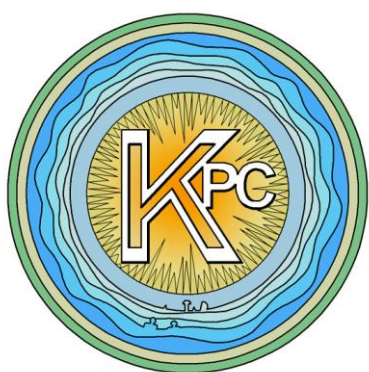




Kingston Parish Council



Emergency Plan

&

Emergency Reference Manual

Kingston Parish Emergency Plan

Kingston Parish Council

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e-mail: clerk@kingston-wsx-pc.gov.uk

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Parish Emergency Team Members – Cascade Call-out List

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Deputy: Cllr Richard Andrew 01903 772790 Mob: 07712 654388

Note: Remaining Parish Council Members to act as Deputies or Wardens as and when required

Warden: Jack Willmot Mob: 07711 890822

Warden: TBA

Volunteers:as appropriate from Annex S

See Annex Q for Parish/Team/Warden roles and responsibilities

Plan Version Control

Version	10.5 Jun 2026
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Kingston Parish Emergency Plan

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1	19/01/2017	Flow Chart	DRW
2	15/06/2023	Councillors / Contact Details	DRW
3	15/06/2026	Councillors / Contact Details	DRW
4			
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Kingston Parish Emergency Plan

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Other Council members	Activation and/or support	From page 2	2
Arun District Council	Emergency Planning Service	Details on page 17/18	3 R
Michael Rowland			
West Sussex County Council	Resilience and Emergencies Team	Details on page 17/18	4 R
East Preston & Kingston Village Hall, Warren Room	Control Centre & Place of Safety	Details on page 15	5 R
The East Preston and Kingston Royal British Legion Club	Rest Centre	Details on page 15	6 R
East Preston <i>Our Lady of the Sea</i> Church	Rest Centre	Details on page 15	7 R
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Warden	Assist	vacant	9 R
Warden	Assist	vacant	10 R
Warden	Assist	vacant	11 R

- Notes: 1. Ideally distribution will be electronically whenever possible.
2. **R** denotes restricted version omitting Annex's S and T
3. Wardens may sometimes be referred to as *Community Champions* in this document

Kingston Parish Emergency Plan

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Kingston Parish Emergency Plan

Purpose and Introduction

The purpose of this plan is to provide guidance and information about local resources to provide local resilience in the event of an emergency within the Parish.

Aim

The plan is intended:

- to develop community resilience;
- to provide a self-help response during any emergency affecting the parish community when the normal emergency response by the Emergency Services and County/ District Councils is delayed because of the scope or nature of the emergency;
- to assist the Emergency Services once on site using local resources manpower, knowledge and expertise.

Objectives

- To establish a local emergency management structure;
- To give an overview of roles and responsibilities;
- To detail a response flowchart;
- To identify community resources – personnel, equipment and emergency accommodation, and vulnerable residents.

Scope

This (Community Resilience) Emergency Plan:

- Identifies Community Team – roles, responsibilities and contact details
- Highlights key Risks for our community
- Outlines Community responses and resources - key information
- Provides plans for support to vulnerable people / those affected
- Provides information for volunteers / team to use in the emergency
- Communications to the community / externally

Community Resilience

Community Resilience is defined as “communities and individuals harnessing local resources and expertise to help themselves in response to an emergency incident in a way that complements the work of the emergency services”.

- Communities can minimise the impact of an emergency and therefore potential damage to person or property;
- The community will have structured communication networks based on neighbourhoods and community activities;
- Members of the community often know what actions need to be taken to help reduce the impact of a specific problem e.g. flooding;
- The community will feel that the actions taken are specific to their needs and not imposed on them from the outside;
- The community will tend to look to themselves for answers and problem solving, not wait or look to outside agencies;
- People within the community are better able to understand the roles of outside agencies in an emergency and therefore communicate their needs and priorities.

Three stages of any emergency event

Three stages of any emergency event or episode:

- Prepare
- Respond
- Recover

Key factor: Communications

Kingston Parish Emergency Plan

Prepare

- Liaise with your District Council Emergency Planning Officer – identify key contacts;
- Develop the community response – Plan;
- Provide essential information / advice to the local community – family emergency plan, key contacts. The Plan can be widely publicised;
- Plans for specific support facilities and services for those directly affected or for the most vulnerable by developing the role of community champions

Respond

- Looking after / wellbeing of people within the community
- Supporting the Emergency Services
- System of community ‘alerts’
- Place of rest / place of safety
- Community champions to support those affected / the vulnerable – elderly, isolated, disabled, lone parents etc.

Recovery

- Depending on the emergency this can be where the community plays the greatest role
- Longer term perspective
- Review the plan within community / with Emergency Planning Officers
- Lobbying / influencing role

Three key roles within a Community Resilience Team

- Community team co-ordinator - direct liaison with the emergency services - static
- Deputy team co-ordinator - deputise and ‘eyes and ears’ of the Team Co-ordinator
- Community ‘champions’ - Community response / welfare of residents / emergency teams

The role of Community Champions (Wardens)

Active in all three stages:

- Prepare – spread the word, provide information, organisation, volunteers to support Community messengers
- Respond – support, assistance to those in need, knowledge and awareness of the most vulnerable
- Recovery – continued support, signposting for additional help, reflection and review role

This Plan has been written under the auspices of the Parish Council with help from representatives in the community who could be called upon for assistance. A key element is individual Councillors, Emergency Team Members and Wardens who would be the main contact for each limited geographical area who would co-ordinate local needs in communication with the parish Emergency Control Centre. A list of Councillors, Emergency Team members and Wardens is shown on page 2.

The emergency services, local authorities and voluntary agencies work in partnership in order to provide a co-ordinated response to a major incident.

The Police are likely to have overall responsibility for control and coordination of the response to an incident.

The County and district councils have specific responsibilities which include establishing emergency centres providing temporary accommodation for those made homeless and managing the longer term recovery phase.

Kingston Parish Emergency Plan

The Civil Contingencies Act 2004

An emergency, as defined by the Civil Contingencies Act 2004, is “an event or situation which threatens serious damage to human welfare, the environment or security in the UK”.

The Act expands on this definition and states that an emergency means an event or situation which presents a serious threat to:

Human Welfare: In a place in England or Wales **only** if it involves, causes or may cause:

- loss of human life
- human illness or injury
- homelessness
- damage to property
- disruption of a supply of money, food, water, energy or fuel
- an electronic or other system of communication
- facilities for transport
- services relating to health

Environment: Contamination of land, water or air

Security: War, armed conflict or terrorism

Responders

Category 1 Responders –“frontline”

- Local Authorities
- Emergency Services
- Health Organisations
- Environment Agency
- Maritime & Coastguard Agency

Category 2 Responders –“supporting”

- Utilities
- Transport Providers
- Health & Safety Executive
- Strategic Health Authorities

Sussex Local Resilience Forum (SRF)

- The regulations require responders to form a Local Resilience Forum (LRF)
- The LRF is the principal mechanism for multi-agency co-operation and co-ordination under the Act
- LRFs based on police force boundaries
- Many other stakeholders involved
- LRFs provide multi-agency strategic coordination to civil protection planning at a local level to ensure local preparedness
- Become Strategic Co-ordinating Group (SCG) in emergencies

Kingston Parish Emergency Plan

Plan Triggers and Response

Plan Triggers

Kingston Emergency Activation

The events that could trigger implementation of this Plan include forecast or actual incidents of:

- All sources of flooding; coastal, fluvial from rivers and rifes, ground water and surface/storm water;
- Extreme winter or summer weather: deep snow and ice, heat wave, drought;
- Extreme weather events: tornado;
- Extreme coastal events: storm surge, tsunami;
- Pollution incidents: along the shore line;
- Pandemic Health threat;
- Sustained utility failure: power or water supply.

Each of these hazards is discussed in more detail in the Annexes to this document which are intended to be used as reference material and background information.

Flooding is perhaps the most likely hazard, hence the inclusion of a **Kingston Parish Flood Plan** and **Personal Flood Plan** as Annex G to this document.

Types of flooding may include:

- Tidal
- Fluvial (river/stream)
- Surface water
- Groundwater
- Sewage
- Potable supply (mains water)

Arun District Council Emergency Activation

Declaration of an Emergency

The definition of an emergency in the Act is concerned with the scale of consequences in terms of serious damage to human welfare, the environment, or security. An exercise of judgment is required to determine whether or not an event or situation falls within the definition.

1. The Chief Executive is responsible for determining the necessity to respond to an emergency as defined in the Act.
2. In making the decision, the Chief Executive shall consult with senior managers and the Emergency Coordinator.
3. If possible, the Emergency Coordinator will determine the effect of the emergency by consultation with the officers responsible for emergency management and/or officers responsible in the functional areas of responsibility affected by the emergency.
4. The Chief Executive shall contact the Directors to inform them of his/her decision.

Notification of a situation requiring consideration as an emergency or a situation which has been declared an emergency will usually be:

From: The Resilience and Emergencies Team at WSCC
To: the Arun District Council's Duty Emergency Planning Service

The District Council's Duty Standby Superintendent 01903 737500 is an initial contact point for many of the District Council out of hours' services. The Standby Superintendent has a particular

Kingston Parish Emergency Plan

responsibility in emergencies and may be required to perform the role of acting Emergency Coordinator until the Emergency Coordinator assumes responsibility.

On receipt of an alert call it is important to obtain as much relevant information as possible. Depending on the origin and nature of the call it may also be necessary to make a return call to check the authenticity of the caller.

The Emergency Coordinator, without committing the Council to a course of action, will establish what the caller requires or expects of the District Council and explain what realistically the action the Council will take.

Initial contact from the Arun District Council Emergency Control Centre concerning an emergency likely to affect Kingston Parish will be to ONE named person on the Parish Emergency Team List (Cascade), ideally starting with the ***Kingston Parish Emergency Team Co-ordinator***.

The Arun District Council Emergency Centre will:

- Give as much information as possible
- Advise on a course of action, if appropriate
- Request advice on the local situation, if appropriate

For locally developing emergencies, the Parish Emergency Co-ordinator will:

- Contact all available members of the Parish Emergency Team;
- Notify Emergency Services;
- Contact Arun District Council – giving information about incident numbers.

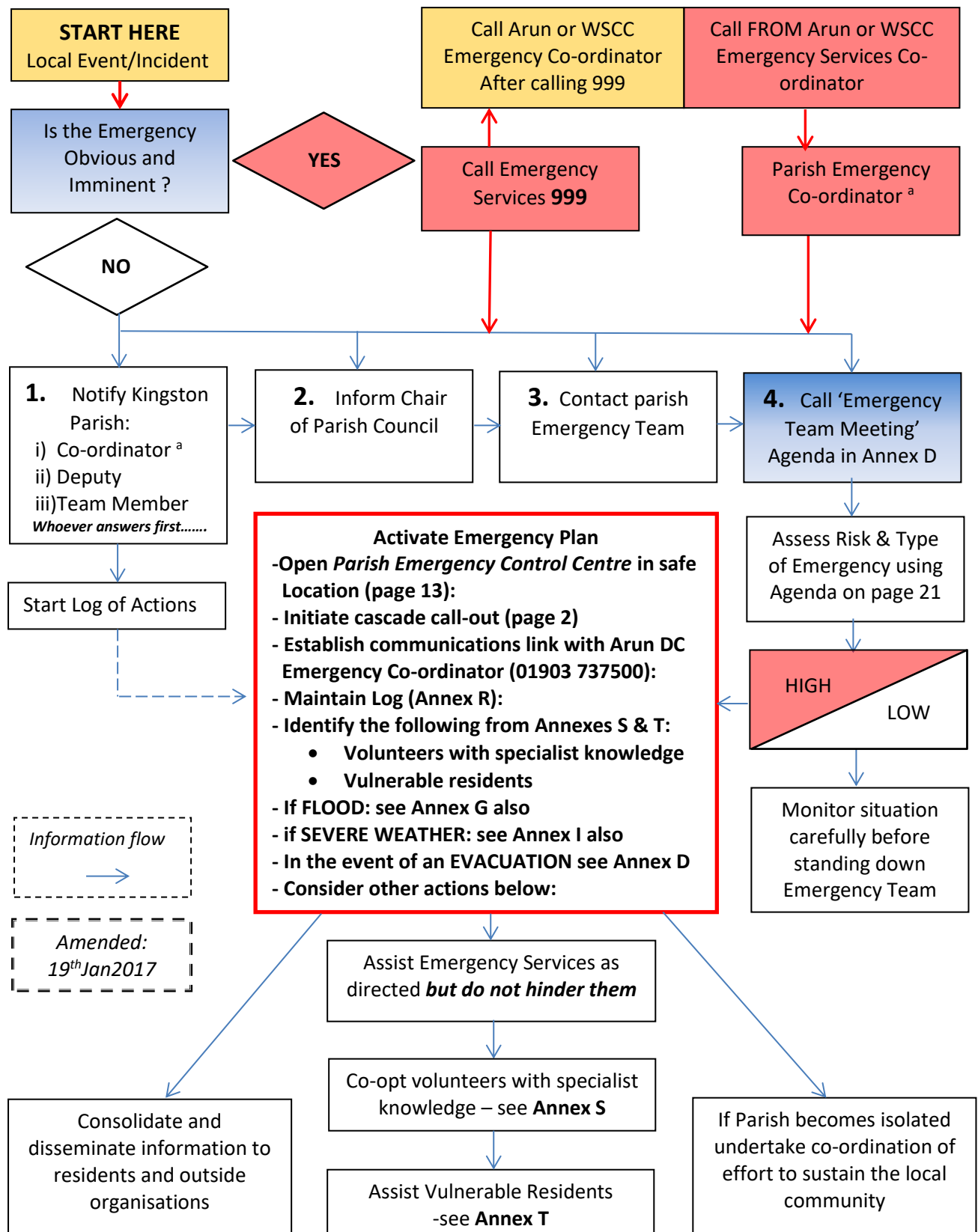
Parish First Response Actions

1. Call **999** (unless already alerted)
2. Ensure you are in ***no immediate danger***
3. Contact the ***Kingston Parish Emergency Team Co-ordinator***, or if not contactable try next on cascade list until reply obtained.
4. Follow the *Emergency Response Flowchart* detailed on following page.

Kingston Parish Emergency Plan

Emergency Response Flowchart

UNDER NO CIRCUMSTANCES SHOULD YOU PUT YOURSELF OR OTHERS AT RISK TO FULFIL THESE TASKS



Notes: a) If Parish Emergency Co-ordinator not available then next on list

Kingston Parish Emergency Plan

Designated Parish Emergency Control Centre / Place of Safety

The East Preston & Kingston Village Hall

52 Sea Road, East Preston, BN16 1JN

Tel: 07756 512181 (message); 07591 480815; Bookings bookings@epkvh.co.uk

A Parish Emergency Control Centre building needs to be capable of being used as a 24-hour parish emergency centre. It should preferably be situated in a central, safe location and be well known to local residents. The accommodation should ideally include cooking, washing and toilet facilities, plus auxiliary power supplies (generator or priority supply).

An incident box shall be prepared containing ordnance survey maps, copies of the electoral roll, phone charger(s) and other useful items to the Emergency Services.

Please note this Hall does not have a fixed phone line connection, therefore no internet connection, and will rely solely on mobile communications. Also out of hours access will need an entry door code.

Rest Centre Purpose and functions

Temporary Accommodation

In the event of people being made homeless or needing shelter the district councils in West Sussex have responsibility for opening and managing rest centres, supported by West Sussex County Council's Services for Families and voluntary organisations. Each county/district council has identified suitable premises.

Rest Centre

A rest centre is a premise set up to provide temporary accommodation for large numbers of displaced people at short notice and is intended to provide basic care for up to 48 hours. If people are likely to be displaced for periods greater than this Arun District Council will need to consider providing more suitable longer-term accommodation. Where small numbers of displaced individuals are involved it may be more cost effective to provide hotel or bed and breakfast accommodation. When possible, household insurance policies should be enacted to facilitate overnight accommodation.

Rest centres may be provided for temporary accommodation in the following circumstances:

- individuals evacuated from home and unable to return because of the possibility of further danger;
- individuals made homeless as a result of a major emergency and awaiting re-housing; or
- Public who have their journey disrupted by an emergency, such as extreme weather, might need to be provided with temporary accommodation until alternative travel arrangements are made or the disruption abates.

Rest Centre Functions

The main functions of a Rest Centre are to provide evacuees and uninjured survivors of an incident:

- with temporary accommodation, warmth, food and toilet facilities;
- basic first aid, information and welfare services, identifying those with special needs;
- a registration system to account for evacuees and survivors to the police and others as necessary;
- a location where Arun's Housing Management staff can arrange temporary accommodation of evacuees and survivors to more suitable accommodation or a return home;
- In some circumstances, the Rest Centre may evolve from the roles listed above to being a feeding and/or information centre.

Kingston Parish Emergency Plan

Requirements of the Rest Centre Building

- A place of safety
- A focal point for contact and communications for the local authority and emergency services
- A possible centre from which to implement and co-ordinate a community plan
- A possible centre of information for the local community if the cut off due to severe weather etc.
- Able to provide light refreshments.

The following criteria are the ideal for the selection of a building:

- easily accessible for passenger carrying vehicles and delivery lorries;
- connection to telephone land line;
- large car parking area;
- level access to entrance or an entrance for disabled people;
- one large room / hall for a holding area;
- one room in which interviewing of up to three people at a time can take place;
- 4-6 additional rooms;
- basic kitchen facilities;
- washing / toilet facilities including facilities accessible to disabled people;
- shower facilities; and
- a general administration office.

Overall Responsibility

District Councils have a statutory duty under the Housing Act to provide accommodation for those left homeless or threatened with homelessness by an emergency and for meeting longer-term accommodation needs. The District Council Emergency Planning service has overall responsibility for setting up and staffing a Rest Centre. Within Arun District Council the police/emergency services' alert is likely to be to the Duty Emergency Coordinator who should immediately alert:

Emergency services alert to the Emergency Coordinator 01903 737500 who shall:

- **Alert the Emergency Planning Officer 01903 737922**
- **Alert the Inspire Leisure's leisure centre manager's staff** asking for a designated leisure centre to be opened and staffed.
 - **Inspire Leisure Centres Manager** at LSSC 01903 890305, at ALC 01243 850210
 - **ALC Felpham**, Felpham Way, Bognor Regis PO22 8ED 01243 826612
 - **LSSC Littlehampton** Sea Road BN16 2NA 01903 725451
- **The Rest Centre Manager then reports directly to the Duty Emergency Coordinator.**
- **Alert WSCC Resilience Emergency Team: 033 022 22400**
- The Duty Emergency Coordinator shall then confirm the building address and contact details to the emergency services' control rooms and West Sussex County Council so that support from the County Council departments and voluntary organisations can be mobilised without delay.

Kingston Parish Emergency Plan

The District Council Designated Rest Centres

The designated rest centres are the two Inspire Leisure centres at Littlehampton and at Felpham and, in 2014, the Bersted Community Centre. Activation of these is by authority of the District Council's Emergency Coordinator 07733 125 689.

Parish Rest Centre Locations

	Capacity (sleep)
East Preston Village Hall, Sea Road	100 (50)
Our Lady Star of the Sea Church, Vermont Drive	100 (50)
St Mary's Church, Vicarage Lane, East Preston	50 (25)
Conservative Hall, Sea Road, East Preston	100 (50)
Royal British Legion, The Street, East Preston	100 (50)

Should these not be suitable due to circumstances, additional possible locations are:

- The Woodlands Centre, 34 Woodlands Avenue, Rustington
- Angmering Village Hall, Station Road

Key Locations for use as a Place of Safety

The following have been identified as *Places of Safety* for use in an emergency:

Building	Location	Potential use in an emergency	Contact details of key holder
East Preston & Kingston Village Hall	Sea Road East Preston	Rest Centre / place of safety	07756 512181 07591 480 815
EP & K British Legion Club	The Street East Preston	Rest Centre / safe place	01903 770172
Our Lady Star of the Sea Church	Vermont Drive East Preston	Rest Centre / safe place	01903 785 091
St Mary's Church	Vicarage Lane, East Preston	Rest Centre / safe place	01903 783 318
Conservative Hall	Sea Road	Safe place	01903 782 191
East Preston Junior School	Lashmar Road East Preston	Rest Centre / safe place	01903 785 672 office@epjs.co.uk
The Woodlands Centre	34 Woodlands Avenue Rustington	If East Preston affected by emergency event: Rest centre/safe place	01903 786 420 07752 493 539 enquiry@rustingtonpc.org
Angmering Village Hall	Station Road Angmering	If East Preston affected by emergency: Rest Centre/safe place	01903 772 172 07518 693099
Highdown (Hotel and Restaurant + National Park car park)	Littlehampton Road Goring	In major flood event: Rest centre/safe place	Hotel 01903 924670

Kingston Parish Emergency Plan

WSSC will arrange transport to take evacuees to the Rest Centre where they will be given practical and emotional support. The West Sussex Primary Care Trust will provide medical support and access to pharmacy services. West Sussex County Council's Child Protection Unit will support Arun District Council and assist with arranging transport for evacuees to rest centres etc. as required.

While at the Rest Centre, the police and local authorities will gather specific information, which will be recorded on rest centre registration forms. Social Services (Services for Families) are responsible for making sure that this process is carried out and that an initial assessment of each individual is made to identify any extra support that may be needed. The police will either fax or take the forms to Casualty Bureau, if invoked, to be processed.

However in the event that normal arrangements are delayed an adjoining Parish may have a church hall or similar which can be used to give emergency shelter to those who have to leave their homes during an emergency. An alternative could be a school, scout/guide accommodation, barn or outbuilding.

The following items may be required:

- Blankets
- First aid equipment
- Bottled water and food
- Radio
- Space heaters
- Crockery
- Cutlery
- Toilet
- Camp beds
- Waste disposal bags
- Fire-fighting equipment
- Care of pets

The Police Casualty Bureau

During major incidents the police may set up a Casualty Bureau to specifically deal with missing persons, survivors, evacuees and witnesses involved, or believed to have been involved, in the incident. It is not a general information bureau and is designed to register information and details rather than provide general information on an incident.

The police will provide a number of telephone lines, but depending on the volume of calls, you may experience a delay in getting through. Make a note of the reference number given and quote this when speaking to staff at the Casualty Bureau.

When casualties or survivors are identified, the enquirer is told as soon as practicable following their call, but bear in mind that this can take a while. If you have contacted the Casualty Bureau number to report a missing person and then subsequently locate them, make sure that you call the Casualty Bureau back to let them know. This will allow the police and other organisations to focus on finding those people that are still missing.

The Casualty Bureau telephone number will be different for every incident. If one has been established the number will appear on the homepage of this website; it will also be broadcast on news bulletins.

Kingston Parish Emergency Plan

Annexes

Annex A - Contact Details

IF YOU ARE IN IMMEDIATE DANGER DIAL '999'. DO NOT PUT YOURSELF OR OTHERS AT RISK

Service / Name	Telephone Number	Website	Additional Information
Sussex Police	999 or 101 if non emergency	www.sussex.police.uk contact.centre@sussex.pnn.police.uk	Protection of Life
Arun District Local Police	999 or 101 ext 585266	arunandchichester.localteam@sussex.pnn.police.uk www.sussex.police.uk/arun	
Fire & Rescue Service	01243 786211	www.westsussex.gov.uk/fire wsfrs@westsussex.gov.uk	Rescue of people trapped by fire, wreckage or debris
Ambulance Service – South East Coast Ambulance Service	0300 1230 999	www.secamb.nhs.uk <i>01273 488412 Emergency only</i>	Medical treatment and medical evacuation
British Transport Police	0800 40 50 40 Text: 61016	www.btp.police.uk 999 in emergency	
Coast Guard - Southampton	02038 172000 or: 999	www.hmcg.gov.uk Zone15@hmcg.gov.uk	Coastal pollution or sea rescue

Local Authorities

West Sussex County Council	01243 777 100 Duty Officer: 033022 22400	www.westsussex.gov.uk emergency@westsussex.gov.uk	Resilience and Emergency Team
Arun District Council	01903 737 500 Reception Desk 24 hr Emergency Co-ordinator Superintendent Small/local events Emx Planning Officer	www.arun.gov.uk 01903 737500 01903 737922 Michael Rowland michael.rowland@arun.gov.uk emergency.response@arun.gov.uk	Office Hours only 24 hours office hours Not 24 hours
East Preston Parish Council	01903 770 050	www.eastpreston-pc.gov.uk	
Rustington Parish Council	01903 786 420	www.rustingtonpc.org	
Ferring Parish Council	01903 249 449	www.ferringparishcouncil.org.uk	
Angmering Parish Council	01903 772 124	www.angmering-pc.gov.uk	

Utilities

Gas Emergencies	0800 111 999	Emergency number	
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Kingston Parish Emergency Plan

Electricity – UK Power Networks	0800 783 8866	Emergency number 24 hrs / 7 days	
Water & Wastewater problems	Southern Water 0330 3030277	www.southernwater.co.uk	

Government Departments

DirectGov		www.gov.uk	
Cabinet Office		www.cabinetoffice.gov.uk	

Voluntary Organisations

British Red Cross - Family support	0344 871 11 11 0800 0280 831	www.redcross.org.uk - located in Worthing	Practical/Emotional Support
St Johns Ambulance	03700 10 49 50	www.sja.org.uk	
RSPCA	0300 1234 999 Cruelty line	www.rspca.org.uk	Animal Protection
Cruse Bereavement	08088 081677 Daytime helpline	www.cruse.org.uk	Bereavement Care
The Samaritans	08457 90 90 90 116 123	www.samaritans.org jo@samaritans.org	Confidential Emotional Support

Other Essential Numbers

Golden Acre Gate Emergency Key contact	01903 889799 Agent for West Kingston Estate	KTS Estate Management Ltd information@ktsstatemanagementltd.com	
Coastal Road Gate Emergency Key contact	As above	As above Key also held by Mr J Hickson at 4 Coastal Road.	
Arun Emergency Co-ordinator	01903 737 922	www.arun.gov.uk	
West Sussex County Council	033022 22400	www.westsussex.gov.uk	
West Sussex Highways	01243 642 105	www.westsussex.gov.uk	
Environment Agency Floodline	0345 988 1188 (24 hrs)	www.environmentagency.gov.uk	
NHS Direct	111	www.111.nhs.uk	
NHS Sussex	0800 433 4545	sxibc.contactus@nhs.net	
Doctors Surgeries	01903 783 459	Arun Medical Group 59 Sea Road, East Preston	
	01903 785 152	Willow Green Surgery, Station Road, East Preston.	
Schools	01903 774 428	East Preston Village Pre-School, Sea Road	
	01903 773 177	East Preston Infants School, Lashmar Road	
	01903 785 672	East Preston Junior School, Lashmar Road	
Rest Centres and Places of Safety			See page 15

Kingston Parish Emergency Plan

Annex B - Alternative Communications Arrangements

It is essential that full communication with residents is also maintained throughout any emergency

If telephones are affected by the emergency, mobiles due to lack of charging facility due to power outages, then consideration should be given to using a land line. Should land lines be down as well then the following should be available:

Communications within the community: Consideration should be given to using couriers carrying written or verbal messages *if safe to do so*.

Communications beyond the community: Passing messages via amateur radio operators and asking them to relay messages to the Police may be an option. One such organisation is the Radio Amateurs' Emergency Network (RAYNET). Contact can be made with RAYNET in an emergency by telephoning:

i) The Radio Amateurs' Emergency Network's 24-hour Emergency Contact number 01329 845506 or:

ii) 'West Sussex RAYNET County' controller: Alan Isted G7NUE 07973 185059

Local and National radio

Consider maintaining a listening watch on local and national radio and television channels for information. A roster may be instigated as necessary.

0800 to 1200 hours
1200 to 1600 hours
1600 to 2000 hours
2000 to 2400 hours
2400 to 0400 hours
0400 to 0800 hours

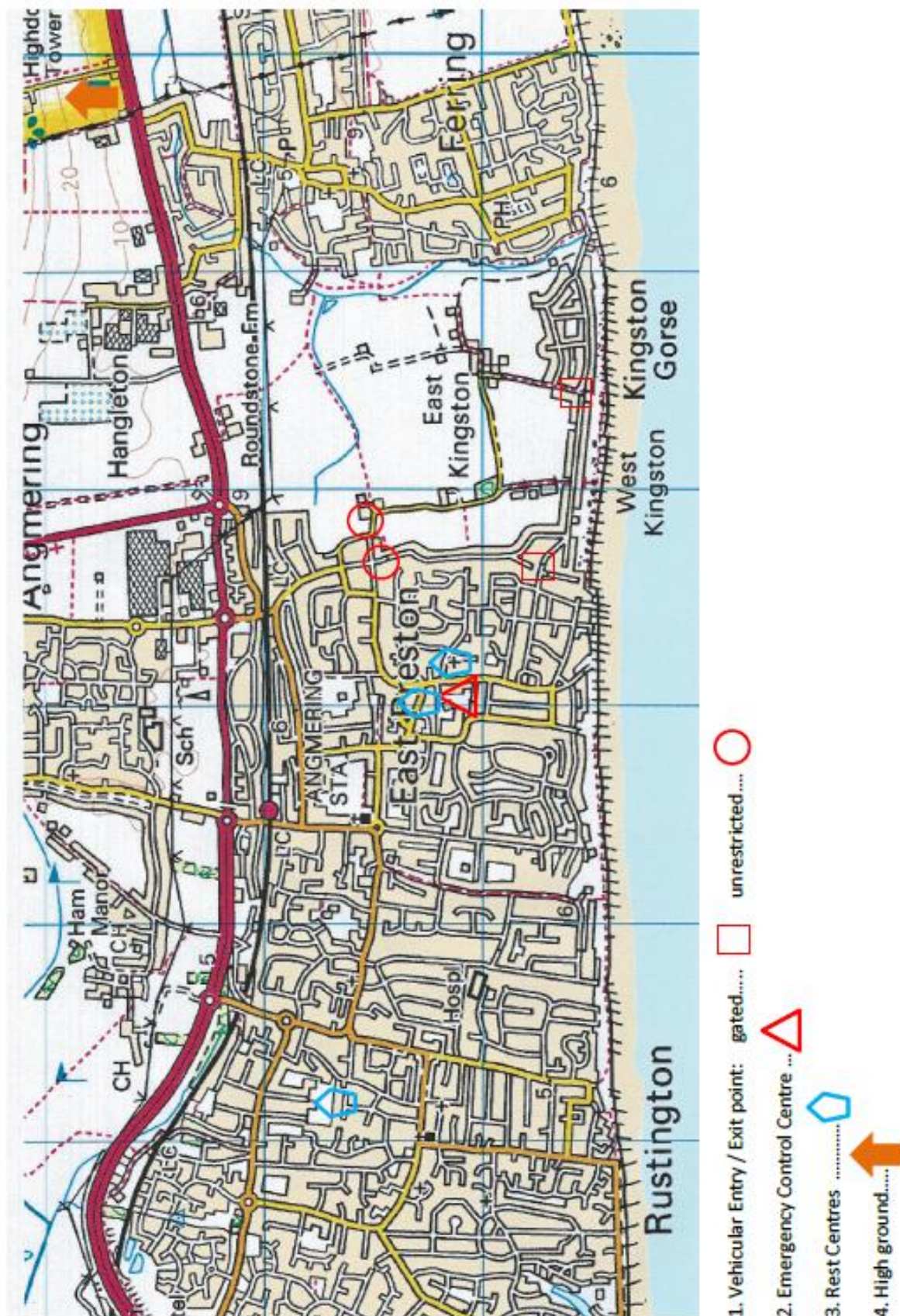
Local radio stations are:

BBC Sussex local radio	104.8 FM & DAB digital radio	01273 320 428
Heart Sussex	103.5 FM & DAB digital radio	0333 200 2000 / 0345 4811111
More Radio	107.7 FM & DAB digital radio	0333 446226
Spirit FM	102.3 FM only	01243 773 600

Note: During the multiple storms and floods of winter 2013/2014 the main complaint from residents was the lack of communication, both during and after the events. Therefore it cannot be emphasised enough the importance of good and regular communication in the event of an emergency.

Kingston Parish Emergency Plan

Annex C - Kingston Parish Map – Exit Routes and Strategic Locations



Kingston Parish Emergency Plan

Annex D - Parish Emergency Team First Meeting Agenda

Kingston Parish Emergency Team Meeting Agenda												
Proposed Emergency Meeting Agenda												
Date:												
Time:												
Location:												
Attendees:												
1. What is the current situation:												
Location (full details of address):												
Description of Incident:												
Any threat to life:	Yes	No	If yes, contact the emergency services immediately on 999									
No of people affected by incident:	Adults		Children	List all known Hazardous substances below (e.g. gas cylinders, hazardous chemicals, snakes, etc.)								
Of these how many are vulnerable ?	Adults		Children									
What resources do we need?	Food	Yes	No	Blankets	Yes	No	Shelter	Yes	No	Off-road vehicles	Yes	No
	Other	Yes	No	List additional resources needed								

Kingston Parish Emergency Plan

<u>Details</u>	<u>Actions to be taken</u>	<u>Lead Person</u>
2. Establishing contact with the emergency services		
3. How can we support the emergency services		
4. What actions can safely be taken		
5. Any other issues		

Kingston Parish Emergency Plan

Annex E - Evacuation Arrangements/Actions

The following actions will help the local district authority and emergency services if an evacuation becomes necessary:

1. Inform emergency services who might need extra help to leave their home
2. Recommend Pick-up-Points (PUP's) to the emergency services (suitable for buses to turn)
3. Help police/local authority with door knocking / loudhailer to inform residents of impending evacuation and:
 - Where Rest Centres are located
 - Where the bus pick-up-points are located
 - What they should bring (clothes/toiletries/pets)
 - Who will look after their property in their absence

Evacuation Procedure

Principal Responsibilities - See Annex Q for Further Parish Details

Parish Council: Create and Action Emergency Plan, then assist Emergency Services.

District Council: Co-ordinate as key responder and initiate Emergency accommodation plan.

West Sussex County Council: Co-ordinate and support Emergency Services and ensure safe roads.

Evacuation Plan

In the event of the need to evacuate people from their homes the following procedures should be carried out:

- a) Activate Rest Centre(s) to cater for the estimated numbers.
 - i) Remember many people may come to the Rest Centre(s) in their own transport. Parking space should be allotted for evacuees so as not to block access and egress from Centre(s)
 - ii) Put additional Rest Centre on stand-by in case of overflow
- b) Designate Pick up Points (P.U.P.'s)
 - i) Should be a safe distance from disaster site (liaise with emergency services)
 - ii) If possible shelter should be available at P.U.P.'s
 - iii) Turning/Parking Space should be available for the buses
- c) Request Bus Companies to provide buses at designated P.U.P.'s
 - i) Brief on timings and routes to and from disaster site(s) to Rest.
- d) Inform evacuees by whichever means necessary (i.e. Radio, Television, Police, Loudspeaker Van) of the need to evacuate
 - i) Inform them of where the Rest Centre(s) is/are if they have their own transport
 - ii) Where the pick-up points for the buses are
 - iii) What they should bring with them. This depends on the urgency of the evacuation and the expected duration, i.e. long term evacuees might need:
 - 1 x suitcase per person containing washing gear and spare clothing
 - 1 x set of bedding - quilt or sleeping bag.
 - iv) Inform them of who will look after their property in their absence
 - v) Arrange for staff members or volunteers to travel on the buses to brief the evacuees on procedures in transit and at the Rest Centre

Kingston Parish Emergency Plan

e) Additional considerations at Rest Centres

- i) In the event of people being evacuated for an extended period they will bring their pets with them. Provision will have to be made to separate, pen, care for and feed these animals.
- ii) First Aid Resources will be required for minor injuries (Red Cross and/or St. John's Ambulance contact numbers in Part E Section 6.
- iii) An information desk should be established to encourage a two way flow of information

Note: Contact details of keyholders for the locked access gates at Golden Acre and eastern end of Coastal Road can be found in ***Other Essential Numbers*** on page 18 of this document.

Kingston Parish Emergency Plan

Annex F - Family Emergency Plan

Emergencies can affect the Parish with little or no notice. Being prepared can help reduce the effects on your family's lives, reduce the need for support from others and enable you to support the vulnerable in your community.

Disruption to essential services such as water and electricity, to regional and national travel and telecommunications are always an emergency and can affect everyday life.

Once the form below is completed it would be advisable to laminate and then store in a safe place and provide a copy to family or friends.

If you are not involved in an emergency but are close by or believe you may be in danger, in most cases the advice is:

Go In, Stay In, Tune In

Station	Frequency	Website
BBC Sussex	104.8 FM + DAB	http://www.bbc.co.uk/news/england/sussex/
Heart	103.5 FM + DAB	www.heart.co.uk/sussex/
More Radio	107.7 FM + DAB	www.moreradio.online
Spirit FM	102.3 FM only	www.spiritfm.net

CREATING AN EMERGENCY BOX

Be prepared. Creating an emergency grab bag will help locate essential equipment quickly in an emergency. For ideas on what to include in your grab bag see the film on the West Sussex County Council [website](#) entitled "Packing an emergency bag"

Some suggested items are:

Torch and spare batteries	First Aid kit
Battery powered radio and spare batteries	Toiletries
Candles / Matches	List of useful contact numbers
	Copy of this plan

In case you are unable to leave the house it is suggested you should have:	In case you are stuck in your car it is suggested you should have
Bottled Water Ready to eat food (tinned) Bottle/Tin opener	Bottled Water Blankets Torch and Spare Batteries

Useful Websites	
West Sussex County Council	www.westsussex.gov.uk
Arun District Council	www.arun.gov.uk
Environment Agency	www.environment-agency.gov.uk/
BBC Sussex	www.bbc.co.uk/sussex
National Flood Forum	www.floodforum.org.uk
Sussex Resilience Forum	www.sussexemergency.info

Kingston Parish Emergency Plan

Complete the following sections and keep it in a safe place where all in your household can easily access it

Household Contact Details		If you are evacuated is there somewhere we can go? Friends or Family?
Name		
Mobile		
Work		

Name		If you can't contact each other, where should you meet / or who should you leave a message with?
Mobile		
Work		

Name		Who will be responsible for picking up the children from school? (If applicable.)
Mobile		
Work		

Emergency Telephone Numbers			
Emergency Services	999	Local Authority	
NHS Direct	111	Doctor	
Local Police Station		School	
Other			

Important Documentation & Information	
Insurance Company Name	
Insurance Tel. No.	
Home Insurance Policy number	
Other (Please List)	

How do you turn off the following? Who is responsible?		
Utility	Responsible Person	Detail
Gas		
Electricity		
Water		

If you are in a position where you are able to offer help to your community start by checking that your neighbours are alright

Name	Address	Telephone	Mobile

Kingston Parish Emergency Plan

Annex G - Flood: Parish Flood Plan + Personal Flood Plan + Pets

Note: The Emergency Response Flowchart (page 12) should be followed paying particular attention to any specific details contained below.

Possible Flood Areas within Kingston Parish and their Sources:

1. Risk of Flooding from Rivers and Sea



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 Flooding from rivers or sea without defences

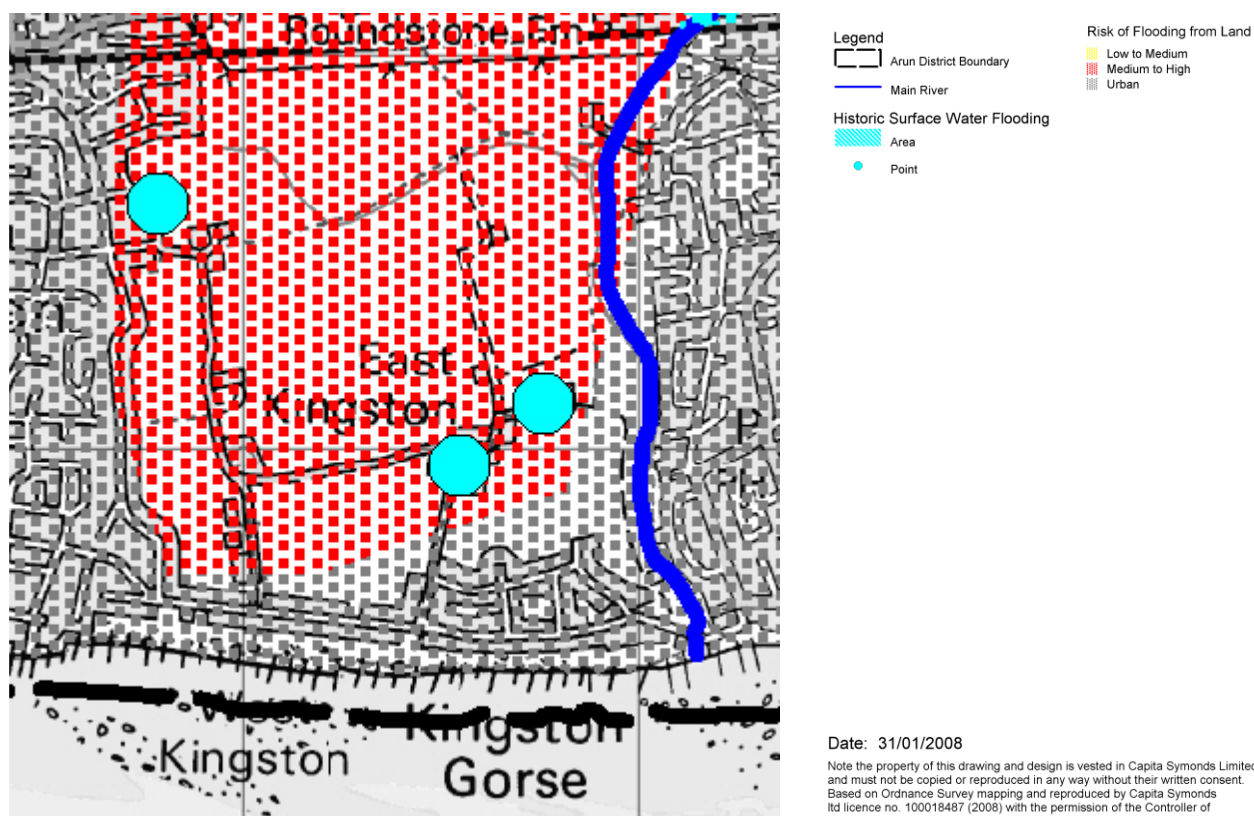
 Extent of extreme flood

 Flood defences

Caution: It must be remembered that coastal defences should alleviate most of the flood risk from the sea, but if the *sea defences* are breached or the *Ferring Rife Flood Barrier and Reedscreen Feeder* is not properly maintained then all of the above events could occur given a storm event, high winds and spring tide. In the unlikely event of a Tsunami then obviously these events will happen simultaneously!

Kingston Parish Emergency Plan

2. Heavy Rain



This map depicts areas prone to a medium / high risk of *Flooding from the Land* (drawn in 2008)

Flood Warnings

The Environment Agency's Local Flood Warning Plans provide details of flood warning arrangements for specific areas. However, we understand that at present this is restricted to only where automatic sensors have been installed. The EA will issue Flood Watch messages from these when

- flooding of low-lying land is expected;
- Flood Warnings when flooding of homes and businesses is expected;
- Severe warnings when there is extreme danger to life and property; and
- All-Clear messages when earlier warnings are no longer in force in the area.

Residents can register to receive flood warnings by contacting Floodline on 0345 988 1188 or by visiting the Environment Agency website.

Note: During a flood, information is available from the Environment Agency's (EA) web-site: <http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx> or the Environment Agency's overall Floodline service: 0345 988 1188.

Floodline uses QuickDial numbers to speed up access to local flood information, related to geographic areas. Within Kingston Parish call the Environment Agency's (EA) Floodline on **0345 988 1188**

The Agency will also arrange to call all those who have registered with them, when a potential flood is likely to put them at risk. Sign up at www.environment-agency.gov.uk, or for the West Sussex County Council "Alert me" at www.westsussex.gov.uk/flooding.

Kingston Parish Emergency Plan

Flood Triggers

Following periods of heavy rain it will be necessary to monitor Reedscreen Feeders and culverts on the Ferring Rife more regularly to make sure they are clear of debris.

Monitoring is done remotely by the Environment Agency using webcams, as is the cleaning operation. Maintenance duties are carried out on a regular basis for the EA by private contractors.

When the EA has indicated imminent floods there will need to be consideration given to assisting vulnerable groups to undertake tasks like moving valuables to higher levels etc.

Flood action should automatically be triggered by the Environment Agency, but would additionally be triggered by localised incidents/events as deemed an emergency by the Parish Emergency Team

Whilst EA are now responsible they do not currently have the technical facilities in place to provide automatic warnings. Until this situation is rectified, the following triggers will need to be adopted locally, when the water:-

- In the Ferring Rife has risen to dangerous levels, possibly due to Reedscreen blockage
- The sea defences are in imminent danger of being breached during severe storm and spring tide events
- The severity of rainfall has caused severe local flooding, possibly by a storm event

Residents in known areas of flooding, will need to be especially vigilant and trigger the alarm, through their warden, when water threatens their properties. However, without any obvious current flood alleviation routes, action may be limited to individual damage limitation.

All such trigger levels must be reported to one of the Parish Emergency Team (page 2), who will be responsible for mobilising local efforts and liaising with other authorities.

Who Does What During A Flood

Environment Agency

- Issue Flood Warnings
- Receive and record details of flooding incidents
- Monitor the situation and advise other organisations
- Deal with emergency repairs and blockages within the Ferring Rife watercourse
- Respond to pollution incidents
- Advise on waste disposal issues
- Issue warnings when there is a risk of flooding occurring; alerting those who have registered, in areas where the service can be provided.

County Council

- Co-ordinate emergency arrangements
- Maintain safe conditions on the roads
- Put flood warning signs on the highway
- Organise road closures and traffic diversions, as appropriate
- Clear blockages on highway drainage systems - blocked road channels and gully gratings, storm debris
- May take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system
- Assist with providing transport for evacuees to rest centres.

District Council

- Co-ordinating role for own area
- Flood warning dissemination (by local agreement with Environment Agency)

Kingston Parish Emergency Plan

- Emergency assistance (Civil Contingencies Act 2004) —Provide sandbags to houses at imminent danger of flooding
- Clear blocked watercourses (Land Drainage Act powers)
- Environmental health issues —pollution
- Blocked road channels and gully gratings —routine street cleaning only
- Emergency planning support groups
- Waste and debris removal

Parish Council

- Flood warning dissemination (by local agreement with Environment Agency)
- Activate Kingston Parish Emergency Plan
- Pass information regarding local issues and needs to key responders
- Assist key responders where possible, without hindering Emergency Services

Fire and Rescue Service

- Rescue
- Respond to all emergency incidents as required
- Assist the populace where a need is identified and the use of Fire Service personnel and equipment is relevant

Water Companies

- Emergency over pumping or tankering at pumping stations
- Clearing blockages in public sewers
- May take action to protect property from flooding by water from the public water mains or discharges from the public sewerage systems

Electricity, Gas and Telecommunication Companies

- Attend to emergencies relating to their service at properties putting life at risk as a result of flooding
- Attend to flooding emergencies at their own serviced installations

Property Owners (– see also *Personal Flood Plan* template later in this section.)

- Move to a safe area if life at risk
- Prevent water from entering property if possible
- Switch off electricity and gas supplies at mains – if not flooded and safe to do so
- Move valuable possessions above areas liable to be flooded
- Consider developing flood plans, moving their vehicles to a higher level
- Call 999 if there is a need to be evacuated
- Collect together essential items such as medication, blankets, baby food, nappies, torch and batteries, bottled water and food when there is a risk of flooding.

NOTES: SAND BAGS: Sand bags are NOT provided by the Council but are obtainable from:

- Travers Perkins (Long Furlong 01903 871224 & Pier Rd, Littlehampton 01903 713071)
- Jewson Ltd, Arndale Rd, Littlehampton 01903 712600
- Builder Centre, Dominion Rd, Worthing 01903 234848
- B&Q On-line: hessian sand bags (5 for £4.98) & Hydro self-expanding sacks (2 for £14.98)
- Sand ONLY from: Wickes, Littlehampton & B&Q, Lyons Farm Retail Park, Worthing.

Kingston Parish Emergency Plan

Do you know what to do with your animals if it floods?

This handy **RSPCA Guide** will help you prepare in case of flooding, so in the event of a flood you can get your animals to safety more easily.

1. Think ahead – before it floods

- Don't wait for a disaster to decide what to do, plan your escape route
- Make sure you have suitable carriers for small animals.
- Keep a supply of food for evacuation.

If you have livestock or tethered horses:

- Ensure any extra gates you need for emergency access are fitted and attach your details on field gates.

2. Act early

Floodwater rises rapidly; if there is a flood warning don't hope for the best, act early:

- Bring all small animals inside and, if possible, upstairs.
- Move food, bedding and fresh water somewhere dry.
- Keep favourite toys dry, these may comfort your pet if you have to take them somewhere else.
- Put important documents such as microchip numbers, vets and vaccination details in a sealed bag, along with a photo of your pet in a sealed bag, in case your pet gets lost.
- If you have livestock or tethered horses they will need to be moved to high ground early to avoid fast-rising floodwaters.
- Make sure you have emergency feed and fresh water supplies available.

3. If disaster strikes

Put your flood plan for your animals into action:

- Cats, rabbits and other small animals must be transported in suitable carriers, birds in a secure cage and dogs using sturdy leashes.
- Remember to take your animals' food, water, bowls and bedding with you.
- If you have no choice but to leave your animals behind, leave them shut inside an upstairs room with ample supplies of food and water. Leave notices on the outside doors to say there are animals inside and contact the RSPCA or your local Flood Warden immediately.
- If you have livestock or tethered horses, and if you haven't already, move animals to high ground if the escape route is accessible.
- Make sure you have emergency feed and fresh water supplies available
- Don't put your own or another life in danger to attempt an animal rescue.

4. Stay Informed!

You can call Floodline - 0345 988 1188 - for information and flood warnings 24 hours a day, or visit:

- www.environment-agency.gov.uk
- www.metoffice.gov.uk

In an emergency, contact the RSPCA 24-hour cruelty line on 0300 1234 999.

Annex H - Personal Flood Plan

Personal flood plan

Name

Which flood warnings are you registered to receive?

Quickdial no:

River:

Reach:

Environment Agency



General contact list

Company name	Contact name	Telephone
Floodline	Environment Agency	0845 988 1188
Electricity provider		
Gas provider		
Water company		
Telephone provider		
Insurance company and policy number		
Local council		
Local radio station		
Travel/weather info		

Key locations

Service cut-off	Description of location
Electricity	
Gas	
Water	

Who can help?

Relationship	Name	Contact details	How they can help?
Relative			
Friend or neighbour			

Be prepared for flooding. Act now

Personal flood plan

What can I do NOW?



☐ Put important documents out of flood risk and protect in polythene	☐ Look at the best way of stopping floodwater entering your property	☐ Find out where you can get sandbags	☐ Identify what you would need to take with you if you had to leave you home
☐ Check your insurance covers you for flooding	☐ Make a flood plan and prepare a flood kit	☐ Identify who can help you	☐ Understand the flood warning codes

What can you do when you receive a flood warning?

Actions	Location
Home	
● Move furniture and electrical items upstairs	
● Put flood boards, polythene and sandbags in place	
● Make a list now of what you can move upstairs or away from the risk	
● Turn off electricity, water and gas supplies	
● Roll up carpets and rugs	
● Unless you have time to remove them hang curtains over rods	
● Move sentimental items to safety	
● Put important documents in polythene bags and move to safety	
Garden and outside	
● Move your car out of the flood risk area	
● Move any large or loose items or weigh them down	
Business	
● Move important documents, computers and stock	
● Alert staff and request their help	
● Farmers move animals and livestock to safety	
Evacuation - Prepare a flood kit in advance	
● Inform your family or friends that you may need to leave your home	
● Get your flood kit together and include a torch, warm and waterproof clothing, water, food, medication, toys for children and pets, rubber gloves and wellingtons	

Be prepared for flooding. Act now

Kingston Parish Emergency Plan

What to do after a Flood

Protect Yourself While Cleaning Up

Flood water is often contaminated with sewage, chemicals and animal waste. It's nasty!

YOU WILL NEED:

Protective clothing: Face mask, long rubber gloves, a waterproof jacket and trousers, wellington boots.

Disinfectant - Get a large bottle and wash your hands with it each time you are in contact with floodwater or items that have been contaminated by floodwater.

Make sure you have a well-stocked First Aid kit with waterproof plasters.

Keep children well away from your property while you clear up.

Tools:

Spades, brooms, brushes, mops, a large quantity of rags and/or disposable towels.

Buckets, bins, bin liners. You may well need a skip.

Detergent and disinfectant - lots of it.

Cleaning your property

After having removed the water and mud you should remove as much residual dirt as possible, then follow this by disinfecting all surfaces that have come into contact with floodwater.

Continue cleaning using a brush, hot water and a household cleaning fluid. You will need to use a detergent to breakup oily compounds.

If you have wooden floors you should lift the boards and clean in the floor cavity.

Disinfect all surfaces once more.

Contaminated clothing, bedding, soft furnishings etc should be washed at a high temperature.

Drying out your home

Whatever you do, this is going to take a long time - weeks or months, depending on how serious the flooding has been and the type and thickness of building materials. As a rule of thumb the drying time for an average property is about 1 month for each 1 inch of flooding. I.e if you have been flooded to a depth of 6 inches, it could take 6 months. However there are a number of things you can do to speed the process.

If it is safe to do so and you can afford it, use your central heating to dry the property. N.B. make sure the heating system has been approved for use first.

Keep the property well ventilated. Keep windows and doors open for as long as possible. N.B. bear in mind security issues.

Use a fan - ensure the appliance and electricity supply is safe to use.

Hire or buy a de-humidifier. Follow manufacturer's instructions and make sure to keep external doors and windows shut. Ensure safety of power supply.

Furniture and Household Items

If upholstered furniture such as armchairs, sofas, foot stools etc. have been in contact with contaminated flood water it may not be possible to clean and restore them. You should ensure your insurance company advises you and if deemed possible, then cleaning should be carried out by a professional cleaning services company. In all cases children's toys that have been in contact with contaminated floodwater should be disposed of. Mattresses should also be disposed of.

Rubbish

Local councils usually provide skips and extra rubbish collections for items that your insurance company has agreed you can throw away together with your used Barrage-it bags.

"An average house that has been flooded only dries out at the rate of 1 inch per month!

If your house floods up to 6 inches..IT COULD TAKE 6 MONTHS TO DRY OUT!"

Kingston Parish Emergency Plan

Annex I - Snow, Ice & Severe Weather

Met Office Alerts

The Met Office issues three types of Met Office Warnings:

1. **Weather Alerts** - are issued for rain, snow, wind, fog and ice. These warnings will be given a colour depending on a combination of both the likelihood of the event happening and the impact the conditions may have.

2. **Cold Weather Alert** – operates in association with the Department of Health and comprises four levels of response based on cold weather thresholds. The thresholds have been developed to trigger an alert when severe weather is likely to significantly impact people's health. The alerts take account of temperature along with other threats such as ice and snow.

Alerts 1 and 2 operate from 1st November to 31st March and available from www.metoffice.gov.uk

3. **Heat-health Warnings** - comprises four levels of response based upon threshold maximum daytime and minimum night-time temperatures. These thresholds vary by region, but an average threshold temperature is 30 °C by day and 15 °C overnight.

Heat-health warnings operate from 1st June to 15th September and available also from the Met Office.

Weather Alerts:

- Green = no severe weather
- Yellow = LOW risk - **BE AWARE**
 - Ensure you access the latest weather forecast for up to date weather information.
 - Expect some minor delays due to slower traffic.
 - Outdoor events may be disrupted or cancelled.
- Amber = MEDIUM risk - **BE PREPARED**.
 - Take precautions where possible and ensure you access the latest weather forecast.
 - **BE PREPARED** for some disruption to normal daily routines.
 - Travel only if well prepared and **BE PREPARED** for longer journey times
- Red = HIGH risk - **TAKE** precautionary **ACTION** and remain extra vigilant.
 - Follow orders and any advice given by authorities under all circumstances. Ensure you access the latest weather forecast.
 - **EXPECT** significant disruption to normal daily routines.
 - Avoid all non-essential journeys.
 - If you must make a journey carry emergency food/ clothing/ blanket etc.

Cold Weather Health Watch Alerts:

There are two different thresholds for the Cold Weather Alert service. Only one of the thresholds needs to be breached for a warning to be issued.

The thresholds were developed, working closely with the Department of Health and the Health Protection Agency, to pinpoint when winter weather will impact on people's health.

The thresholds are:

- Mean temperature below 2 degrees Celsius for 48 hours or longer
- Heavy snow and/or widespread ice.

The warnings are:

Kingston Parish Emergency Plan

- Level 1 = Green - Winter preparedness and long-term planning
- Level 2 = Yellow - Alert and readiness
- Level 3 = Amber - Cold weather action
- Level 4 = Red - Emergency

Example Weather Warning issued by the Met Office:

*"An amber alert for Snow has been issued **valid from 0300 Fri 18 Jan to 2100 Fri 18 Jan** for London and the Southeast of England along with a Yellow alert for snow **valid from 0005 Sat 19 Jan to 1200 Sun 20 Jan**.*

In addition a yellow Ice Alert (Medium Likelihood of low Impacts) has been issued to cover the further snow and snow showers on Saturday but more significantly for icy stretches on Saturday night. The Cold Weather Alert Level 3 has been extended to Monday next week".

Impact

This weather could increase the health risks to vulnerable people. Cold weather increases the risk of heart attacks, strokes, lung illnesses, influenza and other diseases. Some groups are particularly susceptible to the effects of very cold weather such as older people, the very young and people with pre-existing medical conditions. As mentioned above the expected conditions also have the potential to cause significant disruption to travel and the potential for ice to build up on power lines. Ice still remains a high risk and as temperatures drop driving conditions will become dangerous, extra time and care should be taken for journeys.

Observe the following:

- If you know or look after someone who may be particularly susceptible to the effects of very cold weather, please help make sure they stay warm and well.
- Stay tuned to the weather forecast
- Check and maintain daytime room temperature at 21°C
- Check bedroom night-time temperature and maintain it at 18°C or warmer
- If you have to go out, make sure you dress warmly and wear non-slip shoes. Also tell someone where you are going and let them know when you get back. If you have a mobile phone, keep it charged and on you at all times
- Keep active
- Dress warmly, eat warm food and take warm drinks regularly
- Check on those you know are at risk

If you are concerned about your own health or welfare or that of others, alert the emergency services.

Heat Health Warnings

The Heatwave Plan for England is published by Public Health England and NHS England in conjunction with the Local Government Association and Met Office.

The Heatwave Plan has been published annually since 2004, following the devastating pan-European heatwave in 2003. This year's plan builds on over nine years of experience of developing and improving the ability of the health sector and its partners to deal with significant periods of hot weather.

The plan continues to be underpinned by a system of heatwave alerts, developed with the Met Office. The Heatwave Plan describes the Heat-Health Watch system which operates in England from 1 June to 15 September each year. During this period, the Met Office may forecast heatwaves, as defined by forecasts of day and night-time temperatures and their duration.

Kingston Parish Emergency Plan

The full plan can be viewed at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/201039/Heatwave-Main_Plan-2013.pdf

The Heat-health watch system comprises four levels of response based upon threshold maximum daytime and minimum night-time temperatures. These thresholds vary by region, but an average threshold temperature is 30 °C by day and 15 °C overnight. The levels are:

Level 0 (Blue) - Long Term Planning (all year)

Level 1 (Green) - Heatwave and Summer preparedness programme

Level 2 (Yellow)- Heatwave is forecast - Alert and Readiness: *60% risk of heatwave in the next 2-3 days*

Level 3 (Amber)- Heatwave Action: *temperature reached in one or more Met Office national severe Weather warning service regions*

Level 4 (Red) - Major Incident – Emergency Response: Central Government will declare a Level 4 alert in the event of severe or prolonged heatwave affecting sectors other than health.

High-risk Groups: Over 75, female, living on their own and isolated, severe physical or mental illness; urban areas, south-facing top flat; alcohol and/or drug dependency, homeless, babies and young children, multiple medications and over-exertion.

Kingston Parish Emergency Plan

Annex J - Kingston Parish Council Winter Management Plan

Local Winter Management Plan

The Local Winter Management Plan is produced to complement and supplement the West Sussex County Council (WSCC) Winter Management Plan.

The Parish Council does not have a statutory duty to prepare for and deal with snow and ice but we are in a good position to work with West Sussex County Council and draw attention to local needs and also to convey information and advice to our community.

This Plan sets out to clarify what the community can expect from West Sussex County Council in respect of the public highway and what the Parish Council has put in place so that we can be better prepared to help ourselves. It is intended the Local Winter Management Plan will be consistent with, and form part of Kingston Parish Council's Emergency Plan and will be reviewed annually.

Main Action

Prior to the winter season WSCC will fill salt bins at three locations along Kingston Lane, the only public highway in Kingston. Members of the public can self-help by spreading the salt across the highway (bring your own shovel) – this is best done as a preventative measure before snowfall or ice formation.

Salt Bin Locations



Salt Bin sites:

Bend 1 – just south of Elm Avenue junction

Bend 2 – West Kingston Barn corner

Bend 3 – at the Peak Lane junction

Note

The full **Appendix J - Kingston Parish Council Winter Management Plan** may be found under separate cover.

Kingston Parish Emergency Plan

Annex K - Tornadoes & Gales

Tornadoes

A tornado is a violently-rotating column of air, caused by the rapid displacement of warm moist air by cold dense air often associated with the occurrence of active cold fronts. It will typically last for a few minutes, track across the land for 2 to 5 km and have a diameter of 20 to 100 metres. On average, 33 tornados are reported each year in the UK although the number can vary significantly from year to year. The UK has the highest frequency of reported tornadoes per unit area in the world, although they are nowhere near as intense as those reported in the USA.

An example of a tornado that affected **southern England** is the one that struck Kensal Rise in west London on 7 December 2006. Up to 150 homes were damaged and 6 people were injured in violent winds that lasted less than 1 minute. This was the first tornado to cause significant damage in London since one at Gunnersbury, west London, in December 1954.

A further example is the tornado that struck **Selsey (West Sussex)** on 7 January 1998 causing an estimated £10M of damage to 1000 buildings. This part of the **south coast** seems somewhat prone to tornadoes; Selsey also suffered damage in November 1986 and October 2000, and Hayling Island in October 2013 where one hundred houses were damaged, luckily there were no serious injuries.

Gales

Another measure of wind exposure is the number of days when gale force is reached. If the wind reaches a mean speed of 34 knots or more over any ten consecutive minutes, then that day is classed as having a gale. Over most inland areas of the region the average is around 1-2 days per year but exposed places along the South Coast experience about 10 gales in an average year. Wind speed is sensitive to local topographic effects and land use. Places sheltered by hills or in extensive urban areas will have lower mean wind speeds and fewer days of gale, but can have strong gusts.

There have been several noteworthy gales affecting **southern England**, accompanied by property damage and disruption to travel and power supplies. The most famous was the 'Great Storm' of 15-16 October 1987, considered to be the most severe to affect this region since that of November 1703. It brought a swathe of destruction across an area to the south and east of a line roughly from Southampton to London, with considerable damage to buildings, an estimated 15 million trees uprooted, and disruption to power supplies and transport and 18 storm-related deaths.

The highest speed recorded was a gust of 100 knots at **Shoreham-by-Sea (West Sussex)**, where the hourly mean speed reached 72 knots.

The scenes of widespread building and tree damage, transport and power disruption were repeated during the 'Burns Day Storm' of 25 January 1990 when gusts of 70-80 knots were recorded widely with 85 knots at Herstmonceux (East Sussex). Unlike the 1987 event, this storm struck during the day and consequently the death toll was higher (47 in the whole UK).

The gale of 27 October 2002 again saw gusts of around 60-70 knots across the region.

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Annex L - Tsunami

It is very unlikely that a Tsunami will affect Kingston Parish. However, there is an outside chance as described below.

Possibility and History of Tsunamis

England and Wales (1014)

A widespread flood was reported in the Anglo-Saxon Chronicle to have occurred in western Britain, from the coast of Cumbria to Kent, on 28 September 1014. William of Malmesbury stated that "A tidal wave... grew to an astonishing size such as the memory of man cannot parallel, so as to submerge villages many miles inland and overwhelm and drown their inhabitants." The event was also mentioned in Welsh bardic chronicles.

Dover Straits Earthquake (1580)

On 6 April 1580, a 5.8 magnitude earthquake occurred with its epicenter on the sea bed close to Calais. Giant waves were reported at the time and hundreds of people were killed when ships were sunk by the waves and the low-lying coastal land around Calais was inundated by the sea. In Dover, part of the chalk cliff collapsed, taking with it part of Dover Castle. A contemporary French account states "in the city of Calais such a horrible and terrible earthquake came to pass that a great part of the houses fell, and even the sea overflowed into the city and did ruin and drown a great number of houses, and numerous persons perished, and a great multitude of beasts lost which were at pasture outside this city." In recent years, it has been suggested that these waves were a tsunami and not seiches (A **seiche** is a standing wave in an enclosed or partially enclosed body of water). It is unlikely that the earthquake alone was strong enough to rupture the sea bed to trigger a tsunami, but it appears to have been sufficiently powerful to have caused an undersea landslide that was quite capable of generating a tsunami, as tragically happened in Papua New Guinea in 1998, killing around 2500 people.

Bristol Channel (1607)

The Bristol Channel floods, which occurred on the morning of January 30, 1607, are suggested to be a tsunami caused by an earthquake, a landslide from the Irish coast or a freak combination of high tides and a storm surge. There is historical evidence suggesting a tsunami, including eyewitness accounts describing a wave as "mighty hilles of water" - with sparks - and a wave that travelled so fast that not even a greyhound could escape it.

There is an ancient, large faultline off the Southwestern tip of Ireland, which scientists say could have possibly have triggered a tsunami in the Irish Sea. The continental shelf of Ireland is also very steep, with a drop of about 100 metres, and scientists believe the 1607 tsunami might have been triggered by a landslide here, if not an earthquake. Scientists and geologists say that after studying the disaster they are more convinced that it was a tsunami, rather than a simple storm surge.

North Sea (1858)

A tsunami was reported by witnesses in England, Germany, the Netherlands and Denmark on June 5, 1858. A witness stated that at 9.15 am the sea in Pegwell Bay, North Kent, "suddenly receded about 200 yards and returned to its former position within the space of about 20 minutes". *The Times* reported severe thunderstorms and flooding in the west of England on the same day. Due to the weather conditions it may have been a meteotsunami.

Meteotsunami

Earthquake-generated tsunamis account for approximately 85% of tsunamis. However, the National Oceanic and Atmospheric Administration says that meteorologically-generated tsunami type waves

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known as meteotsunamis may pose a greater threat to more people. This is because they are not driven by geological forces that only exist in certain locations, but rather by geographical and meteorological forces that can happen in far greater places.

Future tsunamis

In the 1990s, geologists realised that the *Cumbre Vieja* volcano in La Palma, off North Africa in the Canary Islands could pose a tsunami risk to Britain, as it is seemingly unstable. They concluded that a future volcanic eruption will result in the mass of rock alongside the volcanoes breaking off and falling into the sea as a massive landslide. This in turn will generate a huge tsunami, which will surge into the Atlantic Ocean and hit Spain, Portugal, the east coast of the United States, France, and the south coast of England. It is estimated that the waves will take around 6 hours to reach England, and that when they do they will be around 10 meters (30 ft) high.

Britain would be badly hit, and it is believed by some that if nothing is done, thousands of lives will be lost.

However, there is considerable controversy about the accuracy of these predictions. Researchers at Delft University of Technology in the Netherlands found the island to be much more stable than was widely believed, estimating that it would take at least another 10,000 years for the island to grow enough for there to be a danger.

Another tsunami that geologists believe will hit Britain would be caused by a huge earthquake on a fault off the coast of Portugal; the same fault that caused the massive 1755 Lisbon earthquake. Strain has been accumulating on that fault, which will eventually result in the fault breaking again, creating another megathrust earthquake, which could be as big as the 1755 earthquake (which was an estimated magnitude 9). When the earthquake happens, the south coast of England will most likely be affected by a tsunami, as it was in 1755.

If it follows the same pattern as the 18th century quake, it will probably take around 4 hours for the tsunami to reach Cornwall

Annex M - Contamination

Coastal Pollution

NB: All reports of pollution should be forwarded to the MCA via the Coastguard Station at Dover on 01304 210008 or 999.

The West Sussex coast line could be affected by various pollutants which originate at sea. These could include oil leaking from boats, containers washed off ships and other cargo.

The Maritime and Coastguard Agency is responsible for dealing with pollutants whilst they are at sea. Local authorities, although not having a statutory duty to do so, have agreed to coordinate the on-shore prevention, response and recovery to coastal pollution incidents.

West Sussex County Council has written a 'Coastal Pollution Plan' to detail how it will respond from small scale incidents, right up to major coastal pollution incidents which will require the activation of national response plans and resources.

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Hazardous Containers - Guidelines

The procedure for dealing with potentially hazardous containers found on the Sussex coastline was approved by the Emergency Planning combined East and West Sussex Steering Group on 20th April 2001 and is summarised as follows:

The emphasis must be upon **safety first**. Inter-agency co-operation and flexibility of approach should enable incidents to be dealt with in accordance with responsibilities, skills and appropriate equipment. If there is any doubt then the West Sussex Fire and Rescue Service will inspect, contain and make safe **suspect** containers.

The initial report might come from a number of sources, or be reported to any of several different agencies. The necessary action will depend upon which of the following categories the incidents appear to fall into:

(a) Apparently Non-hazardous (i.e. nothing within the initial report suggests any leakage)

Action:

- inspect and, if possible, identify contents without risk to human health;
- if upon examination the contents are identified as safe then arrange for the removal and disposal of the containers;
- if upon examination the contents are suspected to be potentially hazardous, and the container is leaking or unstable, then the response should immediately be upgraded to (b).

(b) Potentially Hazardous (i.e. there is an indication that the container may be leaking a dangerous or unknown substance)

Action:

- inform West Sussex Fire and Rescue Service - to inspect and attempt to identify the content;
- inform HM Coastguard - to assist in public safety;

N.B. Those attending should approach from upwind, and **if without appropriate personal protective equipment should remain at a safe distance at all times**.

If the Fire and Rescue Service establishes that the container is non-hazardous, action reverts to (a) above.

If the container appears upon inspection to be hazardous, further action should be:

- Fire and Rescue Service to cordon off hazardous area;
- Fire and Rescue Service to inform Environment Agency - to provide advice;
- Fire and Rescue Service to inform Health Authority via Sussex Ambulance Service - to provide public health advice;
- Arun DC to inform Police - to assist with beach closure and additional security if required;
- Arun DC to inform MCA via HM Coastguard.

Removal is the responsibility of the Council in whose area the container is found wherever possible before the next high tide so as to avoid it beaching elsewhere.

Examined containers must not be left unattended as someone could interfere with them, and should only be removed in accordance with scientific advice.

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Responsibility for Oil Pollution

(a) Off-Shore by more than one mile

The responsibility for dealing with pollution in this case lies with the Government through the Maritime and Coastguard Agency (MCA).

(b) Off-Shore within one mile

The responsibility for dealing with pollution in this case lies with West Sussex County Council.

(c) On-Shore

The clearance of oil pollution from the foreshore is the responsibility of the District Council. Should the incident exceed the resource capabilities of the District Council (i.e. tier 2 and above) then help is available through the alliance of West Sussex County Council and a specialist Oil Spill Response Company (Williams Shipping Company).

Responsibility for Chemical Pollution

The following organisations are likely to become involved in responding to potentially hazardous containers on the shoreline, and have responsibilities as listed:

District and Borough Councils

- inspect and, if possible, identify contents without risk to human health;
- removal of containers in consultation with Fire and Rescue Services;
- store and finally dispose of hazardous materials in the prescribed manner laid down in current regulations;
- close off beaches if necessary;
- inform MCA.

West Sussex Fire Brigade

- inspect, contain and make safe suspect containers;
- provide Hazchem data to responders as appropriate;
- notify the Health Authority and/or Environment Agency if considered a danger to health or the environment.

Maritime & Coastguard Agency (MCA)

- receive information on confirmed hazardous containers;
- disseminate information received to other local authorities which the MCA consider to be under threat from pollution contamination by hazardous materials

HM Coastguard

- assist in public safe

Sussex Police

- assist with closure of beaches / crowd control etc;
- effect evacuation if necessary.

Environment Agency

- provide advice on environmental issues associated with hazardous substances;
- provide advice on storage and disposal of hazardous substances.

Health Authority

- provide advice on public health issues, if necessary seeking advice from the Chemical Incident Response Service.

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Maritime and Coastguard Agency (MCA) Directory

The telephone numbers listed below are designed to assist in contacting MCA personnel during office hours.

All reports of pollution should be forwarded to the MCA via the Coastguard Station at Dover.

Routine contact:

Operations Centre

Langdon Battery

Dover (24 hours) 01304 218509 / 01304 210008

Counter Pollution and Response:

105 Commercial Road

Southampton 02038 172000 / 02038 172210 (office hours)

Scientific staff should be contacted with queries regarding beached oil spills, technical and scientific queries on beach cleaning techniques and the MCA beach cleaning stockpile at Southampton.

The Oil Spill Response Company

The Oil Spill Response Company (Williams Shipping) will provide the following:

1. 24 hour telephone consultancy service (contact to be through West Sussex County Council).
2. Appropriate resources, or have access to appropriate resources, to assist in dealing with a tier 2 or tier 3 oil spill, including:
 - equipment plus operatives to operate the equipment;
 - dispersant plus operatives to handle and distribute the dispersant;
 - beachmasters to direct local operatives. [It should be noted that the Company may not be able to provide the number of beachmasters that would be required to deal with a Tier 3 response. A list of District Council officers who are qualified to undertake this role is held by the Oil Pollution Officer];
 - assistance, if required, to manage the tier 2 oil spill response centre;
 - expertise to assist in formulating any claims and recovering monies expended in dealing with a tier 2 or tier 3 oil spill.

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Annex N - Environmental Health

General Description

The District Council Environmental Services Directorate is responsible for Environmental Health advice to all departments of the Arun District Council in an Emergency. The Directorate will seek to identify the effects of the emergency on the environmental health of the Community and thereafter advise on measures to be taken to mitigate the effects. The Directorate will liaise with other organisations as necessary to implement any necessary environmental health control measures; eg: the National Health Service through Sussex Primary Care Trust (www.sussexcommunity.nhs.uk Tel: 01273 696011)

Principle Responsibilities

The Principle functions undertaken by the Directorate during an emergency and in the immediately following period are:

- Environmental Health Advice (incl. advice at Rest Centres if needed)
- Communicable Disease Investigation and Control
- Pollution Control
- Food and Drinking Water Safety
- Disinfection, Disinfestation and Decontamination
- Temporary Mortuaries
- Emergency Sanitation
- Pest Control
- Training and advice on any of the above in consultation with other agencies

Environmental Health Emergency Team

The Environmental Health Emergency Team will usually be headed by the Head of Environmental Services, together with a Group Manager and other Environmental Health staff as required depending on the nature and scale of the emergency.

If the emergency revolves around pollution, it is likely that the Group manager for the Pollution Team and perhaps some of his staff will be needed, however if the emergency concerns infectious disease, it is likely that the Group manager for Food etc and that some of that Team's staff will be required.

However anyone from the Environmental Health staff might be asked to help, depending on what assistance is required. If the Head of Service or a Group Manager is unavailable, other experienced Environmental Health staff may have to deputise in their absence.

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Annex O - Pandemic Health Threat

Principles of Emergency Risk Management for Health

Health and the systems that support it are vulnerable to loss and disruption from a variety of acute hazards including:

- health events, such as pandemic influenza, chemical spills and nuclear contamination;
- hazards secondary to emergencies and disasters, such as cholera outbreaks following floods; as well as;
- system destabilizers, such as earthquakes or acute energy shortages.

Management of the risk associated with such hazards is central to the protection and promotion of public health.

To a varying extent, risk is managed within existing health systems and via programmes focused on specific hazards. However, some functional components of hazard-specific preparedness and response systems are common to all hazards and can therefore be consolidated into a comprehensive system of emergency risk management for health (ERMH). The objectives of ERMH are to:

- strengthen country and community capacities to manage the health risks from all types of hazards
- ensure that the essential components required in a comprehensive emergency risk management programme are in place in the health sector.
- link and integrate these components into (1) health systems, (2) multisectoral disaster management systems, and (3) other mechanisms across the whole of society, including relevant risk management within non-health sectors.
- enable the health sector to advocate for and strengthen the health aspects of national and international policies and frameworks related to emergency and disaster risk management, particularly in the reduction of risk and health impact from all hazards.

The emergency risk management for health continuum describes the range of measures to manage risks through prevention and mitigation, and preparing for, responding to and recovering from emergencies.

Risk management measures for any health emergency, including pandemic influenza should be made on the basis of national and local risk assessment, taking account of the global assessment produced by WHO as appropriate.

Emergency risk management for health is based on the principles listed below.

Comprehensive risk management: A focus on assessment and management of risks of emergencies rather than events.

All-hazards approach: Use, development and strengthening of elements and systems that are common to the management of risks of emergencies from all sources.

Multi-sectorial approach: Recognition that all elements of government, business and civil society have capacities relevant to ERMH.

Multidisciplinary approach: Recognition of the roles of many disciplines in health required to manage the health risks of emergencies through risk assessment, mitigation, prevention, preparedness, response, recovery and capacity strengthening.

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Community resilience: Utilization of capacities at community level for risk assessment, reporting, providing basic services, risk communication for disease prevention and long-term community care and rehabilitation.

Sustainable development: Recognition that development of country and community capacities in health and other sectors requires a long-term approach to protect health and build resilience.

Ethical basis: Consideration of ethical principles throughout health emergency risk management activities.

Ensuring ethical Emergency Risk Management for Health

Management of an influenza pandemic, as with any urgent public health situation, requires certain decisions that balance potentially conflicting individual and community interests. For example, during the influenza A(H1N1) 2009 pandemic, countries experienced pressures on critical services that required prioritization and impacted at the individual level. In addition, questions about social distancing measures, forced isolation and quarantine arose, together with debates on mandatory vaccination of health-care workers.

Ethics do not provide a prescribed set of policies; rather, ethical considerations will be shaped by the local context and cultural values. Nevertheless, it is important that any emergency measures that limit individual rights and civil liberties are necessary, reasonable, proportional, equitable, non-discriminatory and in full compliance with national and international laws.

Whole-of-society Approach

An influenza pandemic will test the resilience of nations, businesses, and communities, depending on their capacity to respond. No single agency or organization can prepare for a pandemic on its own. Inadequate or uncoordinated preparedness of interdependent public and private organizations will reduce the ability of the health sector to respond during a pandemic. A comprehensive approach to pandemic risk management is required.

All sectors of society should be involved in pandemic risk management. A concerted and collaborative effort is required by government ministries, businesses and civil society to sustain essential infrastructure and mitigate impacts of pandemic influenza on health, the economy and the functioning of society.

All levels – global, national, subnational, local and community – should prepare for a pandemic. The global and national levels should provide leadership and strategic planning while the local level should prepare to take specific actions. All organizations should incorporate pandemic preparedness into existing crisis and continuity management systems. As the impact and duration of pandemic waves are unpredictable, and may continue for multiple seasons, local communities should develop flexible plans to support the full spectrum of their potential needs.

Role of Government

In national pandemic influenza risk management, the government is the natural leader for overall pandemic coordination and communication efforts. The national government should help other public and private agencies and organizations by providing guidance, planning assumptions and making appropriate modifications to the laws or regulations at all levels and sectors to enable appropriate pandemic response. These efforts are supported by WHO and other United Nations Organizations under the IHR (2005). As part of their capacity building activities under the IHR (2005), governments globally have been assessing and revising their national legislation and regulations to ensure they can fully comply with their obligations. These activities include intersectional collaboration and ERMH at all governmental levels.

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Leadership should be based on strong political will and engagement with all stakeholders and sectors with good coordination and command and control mechanisms between the Ministry of Health, national public health authorities and non-health sectors. Emergency management roles, responsibilities and mechanisms also need to be clarified, communicated and tested, with particular attention to sustainability of response capacity and decision-making roles.

Pandemic risk management is a whole-of-government responsibility. All ministries should work with the Ministry of Health within the national coordination system to ensure a consistent approach to preparedness and business continuity planning. Plans that encompass a variety of scenarios should be developed from risk-based assumptions generated by the Ministry of Health and should be tested for compatibility. In addition, pandemic risk management processes need to take place at the national, subnational, local and community levels; central government should stipulate which level is responsible for specified activities. The central government should also provide guidance to local authorities on preparedness planning; conduct training to ensure effective dissemination at all levels; and design and implement exercises to test plans and encourage community mobilization. Throughout the whole of government, roles, responsibilities, designated leads and chains of command should be clearly mapped. Standard operating procedures can help generate common understanding and coordinated implementation.

All ministries are responsible for ensuring their respective sectors are well prepared to respond to and recover from pandemic influenza; examples of ministry-specific activities are provided below.

Ministries of Transportation should plan to minimize infection risks and staff absences in vital transportation, airports and sea ports, and loading and unloading facilities, to enable continued supply of medicines and food. Mechanisms for communication and education of public transport users should be considered well in advance.

Ministries of Finance should plan to maintain essential cash, credit, banking, payment, international funds transfers, salary, pension and regulation services in the face of significant absenteeism; systemic resilience to pandemic risk should be tested. National-level financial planning for pandemic risk management is also a task for the national emergency committee and the Ministry of Finance and the mechanisms to draw down emergency funding for interventions should be tested prior to a pandemic. **Ministries of Justice** should consider how to maintain all essential legal and administrative operations during a pandemic. Measures should also be considered to minimize the spread of infection in prisons and other institutions under their authority. Plans for infection control and risk reduction in facilities should be tested in conjunction with the Ministry of Health plans to ensure that messaging is consistent and that public health principles are upheld.

Ministries of Defence should consider which military assets could be released and mobilized in the event of a pandemic, based on Ministry of Health planning assumptions and risk assessment.

Ministries of Education should have a key role in the surveillance and reduction of influenza risk to communities. Surveillance of absenteeism in schools can be used as a proxy indicator of community transmission. Linking of school surveillance systems with the Ministry of Health is therefore vital to ensure that school-based interventions, including closures, are guided by public health principles.

Ministries of Energy should ensure that key providers within the energy sector have well-developed and well-exercised preparedness plans. Alternative plans for energy supplies, in case of major disruptions, should be evaluated.

Ministries of Communication should have the responsibility to ensure that communications channels remain open at times of crises. As the formal partner to the Ministry of Health in disseminating information, the Ministry of Communication should be closely involved in the development of a national communications plan across the government.

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Ministries of Agriculture and Animal Health should have a key role in the surveillance and monitoring of non-seasonal influenza viruses and on preparedness, prevention, risk assessment and risk reduction mechanisms to decrease exposure of humans to influenza viruses at the human–animal ecosystem interface.

In addition to leading the health sector response, **Ministries of Health** should provide planning assumptions and technical input for the development of plans by other sectors, provide public education and other communication messages and provide advice on reducing risk of infection in essential workers.

Avian Flu Pandemic

Avian Influenza

- It does not pass easily from birds to people
- People have become infected with virus but this is rare
- The World Health Organisation monitors outbreaks and at present advises there is no sustained person to person transmission on H5N1 avian 'flu
- The government department responsible for responding to an outbreak of avian 'flu in the UK is Defra - the Department for the Environment, Food and Rural affairs.
- Defra's helpline is 01273 787517. Defra have detailed advice on their website:

www.gov.uk/government/organisations/department-for-environment-food-rural-affairs

Advice to the Public is:

The risk to those travelling to countries where avian flu is endemic is low.

There are no travel restrictions for persons travelling to affected countries.

Travelers should take sensible hygiene precautions ie good personal hygiene with frequent hand washing when in contact with farm animals and or wildfowl, removing and washing contaminated clothing and disinfecting contaminated surfaces.

The public should not handle dead or diseased wild birds or other dead animals which always pose a disease risk. See handling advice below.

None of this, however, should stop people enjoying feeding the ducks in the park or cancelling visits to local countryside or continent.

You should contact the DEFRA helpline 01243 787517 for advice on what to do if you find one or more dead swans or wild fowl, more than 3 dead birds of the same species or more than 5 dead birds of different species in the same place.

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Pandemic Flu: Swine Flu Influenza (H1N1) / Covid

Anyone who suspects they have swine flu or Covid is advised not to go to their GP or A&E but contact the NHS on **111** in the first instance for advice.

If you do have any concerns about swine flu please call the Swine Flu Information Line on 0800 1 513513. Further information is also available on the NHS website at www.nhs.uk

Symptoms

As swine flu / Covid spreads, it is important to be able to recognize its symptoms. People who have two or more of the following symptoms and a temperature of 38° C and above or feels hot may have swine flu or Covid. The typical symptoms are:

- sudden fever (a high body temperature of 38C/100.4F or above), and
- Sudden cough.
- Other symptoms may include:
- headache,
- tiredness,
- chills,
- aching muscles,
- limb or joint pain,
- diarrhoea or stomach upset,
- sore throat,
- runny nose,
- sneezing,
- loss of appetite.
- loss of taste and/or smell

What can people do to protect themselves?

Everyone can reduce the risk of catching or spreading swine flu (or any infection) by maintaining good basic hygiene, such as always covering your nose and mouth with a tissue when coughing or sneezing, disposing of dirty tissues promptly, and carefully and regularly washing your hands.

Annex P - Sustained Power / Water Failure

Gas, Electricity and Water Emergencies

Serious gas or water leaks or electricity failures, caused through an emergency incident, will normally be reported to the Police Operations Room

Damage to the system and any risk thereby will be dealt with by the repair teams of the appropriate utility services. Disruption of supply could have serious consequences when the period of loss or inclemency of the weather cause undue hardship to the population affected.

Local authority involvement would probably be with road closures, traffic diversions and, if evacuations are necessary, the provision of transport and rest centres with feeding facilities.

If you have a power cut:

- let UK Power Networks know on 0800 783 8866
- listen to local media who broadcast helpful information, using battery powered radio
- use an old fashioned corded phone which you plug in, as cordless phones won't work
- dress warmly in several layers of clothing, stay in one room or even get into bed
- take great care if using candles, tea-lights and other naked flames
- switch off all electrical equipment, except one light to let you know when power is restored

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- remember the street lights may also be off so take care if you go out
- look out for elderly neighbours; please consider taking them a flask of hot water or hot food

Anyone spotting a damaged power line needs to stay well clear and report it to Power Networks on 0800 783 8866

Annex Q - Parish Officers' Roles and Responsibilities

Role of the Parish Emergency Co-Ordinator

The role of the Parish Emergency Co-ordinator is:

- To advise and help local community preparations for the response to an emergency.
- Assess local problems that may arise in the event of abnormal circumstances such as a major incident or a natural disaster occurring.
- Identify vulnerable local residents such as the elderly who may require assistance.
- To determine the capabilities of the community to care for itself during an emergency in the absence of support from the emergency services and county/district authorities.
- To keep the Kingston Parish Emergency Plan updated/amended, and circulated to relevant holders.

Role of the Parish Emergency Co-ordinator during a major incident:

- Assess the situation within the community.
- If isolated, co-ordinate some immediate self-help recovery.
- To report the local situation to the Arun Districts Duty Emergency Co-ordinator 01903 737953
- To organise such local resources as are available within the community.
- To provide local knowledge to the emergency services or other organisations, as and when they are able to respond to the incident.

Responsibilities of the Parish Emergency Co-Ordinator

- To ensure that Councillors/ Community Emergency Wardens are aware of their role should an emergency occur.
- To ensure that the local community is aware of the Parish Council's Emergency Plan and that residents are aware of Councillor's/ Community Emergency Warden's contact details.
- To ensure that all those involved in the cascade call out system are aware of what action they have to take.
- To maintain the Community Emergency Resource Register with the aid of the Councillors/ Community Emergency Wardens.
- To liaise with the Borough's Safety and Emergency Planning Adviser to identify suitable training that may be available to emergency volunteers.

Responsibilities of the Parish Deputy Emergency Co-Ordinator

- Take over the duties of Co-ordinator should he/she not be available
- Assist the Co-ordinator where possible during an Emergency

Responsibilities of Councillors/ Community Emergency Wardens

- To assist the Parish Emergency Co-ordinator in identifying other community volunteers.
- To take part in exercises arranged to test the Response Flowchart and call out system plus, working of the register.
- To assist the Parish Council in dealing with any emergency which may affect the community.

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Annex R - Logging Sheet

It is important to record all information during an emergency. Completing a logging sheet is an easy way to ensure information is not lost. It can also help support / justify any decisions made or actions taken.

Date	Time	Information / Decision / Action	Initials