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## Dalton-in-Furness Town Council Emergency Roles & Actions Map

Phase	Task / Action	Lead / Responsible	Support / Notes
<b>Detection / Alert</b>	Monitor alerts from Met Office, EA, Police, or principal authority	Emergency Plan Lead / Deputy	Councillors to be notified via phone/email cascade
<b>Decision to Activate</b>	Convene Resilience Group, assess situation	Emergency Plan Lead	Deputy to step in if unavailable
<b>Role Assignment</b>	Confirm who is doing what	Emergency Plan Lead	Use predefined volunteer & councillor roles
<b>Communication Setup</b>	Issue initial public and internal communications	Communications Officer / Town Clerk	Update website, social media, noticeboards, local radio
<b>Operational Support</b>	Open community facilities (rest centres, shelters)	Facilities Lead	Only under guidance from principal authorities
	Deploy volunteers safely	Volunteer Coordinator	Ensure risk assessment and insurance in place
	Welfare checks / support for vulnerable residents	Volunteer Teams	Use contact lists; coordinate with emergency services
	Log all actions and resources	Emergency Plan Lead / Deputy	Keep accurate records for review

<b>Phase</b>	<b>Task / Action</b>	<b>Lead / Responsible</b>	<b>Support / Notes</b>
<b>Monitoring / Ongoing Operations</b>	Maintain communication with principal authorities	Emergency Plan Lead	Regular situation updates
	Respond to community enquiries	Communications Officer	Coordinate messaging; do not give operational instructions
<b>Stand-down &amp; Recovery</b>	Step down operational command	Emergency Plan Lead	Notify all volunteers and councillors
	Assist recovery and clean-up	Volunteer Teams	Safety briefings required
	Debrief & Update Plan	Resilience Group	Identify lessons learned; update contacts and roles