

Ringmer Parish Council

Emergency Plan



Version Control

Version	v1.0
Author(s)	Ringmer Parish Council
Primary reviewers	Parish Clerk
Published Date	10-06-2025
Review date	May 2026

Amendments

Date	Version	Author	Changes

Plan Distribution

Organisation	Name	Contact	Number
Ringmer Parish Council	Parish Clerk	clerk@ringmerparishcouncil.gov.uk	01273 813242 07565 704342
All Council Members		See Appendix D	

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1. Information

Although there are no statutory responsibilities for Parish Councils to plan for, respond to, or recover from emergencies, it is good practice to identify risks and make simple plans on how to effectively respond to them.

2. Aim

In the event of an emergency, to support, liaise and respond to requests from East Sussex County Council (ESCC) and Lewes District Council (LDC) or other appropriate authorities.

3. Risk Assessment

See appendix A for local risks.

4. Activation

In the event of an emergency or major incident being activated by a relevant Authority e.g. ESCC, the Parish Council will respond to requests to assist. The initial contact will be with the Parish Clerk during their normal office hours; under this circumstance the Clerk will initiate the communications cascade shown in paragraph D.

The first point of contact by another Authority during out of office hours, will be the Chairman of the Parish Council.

5. Roles & Responsibilities

The Parish Council will support and assist the community's response to any emergency that may develop. This includes, but is not limited to, ensuring that vulnerable people are cared for, promoting self-help to householders, etc.

The Parish Council are also responsible for keeping this plan up to date.

6. Resources

Key resources available to support the local community in an emergency are listed in Appendix B. This list should be reviewed and updated after any personnel changes, plan reviews, major incidents, training and exercising.

7. Plan Review

The Parish Council will review the plan at the Parish Council Annual Statutory Meeting held in May.

Appendix A – Risk Assessment

Impact	Catastrophic	High	Very High	Very High	Very High	Very High
	Significant	Medium	High	Very High	Very High	Very High
	Moderate	Medium	Medium	High	High	High
	Limited	Low	Medium	Medium	Medium	Medium
	Minor	Low	Low	Low	Low	Low
		1 Low	2 Medium Low	3 Medium	4 Medium High	5 High
		LIKELIHOOD				

Risk/ Hazard	Impact	Likelihood	Risk Score	Mitigations
Flooding	4	4	16	None by Parish Council
Area Power failure	4	3	12	None by Parish Council
Mains Gas leak	4	3	12	None by Parish Council
Mains Water Leak	4	4	16	None by Parish Council
Fire in a Care home	3	3	9	None by Parish Council
RTA impact on persons or building	3	3	9	None by Parish Council
Severe hot weather	3	2	6	Co-ordinate with Evergreen Club organisers to check on known vulnerable residents. PC to support Cool Space initiatives.
Severe cold weather	3	2	6	Co-ordinate with Evergreen Club organisers to check on known vulnerable residents. PC to support Warm Space initiatives.
Extreme wind event	2	2	4	None by Parish Council
Loss of telecommunications	2	2	4	None by Parish Council
Business continuity	1	1	1	Parish Council, Cloud based backup of Parish records. Backup power supply for PC's and access control. Emergency lighting inc torches in the office.

Appendix B – Resource Table

Resource	Contact / Key Holder	Conditions of use	Additional Information
Emergency Accommodation Ringmer Village Hall,	Administrator 01273 813303 ringmervh.bren@gmail.com	Agreement of Trustees	Chairperson ringmervh.chair@gmail.com
Emergency Transport	Brighton Horizon Coaches Office – 01273 974689 Mobile – 07795 433540 (out of hours)		hello@brightonhorizoncoaches.co.uk Broyle Place farm, Laughton Road, Ringmer
Emergency Transport	Brighton & Hove Bus and Coach Company 01273 886222		Unit 42, Broyle Place Farm, Laughton Rd, Ringmer, Lewes BN8 5SD https://www.spiritofsussex.co.uk/
Emergency Food Supply	Morrisons 01273 814213		64 Springett Ave, Ringmer, Lewes BN8 5QX
Emergency Food Supply	Lew Howard, butchers 01273 812309		66 Springett Ave, Ringmer, Lewes BN8 5QX
Emergency Food Supply	Ringmer Super Store		60 Springett Ave, Ringmer, Lewes BN8 5QX
Emergency Food Supply	The Pet Store 01273 812732		86 Springett Ave, Ringmer, Lewes BN8 5QE
Emergency Equipment	Ernest Doe 01273 812707		Broyle House, B2192, Ringmer BN8 5NN
Ringmer Bakers	01273 813550		62 Springett Ave, Ringmer, Lewes BN8 5QX
Fish and Chip Shop	atlantikosringmer.com 07553 113479		84 Springett Ave, Ringmer, Lewes BN8 5QX
Busy Bee	01273 812903		Lewes Rd, Ringmer, Lewes BN8 5QF
COLAS depot	01273 815855		The Broyle, Ringmer, Lewes BN8 5NP
Emergency Sandbags	https://www.lewes-eastbourne.gov.uk/sandbags		
Oil Spill	County Clean info@countycleangroup.co.uk 01323 741818		

Appendix C – Key Contacts List

Service/ Name	Contact Number	Contact Email	Notes
Emergency Services - Dial 999			
Sussex Police	999: Emergency 101: Non-emergency 0800 789 321: Anti-terrorist hotline 0800 555 111: Crimestoppers	N/A	
East Sussex Fire & Rescue Service	999: Emergency 0800 177 7069: Community Safety Department	enquiries@esfrs.org	
SE Coast Ambulance Service	999: Emergency 111: Non-emergency 0300 123 0999: Main switchboard	enquiries@secamb.nhs.uk	
British Transport Police	999: Emergency 0800 405040: Non-emergency 0800 789321: Terrorist Hotline	N/A	
Maritime Coastguard Agency	0345 213 5976	sar.response@mcga.gov.uk	
Government Agencies			
Animal and Plant Health Agency	03000 200301: Defra Rural Services Helpline	N/A	
HSE	Contact the Health and Safety Executive (hse.gov.uk)	N/A	
Environment Agency	0800 807060: Incident hotline 0645 333111: General enquiries	enquiries@environment-agency.gov.uk	
Utility Companies			
National Grid	105: Power cuts 0800 111999: Gas emergency 0800 404090: Power lines	N/A	

UK Power Networks	105: Emergency 0800 3163105: 24/7 hotline	N/A	
Southern Water	0330 3030368: Emergency	N/A	
Southeast Water	0333 000 0365: 24/7 hotline	N/A	
Volunteer Organisations			
The British Red Cross	0844 412 2738: Ambulance support 0808 1963651: Support line	contactus@redcross.org.uk	
St John's Ambulance	0370 0104 950: General enquiries	N/A	
RAYNET	0303 040 1080: 24/7 emergency number	N/A	
RSPCA	0300 1234 999	N/A	
The Samaritans	116 123	jo@samaritans.org	
The Salvation Army	020 73674500: Main office	info@salvationarmy.org.uk	
Citizens Advice	0808 278 7892		

Appendix D - Communications	
Ringmer Parish Council Community Resilience Plan, Communication Cascade	
Initial notification to PC Members of an emergency will be via a 'WhatsApp Communities'. The Parish Clerk will be the administrator of the 'Community'.	
Parish Clerk 01273 813242 / 07565 704 342	
Chairman	Vice Chairman
All other Councillors	