# Felpham Parish Council Emergency Resilience Plan

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Local Authorities

All principal local authorities

Government agencies Environment Agency Maritime and Coastguard Agency

# **The Civil Contingencies Act 2004**

The Act establishes a statutory framework for civil protection at the local level for frontline responders at the local level to ensure that they are prepared to deal effectively with the full range of emergencies from localised incidents through to catastrophic emergencies.

It divides local responders into two categories:

**Emergency Services** 

Police Forces including the British Transport

Police

Fire Authorities

**Ambulance Services** 

**NHS Bodies** 

#### Duties:

- Assess local risks and use this to inform emergency planning;
- Put in place emergency plans;
- Put in place Business Continuity Management arrangements;
- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency;
- Share information with other local responders to enhanceco-ordination;
- Co-operate with other local responders to enhance co-ordination and efficiency;
- By only Local Authorities, to provide advice and assistance to businesses and voluntary organisations about business continuity management.

Category 2 Responders

Organisations placed under the lesser duties of co-operating with Category 1 Responders and sharing relevant information are:

Utilities

- Electricity
- Gas
- Water and Sewerage
- Public communications providers (landlines and mobiles)

### Transport

- Network Rail
- Train Operating Companies
   (Passenger andFreight)

(Passenger andFreight)

Transport for London and

LondonUnderground

- Airports
- Harbours and Ports
- Highways Agency

#### Government

Health and Safety Executive

Felpham Parish Council (FPC) Roles and Responsibilities

Felpham Parish Council recognises that it does not have any statutory obligation to plan for response to and recovery from emergencies.

# **Definition of an Emergency under the Act**

The Act defines an emergency as: "an event or situation which threatens serious damage to human welfare, the environment, or security in the UK";

Where the Category 1 Responder:

- Would consider it necessary or desirable to act to prevent, reduce, control or mitigate the emergency's effects, or otherwise take action; and
- Would be unable to act without changing the deployment of its resources or acquiring additional resources.

One of these two tests must be met for the duties of the Act to apply.

However, the Parish Councillors and Officers recognise the Parish can play a critical role assessing the impact of the incident by identifying problems and vulnerabilities in their community which may require priority attention and informing the responding agencies. Similarly, the Parish Officers also have an important role in disseminating credible information and advice to the community, assisting to maintain community cohesion and providing public reassurance.

The principal responsibilities of the Felpham Parish Council during an incident include:

- Using local skills and facilities to support the care for the local community;
- Support to the Emergency Services in their response to an emergency
- A local role in supporting there habilitating of the community and restoring the environment as the emphasis progresses from response to recovery.
- Supporting the Felpham Emergency Resilience Coordination Group (ERCG) some of whom will be Parish Councillors. Some group members will also form part of the Felpham Sectors communication leads and will be co-opted onto the ERCG if the emergency is affecting, or is likely to affect, their Sector. Local Organisation leads will also be similarly co-opted. Otherstanding members will be drawn from the community.

The ERCG will be responsible for co-ordination of the incident and the mobilising of Emergency Incident Volunteers. The team leader or deputy will receive the alert information from the emergency services and or Arun District Council or communicate an alert to Arun District Council and the Emergency Services if the situation is locally generated.

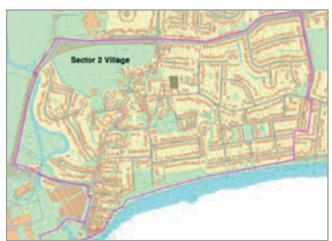
# **Felpham Sectors**

The following sectors have been identified to focus effectively on the status and needs of the various residential areas of Felpham. Each sector will require a lead resident, one leader and a deputy as well as internal sub sector communicators representing Estates or definitive parts of the sector. The lead resident or deputy will be responsible for providing and fielding information from and to the ERCG group during any period of Emergency.

Sector name	Sector number	Call sign	Contact
Downview (Includes) Roundle Estate	Sector 1	FS1	Contact TBA
Village (Includes Beach Estate)	Sector 2	FS2	Contact TBA
Blakes	Sector 3	FS3	Contact TBA
Summerley	Sector 4	FS4	Contact TBA
Flansham (Flansham Park, Hoe Lane, FlanshamVillage)	Sector 5	FS5	Contact TBA

# **Sector Maps**











Full sized maps can be found at Appendix 1

# **Plan Maintenance and Exercising**

Felpham Parish Council Emergency Resilience Group co-ordinator and supporting Councillors will complete an annual review of this plan with all stakeholders to ensure that it remains fit for purpose. The plan will also be tested annually using a table top exercise and scenario based on the Felpham Risk Table.

If the plan is activated within the year a post incident debrief and review may record or highlight changes that need to be made.

# **Plan Aim and Objectives**

The purpose of this Plan is to create and sustain resilience within the Felpham Community through developing a robust co-ordinated approach that compliments the plans of ArunDistrict Council and other responding agencies.

### **Objectives**

- Identify the risks to the community within Felpham and relevant response actions.
- Identify vulnerable people/groups in the community.
- Identify capacity and resources in the community available to assist during an emergency.
- Provide key contact details to enable the operation of the plan for the Felpham Emergency
  Resilience Co-ordinating group, sectors team, emergency action volunteers team, key community
  resources and organisations, as well as Local Authorities, Emergency Services and Utilities.
- Devise an effective warning and informing communication strategy using all methods available
  during activation including Environment Agency messaging, electronic, social and web media, local
  radio, telephone and door knocking. The Felpham Emergency Resilience Coordination Group (ERCG)
  shall lead the Parishes' role and responsibilities in response to an emergency. The ERCG shall be a
  standing group led by a team leader and a deputy and will comprise often persons, atleast three of
  whom will be Parish Councillors with the Parish Clerk, if available.

# **Activation triggers**

Any alert of an emergency incident from local residents or from the emergency services or other Category 1 Responder shall trigger the activation of this plan by the procedure described below.

# Scenario 1 - if the warning of an Emergency Situation comes from the emergency services or Arun District Council

The Parish Co-ordinator informs the Parish Council Clerk. FPC Clerk informs Parish Council.

Subject to incident, urgency and public safety, the Parish co-ordinator will call a meeting with the co-ordination team which will include the lead residents of the affected sector or sectors.

If unsafe the Parish co-ordinator or deputy will telephone the ERCG and create a conference call.

A situation report log will be set up and maintained with a log of calls received, made and timed, together with all requests, decisions and actions taken in each twenty four hours.

### Scenario 2 - Emergency information generated by FPC

Inform the Emergency Services and Arun District Council and then continue as for Scenario 1.

# **Activating the Plan**

On the identification of emergency locally or at district or national level, the ERCG will convene or instigate a conference call. From this point a situation report log needs to be maintained highlighting the source of information and the decisions taken throughout the period of activation. This will enable a logical revue to be undertaken after the incident.

The ERCG Team will then determine the appropriate course of action. The ERCG would immediately involve the relevant Sector Leader or Leaders and in co-ordination with the emergency services and Arun District Council to provide liaison and support to the responding agencies.

The Parish Clerk shall ensure that all Felpham Parish, Felpham District and Felpham County Councillors are informed.

The ERCG will remain active throughout the emergency Incident to maintain information flow and to support the co-ordination of the response and to maintain a log inaccordance with Situation Reporting procedures described in scenario1.:

### **Situation Report Log (Sit Rep)**

Provides an audit trail of information received and actions taken (see Template 1).

#### **De-activation of the Plan**

The Felpham ERCG is likely to stand down on instruction from the emergency services of the termination of the incident when the Parish Clerk will be informed and notice confirmed to all Councillors.

The ERCG shall convene to discuss the situation and agree in consultation with the Chair of Council and external stakeholders that:

- The Community no longer requires support.
- Incident coordination is handed over to the responsible emergency service/Arun District Council or West Sussex County Council department.

# **Local Risk Assessment**

#### Overview

Flooding is always high on the list of potential risks either from land or sea but there are many others. Apart from nationally identified hazards, Felpham has a major 'A' road, along seafront, two servicing garages and a petrol station, five care homes and a high percentage of elderly. There is therefore scope for emergencies arising out of any of these aspects from pandemic flu and loss of services to noxious fires and air or sea accidents.

#### **Flood**

The Parish Council's area on the flood plain between the South Downs and the seameansthe threat of coastal, river (fluvial), flash and surface water flooding will remain into the foreseeable future as a very highrisk.

The local population has hundreds of homes located within the river and coastal flood plains so the impact of flooding to the community in social, economic and environmental terms could be devastating. The impact of flooding can have serious consequences to transport, key infrastructure, housing, utilities, health, and pollution.

The Environment Agency as the lead agency organises public flood awareness campaigns, broadcasts flood warning messages and provides advice of what do before, during and after a flood event. There is a lot of flooding information on the EA website including a search facility on postcodes to see if specific properties are in a flood risk area.

The Felpham West Ward within the Parish is the most susceptible to flooding.



#### Pandemic Flu

Pandemic Flu remains a very high risk. The Department for Health and the NHS have distributed guidance and plans for the response to an outbreak of the disease which is supplemented by the Arun district Council's Pandemic 'FluPlan.

Animal Diseases are managed by guidance and plans issued by DEFRA. Recent out breaks include foot and mouth, blue tongue and avian flu.

#### **Shoreline Pollution**

The 14 miles of coast will always make the District and Parish Council vulnerable to coastal pollution incidents. A separate specific plan provides for the Arun District Council's response and management which corroborates those provided by the Maritime and Coastguard Counter Pollution Department and the West Sussex Marine Pollution Group.

## **Fuel shortages**

Fuel shortages from supply interruption or industrial action are provided for in guidance and plans from the Department of Transport supported by the Arun District Council's plan.

#### **Terrorist incidents**

Terrorist actions are the responsibility of the Home Office and the Police.

#### **Risk Assessment**

The following represents a table of locally identified risks that will be assessed, by likelihood and impact, and scored according to the method to be added to the Appendices.

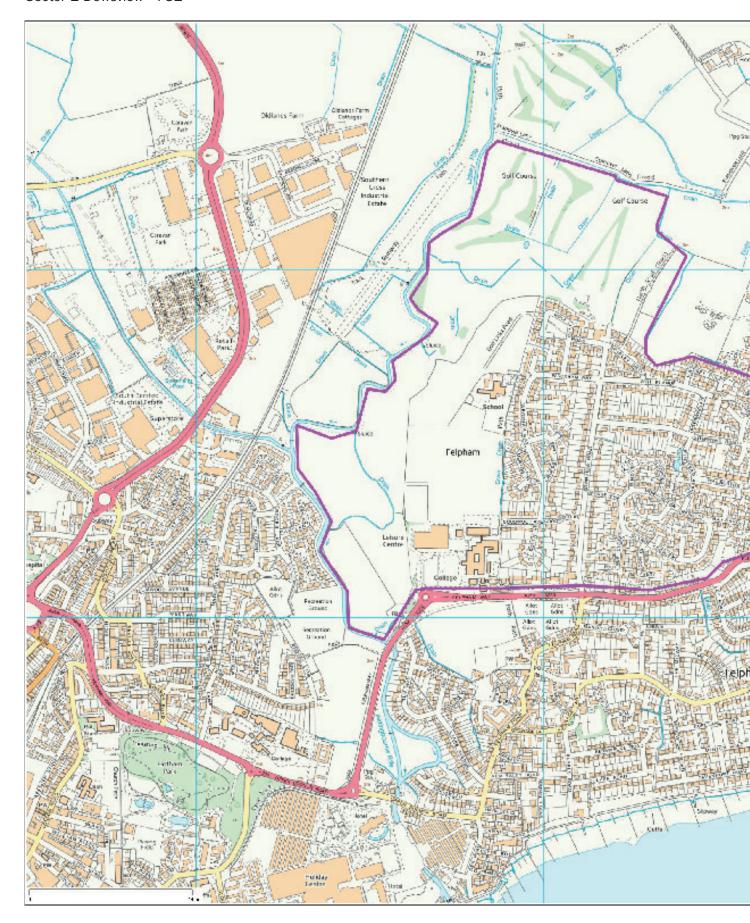
Information and Action Criteria will also be added to this table (see Appendix2).

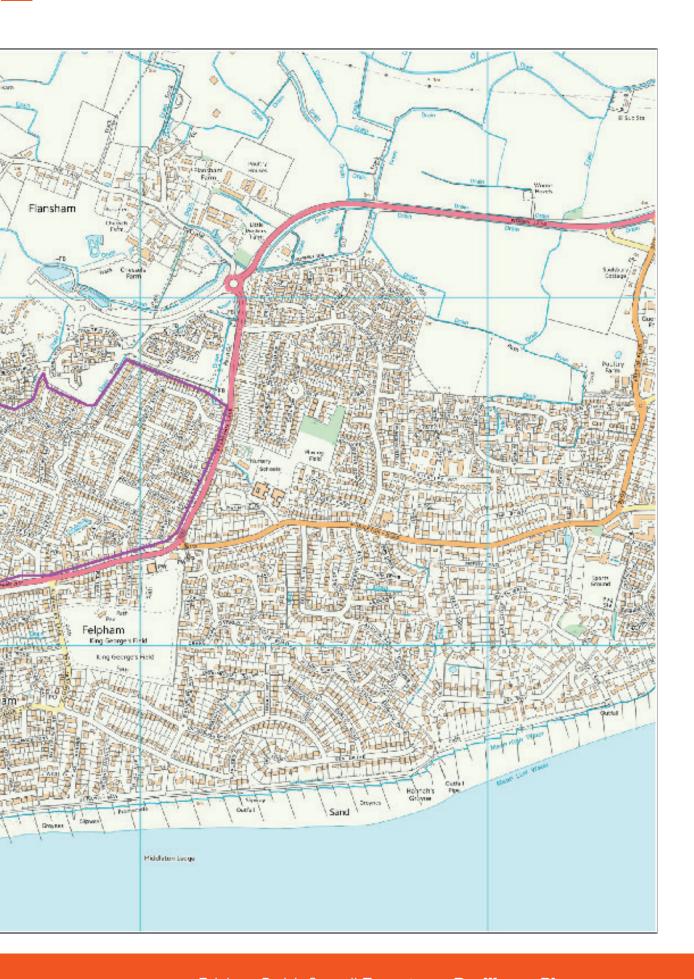
Risk	Hazards and Outcomes
Severe Weather	
Gale Force winds	Falling damaged or lying trees, building and vehicle damage, high tides, powerful waves, public accidents and drowning.
Snow and freezing temperatures	Ice on roads, hyperhermia among vulnerable age groups, fuel poverty, Care Services limited or withdrawn.
Heat wave	Dehydration and heatstroke, fire.
Sea Mist and Fog	Sea and roadaccidents

Risk	Hazards and Outcomes
Flooding	
Coastal flooding / Sea Breach	Property damage, loss of utility services, contamination and disease, electrocution, drowning.
Fluvial Flooding/Rife and ditch overflow	As above.
Highways Surface Water	Driving and walking restrictions andhazards.
Road, Sea and Air	
Road Accidents	Main Road A259 road traffic crashes, noxious materials/tanker spillage.
Sea/Maritime Accidents	Commercial shipping accidents, oil pollution, shipping on Bognor Rocks, leisure craft capsizing/sinking, swimming accidents, drowning.
Air Traffic Accidents	Commercial Plane crash, light aircraft helicopter crash.
General Public Risks	
Pandemic / Epidemic Diseas- es Notifiable Diseases	Influenza and virus strains, Avian Flu, Health Centre shutdown, pharmacy and local hospital constraints.
Fuel Shortage	Essential Business continuity, challenges, essentialjourney prevention, panic buying and reduced availability of food and services.
Sustained Power Outage	Families with young children, vulnerable older residents, loss of night time visibility, independent living equipment failures, food preparation issues, fearandisolation, commercial and industrial failures.
IndustrialPremises	
Petrol spillage /fire	Esso Petrol Station Felpham Way.
Hazardous or chemicalexplosion	Vehicle servicing businesses, FelphamRoad.
Terrorism andCrime	
Explosion in a public place	Injury or loss of life,fire.
Direct attack on any PublicGathering	Injury or loss of life, hostages.
Incident in a School	Injury or loss of life, hostages.

Sector 1 Downview -FS1

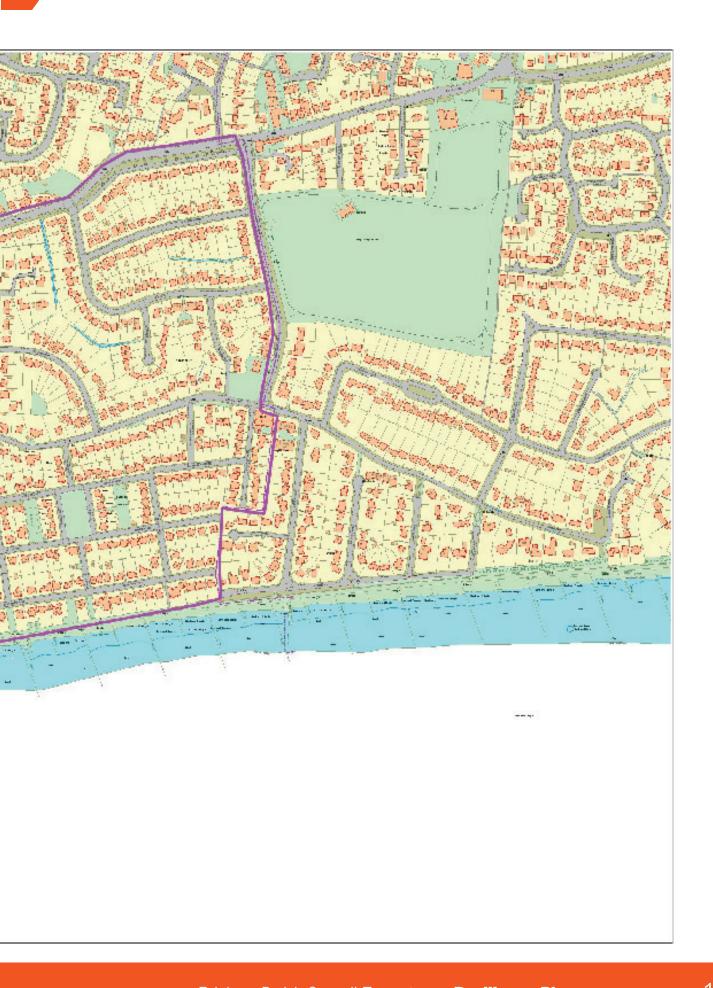
Sector 1 Dowsview - FS1



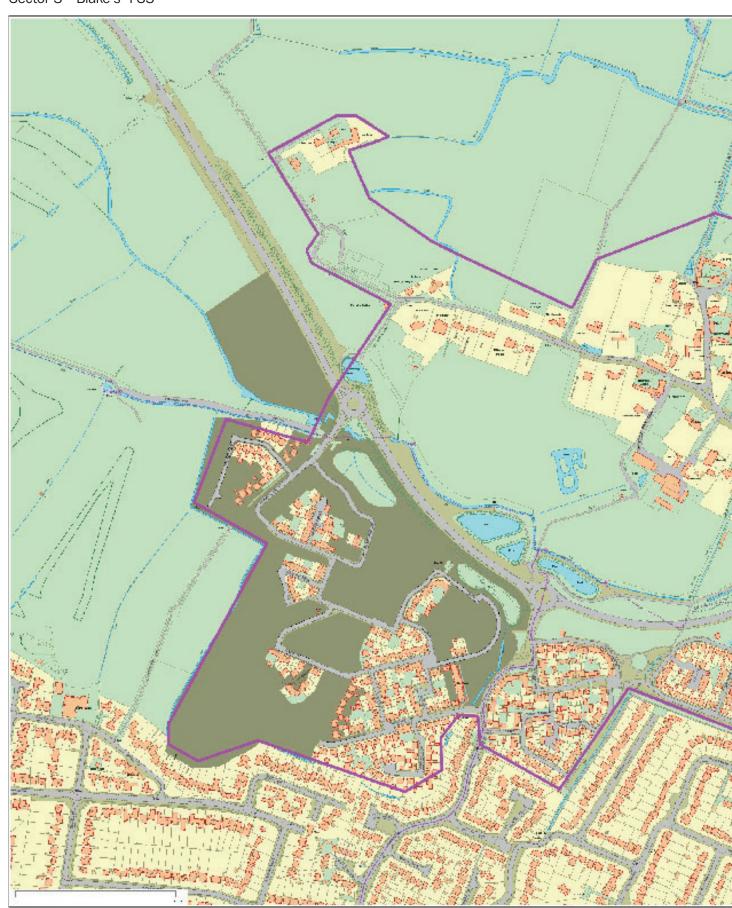


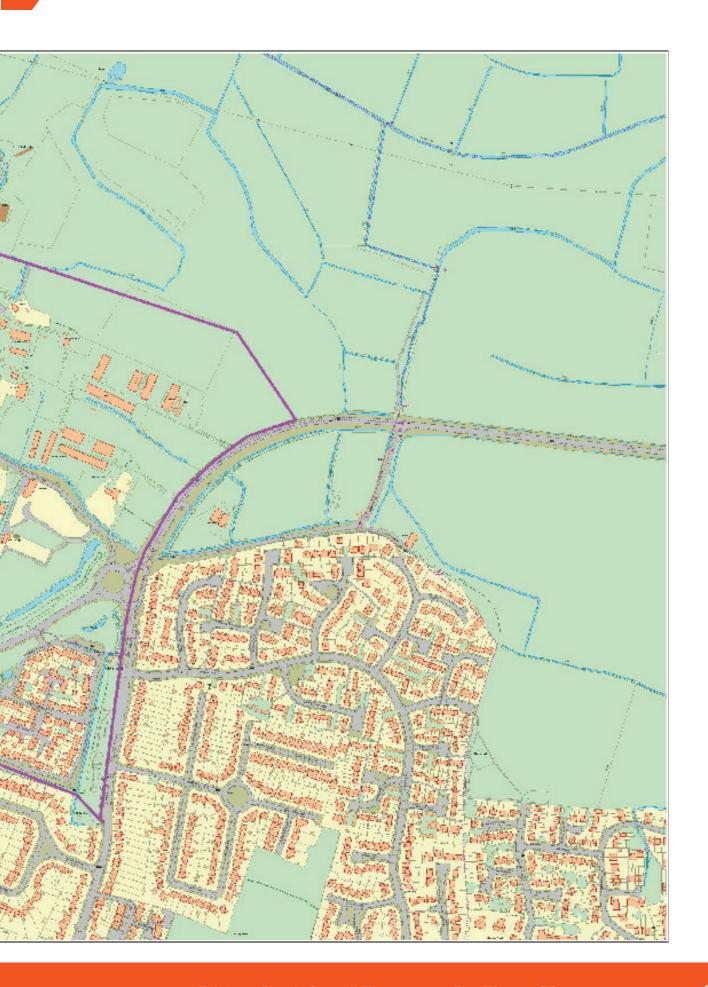
Sector 2 Village - FS2



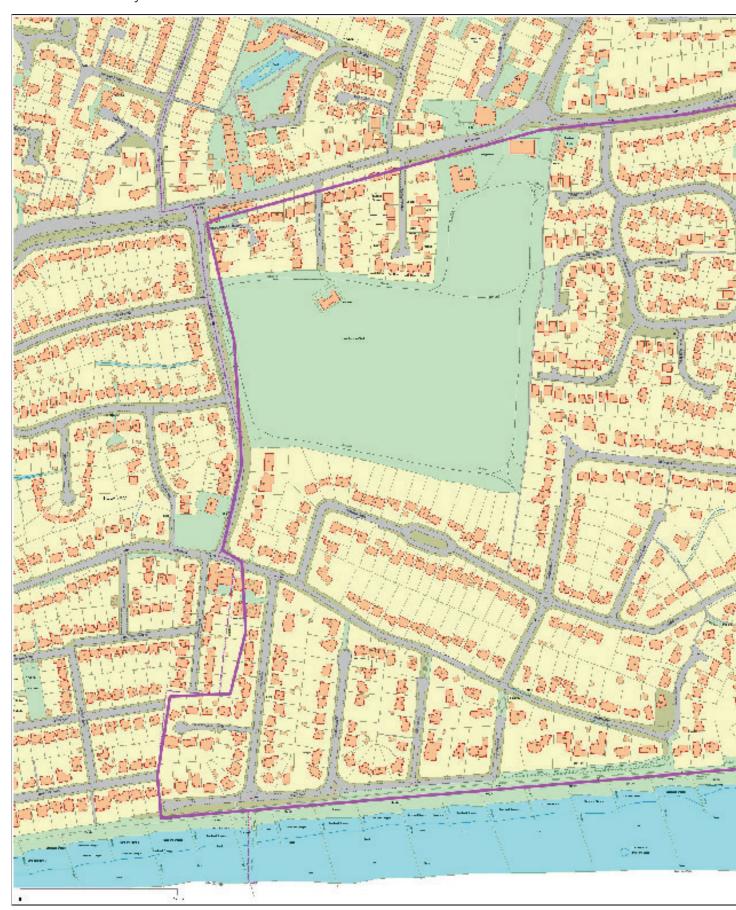


Sector 3 - Blake's -FS3





Sector 4 - Summerly - FS4





# **Appendix 2 - Risk Assessment**

		RISK ASSE	SSMENT -MA	NAGEMENT			
		one to five	one to five	total score			
HAZARD	OUTCOMES	IMPACT	LIKELY	RISK ASSESSMENT	PREPARATION		Review
					INFORMATION/LIAISON		
Severe Weather							
					Emergency Services	ADC	
Gale Force Winds	Falling/Lying Trees				Environment Agency	Media	
	Building/Vehicle Damage				Emergency Action Volum	nteers (EAVS)	
	High Tides, Powerful Waves				CoastGuard		
	Public Accidents/Drowning				Foreshore Team		
Extreme	Icey Roads/Walkways				Medical Centre		
Cold	Reduced visibility				Transport Services		
	Hyperthermia, Injuries				4x4 Drivers Owners		
	Impact Emergency/Care Service	ces			EAVS/Door Knocking		
	FuelPoverty				Community Transport		
					Vulerable Persons		
Sea mist							
Fog	Sea/Road accidents						
Flooding							
Coastal	Buildings Damage				See above		
Fluvial	Utilitiy Failiures				Evacuation Procedures		
RifeDitch	Contamination/Disease				Utility Service Providers	5	
Surface	Electricution				Bottled Water Supplies		
	Drowning				Access to Generators		
Extreme Heat	Fire/Heat Stroke				Information		
	Dehydration				Medical Centre		
Transport	A 259 Crashes				See above		
Road	Noxious materials				Access Warning Signage		
	Tanker Spillages				Media Travel		

Awareness Bo	gnorRocks										
Commercial S	Commercial Shipping Accidents										
Bognor Rocks											
Leisure Craft	Capsizing/sin	king									
Swimmming A	ccidents Drov	vning									
Plane/Helicop	oter Accidents	5									
equipment fai	liure						Utility Se	ervices			
Reduced night	visibility						Warning	Guidance Givin	g		
Domestic/	Industry/	impact					Torches/	Batteries			
Isolation							EAVS				
ESSO Garage FelphamWay					See abov	re					
Vehical Services FelphamRd					Evacuati	on Process in Pl	ace				
							EAVS/Communityorganisations				
sion											
Travel/Busine	ss Continuity						Seeabove	2			
Panic Buying							Liason w	ith Food Suppli	ers		
Ceased/reduc	ed services su	upplies	J				Public /0	Community Tran	sport		
							Esssentia	ıl Users			
Flu Virus strai	ns						Liaison v	vith Medical	Centre/P	harmacy	
NoroVirus							Provide Information toResidents				
							EAVSVolu	inteers			
							Medicati	onDelivery			
Attack on Pub	lic Place/Gat	thering	I				Routine	Liaison withPol	ce		
							CounterTerrorismAwareness				
	Commercial S  Bognor Rocks  Leisure Craft  Swimmming A  Plane/Helicop  equipment fai  Reduced night  Domestic/ Isolation  ESSO Garage I  Vehical Servic  sion  Travel/Busine  Panic Buying  Ceased/reduc  Flu Virus strait  NoroVirus	Bognor Rocks  Leisure Craft Capsizing/sin  Swimming Accidents Drov  Plane/Helicopter Accidents  equipment failiure  Reduced night visibility  Domestic/ Industry/ Isolation  ESSO Garage FelphamWay  Vehical Services FelphamRo  Travel/Business Continuity  Panic Buying  Ceased/reduced services si	Commercial Shipping Accidents  Bognor Rocks  Leisure Craft Capsizing/sinking  Swimmming Accidents Drowning  Plane/Helicopter Accidents  equipment failiure  Reduced night visibility  Domestic/ Industry/ impact  Isolation  ESSO Garage FelphamWay  Vehical Services FelphamRd  Sion  Travel/Business Continuity  Panic Buying  Ceased/reduced services supplies  Flu Virus strains	Commercial Shipping Accidents  Bognor Rocks  Leisure Craft Capsizing/sinking  Swimmming Accidents Drowning  Plane/Helicopter Accidents  equipment failiure  Reduced night visibility  Domestic/ Industry/ impact  Isolation  ESSO Garage FelphamWay  Vehical Services FelphamRd  sion  Travel/Business Continuity  Panic Buying  Ceased/reduced services supplies  Flu Virus strains  NoroVirus	Commercial Shipping Accidents  Bognor Rocks  Leisure Craft Capsizing/sinking  Swimmming Accidents Drowning  Plane/Helicopter Accidents  equipment failiure  Reduced night visibility  Domestic/ Industry/ impact  Isolation  ESSO Garage FelphamWay  Vehical Services FelphamRd  sion  Travel/Business Continuity  Panic Buying  Ceased/reduced services supplies  Flu Virus strains  NoroVirus	Commercial Shipping Accidents  Bognor Rocks  Leisure Craft Capsizing/sinking  Swimmming Accidents Drowning  Plane/Helicopter Accidents  equipment failure  Reduced night visibility  Domestic/ Industry/ impact  Isolation  ESSO Garage FelphamWay  Vehical Services FelphamRd  Travel/Business Continuity  Panic Buying  Ceased/reduced services supplies  Flu Virus strains  NoroVirus	Commercial Shipping Accidents  Bognor Rocks  Leisure Craft Capsizing/sinking  Swimmming Accidents Drowning  Plane/Helicopter Accidents  equipment failiure  Reduced night visibility  Domestic/ Industry/ impact  Isolation  ESSO Garage FelphamWay  Vehical Services FelphamRd  sion  Travel/Business Continuity  Panic Buying  Ceased/reduced services supplies  Flu Virus strains  NoroVirus	Commercial Shipping Accidents  Bognor Rocks  Leisure Craft Capsizing/sinking  Swimming Accidents Drowning  Plane/Helicopter Accidents  equipment failiure  Reduced night visibility  Domestic/ Industry/ impact  Isolation  EAVS  ESSO Garage FelphamWay  Vehical Services FelphamRd  Evacuati  Sion  Travel/Business Continuity  Panic Buying  Ceased/reduced services supplies  Flu Virus strains  NoroVirus  Attack on Public Place/Gathering  Routine	Commercial Shipping Accidents  Bognor Rocks  Leisure Craft Capsizing/sinking  Swimming Accidents Drowning  Plane/Helicopter Accidents  equipment failiure  Reduced night visibility  Domestic/ Industry/ impact  Isolation  ESSO Garage FelphamWay  Vehical Services FelphamRd  Travel/Business Continuity  Panic Buying  Travel/Business Continuity  Panic Buying  Ceased/reduced services supplies  Flu Virus strains  NoroVirus  Attack on Public Place/Gathering  Reduced night visibility  Utility Services  Warning Guidance Givin  Torches/Batteries  EAVS  See above  EAVS  See above  EAVS  See above  Liason with Food Supplic  Esssential Users  Liaison with Medical  Provide Information toR  EAVSVolunteers  MedicationDelivery  Action Public Place/Gathering  Routine Liaison withPoli	Commercial Shipping Accidents  Bognor Rocks  Leisure Craft Capsizing/sinking  Swimming Accidents Drowning  Plane/Helicopter Accidents  equipment failiure  Utility Services  Reduced night visibility  Domestic/ Industry/ impact  Isolation  ESSO Garage FelphamWay  Vehical Services FelphamWay  Vehical Services FelphamRd  Evacuation Process in Place  EAVS/Communityorganisations  Travel/Business Continuity  Seeabove  Liason with Food Suppliers  Flu Virus strains  Liaison with Medical Centre/P  NoroVirus  Provide Information toResidents  EAVSVolunteers  MedicationDelivery  Attack on Public Place/Gathering  Routine Liaison withPolice	Bognor Rocks

Community Preparation against Risks should be reviewed following each plan activation debrief and determination of lessons learned from the activation or following an Annual Exercise in the event of no incidents occurring.

Risk	Impact on community	What can the Community Emergency Group do to prepare?
Floods	Mild to Severe	Establish Sectors volunteer Warning and Informing support teams Engage with 4x4 vehicle owners Emergency Food Supply sources Portsmouth Water Bottled Water J Sainsbury Tesco Co-op Emergency Clothing Supplies
Snow Extreme Cold	Mild to Severe	Cross Reference to Winter Plan for resource planning and as above
Sustained Power Outage	Medium but increases in Winter period	Engage with UK Power Networks for information and supplies of generators Determine local access to generators Identify local sources for supply of generators Torches Battery Powered Equipment
Fuel Shortage	Mild	Engage/ Public/ Community Transport /Essential users
Pandemic Flu And other Health Related Emergencies	Medium to Severe	Engage with Pharmacies, Health Centre, Local Radio Media for public communication Establish volunteer medicine delivery service process
Domestic and Industrial Fires	Medium	Review evacuation arrangements WSFRS information for Domestic Fire Alarm criteria to be circulated
Terrorism	High	Develop an awareness of Police Counter Terrorism Plans through partnership meetings and schools Resilience Planning
Extremes of Temperatures	Low to medium	Maintain awareness of vulnerable residents through sectors and community organisations

# **Appendix 3 Contacts Register**

#### Local

Parish Council and Councillors
Emergency Resilience Coordinating Group(ERCG)
Felpham Sector Resilience Leads (FSLS)
Emergency Action Volunteers (EAVS)
Felpham organisations, clubs and faith groups
Felpham institutions and businesses such
as care homes, schools, Leisure and Sports
centres,garages
Individuals with specific skills and resources
Felpham community halls and facilities
Neighbouring town and parish councils

## **Local Authority**

Arun District Council EmergencyPlanning West Sussex County Council EmergencyManagement

Felpham District and County Councillors

### **EmergencyServices**

West Sussex Fire & Rescue(WSFRS)
South East Coast Ambulance Service (SECAMB)
HM CoastGuard
Sussex Police
Environment Agency

# **Utilities**

SouthernWater PortsmouthWater Gas Electricity UK Power networks

#### **Residents Associations**

Hurstwood
West Felpham Flood Action Group
Summerley
Beach Estate
Roundel Estate Residents
Roundel Estate Tenants
Snooks Corner
Lionel Avenue owners
Normans Drive owners

### **Community Groups**

Neighbourhood Watch
Felpham W.I groups
Felpham Belles
Bognor Regis Amateur Angling Society
Scouts and Guides
Felpham Village Conservation Society
Felpham Sailing Club
Felpham and Middleton Horticultural Society
Felpham Flower Club
Felpham Parochial Church Council

### **Transport providers**

Taxi Companies Stagecoach Sammy Transport Arun Coordinated Community Transport

### **Public Services**

Medical Centre Leisure Centre Churches and Faith Groups

### **Major Businesses**

Site six Developers Butlins Tesco Local Farms

# **Emergency contact list**

# **Appendix 4 Local Skills and Resources Assessment**

Emergency volunteer groups such as the Red Cross will hold some Emergency supplies such as kits containing batteries, torches, blankets, hats gloves and scarves and socks. Felpham Parish Council will hold limited numbers of emergency packs for use by the Parish Emergency Resilience Teams and Sector Leaders in face to face situations as required. The main resources to be called upon are in the following sections:

# **Emergency Volunteering Roles**

Driving Welfare checks
Essential Communicators, on foot, by radio, by telephone
Rest Centre helpers, registering evacuees in and out, and provision of light refreshments
Volunteer shovel users for path clearing
Tractor drivers with access to tractors

### **Emergency/Equipment**

Sand Bags
Bottled Water
Foil blankets/Emergency bedding/camping equipment
First Aid equipment
Generators
Four wheel drive vehicles
Mini Buses
Maps Batteries
Wind-up radios and torches
Flasks, cups, plates cutlery
Emergency food supplies
Emergency clothing

### **Potential Additional Emergency Shelters**

Public Houses Hotels
Butlins
Residential Homes
Bognor Regis Community Hospital

<sup>\*</sup>Please note that Schools and the Leisure Centres are already accounted for in the County Council Plan.

# **Appendix 5 Emergency Resilience Coordinating Group Role**

## **Emergency Resilience Coordinating Group (ERCG)**

A Standing Group under the auspices of Felpham Parish Council to be drawn from Felpham Residents and will include a minimum of two Felpham Parish Councillors. A maximum of two routine meetings will be held and an annual Table Top Exercise will be developed and hosted by the group. The group will also provide representation at Arun District Council Resilience partnership meetings.

#### The ERCG will submit

- Information arising from meetings and any recommended changes resulting fromplanvalidation exercises to be submitted as a report to Council forapproval.
- Incident Coordination reports to the ParishCouncil

The ERCG will Coordinate the Emergency Response during any incident under the direction of the coordinator.

### **Emergency Resilience Coordinating Group (ERCG) Coordinator or Deputy**

Nominated and approved by the Council for an agreed term.

Following Consultation with Chair of Council or deputy to initiate plan activation Communicate with and inform the Parish Clerk of all situation reports and updates

Initiate emergency call out of Emergency Resilience Coordinating Group ERCGE stablish a designated Felpham Emergency Operations Room subject to circumstances

Establish and maintain group contact with all sectors and local supporting groups as appropriate

To be the point of contact with Arun District Council and West Sussex County CouncilEmergencyPlanning Departments, Emergencies Services and other agencies.

Receive and communicate timely and regular information on immediate local needs and priorities to local groups to other responding agencies to determine most effective and realistic response to the community.

Identify and prioritise response to vulnerable members of the community

Investigate a mutual aid provision with neighbouring Parish ERCG Coordinators

Ensure Situation Reporting log (SITREP) is maintained

# **Emergency Resilience Coordinating Group Members Sector Leads and Deputies**

- Will be drawn from the Community
- Will have or be prepared to develop good local knowledge
- To support initiatives to ensure vulnerable members of the community both receive advice reassurance and response
- To organise receipt or delivery of emergency resources
- To assist with evacuation arrangements when necessary
- To maintain situation reporting logs
- To direct and inform Emergency Action Volunteers, groups and organisations during any incident
- To deputise for the coordinator when necessary

# **Appendix 6 - Key locations for places of safety**

Identified with emergency services

Building	Location	Potential use in an emergency	Contact details of keyholder
Felpham Methodist Church Hall	Felpham Way	Rest Centre	
St Marys Centre	Grassmere Close PO22 7PF	Rest Centre	
Felpham Village Hall	Vicarage Lane P022 7SL	Rest Centre	
Felpham Community College	Felpham Way P022 8EL	Rest Centre	
Sea ScoutHall	Long Brook Site Sea Road PO227AN	Rest Centre Short Term	
ScoutHut	Vicarage Lane	Rest Centre Short Term	
Felpham Sailing Club	Felpham Sea front Blakes Road East	Rest Centre	

# **Appendix 7 Identifying the vulnerable**

List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency.

Organisation	Name and role of contact	Phone number
Sammy Community Transport	Service Coordinator	
ARUN Coordinated Community Transport	Service Coordinator	
Flansham Park Health Centre	Practise Manager	
AgeUK	Manager The Laburnam Centre	
West Felpham Flood Action Group (WFFA)	Link/member	
Neighbourhood Watch		
Summerley Estate		
Conservation Society		
Beach Estate		
Roundel Estate		
Hurstwood		
Snooks Corner Groups		
St Marys Church Congregation		
Felpham Methodist Church Congregation		
Other Faith Groups		
Site Six	Worthing Homes	

# **Template 1 - Situation Report**

Provides an audit trail of information received and actions taken

INFORMATION RECEIVED FROM, DATE AND TIME	Decisions Taken By Whom	Comment

# **Template 2 - Rest Centre Register**

Name/Address	Gender/Adult/Child	Medical/Mobility needs	Pets Y/N

# **Template 3 - Emergency Action Volunteers Register**

Name	Contact Details	Skill Specialism	Assignment

# **Template 4 - Emergency Equipment Locations**

Item/Items	Location stored	Contact For Access	Transfer Location