



Corporate Health, Safety, Emergency Management & Wellbeing Service

Response to an emergency incident Elected Members prompt card

When alerted that an emergency has occurred in the area or in your ward:

Please do:

- **Maintain contact with Council Officers** who can give you the latest information and advice how you may help, to enable you to reassure members of the public who may approach you.

	Name	Office	Mobile	Email
Head of Communications	Lee Wenham	01792 637158	07796 275117	lee.wenham@swansea.gov.uk
Head of News	Patrick Fletcher	01792 636092	07796 275277	patrick.fletcher@swansea.gov.uk

- **Contact the Emergency Control Centre**, when it is established, for the latest information or to enquire how you may assist. Communication will be through the **Public & Members Enquiry Team** (you will be informed when it is established by Legal & Democratic Services).

Public & Members Enquiry Team	01792 636401
-------------------------------	--------------

- Attend the:
 - Rest Centre
 - Family & Friends Reception Centre
 - Survivor Centre
 - Humanitarian Assistance Centre

If activated in your Ward and you wish to support members of the community

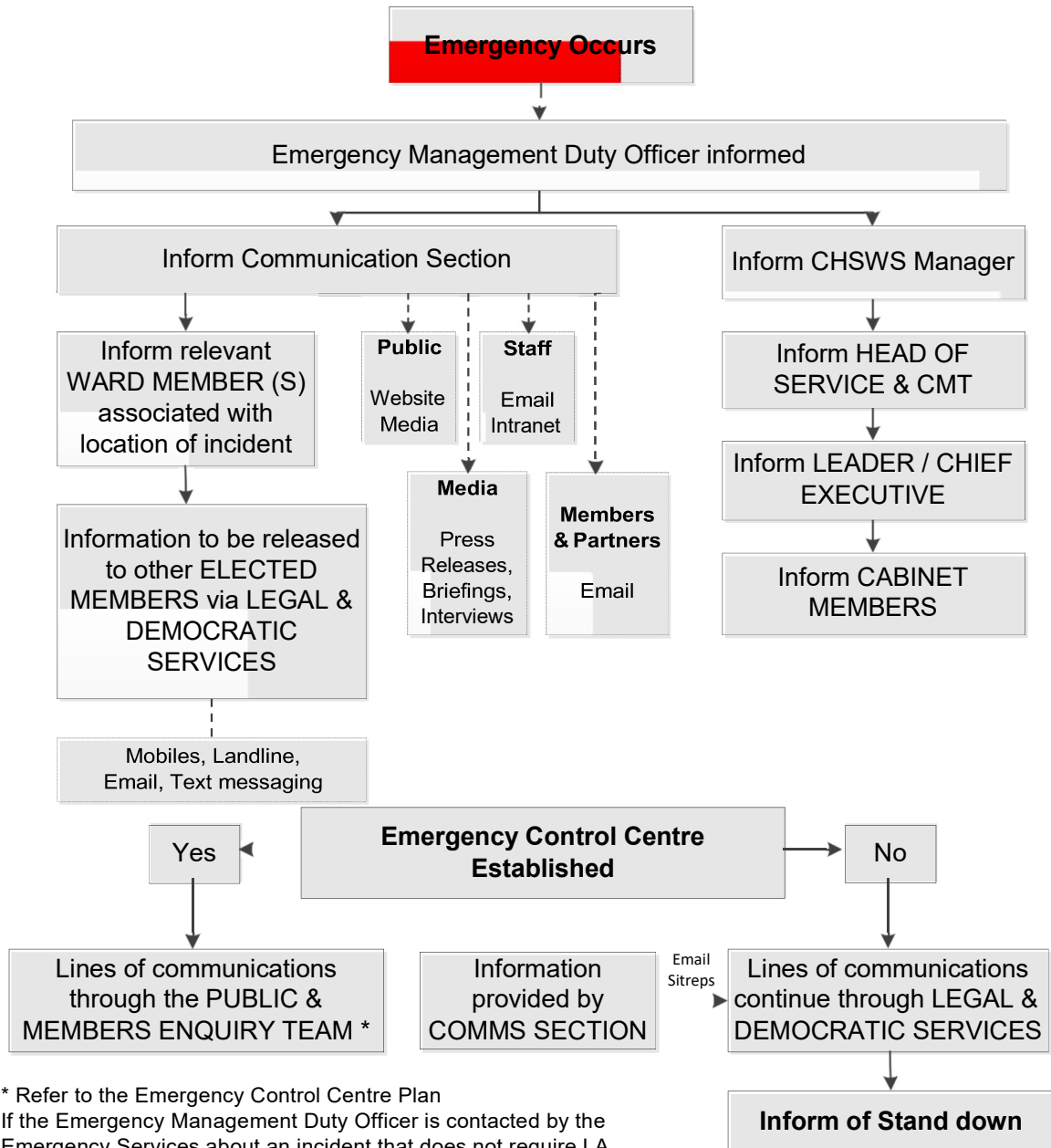
Please do not:

- **Attend the incident scene unless asked to do so** as there will be command & control framework established consisting of responding operational officers. There will be a cordon around the incident scene controlled by the Emergency Services with restricted entry.

- **Give press interviews** without first contacting the Head of Communication for advice.
- **Take on the role and responsibility of Council Officers**, e.g. management of an operational rest centre, which is the responsibility of Local Authority Officers.

Corporate Health, Safety, Emergency Management
& Wellbeing Service

**Protocol for advising elected members of an
emergency incident (24 Hours)**



* Refer to the Emergency Control Centre Plan
If the Emergency Management Duty Officer is contacted by the Emergency Services about an incident that does not require LA assistance, the Ward Member will be informed on the next working day if necessary via Member Services. NB. The Emergency Management Duty Officer will not be notified of every incident as most will be dealt with as business as usual by the Emergency Services.