



Worth Parish Council

Community Emergency Plan

Date Adopted: September 2022

Date Reviewed: January 2024, March 2026

What is a Community Emergency Plan?

Worth Parish Council's Community Emergency Plan provides support, advice and guidance to the local community (villages of Copthorne and Crawley Down) both in advance of, during and after any significant emergency.

Although not required by law, Parish Councils can play a vital role during and after a local incident. This Community Emergency Plan is designed to complement those of emergency responders (emergency services and Mid Sussex District Council).

This Community Emergency Plan sets out the role of Worth Parish Council in supporting the community during an emergency. By planning in advance, Worth Parish Council can help coordinate local response activities. Being prepared and able to respond to an emergency can often help people recover more quickly and make communities more resilient.

The Community Emergency Plan will come into effect when:

- The Emergency Services request direct assistance at the scene of an emergency.
- The Police request assistance of the local authority.
- Mid Sussex District Council request assistance (Mid Sussex District Council will communicate with Worth Parish Council during the response and recovery from a major incident).
- When the normal response provided by the above is delayed due to the scale and/or nature of the emergency.
- There is a sustained emergency/problem within the boundary of the Parish and the emergency services are not involved; Mid Sussex District Council may or may not be involved. This may include sustained snowfall or a sustained power failure.
- At the discretion of the Chief Officer, in consultation with the Chair of the Council.

Mid Sussex District Council has an [Emergency Plan](#) to deal with a major incident in Mid Sussex, this includes the villages of Copthorne and Crawley Down. Experience has shown however, that in some emergencies, the normal response provided by the emergency services and local authority can be delayed due to the scale and/or nature of the emergency.

Therefore, Worth Parish Council has identified there may be a time when a Community Emergency Plan is required to support the community and its residents. Anything which the local community can do to support each other will help them to deal with the emergency more effectively.

What is an Emergency?

In the context of Worth Parish Council's Community Emergency Plan, the definition of an emergency is:

Any event occurring with little or no warning causing or threatening death or injury, damage to property or the environment including any disruption to the community, which cannot be dealt with by the day-to-day activities of the Emergency Services.

The [Sussex Resilience Forum](#) provides information on the biggest emergencies that could happen to Sussex. The top risks identified are:

Human and Animal Health

- Pandemic
- Outbreak of Emerging Infectious Disease
- Animal Disease

Natural and Environmental Hazards

- Climate Change
- Wildfire
- Coastal Flooding
- Inland Flooding
- High temperatures and Heatwaves

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- Low temperatures and snow
- Storms

Accidents and Systems Failures

- Major Fire
- Loss of Critical Infrastructure
- Industrial Accidents
- Transport Accidents
- Coastal Pollution

Societal

- Fuel Shortages
- Cyber Security
- Terrorism

People

There are several groups of people who, in a crisis, should be considered as potentially vulnerable, these are:

- Children
- Anyone in charge of a group of children when the incident happens
- Older People (*over 65's – see Appendix 2 for a full definition*)
- Mobility Impaired
- Mental/cognitive function impaired
- Sensory Impaired
- Individuals supported by health and local authorities
- Temporarily or permanently ill
- Individuals cared for by relatives
- Homeless
- Pregnant women
- Minority language speakers
- Tourists
- Travelling community
- Newcomers to the Parish who are not familiar with local facilities
- Visitors to the Parish

Many of the vulnerable individuals concerned will be known to existing service providers (people who live or are present in vulnerable establishments such as schools, nursing homes or day centres).

There will be others who, for a variety of reasons, are more difficult to identify – such as those who live in the community as individuals, visitors to the area or the homeless. Contingency arrangements are needed to ensure they are not overlooked. Therefore, Worth Parish Council hold a list of known vulnerable individuals in the Parish.

Rough Sleeping

Mid Sussex District Council work in partnership with the outreach service Turning Tides to support residents who are rough sleeping or at risk of rough sleeping in Mid Sussex. This service may not be aware of everyone so if anyone knows of a rough sleeper in Mid Sussex then Mid Sussex District Council can be alerted by completing a Streetlink referral at www.streetlink.org.uk

Identification of Vulnerable Groups and Organisations in the Local Area

Appendix One is a list of vulnerable groups and organisations in the villages of Copthorne and Crawley Down. During an emergency, these groups may need to be contacted either by Worth Parish Council or the Emergency Services. (*Confidential and held securely by Worth Parish Council*)

Identification of Vulnerable Individuals in the Local Area

Appendix Two is a list of Vulnerable Individuals in the villages of Copthorne and Crawley Down (this list is work in progress). (*Confidential and held securely by Worth Parish Council*)

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Organisations That May Be Helpful in Identifying Vulnerable People or Communities

Appendix Three is a list of organisations that may be helpful in identifying vulnerable people or communities.

Worth Parish Council Community Emergency Team (CET)

The Community Emergency Team is made up of an Emergency Plan Coordinator (EPC), deputy Emergency Plan Coordinator, Council Chair, Vice Chair and Councillors (*Appendix Five, confidential and held securely by Worth Parish Council*).

Community **Emergency Plan Coordinator (EPC)** for Worth Parish Council is the Chief Officer.

The deputy Community **Emergency Plan Coordinator (deputy EPC)** for Worth Parish Council is the Assistant Clerk.

Emergency Co-Ordination Centre (ECC)

The Emergency Co-Ordination Centre is located at:

The South Room (first floor)
The Parish Hub
Borers Arms Road
Cophorne
RH10 3ZQ

Telephone 01342 713407

Email enquiries@worth-pc.gov.uk

Out of Hours

Worth Parish Council phone lines automatically divert to voicemail from 2pm and at weekends.

When the Community Emergency Plan is initiated and if required, the automatic divert will be removed allowing calls to reach the office after 2pm.

If the Emergency Co-ordination Centre (ECC) is affected by the emergency and cannot be accessed, the office phone will be diverted to the Emergency Mobile.

The quickest and easiest way of removing the automatic divert and/or diverting the office phone to the Emergency Mobile is to call Focus IT on 0330 024 2000. This will be given a P1 rating and dealt with within one hour.

Emergency Mobile Phone

This will be always carried by the Emergency Plan Coordinator (EPC) (or the deputy EPC in the EPC's absence). It will only be switched on and used if the Community Emergency Plan is initiated.

Emergency Box

An Emergency Box will be kept at the Emergency Co-Ordination Centre. This will contain the information and equipment that might be needed in an emergency.

Contents include:

- Copy of this Community Emergency Plan including all appendices
- Emergency Mobile Phone (*carried by EPC as stated above*)
- Mobile phone charger
- Map of Cophorne Village (*to be updated annually if required*)
- Map of Crawley Down Village (*to be updated annually if required*)
- Torches x 4
- Loud hailers x 2
- Spare batteries (*shelf life of batteries to be monitored*)

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- High Vis jackets/tabards.
- Waterproof clipboards x2
- Note pads and pens

Emergency Services and Medical/First Aid

In situations of immediate danger dial 999.

By dialling 999 or 112 (European Emergency Services) residents can call the Emergency Services (Ambulance, Police, Fire Service).

In the event of injury or illness within the community the assistance of professional medical support should be sought.

Local GP Surgeries

Copthorne Branch Surgery, Lewiston, Copthorne Bank, Copthorne RH10 3RE
01342 774888

Crawley Down Health Centre, 15 Bowers Place, Crawley Down, RH10 4HY
01342 713031

Out of Hours Medical Services

Call 111

Community Emergency Plan Procedure

When the Emergency Plan Coordinator is alerted to an emergency, the following procedure is followed.

If the Emergency Plan coordinator is absent, the deputy Emergency Plan Coordinator will deputise.

Please note: there is no alternative for staying in contact if the usual communication methods have been disrupted (phone and email).

Community Emergency Plan Procedure



Emergency Plan WhatsApp Group Membership

- Emergency Plan Coordinator – Admin
- Deputy Emergency Plan Coordinator – Admin
- Chair of Council – Admin
- Vice Chair of Council – Admin
- Full Council
- Worth Parish Council Officers
- Mid Sussex District Council Emergency Planning Manager (Paul Collard)
- Duty Incident Liaison Officer (will be advised if emergency is declared).

The Emergency Plan WhatsApp Group will be used to communicate with Councillors and to convene the Community Emergency Team meetings. Only Admins of the WhatsApp group can share messages to this group.

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All communications will follow this procedure ensuring all members of the Council are kept up to date and informed.

Community Emergency Plan Procedure for Longer Term Emergencies

For longer term emergencies or long-term recovery situations, Worth Parish Council may decide to use the app SLING. This app can be used for scheduling shifts, dashboard for key messages, messaging, tasks and newsfeed for keeping everyone up to date. This will be decided by the Community Emergency Team.

https://getsling.com/?_go=adk34

Community Emergency Team (CET) Meeting

When a Community Emergency Team (CET) meeting is convened it will normally be held at the Emergency Coordination Centre (The South Room, The Parish Hub, Borers Arms Road, Copthorne, RH10 3ZQ).

In situations where the Emergency Coordination Centre is affected by the emergency and cannot be accessed, this initial meeting will normally be held virtually via Zoom or WhatsApp video call. The Emergency Plan Coordinator is responsible for scheduling this meeting.

An alternative meeting place might be appropriate in some circumstances and will be arranged at the discretion of the Emergency Plan Coordinator.

The CET meeting will follow the draft agenda for the initial meeting and any subsequent review meetings (Appendix Four).

Record Keeping

Throughout an emergency, Worth Parish Council will keep a simple record of events, record of expenditure and supplies and a record of any meetings held. The Emergency Plan Coordinator will be responsible for record keeping.

Procedure for Using the Local Skills and Resource Register

The Local Skills and Resource Register (Appendix Ten) is a register of knowledge, skills, expertise, and specialist equipment within the community. This is held confidentially by Worth Parish Council and will only be used if the Community Emergency Plan comes into effect. (*Confidential and held securely by Worth Parish Council*)

Depending on the nature of the emergency, those listed on the Local Skills and Resource Register may be contacted to see if the support they offered is still available. For example, if a tree has fallen and needs removing, those listed on the Local Skills and Resource Register who own a chainsaw will be contacted to see if they are able to help.

This is an agenda item on the Community Emergency Team Meeting. At this meeting it will be decided who needs to be contacted, what service/help will be requested and who will make contact.

Helping the Community Help Themselves

By being prepared and being able to respond to an emergency can often help people recover more quickly and make communities more resilient. Therefore, it is important for communities to be prepared and be able to help themselves as much as possible.

To support the community, Worth Parish Council will:

- have a dedicated [Community Emergency Plan webpage](#)
- provide updates on the [Worth Parish Council Facebook page](#)
- provide online links to [West Sussex County Council preparing for an emergency webpage](#).
- provide relevant information via the [Worth Parish Council newsletter](#)
- hold a List of Vulnerable Individuals in the Local Area (confidential)
- hold a List of Vulnerable Groups and Organisations in the Local Area (confidential)

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- hold a list of defibrillators in the local area and publish this on the Worth Parish Council website.
- Hold a Local Skills and Resource Register (confidential)

Communication and Social Media

In times of trouble, 40%* of people head straight to social media for the latest news (*SoCrowd YouGov Survey).

Worth Parish Council will ensure that the community is kept up to date via Facebook during an emergency. This will include:

- Pausing all scheduled posts.
- Post details of the emergency (clear and concise)
- What action residents need to take.
- Details of the Parish Hub being used as the Emergency Co-ordination Centre with contact details and opening times.
- Details of any rest centres being used.
- Contact details of support agencies (for example, national power cut helpline)
- Post daily updates – what is the type of emergency, actions being taken by relevant agencies/individuals, outcome of Community Emergency Team meetings.
- Recovery details.
- Sharing above posts to local Facebook pages such as Crawley Down Village and Copthorne Locals (where appropriate) ensuring there is a greater reach.

A dedicated webpage will be published and kept up to date. This will include information that has been shared on Facebook. A link to this page will be placed at the top of the Worth Parish Council homepage.

There will be those in the community that do not access social media. Therefore, other means of communication will need to be used/considered including:

- Use of a loud hailer
- Use of local noticeboards
- Targeted leaflet drops
- Direct contact using the List of Vulnerable Individuals in the Local Area (appendix two) (*confidential and held securely by Worth Parish Council*)
- Indirect contact using the List of Organisations that May Be Helpful in Identifying Vulnerable People or Communities (appendix three) (*confidential and held securely by Worth Parish Council*)

Safeguarding Considerations

When it comes to supporting vulnerable people in the community, Worth Parish Council must take safeguarding into consideration.

At this current time, those who volunteer their services and expertise as part of the Local Skills and Resource Register are not required to hold a DBS (Disclosure and Barring Service check). However, they are asked if they hold a current DBS when they sign up for this register.

If the emergency response requires visits to vulnerable people in the community, such as providing water or taking prescriptions/provisions to a vulnerable person's home, Worth Parish Council would ensure that a buddy system is in place, so no one is alone when visiting. Worth Parish Council would not require anyone to enter a person's home, as deliveries can be made via a doorstep drop off.

Worth Parish Council may consider obtaining DBS checks for volunteers if this type of support becomes long term.

Useful Information to Support the Community Emergency Team, Mid Sussex District Council and Emergency Services

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Appendix One: List of Vulnerable Groups and Organisations in the Local Area
(Confidential and held securely by Worth Parish Council)

Appendix Two: List of Vulnerable Individuals in the Local Area
(Confidential and held securely by Worth Parish Council)

Appendix Three: List of Organisations that May Be Helpful in Identifying Vulnerable People or Communities.

Appendix Four: Community Emergency Plan Draft Agenda – Initial Meeting and Review Meeting

Appendix Five: Community Emergency Team Contact Details
(Confidential and held securely by Worth Parish Council)

Appendix Six: List of Neighbouring Councils
Depending on the nature and location of the emergency, it may require a coordinated approach with neighbouring councils.

Appendix Seven: Location Map of Neighbouring Councils

Appendix Eight: List of Defibrillators in the Local Area (and neighbouring Councils)
Whether there is an emergency or not, it is useful to know where defibrillators are located.

Appendix Nine: Rest Centres
In some emergencies the safest action is to stay inside, but if the emergency services think it is safer to evacuate, the police will clear the area. Mid Sussex District Council will normally provide accommodation for people made temporarily homeless, often by opening a rest centre. This is for those needing a safe place for 12-24 hours. Anything longer than this, Mid Sussex District Council will arrange short term accommodation in hotels or assisting those affected to get to homes of relatives or friends.

Appendix Ten: Local Skills and Resource Register
This is a register of knowledge, skills, expertise, and specialist equipment within the community.
(Confidential and held securely by Worth Parish Council)

Appendix Eleven: List of Utilities and Useful Contacts

Appendix Twelve: Local Risk Assessment - Specific Actions Based on Specific Risks

Appendix Thirteen: Household Emergency Plan (West Sussex County Council document)

Useful Documents and Links

Community Information on Risks in Sussex Booklet
www.midsussex.gov.uk/media/1823/community-information-on-risks-in-sussex.pdf

Community Risk Register for Sussex 2023/2024
<https://www.sussex.police.uk/SysSiteAssets/media/downloads/sussex/about-us/sussex-resilience-forum/preparing-for-an-emergency---be-ready-stay-safe-act-now.pdf>

Household Emergency Plan Document (West Sussex District Council)
https://www.westsussex.gov.uk/media/p2td3gyw/household_emergency_plan.pdf

Identifying People Who are Vulnerable in a Crisis
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61228/vulnerable_guidance.pdf

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Mid Sussex District Council Emergency Planning and Emergency Plan
<https://www.midsussex.gov.uk/environment-net-zero/emergency-planning/>

SLING App
https://getsling.com/?_go=adk34