



# ADUR & WORTHING COUNCILS

SAFETY & RESILIENCE TEAM

## EMERGENCY ASSISTANCE CENTRES PLAN (PART 2) PUBLIC VERSION

EAC - EMERGENCY ASSISTANCE CENTRE

NB - SOME PAGE NOS MAY NOT BE ACCURATE DUE TO REMOVAL OF SENSITIVE INFORMATION

<b>STEP 1</b>	<b>RECEIVED A CALL TO OPEN AN EMERGENCY ASSISTANCE CENTRE? GO TO</b>	<b>APPENDIX 10 Page 50</b>
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STEP 3	TO DECIDE WHAT FACILITY TO OPEN GO TO	4.0 Page 9
STEP 4	TO ACTIVATE THE PLAN GO TO	4.2 Page 10
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	DESIGNATED EACs WORTHING AREA GO TO	APPENDIX 2 Page 17
	SECONDARY LOCATIONS ADUR GO TO	APPENDIX 5 Page 23
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## **1.0 Aim**

To accompany the arrangements of the Sussex Resilience Forum Emergency Assistance Centres Plan (Part 1) and set out the local arrangements for setting up and managing an emergency assistance centre.

### **1.1 Objectives**

- Define the various types of centres that could be activated.
- Identify the plan triggers and activation process
- Define the responsibilities of Adur & Worthing Councils in supporting, setting up and managing an emergency assistance centre.
- Explain the local arrangements for emergency assistance centre equipment.
- Define the locations that can be used in the event of an activation of this plan.

### **1.2 Emergency Assistance Centres Plan Part 1 and 2 Explanation**

- Part 1 sets out the generic procedures for the planning, activating and running of emergency assistance centres.
- Part 2 plans are created by individual agencies and contain their specific arrangements, which include details of pre-identified emergency assistance centres.

## **2.0 Rest Centres & Emergency Assistance Centres Terminology**

Rest Centres was formerly the generic term to determine a facility for evacuees. The new term “Emergency Assistance Centres” (EAC) accurately relates to a location which provides an emergency facility depending on need. The table below defines each type of emergency assistance centre and Adur & Worthing Council’s responsibility.

## 2.1 Types of Emergency Assistance Centres (EAC)

Below is a summary of the different types of locations that are included within the term “Emergency Assistance Centre.

**REFER TO THE SUSSEX RESILIENCE FORUM (SRF) EMERGENCY ASSISTANCE CENTRES PLAN PART 1 FOR DETAILED INFORMATION**

### 2.1.1 Survivor Reception Centre (SuRC)

SURVIVOR RECEPTION CENTRE (SuRC)	
TIME TO ACTIVATE - (IMMEDIATE)	
PURPOSE	ACTIVATION / RESPONSIBILITY
<p>Provide immediate and short-term shelter for survivors</p> <p><b>People who have been directly involved in, and survived, an emergency.</b></p> <ul style="list-style-type: none"> <li>● Provide survivors with a place of safety and shelter away from the scene;</li> <li>● Provide initial practical and emotional support for uninjured survivors or those with minor injuries <b>who have already</b> been treated by the ambulance service;</li> <li>● Record details of survivors and those of anybody they were travelling with who are unaccounted for.</li> </ul>	<p>Sussex Police will contact Adur &amp; Worthing Councils for a suitable location (if circumstances permit) or will notify of the location as soon as reasonably practicable.</p> <p>Adur &amp; Worthing Councils may provide a support function in the early stages and may be requested to take over the management of the facility as time progresses.</p>

### 2.1.2 Rest Centre (RC)

REST CENTRE (RC)	
TIME TO ACTIVATE - (VERY SOON AFTER THE INCIDENT)	
PURPOSE	ACTIVATION / RESPONSIBILITY
<p>Established to provide temporary shelter for evacuees - people who have been made temporarily homeless as a result of an emergency or who may have been evacuated for their own safety.</p> <p>Provide evacuees with shelter, warmth, food and toilet facilities;</p> <p>Provide basic medical support, information and welfare services, identifying those with special requirements, and providing temporary accommodation – overnight if necessary;</p> <p>Provide a registration system;</p> <p>Allow for the onward movement of evacuees to more suitable accommodation or a return home.</p>	<p>Sussex Police or West Sussex Fire &amp; Rescue Service are most likely to request the opening of this facility.</p> <p>Adur &amp; Worthing Councils are responsible for setting up and managing a rest centre.</p> <p>West Sussex County Council will provide support for Social Services, transport solutions and assist in coordinating the voluntary sector.</p>

### 2.1.3 Friends & Family Assistance Centre (FFRC)

FRIENDS & FAMILY ASSISTANCE CENTRE (FFRC)	
TIME TO ACTIVATE (MEDIUM TERM AFTER ESTABLISHMENT OF SuRC and RC)	
PURPOSE	ACTIVATION / RESPONSIBILITY
<p><b>Established to cater for the family and friends of people affected by an emergency.</b></p> <ul style="list-style-type: none"> <li>● Provide family and friends with privacy and comfort Provide family and friends with accurate and timely information</li> <li>● Provide initial practical and emotional support.</li> <li>● Obtain details from family and friends of those they believe have been involved and who are unaccounted for.</li> </ul>	<p>Sussex Police are responsible for establishing a FFRC, which will be done in consultation with the Adur &amp; Worthing Councils and West Sussex County Council.</p> <p>The overall management of a FFRC is the responsibility of Sussex Police. They are also responsible for obtaining details from family and friends. The FFRC Manager will establish a coordinating group to include each organisation present to ensure a coordinated approach. West Sussex County Council Adult Social Care will coordinate the welfare response. Adur &amp; Worthing Councils staff will assist with the documentation process if requested to do so by Sussex Police.</p>

## 2.1.4 Humanitarian Assistance Centre

Act as a single focus, or a central focal point, for survivors, relatives and all those impacted by the disaster, through which they can access support, care and advice. It may need to remain open for several weeks.	<p>Adur &amp; Worthing Councils are responsible for identifying and securing the use of suitable premises.</p> <p>A Humanitarian Assistance Centre Management Group will be established to manage the centre when it is activated. This group will report directly to the Strategic Co-ordinating Group or lead agency if the Strategic Coordinating Group has stood down.</p> <p>Adur &amp; Worthing Councils will be asked to support this function.</p>

## 2.2 Designated Emergency Assistance Centre Locations

There are four(4) designated Emergency Assistance Centres located within the Adur & Worthing Councils area.

South Downs Leisure Centre	Shaftesbury Avenue, Worthing BN12 4ET	Normal Capacity - 1000 Sleeping Capacity - 300
Assembly Rooms & Richmond Rooms	Stoke Abbot Road, Worthing BN11 1HA	Normal Capacity - 1000 Sleeping Capacity - 300

Lancing Leisure Centre	Manor Road, Lancing BN15 0PH	Normal Capacity - 750 Sleeping Capacity - 300
Southwick Leisure Centre	Old Barn Way, Southwick BN43 4NT	Normal Capacity - 600 Sleeping Capacity - 300

APPENDIX 1 WORTHING DESIGNATED EMERGENCY ASSISTANCE CENTRE INFORMATION  
 APPENDIX 2 ADUR DESIGNATED EMERGENCY ASSISTANCE CENTRE INFORMATION  
 (OFFICIALLY SENSITIVE)

### 2.3 Evacuation Control Points / Secondary Emergency Assistance Centres

In the event of a large evacuation there may be need to activate a number of local facilities so that displaced persons may be directed to as a temporary measure until transport arrangements can be made to transport persons to a designated rest centre. The Incident Manager will utilise the Emergency SMS System to alert keyholders to the need to open their facility and accept displaced persons. Appendix 2 provides details of each local evacuation control point which can be used for an evacuation control point or serve as a secondary emergency assistance centre. When considering this approach it is important to note that each facility will require an incident liaison officer to be present to report any issues and current situation.

EVACUATION CONTROL POINTS / SECONDARY EMERGENCY ASSISTANCE CENTRES (ECP)  
APPENDIX 3 - FACILITIES SUMMARY FOR ECP / SECONDARY EMERGENCY ASSISTANCE CENTRES  
APPENDIX 4 - SUMMARY OF ECP / SECONDARY EMERGENCY ASSISTANCE CENTRE NUMBER OF LOCATIONS AND CAPACITY IN EACH WARD  
APPENDIX 5 - DETAILED INFORMATION OF EACH ECP - ADUR  
APPENDIX 6 - DETAILED INFORMATION OF EACH ECP - WORTHING

OFFICIALLY SENSITIVE

### 2.4 Equipment Locations

Each designated Emergency Assistance Centre has one(1) pre prepared kit. Each kit contains material to register 250 people. The kits are stored by the resident management staff.

Additional boxes are stored at the following locations

- [REMOVED FROM PUBLIC VERSION]
- 

Parks Teams can access these boxes and transport them to any desired location.

The Emergency Planning Officer holds an express kit which contains registration forms, badge holders and clips for an immediate start if required.

Additional registration forms and materials are also stored at these two locations.

### 3.0 Plan Triggers (When to Activate the Plan)

The Emergency Assistance Centre Plan is activated when one or all of the following actions occur.

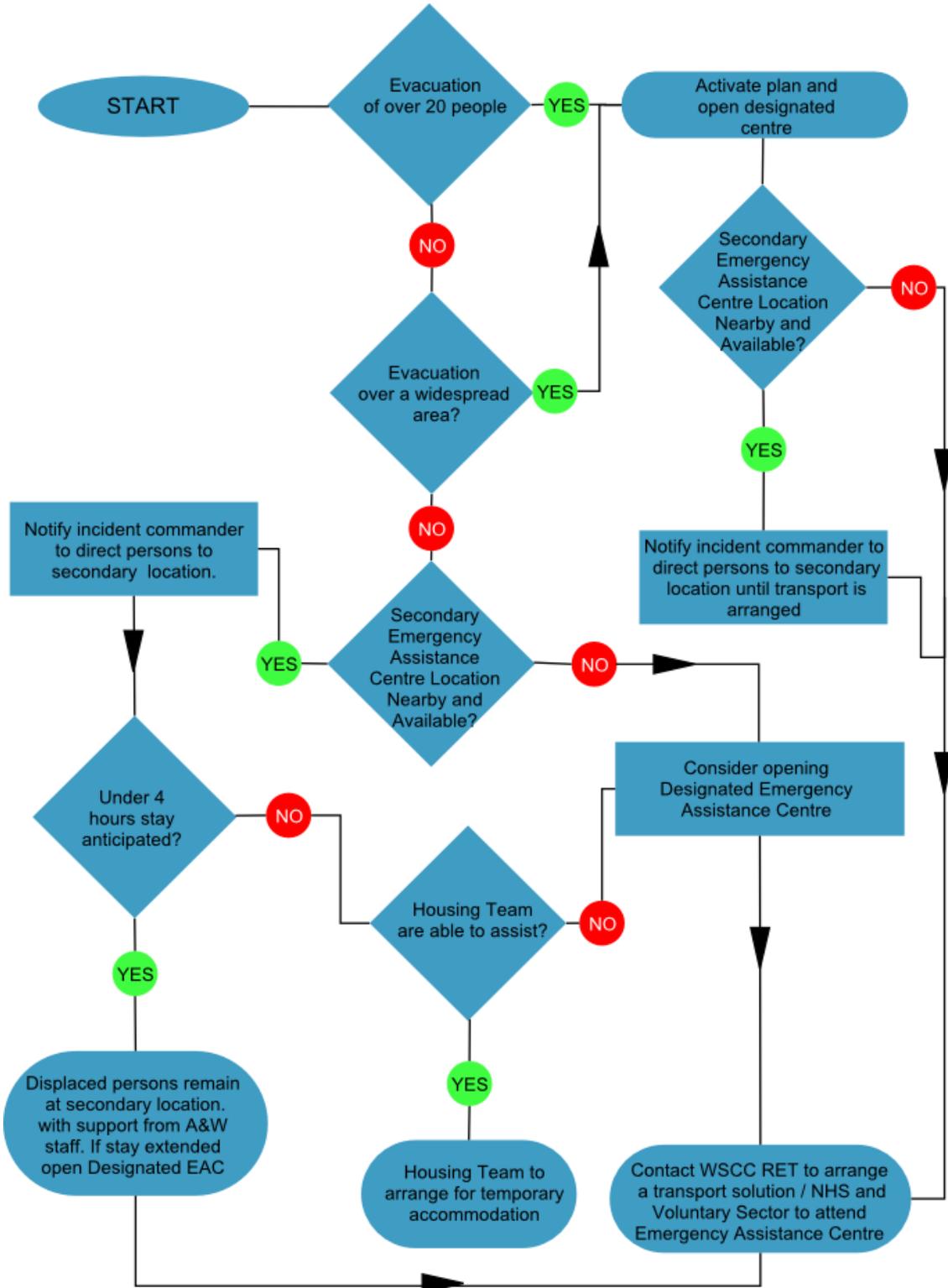
- A request from the emergency services, usually Sussex Police or West Sussex Fire and Rescue Service.
- A request from a West Sussex County Council or NHS Sussex in response to an incident such as an emergency care home closure or hospital evacuation
- A request for mutual aid by a neighbouring Local Authority
- A request from a neighbouring Local Resilience Forum.
- A request from an organisation of with a service level agreement exists (See Service Level Agreements)

## 4.0 Plan Invocation

The decision to open a rest centre will be implemented on a case by case basis. It may not be necessary to formally open a rest centre particularly if there are only a small number of displaced persons or the incident is only anticipated to last a couple of hours.

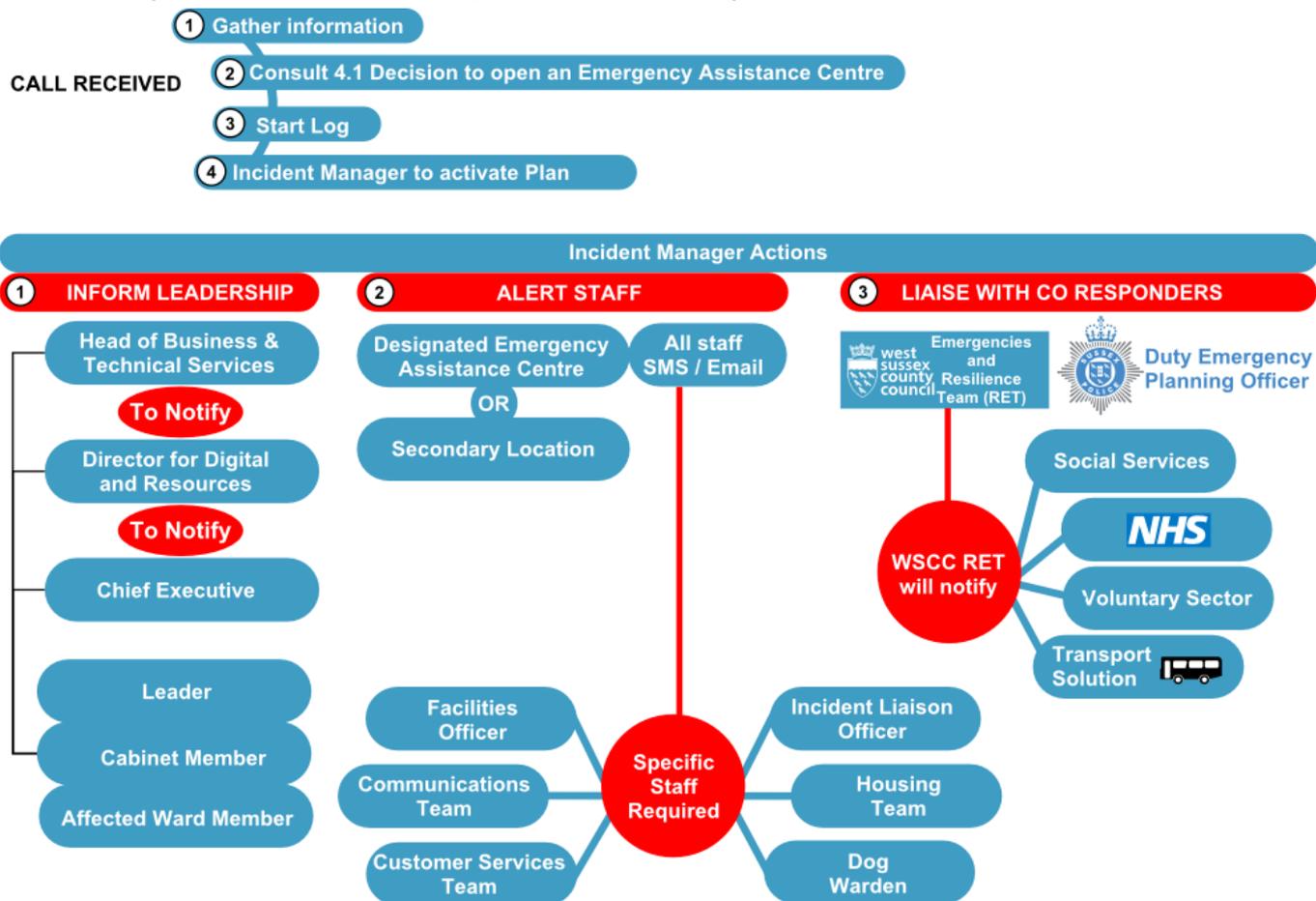
### 4.1 Decision to Open an Emergency Assistance Centre

The following flowchart illustrates the options available.



## 4.2 Activating the Plan

The following illustration indicates the process for activating this plan.



### 4.2.1 Activation Checklist

As indicated by the illustration a large number of actions are required to activate this plan.

USE APPENDIX 11 - ACTIVATION CHECKLIST

### 4.2.2 Gather Information

In the first instance the Incident Manager will liaise with the requesting organisation to ascertain the numbers displaced and likely duration of the incident.

USE APPENDIX 10 - INFORMATION GATHERING CHECKLIST

The incident Manager will either consult via telephone or send an Incident Liaison Officer to the scene to gather all of the available information.

### 4.2.3 Use of Local Facilities

There will be occasions when the emergency services have already made local arrangements utilising local facilities nearby. It will be for the Incident Manager in consultation with the emergency services and other responders to see whether it is practical to relocate evacuees to a rest centre or to continue using the local facility.

EVACUATION CONTROL POINTS / SECONDARY EMERGENCY ASSISTANCE CENTRES (ECP)  
APPENDIX 3 - FACILITIES SUMMARY FOR ECP / SECONDARY EMERGENCY ASSISTANCE CENTRES  
APPENDIX 4 - SUMMARY OF ECP / SECONDARY EMERGENCY ASSISTANCE CENTRE NUMBER OF LOCATIONS AND CAPACITY IN EACH WARD  
APPENDIX 5 - DETAILED INFORMATION OF EACH ECP - ADUR  
APPENDIX 6 - DETAILED INFORMATION OF EACH ECP - WORTHING

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### 4.2.4 Start an Incident Log

It is important that a log of actions are recorded as soon as possible after the initial report. To assist with logging a template is available on the Google Drive by going to [REMOVED FROM PUBLIC VERSION]

## 4.3 Activating Staff & Resources

A number of staff and resources are required and essential to activate this plan.

Senior Officers will be contacted in the first instance. They will liaise directly with council leaders and cabinet members

### 4.3.1 Activating Staff using SMS

Staff may be contacted using the Emergency SMS System if the incident occurs outside of office hours. Full details of how to use the system can be found in the Emergency Plan or by viewing the procedure located on Google Drive at

[REMOVED FROM PUBLIC VERSION]

Group	SMS Group to Select
For all key Adur and Worthing Staff	AllEmergencyCallout
To activate South Downs Leisure Staff	WorLeisure EAC Staff
To communicate with Housing Staff specifically	Housing Officers
To communicate with Incident Liaison Officers specifically	ILOs

### 4.3.2 Activating and Managing via Email

During an incident all correspondence should pass through [REMOVED FROM PUBLIC VERSION]  
Contact ICT to gain access to this inbox.

Instructions on how to use this email address are located in the inbox labelled INSTRUCTIONS or by going to  
[REMOVED FROM PUBLIC VERSION]

A draft message to activate an emergency assistance centre can be found in the Draft box.

## APPENDIX 12- MESSAGE SCRIPTS

**IT IS THE RESPONSIBILITY OF MANAGERS / HEADS OF SERVICE TO INFORM ALL STAFF UNDER THEIR RESPONSIBILITY**

### 4.3.3 Transporting Evacuees

West Sussex County Council Resilience and Emergencies Team should be contacted at the earliest opportunity to arrange a transport solution if required. Contact details can be found in the Contact Information Directory or by contacting the Emergency Planning Officer.

### 4.3.4 Emergency Control Centre

If an Emergency Assistance Centre is set up a central coordination hub should be set up in the Council Offices to coordinate the response

## 5.0 Emergency Assistance Centre Management

This section provides a summary to setting up and managing an Emergency Assistance Centre.

### 5.1 Adur & Worthing Enhanced Approach to Setting Up an Emergency Assistance Centres.

The activation of an emergency assistance centre (also known as a rest centre) is rarely implanted. Regular training is delivered to ensure local authority staff are familiar with the processes involved however, the small number of trained staff often volunteers may need to be supplemented by additional untrained staff. This is often the case if the request for an emergency assistance centre is outside of normal working hours. The first responders to the centre have to locate the rest centre box and using only one plan (sometimes more) have to reappraise themselves of the individual roles required. The equipment required to set up a rest centre is located in the box in no particular order. The plan and equipment and plan organisation leads to delays and does not set out a structured approach.

#### 5.1.1 Benefits

This system improved the overall process in a number of ways;

- It negates the need to rely on trained staff although this would always be advantageous.
- It does not require the day to day manager to arrive and start the process. The appropriate manager can always take over upon their arrival.
- Staff do not have to wait to see the plan to implement their roles.
- The rest centre box does not become the epicentre for all activity.
- Equipment is readily available in the pack negating the need to struggle to find equipment in the box.
- The rest centre manager is removed from the operational side and is allowed to concentrate on the overall strategic view.

- Staff are allocated roles quickly and their attendance at the centre is recorded for use in rotas, welfare considerations and remuneration at a later date.
- Most importantly the setup time is greatly reduced and reduces confusion and absence of understanding of what is required.

### 5.1.2 Individual Set Up Approach

The introduction of the system detailed in this document enables a number of enhancements to the way a centre is set up at often a critical time and without any notice.

The system continues to use the principles of setting and managing a rest centre but it is delivered in such a way that allows individual staff to take responsibility for each role without relying on the rest centre manager for detailed instructions from one plan. This frees up the manager and deputy to concentrate on the overall management of the centre.

### 5.1.3 How It Works

The roles employed in an emergency assistance centre are defined with the plan. These have been divided up into individual kits which are given to arriving staff using a priority based approach.

The kits go much further than an overview of responsibility. Each kit has a simple set of instructions to set up a particular station and also detailed instructions for delivery of that particular role. Plain English has been adopted to enable untrained staff to receive a pack, open it and follow the instructions.

Each kit also has basic equipment to allow the role to be completed. This includes hi visibility vests, the required documentation and stationary. Where it is not possible to fit all of the equipment into one pack, staff are supplied with a prompt sheet to source and locate the required equipment to complete the task.

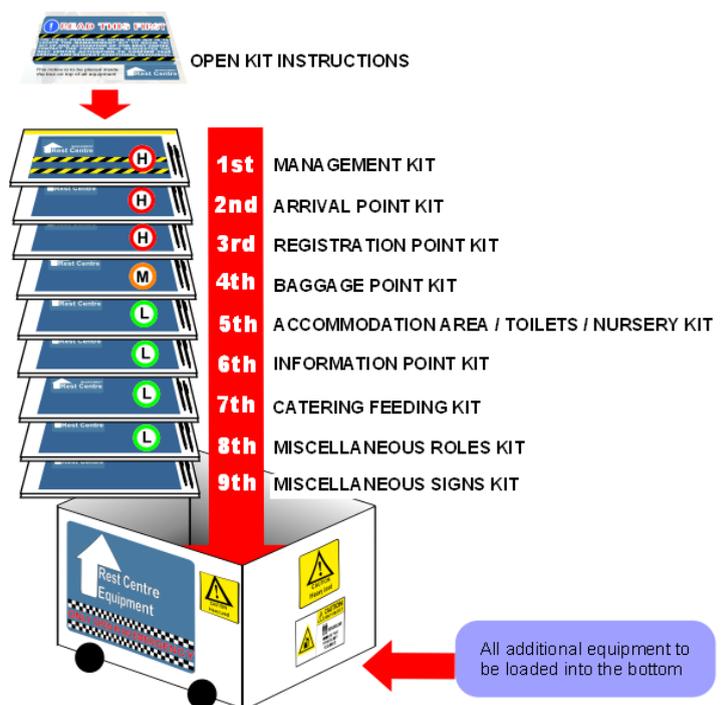
### 5.1.4 The First Person Arriving at an Emergency Assistance Centre

This system does not rely on the resident day to day manager to arrive and start the process. The first person who arrives and located the box will be prompted as soon as they open it to locate the management pack and read through the step by step instructions. As per these instructions, when staff arrive they will be directed to a staffing record and asked to read the simple guidelines. This negates the need to repeat instructions.

### 5.1.5 Pack Order & Priority

The packs are laid out in accordance with a priority sheet and each pack is labelled with high, medium and low to indicate which task should be completed first. The instructions also indicate how many people as a minimum are required for each role. The box is packed in accordance with these priorities with the high priority tasks being at the top and low priority at the bottom.

As staff arrive they will receive a pack and independently work through the setup procedure. Once complete they will inform their supervisor or manager responsible. It is beneficial to remove the packs from the box and lay them out in order of priority.



### 5.1.6 Staff Arrival

A new addition to this process enables staff to be signed in and receive simple guidance. When a staff member arrives they complete the Staffing Record which indicates who is at the centre at any one time. There is a section for “allocated role” in which managers should ask the staff to return to the form and insert the formation once they know what role they have been given. This record serves to enable the manager to create a rota and monitor working hours.

### 5.1.7 Staff Guidelines

To remove repetition of explaining to staff housekeeping rules, the staff guideline must be located next to the Staffing Record. This form sets out basic rules and on the reverse illustrates the staffing hierarchy.

### 5.1.8 Arrivals & Registration

Although the arrivals and registration remains the same as per any plan the instructions have been separated and further guidance has been given. This includes illustrations and checklists to ensure all of the correct information is recorded accurately. The registration process does not begin until the following conditions are met.

The police have set a casualty bureau AND The arrivals process has been completed.

If the casualty bureau has not been set up only the arrivals process will be completed until as such time the emergency planning officer directs that registration would be appropriate in the circumstances. One such reason to complete the registration process is where there is a requirement to allocate temporary housing arrangements or there are a large number of people using the facility.

## 5.2 Kit Building and Equipment

Full instructions on how to build an Emergency Assistance Centre Box can be found at Appendix 7  
Printed materials required for building an Emergency Assistance Centre Kit can be found by going to [REMOVED FROM PUBLIC VERSION]

APPENDIX 7 KIT BUILDING INSTRUCTIONS

## 6.0 Service Level Agreement South Downs Leisure

Following the transition of Worthing Leisure becoming a trust in 2015 a service level agreement exists to ensure that Worthing Leisure Centre remains accessible for the purposes of the plan.

APPENDIX 8 SOUTH DOWNS LEISURE SERVICE LEVEL AGREEMENT

## 6.1 Service Level Agreement Sussex Community NHS Foundation Trust

A service level agreement was draft by Sussex NHS Community NHS Trust in 2015 however a final confirmation has not been received. The draft remains on file and at the time of writing the trust has been emailed to confirm the arrangements are correct. No reply has been received.sets out the arrangements of an evacuation of patients from Salvington Lodge Hospital to Worthing Leisure Centre.

A copy of the Draft Service Level Agreement is located at [REMOVED FROM PUBLIC VERSION]

## 7.0 Supporting Documents

APPENDIX 9 SUPPORTED DOCUMENTS AND LINKS

## 8.0 Training and Exercising

Training and exercising operates on a three year cycle.

## Appendix 1- Designated Emergency Assistance Centres - Worthing

[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]

### SUMMARY OF DESIGNATED EMERGENCY ASSISTANCE CENTRES

FACILITY	ADDRESS	NORMAL CAPACITY	SLEEPING CAPACITY
Worthing Leisure Centre	Shaftesbury Avenue, Worthing BN12 4ET	1000	300
Assembly Rooms	Stoke Abbot Road, Worthing BN11 1HA	1000	300

FACILITY		SOUTHDOVS LEISURE (WORTHING LEISURE CENTRE)							
ADDRESS		Shaftesbury Avenue, Worthing BN12 4ET							
MAIN TEL		GENERAL EMAIL		REMOVED FROM PUBLIC VERSION					
KEYHOLDER INFORMATION									
NAME			TELEPHONE No		EMAIL		ETA		
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]									
							?		
FACILITY INFORMATION									
NORMAL CAPACITY		1000		SLEEPING CAPACITY		300			
TOILETS		MALE	4	FEMALE	4	DISABLED	Y	BABY CHG	Y
SHOWERS		Y	PARKING	Y	PETS ALLOWED?	Y External Only	DISABLED ACCESS?	Y	
ON SITE GENERATOR?		N	CATERING FACILITIES?	Y	FLOODED BEFORE?	N			
ADMINISTRATION (FOR OFFICE USE ONLY)									
UPRN		100062231648		X / Y COORDINATES		512168.75 / 103145.67		FLOOD SECTOR	NIL
SMS GROUP		REMOVED FROM PUBLIC VERSION				LAST REVIEW			
EMAIL GROUP		REMOVED FROM PUBLIC VERSION							
NOTE		REMOVED FROM PUBLIC VERSION							

FACILITY		ASSEMBLY ROOMS						
ADDRESS	Stoke Abbot Road, Worthing BN11 1HA							
MAIN TEL		GENERAL EMAIL						
KEYHOLDER INFORMATION								
NAME		TELEPHONE No		EMAIL			ETA	
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
							?	
							?	
FACILITY INFORMATION								
NORMAL CAPACITY		1000	SLEEPING CAPACITY		300			
TOILETS	MALE	Y	FEMALE	Y	DISABLED	1	BABY CHG N	
SHOWERS	N	PARKING	Y	PETS ALLOWED?	Y External / Manager Discretion	DISABLED ACCESS?	Y	
ON SITE GENERATOR?	N	CATERING FACILITIES?	Y	FLOODED BEFORE?	N			
ADMINISTRATION (FOR OFFICE USE ONLY)								
UPRN	10013354693	X / Y COORDINATES		514751.17 / 102937.61	FLOOD SECTOR	NIL		
SMS GROUP	REMOVED FROM PUBLIC VERSION							
EMAIL GROUP	REMOVED FROM PUBLIC VERSION							
NOTES	REMOVED FROM PUBLIC VERSION							

## Appendix 2 Designated Emergency Assistance Centres - Adur

### SUMMARY OF ADUR DESIGNATED EMERGENCY ASSISTANCE CENTRES

FACILITY	ADDRESS	NORMAL CAPACITY	SLEEPING CAPACITY
Lancing Leisure Centre	Manor Road, Lancing BN15 0PH	750	300
Southwick Leisure Centre	Old Barn Way, Southwick BN43 4NT	600	300

FACILITY	LANCING LEISURE CENTRE							
ADDRESS	Manor Road, Lancing BN15 0PH							
MAIN TEL		GENERAL EMAIL	REMOVED FROM PUBLIC VERSION					
<b>KEYHOLDER INFORMATION</b>								
NAME	TELEPHONE No		EMAIL				ETA	
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
NORMAL CAPACITY	750	SLEEPING CAPACITY	300					
TOILETS	MALE	Y	FEMALE	Y	DISABLED	1	BABY CHG	N
SHOWERS	Y	PARKING	Y	PETS ALLOWED?	Y External / Manager Discretion	DISABLED ACCESS?	Y	
ON SITE GENERATOR?	N	CATERING FACILITIES?	Y	FLOODED BEFORE?	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
UPRN	60006249	X / Y COORDINATES	518722 / 105664			FLOOD SECTOR	NIL	
SMS GROUP	REMOVED FROM PUBLIC VERSION							
EMAIL GROUP	REMOVED FROM PUBLIC VERSION							
NOTES	<ul style="list-style-type: none"> <li>REMOVED FROM PUBLIC VERSION</li> </ul>							

FACILITY		SOUTHWICK LEISURE CENTRE						
ADDRESS	Old Barn Way, Southwick BN43 4NT							
MAIN TEL	01273 238119	GENERAL EMAIL	REMOVED FROM PUBLIC VERSION					
KEYHOLDER INFORMATION								
NAME	TELEPHONE No		EMAIL				ETA	
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
FACILITY INFORMATION								
NORMAL CAPACITY	600	SLEEPING CAPACITY	300					
TOILETS	MALE	Y	FEMALE	Y	DISABLED	1	BABY CHG	N
SHOWERS	Y	PARKING	Y	PETS ALLOWED?	Y External / Manager Discretion	DISABLED ACCESS?	Y	
ON SITE GENERATOR?	N	CATERING FACILITIES?	Y	FLOODED BEFORE?	N			
ADMINISTRATION (FOR OFFICE USE ONLY)								
UPRN	60025034	X / Y COORDINATES	524940 / 105450			FLOOD SECTOR	NIL	
SMS GROUP	REMOVED FROM PUBLIC VERSION							
EMAIL GROUP	REMOVED FROM PUBLIC VERSION							
NOTES	<ul style="list-style-type: none"> <li>REMOVED FROM PUBLIC VERSION</li> </ul>							

## Appendix 3 - Facilities Summary For Emergency Control Points / Secondary Emergency Assistance Centres

										Y?
Normal Capacity	Sleeping Capacity	Male Toilets	Female Toilets	Disabled Toilets	Baby Changing Facilities	Parking Facilities	Shower Facilities	Pets Allowed	Catering Facilities	Number of facilities not known

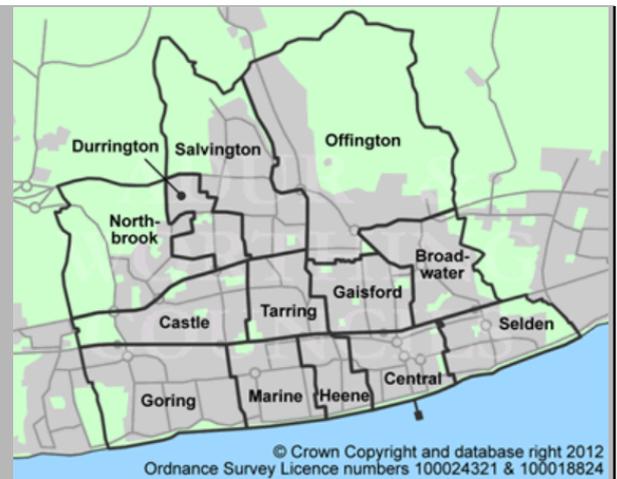
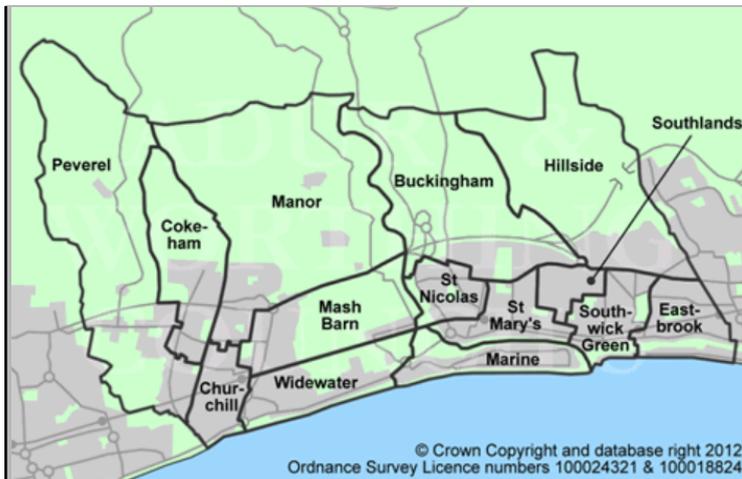
<b>Harbour Club</b> Harbour Way, Shoreham-by-Sea. BN43 5HG	 NORMAL 240	 100	 1	 1		 1	 40			
<b>Millward Court</b> Wilmot Road, Shoreham BN43 6BU	 NORMAL 30	 15	1 x unisex							
<b>The Ropetackle Centre</b> Little High Street, Shoreham-by-Sea BN43 5EG	 NORMAL 300	 100	 4	 4	 1	 1				
<b>The Shoreham Centre</b> 2 Pond Road, Shoreham-by-Sea BN43 5WU	 NORMAL 700	 350	 6	 5	 1	 1				
<b>Shoreham Free Church</b> Buckingham Road, Shoreham-by-Sea BN43 6WF	 NORMAL 20	 20	 1	 2	 1	 1	 10			Basic
<b>Adur Indoor Bowling Club</b> Old Barn Way, Southwick BN42 4NT	 NORMAL 250	 125	 1	 1	 1	 25				
<b>Fishersgate Centre</b> West Road, Fishersgate, Brighton BN41 1QH	 NORMAL 600	 250	 2	 2	 1	 1	 60			
<b>Southwick Community Centre</b> 24 Southwick Street, Southwick BN42 4TE	 NORMAL 150	 150	 5	 5	 3					
<b>Southwick Methodist Church</b> Manor Hall Road, Southwick. BN42 4NA	 NORMAL 150	 100	 	 	 	 	 	 		

			3	3	1					
<b>Quayside Youth Centre</b> Upper Kingston Lane, Southwick BN42 4RE	 NORMAL 380	 170	 Y?	 Y?	 Y?					
<b>St James Church Hall</b> Mill Rd, Lancing BN15 OPT	 NORMAL 100	 50	 Y?	 Y?	 Y?					
<b>Broadway Park Residents Social Club</b> The Broadway, Lancing, BN15 8NP	 NORMAL 42	 15	 1	 2						
<b>Lancing Parish Hall</b> 98 South Street, Lancing BN15 8AJ	 NORMAL 300	 100	 3	 3	 1	 1	 35			
<b>Sompting United Reformed Church</b> Cokeham Road, Sompting BN15 OAE	 NORMAL 70	 35	 1	 2	 1	 Y	 6			
<b>The Joyful Whippet Public House</b> Steepdown Rd, Sompting BN15 OLJ	 NORMAL 80	 40	 1	 1	 ?		 			
<b>Harriet Johnson Centre</b> 18 Loose Lane, Sompting BN15 OBG	 NORMAL 40	 20	 1	 3	 1	 Y	 			
<b>St Peters Church Hall</b> 14 Bowness Avenue, Sompting BN15 9TS	 NORMAL 100	 50	 1	 1	 1		 20			
<b>Broadwater Baptist Church Hall</b> Dominion Road, Worthing BN14 8JL	 NORMAL 350	 150	 Y?	 Y?	 Y		 35			
<b>St Richard's Parish Church and Hall</b> Collingwood Road, Worthing BN12 6HZ	 NORMAL 100	 60	 Y?	 Y?	 Y?		 Y?			

<b>Worthing Town Football Club / Sports Pavilion</b> 112 Palatine Rd, Worthing BN12 6JN	 NORMAL 100	 70	 Y?	 Y?	 Y?	 Y?	 Y?				
<b>Sidney Walter Centre</b> Sussex Road, Worthing BN11 1DS	 NORMAL 140	 100	 7	 4	 2	 Y	 Y?				
<b>St Andrew The Apostle Church Hall</b> Victoria Rd/Clifton Rd, Worthing BN11 1XE	 NORMAL 40	 20	   1 x unisex								
<b>New Life Church and Jubilee Hall</b> Greenland Road, Worthing BN13 2RR	 NORMAL 200	 55	 2	 4	 2						
<b>Worthing Football Club</b> Woodside Road, Worthing BN14 7HP	 NORMAL 100	 50	 Y?	 Y?	 Y?	 Y?					
<b>The Barn Church Hall, English Martyrs Church</b> Goring Way, Goring BN12 4UD	 NORMAL 80	 30	 1	 1	 Y		 20				
<b>Heene Community Centre</b> 122 Heene Road, Worthing BN11 4PL	 NORMAL 150	 75	 Y?	 Y?	 Y?		 30				
<b>St Johns Church Hall</b> Ripley Road, Worthing BN11 5NQ	 NORMAL 40	 20	 Y?	 Y?	 Y?		 5				
<b>Findon Valley Free Church Hall</b> 1/11 Lime Tree Avenue, Worthing BN14 ODJ	 NORMAL 300	 150	 Y?	 Y?	 Y?		 Y?				
<b>Offington Park Methodist Church Hall</b> South Farm Road, Worthing BN14 7TN	 NORMAL 200	 70	 1	 2	 3		 Y?				
<b>East Worthing Community Centre</b> Pages Lane, Worthing, West Sussex BN11 2NQ	 NORMAL 254	 80									

			2	3	1		6		
<b>East Worthing Baptist Church</b> Pendine Avenue, Worthing BN11 2NA	 NORMAL 50	 20	 Y?	 Y?	 Y?				
<b>St Michaels Catholic Church</b> 19 Hayling Rise, Worthing, BN13 3AL	 NORMAL 200	 60	 Y?	 Y?	 Y?	 Y?	 Y?		

## Appendix 4 - Summary of Emergency Control Points / Secondary Emergency Assistance Centres - Number of Locations and Capacity in Each Ward



### ADUR DISTRICT COUNCIL WARDS

### WORTHING BOROUGH COUNCIL WARDS

WARD	TOWN	No OF LOCATIONS	TOTAL AVAILABLE NORMAL CAPACITY IN WARD
BUCKINGHAM	SHOREHAM-BY-SEA	1	0
MARINE	SHOREHAM-BY-SEA	1	240
SOUTHLANDS	SHOREHAM-BY-SEA	1	30
ST MARY'S	SHOREHAM-BY-SEA	2	1000
ST NICOLAS	SHOREHAM-BY-SEA	0	20
EASTBROOK	SOUTHWICK & FISHERSGATE	4	1150
HILLSIDE	SOUTHWICK	1	380
SOUTHWICK GREEN	SOUTHWICK	0	0
CHURCHILL	LANCING	0	0
MANOR	LANCING	1	300
MASH BARN	LANCING	0	0
WIDEWATER	LANCING	2	342
COKEHAM	SOMPTING	2	150
PEVEREL	SOMPTING	2	140
BROADWATER	WORTHING	1	350
CASTLE	WORTHING	2	200
CENTRAL	WORTHING	2	180
DURRINGTON	WORTHING	1	200
GAISFORD	WORTHING	1	100
GORING	WORTHING	1	80
HEENE	WORTHING	1	150
MARINE	WORTHING	1	40
NORTHBROOK	WORTHING	0	0

OFFINGTON	WORTHING	2	500
SALVINGTON	WORTHING	1	200
SELDEN	WORTHING	2	300
TARRING	WORTHING	0	0

## Appendix 5 - Detailed Information For Each ECP / Secondary Emergency Assistance Centre - Adur

<b>WARD</b>	<b>MARINE</b>		<b>TOWN / LOCALITY</b>		<b>SHOREHAM BEACH</b>			
<b>FACILITY</b>	<b>THE HARBOUR CLUB</b>							
<b>ADDRESS</b>	Harbour Way, Shoreham-by-Sea, West Sussex. BN43 5HG							
<b>MAIN TEL</b>	01273 453442	<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION					
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>	<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>		
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>	240	<b>SLEEPING CAPACITY</b>	50					
<b>TOILETS</b>	<b>MALE</b>	Y	<b>FEMALE</b>	Y	<b>DISABLED</b>	Y	<b>BABY CHG</b>	Y
<b>SHOWERS</b>	No	<b>PARKING</b>	40	<b>PETS ALLOWED?</b>	Y	<b>DISABLED ACCESS?</b>		
<b>ON SITE GENERATOR?</b>	No	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	60013087	<b>X / Y COORDINATES</b>	522936 / 104825		<b>FLOOD SECTOR</b>	Removed		
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							

<b>WARD</b>	<b>SOUTHLANDS</b>			<b>TOWN / LOCALITY</b>	<b>SHOREHAM-BY-SEA</b>			
<b>FACILITY</b>	<b>MILLARD COURT</b>							
<b>ADDRESS</b>	Wilmot Road, Shoreham BN43 6BU							
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>						
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		30	<b>SLEEPING CAPACITY</b>		15			
<b>TOILETS</b>	1 x UNISEX						<b>BABY CHG</b>	N
<b>SHOWERS</b>	N	<b>PARKING</b>	N	<b>PETS ALLOWED?</b>	N	<b>DISABLED ACCESS?</b>	N	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	60018346	<b>X / Y COORDINATES</b>		523203 / 105785		<b>FLOOD SECTOR</b>	Removed	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>NOTES</b>	[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]							

<b>WARD</b>	<b>ST MARY'S WARD</b>			<b>TOWN / LOCALITY</b>	<b>SHOREHAM-BY-SEA</b>			
<b>FACILITY</b>	<b>ROPETACKLE CENTRE</b>							
<b>ADDRESS</b>	Little High Street, Shoreham-by-Sea, West Sussex BN43 5EG							
<b>MAIN TEL</b>	01273 464440	<b>GENERAL EMAIL</b>			REMOVED FROM PUBLIC VERSION			
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		300	<b>SLEEPING CAPACITY</b>		100			
<b>TOILETS</b>	<b>MALE</b>	4	<b>FEMALE</b>	4	<b>DISABLED</b>	1	<b>BABY CHG</b>	1
<b>SHOWERS</b>	1	<b>PARKING</b>	N	<b>PETS ALLOWED?</b>	N	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	60031259	<b>X / Y COORDINATES</b>		521287 / 105082		<b>FLOOD SECTOR</b>	Removed	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							

<b>WARD</b>	<b>ST MARYS</b>			<b>TOWN / LOCALITY</b>	<b>SHOREHAM-BY-SEA</b>			
<b>FACILITY</b>	<b>SHOREHAM CENTRE</b>							
<b>ADDRESS</b>	2 Pond Road, Shoreham-by-Sea, West Sussex BN43 5WU							
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION					
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		700	<b>SLEEPING CAPACITY</b>		300-350			
<b>TOILETS</b>	<b>MALE</b>	6	<b>FEMALE</b>	5	<b>DISABLED</b>	1	<b>BABY CHG</b>	1
<b>SHOWERS</b>	N	<b>PARKING</b>	70	<b>PETS ALLOWED?</b>	Y - at discretion	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	60015411	<b>X / Y COORDINATES</b>			521533 / 105239	<b>FLOOD SECTOR</b>	Removed	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							

<b>WARD</b>	<b>ST NICHOLAS</b>			<b>TOWN / LOCALITY</b>	<b>SHOREHAM-BY-SEA</b>			
<b>FACILITY</b>	<b>SHOREHAM FREE CHURCH</b>							
<b>ADDRESS</b>	Buckingham Road, Shoreham-by-Sea BN43 6WF							
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION					
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		20	<b>SLEEPING CAPACITY</b>		20			
<b>TOILETS</b>	<b>MALE</b>	1	<b>FEMALE</b>	2	<b>DISABLED</b>	1	<b>BABY CHG</b>	Y
<b>SHOWERS</b>	N	<b>PARKING</b>	Y	<b>PETS ALLOWED?</b>	Y	<b>DISABLED ACCESS?</b>	N	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y (BASIC)	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	60010028	<b>X / Y COORDINATES</b>			521809 / 105384	<b>FLOOD SECTOR</b>	Nil	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							

<b>WARD</b>	<b>EASTBROOK</b>	<b>TOWN / LOCALITY</b>	<b>SOUTHWICK</b>
<b>FACILITY</b>	<b>ADUR INDOOR BOWLING CLUB</b>		
<b>ADDRESS</b>	Old Barn Way, Southwick BN42 4NT		
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION
<b>KEYHOLDER INFORMATION</b>			
<b>NAME</b>	<b>TELEPHONE No</b>	<b>EMAIL</b>	<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]			
<b>FACILITY INFORMATION</b>			
<b>NORMAL CAPACITY</b>	250	<b>SLEEPING CAPACITY</b>	125
<b>TOILETS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>DISABLED</b>
	1	1	Y
<b>SHOWERS</b>	N	<b>PARKING</b>	Y
		<b>PETS ALLOWED?</b>	Y
		<b>DISABLED ACCESS?</b>	Y
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y
		<b>FLOODED BEFORE?</b>	N
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>			
<b>UPRN</b>	60025033	<b>X / Y COORDINATES</b>	524937 / 105359
<b>FLOOD SECTOR</b>	N/A		
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION		

<b>WARD</b>	<b>EASTBROOK</b>	<b>TOWN / LOCALITY</b>	<b>FISHERSGATE</b>
<b>FACILITY</b>	<b>FISHERSGATE CENTRE</b>		
<b>ADDRESS</b>	West Road, Fishersgate, Brighton, West Sussex. BN41 1QH		
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION
<b>KEYHOLDER INFORMATION</b>			
<b>NAME</b>	<b>TELEPHONE No</b>	<b>EMAIL</b>	<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]			
<b>FACILITY INFORMATION</b>			
<b>NORMAL CAPACITY</b>	600	<b>SLEEPING CAPACITY</b>	250
<b>TOILETS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>DISABLED</b>
	2	2	1
<b>SHOWERS</b>	N	<b>PARKING</b>	60
		<b>PETS ALLOWED?</b>	Y
		<b>DISABLED ACCESS?</b>	Y
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y
		<b>FLOODED BEFORE?</b>	N
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>			
<b>UPRN</b>	60030866	<b>X / Y COORDINATES</b>	525176 / 105134
<b>FLOOD SECTOR</b>	G		
<b>SMS GROUP</b>	ECP Fishersgate Ctr	<b>LAST REVIEW</b>	08/2020
<b>EMAIL GROUP</b>	ECP – Adur – Eastbrook – Fishersgate Centre		

<b>WARD</b>	<b>EASTBROOK</b>	<b>TOWN / LOCALITY</b>	<b>SOUTHWICK</b>
<b>FACILITY</b>	<b>SOUTHWICK COMMUNITY CENTRE</b>		
<b>ADDRESS</b>	24 Southwick Street, Southwick BN42 4TE		
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION
<b>KEYHOLDER INFORMATION</b>			
<b>NAME</b>	<b>TELEPHONE No</b>	<b>EMAIL</b>	<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]			
<b>FACILITY INFORMATION</b>			
<b>NORMAL CAPACITY</b>	150	<b>SLEEPING CAPACITY</b>	150
<b>TOILETS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>DISABLED</b>
	5	5	3
<b>SHOWERS</b>	Y	<b>PARKING</b>	<b>BABY CHG</b>
		Y (LIMITED)	Y
<b>ON SITE GENERATOR?</b>	N	<b>PETS ALLOWED?</b>	<b>DISABLED ACCESS?</b>
		N	Y
<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	
		N	
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>			
<b>UPRN</b>	60026353	<b>X / Y COORDINATES</b>	524438 / 105446
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION	<b>FLOOD SECTOR</b>	
<b>EMAIL GROUP</b>	ECP – Adur – Eastbrook – Southwick Community Centre	<b>LAST REVIEW</b>	17/11/2020

<b>WARD</b>	<b>EASTBROOK</b>	<b>TOWN / LOCALITY</b>	<b>SOUTHWICK</b>
<b>FACILITY</b>	<b>SOUTHWICK METHODIST CHURCH</b>		
<b>ADDRESS</b>	Manor Hall Road, Southwick. BN42 4NA		
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	
<b>KEYHOLDER INFORMATION</b>			
<b>NAME</b>	<b>TELEPHONE No</b>	<b>EMAIL</b>	<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]			
<b>FACILITY INFORMATION</b>			
<b>NORMAL CAPACITY</b>	150	<b>SLEEPING CAPACITY</b>	100
<b>TOILETS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>DISABLED</b>
	3	3	1
<b>SHOWERS</b>	N	<b>PARKING</b>	<b>BABY CHG</b>
		N	Y
<b>ON SITE GENERATOR?</b>	N	<b>PETS ALLOWED?</b>	<b>DISABLED ACCESS?</b>
		Y	Y
<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	
		N	
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>			
<b>UPRN</b>	60026358	<b>X / Y COORDINATES</b>	524437 / 105646
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION	<b>FLOOD SECTOR</b>	N/A
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION		

<b>WARD</b>	<b>HILLSIDE</b>	<b>TOWN / LOCALITY</b>	<b>SOUTHWICK</b>
<b>FACILITY</b>	<b>QUAYSIDE YOUTH CENTRE</b>		
<b>ADDRESS</b>	Upper Kingston Lane, Southwick BN42 4RE		
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	
<b>KEYHOLDER INFORMATION</b>			
<b>NAME</b>	<b>TELEPHONE No</b>	<b>EMAIL</b>	<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]			
<b>FACILITY INFORMATION</b>			
<b>NORMAL CAPACITY</b>	380	<b>SLEEPING CAPACITY</b>	170
<b>TOILETS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>DISABLED</b>
	Y	Y	Y
<b>SHOWERS</b>	Y	<b>PARKING</b>	<b>PETS ALLOWED?</b>
		Y	N
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	<b>FLOODED BEFORE?</b>
		Y	N
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>			
<b>UPRN</b>	60027277	<b>X / Y COORDINATES</b>	523851 / 106346
<b>FLOOD SECTOR</b>	N/A		
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION		

<b>WARD</b>	<b>MANOR</b>	<b>TOWN / LOCALITY</b>	<b>LANCING</b>
<b>FACILITY</b>	<b>ST JAMES CHURCH HALL</b>		
<b>ADDRESS</b>	Mill Rd, Lancing BN15 OPT		
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION
<b>KEYHOLDER INFORMATION</b>			
<b>NAME</b>	<b>TELEPHONE No</b>	<b>EMAIL</b>	<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]			
<b>FACILITY INFORMATION</b>			
<b>NORMAL CAPACITY</b>	100	<b>SLEEPING CAPACITY</b>	50
<b>TOILETS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>DISABLED</b>
	Y	Y	Y
<b>SHOWERS</b>	N	<b>PARKING</b>	<b>PETS ALLOWED?</b>
		N	N
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	<b>FLOODED BEFORE?</b>
		Y	N
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>			
<b>UPRN</b>	60005428	<b>X / Y COORDINATES</b>	518338 / 105690
<b>FLOOD SECTOR</b>	N/A		
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION		

<b>WARD</b>	<b>WIDEWATER</b>	<b>TOWN / LOCALITY</b>	<b>LANCING</b>
<b>FACILITY</b>	<b>BROADWAY PARK RESIDENTS SOCIAL CLUB</b>		
<b>ADDRESS</b>	The Broadway, Lancing, BN15 8NP		
<b>MAIN TEL</b>	Not supplied	<b>GENERAL EMAIL</b>	
<b>KEYHOLDER INFORMATION</b>			
<b>NAME</b>	<b>TELEPHONE No</b>	<b>EMAIL</b>	<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]			
<b>FACILITY INFORMATION</b>			
<b>NORMAL CAPACITY</b>	42	<b>SLEEPING CAPACITY</b>	15
<b>TOILETS</b>	<b>MALE</b> 1	<b>FEMALE</b> 2	<b>DISABLED</b> N
<b>SHOWERS</b>	N	<b>PARKING</b>	N
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	N
		<b>PETS ALLOWED?</b>	N
		<b>FLOODED BEFORE?</b>	N
		<b>DISABLED ACCESS?</b>	Y
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>			
<b>UPRN</b>	60031372	<b>X / Y COORDINATES</b>	519871 / 104508
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>NOTES</b>	[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]		

<b>WARD</b>	<b>WIDEWATER</b>	<b>TOWN / LOCALITY</b>	<b>LANCING</b>
<b>FACILITY</b>	<b>LANCING PARISH HALL</b>		
<b>ADDRESS</b>	98 South Street, Lancing. BN15 8AJ		
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION
<b>KEYHOLDER INFORMATION</b>			
<b>NAME</b>	<b>TELEPHONE No</b>	<b>EMAIL</b>	<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]			
<b>FACILITY INFORMATION</b>			
<b>NORMAL CAPACITY</b>	300	<b>SLEEPING CAPACITY</b>	100
<b>TOILETS</b>	<b>MALE</b> 3	<b>FEMALE</b> 3	<b>DISABLED</b> 1
<b>SHOWERS</b>	N	<b>PARKING</b>	35
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y
		<b>PETS ALLOWED?</b>	Y
		<b>FLOODED BEFORE?</b>	N
		<b>DISABLED ACCESS?</b>	Y
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>			
<b>UPRN</b>	60007881	<b>X / Y COORDINATES</b>	518169/104039
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>NOTES</b>	[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]		



<b>WARD</b>	<b>PEVEREL</b>	<b>TOWN / LOCALITY</b>	<b>SOMPTING</b>
<b>FACILITY</b>	<b>HARRIET JOHNSON CENTRE</b>		
<b>ADDRESS</b>	18 Loose Lane, Sompting. BN15 0BG		
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION
<b>KEYHOLDER INFORMATION</b>			
<b>NAME</b>	<b>TELEPHONE No</b>	<b>EMAIL</b>	<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]			
<b>FACILITY INFORMATION</b>			
<b>NORMAL CAPACITY</b>	40	<b>SLEEPING CAPACITY</b>	20
<b>TOILETS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>DISABLED</b>
	1	3	1
<b>SHOWERS</b>	N	<b>PARKING</b>	Y
		<b>PETS ALLOWED?</b>	N
		<b>DISABLED ACCESS?</b>	Y
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y
		<b>FLOODED BEFORE?</b>	N
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>			
<b>UPRN</b>	60020694	<b>X / Y COORDINATES</b>	516563 / 105100
<b>FLOOD SECTOR</b>	N/A		
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>NOTES</b>			

<b>WARD</b>	<b>PEVEREL</b>	<b>TOWN / LOCALITY</b>	<b>SOMPTING</b>
<b>FACILITY</b>	<b>ST PETERS CHURCH HALL</b>		
<b>ADDRESS</b>	14 Bowness Avenue, Sompting BN15 9TS		
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION
<b>KEYHOLDER INFORMATION</b>			
<b>NAME</b>	<b>TELEPHONE No</b>	<b>EMAIL</b>	<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]			
<b>FACILITY INFORMATION</b>			
<b>NORMAL CAPACITY</b>	100	<b>SLEEPING CAPACITY</b>	50
<b>TOILETS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>DISABLED</b>
	1	1	1
<b>SHOWERS</b>	N	<b>PARKING</b>	20
		<b>PETS ALLOWED?</b>	N
		<b>DISABLED ACCESS?</b>	Y
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y
		<b>FLOODED BEFORE?</b>	N
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>			
<b>UPRN</b>	60019166	<b>X / Y COORDINATES</b>	517079 / 104354
<b>FLOOD SECTOR</b>	N/A		
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>NOTES</b>			

## Appendix 6 - Detailed Information For Each ECP / Secondary Emergency Assistance Centre - Worthing

WARD	BROADWATER			TOWN / LOCALITY	WORTHING			
<b>FACILITY</b>	<b>BROADWATER BAPTIST CHURCH HALL</b>							
<b>ADDRESS</b>	Dominion Road, Worthing BN14 8JL							
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION					
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		350	<b>SLEEPING CAPACITY</b>		150			
<b>TOILETS</b>	<b>MALE</b>	Y	<b>FEMALE</b>	Y	<b>DISABLED</b>	Y	<b>BABY CHG</b>	Y
<b>SHOWERS</b>	N	<b>PARKING</b>	35	<b>PETS ALLOWED?</b>	Y	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	10002291497	<b>X / Y COORDINATES</b>			515238 / 104338	<b>FLOOD SECTOR</b>	N/A	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>NOTES</b>								

WARD	CASTLE			TOWN / LOCALITY	GORING-BY-SEA			
<b>FACILITY</b>	<b>ST RICHARD'S PARISH CHURCH AND HALL</b>							
<b>ADDRESS</b>	Collingwood Road, Worthing BN12 6HZ							
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION					
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		Church - 60 Hall-40	<b>SLEEPING CAPACITY</b>		Church- 40 Hall -20			
<b>TOILETS</b>	<b>MALE</b>	Y	<b>FEMALE</b>	Y	<b>DISABLED</b>	Y	<b>BABY CHG</b>	Y
<b>SHOWERS</b>	N	<b>PARKING</b>	Y	<b>PETS ALLOWED?</b>	Y	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	10002291495	<b>X / Y COORDINATES</b>			511505 / 103601	<b>FLOOD SECTOR</b>	N/A	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>NOTES</b>								

<b>WARD</b>	<b>CASTLE</b>	<b>TOWN / LOCALITY</b>			<b>GORING-BY-SEA</b>			
<b>FACILITY</b>	<b>WORTHING TOWN FC / SPORTS PAVILION</b>							
<b>ADDRESS</b>	112 Palatine Road, Worthing BN12 6JN							
<b>MAIN TEL</b>	01903 243449	<b>GENERAL EMAIL</b>		REMOVED FROM PUBLIC VERSION				
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		100	<b>SLEEPING CAPACITY</b>		70			
<b>TOILETS</b>	<b>MALE</b>	Y	<b>FEMALE</b>	Y	<b>DISABLED</b>	Y	<b>BABY CHG</b>	Y
<b>SHOWERS</b>	Y	<b>PARKING</b>	Y	<b>PETS ALLOWED?</b>	N	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	10090032308	<b>X / Y COORDINATES</b>			511291.7 / 103896	<b>FLOOD SECTOR</b>	N/A	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>NOTES</b>								

<b>WARD</b>	<b>CENTRAL</b>	<b>TOWN / LOCALITY</b>			<b>WORTHING</b>			
<b>FACILITY</b>	<b>SIDNEY WALTER CENTRE</b>							
<b>ADDRESS</b>	Sussex Road, Worthing BN11 1DS							
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>		REMOVED FROM PUBLIC VERSION				
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		140	<b>SLEEPING CAPACITY</b>		100			
<b>TOILETS</b>	<b>MALE</b>	7	<b>FEMALE</b>	4	<b>DISABLED</b>	2	<b>BABY CHG</b>	Y
<b>SHOWERS</b>	Y	<b>PARKING</b>	Y	<b>PETS ALLOWED?</b>	Y	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	10006222692	<b>X / Y COORDINATES</b>			514973 / 103137	<b>FLOOD SECTOR</b>	N/A	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION				<b>LAST REVIEW</b>			
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>NOTES</b>								

<b>WARD</b>	<b>CENTRAL</b>	<b>TOWN / LOCALITY</b>	<b>WORTHING</b>
<b>FACILITY</b>	<b>ST ANDREWS THE APOSTLE CHURCH HALL</b>		
<b>ADDRESS</b>	Victoria Rd/Clifton Rd, Worthing BN11 1XE		
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION
<b>KEYHOLDER INFORMATION</b>			
<b>NAME</b>	<b>TELEPHONE No</b>	<b>EMAIL</b>	<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]			
<b>FACILITY INFORMATION</b>			
<b>NORMAL CAPACITY</b>	40 (See Notes)	<b>SLEEPING CAPACITY</b>	20 (See Notes)
<b>TOILETS</b>	1 x Unisex		<b>DISABLED</b>
			1
			<b>BABY CHG</b>
			Y
<b>SHOWERS</b>	N	<b>PARKING</b>	Y
		<b>PETS ALLOWED?</b>	N
		<b>DISABLED ACCESS?</b>	N
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y
		<b>FLOODED BEFORE?</b>	N
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>			
<b>UPRN</b>	10002291521	<b>X / Y COORDINATES</b>	514408 / 103005
<b>FLOOD SECTOR</b>	N/A		
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>NOTES</b>	. [REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]		

<b>WARD</b>	<b>DURRINGTON</b>	<b>TOWN / LOCALITY</b>	<b>DURRINGTON</b>
<b>FACILITY</b>	<b>NEW LIFE CHURCH AND JUBILEE HALL</b>		
<b>ADDRESS</b>	Greenland Road, Worthing BN13 2RR		
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	
<b>KEYHOLDER INFORMATION</b>			
<b>NAME</b>	<b>TELEPHONE No</b>	<b>EMAIL</b>	<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]			
<b>FACILITY INFORMATION</b>			
<b>NORMAL CAPACITY</b>	Church 120 Hall 80	<b>SLEEPING CAPACITY</b>	Church 30 Hall 25
<b>TOILETS</b>	<b>MALE</b>	2	<b>FEMALE</b>
		4	<b>DISABLED</b>
			2
			<b>BABY CHG</b>
			Y
<b>SHOWERS</b>	N	<b>PARKING</b>	Y
		<b>PETS ALLOWED?</b>	N
		<b>DISABLED ACCESS?</b>	Y
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y
		<b>FLOODED BEFORE?</b>	N
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>			
<b>UPRN</b>	10002291507	<b>X / Y COORDINATES</b>	512197 / 105154
<b>FLOOD SECTOR</b>	N/A		
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION		
<b>NOTES</b>			

<b>WARD</b>	<b>GAISFORD</b>	<b>TOWN / LOCALITY</b>	<b>WEST TARRING, WORTHING</b>					
<b>FACILITY</b>	<b>WORTHING FOOTBALL CLUB</b>							
<b>ADDRESS</b>	Woodside Road, Worthing BN14 7HP							
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION					
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		100	<b>SLEEPING CAPACITY</b>		50			
<b>TOILETS</b>	<b>MALE</b>	Y	<b>FEMALE</b>	Y	<b>DISABLED</b>	Y	<b>BABY CHG</b>	N
<b>SHOWERS</b>	Y	<b>PARKING</b>	Y	<b>PETS ALLOWED?</b>	Y	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	20000401820	<b>X / Y COORDINATES</b>			513944 / 103537	<b>FLOOD SECTOR</b>	N/A	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>NOTES</b>								

<b>WARD</b>	<b>GORING</b>	<b>TOWN / LOCALITY</b>	<b>GORING-BY-SEA</b>					
<b>FACILITY</b>	<b>THE BARN CHURCH HALL, ENGLISH MARTYRS CHURCH</b>							
<b>ADDRESS</b>	Goring Way, Goring BN12 4UD							
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>						
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		80	<b>SLEEPING CAPACITY</b>		30			
<b>TOILETS</b>	<b>MALE</b>	1	<b>FEMALE</b>	1	<b>DISABLED</b>	Y	<b>BABY CHG</b>	Y
<b>SHOWERS</b>	N	<b>PARKING</b>	20	<b>PETS ALLOWED?</b>	Y	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	10090031910	<b>X / Y COORDINATES</b>			510886.42 / 102984.97	<b>FLOOD SECTOR</b>	N/A	
<b>SMS GROUP</b>	ECP BarnChHallEngMar				<b>LAST REVIEW</b>	18/11/2016		
<b>EMAIL GROUP</b>	ECP – Worthing – Goring – The Barn Church Hall English Martyrs Church							
<b>NOTES</b>								

<b>WARD</b>	<b>HEENE</b>			<b>TOWN / LOCALITY</b>	<b>WORTHING</b>			
<b>FACILITY</b>	<b>HEENE COMMUNITY CENTRE</b>							
<b>ADDRESS</b>	122 Heene Road, Worthing BN11 4PL							
<b>MAIN TEL</b>	01903 209997	<b>GENERAL EMAIL</b>		REMOVED FROM PUBLIC VERSION				
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		150	<b>SLEEPING CAPACITY</b>		75			
<b>TOILETS</b>	<b>MALE</b>	Y	<b>FEMALE</b>	Y	<b>DISABLED</b>	Y	<b>BABY CHG</b>	Y
<b>SHOWERS</b>	N	<b>PARKING</b>	30	<b>PETS ALLOWED?</b>	Y	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	100062230386	<b>X / Y COORDINATES</b>		513889.93 / 102687.86		<b>FLOOD SECTOR</b>	N/A	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>NOTES</b>								

<b>WARD</b>	<b>MARINE</b>			<b>TOWN / LOCALITY</b>	<b>WORTHING</b>			
<b>FACILITY</b>	<b>ST JOHN'S CHURCH HALL</b>							
<b>ADDRESS</b>	Ripley Road, Worthing BN11 5NQ							
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>		REMOVED FROM PUBLIC VERSION				
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		40	<b>SLEEPING CAPACITY</b>		20			
<b>TOILETS</b>	<b>MALE</b>	Y	<b>FEMALE</b>	Y	<b>DISABLED</b>	Y	<b>BABY CHG</b>	Y
<b>SHOWERS</b>	N	<b>PARKING</b>	5	<b>PETS ALLOWED?</b>	N	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	10002291513	<b>X / Y COORDINATES</b>		512807 / 102914		<b>FLOOD SECTOR</b>	N/A	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>NOTES</b>								

<b>WARD</b>	<b>OFFINGTON</b>	<b>TOWN / LOCALITY</b>			<b>FINDON</b>			
<b>FACILITY</b>	<b>FINDON VALLEY FREE CHURCH HALL</b>							
<b>ADDRESS</b>	1/11 Lime Tree Avenue, Worthing BN14 ODJ							
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION					
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		300	<b>SLEEPING CAPACITY</b>		150			
<b>TOILETS</b>	<b>MALE</b>	Y	<b>FEMALE</b>	Y	<b>DISABLED</b>	Y	<b>BABY CHG</b>	Y
<b>SHOWERS</b>	N	<b>PARKING</b>	Y	<b>PETS ALLOWED?</b>	N	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	10013354757	<b>X / Y COORDINATES</b>			512989 / 106574	<b>FLOOD SECTOR</b>	N/A	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>NOTES</b>								

<b>WARD</b>	<b>OFFINGTON</b>	<b>TOWN / LOCALITY</b>			<b>WORTHING</b>			
<b>FACILITY</b>	<b>OFFINGTON PARK METHODIST CHURCH HALL</b>							
<b>ADDRESS</b>	South Farm Road, Worthing BN14 7TN							
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>						
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		200	<b>SLEEPING CAPACITY</b>		70			
<b>TOILETS</b>	<b>MALE</b>	1	<b>FEMALE</b>	2	<b>DISABLED</b>	3	<b>BABY CHG</b>	Y
<b>SHOWERS</b>	N	<b>PARKING</b>	Y	<b>PETS ALLOWED?</b>	N	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	10013354754	<b>X / Y COORDINATES</b>			514106 / 104512	<b>FLOOD SECTOR</b>	N/A	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>NOTES</b>								

<b>WARD</b>	<b>SALVINGTON</b>	<b>TOWN / LOCALITY</b>	<b>WORTHING</b>					
<b>FACILITY</b>	<b>ST MICHAELS CATHOLIC CHURCH</b>							
<b>ADDRESS</b>	19 Hayling Rise, Worthing, BN13 3AL							
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION					
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		200	<b>SLEEPING CAPACITY</b>		60			
<b>TOILETS</b>	<b>MALE</b>	Y	<b>FEMALE</b>	Y	<b>DISABLED</b>	Y	<b>BABY CHG</b>	Y
<b>SHOWERS</b>	N	<b>PARKING</b>	Y	<b>PETS ALLOWED?</b>	Y	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	10002291508	<b>X / Y COORDINATES</b>			512367.29 / 105905.89	<b>FLOOD SECTOR</b>	N/A	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>NOTES</b>								

<b>WARD</b>	<b>SELDEN</b>	<b>TOWN / LOCALITY</b>	<b>EAST WORTHING</b>					
<b>FACILITY</b>	<b>EAST WORTHING COMMUNITY CENTRE</b>							
<b>ADDRESS</b>	Pages Lane, Worthing, West Sussex BN11 2NQ							
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>	REMOVED FROM PUBLIC VERSION					
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		Hall -150 Room 1 - 24 Room 2 - 16 Room 3 - 40	<b>SLEEPING CAPACITY</b>		80			
<b>TOILETS</b>	<b>MALE</b>	2	<b>FEMALE</b>	3	<b>DISABLED</b>	1	<b>BABY CHG</b>	1
<b>SHOWERS</b>	N	<b>PARKING</b>	6 + 1 for Staff 1 - Disabled	<b>PETS ALLOWED?</b>	N	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	100062228279	<b>X / Y COORDINATES</b>			516213.48 / 103758.2	<b>FLOOD SECTOR</b>	N/A	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>NOTES</b>	REMOVED FROM PUBLIC VERSION							

<b>WARD</b>	<b>SELDEN</b>		<b>TOWN / LOCALITY</b>		<b>EAST WORTHING</b>			
<b>FACILITY</b>	<b>EAST WORTHING BAPTIST CHURCH</b>							
<b>ADDRESS</b>	Pendine Avenue, Worthing BN11 2NA							
<b>MAIN TEL</b>		<b>GENERAL EMAIL</b>						
<b>KEYHOLDER INFORMATION</b>								
<b>NAME</b>			<b>TELEPHONE No</b>		<b>EMAIL</b>			<b>ETA</b>
[REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]								
<b>FACILITY INFORMATION</b>								
<b>NORMAL CAPACITY</b>		50	<b>SLEEPING CAPACITY</b>		20			
<b>TOILETS</b>	<b>MALE</b>	Y	<b>FEMALE</b>	Y	<b>DISABLED</b>	Y	<b>BABY CHG</b>	Y
<b>SHOWERS</b>	N	<b>PARKING</b>	N	<b>PETS ALLOWED?</b>	N	<b>DISABLED ACCESS?</b>	Y	
<b>ON SITE GENERATOR?</b>	N	<b>CATERING FACILITIES?</b>	Y	<b>FLOODED BEFORE?</b>	N			
<b>ADMINISTRATION (FOR OFFICE USE ONLY)</b>								
<b>UPRN</b>	200001910699	<b>X / Y COORDINATES</b>		516158 / 103080		<b>FLOOD SECTOR</b>	C	
<b>SMS GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>EMAIL GROUP</b>	REMOVED FROM PUBLIC VERSION							
<b>NOTES</b>	REMOVED FROM PUBLIC VERSION							

## Appendix 7 - Emergency Assistance Centre Kit Building Instructions

Most documentation has been provided as part of this system and is located in the Emergency Planning Officers Google Drive at [REMOVED FROM PUBLIC VERSION - OFFICIALLY SENSITIVE]

Additional items can be sourced from usual stationery suppliers. Further guidance on bespoke documents such as arrivals records and casualty bureau form can be obtained from other emergency planners.

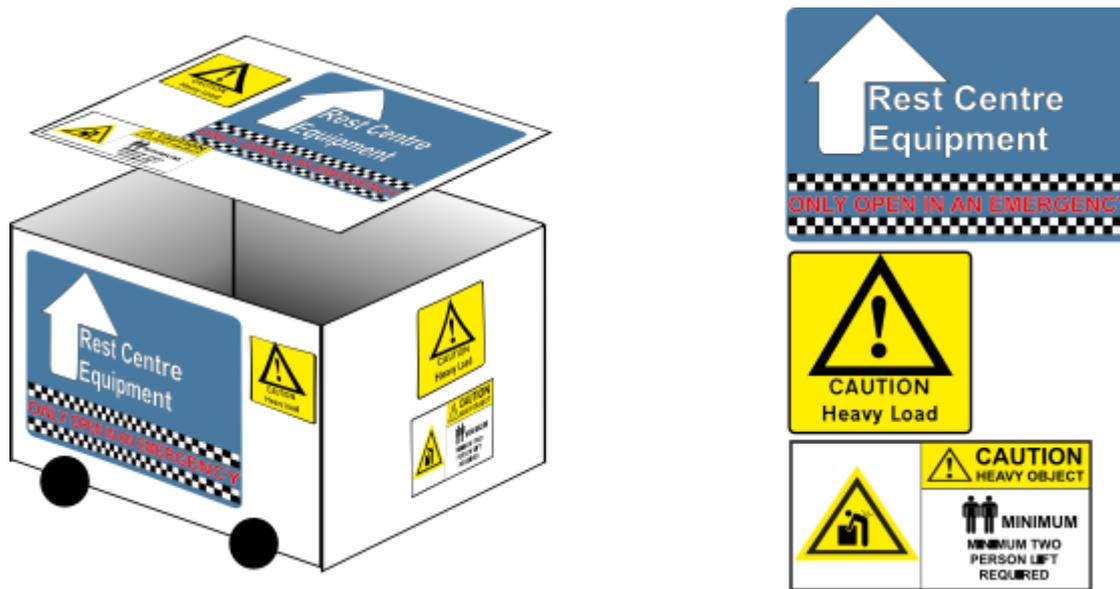
A full equipment and printing list is available at appendix A.

The lists provide details for building a box which enables the arrival and registration of 250 persons. If this number is exceeded all that is required are additional arrival records, casualty bureau forms and equipment to display ID passes. These can be stored at a central location.

The documentation for each kit is stored in individual folders electronically. A packing list provides users with exact requirements and the requirement to source additional information.

It is important that the sourced box is large enough to accommodate the contents. Preferably this should be on wheels. It should be labelled to warn users of the weight and clear instructions that it should only be opened in an emergency. See Fig 2

Fig 2



Security seals or cable ties should be used to ensure that the contents is not tampered with prior to any activation.

## REST CENTRE PRINTING AND EQUIPMENT SCHEDULE

The following schedule enables users to build a rest centre kit capable of registering 250 evacuees and survivors.

<b>EQUIPMENT LIST</b>	
<b>Item / Description</b>	<b>Qty</b>
Large Box (Minimum 160 litre Capacity) with wheels	1
Black Pens	19
Red Pens	3
Hi Visibility Vest "Rest Centre Staff" (Wording Optional) (5 spare)	24
Hi Visibility Vests "Rest Centre Manager (Wording Optional)	1
Hi Visibility Vests "Deputy Rest Centre Manager (Wording Optional)	1
A3 Transparent Folders	9
Document Wallets (Coloured preferable)	5
Log Book	2
Arrivals Record Sheets	25
Arrivals Record Sheet Holder (Optional)	2
ID Bracelets	150
ID Holders	250
ID Clips or Lanyards	250
Casualty Bureau Forms (4 carbonated forms make up one form) Each Pad has enough forms for 25 registrations Local systems may vary)	25
Sellotape	5
Safety Pins	200
Paper Clips	
Large foldback clips	
Luggage Labels	200
Bingo Ticket Book	1
Whiteboard Pens	2
Permanent Marker	2
Highlighter Pens	2
Note Pad (A5)	2
Note Pad (A4)	1
Pencils	2
Blue Tack	2
2 Hole Punch	2
Clipboard	2
Stapler	1
Staples	
Cash Box	1
Scissors	1
Laminate sheets A4 (approximate quantities based up double sided printing)	140
Laminate sheets A3	15

<b>PRINTING LIST</b>				
<b>Description</b>	<b>Size</b>	<b>Pages</b>	<b>Qty</b>	<b>Preparation</b>
Box Lid Notice	A4	1	3	Laminate
Minimum 2 Persons Signs	A4	1	1	Cut out
Heavy Load Warning Notices	A4	1	1	Laminate
Open Kit Instructions	A4	1	1	Laminate
Management Pack Front Sheet	A4	1	1	Laminate
Management Pack Contents Pack List	A4	1	1	Laminate
Rest Centre Manager Role & Responsibilities	A4	9	1	Laminate
Deputy Rest Centre Manager Role & Responsibilities	A4	1	1	Laminate
Role Priority For Rest Centre Set Up and Operation	A4	1	1	Laminate
Staff Guidelines (and staff organisational chart)	A4	2	1	Laminate
Staffing Record	A4	2	5	Do not laminate
Duty Roster	A4	3	5	Do not laminate
Risk Assessment	A4	3	1	Do not laminate
Expenditure Record Sheet	A4	2	2	Do not laminate
Arrivals Point Front Sheet	A4	1	1	Laminate
Arrivals Point Contents Pack List	A4	1	1	Laminate
Arrivals & Registration Supervisor Role & Responsibilities	A4	2	1	Laminate
Arrival Point Set Up Instructions	A4	1	3	Laminate
Arrival Point Officer Role & Instructions	A4	2	3	Laminate
Arrivals Sign	A3	1	2	Laminate
Arrivals Sign	A4	1	1	Laminate
Evacuee Leaving Instructions	A4	1	6	Laminate
Arrivals Additional Equipment Notice	A4	1	1	Laminate
Rest Centre Leaflets	A4	2	200	To be designed by organisation
Registration Front Sheet	A4	1	1	Laminate
Registration Point Pack Contents List	A4	1	1	Laminate
Registration Point Set Up Instructions	A4	1	2	Laminate
Registration Point Role Instructions	A4	2	3	Laminate
Registration Point Questions Checklist	A4	2	3	Laminate
Registration Point Signs	A4	1	2	Laminate
Registration Additional Equipment Notice	A4	1	1	Laminate
Baggage Area Supervisor Pack Front Sheet	A4	1	1	Laminate
Baggage Area Supervisor Contents Pack List	A4	1	1	Laminate
Baggage Area Supervisor Set Up and Instructions	A4	1	1	Laminate
Baggage Point Sign	A4	1	1	Laminate
Baggage Point Additional Equipment Notice	A4	1	1	Laminate
Information Point Front Sheet	A4	1	1	Laminate
Information Point Contents Pack List	A4	1	1	Laminate
Information Point Role & Instructions	A4	4	1	Laminate
Information Point Log Sheets	A4	1	2	Do not laminate
Information Point Signs	A3	1	2	Laminate
Information Point Signs	A4	1	2	Laminate
Information Point Additional Equipment Notice	A4	1	1	Laminate
Accommodation Area Front Sheet	A4	1	1	Laminate
Accommodation Area Contents Pack List	A4	1	1	Laminate
Accommodation Area Supervisor Role & Responsibilities	A4	2	1	Laminate

Toilet And Washroom Assistant Role and Instructions	A4	1	1	Laminate
Toilet Facilities Checklist	A4	1	2	Do not laminate
Toilet Sign	A4	1	2	Laminate
Accommodation Area Additional Equipment Notice	A4	1	1	Laminate
Catering Pack Front Sheet	A4	1	1	Laminate
Catering Pack Content Pack List	A4	1	1	Laminate
Catering Role & Responsibilities	A4	3	1	Laminate
Suggested Shopping list	A4	1	1	Do not laminate
Religious / Faith Food Requirements	A4	2	1	Laminate
Feeding Record Sheet	A4	1	5	Do not laminate
Miscellaneous Roles Front Sheet	A4	1	1	Laminate
Miscellaneous Roles Pack Contents Pack List	A4	1	1	Laminate
Communications Role & Responsibilities	A4	2	1	Laminate
Facilities Officer Role and Instructions	A4	1	1	Laminate
Housing Officer Role and Instructions	A4	1	2	Laminate
Pets Area Supervisor Role and Instructions	A4	1	2	Laminate
Welfare and Medical Needs Role and Instructions	A4	1	1	Laminate
Miscellaneous Signs Pack Front Sheet	A4	1	1	Laminate
Welcome to this Rest Centre Sign	A4	1	2	
Welcome to this Rest Centre Sign	A3	1	2	
Welfare Point Sign	A4	1	2	
Staff Only Sign	A4	1	2	
Smoking Area Sign	A4	1	2	
Rest Centre This Way (Left) Sign	A4	1	2	
Rest Centre This Way (Right) Sign	A4	1	2	
Leave Warning Sign	A3	1	2	
Leave Warning Sign	A4	1	2	
Reception Sign	A4	1	2	
Quiet Area Sign	A4	1	2	
Press Only Sign	A4	1	1	
Pets Area Sign	A4	1	2	
No Smoking Sign (A4)	A4	1	3	
No Entry Sign	A4	1	4	
No Exit Sign	A4	1	4	
Friends and Family Reception Centre Sign	A4	1	2	
Friends and Family Reception Centre Sign	A3	1	2	
First Aid Post Sign	A3	1	2	
First Aid Post Sign	A4	1	2	
Telephone Point Sign	A3	1	2	
Toilets Sign	A4	1	4	2 in Misc Signs 2 in Accommodation Area Pack
Toilets Sign	A4	1	2	
Left / Right Arrow	A4	1	9	
Up / Down Arrow Sign	A4	1	5	

## Appendix 8 - South Downs Leisure Service Level Agreement

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## Appendix 9 Supporting Documents and Links

Sussex Resilience Forum Emergency Assistance Centres Plan Part 1	[REMOVED FROM PUBLIC VERSION - SOME DOCUMENTS CONTAIN OFFICIALLY SENSITIVE INFORMATION]
Adur & Worthing Councils Emergency Plan	[REMOVED FROM PUBLIC VERSION - SOME DOCUMENTS CONTAIN OFFICIALLY SENSITIVE INFORMATION]
Sussex Emergency Response and Recovery Document	[REMOVED FROM PUBLIC VERSION - SOME DOCUMENTS CONTAIN OFFICIALLY SENSITIVE INFORMATION]
Human Aspects in Emergency Management	[REMOVED FROM PUBLIC VERSION - SOME DOCUMENTS CONTAIN OFFICIALLY SENSITIVE INFORMATION]
Evacuation and Shelter Guidance GOV Publication	[REMOVED FROM PUBLIC VERSION - SOME DOCUMENTS CONTAIN OFFICIALLY SENSITIVE INFORMATION]
LOG Sheet	[REMOVED FROM PUBLIC VERSION - SOME DOCUMENTS CONTAIN OFFICIALLY SENSITIVE INFORMATION]
Activating Staff using SMS	[REMOVED FROM PUBLIC VERSION - SOME DOCUMENTS CONTAIN OFFICIALLY SENSITIVE INFORMATION]
Using Emergency Email Address	[REMOVED FROM PUBLIC VERSION - SOME DOCUMENTS CONTAIN OFFICIALLY SENSITIVE INFORMATION]
Using the Teleconference Facility	[REMOVED FROM PUBLIC VERSION - SOME DOCUMENTS CONTAIN OFFICIALLY SENSITIVE INFORMATION]
FULL Rest Centre Kit Building Instructions	[REMOVED FROM PUBLIC VERSION - SOME DOCUMENTS CONTAIN OFFICIALLY SENSITIVE INFORMATION]
Sussex NHS Community Foundation Trust Draft Service Level Agreement	[REMOVED FROM PUBLIC VERSION - SOME DOCUMENTS CONTAIN OFFICIALLY SENSITIVE INFORMATION]
Evacuation Notices for residents	[REMOVED FROM PUBLIC VERSION - SOME DOCUMENTS CONTAIN OFFICIALLY SENSITIVE INFORMATION]

## APPENDIX 10 INFORMATION GATHERING CHECKLIST

Advise the caller that this information is required so that the most appropriate location for an emergency assistance centre may be established and the correct level of resources can be deployed.

Provide the caller with a contact number for the officer managing the request.

Date / Time of Call		Organisation Ref No	
Type of Incident			
Location of Incident			
Contact Name / Incident Commander		Contact Tel No	
EMERGENCY ASSISTANCE CENTRE INFORMATION GATHERING			
Approximate number of persons requiring temporary accommodation		How long will it be before displaced persons can return to their homes or original location?	
Are there any special needs identified at this time?		What other agencies have been contacted?	
Has a Forward Control Point been established? If what is the location?			
Has an Ad-Hoc location been established? If so where?			
Is an Incident Liaison Officer required?			

## APPENDIX 11 - ACTIVATION CHECKLIST

1	Use Appendix 10 to gather information	
2	Start Log (See 4.2.3)	
3	Go to Section 4.1 to decide what type of facility is required	
4	Go to Section 4.2 to start the activation	
5	<p>Notify the following senior staff</p> <p>Head of Facilities and Technical Services</p> <p>Director of Sustainability, Digital &amp; Resources</p> <p>Chief Executive</p> <p>This should be a cascade arrangement however the initial incident manager may wish to inform each member of senior staff individually.</p> <p>Director or Chief Executive to notify Council Leader / Cabinet Members</p>	
5	Alert staff and Designated / Secondary Emergency Assistance Centre via SMS or email. (See Appendix 12 - Message Scripts)	
6	<p>Alert specific staff to assist</p> <ul style="list-style-type: none"> <li>● Housing Team</li> <li>● Communications Team</li> <li>● Customer Services Team</li> <li>● Incident Liaison Officer</li> <li>● Dog Warden</li> <li>● Facilities Officer</li> </ul>	
7	Liase with West Sussex Resilience and Emergencies Team to arrange transport, health and social care.	
8	Notify Sussex Police Emergency Planning Officer	
9	Consider opening coordination hub and broadcasting numbers internally and externally.	
10	Broadcast the use of [REMOVED FROM PUBLIC VERSION]. All incident enquiries should be passed through this email account. Add users.	

## APPENDIX 12 MESSAGE SCRIPTS

### EMAIL TO ALL STAFF

Subject - IMPORTANT - EMERGENCY ASSISTANCE CENTRE ACTIVATION

Message

[TIME]

[LOCATION]

[INCIDENT SUMMARY]

[REQUESTING ORG] has requested Adur & Worthing Councils open an Emergency Assistance Centre at [LOCATION]

The following staff are requested to make contact with Emergency Planning Urgently to confirm their availability.

- Facilities Officer
- Communications Officer
- Housing officers
- Dog Wardens
- Customer Services Officer
- Emergency Planning Trained Officers
- Incident Liaison Officer

EMAIL - DO NOT PHONE - USE [REMOVED FROM PUBLIC VERSION] to confirm your availability. PROVIDE YOUR BEST CONTACT NUMBER.

A briefing will take place at [LOCATION] at [TIME]

A log has been commenced and can be accessed by going to [REMOVED FROM PUBLIC VERSION] Please ensure that any actions are recorded in this document.

If a Control Centre is set up numbers will be broadcast. Refer all calls relating to this incident be passed through to this number.

Please avoid contacting the Emergency Planning Officer by phone unless it is urgent. Use the [REMOVED FROM PUBLIC VERSION] address to pass on information.

### SMS MESSAGE TO STAFF

From Emergency Planning Rest Centre Activation - [LOCATION]. If you are available urgently make your way to the location. Do not Reply or phone EPO.

### SMS MESSAGE TO FACILITY

URGENT - Evacuation Request from Adur & Worthing Councils. Please contact [REMOVED FROM PUBLIC VERSION] urgently. If unanswered leave message and contact no

## APPENDIX 13 - PLAN ADMINISTRATION

### Adding New Facility Checklist

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### Amending Information

1	EMAIL	Check Distribution Group and amend where necessary
2	SMS	Amend Details as necessary.
3	APPENDIX 3	Ensure Facility Summary is correct
4	APPENDIX 4	Confirm the number of facilities remains corrects
5	APPENDIX 5	Amend details in the relevant table.