



Horsmonden Parish Council Community Emergency Plan

Draft – May, 2019

All enquiries relating to this document should be sent to:

Clerk to Horsmonden Parish Council
The Parish Office, The Village Hall, Back Lane,
Horsmonden, Kent, TN12 8LH

Tel: Office: 01892 724989
 Mobile: 07484 904765

Email: clerk@horsmonden-pc.gov.uk

The latest version of this document may be obtained from the Parish Clerk (contact details above)

Kent Resilience Forum



PREPARING FOR EMERGENCIES IN KENT AND MEDWAY

Plan Distribution List

Name/Role	Organisation	Phone number/ email address	Issued on

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

Revision History

Summary of changes	Issue Number and date	Approved by

Data Protection

Some of the information given in response to this Plan (e.g. addresses, contact numbers) is classed as “personal data” under the General Data Protection Regulation 2018 (“GDPR”). Whilst holding this data is legally justified (e.g. in order to protect interests of members of the community in an emergency) the information will be stored and handled sensitively in accordance with the requirements of the GDPR. Horsmonden Parish Council is the “Data Controller” and will ensure that “reasonable steps” are taken to ensure that the information is collected, stored, handled, retrieved, shared and disposed of in an appropriate manner.

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(To be completed)

1. Overview of this Plan

The Civil Contingencies Act 2004 defines an emergency as “an event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK.

The emergency services will always prioritise those in greatest need during an emergency, especially where life is in danger. There will be times when people may be affected by an emergency but life is not in immediate danger. During such times communities need to know how to help themselves. By becoming more aware, the community can support the work of local emergency responders and reduce the impact of an emergency.

This plan is based on guidance from the Kent Resilience Forum (KRF – www.kentprepared.org.uk) and it contains information which will be used to coordinate a response to local emergencies.

2. Aims and Objectives

The aim of the Community Emergency Plan is to maintain a contingency plan to increase resilience within the local community by:

- Developing a robust coordinated approach that complements the plans of responding agencies.
- Enabling the community to support itself when outside assistance from the emergency services or local authority is delayed or overwhelmed.
- Providing a single point of contact for requests made by the emergency services and the local authorities.
- Keeping people informed so that they can help themselves.
- Ensuring as many vulnerable people as possible are contacted and assisted.

3. Parish Boundaries and Areas

This plan covers the parish of Horsmonden which comprises the village and surrounding rural areas with a population of about 2,500. The Parish website can be viewed at: <http://www.horsmonden-pc.gov.uk/> A parish map is attached at Appendix 1.

4. Insurance, Health and Safety

It is recognised that those named in this Plan are not trained, equipped, empowered or resourced to carry out the functions of an emergency service.

The response will be generally confined to supporting the welfare of the people in the community and helping to maintain normal community life.

Volunteers and members provide support at their own discretion and in a voluntary (not compulsory) capacity. These activities are not insured by the Parish. No one is obliged to carry out duties they do not feel able to undertake.

5. Vulnerable People

It is important to ensure that isolated or vulnerable people are checked on to see if they need assistance during an emergency. Although many vulnerable people may be known to organisations such as the local authority, NHS and utility providers, others may not be known or may be made vulnerable during an incident. People may be considered to be vulnerable for a number of reasons and local knowledge is vital in identifying such people. Someone may be temporarily vulnerable, e.g. recently discharged from hospital following surgery, or have ongoing issues which would make them less able to cope in an emergency situation. In such circumstances the help of families, friends and neighbours in assisting these people and, if necessary, identifying them to emergency services, will be invaluable.

Some examples of people who may be considered vulnerable in an emergency are listed below, but this list is by no means exhaustive.

These include:

- The elderly who may not be very mobile;
- Those with physical disabilities;
- Those with learning difficulties;
- Parents and others looking after very young children;
- Those who are unable to see or have a severe sight impairment;
- Non-English speakers.

However, it is important to note that people may become vulnerable at any point and under different circumstances.

The Kent Resilience Forum has published helpful information entitled “What I should I in an emergency”. This is available online at the following link:

[What I should do in an emergency](#)

6. Warning and Information

This is a responsibility of the emergency services and other statutory bodies. However, emergencies are often unexpected and it is impossible to reach everyone directly.

You should contact the Community Emergency Coordinator, their deputy or any member of the Parish Council, when you become aware of an incident, to allow the Community Emergency Team to be engaged and spread the word rapidly and extensively. The relevant contact details are in Appendix 5A. An appropriate person will respond. At that point a decision will be made by the Community Emergency Coordinator to activate this emergency plan.

Emergency Team members will be allocated to specific roads or areas to undertake door-knocking to inform local residents and/or situation-reporting to the management team from the ground. Information gained by the team members is likely to be used by local authorities and the emergency services.

Situation updates (as known by the Community Emergency Management Team) will be available to residents at the Village Hall or whichever of the listed possibilities is the most appropriate in the situation. You should also refer to the Parish Council website: <http://www.horsmonden-pc.gov.uk/>

This Emergency Plan has been coordinated with the School Emergency Management Plan developed for Horsmonden Primary School. In the event of a village-wide emergency, the Community Emergency Management Team will liaise with the school staff as appropriate.

In fluvial (river) risk areas Teise Valley residents should sign up to the Environment Agency's free Floodline telephone flood alert services (see <https://fwd.environment-agency.gov.uk/app/olr/register>) or call telephone (24 hour service) 0345 988 1188 or 0845 988 1188. Type talk (for the hard of hearing) 0345 602 6340 or 0845 602 6340.

In addition, there are further details in Appendix 2 – Local Risks, including detailed flood maps and Kent Community Risk Register details. For more information review www.kentprepared.org.uk or on the Kent County Council website (www.kent.gov.uk – search for Waste, Planning and Land, then look at “flooding and drainage”).

During widespread events, further information may also be found through local media such as:

BBC Radio Kent 96.7FM, 774 AM and on DAB

BBC Kent <http://www.bbc.co.uk/news/england/kent/>

Kent Messenger http://www.kentonline.co.uk/kent_messenger/news.aspx

Environment Agency <http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx>

Met Office <http://www.metoffice.gov.uk/public/weather/>

7. Identifying Local Risks

In order to improve the community's ability to respond to local emergencies, the Community Emergency Team will endeavour to be aware of local risks, their potential impact and how to recover from an incident. Any member of the community is welcome to offer information on risks for adding to the list. Please contact the Parish Clerk on 07484 904765, email: clerk@horsmonden-pc.gov.uk.

Those local risks will be different in any particular situation but current identified risks are set out on the Parish Council website where there is a link to the Kent Resilience Risk Register ([Kent Resilience Risk Register](#)) but may generally be listed as follows:

- Fire;
- High winds;
- Flood;
- Heavy snow and extreme cold;
- Power failure;
- Water supply failure;
- Pandemic;
- Major vehicle accident.

8. Community Emergency Team

The Community Emergency Team is a voluntary group supported by the Parish Council who will work in partnership with the emergency services. The group and this plan actively encourage local residents to help themselves and others in emergency situations.

See Appendix 5A for names and contacts.

Community Emergency Coordinator(s)

The role of Emergency Coordinator (and their deputy) is fulfilled by volunteer residents who provide a vital link between residents and organisations planning for and responding to an emergency.

Their role is to:

- Facilitate the maintenance of the Community Emergency Plan (this plan);
- Call a community meeting during an emergency (if deemed necessary);
- Provide the focal point for the community response to an emergency, commonly referred to by emergency services as “Gold”;
- Act as the main contact point for Tunbridge Wells Borough Council and neighbouring Borough Councils and ensure that two-way communication is maintained;
- Act as a contact point, if necessary, with Horsmonden Primary School;
- Act as contact point, if necessary, with neighbouring parish councils;
- Provide a link between the community and other agencies responding, which may include the emergency services and Kent County Council;
- Assist the local council and appropriate agencies in emergency preparedness though awareness-raising activities.

Community Emergency Management Team

The key role is to provide on-the-ground local knowledge regarding the situation as it is and about local conditions and circumstances – as well as providing an element of self-help within the community where this can be achieved without risk.

An action card for the “First Steps in an Emergency for the Community Emergency Coordinator” can be found at Appendix 3.

Community Emergency Volunteers

Community Emergency Volunteers are residents who provide a link between the Emergency Coordinator (or Deputy) and residents in their immediate locality. This could be for one street or a cluster of streets/areas.

The primary role is to receive information from, and pass it on to, residents in their vicinity.

Some Community Emergency Volunteers may have formal qualifications or training, e.g. first aid, which may be of assistance until the emergency services arrive.

Other Community Emergency Volunteers may, for example, visit and monitor vulnerable people, help with transport or pass messages on foot when communications are down.

9. Local Skills and Resource Assessment

The Community Emergency Team will encourage local residents to provide information, voluntary help and resources to assist with any perceived emergency. The Parish Council, in partnership with the Community Emergency Team, will prepare and maintain such information as follows:

Volunteers: organisations and individuals who already volunteer, or who may be prepared to volunteer, in an emergency.

Equipment: tools and machinery which might be needed in an emergency and people qualified, capable and willing to operate them.

Supplies: food, water and medical supplies and local suppliers and businesses who would be willing to provide them.

Transport: vehicles which could be used by the community in an emergency and drivers willing and able to help with the distribution of supplies.

A detailed list is held by the Community Emergency Team and the Parish Clerk.

10. Community Support Centres

It might be necessary for some members of the community to be evacuated from their homes to a place of safety, such as a community shelter, where their needs can be assessed and assistance given by the appropriate responders. Immediate personal needs will be met and over-night accommodation arranged if necessary.

These locations are listed at Appendix 4(A).

11. Community Organisations

Our community already has various voluntary and community organisations that may be able to offer support in the planning and responding to an emergency.

Details of community organisations that are able to support is held by the Community Emergency Team, the Parish Council and Clerk and included at Appendix 4(B).

12. Other Agencies Outline Responsibilities

Kent County Council and Tunbridge Wells Borough Council

This list covers the responsibilities of all local authorities and shows how these are split between County Council and district council. Where a responsibility falls to one party, the other may agree to carry it out on their behalf, through mutual and aid arrangements, or provide support.

		County	District
1	Provide a 24-hour point of contact to receive alerts and warnings, and for the management of a large volume of public calls	✓	✓
2	Coordinate the local authority response where more than one district is involved	✓	
3	Establish and staff a local authority Forward Control Point	Liaise	Lead
4	Alert health authorities where action other than direct casualty care is required	✓	✓
5	Liaise with Central and Regional Government	✓	
6	Liaise with administrative authorities in bi-national or multi-national emergencies	✓	
7	Arrange for military aid	✓	✓
8	Assist in providing a catering service for involved personnel	✓	
9	Alert and coordinate voluntary organisations	✓	✓
10	Arrange attendance of ministers of religion	✓	
11	Support other responders with council resources	✓	✓
12	Implement animal health measures	✓	
13	Support other responding agencies in the response to a communicable disease outbreak	✓	✓
14	Establish a system for disseminating information to the public, in cooperation with other responders, and make premises available for Public Information Centres	✓	✓
15	Open and run support centres as required	✓	✓

Environment Agency

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.

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.

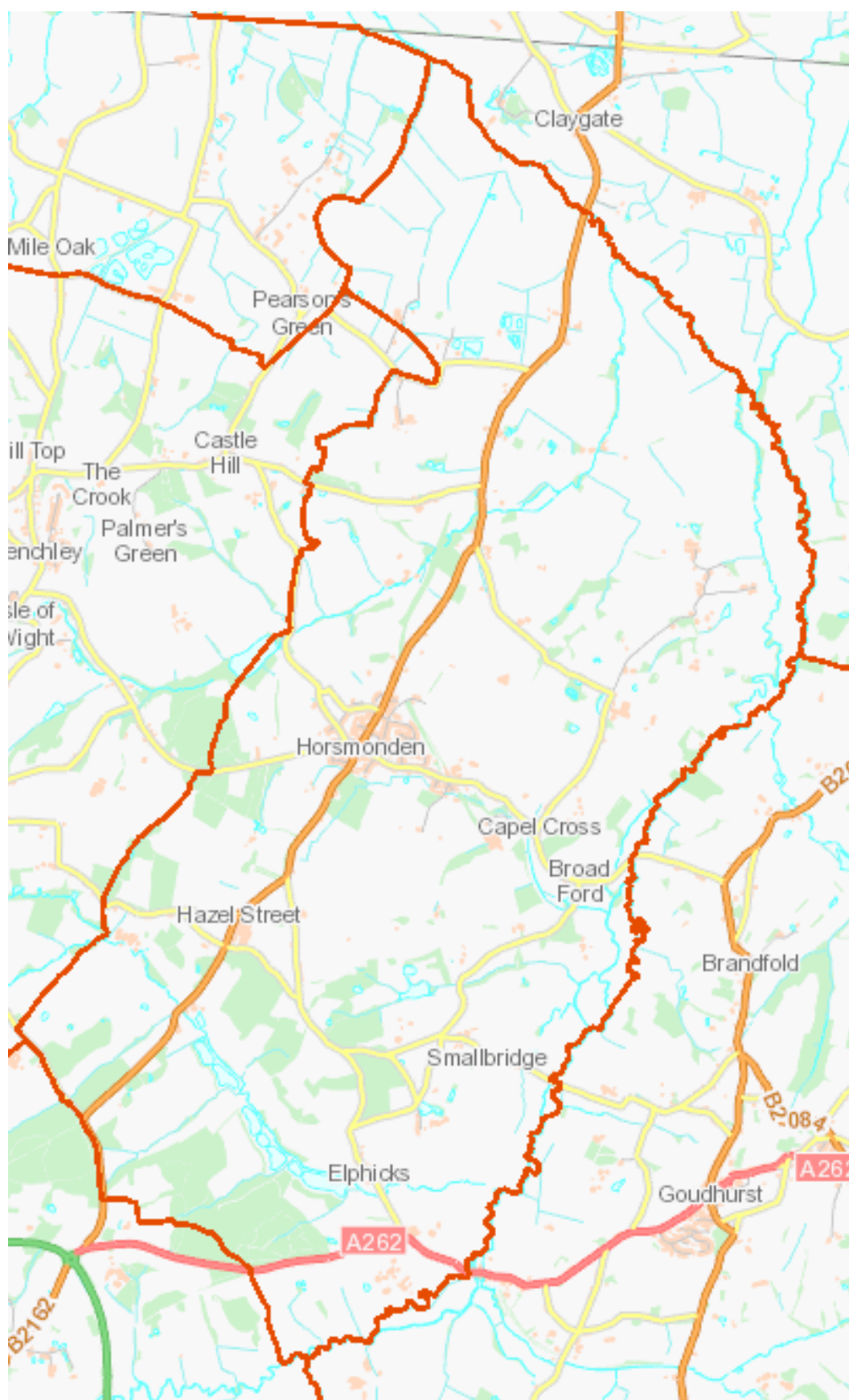
The Agency will work with the Kent Fire and Rescue Service to minimise the threat to the environment caused by chemical spills and contaminated fire-water run-off and warn appropriate parties who may be affected by the association dangers. It will also investigate the causes for possible legal action.

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.

The Agency operates a 24-hour service 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 80 70 60.

13. Appendices

Appendix 1 – Parish Boundaries



Appendix 2 – Local Risks

See the Parish website for full details, including the Kent Resilience Risk Register. View details here:

[Kent Resilience Risk Register](#)

Areas at Risk of Flooding

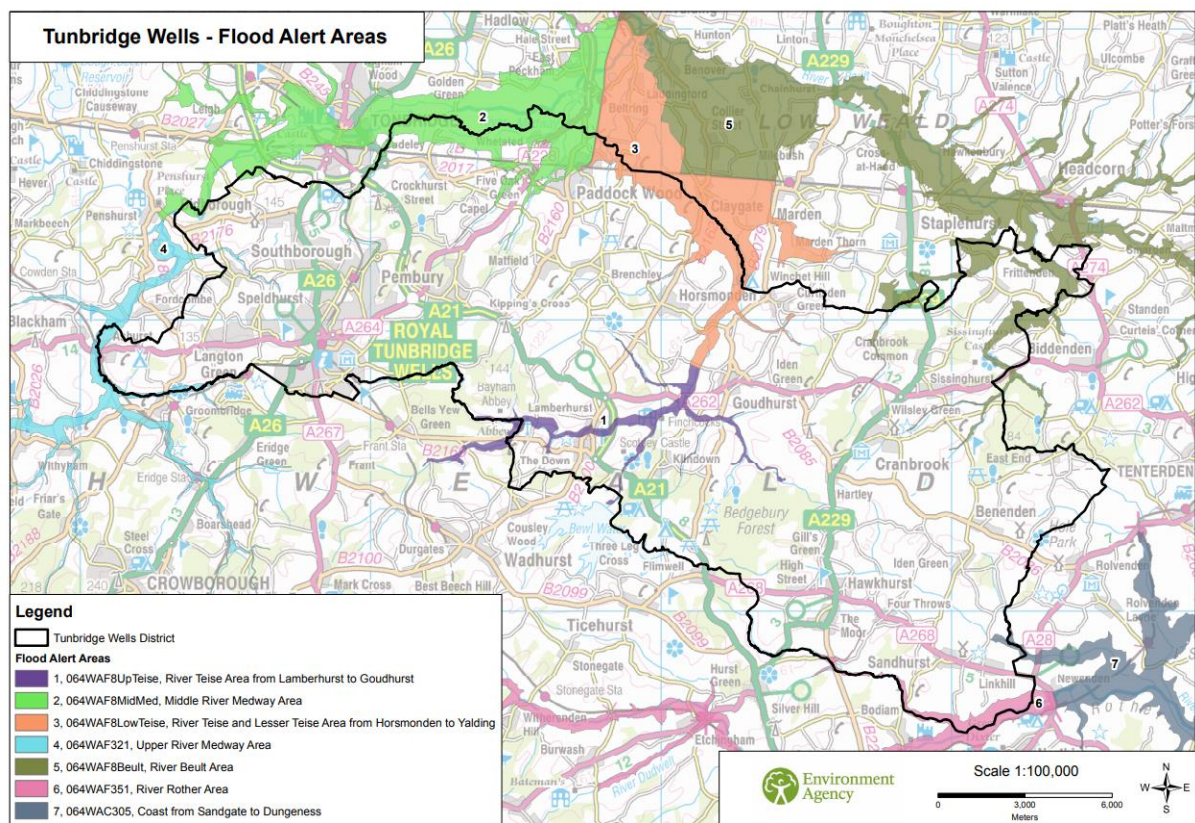
Environmental Agency Flood information: <http://maps.environment-agency.gov.uk>

View “Flood Warning Areas”

Environmental Agency page to insert a specific postcode to check flood risk:

<https://flood-warning-information.service.gov.uk/long-term-flood-risk/map>

Tunbridge Wells Flood Alert Areas issued March 2018



Appendix 3 – First Steps

First steps in an emergency for the Community Emergency Coordinator

	Actions	Complete
1	Call 999 (if necessary) and follow any advice given	
2	Ensure you are not in immediate danger	
3	Consider starting to write a log containing any decisions you made and who you spoke to/what was said	
4	Contact Tunbridge Wells Borough Council and Kent County Council for advice, providing them with updates as the situation develops	
5	<p>Contact the Community Emergency Response Team (see Appendix 5(A)) and meet to discuss the situation, using the first meeting agenda (Appendix 7, not publicly available).</p> <p>Consider inviting other key personnel (including members of the community who may work in the emergency services if possible)</p>	
6	Agree actions and ensure each member of the Community Emergency Response Team (and volunteers) know what they are doing, i.e. opening community support centres/communicating situation with community etc.	
7	<p>Contact members of the community that need to be alerted:</p> <ul style="list-style-type: none"> • Those specifically at risk (including vulnerable people) • The Parish Council via the Parish Clerk • Horsmonden Primary School • Volunteers and key holders that may be needed <p>(Contact to the community may be to initially inform them of the emergency or to provide emergency services advice and action to be taken)</p>	
8	Meet regularly to discuss the developing situation, outstanding actions, community priorities and resources available/required	
9	Once the immediate actions have been completed and the situation starts to improve, begin thinking about the recovery phase and how the Community Emergency Response Team can help the community return back to their day-to-day life.	

Appendix 4(A) – Community Support Centres

During an emergency, Horsmonden Parish Council may want to open their emergency centre/rendezvous point in order to coordinate their response. It might be necessary for some members of the community to be evacuated from their homes to a place of safety, such as a community shelter, were their needs can be assessed and assistance given by the appropriate responders. Immediate personal needs will be met and over-night accommodation arranged if necessary.



KEY DETAILS FOR COMMUNITY SUPPORT CENTRES

	Building/Area	Location	Use	Contact Details	Size	Facilities
1	Horsmonden Village Hall	Back Lane, Horsmonden TN12 8LH	Place of safety/ rest centre	John Couchman (Caretaker) 01892 723368 Colin Russell, 01892 723955	125sq m	Large Hall with stock of tables and chairs; Fully equipped kitchen to provide hot meals; Disabled access and toilets; NOTE: very little off-street parking; sufficient for 100 people
2	Village Green	Village Centre			1 ha	Electrical power supplies
3	The Institute (Social Club)	Green Lane, Horsmonden, TN12 8JS	Place of safety/ rest centre	??? Lindsey Chave? Chris Reed – 07939 021331	180m2	Small kitchen, toilets, bar
4	Sports Club Pavilion	Doghouse Sports Ground, Maidstone Road, Horsmonden TN12 8NE	Place of safety/ rest centre	Chair – Ed Streeten-Smith Matt Richards – GET NUMBER	Not known	Toilets, shower, bar
5	Tennis Club Clubhouse	Tennis Club, Maidstone Road, Horsmonden, TN12 8DA	Place of safety/ rest centre	Mimi Hoffman – 01892 722980 Tracey Parrett – 01892 722116	60m2	Small kitchen, toilets, showers
6	Methodist Church Hall	Furnace Lane, Horsmonden, TN12 8LT	Place of safety/ rest centre	Rachel Sheppard – 01892 722654	60m2	Small kitchen, toilets
7	St. Margaret's Church Hall	Goudhurst Road, Horsmonden, TN12 8JX	Place of safety/ rest centre	David Bell – 01892 724495	80m2	Small kitchen, toilets

Other Assets

The Parish Clerks holds a comprehensive list of assets held within the village which may be available in the event of an emergency.

Appendix 4(B) – Community Organisations and Assets

A number of community organisations are also able to provide help and support in an emergency. These include:

Organisation/Services	Services	Contact
Brenchley and Horsmonden Surgery	General practice and nurse	01892 723988
Horsmonden Surgery Lamberhurst Road	Surgery dispensary	01892 722007
Howell Surgery Brenchley		
Heath Pharmacy Horsmonden	Pharmacist	01892 722217
Paddock Wood Pharmacy	Pharmacist	01892 833203
Heath Stores	General stores	01892 722221 Andrew and Kate Mills
WI	Emergency provision of support and catering	Pam Payne (President) 01892 724180 June Fleury (Secretary) 01892 723532
Gun & Spitroast	Public house	01892 722925
Horsmonden Kindergarten	Activities for children from age two	Chair, Maddy Adams 01892 724805
Horsmonden Primary School	Emergency liaison if appropriate Possible rest centre out of school hours	Headteacher (Mr S Opstad – 07976 291581) Deputy Headteacher (Hayley Sharp – 07958 711800) Keyholder (Ros Payne – 07960 307111)
Putlands Veterinary Surgery Paddock Wood	Veterinary Practices	01892 835456
Goudhurst Vets and Equine Clinic		01580 211981
Defibrillator		Located on outside of Institute

Appendix 5(A) Emergency Contact Details

Community Emergency Team

Organisation/Service	Role	Contacts
Stuart Davis	Parish Councillor	07866 437923
Ian Howard-Williams		
Danny Hunn	Parish Councillor	
Linda Jenkinson	Parish Councillor	07704 833594
Alison Larkin	Parish Councillor	
Jane March	Parish Councillor	07866 722038
Lucy Noakes	Clerk, Horsmonden Parish Council	07484 904765 (Parish office)
Trevor Pierce		
Chris Reed		07939 021331
Matt Richards	Parish Councillor	
Colin Russell	Parish Councillor	07855 973092
Jackie Stanton	Assistant Clerk, Horsmonden Parish Council	
Ralph Stevens	Parish Councillor	07802 474150
Neil Turner		07959 854817

WAITING FOR FURTHER DETAILS AND NUMBERS ONCE THEY HAVE ALL BEEN CONTACTED

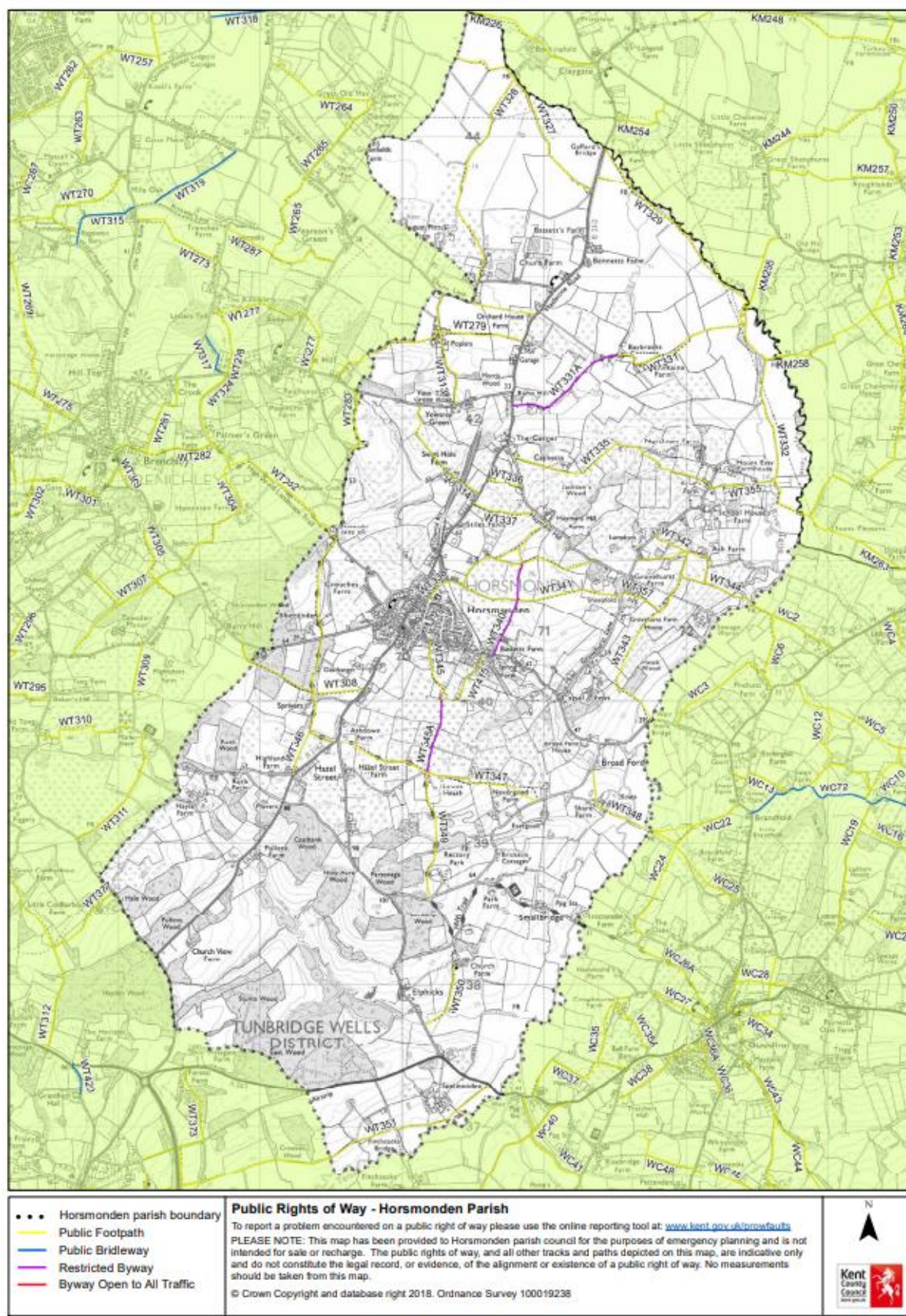
Appendix 5(B) – Local Contacts

	Office	Out of hours	Other
Local authorities			
Tunbridge Wells Borough Council	01892 526121	01892 515392	
Kent County Council	0300 41 41 41	0300 41 41 41	Text relay: 18001 03000 41 41 41
Adjacent parishes			
(See below)			
Emergency services			
Police	101	999	
Fire service	01732 369429 01622 692121	999	
Ambulance service	01622 747010		
Environment Agency			
Kent Office, Addington	08708 506506		
Emergency Hotline	0800 80 70 60		
EA Floodline	0845 9881188	0845 988 1188	
Flood warning duty officer Kent Area Incident Room	01732 223108		
Utility companies			
National Grid (gas emergencies)	0800 111999	0800 111999	-
National Grid (electricity emergencies)	0800 40 40 90	UK Power Networks 0800 783 8838	
South East Water (emergency)	0333 0000365	Leakline 0333 000 3330	-
Southern Water (emergency)	0845 2780845	Leakline 0800 820 999	-

Neighbouring Parish/Town Councils

Goudhurst The South Oast at Smugley Farm Bedgebury Road, Goudhurst, TN17 2QU	01580 212552 Clerk@goudhurst.co.uk
Lamberhurst 1 Tanyard Cottages, The Broadway Lamberhurst, TN3 8DD	01892 890940 parishclerk@lamberhurstvillage.co.uk
Brenchley and Matfield High First Lodge, Crook Road, Brenchley, TN12 7BL	01892 723586 Clerk@brenchleyandmatfield.co.uk
Collier Street (under Maidstone Borough Council) 3 Wells Close, Tenterden, TN30 6QJ	01580 766249 Clerk.collstpc1@btinternet.com
Marden Parish Office, Marden Memorial Hall, Goudhurst Road, Marden, TN12 9JX	01622 832305 clerk@mardenkent-pc.gov.uk
Paddock Wood Town Council	01892 837373 clerk@paddockwoodtc.co.uk

Appendix 6 – Horsmonden Parish Public Rights of Way




Link to Kent County Council Public Rights of Way:

<https://webapps.kent.gov.uk/countrysideaccesscams/standardmap.aspx>

Enter post code on search.

Kent County Council



Public Rights of Way Map

Track a Fault

Log in

Search Map

- ☐ Town/Village
- ☐ Street Name
- ☒ Postcode
- ☐ Path Code e.g. CB422
- ☐ Parish
- ☐ Grid Reference e.g. TQ765555

Search

Current Location

Go to Current Location

Save Location

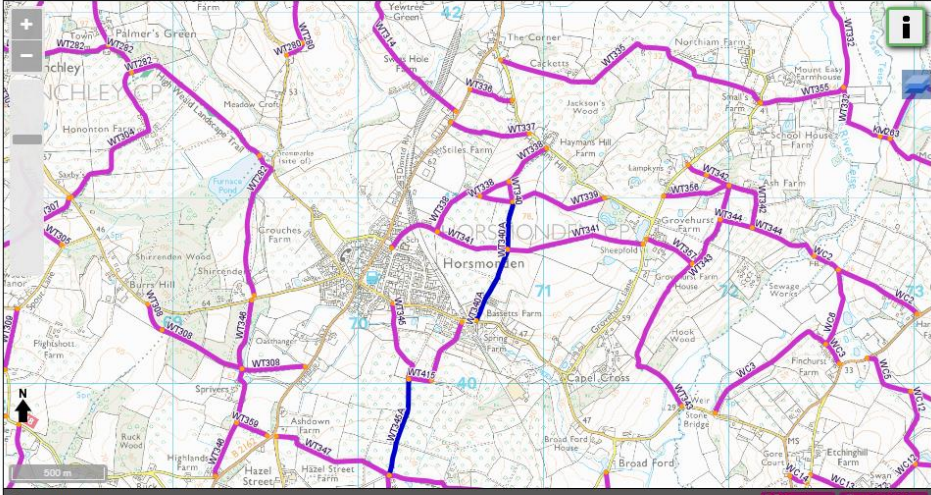
Go to My Saved Location

Set My Saved Location

Public Rights of Way Map

The map shows all of the public rights of way in the county. To report a fault, firstly log in, then select the 'Report a Fault' menu item.

+ Help



Map Legend

Enlarge Print Map

Please note, this map is not the legal record of the alignment, status or existence of a Public Right of Way. © Crown Copyright and database rights 2017. OS licence number 100019238. Use of this data is subject to terms and conditions which can be found [here](#).