

WESTERHAM TOWN COUNCIL

WESTERHAM EMERGENCY PLAN



In case of an emergency:

1. Dial 999 – ask for Emergency Service Required
2. Contact the WEHT Co-ordinator on 01959 562147

This document is a plan for the community of Westerham and environs to prepare and assist responders to deal with emergencies that may arise.

INDEX

Contents	Page
Index	1
Appendices	2
Defining an emergency situation	3
Aim / objectives of the Westerham Emergency Plan	3
Emergency Responders	3
Westerham Emergency Help Team (WEHT)	4
Data Protection and Sharing Information	4
Identifying Local Risks	4
Identifying Resources	5
Identifying & Helping the Most Vulnerable People	5
Activation of the Emergency Plan	6
Evacuation	6
Practising and Reviewing the Plan	6
<u>Emergency Flood Plan</u>	7
Flooding –Understanding the Flood Risk	7
Areas at Risk	8
Surface Water Flooding	9
Areas at Risk	9
Flood Wardens	10
Traffic Management	10

Appendices

- Appendix 1: WEHT Response to an Emergency Situation
- Appendix 2: Action Log – Control Centre/WEHT Supervisor
- Appendix 3: Action Log – Volunteers' Roles & Responsibilities
- Appendix 4: Action Log – Rest Centre Co-ordinator
- Appendix 5: WEHT Members' Telephone Tree
- Appendix 6: Additional Emergency Contact Information
- Appendix 7: Equipment Information
- Appendix 8: Westerham Flood Maps
- Appendix 9: Run, Hide and Tell information

Emergency – Definition

An emergency is a serious situation or occurrence that happens unexpectedly and demands immediate action.

In most cases, emergencies are dealt with by the appropriate agencies including the major utilities. However, in some circumstances, such as extensive flooding, heavy snow or severe storm damage, where the arrival of emergency services could be delayed or diverted to other locations, Westerham must be prepared to rely on its own resilience.

Westerham Town Council has taken action to improve the community's ability to help itself and the Emergency Services in an emergency. This plan is based on that developed by Kent County Council Emergency Planning.

Aim

To provide a plan of action locally that will be set in motion in the event of an emergency.

Objectives

- Identify the risks most likely to impact on the community.
- To provide guidance for commencement of a plan in the event of an emergency.
- To identify vulnerable people, groups, amenities and equipment.
- To provide key contact details for community response, local volunteers, Emergency Services and other involved parties.

Emergency Responders

The official responders in an emergency situation are likely to include:

- Kent Police
- Kent Fire and Rescue Services (KFRS)
- South East Coast Ambulance Service (SECAS)
- Kent and Medway NHS
- Kent County Council (KCC)
- Sevenoaks District Council (SDC)
- Environment Agency

Westerham Emergency Help Team (WEHT)

WEHT is a group of volunteers, supported by Westerham Town Council, which aims to respond to local emergencies when asked to do so. WEHT will actively encourage residents to help themselves and others in emergency situations. WEHT is not intending to replace the trained and equipped emergency services.

It should be recognised that neither Westerham Town Council nor the WEHT is trained, equipped, empowered or resourced to carry out functions of an emergency service. The response by WEHT will be generally confined to supporting the welfare of the people in the community and helping to maintain normal community life.

Data Protection and Sharing Information

It is likely that some of the information given in response to this plan will be classed as personal data under the Data Protection Act (DPA) 1998. Whilst holding this data is legally justified, the information and data stored must be handled sensitively in accordance with the requirements of the DPA and all reasonable steps must be taken to ensure that information is collected, stored, handled, retrieved, shared and disposed of in an appropriate manner.

Identifying Local Risks

In order to improve the community's ability to respond to local emergencies, the WEHT will endeavour to be aware of local risks, their potential impact and how to recover from an incident. Any member of the community is welcome to offer information on risks for adding to the list held by WEHT; in this case please contact Westerham Town Council. Reference may also be made to the Community Risk Register available on www.kentprepared.org.uk or on the Kent County Council website.

Risks are likely to include:-

- Major road traffic accident
- Flooding
- Air crash
- Major fire
- Release of pollution/toxic materials
- Building collapse
- Terrorist attack

Identifying Resources

The WEHT will encourage local residents to provide information, voluntary help and resources to assist with any perceived emergency. Westerham Town Council in partnership with WEHT will prepare and maintain such information as follows:

- **Volunteers:** Organisations and individuals who already volunteer, or who would be prepared to volunteer in an emergency.
- **Equipment:** Tools and machinery which might be needed in an emergency and people qualified, capable and willing to operate them.
- **Supplies:** Food, water and medical supplies and local suppliers and businesses who would be willing to provide them.
- **Transport:** Vehicles which could be used by the community in emergency. Drivers willing and able to help with the distribution of supplies.

Identifying & Helping the Most Vulnerable People

Crisis situations of all sorts can make anyone vulnerable as well as aggravating problems for those with restricted mobility. WEHT volunteers will endeavour to assist, for example, if/when weather conditions prevent vulnerable/disabled people from carrying out their normal lives. Residents in need should first make contact with the WEHT Group Co-ordinator. Westerham has care homes within the Parish and residents may become vulnerable if the home is impacted by an emergency.

The Town Council office will be the WEHT headquarters.

Activation of the Emergency Plan

The Westerham Emergency Plan will be activated by using the agreed telephone number upon issue of a Flood Alert.

In conjunction with the appropriate responders the WEHT Group Co-ordinator will decide upon appropriate action. If activation of the plan is required, the WEHT volunteers will be directed by the appropriate responders.

Evacuation

In the event it is necessary to evacuate members of the community from their homes, an alternative place of safety will be provided. Residents' needs will be met and possible overnight accommodation provided.

Possible alternative accommodation:

- Westerham Hall, Quebec Avenue
- Town Council offices, Market Square
- Drill Hall, High Street
- Evangelical Church, Market Square
- St Mary's Church and Frith rooms

Practising and Reviewing the Plan

This plan should be reviewed on an annual basis to reflect any changing circumstances.
The latest version of the Plan will be held by Westerham Town Council.

Emergency Flood Plan

See Appendix 7 for Emergency Equipment lists/locations

The River Darent follows a course through the Darent Valley. Most of any flood water will eventually find its way into the river. Problems can be expected from two areas: surface run-off the Downs on the north and south sides of the valley; and, the river itself will not be able to contain an elevated water volume.

The River Darent rises on the Downs south west of Westerham and flows in a northerly direction until it feeds into the Round Pond in Westerham. This pond is fed by tributaries of the River Darent which can be found running parallel to the A25 on the west of the town.

In addition, surface water from the Downs will find its way into Squerryes Lake and the overflow from the lake will join the tributaries flowing through Long Pond and into Round Pond where it combines with the River Darent.

The River Darent continues its course in an easterly direction by-passing through Westerham parallel to, and south of, the A25. At Quebec Square it passes under the road and resumes its flow on the north side of the A25. It continues to flow eastwards being fed by minor tributaries but with no drastic increase in size.

River Flooding – Westerham

1. During or after a period of heavy rain it will be possible to gain some knowledge of the situation by monitoring strategic locations, such as Long Pond and Rysted Lane and flooding of the field from Darent upstream from Goodley Stock Road.

Upon issue of a Flood Alert, the residents of Squerries Park Cottages will install flood boards in the weir on the watercourse between Squerries Lodge and Squerries Park Cottages to divert flow into the relief channel.

2. As surface water runs off the Downs it will begin to find its way into the River Darent. The first signs will be an increase in the overflow from Squerries Lake. This overflow water will run down the course, at the side of Goodley Stock Road and follow the route around the side and front of Park Cottage.
3. At this point it combines with a tributary feeding into the Darent and channelled into a culvert running along the south side of the A25 and is expected to build up and threaten properties on this side of the road in Goodley Stock which could worsen and threaten properties on the north side as well.

Areas at risk

A25 South Side:

- From Squerries Park Cottages to The Forge

A25 North Side:

- General Wolfe Public House
- Brewery Cottages
- Plus, other properties in close proximity.

4. The rising water will overflow from Long Pond and Round Pond into which the River Darent feeds. There will be some localised flooding of low-lying agricultural land.
5. The flooding of agricultural land will continue along this stretch of river but will reduce as it approaches Quebec Square where culvert work has been carried out and the water is channelled effectively thus avoiding most problems.
6. Once under the A25 at Quebec Square the water will flood across agricultural land on the north side of the A25 and should pose no further problems to any buildings / structures in this vicinity.

Surface Water Flooding

1. Surface water will rapidly run off the Downs and will begin to collect in streams and waterways contributing to the River Darent. One such water course begins in the Tatsfield area and eventually runs down the east side of Croydon Road to its junction with Rysted Lane where at this point it passes into a culvert. It continues either as an open stream or within culverts under various roads until it reaches the King George Playing Fields on the east side of Westerham where it feeds into the River Darent.
2. In times of heavy rain it has been found that the following areas are at risk from the River Darent:
 - Croydon Road junction with Rysted Lane – west side of Croydon Road from West Ways; Bungalows, north side of Rysted Lane;
 -
 - South Bank – Beginning at the west end and gradually flooding back towards the east.
 - London Road, Bloomfield Terrace, Railway Terrace and Madan Road – Problems can be anticipated if culverts and waterways are not regularly maintained as this will cause flood water to overflow in to areas before it reaches King George Fields.
 - Madan Road and Hartley Road – There is a small tributary leading from the River Darent and, in normal circumstances, poses little risk of flooding if kept clear. However, there is a risk if the former stream floods back as this will cause the water to run into Madan Road.

Areas at Risk

Rysted Lane
Madan Road

Flood Wardens

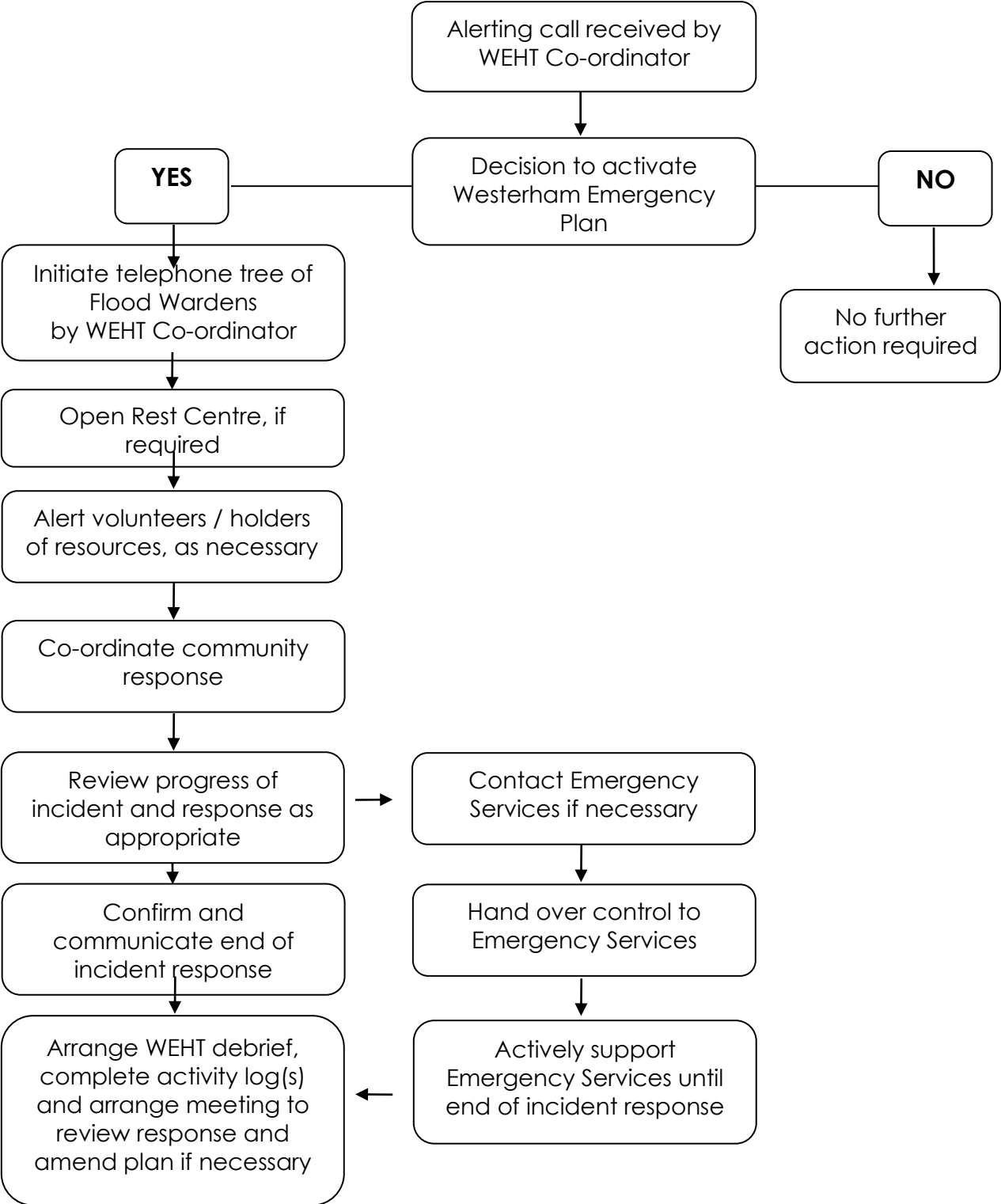
Each Flood Warden will be responsible for a particular area:-

- Rysted Lane and South Bank
- Goodley Stock Road/Long Pond (Stuart Merrylees)
- Vicarage Square and Westerham Place

Traffic Management

The responsibility for closing the road rests with KCC and the Police however authority has been given to the WEHT co-ordinator in the case of an emergency only. KCC and the Police to be informed of any closure immediately.

Appendix 1: WEHT Response to an Emergency Situation



Appendix 2

Action Log - Control Centre / WEHT Supervisor

To co-ordinate the WEHT response on receipt of calls alerting to an emergency.

Time Commenced	Actions	Time Concluded
	Activation Call – contact emergency services.	
	Activate Telephone Tree	
	Contact the appropriate responders	
	WEHT members to meet for briefing and task allocation	
	Regular situation reports / updates to volunteers	
	Planned recovery – when the emergency has dissipated	
	Debrief, revise and revise	

Appendix 3

Action Log - Roles & Responsibilities of WEHT Volunteers

Time Commenced	Actions	Time Concluded
	Activation call received and confirm response	
	Attend Control Centre, if possible	
	On instruction of the Control Centre / WEHT Supervisor, assume and fulfil the identified role	
	Media contact – WEHT members will avoid speaking to the media; responsibility of appointed Media Liaison person	
	Debrief, review and revise the action plan – it is hoped that WEHT members will have valuable information which will help in future emergencies.	

Appendix 4

Action Log - Rest Centre Co-ordinator

To co-ordinate the care of evacuees' received into the Centre.

Time Commenced	Actions	Time Concluded
	Receiving call alerting to emergency situation	
	Attend emergency centre as instructed	
	Identify key workers e.g., first aiders, victual suppliers	
	Evacuee paperwork <i>i.e.</i> , audit trail of received persons	
	Ongoing liaison with Control Centre Co-ordinator	
	Debrief, review and revise	

Appendix 5

Telephone Tree – local

Westerham Town Council office

01959 562147

Control Centre Co-ordinators

Cllr Eddie Boyle

Cllr Jonathan Lord

Flood Wardens

Stuart Merrylees

Cllr Keith Thompson

Cllr Bob Holt

Emergency Services
(Police, KFRS, Ambulance)

999

KCC Emergency Planning

Sevenoaks District Council

Emergency Planner

01732 227000

WEHT Volunteers:

Environment Agency – Floodline

EA - Incident Hotline

Duty Officer Flood Warning

0345 988 1188

0800 80 70 60

In bold are 24 hour services

Appendix 6

Additional Emergency Contact Information

Utilities:

- 24-hour Gas Emergency helpline 0800 111999

- UK Power Networks Emergency No 0800 31 63 105
From a mobile 0333 32 32 105
- Thames Water 0845 920 005
From a mobile 0330 303 0368

- South East Water 0333 000 3330

- BT Telephone 0800 800 151
From a mobile 0330 123 4151

- KCC Highways 03000 418181

Medical:

- Westerham Medical Centre 01959 569549
- Westerham Chemist 01959 563130
- Red Cross 0800 0280831
- St John's Ambulance 01732 874446

Appendix 7

Equipment Information

Approximately 150 sand bags (50 outside)
Stored within Shed, King George's Field.

One Inflatable Emergency Shelter
Holds up to 12 persons is stored within Shed,
King George's Field.

(Key to shed held in Council office and by
Co-ordinator)

Appendix 8

Westerham Flood Maps