

Emergency Procedure

1. Purpose

To set out the procedures in the event of an emergency on Westfield Parish Council land, buildings or equipment.

Depending on the emergency, if relevant, the first call should be to the emergency services 999. This procedure note sets out what to do in the case of imminent threat to life or buildings.

2. Procedures already in place

(1) The Scheme of Delegation states:-

(Item 6) In the event of any matter arising which requires an urgent decision, the Parish Clerk shall consult the Chair and Vice Chair of the Council and also the Chair of the Finance and Personnel Committee if the matter involves expenditure not provided for in the annual budget. With the concurrence of those member(s) the Parish Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration. Full details of the circumstances justifying the urgency and of the action taken shall be submitted to the next available meeting of the Committee concerned or of the Council.

(2) The Financial Regulations state:-

(Item 4.5) In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

3. Any other Procedures required

If a Councillor is alerted to an emergency out of office hours, then the following organisations have an obligation to help.

Bath and North East Somerset Council's website states:-

- Fallen trees across pavements or roads
- Broken glass across pavements or roads
- Used syringes
- Road traffic collisions
- Unsafe buildings
- Flooding (see our [flooding page](#) for further details)

Westfield Parish Council

If any of these examples pose an immediate risk to your personal or public safety, please call us on **01225 39 40 41 and select option 9** (our phone lines are open Monday to Thursday, 8.30am to 5pm, and Fridays, 8.30am to 4pm), or call **01225 47 74 77** (evenings, weekends and bank holidays).

Western Power

Emergency [0800 6783 105](tel:08006783105)

Bristol Water

Phone: [0345 702 3797](tel:03457023797)

Monday - Friday: 08:00 - 18:00 | Out of hours contact available in emergencies only

British Gas

Smell gas? Call 0800 111 999

4. Community Defibrillators

These are located at

- Outside the Co-op, Wells Road, Westfield BA3 3SX
- Outside the Doctors Surgery, Waterford Park, Westfield BA3 3UJ
- Outside the Pavilion, Norton Hill Recreation Ground, Westfield BA3 4BB
- Outside Whitstone, Fosseyway, Westfield BA3 4AX
- Outside Mardons Club, Mardons Close, Westfield BA3 4NL

Review History	
Adopted by Parish Council	6/2/23
Reviewed by Parish Council	7/5/24
Next due for Review	May 2025