

Dalton with Newton Town Council

Emergency Planning Committee

Terms of Reference

1. Purpose

The Emergency Planning Committee (EPC) is established to assist the Town Council in ensuring the town is prepared for emergency situations. This includes planning, coordinating, and reviewing the town's emergency response strategies, resilience measures, and recovery plans.

2. Objectives

- Develop and maintain the Town Emergency Plan.
- Identify and assess potential risks and hazards within the town.
- Promote community awareness and preparedness.
- Liaise with emergency services, government agencies, and voluntary organizations.
- Advise the Town Council on emergency preparedness and recommend policies and actions.
- Facilitate training, exercises, and reviews to test and improve emergency plans.

3. Membership

- Chairperson
- Town Clerk or nominated officer
- Representatives from key departments (e.g., public works, housing, health - optional)
- Emergency services liaison (e.g., Police, Fire, Ambulance – as non-voting advisors – optional)
- Community representatives or local volunteers (optional)

Membership will be reviewed annually by the Town Council.

4. Meetings

- Meetings shall be held quarterly, or more frequently if required.
- A quorum shall consist of three voting members, including the Chair.
- Minutes of all meetings will be recorded and submitted to the Town Council.

- Emergency meetings can be called by the Chair in response to urgent developments.

5. Roles and Responsibilities

The Committee shall:

- Monitor local, regional, and national guidance relevant to emergency planning.
- Ensure appropriate emergency contact lists and resource inventories are maintained.
- Recommend improvements in emergency preparedness and response capability.
- Oversee public communication plans related to emergencies.
- Collaborate with neighbouring councils for mutual aid planning.
- Support recovery efforts and lessons-learned reviews post-incident.

6. Authority

The Committee is an advisory body with delegated authority from the Town Council to make recommendations but not to make binding decisions unless specifically authorized.

7. Reporting

The Committee reports directly to the full Town Council and will provide:

- A report summarizing activities, reviews, and updates to the Emergency Plan.
- Recommendations for budget allocations related to emergency preparedness.
- Immediate updates in the event of a local emergency.

8. Review of Terms of Reference

These Terms of Reference shall be reviewed annually by the Committee and submitted to the Town Council for approval.