

# Ferring Parish Emergency Response Plan



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**If you are in immediate danger call 999**

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# Distribution list

Name	Role	Issued date	Comment

# Amendments

Date of amendment	Date for next revision	Details of changes made	Changed by

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# Introduction

This plan has been developed by Ferring Parish Council in conjunction with Arun District Emergency Planning Unit and West Sussex County Council.

Nearly all emergencies affecting the local community will be dealt with routinely by a joint response from the emergency services, local authorities and utility companies. However, in extreme conditions such as snow and flooding, there is a possibility that the emergency services and other agencies may be overwhelmed and not be able to reach us immediately. In such circumstances, the initial response will rely entirely on local people. This plan will enable the community to respond to a major incident/emergency, whilst awaiting the assistance of the Emergency Services and the County or District Council.

## Definition of an Emergency/Major Incident

An Emergency/Major Incident is defined in the Civil Contingencies Act 2004 as an event or situation which threatens serious damage to:

- Human welfare in a place in the United Kingdom.
- The environment of a place in the United Kingdom.
- The security of the United Kingdom or of a place in the United Kingdom.

## Aim

This Emergency Plan has been designed to enable the Parish Council to identify the immediate actions they should consider during an emergency. These actions may assist the community in reducing the impact an emergency can have until further assistance has been received.

The aim of this plan is to provide a framework for Ferring Parish Council to deal with the initial impacts of an emergency within the local community, particularly when outside assistance from the emergency services and local authorities is delayed.

## Objectives

The key objectives of this plan are to:

- Identify the risks to the community within Ferring and relevant response actions.
- Identify skills and assets available in the community to assist during an emergency.
- Identify vulnerable people/groups in the community.
- Provide key contact details to enable the operation of the plan for the Ferring Emergency Response 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 Ferring Emergency Response Group (FERG) shall lead the Parishes' role and responsibilities in response to an emergency. The FERG shall be a standing group led by a team leader.

## Responsibilities

Ferring Parish Council recognises that it does **not** have any statutory obligation to plan for response to and recovery from emergencies. However, the Parish Councillors 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, they 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 Ferring 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 the rehabilitating of the community and restoring the environment as the emphasis progresses from response to recovery.
- Supporting the Emergency Response Group (ERG).

The Parish Council may be called upon by Arun District Council, West Sussex County Council or directly by the Emergency Services to assist them in an emergency. The Parish Council should appoint an individual to act as the Emergency Co-ordinator who will be responsible for producing a Parish Council approved **Community Emergency Resource Register**. The Parish should also consider seeking volunteers to act as an **Emergency Planning Group** to advise and help the Emergency Co-ordinator and individuals with specific skill sets to support the EPG as Incident Responders.

## Emergency Co-ordinator

The Emergency Co-ordinator is appointed by the Parish Council for an agreed term and reports to the Highways and Communities Committee. The role is to support the Parish in the following ways:

- Lead the Emergency Response Group
- Advise and help with local community preparations in response to an emergency
- Assess local problems that may arise in the event of a natural disaster or manmade incident occurring within the parish.
- Determine the capabilities of the community to care for itself during an emergency in the absence of support from the Emergency Services/Local Authorities.
- In the event of an incident:
  - To consult with the Chair of Council or deputy to initiate plan activation
  - To provide the emergency services or other responders with local knowledge.
  - Assess the situation within the community
  - Organise local resources as available within the Parish
  - Co-ordinate immediate self-help recovery if the community has been isolated by the emergency.

- Report on the local situation to the District or County Emergency Planning Officer, as appropriate

The responsibilities of the Emergency Coordinator are:

- Produce a Risk assessment to identify reasonably foreseeable Emergency situations that require to be addressed by this plan.
- Prepare and maintain the Community Skills and Asset Register.
- Identify potential incident control points and places of safety in the event of a significant incident.
- To find suitable volunteers from the community to be members of the Emergency Response Group and Incident Responders.
- To identify vulnerable members of the community.
- To ensure that the members of the Emergency Response Group can be easily contacted in an emergency.
- To submit the completed register to the Parish Council for the approval and, once approved, forwarding the register to the District Council and local Police.
- To establish and maintain group contact with all sectors and local supporting groups as appropriate.
- In the event if an incident initiate emergency call out of Emergency Response Group.

## Emergency Response Group

The Emergency Response Group (ERG), under direction of the coordinator, will be responsible for planning and, in the event of an incident, co-ordinating support to the incident commander (normally from the Emergency Services) and the mobilising of Incident Response Volunteers. The Emergency Coordinator 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.

The ERG will provide:

- Information arising from meetings and any recommended changes resulting from plan validation exercises to be submitted as a report to Council for approval.
- Incident Coordination reports to the Parish Council
- In the event if an incident:
  - Establish a designated Ferring Emergency Incident Control Point relevant to circumstances.
  - To be the point of contact with Arun District Council and West Sussex County Council Emergency Planning Departments, Emergency Services and other agencies.
  - To prioritise response to vulnerable members of the community

- To 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.
- To ensure Situation Reporting log (SITREP) is maintained

## Emergency Response Group Members

Volunteers from the community with good local knowledge can be recruited by the ERG to assist with Emergency Planning matters and emergency response on behalf of the Parish Council. Their responsibilities may include any or all the following-

- Advising the Co-ordinator on all aspects of emergency planning tasks and on drawing up the Community Skills and Asset Register.
- Assisting the Co-ordinator to compile and regularly update the contact register
- Assisting the Co-ordinator in finding volunteers within the community as deemed necessary
- Take part in emergency response exercises to test the plan.
- Assist the Parish Council in responding to any emergency that may affect the community.
- Support initiatives to ensure vulnerable members of the community receive advice, reassurance and appropriate levels of support during an incident.
- Organise receipt or delivery of emergency resources
- Assist with evacuation arrangements when necessary
- Direct and inform Incident responders, volunteers, groups and organisations during any incident
- Deputise for the Coordinator when necessary

## Incident Response Volunteers

Volunteers from the community with specific skills and/or experience can be utilised by the ERG to assist with the initial response and/or at the request of the Emergency Services. They will be deployed as and where required.

## Emergency Centre

A suitable Emergency Centre from which to operate during an incident should be identified. The following should be considered when selecting a suitable venue:

- Central location well known to residents.
- Sufficient space for managing the incident., including tables and chairs.
- Good access by road.
- Good communications.
- Power for computers.
- Storage space for maps, files.



- Outside the floodplain.

An alternative site should be nominated at a suitable location in the event of an incident making the nominated centre unavailable.

## Activation of the Plan

On the identification of emergency locally or at district or national level, the ERG will convene. 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 review to be undertaken after the incident.

The ERG will then determine the appropriate course of action and co-ordinate with the emergency services and Arun District Council to provide liaison and support to the responding agencies.

The Parish Clerk/Assistant Parish Clerk/Chairman shall ensure that all Ferring Parish, Arun District and Ferring County Councillors are informed. The ERG will remain active throughout the incident to maintain information flow and to support the co-ordination of the response and to maintain a log in the form:

### Primary Assistance

The Emergency Services co-ordinated by the Police may request direct assistance at the scene of an emergency. This would require the Emergency Co-ordinator to consult the Community Resource Register and put the Police in contact with the required resource provider.

### Secondary Assistance

This will normally result from a major emergency nearby when the Police may request assistance and back up resources such as assistance with evacuation, provision of a Rest Centre or Casualty Reception, or access to specialist manpower/equipment.

### Direct Assistance

If a major emergency occurs within the community and the Emergency Services are delayed or prevented from attending, the Emergency Co-ordinator can, when authorised by the Parish Chairman, commence direct relief operations.

### Activation triggers

Any alert of an emergency incident from 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- Warning of an Emergency Situation comes from the emergency services or Arun District Council**

- The Parish Co-ordinator informs the FPC Clerk/Assistant Parish Clerk/FPC Chairman
- FPC Clerk/Assistant Parish Clerk/FPC Chairman informs Parish Council.
- Subject to incident, urgency and public safety, the Emergency Co-ordinator will call a meeting with the Emergency Planning Group.
- 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.

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

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

The EPG 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.

### **Plan Maintenance and Exercising**

Ferring Parish Council Emergency Planning 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.

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

### **Post Event Actions**

The ERG shall meet within one month of an active incident to consider the lessons identified and areas where improvements can be made to the plan.

# Appendices

## Appendix 1: Local risk assessment

Risks	Impact on community	Impact	Likelihood	Risk	Control/Mitigation Measures
<b>Severe Weather Incidents</b>					
Gale Force winds	Falling trees, building vehicle damage.	4	4	High	Liaison with Arun District Council, Police, media travel communication
Coastal flooding Sea Breach	Property damage, drowning	4	2	Medium	Liaison with Arun District Council warning and informing possible evacuation. Rest Centre process initiated.
Fluvial Flooding/Rife and ditch overflow	Domestic flooding leading to possible contamination, electrocution, drowning	4	1	Low	Liaison with Arun District Council and Flood Action Groups and staff and as above
Surface Water	As above and driving and walking hazards.	3	1	Low	Ensure road signage and multi-media communication.
Freezing/Snow	Ice on Roads, hypothermia among vulnerable age groups. Fuel poverty. Care services withdrawn.	3	1	Low	Communication by multi-media options. Initiate action to check on vulnerable residents. Initiate arrangements with four-wheel drive volunteers.
Extended Heatwave	Dehydration among vulnerable age groups	3	1	Low	Support health information initiatives.
<b>Catastrophic Incidents</b>					
Industrial/Domestic Fire	Visibility on major routes, poisonous/noxious fumes, collateral damage from fire/fire water	4	1	Low	Liaison with West Sussex Fire & Rescue. Initiate Rest Centre procedure if evacuation is required.
Major Gas Leak	Risk if fire/explosion in local area, loss of utilities to community	4	1	Low	Liaison with Utilities Provider, West Sussex Fire & Rescue. Initiate Rest Centre procedure if evacuation is required

Risks	Impact on community	Impact	Likelihood	Risk	Control/Mitigation Measures
<b>Transport/Infrastructure</b>					
Road	Main Road A259 Road traffic crashes impacting on the Parish residents	3	1	Low	Liaison/Emergency Services passenger evacuation to Rest Centre. Cooperate with Highways Authority and Police
Sea	Maritime collisions and other accidents.	3	1	Low	Liaison/Emergency Services passenger evacuation to Rest Centre. Cooperate with Coast Guard/RNLI and Police
Air	Flight Path, light aircraft and helicopters, property damage	3	1	Low	Liaison/Emergency Services passenger evacuation to Rest Centre. Cooperate with Police and Fire and Rescue
Rail	Collision/Derailment and/or Closure of railway crossing for extended time	4	1	Low	Cooperate with Highways Authority, Railways Authority and Police
<b>Sustained Loss of Utilities</b>					
Loss of Electricity	Older vulnerable residents' visibility, independent living equipment failures, food preparation issues. Fear and Isolation	3	1	Low	Liaison with Arun District Council and power supplier activates pre-planned access to generators from local supplier. Action volunteer welfare checks.
Loss of Mains Gas	Older vulnerable residents' independent living equipment failures, heating, cooking, hot water.	3	1	Low	
Loss of Mains Water Supply	Older vulnerable residents' independent living washing, drinking, hygiene	3	1	Low	

Risks	Impact on community	Impact	Likelihood	Risk	Control/Mitigation Measures
<b>Miscellaneous</b>					
Influenza and virus strains	Health Centre pharmacy and local Hospital constraints.	4	2	Medium	Activate volunteer assistance telephone checks collection of medicines
Fuel Shortage	Essential business continuity. Challenges. Essential journey prevention, panic buying, reduced availability of food and services.	3	1	Low	Liaison with Arun District Council and all local purveyors of food and community and other transport providers
Terrorism	Any public gathering, schools, churches	3	1	Low	Liaison with Police and Arun District Council
Unexploded Ordnance	Discovery of Unexploded Ordnance during excavations, washed up on beach or in personal possession	3	1	Low	Liaison with Police and Explosive Ordnance Disposal Team

## Appendix 2: Community Skills and Asset Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Tick as many of the following as you are able to assist with:

<b>Have you or any of your household any of the following Skills/Experience (note if retired)?</b>							
Doctor		Builder		Fire & Rescue			
Pharmacist		Plumber		Catering			
Nurse		Electrician		HGV License			
First Aid		Corgi Gas Installer		Structural Engineer			
Vet		Mechanic		Tree Surgeon			
Administrative		Plant Operator		Other			
<b>Have you or any of your household any hobbies or talents that might be of use in an emergency? If so, please give details:</b>							
<b>Have you any of the following available for Emergency use?</b>							
Tractor		Chain saw		Portaloos			
Trailer		Lifting gear		Mobile Catering Equipment			
4x4 Vehicle		Heavy lifting gear		Camping Gas/ Equipment			
Lorry/Van/Pick-Up		Portable pump		Gas cylinders			
JCB/excavator		Shoring		Portable heater			
Bus/Minibus		Sandbags		Blankets			
Forklift		Plastic Sheeting		Pillows			
Boat		Mobile water tank		Megaphone			
Access Platforms				Portable Radios			
<b>HAVE YOU ROOM TO ACCOMMODATE PEOPLE OR PETS?</b>							
Adults	One	Two	More	Children	One	Two	More
Pets	Dog		Cat		Other		
<b>Do you have particular skills which would assist the Emergency Response Team to plan?</b>							
Yes	No						
<b>Would you be willing to be a member of the Emergency Response Team?</b>							
Yes	No						
<b>Do you need to discuss anything else to do with your requirements in an emergency?</b>							
Yes	No						
<b>Contact the Parish Office - 01903 249449 or email <a href="mailto:parishoffice@ferringparishcouncil.org.uk">parishoffice@ferringparishcouncil.org.uk</a> and someone will contact you to discuss/ take details</b>							
<b>I agree to this information being used by the Community Emergency Response Team and have no objection to this being filed/ stored electronically if this is necessary.</b>					<b>Signed:</b>		

### Appendix 3: Community Skills and Asset Register

Skill/Resources	Who?	Contact details	Location	Availability?
Tow ropes				
Chains saws, building equipment				
Avon dingy 4-man 6 safety chambers stored in garage				
Food				
Clothing				



#### Appendix 4: Potential Incident control points and places of safety

Building	Location	Potential use in an emergency	Contact details of key holder	Comments
Parish Council Office	1 Elm Park BN12 5RN	Incident Control Centre	Parish Clerk 01903 249449	Seating for 14 people Wi-Fi access Telephone Kitchenette Toilet Parking
Ferring Library	Ferring Street Worthing BN12 5HL	Alternate Incident Control Centre		Seating Wi-Fi access Telephone Kitchenette Toilet
Ferring Village Hall	Ferring Street	Rest Centre, potential for short term emergency accommodation		Main Hall seats for 140 people plus kitchen plus tables Club Room seats for 60 people plus kitchenette plus tables Griffin Room seats for 25 people plus kitchenette plus tables Parking 8 cars Wi-Fi access BT Hub3-M6XK (password Griffin1) Toilets off Main Hall and back of stage
Glebelands Community Centre	Greystoke Road Ferring BN12 5JL	Rest Centre, potential for short term emergency accommodation		Tables and chairs in storeroom Some Car Parking Toilets Telephone
St Andrews Church Hall	Church Road	Short term place of safety		One hall with 90 chairs, Two unisex toilets- one of which is accessible & the other has a baby changing table. No Wi-Fi or telephone

Ferring Church of England Primary School	Sea Lane Ferring BN12 5DU	Short term place of safety		
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## Appendix 5: Emergency Planning Group

Role	Name:	Contact No	Email:	Address:
Emergency Plan Coordinator	Clare Royal	07941756104	Cllr.croyal@ferringparishcouncil.org.uk	6 Chalet Road
Deputy Coordinator	Ruth Arnold	07757727251	Cllr.rarnold@ferringparishcouncil.org.uk	15 Meadow Way

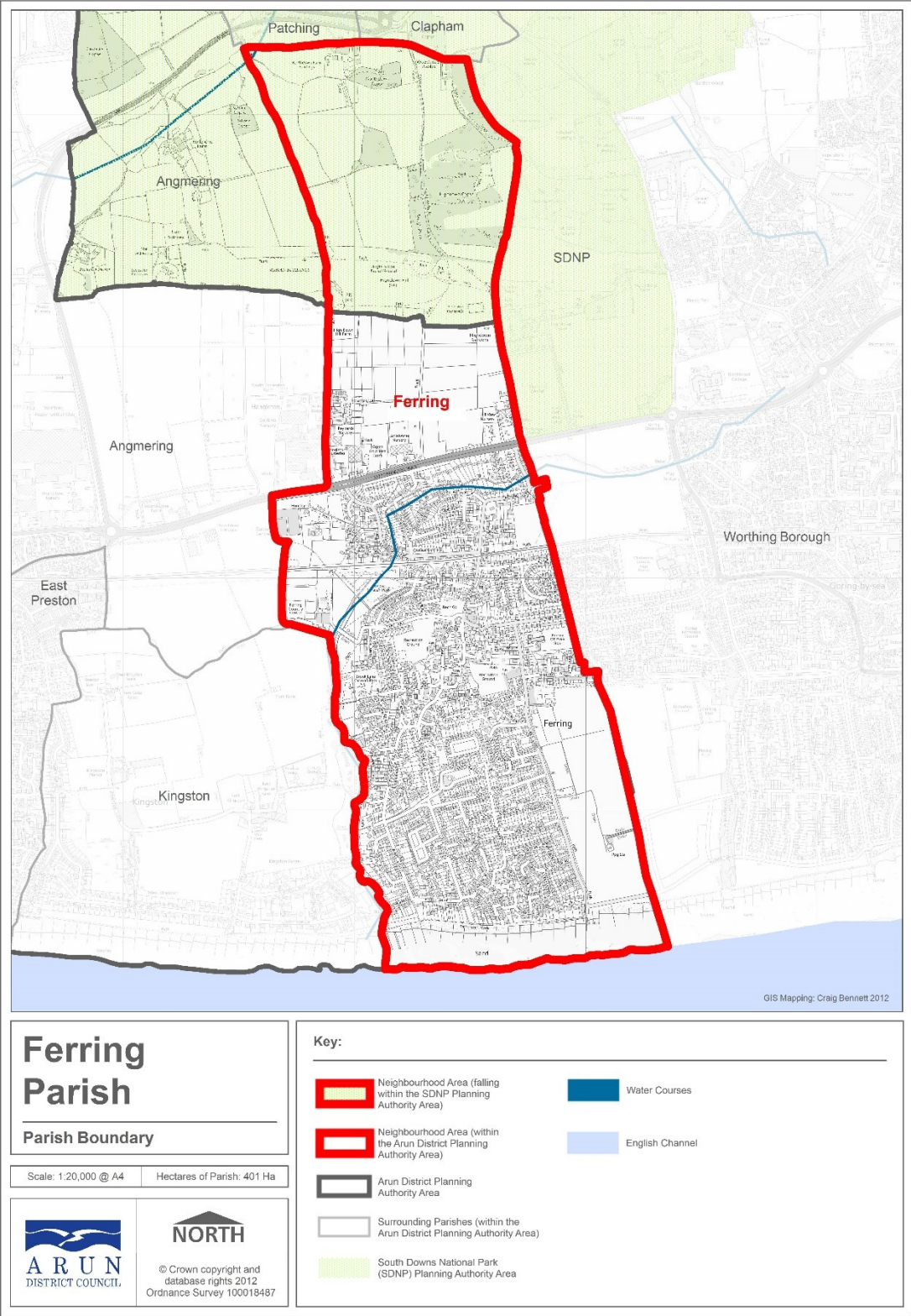

## Appendix 6: Organisations that can assist in identifying vulnerable people or communities

Organisation	Name and role of contact	Email address	Phone number	Comments
Barn Surgery 22 Ferring Street Ferring Worthing BN12 5HJ				
Friends of Ferring 14 Herm Road, Ferring, Worthing, West Sussex, BN12 5PS				
St Andrew's Church Church Lane Ferring BN12 5HN				
Ferring Baptist Church Greystoke Road Ferring Worthing West Sussex BN12 5JL				
Ferring Retirement Club Glebelands Centre Greystoke Road Ferring BN12 5JL				

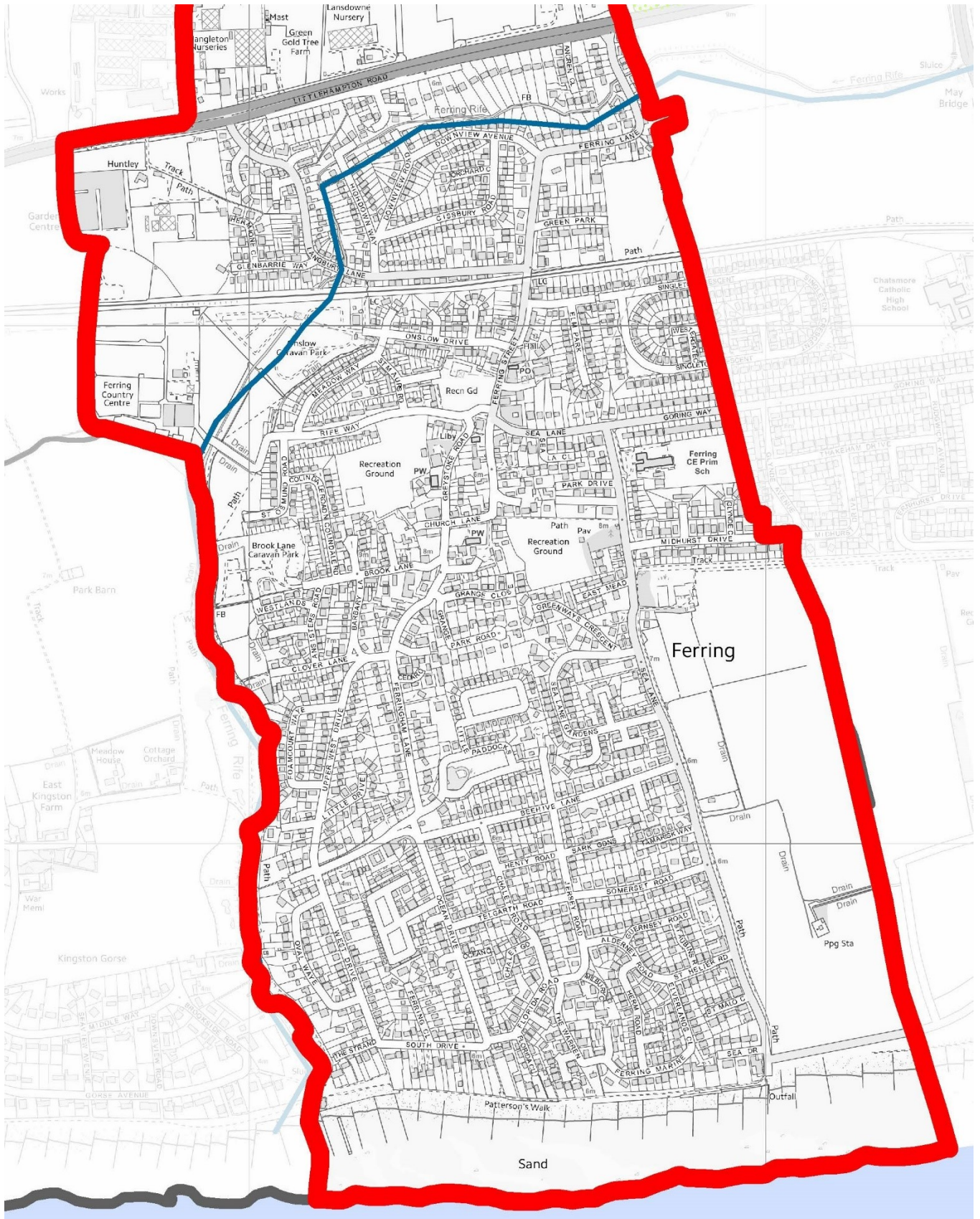
## Appendix 7: Residential Homes

Organisation	No of Residents	Name and role of contact	Phone number	Comments
Ferringham House 58 Ferringham Lane BN12 5LU	14		01903 242334	
Abbeyfield Ferring Society Old School House 27 Ferring Street BN12 5HL	10		01903 504240	
Abbeyfield Ferring Society Cronwell House 23/25 Beehive Lane	20		01903 242285	
Scotch Dyke Residential Home 38 Beehive Lane BN12 5NR	25		01903 242061	
Greystoke Manor Church Lane BN12 5HR	36		01903 700228	
Progress Housing Langbury Lane	11			2 x Units – 1 x 5 Bed residential 1 x 6 Bed Supported Living (tenants on 24hr care basis) 18 – 27-year olds

Appendix 8: Village Map









## Appendix 9: Actions in event of Activation

Step	Action	Confirm
1	Confirm the nature and location of the incident	
2	Determine whether there is an immediate danger to life and take reasonable measures to prevent further injury.	
3	Confirm Emergency Services have been contacted	
4	If practicable, visit site of incident to make an initial assessment, if not obtain as much information as possible from witnesses.	
5	Inform Key personnel on contact list (Parish Council Chair, Parish Clerk)	
6	Liaise with emergency services and, dependant on the nature of the incident, Utility companies	
7	Identify need for and location of Incident Control Point (ICP)	
8	Initiate call out of the Emergency Response Group and arrange to meet at the ICP	
9	Identify additional skills and assets required and manage deployment.	
10	Initiate action plan as appropriate to scale and nature of incident	
11	Continue to review skill and assets requirements as incident develops	
12	On arrival of Emergency Services, hand over control of the incident and continue to provide support as required.	
13	On direction from Emergency Services, or when Incident is declared over, stand down assets and ERG	
14	Collate all available information and review response	

## Appendix 10: Emergency Planning Group Aide Memoire

What is the current situation?	
Location of the emergency	<ul style="list-style-type: none"> <li>• Is it near:</li> <li>• A school?</li> <li>• A vulnerable area?</li> <li>• A main access route?</li> <li>• Type of emergency:</li> <li>• Is there a threat to life?</li> <li>• Has electricity, gas or water been affected?</li> </ul>
Are there any vulnerable people involved?	<ul style="list-style-type: none"> <li>• Elderly</li> <li>• Families with children</li> </ul>
What resources do we need?	<ul style="list-style-type: none"> <li>• Food?</li> <li>• Off-road vehicles?</li> <li>• Blankets?</li> <li>• Shelter?</li> </ul>
Establishing contact with the emergency services	
What support do the Emergency Services need?	
What actions can safely be taken?	
Who is going to take the lead for the agreed actions?	
Any other issues?	

## Appendix 11: Response to a Virus Pandemic (including seasonal Flu)

### Introduction

1. This plan has been developed to ensure that Ferring Parish is prepared for an outbreak of Pandemic Flu or other Virus based infection. The actions taken will always be in accordance with Government guidance issued at the time of a pandemic or as a result of direction from County/District Council to provide support to the local health authorities during times of high load.
2. The trigger for an outbreak of Pandemic Virus/Flu will be a declaration by the World Health Organisation. Other triggers may be received from the West Sussex Council, the National Health Service, the Chief Medical Officer or other professional health care organisations. The Chief Medical Officer is the most senior advisor on health matters to the government of the United Kingdom.
3. The outline of requirements and actions in each phase are shown in more detail in the table below and comprises 4 stages:
  - a. Preparation
  - b. Declaration of a Pandemic Virus.
  - c. Outbreak of Viral Infection
  - d. Recovery.

### Preparation

4. The main effort in the preparation phase is to ensure that all necessary support mechanisms are identified and that the Parish Council considers the options to provide an appropriate level of response and support to the community and that appropriate factual messages are communicated.

### Declaration of a Pandemic Virus

5. Once a Pandemic virus has been declared, then the Parish Council will refine the initial plan and form an emergency committee comprising key personnel to identify vulnerable residents and the level of support that will be required by the community and health services. Various scenarios will be considered based on advice from Government/Local Authorities and the particular needs of the community.

### Confirmed Outbreak

6. Once an outbreak of Pandemic Flu has been confirmed by a reliable source then, on the authority of the Chair of the Parish Council, the response plan will be activated. The key aims are to ensure that those who are unable to leave their homes for collection of prescriptions and/or food are identified and supported in a practical manner.

### Recovery

7. The recovery phase is to aid return to normal and to identify any lessons that would help to improve response to any future events.

### Communications

8. Communication of factual and helpful information is vital in these situations and plans should be drawn up to include methods of communicating with the community that are appropriate for individuals with hearing, visual and other disabilities; central contact for those that are self-isolating, in order to check on their health and give them a contact for non-critical support.

## **Reporting**

9. Throughout the duration of the pandemic, there may well be requirements to report the local situation to ADC/WSCC and therefore the processes and responsibilities for this flow of information will need to be established in line with any specific requirements.

## Pandemic Action Plan

Stage	Initiation	Requirement	Action/Support
Preparation	Government/WSCC publicity	Form a Parish "Inner Committee" to manage process and coordinate response.	Coordinator with assistance from individual Councillors
		Revise plans, identify additional councillors and members of the community to support where necessary,	
		Identify key support agencies and triggers for further action.	
		Agree an outline plan at Council level.	Full Council
		Issue Generic reminders about preventative measures in newsletter/All about Ferring	Parish Clerk/Office
Declaration of Pandemic	WHO COBRA Regional Health Authority WSCC	Review Government/NHS advice	Council Incident Committee
		Review risk levels	
		Form Emergency Committee to include health care professionals if possible and other key personnel to identify vulnerable members of the community. <i>[No need for face to face meeting at this stage, just put people on standby]</i>	Doctor's Surgery. Pharmacy Friends of Ferring Vicar and Methodist Minister Retirement Club
		Engage with relevant organisations across the community to discuss plans and coordination.	As above, plus care homes
		Identify potential incident response volunteers/Community support	Through Social media?
		Communicate National/Regional advice on Web site and consider leaflet drop	Parish Clerk/Office
		Develop contingency plans to facilitate communication and maintenance of services to village	Contingencies if Office Staff affected (emergency email access)
			Alternate communication plans/access to email (Setting up an emergency email address?)
		Review policy for council and public meetings against national/Regional guidelines	Consider requirements for Committee and Full Council and planned public meetings

		Confirm communications plan and publish outline Plan	Alternate email address for critical events/information.
Outbreak of Viral infection/Response	Government WSCC/ADC Regional Health Authority Parish Council Chair	Activate the Emergency Committee	Method of meeting/discussion, dependant on risk factors.
		Initiate Plan and confirm contact availability and details of Incident response Volunteers and support organisations including:	Volunteers who can collect and drop-off prescriptions, collect food, etc.
			Local Link Volunteers who provide transport for people without transport.in conjunction with Friends of Ferring
			Organisations who can help identifying vulnerable people.
			Local GP surgeries and alternate locations
			Local pharmacies and nearest 24-hour pharmacy
			Social and Welfare services
Recovery	Declaration of end of Pandemic by Government WSCC/ADC Regional Health Authority Parish Council Chair	Stand down Incident response Volunteers	Emergency Committee
		Continue to monitor situation	
		Review response and initiation procedures to identify improvements	Coordination and Incident Committee Publish Lessons and revise the plan
		Stand down the Emergency Committee	Parish Council Chair

### Measures to be considered in the event of the declaration of a Virus-related Pandemic

Stage	Area	Considerations
Declaration of Pandemic	Precautionary measures to protect health of Office Staff	Potential for remote working
	Contingency plans for management of normal operations	Access to emails if staff affected
		Dealing with significant increase in email and phone traffic
		Initiation of a general email address accessible by specific Councillors to manage information and respond to incident related needs
		Communication to the wider community of plans
	Reducing potential for spread of virus	Reduction in public facing meetings
		Restriction of public to Council meetings
		Suspension of Council meetings.
		Cancellation of Community based activities (Summer fair, etc)
Outbreak of Viral infection	Identification of at-risk residents	Engagement with medical services and review risks to community
	Communication	Disseminating official advice and related information to reduce fear and rumour.
	Maintenance of Health and Welfare of Office Staff	Consider closure of office to public and alternate arrangements for contacting Parish Council (transfer of Phone number/email in-box)
		Appropriate measures to reduce face to face contact with Public
		Reduce visits to Office by Councillors to absolute minimum to maintain provision of essential services
	Maintenance of Council Functions	Reduction of Committee meetings to manage urgent/essential activities only, consider merging committees/responsibilities in short term to ensure a quorum is maintained.
		Alternative ways of working, subject to authority from higher levels of government in the event of an extended period of disruption
		Identifying how Planning Committee can continue to deliver appropriate levels support in the event of extended period of restrictions
		Identify "deputies" for each key role and temporary extension of membership of critical committees to ensure that quorum can be maintained in the event of Councillors becoming infected or isolated.
	Self/Imposed Isolation of individuals	Process for monitoring individuals to check on health status and general welfare.

		Ensure that food supplies are maintained, and any domestic emergencies can be solved.
		Ensure that essential medical supplies can be obtained and delivered.
		Central contact number/email address for non-urgent help
	Liaison with ADC/WSCC as required	Named individual and deputy as the focal point
	Communication	Maintaining information feed to community and ensuring that rumour and conjecture and managed on Social Media.
	Public Events	In conjunction with National Policy, review planned public events (Summer fete; Christmas Lights, etc) and consider cancellation or postponement where applicable.



## Appendix 12: Situation Report Sheet (SITREP)

Date/Time Group (091230 Nov)	Event	Action Required	Name