



OUT-OF-HOURS INCIDENT REPORTING PROCEDURE

If Councillors are advised or become aware of an incident it should be reported as follows:

Incident	Reporting procedure
Major civil incident with loss of life e.g. gas explosion or major traffic accident.	1. Contact the emergency services.
General incident, not affecting Parish Council property or staff.	Contact the Duty Officer at the appropriate authority: 1. Leicestershire County Council (Highways): 0116 305 0001. 2. Emergency Planning Team 0116 305 6101 3. Harborough District Council (Planning, Waste Management, etc.) 01858 828282.
Incident affecting Parish Council property or staff.	Alert the Parish Manager – on 01455 285655 and leave a message if no reply.
Incident at the Village Hall e.g. burglar alarm activated.	Before 11.45pm: Contact the Duty Caretaker - on 07483155549 / 07379887824 (Advise the Parish Council Office in due course – on 01455 285655 and leave a message if no reply) After midnight: Contact the Police (101) [Advise the Parish Council Office in due course]

Office Opening Hours – Monday, Tuesday, Thursday, and Friday 9.00am – 1.00pm