

| <b>Policy Name</b> | <b>Frequency of Review</b> | <b>Date adopted &amp;<br/>Minute Ref</b>      |
|--------------------|----------------------------|---|
| Place of Safety    | Annually                   | 5.4.2017<br>Minute 16/193                     |
|                    | Every 2 years              | 4.4.2018<br>Minute 17/301                     |
|                    | Every 2 years              | 6 <sup>th</sup> July 2022<br>Minute 22/090(2) |
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**BOURTON ON THE WATER PARISH COUNCIL**  
**PLACE OF SAFETY POLICY**

**INTRODUCTION**

District Councils are responsible for setting up a central Rest Centre during an emergency. However, it may be necessary to set up a temporary Place of Safety within the community as an option e.g. for visitors or for people evacuated from their homes.

**TRIGGER**

The setting up of the Place of Safety will only be implemented following a decision made by the Key Contacts as set out in the Emergency Plan, namely the Chairman and Vice-Chairman of the Parish Council at the time, and following notification to all councillors. A budget for costs will be considered and recommended by the Chairman for approval by the Parish/District Council, via e-mail correspondence / telephone contact, if necessary, as soon as possible following the decision to set up the Place of Safety.

**LOCATION**

The temporary Place of Safety will be the George Moore Community Centre (unless the nature or location of the emergency prevents this).

**IMPLEMENTATION**

The process for preparing and using the place of safety is as follows:

- When the decision to activate has been taken, one of the Key Contacts is allocated to informing and liaising with the District Council's Community Resilience Liaison Officer;
- A budget is approved for costs;
- The Council will liaise with the local churches to seek assistance with resources and provisions;
- A key holder is notified to open the Centre and Council office;
- Resources are allocated to the following tasks:
  - Use of petty cash and/or the Clerk's Multipay card to ensure provisions/equipment can be purchased;
  - purchasing/collecting supplies (expenses to be logged and supported by receipts for later processing);
  - manning the kitchen to provide refreshments, as required;
  - setting up seating accommodation and food stations within the Centre, as required;
  - setting up sleeping accommodation within the Windrush Room, as required;
  - directing people to refreshments, sleeping areas etc, as required;
  - relaying information to the community via the Parish Council's website and social media accounts notifying them that a place of safety has been established;
  - displaying signage to direct people to the place of safety;
  - recording those entering and leaving the place of safety, to include name, address, telephone number and any special needs/concerns eg if they want to check up on a relative, have any medical conditions or needs etc;
  - liaising with the emergency services/doctor's surgery in respect of people with medical conditions, and maintain records of action taken in this respect;

On leaving the place of safety, checking residents once they are back in their homes to ensure they are safe (people will have been informed that this is likely to happen, on arrival at the place of safety). Any contact details held with the permission of the individual concerned should be destroyed once contact is no longer needed

#### **POST-EMERGENCY**

- All costs are reported to the Parish/District Council for reimbursement in line with the approved budget;
- The Parish Council will review its Place of Safety policy and Community Emergency Plan, assess whether amendments are required, and make recommendations to Parish Councillors for adoption;
- The Parish Council will thank volunteers and any other agencies involved in providing goods or services.