



Swanley Town Council Community Emergency Plan

Version: 2.0

Reviewed Annually

All enquiries relating to this document should be sent to:

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The latest version of this document may be obtained from the

Chief Executive Officer (CEO)

**IF YOU ARE IN
IMMEDIATE DANGER
CALL 999**

Revision History

Summary of changes	Issue number & date
New issue	Version 1 May 2022
Updated with new Councillor and flood warden details.	Version 2 May 2023
Updated with removal of Councillor and flood warden details.	Version 3 May 2025

Data Protection

Some of the information given in response to this plan (e.g. addresses, contact numbers) is classed as 'personal data' under the Data Protection Act(DPA, 1998). Whilst holding this data is legally justified (e.g. in order to protect interests of members of the community in an emergency) the information will be stored and handled sensitively, in accordance with the requirements of the DPA. The CEO to Swanley Town Council is the 'Data Controller' and will ensure that 'reasonable steps' are taken to ensure that the information is collected, stored, handled, retrieved, shared and disposed of in an appropriate manner.

Overview of this plan

The Civil Contingencies Act 2004 defines an emergency as “an event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK”

The emergency services will always prioritise those in greatest need during an emergency, especially where life is in danger. There will be times when people may be affected by an emergency but life is not in immediate danger. During such time communities need to know how to help themselves. By becoming more aware, the community can support the work of local emergency responders and reduce the impact of an emergency.

This plan's information will be used to coordinate a response to local emergencies.

Aim and Objectives:

The aim of the Community Emergency Plan is to maintain a contingency plan to increase resilience within the local community by:

- Developing a robust coordinated approach that complements the plans of responding agencies.
- Enabling the community to support itself when outside assistance from the emergency services or local authority is delayed or overwhelmed.
- Providing a single point of contact for requests made by the emergency services and the local authorities.
- Keep people informed so that they can help themselves.
- Ensure as many vulnerable people as possible are contacted and assisted.

Parish Boundaries and Area

Swanley is a town and civil parish in the Sevenoaks District of Kent, England. It is located approximately 16 miles (26 km) southeast of central London, adjacent to the Greater London boundary and within the M25 motorway periphery. The population at 2020 was 17,490 and the wider Swanley Urban Area was 23,540 and incorporates the neighbouring villages of Hextable and Crockenhill.

Insurance, Health and Safety.

It is recognised that those named in this plan are not trained, equipped, empowered or resourced to carry out functions of an emergency service. The response will be generally confined to supporting the welfare of the people in the community and helping to maintain normal community life.

Volunteers and Members provide support at their own discretion and in a voluntary (not compulsory) capacity. No one is obliged to carry out duties they do not feel able to undertake.

Warning and informing

This is a responsibility of the emergency services and other statutory bodies, however emergencies are often unexpected and it is impossible to reach everyone directly.

The Town Council and residents who have volunteered to assist in the event of an emergency in Swanley will therefore make every attempt to communicate with all residents to make them aware of impending and evolving events that affect the town. This may be done in whatever method(s) are available and most appropriate at the time.

Residents will be encouraged to contact the Town Council when they become aware of an incident which will require action so that the word can be spread rapidly and extensively.

During wide-spread events, further information may also be found through local media such as:

- BBC Radio Kent 96.7FM, 774 AM and on DAB
- BBC Kent <http://www.bbc.co.uk/news/england/kent/>
- Kent Messenger http://www.kentonline.co.uk/kent_messenger/news.aspx
- Environment Agency <http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx>
- Met Office <http://www.metoffice.gov.uk/public/weather/>

Key Locations

A list of local locations that have offered their use as for shelter or safe place in the event of an emergency along with contact details and facilities are listed at Appendix A.

Community Emergency Team

In the first instance the Community Emergency Management Team will consist of Councillors of the Town Council who will co-opt volunteer residents who have the requisite wherewithal to assist in dealing with the ongoing emergency. The key role is to provide on-the-ground local knowledge regarding the situation as it is and about local conditions and circumstances - as well as providing an element of self-help within the community, where this can be achieved without risk.

See Appendix B for names and contact details.

Community Emergency Volunteers

Community Emergency Volunteers are residents who have volunteered their services to the community in the event of an emergency. This may be to provide a link between the Emergency Management Team and residents in their immediate locality or may be residents who have specific required skills, supplies or equipment that they are prepared to offer to assist in times of emergency.

A confidential list of these volunteers is held by the Town Council.

Other Agencies Outline Responsibilities

County Council & District Council

This list covers the responsibilities of all local authorities, and shows how these are split between County Council and District Council. Where a responsibility falls to one party, the other may agree to carry it out on their behalf, through mutual aid arrangements, or provide support.

		County	District
1	Provide a 24 hour point of contact to receive alerts and warnings, and for the management of a large volume of public calls	✓	✓
2	Co-ordinate the local authority response where more than one district is involved	✓	
3	Establish and staff a local authority Forward Control Point	Liaise	Lead
4	Alert Health Authorities where action other than direct casualty care is required	✓	✓
5	Liaise with Central and Regional Government	✓	
6	Liaise with administrative authorities in bi-national or multi-national emergencies	✓	
7	Arrange for military aid	✓	✓
8	Assist in providing a catering service for involved personnel	✓	
9	Alert and coordinate voluntary organisations	✓	✓
10	Arrange attendance of ministers of religion	✓	
11	Support other responders with council resources	✓	✓
12	Implement animal health measures	✓	
13	Support other responding agencies in the response to a communicable disease outbreak	✓	✓
14	Establish a system for disseminating information to the public, in cooperation with other responders, and make premises available for Public Information Centres	✓	✓
15	Open and run support centres as required	✓	✓

Environment Agency

The Agency has responsibility throughout England and Wales for:

- The management and regulation of the water environment, including abstraction licensing, pollution control, flood warning and flood defence.
- Controlling industrial pollution, particularly at nuclear, oil and chemical sites and major industrial processes.
- Regulating the transport and disposal of waste.

The Agency will attend all incidents posing a significant or potentially significant environmental impact, or, in specific circumstances, posing a threat to human health. It will take appropriate action to prevent or mitigate the effects of such incidents and should always be informed of them as soon as possible. These might involve pollution of controlled waters, unauthorised disposal of waste (including fly tipping), accidents with radioactive substances, chemicals or major industrial processes, flooding, drought and low river flows, fish kills and poaching.

The Agency will work with the KFRS to minimise the threat to the environment caused by chemical spills and contaminated fire-water run-off and warn appropriate parties who may be affected by the associated dangers. It will also investigate the causes for possible legal action.

According to the seriousness of the incident, an Agency officer will attend as soon as possible following receipt of a report within a maximum of two hours during normal office hours and within four hours outside office hours. However, these are maximum times and every effort will be made to attend as quickly as possible.

The Agency operates a 24-hour service for reporting incidents and will usually be alerted by the emergency services or the local authority. The public throughout England and Wales can report pollution incidents on the national reporting number 0800 807 060.

Key Locations

During an emergency, Swanley may want to open its emergency centre/rendezvous point in order to co-ordinate its response. It might be necessary for some members of the community to be evacuated from their homes to a place of safety, such as a community shelter, where their needs can be assessed and assistance given by the appropriate responders. Immediate personal needs will be met and over-night accommodation arranged if necessary.

The locations in the table below have offered facilities for residents affected by an emergency:

<u>Building</u>	<u>The Olympic Centre</u>
Location	Beechenlea Lane
Potential Use in Emergency	Emergency Centre / Rest Centre
Capacity	250
Contact details	01322 669 201 / 07535 589 882
Facilities	First aid; shelter; catering; toilets; shower; food & drink
<u>Building</u>	<u>Civic Centre</u>
Location	St Mary's Road
Potential Use in Emergency	Rest Centre
Capacity	30
Contact details	01322 665 855
Facilities	Shelter; catering; toilets; first aid & shower
<u>Building</u>	<u>The Alexandra Suite</u>
Location	St Mary's Road
Potential Use in Emergency	Emergency Centre / Rest Centre
Capacity	250
Contact details	01322 613 900 / 07535 589 882
Facilities	First aid; shelter; catering; toilets; shower; food & drink

<u>Building</u>	<u>Swanley Park Yard</u>
Location	New Barn Road
Potential Use in Emergency	Rest Centre & Emergency Response
Capacity	30
Contact Details	01322 668415 / 07951 163 147
Facilities	Limited shelter; catering; toilets; shower; food; drink generator; tractor; digger; chain saws; cutting equipment; sandbags; manpower; 4WD vehicles, marquees & first aid
<u>Building</u>	<u>Whiteoak Leisure Centre</u>
Location	Hilda May Avenue
Potential Use in Emergency	Emergency Centre / Rest Centre
Capacity	512
Contact details	Hasan Romel - hasanromel@everyoneactive.com – 07720641869
Facilities	First aid; shelter; catering; toilets; shower; food & drink

Councillor Contact Details

Christchurch Ward Councillors

Cllr Clare Barnes

Email: cbarnes@swanleytowncouncil.gov.uk

Cllr Michael Horwood

Mobile: 07815 483891

Email: mhorwood@swanleytowncouncil.gov.uk

Cllr Nina Scott

Email: nscott@swanleytowncouncil.gov.uk

Cllr Evie Uttley

Email: euttley@swanleytowncouncil.gov.uk

St Mary's Ward Councillors

Cllr Keith Mitchell

Email: kmitchell@swanleytowncouncil.gov.uk

Cllr Cathy Morgan

Telephone: 07983 555893

Email: cmorgan@swanleytowncouncil.gov.uk

Cllr Luke Taylor

Email: ltaylor@swanleytowncouncil.gov.uk

Cllr Lesley Dyball

Email: ldyball@swanleytowncouncil.gov.uk

Swanley Village Councillor

Cllr Chris Prestedge

Telephone: 07733 153862

Email: cprestedge@swanleytowncouncil.gov.uk

White Oak Ward Councillors

Cllr Peter Brown

Email: pbrown@swanleytowncouncil.gov.uk

Cllr Glynnis Darrington

Mobile: 07555 472604

Email: gdarrington@swanleytowncouncil.gov.uk

Cllr Paul Darrington

Mobile: 07788 197205

Email: pdarrington@swanleytowncouncil.gov.uk

Cllr Stephen Durden

Email: sdurden@swanleytowncouncil.gov.uk

Cllr Jasmine Ferrari

Email: jferrari@swanleytowncouncil.gov.uk

Cllr Rita Wood
Email: rwood@swanleytowncouncil.gov.uk

Kent County Councillors

Swanley Town
Cllr Dean Truder
Email: dean.truder@kent.gov.uk

Swanley Village
Cllr Marc Logen
Email: marc.logen@kent.gov.uk

Flood Warden Contact Details

Michael Horwood
Christchurch (North) & Swanley Village
Mobile: 07815 483891
Email: mhorwood@swanleytowncouncil.gov.uk

Peter Brown
White Oak
Email: pbrown@swanleytowncouncil.gov.uk

Voluntary Groups

**St Marys Church - St Mary's Rd, Swanley
BR8 7BU**

Father Dane Batley-Gladden
Email: vicar@swanleyparish.org.uk

The facility can be used for co-ordination
post/shelter for approx. 30 people. Basic first

	aid; kitchen; tents onsite. Access to young people and parents to support in a number of scenarios.
Rapid Relief Team - Plymouth Brethren Christian Church - Leydenhatch Lane, Hextable, Swanley, BR8 7PS	Email: paul.brown@orbitteam.com Email: david.brown@trimlinegroup.com
	When catastrophe's take place, the Rapid Relief Team (RRT) is equipped to step in at a moment's notice, and support emergency services with quality food and refreshments, and provide tangible support to those affected.

Medical Contacts

The Oaks Surgery - Nightingale Way, Swanley BR8 7UP	Reception - 01322 668 775 Website - https://www.oakssurgery-swanley.nhs.uk/
Cedars Surgery – 26, Centre, Swanley BR8 7AH	Reception - 01322 663 111 Website - https://www.cedarssurgeryswanley.co.uk/
Dental Practice	Reception - 01322 668 150 Website - https://dentalbeautyswanley.co.uk/

External Contacts

	Office	Out of hours	Other
Local authorities			
Sevenoaks District Council (Including purchase of sandbags)	01732 227000	01732 227000	-
Kent County Council (Including reporting dangerous flooding)	03000 418 181	03000 419 191	Text relay: 18001 03000 41 41 41
Emergency services			
Police	101	999	-
Fire service	01622 692 121	999	-
Ambulance service	01622 747 010	999	-
Environment Agency			
Kent office, Addington, West Malling, Kent, ME19 5SH	08708 506 506	08708 506506	-
NIEA water pollution hotline	0800 807 060	0800 807060	-
Floodline	0345 9881 188	0345 9881 188	-
Utility companies			
National grid (gas emergencies)	0800 111999	0800 111 999	-
National grid (electricity emergencies)	0800 404 090	UK Power Network 0800 783 8866	-
Thames water (emergency)	0800 316 9800	0800 316 9800	-