

# EYTHORNE PARISH COUNCIL

## COMMUNITY EMERGENCY PLAN

*An emergency is any event occurring with or without warning causing or threatening death or injury, damage to property or the environment which cannot be dealt with by the emergency services or local authorities routinely.*

### AIM OF THE PLAN

To provide resilience for residents of Eythorne in case of evacuations from home or emergencies such as:

- Flood, snow or another weather-related emergency
- Fire
- Serious power failures where people have no other form of heating or cooking
- Gas leaks
- Homes in a dangerous condition due to falling trees or other hazards
- Persons and cars stranded on local roads
- A pandemic

### OBJECTIVES OF THE PLAN

1. Identify how key persons and resources in the villages will be co-ordinated
2. Identify vulnerable groups and individuals in the villages and make arrangements to give them assistance
3. Identify how local volunteers will link in with emergency responders
4. Provide an action plan for a local response to any emergencies

All villagers have a responsibility to consider their own safety arrangements and how they would cope in a variety of emergency situations. All major emergencies however will be dealt with by the emergency services, local authorities, utilities and voluntary agencies in a combined response. This plan is not intended to be a substitute for these services' plans and, upon an emergency situation arising, the first action should always be to contact the emergency services by dialling **999**. The purpose of this plan is to show how villagers can link in with emergency responders and cater for extreme circumstances that might prevent the emergency services from reaching the scene immediately. This plan describes how such an initial response will be co-ordinated.

### Local Authority Responsibilities

**Dover District Council** (DDC), <https://www.dover.gov.uk/Community/Emergency-Planning-CCTV/Emergency-Planning.aspx>. **Kent County Council** (KCC), <https://www.kent.gov.uk/about-the-council/strategies-and-policies/community-safety-and-crime-policies/emergency-planning>

## INITIAL ACTIONS

If an emergency arises and it is not possible to contact the emergency services straight away or their response may be delayed, the Eythorne Parish Council Community Emergency Plan should be initiated by contacting the Emergency Co-ordinator.

**Role:**  
Chairman

**Contact Name:**      **Contact Number:**  
Annette Whitehead

If the Emergency Co-ordinator is not available, contact should be made with one of the Deputy Co-ordinators.

**Role:**  
Parish Clerk  
Vice Chairman  
Community Warden

**Contact Name:**      **Contact Number:**  
Joanne Pannell      07738379279  
Sandra Wright      07768276446  
Julliette West      07969584174

The Emergency Co-ordinator or one of the Deputies will then contact the following who will form an Incident Response Team:

<b>Role</b>	<b>Contact Name</b>	<b>Contact Number:</b>
Parish Councillor	Ray Luckhurst	07808480058
Parish Councillor	Wendy Hansell	01304 830431
Parish Councillor	Steven French	07757 100681
Parish Councillor	Alex Martin	07827 635 390
Parish Councillor	Barbara Morgan-Lovett	01304 448973

## **FOLLOW UP ACTIONS**

### **Primary Assembly Point**

All councillors and villagers who are willing and able to help in the emergency will be contacted and asked to go to:

Elvington Community Centre  
St John's Road  
Elvington CT15 4DZ

If the Community Centre is inaccessible, they should go to one of the other alternative premises shown on Page 4 nominated by the Emergency Co-ordinator.

### **Liaison with Emergency Responders**

The Emergency Co-ordinator or Deputy will ensure that they or another nominated person is nominated to be a liaison officer with a senior officer from the emergency services to ensure that an effective two-way flow of up-to-date information is passed between local volunteers and emergency responders. This liaison may be in person or by phone if the senior officer from the emergency services is not at the scene for any reason.

### **Village Resources and Skills**

The Emergency Co-ordinator or Deputy will assess if residents with skills or training such as doctors, nurses and first-aiders and flood wardens may be relevant to the emergency and arrange for them to be contacted based on the local knowledge of councillors or any other person. The Emergency Co-ordinator or Deputy will also assess if resources such as four-wheel drive vehicles, lifting equipment or chainsaws may be relevant to the emergency and arrange for contact to be made with any appropriate providers.

### **Vulnerable Groups and Individuals**

The Emergency Co-ordinator or Deputy will consider arranging for the following vulnerable groups to be contacted to assess their needs:

<b>Group</b>	<b>Contact Number</b>
<b>Eythorne Primary School</b>	<b>01304 830376</b>
<b>Nursery</b>	
<b>Woodpecker Court School</b>	<b>01304 830958</b>
<b><u>Care Homes</u></b>	
TBC	

Contact will also be considered with vulnerable individuals known to the Community Warden or any other person (for example the disabled, elderly, housebound and parents with young children) and appropriate arrangements will be made to give them assistance.

### **INCIDENT HANDLING**

During the emergency, a log of all requests for assistance and actions taken must be kept. This will ensure that all actions are addressed effectively and potentially provide emergency responders with useful information. Log forms for this purpose will be kept in an emergency cupboard in the Community Centre.

### **TEMPORARY SHELTERS**

In the event of there being persons (including casualties) requiring temporary shelter, one or more of the following premises should be considered:

<b>Building</b>	<b>Address</b>	<b>Key Holder Name</b>
Elvington Community Centre	St Johns Road Elvington	Stuart Thomson 07821793326

In exceptional circumstances, the following premises can also be considered:

<b>Building</b>	<b>Address</b>	<b>Key Holder Name</b>
Tilmanstone Miners Welfare Club	Adelaide Road, Lower Eythorne CT15 4AN	TBC

<b>Building</b>	<b>Address</b>	<b>Key Holder Name</b>
Eythorne- Elvington Community Primary School	Adelaide Road Eythorne CT15 4AN	Neil Garvey 07747776846

<b>Building</b>	<b>Address</b>	<b>Key Holder Name</b>
Woodpecker Court	Wigmore Lane Eythorne CT15 4BF	Dominic Meehan 07720800391

### **EMERGENCY SUPPLIES**

The following supplies will be available for use on a 24/7 basis in an emergency cupboard in the Village Centre:

Teabags  
Instant coffee

Powdered milk  
 Bottles of water  
 Tins of soup  
 Blankets  
 Log sheets

Other items such as first aid kits, kettles, cups, saucers, plates, cutlery and can openers are kept in the kitchen and would be available for emergency use.

### Local Skills and Resources

Skill/Resource	Name	Contact Details	Location
Trained First Aider	Barbara Morgan-Lovett	07766229860	Elvington
First Responder	Kevin Brown	01304 832809	Eythorne
Tractor Owner/Driver			Barfrestone
Chain Saw	Elite Arborists	0345 017 0732 (Same for out of hours and will be redirected to manager on call).	Shepherdswell
Electrician			
Generators/equipment/manpower	Ovendens	Mo Ovenden 07770 922923	
Food/Water	Eythorne Village Stores  Elvington Village Stores		2 Sandwich Road, Eythorne  29 Adelaide Road, Elvington

Volunteer Groups		
Rev Sean Sheffield	07710423432	
Let's Eat, Lets Chat Group	07927481405	Elvington

Medical Contacts		
Name of nearest Doctors surgery	Shepherdswell Surgery	01304 830846
Name of nearest hospitals	QEQM, Margate Kent & Canterbury	01843 225544 01227 766877

Defibrillator Locations	
Area	Location
Elvington	Elvington Community Centre
Barfrestone	Pie Factory Road
Eythorne	Eythorne Garage, Sandwich Road

Salt Bin Locations	
Area	Location
Elvington	Beech Drive

Elvington	Adelaide Road
Elvington	Junction with Roman Way/Tye Wood
<b>Barfrestone</b>	Opposite Canon Cottage
<b>Eythorne</b>	Church Hill (Opposite Hillside Villas).
	Crossroads of Shooters Hill/Church Hill and Wigmore Lane
	Top of Chapel Hill near Eythorne Roundabout
	The junction of Monkton Court Lane off of The Street
	The junction of Rose Gardens off of Monkton Court Lane
	Cherry Waye, opposite the junction of Willow Waye
	Junction of Willow Waye near Cherry Waye (opposite the one above)
	Junction of Green Lane/Sandwich Road
	Sandwich Road, opposite the junction of Sun Valley Road

### Emergency Plan Rest Centres

#### **Elvington Community Centre**

**ADDRESS** Elvington Community Centre, St John's Road, Elvington CT15 4DZ

**FACILITIES:**

**ACCESS.** Good access for vehicles and deliveries

**PHONE** One phone line

**PARKING** Plenty of parking in the car park

**DISABLED** Disabled access

**HALL** Large Hall area

**INTERVIEW ROOM** Interview area in bar room off the hall

**ADMIN OFFICE** The Parish office can be used for admin at the front near the entrance door

**KITCHEN** Kitchen is available

**TOILETS** Toilets for male and female and disabled

**WASHING** limited washing in the toilet areas

No shower facility

#### **Tilmanstone Miners Welfare Club**

**ADDRESS:** Adelaide Road, Lower Eythorne Road, CT15 4AN

**FACILITIES:**

**ACCESS:**  
**PHONE:**  
**PARKING:**  
**DISABLED:**  
**HALL:**  
**INTERVIEW ROOM:**  
**ADMIN OFFICE:**  
**KITCHEN:**  
**TOILETS:** Toilets are available  
**WASHING:**

**Eythorne/Elvington Primary**

**ADDRESS:** Adelaide Road, Elvington, CT15 4AN

**FACILITIES:**

**ACCESS:** Access for parking and deliveries  
**PHONE:** Phone/internet available  
**PARKING:** Parking available  
**DISABLED:** Disabled access  
**HALL:** There is a school hall  
**INTERVIEW ROOM:** Several rooms within the school  
**ADMIN OFFICE:** An admin office is available  
**KITCHEN:** There is a school kitchen  
**TOILETS:** Toilets available  
**WASHING:** No showers available.

**Woodpecker Court**

**ADDRESS:** Wigmore Lane, Eythorne, CT15 4BF

**FACILITIES:**

**ACCESS:** Access for parking and deliveries  
**PHONE:** Phone/internet available.  
**PARKING:** Some parking available  
**DISABLED:**  
**HALL:** No hall available  
**INTERVIEW ROOM:** A classroom could be used.  
**ADMIN OFFICE:** There is an office  
**KITCHEN:** There is a kitchen  
**TOILETS:** Toilets available  
**WASHING:** No showers available