

**Date:** 03 August 2023

**Title:** Report Item 9 – Emergency Plan

**By:** K Larkin (Deputy Clerk)

**Purpose:** To review and update the Emergency Plan in the light of current advice

**Recommendations:** (a) To note the report and adopt the draft Emergency Plan as amended  
(b) To approve the updating of the confidential contact directory of private individuals volunteering their services

---

1. The parish council's current Emergency Plan was last reviewed and re-adopted in February 2022. Subsequently the East Sussex Association of Local Councils supplied training featuring a presentation on emergency resilience plans by a specialist adviser, who offered a template plan and a set of practical advice notes for purchase. EDF did purchase the package, and the local emergency plan has now been reviewed again in the light of it. By coincidence Wealden District Council has also produced a template plan in recent months, and this too has been consulted in the revision of the parish's plan.

2. The council's current plan stands up very well, and it is recommended that it be re-adopted with very minor changes to the text, e.g. East Dean Grange care home is no longer a BUPA establishment. The main change is in the appendices, where there are considerable additions:

- Appendix 1 still lists the parish emergency response team contact details, and has simply been updated
- Appendix 2 still contains the Log Sheet template from the original plan
- Appendix 3 is lifted from the Wealden template and contains up to date contact details for the Emergency Services, government organisations, and voluntary organisations which have a public presence
- Appendix 4 is a draft emergency meeting agenda, also lifted from the Wealden template
- Appendix 5 - Blackout considerations for parishes and residents (supplied by ESALC)
- Appendix 6 - Personal resilience plan for your family (supplied by ESALC)
- Appendix 7 - Village major emergency plan for residents (supplied by ESALC)
- Appendix 8 - Water shortages for parishes and residents (supplied by ESALC)

3. ESALC also supplied a form the council could use to invite volunteers to sign up to be included in a confidential directory of helpers, offering a variety of different types of assistance in an actual emergency (a copy of the form is attached). The confidential contact information appended to the existing EDF emergency plan all needs updating, and this form could be used to show that people have signed up. I did revise the contacts in February 2022 but a number of them stated that they were now retired or semi-retired, and queried the insurance position. It is suggested that there may now be no need for a directory of 4x4 drivers, as this type of vehicle is now very prevalent.

4. A working copy of the parish's Emergency Plan, updated so far as the publishable information is concerned, is being circulated alongside this report. A CONFIDENTIAL copy of the more private appendix of contact details can be circulated - to councillors only - by the parish clerk, but may need a comprehensive overhaul.

## APPENDIX

# East Dean and Friston Parish Council

## NEEDS YOUR HELP

East Dean and Friston parish council is in the process of developing an **action** to support the local community in the event of a major incident occurring.

The council is looking for **volunteers** to assist with tasks at short notice to help the local community should a major incident situation arise.

If you are willing to help, please tick any of the areas listed below that you may be able to assist with in the event of a major incident. A detailed action is to be drawn up and all those potential responders will be provided details of how the plan will operate and managed. Such areas may include:

### Manual / Communications

**To make available:**  
information and

residents and ☐

Tractor / Trailer

☐

4X4 Vehicle

☐

Generators

☐

Chain Saw

location ☐

Two Way radios / other communication  
☐ methods

Basic equipment such as shovels etc.

extreme need ☐

### Community Assistance

To assist with the dissemination of  
communication arrangements to the  
third parties

☐ Check up on vulnerable residents

☐ Assist with delivering items to residents

☐ To collect and deliver prescriptions

☐ To provide transport to take to a safe

☐ To provide hot meals to vulnerable residents

☐ To provide temporary accommodation in

Use of land, services or other facilities ☐ Provide any other assistance they may be  
needed ☐

The above list is not exhaustive and will be dependent on the nature of the emergency that arises.

The parish council **can only enact** this recommendation with the assistance of the **local community** and would **ask for your support**.

I agree to put my name forward to **volunteer** as part of the parish emergency response ...

Name: .....

Address:

.....

....

Home Tel: ..... Mobile no.:

.....

Email address:

.....

Signature: ..... Date:

.....

I accept and understand that my personal information such as a name, postal address, telephone numbers, email address recorded on this form to be only used for the purpose to which it is intended. Such information will not be disclosed to any other third parties without your permission or unless it is required to do so by law. All information is held by the person on behalf of The Organisation.