Kent Resilience Forum
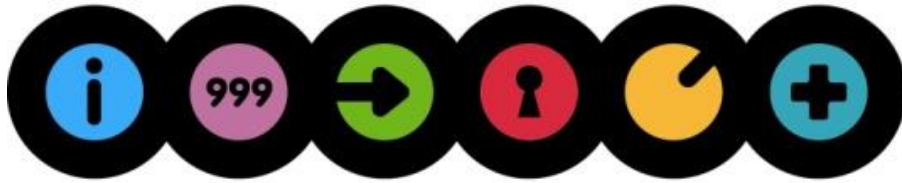
PREPARING FOR EMERGENCIES IN KENT AND MEDWAY

KRF Parish Partner Pack

Preparing for Emergencies in Kent

Date started: 06/02/2019

Version: V2.0

Updated: 02/09/2019

Classification: OFFICIAL

All enquiries relating to this document should be sent to: krf@kent.fire-uk.org

Issue and Review Register

Summary of Changes	Version and Date	Approved By	Distribution
	V1.0 26.02.19	KRF Brexit Co-ordinator KRT Manager	Parish Councils
Pack updated to reflect the change in date for Day 1 No Deal Brexit to 31 October 2019	V2.0 02.09.19	KRF Brexit Co-ordinator KRT Manager	Parish Councils

Contents

1. Introduction

1.1 Purpose

This pack has been developed by the Kent Resilience Forum to provide information and guidance to parishes and communities in Kent to assist with preparations for emergencies. This document can inform planning and preparedness for a number of scenarios, such as flooding or severe weather.

1.2 Aims and Objectives

The aim of the Partner Pack is to:

- Signpost parishes to key preparedness guidance and information.

The objectives of the Partner Pack are to:

- Signpost parishes to useful information, websites and leaflets.
- Inform business continuity planning for organisations and businesses.
- Enable households to increase their own resilience in the event of an emergency.

1.3 Kent Community Risk Register

The Kent Resilience Forum (KRF) is a partnership made up of a number of organisations and agencies who work together to ensure a co-ordinated respond to emergencies that could have a significant impact on communities in Kent.

Under the Civil Contingencies Act (2004) Kent Resilience Forum Partners are required to assess the risks in their area. KRF partners have achieved this by working together to develop the Kent Community Risk Register.

The risk register is informed by national guidance and developed locally with partners and subject matter experts. The register has two key purposes:

1. To ensure that partners have a common perception and understanding of risks. The register ensures that all partners fully understand the likelihood of risks occurring and the impacts that will happen if they do.

2. To assure the people of Kent that risks are being researched and multi-agency plans are put in place to deal with them. The register also advises the public what they can do to protect themselves.

The current Kent Community Risk Register can be viewed here: https://www.kentprepared.org.uk/website/X35462/files/What%20is%20the%20Kent%20Community%20Risk%20Register%20v1.pdf

2. Household Emergency Plan

A household emergency plan can help residents prepare for, respond to, and recover from any personal, local or national emergency.

Below is a leaflet developed by the Kent Resilience Forum advising on household emergency plans. This can be used to help Kent's residents prepare for a range of emergency situations.

More information about planning for emergencies can be found on the Kent Prepared website: http://www.kentprepared.org.uk/

HOUSEHOLD EMERGENCY PLAN

**Emergencies can affect the county with little or no notice.** Being prepared can help reduce the effects on your life and your loved ones; reduce the need for support from others and enable you to support the vulnerable in your community.

Disruption to essential services such as water, gas and electricity, regional and national travel and telecommunications are all ways an emergency can affect our everyday lives.

A crisis happens when we least expect it.

GO IN. STAY IN. TUNE IN.

Kent Resilience Forum

PREPARING FOR EMERGENCIES IN KENT AND MEDWAY
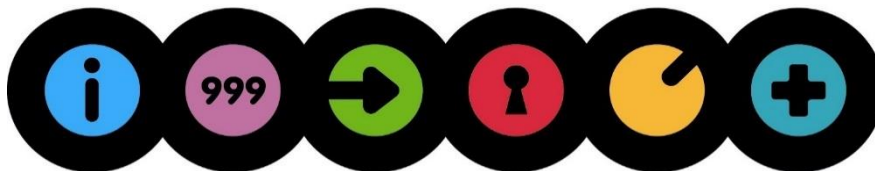
If you are not involved in an emergency but are close by or believe you may be in danger, in most cases the advice is:

GO IN. STAY IN. TUNE IN.

Station	Frequency	Website
BBC Kent	96.7, 97.6, 104.2 **FM**	www.bbc.co.uk/bbckent
Heart	97.0, 102.8, 103.1 **FM**	www.heart.co.uk/kent

Creating an emergency box/bag

Be prepared. Creating an emergency grab bag will help locate essential equipment quickly in an emergency. For more ideas on what to include in your grab bag visit "kentprepared.org.uk" and see the 'Be prepared' section. Some suggested items are:

	Tick		Tick
Torch and spare batteries		First Aid Kit	
Battery powered radio & spare batteries		List of useful contact numbers	
Candles/matches		Toiletries/ Medication	
Copy of this plan		Mobile phone & charger	

In case you are unable to leave the house it is suggested you should have:

In case you are stuck in your car due to severe weather or congestion it is suggested you should have:

	Tick		Tick
Bottled Water		Blankets	
Ready to eat food (tinned)		Torch spare batteries	
Bottle/tin opener		Water	
		Phone charger	

Location of where emergency box/bag is kept

List of current medication

Medication Name	Dose	When taken	Who takes it

Once completed it would be advised to laminate this form and then store in a safe place.

Complete the following sections and keep in a safe place where all in your household can easily access it

Household Contacts details

Name	
Mobile	
Work	

If you are evacuated is there somewhere we can go? Friends or family?

Name	
Mobile	
Work	

If you can't contact each other, where should you meet/or who should you leave a message with?

Name	
Mobile	
Work	

Who will be responsible for picking up the children from school? (if applicable.)

....

Emergency telephone numbers

Emergency services	999	**Local authority**	
NHS out-of-hours	111	**Doctor**	
Police non-urgent Local Police Station	101	**School**	
Power cut	105	**Other**	

....

Important documentation and information

Insurance Company	
Insurance phone number	
Home insurance	
Policy number	
Other (Please list)	

Have you turned off the following? Who is responsible?

	Tick	Where are these utilities located at your property?
Gas		
Electricity		
Water		

If you are in the position where you are able to offer help to your community start by checking that your neighbours are alright, make a record of their details here:

Name	Address	Telephone	Mobile

Useful websites

Kent County Council
www.kent.gov.uk

Kent Resilience Forum
www.kentprepared.org.uk

Check your flood risk
https://flood-warning-information.service.gov.uk

BBC Kent www.bbc.co.uk/kent

Environment Agency
www.environment-agency.gov.uk

Met Office
www.metoffice.gov.uk
(**weather ready**)

National Flood Forum
www.floodforum.org.uk

Other useful information

3. Business Continuity Checklist

Business continuity encompasses planning and preparation to ensure that an organisation, no matter what size, can continue to operate in case of serious incidents or disasters, and is able to recover to an operational state within a reasonably short period.

Business continuity plans can be used to respond to a variety of events, such as a fire, flooding, or loss of utilities.

Below is a leaflet, developed by the Kent Resilience Forum, that organisations and businesses can use to inform their business continuity planning.

BE READY
Business Continuity Checklist

> Anything that affects your ability to maintain production and services may have a serious impact on your business reputation and its finances. The way in which you plan for and respond to events such as fire, flooding, vandalism, loss of utilities, etc., will determine how quickly and to what level your business can recover and thrive. Planning in this way is known as Business Continuity Management. KRF are looking to support businesses by providing information on how to reduce the impact of a disruptive event. The following websites will guide you to business continuity advice:
>
> www.kentprepared.org.uk   www.thebic.org.uk
>
> www.bitc.org.uk   Your Local Authority website

BUSINESS LINKS	Yes	No	Recommendations/advice
• Do you have a Business Continuity Plan (BCP)? • Do you belong to any support networks? Please list them: • Does your insurance cover you in the event of flooding, fire, theft & fraud? • Have you heard of business interruption insurance?	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	• Forming a local business group allows smaller businesses to support one another in times of crisis. • Business interruption insurance or business income insurance covers the loss of income suffered after a disaster related disruption or closure of business facility or due to the rebuilding process after a disaster.
ECONOMY	Yes	No	Recommendations/advice
• Do you have accounts in place with alternative suppliers, in the event of transportation delays or supplier problems/failures? • Do you know who you would need to communicate with such as staff, customers, suppliers, etc., in crisis – how to contact them and what you would tell them? Public messaging considerations, social media.	☐ ☐	☐ ☐	• Having alternative suppliers helps to ensure you can maintain normal business without having to set up new suppliers without warning. • Ensure you understand any contractual obligations or statutory compliance you have that may be affected in order to avoid fines or loss of business.
RESOURCES & RESILIENCE	Yes	No	Recommendations/advice
• Are staff within your business multi-skilled? Could they backfill for other members of staff in the event of sickness? • Do you have flexible working policy, including the option of home working and more flexible hours? • Do you have alternative premises which you could use in an emergency? • Have you asked your suppliers if they have contingency plans? • Can you spread the risk by storing essential supplies and buffer stock at different locations?	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	• Up-skilling staff not only gives you resilience to cover absence but also makes staff feel valued. • Having the ability to work remotely (where possible) allows work to continue in the case of serve disruption or during periods of inclement weather. • Do your suppliers have contingency plans? If not do you have alternative suppliers? • Consider reciprocal arrangements with local businesses to split storage of raw materials and finished products, share facilities/tools in the short to medium term.

EQUIPMENT	Yes No	Recommendations/advice
If your equipment i.e. computers/vehicles/tools were lost or destroyed can they be easily replaced? **Is essential equipment stored at different locations to spread the risk?** **Have you established delivery timescales for replacing critical assets in the event of suffering a major loss of equipment?** **Do you have a salvage plan?** **Do your suppliers have Business Continuity plans to support you?**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	- Consider holding older equipment for emergency use, or salvage spares. - Salvage plans can give guidance to fire crews for particular assets that are most valuable or important to you and your business. Having clear information stating what the item is and where it is located can be very useful. Depending on the risk to firefighters this may be acted upon. If possible put highly valued assets/documents near to an entrance or exit.
ACCESS	Yes No	Recommendations/advice
Do you hold a list of contact details for all employees that can be accessed without entering your premises? **Can you contact essential staff even out of normal working hours?** **Do you hold a list of important contacts, such as insurance, landlord details, suppliers, customers?** **Do you have local key holders readily available?**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	- Have a list of important contacts and useful numbers which you can access off-site. Utilise Cloud based storage and removable hard drives. - Organise key holders who are local to your business to give easy access in case of an emergency.
DATA	Yes No	Recommendations/advice
Is your essential information available even if you cannot get to your places of work if the power is out? **Do staff have remote access to emails or electronic information?** **Have you recorded and archived serial numbers, product keys and software licenses of company software?** **Do you regularly check backup data to ensure it is complete?** **Do you scan important documents and archive paper records off-site?** **Do you have up-to-date, robust Internet Security and Antivirus software?**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	- Store hard copies of important information securely, either in a fireproof safe or an alternative premise. - Recording software license keys, etc., will ensure you are able to reinstall the program without having to pay for licenses again. - Regularly back up data should your files and documents get hacked or corrupted using cloud based storage. - Follow the Government's 10 Steps to Cyber Security: ncsc.gov.uk - Consider the use of fire Proof safe for storage of paper documents and removable hard drives.

YOUR BENEFITS
- **Identify potential opportunities and risks to your business**
- **Clear actions which can be rapidly implemented to restore services**
- **Significantly shorten the time it takes to restore service delivery**
- **Reduce financial loss. Reduce reputational loss. Speed return to a new norm, retain customers and community resilience.**

4. Potential Impacts of Brexit

The Brexit referendum vote for the United Kingdom leaving the European Union (EU) occurred on 23 June 2016 with negotiations commencing 19 June 2017.

A withdrawal agreement for the UK's exit from the EU, detailing the terms of the UK's exit and its future relationship with the EU, is still yet to be finalised and agreed.

Formal withdrawal from the EU was due to take place on 29 March 2019, and then 12 April 2019. On 11 April, the UK and EU agreed to a flexible extension of Article 50 until 31 October. If a withdrawal agreement is ratified by both parties before October, the extension will be terminated.

The UK is now scheduled to leave the EU on 31 October 2019. As there is no withdrawal agreement in place, KRF planning remains focussed on a Day 1 No Deal scenario.

The below links can help you prepare for Brexit and a potential 'no deal' scenario:

- The Kent Prepared website has a page on preparing for Brexit. This includes a public version of the Op Fennel plan:
  https://www.kentprepared.org.uk/page1.aspx?p=15&t=3
- Kent County Council has a Brexit webpage featuring advice for residents and businesses, and travel and transport advice: https://www.kent.gov.uk/about-the-council/britain-leaving-the-european-union
- The Government has launched a Prepare for Brexit campaign:
  https://www.gov.uk/brexit

In the event of a 'day 1 no deal' scenario, businesses and residents should visit the below social media sites for up to date information and travel advice:

- **Kent County Council** Twitter:
  https://twitter.com/Kent_cc?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

- **KCC Highways** on Twitter: https://twitter.com/KentHighways

- **Port of Dover travel news** on Twitter: https://twitter.com/PoD_travelnews

- **Eurotunnel** on Twitter: https://twitter.com/leshuttle

Note: The Kent Resilience Forum is not responsible for the content or accuracy of any third-party website or social media channel.