

# Wingham Parish Council Community Emergency Plan

**Issue: 3**  
October 2021

**Next scheduled review:** October 2023

All enquiries relating to this document should be sent to:

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**The latest version of this document may be obtained from the Parish Clerk**

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

## Revision History

Summary of changes	Issue number & date	Approved by
New Issue	Version 1 October 2017	WPCllrs MOM 9.10.17 s8.5
No changes to plan content, but clerk to check contact details and update as necessary	Version 2 November 2019	Discussed by WPCllrs MOM 14.10.19 s8.1 Approved:
Updates to council and volunteer contact details only	Version 3 October 2021	Draft amends agreed MOM 11.10.21 Approved:

## Data Protection

Some of the information given in response to this plan (e.g. addresses, contact numbers) is classed as 'personal data' under the Data Protection Act (DPA, 1998). 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 DPA. The Clerk to Wingham 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.

## 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 time 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's information will be used to coordinate a response to local emergencies.

### Aim 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.
- Keep people informed so that they can help themselves.
- Ensure as many vulnerable people as possible are contacted and assisted.

### Parish Boundaries and Area

This plan covers the parish of Wingham which comprises a village with a population of approximately 1800. It is situated along the ancient coastal road, now the A257, from Richborough to London and close to Canterbury. It is bordered by the parishes of Wickhambreaux, Ickham, Bramling, Adisham, Staple, Ash, Shatterling and Preston.

### Insurance, Health and Safety.

It is recognised that those named in this plan are not trained, equipped, empowered or resourced to carry out 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. No one is obliged to carry out duties they do not feel able to undertake.

### Warning and informing

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.

The Parish Council and residents who have volunteered to assist in the event of an emergency in the village will therefore make every attempt to communicate with all village residents to make them aware of impending and evolving events that affect Wingham. This may be done in whatever method(s) are available and most appropriate at the time.

In turn the Chairman of the Parish Council or whoever the Chairman deputes will feed back situation reports to the emergency services and other statutory bodies.

Village residents will be encouraged to contact the Parish Council when they become aware of an incident which will require action so that the word can be spread rapidly and extensively.

During wide-spread 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](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/>

## Key Locations

A list of village locations that have offered their use as for shelter or safe place in the event of an emergency along with contact details and facilities are listed at Appendix A.

## Community Emergency Team

In the first instance the Community Emergency Management Team will consist of members of the Parish Council who will co-opt volunteer village residents who have the requisite wherewithal to assist in dealing with the ongoing emergency. 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.

See Appendix B for names and contact details.

## Community Emergency Volunteers

Community Emergency Volunteers are residents who have volunteered their services to the community in the event of an emergency. This may be to provide a link between the Emergency Management Team and residents in their immediate locality or may be residents who have specific required skills, supplies or equipment that they are prepared to offer to assist in times of emergency.

A confidential list of these volunteers is held by the Parish Council.

# Other Agencies Outline Responsibilities

## County Council & District/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 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	Co-ordinate 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 waste.

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 KFRS 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.

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 807 060.

## Appendix A: Key Locations

During an emergency, Wingham parish may want to open its emergency centre/ rendezvous point in order to co-ordinate its 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, 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.

The locations in the table below have offered facilities for village residents affected by an emergency:

<b>Building</b>	<b>Wingham Village Hall</b>
Location	School Lane
Potential Use in Emergency	Parish Emergency Centre
Contact details	Amanda Burrows – 01227 722266/07885 0004922
Facilities	Shelter; kitchen; tables; chairs; toilets. Wheelchair access
<b>Building</b>	<b>Wingham Primary School</b>
Location	School Lane (Brownbridge Hall)
Potential Use in Emergency	Rest Centre/Safe Place
Contact details	01227 720277
<b>Building</b>	<b>The Anchor Public House</b>
Location	High Street
Potential Use in Emergency	Rest Centre/Safe Place
Contact details	Michelle Abbott – 01227 720392
Facilities	Shelter; catering; toilets; food & drink
<b>Building</b>	<b>Wingham Wildlife Park</b>
Location	Rusham Road, CT3 1JL
Potential Use in Emergency	Rest Centre/Safe Place
Contact Details	Scott Binskin – 01227 720836/07971312353
Facilities	Shelter; generator; tractor; digger; fork lift; cherry picker; chain saws; cutting equipment; dumper; manpower

<b>Building</b>	<b>Oakfield House</b>
Location	High Street
Potential Use in Emergency	Rest Centre/Safe Place
Contact Details	Wendy Clarke – 01227 721107
Facilities	Limited shelter (20 people); basic food & drinks; first aid; 4WD vehicles



## Appendix B: Emergency Contact Details

For confidentiality and data protection reasons, a list of volunteers, their skills, facilities and equipment (as appropriate) are held separately by the Parish Council which should be approached in the first instance for details.

### Parish Council:

CLERK: Mrs Kerry Coltham 4 Hillside Cottages, Preston Hill, Wingham CT3 1BY Tel: 01227 722189
Cllr Sharon Addis, CHAIRMAN Farmer's Field, Preston Hill, Wingham, CT3 1BY Tel : 01227 721873
Cllr Enid Brice, Planning Committee, Village Hall Committee Rep 1 Cornerways, Watercress Lane, Wingham Well CT3 1NR Tel: 01227 720420
Cllr Bob Catt, Planning Committee, Internal Financial Control, Allotments rep 19 Palmer Road, Wingham CT3 1BS Tel : 01227 721690
Cllr Dan Collins, Planning Committee Chairman 110 High Street, Wingham CT3 1BU Tel: 01227 905254
Cllr Heather Colthart, HR Coordinator 107-109 High Street, Wingham CT3 1BU Tel: 01227 728654
Cllr Russell Graydon, Vice-Chairman, Recreation Ground Rep, Property & AED Maintenance 3 Wenderton Farm Cottages, Wenderton Lane, Wingham CT3 1EL Tel: 07734 066370
Cllr Bob Harvey, Flood Warden 19 St Mary's Meadow, Wingham CT3 1DF Tel: 07923 253929
Cllr Peter Prebble, Planning Committee, Play Area inspections 15 Mill Road, Wingham CT3 1NJ Tel: 01227 722256
Cllr Pat Young, Internal Audit, GDPR, SID statistics, Speedwatch coordinator Holly Cottage, Preston Hill, Wingham CT3 1DB Tel: 07869 1444467

## Voluntary Groups

<b>8<sup>th</sup> Deal (Wingham ) Scout Group</b>	Matthew & Alison Sims – 01227 720686/07714 357104
	Scout Hut can be used for co-ordination post/shelter for approx. 30. Basic first aid; kitchen; tents. Access to young people and parents to support in a number of scenarios.
<b>Wingham WI</b>	Betty Coleman 01227 720772
	Support in general including first aid, caring, teaching, cooking, administration.

## Other Local Shops & Services

<b>Roger Goldfinch, Electrician</b>	Roger Goldfinch – 01227 720157/07973300409 Electrician; vehicle with snow tyres; small generator; first aid

## Medical

<b>Wingham Surgery</b>	01227 720205
<b>Aylesham Surgery</b>	01304 840233
<b>Wingham Dental Practice</b>	01227 720284

## External Contacts

	Office	Out of hours	Other
<b>Local authorities</b>			
Dover District Council	01304 821199	01304 821199	
Kent County Council	0300 41 41 41	0300 41 41 41	Text relay: 18001 03000 41 41 41
<b>Emergency services</b>			
<b>Police</b>	101	999	
<b>Fire service</b>	01732 369 429 / 01622 692 121	999	
<b>Ambulance service</b>	01622 747010	999	
<b>Environment Agency</b>			
Kent office, Addington	08708 506506	-	
Emergency hotline	0800 80 70 60	-	-
EA Floodline	0845 988 1188	0845 988 1188	-
Flood warning duty officer Kent area incident room	01732 223 108 / 01732 223 175	Sandbags - Via District/Borough	
<b>Utility companies</b>			
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 000 0365	Leakline 0333 000 3330	-
Southern water (emergency)	0845 278 0845	Leakline 0800 820 999	-