

# REPORT TO FULL COUNCIL

## COMMUNITY EMERGENCY PLAN



**Report Reference** C-21-20  
**Meeting Date** 1<sup>st</sup> November 2021  
**Agenda Item** 9  
**Prepared by** Town Clerk

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### 1.0 BACKGROUND

The Knutsford Community Emergency Plan was first adopted by the Town Council in 2011 it having been an output of the 2009 consultations for the Town Plan. The plan was prepared by Group Captain Derek Empson MBE as the Community Emergency Plan Representative and Group Captain Empson prepared regular updates to the plan on behalf of the council. Group Captain Empson stood down from the position in 2019.

The Community Emergency Plan is designed to guide the community response to emergencies occurring in the town and support community resilience.

Officers have undertaken a complete update to the Emergency Plan including to reformat the document to an accessible standard.

### 2.0 EMERGENCY PLAN COORDINATORS

The Emergency Plan requires the appointment of a councillor as Emergency Plan Coordinator and three Deputies, each representing a different ward. The current coordinator, appointed in 2019, are Cllrs Gardiner (coordinator, Nether), McCulloch (deputy, Over), Houghton (deputy, Bexton) and Abel (deputy, Norbury Booths). Cllr Houghton was unofficially appointed following the death of Cllr Hamilton Coan.

The plan also outlines a role of Community Emergency Plan Representative which plays a role in the response to any emergency and, previously, took ownership of the document undertaking annual updates to the plan. Subject to approval, once the revised plan is adopted the voluntary role will be advertised and a volunteer found to fulfil the role.

### 3.0 DECISIONS REQUIRED

Council should consider:

- a) the formal readoption of the Community Emergency Plan
- b) the appointment of the Emergency Plan Coordinators
- c) the role of Community Emergency Plan Representative