

Stoke St Michael Parish Council

Terms of Reference
Emergency Plan Working Party

Adopted: - 5th September 2024

1. **Purpose**

The purpose of the Emergency Plan Working Party is to develop a comprehensive and practical Emergency Plan for Stoke St Michael Parish Council. The plan will guide the parish in preparing for, responding to, and recovering from emergencies that may affect the community. The Working Party will ensure that the plan is tailored to the specific needs and circumstances of the parish.

2. **Objectives**

The objectives of the Emergency Plan Working Party are:

- To identify potential risks and hazards that could impact the parish.
- To develop a detailed emergency response strategy that includes communication, evacuation, shelter, and recovery plans.
- To liaise with local authorities, emergency services, and community groups to ensure a coordinated response.
- To engage the community in the planning process, ensuring that the plan reflects local knowledge and concerns.
- To provide recommendations to the Parish Council on resources required to implement the Emergency Plan.
- To ensure the Emergency Plan complies with relevant legislation and guidelines.

3. **Membership**

The Working Party shall consist of:

- A minimum of three and a maximum of five members.
- At least one Parish Councillor, who will act as the Chair of the Working Party.
- Representatives from relevant local organizations (e.g., emergency services, local charities).
- Interested members of the community with relevant skills or experience.

4. **Responsibilities**

Members of the EPWP are responsible for:

- Attending and actively participating in meetings.
- Contributing to research and information gathering.
- Reviewing existing emergency plans and relevant documentation.
- Drafting sections of the Emergency Plan as required.
- Liaising with stakeholders to gather input and feedback.
- Reporting progress regularly to the Parish Council.

5. **Chairperson**

- The Chairperson will be appointed by the Working Party and will be responsible for leading the Working Party, setting agendas, and ensuring meetings are conducted effectively.
- The Chairperson will act as the primary point of contact between the Emergency Plan Working Party and the Parish Council.

6. **Meetings**

- The EPWP will meet at least quarterly or more frequently as required.
- Meetings will be scheduled by the Chairperson and notice will be given at least five days in advance.
- A quorum for meetings shall be three members.
- Minutes of each meeting will be recorded and shared with the Parish Council.

7. **Reporting**

- The Emergency Plan Working Party will provide regular updates to the Parish Council, including a summary of progress and any recommendations.
- A draft Emergency Plan will be presented to the Parish Council for approval.

8. **Resources and Budget**

- The Working Party has not been allocated any budget, any resources or funding requirements will be proposed to the Parish Council for approval.

9. **Timeline**

- A review and update of the plan will be conducted every year or after a significant event or change in the community.

10. **Dissolution**

- The Emergency Plan Working Party will be dissolved upon the successful adoption of the Emergency Plan by the Parish Council unless further tasks are assigned by the Council.
- The Parish Council reserves the right to dissolve the Emergency Plan Working Party at any time if it deems the Working Party is no longer required.

11. **Confidentiality**

- Members of the Emergency Plan Working Party must respect the confidentiality of sensitive information discussed during meetings and ensure that any information is used solely for the purpose of developing the Emergency Plan.

12. **Amendments**

- Any amendments to these Terms of Reference must be approved by the Parish Council.