



Emergency Plan Self Help Guide and Advice to Residents

Amendments

Date	Page	Author	Reason for changes

1. Introduction

This document provides local people with advice and guidance in the event of an emergency affecting the local area.

It provides information on how people can help themselves when difficulties arise. It is always best to be prepared so that we can help ourselves at least for a limited time.

The plan covers whom you should contact from the statutory bodies, various situations which may occur and a few precautions that could be taken.

2. Responsible Statutory Bodies

In the event of an emergency the following statutory bodies (also known as ‘Responding Agencies’) will coordinate together and provide support to the community by maintaining critical services during the disruption and prioritise recovery to enable a return to normality. An emergency will be declared by one of the below statutory bodies, depending on the type of emergency.

- Wealden District Council (WDC)
- East Sussex County Council (ESCC)
- Environment Agency (EA)
- Emergency Services (Sussex Police, South East Coast Ambulance Service, East Sussex Fire & Rescue Service, HM Coastguard)
- Public Health
- East Sussex Healthcare NHS Trust

Under the Civil Contingencies Act 2004, the above list of statutory bodies are classed as Category 1 responders. As such they have the statutory responsibilities to plan for, to respond to, and to recover from emergencies.

These duties require Category 1 responders to:

- Assess the risk of emergencies occurring, write plans to prepare for the highest risks that pose the greatest threat to our communities. The Community Risk Register (below) highlights the top risks in Sussex
- Warn, inform, and advise the public in the event of an emergency
- Share information and cooperate with other local responders to enhance co-ordination and efficiency
- Work in partnership with other responders, including the Military, other Government Departments, and the Voluntary Sector

Sussex Police have published a community risk register which can be found by clicking the following link [The Community Risk Register](https://www.sussex.police.uk/SysSiteAssets/media/downloads/sussex/about-us/sussex-resilience-forum/srf_community_risk_register_2023_v13_web.pdf) or at

https://www.sussex.police.uk/SysSiteAssets/media/downloads/sussex/about-us/sussex-resilience-forum/srf_community_risk_register_2023_v13_web.pdf

WDC are responsible for organising emergency relief for our area and have plans in place to deal with emergencies which can be accessed by clicking the following link [Wealden’s Emergency Plan information page](https://www.wealden.gov.uk/information-about-the-council/emergency-planning-wealden/#:~:text=Wealden%20District%20Council%20emergency%20plans,provide%20support%20to%20the%20community.). Or by going to <https://www.wealden.gov.uk/information-about-the-council/emergency-planning-wealden/#:~:text=Wealden%20District%20Council%20emergency%20plans,provide%20support%20to%20the%20community.>

3. The Role of Pevensey Parish Council (PPC).

There is no statutory responsibility for parish councils to plan for, respond to, or recover from emergencies. However, as The Cabinet Office Guidance on this subject (revised 2013) helpfully points out communities that have spent time planning and preparing are better able to cope and recover from a local or national emergency. As well as often having the capability to provide resources skills and expertise and having a good understanding of the local area and local needs.

PPC is made up of thirteen elected volunteers of local people and so does not have the infrastructure or resources to provide a specific response to an emergency. The parish council, however, acts as a focal point for local matters, and this will continue in the event of an emergency.

PPC will circulate information received from the statutory bodies to local people via the council's website, social media and to parish councillors. PPC will also provide relevant information to the statutory bodies involved.

The parish clerk who is the only paid officer in PPC will be on call during the times when an anticipated high-risk storm and/or flooding has been predicted. This is triggered when the Met Office has issued an Amber or Red weather warning in conjunction with the chairman or vice chair of council, or when there is intelligence from a statutory body. Contact details can be found in the contact table in Appendix A. Otherwise residents are urged to directly contact the statutory bodies.

Information on the Met Office's weather warning guide can be found [this link](https://www.metoffice.gov.uk/weather/guides/warnings).
<https://www.metoffice.gov.uk/weather/guides/warnings>

How to help yourself in the event of the emergency.

Listed below are some suggestions about what you should do in an emergency and whom you should contact. It also provides precautions that you could prepare and take.

i. High Winds

If high winds are expected check fences, roofs and chimneys. Secure garden and beach equipment. High winds often cause electricity and telephone failures and possible road closures. Stock up in advance with provisions and ensure that you have adequate heating fuel before the onset of bad weather. Regular maintenance of trees can help prevent damage to life and property.

ii. Flooding from Coastal or Inland Waters.

Coastal flooding can occur when high tides, strong winds and large waves combine. Inland flooding is usually caused by excessive rainfall over a short or long period of time. Inland flooding occurs directly as a result of rising river levels, and in some locations by rising groundwater and river levels.

In either event ensure you have adequate flood insurance. Have supplies in your home that will last up to 3 days if you are unable to evacuate, including medicines and warm/waterproof clothing/footwear.

Ensure you sign up to Flood Warning alerts in your area (details in Appendix A). Where possible, move valuable/ irreplaceable items to upper floors or higher areas.

If you have to evacuate, plan where you will go and how you will get there. Identify any neighbours who might need assistance.

iii. Ice or Heavy Snow

Reduce the risk of accidents by staying indoors and do not go out on foot unless it is essential. It is recommended not to use a vehicle unless it is a 4X4 or has snow tyres or similar. If poor weather is forecasted, try to obtain some grit or you can contact ESCC see appendix A. Treat your garden paths and the area in front of your house. Ensure you are stocked up with supplies.

iv. Phone out of use.

In an emergency you should still be able to call 999 on a mobile phone. If this not possible then ask a neighbour to make contact on your behalf. Ensure that your mobile phone is always fully charged.

v. Loss of Electricity Supply.

This can occur at any time of the year. Householders should always ensure that they have alternative lighting arrangements (torches). If your power goes off unexpectedly, check your fuse box. Check to see if your neighbours still have electricity. If their power is also off don't assume that the electricity company has already been notified. Always call to let them know.

Ensure you are registered with your power network and check for regular updates. Ensure that you switch off any electrical appliances and ensure that your mobile phone is always fully charged.

vi. Loss of Water Supply or Sewer Blockage

The Citizens Advice [link](#) explains: If your water supply is interrupted by an emergency, such as a burst main water pipe, your water company must restore the supply within 12 hours of becoming aware of the problem. However, if it's in a strategic main water pipe, they must restore the supply within 48 hours. Ensure you registered with your Water and sewage suppliers and check for regular updates.

Your water company must take reasonable steps as soon as possible to let you know:

- where you can get an alternative water supply
- when it plans to restore the supply
- a telephone number where you can get more information.

You can check for updates using South East Waters Live Map by clicking [Live Map](#) or at <https://inyourarea.digdat.co.uk/southeastwater?pc=>.

If you experience a sewer blockage you need to contact Southern Water on the contact details in Appendix A or use the following [link](#) or at <https://www.southernwater.co.uk/help-advice/keep-it-clear/how-to-prevent-blockages#:~:text=If%20you%20experience%20a%20sewer,a%20public%20or%20private%20pipe.>

vii. Vulnerable People.

Keep an eye on vulnerable neighbours. If you are unable to give any help that is needed, then you can contact one of the statutory bodies and advise them of your concerns.

viii. Emergency Box or Grab Bag

Suggested essential items to have in your emergency box to have at home include:

- A bottle of Water for each member of your household.
- A torch and spare batteries.
- Some tins of food and a tin opener.
- Some warm clothing for each person
- Blankets
- Toiletries and sanitary supplies, routine medications and a first aid kit.
- A list of emergency contacts details.
- Spare keys
- Essential/important documents
- Phone charger
- Spare clothes

4. Community Resources

Key resources available to support the local community in an emergency are listed below. The list is reviewed and updated after any personal changes, planned reviews, major incidents.

Resource/ Location	Contact	Additional information
Defibrillator – Ethel Wood Community Centre (outer wall) 129 Coast Road, Pevensey Bay BN24 6NS	No access required	
Defibrillator – Sea Road Car Park, (outer wall of the information centre) Sea Road, Pevensey Bay BN24 6EH	To access the defibrillator in an emergency dial 999 quoting location	
Defibrillator – Wallsend Road Recreation ground, (outer wall of the pavilion) Wallsend Road, Pevensey BN24 5NX	To access the defibrillator in an emergency dial 999 quoting location	
Defibrillator – Pevensey Castle toilets, (outer wall) Church Lane, Pevensey BN24 5LE	No access required	
Defibrillator – St Wilfrid’s Hall (outside Wall) Eastbourne Road, Pevensey Bay BN24 6HL	No access required	
Pevensey Memorial Hall - Church Lane, Pevensey BN24 5LA	To access the defibrillator in an emergency dial 999 quoting location	
Ethel Wood Hall – 129 Coast Road, Pevensey Bay, BN24 6NS	Access is via the Key safe. Contact a Committee Member on 07849 124319.	
St Wilfrid’s Hall - Collier Rd, Pevensey Bay, Pevensey BN24 6HL	Access is via the Key safe. Contact a Committee Member on 07951 230729	
Pevensey Memorial Hall - Church Lane, Pevensey BN24 5LA	Access is via a Committee Member. Contact them on 07710 34087	

Information on Rest Centres and places of safety for Pevensey will be communicated by WDC.

5. Communication

Providing accurate information is essential during an emergency.

A list of key contacts can be found in the below table. [Appendix A](#)

PPC will circulate information received from the statutory bodies to local people via the council's website, social media and to Parish Councillors. The parish council will also provide information to the statutory bodies involved.

The parish clerk will be on call during the times when an anticipated high-risk storm and/or flooding has been predicted. Contact details can be found in the contact table in Appendix A. Otherwise residents are urged to directly contact the statutory bodies.

On receipt of relevant information from statutory bodies to the parish council, the clerk will disseminate details to local people using the council's social media platforms and website. The clerk will also send the information from the statutory bodies to local resident's associations and groups who have provided their details to the clerk.

Appendix A – Key Contacts List

Service/ Name	Contact Number	Contact Email	Notes
Emergency Services – Dial 999			
Sussex Police	999: Emergency 101: Non-emergency 0800 789 321: Anti-terrorist hotline 0800 555 111: Crimestoppers	N/a	
East Sussex Fire & Rescue Service	999: Emergency 0800 177 7069: Community Safety Department	enquiries@esfrs.org	
SE Coast Ambulance Service	999: Emergency 111: Non-emergency 0300 123 0999: Main switchboard	enquiries@secamb.nhs.uk	
British Transport Police	999: Emergency 0800 405040: Non-emergency 0800 789321: Terrorist Hotline	N/a	
Maritime Coastguard Agency	0345 213 5976	sar.response@mcga.gov.uk	
Wealden District Council	Switchboard - 01323 443322 (Mon – Fri) Emergency out of hours - 01323 443599	info@wealden.gov.uk	Emergency Planning Wealden
East Sussex County Council	Switchboard – 0345 608 0190 (Mon – Fri)	Emergency Planning ESCC Emergency Link Info	Advice on Flooding

	Highways - 0345 608 0193 (24 hours a day)		
Pevensey Parish Clerk	On call number - 07849 124319 - When an anticipated high-risk storm and/or flooding has been predicted	clerk@pevenseyparishcouncil.gov.uk	
Government Agencies			
Environment Agency	0800 807060: Incident hotline 0645 333111: General enquiries	enquiries@environment-agency.gov.uk	Flood Warning Alerts – When you click on the link and sign up the alert system will vary on where you live. Updates on Flooded Areas
Animal and Plant Health Agency	03000 200301: Defra Rural Services Helpline	N/a	
HSE	Contact the Health and Safety Executive (hse.gov.uk)	N/a	
Environment Agency	0800 807060: Incident hotline 0645 333111: General enquiries	enquiries@environment-agency.gov.uk	
Utility Companies			
National Grid	105: Power cuts 0800 111999: Gas emergency 0800 404090: Power lines	N/a	

UK Power Networks	105: Emergency 0800 3163 105: 24/7 hotline	UKPN Website.	Updates and information about individual power cuts
Southern Water	0330 3030 368: Emergency	Contact info website	Live Map
Southeast Water	0333 000 0365: 24/7 hotline	Contact info website	
Volunteer Organisations			
The British Red Cross	0844 412 2738: Ambulance support 0808 1963651: Support line	contactus@redcross.org.uk	
St John's Ambulance	0370 0104 950: General enquiries	N/a	
RAYNET – Radio Amateurs Emergency Network	0303 040 1080: 24/7 emergency number	N/a	
RSPCA	0300 1234 999	N/a	
The Samaritans	116 123	jo@samaritans.org	
The Salvation Army	020 73674500: Main office	info@salvationarmy.org.uk	