

Winchelsea Emergency Group



Winchelsea Town Emergency Plan

Produced as part of the Winchelsea Town Plan
in partnership with Rother District Council
and endorsed by [tba]

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Winchelsea Town Emergency Plan

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2 Circulation list

copy number	name	phone & e-mail address

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3 Annual reviews of this document

date of review	amended pages	changes confirmed*
/ /2008		
/ /2009		
/ /2010		
/ /2011		

* Signature of Co-ordinator

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5 Introduction

- 5.1 This document describes:
- 5.1.1 the organised response to civil emergencies that affect Winchelsea before the arrival of external agencies responsible for tackling civil emergencies in Rother District and East Sussex.
 - 5.1.2 the assistance that can be offered from within the community to those agencies.
- 5.2 This document therefore:
- 5.2.1 identifies the Emergency Response Wardens (including Flood Wardens) --- who together form the Winchelsea Emergency Group --- and who would be the people to whom residents at risk or in distress could turn for assistance, and who would be the first point of contact for external agencies arriving in Winchelsea in response to a local civil emergency.
 - 5.2.2 provides an inventory of the resources and a list of the volunteers who may be available within Winchelsea in a local civil emergency.
 - 5.2.3 Lists --- for the use of the Winchelsea Emergency Group --- the contacts at the external agencies responsible for tackling civil emergencies in Rother District and East Sussex.
- 5.3 A civil emergency is any event or set of events that causes or threatens to cause major physical damage to property within Winchelsea, the disruption of basic services to the Town, or fatal or other serious injuries to residents on a scale, or in the context of a wider emergency, that would stretch the normal emergency services.
- 5.4 This document is the copyright of the Winchelsea Emergency Group. It is the responsibility of the Group to update it.
- 5.5 The Winchelsea Emergency Town Plan was produced at the initiative and under the auspices of the elected Winchelsea Town Plan Steering Committee with the assistance of Rother District Council and was endorsed by Icklesham Parish Council on [date].

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6 Operational tasks

The Plan should be invoked by the Co-ordinator of the Winchelsea Emergency Group (see chapter 7) in response to an alert from the police, the emergency services or the emergency planners at the District or County Council, or at his own initiative if he becomes aware of a civil emergency which could affect Winchelsea. In the absence of the Co-ordinator, the decision will be taken by his deputy or, in his absence, another Emergency Response Warden, preferably in concert with other Wardens.

Once the Plan has been invoked, the Winchelsea Emergency Group would:

- 6.1 Identify the emergency (location, extent, nature of emergency, the approximate number of people involved).
- 6.2 Report the emergency to Sussex Police HQ on 999 at the first opportunity.
- 6.3 Establish an HQ and convene a meeting of the Emergency Response Wardens.
- 6.4 Establish contact with Rother District Council and try to maintain a communications link.
- 6.5 Assemble as many members of the community as possible who are willing to volunteer to undertake tasks allocated during the emergency, briefing them on the nature of the emergency and the need to avoid unnecessary risks, including the handling of hazardous equipment on which they lack training. Volunteers will be given some means of identification, such as high-visibility jackets.
- 6.6 Identify the vulnerable members of the community (those at particular risk and/or those who may need special assistance) and their situation.
- 6.7 Link up with emergency services as they arrive at the scene and provide information and guidance as requested.
- 6.8 Assist Rother District Council at any Rest Centre set up in Winchelsea.
- 6.9 Provide an information point for residents and disseminate information to residents as and when needed in support of and/or supported by Rother District Council.
- 6.10 Ensure that all media contacts comply with Inter Agency Agreements at all times.
- 6.11 Issue instructions to Emergency Response Wardens and volunteers to stand down upon confirmation from Rother District Council that the emergency is over or that community resources no longer need be made continuously available to the emergency services.

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7 Emergency Response Wardens in Winchelsea

name	address	phone	mobile	e-mail

C = Co-ordinator and deputy --- FIRST CONTACTS FOR AGENCIES
F = Flood Wardens
P = Parish Councillors

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8 Other useful numbers for Winchelsea

contact	name	phone
Parish Clerk		
Parish Council Chair		
Phone box		
Shop		
Shop keyholder		
Post Office		
Post Office keyholder		
Public house		
Public house		
National Trust office		
School		
School caretaker		
N'hood Watch		
New Hall keyholder		
Church keyholder		
Pett Parish Clerk		
Pett PC Chair		
Udimore Parish Clerk		
Udimore PC Chair		
Rye Town Clerk		
Rye TC Chair		

* Not resident in Winchelsea.

Qualified Chain Saw Operators

name	full/part-time	address	telephone

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10 Directory of external emergency contacts

Rother District Council

Office hours	01424-787878
Out of hours	01424-787868

Emergency Planning Unit

Charles Sharrod	charles.sharrod@rother.gov.uk
Brian Williamson	brian.williamson@rother.gov.uk
Office: general enquiries	01424-787864

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11 Maps of the Winchelsea Emergency Group area

Maps

- 1 Winchelsea and district
- 2 Winchelsea Town

Legend

Key public buildings (school, church, village hall, Court Hall)
Town Gates (width and height restrictions)
Ferry Bridge (weight restriction)
Electricity sub-stations

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12 Example copy of Emergency Log

date.....page.....

date	time	event or message	decision taken	action executed	comments

THIS PAGE SHOULD BE SENT WITH OTHER PAGES FROM THE EMERGENCY LOG TO THE **PARISH CLERK** FOR RETENTION FOR AT LEAST **FIVE YEARS** FROM THE DATE ABOVE.