



Capel-le-Ferne Community Resilience Plan

Plan last updated on: March 2020
(Annually Reviewed)

**If you are in
immediate danger
call 999**

Contents

	Page Number
Introduction/ Aims and Objectives of Plan	3
Plan Distribution List	4
Plan Amendments	4
Local Risk Assessments and Plan Actions	5 - 6
Local Skills and Resources Assessments	7 - 10
Key locations identified with emergency services for use as places of safety	11
Decision Tree of main contacts	12
List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency	13
Vulnerable people criteria	13
Activation triggers	14
Activation Actions	15
Community Meeting Emergency Group first meeting agenda	16
Actions agreed with emergency responders in the event of an evacuation	17
Contact List	18 - 19
Map Location of Capel-le-Ferne	20

Introduction.

Capel-le-Ferne Parish Council may have an important role in both the response to and recovery from an emergency.

It is possible that the Parish Council may be able to act faster than many of the responding organisations as they have an in-depth local knowledge that would provide invaluable assistance to the response.

By completing a Community Plan the Parish Council is putting arrangements in place to mobilise resources that already exist in the Capel-le-Ferne community to support residents during an emergency.

During a major wide area emergency, it could be some time before responding organisations are able to offer assistance. By planning in advance, the Parish Council could provide key assistance co-ordinating local response activities.

Aims and Objectives of the Capel-le-Ferne Resilience Plan

Aims

The aim of the community plan is to increase short term community resilience in response to an emergency occurring in the local area.

Objectives

- To enable the community to respond effectively to an emergency that occurs in the local area.
- To identify resources and key contacts within the community that can assist the emergency services and local authority in the response to an emergency.
- To identify hazards and possible mitigation measures within the community.
- To identify vulnerable people within the community.

Resilience Plan

Name of Community: Capel-le-Ferne

Name:	Tony Lake
Authority/Role:	Councillor
Signature:	
Issue Status	To be reviewed in 2020
Date:	Oct. 2019

This document will be reviewed annually at the Annual General Meeting of the Capel-le-Ferne Parish Council or when significant changes have taken place that would affect its operation.

Plan distribution list

Name	Role	Copy No.	PDF
Tony Lake	Parish Councillor (Chair)		
Maureen Leppard	Parish Clerk		

Organisation	Copy No,	PDF
Village Hall Committee		

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
Oct. 2019	Oct. 2020	Contacts	Tony Lake

Local risk assessment and action plan

Risks	Impact on community	What can the Community do to prepare?
<p>Floods – run off from fields</p> <p>- Local ponds overflow</p> <p>No local rivers or streams</p>	<p>Flooding of local streets</p> <ul style="list-style-type: none"> • Capel Street/Lancaster Avenue junction <p>Damage to property</p>	<p>Encourage residents to improve home flood defences</p> <p>Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and rest centre establishment required</p> <p>Capel-le-Ferne Parish Council have identified Rest centres and have designated Rest Centre/evacuation plans, this plan identifies other premises that are available</p> <p>Ensure landowners clear ponds</p> <p>Blocked drains could be reported to Kent County Council</p>
<p>High winds</p> <p>Fallen trees blocking roads</p>	<p>Structural damage to buildings and residential properties, including caravan sites</p> <p>Power lines/ supply affected</p> <p>Access to village</p> <p>Potential temporary evacuation of residents</p> <p>Potential Homelessness</p> <p>Need urgently to secure and make safe property</p> <p>Identify premises for forward control use by emergency services.</p>	<p>Capel-le-Ferne Parish Council has identified Rest centres and have designated Rest Centre/evacuation plans, this plan identifies other premises that are available</p> <p>Prepare list of local building contractors</p>
<p>Severe snow and ice</p>	<p>Housebound vulnerable residents unable to obtain supplies</p> <p>Access to village via road/ rail</p> <p>Residents unable to go to/ get back from work/school.</p>	<p>Identify housing occupied by vulnerable residents</p> <p>Appoint snow warden</p> <p>Prepare a list of voluntary agencies and individuals to deliver essential services</p>

B2011 Road issues	<p>Gridlocked traffic in and out of Parish.</p> <p>Residents unable to go to/ get back from work/school.</p>	<p>Identify areas where stranded motorists can be accommodated if requested</p> <p>To mitigate the effect on the local community, diversion routes to be advised</p>
<p>Subsidence</p> <p>Structural damage to buildings and residential properties</p>	Possible homelessness	<p>Prepare list of local building contractors</p> <p>Capel-le-Ferne Parish Council has identified Rest centres and have designated Rest Centre/evacuation plans, this plan identifies other premises that are available</p>
Heatwave	Housebound / vulnerable residents unable to cope	<p>Identify housing occupied by vulnerable residents</p> <p>Prepare a list of voluntary agencies and individuals to deliver essential services</p>
Long term power outages		<p>Power Cut contact 105</p> <p>Contact UK Power Network 0800 3163105</p>

Local skills and resources assessment

(Note: The inclusion of private organisations in this list does not imply that Capel-le-Ferne Parish Council endorses or recommends any of the services provided by those organisations)

Food and supplies:

Water/food supplies/provisions	Capel-le-Ferne Village Shop Eurotunnel Services		Centre of village on New Dover Road Eurotunnel terminus	Outside normal Shop hours but can call owner/ Electricity supply Open 24/7
Water/food supplies, cooking facilities	Capel-le-Ferne Village Hall Primary School	XXXXXXXXXXXX	Lancaster Avenue Capel Street	Parish Clerk is key holder, CVH contact details displayed NEED TO TALK TO SCHOOL
St Radigund's Church	Rev Brian Williams, the Vicarage	NEED TO ASK	Albany Road	Shelter, emotional and spiritual help, graveyard.
Baptist Church	Capel Street	NEED TO ASK	XXXXXXXXXXXX	Shelter and toilet
Village Hall		XXXXXXXXXXXX	XXXXXXXXXXXX	Shelter and Cooking facilities Recognised emergency Centre

Hotels and Bed and Breakfast Accommodation, including Caravans, Campervan, Tents:

Capel Court		01303 253462	XXXXXXXXXXXX	Nearest site
White Cliffs		01303 250192		

Electrical Contractors:

--	--	--	--	--

Communications

Email				
Facebook				

Tree Surgeons, Fencing & Wood Products:

Chainsaw owners				
Chainsaws and other				Local
Chainsaw and wood				Local
Chainsaw and trailer				Local
Log splitter				

Plumbers:

	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	
	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	
	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	

Builders:

Glaziers:

--	--	--	--	--

Roofing Companies (see also Builder):

--	--	--	--	--

Scaffolding Companies (see also builders):

--	--	--	--	--

Veterinary Surgeons:

XXXXXXXXXX XX	XXXXXXXXXX XX	XXXXXXXXXX XX	XXXXXXXXXX XX	XXXXXXXXXXXX

Medical General Practitioners (see main list):

		XXXXXXXXXXXX	XXXXXXXXXXXX	
		XXXXXXXXXXXX	XXXXXXXXXXXX	
First Aiders				

Transport, including 4x4's, minibuses, bus and Coach Companies, others

4x4 owner/driver	XXXXXXXXXXXX	XXXXXXXXXXXX		
Minibus	XXXXXXXXXXXX	XXXXXXXXXXXX		
4 x 4 + farming	XXXXXXXXXXXX	XXXXXXXXXXXX		

Plant Hire Companies:

	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	
--	--------------	--------------	--------------	--

Local Farmers: NFU list/ contact?

	XXXXXXXXXXXX			

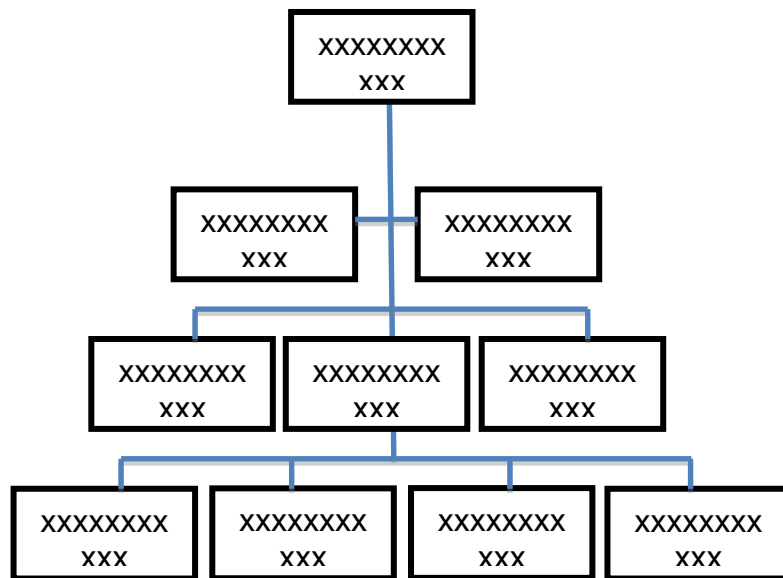
Other resources/ skills/ volunteers:

Risk Assessors				
Lawyers	Barrister & solicitor	XXXXXXXXXXXX	XXXXXXXXXXXX	
Time bank		XXXXXXXXXXXX	XXXXXXXXXXXX	
Other professional skills	Communications	XXXXXXXXXXXX	XXXXXXXXXXXX	
Environmental Services		XXXXXXXXXXXX	XXXXXXXXXXXX	
Taxis		XXXXXXXXXXXX	XXXXXXXXXXXX	
Nurses Doctors Midwives				

Key locations identified with emergency services for use as places of safety

Building	Location	Potential use in an emergency	Contact details of key holder
Capel-le-Ferne Village Hall	Lancaster Avenue, Capel-le-Ferne, CT18 7LX	Evacuation centre or forward command post	Sally Cook 253838 07730475838 Sue Leaning 07939095880
St Radigunds Church	Albany Rd.	Shelter Counselling	Rev. Brian Williams 243784
Cape le Ferne Baptist Church	Capel St.	Shelter	Pam Barr 489006
			xxxxxxxxxxx

Capel-le-Ferne Community Resilience



List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

Organisation	Name and role of contact	Phone number
Capel-le-Ferne Parish Council	Tony Lake	01303 489544
Capel-le-Ferne Primary School	David Metcalfe	01303 251353
St Radigund's Church	Rev Brian Williams	01303 243784
Capel-le-Ferne Baptist Church	Pam Barr	01303 489006
Reece Adams House	DDC emergency Planning officer	During office hours and out of hours 01304 821199 (our main office number) which if you hold the call will be transferred to out-of-hours provider. Ask them for the contact for Reece Adams House.
Capel-le-Ferne WI	xxxxxxxxxxxx	xxxxxxxxxxxx
Capel-le-Ferne PCSO	Megan Keehner	Phone 101
Capel-le-Ferne Community Warden	Janice Henry	07811 271303

Vulnerable People Criteria:

- Frail elderly
- Generic
- Homeless families with support needs
- Mentally disordered offenders
- Offenders or people at risk of offending
- Older people with mental health problems/dementia
- Older people with support needs
- People with a physical or sensory disability
- People with alcohol problems
- People with drug problems
- People with HIV/AIDS
- People with Learning disabilities
- People with mental health problems
- People with babies
- Refugees
- Rough sleepers
- Single homeless with support needs
- Teenage parents
- Travellers
- Women at risk of domestic violence
- Young People at risk
- Young people leaving care

Activation triggers

This Plan can be activated by the following means and action taken as indicated:

Source	Action to be taken
<p>1 A telephone call from any of the emergency services or Emergency Planning Team to Capel-le-Ferne Parish Council or to the Capel-le-Ferne Emergency Coordinator or their Deputies.</p>	<p>(1) Take a detailed note of the nature of the emergency and any request for immediate assistance. (2) Make sure you make a note of a direct telephone number of the caller. (3) Convey this information to the Emergency Co-ordinator who shall, at their discretion activate the “telephone tree”. (4) Emergency Co-ordinator to set up a command post at Capel-le-Ferne Village Hall or, if that is not safe, at another appropriate building. (5) Inform emergency services and Emergency Planning Officers of the location and contact numbers of the Capel le Ferne command post. (6) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers</p>
<p>2 A telephone call from a member of the public direct to the Capel-le-Ferne Parish Council</p>	<p>(1) Take a detailed note of the incident and the name, telephone number and address of the caller (2) Dial 999 and inform the Police of as much detail as possible of the incident. (3) Proceed as indicated above in 1 (3) onwards.</p>
<p>3 A telephone call from a member of the public direct to Capel-le-Ferne Parish Council but no communication possible with emergency services or emergency planning team.</p>	<p>(1) Take a detailed note of the nature of the emergency and any request for immediate assistance. 2) Make sure you make a note of a direct telephone number of the caller. (3) Convey this information to the Emergency Co-ordinator who shall activate the “telephone tree”. (4) Emergency Co-ordinator to set up a command post at Capel-le-Ferne Village Hall or, if Hall is not safe, at another appropriate building. (5) Emergency Controller to take all appropriate action until communication can be made with the emergency services who will thereafter take control of the incident. This to include, if necessary, the calling of a Community Emergency Meeting. (6) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers.</p>
<p>4: If no communication at all is possible, the Emergency Controller is to meet with the Deputies and take the decision to activate the plan.</p>	<p>(1) Emergency Co-ordinator to set up a command post at Capel-le-Ferne Village Hall or, if that is not safe, at another appropriate building. (2) Emergency Controller to take all appropriate action until communication can be made with the emergency services who will thereafter take control of the incident. This to include, if necessary, the calling of a Community Emergency Meeting. (3) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers.</p>

Activation Actions

Dial 999 ensure the emergency services are aware of the emergency, follow any advice given

Contact your Local Council (See contacts sheet)

Use the log sheet to the rear of the plan to record:

Any decisions that have been made

Who you spoke to and what was said?

Contact other members of the Community that need to be alerted:

Those specifically under threat

Volunteers and key holders that may be needed

	Instructions	Tick
1	Call 999 (unless already alerted)	
2	Ensure you are in no immediate danger	
3	Contact the Community Emergency Group and meet to discuss the situation	
4	Kent Resilience Team	
5	Dover District Council emergency planning officer	
6		
7		
8		
9		
10		

Community Meeting:

Is a Community meeting necessary?

Is the venue safe to hold the meeting and can people get there safely?

Has Dover District Council been informed you are holding a community meeting?

Has the community been informed there will be a meeting?

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

A 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?

Elderly

Families with children

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?

Actions agreed with emergency responders in the event of an evacuation

1. Help police/local authority with door knocking
2. Tell emergency services who might need extra help to leave their home

Alternative arrangements for staying in contact if usual communications have been disrupted

Communication Type	Name of contact	Location
	XXXXXXXXXXXX	XXXXXXXXXXXX

Contact List

Name	Role	Phone number/email address
Maureen Leppard	Parish Clerk	01303 259564
Keith Pilcher	Parish Council Vice Chair	01303 254731
Tony Lake	Parish Councillor (Chair)	01303 489544
Sally Cook	Capel-le-Ferne Village Hall Chair	01303 253838 07730475838
Rev Brian Williams	St Radigund's Church	01303 243784
Pam Barr	Capel-le-Ferne Baptist Church	01303 489006
David Metcalfe	Capel-le-Ferne Primary School	01303 251353
Jan Milliken	Capel Cares	01303 257003

Contact List

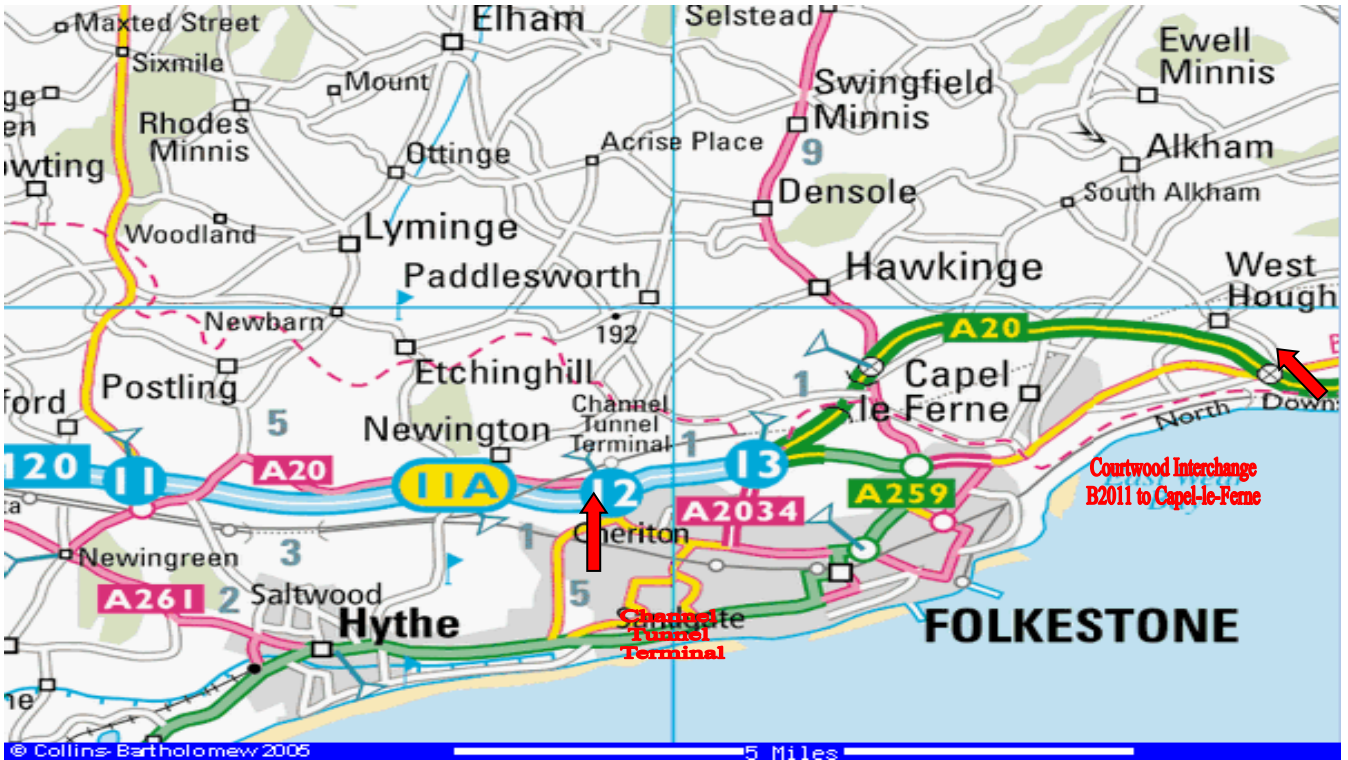
Organisation	Address	Contact Details
Police HQ	xxxxxxxxxxx	01622 690690. Also 999, non-emergency 101, Crimestoppers 0800 555111
Local Police Station	xxxxxxxxxxx	xxxxxxxxxxx
Kent Fire and Rescue Service	xxxxxxxxxxx	0800 9237000
South East Coastel Ambulance Service NHS Trust	Xxxxxxxxxxxx (SECAMB)	999, or 0300 1230999
Dover District Council, Resilience Team	General Enquiries 8am - 8pm (Monday - Friday)	01304 872322 - 07966 523757 01304 821199 – out-of-hours then ask for the District Council’s Emergency Activation Officer.
Kent County Council Resilience & EmergencyTeam Kent Resilience Team	xxxxxxxxxxx	01622 694806, also: 0300 414141 01622 212409, krt@kent.fire-uk.org
Kent Highways (including blocked drains)		03000 414141 or 03000 418181 (24hrs)
The Environment Agency		Floodline: 0345 988 1188 Property flooding or river blockages: 0800 807060
NHS Advice line		NHS Direct - 111 www.nhsdirect.nhs.uk
Kent Floodline		Floodline: 0345 988 1188 Property flooding or river blockages: 0800 807060 www.environment-agency.gov.uk
Kent Incident Hotline (Pollution)		www.environment-agency.gov.uk
National Grid (Gas)		0800 111 999 www.nationalgrid.com/uk/Gas
National Grid	0800 40 40 90 www.nationalgrid.com/uk/Electricity	(Electricity Failure) 0800 3163105 Priority Services during a power cut – register at http://www.ukpowernetworks.co.uk/internet/en/power-cuts/priority-services-during-a-power-cut/
Southern Water Afinity Water		0845 2780845 0345 357 2407

RSPCA		Advice line 0300 1234999 or 07715 307691
Network Rail	0845 711 4141	www.networkrail.co.uk/asp/1346.aspx
Post Offices		
Churches		
Schools		

Maps:
Location of Capel-le-Ferne

DIRECTIONS TO CAPEL-LE-FERNE

M20 / A20 to Courtwood Interchange/Roundabout. Follow signs for B2011 Capel-le-Ferne.



Follow B2011 into village of Capel-le-Ferne.

