

# Alfriston Parish Council

## Community Resilience and Emergency Plan



April 2025 / v0.75 DRAFT for comment

**REMEMBER:**

**If you are in immediate danger:**

**CALL 999**

# Others are here to help.

## BE PREPARED:

Whilst we will attempt to assist in an emergency,  
you can help by preparing now.

Please see the contact numbers and resources listed in Section 9.

- In the event of an emergency, call 999 if appropriate.
- Check the list of emergency and external resources in Section 9 and use these first.
- If you need help from your local community, due to flooding, power failure, water supply failure, extreme weather, etc, then:-

If you or your household are the only ones affected, contact  
the Alfriston Emergency Group at:

**0333 772 9844**

**assistance@alfristonemergencygroup.co.uk**

In a wider scale emergency that could impact multiple  
villagers, contact the Parish Council at:

**Phone number  
will be  
included here**

**clerk@alfristonparishcouncil.org.uk**

**PLEASE CHECK ON YOUR NEIGHBOURS  
IF IT IS SAFE TO DO SO.**

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APC DRAFT

## 1. Introduction: A Volunteer Response

**Alfriston** is a village and civil parish in the East Sussex district of Wealden, England. It lies in the valley of the River Cuckmere, about 6 km north-east of Seaford and south of the main A27 East-West trunk road. The parish had a population of 829 at the 2011 census.

Alfriston Parish Council (APC) may have a local role in an emergency, organising a local response and coordinating with wider stakeholders, both during the event and in the recovery from it. This document lays out basic processes and available resources to manage that response.

APC, together with other community organisations, notably the Alfriston Emergency Group (AEG), wish to support the community as much as possible in response to any emergency.

However, we are reliant on councillors and volunteers to enact this plan, providing expertise, resources, labour, and support, and are grateful to all those who aid our vibrant community in ways big and small.

**Without volunteer support, this plan cannot help our village in an emergency.**

**If you would like to help your community response and join our teams, please**

**contact:-**

**APC: [clerk@alfristonparishcouncil.org.uk](mailto:clerk@alfristonparishcouncil.org.uk)**

**AEG: [assistance@alfristonemergencygroup.co.uk](mailto:assistance@alfristonemergencygroup.co.uk)**

**Please sign up - don't wait for an emergency to occur.**

## 2. Purpose of Plan

### Aims and Objectives

This plan aims to improve the resilience of our community in responding to a local emergency. All major emergencies will be dealt with by the emergency services, local authorities, utilities and voluntary agencies. The Emergency Plan is not intended to be a substitute for these services and, in the event of an emergency the first course of action should always be to contact the emergency services by **dialling 999**.

The purpose of the Emergency Plan is to cover extreme circumstances (for example, heavy snowfall or flooding) that may prevent the emergency services from reaching the scene immediately. In such cases the initial response may rely on local volunteers. It sets out how an initial response will be managed, outlining the process, identifying points of coordination, and listing local resources with their contact details.

Whether or not exterior assistance is available, we hope that this plan will enable our village community – residents, businesses, and visitors – to be better prepared for any emergency.

### Roles and Responsibilities

APC will lead the coordination of other local bodies and willing individuals in responding to an emergency.

APC will endeavour to contact emergency services and provide them with information. If an emergency is sufficiently serious, and emergency services cannot be contacted or respond, this plan will be triggered.

An Emergency Committee, comprising APC Councillors, AEG representatives, and other emergency responders will be convened. This will use this plan to manage local aspects of the response and recovery from it. The committee will also maintain the risk register within this document.

### Scope

This plan applies to the parish of Alfriston. It applies to community-wide external incidents that impact multiple households and that are beyond the ability of a single household to resolve, for example severe flooding, extreme weather, or a major power outage. It would also be triggered where there is a threat to life or when emergency services cannot reach the village.

Many incidents, for example the flooding that regularly occurs during the winter months, will be managed by APC and AEG without triggering this plan. Additionally, the plan is not designed to respond to individual household issues unless occupants are classed as vulnerable, or to short-term issues, for example a transient power cut.

### Acknowledgements and Sources

This plan is based on the guidance available at GOV.UK: <https://www.gov.uk/government/publications/community-resilience-resources-and-tools>. In addition, it draws on the plans of numerous Parish Councils. In particular, we would like to thank Disley, Ash and Blackshaw Parish Councils.

### 3. Possible Emergencies and Risks to the Village

#### What is an Emergency?

The Civil Contingencies Act 2004 defined an “emergency” as an event which threatens serious damage to the United Kingdom in terms of national security, human welfare, or the environment.

This plan considers the response to a local emergency within our Parish which would benefit from some local coordination and support / resources from villagers who know most about what is at risk and what resources are available. Wider support would obviously be very welcome, but the plan may also be required if the emergency services are delayed reaching the village.

Larger scale events would be responded to and coordinated by a higher tier authority, with the Parish Council acting in support. In any event, it is hoped that the resources identified here would be of use to whichever authority was coordinating a response.

#### Risks to the Village

A local emergency could be triggered by:-

Risk	Impact on community	What can the Emergency Committee do to prepare?
Flooding Severe storms High Winds	<ul style="list-style-type: none"> <li>• Flooding of streets</li> <li>• Blocked accesses</li> <li>• Damage to property</li> <li>• Trapped residents</li> <li>• Homelessness</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage residents to improve home flood defences</li> <li>• Work with local emergency responders to help with flood warnings and any evacuation and rest centre establishment required</li> </ul>
Ongoing Services Outage: Power Cut Water Supply Issue	...Emergency Committee to complete	...Emergency Committee to complete
Requirement for multiple household evacuation, e.g.:- Major Fire Chemical Leak Air Pollution Pandemic	...Emergency Committee to complete	...Emergency Committee to complete
Severe Snow & Ice / Ongoing Low temperatures	...Emergency Committee to complete	...Emergency Committee to complete
Ongoing High Temperatures	...Emergency Committee to complete	...Emergency Committee to complete

## 4. Emergency Plan Activation Conditions and Initial Actions

This plan can be triggered in one of two ways:-

- 1) **The Emergency Services (Police / Fire) or a Local Authority (East Sussex CC / Wealden DC) notifies Alfriston Parish Council ( [REDACTED], clerk@alfristonparishcouncil.org.uk) about an incident affecting the village.**

- a. The plan is immediately activated.
- b. Use the Communication Cascade to alert the Emergency Committee members.
- c. Agree next steps, reporting into the higher tier authorities.
- d. Set up a meeting as soon as possible.

***Phone number  
will be  
included here***

- 2) **The local community raises a concern by contacting Alfriston Parish Council ( [REDACTED], clerk@alfristonparishcouncil.org.uk) about an incident affecting the village.** (This includes a concern raised by APC or AEG.) If you receive such a call:-

- a. Record the person's name, contact number and location
- b. Check that they or others are not in immediate danger: if so, tell them to call 999
- c. Ask of the caller has contacted other emergency contact numbers (see Section 9)
- d. Tell the caller that you will alert the Emergency Committee and be back in contact. Alternatively, if you can help the caller immediately using the resources listed in this document, please do so.
- e. Begin a log of calls and actions taken. (Appendix 4)
- f. Begin to contact the Emergency Committee members using the contact information in Section 5.
- g. A judgment will need to be made about whether to activate the plan: Any TWO councillors are needed to agree that the plan should be activated. If so:-
  - i. Attempt to alert emergency services and higher tier authorities and pass on Emergency Committee contact information.
  - ii. Use the Communication Cascade to update the Emergency Committee members.
  - iii. Agree next steps, including opening an Operations Centre or Place of Refuge if needed.
  - iv. Set up a meeting as soon as possible, likely at the Operations Centre.
  - v. Identify vulnerable residents who may need special assistance.
  - vi. Identify relevant local resources and volunteers listed in this document and contact them.
  - vii. Consider what methods of communication can be used (Section 7).
- h. If you are unable to contact other councillors, and someone is in need to help, attempt to provide it using the resources listed in this document.

NOTE: An Environmental Authority Flood Warning would not solely be sufficient to trigger this plan. In this case, the Communication Cascade should be used to alert the Emergency Committee who can decide how to proceed.



## 5. Emergency Committee Members and Communication Methods

The Emergency Committee can be contacted via the APC Emergency Number, [REDACTED].

**Phone number**  
**will be**  
**included here**

### Committee Members

Since many members of the Committee travel, peoples' availability is unpredictable during an emergency. We have therefore not appointed an individual as a single Emergency Coordinator, instead using the phone number above to reach multiple members of an Emergency Committee. The Emergency Committee comprises:-

Role	Contact
APC Clerk	clerk@alfristonparishcouncil.org.uk 07936 904743
APC Chair	chair@alfristonparishcouncil.org.uk
APC Councillors	highways@alfristonparishcouncil.org.uk planning@alfristonparishcouncil.org.uk allotments@alfristonparishcouncil.org.uk strategicplanning@alfristonparishcouncil.org.uk tye@alfristonparishcouncil.org.uk transport@alfristonparishcouncil.org.uk
AEG Representatives	assistance@alfristonemergencygroup.co.uk 0333 772 9844
Others (if appointed)	-

Members are asked to keep the contact details of all other members to hand on their phones and in hardcopy.

The Emergency Committee can be contacted via the APC Emergency Number, [REDACTED]

***Phone number  
will be  
included here***

If a member of the Emergency Committee becomes aware of an event of increasing concern, they should alert others using the following methods in order of preference:-

- 1) APC – AEG WhatsApp group (since this offers one to many communication)
  - 2) APC Emergency Phone group (one to one communication)
  - 3) Individual mobile phone numbers - text
  - 4) Individual mobile phone numbers - voice
  - 5) Landline numbers - voice
  - 6) Assemble in Market Square
- The APC – AEG WhatsApp group enables multiple people to be contacted at once. It includes all APC Councillors and key AEG volunteers.
  - Further information can also be shared by email, if available.
  - Status updates should be shared through the same channels as above.
  - An “end of event: all clear” message should be shared through the same channels as above.

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## 6. Actions in Specific Emergencies

### Flooding

**Be prepared:** by creating a personal flood plan: see

<https://www.gov.uk/government/publications/personal-flood-plan>

Sign up for flood warnings by call, text or email:

<https://www.gov.uk/sign-up-for-flood-warnings>

**Avert flooding:**

If you spot a potential risk of flooding, report it to the appropriate authority (see Section 9) and to APC/AEG using the numbers at the start of this document, or to the Parish Clerk (office hours).

**If you're about to be flooded:**

If your area has a flood warning (when flooding is expected) or severe flood warning (when there's a danger to life):

- turn off your gas, electricity and water supplies, if it's safe to do so - do not touch an electrical switch if you're standing in water
- move your family, vehicles, pets and important items to safety, for example upstairs or to higher ground
- if you have them, use flood protection products, for example flood barriers or air brick covers
- follow advice from your local council or the emergency services - you may be asked to evacuate.

**In case of flooding:**

- If in immediate danger call 999
- Alert Floodline 0345 988 1188 or 0845 988 1188 and the Environment Agency: 0800 80 70 60
- If possible, alert AEG/APC using the numbers at the start of this document.

**APC and AEG** receive flood warnings from the Environment Agency and will alert the Emergency Committee to the developing situation depending on its level of seriousness.

## In the Event of an Evacuation

Evacuation of properties may become necessary for a variety of reasons, and may last for hours, days, or longer.

If an evacuation is recommended by the emergency services, the Emergency Committee will advise the County and District Councils.

The Emergency Committee will work with the emergency services to nominate which of the Places of Refuge will be used and make it available. If none are available, external authorities will be asked to make one available outside the village.

The Emergency Committee will attempt to attend the scene and assist: telling emergency services who might need extra help to leave their home and helping with door knocking.

## In the Event of Access Routes to the Village Being Blocked

Severe weather may cause access roads to become impassable. In this case, the Emergency Committee will attempt to coordinate the use of local resources until assistance can reach the village. This may include:-

- Clearing key pathways in winter conditions
- Distributing food and water if supplies are limited
- Maintaining a list of particularly vulnerable people and checking on them
- Maintaining a list of useful village resources – e.g. people with useful hardware like tractors or 4x4 vehicles.

## In the Event of Longterm Water or other Utility Outages

The Emergency Committee will liaise with Southern Water regarding bottled water distribution, or the appropriate utility company in the case of other longterm outages.

## In the Event of Communications being Disrupted

If all telecommunication services are down an information point will be established at the War Memorial Hall (or alternative location if necessary), and updates will be posted on the APC noticeboard at the side of the village shop.

## In the Event of Food Distribution being Required

If local food distribution is needed, this will be coordinated in conjunction with the Village Shop, which will act as a central distribution point.

## 7. Key Village Locations and Resources

### Key Village Locations: Operations Centres, Places of Refuge, Others

The following buildings may be critical to an emergency response. The actual location of an operations centre and places of refuge would be determined based on circumstances. However, the primary candidates are defined here.

Building	Use	Facilities	Contact
War Memorial Hall	<ul style="list-style-type: none"> <li>PRIMARY Place of Refuge</li> <li>Alternative Operations Centre</li> </ul>	<ul style="list-style-type: none"> <li>ADSL broadband, c. 8Mb/s.</li> <li>Mixed reports on mobile signal.</li> <li>Large kitchen.</li> <li>Stage.</li> </ul>	<p>The Old School House The Tye (access via Tye Road) Alfriston BN26 5TL</p> <p>alfristonwmh@gmail.com 01323 870839</p>
Old Chapel Centre	<ul style="list-style-type: none"> <li>PRIMARY Operations Centre</li> <li>Alternative Place of Refuge</li> </ul>	<ul style="list-style-type: none"> <li>ADSL broadband, c. 8Mb/s.</li> <li>Limited mobile signal.</li> <li>Stage.</li> <li>Small, basic kitchen.</li> </ul>	<p>The Old Chapel Centre High Street (access via Tye Road) Alfriston BN26 5TL</p> <p>hello@oldchapelcentre.com 07869 215916</p>
St Andrews Church	<ul style="list-style-type: none"> <li>Alternative Operations Centre</li> <li>Alternative Place of Refuge</li> </ul>	<ul style="list-style-type: none"> <li>ADSL broadband, c. 8Mb/s.</li> <li>Poor mobile signal.</li> <li>Stage.</li> <li>Basic kitchen - hot water boiler, sink, small fridge. No stove.</li> </ul>	<p>St Andrews Church The Tye (access via Tye Road) Alfriston BN26 5TL</p> <p>cuckmerechurches@gmail.com 01323 871093</p>
Cricket Pavilion	<ul style="list-style-type: none"> <li>Alternative Operations Centre</li> <li>Alternative Place of Refuge</li> </ul>	<ul style="list-style-type: none"> <li>TBA</li> </ul>	<p>The Cricket Pavilion The Recreation Ground North Road Alfriston BN26 5XD</p> <p>TBA</p>
Doctor's Surgery	<ul style="list-style-type: none"> <li>Medical Assistance</li> </ul>	<ul style="list-style-type: none"> <li>Medical Facilities</li> </ul>	<p>Alfriston Surgery The Furlongs Alfriston BN26 5XT</p> <p>01323 870244</p>

## Communications Systems

The following systems could be available:-

System	Contact	Notes
APC Email	clerk@alfristonparishcouncil.org.uk	
APC Noticeboard	chair@alfristonparishcouncil.org.uk	On the side of the village shop.
The Hub	Adrian Butcher alfristonhub@gmail.com	
Neighbourhood Watch	Nick Cattell alfristonnhw@gmail.com	
Assembly Point: PA System at War Memorial Hall	Access via the Tye alfristonwmh@gmail.com 01323 870839	If other communications systems are down, an information point would be established here.

## Defibrillators

Defibrillators are available at:-

- The War Memorial Hall, beside the Tye
- The Pavilion, at the Recreation Ground
- The School in North Road (when open).

## Local Organisations Offering Help

### ALFRISTON EMERGENCY GROUP

Alfriston Emergency Group (AEG) is a volunteer group of residents who do what they can to keep Alfriston moving at times of flooding and when other situations arise.

AEG has some useful equipment including:-

- a quad bike and trailer
- a generator
- several floodlights
- a submersible pump to remove flood water
- a gritter to use on icy pavements
- several smaller items such as shovels and brooms.

AEG works with the local authorities and the emergency services (police, ambulance and fire service) but aims to be first on the scene.

**[assistance@alfristonemergencygroup.co.uk](mailto:assistance@alfristonemergencygroup.co.uk)**

**0333 772 9844**

## OTHER LOCAL ORGANISATIONAL RESOURCES

This section lists public or commercial village resources.

Resource	Location	Capability	Notes
Heartstart	Contact via 999 heartstart@gmail.com	Community Responders for Alfriston and the Cuckmere Valley for all medical emergencies.	
Doctor's Surgery	Alfriston Surgery The Furlongs Alfriston BN26 5XT 01323 870244	Medical facilities and assistance	
The Village Shop	Waterloo Square, BN26 5UE 01323 870201	Food distribution	

## Local Businesses / Individuals Offering Resources

APC maintains a list of other businesses and individuals who have kindly offered their services in case of an emergency. This may include:-

- Trained first aiders
- 4x4 owner/drivers
- Accommodation providers
- Generator owners



## 8. Vulnerable Residents and Flood Risk Areas

### List of Vulnerable Residents

The APC Clerk maintains a list of vulnerable residents who may need special assistance in an emergency. These residents are contacted in the event of an emergency and are prioritised for support.

To provide this support, contact details from the list may be shared with parish councillors, Alfriston Emergency Group, and other emergency responders.

To join (or leave) the list, please send a request with your contact details to [clerk@alfristonparishcouncil.org.uk](mailto:clerk@alfristonparishcouncil.org.uk). By joining the list, you consent to your contact information being shared as above.

### Flood Risk Areas

These are typically the areas that feature in Environment Agency flood risk notifications. They should be specifically alerted / checked in a flood situation.

- North Street (lower)
- River Lane (lower)
- Willows Car Park
- High Path
- The Old Clergy House
- Deans Place Hotel

## 9. External Organisations and Resources

Service / Role	Phone	Website / Email
Emergency Services: Police Ambulance Fire Coastguard	<b>999</b> 101 – non-emergency 111 – NHS non-emergency	
Roads, pavements and paths: East Sussex Highways	24/7 0345 6080193	<a href="http://eastsussex.gov.uk">eastsussex.gov.uk</a>
East Sussex County Council	Non-emergency, office hours 0345 608 0190	
Southern Water	07-23, seven days 0330 303 0368	<a href="http://southernwater.co.uk">southernwater.co.uk</a>
South East Water	Emergency number 0333 000 0365	
Wealden PCSO	Via 101	<a href="mailto:wealden@sussex.pnn.police.uk">wealden@sussex.pnn.police.uk</a>
Wealden District Council	Office hours: 01323 443322 Major emergency out of hours 01323 443599	<a href="http://wealden.gov.uk">wealden.gov.uk</a>
Seaford Police	Via emergency services 999 or 101 Church Street, BN25 1HG	
Seaford Fire Station	Via emergency services 999 or 101 Cradle Hill Road, BN25 3JA Non-emergency number: 0303 999 1000 (Lewes)	<a href="https://www.esfrs.org/contact-us">https://www.esfrs.org/contact-us</a> <a href="mailto:enquiries@esfrs.org">enquiries@esfrs.org</a>

Flooding: Floodline	24/7 0345 988 1188 or 0845 988 1188	<a href="https://www.gov.uk/browse/environment-countryside/flooding-extreme-weather">https://www.gov.uk/browse/environment-countryside/flooding-extreme-weather</a>
Flooding / River Overflow: Environment Agency	EA Incident Reporting 24/7: 0800 80 70 60  Office hours 03708 506 506	<a href="https://www.gov.uk/report-environmental-incident">https://www.gov.uk/report-environmental-incident</a>
Gas leak: National Gas	To report a gas or carbon monoxide emergency, or if a pipeline is struck (even if no gas leak has occurred) call the National Gas Emergency Service immediately on 0800 111 999	<a href="https://www.nationalgas.com/emergency-contacts">https://www.nationalgas.com/emergency-contacts</a>
Power Cut: National Grid	If you're experiencing a power cut or any problems with power. 24/7 0800 6783 105 or 105	<a href="https://www.nationalgrid.co.uk/contact-us">https://www.nationalgrid.co.uk/contact-us</a>
Power Line hazard: National Grid	To report a potential hazard on or near an overhead electricity line 24/7 0800 40 40 90 90	
UK Power Networks	0800 3163 105	<a href="http://ukpowernetworksservices.co.uk">ukpowernetworksservices.co.uk</a>
UK Power Networks	0800 3163 105	<a href="http://ukpowernetworksservices.co.uk">ukpowernetworksservices.co.uk</a>

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## 1. Distribution List

Name	Role / Organisation	Contact	Last Issued
Suzanna Dry	APC Clerk	clerk@alfristonparishcouncil.org.uk	
Diana Monteath Wilson	APC Chair	chair@alfristonparishcouncil.org.uk	
Portfolio Holders	APC Councillors	highways@alfristonparishcouncil.org.uk planning@alfristonparishcouncil.org.uk allotments@alfristonparishcouncil.org.uk strategicplanning@alfristonparishcouncil.org.uk tye@alfristonparishcouncil.org.uk transport@alfristonparishcouncil.org.uk	
Lead Volunteers	AEG Representatives	assistance@alfristonemergencygroup.co.uk	
	Wealden PCSO	wealden@sussex.pnn.police.uk	
	Seaford Police Station	37 Church Street, Seaford, BN25 1HG	
	Seaford Fire Station	Cradle Hill Road, Seaford, BN25 3JA 0303 999 1000	
	Sussex Resilience Forum	SussexResilienceForum@sussex.police.uk	
David Greaves	Wealden Councillor	cllr.david.greaves@wealden.gov.uk	
Stephen Shing	ESCC Councillor	cllr.Stephen.Shing@eastsussex.gov.uk	
	Wealden Emergency Planning	01323 443322 – address needed	
	ESCC Emergency Planning	emergency.planning@eastsussex.gov.uk 0345 608 0190	
	Doctor's Surgery	The Furlongs, Polegate, East Sussex, BN26 5XT 01323 870244	
	War Memorial Hall	alfristonwmh@gmail.com 01323 870839	
Benefice Office	Parish Church	cuckmerechurches@gmail.com 01323 871093	

Name	Role / Organisation	Contact	Last Issued
Manager	Old Chapel Centre	hello@oldchapelcentre.com	
Office	School	office@alfriston.e-sussex.sch.uk 01323 870203	

## 2. Version History

Version	Amendment Date	Changes made	Changed by
0.1-0.4	2/12/24 – 13/1/25	Templating & basic information	NP
0.5	1/25-3/25	Include agreed points	NP
0.6	3/25	Contact details, formatting	NP
0.7b	3/25	Blackshaw ideas incorporated, more contact details	NP
0.75	4/25	Circulated for comment	NP

### 3. Outline Agenda for Initial Emergency Meeting

Date:

Time:

Location:

Attendees:

#### 1. What is the current situation?

- Location of emergency. Is it near:
  - The school?
  - A vulnerable area?
  - A main access route?
- Type of emergency:
  - Is there a threat to life?
  - Has electricity, gas or water been affected?

Are there any vulnerable people involved?

What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establishing contact with the emergency services
3. How can we support the emergency services?
4. What actions can safely be taken?
5. Who is going to take the lead for the agreed actions?
6. Any other issues?

#### 4. Emergency Log

Date	Time	Information / Decision / Action	Actioned By

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