MID SUSSEX DISTRICT

PARISH OF
HURSTPIERPOINT & SAYERS COMMON

Emergency Plan

Plan last updated on: 12 November 2021

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MISSION STATEMENT

The Parish Council is committed to supporting the local community in an emergency in conjunction with the Emergency Services and local authorities, where appropriate.

The Parish Council is committed to provide full support to the Emergency Services and local authorities in an emergency by providing and utilising the Resources Register, places of safety and staff resources if required.

In the event of an emergency, the Parish Emergency co-ordinator will assess the situation and inform relevant persons.

1. THE NEED FOR A PLAN

Emergencies happen. During an emergency, responders need to prioritise those in greatest need especially where life is in danger. Even if lives are not in danger, people need to know how to help themselves. This makes a community more resilient and reduces the impact of the emergency in both the short and long term.

2. DEFINITION OF AN EMERGENCY

In the context of this Emergency Plan, the definition of an emergency is any event occurring with little or no warning causing or threatening death or injury, damage to property or the environment. Also included will be any disruption to the community, which cannot be dealt with by the day-to-day activities of the Emergency Services.

3. TYPES OF MAJOR EMERGENCY

Types of emergency include but are not limited to:

- Natural (storms, floods, snowfall, landslides, forest fires and earthquakes)
- Technological (damage to structures and buildings, transport accidents by air, sea, inland water, road and rail, sustained power failure)
- Social (health emergencies)
- Environmental (air, water and land pollution or contamination; gas explosion)
- Hostile acts (terrorist attacks or other hostile actions)
- Industrial Action

4. EMERGENCY SERVICES

By dialling 999 people can call upon 5 emergency services:

- Fire
- Police
- Ambulance
- Cave and Mountain Rescue
- Coast Guard

5. EMERGENCY ORGANISATION AND TYPES OF ASSISTANCE

5.1 **Activation of Emergency Plan**.

The Parish Council may be called upon by the Emergency Services (Police, Fire or Ambulance) or Mid Sussex District Council (MSDC) to assist them in an emergency. The Parish Council Emergency Co-ordinator is responsible for producing a Local Skills and Resources Register (Emergency Contacts Directory, List C).

5.2 Types of assistance

5.2.1 **Primary Assistance:** The Emergency Services may request direct assistance at the scene of an emergency. This would require the Parish Council Emergency Co-ordinator to ensure the Emergency Services have access to our List of Emergency Rest Centres and Local Skills and Resources Register (Emergency Contacts Directory, Lists B and C).

5.2.2 **Secondary Assistance:** This will normally result from a major emergency elsewhere when the Police may request the assistance of the local authorities to provide backup resources – evacuation, rest centres, specialist staff resources/equipment etc. The District Council may then request the Community (normally through the Parish Council Emergency Co-ordinator) to provide part of this support.

5.2.3 **Tertiary Assistance:** This will occur when there is a sustained problem within the boundary of the Parish and the Emergency Services are not involved; Mid Sussex

District Council may or may not be involved (e.g. sustained snowfall, sustained power failure). The Parish Council Emergency Co-ordinator will invoke the Plan.

In each case above, the Parish Council Emergency Co-ordinator will assess what is needed in conjunction with Emergency Services and the Mid Sussex District Council representative, using the resources listed in the Parish Council Emergency Plan and Emergency Contacts Directory.

6. WEATHER WARNINGS

Severe Weather and Flood Warnings:

- Severe weather warnings are given by the Met Office. They provide a 24 hour weather summary with temperatures to help West Sussex County Council Highways to make informed gritting decisions.
- Flooding alerts are provided by the Met Office and Environment Agency, Telephone: 0345 988 1188

HURSTPIERPOINT AND SAYERS COMMON PARISH EMERGENCY PLAN

7. AIM AND OBJECTIVE OF PLAN

This plan has been prepared to enable the parish of Hurstpierpoint and Sayers Common (including Goddards Green) to promptly and effectively cope with any emergency. The Emergency Contacts Directory includes pertinent contact details of the Parish Emergency Co-ordinators and appointed assistants, who will provide guidance and advice for the support and care of the local community during a disaster.

8. LOCAL RISK ASSESSMENT

Our community covers the areas of Hurstpierpoint a fairly densely populated area. Sayers Common a less densely populated and more widespread community than Hurstpierpoint and Goddards Green a very rural and widespread area of the Parish.

The most likely risks to this community are listed in the Local Risk Assessment Table in Appendix A.

However the Parish Council can only really cover 3 main functions. These are:

- Provide assistance such as contact numbers to the Emergency Services (including MSDC Emergency Co-ordinator) when asked,
- Provide a temporary safe area/shelter to residents in the event they are involved in an emergency, and
- Provide assistance to members of the community who are, or who become, vulnerable or in difficulty during periods of sustained snowfall, power failure etc.

9. EMERGENCY CO-ORDINATION CENTRE

The Emergency Co-ordination Centre will be located in the Hurstpierpoint Parish Council office, Village Centre, Trinity Road, Hurstpierpoint BN6 9UY, Tel. 01273 833264.

10. ROLE OF THE EMERGENCY CO-ORDINATOR

The Parish Council Emergency Co-ordinator should ensure that the Emergency Plan is kept up-to-date, making any necessary changes and ensuring that the current list of volunteers is still relevant.

The Parish Council have decided to use the Committee Chairs (Full Council, Planning & Environment, Finance and Governance, and Community Engagement) as their Emergency Co-ordinators. In the event of an emergency, please contact the Parish Council Chairman in the

first instance who will then contact the other Chairs and allocate jobs as necessary. In the event that the Chairman is not available, please contact one of the other Chairs in the Emergency Contacts Directory, List A Emergency Contacts. Should one of the Committee Chair be unavailable, then the Vice Chair for that Committee will be asked to help.

In conjunction with the Emergency Services and/or MSDC Emergency Co-ordinator, the Parish Councillors will:

- Help assess the situation,
- Organise and deploy any volunteers,
- Contact/collect local resources,
- Liaise with members of the Parish Council, and
- Prepare any areas that may be needed such as the Emergency Co-ordination Centre and the Emergency Rest Centre.

11. COMMUNICATIONS

Communication is the key to keeping our community functioning and resilient. The Parish Council feels it has a responsibility to ensure that our community is well informed of any ongoing updates and available help. Therefore the Parish Council aims to:

- Get information and advice to the public (social media, leaflets and posters),
- Inform the Mid Sussex District Council of any communication difficulties, and
- Liaise with press, radio and TV.

All relevant people and/or community groups can be contacted through the telephone numbers and email addresses listed in the Emergency Contact Directory.

12. ACTIVATION OF PARISH EMERGENCY PLAN

The Parish Emergency Plan will be invoked when:

- Emergency Services call upon us to help,
- A neighbouring Parish Council calls upon us for help, or
- We believe that residents are in need of assistance that if not given could impact their ability to survive, e.g. in a case of a severe weather event, the Chairs will meet to discuss and assess the situation and agree when the plan should be invoked.

13. SPECIFIC ACTIONS/POINTS

- The Hurstpierpoint Village Centre will be the main Emergency Rest Centre for the Parish.
- The Court Bushes Community Hub will be the back up Emergency Rest Centre should more than one hall be needed or the Village Centre has been compromised.
- The Sayers Common Village Hall will be the Emergency Rest Centre for the residents of Sayers Common with the Sayers Common Church Hall and the Hurstpierpoint Village Centre as backup.
- The Parish Council Emergency Co-ordinator will be guided by the Emergency Services or MSDC Emergency Co-ordinator during an emergency.
- In the event of tertiary assistance being required, the Parish Council Emergency Co-ordinators will check Appendix A for the actions required during a specific emergency.
- The Parish Council Emergency Co-ordinators will call upon the Neighbourhood Watch Co-ordinators and other groups within the community to distribute and collect information if possible.

Plan Distribution List

Role
Mid Sussex District Council Emergency Planning Officer
West Sussex County Council Resilience and Emergencies Team
Chairman of Council, Malcolm Llewellyn
Vice Chairman of Council, Allan Brown
Chair, Planning & Environment Committee, Julia Shorrocks
Chair, Community Engagement Committee, Claire Majsai
Vice-Chair, Planning & Environment Committee, Tony Lank
Vice-Chair, Estates & Facilities Management Committee, Rodney Jackson
Vice-Chair, Finance and Governance Committee, Duncan Ranger

Plan Amendment List

Date of Amendment	Date of next review/revision	Details of changes made	Changed by
20 March 2015	March 2016	Creation of Document	Services Committee Chairman and Asst Clerk
March 2016	March 2017	Revision of Document	Services Committee Chairman and Asst Clerk
July 2016	March 2017	Revision of Document	Community Affairs Committee and Assistant Clerk
Dec 2016	March 2017	Addition of 105 – national power cut phone line.	Assistant Clerk
Dec 2019	Dec 2020	Revision of Document	Assistant Clerk
May 2021	May 2022	Revision of document to include contractors list and councillors & staff	Clerk and Cllr Ranger
October 2021	May 2022	Revision of document to include contractors list and update staff list	Clerk and Cllr Majsai & Cllr Ranger

APPENDIX A: Local Risk Assessment (See Matrix Below)

Risk	Impact on Community	Actions
Major Fire e.g. School/ Ribbetts/ High Street (Red 9)	Loss of life Loss of property and livelihood Travel disruption	Advise Rest Centre Coordinators. Advise MSDC Emergency Coordinator. Advise Police. Communications with residents.
Gas Explosion (Yellow 6)	Loss of life Damage to property Travel disruption Pollution Infrastructure damage	Advise Rest Centre Coordinators. Advise MSDC Emergency Coordinator. Advise Police, Fire Service. Communications with residents.
Storm/Wind Damage (Yellow 6)	Possible loss of life Damage to property Travel disruption Infrastructure damage (roads etc) Loss of power	Advise Rest Centre Coordinators. Advise MSDC Emergency Coordinator. Advice Police, Fire Service. PC contact Chainsaw owners and local tree surgeons. Communications with residents.
Sustained power failure (Yellow 6)	Lack of heating Lack of hot food Lack of food preservation Lack of telecommunication devices Isolation	Find out what has happened and how long it is expected to last. Contact Neighbourhood Watch. Communicate with residents via posters, noticeboards and leaflet drop. Liaise with local authorities and neighbours support groups to provide information and support vulnerable residents.
Sustained snow fall (Yellow 6)	Isolation House Bound Access to food Access to clean water Access to medication Frozen pipes Power failure	Winter Maintenance Plan (local). Contact 4x4 owners. Contact Neighbourhood Watch Coordinator. Communications with residents. Liaise with local authorities and neighbours support groups to provide information and support vulnerable residents.
Flooding (Yellow 6)	Blocked roads Damage to properties	Advise Rest Centre Coordinators. Advise MSDC Emergency Coordinator. Advise Police. Sand bags can be purchased from local builders merchants. Communications with residents. Liaise with local authorities and neighbours support groups to provide information and support vulnerable residents.
Road accident (Yellow 4)	Travel disruption Diversion may be required.	Advise MSDC Emergency Coordinator. Advise Police. Advise Rest Centre Coordinators. Communications with residents.

Environmental accident (Green 1)		Communicate with residents via social media, posters, noticeboards and leaflet drop. Contact Neighbourhood Watch.
Industrial accident (Green 2)		Communicate with residents via social media, posters, noticeboards and leaflet drop. Contact Neighbourhood Watch.
Rail accident (Hassocks) (Green 2)	Travel disruption	Advise Rest Centre Coordinators, if needed. Communications with residents.

Risk Assessment Matrix

Likelihood: **Impact:**	**Low (1)**	**Medium (2)**	**High (3)**
Minimal (1)	1 x 1 = 1	1 x 2 = 2	1 x 3 = 3
Significant (2)	2 x 1 = 2	2 x 2 = 4	2 x 3 = 6
Severe (3)	3 x 1 = 3	3 x 2 - 6	3 x 3 = 9

APPENDIX B: Emergency Rest Areas

Building	**Location**
Village Centre	Trinity Road, Hurstpierpoint, BN6 9UY
Court Bushes Community Hub	Willow Way, Hurstpierpoint, BN6 9TH
Sayers Common Village Hall (2 toilets plus 1 disabled toilet with baby changing unit; kitchen with fridge and gas cooker)	Off B2118 Sayers Common, W. Sussex. BN6 9HX
Sayers Common Church Hall	Off B2118 (Oakhurst), Sayers Common, West Sussex, BN6 9JA
Further optional venues below:	
1st Scout HQ (Fully fitted kitchen; No food kept there. Toilet facilities and shower; tables and chairs; small car park.)	Trinity Road, Hurstpierpoint, BN6 9UY
Methodist Church (Church: seat 70 - 100 people; Hall: seat 50 people; Kitchen; Toilets; disabled access from street to hall and church but 2 shallow steps from church to toilets, kitchen and hall. Meeting room on first floor for 8-10 comfortably but up to 20 if needed (stairs leading up to this room). Small meeting room on ground floor for max 8 people.)	42 Cuckfield Road, Hurstpierpoint, BN6 9RR
Guide HQ (Hall – seats 80; ladies toilets and shower cubicle; disabled/men's toilet; kitchen; large garden)	Trinity Road car park, Hurstpierpoint, BN6 9UY

APPENDIX C: List of Utilities

Electricity	UK Power Networks	105 (national power cut phone line) This is free of charge and will put you through to your **local network operator** who can give you help and advice. 0800 31 63 105 or 105 from a landline or mobile. Power Cuts & Emergencies
Gas	National Gas Emergency Service Southern Gas Networks	0800 111 999 (report a leak or smell gas) Customer Service 0800 912 1700 customer@sgn.co.uk
Water	South East Water	0333 000 0001 Customer water supply helpline Mon-Fri: 8am - 7pm Sat: 8am - 1pm 0333 000 0365 Out-of-hours emergencies. If you have no cold water or have spotted a burst main or serious leak. 24 hours a day, seven days a week

APPENDIX D: List of Key Contacts and Contractors

Service	**Name**	**Number**
Neighbourhood Watch Coordinator	TBC	TBC
Neighbours Support Group 1st Contact	Anna Riis	anna1205@me.com 01273 834625, 07850 823092
Neighbours Support Group 2nd Contact	Prue Heron	prueheron@gmail.com 01273 835064, 07769 904724
Lock Smith	Lock Assist	01444 244344
Plumber	Ian Parkin	01273 833793 / 07986 401670
Gas Safe Engineer	Evinox	
Electrician	MVG Electrical (Marcos Gava)	07840 004416 marcos@mvgelectrical.com
Carpenter		
Roofer	Mascott Roofing	01444 239977 / 07770 818322
Glazier	Commglass Ltd (Henfield)	01273 276804

APPENDIX E: List of Councillors and Staff (at September 2021)

Councillors:

1. Cllr Malcolm Llewellyn (Chairman)
2. Cllr Allan Brown (Vice-Chairman)
3. Cllr Michael Avery
4. Cllr Helen Bedford (Co-Opted)
5. Cllr David Evans
6. Cllr Rodney Jackson
7. Cllr Seth Jee
8. Cllr Tony Lank
9. Cllr John Lowman
10. Cllr Martin Machan
11. Cllr Claire Majsai
12. Cllr Duncan Ranger
13. Cllr Bob Sampson
14. Cllr Julia Shorrocks
15. Cllr Peter Griffiths (Co-Opted)

Officers:

Sarah Groom, Clerk to the Council
Helen Valler, Assistant Clerk
Lorna Cooksey, Assistant Clerk
Stephen Witchell, Estates & Facilities Manager
Hamish Raby, Maintenance Officer
Richard Lechmere, Cemetery Manager

Contact Details:

All Councillors and Officers can be contacted through the Parish Office:

Tel:	01273 833264 / Emergency No. 07
Email:	office@hurstpierpoint-pc.gov.uk
Postal Address:	Parish Office, Village Centre Trinity Road, Hurstpierpoint West Sussex, BN6 9UY
Website:	www.hurstpierpoint-pc.gov.uk
Facebook	"Hurstpierpoint & Sayers Common Parish Council"

APPENDIX F: Emergency Review Record

Date:
Time:
Location:
Attendees:
What type of emergency?
Where was it?
Was there a threat to life?
Was electricity, gas or water affected?
Were any vulnerable people involved/assisted?
What resources were used?
Do we need to follow up this emergency with on-going care/assistance?
Any other issues/points to discuss?
Any changes needed to the Emergency Plan as a direct result of this emergency?