

Climping Parish Council Emergency Response Plan

Introduction

Why do we need an emergency plan?

Emergencies do happen and by considering how to be more resilient local communities can complement the work of emergency responders and reduce the impact of events in both the short and long term.

Background

Emergencies are defined 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 the security of the UK or of a place in the UK.'

The Civil Contingency Act sets out clear responsibilities for those involved in emergency preparation and response. This includes category 1 responders (emergency services, local authorities and NHS organisations) and category 2 responders (e.g. HSE, transport and utility companies). These organisations come together to form local resilience forums which coordinate responses at a local level.

While the Parish Council does not have any statutory responsibility to respond to emergencies it may have a key role in both the response to, and recovery from, an emergency supporting the local statutory responders.

It is possible that the Parish Council may be able to act faster than some responding agencies and the local knowledge possessed by the Parish Council may prove invaluable. During a major, wide area incident, it could be some time before responding agencies are able to help and by planning in advance, the Parish Council could provide key assistance coordinating local response activities.

Purpose of the plan

- To increase community resilience in response to an emergency occurring in the local area
- Ensure that the parish plan complements the response of emergency services.
- Enable the Community to respond effectively to an Emergency that occurs in the local area.
- Ensure there is an effective communication plan for the parish in the event of an emergency.

Objectives

- To identify hazards and mitigation measures within the community through a risk assessment. (Appendix 1)
- To identify vulnerable groups within the community (Appendix 2)
- Identify key contacts and resources in the community and keep an update to date list/register of these. (Appendix 3)
- Develop a communication strategy for the duration of an emergency.
- Develop a plan to detail how the parish council will respond to an emergency.
- Identify an individual to lead on resilience planning reporting into the Community Working Group

Emergency Response Coordinator

The Parish Council will identify a councillor to act as Emergency Response Coordinator (ERC) - who will lead the Emergency Response group and help and advise on emergency preparedness. (see Appendix 4 for Roles and Responsibilities)

Emergency Response Group (ERG)

The Emergency Coordinator will identify volunteers from the community to form the ERG. This group will help with planning for and coordination of emergencies and identification of rest centres and agree the communication approach (Appendix 5)

Activation of the plan

Activation of the plan may be triggered by a call from emergency services / emergency planners to either the Parish Clerk, Chair of the Council or Emergency Response Coordinator. Alternatively, the incident may be identified locally, in which case the first action should be to notify emergency services.

Actions

1. Notify all members of the ERG and Parish council of the incident.
2. Call a meeting of the Emergency Response Group and Parish Council (either remotely or in an agreed location)
3. Document all actions in the Emergency Response Log (Appendix 6)
4. Send via the community WhatsApp group any relevant information to villagers.
5. Support Emergency Services as requested which may include activation of agreed Rest Centres (Appendix 7)

Deactivation of the plan

Deactivation will be agreed with the emergency services.

Review of the plan

The plan will be reviewed and tested annually.

The ERG will meet 1 month after an incident to review actions and agree any lessons learnt.

Appendix 1 Climping Parish Emergency Planning Risk Assessment

Risk Matrix

Likelihood	Impact				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Rare (1)					
Unlikely (2)					
Possible (3)					
Likely (4)					
Almost certain (5)					

Risk Assessment

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Risk	Impact on Community	Impact	Likelihood	Risk Score	Mitigation/ Control Measures
Severe Weather					
Flooding: Sea	Risk of drowning, domestic flooding, homelessness, possibility of evacuation	3	3	9	Shingle bund in place. Regular meetings with CPC, landowners and environment agency to look at future planning and current situation. Action: identify vulnerable groups in at risk area
Flooding River	Risk of drowning, domestic flooding homelessness, possibility of evacuation	3	3	9	Action: identify vulnerable groups in at risk area Residents of Climping Park
High winds	Falling trees	3	3	9	CPC to report overhanging dangerous branches to landowners.

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	Damage to property and vehicles Potential loss of life				Action: sign up to weather alerts
Prolonged snow/ice/cold weather	Vulnerable groups at risk of harm due to cold or inability to access services or supplies	3	3	9	Gritting bins checked annually Action: identify vulnerable groups in Parish. Action: Sign up to weather alerts
Prolonged heatwave	Vulnerable people at risk of harm	3	3	9	Identify vulnerable groups in Parish. Action: Sign up to weather alerts
Transport Infrastructure					
Road	Accidents could cause disrupted traffic and potential road closures. Grid lock in minor roads. Inability to reach home	3	3	9	Action: identify vulnerable groups in Parish
Air	Climbing is on the flight path and helicopters regularly fly over. Damage to property and life	4	1	4	Identify vulnerable groups in Parish
Prolonged loss of utilities					
Gas	Residents left without heat, hot water and ability to cook	3	2	6	Identify vulnerable groups in Parish
Electricity	Residents may be left without light, heat, hot water and the ability to cook	3	2	6	Identify vulnerable groups in Parish
Water	Residents unable to access drinking water.	3	2	6	Identify vulnerable groups in Parish

	Hygiene risk from not flushing toilet				
Sewage	Risk to health from contamination	3	2	6	Identify vulnerable groups in Parish
Miscellaneous					
Major Fire	Damage to property and risk to health e.g. fumes, loss of life Loss of utilities water damage	4	1	4	Identify vulnerable groups in Parish
Gas Leak	Damage to property and loss of life Risk of explosions	4	1	4	Action: identify vulnerable groups in Parish
Fuel Spill	Damage to property and loss of life Risk of fire	2	1	2	Action: identify vulnerable groups in Parish
Pandemic	Loss of life, loss of income, unable to access services	4	1	4	Action: identify vulnerable groups in Parish
Terrorist event	Loss of life, loss of infrastructure e.g. communications systems	3	1	3	Action: identify vulnerable groups in Parish
Air pollution	Breathing difficulties, other health issues	3	2	6	Action: identify vulnerable groups in Parish Action: sign up for weather alerts
Fuel Shortage	Decreased availability of goods and services, risk of panic buying difficulty accessing services	2	1	2	Action: identify vulnerable groups in Parish

Appendix 2

Vulnerable People

When planning for emergency situations in Climping the council needs to consider the impact of emergencies on vulnerable groups which may include:

- Older people
- Care home residents
- People with disabilities including sensory impairment
- Tourists
- Travellers
- Children
- Homeless people
- Minority language speakers
- Those who are ill

Approach

To be aware of the different groups in the village (see above)

Encourage the community to be aware of those who may need support in an emergency that live close to them.

Encourage those who are vulnerable to sign up for the priority services register <https://www.thepsr.co.uk/>

Appendix 3 Key Contacts

Role	Name	Contact Details
Parish Council		
Chair	Colin Humphris	07745370367
Clerk	Nadine Phipps	
Emergency Response Coordinators	Jane Mules Colin Humphris	07707027243 See above
Parish Councillor	Anne Miller	0787-507767
Emergency Response Group		
Parish Councillor	Tim Hibbert	07947130404

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Parish Councillor	David Miranda	07768981923
Parish Councillor	Henry Burrell	07956340800
Community Member	Alison Baird	07973250055
Community Member	Ewot Bensop	07544736159
Community Member	Jason Stanley	07843484582

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Appendix 4

Emergency response Coordinator

The Emergency Coordinator is appointed by the Parish Council for an agreed term and reports to the Community working group. Key responsibilities include:

- Lead the Emergency Response Group
- Advise and help with local community preparations in response to an emergency.
- Assess local problems that may arise in the event of an emergency occurring within the parish.
- Determine the capabilities of the community to care for itself during an emergency in the absence of support from the Emergency Services/Local Authorities.
- In the event of an incident:
 - To consult with the Chair of Council or deputy to initiate plan activation
 - To provide the emergency services or other responders with local knowledge.
 - Assess the situation within the community.
 - Organise local resources as available within the Parish.
 - Co-ordinate immediate self-help recovery if the community has been isolated by the emergency.
 - Report on the local situation to the District or County Emergency Planning Officer, as appropriate

The responsibilities of the Emergency Coordinator are:

- Produce a Risk assessment to identify foreseeable Emergency situations that require to be addressed by this plan.
- Prepare and maintain the Community Skills and Asset Register.
- Identify potential incident control points and places of safety in the event of an incident.

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- To find suitable volunteers from the community to be members of the Emergency Response Group
- To identify vulnerable members of the community.
- To ensure that there is a clear communication plan in the event of an emergency.
- To submit the completed plan to the Parish Council for the approval and, once approved, forwarding the register to the District Council and local Police.
- To establish and maintain group contact with all sectors and local supporting groups as appropriate.
- In the event if an incident initiates the agreed plan

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Appendix 5: Communication Plan

- Regular updates on emergency planning and resilience in the Climping Village News including a specific reminder of thinking about vulnerable people in the event of an emergency.
- Annual reminder to vulnerable people of the offer of support via the Clymping Village News
- Annual request for volunteers and list of assets available in the community
- WhatsApp group for emergencies for ERG and Councillors
- Village WhatsApp group for emergencies
- Leaflet on how to prepare for emergencies and where to get support updated annually.

Appendix 6: Emergency Response Log

Date	Time	Information/Decisions/Actions	Initials

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Appendix 7: Places of Safety

Building	Location	Potential use in an emergency	Contact details of key holder	Comments
Climping Village Hall	Crookthorn Lane (A259) BN17 5SN	Primary Informal Rest Centre Communication Hub	Key Safe Village Hall Committee contact via emergency planning lead or Deputy	Capacity Wi-Fi access Telephone Kitchen Toilet Parking