

## OUT-OF-HOURS INCIDENT REPORTING PROCEDURE

Incident	Reporting procedure
Major civil incident with loss of life e.g., gas explosion or major traffic accident.	Contact the emergency services.
General incident, not affecting Parish Council property or staff.	Contact the Duty Officer at the appropriate authority: 1. Leicestershire County Council (Highways): 0116 305 0001. 2. Emergency Planning Team 0116 305 6101 Harborough District Council (Planning, Waste Management, etc.) 01858 828282.
Incident affecting Parish Council property or staff.	Alert the Parish Manager – on 01455 285655 and leave a message if no reply.
Incident at the Village Hall e.g., burglar alarm activated.	Contact the Police (101) and the Parish Manager (01455 285655 and leave a message if no reply)

**Office opening hours Monday, Tuesday, Thursday and Friday 9.00am – 1.00pm**