

**IGHTHAM
PARISH COUNCIL**

**PARISH
EMERGENCY
PLAN**

January 2016

IGHTHAM PARISH COUNCIL
**PARISH EMERGENCY PLAN
DISTRIBUTION**

POSITION	ORGANISATION	Copies
Chairman	Ightham Parish Council	1
Councillors	Ightham Parish Council – one each	8
Parish Clerk	Ightham Parish Council	1
Chairman	Ightham Village Hall Management Committee	1
Chief Executive	Tonbridge & Malling Borough Council	2
Emergency Planning Unit	Kent County Council	2
	Environment Agency	1
Kent Police	West Division Area Commander	1
Clerk to the Council	Borough Green Parish Council	1
Clerk to the Council	Kemsing Parish Council	1
Clerk to the Council	Plaxtol Parish Council	1
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SECTION 1 - BACKGROUND

What is an Emergency ?

A 'major emergency' can be defined as:

“Any event (happening with or without warning) causing or threatening death or injury, damage to property or to the environment or disruption to the community, which because of the scale of its effects cannot be dealt with by the emergency services and local authorities as part of their day-to-day activities”

Within the United Kingdom the response to such events is a combined one, involving the expertise and resources of the emergency services and local authorities, supplemented as appropriate by other organisations. The prime responsibility remains at local (rather than national) level, where the expertise and resources are more immediately available.

Integrated Emergency Planning

The response to an emergency utilises a system known as 'Integrated Emergency Management', whereby each organisation develops flexible plans to enable it to deal effectively with any emergency, large or small and of whatever nature. Plans are designed to cater for the response to an emergency rather than its cause, since emergencies are infinitely variable and cannot be predicted specifically. Plans also have to be designed to work in harmony with those of other participating organisations.

Response from the Local Authority – see Appendices 1 & 2

As far as the local authority response is concerned, within Kent the County Council and the district councils (for example Tonbridge & Malling Borough Council) have a number of plans which work together to provide an overall response. In the event of a major emergency occurring in the Ightham area (or in any other area of the Borough) Tonbridge & Malling Borough Council would:-

- Activate its Major Emergency Plan.
- Set up its Emergency Centre at the Council Offices, from where Council officers would co-ordinate and manage the local authority response.
- Send a Incident Liaison Officer to the affected area.
- If necessary, arrange for a Rest Centre to be set up and staffed, and for transport to it from an 'Evacuation Assembly Point' in the parish to be provided.
- Make other arrangements as appropriate to the specific emergency.

Ightham Parish Council Role

The key role for the **Ightham Parish Council** under such circumstances is to provide on-the-ground local knowledge regarding the situation as it is and about local conditions and circumstances - as well as providing an element of self-help locally, where this can be achieved without risk. **The Parish Council will set up its own central point of contact, from which all information pertinent to the emergency should be reported to the District Council Liaison Officer, if available, or directly to Tonbridge & Malling Borough Council.**

Ightham Parish Council – Emergency Centre

Cllr Rodney Chartres, Napps Farm, Long Mill Lane, Ightham, TN15 8QG – 07887 598393

or

Cllr Mike Holden, Leys Cottage, Back Lane, Ightham TN15 9AU – 01732 886442 Mobile 07887 606121

Evacuation

In an emergency it is normally preferable for those affected to stay in their homes until the danger has passed and, if necessary, for support to be provided to them *in situ* by appropriate agencies. Under certain circumstances, however, the Police may make a decision that people in selected properties should be evacuated to a place of safety. In this event those concerned will be contacted by the Police and normally be given a period in which to get together items (for example medicines, warm clothing, etc.) which they may wish to take with them. They may be asked to make their way to a convenient central location (an ‘Evacuation Assembly Point’) from which they will be moved/transported to a ‘Rest Centre’ (arranged by the District Council and staffed by Kent County Council, Tonbridge & Malling Borough Council and voluntary sector personnel). A range of suitable premises (selected on criteria such as the size, nature, range and quality of the facilities available) has been identified by the local authorities. Here the evacuees will be provided with shelter, food and, if necessary, bedding for an overnight stay, however more appropriate accommodation (such as hotels) might be sought by the district council should overnight accommodation be deemed necessary. At the conclusion of the emergency they will be returned to their homes, or in the event of any of these needing to be repaired, temporary accommodation will be arranged by the district council.

SECTION 2 - ACTIVATION, ALERTING AND ACTIVITY

1. Aim and Objectives

The aim of the Ightham Parish Emergency Plan is to make optimum use of the 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 and the Parish Clerk, Mrs Sarah Huseyin – 01732 886402 or 07733 250185 to inform them of the situation.
3. Telephone Tonbridge & Malling Borough Council, 01732 844522 that the call concerns an emergency in the Ightham 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.

SECTION 3 EMERGENCY CONTACT DETAILS

CONTACT	OFFICE	OUT OF HOURS	OTHER
TONBRIDGE & MALLING BC			
Chief Executive	01732 844552		Chief.executive@tmbc.gov.uk
KCC EMERGENCY PLANNING UNIT			
	01622 221200	Duty Emergency Planning Officer 03000 414 999	KCC Contact Point Emergency Line 03000 41 91 91
ADJACENT PARISHES			
		Clerk	Chairman
Borough Green		Mrs H M Damiral 01732 884159	Mr M Taylor 01732 882880
Platt		Mrs J Davies 01732 886822	Mrs P Derby 01732 885934
Plaxtol		Mrs L Thomas 01732 810600	Patrick Thomas 01732 810600
Seal		Mrs Lorna Talbot 01732 763488	Mr Mike Harvey
Shipbourne		Sarah Codling 01892 530404	Libby Cohen 07949 591716
Wrotham		Ms L Cox 01732 886139	Mr Peter Gillin 01732 886139
POLICE			
Tonbridge Police Station	101	Via 999	
FIRE SERVICE			
District Fire Safety Office at Tonbridge Fire Station	01622 212451	Emergencies Via 999	
AMBULANCE SERVICE			
South East Coast Ambulance Service (Secamb)	0300 1230999	Via 999	
ENVIRONMENT AGENCY			
Kent Office, Addington	08708 506506	-	
Emergency Hotline	0800 80 70 60	-	-
EA 'Floodline'	0845 988 1188	0845 988 1188	-
Flood Warning Duty Officer, Kent Area Incident Room	01732 223108/223175	Sandbags - Via Tonbridge & Malling BC	
UTILITY COMPANIES			
National Grid (Gas Emergencies)	0800 111999	0800 111999	-
National Grid (Electricity Emergencies)	0800 4040 90	UK Power Networks 0800 783 8838	-
South East Water (Emergency)	0333 000 0365	Leakline 0333 000 3330	-
Southern Water (Emergency)	0845 278 0845	Leakline	-

0800 820 999

EMERGENCY CONTACT DETAILS

LOCAL CONTACTS			
Cllr Rodney Chartres	07887 598393		
Cllr Mike Holden	01732 886442	07887 606121	
Mrs Sarah Huseyin (Clerk)	01732 886402	07733 250185	
PROFESSIONALS			
Borough Green Medical Centre	01732 885555		
Rev Tim Hatwell	01732 886827	07799 601546	
HEAVY PLANT/MACHINERY OPERATOR			
James Hayward (Chainsaw)		07890 441556	
Andrew Chesson (Tractor/Chainsaw/Snow Plough)		07885 647872	
COMMUNITY CONTACTS			
Village Hall			
Rodney Willingham	01732 810656	07887 524946	
Jenny Elliott	01732 780283		
Primary School			
School Office	01732 882405		Mr David Sherhod (Head Teacher)
RADIO KENT	01892 6700000	08000 680675	Radio.kent.news@bbc.co.uk
St Peters Church			
Rev. Tim Hatwell	01732 886827	07799 601546	
Jenny Webster	01732 884819		
Richard Abnett	01732 810492		
PARISH COUNCIL			
Mr Rodney Chartres	07887 598393		
M Holden (Vice Chairman)	01732 886442	07887 606121	
Mrs. S R Brierley	01732 810975	07970 842592	
Mr John Edwards	01732 883556		
Mrs Penny Cracknell	01732 884198	07811 066253	
Mrs A Edge -McKenna	01732 886006		
Mr David Hall	01732 882853		
Mrs K Mitchem	01732 885072	0781 834 2816	
R G Willingham	01732 810656	07887 524946	
Sarah Huseyin (Clerk)	01732 886402	07733 250185	

SECTION 4 LOCAL RESOURCES AVAILABLE

1. Ightham Village Hall, Sevenoaks Road, just off A 227

Main Hall: licensed for 100 people: chairs and tables available: heating, disabled access.

Lower Hall: smaller, down steps: chairs available.

Kitchen: Oven, dishwasher, fridge, storage room

Men & Ladies WCs,

Car parking for 30 cars with more in the adjacent Ightham Club
(Also Ightham Club for overflow facilities, toilets, kitchen and parking)

Defibrillator, mounted onto the outside wall.

2. Ightham Primary School, Oldbury Lane

Hall, heating, kitchen, toilets.

3. St Peter's Church, Fen Pond Road, just off A227

Seating for 100 or more: heating, toilet, kitchenette.

Church Room: seating, heating, toilet, kitchenette.

4. Ightham Mote, Mote Road, Ivy Hatch, Kent

Restaurant: seating for approximately 70 people.

Toilets, including disabled, located adjacent to Restaurant and Coach House (lower gate)

Personnel trained in emergency procedures and salvage materials.

Telephone: Office – 01732 810378
Property Manager – 01732 810860
Restaurant – 01732 811314

5. George & Dragon

Restaurant & Private Function Room

Toilets, including disabled, located adjacent to Restaurant and Bar
Telephone: Office – 01732 882440

6. Ightham Club

Bar Area & Toilet facilities
Telephone Mark Brenta 01732 882104

7. Neighbourhood Watch Co-ordinators:

Sue Brierley - 01732 882767
Penny Cracknell 01732 884198

APPENDIX 1 - 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.

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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.

Appendix 2 - 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 County Emergency Centre 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).

Appendix 3 - Environment Agency

Agency Role

The Agency has responsibility throughout England 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.

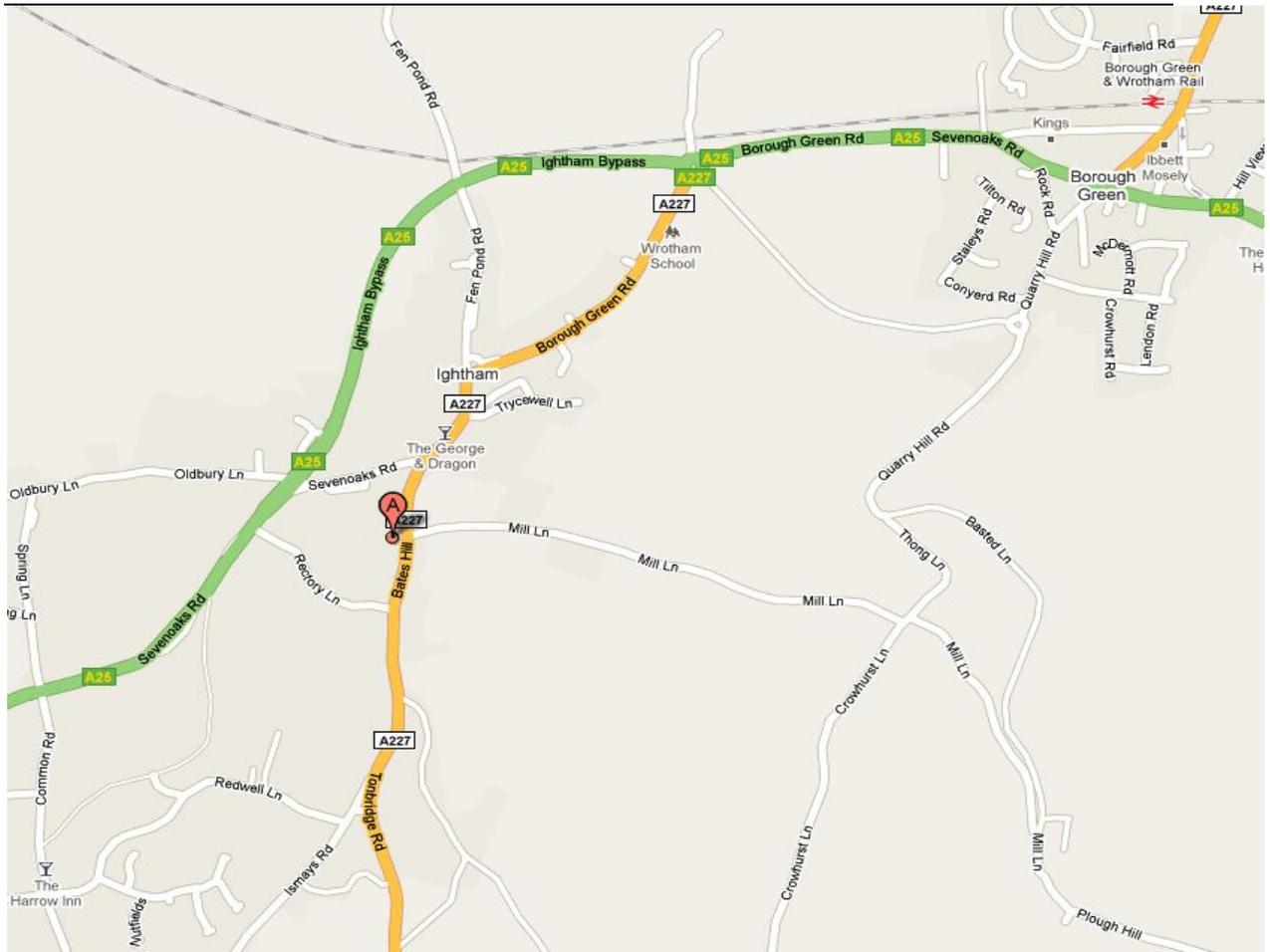
The Agency will work with the Fire Brigade to minimise the threat to the environment caused by chemical spills and contaminated fire-water run-off and warn appropriate parties who may be affected by the associated dangers. It will also investigate the causes for possible legal action.

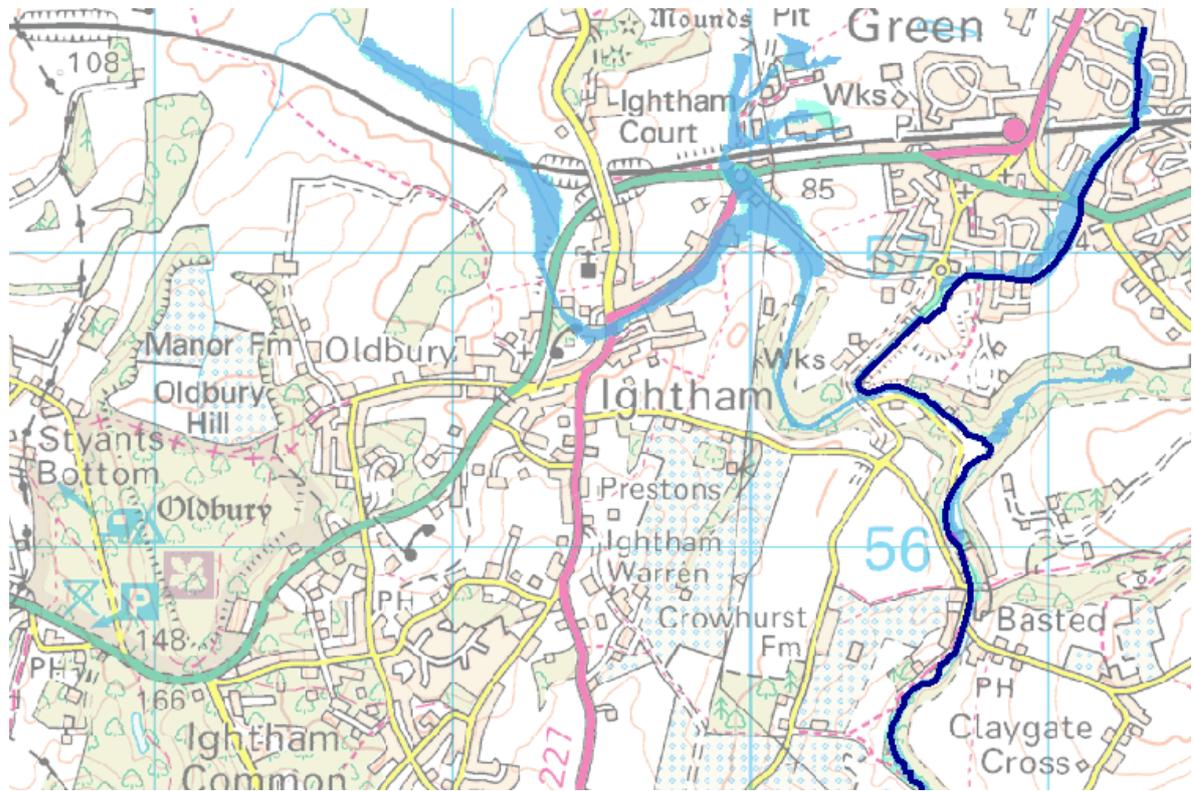
According to the seriousness of the incident, an Agency officer will attend as soon as possible following receipt of a report within a maximum of two hours during normal office hours and within four hours outside office hours. However, these are maximum times and every effort will be made to attend as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

The Environment Agency Operate flood defences, pumping stations, flood barriers, flood gates, reservoirs clearing of trash screens, patrolling defences, coordinating and monitoring pumps. The Environment Agency liaise with flood groups, take calls from members of the public. The Environment Agency regularly liaise with LA's, Emergency Planners and Emergency Services. It is the Police decision and role to coordinate evacuations, the EA input local knowledge to aid decision making.





Flooding from rivers or sea without defences

 Extent of extreme flood

 Flood defences
(Not all may be shown*)

 Areas benefiting from flood defences
(Not all may be shown*)

 Main rivers