Revised: **November 2020**

## Introduction

This plan is designed to be a simple tool to enable the community to commence a response to an emergency within their parish pending support from a network of agencies that will inevitably be responding.

## Aim

To form a first point of contact and a framework of contacts and activities, which will be of benefit to the community, people in distress or at threat, and responding agencies in the event of an emergency.

## Operational tasks

* Identify and report the incident to Sussex Police Headquarters at the first opportunity
* Establish contact with Rother District Council to ensure a communications link can be maintained
* Assemble as many members of the community who may be able to assist
* Identify the situation of the vulnerable members of the community
* Provide a team of volunteers who are willing to undertake tasks allocated during the emergency

## Roles

Emergency Response Wardens

* Identify The location and area

Nature of the incident  
Number of people involved

* report to Sussex Police 999 system
* contact village hall key holder to open the village hall
* contact other wardens and decide appropriate location for a meeting
* establish a maintainable communications link to Rother District Council
* link up with first emergency response units arriving at the scene
* act as a local guide and information provider

**Caution: actions that could increase the severity of the incident or risk further loss of life or injury must be avoided at all costs**

Elected Representatives

* act under the guidance of agencies involved
* assist Rother District Council’s Rest Centre Operations
* assist in establishing an information point for residents and distributing information to the Parish as required
* ensure all press statements comply with the Inter Agency agreements at all times

## Directory of Contacts

Name of Parish Council **Crowhurst Parish Council**

Name of District Council **Rother District Council**

Name of County Council **East Sussex County Council**

## Emergency Response Wardens

*Name Address Telephone*

……………….. …………………………………..

……………….. …………………………………..

## Parish Council Elected Representatives

*Name Address Telephone*

Cllr Rosalyn Day (Chair)

Cllr Sonia Plato

Cllr Geoff Thomas

Cllr John Goddard

Cllr Jill Mitcheson

Cllr Lynda Roller

## Village Hall

Availability 24 hours Telephone

Key Holders …………………..

…………………   
…………………

Telephone line in village hall Yes / No

Car Parking 5-10

## Specialist advice available in Parish

## Medical / Nursing / First Aid

*Name Address Telephone*

## Owners of Off-Road Vehicles including farm vehicles

*Name Address Telephone*

## Qualified Chain Saw Operators

*Name Address Telephone*

**Carpentry / Metal Work**

## Neighbouring Parishes

*Name Clerk Telephone/Email*

## Other Useful Contacts

Rector

Parish Clerk Gilly Lowe, Old School House, The Street, Brightling TN32 5HH 01424 838 432

Local Public House The Plough 01424

Local Shops

PCSO Daryl Holter

[daryl.holter@sussex.pnn.police.uk](mailto:daryl.holter@sussex.pnn.police.uk) 07912 895 254

PCSO Emma Phillips

[emmalouise.phillips@sussex.pnn.police.uk](mailto:emmalouise.phillips@sussex.pnn.police.uk) 07912 804 845

Battle Police Station 0845 60 70 999

Rother District Council Day 01424 787 000

Rother District Council Night01424 787 868

RDC Emergency Planning Out of hours Duty Officer 01424 787 868

ESCC Emergency Planning David Broadley (Day time only) 01323 747 090

Eastbourne & Wealden Lifeline (ESCC out of hours service) 01323 644 422