

Official



Seahaven Flood Plan

A Part 2 Site Specific
Response Plan for

Seaford,
New haven,
South Highton,
Tarring Neville,
Piddinghoe,
Southease

Version 5.1 - 2015

Seahaven Flood Plan - Official

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SECTION ONE

GENERAL INFORMATION

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SECTION 1 – GENERAL INFORMATION

1.1 Introduction

This Plan must be read in conjunction with the Sussex Resilience Forum Multi-Agency Flood Plan Part 1: Generic Procedures, The Part 1 provides generic information for responding to and managing a flood incident in Sussex.

This Part 2 plan provides detailed information specific to the communities of Seaford, Newhaven, South Highton, Tarring Neville, Piddinghoe, Southease, (hereafter simply referred to as the Seahaven area). The **Seahaven area** is a ‘high-risk’ area which could be subject to flooding from the River Ouse and/or coastal flooding from the sea.

1.2 The Environment Agency (EA) will circulate warnings of possible flooding to emergency services, local authorities and the general public. The definitions of flood warnings are listed in the table below.

 FLOOD ALERT	 FLOOD WARNING	 SEVERE FLOOD WARNING	Warning no longer in force
What it means Flooding is possible. Be prepared.	What it means Flooding is expected. Immediate action required.	What it means Severe flooding. Danger to life.	What it means No further flooding is currently expected for your area.
When it's used 2 hours to 2 days in advance of flooding.	When it's used Half an hour to 1 day in advance of flooding.	When it's used When flooding poses a significant threat to life.	When it's used When river or sea conditions begin to return to normal.
What to do <ul style="list-style-type: none"> • Be prepared to act on your flood plan. • Prepare a flood kit of essential items. • Monitor local water levels and the flood forecast on EA's website. • Call Floodline on 0345 988 1188 for up-to-date information 	What to do <ul style="list-style-type: none"> • Move family, pets and valuables to a safe place. • Turn off gas, electricity and water supplies if safe to do so. • Put flood protection equipment in place. • Protect yourself and help others. 	What to do <ul style="list-style-type: none"> • Stay in a safe place with a means of escape. • Be ready should you need to evacuate from your home. • Co-operate with the emergency services. • Call 999 if you are in immediate danger. 	What to do <ul style="list-style-type: none"> • Be careful. Flood water may still be around for several days. • If you've been flooded, ring your insurance company as soon as possible.

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1.3 Environment Agency Floodline

The Environment Agency Floodline service provides up-dated recorded information on local flood warnings for the Seahaven area as follows:

- a) Call **Floodline** on **0345 988 1188**
- b) Listen to the recorded message then **Press 1**
- c) Enter the appropriate Quickdial number for:

River Ouse – Piddinghoe & South Heighton	0124244
Newhaven	01241112
Seaford Sea Front	01241114
Seaford Town	01241113
Newhaven (River Ouse)	0124245

1.4 Ownership and Review

This plan is owned by Lewes District Council. It will be reviewed every three years.

This plan will also be reviewed if any of the following criteria is met:

- After significant flood event;
- Lessons identified from a flooding exercise;
- Changes to the level of flood risk to the area covered by this plan;
- Changes to the Environment Agency's flood warning service that impact on this plan;
- Restructuring or significant changes to key responding organisations;
- Changes in Legislation or Government guidance

1.5 Aims

This plan provides a framework for the co-ordinated inter-agency response to flooding or the threat of flooding in **Seahaven area**.

1.6 Objectives

The objectives of this plan are to:

- To identify activation triggers for responding to flood warnings.
- To set out the actions to be taken on receipt of flood warnings.
- To set out the process for a coordinated response.
- To identify procedures for warning and informing the public.
- To provide information to support an evacuation.

1.7 Scope

This plan provides a multi-agency framework to combine the activation and response to a river and/or coastal flooding emergency in the Seahaven area. Each responding organisation will have their own specific contingency plans for deploying and coordinating their own resources.

It does not specifically cover surface water flooding for which forecasting is far less predictable than coastal and fluvial flooding and which is likely to be short lived. However, the procedures outlined within this Plan could be used as guidance in a surface water flooding scenario depending on the circumstances. The plan does not cover long term recovery.

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1.8 Coastal Flooding

Coastal flooding may result from either 'breaching' or 'overtopping' of sea defences and it is useful to recognise the difference.

- a. **Breaching.** A breach of the defences will generally result from damage to some part of the flood defence, resulting in the lowering of the top level of the defence, allowing possible large amounts of water to flow through.
- b. **Overtopping.** Water flowing, wave breaking or wind-blown spray travelling over the defences. This will probably not result in serious damage to sea defences themselves. During periods of high water levels, extreme wave action or wind-blown spray, moderate amounts of water can pass over the defences. The resulting damage will depend on the drainage available behind the defences.

SECTION TWO

RISK OF FLOODING

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SECTION 2 – THE RISK OF FLOODING

History

- 2.1 Seaford, over the years several storms have taken their toll of the promenade; in 1954 a 22 yard breach occurred in the seawall, causing a large cavity under the coast road, 10 feet wide and 12 feet deep. A fortnight earlier a similar break happened near the Buckle inn.
- 2.2 During a gale in 1970, a storm drain manhole cover was lifted and washed 50 yards up Blatchington Hill; while in Claremont Road and Marine Parade there was a road subsidence.
- 2.3 The last major flood occurred on January 2, 1984 when in the late evening, Dane Close and Steyne Court had the ground floors under water. For a time several residents found themselves trapped in the upper rooms and in a nearby car park the water completely submerged the vehicles.
- 2.4 Newhaven, little recent flood history although in 2012 and 2013 sections of West Quay and the marina were affected by a very high spring tide.
- 2.5 The worst in recent years occurred on the 5th / 6th December 2013 when flooding occurred on West Quay and Court Farm Road on the west side of the harbour and Railway Road, North Quay and New Road on the eastside of the town as a result of high spring tides, gale force winds and a tidal surge. 60 properties flooded (included properties with sub-floor flooding). This included Harbour Railway Station (closed for 2/3 days), and, the line from Lewes to Seaford (closed for 3 days). 7 properties internally flooded, and 10 experienced basement flooding. 8 businesses were flooded. Three Ponds caravan sites was affected by the event. The Newhaven Swing Bridge was damaged, and overtopping of a bank is seen downstream of Southease Bridge. In general the tide and surge height was below the high standards of defence in East Sussex.

Flood Risk Assessment

- 2.6 The Environment Agency has estimated that, if there were serious flooding in the 'Seahaven Area' approximately 6.4 square miles could be flooded affecting about 3000 residents in some 1226 properties.
- 2.7 This could result in Seaford (including Bishopstone) being cut off to vehicular access if the A259 at Exceat to the east and the Newhaven Road to the west of the town and Alfriston were impassable due to flooding.
- 2.8 The east side of Newhaven could also experience severe access difficulties if at the same time the Swingbridge was impassable together with sections of the A26, Beddingham Road up to Tarring Neville. However, experience suggests that a less severe incident affecting individual communities is a more likely scenario.
- 2.9 The Community Flood Risk Summary Sheet is in Appendix E.

SECTION THREE

ACTIVATION

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SECTION 3 - PLAN ACTIVATION

3. Activation of Plan

3.1 This plan will be activated in response to a Flood Warning and Severe Flood Warning for **Newhaven and Seaford Coastline**. However in most circumstances a Flood Alert will be issued in the build up to a Flood Warning and therefore it is included below.

: **Key Note:** Where possible an advance notification of a flood warning may be given by the EA in a telephone call from the Flood Warning Duty Officer to Lewes DC via the East Sussex Resilience and Emergencies Partnership Duty Officer or at a SRF severe weather teleconference.

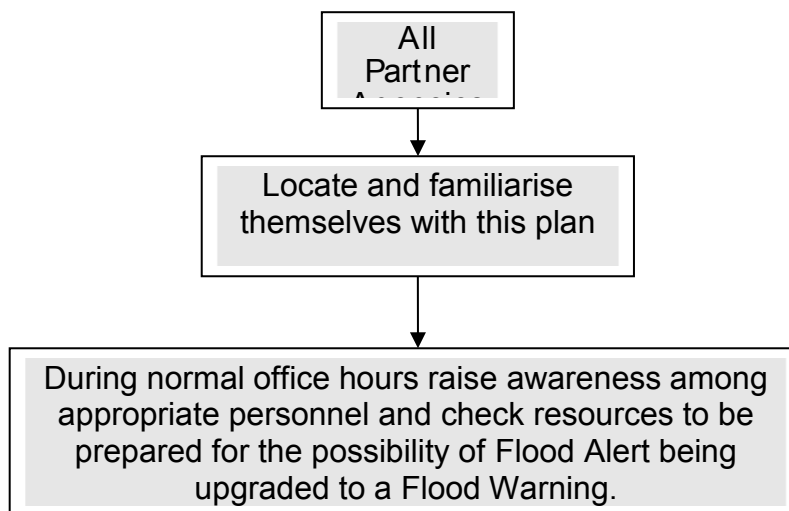
3.2 Action on receipt of EA Flood Warnings

Upon receipt of flood warnings described below the following action should be taken

3.3 **FLOOD ALERT** means Flooding is possible. Be prepared



Diagram 1: Initial multi-agency action for a Flood Alert



Note: Severe weather conditions may give rise to a SRF (multi-agency) teleconference when Flood Alerts are in place and likely developments of the flooding situation may be discussed with the Environment Agency.

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- 3.4 **FLOOD WARNING** means
Flooding is expected. Immediate action required.

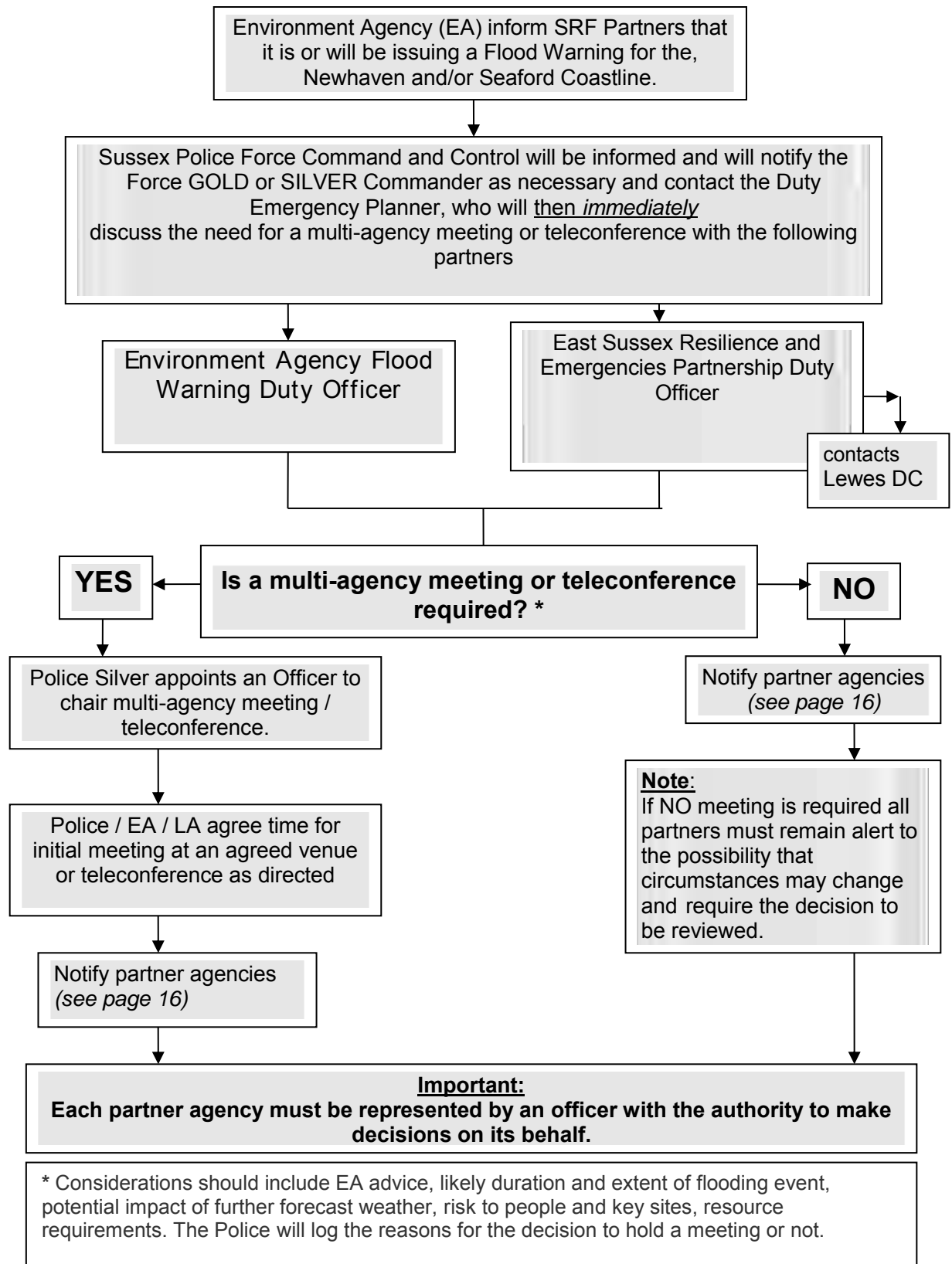


Flood Warning

See Diagram 2 on next page

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Diagram 2: Initial multi-agency action for a Flood Warning and determination of the need to hold a multi-agency meeting or teleconference..

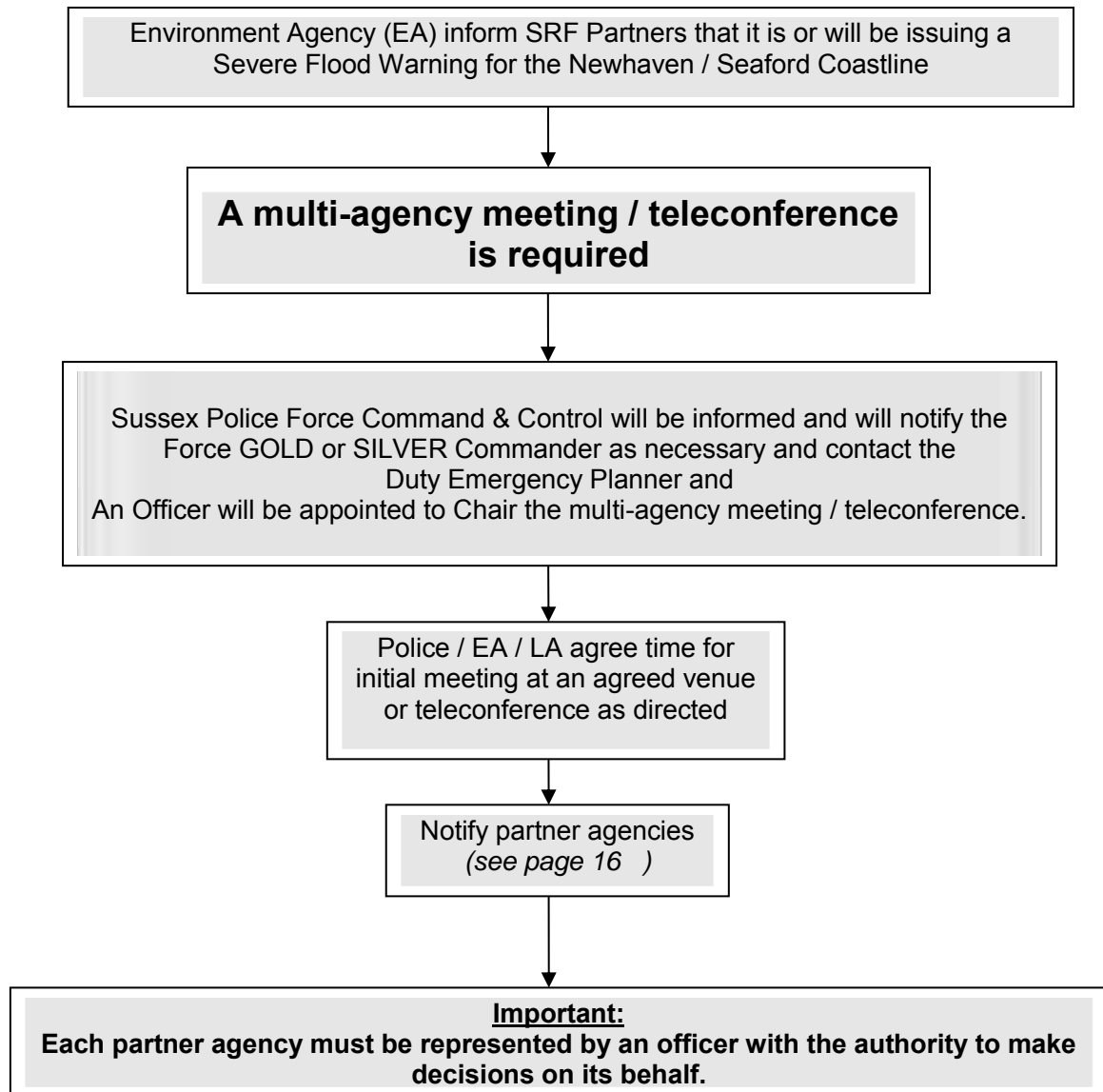


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2.10 **Severe Flood Warning** means Severe flooding. Danger to life.



Diagram 3: Action for Severe Flood Warning



Flood Warning No Longer in Force

This is issued by the Environment Agency when the threat of flooding has fallen below their trigger levels, however where flooding has actually occurred recovery work for the affected communities will still be happening.

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PARTNER NOTIFICATION PROCESS.

INFORMING PARTNER	RECIPIENT	CONTACT NO.(S)
Sussex Police	ESCC East Sussex Resilience & Emergencies Partnership	
	Environment Agency Sussex Flood Warning Duty Officer	
	ESFRS	
	SECAMB	
	Duty Command Team Officer	
	Maritime & Coastguard Agency, Solent	
	British Transport Police	
South East Coast Ambulance (As required)	NHS England	
	Hospitals	
East Sussex Resilience & Emergencies Partnership	Lewes District Council	
	Uk Power Networks	
	Southern Water	
	Mid Kent & South East Water	
	Southern Gas Network	
	Public Health England	
	Raynet	

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	Network Rail	
Lewes District Council	Newhaven Town Council	
	Seaford Town Council	
	Southeast Parish Council	
	South Highton Parish Council	
	Piddinghoe Parish Council	
	Tarring Parish Meeting	

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SECTION FOUR

**COORDINATION
OF
RESPONSE**

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SECTION 4 – COORDINATION OF RESPONSE

Key Note: The personal safety of the staff from all responding agencies and the public is paramount. All agencies must ensure that their own staff are fully briefed on any potential dangers and have the appropriate personal protective equipment to carry out their tasks.

Similarly, each responding agency is responsible for the welfare of its personnel. Early consideration must be given to the arranging of rest breaks and refreshments for staff and volunteers throughout the incident. Representatives and staff from partner agencies who may be arriving from outside the area should be provided with information about the Newhaven and Seaford area and local facilities.

4.1 Initial Multi-agency Tactical Meeting

Sussex Police will coordinate the response and the nominated Officer will arrange and Chair the meeting as per Diagrams 2 and 3 in Section 3.

- 4.2 A meeting agenda and list of recommended attendees can be found in Appendix A

Note: Wherever practicable a loggist from the Police or local authority should be used to record decisions taken and the reasons.

4.3 Teleconferencing

Depending on the circumstances it may be decided that the first tactical 'meeting' may be via teleconference. This will be decided in the initial discussions between the Police, Environment Agency and East Sussex Resilience and Emergencies Partnership. Details of the teleconferencing facility will be circulated to partners if required. Each organisation must be responsible for keeping its own records during an incident.

4.4 Tactical Command (Silver)

The response to the threat of flooding or actual flooding will be coordinated by a Tactical Coordinating Group (TCG) in accordance with the Joint Emergency Services Interoperability Principles (JESIP) at a Tactical Coordinating Centre (TCC) which will be at a venue agreed between the Police and District Council taking account of the views of other partners where possible.

4.5 Tactical Coordinating Centre (TCC)

The following locations may be considered for a Tactical Coordinating Centre:

Lewes Police Station	GR: TQ 41624 10332
Newhaven Police Station	GR: TQ 44584 01303
Seaford Town Council/Police Office	GR: TV 48249 98977
Lewes DC (Southover House, Lewes)	GR: TQ 41540 09959
Eastbourne Police Station	GR: TV 60753 98862

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Key Note: Where multiple TCGs are required to manage flooding across Sussex a Tactical Advisory Group (TAG) will be activated at Police Headquarters, Lewes. The TAG will maintain an overview of impacts across Sussex.

A **Strategic Coordinating Group** (SCG) comprising senior strategic representatives of the emergency services, local authority and such other partners as required may be convened at Police Headquarters should the scale of the incident require that level of response. This is commonly referred to as 'GOLD' command.

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SECTION FIVE

ROLES

AND

RESPONSIBILITIES

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SECTION 5 – ROLES AND RESPONSIBILITIES

5.1 The roles and responsibilities of the various organisations are set out in Section 5 of Part 1 of this Multi-agency Flood Plan. In particular that section identifies the roles of:

- Environment Agency,
- Sussex Police,
- East and West Sussex Fire and Rescue Services,
- Local Authorities,
- Public Health England,
- NHS (including South East Coast Ambulance)
- Met Office,
- Sussex Resilience Forum Secretariat,
- All Category 2 Responders,
- Water Companies,
- Public,
- Voluntary Organisations.

5.2 Each partner agency has its own procedures to follow and actions to take and is responsible for its own internal response arrangements. Use Appendix H for own organisation's procedures and actions.

SECTION SIX

COMMUNICATIONS

WARNING AND INFORMING

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SECTION 6 - COMMUNICATIONS

6.1 Key Public Information

Media statements and public leafleting should provide information on:-

- flood warnings and their likely impact, areas most affected etc.
- action to be taken i.e. to evacuate or remain, damage limitation etc.
- exit routes, assembly points, rest centres etc.
- advice regarding medication and pets.
- where more detailed information can be obtained e.g. Floodline, named radio stations etc.
- pollution advice
- additional advice provided by the Environment Agency.

6.2 Warning Methods

Flood warnings are disseminated by a number of methods including:

- EA Floodline Warnings Direct (FWD) – by telephone, mobile, pager and fax.
- EA Extended Direct Warnings Service (An opt-out warning service that enables properties not registered to FWD to receive flood warnings and severe flood warnings to their landline telephone numbers.)
- EA Floodline - **0345 988 1188**
- Website (www.environment-agency.gov.uk/floodwarning).
- Flood Guidance Statements
- Met Office weather forecasts and emails
- Television.

6.3 Seahaven Specific Warning Methods

Within the Seahaven area warnings can be circulated by:

- Local Radio
- Town and Parish networks
- Vehicle mounted PA system (Lewes DC has 2).
- Personal visits to premises. (Police/ LA Staff/ Councillors)
- Community Schemes i.e Neighbourhood Watch, shop watch/ Business watch/ Pub watch schemes
- Leafleting (see below)

6.4. Media Co-ordination

Media coordination will be undertaken in accordance with the Information and Media Strategy contained within the 'Sussex Emergency Response and Recovery (SERR)' document. The police will lead and each agency should identify their media representative and notify details to the police communications team.

If a Strategic Coordinating Group (SCG) is sitting a 'Gold' Information Group may coordinate media relations and communications to the public.

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6.5. Community schemes

Consideration should be given to using existing networks within Newhaven and Seaford such as the Shop watch/ Business watch/ Pub watch schemes. They can be accessed by Seahaven Police and Lewes District Council Community Services who are involved in the Local Community Safety Partnership..

6.6 Websites

Use should be made of appropriate websites, in particular:-

- Environment Agency (www.environment-agency.gov.uk)
- Met Office
(http://www.metoffice.gov.uk/weather/uk/se/se_forecast_weather.html)
- Sussex Police (<http://www.sussex.police.uk/>)
- East Sussex County Council (www.eastsussex.gov.uk)
- Lewes District Council (www.lewes.gov.uk)
- Highways Agency
(<http://www.highways.gov.uk/traffic/forecast.aspx>)
- Newhaven Town Council (<http://www.newhaventowncouncil.gov.uk/council.gov.uk/>)
- Seaford Town Council (<http://www.seafordtowncouncil.gov.uk>)
- Seahaven Radio (<http://www.seahavenfm.com/>) Tel: 01323 891424

6.7 RAYNET

RAYNET may be able to provide staff to facilitate communications between house visiting teams, evacuation buses and nominated rest centres.

[1] Flooding may run into drainage systems, resulting in sewage entering buildings and causing potential for health problems. Damaged and rotting foodstuffs (in freezers for example) may be a particular risk. District Environmental Health Officers, working in consultation with Public Health Consultants, will need to make site visits and circulate information/advice to minimise and eliminate the risks.

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SECTION SEVEN

EVACUATION

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SECTION 7 - EVACUATION

7.1 Introduction

Evacuation will be discussed at the first multi-agency meeting. If not considered immediately necessary it will need to be regularly reviewed thereafter.

7.2 Types of Evacuees.

- **Self evacuees** - those making their own transport and accommodation arrangements. Self evacuation should be encouraged to enable emergency services to concentrate on the vulnerable and those needing help.

- **Vulnerable** - Details of infirm, disabled and other vulnerable persons will be collated by Sussex Police and Social Services through the Evacuation Control Post. They will be responsible for notifying the Ambulance Service for individual assessment and specialised transport requirements wherever necessary.

[Note - In the interest of patient safety, data protection can be overridden although details of patient medical condition would not be shared unless it could be demonstrated that it was in the best interest of the patient]

- **Requiring Transport** – able bodied without transport.

7.3 Evacuation Process

7.3.1 **Flood Risk Sectors** – Flood Risk sector tables can be found in Appendix C, which provide details of numbers of residence, rendezvous points (RVP), evacuation routes, pick-up points and any special considerations to be taken into account prior to evacuating sectors.

7.3.2 **Rendezvous Points (RVP) / Marshalling Areas (MA)** –The following locations have been identified as Rendezvous Points and Marshalling Areas for emergency services to assemble if necessary for deployment.

The following locations may be suitable options for an **RVP**:

A27/A26 junction, Beddingham RA	GR: TQ 44682 08010
A27 Ashcombe RA, Kingston, Lewes	GR: TQ 39397 09464
A259 Peacehaven /The Highway	GR: TQ 42531 00627
High and Over, Alfriston Road, Seaford	GR: TQ 50908 01108

The following locations may be suitable options for an **MA**:

Beacon Road, Seaford	GR: TV 47688 99629
Newlands School, Seaford	GR: TV 49590 99337
A259 /The Highway, Peacehaven	GR: TQ 42531 0062
Tideway School, Newhaven	GR: TQ 43907 00628

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7.4 Evacuation Control Post (ECP)

The following locations may be suitable options for an Evacuation Control Post

Seaford Police Station	GR: TV 48249 98977
Seaford and District Constitutional Club	GR: TV 48499 98866
Downs Leisure Centre, Seaford	GR: TV 49304 99503
Seaford Baptist Church	GR TV 47834 99558
Newhaven Police Station	GR: TQ 44584 01303
Hillcrest Centre, Newhaven	GR: TQ 44557 01063

7.5 Evacuation Co-ordination.

The Police will appoint one or more operational (or 'Bronze') Commander(s) to co-ordinate evacuation based at the Evacuation Control Post(s). They will:-

- assist in identifying and prioritising those people most at risk, particularly the vulnerable (see Section 8 below),
- ensure effective security of evacuated areas
- advise on compliance with any traffic management scheme in force

It should be staffed by representatives from:

- Sussex Police
- South East Coast Ambulance Service
- East Sussex Fire & Rescue Service
- ESCC Adult Social Care / Children Services
- Lewes District Council Housing Department
- East Sussex Hospital Trust / Clinical Commissioning Group

Sample **Evacuation Advice** forms and **Evacuation of Premises Record** forms are given in Appendix G.

7.6 Leafletting

Early consideration must be given to producing a multi-agency leaflet or bulletin containing advice on help immediately available, useful tips on how to minimise the impact of flooding, health guidance etc [1].

Lewes District Council Democratic Services and Newhaven and Seaford Town Councils can contact local councillors who may wish to assist in delivering them house to house together with such other staff/volunteers who may be available.

Deliveries can be phased out slowly, but in the early stages they are an important source of information and reassurance.

7.67 Traffic Management

Traffic management arrangements will be put in place by the Police dependent of the extent of the anticipated flooding.

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7.8 Rest Centres

Lewes District Council will activate it's rest centre plan via the Head of Housing Needs or the Emergency Planning Officer. The principle rest centres for the Seahaven area are:-

- Seaford: Downs Leisure Centre
- Newhaven: Hillcrest Community Centre
- Peacehaven: Peacehaven Leisure Centre
- Peacehaven: Meridian Community Centre

7.9 Local Health Services - Alerting arrangements in East Sussex

The number to call to alert community services of a request for a response to assist another Cat 1 Responder at a Rest Centre or similar establishment is only shared with responders. This number is 24 hour and is a dedicated emergency only number and will receive a priority response, and should only be issued on a 'need to know' basis.

Once through to the Trust switchboard the caller will need to identify themselves, and the authority from which they are calling, and use the advisory term:- **'THIS IS A CIVIL EMERGENCY'**

[It is most important that this is included to avoid a full major incident response being initiated in hospitals that may be unaffected by the incident.]

The call will be transferred to either the Chief Operating Officer (Deputy Chief Executive) or their Deputy during normal working hours or to the On Call Director out of hours. They will be responsible for deploying staff, so will need to know:-

- Type of incident causing the evacuation
- Location of Centre(s) with any specific road access details
- Expected number of evacuees at each Centre
- Any known vulnerable evacuees e.g. Care Home or Sheltered Housing being evacuated.
- Contact number to call back for further information or in case of other difficulty.

The Trust will provide staff to care for those with chronic conditions who would be supported in their own homes but who have now been evacuated, and to assist with other health related matters. The Trust will also inform the Surrey & Sussex Area Team and East Sussex CCGs on call director. It remains the role of the NHS Ambulance Service to provide acute care services in the form of First Aid / First Response to evacuees.

7.10 Emergency Transport

Lewes District Council will make emergency transport arrangements in conjunction with ESCC (where necessary) to facilitate the transfer of evacuees to designated rest centre(s) which will be co-ordinated by the Police Bronze commander in the Evacuation Control Post.

Note: Where possible a council representative should travel on each bus with a means of communication to the Evacuation Control Post (ECP), the Emergency Control Centre's and rest centre(s). A mobile phone may suffice, or Raynet may be able to assist.

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7.11 School Evacuation

Seaford Head School, Steyne Road, Seaford is the only school located within a flood plan sector - see flood risk sector **A** in appendix **C**

There are a number of primary schools on the fringes of the flood area. Whilst not directly threatened by flooding they would need to consider early action to ensure pupils got home safely before flooding occurred.

The East Sussex Resilience and Emergencies Partnership will be responsible for ensuring that the County Council's Children Services are informed of issues relating to schools. Schools have been advised to make plans identifying the appropriate action to take.

7.12 Refusal to evacuate

Residents should be encouraged to leave as early as possible. However, it is quite common that some householders decline to leave their premises (for example some senior citizens and some householders with pets. It should be pointed out to these residents that if the situation worsens they may want to change their minds in which circumstances they may be putting themselves and others at risk especially in cases where they need assistance from one of the emergency services. However, it should be borne in mind that the decision to evacuate is a matter of choice for the resident.

7.13 Animals

Domestic animals are often a problem in cases of evacuation: people will often refuse to leave home without them, but their presence at a Rest Centre may be uncomfortable and potentially disruptive.

The final decision will need to be made by a senior manager, but it is likely that evacuees will be allowed to bring small domestic pets, e.g. dogs, cats, caged birds and rodents etc., but not larger or more exotic animals such as snakes.

The Rest Centre Plan provides some advice.

7.14 Record Keeping

Police officers / local authority staff and others engaged in notifying residents of the evacuation should keep a record on the evacuation form of:

- The households visited,
- Those who require assistance
- Those who self evacuate and where to (note: monitoring of self-evacuees may not be practical in all circumstances).
- Households who decline to leave.

7.15 Commercial Concerns

Businesses in the area are likely to be very keen to protect or move valuable stock from the risk. It is their responsibility to assess the risk and take whatever action they consider necessary. Police officers on cordon and diversion points should be advised to co-operate with them wherever possible, provided that it does not compromise safety.

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- 7.16 **Industrial Premises**
Sussex Police and East Sussex Fire & Rescue Service, when considering evacuation, should consider any likely additional risk factors caused by ingress of water onto certain industrial premises. The Environment Agency and East Sussex Fire & Rescue Service hold records of those commercial premises that hold chemicals etc, which might cause contamination or create a public health hazard.
- 7.17 **Railway Property**
British Transport Police are advised by the Environment Agency of flood warnings. They circulate them to Network Rail and the Rail Operators who pass them to signallers and train drivers in order to prevent trains entering a flooded area where risk is posed. The operating company should close any station at risk and arrange alternative transport for customers. Level crossings may also be affected due to flooding of electrical controlling equipment. If this is the case arrangements will be made on a prioritised basis in liaison with British Transport and/or Sussex Police to operate the crossings manually.
- 7.18 **Fishing and other Water Activities**
Fishing takes place off the beaches at Seaford, the Harbour Arms in Newhaven and on some stretches of the River Ouse between Newhaven and Southease. Other water sports including sailing and windsurfing take place from the Seaford Sailing Club at The Buckle, Newhaven Marina and Piddinghoe Pond. These should be borne in mind due to the extra number of persons who may be at particular risk.
- 7.19 **Security.**
Sussex Police will appoint a Bronze Security Commander to co-ordinate the task of providing security in the evacuated sectors

SECTION EIGHT

VULNERABLE PEOPLE

Seahaven Flood Plan – Official

SECTION 8 - VULNERABLE PEOPLE - SOURCES OF INFORMATION

8.1 Targeting the Vulnerable

The resources of responding agencies are limited so they will need to be targeted towards those at risk and least able to help themselves i.e. the frail, sick or disabled etc. Identifying those people quickly must be a priority. This should be coordinated through the Evacuation Control Post. The SRF Plan '**Identifying Vulnerable People During a Major Emergency**' provides information on compiling a list of people in an area at risk but there is no single source of information. The following paragraphs suggest some possible sources of information.

8.2 House to House Visits (Door knocking)

Where time is a factor it may be necessary for the police and, where available, Lewes District Council staff to make house to house visits to warn and inform those at risk and identify the vulnerable.

A house to house pack will be made available by Lewes District Council for each Flood Risk Sector to assist this process.

8.3 Sources of Information

- **East Sussex Clinical Commissioning Groups**

Contact Surrey & Sussex Area Team, NHS England On Call Director .

- **Lewes District Council**

Lewes District Council Housing Department operates a 'Lifeline' service through Welbeing at Eastbourne which supports many of the elderly and/or disabled living at home within the district.

- **Adult Social Care (ESCC)**

Their '**CareFirst**' database holds records of those they are supporting. This database can be searched by street and town. They also have a 'Supporting People Team' who know of many addresses where vulnerable people live.

- **Community Support**

Seaford and Newhaven Town Councils together with Piddinghoe, Southease and South Heighton Parish Councils should be represented, wherever possible, at the first tactical meeting. The representatives can link into their communities, via existing local networks such as Neighbourhood Watch, Shop Watch, Pub Watch and they may make enquiries with 'Age UK' to collate local knowledge.

SECTION NINE

KEY INFRASTRUCTURE

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SECTION 9 – KEY INFRASTRUCTURE WITHIN FLOOD PLAIN

9.1 Key infrastructure is listed in the table below and referred to in the Sector details in Appendix C.

9.2 There are a large number of electricity sub-stations within the flood plain locations of which is available from UK Power Network.

Table: Key Infrastructure

Newhaven		Seaford Town	
AMBULANCE STATION	1	ELECTRICITY SUB STATION	3
CENTRAL GOVERNMENT OFFICE	1	LOCAL GOVERNMENT OFFICE	1
COMMUNITY CENTRE	3	POLICE SERVICES	1
ELECTRICITY SUB STATION	35	RETIREMENT HOME	2
FURTHER EDUCATION COLLEGE	1		
SEWAGE TREATMENT	2		
TELECOMMUNICATIONS	2		
Seaford Seafront		Piddinghoe and South Heighton	
ELECTRICITY SUB STATION	3	ELECTRICITY SUB STATION	1
SCHOOL	1	SCHOOL	1
SEWAGE PUMPING	1		

SECTION TEN

RECOVERY

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SECTION 10 – RECOVERY

- 10.1 Arrangements for co-ordinating the multi-agency recovery effort following an emergency are detailed in the Sussex Resilience Forum (SRF) Recovery Plan.
- 10.2 Recovery following a flood has been recognised as a complex and long process, which requires attention early on in the response phase of a major flooding incident.
- 10.3 The recovery phase is most effectively managed with active participation from the affected community and with welfare organisations playing an important part. It can also offer opportunities for community development and regeneration.
- 10.4 The following issues are likely to require attention and resources after a flood:
- Cleanup and waste disposal
 - Restoration of power, communications and water supply
 - Domestic and business insurance issues
 - Humanitarian assistance needs including psychological impacts and support for homeless / displaced residents
 - Displaced businesses
 - Repairs to public infrastructure – schools, buildings, roads, bridges.
- 10.5 **Recovery Co-ordinating Group** – The local authority usually leads the recovery process and will (on the first day of the emergency where resources allow) activate the Recovery Co-ordinating Group (RCG) on request by the Strategic Co-ordinating Group. The RCG will agree a recovery strategy and an appropriate action plan.
- 10.6 Depending on the situation sub-groups may be established to cover particular aspects of the recovery process. Terms of reference and guidance on membership are available. (see SRF Recovery Plan and National Recovery Guidance below).
- 10.7 For further details and guidance please refer to the [SRF Recovery Plan](#) which provides links to National Recovery Guidance.

SECTION ELEVEN

TRAINING AND EXERCISING

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SECTION 11 – TRAINING AND EXERCISING

11.1 Training

All responders should train an appropriate number of suitable staff to address their roles as outlined in this plan and linked plans.

A presentation of the plan was held on 30th March 2014 for all partners and stakeholders in conjunction with the Pevensy Bay Flood Plan.

In October and November 2014 public briefings on the plan were made to Seaford residents and Seaford Town Council Environment Group. Further public engagement in Seaford and Newhaven is planned for 2015.

11.2 Exercises

This plan was exercised as part of Exercise Watermark in March 2011.

The plan was partially activated during the winter of 2013/14 in particular for flooding at Newhaven in Dec 2013 and the issue of a Flood Warning for Seaford Seafront in February 2014. The lessons learnt from these activations have been incorporated into the plan.

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Appendix A: Inter- agency Tactical Meeting

Initial Tactical Meeting / Teleconference Attendees and Agenda

In response to Flood Warning(s) / Severe Flood Warning(s) issued for the **Seaford and Newhaven Flood Warning Areas**

Date:..... Time..... Location.....

Partner Agency	Representative
Sussex Police	
East Sussex Fire & Rescue Service	
South East Coast Ambulance Service	
Maritime & Coastguard Agency	
Environment Agency	
Lewes District Council	
Seaford Town Council	
Newhaven Town Council	
East Sussex Resilience and Emergencies Partnership	
Clinical Commissioning Group	
Other: (specify)	
ESCC Highways	
ESCC Social Services	

Agenda

1	Introductions	
2	Situation update from the Environment Agency	
3	Extent of the area of flood/damage predicted by the Agency	
4	Initial response strategy and need for Strategic Co-ordinating Group	
5	Resources available from agencies	
6	Need for evacuation – either full or partial	
7	Location of Incident Control Post (Silver Control)	
8	Identification of Evacuation Control Post and staff	
9	Identification by District Councils of rest centre(s) to be used	
10	Identification of evacuation arrangements and suitable transport	
11	Identification of the vulnerable	
12	Notification process for residents	
13	Rendezvous Point and/or Marshalling Area(s)	
14	Traffic Management.	
15	Media Management (Police as lead agency)	
16	Requirement for Casualty Bureau	
17	Requirement for utilities: UK Power Networks, Southern Gas, Network Rail, BT, Water Companies,	
18	Requirement for voluntary organisations	
19	Inter-Agency contacts sheets	
20	Requirement for Recovery Coordinating Group	
21	Any Other Business	
22	Time and location of next meeting	

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Appendix B: Contacts Sheet – All Responding Agencies

Contact Details

Collation of contact detail should be allocated as a priority action at the initial Tactical inter-agency meeting and updated throughout the incident.

Sussex Police		
Role	Name	Contact No.
Strategic (Gold)		
Tactical (Silver)		
Bronze Traffic		
Bronze Evacuation		
Bronze		
Bronze		
Evacuation Control Post		
Logistics		
SIO.		
Press Officer		

South East Coast Ambulance Service NHS Foundation Trust		
Role	Name	Contact No.
Strategic (Gold)		
Tactical (Silver)		
Bronze		
Bronze		
Evacuation Control Post		
Logistics		
Press Officer		

East Sussex Fire & Rescue		
Role	Name	Contact No.
Strategic (Gold)		
Tactical (Silver)		
Bronze		
Bronze		
Bronze		
Logistics		
Press Officer		

Environment Agency		
Role	Name	Contact No.
SCG Member		
Tactical (Silver)		
EA Incident Room		
Press Officer		

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Contacts Sheet [2 of 3]

Maritime & Coastguard Agency (M.C.A.)		
Role	Name	Contact No.
Strategic (Gold)		
Tactical (Silver)		
Press Officer		

RNLI.		
Role	Name	Contact No.

East Sussex County Council		
Role	Name	Contact No.
Strategic		
Tactical		
Emergency Planning.		
Social Services		
Highways		
Evacuation Control Post		
Emergency Centre		
Press Officer		

Lewes District Council		
Role	Name	Contact No.
Strategic (Gold)		
Tactical (Silver - Local Authority Incident Liaison Officer)		
Evacuation Control Post		
Rest Centre (1)		
Rest Centre (2)		
Emergency Centre		
Press Officer		

Seaford Town Council		
Role	Name	Contact No.
Co-ordinator		

Newhaven Town Council		
Role	Name	Contact No.
Co-ordinator		

Piddinghoe Parish Council		
Role	Name	Contact No.
Co-ordinator		

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Contacts Sheet [3 of 3]

South Highton Parish Council		
Role	Name	Contact No.
Co-ordinator		

St. John Ambulance Service		
Role	Name	Contact No.

British Red Cross		
Role	Name	Contact No.

WRVS		
Role	Name	Contact No.

Military Aid		
Role	Name	Contact No.

RAYNET		
Role	Name	Contact No.

Spare		
Role	Name	Contact No.

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Appendix C: Flood Sector Tables

Purpose

To aid the management of a widespread flooding incident the **Seahaven Area** has been divided into 6 sectors for the purpose of disseminating information and advice, affecting damage limitation and/or evacuation procedure etc.

The Sectors

The 6 sectors are identified 'A' to 'F'. for details see the plan and tables below

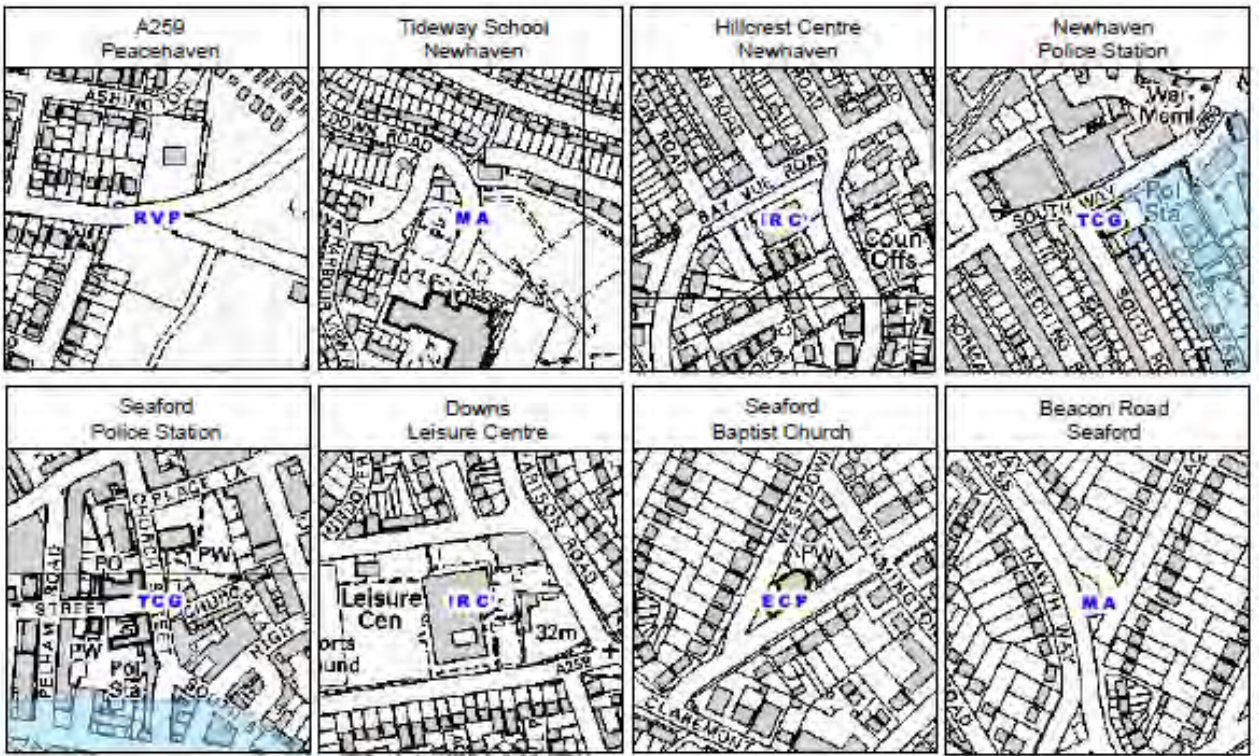
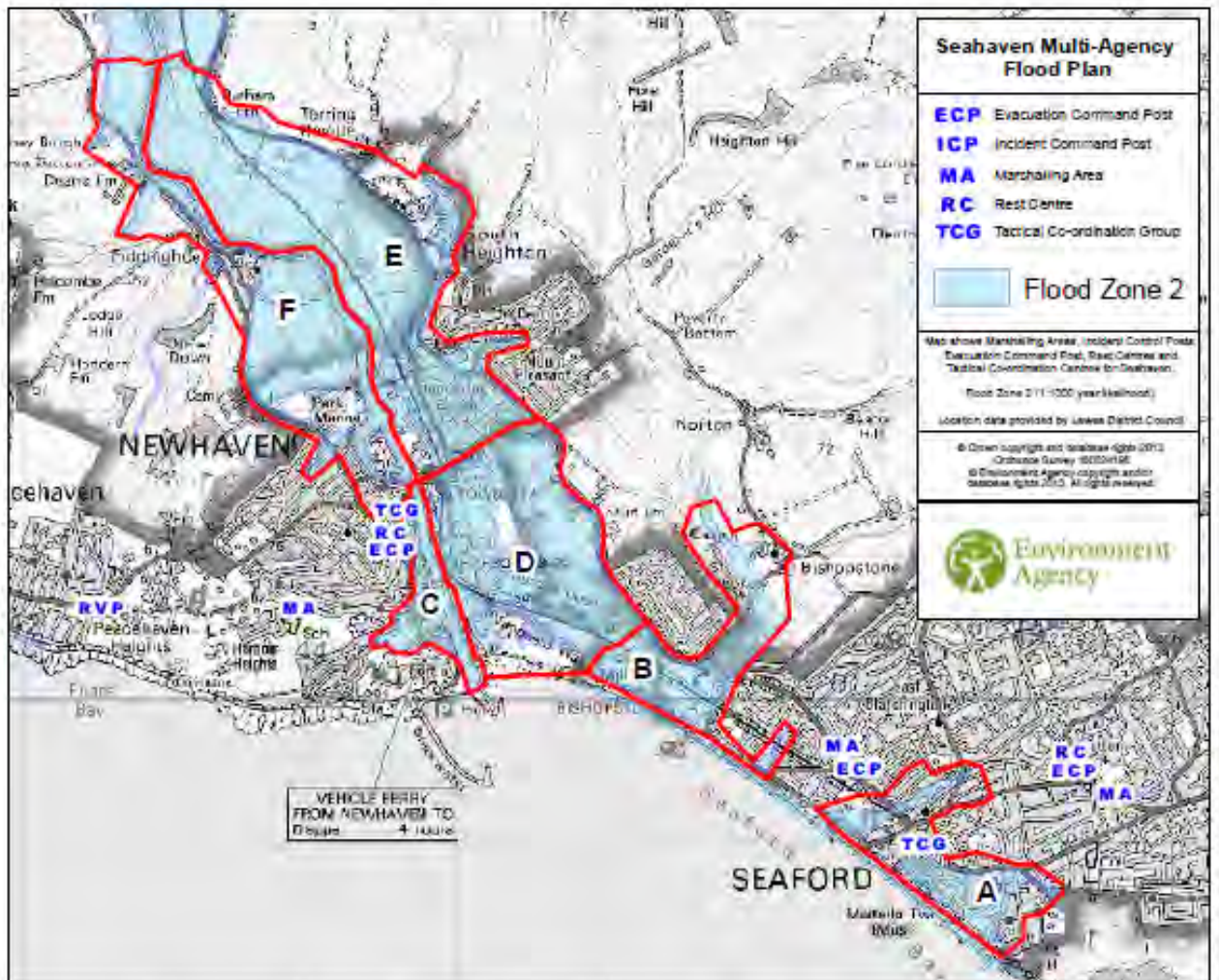
The prevailing weather at the time of a Flood Warning will dictate the priority given to each sector by responding agencies.

.Note - Larger scale maps of the sectors can be made available, by the Environment Agency, to all key response agencies.

The following table is a summary of the *approximate* populations:-

Sector		Permanent Residents
A	Seaford South	1700
B	The Buckle and Bishopstone	40
C	Newhaven West	630
D	Newhaven East	300
E	Newhaven North East	150
F	Newhaven North West	220
	Total	3040

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Sector 'A'	Seaford South
Population	1700 approx.
Evacuation route(s)	1. Pelham Road
	2. Crouch Lane/East Street
	3. Sutton Avenue
Other information	<p>Includes:</p> <ul style="list-style-type: none"> • Almost entirely residential. • Southern Water facility at Splash Point. • Large areas of open low-lying recreational land such as The Salts and below Splash Point. <p>NB – There is an area based around Brooklyn Road that is low-lying and subject to ponding in the event of heavy rain. There are 65 residential and 18 commercial properties. The resident population is about 150 (contained within the overall sector figure above) and the evacuation route would be via Claremont Road and Station Approach.</p> <p>Schools:</p> <ul style="list-style-type: none"> • Seaford Head School, Steyne Road, Tel: 01323 872709 will require <u>urgent</u> consideration depending on the time of day and school term. • Annecy Catholic Primary School, Sutton Avenue Tel: 01323 894892, not in but close to flood area. <p>Pre-school/Childcare: Nil.</p> <p>Nursing/Residential Homes:</p> <ul style="list-style-type: none"> • Beachside, Cricketfield Road, Tel: 01323 893756 • Hillersdon Court Rest Home, 18 College Road Tel: 01323 897706

Sector 'B'	The Buckle and Bishopstone
Population	40 approx.
Evacuation route(s)	1. Claremont Road
	2. Marine Road / A259 Buckle By-pass
	3. Bishopstone Road /A259
Other information	<p><u>The Buckle</u> Priority must be given to those seafront residential dwellings between Bishopstone Station and Buckle Drive including the Buckle Caravan & Camping site.</p> <p>Access/Egress: In the event of severe flooding residents of Sunnyside Caravan site may experience access/egress problems with implications for vulnerable persons.</p> <p>Nursing/Residential Homes:</p> <ul style="list-style-type: none"> • By Buckle Court, Marine Parade Tel: 01323 898094 <p><u>Bishopstone</u> The flood threat to Bishopstone is to low lying farm land and not residential premises</p>

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	<p>Access/Egress. There is a risk to road access/egress if the A259 were flooded which would result in the residential area being isolated. Consideration should be given to vulnerable persons who would be most at risk from protracted isolation.</p> <p>Schools: Nil</p> <p>Pre-school/Childcare: Nil.</p> <p>Nursing/Residential Homes: Nil</p>
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Sector 'C'	Newhaven West
Population	630 approx.
Evacuation route(s)	1. High Street
	2. South Way
	3. South Road
	4. Bay Vue Road
	5. Fort Road
	6. Gibbon Road
Other information	<p>Includes:</p> <ul style="list-style-type: none"> • Commercial premises in lower area of town centre. • Seahaven Leisure Centre / Shakespeare Hall. • Chapel Street Health Centre. • Newhaven Police Station (rear access). • Newhaven Marina. <p>Access/Egress In the event of flooding serious access problems would arise for:</p> <ul style="list-style-type: none"> • Chapel Street. • Residential developments along Riverside, West Quay and Fort Road. • Meeching Quarry Industrial Estate. • Court Farm Road. <p>Schools: The following are close to - but not in - the flood sector: Harbour Primary and Nursery, Western Road, Newhaven Tel: 01273 513968 Harbour Primary and Nursery, Church Hill, Newhaven Tel: 01273 514532 (Note: 09/14 the Western Road school is closing and being relocated to the Church Hill site.)</p> <p>Pre-school/Childcare: Pebbles Daycare, Catholic Church Hall, Fort Road. Mon-Fri 7.30 am- 6pm. for 3 mth – 4yr old. Contact: Supervisor: 01273 516099.</p> <p>Wave Leisure, Shakespeare Hall, Fort Road, Mon-Fri 9am–9pm / Sat/Sun 9am-5pm Includes Nippers Afterschool Club 3 pm-6pm Mon-Fri for 5 – 16 yrs and during school holidays 8am-9pm Contact: 01273 510784</p> <p>Nursing/Residential Homes: Nil</p>

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Sector 'D'	Newhaven East
Population	300 approx.
Evacuation route(s)	1. Railway Road/Drove Road 2. North entrance to Newhaven Harbour.
Other information	<p>Includes:</p> <ul style="list-style-type: none"> • Small number of dwellings in Railway Road, Transit Road, Norton Road. Norton Terrace, Beach Road. • Entire Newhaven Port. • Newhaven Town railway station • Newhaven Harbour railway station • Drove Road Retail Park (B&Q etc) • Large factories off Railway Road • Southern Water Sewage works, Beach Road. • Otherwise flat, open land (Ouse Estuary). <p>Access/Egress In the event of flooding of the A259 serious access/ egress problems will arise for the entire sector. Prompt evacuation will need to be undertaken.</p> <p>Newhaven Port In the event of the threat of a serious flood affecting the harbour, the Port Authorities will evacuate all large ships/ferries from the harbour to open sea to avoid damage to the ships and berths.</p> <p>Schools: Nil</p> <p>Pre-school/Childcare: Railway Nursery, Norton Terrace, Mon–Fri 8am-6pm. Contact: Manager 01273 510777</p> <p>Noah’s Ark Nursery School, Railway Road, Mon-Fri 8am-5pm, 0-5 yrs. Also provide holiday play scheme. Contact: 07917 196532</p> <p>Nursing/Residential Homes: Nil</p>

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Sector 'E'	Newhaven North East
Population	<p><u>Residential:</u> Confined to properties in Powell Gardens & Denton Road and low lying areas of Avis Road. Approx.. 150 people in 51 properties.</p> <p><u>Industrial:</u> The vast majority of the 272 premises in the sector are industrial. Therefore the population is swollen to an unknown figure during the working day reducing to primarily the residents of above locations during the evenings and weekends.</p>
Evacuation route(s)	<p>1. New Road</p> <p>2. A259 The Drove/Drove Road</p> <p>3. Avis Way/Avis Road</p>
Other information	<p>Includes:</p> <ul style="list-style-type: none"> • Largely industrial premises over North Quay, New Road, Avis Way Industrial Estate and South Heighton. Pollutant possibilities should be an early consideration. • Civic amenities site, New Road. • Residential properties in Powell Gardens & Denton Road and low lying areas of Avis Road will require early consideration.. • Sector contains electricity supply installations. • Sainsbury's , • The Drove, Travel Lodge, Denton Corner. • Ambulance Station, Avis Way. • Paradise Park (Garden Centre) • The Three Ponds Caravan Park, South Heighton • Itford Farm to the north on A26. <p>Access/Egress: In the event of flooding of the A26 from Tarring Neville south, including New Road and B2109 Avis Road to Denton Corner there will be significant access/egress difficulties to the Mount Pleasant, Denton and South Heighton areas. Although not threatened by flooding they could be isolated and early consideration should be given to the needs of vulnerable persons.</p> <p>Schools: The following school is close to the flood sector: Denton Community School, Acacia Road, Denton Tel: 01273 513377.</p> <p>Pre-school/Childcare: Bubbles Playschool, Denton Road, Mon-Fri 9 – 12pm. Contact: 01273 513852 / 01273 513878.</p> <p>Nursing/Residential Homes: Nil</p>

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Sector 'F'	Newhaven North West
Population	220 approx.
Evacuation route(s)	1. A259, North Way (Denton Island) 2. C7, Lewes Road
Other information	<p>Includes:</p> <ul style="list-style-type: none"> • Residential properties in Willow Walk/Lewes Road. • Denton Island – Business & Commercial premises. • Piddinghoe Parish. • Southease Parish. <p>Access/Egress: In the event of the A259 North Way, Newhaven becoming inundated, vehicular movement will be severely impaired. This will also apply to the C7 between Newhaven and Southease, potentially isolating Piddinghoe Village.</p> <p>Schools: The following schools are close to but not in the flood sector:</p> <ol style="list-style-type: none"> 1. Meeching Valley Primary School, Valley Road, Newhaven Tel: 01273 514300. 2. Rodmell CE Primary School, Rodmell Tel: 01273 473916. <p>Pre-school/Childcare: Denton Island Nursery, Mon – Fri 8am-6pm. 3mths - 5 yrs. Max: 60 + 15 staff. Contact: Manager 01273 515125.</p> <p>Nursing/Residential Homes: Nil</p>

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Appendix D: Resources

Sandbags

Lewes District Council will give priority to strategic deployment of sandbags in a flood emergency. This means that it will place available sandbags in locations which help protect whole areas, rather than individual properties. Whilst sandbag depots will be established close to flood risk areas, the District Council cannot guarantee to meet all demands from the public for provision of sandbags to individual householders. To be sure it is best if residents make their own arrangements for sandbags or other protection products to protect their own property.

East Sussex County Council and the Environment Agency use sandbags for strategic defensive work but neither make them available to the public.

The following specialist equipment may be of assistance:

4-wheel drive vehicles

These may be available through:-

Police, Fire, Ambulance and Coastguard services

Countryside Rangers - ESCC. Communities, Economy, & Transport Department

Lewes District Council

4-wheel drive 'off-road' clubs and local farmers

Boats and Helicopter support .

West Sussex Fire & Rescue Service maintain a database of suitably trained resources. These may be available as follows:-

RNLI - contactable via HM Coastguard

Newhaven and Sovereign Harbours - contactable via HM Coastguard

Maritime Volunteer Service - contactable via HM Coastguard

Seaford Lifeguards - contactable via Lewes DC

Newhaven & Seaford Sailing Club. - contactable via Lewes DC

Telephones

If more telephone lines are required contact the BT Emergency Linkline via ESCC Emergency Planning:- 01323 747090 or (out of hours) 01323 644422

Radio.

- Raynet (Radio Amateurs Network) –via East Sussex Resilience and Emergencies Partnership. A control station for Raynet will be established at Southover House, Lewes (or as directed).

Loudhailers

- Sussex Police have access to hand-held loudhailers.
- East Sussex Fire & Rescue Service have some hand-held loudhailers and PA systems on some of their appliances.
- Lewes District Council has 2 vehicle mounted PA systems stored with Environmental Health.
- Gas and Water companies and the Environment Agency have vehicles with PA systems (contactable via East Sussex Resilience and Emergencies Partnership)
- Police helicopter is equipped with 'sky-shout'

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Military Aid to the Civil Community (MACC).

Activated through a Local Authority, can provide:-

- Trained personnel
- Medical facilities
- Transport, both land and air
- Emergency Catering
- Engineering.
- Communications

Red Cross Emergency Incident Support Vehicles based at:

- Haywards Heath Fire Station and Hastings Fire Station.

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Appendix E: Community Flood Risk Summary Sheet

Seahaven

Summary of flood risk:

The current risk of flooding is low, however climate change is expected to significantly increase the flood risk from tidal flooding. Surface water run-off and urban drainage flooding are also expected to increase over time due to climate change and from planned new development.

The communities of Seaford, Newhaven, South Heighton, Tarring Neville, Piddinghoe, Southease, (hereafter simply referred to as the Seahaven area), have been identified as potentially at risk from coastal and/or river flooding.

In a worst case scenario approximately 6.4 square miles could be flooded, affecting about 3000 residents in some 1226 properties.

This could result in Seaford (including Bishopstone) being cut off to vehicular access if the A259 at Exceat to the east and the Newhaven Road to the west of the town and Alfriston were impassable due to flooding.

The east side of Newhaven could also experience severe access difficulties if at the same time the Swingbridge was impassable together with sections of the A26, Beddingham Road up to Tarring Neville.

Experience suggests that a less severe incident affecting individual communities is a more likely scenario and the Environment Agency has four flood warning areas to cater for these areas at risk.

History of flooding

Seaford, over the years several storms have taken their toll of the promenade; in 1954 a 22 yard breach occurred in the seawall, causing a large cavity under the coast road, 10 feet wide and 12 feet deep. A fortnight earlier a similar break happened near the Buckle inn.

During a gale in 1970, a storm drain manhole cover was lifted and washed 50 yards up Blatchington Hill; while in Claremont Road and Marine Parade there was a road subsidence.

The last major flood occurred on January 2, 1984 when in the late evening, Dane Close and Steyne Court had the ground floors under water. For a time several residents found themselves trapped in the upper rooms and in a nearby car park the water completely submerged the vehicles.

Newhaven, little recent flood history although in 2012 and 2013 sections of road and the marina were affected by a very high spring tide. The worst occurred on the 5th / 6th December 2013 when flooding occurred on West Quay and Court Farm Road on the west side of the harbour and Railway Road, North Quay and New Road on the eastside of the town as a result of high spring tides, gale force winds and a tidal surge. 60 properties flooded (included properties with sub-floor flooding). This included Harbour Railway Station (closed for 2/3 days), and, the line from Lewes to Seaford (closed for 3 days).

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7 properties internally flooded, and 10 experienced basement flooding. 8 businesses were flooded. Three Ponds caravan sites was affected by the event. The Newhaven Swing Bridge was damaged, and overtopping of a bank is seen downstream of Southease Bridge. In general the tide and surge height was below the high standards of defence in East Sussex.					
Context					
Flood Warning Areas					
River Ouse – Piddinghoe & South Heighton - 0124244 Newhaven - 01241112 Seaford Sea Front - 01241114 Seaford Town – 01241113					
Impact based on					
Number of properties at risk in FWA	Newhaven: 739 Seaford Seafront: 714 Seaford Town: 475 Piddinghoe: 37	% of properties that will receive a flood Alert / Warning	Newhaven: 463 Seaford Seafront: 326 Seaford Town: 49 Piddinghoe: 16	Number of people at risk (properties x 2.4)	Newhaven: 1774 Seaford Seafront: 1714 Seaford Town: 1140 Piddinghoe: 89
Key Environment Agency Structures	EA to complete.				
Vulnerable groups/local essential services					
Vulnerable people / groups at risk of flooding	Links to postcodes/OS points likely to be affected for LA to run vulnerable people check				
Infrastructure at risk of flooding	See Section 9 above				
Potential response					
Multi Agency Tactical Coordination Centre location	As per Section 4 Coordination of Response above				
Rest centres in / to be used by area	As per Section 7 Evacuation above.				
Any other information					

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Lead time for Environment Agency Flood Warnings	2 hours. However the EA would look to give upwards of 24 hours for coastal flooding based on medium to high confidence forecast.
Key local contacts	East Sussex Resilience and Emergencies Partnership: 01323 747090 or Lifeline 01323 644422 Out of Hours. Lewes District Council 01273 471600 or Lifeline 01323 644422 Out of Hours.
Specific roles and responsibilities of agencies	As per Sussex Emergency and Response document (SERR)

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Appendix F: Traffic Management

The Police will liaise with ESCC Highways to agree road closure points dependent on the expected extent of the flooding.

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Appendix G: Police Evacuation Advice and Evacuation of Premises Record

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EVACUATION ADVICE

Area for Evacuation:

Reason for Evacuation:

Sussex Police consider that persons remaining within the area (or premises within the area) are likely to be at risk of harm if they remain here. Sussex Police have a duty of care to take all reasonable steps to save & preserve life and seek your co-operation in evacuating the area.

Who should Evacuate

Everyone should leave the area; including pets and other animals that are also at risk. **If you have special difficulties and as a result cannot evacuate please bring this to the attention of the person delivering this notice or contact the following telephone number:**

_____.

Where to Evacuate to

If you know of somewhere outside of the evacuation areas (i.e. friends/relatives etc) please go there.

If you do not have a suitable place to go the emergency services will arrange 'Rest Centres'.

The Rest Centre available to you is situated at:

-
- or
-

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(Evacuation Advice page 2)

What you should do

1. Turn off the gas, electricity and water supplies (if it is safe to do so).
2. Take warm clothing, blankets, bedding and any **MEDICATION** you may require.
3. Secure your premises.
4. Leave in a prompt but orderly manner.
5. If you are **NOT** going to the Rest Centre (or Assembly Point) it would help if you provided us with your name(s), address and telephone number of the premises you are **LEAVING**, and the address and telephone number of the premises you are **GOING** to.
6. **ONLY** return to the area when it is safe to do so. The emergency services will make announcements in the media when it is considered safe.

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EVACUATION OF PREMISES RECORD

1. Name of Street / Road etc :

2. Are the premises a dwelling/or non residential

3. Number of residents, including names, living at the address now

Adults

Children (under 16)

4. Additional Information. Do any of the residents at this address have any of the following:

- Physical impairment
- Mental Impairment
- Language barriers
- Medical needs
- other

5. Will the premises be self evacuated?
Please provide details of when this will occur
Is assistance required to evacuate the premises?
Please provide details

6. Is assistance required to evacuate the premises?
Please provide details

7. Has the Evacuation Advice notice been given to the occupant?

YES/NO

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8. Additional Information

Time & date form completed

.....

If no one is present at the address please make enquires with neighbours

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Appendix H: Own organisation's procedures and actions

Action by individual organisations

Each partner agency will have its own procedures to follow and actions to take.

The **East Sussex County Council Emergency Response Plan** details the arrangements made by the County Council to fulfil its obligations in responding to a generic emergency. It includes the inter-agency protocols into which the Council fits and describes the way in which it co-ordinates its actions with the Borough and District Councils.