



Hildenborough Parish Community Emergency Plan

Version 9

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

Revision History

Summary of changes	Issue number & date	Date
New Issue	Version 1	October 2014
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Revised	Version 7	April 2022
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Data Protection

Addresses, contact numbers etc listed in this document is classed as 'personal data' under the Data Protection Act (DPA, 1998). Whilst holding this data is legally justified (e.g. in order to protect interests of members of the community in an emergency) the information will be stored and handled sensitively, in accordance with the requirements of the DPA. It is assumed that the Community Emergency Coordinators listed in 4.1 are nominated 'Data Controller' and will ensure that 'reasonable steps' are taken to ensure that the information is collected, stored, handled, retrieved, shared and disposed of in an appropriate manner.

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1. Overview of this plan

The Civil Contingencies Act 2004 defines an emergency as “an event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK”

The emergency services will always prioritise those in greatest need during an emergency, especially where life is in danger. There will be times when people may be affected by an emergency but life is not in immediate danger. During such time communities need to know how to help themselves. By becoming more aware, the community can support the work of local emergency responders and reduce the impact of an emergency.

This plan’s information will be used to coordinate a response to local emergencies.

1.1 Why do we have this Plan?

- To increase readiness and resilience within the local community in the event of an emergency.
- To enable community groups to provide support to statutory agencies (if needed).
- To enhance the ability of community groups to support themselves when outside assistance from statutory agencies is delayed or overwhelmed.

1.2 This plan includes

- Risks most likely to impact on our community
- Relevant steps to mitigate and respond to emergency situations
- Ways of contacting vulnerable people/groups in the community
- Community resources available to assist during an emergency including people, facilities and equipment
- Key contact details for the Community Emergency Team, local volunteers, the Emergency Services and local authorities
- Description of how the plan works and how information is communicated.

1.3 Insurance, Health and Safety.

It is recognised that those named in this plan are not trained, equipped, empowered or resourced to carry out functions of an emergency service. The response will be generally confined to supporting the welfare of the people in the community and helping to maintain normal community life.

Volunteers, Parish Council Members and staff provide support at their own discretion and in a voluntary (not compulsory) capacity. No one is obliged to carry out duties they do not feel able to undertake.

1.4 Vulnerable People

It is important to ensure that isolated or vulnerable people are checked on to see if they need assistance during an emergency. Although many vulnerable people may be known to organisations such as the local authority, NHS and utility providers, others may not be known or may be made vulnerable during an Incident. This requires local knowledge, for example, someone from church that has a broken leg or a neighbour may be deaf, who may require extra help.

There are a number of groups of people who, in an emergency, should be considered as potentially vulnerable and a priority for support and the deployment of resources, these include:

- The elderly who may not be very mobile
- Those with physical disabilities
- Those with learning difficulties
- Parents and others looking after very young children
- Those who are unable to see or have a severe sight impairment.
- Non – English Speakers

However, it is important to note that people may become vulnerable at any point and under different circumstances.

A list of organisations who will be familiar with known vulnerable people can be found in Section 4.4

1.5 Warning and informing

This is a responsibility of the emergency services and other statutory bodies, however emergencies are often unexpected and it is impossible to reach everyone directly.

Encourage the community to contact the Community Emergency Coordinator, their deputy or any member of the Parish Council when they become aware of an incident to allow the Community Emergency Team to be engaged and spread the word rapidly and extensively.

Emergency Team members can be allocated to specific roads or areas to undertake door knocking to inform local residents and/or situation reporting to the management team from the ground. Both sets of information are likely to be of use to local authorities and the emergency services.

Situation updates (as known by the Community Emergency Management Team) will be available to residents at the Village Hall with bulletins on notice boards and the Parish website: www.hildenboroughparishcouncil.gov.uk/ where the situation allows.

Residents in floodable areas should sign up to the Environment Agency's free Floodline telephone flood alert service (see <https://fwd.environment-agency.gov.uk/app/olr/register> or call 0345 988 11 88 for more information). (see section on Flood Plan)

During wide-spread events, further information may also be found through local media such as:

- BBC Radio Kent 96.7FM, 774 AM and on DAB
- BBC Kent <http://www.bbc.co.uk/news/england/kent/>
- Kent Messenger <http://www.kentonline.co.uk/news/>
- The Courier <http://kentlive.news/all-about/tonbridge>
- Environment Agency <http://www.gov.uk/flood>
- Met Office <http://www.metoffice.gov.uk/public/weather/>

1.6 Identifying Local Risks

In order to improve the community's ability to respond to local emergencies, the Community Emergency Team will endeavour to be aware of local risks, their potential impact and how to recover from an incident. Any member of the community is welcome to offer information on risks for adding to the list, please use the contact details on the cover. Reference may also be made to the Community Risk Register available on www.kentprepared.org.uk

For more detailed flood risk, please see Section 5, Flood Plan and Summary of Flood (available from the Clerk)
Procedures and Warden's Handbook (separate publication).

1.7 Community Emergency Team

The Community Emergency Team is a voluntary group supported by the Parish Council who will work in partnership with the emergency services. The group and this plan actively encourage local residents to help themselves and others in emergency situations.

The role of Emergency Co-ordinator (and their deputy) is fulfilled by the Parish Council members and staff, chair of the Village Hall Management Team and Manager of St John's Church Centre who provide a vital link between residents and organisations planning for and responding to an emergency. See Section 4. for the Community Emergency Co-ordinator Team.

Their role is to:

- Facilitate the completion and maintenance of the Community Emergency Plan (this plan)
- Call a community meeting during an emergency (if deemed necessary)
- Provide the focal point for the community response to an emergency
- Act as the main contact point for the Borough Council and ensure that two-way communication is maintained
- Provide a link between the community and other agencies responding, which may include the Emergency Services and the Borough Council
- Assist the Borough Council and appropriate agencies in emergency preparedness through awareness-raising activities

The Emergency Co-ordinator for Hildenborough Parish Council is Julia Church, Parish Clerk

The Deputy Emergency Co-ordinator is Hildenborough Parish Council's Chair, Cllr Ioannis Sklavenitis

SEE Section 4 for contact details.

Community Emergency Volunteers are residents who provide a link between the Emergency Co-ordinator (or Deputy) and residents in their immediate locality. This could be for one street or a cluster of streets (see Flood Emergency Plan).

Their primary role is to receive information from, and pass it on to, residents in their area.

Some Community Emergency Volunteers may have formal qualifications or training e.g. first aid, which may be of assistance until the emergency services arrive.

Other Community Emergency Volunteers may, for example, visit and monitor vulnerable people, help with transport or pass messages on foot when communications are down.

See Section 4. for contact details of individual and organisations.

1.8 Local Skills and Resource Assessment

The Community Emergency Team will encourage local residents to provide information, voluntary help and resources to assist with any perceived emergency. The Parish Council as part of the Community Emergency Team will prepare and maintain such information as follows:

- **Volunteers:** Organisations and individuals who already volunteer, or who would be prepared to volunteer in an emergency.
- **Equipment:** The location of tools and machinery which might be needed in an emergency and people qualified, capable and willing to operate them.
- **Supplies:** The location of food, water and medical supplies and local suppliers and businesses who would be willing to provide them.
- **Transport:** The location of vehicles which could be used by the community in emergency. Drivers willing and able to help with the distribution of supplies.

The names, numbers, skills and resources can be found in Section 4.

2. Responding to an Emergency

2.1 The Community Emergency Co-ordinator role

They will:

1. Call 999 (if necessary) and follow any advice given
2. Ensure they are not in immediate danger
3. Write a log containing any decisions made, contact and what was said.
4. Contact Tonbridge & Malling Borough Council for advice, providing them with updates as the situation develops
5. Contact the Emergency Response Team and meet to discuss the situation, using the first meeting agenda
6. Agree actions and ensure each member of the Community Emergency Response Team (and volunteers if appropriate) know what they are doing.
7. Contact other members of the Community that need to be alerted
8. Meet regularly to discuss the developing situation, outstanding actions, community priorities and resources available or required.
9. Once the immediate actions have been completed and the situation starts to improve, start thinking about the recovery phase and how the Community Emergency Response Team can help the community return back to their day-to-day life.

2.2 Agenda for Community Emergency Response Team

FIRST MEETING

Date:

Time:

Location:

Attendees:

1. What is the current situation? (type of emergency, is there threat to life, which support services are involved, has electricity, gas or water been affected)
2. Location of emergency (road affected, access available, are schools, businesses likely to be affected)
3. Are there any vulnerable people involved? (check with Flood Wardens, Church, locally identified organisations)
4. What information/advice has been received from Tonbridge & Malling Borough Council's Emergency Planning Officer, or any of the Emergency Services?

5. What support are we able to give? (consider useful resources, safety concerns, notifying local residents)
6. Allocation of actions to take by whom and when, reporting to Team/Borough Council/other Agency.
7. Any other issues

2.3 Communication with Residents

Communication with residents is dependent on the type of emergency. Where possible the Village Hall and Hilden Accountants will be used for updating posters and briefings, the Parish Council notice boards and website (www.hildenboroughparishcouncil.gov.uk/) will be posted with up-to-date information as soon as possible, as will the Church Centre. Flood Wardens will make contact with residents in their allocated area either to pass verbal information on or to distribute information by poster.

2.4 Other Agencies Outline Responsibilities

County Council & District/Borough Council

This list covers the responsibilities of all local authorities, and shows how these are split between County Council and District Council. Where a responsibility falls to one party, the other may agree to carry it out on their behalf, through mutual aid arrangements, or provide support.

		County	District
1	Provide a 24 hour point of contact to receive alerts and warnings, and for the management of a large volume of public calls	✓	✓
2	Co-ordinate the local authority response where more than one district is involved	✓	
3	Establish and staff a local authority Forward Control Point	Liaise	Lead
4	Alert Health Authorities where action other than direct casualty care is required	✓	✓
5	Liaise with Central and Regional Government	✓	
6	Liaise with administrative authorities in bi-national or multi-national emergencies	✓	
7	Arrange for military aid	✓	✓
8	Assist in providing a catering service for involved personnel	✓	
9	Alert and coordinate voluntary organisations	✓	✓
10	Arrange attendance of ministers of religion	✓	
11	Support other responders with council resources	✓	✓

12	Implement animal health measures	✓	
13	Support other responding agencies in the response to a communicable disease outbreak	✓	✓
14	Establish a system for disseminating information to the public, in cooperation with other responders, and make premises available for Public Information Centres	✓	✓
15	Open and run support centres as required	✓	✓

Environment Agency

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.

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 Kent Fire & Rescue Service (KFRS) 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.

The Agency operates a 24-hour service 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 and flooding on the National Incident hotline number 0800 807 060. To get the latest flood information, for information on how to prepare for or cope with the impacts of flooding and to sign up to the flood warning service call Floodline on 0345 988 1188.