Mr. Richard Wallis E-mail: <a href="mailto:rwallis@btinternet.com">rwallis@btinternet.com</a> Tel: 01732 824184 0776 7777 049</p>	<p>Mr David Goodworth E-mail: <a href="mailto:dgoodworth@wwwfarm.net">dgoodworth@wwwfarm.net</a> Tel: 07768 496407</p>
	<p>Mrs. Louise Goldsmith 75 Hazen Road Kings Hill West Malling ME19 4JU Email: <a href="mailto:addington.parish@btinternet.com">addington.parish@btinternet.com</a> Office: 01732 844832 M: 07900 693572</p>

## Central Emergency Headquarters:


<b>CONTACT</b>	<b>OFFICE</b>	<b>ALTERNATIVE</b>	<b>CONTACT</b>
<b>TONBRIDGE &amp; MALLING</b>			
Council Offices, T&MBC <a href="mailto:customer.services@tmbc.gov.uk">customer.services@tmbc.gov.uk</a>	01732 844522	01732 876298	Community Emergency Plan
<b>Kent Resilience Team</b>			
County Hall, Maidstone <a href="mailto:county.hall@kent.gov.uk">county.hall@kent.gov.uk</a> Duty Officer (available 24 hrs) KCC Contact Centre Kent Resilience Team	0300 333 5540  03000 414 999 03000 414 141 01622 212409	08458 247247	Text relay 18001
<b>ADJACENT PARISHES</b>		Clerk	Chairman
Birling <a href="mailto:jenny.grimmett@birling.net">jenny.grimmett@birling.net</a>	01732 840345	<b>Jenny Grimmett</b> 01732 840345	<b>Jacquie Westwood</b> 01732 848192
Borough Green <a href="mailto:bgpc@lineone.net">bgpc@lineone.net</a>		<b>Mrs Damiral</b> 01732 884159 07791 349423	<b>Mike Taylor</b>  01732 882880
Mereworth <a href="mailto:gill.kirby@talktalk.net">gill.kirby@talktalk.net</a>		<b>Gill Kirby</b>  01732 846192	<b>Jon Regan</b>  01622 814467
Offham <a href="mailto:offhampc@hotmail.co.uk">offhampc@hotmail.co.uk</a>		<b>Linda Mackie</b>  01732 521303	<b>Mr Stretton</b>
Ryarsh <a href="mailto:ryarshparishcouncil@sky.com">ryarshparishcouncil@sky.com</a>		<b>Linda Mackie</b>  01732 521303	<b>Mr Storey</b> 01732 875580
Addington <a href="mailto:addingtonpc@btinternet.com">addingtonpc@btinternet.com</a>		<b>Louise Goldsmith</b> 01732 844832	<b>Mr Wallis</b> 01732
West Malling <a href="mailto:carole.wmpc@btconnect.com">carole.wmpc@btconnect.com</a>	01732 870872	Carole D'Silva	<b>Mrs Dean</b> 01732 843119

<b>Other Bodies</b>			
<b>CONTACT</b>	<b>OFFICE</b>	<b>ALTERNATIVE</b>	<b>CONTACT</b>
<b>POLICE</b> <a href="mailto:enquiries@kent.pnn.police.uk">enquiries@kent.pnn.police.uk</a>	<b>Twitter:</b> <b>@kent_police</b>	999 emergencies 101 non emergency	
Tonbridge Police Station PCSO <b>Laura Bullen</b>	01732 771055 07772 226006	Via 101 non emergency	Via 999
<b>FIRE SERVICE</b>			
Tonbridge - District Fire Safety Office Headquarters	01732 369429 01622 692121	01732 771781	Via 999 Twitter: @kentfirerescue
<b>AMBULANCE SERVICE</b>			
Ambulance Control South East Coast Ambulance Service Emergency Planning Officer	01622 747010 03001 230999 01843 823107	01737 353333	Via 999
<b>ENVIRONMENT AGENCY</b>			
Kent Office, Addington	0370 850 6506		
Emergency Hotline	0800 80 70 60		
EA 'Floodline'	0845 988 1188		
Flood Warning Duty Officer Kent Area Incident Room	01622 221321 08458 247247		Sandbags 08458 247247
<b>UTILITY COMPANIES</b>			
Transco Gas Emergencies	0800 111 999		
EDF (Emergency)	0800 783 8866	0800 404090 National Grid Emergency	
South East Water (Emergency)	0845 602 1724	0845 850 6060	0333 000 0002 (leak)
Southern Water (Emergency)	0845 278 0845		
BT (re faults)	0800 800 151(Res.)	0800 800 154(Bus.)	

# LIST OF COMMUNITY ORGANISATIONS

That may be helpful in identifying vulnerable people or communities in an emergency

Trottscliffe Tennis Club

Trottscliffe Primary School

Church Council

Strummers John Fahy

# ACTIVATION TRIGGERS

## 1. Aim and Objectives

The aim of the Trottscliffe Parish Emergency Plan is to make optimum use of the resources immediately available within the community in the event of a major emergency occurring. Its objectives are:-

- To provide self-help to the local community in the event of a major emergency
- To provide, through local knowledge and contacts, assistance to other agencies responding to such an emergency.

## 2. Activation and Alerting

In the event of a potential or actual emergency arising within the parish, any member becoming aware of the incident should :-

1. As necessary, telephone the emergency services, if their response is needed urgently and there is a possibility that they may not yet be aware.
2. Telephone the Chairman of the Parish Council or Deputies as in Section 1 to inform them of the situation.
3. Telephone Tonbridge & Malling Borough Council, informing the Switchboard Operator 01732 876002 or Out-of-Hours Duty Officer 01732 844522 that the call concerns an emergency in the Addington area.
4. Telephone other local contacts, as appropriate to the nature of the incident and the parish response required.
5. Remain available as a point of contact to relay information as appropriate, until relieved or until the conclusion of the emergency (if of short duration).

## 3. Action

Of particular value to Tonbridge & Malling Borough Council and the emergency services will be accurate and up-to-the-minute information on such matters as :-

- The nature of the incident - e.g. a major road traffic accident, rail or air crash, fire, flooding, release of pollution/toxic materials, building collapse, etc.
- The precise location of an incident (a map reference would be helpful).
- The best access roads to use (and whether they can accept two-way working of large vehicles - and also information on any roads which may be closed/ blocked or otherwise impassable).
- The (approximate) number of casualties or persons at risk (and their locations).
- The emergency or other services which may be required in response to the incident.
- Any particular known hazards which might need to be taken into consideration.

## Remember CHALET

Casualties – approximate number

Hazards – present and potential

Access – routes, problems etc.

Location – specific location of the incident

Emergency services – on scene/required

Type of incident – e.g. flooding, road or rail crash etc.

# FIRST STEPS IN AN EMERGENCY

	Actions	Complete
1	Call <b>999</b> (if necessary) and follow any advice given. Alternatively Call111	
2	Ensure you are in no immediate danger	
3	Start writing a log containing any decisions you made and who you spoke to/what was said.	
4	Contact District/Borough Council (Emergency Planning) for advice	
5	Contact the Community Response Team and meet to discuss the situation. Consider inviting other key personnel (including local emergency responder representatives if possible). Use first meeting agenda.	
6	Contact other members of the Community that need to be alerted: <ul style="list-style-type: none"> <li>- Those specifically under threat</li> <li>- The Parish Council via the Parish Clerk</li> <li>- Volunteers and key holders that may be needed</li> </ul> <i>(Contact initially may be to inform them of the emergency or inform them of current Emergency Service advice regarding any action to be taken)</i>	
7	Agree actions and ensure each member of the Community Response Team (and volunteers) know what they are doing	
8	Meet regularly to see how the situation is developing, actions are progressing and whether you need to reprioritise tasks or move resources around.	
9	Once the immediate actions have been completed and the situations starts to improve, start thinking about the recovery phase and the role the Community Response Team can play in helping the community return back to their day-to-day life.	

# OUTLINE RESPONSIBILITIES

## **Tonbridge & Malling Borough Council**

1. To provide a point of contact to receive alerts and warnings.
2. To set up and staff a District Emergency Centre (DEC).
3. To alert District Council Departments and other authorities as appropriate.
4. To collect information and assess requirements.
5. To establish and staff a Forward Emergency Control (FEC) if required.
6. To provide and deploy resources as appropriate.
7. To establish a system for disseminating information to the public - the early stages usually in co-operation with the Police.
8. To establish liaison with other services and organisations as necessary.
9. To liaise with the County Council for the supply of additional resources.
10. To arrange alternative or transit accommodation for the homeless.
11. To arrange transport for the homeless.
12. To provide food and feeding facilities if necessary.
13. To provide emergency sanitation, clothing and other welfare items where necessary.
14. To arrange for the re-housing of families as required.
15. To arrange inspection and emergency repairs to property/premises - local authority and other housing.
16. To arrange full repairs to local authority premises.
17. To clear debris and restore roadways.
18. To implement environmental health measures.
19. Where appropriate and if requested, to assist, through the provision of services and resources, in the establishment, operation and close-down of designated temporary mortuary accommodation.
20. To maintain financial records of their expenditure and make arrangements for funding.
21. To cater for and where necessary accommodate local authority operational and service staff.
22. To provide a basis for deployment of volunteers as appropriate.

## **Kent County Council**

1. To provide a point of contact to receive alerts and warnings.
2. To appoint a County Emergency Co-ordinator who will ensure the proper management and direction of County activities.
3. To alert, or inform, as appropriate, county council departments, district councils, other county councils, voluntary organisations and other organisations involved or likely to become involved in an emergency.
4. To determine when the CEC is to be activated, and to set up and staff it and any other crisis management systems to manage the County Council's response.
5. To take overall responsibility for co-ordination when more than one district council is involved, or when any one district council is unable to cope.
6. To support district councils with county council resources.
7. To arrange for additional resources for use by the county council and/or district councils.
8. To maintain financial records of County Council expenditure and make arrangements for funding.
9. To liaise with appropriate lead government departments.
10. To establish links with the appropriate level of administration in other countries when involved in bi-national or multi-national emergencies.
11. To provide liaison officers to attend other emergency centres or incident sites.
12. To implement specific emergency plans as required.
13. To establish a system for disseminating information to the public, particularly when affected by a nuclear emergency. Usually in co-operation with the police in the early stages.
14. To arrange for Military Aid to the Civil Community in the County.
15. To arrange for appropriate scientific advice as required.
16. To co-ordinate the voluntary sector response via the Kent Voluntary Sector Emergency Group (KVSEG).



## Environment Agency

### Agency Role

The Agency has responsibility throughout England and Wales for:

- The management and regulation of the water environment, including abstraction licensing, pollution control, flood warning and flood defence.
- Controlling industrial pollution, particularly at nuclear, oil and chemical sites and major industrial processes.
- Regulating the transport and disposal of wastes.

### Incident Response

The Agency will attend all incidents posing a significant or potentially significant environmental impact, or, in specific circumstances, posing a threat to human health. It will take appropriate action to prevent or mitigate the effects of such incidents and should always be informed of them as soon as possible. These might involve pollution of controlled waters, unauthorised disposal of waste (including fly tipping), accidents with radioactive substances, chemicals or major industrial processes, flooding, drought and low river flows, fish kills and poaching.

The Agency will work with the Fire Brigade to minimise the threat to the environment caused by chemical spills and contaminated fire-water run-off and warn appropriate parties who may be affected by the associated dangers. It will also investigate the causes for possible legal action.

According to the seriousness of the incident, an Agency officer will attend as soon as possible following receipt of a report within a maximum of two hours during normal office hours and within four hours outside office hours. However, these are maximum times and every effort will be made to attend as quickly as possible.

### Emergency Contact

The Agency operates a 24-hour service from Worthing for reporting incidents and **will usually be alerted by the emergency services or the local authority**. The public throughout England and Wales can report pollution incidents on the national reporting number 0800 807060.

### Area of Responsibility

The Southern Region of the Agency has responsibility for Kent, East Sussex, West Sussex, the Isle of Wight and most of Hampshire. Close co-operation is maintained with neighbouring regions for incidents occurring on or close to regional boundaries.

# ALTERNATIVE ARRANGEMENTS FOR STAYING IN CONTACT IF USUAL COMMUNICATIONS HAVE BEEN DISRUPTED

## *Public Communication*

Type	Where available
Written	<i>The Pilgrim and the team of distributors could be called on to hand deliver information sheets. Contact:</i>
Verbal	<i>Door knocking</i>
Visual	<i>Posters on Noticeboards</i>
Electronic	Website Whats App

## **Communication with Emergency Responders**

Type	Where available
Written	<i>Email updates</i>
Verbal	<i>Telephone, face to face</i>
Visual	<i>Face to face</i>

## APPENDIX

Appendix A: Sample log sheet

Appendix B: Community Response Team – First Meeting Agenda

Appendix C: Map (to be included)



# APPENDIX B: COMMUNITY RESPONSE TEAM MEETING AGENDA

## Example Community Response Team Emergency Meeting Agenda

**Date:**

**Time:**

**Location:**

**Attendees:**

### 1. What is the current situation?

*You might want to consider the following:*

**Location of the emergency. Is it near:**

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

**Are there any vulnerable people involved?**

- Elderly
- Families with children
- Non-English-speaking people.

**What resources do we need?**

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

**2. What information/advice have you received from the District/Borough  
Emergency Planning Officer?**

**3. How can we support the emergency response?**

**4. What actions can safely be taken?**

**5. Who is going to take the lead for the agreed actions?**

**6. Any other issues?**

**7. Provide frequent situation reports to the District/Borough Emergency  
Planning Officer.**