

Littlebourne

Emergency Plan 2022

Non sensitive data

version for public access

**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 necessary contacts.**

Date of last review: April 2022

Amendments to the Plan should be notified to The Parish Clerk
clerk@littlebournepc.org or 01227 721500

Easy access - Emergency Contact sheet

Emergency Plan Committee	Contact name	Contact number
Coordinator	Cllr Mick Giles	01227 728228
Assistant coordinator	Cllr Ken Shaw	01227 721560
Welfare and Accommodation coordinator	Cllr Cate Reid	01227 721831
Assistant coordinator	Cllr Brian Hurlow	01227 720848
Administrator	Gail Hubbard	01227 721500

Agencies	Contact name	Contact Numbers
Emergency Services – Fire/Police/Ambulance		999
Kent County Council		08458 247247 (24hr contact centre)
Kent Highways		03000 418181 (9-5 mon to fri) 03000 419191 (out of hours)
Social Services		03000 411111 (office Hrs) 03000 414141 (out of office hrs - emergencies)
Community Warden County Councillor	Susan Beeney Cllr Mike Sole	07811 271257 07739 486804
Canterbury City Council		01227 862000 (switchboard) 01227 862012/781879 (out of office hours) 01227 862299 (Emergency room when manned) emergency@canterbury.gov.uk
City Councillor	Cllr Louise Jones	07976 746398
Southern Water		0800 820 999 (call centre)
Environment Agency		03708 506506 (general enquiries) 0800 807060 (incident hotline) 0345 988 1188 (automated floodline)
UK Power Networks – electricity		0800 316 3105
National Grid - Gas		0800 111 999
Network Rail		03457 114141
4 Villages Shop	Alka Patel	01227 721271
Littlebourne School	Sam Killick - Headteacher	01227 721671

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Parish Cllrs	Contact name	Contact Numbers
Chairman	Peter Farrow	01227 722370
Vice – Chair	Mick Giles	01227 728228
	Ken Shaw	01227 721560
	Brian Hurlow	01227 720848
	Cate Reid	01227 721831
	Melanie Moore	01227 720412
	Lee Castle	07875 402888
	Eloise Maxted	
	Andrew Fraser	
Clerk	Gail Hubbard	01227 721500

Easy access - Equipment

Equipment	Contact & Location
Tractors & trailers	
Snow plough	
Fork Lift	
Sandbags	
Salt/grit/grit spreader	
Waterproof Reflective jackets etc.	
First Aid Equipment	
Farm Equipment	
Diggers	
Saws incl Chainsaws	
Generator	

Easy Access – Accommodation

Where	Facilities	Contact
Littlebourne War Memorial Hall, High Street	Heating, kitchen and cooking, toilets, parking, tables and chairs. No phone but phone and internet in LPC office.	
Littlebourne School, Church Road	School facilities for shelter/accommodation	

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St Vincent's Church, Church Road	Power, heating, seating and toilets	
United Reform Church, The Chapel, Nargate Street	Power, kitchen, seating	
The Barn, Church Road	Lighting, no heating, small kitchen with cooker. Tables and chairs and toilets.	
Recreation Club, next to War Memorial Hall	Power, heating, seating and toilet facilities	
Evenhill Public House	Has hotel with ensuite facilities – available if not already booked out	

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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 and busy/main A 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
 - Pandemic
 - 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

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

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 nearby.

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

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) **Emergency Coordinator to inform contacts on cascade list**
- iv) **Skip the name in a case of non-availability and move to the next name and number on the list**

1	Cllr Mick Giles - Emergency Plan Coordinator 01227 728228 Cllr.giles@littlebournepc.org	**
2	Cllr Ken Shaw - Assistant Coordinator 01227 721560 Cllr.shaw@littlebournepc.org	**
3	Cllr Brian Hurlow – Assistant Coordinator 01227 720848 Cllr.hurlow@littlebournepc.org	**
4	Cllr Cate Reid – Welfare and Accommodation coordinator 01227 721831 cateatnickthevoice@btinternet.com	**
5	Gail Hubbard - Parish clerk 01227 721500 (LPC office) clerk@littlebournepc.org	**
6	Cllr Peter Farrow – Chairman of Parish Council 01227 722370 Cllr.farrow@littlebournepc.org	
7	Cllr Melanie Moore 01227 720412 Cllr.moore@littlebournepc.org	
8	Cllr Lee Castle 07875 402888 Cllr.castle@littlebournepc.org	
9	Cllr Eloise Maxted Cllr.Maxted@littlebournepc.org	
10	Cllr Andrew Fraser Cllr.Fraser@littlebournepc.org	

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First Steps In An Emergency

Follow the instructions below when the plan is activated

	Actions	Complete
1	Call 999 (if necessary) and follow any advice given.	
2	Ensure you are in no immediate danger.	
3	Start writing a log containing any decisions you made and who you spoke to/what you 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 the first meeting agenda.	
6	Contact other members of the Community that need to be alerted: <ul style="list-style-type: none"> • Those specifically under threat • The Parish Council via the Clerk • Volunteers and key holders that may be needed (Contact initially may be to inform them of the emergency or inform them of current Emergency Service advice regarding any action to be taken.	
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 are completed and the situations start 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.	

Draft Community Response Team First Meeting Agenda

Example Community Response Team Emergency 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 it a threat to life?
- Has electricity, gas or water been affected?

Are there are 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 CCC/KCC Emergency Planning Officer?

3. How can we support the emergency response?

4. What actions can be safely taken?

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

6. Any other issues?

7. Provide frequent situation reports to the CCC/KCC Emergency Planning Officer.

1.6 Emergency Plan Committee

Those people in the table in cascade 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, WIFI and computer communications. There are cooking and washing facilities in the hall.

3 Temporary Accommodations

3.1 Littlebourne War Memorial Hall, High Street

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.

50 Emergency (foil) blankets are available (kept in box in hall storeroom)

3.2 Chapel building, Nargate Street

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

3.3 Littlebourne School, Church Road

Has all the facilities of a school for shelter/accommodation

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:

3.5 The Barn, Church Road

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

3.6 Recreational Club next to the Memorial Hall

Has power, heating, seating and toilet facilities

3.7 Evenhill Public House, The Hill

Has hotel rooms with ensuite facilities, available if not already booked.
Contact publican

3.8 Other places of accommodation:

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

4.1 Tractors & Trailers

4.2 Generators

4.3 Surface Water Pumps

None

4.4 Other Equipment

Sandbags	
Salt/grit/grit spreader	
Waterproof Reflective jackets etc.	
First Aid Equipment	
Farm Equipment	
Diggers	
Lifting gear	
Saws & chainsaws	

4.5 Other Resources

Electricians	
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4.6 Hospitals

- i) Kent & Canterbury
Ethelbert Road, Canterbury, Kent CT1 3NG
01227 766877 (switchboard)
- ii) Queen Elizabeth Margate

St Peters Road, Margate, Kent, CT9 4AN
01843 225544 (switchboard)

- iii) William Harvey
Kennington Road, Willesborough, Ashford, Kent TN24 0LZ
01233 633331 (switchboard)

4.7 Doctors

Littlebourne Surgery is located on Court Hill 01227 721515
NHS helpline (all out of hours doctors/dentist enquiries) 111

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:

4.10 Organisations/Groups in the village

Art Club	
British Legion	
4 Villages Conservation Society	
Afternoon Club	
Turners Orchard	
LHS	
Youth/adult cricket	
Beavers/Cubs/Scouts/Explorers	
Brownies	
Guides	

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 690690

Canterbury Police Station 101

Fire

Fire Headquarters – switchboard (24 hr) 01622 692121

Ambulance

SECAMB – South East Ambulance Service – switchboard (24 hr) 0300 1230999

6.2 Kent County Council

Contact Centre (24 hr) 08458 247247

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

Kent Highway Services

03000 418181 (9-5 mon to fri)

03000 419191 (out of hours)

Kent Social Services 03000 414141

www.kent.gov.uk

KCC Cllr, Cllr Mike Sole 07739 486804

6.3 Canterbury City Council

Telephone 01227 862000 (switchboard)

After hours and emergencies 01227 862012/781879

www.canterbury.gov.uk

emergency@canterbury.gov.uk

Canterbury City Councillor, Cllr Louise Jones louise.jones-roberts@councillor.canterbury.gov.uk

6.4 Environment Agency

Floodline 0345 988 1188

(automated information on floods and flood warnings)

24 hr incident line 0800 807 060

(emergency and to report all environmental pollution incidents)

6.5 National Grid (Gas)

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

6.6 UK Power Networks (Electricity)

To report a powercut or other problem 0800 3163105 (24hrs)

6.7 Southern Water

For water and sewage issues 0800 820 999 (call centre)

6.8 NHS Helpline

111

NHS Choices website www.nhs.uk

6.9 Network Rail

To report an emergency 24 hrs 03457 114141

6.10 BT

To report a fault 0800 800 151

6.11 Key to southern water sewage plant

Cllr Ken Shaw, Devon Cottage, Nargate St. 01227 721560