

Dalton with Newton Town Council Emergency Planning – Living Action Plan

Purpose: Support the community during emergencies, coordinate with statutory authorities, and ensure the Council can act promptly in a supportive role.

1. Roles & Responsibilities

Role	Responsibility
Council Chair	Main contact with Unitary Council emergency planning team. Maintains emergency contacts.
Emergency Planning Lead	Keeps plan updated. Coordinates with local services and volunteers.
All Councillors	Assist communication, support local residents, and volunteer coordination.

Note: Council actions are supportive; statutory powers remain with the Unitary Council.

2. Local Risk Overview

- Severe weather / flooding
- Transport accidents
- Public health emergencies
- Utility failures
- Fires

Action: Identify vulnerable locations, groups, and available local resources.

3. Key Contacts

Organisation	Role	Contact
Unitary Council Emergency Planning	Lead response	[Phone / Email]
Police	Security / cordons	[Phone / Email]
Fire & Rescue	Fire / rescue	[Phone / Email]
Local NHS / Health Services	Health emergencies	[Phone / Email]

Organisation	Role	Contact
Community Groups / Volunteers	Support	[Phone / Email]

4. Communication Plan

- **Internal:** WhatsApp/SMS chain for councillors
- **Public:** Website, social media, noticeboards
- **Media:** Designated spokesperson (Clerk or Chair)

Tip: Prepare short alert templates in advance.

5. Local Support & Resources

- **Community hubs / shelters:** Locations, keyholders
 - **Vulnerable residents:** Maintain voluntary registry
 - **Volunteers:** Contact info, available equipment
-

6. Action Triggers

Scenario	Immediate Action	Follow-up Action
Flood warning	Alert vulnerable residents, check sandbags	Coordinate with Unitary Council updates
Severe weather	Update website/social media, open hub if safe	Check local vulnerable households
Power outage	Check critical facilities (care homes, shelters)	Maintain communication until restored

7. Plan Maintenance

- Review annually or after any incident
 - Update contacts, volunteers, and risk data
 - Log actions during emergencies for future review
-

Living Plan Features:

- **Dynamic:** Updated as new risks emerge
- **Accessible:** Digital & printed copies available
- **Collaborative:** Community input encouraged