



**WEST WITTERING PARISH COUNCIL**

**EMERGENCY PLAN**

**(Revised March 2026)**

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## Section 1 - Emergency Arrangements

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### Major Emergency

A 'Major Incident' or 'Major Emergency' as supplied by Chichester District Council (CDC) is, "an incident endangering or likely to endanger life and property that to deal with would be beyond the scope and facilities of normal day to day operational capabilities of those services responding". Such incidents can occur anywhere at any time and often without warning.

Preparing for and responding to emergencies (taken from [CDC's Emergency Plans Guidance](#))

*The Civil Contingencies Act 2004 issued local authorities with a responsibility to respond to civil emergencies. This responsibility also extended to certain other organisations.*

*Under the Civil Contingencies Act 2004, Chichester District Council have created plans which fulfil our responsibilities. We have worked with our partner agencies to write these plans. The Civil Contingencies Act defines an emergency as:*

- *an event or situation that threatens serious damage to human welfare in the UK;*
- *an event or situation that threatens serious damage to the environment in the UK; or*
- *war or terrorism, which threatens serious damage to the security of the UK*

*Working alongside other responding agencies we:*

- *support the emergency (blue light) services;*
- *provide support and care for the wider community;*
- *use resources to mitigate the effects of an emergency; and*
- *take a leading role for recovery for local incidents*

*These emergency response roles and responsibilities are an extension of our normal day to day activities. These include:*

- *Communicating with other local authorities and organisations.*
- *Assisting with warning and informing the public.*
- *Deployment of officers to incidents. This enables effective communications between ourselves and other responders at, or near the scene.*
- *Provide temporary accommodation for those made homeless due to an emergency.*
- *Plan for response to local risks such as coastal flooding.*
- *Respond to local coastal pollution incidents.*
- *Organise the removal of waste after an incident.*
- *Technical and engineering advice.*
- *Environmental health advice and services.*
- *Building Control Services e.g. structural safety advice.*

### Response

In normal circumstances the response to a major emergency would come from the inter-agency arrangements formalised between the Emergency Services and Chichester District Council. Sussex Police would probably take the initial lead in co-ordinating the operation (links to the Sussex Resilience Forum can be found in Section 5).

In these circumstances the role of the Parish Councils at a major emergency affecting the Parishes would be to assist the Emergency Services and Chichester District Council when requested by providing local knowledge and resources including organising local volunteers. Operations would come under the direction of the Police or District Council. It is therefore important that this Parish Emergency Plan, a copy of which will be lodged with CDC, fits with the inter-agency arrangements.

### Self Help Response

There may be unusual circumstances, for example, widespread travel disruption from severe weather, major power failure or serious communication breakdown when an immediate response from the Emergency Services or District

Council cannot be provided. West Wittering is located to the south of Chichester District with a coastal boundary and in the event of widespread problems could expect a delayed response. ***In these circumstances our own community will need to undertake self-help activities and the Parish Council together with local volunteers will take whatever initial steps are possible to respond to the emergency.***

### **Purpose**

West Wittering is situated on the western side of the Manhood Peninsular south of Chichester. We are fortunate that we have no rail lines, major roads, major industrial sites, rivers or other identified significant hazards and so specific plans are unnecessary. Of course we have in the past faced severe weather storm damage. Also, we have a coastal boundary which extends along to and includes Chichester Harbour. We are constantly overflowed by aircraft entering and leaving UK airspace, Goodwood light aircraft and heavy military helicopters. There is also the possibility of an incident in the English Channel or Chichester Harbour. This plan provides simple guidance to enable support to the inter-agency services or, if appropriate, a start to self-help response.

### **Health & Safety**

When making a self-help response, matters such as individual safety and Health & Safety requirements need to be considered. The requirements for risk assessments must be addressed, and reference should be made to the guidance issued by Chichester District Council, which is reproduced in Section 10 of this Plan.

### **Data Protection**

This Emergency Plan contains personal data and is therefore subject to Data Protection Legislation. It is not necessary to notify the Information Commissioner as the data is being processed on behalf of Chichester District Council's emergency plan. The personal details noted within this Plan have been obtained from publicly available local publications where the individuals concerned have allowed their details to be used in the contexts shown. Personal details of other persons, such as local volunteers will be collated into a separate appendix as and when permissions are obtained in line with the data protection rules.

### **Local Procedure**

Notification of a major emergency, requests for assistance and all relevant information should be directed to the **Emergency Co-ordinator** or in their absence the **Deputy Emergency Co-ordinator**. The under mentioned four persons hold copies of the Emergency Plan. Hard copies of the Emergency Plan can also be found in the Parish Office at The Pavillion, Rookwood Road. All those individuals listed on the cover page of this document will have also been given hard copies of the Emergency Plan.

**Emergency Co-ordinator**

**Richard Pike**

**Deputy Emergency Co-ordinator**

**Mark Ralf**

**West Wittering Parish Clerk**

**Sue Hawker**

**West Wittering Deputy Clerk**

**Pasha Delahunty**

\*For details of the other Parish Councillors see Section 8.

## Section 2 - Emergency Co-ordinator or Deputy Co-ordinator

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### Function

The function of the Emergency Co-ordinator or the Deputy Co-ordinator is to action requests from the Emergency Services or District Council. They will become the link between the District Council and the West Wittering response. In self-help circumstances they will assess the situation and co-ordinate the local voluntary response. Initial action should include verifying the source of information relating to the emergency and calling out volunteer assistance or resources that are immediately required.

### Logbook

The Co-ordinator should ensure that all decisions and actions are timed and recorded in a logbook. The maintenance of a logbook is essential to detail the response and to provide updates when required. It will also provide evidence for any subsequent debrief or inquiry. Entries should be clear, accurate, concise and written in black ink. The results of actions taken by other individuals should be reported to the Co-ordinator to provide a full picture and enable the record to be maintained in the logbook.

The Co-ordinator should not attempt to make all the phone calls or records themselves but should enlist suitable volunteers so they can devote time to assessment and strategic planning.

### Early Action

Early action should be to establish a command post from which to operate and to nominate a suitable rendezvous point where volunteers can report for logging, skills identification, briefing and deployment.

### Communication

Communication is an important aspect of the response. Consideration should be given to providing regular updates on the Parish Council's website and the nomination of a telephone number for use as an information helpline. A two-way radio net is not available in the Parish. Landline telephones could be affected by severe weather and mobile networks can fail if overloaded. If it becomes necessary to resort to word-of-mouth communication, West Wittering has a number of groups and clubs that could be used to cascade information among their members. (See Local Groups in Section 7)

### Inter-Agency

If the Emergency Services or District Council have requested specific assistance, it is important that the Co-ordinator ensures they are kept informed of actions and results so as accurate a picture as possible is maintained.

In a widespread emergency, the District Council may be so committed to being 'reactive' that it may not have time or staff to be 'proactive' in contacting Parishes to ascertain the up-to-date situation. It is therefore important to keep the District Council apprised of the current situation. Even where the District Council is stretched it may still be able to allocate resources for self-help activity in the Parish.

### Stand Down

When the incident is declared over, the Emergency Co-ordinator should ensure that all local volunteers are made aware and assist in returning the Parish to normality. They should arrange for any local volunteers to be debriefed, and appropriate comments noted as part of a final report. They should also, where appropriate represent the Parish Council at any District Council debrief.

### Finance

The question of spending Parish Council funds in an emergency needs to be addressed at an early stage in the crisis.

## Section 3 - Volunteers

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### Volunteers

There are two main categories of volunteers. Established organisations such as St John Ambulance, British Red Cross and the like have inter-agency arrangements agreed with the Emergency Services for times of major emergencies. The other source of volunteers is local people who offer help in time of crisis. If the Emergency Services and District Council are dealing with the emergency any local volunteers can be organised by the Parish Council but will work under the direction of the Council or Emergency Services. Normally it is the District Council that would co-ordinate roles for volunteers. The purpose of this plan is to provide guidance in circumstances where the Emergency Services and District Council are unable to respond immediately to a crisis in the Parish of West Wittering. Whatever is undertaken it is important to inform all those involved when the emergency is over.

### Self-help Response

Within the Parish there is undoubtedly a range of skills available, which could prove extremely useful in time of crisis. Some people have indicated their willingness to assist and their details are being recorded on the cover to this plan. However, it is likely that many more will volunteer if a serious emergency should arise. If at all possible, such a response should be co-ordinated in an orderly manner and one of the initial tasks for the Emergency Co-ordinator is to arrange for the setting up and staffing of a Rendezvous Point (RV Point) to which volunteers can be directed. The RV point should be at a suitable location away from the scene(s) of the incident. At the RV Point facilities should exist to log the details and special skills of those people volunteering before committing them to actual tasks.

In the absence of the Emergency Services or District Council there are aspects of the use of volunteers that must be considered. There are issues around health and safety, accountability, legal liability, protection of children and insurance indemnity. Ideally risk assessments relating to tasks should be undertaken, even if only basic, for the protection of volunteers (see Section 10 for guidance on risk assessments). However, in an emergency with no statutory services available local volunteers will undoubtedly get on and do what they can to help and comfort those affected by the emergency.

There are some basic arrangements that should be undertaken such as: -

- Logging details and expertise of volunteers
- Briefing volunteers
- Co-ordinating volunteers
- Welfare of volunteers
- Provision of protective equipment

Volunteers with suitable expertise can be used in a variety of ways including: -

- Searching for victims or lost persons
- Manning village hall/Pavillion if opened as temporary Reception Centres to shelter those involved
- If suitably trained to offer first aid
- Offering comfort to distressed persons
- Cascading information around the community
- Transport for stranded persons or urgent supplies (especially 4x4)
- Offering temporary accommodation
- Providing staff support to the Emergency Co-ordinator
- Undertaking the clearance of fallen trees and other road obstructions
- With suitable equipment and expertise either isolating or, where safe to do so, making safe dangerous structures.

### **Protection of Children & Vulnerable Residents**

It is important to consider, even in the initial chaos of a serious emergency, the protection of children and other vulnerable persons. Any volunteers involved with such persons should if at all possible be suitably screened such as youth workers, teachers, school governors and the like. If this is not immediately possible there should be at least two volunteers, one of each sex.

Vulnerable residents should be considered and identified early in an emergency situation. Heathfield Care Home and The Witterings Medical Centre will be key points of contact in identifying vulnerable residents.

### **Volunteers for other circumstances**

The role of the Emergency Co-ordinator and use of volunteers may be activated in other circumstances, for example to assist police in a search for a missing child or other vulnerable person. Generally, on such occasions the police will direct the activity but may require assistance with local knowledge or to assemble and control parties of volunteers. There will also be a need for the provision of briefing, welfare and refreshments for volunteers. The requirements of Health and Safety and child protection also apply.

There may also be less urgent circumstances when the co-ordination of volunteers and provision of facilities may be required. Such occasions may include the response to a public appeal for supplies following a major disaster in another part of the country or abroad. It is not possible to anticipate every eventuality but using aspects of this plan to harness local volunteer energy could prove useful should it be required.

## Section 4 - Council and Emergency Services Contact Details

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### Useful Contacts for Emergencies:

[The following contacts provide information and advice relating to an incident or an emergency in the Chichester District area (taken from [CDC website](#)).

If you experience a situation which is likely to cause serious injury to a person, serious risk of damage of damage to property always dial 999. Do not email or use social media.]

#### Chichester District Council

[www.chichester.gov.uk](http://www.chichester.gov.uk)(opens new window)

Advice on emergencies: [Emergencies - Chichester District Council](#)(opens new window)

Contact information: [Contact us - Chichester District Council](#)(opens new window)

Waste and Recycling: [Check your bin day - Chichester District Council](#)(opens new window)

Chichester District Council app: [App features and link to download](#)(opens new window)

Emergency out of hours: [01243 785339](tel:01243785339)

#### West Sussex County Council

[01243 777100](tel:01243777100)

[Contact us - West Sussex County Council](#)(opens new window)

Report flooding: [Report flooding - West Sussex County Council](#)(opens new window)

Flooding, drainage and gullies: [Flooding, drainage and gullies](#)(opens new window)

Advice on emergencies: [Resilience and Emergencies Team - West Sussex County Council](#)(opens new window)

In an emergency call [033 022 2240](tel:0330222240)

#### Met Office

UK Weather Warnings [UK Weather Warnings](#)(opens new window)

General Advice [Met Office Weather Ready](#)(opens new window)

#### Environment Agency

[Environment Agency - Main Page](#)(opens new window)

Check for flooding: [Check for flooding](#)(opens new window)

Floodline [0345 988 1188](tel:03459881188)

#### Sandbag suppliers

<http://www.chichester.gov.uk/sandbags>(opens new window)

#### National Grid - for power cuts

Call [105](tel:105)

Report a Power Cut: [Power Cut Information](#)(opens new window)

#### National Gas - for gas leaks

Call [0800 111 999](tel:0800111999)

Report a Gas Leak [Gas Safety and Emergencies](#)(opens new window)

#### Southern Water

[0330 303 0368](tel:03303030368)

Contact us page [Contact us](#)(opens new window)

Advice on what to do in an emergency: [Help and Advice](#)(opens new window)

#### Portsmouth Water

[023 9249 9888](tel:02392499888)

Households - Main Page [Households - Main Page \(opens new window\)](#)

### **South East Water**

Main Page [Updates - Main Page \(opens new window\)](#)

### **Citizens Advice**

[0808 278 7969](#)

Who is responsible for repairing drains and sewers? [Drains and sewers advice \(opens new window\)](#)

### **Hyde**

Reporting an emergency - [0800 3 282 282](#)

Emergency Repairs: [Hyde Emergency Repairs \(opens new window\)](#)

Information for tenants: [Hyde Tenants Information Page \(opens new window\)](#)

### **Clarion Housing**

Reporting an emergency: [0300 500 8000](#)

Reporting emergency repairs: [Clarion Emergency Repairs \(opens new window\)](#)

Clarion information for tenants: [Clarion Tenants Information Page \(opens new window\)](#)

## Section 5 - Advice for Emergency Situations

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### Links to Emergency Advice and Guidance:

Government: Get Prepared for Emergencies Advice via [Prepare - Prepare](#)



Sussex Police: Preparing for an emergency – Sussex Resilience Forum [Preparing for an emergency - Sussex Resilience Forum | Sussex Police](#)



Preparing for an Emergency (Sussex Policy Resilience handbook – October 2025) [Preparing for an emergency - Be Ready, Stay Safe, Act Now](#)

### General Advice:

*(Based on previous guidance from Chichester District Council)*

1. Prepare an emergency self-help kit. It can contain anything you feel will assist you in an emergency. Consider:
  - Torch + spare batteries
  - Radio - battery powered/wind-up
  - Candles and matches or oil lamps
  - Bottled water
  - List of emergency and other useful numbers (on mobile phone)
  - First Aid kit with necessary medication
  - Waterproof clothing, hat scarf and gloves
  - Wellington boots
  - Blankets
  - Key personal documents
2. Know how to turn off at mains – gas (including bottled gas), water, electricity.
3. Undertake temporary repairs to your property to stop things becoming worse.
4. Plan how to contact relatives especially children if an emergency develops.
5. Identify a reunion location if unable to return to home.

### Flooding:

- Undertake any necessary repairs to prevent damage becoming worse.
- Keep all receipts for insurance claims.
- Protect doorways, low-level air vents and windows with sandbags or black bin liners filled with soil.
- Move as many belongings and furniture as possible upstairs or on to higher-level surfaces.
- Turn off gas, water, electricity.
- Check of neighbours particularly elderly, infirm or disabled.
- For information and warnings call Floodline helpline – 0345 988 1188 (telephone) or 0345 602 6340 (textphone)
- [Flood alerts and warnings - GOV.UK](#)

### **Evacuations:**

- If there is a major incident, it is possible the police will order an evacuation of an area.
- If the police tell you to evacuate, gather any necessary medication and warm clothing.
- Where possible turn off gas, water, electricity and put out any fires.
- Leave the house, lock it and go to where you have been instructed.
- If you are sick, elderly or disabled ensure the police or council are made aware so special arrangements can be made.
- Where possible transport will be arranged to take evacuees to a rest centre.
- The rest centre will be run by Chichester District Council possibly with local assistance.
- If you go to stay with friends or relatives or book into a hotel or similar until allowed to return to your own home, then ensure the police or the council are made aware.
- The rest centre will provide temporary accommodation, food and drink where appropriate (may be a village hall).
- Council staff will try to provide as much information as possible and will make arrangements to return you to your house as soon as possible.
- The situation at the rest centre will be difficult and all persons there should exercise restraint, patience and good humour.

### **Snow:**

- If snow is extensive remain indoors, keep warm and listen to local radio. Only venture outside if absolutely necessary.
- Local radio will give information of road and school closures.
- If possible check on neighbours particularly those who are elderly, infirm or disabled.

### **Severe Storms:**

- Move inside any objects that could be blown down or secure them.
- Take pets inside.
- Close windows and remain inside, listen to local radio for information.
- Have ready torches, candles and matches in case of power failure. If power fails, ensure equipment is turned off to prevent unexpected activation when power resumes. Beware of fire risks particularly when using candles etc.
- If water or electricity fails, where possible, notify the appropriate services.

### **Warning System:**

- Information from the County and District Councils will be broadcast on local radio, television, websites, social media and other media outlets.

## Section 6 – Warm Hubs, Accommodation and Supplies

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### Warm Hub and Potential Temporary Accommodation Facilities:

- The Pavillion, Rookwood Road, PO20 8LT
- West Wittering Memorial Hall, Elms Lane, PO20 8LW
- Wittering Pub, Cakeham Road, PO20 8AD
- Church Room, Pound Road, PO20 8AJ
- West Wittering CofE Primary School, Pound Road, PO20 8AJ

### Food and Supplies:

- Sayas, Rookwood Road, PO20 8LT
- Birdham Stores, Main Road, PO20 7BY

**\*Any request to use facilities outside of West Wittering should be directed through the Clerks or Emergency Co-ordinator.**

### Neighbouring Parish Council Contact Details:

- East Wittering & Bracklesham Parish Council – 01243 673588
- Earnley Parish Council– 07947 421264
- Birdham Parish Council – 01243 575094
- Sidlesham Parish Council – 07386 731159
- Selsey Town Council – 01243 605803

## Section 7 - Services

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**There may be costs associated with any organisations that is commercially concerned and costs should be discussed if requesting their services.**

### **Medical Facilities**

The Wittering Medical Centre  
Cakeham Road, PO20 8BH  
01243 511079

### **Hospital**

St. Richards Hospital  
Chichester (A&E), PO19 6SE  
01243 788122

### **St John Ambulance**

Local Division Chichester  
0344 770 4800

### **Religious Services**

St Peter and St Paul Church  
Pound Road, PO20 8AJ  
01243 306183

### **Vulnerable Residents**

Heathfield Care Home  
Main Road, West Wittering, PO20 8QA  
01243 511040

### **Vulnerable Residents in Own Homes**

The Witterings Medical Centre  
Cakeham Road, PO20 8BH  
01243 671833

## Section 8 - Councillors

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### West Wittering Parish Council:

Cllr Nicolette Pike (Chair)  
Cllr Bill Buckland  
Cllr Aidan Hickman  
Cllr Keith Martin  
Cllr Bridget Wright

Cllr Ivan Western (Deputy Chair)  
Cllr Lesley Handford  
Cllr Bob Hutton  
Cllr Hemal Patel

### Chichester District Councillors:

Iain Ballantyne  
07956 977503

Mark Chilton  
07836 589342

Elizabeth Hamilton  
01243 512325

### West Sussex County Councillor:

Pieter Montyn  
07921 061082

### Member of Parliament:

Jess Brown-Fuller  
07979 301755

## Section 9 – Health & Safety Guidance

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As it is not possible to predetermine every situation that may give rise to a local emergency it is thus not possible to lay down specific detailed safety instructions for every eventuality. However, the under mentioned general principles should be followed in conducting a specific Risk assessment before any task.

### 1. Personal

Is everyone who will be involved in conducting the task:

- Physically fit enough to cope with the task and any likely eventuality?
- Suitably trained and experiences to undertake the task?
- Adequately equipped with suitable and relevant Personal Protective Equipment (PPE)?
- Suitably trained in the use of any tools and equipment (including the PPE)?
- Briefed on the task and on any limitations on continuing further activity (e.g. need to stop activity and / or withdraw from the scene)?

### 2. Equipment

Is / does the equipment to be used:

- Adequate for the task envisaged?
- Maintained in a safe, serviceable and secure condition (including all ancillaries such as leads, cables, flex, pipelines, connections)?
- Useable without specific training / prior experience?

### 3. Environment

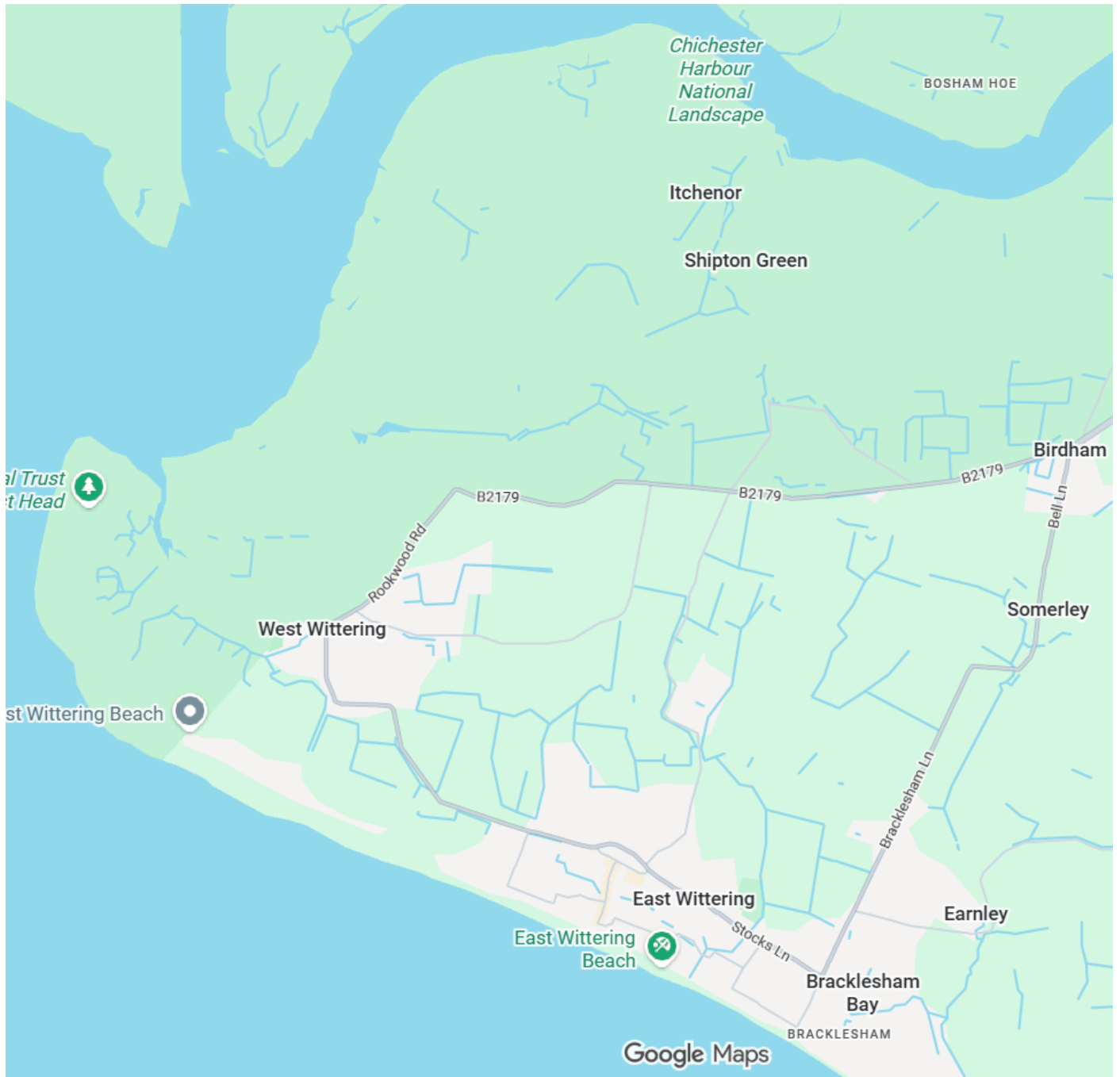
Is / does the environment around the area:

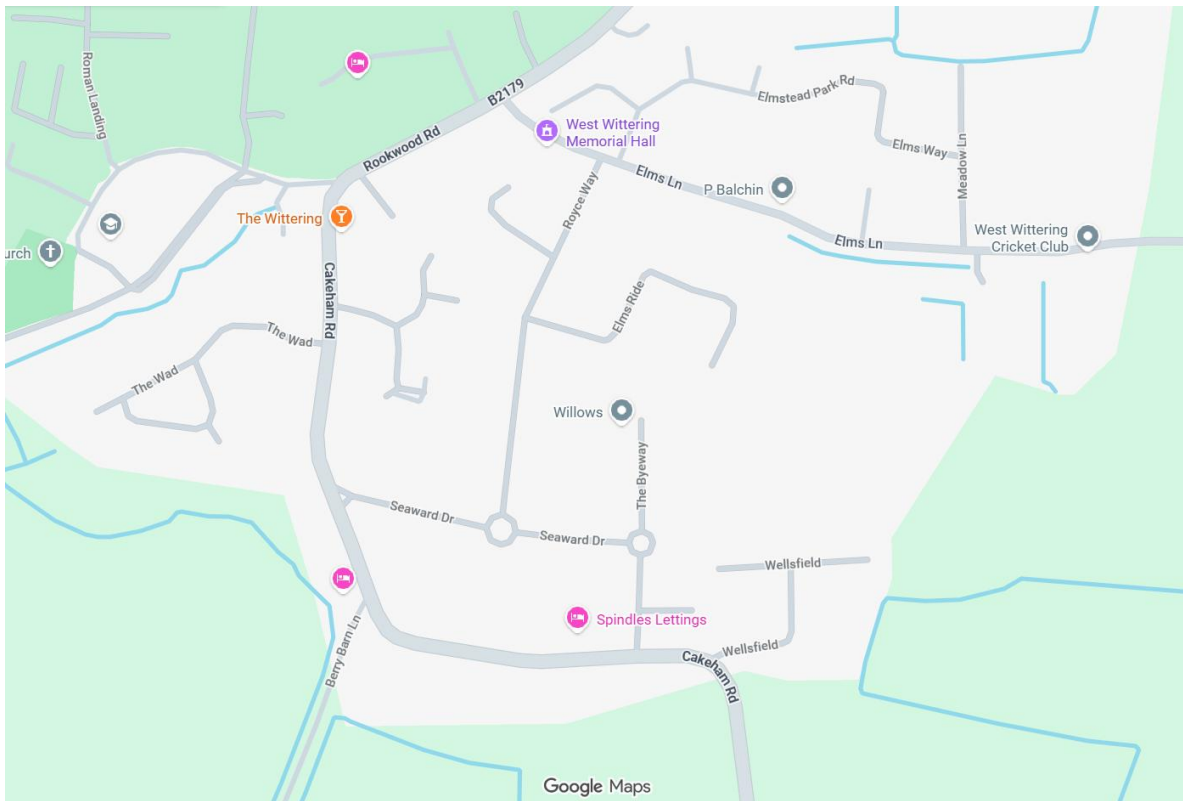
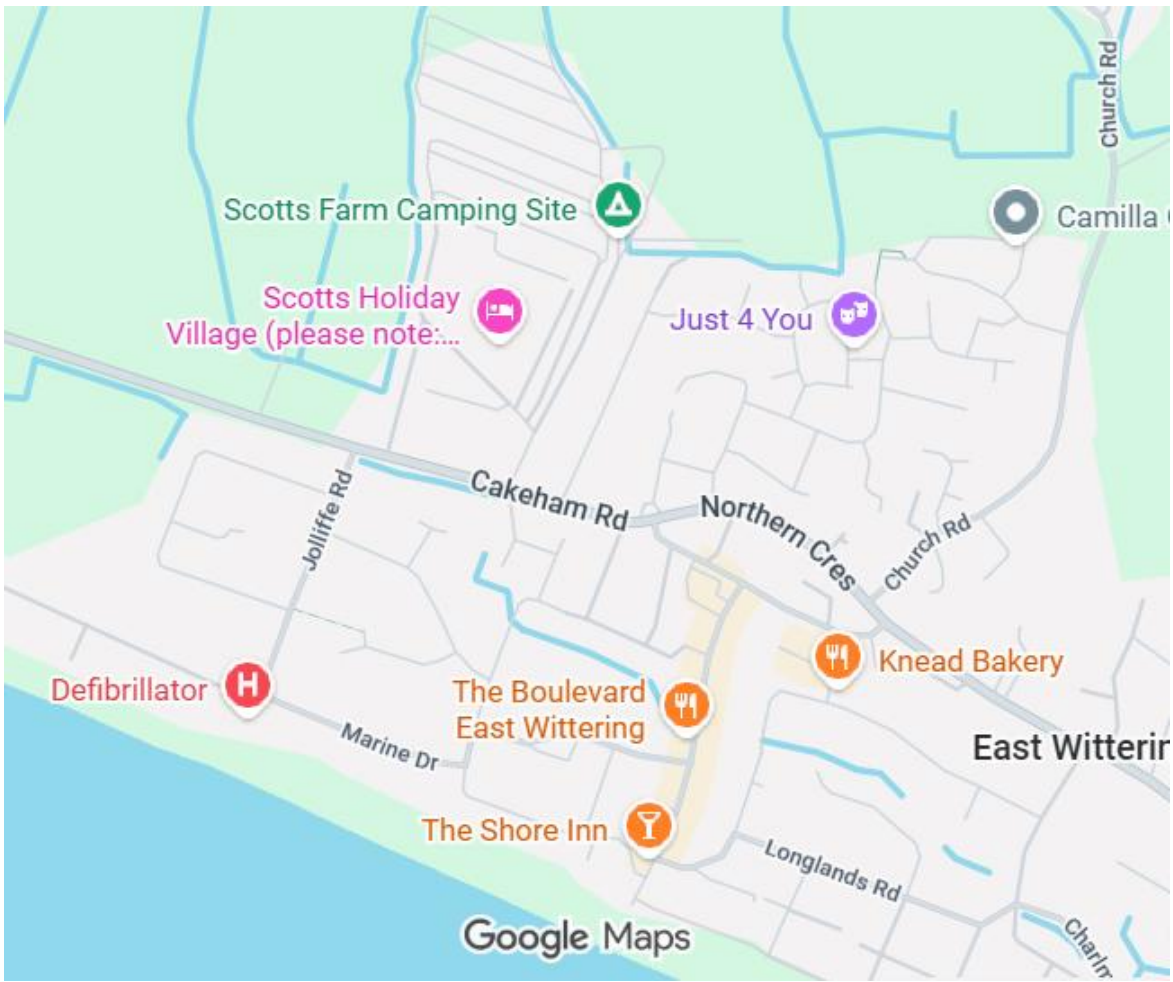
- Safe from falling debris?
- Provide a sound footing at ground level?
- Enable the task to be completed standing / seated / kneeling at or below ground level?
- Free from noxious gases and vapours?
- Free from flooding risks?
- Safe from electrical hazards?
- Free from flammability hazards?

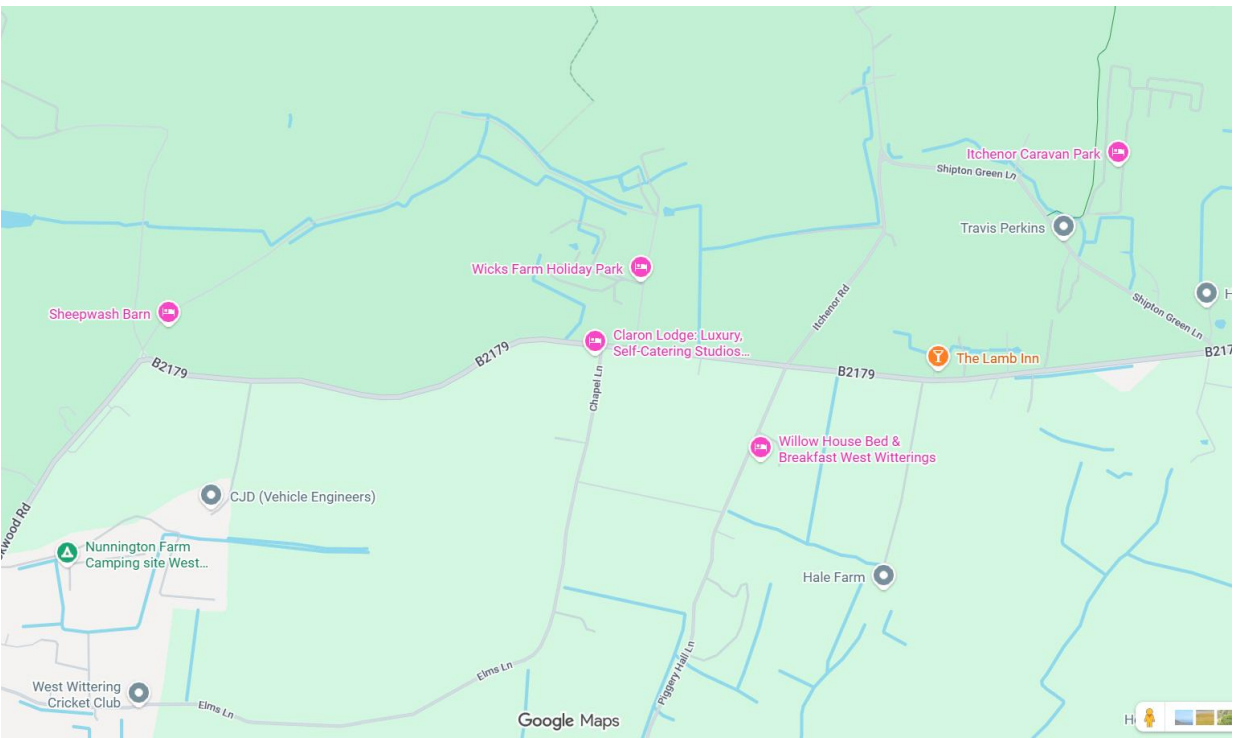
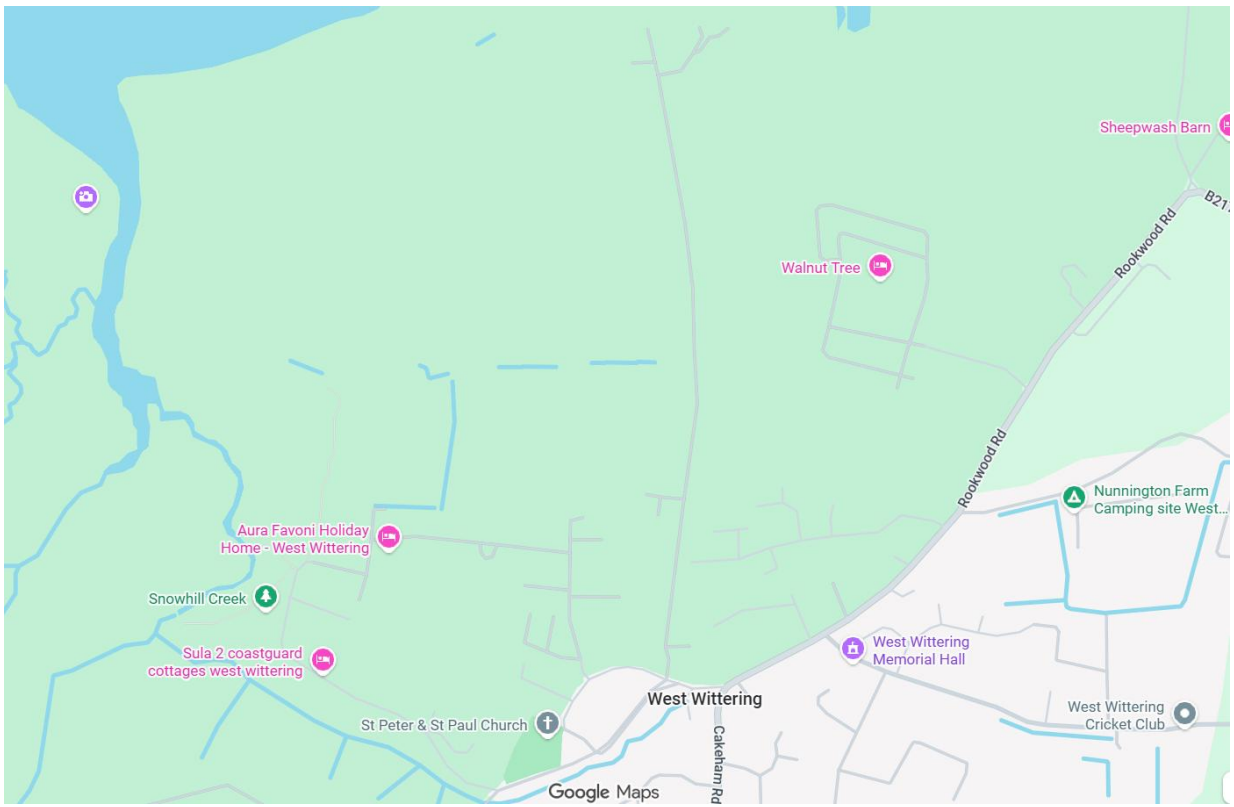
If the response to any question is NO or NOT KNOWN the task must not proceed until the issue has been resolved (otherwise known as a control measure has been put in place).

### Risk Assessment Guidance from CDC:

[Community Risk Register for Sussex: 2026](#)







## Section 11 – Version History & Review Cycle

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Issue	Date	Notes
0	Pre-2013	The original version of this document was drafted to include the Parishes at West Wittering, East Wittering & Bracklesham and Earnley.
1	27 March 2026	Removal of references to neighbouring parishes to tailor the plan for West Wittering. The addition of a cover document with local contacts has been added. Contact details, guidance and advice have been updated throughout.
	<b>2 April 2026</b>	<b>APPROVED by WWPC on 2 April 2026</b>
1.1	9 April 2026	Addition of the Witterings Pub as a Warm Hub location. Postal codes added to contacts.
	Autumn 2026	Review contact details of those listed on cover page
	Autumn 2027	Full policy review due