

BROUGHTON ASTLEY PARISH COUNCIL

OUT-OF-HOURS INCIDENT REPORTING PROCEDURE

If Councillors are advised or become aware of an incident it should be reported as follows:

Incident	Reporting procedure
Major civil incident with loss of life eg gas explosion or major traffic accident.	<ol style="list-style-type: none">1. Contact the emergency services.2. Alert the Parish Manager – on 01455 285655 or 07483155549 and leave a message if no reply.
General incident, not affecting Parish Council property or staff.	Contact the Duty Officer at the appropriate authority: <ol style="list-style-type: none">1. Leicestershire County Council (Highways): 0116 305 0001.2. Emergency Planning Team 0116 305 61013. Harborough District Council (Planning, Waste Management, etc.) 01858 828282. (Advise the Parish Council Office in due course)
Incident affecting Parish Council property or staff.	Alert the Parish Manager – on 01455 285655 or 07483155549 and leave a message if no reply.
Incident at the Village Hall e.g. burglar alarm activated.	Before midnight: Contact the Duty Caretaker - on 07379887824 (Advise the Parish Council Office in due course – on 01455 285655 or 07483155549) After midnight: Contact the Police (101) and the Parish Manager (07483155549 and leave a message if no reply). [Advise the Parish Council Office in due course]

Amended: February 2019

Review: February 2020