



Document updated **September 2018**

WEST GRINSTEAD EMERGENCY CONTINGENCY PLAN

This Emergency Contingency Plan has been prepared by West Grinstead Parish Council to co-ordinate an organised response within the community in the event of an emergency.

EMERGENCY PLAN

Purpose. The purpose of the plan is to provide a self-help guide to the resources available within the community to support it in a crisis, and the particular procedures to be followed for a specific crisis, especially if the emergency services or relevant local authority support is delayed due to the scope and nature of the emergency.

Activation. This contingency plan will be activated by the community on the advice of the Parish Council's Emergency Planning Team, and if contactable, Horsham District Council's Emergency Planning Officer. Where the decision to implement the plan has been taken by the community, then the County and District Council should be advised that the plan has been activated.

COPIES OF THIS PLAN

Copies of this plan should be held at the following locations or with the following people:

- West Grinstead Parish Council – Parish Office
- All members of the parish Emergency Planning Team
- Horsham District Council (with Community Safety Team)
- Parish Councillors
- Website www.westgrinstead-pc.co.uk (NON Confidential Version)

Personal details are contained within the appendix to this plan and the appendix should be stored in a safe and secure place. The appendix should not be circulated to any members of the public and should not be released into the public domain.

Only those people identified above should have access to the appendix to the emergency plan.

WEST GRINSTEAD PARISH EMERGENCY PLANNING TEAM AND OTHER PERSONNEL

SEE APPENDIX A (held by selected persons only for confidentiality reasons).

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HORSHAM DISTRICT COUNCIL

Name & Role	Telephone	Mobile
Tony Skelding (Emergency Planning Officer)	01403 215125	07500 987373
E-mail	tony.skelding@horsham.gov.uk	
Greg Charman (Community Safety Manager)	01403 215124	07734 231028
E-mail	greg.charman@horsham.gov.uk	

Outside Normal Hours please telephone HDC's switchboard on **01403 215100** and listen to the recorded message for call re-direction details.

OR

Call the emergency contact number: **07801 900491**. **Only to be used when life or property are at risk.**

HDC web site: www.horsham.gov.uk

WEST SUSSEX COUNTY COUNCIL

Name & Role	Telephone	Mobile
WSCC Switchboard	01243 777100	
WSCC Highways (24/7)	01243 642105	
WSCC Adult Social Care (24/7)	01243 642121	
WSCC Children's Social Care (24/7)	01403 229900	
E-mail	emergency.management@westsussex.gov.uk	

WSCC web site: www.westsussex.gov.uk

EMERGENCY SERVICE CONTACTS

Police

Name	Telephone	Mobile
Emergency	999	
Non-emergency	101	

Fire & Rescue Service

Name	Telephone	Mobile
Emergency	999	
Non-emergency (Control Centre at Haywards Heath for West Sussex)	0203 1622359	

Ambulance Service

Name	Telephone	Mobile
Emergency	999	
Non-emergency (Control Centre at Chichester)	01243 575781	

MAP OF THE COMMUNITY

This Emergency Contingency Plan covers the parish of West Grinstead as shown in the separate large map provided with this plan document. The map shows key data, e.g., drop-off points for hippo bags of salt/grit, potential helicopter landing sites, community buildings for emergency accommodation and other information.

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GEOGRAPHICAL INFORMATION

Main transport routes into and running through the community

Road Name	Road No.	From which direction
Worthing Road	A24	Runs through the western side of the parish. Dial Post village is to the west of the A24. Most of the parish is to the east of the A24.
Steyning Road, becomes Needs Hill, Jolesfield, Church Road and then Bines Road.	B2135	In NE of parish, B2135 is a turning off to the east of the A24 – runs in a southerly direction down to edge of Partridge Green village and then down to Ashurst.
Cowfold Road	A272	Runs along the northern area of the parish. Parish extent is Buck Barn crossroads to junction at Littleworth Lane.
High Street, Partridge Green	B2116	At the Partridge Pub, the B2116 starts at the junction with the B2135 and then runs eastwards through the centre of Partridge Green. At the playing fields it becomes Shermanbury Road and continues to run eastwards to join the A281.
	A281	The B2116 joins the A281 just beyond the eastern boundary of the parish. The A281 runs in a north-south direction.
Littleworth Lane		To the east of the Partridge Green shops, it runs from the High Street, going northwards to meet the A272 at Champions Gate.
Mill Lane		Where the B2135 at Needs Hill becomes Jolesfield, runs from the B2135 eastwards to meet Littleworth Lane.
Park Lane		At the Catholic Church on the B2135, runs northwards to meet the A272 opposite the old West Grinstead station.
For Dial Post village: Worthing Road (old road)		The Worthing Road (old road) runs from A24 to the north of the village and meets the A24 again at the south of the village.

Location for the council emergency management headquarters

Building Name	Address	Telephone
Parish Office and Partridge Green Village Hall	Village Hall Lane, off the High Street, Partridge Green, RH13 8HX	01403 710270 (Parish Office)
Dial Post Village Hall	Worthing Road (old road), Dial Post	01403 710388 (Chairman of Dial Post Village Hall Association – Alan Childs)

'Black spots' for mobile phones and VHF radio (if known)

Road Name	Description
B2135	Just before you reach the A24
	Most of Cowfold !

Potential locations for helicopter landing zones

(Area must be clear of trees, buildings, power lines and other vertical obstructions)

Landing Zone	Address
King George V Playing Fields	B2116 – Shermanbury Road, Partridge Green RH13 8EN
Jolesfield Common	B2135 at Jolesfield, Partridge Green RH13 8JT
Dial Post green	Worthing Road (old), Dial Post
Thistleworth Farm	Dial Post RH13 8NY
Newhouse Farm	Worthing Road, RH13 8GA
Sussex Stud	The Sussex Stud, Cowfold Rd, West Grinstead RH13 8LP

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Possible locations for community emergency accommodation

(All accommodation listed below has running water and toilet facilities)

Building Name	Address	Telephone	Key holder
Partridge Green Village Hall	Village Hall Lane (off the High Street), Partridge Green.	01403 710270 (tel no. for Parish Office)	See Appendix A (held by selected persons only for confidentiality reasons).
Jolesfield C of E primary school	Littleworth Lane, Partridge Green.	01403 710546	See Appendix A
Methodist Church Hall	High Street, Partridge Green	Miss Daniell 01403 541736	See Appendix A
St. Michael's Church Room	Behind St. Michael's Church, Church Lane.	Mrs Norgrove 01403 711096	See Appendix A
Dial Post Village Hall	Worthing Road (old), Dial Post	No telephone at hall.	See Appendix A
Catholic Church	Steyning Road, West Grinstead.	Fr. Goddard 01403 710273	See Appendix A

Location of care or other residential homes

Building Name	Address	Telephone	Estimated Population

Power lines, sub-stations, TRANSCO gas pipes and supporting infrastructure

Infrastructure Type	Address / Location
TRANSCO gas pipes	Main pipe south of Ashington. Runs under Downs Link at least as far as Newhouse Farm RH13 8GH
Gas station	End of Star Road -Tel. 0800 111999 (SGN)
Electricity sub-station	Two on Star Road – Tel. 0800 056 5582 Ref. 504764 other one not accessible.
Electricity sub-station	Bottom End of South Street – 0800 3163105 Ref 504705
Electricity sub-station	New Lodge, Dial Post, Old Worthing Road
Electricity sub-station	Huffwood, off the High Street 0800 056 5587 Ref 504597

Local telephone infrastructure

Telephone Structure	Address / Location
Telephone Exchange	Finches Close, Partridge Green

Mobile telephone masts and supporting infrastructure

Telephone Structure	Address / Location
Telephone Mast	Greentree Farm – more details not found by JB and RH 6/18
Telephone Mast	Two on Star Road – 0808 1214123 T Mobile Other not found.
Telephone Mast	Grinders Lane, Dial Post

Emergency Communications

Do we have any local CB Radio and call signs available?

Water supply infrastructure

(Including wells known to hold potable water)

Water Supply	Address / Location
Pumping Station	End of Hazelwood Rd- Tel 0845 278 0845 Ref. 101196
Pumping Station	Huffwood, Off High Street PG.- Tel 0845 2780845 Ref 101923

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Pumping Station	Bentons Lane, Dial Post
Waste Water Treatment Site	Ashwood, PG. -Tel 0845 2780845 Ref 101274
Southern Water	Bottom of Staples Hill – No access.

Emergency catering & food stores

(Includes take-aways, Pubs, supermarkets, bakers etc...)

Shop/Supplier	Address / Location	Telephone
Co-op store	High Street, Partridge Green	01403 711492
Bakers	High Street, Partridge Green	01403 713199
Fish & Chip Shop	High Street, Partridge Green	01403 713370
Partridge pub	High Street, Partridge Green	01403 710391
The Green Man pub	Jolesfield (B2135) Partridge Green	01403 710250
The Windmill pub	Littleworth Lane, Partridge Green	01403 710308
The Crown pub (for Dial Post)	Worthing Road (old), Dial Post	01403 710902
Caravan & Camp site – shop & cafe	Honeybridge Lane, Dial Post	01403 710923
Orchard Restaurant (WG hamlet)	A272 – between Park Lane and Littleworth Lane junctions	01403 865693
Co-op at Buck Barn (for WG hamlet)	Buck Barn crossroads on A24	01403 864599
McDonalds Buck Barn (WG hamlet)	Buck Barn crossroads on A24	01403 865326

Emergency equipment held by Parish Council

Quantity	Equipment Item	Where stored:	
10 x	Hi-Viz Sleeveless Waistcoats	5 x The Partridge Public House	5 x Dial Post Village Hall
2 x	Rolls Hazard Warning Tape	1 x The Partridge Public House	1 x Dial Post Village Hall
5 x	Pairs Protective Gloves (debris gloves)	5 x The Partridge Public House	-
10 x	Pairs Safety Glasses	5 x The Partridge Public House	5 x Dial Post Village Hall
2 x	First Aid Kits	1 x The Partridge Public House	1 x Dial Post Village Hall
4 x	Heavy Duty Brooms	2 x The Partridge Public House	2 x Dial Post Village Hall
4 x	Snow Scoops	2 x The Partridge Public House	2 x Dial Post Village Hall
4 x	Wading Poles	2 x The Partridge Public House	2 x Dial Post Village Hall
4 x	Leaf Rakes	2 x The Partridge Public House	2 x Dial Post Village Hall
6 x	Head Torches	3 x The Partridge Public House	3 x Dial Post Village Hall
1 x	Box Latex Gloves	1 x The Partridge Public House	-
Set of 3	Garden Waste Containers	1 x The Partridge Public House	2 x Dial Post Village Hall
20 x	Glo-Sticks	10 x The Partridge Public House	10 x Dial Post Village Hall
2 x	Shovels	1 x The Partridge Public House	1 x Dial Post Village Hall
10 x	High Intensity Lamps	5 x The Partridge Public House	5 x Dial Post Village Hall
20 x	Foil Survival Blankets	10 x The Partridge Public House	10 x Dial Post Village Hall
1 x	Wind-up Radio	1 x The Partridge Public House	-
2 x	Wind-up Space Lantern	1 x The Partridge Public House	1 x Dial Post Village Hall

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1 x	Megaphone	1 x The Partridge Public House	-
10 x	Several Road Cones	5 x The Partridge Public House	5 x Dial Post Village Hall
2 x	Road Closed Signs	1 x The Partridge Public House	1 x Dial Post Village Hall

VULNERABLE PEOPLE IN THE COMMUNITY

There are a number of groups of people who, in a crisis, should be considered as potentially vulnerable:

- Older people with mobility limitations.
- Disabled people (including physical disability and learning disability).
- Blind and partially sighted people.
- Parents who are on their own with children under 12.
- Anyone in charge of a group of children when the incident happens e.g. playgroup staff, Guide and Scout leaders.
- Newcomers to the parish who may not know all its facilities.
- Hearing impaired people. It should also be noted that people who are deaf or hard of hearing may not be aware of broadcast alerts, and may need a personal visit to ensure they know of any risks the community is being alerted to.

COMMUNITY CONTACTS

Police Community Support Officers

There is no longer a named PCSO for a parish area.

Horsham NPT have amalgamated with Adur & Worthing NPT to create a hub based approach.

There will be PCs and PCSOs based at either Worthing or Horsham police station.

Telephone 101 to get PCSO support.

Medical and First Aid

In the event of anyone in the community being injured or becoming ill, the normal facilities, e.g. local doctor and Sussex Ambulance (via 999), will initially be approached for assistance. Should it not be possible to access these normal services, the following contact details may prove useful in summoning medical assistance.

Hospitals:

Name	Telephone	Postcode
Worthing Hospital	01903 205111	BN11 2DH
Horsham (Only 9am to 5pm weekdays)	01403 227000	RH12 2DR
St. Richards Chichester	01243 788122	PO19 6SE
Royal Sussex County Brighton	01273 696955	BN2 5BE
Princess Royal, Haywards Heath	01444 441881	RH16 4EX
(Redhill Hospital)	01737 768511	RH1 5RH
(Crawley Walk-in Centre)	01293 600300	RH11 7DH

Doctors:

Name	Telephone	Postcode
Cowfold Medical Group		
- Partridge Green Surgery (Oakleigh)	01403 710880	RH13 8HX
- Cowfold Surgery (St. Peter's Close)	01403 864204	RH13 8DN
Henfield Medical Practice		
- Partridge Green Surgery (Woodlawn)	01403 711577	RH13 8HR
- Henfield Medical Centre (Deer Park)	01273 492255	BN5 9JQ

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NB For the Woodlawn Surgery, the 24 hour Emergency number is 01273 492255. For all the other surgeries, the number listed is the 24 hr emergency number.

Nurses: Appendix A CONFIDENTIAL

Pharmacists:

Name	Telephone	Postcode
Partridge Green Oakleigh Surgery	01403 710880	RH13 8HX
Partridge Green Woodlawn Surgery	01403 711577	RH13 8HR
Lloyds – Henfield	01273 492030	BN5 9DB
Ashington Pharmacy, London Road	01903 892397	RH20 3DD

First Responders- ONLY TO BE CONTACTED DIRECTLY IN AN EXTREAME EMERGENCY:

Name	Telephone	Postcode
PART(Partridge Green Area Response Team) – contact Karen Beadle	01403 711373	RH13
Ashington Community First Responders (closer for Dial Post)	01903 892440	RH20

If Ambulance has been called First Responders will be despatched by the Ambulance Service if appropriate. DO NOT call First Responders directly unless Ambulance Service cannot be reached.

Physios: Contact hospitals

COMMUNITY RESOURCES (Equipment & Transport)

Mini-bus & transport services

Service	Name & Contact Details
Horsham District Community Transport	01403 754206 / 01403 268848 (a.m.)
Henfield Dial-a-Ride (Bluebird)	01444 471919 or 01444 471177
Horsham Area Community Car Scheme	01403 250202

There is a wheelchair stored in Partridge Green Village Hall, which can be borrowed in an emergency.

Electricians

Name	Contact Details
David Holgate	PG – 01403 710440
Colin Prescott	PG – 01403 711201 or 07050 301772
Keith Seymour	DP – 01403 713233 or 07768 053980
Cameron Electrics	DP – 01403 713233
Derek White	PG – 07944 459470

Mechanics

Company / Name	Contact Details
Pretty's Garage	01403 710215
K.A.R.S.	01403 711563

Tow trucks and vehicle recovery firms

Company / Name	Contact Details
Pretty's Garage	01403 710215
RPS – Roy Smith	07958 777652

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Tree services

Company / Name	Contact Details
Simon Parsons, tree surgeon	01403 731977 or 07767 456654

Certificated chainsaw operatives Appendix A CONFIDENTIAL

All terrain (4x4) vehicles

(Including Quad-bikes & Trailers / Jeeps & Domestic 4x4 vehicles)

Resource	Name & Contact Details
See farmers below	
	RPS – Roy Smith – 07958 777652
Jeeps & trailers etc.	Alan Childs (vehicle mechanic), Platts Green Cottage – 01403 710388

Hire of Machinery

Resource	Name & Contact Details
	King & Stevens, Cowfold Road, West Grinstead, RH13 8LY – 01403 864487
	Verrals, Thistleworth Farm Cottage, Dial Post, RH13 8NY – 01403 710836

Equipment held by residents- Appendix B CONFIDENTIAL

Boats- Appendix C CONFIDENTIAL

Farmer Assistance – Appendix D CONFIDENTIAL

Details should include any farmers that are willing to assist West Sussex County Council with winter maintenance operations. It is also to identify any farmers who possess vehicles, animal transport, and farm equipment which may be of use to the local community in times of an emergency.

Fuel distributors

Garage	Location
Pretty's Garage	Junction of Church Road (B2135) & High Street Partridge Green (B2116) 01403 710215
BP Garage	Buck Barn crossroads on A24
Shell Garage	Henfield
Texaco Garage	Southwater

Bottled gas & portable heaters

Company	Location & Contact Details
King & Stevens Hire shop	Cowfold Road, West Grinstead, RH13 8LY – heaters, - 01403 864487
Honeybridge Caravan park	Honeybridge Lane, Dial Post – bottled gas. 01403 710923
Pretty's Garage	Junction of Church Road (B2135) & High Street Partridge Green (B2116) 01403 710215

Generators

Company	Location & Contact Details
King & Stevens Hire shop	Cowfold Road, West Grinstead, RH13 8LY - 01403 864487
Peter Kanabus	Newhouse Farm, Worthing Road, West Grinstead, RH13 8GH - 01403

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	864229
Graham Beck	Graham Beck – Well Land Farm, PG – 01403 864723

Sandbags

It should be noted that the Local Authority or County Council are not obliged to provide sandbags during times of flooding. Sandbag requests from members of the public will only be considered when occupied residential properties are in imminent danger of flooding. Sandbags will not be provided for protecting gardens, outbuildings or other structures.

It is stipulated in the HDC sandbag protocol that a Parish Council can request the delivery of sandbags to a secure area where that Parish council will then take responsibility for the storage, maintenance and local delivery of their own stocks. The question of quantities, delivery and disposal will be subject to agreement at the time the request is made. Consequently no guarantee can be made by Horsham District Council with regard to the supply of sandbags therefore a list of private suppliers and stocks should be made to ensure householders can effectively deal with flooding issues themselves.

Store / Supplier	Address including Postcode	Telephone
Builder Centre	Crawley Road, Horsham	01403 216700
Homebase Ltd	Broadbridge Heath Retail Park	01403 217653
Builder Centre	Conway Street, Hove	01273 778778
Travis Perkins	60 Beaconsfield Road, Brighton	01273 570761
Travis Perkins	1 Trafalgar Lane, Brighton	01273 620760
B & Q	Lewes Road, Brighton	01273 679926
Jewson's	77 North Street, Brighton	01273 411843
Builder Centre	86 Junction Road, Burgess Hill	01444 232727
Covers	Fairfield Road, Burgess Hill	01444 233358
Focus Do It All	255/269 London Road, Burgess Hill	01444 871866
Jewson's	Bensly Sawmills, Cuckfield Road, Goddards Green	01444 241555
Travis Perkins	Malthouse Trading Estate, Brighton Road, Shoreham	01273 870000
B & Q	43/61 Brighton Road, Shoreham	01273 463423
Homebase Ltd	Holmbush Farm Retail Park, Shoreham	01273 871403
M Kennedy	Pendean, Westergate Street, Westergate	01243 543530
Builder Centre	Dominion Road, Worthing	01903 234848
Travis Perkins	Long Furlong Road, Clapham Common	01903 871224
B & Q	Lyons Way, Worthing	01903 821104

USEFUL CONTACT NUMBERS AND WEBSITES

Neighbouring Parishes:

Parish Council	Clerk	Tel No:	Email
Ashurst	Elizabeth Leggo	07738 664449	ashurstclerk@outlook.com
Cowfold	Jan Wright	01403 864806	clerk@cowfold-pc.gov.uk
Henfield	Kevin Wright	01273 492507	office@henfield.gov.uk
Shermanbury	Dawn Langston	07909 332605	shermanbury@pcouncil.co.uk
Shipley	Fiona McNeile	07481 803124	shipleyparishclerk@gmail.com
Wiston	Lucinda Woodage		wistonparishclerk@gmail.com

Environment Agency:

Flood line 0845 9881188
Incident Hotline 0800 807060

Utility Companies:

EDF Emergency 0800 7838866
British Gas emergency 0800 111999
Southern Water emergency 0845 2780845
Southern Water leakline 0800 820999

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Useful Web Sites:

Sussex Police	http://www.sussex.police.uk/
West Sussex Fire & Rescue	http://www.westsussex.gov.uk/
Sussex Ambulance	http://www.sussexambulance.nhs.uk/
Horsham District Council	http://www.horsham.gov.uk/
West Sussex County Council	http://www.westsussex.gov.uk/
Health Direct	http://www.publichealthdirect.co.uk/
NHS Direct	http://www.nhsdirect.nhs.uk/
UK Resilience	http://www.ukresilience.info/home.htm
Environment Agency	http://www.environment-agency.gov.uk/
DEFRA	http://www.defra.gov.uk/
Health Protection Agency	http://www.hpa.org.uk/
BBC News On-Line	http://news.bbc.co.uk/

BBC World Service

Medium Wave	648 KHZ
Sky Digital	Channel 865
Freeview	Channel 710

For presentations on Emergency Plan planning see Appendices E and F

This Emergency Contingency Plan should be reviewed at least annually.

Document created by Mrs Helen Dayneswood
Clerk to West Grinstead Parish Council



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