



PARISH
COUNCIL

*Emergency
Officer
Terms of
Reference*

Document Configuration Management & Control

| Version | Description | Originated | Reviewed | Approved |
|-----------|---------------|------------|----------|----------|
| Version 1 | Annual Review | 23/10/19 | 04/05/21 | 04/05/21 |
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Terms of Reference for the Emergency Officer for Hilton Parish Council

The PC has nominated an Emergency Officer (EO) who will consult Huntingdonshire District Council (HDC) and the Emergency Services and will manage the upkeep of the Emergency Plan, i.e., contact details. The EO will complete at least an annual review in September each year.

The EO will manage the implementation of the Emergency Plan, as follows:

The EO will receive information from various sources including Cambridgeshire County Council, Environment Agency, Parishioners, etc, and will decide when to implement the Emergency Plan.

The EO will coordinate the initial response, prior to the arrival of the Emergency Services (Police, Fire or Ambulance) or technical specialists.

The EO will lodge the Emergency Box in the Relief Building and will keep its contents in good condition and ready for use. During periods of planned absence, the EO will transfer control of the Box to the DEO and inform the Clerk.

The designated Relief Building is the Methodist Church Hall. The EO will decide when to open the Relief Building in the case of an emergency.

The EO will maintain a diary of any unexpected events, including a record of decisions and a log of in- and out-bound communications.

Within one week after an unexpected event, the EO will provide an initial report to the Clerk, and the Council will provide a report to residents after their next meeting. The report to the PC will include a list of any recommended improvements to the Emergency Plan.