

## **FILEY TOWN COUNCIL**

### **TERMS OF REFERENCE (Reviewed 14.7.15)**

## **EMERGENCY PLAN WORKING PARTY**

### **Membership – Minimum 4 Members**

**(To be elected annually at the Annual Meeting of the Town Council each year)**

- The Emergency Plan Working Party to consist of a minimum of 4 members with additional members being invited by the group from local groups and organisations.
- The Chairman and Vice-Chairman are to be elected annually by the Emergency Plan Working Party at the first meeting after the Annual Council meeting of Filey Town Council and shall hold office until the next Annual Council meeting as per Standing Order No 4d.

### **Aims**

To provide an effective Community Emergency Plan for Filey in the event of a major emergency.

### **Objectives**

To ensure all plan holders are aware of the procedures of the Community Emergency Plan and the role which the council and the community undertakes in the event of a major emergency within the town.

### **Meetings**

The Clerk will call Emergency Plan Working Party meetings as and when necessary in conjunction with the Chairman. All meetings will be held in the Council Offices (site meetings may be deemed necessary).

### **Documentation**

Reports of all meetings will be recorded by the clerk to the group and circulated at full council meetings of Filey Town Council. All resolutions and recommendations to full council shall be recorded in the minutes of the meetings.

### **Accountability**

The Emergency Plan Working Party is accountable to the full council.

### **Scope**

- To prepare and maintain a Community Emergency Plan
- To work effectively with local authority Emergency Planning Officers
- To review and amend the Community Emergency Plan on an annual basis and to issue the restricted document to plan holders
- To implement the Community Emergency Plan in the event of an emergency
- To co-ordinate a response on behalf of the Town Council and its community in conjunction with emergency services and other responders
- To provide information and advice to the public in conjunction with other local authorities
- To maintain a register of people with special needs
- To liaise with emergency services and emergency planning officers as required
- To provide local information and identify resources to emergency services, local authorities and local groups and organisations
- To be involved in community reception/rest centre planning and activation
- To comply with current legislation, data protection act, health & safety, insurance etc
- To identify best practice and identify issues and areas for improvement
- To engage the community
- To recruit volunteers and allocate tasks
- To communicate with members of the public affected by the emergency
- To attend multi-agency meetings as organised by the lead agency/authority

- To consider emergency planning training opportunities for members, staff and volunteer groups (emergency workshop exercises)
- The Emergency Plan Working Party cannot incur any expenditure without prior approval from the Finance & General Purposes Committee and the full council.
- The Chairman of the Working Party with full agreement of the group to be able to issue press statements on their behalf. During an emergency all media is handled by Scarborough Borough Council's Marketing and Communication Department.
- A report must be submitted by the group to the Annual Parish Council Meeting (normally held in April) each year.

**Review**

The Emergency Plan Working Party's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.