



Westbourne
Parish Council

EMERGENCY PLAN

1. DEALING WITH INCIDENTS AND EMERGENCIES

In the event of an emergency, the relevant authority/organisation responsible for the should be informed.

- Chichester District Council has an up to date list of all emergency departments and agencies on their website at <https://www.chichester.gov.uk/article/24785/Useful-contacts-for-emergencies>

Police	<p>Call 999 in an emergency, 101 for non-urgent issues or report at https://www.sussex.police.uk/ro/report/ocr/af/how-to-report-a-crime/</p> <p>PSCO Matthew Isles: Matthew.Isles@sussex.police.uk</p>
West Sussex County Council	<p>Christopher Scott, Resilience and Emergencies Team Adviser, West Sussex County Council christopher.scott@westsussex.gov.uk 03302 224967 07860 910663</p> <p>Active Communities Team: active.communities@westsussex.gov.uk 0330 22251000</p> <p>The Emergency & Resilience Team have an 'On-Call' rota, where one of us will be on-call 24/7. There is an office line during normal office hours 033022 22400.</p> <p>However, if it is out of hours or an emergency situation, we have a paging service. Call 07623 512200. Leave a brief message and call back number with the operator.</p> <p>Highways information at https://www.westsussex.gov.uk/roads-and-travel/ or call the emergency numbers above.</p> <p>highwaysandtransporthq@westsussex.gov.uk Telephone: 01243 642105</p> <p>National Highways: www.gov.uk/government/organisations/highways-england (Opens in a new window)</p>

	Email: info@highwaysengland.co.uk Telephone: +44 0300 1235000
Chichester District Council	Council's switch board and ask for Emergency Planning: Office hours: 01243 534616 Out of office hours: 01243 785339 Michael Rowland, Emergency Planning Officer, Chichester District Council mrowland@chichester.gov.uk 01243 534616 ext: 34616
Westbourne Parish Council	Clare Kennett, Parish Clerk Tel. 07775 654483 Email: clerk@westbourne-pc.gov.uk
Environment Agency	enquiries@environment-agency.gov.uk 03708 506 506
Portsmouth Water	head.office@portsmouthwater.co.uk 023 9249 9888
British Gas	0800 111 999
SSE	0345 0701601
Power cut helpline	Dial 105
Westbourne Primary School	office@westbourneprimary.co.uk 01243 372726
Joint Burial Committee	jbc@southbourne-pc.gov.uk 01243 373667
Southbourne Parish Council	clerk@southbourne-pc.gov.uk 01243 373667

2. CENTRAL LOCATION TO MEET

Neil Attewell has confirmed that The Meeting Place could be used in an emergency for either residents to gather or for agencies to coordinate an emergency response. The code for entry is 0101.

Neil's contact details are: 07305752898 or tmpwestbourne@gmail.com

3. COMMUNICATING IN AN EMERGENCY

The role of the Parish Council in an emergency is to act as a point of communication between West Sussex County Council and Chichester District Council, or any other emergency organisation.

The Parish Council has a number of communication channels, as listed below, which can be used to share information with residents and local businesses. All

communications must be sent with the authority of the Chair, Vice-Chair, and Chair of the relevant Committee working with the Clerk.

www.westbourne-pc.gov.uk	Clare Kennett can update or the website company support@visionict.com
https://www.facebook.com/Westbournepc	Clare Kennett can update
Newsletter – sent three times per year to all properties in the Parish	Monster Creative have the artwork if Clerk not available
E-newsletter – sent to the distribution list saved in MailChimp as required. Email distribution list available in Mailchimp which is up to date	Use www.mailchimp.com Username: Westbourne100 Password: Parishcouncil100%
Noticeboards – two in The Square and one outside the Co-op	Clare Kennett and Richard Hitchcock have a key
Council meetings and events	
Emails	Clare Kennett has a list of contact details for businesses
Letters/posters	
Westbourne Magazine	westbournemagazine@gmail.com
Microshade – access to cloud storage	01752 869052 David Astwood

4. CURRENT EMERGENCIES: COVID-19

The Parish Council acknowledges that Covid-19 is a continuing threat to the local community, mainly affecting the elderly, vulnerable, isolated and those with pre-existing conditions. It will support the County and District councils in promoting public health messages to local residents as required.

5. WINTER MAINTENANCE PLAN

Objective	<p>Responsibility for salting and gritting roads and pavements rests with West Sussex County Council (WSSCC). However, they have to prioritise when the weather deteriorates, and depend upon local residents to take responsibility for maintaining access within the village. The focus of the Westbourne Winter Management Plan is on maintaining access to the village (buses, deliveries such as heating oil and food, and emergency vehicles) and ensuring that people can move safely about the main areas of the village.</p> <p>Unless volunteers come forward, the Parish Council (as a corporate body) is unable to undertake snow/ice clearance as its only employee is the Clerk and it does not employ any maintenance staff. It has also been unable to secure a local farmer to help with gritting roads locally. The Parish Council's role is to share information with residents and WSSCC when weather conditions are adverse.</p>
Winter Maintenance	Active Communities and Rural Team, West Sussex County Council.

Plan Coordinator	<p>Tel. 01243 642105 Email: active.communities@westsussex.gov.uk</p> <p>Role: Advising the Parish Council what additional resources are needed in extreme bad weather. Coordinating receipt of hippo bag salt deliveries around the village. Providing advice on spread rates and identifying problem areas that require clearing/salting/gritting.</p>
Winter Maintenance Plan Owner	<p>The Parish Council is responsible for its Emergency Plan. Copies of plan are held by the Parish Clerk, Parish Councillors and WSCC.</p>
West Sussex County Council (Roads)	<p>West Sussex County Council treats 42% of the county's 4,000km road network as part of their precautionary salting network.</p> <p>Priority roads for salting in Westbourne include the following which covers two entrances to the village.</p> <ul style="list-style-type: none"> • Emsworth Common Road • Foxbury Lane • East Street • The Square • The Grove • Westbourne Road <p>See gritting route at: http://westsussex.cdmf.info/incident/map.htm?grittingRoutesMapButton=on</p> <p>WSCC does not undertake any of the following</p> <ul style="list-style-type: none"> • Hand treat pavements • Treat private, third party or non-highway land <p>This means Monk's Hill, North Street, Whitechimney Row, Old Farm Lane and River Street are not gritted by WSCC.</p> <p>In case of adverse weather, the Parish Council will recommend to residents that the main route through the village is used, which is gritted by WSCC.</p> <p>Residents can report fallen trees or damage to the public highway at https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-or-report-a-problem-with-a-road-or-pavement/report-an-emergency-with-a-road-or-pavement/</p> <p>Or call 01243 642105.</p>
Problem Areas – Roads	<p><u>Areas not gritted by WSCC</u></p> <p><u>Central areas</u></p>
Assumption – that Priority	<p>Byerley Close, Church Road, Church View, Churcher Close, Commonsides, Covington Road, Crockford Road, Edgell Road,</p>

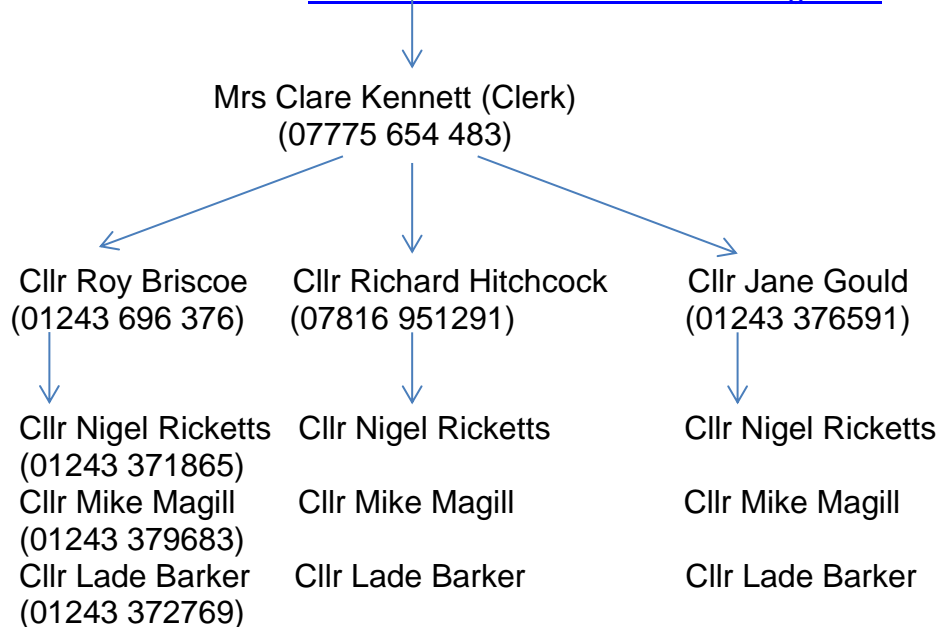
<p>routes identified by WSCC within the Precautionary Salting Network will be gritted.</p>	<p>Ellesmere Orchard, Grebe Road, Harold Road, Homefield Road, King Street, Kingfisher Drive, Lark Way, Lingfield Close, Long Copse Lane, Mallard Way, Mill Road, New Road, North Street, Old Rectory Close, River Street, School Lane, Whitley Close, Willow Gardens.</p> <p><u>Outlying areas</u></p> <p>Marlpit Lane, South Lane, Woodmancote Lane</p> <p><u>Areas normally gritted but which are a problem if gritting not carried out</u></p> <p>East Street Foxbury Lane The Square The Grove Westbourne Road</p>
<p>Problem Areas – Pavement, footpaths</p>	<p>Pavements in the Square, East Street and North Street. Outside the Parish Hall, the Coop and the school.</p>
<p>Location of salt bins</p>	<p>There are three salt bins in Westbourne.</p> <ul style="list-style-type: none"> • Monk’s Hill: outside car park to recreation ground • Ellesmere Orchard: On the verge at the road entrance • The Square: Near the surgery
<p>Hippo Salt Bags</p>	<p>There are no arrangements in place for the delivery of hippo salt bags to the Parish Council due to a lack of storage facilities. However, the salt bins have been topped up with salt and are ready for use.</p>
<p>Other volunteers</p>	<p>All residents are asked to adopt good neighbour behaviour. The Parish Council has a draft risk assessment which can be used if required to coordinate activities.</p>
<p>People who may be able to help with snow clearance</p>	<p>Steve Smith, Woodmancote Agricultural Contractors, Walnut Trees, Emsworth, West Sussex PO10 8QA Tel. 01243 373953</p> <ul style="list-style-type: none"> • EFP Gritting https://efpgritting.co.uk, based in Balcombe • Sussex Gritting Services https://www.sussexgrittingservices.com based in East Grinstead

	<ul style="list-style-type: none"> Sussex Manures https://sussexmanures.com/gritting_and_winter_services.php based in Findon
Snow Code: How to clear snow and ice	<ul style="list-style-type: none"> do it early in the day - it's easier to move fresh, loose snow don't use water - it might refreeze and turn to black ice use salt if possible - it will melt the ice or snow and stop it from refreezing overnight you can use ash and sand if you don't have enough salt - it will provide grip underfoot pay extra attention when clearing steps and steep pathways - using more salt may help wear warm suitable clothing <p>See the Snow Code: https://www.metoffice.gov.uk/weather/warnings-and-advice/seasonal-advice/your-home/clearing-paths-and-driveways</p>
Communication	Publicise plan in Westbourne Magazine, on WPC noticeboard and the Community noticeboard, the village website, giving information on liability, salt spread rates, request for good neighbour behaviour.
British Red Cross App	Residents can sign up to this app for emergency information http://www.redcross.org.uk/What-we-do/Emergency-response/Emergency-app-landing

Telephone tree

Winter Management Plan Coordinator: Active Communities Team, West Sussex County Council.

Tel. 0330 22251000. Email: active.communities@westsussex.gov.uk



Contact numbers for the Parish Council are on the notice board in The Square, in the Westbourne Magazine and on the website www.westbourne-pc.gov.uk

5. EMERGENCY EQUIPMENT

The following equipment is stored by the Parish Clerk and will be distributed to the local community if required.

- 2 metal-bladed shovels, traditional with wooden handles to match.
- 4 yellow plastic snow shovel blades with straight wooden handles to match
- 4 wooden sticks with leather loop handles for water depth “prodding.”
- 4 traditional yard brushes, heavy duty
- 10 heavy duty Halfords torches
- 6 Clulite 3LED headlights - model HL16 for mounting on head or helmet
- 4 traditional garden rakes in green plastic with wooden handles
- 2 Von Haus self-powered 3LED spotlight torches
- 1 Adastral LD1 portable megaphone
- 1 Draper wind up analogue radio with 3LED torch
- 20 safety light sticks (they glow for 12hours)
- 2 Bunzl Freenham general purpose first aid kits in pouch
- 20 off Ezy-aid emergency foil blankets
- 5 pairs of Showa 306 rubber gloves
- 1 box of clean grip disposable pre powdered gloves (100 pairs)
- 10 high visibility fluorescent yellow jackets
- 10 pairs of keep safe protection goggles clear
- 1 Draper three piece garden refuse sacks
- 2 rolls of black/yellow cordoning off tape
- 2 Road Warning signs “Road Ahead Closed”
- Road cones

6. Parish emergency response

In any type of emergency every Parish should be able to give rapid advice and protection to their residents to reduce the risk to life and damage to property. Bear in mind that whilst most residents have internet and mobile phone connections not everyone will have this, especially elderly residents.

Emergency response should take priority over anything else, especially if it involves a risk to life.

You may choose to have a triage priority process, in priority order, to deal with any type of emergency:

1. Death, serious injury or health risk or severe property damage e.g. flooding, power or sewage
2. Serious main highway flooding or trees down that pose an obvious risk to resident safety

3. Incidents like localised flooding on residential roads or other less serious incidents

Parishes will get mostly category 3 calls and emails but should focus on categories 1 and 2 at all times.

Staying safe in a storm

The Met Office provides a good range of [advice for staying safe in a storm](#).

Highways

Residents and Parishes can find out the latest information on any road closures due to the severe weather by following [@WSHighways](#) X account (formerly Twitter). County Councillors are usually contacted by WSCC directly about any specific issues in their areas which they will forward on to Parishes. Specific pages are set up for information and guidance on the WSCC website at [Severe weather update - West Sussex County Council](#)

Schools

Some schools may take the decision to close as a result of the severe weather. Your child's school should let you know if they are affected. We will update our webpage with information on closures as we receive details from schools. [Find a school, academy or college - West Sussex County Council](#)

Flooding and high winds

Residents during an emergency may contact their Parish Council to see what actions to take.

- Serious flooding emergency: dial 999
- Flooding from rivers or sea: contact the Environment Agency incident hotline on 0800 80 70 60
- Sewage flooding: call Southern Water on 0330 303 0368
- Urgent problems with trees on main roads: report the problem online <https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-or-report-a-problem-with-a-road-or-pavement/trees-hedges-weeds-and-grass/>
- Flooding of WSCC highways, roads or surface water flooding: report online at https://westsussex-self.achieveservice.com/service/Report_a_drainage_problem
- Alternatively for major flooding issues or large trees down call the WSCC contact centre on 01243 642105

Water supplies and sewage

Portsmouth Water for water supply issues:

- 24 hour emergency help and support line: 023 9247 7999
- Water network supply and quality enquiries: 023 9249 9888

Southern Water for sewage emergencies:

- If there is a sewage emergency please call 0330 303 0368
- www.southernwater.co.uk/help-advice/what-to-do-in-an-emergency

- www.southernwater.co.uk/help-advice/works-or-issues-in-my-area

Power cuts

Local electricity supplier SSEN monitors local weather systems when high winds and rain can affect power networks. In emergencies they activate a well-rehearsed contingency plan, bringing in additional teams to deal with any damage to the network and subsequent faults which may impact resident power supplies.

The additional teams, aided by colleagues from SSEN's north of Scotland distribution area and contractor partners, respond to faults and carry out repairs quickly and safely. Teams answering queries over the phone are also strengthened and SSEN calls its most vulnerable customers to offer them help and advice.

250,000 customers who are on their Priority Service Register are usually contacted ahead of any serious storm. SSEN also organises welfare provisions to be put in place for affected areas (1).

Customers are encouraged to be prepared for the possibility of disruption to supplies by:

- Saving the emergency power cut number 105 to report loss of supply or damage to electricity network
- Visiting the SSEN [Power Track Website](#) with details of power cuts and restoration times.
- You can also report power cuts and network damage through the SSEN Power Track app
- Going to the [SSEN website](#) for advice and information on how to deal with a power cut, or to chat live to an SSEN advisors via the online Webchat service

(1) Customers are eligible for SSEN's [Priority Services Register](#) (PSR) if they:

- Are deaf or hard of hearing
- Have a disability
- Live with children under five
- Are blind or partially sighted
- Have a chronic illness

Things residents can do to protect their homes

- Avoid unnecessary travel as roads may be flooded or blocked by trees and branches
- Prepare your home for emergencies including flooding, power cuts and wind damage
- Move your vehicles to high ground if possible and secure any house fittings or furniture
- Keep your computers, laptops and mobile phones charged in case of power cuts
- Have emergency contact details available for police, fire, utility providers and Councils

Other actions residents can take in emergencies

- Stay up to date with the [Met Office UK Weather Warnings](#)
- Check for flood warnings and alerts [in your local area](#) or on the [live flood map](#)
- Read the flooding guidance [on the WSCC website](#)
- Listen to local news for the most current updates
- Advice from the AA on [How to drive through floodwater and heavy rain](#)
- Find additional updates relating to severe weather on [the WSCC website](#)
- **Look after your friends and neighbours as, whilst you are safe, they may not be**

7.