

EXECUTIVE & EMERGENCY COMMITTEE
10 APRIL 2025

MINUTES of the MEETING of the EXECUTIVE & EMERGENCY COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 10 APRIL 2025 at 11.00AM

PRESENT:
Councillor Ann Duke - Chairman
Councillor Peter Harris – Vice-Chairman
Councillor Lesley Howes (substituting for Councillor Alan Reach)
Councillor Dawn Johnston
Councillor Paul Parsons
Councillor Graham Taylor
Councillor Elizabeth Wickham

ALSO PRESENT:
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT:
There were none

497/24-25. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

498/24-25. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Emma Ben Moussa, due to other commitments.

An apology for absence was received from Councillor Alan Reach, due to other commitments.

Recommended: That the reasons for absence, for the Councillor(s) listed, be formally accepted, and approved.

499/24-25. SUBSTITUTES.

Councillor Lesley Howes substituted for Councillor Alan Reach.

500/24-25. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

501/24-25. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

502/24-25. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 20 MARCH 2020.

Recommended:

The Minutes of the meeting held on 20 March 2020 were confirmed and signed as a true record.

503/24-25. COMMUNITY RESILIENCE PLAN (p).

Further to minute 469 – 24/25 (Town Council 27 March 2025) members considered the information supplied from the Kent Resilience Forum in relation to the production of Community Resilience Plan.

Members discussed at length what level of involvement the Town Council should have in relation to emergency planning, and how this would fit into the existing response structure provided by the Emergency Services and other senior stakeholders.

It was agreed that the Town Council would be best placed in gathering information in relation to local volunteers and the skills / resources they possess that could be used in a variety of different situations to help the wider community.

It was highlighted that forming a line of communication in different situations is key and could be a place that the Town Council are able to assist.

Recommended:

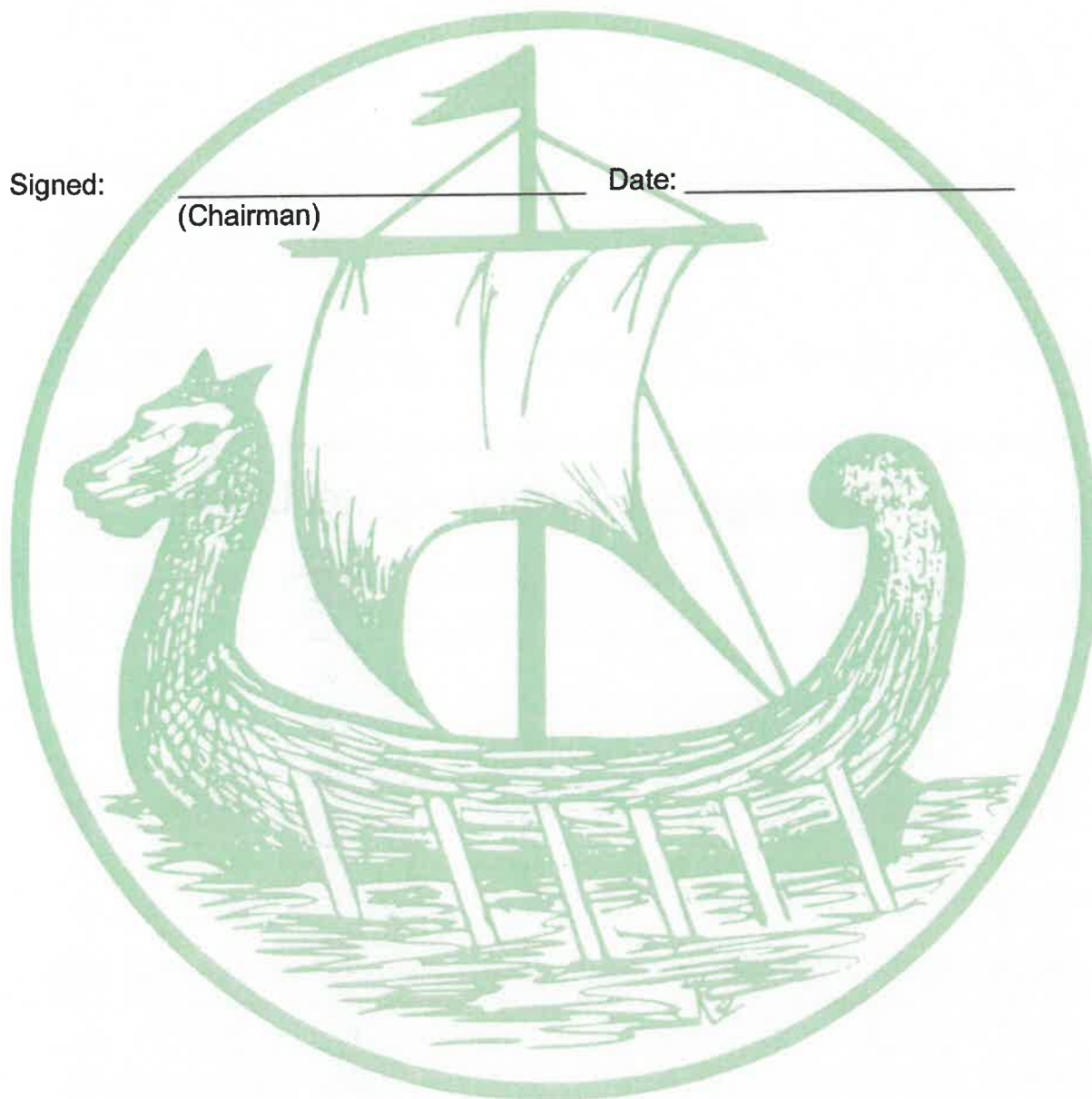
1. That officers initially place a call out for volunteers, using the template of information contained in Appendix E, via a variety of communication channels including social media.
2. That a list of potential volunteers be compiled.
3. That Councillors proactively engage with community groups to promote the initiative and the call for volunteers.
4. That officers review the draft plan template contained within the appendices and complete any known information in relation to the Town Council and the community.
5. That the next meeting of this committee be called for 3 months' time to review the initial response and information gathered.

There being no further business, the Meeting closed at 11.55am

Signed:

(Chairman)

Date: _____



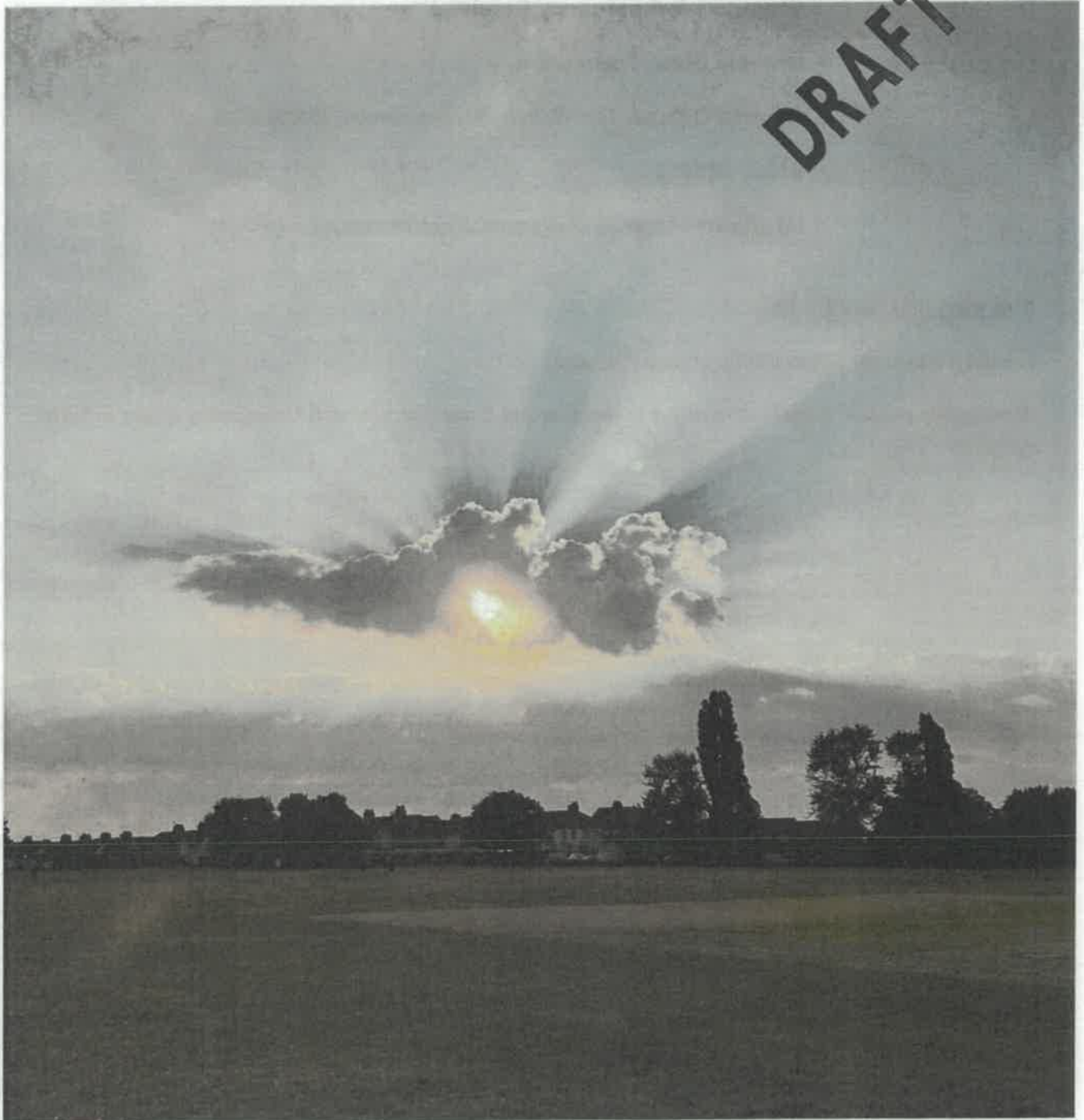
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Community Resilience Plan

SWANSCOMBE & GREENHITHE

2025

DRAFT



Version number: 1

Date written: 10 April 2025

Adopted by: Swanscombe and Greenhithe Town Council

Review due: 2028 * *This should be maximum of every 3 years*

Developed by: Executive & Emergency Committee

Main Contact: Graham Blew, Town Clerk.

Council Offices, The Grove, Swanscombe, DA10 0GA

01322 385513

Info@swanscombeandgreenhithetowncouncil.gov.uk

Full plan distribution list:

Dartford Borough Council Emergency Planning.

A redacted version (public version) is placed on the Swanscombe and Greenhithe Town Council website.

ROLE / ORGANISATION	CONTACT DETAILS
Dartford Borough Council Emergency Planning (Resilience Team)	EMAIL: TEL: 01322 343340 or 07966 305305
KCC Community Warden	EMAIL: angela.jarrett2@kent.gov.uk TEL: 07773 396840
KCC Volunteer Support Warden	EMAIL: TEL:
PC Adam Rafter	EMAIL: adam.rafter@kent.police.uk TEL:
Neighbourhood Watch Commanders	Greenhithe. EMAIL:stevinggress@hotmail.com TEL: 01322 385609

	Swanscombe. EMAIL: Swanscombenhw@gmail.com TEL: 07432 802383
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Revision History:

SUMMARY OF CHANGES	ISSUE NUMBER & DATE	CHANGED BY
New issue	V1 – MONTH/YEAR	XXXX Parish Council Steering Group

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Appendix ref	Details
MANDATORY APPENDICES	
A	Town map
B	<u>Contact Details</u> (1) External Organisations (2) Community Response Team (3) Volunteer List (4) Vulnerable People, Properties or Locations
C	<u>Record keeping</u> (1) Information Gathering Form (2) Incident and Decision Log
D	Welfare Centre information sheet(s)
EXAMPLE TEMPLATES (OPTIONAL FOR USE)	
E	Community Resilience Plan residents letter template
F	Community Emergency Response Team volunteer sign-up form
EXAMPLE APPENDICES (OPTIONAL FOR INCLUSION)	
G	Flood Plan & Flood Maps
H	Swanscombe and Greenhithe Town Council Council Grab Bag Contents List
I	Defibrillator Locations
J	Insurance Liability Certificate(s)

**Add any further Appendices as relevant for your own community.*

1. INTRODUCTION

Why do we have this plan?

- 1) To support Dartford Borough Council's Emergency Plan.
- 2) To mitigate risk, increase readiness and resilience within Swanscombe and Greenhithe Town Council and the local community.
- 3) To information gather in support of an incident.
- 4) To enable assistance, in support of Dartford Borough Council throughout the recovery phase of an incident.

This plan includes:

- 1) Relevant steps to mitigate risk to expected and unexpected emergency situations
- 2) Local Risk Assessment
- 3) Checklists to guide how the plan works and how we communicate with other agencies and our local community.

Geographical area covered

The civil parish of Swanscombe and Greenhithe covers the borough wards of Swanscombe and Knockhall/Greenhithe.

**This could include any demographics as relevant, such as rural/urban, population, vulnerabilities.*

See Appendix A – Parish map.

Scope

The plan is designed to prepare for an emergency or major incident affecting our local community. Our response aims to react to the initial **30 minutes only** to assist with emergency services response and to support Dartford Borough Council Council in setting up longer-term response plans.

This plan is not an attempt to encroach on the roles of the blue light emergency services or Dartford Borough Council Emergency Planning.

The Civil Contingencies Act 2004

The Act establishes a statutory framework for civil protection at the local level for frontline responders at the local level to ensure that they are prepared to deal effectively with the full range of emergencies from localised incidents through to catastrophic emergencies. It divides local responders into two categories:

Category 1 Responders	Category 2 Responders
<p>Police Forces including the British Transport Police</p> <p>Fire Authorities</p> <p>Ambulance Services</p> <p>NHS Bodies</p>	<p>Organisations placed under the lesser duties of co-operating with Category 1 Responders and sharing relevant information are:</p>
<p>Duties:</p> <ul style="list-style-type: none">• Assess local risks and use this to inform emergency planning.• Put in place emergency plans.• Put in place Business Continuity Management arrangements.• Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency.• Share information with other local responders to enhance co-ordination.• Co-operate with other local responders to enhance co-ordination and efficiency.• By only Local Authorities, to provide advice and assistance to businesses and voluntary organisations about business continuity management	<p>Utilities</p> <ul style="list-style-type: none">• Electricity• Gas• Water and Sewerage• Public communications providers (landlines and mobiles) <p>Transport</p> <ul style="list-style-type: none">• Network Rail• Train Operating Companies (Passenger and Freight)• Transport for London and London Underground• Airports• Harbours and Ports• Highways Agency Government• Health and Safety Executive <p>Swanscombe and Greenhithe Town Council Roles and Responsibilities</p> <p>Swanscombe and Greenhithe Town Council recognises that it does not have any statutory obligation to plan for response to and recovery from emergencies.</p>

Definition of an Emergency under the Act

The Act defines an emergency as: "an event or situation which threatens serious damage to human welfare, the environment, or security in the UK".

Where the Category 1 Responders:

- Would consider it necessary or desirable to act to prevent, reduce, control or mitigate the emergency's effects, or otherwise act.
- Would be unable to act without changing the deployment of its resources or acquiring additional resources.

One of these two tests must be met for the duties of the Act to apply.

However, the Parish Councillors and Officers 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, the Parish Officers 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 Swanscombe and Greenhithe Town 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 habilitation of the community and restoring the environment as the emphasis progresses from response to recovery.
- Supporting the Swanscombe and Greenhithe Emergency Resilience Coordination Group (ERCG) some of whom will be Parish Councillors. Some group members will also form part of the **XXXX** Sectors communication leads and will be co-opted onto the ERCG if the emergency is affecting, or is likely to affect, their Sector.
- Local Organisation leads will also be similarly co-opted. Other standing members will be drawn from the community. The ERCG will be responsible for co-ordination of the incident and the mobilising of Emergency Incident Volunteers. The team leader or deputy will receive the alert information from the emergency services and or Dartford Borough Council or communicate an alert to Dartford Borough Council and the Emergency Services if the situation is locally generated.

2. FLOW OF RESPONSE

PROACTIVE:

Pre-planning to achieve mitigation of incident:

- Daily scanning of the environment to enable situational awareness by Swanscombe and Greenhithe Town Council Staff Team.
- Communicate information on preparedness and mitigation measures to the community utilising websites and links to helpful guidance such as:
 - Priority Register services (UK Power Networks and Southeast Water)
 - Flood support and Flood Alert registrations (Environment Agency)
 - Weather alerts and warnings (Met Office)
 - Kent & Medway Resilience Forum (KMRF) [Kent Prepared website](#)
 - Dartford Borough Councils [Emergency Preparedness webpages](#)
- Signposting and availability of Emergency Planning training to all Resilience Officers and Volunteer Coordinators, such as [Community Prepared](#) training and [EA Flood Wardens](#).

REACTIVE:

Incident happens: Blue light agencies attend and will be lead agency for emergency according to incident (such as a fire will be led by KFRS)

- Situation Led – Dartford Borough Council Emergency Planning
- Support Led – Swanscombe and Greenhithe Town Council nominated Resilience Officer / Community Resilience Lead

If Dartford Borough Council and Blue light services are unable to immediately respond (such as due to access issues or widespread incident), Swanscombe and Greenhithe Town Council will become the primary lead organisation for our community.

RECOVERY:

Post-incident phase:

- Dartford Borough Council Emergency Plan – multi-agency response and recovery groups
- Swanscombe and Greenhithe Town Council may be requested to form part of the Recovery Group for Community impact and actions

The above shows what the Community Resilience Plan covers, primarily to support a multi-agency response before, during and after an emergency.

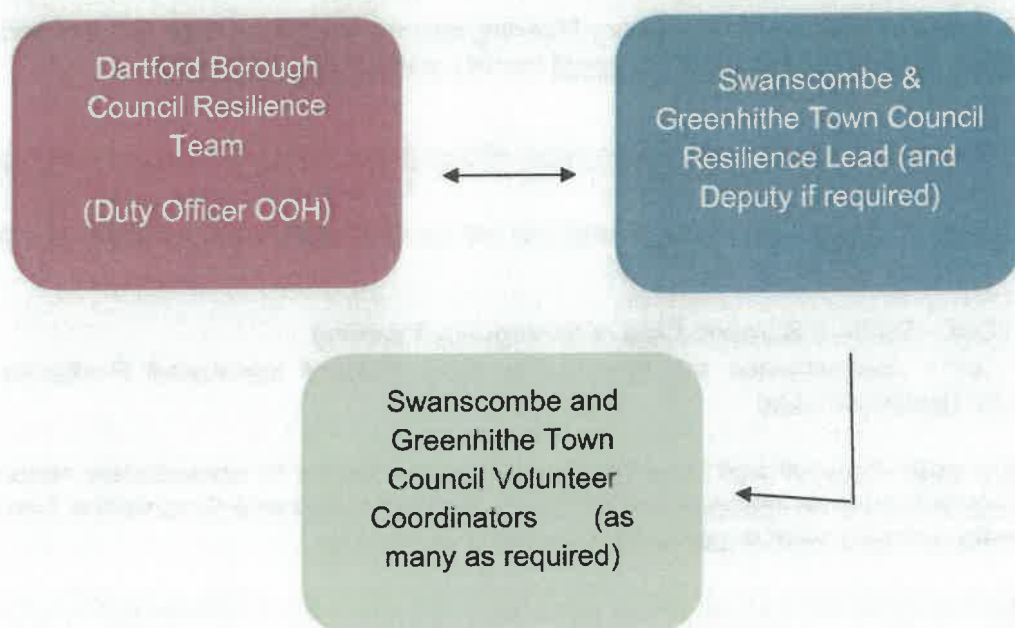
3. COMMUNICATION TREE FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL RESPONSE TEAM

This structure supports the role of the **on call** Swanscombe and Greenhithe Town Council Resilience Officer, to enable notification to Dartford Borough Council.

The **Swanscombe and Greenhithe Town Council Resilience Lead** will be centrally based and will be the main coordinator for Swanscombe and Greenhithe in an emergency.

They will liaise with emergency services (where appropriate) and Dartford Borough Council's Resilience Team. They will also deploy and manage any assigned Volunteer Coordinators where required.

The volunteer coordinators will feedback information to the **Swanscombe and Greenhithe Town Council Resilience Lead** who will in turn update the Dartford Borough Council Resilience Team during Office Hours. Out of Hours (OOH), this will be picked up via the Dartford Borough Council assigned Duty Officer who can be contacted via the main line of 01322 34343.



Depending on the scale or severity of the incident will determine if a Deputy Resilience Lead is required and how many volunteer coordinators are needed to support.

It is easier to scale down than scale up so advisable to gather as many resources as possible on standby.

Information gathered by the Swanscombe and Greenhithe Town Council Resilience Lead will be passed to the Dartford Borough Council Resilience Team and Initial Emergency Service Officer in charge. This will be in the format of the 'M/ETHANE' message. Please see **Appendix C1** for the Information Gathering Form.

M/ETHANE		
M	Major Incident declared (Yes/No)	County or Local? Which organisation?
E	Exact Location including postcode	
T	Type of incident	Fire / Flood / Accident
H	Hazards present or suspected	Unstable buildings / chemicals / flooding
A	Access to site including RVP	Any roads blocked?
N	Number of casualties or people/houses affected	Evacuees/Housing
E	Emergency Services and other organisations involved	Are Police/Fire or Ambulance on scene?

Any additional information or guidance can be given via local knowledge, such as vulnerable people in the area, special events taking place on the day that may be affected or sites that will be disrupted, such as nursing homes or local schools.

4. RISK ASSESSMENT

To help identify risks for your community, please see the [Kent Prepared website](#)

The following table has been completed with suggestions for generic risks that could affect all communities with relevant actions that could be taken in these circumstances.

ADD ANY FURTHER RISKS AS RELEVANT FOR YOUR COMMUNITY

Please note: If your area is in a high-risk flood zone, please use full Community Resilience Plan template, which includes a specific Community Flood Plan section.

RISK	IMPACT	MITIGATION	RESPONSE	RECOVERY
Electricity Failure	<p>Loss of streetlights</p> <p>Loss of traffic signals</p> <p>Loss of business</p> <p>Unable to cook food</p> <p>Vulnerable people at risk- personal medical support machinery</p> <p>Limited Communications</p>	<p>Encourage residents to keep at least one standard landline phone – cordless phones won't work in a power cut</p> <p>Encourage Vulnerable residents to sign up to the UKPN Priority Services Register</p> <p>Encourage residents not to open fridges any longer than necessary</p> <p>Encourage Residents to make sure their home is well insulated. It could stay warm for 12 hours or more in a power cut.</p>	<p>Check if neighbours have lost services too.</p> <p>Establish from the utility company how long they think the power will be off for.</p> <p>Establish the extent of the power cut</p> <p>If it is a prolonged power cut or in particularly cold weather look at opening a Community Shelter if any have alternative fuel sources</p> <p>If the power cut is for a prolonged period, take precautions to stay safe.</p>	<p>Assist people in recovering from the emergency.</p>

RISK	IMPACT	MITIGATION	RESPONSE	RECOVERY
Fire	Damage to Property Damage to Local Infrastructure Residents evacuated.	Encourage Residents to check their smoke alarms	Look at providing temporary shelter if required. Assist with the provision of welfare.	Assist people in recovering from the emergency.
Flooding	Flooding of Local streets. Damage to property. Contamination from foul watercourses.	Understand risk areas. Monitor flood warnings. Report river blockages to Environmental agency. Deploy Community level flood defences and bags.	Communicate expected levels and actual levels to community. Provide temporary rescue centre dependant on severity.	Assist community with clean up. Assist ASB with relocation as required. Communicate recovery water levels to community.
Gas Failure	Extreme cold especially vulnerable people Unable to cook food.	Source of alternative heating available.	Establish from the utility company how long they think the gas will be off. Establish the extent of the gas outage. Prolonged gas outage or in particularly cold weather open a Community Shelter if any have alternative fuel sources.	Assist people in recovering from the emergency.

Risk	Impact	Mitigation	Response	Recovery
Heavy Snow & Extreme Cold	Damage to property Loss of business Vulnerable people at risk Travel disruption.	Encourage Residents to stock up on essentials. Provide a point of contact for residents (particularly Vulnerable residents) Provide advice to residents about staying warm. Encourage residents to stay in touch with the latest forecast and cold weather alerts.	Provide a point of contact for the coordination of volunteers around clearing/ salting paths. Clear essential paths. Visit vulnerable to assess any needs.	Assist people in recovering from the emergency.
Public Disorder or Terrorism [INSERT NAMES OF PUBLIC SPACES IN YOUR COMMUNITY]	High numbers of affected people	Contingency Plans by Event Organisers Security Medical Cover If you have any information about suspicious activity or behaviour in the UK, you can report it (in confidence) to the Anti-Terrorist Hotline on 0800 789 321.	Alert the Emergency Services Coordinate the response. Assist the Emergency Services to get the public to return home or get them out of the area.	Assist people in recovering from the emergency. Victim support provides a free 24/7 confidential support line on 0800 168 9111 or via their website in live chat. Post-event Debrief. Post-event Report
Water Supply Failure	Health hazard from untreated water Vulnerable people at risk.	Emergency water supply. The average adult should take in 1.5 to 2 litres of water in a typical day (6-8 250ml glasses.) Establish which residents would require assistance.	Coordinate the delivery of bottled water to residents who are unable to get out.	Assist people in recovering from the emergency.

RISK	IMPACT	MITIGATION	RESPONSE	RECOVERY
High Winds	Damage to Property and to local Infrastructure, loss of power, vulnerable people at risk, travel disruption.	Stay away from downed power lines, be cautious of weakened structures like fences or trees. Avoid coastal promenades, beaches, and cliffs.	Compile a list of damage to local damaged infrastructure to communicate to the relevant agency. Contact your vulnerable residents on your list to confirm whether they need assistance.	Contact your vulnerable residents on your list to confirm whether they need assistance. Stay tuned for updates on community resources and support. Have qualified professionals handle any repairs or inspections.
Heat Wave/Drought	Vulnerable people at risk of suffering from Heat Exhaustion and Heat Stroke. Strain on water and energy networks, road and rail transport, and health and fire-fighting services.	Share information with vulnerable residents about the symptoms of heat exhaustion and heatstroke and urge them to sign up to the Priority Services Register for relevant water company. Listen to the news for heat health alerts.	Advise your community to stay wherever if coolest if they can, drink plenty of water and follow the guidance on the NHS website. Contact your vulnerable residents on your list to confirm whether they need assistance.	Contact your vulnerable residents on your list to confirm whether they need assistance. Report any damage or problems with the water or power supplies.
Electricity Failure	Loss of streetlights Loss of traffic signals Loss of business Unable to cook food. Vulnerable people at risk- personal medical support machinery Limited Communications	Urge residents to sign up to the Priority Services Register for relevant electricity supplier. Prepare backup power sources. Store essentials at home, keep your phone charged, have a grab bag prepared with essential items.	Report any outages to service providers and your local authority. Use torches or battery-powered lights. Follow any safety instructions from your service providers or local authorities.	Report any damage or problems. Have qualified professionals handle any repairs or inspections.
Pandemic (COVID)	Vulnerable people at risk unable to leave home to access services, e.g. food/prescriptions	Check with vulnerable residents whether they need any assistance whilst ill or isolating.	Advise residents to avoid spreading the disease to others and visiting vulnerable people. Contact your vulnerable	Contact your vulnerable residents on your list to confirm whether they require further assistance.

	Closure of local services due to staff shortages. Transport to vaccine centres.		Residents on your list to confirm whether they need assistance.	
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5. COMMUNICATION WITH THE COMMUNITY

TYPE	WHERE
Public Noticeboards	1.Council Offices, 2. Church Road Hall, 3. Swanscombe Health Centre, 4. Swanscombe Park, 5. Knockhall Park, 6. The Swanscombe Centre, 7. Eagles Road Play Area, 8. Ingress Park Community Centre, 9. Old Fire Station Community Café.
Posters	Local shop windows
Leaflets	Local Shops, Pubs and Businesses
Social media and websites	Swanscombe and Greenhithe Town Council website. https://swanscombeandgreenhithetowncouncil.gov.uk/ Facebook : https://www.facebook.com/swanscombe.greenhithetowncouncil

Communication with Swanscombe and Greenhithe Town Council Community Response Team

Ensure lines of communication are maintained during incident with all responders for the community. This can take place via:

Face-to-face meetings (for Resilience Lead to get updates for Dartford Borough Council via a central RVP ie Town Hall/Village Hall.

Telephone and Text - landline and mobile numbers / WhatsApp group chat

Two-way radios – *{If have radios, list how many and where they are stored and kept here}*

6. RESOURCES

The Community Response Team will encourage residents to provide information to assist with any perceived emergency recovery.

During an emergency, community volunteers may come forward to assist, however it should be noted that they would do so at their own risk.

It is advisable for contact details of those that wish to volunteer to be held in advance so you can list their role and duties within this plan.

Spontaneous volunteers need to be managed at the time of response. This will change according to the scale and nature of the incident.

**This could include roles such as 4x4 owners (for snow), doorknockers (for messaging, leaflet drops or checking on the vulnerable), Flood Wardens – EA registered and trained only), local pastors, WI local group or organisers for local collections)*

7. INSURANCE

Details of insurance cover should be listed below to include Public Liability Insurance and/or Employers Liability Insurance certificate(s).

However, the roles in this plan are voluntary and volunteers are not expected to put themselves in any danger.

If a responding agency deploys a volunteer (e.g. a flood warden), they may be covered by the responding agencies insurance.

Policy details	
Insurance Policy Holder	Swanscombe and Greenhithe Town Council.
Insurance Policy Reference Number	YLL/272006/0033
When is this policy active?	21 May each year
Start Date of Policy	21 May each year
End Date of Policy	20 May each year
Underwriter	Zurich Municipal
Contact	Jonathan Meiseles 0800 335 500

For full insurance details, see **Appendix J – Insurance Liability Certificate.**

8. COMMUNITY RESPONSE CENTRE/TEMPORARY COMMUNITY SHELTER

The primary role of a Community Response Centre (CRC) is to provide a recognised point from which all matters relating to the community's response can be managed in the initial stages. This is not a Rest Centre, which remains the responsibility of Dartford Borough Council.

This location should be planned in advance for a prompt response during an incident.

In close communication with Dartford Borough Council, a CRC can be used to quickly gather people in one safe place in the immediate aftermath of an emergency or major incident. Dartford Borough Council can then set up a formal Rest Centre (if relevant) and organise for any evacuees to be transported from the CRC to the Rest Centre as quickly as possible.

This can also be used as a central information point for the community to come to for updates on an incident or gain further information or support and can remain open for residents' information during recovery.

Council Offices, The Grove, Swanscombe, DA10 0GA.

The main functions of the Community Response Centre is to:

- 1) Act as the focus for the coordination of the community's activity in response to an emergency.
- 2) Receive, collate, analyse, display and distribute information.
- 3) Make an overall assessment of the initial situation and, as the incident develops, determine priorities.
- 4) Provide a central point for Swanscombe and Greenhithe Town Council Resilience Lead to liaise with Dartford Borough Council Emergency Planning.
- 5) Request support from statutory agencies as required (if not provided via Dartford Borough Council)
- 6) Maintain efficient communication links with all agencies and volunteers.
- 7) Assess, implement and record financial transactions arising from the emergency.
- 8) Provide the facility within which the necessary staff (including those of other organisations) can work effectively.
- 9) Maintain a record of events*

*For recording of event actions, please use the Incident and Decision Log Form as provided in **Appendix C2.**

9. WELFARE CENTRES

It might be necessary for some members of the community to be evacuated from their homes to a place of safety. This is known as a Rest Centre, which is a type of Welfare Centre that looks after displaced persons (whether residents or visitors) on a short-term basis.

A Rest Centre is the responsibility of Dartford Borough Council who will coordinate the setting up, operation, staffing and management of the centre including transportation to a Rest Centre from the affected area or CRC.

Within the Rest Centre, the evacuees' needs can be assessed and assistance given by the appropriate responders.

The importance of a CRC can be helpful in the immediate aftermath of an emergency but **under no circumstances** should a CRC be run as a Rest Centre. A Rest Centre has set requirements to be able to operate safely and effectively.

Swanscombe and Greenhithe Town Council volunteers should make clear to anyone attending the CRC that there might be a requirement to move them to a designated Rest Centre as soon as set up.

The current list of agreed and appropriate venues for use as a Rest Centre are:

The Swanscombe Centre, Cryalands Lane, Swanscombe, DA10 0LP.

The Church Road Hall, Church Road, Swanscombe DA10 0HF.

The Ingress Park Community Centre, Ingress Park Avenue, Greenhithe, DA9 9FR.

The Town Council Community Hall TheGrove, Swanscombe, DA10 0GA.

**If you are unsure of these, please request information from XXXX Borough Council Emergency Planning.*

For full details of each of these locations, see **Appendix D**.

10. CHECKLISTS FOR RESPONDING TO AN EMERGENCY

These checklists provide help as a useful reminder when responding of actions to take. These should be provided to parish council response team before an incident to familiarise themselves with.

Copies of the checklist can be used actively to tick when complete during activation.

Swanscombe and Greenhithe Town Council Resilience Lead / Deputy Resilience Lead	
ACTION	COMPLETE (✓)
Ensure you are not in immediate danger.	
Call 999 and follow any advice given.	
Contact Dartford Borough Council Emergency Planning or Dartford Borough Council Duty Officer if out of hours for advice, providing them with initial updates.	
Contact the Swanscombe and Greenhithe Volunteer Coordinators (Appendix B2) and meet to discuss the situation.	
Start writing a log (Appendix C2) containing any decisions you made and who you spoke to/what was said.	
Construct a formal 'METHANE' message to pass to Dartford Borough Council and Initial Incident Commander via Information Gathering Form (Appendix C1)	
Agree actions and ensure each member of the Swanscombe and Greenhithe Town Council Response Team know what they are doing. For example, liaising with Dartford Borough Council on the opening of the Rest Centre / communicating situation with Swanscombe and Greenhithe Volunteer Coordinators.	
Meet regularly to discuss the developing situation, outstanding actions, community priorities and resources available/required.	
Once the immediate actions are completed and the situation starts to improve, start thinking about the recovery phase and how the Community Emergency Response Team can help the community return to their day-to-day life.	

Schedule a debrief and review preparedness/plan as necessary.	
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Swanscombe and Greenhithe Town Council Community Volunteer Coordinator(s)	
ACTION	COMPLETE (✓)
Ensure you are not in immediate danger.	
Meet with the Swanscombe and Greenhithe Town Council Resilience Lead and discuss plan of action.	
Attend the incident if safe to do so with two coordinators located at different points of the incident to enable a complete overview.	
Keep lines of communication open with Resilience Lead and report back at regular intervals with a situation report (Sit Rep).	
Support and handover information to emergency services / other authorities as required.	
Confirm and communicate the end of the incident.	
Liaise with the Resilience Lead on whether to stand down once Emergency Services/ Dartford Borough Council in attendance.	
Attend a debrief and review preparedness/plan as necessary.	

Plan de-activation

The Swanscombe and Greenhithe Town Council Emergency Resilience Coordinating Group (ERCG) is likely to stand down on instruction from the emergency services of the termination of the incident when the Parish Clerk will be informed and notice confirmed to all Councillors.

The ERCG 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 Dartford Borough Council or Kent County Council department

Plan Maintenance and Exercising

Swanscombe and Greenhithe Town Council Emergency Resilience 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.

The plan will also be tested annually using a tabletop exercise and scenario based on the Swanscombe and Greenhithe Town Council Risk Table. If the plan is activated within the year a post incident debrief, and review may record or highlight changes that need to be made

11. ADDITIONAL INFORMATION

Here you can include any additional information about your parish or community that has not been included in the plan so far that is relevant or specific to you.

This could include any known access issues for emergency service vehicles, landing point for air ambulance, defibrillator locations, times of year or dates of large events that may cause additional issues if coincide with an incident.

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Appendix A:

Swanscombe and Greenhithe Parish map

Dartford Borough Council holds parish Maps.

Please contact Dartford Borough Council Emergency Planning for an A3 map of your area.

Appendix B: Contact Details

Please note that all Appendix B Contact Details must be redacted from public version of your plan.

{ADD DETAILS AS RELEVANT}

B1 External Organisations

Organisation / Department	Email or website address	Telephone Office Hours	Telephone Out of Hours
If you are in immediate Danger call 999			
Dartford Borough Council - Main Switchboard	n/a	01322 343434	01322 343434
Dartford Borough Council - Emergency Planning	EMAIL:	REQUEST FROM XXXX BC	REQUEST FROM XXXX BC
Dartford Borough Council - Emergency Centre <i>(This will only be activated once in response to an incident or emergency)</i>	Request from XXXX Borough Council	REQUEST FROM XXXX BC	REQUEST FROM XXXX BC
Our area Community Warden	https://www.kent.gov.uk/leisure-and-community/community-safety/community-wardens	03000 41 34 55 (Head Office)	REQUEST FROM XXXX BC
Our area PCSO	https://www.kent.police.uk/a/your-area/	Local detail to be added	Local detail to be added
Our elected ward members	https://swanscombeandgreenhithetowncouncil.gov.uk/your-councillors/	https://swanscombeandgreenhithetowncouncil.gov.uk/your-councillors/	https://swanscombeandgreenhithetowncouncil.gov.uk/your-councillors/
Kent County Council Main Switchboard	county.hall@kent.gov.uk	03000 41 41 41	03000 41 41 41
Kent County Council Resilience and Emergencies Unit	emergency.planning@kent.gov.uk	03000 41 41 41	03000 41 41 41
KCC Highways & Transportation Main Switchboard	http://www.kent.gov.uk/roads-and-travel	03000 41 81 81	03000 41 81 81
Kent & Medway Resilience Forum	KRT@kent.fire-uk.org	01622 212409	Contact via XXXX BC Emergency Planning
Kent Police Force Control Room	https://www.kent.police.uk/contact-us	101	101

Kent Fire & Rescue Main switchboard	enquiries@kent.fire-uk.org	01622 692121	n/a
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Organisation / Department	Email or website address	Telephone Office Hours	Telephone Out of Hours
Southeast Coast Ambulance Headquarters	https://www.secamb.nhs.uk/contact-us/	0300 123 0999	n/a
NHS	http://www.nhs.uk	111	111
Environment Agency General enquiries	enquiries@environment-agency.gov.uk	03708 506 506	n/a
Environment Agency Incident reporting	n/a	0800 80 70 60	0800 80 70 60
Environment Agency Floodline	n/a	0345 988 1188	0345 988 1188
Electricity - Power cuts UK Power Networks	http://www.ukpowernetworks.co.uk/inter-net/en/power-cuts/	0800 316 3105	From mobiles: 0333 323 2105
Gas Leaks (National Grid)	https://www.nationalgas.com/safety advice	0800 111 999	0800 111 999
Southern Water General enquiries	https://www.southernwater.co.uk/contact-us	0330 303 0368	n/a

B2 Swanscombe and Greenhithe Town Council Community Response Team

Role	Name and Address	Contact No. 1 (Main)	Contact No. 2 (Out of Hours)
Resilience Lead	Graham Blew, Council Offices, The Grove, Swanscombe, DA10 0GA.	01322 385513	N/A
Resilience Lead (Deputy 1)	Martin Harding, Council Offices, The Grove, Swanscombe, DA10 0GA.	01322 385513	N/A
Resilience Lead (Deputy 2)			
Volunteer Coordinator 1			
Volunteer Coordinator 2			
Volunteer Coordinator			

(Deputy 1)			
Volunteer Coordinator (Deputy 2)			

B3 Swanscombe and Greenhithe Town Council Volunteers List

{ADD DETAILS AS RELEVANT} **Example*

Name and Address	Role / skill volunteered	Contact No. 1 (Main)	Contact No. 2 (Out of Hours)
<i>Mr A Example</i>	<i>4x4 owner / snow clearance</i>	<i>01xxx</i>	<i>07xxx</i>

Possible skills or resources to consider including

Keyholders for key sites (such as CRC)
 Trained First Aider
 4x4 owner/driver
 Chainsaw owner
 Local Food supplier
 Generator supplier
 Tractor owner/driver
 Qualified electrician
 Qualified local handyman
 Welfare providers – local charitable clubs or WI

Appendix A: Community Resilience Plan

Appendix A: Community Resilience Plan

Item	Details	Notes
1	Item 1	Notes
2	Item 2	Notes
3	Item 3	Notes
4	Item 4	Notes
5	Item 5	Notes
6	Item 6	Notes
7	Item 7	Notes
8	Item 8	Notes
9	Item 9	Notes
10	Item 10	Notes
11	Item 11	Notes
12	Item 12	Notes
13	Item 13	Notes
14	Item 14	Notes
15	Item 15	Notes
16	Item 16	Notes
17	Item 17	Notes
18	Item 18	Notes
19	Item 19	Notes
20	Item 20	Notes
21	Item 21	Notes
22	Item 22	Notes
23	Item 23	Notes
24	Item 24	Notes
25	Item 25	Notes
26	Item 26	Notes
27	Item 27	Notes
28	Item 28	Notes
29	Item 29	Notes
30	Item 30	Notes

Appendix B: Community Resilience Plan

Appendix B: Community Resilience Plan

- Item 1
- Item 2
- Item 3
- Item 4
- Item 5
- Item 6
- Item 7
- Item 8
- Item 9
- Item 10
- Item 11
- Item 12
- Item 13
- Item 14
- Item 15
- Item 16
- Item 17
- Item 18
- Item 19
- Item 20
- Item 21
- Item 22
- Item 23
- Item 24
- Item 25
- Item 26
- Item 27
- Item 28
- Item 29
- Item 30

Appendix C: Community Resilience Plan

Appendix C: Record Keeping

C1 Information Gathering Form (M/ETHANE)

To be completed by the Resilience Lead in communication with the Volunteer Coordinators.

MAJOR INCIDENT:
EXACT LOCATION:
TYPE OF INCIDENT:
HAZARDS:
ACCESS:
NUMBER AND TYPE OF CASUALTIES:
EMERGENCY SERVICES PRESENT AND REQUIRED:

C2 Incident and Decision Log *Example

Copies of this log can be printed separately to be used by Community Response Team during an emergency or incident. Multiple pages needed.

INCIDENT & DECISION LOG

INCIDENT: Car Crash into residential houses			LOCATION: Top of High Street, Example town, ME xx	
DATE: 12 th January 20XX			COMPLETED BY: xx	PAGE 1 of

LOG No (1,2)	TIME TO (24 hr clock)	TIME FROM (24 hr clock)	ENTRY (Key details of information/discussion)	DECISION – ACTION (Key details of actions/decisions)	RATIONALE (IF APPLICABLE) (Why decision made)
1	23.20	23.30	Car crashed into house at top of the High Street. 6 houses affected – need to be evacuated.	Opened CRC for affected residents.	Very cold outside with vulnerable residents. Awaiting Rest Centre set up/alternative housing from XXXX BC

INCIDENT:	LOCATION:	
DATE:	COMPLETED BY:	PAGE of

[illegible]

[illegible]

OFFICIAL – SENSITIVE (Once complete)

Appendix D:

Rest Centres within Swanscombe and Greenhithe Town Council area

The Rest Centre listed here should be those held officially within the Dartford Borough Council Rest Centre Directory.

Please contact Dartford Borough Council Emergency Planning for the details.

(If any additional venues within your community are suitable but not listed, please let Dartford Borough Council Emergency Planning know so they can be contacted for details. If assessed as suitable, they will be added to the directory)

[Rest Centre Location(s) information sheet(s)]

Appendix E:

Community Resilience Plan Residents Letter template

Swanscombe and Greenhithe Town Council
Counxcil Offices
The Grove
Swanscombe
Dartford
Kent, DA10 0GA

Dear Resident

Re: Swanscombe and Greenhithe Town Council Community Resilience Plan

We are producing a 'Community Resilience Plan' to be used if an emergency affects our community.

Normally, emergencies are dealt with by the "blue light" emergency services and other key responders, who have well-rehearsed plans to deal with situations. However, there may be circumstances, such as widespread flooding, heavy snow or severe storm damage, where the arrival of the emergency services and other responders could be delayed, or when essential utilities and highways access may be compromised.

In these circumstances, we are sure you will agree that it is important that our community can help itself until outside help arrives and it will do this more effectively if it has a plan already in place. As part of this plan, we are looking to set-up a 'Community Emergency Response Team' of volunteers who would be willing to assist should an emergency occur. We are particularly keen to hear from members of our community who have resources, equipment or skills (e.g., 4x4 vehicles, tractors, chain saws, trained medical staff), but any assistance you can offer would be gratefully received.

A crucial element of the plan will be to have a network of *Community Liaison Volunteers* covering the area, each being responsible for a road or other small area. The liaison volunteers' role involves receiving information from, and passing it on to, residents/businesses in their "patch" – they would not be involved in rescues, but in communicating between the emergency plan coordinators and local residents in the event of an emergency.

If you would like to volunteer, please could you complete the reply slip on page two of this letter and return it to us at the above address. On receipt, a member of Swanscombe and Greenhithe Town Council will contact you to discuss how best you can help. We are requesting this information on an entirely voluntary basis, so please feel free to ignore this letter if you do not wish to be involved.

Additionally, one of the priorities of the Community Emergency Response Team will be to provide what support it can to members of our community who may be more vulnerable than others and who may need extra help in an emergency. With this in mind, we want to have a list of 'Vulnerable Persons/Groups' in our Community Resilience Plan. For your details to be included, please complete the relevant section of the attached reply slip. There is no need for you to disclose any sensitive personal information and please be assured that, in accordance with General Data Protection Regulations (GDPR) the information will be handled in the strictest confidence and will

only be used in an emergency by the Community Emergency Response Team, the emergency services or other key responders.

For further information, or to discuss things in more detail, please contact us using the details below.

Yours faithfully

Graham Blew
Town Clerk

Appendix F:

Community Emergency Response Team Volunteer Sign-up form

Swanscombe & Greenhithe Toqn Council Community Emergency Response Team Reply Slip

Community Emergency Response Team

I/We would like to volunteer to join the Community Emergency Response Team.

☐

[Please tick box] as a **Community Volunteer** for _____

and/or please enter any skills, equipment and resources you may have in the tables below.

Name	Primary Contact Details	Email address	Skills / Experience / Qualification	Equipment / Resources

Name	Primary Contact Details	Email address	Skills / Experience / Qualification	Equipment / Resources

Vulnerable Persons / Groups

I would like the following details to be included in the 'Vulnerable Persons / Groups list' within the Community Resilience Plan.

Name of person / centre / accommodation	Address	Primary Contact Details	Reason for inclusion

Signed declaration

[Please ensure that each person named above signs the declaration below]

I/We give my/our consent for the above details to be made available to those responding to an emergency affecting our community. I understand that, in accordance with the General Data Protection Regulations (GDPR) the information will be handled in the strictest confidence and will only be used in an emergency.

Signatures					
Print Name					
Date					
Address					
Contact number					
Email					

Appendix G:

Flood Plan & Flood Maps

If your area is in a high-risk flood area or if your community has experienced flooding before, please use the main Community Resilience Plan template to include a flood plan.

If you are in a low-risk flood area and would like to include a flood zone map, please contact Dartford Borough Council Emergency Planning. Dartford Borough Council can obtain flood maps via the Environment Agency on your behalf.

[xxx Parish Council Flood Map Zone 1]

[xxx Parish Council Flood Map Zone 2]

Appendix H:

Swanscombe and Greenhithe Town Council Grab Bag Contents List

A grab bag can be useful to hold at your village hall or central RVP for use in an emergency by lead Volunteer Coordinator at site and scene. This is not compulsory but below is an example if choose to include.

If do not have a grab bag, please delete.

Item	Details
<i>Community Resilience Plan</i>	<i>x1 printed copy</i>
<i>Large Scale Parish Map</i>	<i>x1 A1 printed copy</i>
<i>Two-way Radios</i>	<i>x2</i>
<i>Hi-Vis Vests</i>	<i>x6</i>
<i>Heavy Duty Torch</i>	<i>With batteries (x2 D type)</i>
<i>Clipboard and Pen</i>	<i>x2</i>
<i>Information Gathering Forms (M/ETHANE)</i>	<i>x10 spare printed copies + x1 copy on each clipboard (12 total)</i>
<i>Incident and Decision Log</i>	<i>x10 spare printed copies + x1 copy on each clipboard (12 total)</i>

Appendix I:

Defibrillator Locations within Swanscombe and Greenhithe Town

Asda Greenhithe

Old Fire Station Community Café, Church Road, Swanscombe, DA10 0HF

Swanscombe Fire Station, The Grove, Swanscombe, DA10 0AD

Knockhall Changing Rooms, Knockhall Recreation Ground, Knockhall Road, Greenhithe, DA9 9HE.

Greenhithe Community Centre

Cambria Sea Scouts, Greenhithe.

Old Toilet Block Swanscombe park, Park Road, Swanscombe, DA10 0JQ

Heritage Community Hall, Craylands Lane, Swanscombe, DA10 0LP

If your community has defibrillators located across the area, it is useful to list them here. This can be done as a list, table and/or map.

If do not have these, please delete.

Appendix J:

Insurance Liability Insurance Certificate(s) for Swanscombe and Greenhithe Town Council

If your parish council has secured relevant insurance to cover to include any volunteering roles, please add here. This could be your Public Liability Insurance and/or Employers Liability Insurance.

If you do not have this, please delete.

[END]

Do you want to help others?



Could you be a helping hand in an emergency?

We are producing a 'Community Resilience Plan' to be used if an emergency affects our community.

Normally, emergencies are dealt with by the "blue light" emergency services and other key responders, who have well-rehearsed plans to deal with situations. However, there may be circumstances; such as flooding, heavy snow or severe storm damage, where the arrival of the emergency services and other responders could be delayed, or when essential utilities and highways access may be compromised.

In these circumstances, we are sure you will agree that it is important that our community can help itself until outside help arrives and it will do this more effectively if it has a plan already in place. As part of this plan, we are looking to set-up a 'Community Emergency Response Team' of volunteers who would be willing to assist should an emergency occur. We are particularly keen to hear from members of our community who have resources, equipment or skills (e.g., 4x4 vehicles, tractors, chain saws, trained medical staff), but any assistance you can offer would be gratefully received.

If you would like to volunteer, please either call 01322 385513 or email info@swanscombeandgreenhithe town council.gov.uk and we will send you a registration form.



**SWANSCOMBE
AND GREENHITHE
TOWN COUNCIL**
"TAKING PRIDE IN OUR TOWN"

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