

To receive a report on the Community Emergency Plan and consider any actions and associated expenditure.

Report to: Policy and Finance

Date of Report: 17/03/25

Officer Writing the Report: Administration Officer

Pursuant to: [P&F held on 14.03.25 Minute nr. 164/24/25](#)

To delegate to the Administration Officer to create a first draft Community Emergency Plan to be received at June's Policy and Finance meeting for Members consideration and input to bring the plan to fruition.

Officers Recommendations

Members are asked to:

Create a working group, with administrative support, to work collaboratively, when required, with the community, key stakeholders, and relevant external organisations to draft a Saltash Emergency Plan reporting back to the Policy and Finance Committee.

Report Summary

As detailed in the gov.uk's Emergency Plan Toolkit **Appendix A**, emergencies happen.

Local emergency responders must prioritise those in greatest need during an emergency, especially where life is in danger, therefore it's important for communities to be resilient and assist and complement the work of local emergency responders, by reducing the impact of an emergency on the community, both in the short and long term.

To develop an effective Emergency Plan for Saltash, several key areas must be carefully considered and incorporated into the final document. This process will

require local insight and community input to ensure the plan is both practical and relevant.

According to best practice guidance, the following steps should be taken when initiating an emergency plan:

- **Planning for an emergency** – Identifying potential risks, resources, and responsibilities.
- **Responding to an emergency** – Outlining clear actions and communication protocols.
- **Practicing and reviewing the plan** – Regularly testing and updating the plan to ensure it remains effective and up to date.

Specific details of the above sections are detailed in the gov.uk Emergency Plan Toolkit.

Members will appreciate that developing an emergency plan is not solely an administrative task. It requires both strategic thinking and meaningful input from Members, as well as collaboration across the wider community.

A robust and effective emergency plan must be informed by local knowledge and shaped by contributions from key stakeholders, local organisations, and the Saltash community. This ensures the plan is resilient and adaptable to a range of emergency scenarios.

Saltash has experienced flooding issues in the past, making the involvement of community flood forums and coastal community teams especially important. Their insights are vital to ensuring that local knowledge is shared and that, in the event of an emergency, the most appropriate actions are taken and effectively communicated to residents and those affected.

Cornwall Council provides an Emergency Plan Toolkit, developed in line with local government standards. Click on this hyperlink to find out more information –

[Cornwall Council Emergency Plan Toolkit](#)

Following extensive research by the Administration Department, it is recommended that Saltash Town Council consider establishing a dedicated working group to lead the development of a local emergency plan.

The working group would receive administrative support and work collaboratively with the community, key stakeholders, and relevant external organisations when required. Their collective input will be essential in shaping a plan that is both comprehensive and effective in responding to a range of emergency situations.

As requested by the Policy & Finance Committee, a draft Emergency Plan template based on the Cornwall Council model has been prepared and is attached as

Appendix B.

Signature of Officer:

Lee Wright

Administration Officer