



Rotherfield Parish Emergency Action Plan

Version 3.0

**This Plan is Recognised and Supported by
Rotherfield Parish Council**

Rotherfield Parish, East Sussex



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Document Control	
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Version Control			
Version	Record of Amendments	Author of Amendment	Date
1.0	Creation of first Rotherfield Parish Emergency Action Plan	PCT	26/09/23
2.0	Updates to Plan Activation, Action Cards and inclusion of Trigger Levels (Appendix 2)	PCT	29/09/24
3.0	General updates to improve operational efficiency	PCT	17/06/25

Plan Statement for Rotherfield Community Emergency Plan	
<p>Rotherfield Parish aims to plan, respond and recover from a variety of emergency incidents successfully and coherently.</p> <p>This plan sets out arrangements for maintaining an element of self-sufficiency during times of adversity within the Parish, and ultimately enhancing its ability to be resilient as a community.</p> <p>This Plan is recognised and supported by Rotherfield Parish Council.</p>	

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1. Introduction

Emergencies happen. Local emergency responders will always have to prioritise those in greatest need during an emergency, especially where life is in danger.

There will be times when communities may be affected by an emergency, but our lives are not in immediate danger. During this time, the community need to know how to help each other.

By becoming more resilient, the community can complement the work of local emergency responders and reduce the impact of an emergency on the surrounding areas both in short and long term.

There is no statutory responsibility for town councils to plan for an emergency response; however, the Government encourages communities to consider risks and to make simple “self-help” contingency plans.

2. Scope

The plan is for the area covered by Rotherfield Parish Council, namely Rotherfield, Mark Cross, Eridge Green and Boarshead and is supported by Rotherfield Parish Council, the Trustees of Rotherfield St Martin and the Trustees of Rotherfield Village Hall.

3. Aim

The aim of the initiative is to assist people across the Parish in the event of an emergency such as a sustained loss of power or water, or an extreme weather event. During such an event a network of volunteers, together with the Emergency Services, Utility Companies, Parish Council, Rotherfield St Martin and Rotherfield Village Hall aim to provide help and information, particularly for vulnerable members of the community. This might include warm food and drinks, places to keep warm, a supply of water, help with transportation and regular updates. We also aim to provide information and resources to help households be more prepared so that as a community we can be more resilient in the event of an emergency. By working together and supporting those most in need we hope to make life a little easier at a difficult time.

4. Objectives

- Identify the risks to the community 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 for the Leadership Team, key stakeholders and resources, the Emergency Services and Local Authorities
- Develop resources and information to help residents in the Parish be more prepared and resilient

5. Governance

The Rotherfield Parish Emergency Action Plan is a volunteer-led initiative that is recognised and supported by Rotherfield Parish Council. It is run by a leadership team that provides regular reports to the Parish Council and supported by a network of volunteers throughout the Parish. A Parish Councillor and the Parish Clerk are part of the Leadership Team. In the event that the Team Leader is unavailable, the Deputy Team Leader or a nominated member of the Leadership Team will deputise.

6. Key Risks – Rotherfield Parish

Rotherfield Parish is one of the largest parishes in Wealden and is located in the High Weald. The Parish is mainly rural with a mix of pastures and woodland areas. There are four villages/communities in the Parish, Rotherfield (including Town Row), Mark Cross, Eridge (part of the village is in the parish of Frant) and the

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community at Boarshead. The parish is crisscrossed by country lanes with the A26 and A267 forming part of the Parish boundary. The B2100 passes through the parish. The Parish has an older demographic with a higher than average percentage of vulnerable people. Due to the rural nature of the parish, many properties do not have mains gas or a connection to the sewage network and some rely on pumped water or sewage. The nature of the topography and soil conditions means that farming in the area is mainly livestock and there are a number of livery stables. A number of private residences also keep livestock, including horses.

Within the Parish there are two primary schools and two pre-schools. Some of the children are vulnerable and have additional needs.

The area has experienced a number of storm-related power outages as well as extreme weather-related water outages. Severe weather has also caused some roads to be blocked by fallen trees.

The Sussex Resilience Forum have identified the following risks for the County: Pandemic; South Coast Flooding; Inland Flooding; Severe Weather; Fuel Shortage; Loss of Critical Infrastructure; Animal Diseases; Coastal Pollution; Industrial Accidents; Transport Accidents; Cyber Security Electricity Loss; Terrorist and other attacks.

Using the list provided by the Sussex Resilience Forum, the material risks for Rotherfield Parish have been identified (see below) and rated using a risk matrix (see below).

Risk Matrix.

Impact	Catastrophic	5	High	Very High	Very High	Very High	Very High
	Significant	4	Medium	High	Very High	Very High	Very High
	Moderate	3	Medium	Medium	High	High	High
	Limited	2	Low	Medium	Medium	Medium	Medium
	Minor	1	Low	Low	Low	Low	Low
			1	2	3	4	5
			Low	Medium Low	Medium	Medium High	High
			Likelihood				

Material Risks for Rotherfield Parish.

Risk	Impact	Likelihood	Score
Sustained Power Outage (local)	4	4	16
Sustained Power Outage (Regional/National)	5	3	15
Sustained Communications Outage	4	3	12
Severe Weather Event with Sustained Impacts (wind, snow, heat)	4	4	16
Sustained Water Outage	3	4	12
Wild Fire	4	3	12
Fuel Shortages (Fuel Oil and Motor Fuel)	4	3	12
Pandemic	4	3	12
Fuel Shortages (Domestic Gas)	4	2	8
Major Accident	5	1	5
Terrorism	4	1	4

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The risks have then been further analysed to identify the likely impacts and associated needs.

Risk	Potential Impacts	Potential Needs
Sustained power outage (local)	<ul style="list-style-type: none"> • Loss of household and business heating or air conditioning • Loss of power to household and business services • Loss of lighting • Loss of some communications • Inability to use card or electronic payments methods locally • School closures • Reduced ability to charge vehicles 	<ul style="list-style-type: none"> • Winter warmth for vulnerable • Warm food and drinks for vulnerable in cold weather • Emergency lighting for vulnerable • Daily home visit for vulnerable • Information
Sustained power outage (regional/national)	<ul style="list-style-type: none"> • Loss of household and business heating or air conditioning • Loss of power to household and business services • Loss of lighting • Loss of most communications including mobile communications • Access to medical services severely restricted • Fuel shortages • No public transport • School and public building closures • See 'sustained water outage (regional/national)' • No sewage pumping or treatment • Inability to use card or electronic payments methods and no cash available from machines or banks • Low or no availability of retail services including food • No waste collection • School closures • Inability to charge vehicles 	<ul style="list-style-type: none"> • Winter warmth for vulnerable • Warm food and drinks for vulnerable in cold weather • Emergency food parcels for vulnerable • Emergency lighting for vulnerable • Drinking water • Transportation to medical services • Daily home visit for vulnerable • Information
Sustained communications outage	<ul style="list-style-type: none"> • Inability to contact emergency services including medical services • Loss of access to information services • Inability to use card or electronic payments methods and no cash available from machines or banks • Severe disruption to retail and business supply chains – including food 	<ul style="list-style-type: none"> • Transportation to medical services • Emergency food parcels for vulnerable unable to get deliveries or pay for food • Information
Severe weather event with sustained impacts (specifically wind, snow and heat)	<ul style="list-style-type: none"> • Personal injury • Injury to animals and livestock • Damage to property • Sustained power outage for wind, snow and extreme temperatures (see above) 	<ul style="list-style-type: none"> • Transportation to medical services • Road clearance • First aid • Winter warmth for vulnerable • Warm food and drinks for vulnerable in cold weather

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	<ul style="list-style-type: none"> • Sustained water outage in the event of extreme temperatures (see above) • Disruption to transport infrastructure including emergency services and public transport • Some communications disruption (see above) • School closures 	<ul style="list-style-type: none"> • Emergency lighting for vulnerable • Temporary shelter in the event of property damage • Drinking water • Daily home visit for vulnerable • If water cut see 'sustained water outage' above • Information
Sustained water outage	<ul style="list-style-type: none"> • Loss of safe drinking water on tap increasing risk of disease • Loss of water for personal hygiene increasing risk of disease • Inability to flush toilets increasing risk of disease • Inability to wash food increasing risk of disease • Inability to provide water to domestic and livestock • School closures 	<ul style="list-style-type: none"> • Drinking water • Purified water for basic hygiene • Water for livestock • Information
Wild fire	<ul style="list-style-type: none"> • As above (severe weather) 	<ul style="list-style-type: none"> • Transportation to medical services • First aid • Temporary shelter in the event of property damage • If power is down, see above • Information
Fuel Shortage (Oil/Petrol)	<ul style="list-style-type: none"> • Loss of household and business heating for oil dependent users • Reduced or no public bus services • Reduced or no delivery services • Reduced ability to use cars 	<ul style="list-style-type: none"> • Winter warmth for vulnerable if oil for based heating runs out • Food parcels for vulnerable relying on food delivery • Daily home visit for vulnerable • Information
Pandemic	<ul style="list-style-type: none"> • Extreme pressure on medical services including emergency services • Disruption to utility services due to staff shortages • Disruption to business services including retail and food services • Disruption to retail and business supply chains • School closures 	<ul style="list-style-type: none"> • Food parcels for vulnerable • Medical supplies for vulnerable • Access to PPE • Regular contact with vulnerable • Information
Fuel Shortage (Gas)	<ul style="list-style-type: none"> • Loss of household and business heating for gas dependent users • Loss of cooking facilities for gas dependent users 	<ul style="list-style-type: none"> • Winter warmth for vulnerable • Warm food and drinks for vulnerable in cold weather • Daily home visit for vulnerable • Information
Major Accident	<ul style="list-style-type: none"> • Personal injury • Injury to animals and livestock • Damage to property 	<ul style="list-style-type: none"> • Transportation to medical services • Road clearance • First aid

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	<ul style="list-style-type: none">• Disruption to transport infrastructure including emergency services and public transport• Some communications disruption (see above)• Potential for some loss of power to household and business services	<ul style="list-style-type: none">• Winter warmth for vulnerable• Warm food and drinks for vulnerable in cold weather• Emergency lighting for vulnerable• Temporary shelter in the event of property damage
Terrorism	<ul style="list-style-type: none">• Depending on the nature of the event – a combination of the impacts listed above•	<ul style="list-style-type: none">• Depending on the nature of the event – a combination of the needs listed above

7. Plan Activation

The Plan will be activated based on a trigger level (Red, Amber, Yellow or Green (Appendix 2)). The level of activity will be determined by the Trigger Level:

- Red (Major Incident) - A Major Incident declared by a Category 1 or 2 organisation will be communicated to Rotherfield Parish Council (Parish Clerk or Chair) who will advise the Team Leader
- Red (Non-Major Incident) - By a joint decision of the Team Leader and Chair or Vice Chair of Rotherfield Parish Council. The Team Leader will initially consult with Leadership Team to determine if a Red Level has been triggered.
- Amber - By a joint decision of the Team Leader, Vulnerability Lead and Cat 1&2 Responder Engagement Lead. The Chair and Deputy Chair of the Parish Council will be notified.
- Yellow - By a Leadership Team member.
- Green – By the Team Leader

Movement between levels will also be determined by the framework above.

The Team Leader (or Deputy) will notify the Leadership Team concerning a Red and Amber Level activation. In the event of a communications outage then the team will go to the Parish Office for information and where Walkie Talkies can be made available.

8. Incident Communication

Joint Emergency Services Interoperability Principles

JESIP (Joint emergency services interoperability principles) models and principles have become the standard for interoperability in the UK amongst emergency services.

JESIP is the thread that should run through all plans and subsequent incidents, and recovery from these. All incident phases need to consider multi-agency working, best served by following the JESIP principles.

The JESIP [*Joint Doctrine: the interoperability framework*](#) sets out a standard approach to multi-agency working. JESIP is scalable, so much so, [the principles for joint working](#) and [models](#) can be applied to any type of multi-agency incident.

The Rotherfield Parish Council aim to apply JESIP ways of working during a response to, and recovery from, emergencies within its community.

METHANE/ETHANE

The M/ETHANE model (**M**ajor Incident, **E**xact Location, **T**ype of Incident, **H**azards, **A**ccess, **N**umber of Casualties, **E**mergency Services) is an established reporting framework which provides a common structure for responders and their control rooms to share incident information. It is recommended that this format is used for all incidents and be updated as the incident develops. For incidents falling below the major incident threshold M/ETHANE becomes an 'ETHANE' message. See Appendix 4.

Communication with Category 1&2 Responders

Communication between Cat 1&2 Responders and the Leadership Team will flow through the Deputy Team Leader (Parish Council Lead) and/or the Cat 1&2 Responder Engagement Lead (Parish Clerk). Communications will be cascaded by the Communications Lead via a parish-wide network of volunteers (Parish Engagement Network 'PEN'). Information from the PEN will inform communications with Cat 1&2 Responders.

NOTE: The Parish Council CAN'T declare a Major Incident. Only Category 1&2 Responders will do this

9. Community Resilience

For the purposes of this plan the population in the Parish has been divided into three categories. Category A is people who are vulnerable. The Government define someone who is vulnerable as someone in need of special care, support, or protection because of age, disability, risk of abuse or neglect. Category B is someone who is elderly but not vulnerable. Category C is the remaining population.

For households in Category C, a key aim is to provide information and resources to increase resilience in order to reduce pressure on Cat 1&2 Responders and enable the Leadership Team to focus on helping Category A & B households. An ongoing communications campaign will provide information including details of resources and actions particularly for Category C households. Notice Boards throughout the Parish will be used to convey information, particularly in a prolonged communications outage.

10. Identifying Vulnerable People

Rotherfield St Martin (RSM) hold details of people who have notified them that they have a vulnerability in a GDPR compliant way and have approval to use this information in the event of an emergency to ensure help and support is provided to those in need. The Vulnerable Lead will pass appropriate information to the Cat 1&2 Engagement Lead to inform communications with Cat 1&2 Responders. This will not include all Category A households as it relies on self-declaration due to GDPR.

Roles and Responsibilities – Community Response Leadership Team

ROLE	ESTABLISHMENT PHASE	INCIDENT ACTION CARD NUMBER
Team Leader	Form the Leadership Team Oversee the completion of the Emergency Action Plan (EAP), Confidential Supplementary Paper (contact details and other information not for the public domain) and associated documentation. Ensure key stakeholders are identified and ensure relationships are established. Agree an engagement plan with Category 1&2 stakeholders Agree a mission statement Agree a communications plan	1
Deputy Team Leader (Parish Council Lead)	Deputise for the Team Leader taking responsibility for key tasks. Liaise with Parish Council including agreeing budget for key resources in conjunction with the Parish Clerk and Responsible Finance Officer. Lead/Support the procurement of approved resources	2
Village Hall Lead	Develop plans including details of resources required to enable the Village Hall to be mobilised as a refuge/warm space. Lead/Support the procurement of approved resources	8
Vulnerable Lead	Ensure the needs of vulnerable members of the community are built into the EAP. Support the recruitment of a PEN to support the EAP. Ensure details of vulnerable members of the community are held and backed up electronically and available on paper. Ensure the information is GDPR-compliant.	3
Team Coordinator	Coordinate input to the EAP and EAP Confidential Supplement. Manage the Action Tracker and chase outstanding actions. Fix meeting dates and venues. Ensure records are stored and backed up electronically and available on paper.	5
Communications Lead	Formulate a mission statement. Develop and implement a multi-media awareness and engagement communications plan.	6
Category 1&2 Responder Engagement Lead	Develop and implement an engagement plan with Cat 1&2 stakeholders. Establish relationships with Cat 1&2 stakeholders. Ensure details of and feedback from Cat 1&2 stakeholders is included in the EAP.	7

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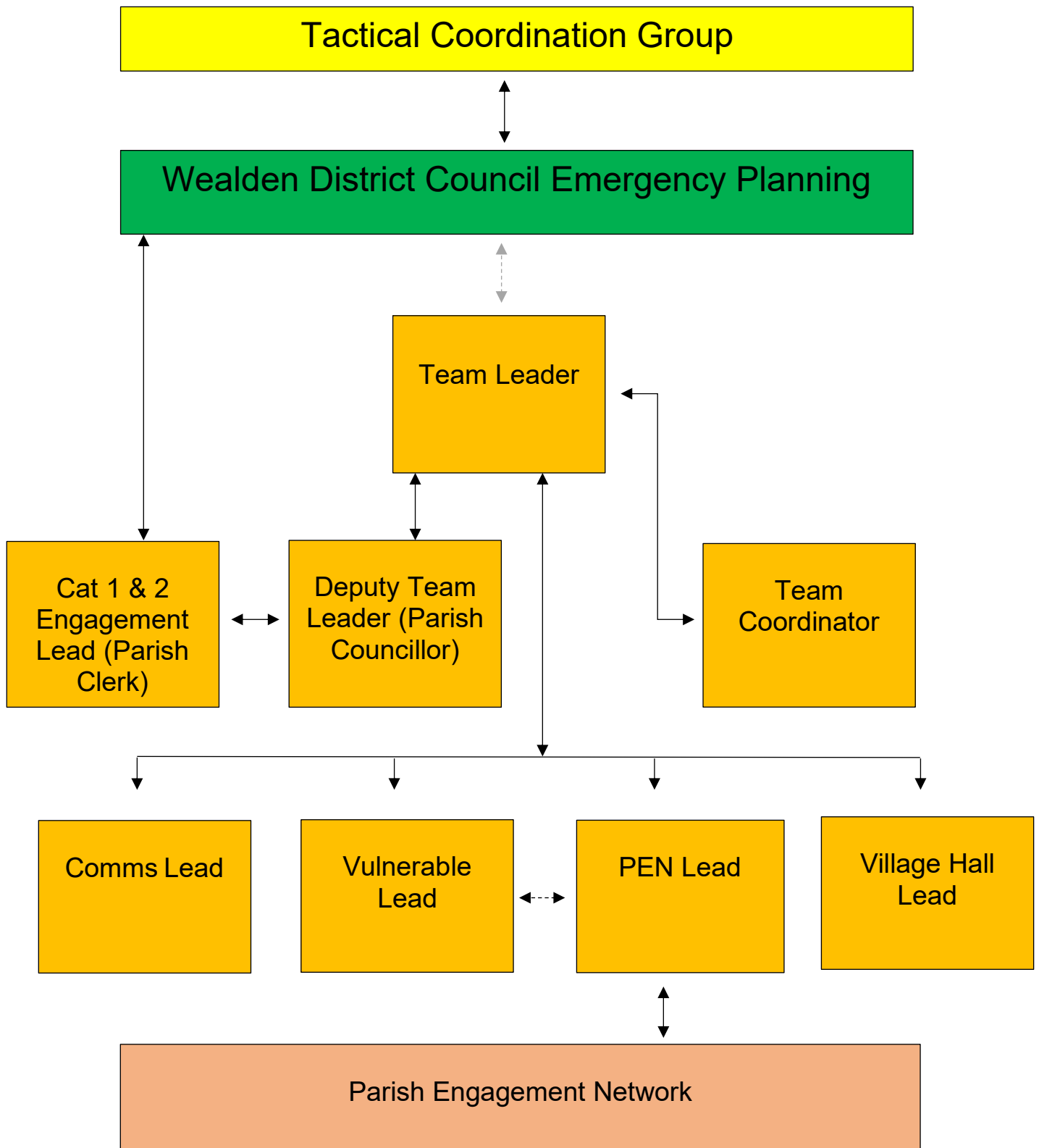
PEN Lead	Establish all relevant streets and areas for volunteer needs. Build a volunteer network and pyramid comms process. Inform all volunteers of their role. Develop all relevant volunteer protocols and liaise with all liaise with appropriate Leadership Team members.	4
Parish Engagement Network	Support the PEN Lead to identify Cat As and Cat Bs Support the PEN Lead by promoting the Priority Register	9

ROLE	STEADY STATE	INCIDENT ACTION CARD NUMBER
Team Leader	Horizon scan to identify new or updated risks and issues . Assess readiness of EAP half yearly. Report periodically to the community detailing if the plan has been activated and highlighting any changes to the Leadership Team. Keep relationships warm with community stakeholders to ensure continuing support.	1
Deputy Team Leader (Parish Council Lead)	Deputise for the Team Leader taking responsibility for key tasks. Ensure that the EAP and EAP Confidential Supplement is regularly reviewed and updated. Report to the Parish Council. Horizon scan to identify new or updated risks and issues. Check on the Container Box monthly and fire up the generator periodically.	2
Village Hall Lead	Ensure the Village Hall Trustees are regularly briefed Ensure the Village Hall is ready to be set up as a shelter/warm hub. Manage the storage and readiness of EAP resources. Horizon scan to identify new or updated risks and issues.	8
Vulnerable Lead	Ensure the details of vulnerable members of the community are kept up to date and stored in an accessible and in a GDPR-compliant way. Maintain a GDPR database of volunteer drivers. Horizon scan to identify new or updated risks and issues.	3
Team Coordinator	Update the EAP as necessary. Take meeting notes and chase outstanding actions. Fix meeting dates and venues. Ensure records are stored electronically and on paper. Ensure that the EAP and EAP Confidential Supplement updated with changes to stakeholder contact details.	5

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Communications Lead	Produce and coordinate content for regular community updates to keep the initiative fresh and visible. Horizon scan to identify new or updated risks and issues.	6
Category 1 & 2 Responder Engagement Lead	Keep regular contact with Cat 1&2 responder stakeholders. Provide updates from Cat 1&2 stakeholders to the Leadership Team and arrange for EAP to be updated. Ensure the EAP is reviewed and re-approved by the Parish Council annually. Horizon scan to identify new or updated risks and issues. Manage costs against budget in capacity of Parish Clerk and Responsible Finance Officer	7
PEN Lead	Maintain a full volunteer network and regular communication protocols. Arrange periodic (six montly) volunteer network meetings to update with progress/changes.	4
Parish Engagement Network	Keeping area contact lists up to date including people moving into the area	9

12. Incident Command & Control



13 Key Contacts (Public Domain)**13.1****1 & 2 Responders**

Service/ Name	Contact Number	Contact Email	Notes
Emergency Services – Dial 999			
Sussex Police	999: Emergency 101: Non-emergency 0800 789 321: Anti-terrorist hotline 0800 555 111: Crimestoppers	N/a	
East Sussex Fire & Rescue Service	999: Emergency 0800 177 7069: Community Safety Department	enquiries@esfrs.org	
SE Coast Ambulance Service	999: Emergency 111: Non-emergency 0300 123 0999: Main switchboard	enquiries@secamb.nhs.uk	
British Transport Police	999: Emergency 0800 405040: Non-emergency 0800 789321: Terrorist Hotline	N/a	
Maritime Coastguard Agency	0345 213 5976	sar.response@mca.gov.uk	
Government Agencies			
Animal and Plant Health Agency	03000 200301: Defra Rural Services Helpline	N/a	
HSE	Contact the Health and Safety Executive (hse.gov.uk)	N/a	
Environment Agency	0800 807060: Incident hotline 0645 333111: General enquiries	enquiries@environment-agency.gov.uk	
East Sussex County Council	0345 608 0190: General enquiries	N/a	
East Sussex County Council	Emergency Planning Duty Officer 07549 223585	N/a	
Wealden District Council	01323 443322: Office hours 01323 443599: Out of hours Duty Emergency Response Officer	N/a	
Utility Companies			
National Grid	105: Power cuts 0800 111999: Gas emergency 0800 404090: Power lines	N/a	
UK Power Networks	105: Emergency 0800 3163105: 24/7 hotline	N/a	
Southern Water	0330 3030368: Emergency	N/a	
Southeast Water	0333 000 0365: 24/7 hotline	N/a	
Volunteer Organisations			
The British Red Cross	0844 412 2738: Ambulance support 0808 1963651: Support line	contactus@redcross.org.uk	
St John's Ambulance	0370 0104 950: General enquiries	N/a	

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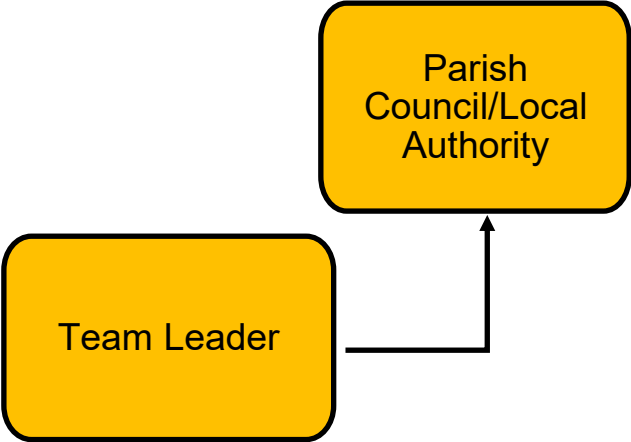
RAYNET	0303 040 1080: 24/7 emergency number	N/a	
RSPCA	0300 1234 999	N/a	
The Samaritans	116 123	jo@samaritans.org	
The Salvation Army	020 73674500: Main office	info@salvationarmy.org.uk	

13.2 Key Community Responders/Contacts

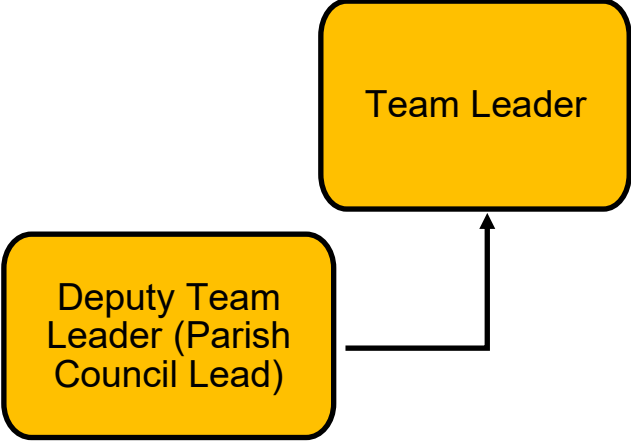
The contact details for the Leadership team and for local stakeholders are not included in the EAP which is a public domain document. This information is available to team members in the 'EAP Confidential Supplement'.

SELECT CORRESPONDING ROLE ACTION CARD

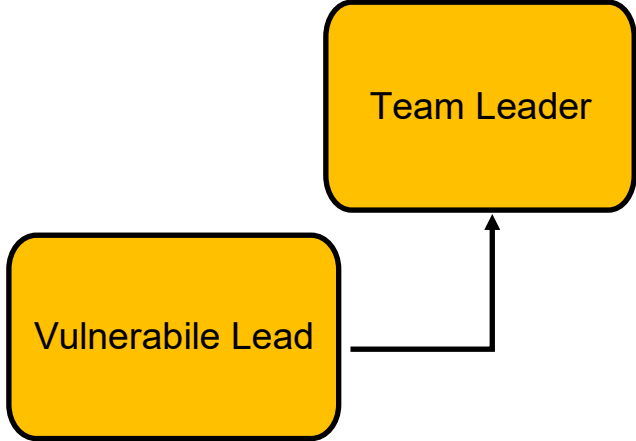
ACTION CARD 1: Team Leader

INCIDENT ROLE/JOB TITLE:		Team Leader	1
ACCOUNTABLE TO:		Parish Council and Local Authority	
INCIDENT ROLE LOCATION:		Remote/Village Hall/Memorial Institute	
RESPONSIBILITIES:		<div style="display: flex; align-items: center; justify-content: center; height: 150px;"> <div style="border: 1px solid black; padding: 10px; margin: 10px;">Overall team leadership</div> <div style="margin-left: 100px;">  <pre> graph BT TL[Team Leader] --> PCA[Parish Council/Local Authority] </pre> </div> </div>	
NUMBER	✓		
1.		Make the Go/No Go decision and determine/confirm the Trigger Level in conjunction with Gold Command and/or the Chair/Vice Chair of the Parish Council.	
2.		Lead the activation of the EAP ensuring Leadership Team and/or deputies are contacted. Agree and communicate updated Trigger Levels as appropriate.	
3.		Contact the WI Lead for Amber or Red events for both standby and activation	
4.		Act as a focal point for the community in the response to an emergency.	
5.		Ensure information is shared with the Leadership Team and the community as appropriate, including any information that can be shared following updates from Gold Command (6hrly) during Red events.	
6.		Consult with Leadership Team and make the Go/No Go decision on setting up the Village Hall shelter/warm hub	
7.		Ensure decisions and actions are recorded and logged.	
8.		Consider the METHANE reporting framework in conjunction with the Cat 1&2 Eng Lead	
9.		Call stand down (Green level) and lead hot debrief and 'lessons identified' meeting	
10.		Arrange to have the EAP and EAP Confidential Supplement updated as appropriate	
11.		Arrange appropriate meetings with external parties for feedback and actions	
12.			
13.			
14.			

ACTION CARD 2: Deputy Team Leader (Parish Council Lead)

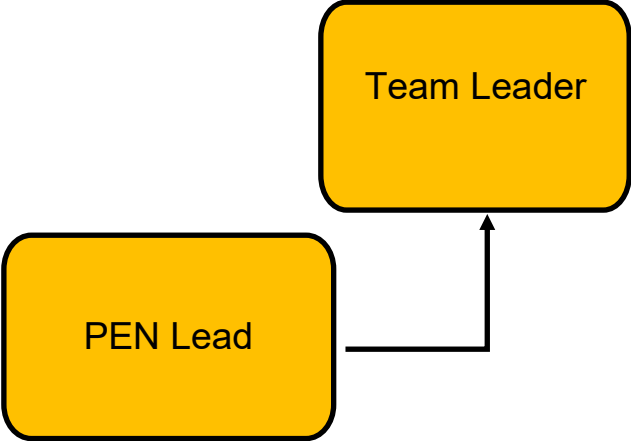
INCIDENT ROLE/JOB TITLE:	Deputy Team Leader (Parish Council Lead)	2
ACCOUNTABLE TO:	Team Leader	
INCIDENT ROLE LOCATION:	Remote/Village Hall/Memorial Institute	
RESPONSIBILITIES: Deputising for the Team Leader on key tasks and Parish Council Liaison	 <pre> graph BT DTL[Deputy Team Leader (Parish Council Lead)] --> TL[Team Leader] </pre>	
✓		
1.	Deputise for the Team Leader taking responsibility for key tasks.	
2.	Work with the Cat 1&2 Responder Engagement Lead to ensure there is a central point of contact with Emergency Services and the Local Authority and ensure that two-way communication is maintained.	
3.	Lobby as appropriate for an emergency to be declared	
4.	Ensure information from Cat 1&2 Responders is cascaded so that it can be communicated as appropriate	
5.	Ensure the Parish Council is kept up to date	
6.	Provide support to set up the Village Hall shelter/warm hub if required	
7.	Provide support to the Vulnerable Lead as required	
8.	Liaise with community stakeholders as agreed with Team Leader	
9.	Ensure decisions and actions are recorded and logged.	
10.	Lead on ensuring the EAP and EAP Confidential Supplement are updated following hot debrief and 'lessons identified' meeting	
11.		
12.		
13.		
14.		

ACTION CARD 3: Vulnerable Lead

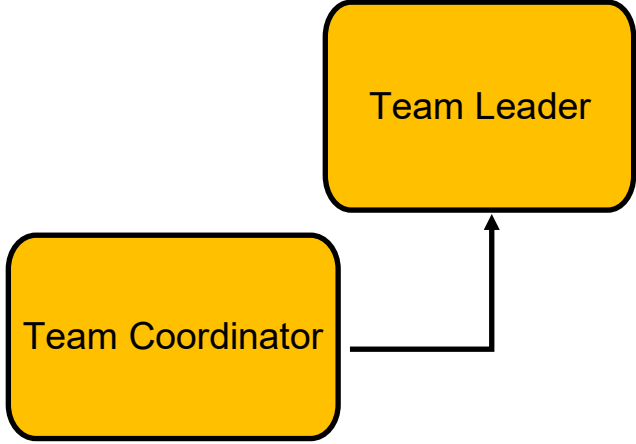
INCIDENT ROLE/JOB TITLE:	Vulnerable Lead	3
ACCOUNTABLE TO:	Team Leader	
INCIDENT ROLE LOCATION:	Remote/Village Hall/Memorial Institute	
RESPONSIBILITIES: Leading on the needs of vulnerable members of the community and Rotherfield St Martin liaison	 <pre> graph BT VL[Vulnerable Lead] --> TL[Team Leader] </pre>	

NUMBER	✓	
1.		Highlight the needs of vulnerable members of the community in the given circumstances.
2.		Request or provide community communication alerts information or updates as appropriate
3.		Provide updated details of vulnerable members of the community as necessary
4.		Advise the Team Leader regarding the need for the Village Hall shelter/warm hub
5.		Advise Volunteer Lead to activate the PEN to support vulnerable members of the community.
6.		Ensure decisions and actions are recorded and logged
7.		Debrief the PEN post emergency to inform the 'lessons identified' meeting.
8.		
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16.		

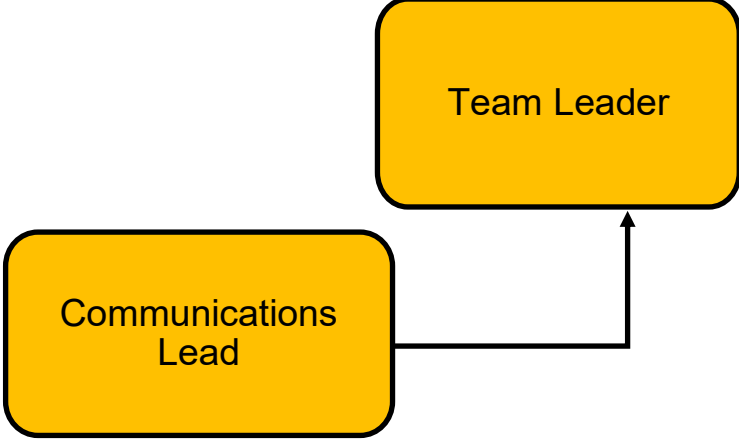
ACTION CARD 4: PEN Lead

INCIDENT ROLE/JOB TITLE:		PEN Lead	4
ACCOUNTABLE TO:		Team Leader & in an emergency to the Vulnerable Lead	
INCIDENT ROLE LOCATION:		Remote/Village Hall/Memorial Institute	
RESPONSIBILITIES:		<p>Leading the PEN including the management of the PEN & Zones</p>  <pre> graph BT A[PEN Lead] --> B[Team Leader] </pre>	
NUMBER	✓		
1.		Communicate any emergency via Pyramid Protocols Verbally or via WhatsApp following notification by Team Lead	
2.		Liaise with PEN and help PEN problemsolve throughout	
3.		Log key decisions made and pass to Team Coordinator	
4.		Stay in close contact with Vulnerable Lead regarding issues and update Comms Lead as appropriate	
5.		Inform Team Lead of any issues considered to be on the horizon during Emergency	
6.		Ensure all PEN follow protocols and action cards	
7.		Inform PEN when Emergency officially over	
8.		Debrief the PEN post emergency & inform Leadership Team/Team Coordinator of any updates and changes to EAP	
9.			
10.			
11.			

ACTION CARD 5: Team Coordinator

INCIDENT ROLE/JOB TITLE:	Team Coordinator	5
ACCOUNTABLE TO:	Team Leader	
INCIDENT ROLE LOCATION:	Remote/Village Hall/Memorial Institute	
RESPONSIBILITIES: Team coordination and administration	 <pre> graph BT TC[Team Coordinator] --> TL[Team Leader] </pre>	
NUMBER	✓	
1.		Ensure a copy of the EAP and EAP Confidential Supplement is available with stakeholder contact information.
2.		Provide support with contacting community stakeholders to activate the EAP.
3.		Arrange hot debrief during and post emergency
4.		Ensure decisions and actions are logged.
5.		Arrange with Team Leader any relevant feedback/action meetings
6.		Update the EAP and EAP Confidential Supplement as advised
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ACTION CARD 6: Communications Lead

INCIDENT ROLE/JOB TITLE:	Communications Lead	6
ACCOUNTABLE TO:	Team Leader	
INCIDENT ROLE LOCATION:	Remote/Village Hall/Memorial Institute	
RESPONSIBILITIES: Community communications	 <pre> graph BT CL[Communications Lead] --> TL[Team Leader] </pre>	
NUMBER	✓	
1.		Gather information from Leadership Team, stakeholders media and any other available channels
2.		Draft and publish community-wide information updates using available channels (including the PEN) and parish notice boards if communications are down. For Amber and Red events communications should be approved by the Team Leader, Deputy (Parish Council Lead) or Cat 1&2 Engagement Lead. Communications relating to a Yellow level event can be proactively managed.
3.		Provide support in contacting stakeholders to activate the EAP
4.		Ensure decisions and actions are recorded and logged
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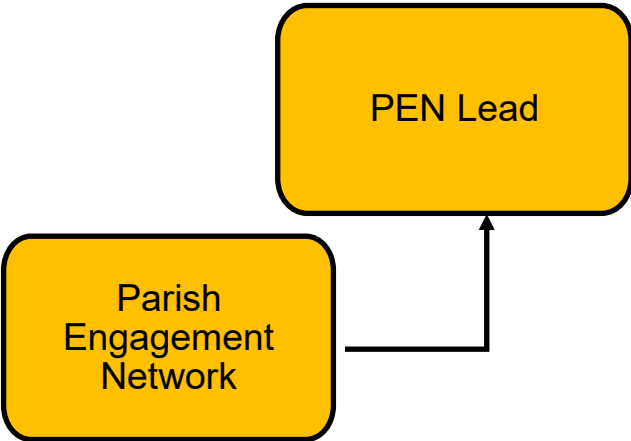
ACTION CARD 7: Category 1&2 Responder Engagement Lead

INCIDENT ROLE/JOB TITLE:	Cat 1 and Cat 2 Responder Engagement Lead	7
ACCOUNTABLE TO:	Deputy Team Leader (Parish Council Lead)	
INCIDENT ROLE LOCATION:	Remote/Village Hall/Memorial Institute	
RESPONSIBILITIES: Engagement and liaison with Cat 1 and Cat 2 responders	<pre> graph BT A[Cat 1&2 Responder Engagement Lead] --> B[Deputy Team Leader (Parish Council Lead)] </pre>	
NUMBER	✓	
1.		Facilitate the flow of communication with Cat 1 & 2 stakeholders providing regular updates to the CRLT.
2.		Contact Area and District Councillors for information and support
3.		Disseminate requests for support and help to CRLT
4.		Lobby as appropriate for an Emergency to be declared
5.		Request or provide community communication alerts information or updates as appropriate
6.		Ensure decisions and actions are recorded and logged
7.		Ensure the Parish Council is kept up to date
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15.		

ACTION CARD 8: Village Hall Lead

INCIDENT ROLE/JOB TITLE:	Village Hall Lead	8
ACCOUNTABLE TO:	Team Leader	
INCIDENT ROLE LOCATION:	Remote/Village Hall/Memorial Institute	
RESPONSIBILITIES: Leading on all aspects of establishing the Village Hall as a shelter/warm hub	<pre> graph BT VHL[Village Hall Lead] --> TL[Team Leader] </pre>	
NUMBER	✓	
1.		Lead the set up and stand down of the Village Hall shelter/warm hub
2.		Ensure resources are accessible and made available
3.		Lead the stand down and clear up of the Village Hall post emergency
4.		Ensure decisions and actions are recorded and logged.
5.		Ensure Village Hall Trustees are kept up to date
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ACTION CARD 9: Parish Engagement Network

INCIDENT ROLE/JOB TITLE:	Parish Engagement Network		9
ACCOUNTABLE TO:	PEN Lead		
INCIDENT ROLE LOCATION:	Remote/Village Hall (at Recreation Ground)		
RESPONSIBILITIES:	<p>Communicating with and assisting their local area in an emergency</p>  <pre> graph BT PEN[Parish Engagement Network] --> PNL[PEN Lead] </pre>		
NUMBER	✓		
1.		Contact your Pyramid Protocol Zone Neighbour immediately if no Comms	
2.		Contact Category A and Category B households to see if help is required	
3.		Providing aid to Category A and B households if possible/appropriate	
4.		Communicate needs or requests for help to the PEN Lead as appropriate	
5.		Provide updates from the PEN Lead to their own PEN Zone	
6.		Liaise with volunteer drivers if people move from their Zones to the Village Hall.	
7.		Ensure identification lanyards are worn at all times	
8.		Attend a hot debrief during/post emergency (location to be advised)	
9.			
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15.			

15 Appendix

15.1 Appendix 1 – Draft Emergency Meeting Agenda

Date:												
Time:												
Location:												
Attendees:												
What is the current situation?												
Location (full details of address):												
Description of Incident:												
Any threat to life:	Yes	No	If yes, contact the emergency services immediately on 999									
No of people affected by incident:	Adults		Children	List all known Hazardous substances below (e.g., gas cylinders, hazardous chemicals, snakes, etc.)								
Of these how many are vulnerable?	Adults		Children									
What resources do we need?	Food	Y	N	Blankets	Y	N	Shelter	Y	N	Off-road vehicles	Y	N
	Other	Y	N	List additional resources needed								

Trigger Level	Event Examples	Activity
Yellow	<ul style="list-style-type: none"> • Bad weather with associated warnings • Localised power cut (< 3 days) • Short term water outage (< 3 days) • Intermittent communication interruptions • Minor transport disruption (< 3 days) 	<ul style="list-style-type: none"> • Monitor and inform all via social media or Parish Information Boards if communications are being interrupted
Amber	<ul style="list-style-type: none"> • Event causing disruption and minor damage • Widespread power outage (1 day >) • Water outage with local bottle station • Periodic communication interruptions • Moderate transport disruption (3 day >) • Emergency service cover disruptions 	<ul style="list-style-type: none"> • Team planning meeting(s) • Targeted support for vulnerable members of the community • Monitor and inform all by social media or notice boards • Put WI and Village Hall on standby
Red	<ul style="list-style-type: none"> • Emergency declared by Gold Command • Event causing extensive damage and disruption • Transportation links severely disrupted • Widespread power outage (3 days >) • Water outage (3 days >) with no local bottle water stations • Emergency Service cover unavailable or severely disrupted 	<ul style="list-style-type: none"> • Team planning meeting(s) • Monitor and inform all by social media or notice boards • Support provided for vulnerable and older members of the community • Village Hall warm hub activated as needed
Green	<ul style="list-style-type: none"> • Event over or downgraded 	<ul style="list-style-type: none"> • Stand down communications and lessons learnt

15.3 Appendix 3 – Household Resilience List

The following list will help a household be prepared for an emergency. It is recommended that some parts of the kit are kept together in a bag or box.

- Hand torch (wind up or battery) – with a supply of batteries (1)
- Head torch – with a supply of batteries (1)
- Rechargeable lantern (2)
- Radio (wind up or battery) (2). Or use your car radio
- Mobile phone charger
- Candles (3)
- Matches (3)
- Blanket
- Hat
- Gloves
- Three days' supply of drinking water
- A supply of water to flush a toilet
- Water purification tablets (4)
- Hand sanitiser and/or wet wipes
- Three days' supply of ready to eat food that won't go off
- Tin opener
- Camping gas stove and a supply of gas (3)
- Formula/baby food and nappies if applicable
- Basic toiletries (including toilet paper)
- Pet supplies (including medication)
- Medication including prescription medication
- First Aid Kit
- Spare glasses and contact lenses
- Pencil, paper, penknife and whistle
- A supply of cash

It is also advisable to have the following in your car

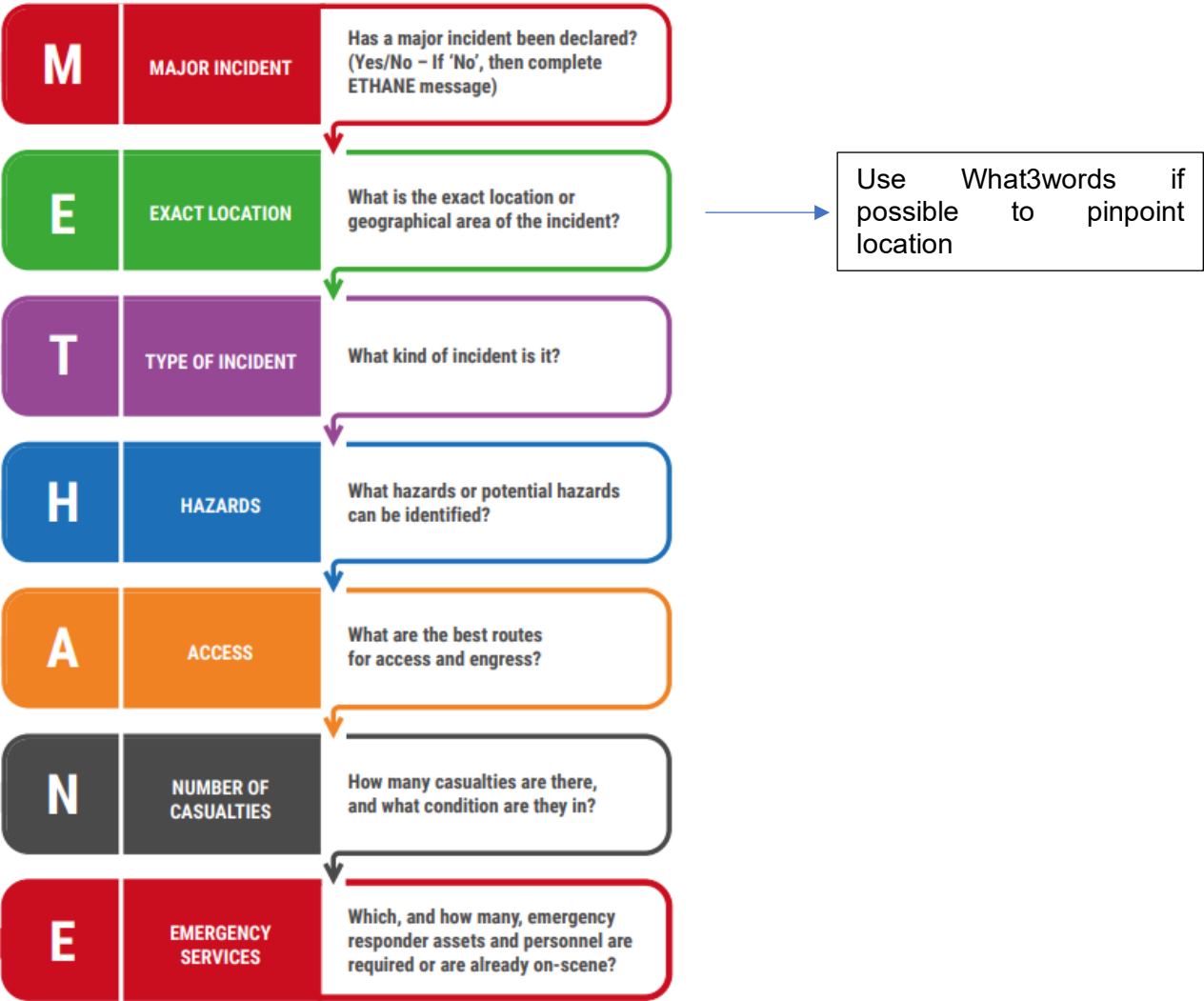
- First Aid Kit
- Jump leads
- Torch and spare batteries
- Map for unplanned diversions
- Blanket
- Ice scraper and shovel (5)
- Warm clothing (5)
- Warm drink and food (5)

It is also advisable to know how to turn your mains water off at the stop-cock, and know the location of your fuse box and how to turn the power off.

Notes:

1. Leave batteries out of the devices to avoid corrosion
2. Regularly charge rechargeable devices
3. Take care with using naked flames
4. These can be used if fresh bottled water is not available
5. For winter weather

15.4 Appendix 4 METHANE Reporting Framework



15.5 Appendix 5 – Glossary of Terms

Cat 1 Responders	Emergency Services, Local Authorities, Health Bodies, Environment Agency
Cat 2 Responders	Utilities, Transport, Strategic Health Authorities, Health and Safety Executive
EAP	Emergency Action Plan
GDPR	General Data Protection Regulation
JESIP	Joint emergency services interoperability principles
M-ETHANE	See page 9 and Appendix 4
PEN	Parish Engagement Network
RSM	Rotherfield St Martin
Trigger Level	See Appendix 2