

# Littlebourne Emergency Plan 2011/12

**This plan has been authorised by the undersigned on behalf of  
Littlebourne Parish Council:**

**Name** .....

**Authority/Role** .....

**Signature** .....

**Date** .....

**This Plan should be reviewed at least annually and amended pages issued to all holders listed on page 1.**

Amendments to the Plan should be notified to:

The Parish Clerk, Amanda Sparkes, 4 Chequers Cottages, Stone Street, Petham  
Canterbury CT4 5PW. Telephone 01227 700939 . Email [amanda.sparkes@sky.com](mailto:amanda.sparkes@sky.com)

## Parish Emergency Plan – Distribution List

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Parish Clerk – Amanda Sparkes	4 Chequers Cottages, Stone Street, Petham, Canterbury CT4 5PW	1
CCC Cllr	Cllr Brian Staley, Littlebourne Nurseries, Littlebourne, Canterbury CT3 1UP	Email
KCC Cllr	Cllr. Michael Northey, 82 Barton Road, Canterbury Kent CT1 1YH	Email
Clerk to the Council Wickhambreaux Parish Council		Email
Clerk to the Council Bekesbourne with Patrixbourne Parish Council		Email
Clerk to the Council Bridge Parish Council		Email
Clerk to the Council Ickham Parish Council		Email
Civil Contingencies Officer	Canterbury City Council, Military Road, Canterbury, CT1 1YW <a href="mailto:emergency@canterbury.gov.uk">emergency@canterbury.gov.uk</a>	Email
Emergency Planning Group	Kent County Council, Invicta House, County Hall, Maidstone, Kent ME14 1XX <a href="mailto:emergency.planning@kent.gov.uk">emergency.planning@kent.gov.uk</a>	Email
PCSO		Email
KCC Community Warden		Email
Chairman, Littlebourne War Memorial Hall management committee		Email

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# **1. Introduction**

## **1.1 What is an emergency?**

An 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”*

## **1.2 Background**

The need for a plan in a village is to help and reassure the people of Littlebourne that in an Emergency there is help and they are not alone.

The flooding events of 2000/1 highlighted the need for an emergency plan. Littlebourne is situated on a river. There is an Army camp 4 miles away which could become a terrorist target. Manston International Airport is just 20 minutes by car, and a main road runs through the village. Advance Planning can help to identify, prioritise and minimise panic should the worst happen.

If an emergency happens we want to be able to respond immediately and effectively.

It is the responsibility of Kent County Council (KCC) assisted by Canterbury City Council (CCC) to make contingency plans for the central co-ordination of action required to meet any major emergency which poses a threat to people’s lives or health in a peacetime situation.

**The purpose of this parish emergency plan is to facilitate their task and this plan therefore lists the resources available in the village which would be of assistance in an emergency as well as acting as an aide-memoire for the emergency committee. In a very worst case scenario the village might have to rely on its own resources.**

Littlebourne parish council is therefore charged with the responsibility for producing a local community emergency plan which will function through the activities of a volunteer community team.

The plan is FOR Littlebourne people CARRIED OUT by Littlebourne people with local knowledge and expertise, to be able to react at the time of an incident, then to assist Kent County Council and/or Canterbury City Council Emergency Team, and Police, Fire, Ambulance, etc, if and when they arrive.

The key is establishing and maintaining communications, both upward and downward.

Our Emergency Plan needs to consider a number of things:.

(i) **Emergencies:**

- Floods
- Road traffic Accidents
- Fire
- Earthquake
- Terrorist incidents
- Storm
- Evacuation
- The proximity to Howletts Zoo

(ii) **Expertise:**

- Doctors
- Nurses
- First Aiders
- Counsellors
- Assistance

(iii) **Equipment:**

- Tractors and trailers
- Generators
- Surface water pumps
- Sand bags
- Pumps
- Lifting Equipment
- Local Transport
- Waterproof reflective jackets etc
- Blankets and pillows etc

iv) **Locations:**

- Halls
- Church
- Local Accommodation

v) **Contacts and Calls for help:**

- Police – Fire – Ambulance
- Canterbury City Council

## Introduction (cont)

### 1.3. Aims and Objectives of the Plan

#### Aims of the Plan

- To increase short-term community resilience
- To provide self-help to the local community in the event of a major emergency
- To produce a community emergency plan operated by a community emergency team with responsibilities to deal with an emergency until such times as the responsibilities are taken over by KCC/CCC and/or the emergency services.
- To provide, through local knowledge and contacts, assistance to other agencies responding to such an emergency.

#### Objectives of the plan

- Identify resources and key contacts in the community
- Identify vulnerable elements of the community
- Identify hazards and possible mitigation measures

## **Introduction (cont)**

### **1.4 Emergency Plan Coordinators – Tasks**

#### **1.4.1 Emergency Plan Co-ordinator**

A person who lives locally; who provides a vital links between the community and other organisations planning and responding to an Emergency.

##### **Role Description**

- Undertake the completion and maintenance of the community plan
- Arrange for the Plan to be updated annually
- Provide a link to the District Emergency Planning Officer
- Call a Community meeting during an emergency ( if deemed necessary )
- Provide the focal point for the community response to an emergency
- Liaise with the other Co-ordinators

#### **1.4.2 Rescue and Equipment Coordinator**

A person who lives locally; who can gain knowledge of people within the village and near by.

##### **Role Description**

- Contact people who at short notice have offered to provide equipment needed to help in an emergency
- Be able to contact Canterbury City Council for such things as sand bags etc.
- Keep records of names and addresses of such people
- Arrange for the records to be updated annually
- Call out people when needed
- Liaise with other Coordinators

#### **1.4.3. First Aid, Medical and Health Coordinator**

A person who lives locally and who can gain knowledge of people in this field.

##### **Role Description**

- Keep records of names and addresses of all First Aiders / Nurses/ Doctors etc.
- Arrange for records to be updated annually
- Call out people as needed in an emergency
- Liaise with other Coordinators

### **1.4.4 Welfare and Accommodation Coordinator**

A person who lives locally who can gain knowledge in this field

#### **Role Description**

- Keeps record of names of people who have offered accommodation etc.
- Records information of Key holders of halls etc. Within the area
- Arrange to update records annually
- Call out people when needed
- Liaise with other Coordinators

### **1.4.5 Assistance Coordinator**

A person who lives locally who can gain knowledge in this field

#### **Role Description**

- Keeps Records of people who have offered to assist
- Arrange to update Records annually
- Call out people when needed
- Liaise with other Team Leaders and the Coordinators



## **Introduction (cont)**

### **1.5 Call Out Arrangements**

Initiate the Contact Cascade List

#### **ACTIONS:**

- i) Emergency Coordinator to start cascade:
- ii) Emergency Coordinator to notify parish clerk
- iii) Parish Clerk to then inform Councillors from (11) on cascade list
- iv) Emergency Coordinator to inform numbers 2-11 on cascade list
- v) Skip the name in a case of non-availability and move to the next name and number on the list

<b>1</b>		<b>**</b>
<b>2</b>		<b>**</b>
<b>3</b>	<b>Amanda Sparkes - Parish clerk</b> 4 Chequers Cottages, Stone Street, Petham, Canterbury CT4 5PW 01227 700939 / 07956 027 336 Email: <a href="mailto:amanda.sparkes@sky.com">amanda.sparkes@sky.com</a>	
<b>4</b>	<b>Parish Cllr</b>	<b>**</b>
<b>5</b>	<b>Parish Cllr</b>	<b>**</b>
<b>6</b>	<b>Parish Council Chairman</b>	
<b>7</b>	<b>Welfare/Health/Accommodation Coordinator</b>	<b>**</b>
<b>8</b>	<b>Assistance Co-ordinator</b>	<b>**</b>
<b>9</b>	<b>Neighbourhood Watch Coordinator</b>	<b>**</b>
<b>10</b>		
<b>11</b>		
<b>12</b>		
<b>13</b>		
<b>14</b>		

## **Introduction (cont)**

### **1.6 Emergency Plan Committee**

Those people in the table above marked with \*\* are members of the Emergency Plan committee.

#### **The Emergency Plan committee role**

The committee coordinators will co-opt volunteers with specialist knowledge when they have been identified e.g. trained First Aiders/ Electricians etc.

In an emergency any resident/first responder becoming aware of an incident would contact the Littlebourne Emergency plan coordinators.

The coordinator should seek as much information as possible, including:

- (a) Establish that the caller is not in immediate danger
- (b) The nature of the incident, for example a major road traffic accident, rail or air crash, fire, flooding, release of pollution/toxic materials, building collapse, etc.
- (c) The precise location of an incident.
- (d) 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.
- (e) The (approximate) number of casualties or persons at risk (and their locations).
- (f) The emergency or other services which may be required in response to the incident.
- (g) Any particular known hazards which might need to be taken into consideration.
- (h) Advice on course of action if appropriate

The coordinator would then trigger the Parish Contact Cascade. If necessary call an ad hoc meeting of the Emergency Committee.

The Parish Emergency Committee will

- (a) Establish a communication link with Canterbury City Council and maintain it for the duration of the emergency.
- (b) Comply, if possible with any advice or requests from Canterbury City Council
- (c) Consolidate and disseminate information to residents and outside organisations
- (d) In the event of the village becoming isolated, undertake co-ordination of effort to sustain the local community.

## **2 Control Centre**

The Littlebourne Control centre will be located in the parish council office next to the Littlebourne War Memorial Hall. This is equipped with telephone, and computer communications. There are cooking and washing facilities in the hall.

## 3 Temporary Accommodation

### 3.1 Littlebourne War Memorial Hall

Has power, heating, kitchen and cooking facilities, toilet, parking, tables and chairs, but no phone. But there is a phone and internet connection in the Parish Office – adjacent.

Keys are held by:

List held here.

### 3.2 Chapel building

Hall in Nargate St opposite the Doctors' Surgery - has power, a kitchen, 25 chairs

Keys are held by:

List held here.

### 3.3 Littlebourne School, in Church Road

Has all the facilities of a school for shelter/accommodation

Key holders:

List held here

### 3.4 St Vincent's Church, Church Road

Has power, heating, seating and toilet facilities

The Church is generally open during daylight hours, otherwise key holders are:

List held here

### 3.5 The Barn, Church Road

Lighting, no heating, small kitchen, water, cooker, tables and chairs etc and toilet facilities

Key holders:

List held here

### 3.6 Recreational Club next to the Memorial Hall

Has power, heating, seating and toilet facilities

Key holders:

List held here

### 3.7 Evenhill Public House, The Hill

Has hotel rooms with ensuite facilities, available if not already booked.  
Contact publican, Fred Perry on 01227 728 073.

### 3.8 Other offers of accommodation:

List of residents offering accommodation held here.

## 4. Resources (Subject to consent of owners and availability)

Names and addresses and contact numbers for residents/contacts holding any of the following held here in the Master document.

### 4.1 Tractors & Trailers

### 4.2 Generators

### 4.3 Surface Water Pumps

## 4.4 Other Equipment

<b>Sandbags</b>	<b>Contact details held here in the Master document</b>
<b>Salt/grit bags</b>	
<b>Crow Bar. Angle grinder</b>	
<b>Waterproof Reflective jackets etc.</b>	
<b>Saws incl chainsaws</b>	
<b>Farm Equipment</b>	
<b>Diggers</b>	
<b>Lifting gear</b>	
<b>Fork lift</b>	

## 4.5 Other Resources

<b>Builders</b>	<b>Contact details held here in the Master document</b>
<b>Plumbers / Heating Engineers</b>	
<b>Electricians</b>	
<b>Blacksmith/Metalwork</b>	

## 4.6 Hospitals

- i) Kent & Canterbury  
Ethelbert Road, Canterbury, Kent CT1 3NG  
01227 766 877
- ii) Queen Elizabeth Margate  
St Peters Road, Margate, Kent, CT9 4AN  
01843225544
- iii) William Harvey  
Kennington Road, Willesborough, Ashford, Kent TN24 0LZ  
01233 633 331

#### **4.7      Doctors**

Village has a Surgery in Nargate St 01227 721 515  
Out of hours Stourcare 0844 800 1234  
Bridge also has a Surgery same practice  
Dr D M Jones Dr PH Sykes Dr M Rafla

Nurses within practice 01227 721 515

Doctors in village who have offered services:

Nurses in village who have offered services

#### **4.8 Identifying Vulnerable People in an Emergency.**

Canterbury City Council holds a list of residents on the Lifeline pendant scheme. It would be inappropriate for the parish council to hold details of this list under the data protection act and for the protection of their personal information, plus of course the list will be constantly updated and changing.

For Lifeline customers' details following a declared major emergency the parish council/emergency response co-ordinators should contact Canterbury City Council's Central Control on 01227 781879. They will put the responders in touch with the Emergency Controller dealing with the incident who will follow the Council's guidance - Identifying Vulnerable People in an Emergency.

#### **4.9 Police Check**

The following people have been police checked and hold a CRB disclosure:

**List of people held here in Master document**

**Police Community Support Officer,**

**Community Warden,**

#### **4.10      Organisations/Groups within the Village**

**Contact details for each group held in the master document:**

**Scouts**

**Guides /Brownies**

**Littlebourne Youth Group**

**Women's Institute**

**St John Ambulance**

**British Red Cross**

## **5 Outline responsibilities**

### **5.1 Parish Council**

1. To provide a point of contact to receive alerts and warnings.
2. To alert Canterbury City Council & Kent Council Departments and other authorities as appropriate.
3. To collect information and assess requirements.
4. To establish and staff a Forward Emergency Control (FEC) if required.
5. To provide and deploy resources as appropriate
6. To establish a system for disseminating information to the public - the early stages usually in co-operation with the Police.
7. To establish liaison with other services and organisations as necessary.
8. To liaise with Canterbury City Council & Kent County Council for the supply of additional resources.
9. To provide food and feeding facilities if necessary.
10. To provide emergency sanitation, clothing and other welfare items where necessary, in liaison with Canterbury City Council & Kent County Council.
11. To clear debris and restore roadways, in liaison with Canterbury City Council & Kent County Council.
12. To implement environmental health measures.
13. To maintain financial records of their expenditure and make arrangements for funding.
14. To cater for and where necessary accommodate local authority operational and service staff.
15. To provide a basis for deployment of volunteers as appropriate.

## 5.2 Canterbury City Council

1. To provide humanitarian assistance, such as rest centres.
2. To ensure that critical function delivery can be maintained.
3. To exercise a community leadership role.
4. To provide a point of contact to receive alerts and warnings.
5. To appoint a Canterbury City Council Emergency Co-ordinator who will ensure the proper management and direction of City Council activities.
6. As appropriate, to alert, inform, and request assistance from Kent County Council departments, other district and county councils, voluntary organisations and other organisations involved or likely to become involved in an emergency.
7. To determine when the City Emergency Centre is to be activated, and to set up and staff it and any other crisis management systems to manage the City Council's response.
8. To arrange for additional resources for use by the county council and/or district councils.
9. To maintain financial records of Canterbury City Council expenditure and make arrangements for funding.
10. To liaise with appropriate lead government departments.
11. To establish links with the appropriate level of administration in other countries when involved in bi-national or multi-national emergencies.
12. To provide liaison officers to attend other emergency centres or incident sites.
13. To implement specific emergency plans as required.
14. To establish a system for disseminating information to the public, particularly when affected by a nuclear emergency. This is usually in co-operation with the police in the early stages.
15. To request Military Aid to the Civil Community in the City Council area.
16. To arrange for appropriate scientific advice as required.

## 5.3 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. This is 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.



## 5.4 Environment Agency

### The Environment 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 should be contacted via Canterbury City Council in the event of accidents involving pollution of the environment. 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.

## **6. Contacts**

### **6.1 Emergency services**

999 (Police, Fire, Ambulance)

#### **Police**

Force headquarters – switchboard (24 hr) 01622 690 690

Canterbury Police Station 01227 762055

#### **Fire**

Fire Headquarters – switchboard (24 hr) 01622 692 121

Canterbury Fire Station 01227 825 580

#### **Ambulance**

Ambulance headquarters – switchboard (24 hr) 01622 747 010

### **6.2 Kent County Council**

Contact Centre (24 hr) 08458 247247

Duty Emergency Planning Officer (24/7) 01622 221 321

Kent Highway Services 08458 247 800

Kent Social Services (Kent Contact & Assessment Service) 08458 247 100 (out of hours) 08457 626 777

[www.kent.gov.uk](http://www.kent.gov.uk)

KCC Cllr, Cllr Michael Northey 01227 464 308

### **6.3 Canterbury City Council**

Telephone 01227 862000

After hours and emergencies, central control 01227 781 879 / 01227 781 573

[www.canterbury.gov.uk](http://www.canterbury.gov.uk)

Canterbury City Councillor, Cllr Brian Staley 01227 721 315

### **6.4 Environment Agency**

Floodline (advice and information on floods and flood warnings) 0845 988 1188

In an emergency and to report all environmental pollution incidents 0800 80 70 60

### **6.5 National Grid (Gas)**

If you smell gas anywhere either in the house or in the street 0800 111 999

### **6.6 UK Energy Networks (Electricity)**

If your power supply is interrupted 0800 783 88 66

### **6.7 Southern Water**

For water and sewage services 0845 278 0845

**6.8      NHS Direct**

0845 4647

[www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

**6.9      British Rail**

To report an emergency 01233 617250

**6.10     BT**

To report a fault 0845 600 6156

**6.11     Key to southern water sewage plant**

## **7      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 the Police will contact those concerned and normally give them 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 transported (arranged by the City and County Councils) to a 'Rest Centre' (arranged by the City Council and staffed by Canterbury City Council and Kent Council personnel and voluntary organisations).

The local authorities have identified a range of suitable premises (selected on criteria such as the size, nature, range and quality of the facilities available, etc., etc.). Here the evacuees will be provided with shelter, food and, if necessary, bedding for an overnight stay.

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, the city council will arrange temporary accommodation.

## 8. Amendments/Notes

**This version of the emergency plan was last reviewed January 2012**