



Woughton Community Council

Emergency Advice policy 2021

Woughton Community Council is committed to ensuring Community venues which are best serviced and meet the needs of our residents.

We recognise the importance of providing centres which promote community pride and safety.

Emergency advice

Should you find yourself in an Emergency Red Alert situation, please make the following contact:

- If Out of hours, always call the out of hour's emergency phone, which is shared between Senior Officers and the Caretaker Manager.
- If during office hours, always make initial contact with the main office for further instruction.
- Ensure the relevant individual is informed of the situation.
- In all instances, there should be two Council Representatives present, so should you need to open a Centre in an Emergency situation an additional support resource will be assigned to you, this could be:
 - Senior Officer
 - Member of the council
- In all instances, the Council Manager & Operations Manager should be informed should their support be needed. (this will be the responsibility of the on-call receiver)

You must refer to the Incident Plan for all information regarding contact numbers and who you should expect to see helping in an emergency. All specifics are noted within our Emergency Plan and should be adhered to in all instances where possible.

For immediate reference, **our out of hours contact number is 07519119452**. This is automatically diverted to the Operations Manager mobile number should there be no answer from the on-call receiver.

Linked policies

The Incident Plan

Last review date:	19.08.2020
Next review date:	19.08.2022
Lead:	Samone Winsborough
Overseeing Committee:	Operations Committee
Approved:	
Review cycle:	2 yearly