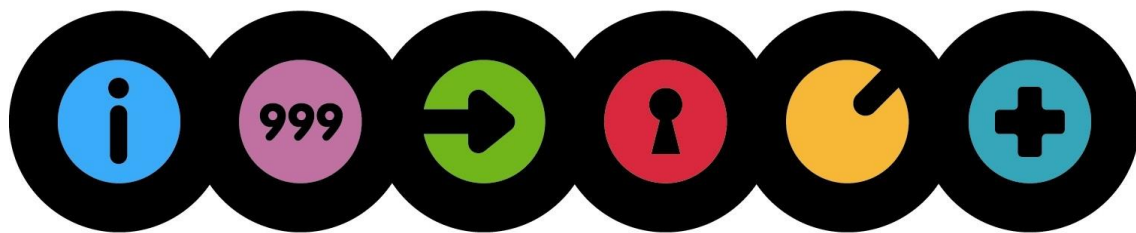


Kent Resilience Forum



PREPARING FOR EMERGENCIES IN KENT AND MEDWAY

ADDINGTON PARISH COUNCIL Community Emergency Plan

Plan last updated: August 2022

**IF YOU ARE IN
IMMEDIATE DANGER
CALL 999**

PARISH EMERGENCY PLAN DISTRIBUTION

POSITION	ORGANISATION	Copies
Chairman	Addington Parish Council	1
Councillors	Addington Parish Council – one each	6
Parish Clerk	Addington Parish Council	1
Chairman	Addington Village Hall Management Committee	1
Chairman	Addington Recreation Committee	1
Vicar	St. Margaret’s Church	1
Manager	West Malling Golf Club	1
Manager	The Seekers Trust	1
Rob Wiles	Manager, Kent Resilience Team	1
Chris Else	Head of Emergency Planning KCC	2
Tim Norton	Environment Agency	1
Kent Police	West Kent Divisional Commander	1
Clerk to the Council	Borough Green Parish Council	1
Clerk to the Council	Birling Parish Council	1
Clerk to the Council	Offham Parish Council	1
Clerk to the Council	Ryarsh Parish Council	1
Clerk to the Council	Trottscliffe Parish Council	1
Clerk to the Council	Wrotham Parish Council	1

Revision History

Name	Date of revision	Details of changes made	Changed by
<i>Louise Goldsmith</i>	<i>July 2022</i>	<i>All contact information checked</i>	<i>Louise Goldsmith</i>

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AIM & OBJECTIVES

Aim

To provide a framework that will increase the readiness and resilience within the local community. It will enable Addington Parish Council and other community groups to support themselves when outside assistance from the emergency services or local authority is delayed or overwhelmed.

Objectives

- Identify the risks most likely to impact the community
- Identify relevant steps to mitigate and respond to emergency situations
- Identify vulnerable people/groups in the community
- Identify community resources available to assist during an emergency including people, facilities and equipment
- Provide key contact details for the Community Response Team, local volunteers, the Emergency Services and local authorities
- Describe how the plan works and how information is communicated

LOCAL RISK ASSESSMENT

Risks	Impact on community	What can Community Response Team do to prepare?
<i>Flooding</i>	<ul style="list-style-type: none"> • <i>Flooding of local streets</i> 	<ul style="list-style-type: none"> • <i>Work with local emergency responders to see if can help with distribution of flood warnings and any evacuation and rest centre establishment required</i> • <i>Find out what flood defences exist or are planned in the area</i>
<i>Air/Road Disaster</i>	<ul style="list-style-type: none"> • <i>Property damaged</i> • <i>access routes blocked</i> 	<ul style="list-style-type: none"> • <i>Work with local emergency responders to see if can help with evacuation and rest centre establishment required</i>
<i>Adverse weather conditions</i>	<ul style="list-style-type: none"> • <i>Property damaged</i> • <i>access routes blocked</i> • <i>loss of utility supplies</i> 	<ul style="list-style-type: none"> • <i>Work with local emergency responders to see if can help with evacuation and rest centre establishment required</i>
<i>Major Fire</i>	<ul style="list-style-type: none"> • <i>Fire damaging a number of areas and properties</i> 	<ul style="list-style-type: none"> • <i>Work with local emergency responders to see if can help with evacuation and rest centre establishment required</i>
<i>Acts of Terrorism</i>		<ul style="list-style-type: none"> • <i>Work with local emergency responders to see if can help with evacuation and rest centre establishment required</i>

Refer to the Kent Community Risk Register for a county-wide assessment
<http://www.kent.gov.uk/communityandlivingcommunitysafety/emergencyplanning.aspx>

LOCAL SKILLS AND RESOURCES ASSESSMENT

Skill/resource	Who?	Contact details
<i>Registered Nurse Assistance with animals/temporary rehoming</i>	<i>C. Short</i>	<i>01732 522364 07871250656</i>
<i>Advanced Ambulance Technician</i>	<i>Sharon Killick</i>	<i>01732 874412 07778 569917</i>
<i>Ex-Police Officer 4x4 and winch</i>	<i>Colin Killick</i>	<i>01732 874412 07917 416636</i>
<i>Retired paramedic 4x4 landrover</i>	<i>Pauline Cheeseman</i>	<i>01732 848764</i>
<i>4x4 landrover</i>	<i>Lyndsey Davis</i>	<i>07891 166805</i>
<i>4x4 landrover</i>	<i>Brian Taylor</i>	<i>07824 154405</i>
<i>Tractor to tow up to 2000k</i>	<i>Peter Robinson</i>	<i>07968 079948 01732 840003 peter.cricket.robinson@gmail.com</i>
<i>Tractors, trailers, ATVs, chain saws, digger, tractor mounted powered brush and intercom radios</i>	<i>West Malling Golf Club</i>	<i>01732 844785 kevin@westmallinggolf.com</i>
<i>4x4 vehicles</i>	<i>Environment Agency</i>	<i>0370 8506506</i>
<i>Tractors</i>	<i>Betts Farm</i>	<i>01622 861461</i>
<i>Tractors/trailers</i>	<i>Marchants</i>	
<i>Trucks/burning equipment</i>	<i>Regents Engineering</i>	<i>01732 873050</i>
<i>Generator</i>	<i>Stephen MacDonald</i>	<i>01732 873270 stephen.fiona@btinternet.com</i>
<i>Generator</i>	<i>Patricia Garrett</i>	<i>01732 845475 garrett_p1@sky.com</i>
<i>Recharging packs/inverters</i>	<i>Ecolution</i>	<i>0845 2666 558 enquiries@ecolutionrenewables.com</i>
<i>Tractors/lorries</i>	<i>Addington Quarry</i>	<i>01732 870970</i>
<i>Defibrillators Located in BT Boxes</i>	<i>The Jet Garage, A20 Trottscliffe Road Trottscliffe Village Hall</i>	<i>Contact the Clerk 07900 693572</i>

KEY LOCATIONS

Building	Location	Potential usage in an emergency	Contact details
<i>Addington Village Hall</i>	<i>Park Road,</i>	<i>Parish Emergency Centre</i>	<i>Tim Scott 07531 269347 addingtonvillagehall@gmail.com</i>
<i>Addington Sports Pavilion</i>	<i>Park Road</i>	<i>Rest Centre/safe place</i>	<i>Peter Robinson 07968 079948 01732 840003 peter.cricket.robinson@gmail.com</i>
<i>St Margaret's Church</i>	<i>Park Road</i>	<i>Rest Centre/safe place</i>	<i>Churchwardens: John Humphrey (842662) Graham Halliday-Sadler (848186)</i>
<i>Seekers Trust</i>	<i>Park Road</i>	<i>Rest Centre/safe place</i>	<i>01732 843589 info@theseekerstrust.org.uk</i>
<i>The Angel Inn</i>	<i>Trottiscliffe Road</i>	<i>Rest Centre/safe place</i>	<i>01732 842117 angeladdington@aol.co.uk</i>
<i>West Malling Golf Club</i>	<i>Trottiscliffe Road</i>	<i>Rest Centre/safe place</i>	<i>01732 844785 kevin@westmallinggolf.com</i>

LOCAL RESOURCES AVAILABLE

1. Addington Village Hall, Park Road, just off Trottiscliffe Road

Main Hall: licensed for 100 people: chairs and tables available: heating

Kitchen: oven, fridge, storage room, WCs.

Power source: gas and electric

Car parking for 75 cars and further parking on recreation ground if required and landing space for helicopter

2. Addington Sports Pavilion Park Road, just off Trottiscliffe Road

First floor and second floor accommodation.

Heating, kitchen, toilets, showers, storage room.

Power source: gas and electric

Car parking shared with village hall.

3. St Margaret's Church, accessible from Park Road

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

Power source: gas and electric

Church Room: seating, heating, toilet, kitchenette.

4. Seekers Trust, accessible from Park Road

Conference Hall (seating up to 120) Meeting room (seating up to 30)

Kitchen, toilets and heating.

Power source: gas and electric

Guest flats with kitchen and living area range of 1 bedroom and 2 bedrooms

5. The Angel Inn

Restaurant & Private Function Room

Toilets, including disabled, located adjacent to Restaurant and Bar, crockery.

Power source: gas and electric. Back up generator.

6. West Malling Golf Club

Showers, toilet, changing rooms.

Industrial gas cookers.

Heating, food, crockery

Power source: gas and electric. Back up electric generator

Large car park and parking area suitable for helicopter landings

Neighbourhood Watch Co-ordinators:

None currently.

EMERGENCY CENTRAL TEAM CONTACT LIST

Central Emergency Team:

<p>Mr. S. Macdonald-Gay Cedar House Trottscliffe Road Addington ME19 5AZ smacdonaldgay@addingtonpc.onmicrosoft.com H: 01732 873270 M: 07720 964204</p>	<p>Mrs P Garrett Foxbury London Road ME19 5PL patriciagarrett@addingtonpc.onmicrosoft.com H: 01732 845475 M: 07740 578487</p>
<p>Mr P Robinson Baliff's Cottage Park Road ME19 5BQ Email: peterrobinson@addingtonpc.onmicrosoft.com H: 01732 840003 M: 07968 079948</p>	<p>Mrs. Louise Goldsmith 5 Artisan Road Headcorn Kent TN27 9AZ Email: clerk@addingtonpc.onmicrosoft.com Office: 01622 891489 M: 07900 693572</p>

Central Emergency Headquarters:

<p>Mr. S. Macdonald-Gay Cedar House Trottscliffe Road Addington ME19 5AZ E-mail: stephen.fiona@btinternet.com H: 01732 873270 M: 07720 964204</p>	
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EMERGENCY CONTACT LIST

County /Borough/Parish Council details

CONTACT	OFFICE	ALTERNATIVE	CONTACT
TONBRIDGE & MALLING			
Council Offices, T&MBC customer.services@tmbc.gov.uk	01732 844522	01732 844522 (out of hours)	
Kent Resilience Team			
Kent Fire & Rescue Service HQ krf@kent.fire-uk.org Duty Officer (available 24 hrs) KCC Contact Centre Kent Resilience Team	03000 414 999 03000 414 141 01622 212409		
ADJACENT PARISHES		Clerk	Chair
Birling clerk@birlingparishcouncil.gov.uk		Julie Miller 07769 254176	Jacque Westwood 01732 848192
Borough Green clerk@boroughgreen.gov.uk		Bernie Galopin 07568 636405	Mike Taylor 01732 882880
Mereworth gill.kirby@talktalk.net		Gill Kirby 01732 846192	Jenny Thorogood 01622 812937
Offham clerk@offham-pc.gov.uk		Linda Mackie 07563 606572	Charles Unter (via Clerk)
Ryarsh clerk@ryarsh-pc.gov.uk		Linda Mackie 07563 606572	Mary McKinlay 01732 843771
Trottscliffe clerk@trottscliffeparishcouncil.org		Louise Goldsmith 07900 693572	Dave Gaunt 07939 285529
West Malling carole.wmpc@btconnect.com	01732 870872	Claire Christmas	Trudy Dean 01732 843119
Wrotham wrothampc@btinternet.com	01732 886139	Lesley Cox	Peter Gillin

Other Bodies			
CONTACT	OFFICE	ALTERNATIVE	CONTACT
POLICE enquiries@kent.pnn.police.uk	Twitter: @kent_police	999 emergencies 101 non emergency	
Tonbridge Police Station PCSO	01732 771055	Via 101 non emergency	Via 999
FIRE SERVICE			
District Fire Safety Office Headquarters	01622 692121	0800 9237000 (free advice)	Via 999 Twitter: @kentfirerescue
HEALTH ADVICE/AMBULANCE			
Ambulance Control South East Coast Ambulance Service Maidstone Hospital Pembury Hospital Sevenoaks Minor Injuries West Malling Group Practice	03001 230999 01622 729000 01892 823535 01732 470200 01732 870212		Via 999
ENVIRONMENT AGENCY			
Kent Office, Addington	03708 506 506		
Emergency Hotline	0800 80 70 60		
EA 'Floodline'	0345 988 1188	08459881188	
Flood Warning Duty Officer Kent Area Incident Room	08458 247247		Sandbags 08458 247247
UTILITY COMPANIES			
Transco Gas Emergencies	0800 111 999		
UK Power Networks (Emergency)	0800 783 8866	0800 404090	Text POWER and your postcode to 80876
South East Water (Emergency)	0333 000 0002		0333 000 0002 (leak)
BT (re faults)	0800 800 151(Res.)	0800 800 154(Bus.)	

LIST OF COMMUNITY ORGANISATIONS

That may be helpful in identifying vulnerable people or communities in an emergency

BART Book Club

Jan Fox and Jennifer Longton

Bridge Club

Dave Allen - 01732 883913

Child Protection Officer

Nicola Budgen – 01732 846749

Hedgehog Productions

Christine Halliday-Saddler (01732 848186)

University of the Third Age (u3a)

West Malling Branch

Chair - Chrys Short (01732 873510)

ACTIVATION TRIGGERS

1. Aim and Objectives

The aim of the Addington Parish Emergency Plan is to make optimum use of the resources immediately available within the community in the event of a major emergency occurring. Its objectives are:-

- To provide self-help to the local community in the event of a major emergency
- To provide, through local knowledge and contacts, assistance to other agencies responding to such an emergency.

2. Activation and Alerting

In the event of a potential or actual emergency arising within the parish, any member becoming aware of the incident should :-

1. As necessary, telephone the emergency services, if their response is needed urgently and there is a possibility that they may not yet be aware.
2. Telephone the Chairman of the Parish Council or Deputies as in page 9 and the Parish Clerk, Louise Goldsmith – 01732 844832 or 07900 693572 to inform them of the situation.
3. Telephone Tonbridge & Malling Borough Council, informing the Switchboard Operator 01732 876002 or Out-of-Hours Duty Officer 01732 844522 that the call concerns an emergency in the Addington area.
4. Telephone other local contacts, as appropriate to the nature of the incident and the parish response required.
5. Remain available as a point of contact to relay information as appropriate, until relieved or until the conclusion of the emergency (if of short duration).

3. Action

Of particular value to Tonbridge & Malling Borough Council and the emergency services will be accurate and up-to-the-minute information on such matters as :-

- The nature of the incident - e.g. a major road traffic accident, rail or air crash, fire, flooding, release of pollution/toxic materials, building collapse, etc.
- The precise location of an incident (a map reference would be helpful).
- The best access roads to use (and whether they can accept two-way working of large vehicles - and also information on any roads which may be closed/ blocked or otherwise impassable).
- The (approximate) number of casualties or persons at risk (and their locations).
- The emergency or other services which may be required in response to the incident.
- Any particular known hazards which might need to be taken into consideration.

Remember METHANE

*M*ajor incident declared

*E*xact Location

*T*ype of incident

*H*azards, present or suspected

*A*ccess – routes that are safe to use

*N*umber, type, severity of casualties

*E*mergency service present and those required

FIRST STEPS IN AN EMERGENCY

	Actions	Complete
1	Call 999 (if necessary) and follow any advice given.	
2	Ensure you are in no immediate danger	
3	Start writing a log containing any decisions you made and who you spoke to/what was said.	
4	Contact District/Borough Council (Emergency Planning) for advice	
5	Contact the Community Response Team and meet to discuss the situation. Consider inviting other key personnel (including local emergency responder representatives if possible). Use first meeting agenda.	
6	Contact other members of the Community that need to be alerted: <ul style="list-style-type: none"> - Those specifically under threat - The Parish Council via the Parish Clerk - Volunteers and key holders that may be needed <i>(Contact initially may be to inform them of the emergency or inform them of current Emergency Service advice regarding any action to be taken)</i>	
7	Agree actions and ensure each member of the Community Response Team (and volunteers) know what they are doing	
8	Meet regularly to see how the situation is developing, actions are progressing and whether you need to reprioritise tasks or move resources around.	
9	Once the immediate actions have been completed and the situations starts to improve, start thinking about the recovery phase and the role the Community Response Team can play in helping the community return back to their day-to-day life.	

OUTLINE RESPONSIBILITIES

Tonbridge & Malling Borough Council

1. To provide a point of contact to receive alerts and warnings.
2. To set up and staff a District Emergency Centre (DEC).
3. To alert District Council Departments and other authorities as appropriate.
4. To collect information and assess requirements.
5. To establish and staff a Forward Emergency Control (FEC) if required.
6. To provide and deploy resources as appropriate.
7. To establish a system for disseminating information to the public - the early stages usually in co-operation with the Police.
8. To establish liaison with other services and organisations as necessary.
9. To liaise with the County Council for the supply of additional resources.
10. To arrange alternative or transit accommodation for the homeless.
11. To arrange transport for the homeless.
12. To provide food and feeding facilities if necessary.
13. To provide emergency sanitation, clothing and other welfare items where necessary.
14. To arrange for the re-housing of families as required.
15. To arrange inspection and emergency repairs to property/premises - local authority and other housing.
16. To arrange full repairs to local authority premises.
17. To clear debris and restore roadways.
18. To implement environmental health measures.
19. Where appropriate and if requested, to assist, through the provision of services and resources, in the establishment, operation and close-down of designated temporary mortuary accommodation.
20. To maintain financial records of their expenditure and make arrangements for funding.
21. To cater for and where necessary accommodate local authority operational and service staff.
22. To provide a basis for deployment of volunteers as appropriate.

Kent County Council

1. To provide a point of contact to receive alerts and warnings.
2. To appoint a County Emergency Co-ordinator who will ensure the proper management and direction of County activities.
3. To alert, or inform, as appropriate, county council departments, district councils, other county councils, voluntary organisations and other organisations involved or likely to become involved in an emergency.
4. To determine when the County Emergency Centre is to be activated, and to set up and staff it and any other crisis management systems to manage the County Council's response.
5. To take overall responsibility for co-ordination when more than one district council is involved, or when any one district council is unable to cope.
6. To support district councils with county council resources.
7. To arrange for additional resources for use by the county council and/or district councils.
8. To maintain financial records of County Council expenditure and make arrangements for funding.
9. To liaise with appropriate lead government departments.
10. To establish links with the appropriate level of administration in other countries when involved in bi-national or multi-national emergencies.
11. To provide liaison officers to attend other emergency centres or incident sites.
12. To implement specific emergency plans as required.
13. To establish a system for disseminating information to the public, particularly when affected by a nuclear emergency. Usually in co-operation with the police in the early stages.
14. To arrange for Military Aid to the Civil Community in the County.
15. To arrange for appropriate scientific advice as required.
16. To co-ordinate the voluntary sector response via the Kent Voluntary Sector Emergency Group (KVSEG).

Environment Agency

Agency Role

The Agency has responsibility throughout England and Wales for:

- The management and regulation of the water environment, including abstraction licensing, pollution control, flood warning and flood defence.
- Controlling industrial pollution, particularly at nuclear, oil and chemical sites and major industrial processes.
- Regulating the transport and disposal of wastes.

Incident Response

The Agency will attend all incidents posing a significant or potentially significant environmental impact, or, in specific circumstances, posing a threat to human health. It will take appropriate action to prevent or mitigate the effects of such incidents and should always be informed of them as soon as possible. These might involve pollution of controlled waters, unauthorised disposal of waste (including fly tipping), accidents with radioactive substances, chemicals or major industrial processes, flooding, drought and low river flows, fish kills and poaching.

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

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

Emergency Contact

The Agency operates a 24-hour service from Worthing for reporting incidents and **will usually be alerted by the emergency services or the local authority**. The public throughout England and Wales can report pollution incidents on the national reporting number 0800 807060.

Area of Responsibility

The Southern Region of the Agency has responsibility for Kent, East Sussex, West Sussex, the Isle of Wight and most of Hampshire. Close co-operation is maintained with neighbouring regions for incidents occurring on or close to regional boundaries.

ALTERNATIVE ARRANGEMENTS FOR STAYING IN CONTACT IF USUAL COMMUNICATIONS HAVE BEEN DISRUPTED

Public Communication

Type	Where available
Verbal	<i>Door knocking</i>
Visual	<i>Posters on Noticeboards</i>

Communication with Emergency Responders

Type	Where available
Written	<i>Email updates</i>
Verbal	<i>Telephone, face to face</i>
Visual	<i>Face to face</i>

APPENDIX

Appendix A: Sample log sheet

Appendix B: Community Response Team – First Meeting Agenda

Appendix C: Map (to be included)

APPENDIX B: COMMUNITY RESPONSE TEAM MEETING AGENDA

Example Community Response Team Emergency Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

You might want to consider the following:

Location of the emergency. Is it near:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children
- Non-English-speaking people.

What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

**2. What information/advice have you received from the District/Borough
Emergency Planning Officer?**

3. How can we support the emergency response?

4. What actions can safely be taken?

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

6. Any other issues?

**7. Provide frequent situation reports to the District/Borough Emergency
Planning Officer.**

