IF YOU ARE IN IMMEDIATE DANGER
CALL 999

WADHURST PARISH COUNCIL

COMMUNITY EMERGENCY PLAN
## Plan distribution list

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Phone Number:</th>
<th>Issued On:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Bishop</td>
<td>Member</td>
<td>01892 784001</td>
<td></td>
</tr>
<tr>
<td>Roy Bullock</td>
<td>Chair of Planning Committee</td>
<td>01892 890166</td>
<td></td>
</tr>
<tr>
<td>Anthony Dunnett</td>
<td>Chair of Environment, Highways &amp; Transport Committee</td>
<td>07801978290</td>
<td></td>
</tr>
<tr>
<td>Serena Gadd</td>
<td>Member</td>
<td>01892 784383</td>
<td></td>
</tr>
<tr>
<td>Peter Giblin</td>
<td>Member</td>
<td>01892 784620</td>
<td></td>
</tr>
<tr>
<td>Felicity Harvest</td>
<td>Chair of Parish Council</td>
<td>01892 783226</td>
<td></td>
</tr>
<tr>
<td>Mike Kent</td>
<td>Member</td>
<td>01892 782944</td>
<td></td>
</tr>
<tr>
<td>Bruce Mereedeen</td>
<td>Communications Lead Member</td>
<td>01892 782667</td>
<td></td>
</tr>
<tr>
<td>Lynda Moore</td>
<td>Member</td>
<td>via Clerk</td>
<td></td>
</tr>
<tr>
<td>Christopher Morris</td>
<td>Chair of Community Committee</td>
<td>01892 783226</td>
<td></td>
</tr>
<tr>
<td>Niamh Murphy</td>
<td>Member</td>
<td>via Clerk</td>
<td></td>
</tr>
<tr>
<td>Bob Standley</td>
<td>Chair of Recreation Ground Management Committee</td>
<td>01892 783579</td>
<td></td>
</tr>
<tr>
<td>Graham Wells</td>
<td>Vice Chair of Parish Council</td>
<td>01892 783583</td>
<td></td>
</tr>
<tr>
<td>Christopher Wynne</td>
<td>Member</td>
<td>01424 855828</td>
<td></td>
</tr>
<tr>
<td>Amanda Barlow</td>
<td>Clerk</td>
<td>07375 062428</td>
<td></td>
</tr>
<tr>
<td>Fiona Hensher</td>
<td>Responsible Financial Officer</td>
<td>07470 837213</td>
<td></td>
</tr>
<tr>
<td>Bob Penney</td>
<td>Caretaker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pavilion Filing Cabinet</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Aims and Objectives of the Plan</td>
<td>4</td>
</tr>
<tr>
<td>Definition of an Emergency/Major Incident</td>
<td>5</td>
</tr>
<tr>
<td>Key contacts in event of an emergency</td>
<td>6</td>
</tr>
<tr>
<td>First steps in an emergency</td>
<td>6</td>
</tr>
<tr>
<td>Emergency responders contact information</td>
<td>7</td>
</tr>
<tr>
<td>Vulnerable Persons</td>
<td>8</td>
</tr>
<tr>
<td>Appendix 1 – Wadhurst Zone Maps and List of Zones</td>
<td>9-11</td>
</tr>
<tr>
<td>Appendix 2 – Inner Emergency Buildings</td>
<td>12</td>
</tr>
<tr>
<td>Appendix 3 – Outer Meeting Points</td>
<td>13</td>
</tr>
<tr>
<td>Appendix 4 – Air Ambulance Landing Sites</td>
<td>14</td>
</tr>
<tr>
<td>Appendix 5 – AED Machines/Trained First Aiders</td>
<td>15</td>
</tr>
<tr>
<td>Appendix 6 – Suppliers &amp; Service Providers</td>
<td>16</td>
</tr>
<tr>
<td>Appendix 7 – Emergency Group Agenda</td>
<td>17</td>
</tr>
<tr>
<td>Appendix 8 – Emergency Telephone Tree</td>
<td>18</td>
</tr>
</tbody>
</table>
Introduction

This plan has been designed to enable the Parish Council to identify the immediate actions it should consider during, and in the immediate aftermath of an emergency. These actions may assist the community and those affected in reducing the negative impacts an emergency can have until further assistance arrives.

The Parish Council’s responsibilities in responding to an emergency are to:

Planning:

- Undertake local risk assessments
- Prepare a parish emergency plan
- Document resources and key contacts in time of emergency
- Validate and maintain the plan

Event

- Enact the plan when an event occurs.

The plan is intended to enable the community to respond to a major incident/emergency in support of the Emergency Services and WDC.

Aims and Objectives of the Plan

The aim of the Plan is to increase the short term resilience of the community to an emergency, by having in place relevant plans and by working together with relevant agencies and emergency services. In addition, the Plan is intended to facilitate providing warnings and information to residents.

The objectives of the Plan are to:

- Identify the risks to the community and relevant response actions
- Identify where to access information on vulnerable people in the community
- Identify resources in the community available to assist during an emergency
- Provide key contact details for the Wadhurst Parish Council Emergency Group, Key Community Resources, the Emergency Services and Local Authorities.
Definition of an Emergency/Major Incident

An emergency or major incident is defined as any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment.

Emergencies have no boundaries and could affect the whole District or part/whole of East Sussex.

Due to the unknown nature of emergencies, the emergency services, County, Borough Councils and other agencies may be overwhelmed resulted in a delayed response to specific areas.

Types of potential emergencies that may impact on our community are listed in the following table.

<table>
<thead>
<tr>
<th>Risk</th>
<th>Impact on Community</th>
<th>What can the Community Emergency Group do to prepare:</th>
</tr>
</thead>
</table>
| Severe weather such a high winds or heavy snow | a. Potential blocked access to places of refuge  
b. Possible loss of utilities  
b. Possible lack of access to food/water supplies | a. Work with local emergency responders to see if they can help with any evacuation and with establishment of rest centre(s), if required. |
| Major Incident:  
a. Aircraft accident  
b. road traffic accident  
c. gas leak/explosion  
d. fire/building collapse  
e. Electricity, water or gas failure  
f. Medical infection | a. Potential blocked access to places of refuge  
b. Possible loss of utilities  
c. Possible lack of access to food/water supplies  
d. Casualties | a. Work with local emergency responders to see if they can help with any evacuation and with establishment of rest centre(s), if required.  
b. A field Medical Centre may need to be implemented. |
Key Contacts in event of an emergency

<table>
<thead>
<tr>
<th>Rank</th>
<th>Name:</th>
<th>Contact Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Felicity Harvest, Chair of Parish Council</td>
<td>01892 783226</td>
</tr>
<tr>
<td>2nd</td>
<td>Graham Wells, Vice Chair of Parish Council</td>
<td>01892 783583</td>
</tr>
<tr>
<td>3rd</td>
<td>Amanda Barlow, Clerk</td>
<td>07375 062428</td>
</tr>
</tbody>
</table>

Activation triggers

The Community Emergency Plan will be activated by the Parish Council (Chair or delegate) either in response to a call from the emergency services, or on its own initiative in response to a threatening situation.

First steps in an emergency

Below are summarised the first steps to be followed by the Parish Council (Chair of delegate) when the plan is activated:

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call 999 (unless already alerted)</td>
<td></td>
</tr>
<tr>
<td>2. Ensure you are in no immediate danger</td>
<td></td>
</tr>
<tr>
<td>3. Liaise with Wealden District council, the emergency services and relevant agencies.</td>
<td></td>
</tr>
<tr>
<td>4. Set up Evacuation and Medical Centres if needed</td>
<td></td>
</tr>
</tbody>
</table>
Establishing contact with emergency responders

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wealden District Council (Lifeline Service – 24</td>
<td></td>
</tr>
<tr>
<td>hours)</td>
<td>01323 644422</td>
</tr>
<tr>
<td>Environment Agency</td>
<td>0845 988 1188</td>
</tr>
<tr>
<td>Sussex Police</td>
<td>999 or 0845 6070999</td>
</tr>
<tr>
<td>East Sussex Fire &amp; Rescue Service</td>
<td>999 or 0845 130 8855 or 01323</td>
</tr>
<tr>
<td></td>
<td>462 112</td>
</tr>
<tr>
<td>Ambulance</td>
<td>999</td>
</tr>
<tr>
<td>NHS East Sussex Hospitals:</td>
<td></td>
</tr>
<tr>
<td>Eastbourne</td>
<td>01323 417400</td>
</tr>
<tr>
<td>Hastings Conquest &amp; Bexhill</td>
<td>01424 755255</td>
</tr>
<tr>
<td>Uckfield Community Hospital</td>
<td>01892 769999</td>
</tr>
<tr>
<td>Princess Royal, Haywards Heath</td>
<td>01444 441881</td>
</tr>
<tr>
<td>Electricity</td>
<td>0800 31 63 105 or 0333 32 32</td>
</tr>
<tr>
<td></td>
<td>105</td>
</tr>
<tr>
<td>Gas</td>
<td>0800 111 999</td>
</tr>
<tr>
<td>Water</td>
<td>0845 602 1724</td>
</tr>
</tbody>
</table>
# Vulnerable Persons

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

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fazan Court, Washwell Lane</td>
<td>Warden</td>
<td>01892 78 3186</td>
</tr>
<tr>
<td>Crittles Court</td>
<td>Warden</td>
<td>01892 78 3440</td>
</tr>
<tr>
<td>Weald Hall</td>
<td>Warden</td>
<td>01892 78 2011</td>
</tr>
<tr>
<td>Wadhurst Manor</td>
<td>Warden</td>
<td>01892 78 6700</td>
</tr>
<tr>
<td>Sacred Heart</td>
<td>Office</td>
<td>01892 78 3414</td>
</tr>
<tr>
<td>Uplands School</td>
<td>Office</td>
<td>01892 78 2135</td>
</tr>
<tr>
<td>Primary School</td>
<td>Office</td>
<td>01892 78 3155</td>
</tr>
<tr>
<td>Carillon Cottage</td>
<td></td>
<td>01892 78 5658</td>
</tr>
</tbody>
</table>
Appendix 1 – Wadhurst Zone Maps and List of Zones
A. ZONE...Balaclava Area
Balaclava Lane  Deepden  Pell Close  Pell Hill  The Leas

B. ZONE......Castle Walk Area
Baldock Rd  Bocking Close  Bassett's Forge
Castle Walk  Goddensfield  Windmill Lane
Fuller Close  Little Park  Ward Close

C. ZONE....Queens Cotts Area
Bankside  Queens Cotts  Jonas Drive  Jonas Lane

D. ZONE...Bartley Mill Area
Buckland Hill  Buss's Green  Bartley Mill Rd

E. ZONE....Partridges Lane Area
Buckhurst Lane  Partridges Lane  Dewhurst Lane

F. ZONE....Snape Area
Wenbans Lane  Wadhurst Park  Coombe Lane
Scrag Oak  Snape Lane

G. ZONE....Stonegate Area
Buttons  The Dens  Church settle Lane
Shovers Green  Stonegate Road  Foxhole Lane
          Moseham

H. ZONE.....Lamberhurst / Lower Cous. Wood Area
Hog Hole Lane  Lamberhurst  Sleepstile Rd  Bewlbridge Ln

I. ZONE...Woods Green Area
Osmers Hill  Woods Green  Whitegates Lane

J. ZONE.......Sparrow Green Road Area
Sparrows Green Rd  The Marlpit

K. ZONE...Best Beech/Mark Cross Area
Best Beech Hill  The Smithy  Wadhurst Rd  Bassett's
Lane  Beech Hill
L. ZONE...Tidebrook Area
Riseden Rd Tidebrook Tidebrook Rd

M. ZONE....Cockmount Lane Area
Cockmount Lane Mount Pleasant Old Station Rd

N. ZONE...High St Area
Blacksmiths Lane Church Street Vicarage Green
Green Square Greyhound Lane St James Sq
Brinkers Lane Stone Cross Rd High St
Lower High St Lower Church St

O. ZONE....Washwell Lane Area
Snape View Courthope Av Styles lane Townlands Rd
Washwell Lane Watts Close

P. ZONE....Gloucester Road Area
George Street Gloucester Rd Western Rd

Q. ZONE....Cousley Wood Area
Cousley Wood Cousley Wood Rd Newbury Lane Monks Lane

R. ZONE.......Durgates Area
Durgates Great Durgates Close Station Hill
Holmsdale Close Station Road

S. ZONE.......Fairglen Area
Faircrouch Lane Fairglen Rd Tapsells Lane

T. ZONE...Three Oaks Lane Area
Three Oaks Lane

U. ZONE...Turners Green Area
Hollydene Rd Southview Rd Turners Green
Turners Green Lane Turners Green Rd Weald View
Primmers Green Primmers Lane

V. ZONE.....Mayfield Lane Area
Mayfield Lane Mayfield Park
Appendix 2 – Inner Emergency Buildings
(all with helicopter landing sites and AED machines)

Wadhurst Primary School
2 Sparrows’ Green Road
Wadhurst
TN5 6SR
Contact: 01892 783155

Commemoration Hall
High Street
Wadhurst
TN5 6AP
Contact: 01892 458456

Uplands School
Lower High Street
Wadhurst
TN5 6AX
Contact: 01892 782135

Recreation Ground
South View Road
Wadhurst
TN5 6SR
Contact: 07375 062428
Appendix 3 – Outer Meeting Points
(with large car parks for emergency services)

Wadhurst Station TN5 6RZ

The Old Vine TN5 6ER

Best Beech Inn TN5 6JH

Shovers Green Layby
Appendix 4 – Air Ambulance Landing Sites

**Daylight Sites**

**Uplands School (out of school hours)**
Lower High Street  
Wadhurst  
TN5 6AX  
Contact: 01892 782135

**Commemoration Hall (in school hours)**
High Street  
Wadhurst  
TN5 6AP  
Contact: 01892 458456

**Wadhurst Primary School (out of school hours)**
2 Sparrows' Green Road  
Wadhurst  
TN5 6SR  
Contact: 01892 783155

**Recreation Ground (in school hours)**
South View Road  
Wadhurst  
TN5 6SR  
Contact: 07375 062428

**Cousley Wood Cricket Club**
Cousley Wood Road  
Cousley Wood  
Wadhurst  
TN5 6ED  
Contact: 07920 494213

**Night Time Sites**
TBC – Air Ambulance visiting Wadhurst to assess sites.
Appendix 5 - AED Machines/Trained First Aiders

A. Fire Station  
B. Recreation Ground  
C. Uplands School
## Appendix 6 – Suppliers & Service Providers

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wadhurst Surgery</td>
<td>Belmont Surgery, St James Square, Wadhurst TN5 6BJ</td>
</tr>
<tr>
<td></td>
<td>01892 783888</td>
</tr>
<tr>
<td></td>
<td>01892 782121 (out of hours)</td>
</tr>
<tr>
<td>Pharmacists</td>
<td>High St, Wadhurst TN5 6AP</td>
</tr>
<tr>
<td></td>
<td>01892 782058</td>
</tr>
<tr>
<td>Southeastern Rail</td>
<td>0345 322 7021</td>
</tr>
<tr>
<td>British Telecommunications</td>
<td>0800 023 2023</td>
</tr>
<tr>
<td>Wadhurst Ironmongers</td>
<td>High St, Wadhurst TN5 6AP</td>
</tr>
<tr>
<td></td>
<td>01892 782218</td>
</tr>
<tr>
<td>Food Suppliers:</td>
<td>Co-op</td>
</tr>
<tr>
<td></td>
<td>Sparrows Green Rd, Wadhurst TN5 6SJ</td>
</tr>
<tr>
<td></td>
<td>01892 785971</td>
</tr>
<tr>
<td></td>
<td>Jempsons</td>
</tr>
<tr>
<td></td>
<td>High St, Wadhurst TN5 6AJ</td>
</tr>
<tr>
<td></td>
<td>01892 782222</td>
</tr>
<tr>
<td></td>
<td>One Stop</td>
</tr>
<tr>
<td></td>
<td>High St, Wadhurst TN5 6AL</td>
</tr>
<tr>
<td></td>
<td>01892 782053</td>
</tr>
<tr>
<td>Farmers, Tractor and Chainsaw Operators</td>
<td>Thorpe Fencing</td>
</tr>
<tr>
<td></td>
<td>01580 201747</td>
</tr>
<tr>
<td></td>
<td>Wadhurst Garden Services</td>
</tr>
<tr>
<td></td>
<td>07803 093011</td>
</tr>
<tr>
<td></td>
<td>Your Head Gardener</td>
</tr>
<tr>
<td></td>
<td>07932 607321</td>
</tr>
<tr>
<td></td>
<td>C Fuggle</td>
</tr>
<tr>
<td></td>
<td>Dave Sands</td>
</tr>
<tr>
<td></td>
<td>D Taylor</td>
</tr>
</tbody>
</table>
Appendix 7 – Emergency Group Agenda

Date: 
Time: 
Location: 
Attendees: 

1. What is the current situation?

Location of the emergency: Is it near:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency?
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people:

- Elderly?
- Families with children?

What resources do we need?

- Sand bags?
- Food?
- Off road vehicles?
- Blankets?
- Shelter?

2. Establishing contact with emergency responders

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for agreed actions?

6. Any other issues?
Appendix 8 – Emergency Telephone Tree

Community Emergency Coordinator

Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number

Person (x)
Contact Number