



Chidham & Hambrook
Parish Council

PARISH EMERGENCY PLAN

Adopted 3 December 2020

Date of revision	Comments

INDEX

Section 1	Emergency Arrangements
Section 2	Emergency Coordinator
Section 3	Volunteers
Section 4	Council and Emergency Services
Section 5	Advice for Emergency Situations
Section 6	Parish Temporary Accommodation
Section 7	Services, Voluntary Groups, Media
Section 8	Parish Councillors
Section 9	District & County Councillors, Member of Parliament
Section 10	Health & Safety Guidance
Section 11	Local Map

Section 1 - EMERGENCY ARRANGEMENTS

Major Emergency

The definition of a 'Major Incident' or 'Major Emergency' as supplied by CDC (CDC) is, "an incident endangering or likely to endanger life and property that to deal with would be beyond the scope and facilities of normal day to day operational capabilities of those services responding". Such incidents can occur anywhere at any time and often without warning.

Response

In normal circumstances the response to a major emergency would come from the inter-agency arrangements formalised between the Emergency Services and CDC. Sussex Police would probably take the initial lead in co-ordinating the operation.

In these circumstances the role of the Parish Council at a major emergency affecting the Parish would be to assist the Emergency Services and CDC when requested by providing local knowledge and resources including organising local volunteers. Operations would come under the direction of the Police or District Council. It is therefore important that this Parish Emergency Plan, a copy of which will be lodged with CDC, fits with the inter-agency arrangements.

Self Help Response

There may be unusual circumstances, for example, widespread travel disruption from severe weather, major power failure or serious communication breakdown when an immediate response from the Emergency Services or District Council cannot be provided. This Parish is located south-west of the City of Chichester, but in the event of widespread problems might expect a delayed response whilst incidents elsewhere requiring higher County or District priority are undertaken. ***In these circumstances our own community will need to undertake self-help activities and the Parish Council together with local volunteers will take whatever initial steps are possible to respond to the emergency.***

Purpose

The Parish of Chidham and Hambrook is situated about five miles west of Chichester and is bordered on the south by water, the other three sides by agricultural land. The Parish is bordered in the north by a major rail line and a motorway (A/M27) and bisected by a main road (A259). These run from east to west.

Health & Safety

When making a self-help response, matters such as individual safety and Health & Safety requirements need to be considered. The requirements for risk assessments must be addressed and reference should be made to the guidance issued by CDC, which is reproduced in Section 10 of this Plan.

Data Protection

This Parish Emergency Plan contains personal data and is therefore subject to Data Protection Legislation. It is not necessary to notify the Information Commissioner as the data is being processed on behalf of CDC's emergency plan. The personal details noted within this Plan have been obtained from publicly available local publications where the individuals concerned have allowed their details to be used in the contexts shown. Personal details of other persons, such as local volunteers will be collated into a separate appendix as and when permissions are obtained in line with the data protection rules.

Local Procedure

Notification of a major emergency, requests for assistance and all relevant information should be directed to the **Emergency Co-ordinator** or in his absence the **Deputy Co-ordinator**. The under mentioned four persons hold copies of the Emergency Plan.

Emergency Co-ordinator	Cllr Geoffrey Hyde
Deputy Co-ordinator	Cllr R Gowlett
Chairman of Parish Council	Cllr Philip MacDougall Tel: 01243 573782
Parish Clerk	Bambi Jones Tel: 07986 395253

For details of the other Parish Councillors see Section 8.

Section 2 - EMERGENCY CO-ORDINATOR OR DEPUTY

Function

The function of the Emergency Co-ordinator or the Deputy Co-ordinator is to action requests from the Emergency Services or District Council. They will become the link between the District Council and the Parish response. In self-help circumstances they will assess the situation and co-ordinate the local voluntary response. Initial action should include verifying the source of information relating to the emergency and calling out volunteer assistance or resources that are immediately required.

Logbook

The Co-ordinator should ensure that all decisions and actions are timed and recorded in a logbook. The maintenance of a logbook is essential to detail the response and to provide updates when required. It will also provide evidence for any subsequent debrief or inquiry. Entries should be clear, accurate, concise and written in ink. The results of actions taken by other individuals should be reported to the Co-ordinator to provide a full picture and enable the record to be maintained in the logbook. The Co-ordinator should enlist suitable volunteers so they can devote time to assessment and strategic planning.

Early Action

Early action should be to establish a command post from which to operate and to nominate a suitable rendezvous point where volunteers can report for logging, skills identification, briefing and deployment.

Communication

Communication is an important aspect of the response. Consideration should be given to providing regular updates on the Parish Council web site/Facebook page and Whats App groups and the nomination of a telephone number for use as an information help line. An amateur, two-way radio net has only limited nodes within the Parish. Landline telephones could be affected by severe weather and mobile networks can fail if overloaded. If it becomes necessary to resort to word of mouth communication the Parish has a number of groups and clubs that could be used to cascade information among their members. (See Local Groups in Section 7)

Inter-Agency

If the Emergency Services or District Council have requested specific assistance, it is important that the Co-ordinator ensures they are kept informed of actions and results so as accurate a picture as possible is maintained.

In a widespread emergency situation the District Council may be so committed to being 'reactive' that it may not have time or staff to be 'proactive' in phoning Parishes to ascertain the up to date situation. It is therefore important to keep the District Council apprised of the current situation. Even where the District Council is stretched it may still be able to allocate resources for self-help activity in the Parish.

Stand Down

When the incident is declared over the Emergency Co-ordinator should ensure that all local volunteers are made aware and assist in returning the Parish to normality. He should arrange for any local volunteers to be debriefed and appropriate comments noted as part of a final report. He should also, where appropriate represent the Parish Council at any District Council debrief.

Finance

The Chairman of the Parish Council and the Chairman of the Parish Council Finance Committee will jointly have the power to approve spending in times of extreme emergency.

Section 3 - VOLUNTEERS

Volunteers

There are two main categories of volunteers. Established organisations such as St John Ambulance, British Red Cross, WRVS and the like have inter-agency arrangements agreed with the Emergency Services for times of major emergencies. The other source of volunteers is local people who offer help in time of crisis. If the Emergency Services and District Council are dealing with the emergency any local volunteers can be organised by the Parish Council but will work under the direction of the Council or Emergency Services. Normally it is the District Council that would co-ordinate roles for volunteers. The purpose of this plan is to provide guidance in circumstances where the Emergency Services and District Council are unable to respond immediately to a crisis in the Parish of Chidham and Hambrook. Whatever is undertaken it is important to inform all those involved when the emergency is over.

Self-help Response

Within the Parish there is undoubtedly a range of skills available, which could prove extremely useful in time of crisis. Some people have indicated their willingness to assist and their details are recorded as an appendix to this plan. However it is likely that many more will volunteer if a serious emergency should arise. If at all possible, such a response should be co-ordinated in an orderly manner and one of the initial tasks for the Emergency Co-ordinator is to arrange for the setting up and staffing of a Rendezvous Point (RV Point) to which volunteers can be directed. The RV point should be at a suitable location away from the scene(s) of the incident. At the RV Point facilities should exist to log the details and special skills of those people volunteering before committing them to actual tasks.

In the absence of the Emergency Services or District Council there are aspects of the use of volunteers that must be considered. There are issues around health and safety, accountability, legal liability, protection of children and insurance indemnity. Ideally risk assessments relating to tasks should be undertaken, even if only basic, for the protection of volunteers (see Section 10 for guidance on risk assessments). However in an emergency with no statutory services available local volunteers will undoubtedly get on and do what they can to help and comfort those affected by the emergency. There are some basic arrangements that should be undertaken such as: -

- Logging details and expertise of volunteers
- Briefing volunteers
- Co-ordinating volunteers
- Welfare of volunteers
- Provision of protective equipment

Volunteers with suitable expertise can be used in a variety of ways including: -

- Searching for victims or lost persons
- Manning village halls if opened as temporary Reception Centres to shelter those involved
- If suitably trained to offer first aid
- Offering comfort to distressed persons
- Cascading information around the community

- Transport for stranded persons or urgent supplies (especially 4x4)
- Offering temporary accommodation
- Providing staff support to the Emergency Co-ordinator
- Undertaking the clearance of fallen trees and other road obstructions
- With suitable equipment and expertise either isolating or, where safe to do so, making safe dangerous structures.

Protection of children and vulnerable persons

It is important to consider, even in the initial chaos of a serious emergency, the protection of children and other vulnerable persons. Any volunteers involved with such persons should if at all possible be suitably screened such as youth workers, teachers, school governors and the like. If this is not immediately possible there should be at least two volunteers, one of each sex.

Volunteers for other circumstances

The role of the Emergency Co-ordinator and use of volunteers may be activated in other circumstances, for example to assist police in a search for a missing child or other vulnerable person. Generally on such occasions the police will direct the activity but may require assistance with local knowledge or to assemble and control parties of volunteers. There will also be a need for the provision of briefing, welfare and refreshments for volunteers. The requirements of Health and Safety and child protection also apply.

There may also be less urgent circumstances when the co-ordination of volunteers and provision of facilities may be required. Such occasions may include the response to a public appeal for supplies following a major disaster in another part of the country or abroad. It is not possible to anticipate every eventuality but using aspects of this plan to harness local volunteer energy could prove useful should it be required.

Section 4 - COUNCIL AND EMERGENCY SERVICES

Chichester District Council

01243 785166 Fax - 01243 776766
 Emergency Response Co-ordinator
 Out of hours - 01243 785339
 Web Site www.chichester.gov.uk
 E-mail emergencyplanning@chichester.gov.uk

Emergency Planning Office – 01243 534616
 Emergency Planning Manager – Office 01243 534613
 Chichester Community Careline (emergency contact point) - 01243 778688

West Sussex County Council

WSCC central switchboard - 01243 777100
 WSCC 24 hour helpline - 0845 758 1232 Web site www.westsussex.gov.uk
 WSCC Social Services – Chichester - 01243 752999
 Out of hours emergency – 01273 320219
 WSCC Highways Dept, Western Area, Chichester – 01243 836900
 Helpline – Chichester – 01243 642105

Sussex Police

Emergencies only - 999
 Sussex Police non-emergency – 101
 all police stations – 0845 6070999 www.sussex.police.uk
 Coroners Officer, Chichester – 01243 520217
 Coroners Officer, Horsham – 01243 520286
 PCSOs for local area:
 PCSO Nutbourne East – Baylee Reed - baylee.reed@sussex.pnn.police.uk

PCSOs Chidham and Hambrook – Karen Turrell - Karen.J.Turrell@sussex.pnn.police.uk or Scott Wrein - Scott.Wrein@sussex.pnn.police.uk

Fire and Rescue Service

Emergencies only - 999
West Sussex Fire Brigade HQ - 01243 786211
www.wsfrs@westsussex.gov.uk

Ambulance Service

Emergencies only - 999
South East Coast Ambulance Service Trust, Control Centre, Lewes – 01273 489444
Emergency Patient Communication Centre, Lewes – 01273 402109

Sussex Emergency

Sussex Resilience Forum - 01243 752401
Web site www.sussexemergency.info e-mail: SRF@westsussex.gov.uk

Government

DEFRA Chichester – 01243 787517
Environment Agency – 01903 215835
Environment Agency Floodline - 0845 9881188
Environment Agency Pollution Hotline - 0800 807060
Forestry Commission, South East Office – 01420 23337
Met Office - 0870 900 0100

Section 5 - ADVICE FOR EMERGENCY SITUATIONS

Based on guidance from CDC

General Advice for Individuals

Prepare an emergency self-help kit. It can contain anything you feel will assist you in an emergency. Consider the following:

- Torch + spare batteries/wind-up
- Radio - battery powered/wind-up
- Mobile phone with wind-up charger
- Candles and matches or oil lamps
- Bottled water
- List of emergency and other useful numbers (on mobile phone)
- First Aid kit with necessary medication
- Waterproof clothing, hat scarf and gloves
- Wellington boots
- Blankets
- Key personal documents

Know how to turn off at mains – gas (including bottled gas), water, electricity.

Undertake temporary repairs to your property to stop things becoming worse.

Plan how to contact relatives especially children if an emergency develop.

Identify a reunion location if unable to return to home.

Flooding

Undertake any necessary repairs to prevent damage becoming worse.

Keep all receipts for insurance claims.

Protect doorways, low-level air vents and windows with sandbags or black bin liners filled with soil.

Move as many belongings and furniture as possible upstairs or on to higher-level surfaces.

Turn off gas, water, electricity.

Check of neighbours particularly elderly, infirm or disabled.

For information and warnings call Floodline 0845 9881188 or www.environment-agency.gov.uk/floodwarning/

Evacuations

If there is a major incident, it is possible the police will order an evacuation of an area. If the police tell you to evacuate, gather any necessary medication and warm clothing. Where possible turn off gas, water, electricity and put out any fires. Leave the house, lock it and go to where you have been instructed. If you are sick, elderly or disabled ensure the police or council are made aware so special arrangements can be made. Where possible transport will be arranged to take evacuees to a rest centre. The rest centre will be run by CDC possibly with local assistance. If you go to stay with friends or relatives or book into a hotel or similar until allowed to return to your own home, then ensure the police or the council are made aware. The rest centre will provide temporary accommodation, food and drink where appropriate (may be a village hall). Council staff will try to provide as much information as possible and will make arrangements to return you to your house as soon as possible. The situation at the rest centre will be difficult and all persons there should exercise restraint, patience and good humour.

Snow

If snow is extensive remain indoors, keep warm and listen to local radio. Only venture outside if absolutely necessary. Local radio will give information of road and school closures. If possible, check on neighbours particularly those who are elderly, infirm or disabled.

Severe Storms

Move inside any objects that could be blown down or secure them. Take pets inside. Close windows and remain inside, listen to local radio for information. Have ready torches, candles and matches in case of power failure. If power fails ensure equipment is turned off to prevent unexpected activation when power resumes. Beware of fire risks particularly when using candles etc. If water or electricity fails, where possible, notify the appropriate services.

Warning System

Information from the County and District Councils will be broadcast on local radio, television, web sites and other media outlets. Information on emergencies will normally include a telephone information help line for members of the public.

Section 6 - TEMPORARY ACCOMMODATION FACILITIES IN THE PARISH

Village Halls (catering facilities)

Chidham Village Hall
Main Road
Chidham
PO18 8TJ
Steve Tanner – 01243 574980
Jane Towers – 077920 349936
Jacky Sheppard – 01243 573467
David Rodgers – 01243 574074

St Wilfrid's Church Hall
Broad Road
Nutbourne
PO18 8SW (for location only)

Harry Bates – 01243 576331

School

Chidham Parochial Primary School
Chidham Lane
Chidham
PO18 8TH
Tel: 01243 572380

Any request to use facilities outside this Parish should be directed through the Clerk or Emergency Co-ordinator of the Parish concerned.

Neighbouring Parishes

BOSHAM

Lisa Roberts (Clerk/RFO)
Bosham Centre, Recreation Ground
Walton Lane
Bosham PO18 8QF
01243 576464
parish.clerk@boshamvillage.co.uk

CHICHESTER CITY

Mr. R. Duggua (Town Clerk)
The Council House
North Street
Chichester PO19 1LQ
01243 788502
clerk@chichestercity.gov.uk

FISHBOURNE

Mrs Lucy Wright (Clerk)
The Fishbourne Centre
46 Blackboy Lane, Fishbourne
Chichester PO18 8BE
01243 788563
clerk@fishbournevillage.co.uk

FUNTINGTON

Viki Williams
clerk@funtingtonpc.org

SOUTHBOURNE

The Clerk
The Village Hall
First Avenue
Southbourne
Emsworth PO10 8HN
(01243) 373667
info@southbourneparishcouncil.com

WESTBOURNE

Mrs. J. Graham (Clerk)
19 Mill End,
Hermitage,
EMSWORTH PO10 8BJ
(01243) 374471
joan4wpc@googlemail.com

Section 7 - SERVICES

Some of the organisations listed in this section are commercial concerns and the question of costs should be discussed if requesting their services.

Medical Services

Local Surgeries

Bosham Surgery, 4 Broadbridge Business Centre, Delling Lane (behind Co-op) 01243 782266
Southbourne Surgery, 337 Main Rd, Southbourne, Emsworth PO10 8JH 01243 388740

Hospitals

St. Richards Hospital, Chichester – main switchboard 01243 788122
University Hospital Southampton NHS Foundation Trust – main switchboard 023 8077 7222
NHS Direct - 0845 46 47

West Sussex Primary Care Trust - 01903 708400

St John Ambulance

Local Division Chichester - 01243 785632 Duty Pager 07669 2201835
Sussex HQ Worthing - 01903 235599

British Red Cross

National - 0870 170 7000
Bognor Regis 01243 867385

Religious Services

The Parish Church of St Mary's Chidham
Cot Lane
Chidham
PO18 8TA
07960 305427

Voluntary Groups

WRVS - District Office, Horsham 01403 256622
Local Office, Horsham 01403 265280
Local Office, Haslemere 01428 661830

Samaritans – Help number - 0845 790 909
Local Office, Bognor/Chichester 01243 826333

Neighbourhood Watch – Police coordinator, Chichester - 01243 520347
Local coordinator – (*vacant*)

Victim Support Chichester – 01243 829089
National Support Line - 0845 3030900

CHANE Residents Association (RA)
01243 574074

Women's Institute
01243 371589 or 01243 375793

Media and Press

During a major emergency that involves the emergency services including the local authority, statements to the media relating to the incident or details of casualties should only be given by the press officers of the emergency services or the Local Authority.

Sussex Police Press Office – main switchboard – 0845 6070999
CDC Press Office – main switchboard – 01243 785166
West Sussex County Council – main switchboard – 01243 777100
WSCC Press Office – 01243 777980

Communications

In a major incident disruption to land line telephones may occur. While many people now have mobile phones it is unwise to rely on these as a principal means of communication as the volume of usage at such times can cause networks to fail.

Land Line fault reporting to British Telecom.
Residential 151 Business 154

A voluntary organisation of amateur radio enthusiasts (RAYNET) exists in West Sussex (01273 833987) with equipment that can be activated by the emergency services in times of major communications failure.

During major emergency announcements will be made through local radio stations. The emergency coordinator and emergency base should be equipped with a battery powered radio to keep abreast of the developing situation. This advice is also relevant for dissemination to the general public.

Local Radio Frequencies

BBC Southern Counties – FM 95, 95.1, 95.3, 104, 104.5, 104.6, 104.8
Greatest Hits Radio (West Sussex) 96.6-106.6 MHz FM (0333 202 0402)

Veterinary Services

RSPCA Emergencies - 0300 123 4999
HQ Horsham - 01403 264181
Chichester - 01243 773359

Veterinary Surgeon BETA Pet, Oldwick Farm, West Stoke, PO18 9
01243 528899

Vet (small animals) 01243 782880
(large animals) 0845 3138434

Funeral Directors

None within Civil Parish

Public Utilities

British Gas – 0800 111 999
Floodline – 0845 988 1188
Portsmouth Water (fresh) – 02392 477999
Southern Electric - 24 hour emergency - 0845 770 8090
Southern Electric - 0845 7444555
Southern Water (sewage) 24 hour emergency – 0845 278 0845
Association of British Insurers – 0207 600 3333

Provisions/Local shops

Hambrook Stores, Broad Road, Hambrook, Chichester PO18 8RG
Co-op, Delling Lane, Bosham, Chichester, PO18 8NN - 01243 572253
Co-Op, 4 Station Road, Bosham, PO18 8NG - 01243 572155
Co-Op, 261 Main Road, Southbourne, Emsworth, PO10 8JD - 01243 375501
TESCO, 83 Stein Road, Southbourne, Emsworth, PO10 8LS, Hants, UK
Southbourne Farm Shop, Main Road, Southbourne – 01243 377521
Tuppeny Barn Organics – 01243 377780

Other people who may be able to assist:

Bosham Inn, Main Rd, Bosham, Chichester PO18 8PW 01243 575027
The Barleycorn, Main Rd, Nutbourne, Chichester PO18 8RS 01243 573172
Cobnor Activities Centre, Cobnor Point, Chidham, Chichester PO18 8TE 01243 572791
The Old House at Home, Cot Lane, Chidham, West Sussex PO18 8SU 01243 572477

Transport

In an emergency coach transport would be arranged by CDC.

Stagecoach Buses 0845 1210190
Southern Trains 0845 1272920

There are no licensed transport providers within the Parish

Mechanical Equipment

This being a partly rural Parish many farms, businesses and individuals possess mechanical equipment such as tractors, diggers, chainsaws, generators and the like. Many of these are known to the Parish Councillors who can call on them in an emergency.

Other Useful Local Services Within the Parish

Locksmith – None

Car Mechanic – Dave Watt, 07802 817816

Electrical – Ashley Electricians 01243 373195

Builders – Hambrook Construction, 19 The Avenue, Hambrook, Chichester PO18 8TZ 07903 967356

Plumber – William O'Brien Plumbing & Heating Ltd 01243 576262

Private Water Supplies – none

Section 8 – PARISH COUNCILLORS

Parish Clerk	Bambi Jones	07986 395253 Chidhamandhambrookpc@gmail.com
Chair	Philip MacDougall 62, Maybush Drive, Chidham PO18 8SS	01243 573782 pmacdougall.chpc@gmail.com
Vice Chair	Mrs Jane Towers 3, Hamstead Meadow, Chidham, PO18 8TJ	01243 576580 jtowers.chpc@gmail.com
	Cliff Archer 'Mardon', Chidham Lane, Chidham PO18 8TQ	01243 572839 carcher.chpc@gmail.com
	Peter Bolton The Willows, Hambrook Hill South, Hambrook, Chichester PO18 8UJ	07367 489172 Tel: 07367 489172 pbolton.chpc@gmail.com
	Sue Bramwell Smith 6, Maybush Drive, Chidham PO18 8SS	01243 573707 sbramwellsmith.chpc@gmail.com
	Bruce Garrett Eastlands, Chidham Lane, Chidham, PO18 8TF	01243 574683 bgarrett.chpc@gmail.com
	Roger Gowlett 'Firs Platt' Broad Rd, Hambrook PO18 8RF	Tel: 01243 573868 rgowlett.chpc@gmail.com
	Geoffrey Hyde 2, Old Manor Farm Cottages, Cot Lane, Chidham PO18 8SX	01243 575133 ghyde1.chpc@gmail.com
	Rachel Perri Holly House, Priors Leaze Lane, Hambrook PO18 8RQ	01243 926885 rperri.chpc@gmail.com
	Jacky Sheppard 'Blue Hayes' Main Rd Nutbourne, PO18 8RN	01243 573467 jsheppard.chpc@gmail.com

Section 9 – COUNTY AND DISTRICT COUNCILLORS AND MP

District Councillors

Adrian Moss	01243 573155 amos@chichester.gov.uk
Penny Plant	01243 575031 pplant@chichester.gov.uk
David Rodgers	01243 574074 drodgers@chichester.gov.uk

County Councillor

Mike Magill	07920 573915 Mike.magill@westsussex.gov.uk
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Member of Parliament

Mrs Gillian Keegan MP	Member of Parliament for Chichester Westminster Office House of Commons, London, SW1A 0AA	0207 219 1193 gillian.keegan.mp@parliament.uk
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Section 10 - HEALTH & SAFETY GUIDANCE

As it is not possible to predetermine every situation that may give rise to a local emergency it is thus not possible to lay down specific detailed safety instructions for every eventuality. However, the undermentioned general principals should be followed in conducting a specific Risk Assessment before the commencement of any task.

1. Personal

Is each individual who will be involved in conducting the task:

- Adequately physically fit enough to cope with the task and any likely eventuality?
- Suitably trained and experienced to undertake the task?
- Adequately equipped with suitable and relevant Personal Protective Equipment (PPE)?
- Suitably trained in the use of any tools and equipment (including the PPE) needed?
- Briefed on the task and on any limitations on continuing further activity (e.g. need to stop activity and/or withdraw from scene)?

2. Equipment

Is/ does the equipment to be used:

- Adequate for the task envisaged?
- Maintained in a safe, serviceable and secure condition (including all ancillaries such as leads, cables, flex, pipelines, connections)?
- Useable without specific training/ prior experience?

3. Environment

Is/ does the environment around the task area:

- a) Safe from falling debris?
- b) Provide a sound footing at ground level?
- c) Enable the task be completed standing/ seated/ kneeling at and not below ground level?
- d) Free from noxious gases and vapours?
- e) Free from flooding risks?
- f) Safe from electrical hazards?
- g) Free from flammability hazards?

If the response to any question is NO or NOT KNOWN common sense should prevail at all times.

Section 11 – MAP OF CHIDHAM AND HAMBROOK PARISH

See overleaf