



Madron Parish Council

Community Emergency Plan

Version: 1 Madron



Date of Plan: July 2026

This Plan is next due for review on: July 2027

Supported by



If an emergency occurs, your first action should ALWAYS be to contact the emergency services by dialling 999

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Section 1: First things to do in the event of an emergency

- 1. Ring 999 to inform the Emergency Services and provide**
 - Clear
 - Concise
 - Actual information as soon as possible
- 2. Contact the plan volunteers**
- 3. Meet at the Coordinators Assembly Point**

Primary Coordinator Assembly Point

Name of Venue: Landithy Hall

Address of Venue: Landithy Hall, Madron, TR20 8SW

In the event that the above location is inaccessible the following will be used:

Backup Coordinator Assembly Point

Name of Venue: Madron Playing Field

Address of Venue: Madron Playing Field, Madron, TR20 8SU

The coordinator and Plan Group may then decide to:

- Agree locations and open Community Emergency Hub Point/s [If required]
- Contact plan volunteers with specific skills, equipment or resources who may be able to help with the emergency situation
- Contact other plan volunteers using the other Communications Tree

1.1 Map of area covered by plan:



Section 2: Activating the community emergency plan

Until help arrives and without endangering yourself or other local people **contact the appropriate members of the community listed in the plan and ask them to report to the agreed assembly point.**

There should be no serving emergency services personal listed as they may not be available to assist your community in an emergency as they may be deployed elsewhere to assist in the response.

When the emergency services or other responders have arrived try to make contact with them, explain who you are and what your role is.

Role	Name	Tel	Mobile	Address
Coordinator	Andy Engla nd	07539 076857		
Deputy	Hugh Eddy	07375 102365		
Team Member 1	Madd y Nichol ls	07731 776767		
Team Member 2				
Team Member 3				
Team Member 4				
Team Member 5				

Add more team members to suit your plan needs or available volunteers

- The Plan can be activated by the Emergency coordinator based on that person's assessment of the situation. It is easier to stop the plan should events

come under control sooner than expected than to not respond at all.

- Sometimes full plan activation will not be required and the plan should also be seen as a resource to solve smaller issues within the community.
- If details of an incident are received from a source other than the emergency services or local authority then those receiving the notification must contact the emergency services to ensure they are aware of the incident. This may require making a 999 call.

Section 3: Contact Numbers

3.1 Emergency Contact Numbers

Organisation	Telephone (office hours)	Telephone (out of hours)
Floodline (for flood warnings and advice)	0345 988 1188	0345 988 1188
Environment Agency Incident Hotline (to report flooding)	0800 80 70 60	0800 80 70 60
Cornwall Council - Emergency Management	Call Emergency Management via Cornwall Fire and Rescue Service Critical Control on 0203 162 2240 and ask for the Duty Emergency Management Officer who will then call you back.	0203 162 2240
Cornwall Council – Report flooding or drainage issues on public roads	0300 1234 222	0300 1234 222
Cornwall Council – Environmental Health	0300 1234 212	
Fire & Rescue Service	999 Emergency	999 Emergency
Police	999 Emergency	999 Emergency
Ambulance Service	999 Emergency	999 Emergency
HM Coastguard	999 Emergency	999 Emergency
SW Water Company	0344 346 2020	0344 346 2020
Electricity	National Grid – 0800 6783 105	105
Gas	British Gas - 0800 111 999	0800 111 999
Telecommunications Company	BT 0800 917 0510	

Add more as necessary

3.2 Communication Tree

Change this section as necessary to suit the community. For example, you may want to use flow chart.

The Emergency Coordinators should contact the Team Members below who will notify the people identified.

At least one of the coordinators should be the key holder to the nominated Community Emergency Hub Point.

NAME	NOTIFYING	CONTACT DETAILS
(Coordinator 1)	Andy England	1. Hugh Eddy
(Coordinator 2)	Hugh Eddy	Maddy Nicholls
(Coordinator 3)		1.

Add more if required

Section 4: Community resources and skills

4.1 Community Emergency Hubs

Record here details of accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives e.g. halls, hostels, churches etc. Local authority premises, schools, leisure/community /day centres will be opened by the local authority as appropriate.

Key Holders Name	Facility Address / Location	Considerations	Telep hone No.	Mobil e No.	Email Address
Connie Strowger	Landithy Hall, Madron, TR20 8sw	Sw4508 31899	01736 44856 9		
	Madron Church	SW4533 831816	01736 36099 2		
Andy England + Hugh Eddy	King George V Playing Field, Madron, TR20 8SW	SW45156 32227			

Ensure that the managers of these buildings are aware of their inclusion in this Plan, and that they are briefed as to what might be expected of them in an emergency i.e. to open the building, provide shelter (including heating if appropriate) and refreshments to evacuees.

4.2 Community Skills/ Volunteers

Volunteer Name	Profession/Skill	Contact number
	e.g. First Aider/ Doctor/ Flood Warden	

4.3 Community Resources

Resource available	Contact	Contact Number
Defibrillators	Landithy Hall King George Playing Field pavilion	Cabinet Code – 2022 Cabinet Code - C159X
Generator owner/user		
Starlink/ Raynet		
Water pump owner/user		
Private water/well supplies		

Section 5: Local hazards and vulnerable groups

5.1 Vulnerable Groups

If additional assistance is required for vulnerable persons, this should be reported to Cornwall Council's Emergency Management's Team via Fire Control. Please see section 3.1 for their contact number.

Each area has an identified point of contact to identify vulnerable individuals within the community.	Point of contact:	Contact number:
Coordinator Holds a list of locations.	(coordinator)	
St Madderns School	Bellair Rd, Madron, Penzance TR20 8SP SW45343 31776	01736 364845
Heamoor County Primary School	Bosvenna Way, Penzance TR18 3JZ SW45789 31024	01736 363390
Squirrels Day Care	Madron	

Trevaylor Manor	Gulval, Penzance TR20 8UR	SW46834 32516
OAP Bungalows	Fore Street, Madron Meat, Mount View	

N.B. It is not recommended that details of individuals who might be defined as 'vulnerable' are kept in your emergency plan as it is likely that the plan will be circulated to a range of people. However, it may be worth considering identifying a person or persons to keep a secure list of individuals within the community that could be referred to during an emergency. If this is the case it is important to remember to ask the permission of the people concerned before adding them to the list.

5.2 Main local risks or hazards most likely to result in plan activation

For ANY event –

1. Is there an immediate risk to life? If YES, Call 999.
2. Alert Cornwall Council Emergency Management Team if you intend to activate the plan (3.1).
3. Contact the Emergency Coordination team via the communication tree (3.2).
4. Consider opening a Community Emergency Hub (4.1).

Add additional risks and actions as necessary.

Risk or hazard	LOCATION (if possible)	Other Info/considerations	Actions to be taken
Missing Persons			
Moors			
Madron Meat Buildings	Abandoned Buildings		
Reservoir	Drift, Heamoor		
Ponds	Madron Carn		
Bogs	Wishing Well, Bapistry		

DISCLAIMER – This is not designed to be an exhaustive list but is provided in this plan to identify risks or hazards that the community feels are most likely to occur resulting in the plan being activated.

6: Community Flood Plan

Community or group	
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Floodline Quickdial Number	03459881188
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Which Environment Agency flood warnings are you registered to receive?	Sign up here - https://www.gov.uk/government-features/flood-warnings You could also sign up to MET office weather warnings.
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Flood Warning Triggers

e.g. Spring high tide forecasted, heavy rain and/ or storm. Environment Agency alerts and MET Office weather warnings.

6.1 Roles and responsibilities of the Group

During a flood incident, the Coordinator/Deputy Coordinator should:

- Inform Cornwall Council Emergency Management that the plan has been activated.
- Contact the Community Volunteers to stand up the Group.
- Warn the wider community via  (e.g. WhatsApp, social media, face to face etc)
- Nominate Community Emergency Hub Points if necessary.
- Upon arrival of the emergency services, the coordinator should make themselves known, provide them with a copy of the Flood Plan and be available to provide local knowledge.
- Collate and record information from the volunteers.

During a flood incident, the volunteers and all members of the Community Emergency Plan should-

- Help relay information to the community, for example to pass on the flood warnings or information on road closures.
- Collect information about the flood and its impacts so that this can be passed on to the relevant authorities. This can help with any subsequent investigations and with planning to reduce future flood risk.
- Record information and actions taken on the logging sheet.

During a flood incident, it is important that the Volunteers:

- Always follow guidance from the emergency services and authorities.
- Stay out of the water, prioritise safety and do not put themselves or others at risk.
- Do not attempt to deal with potentially difficult people or situations but simply report them to the relevant authorities.

6.2 Locations at risk of flooding and local flood actions

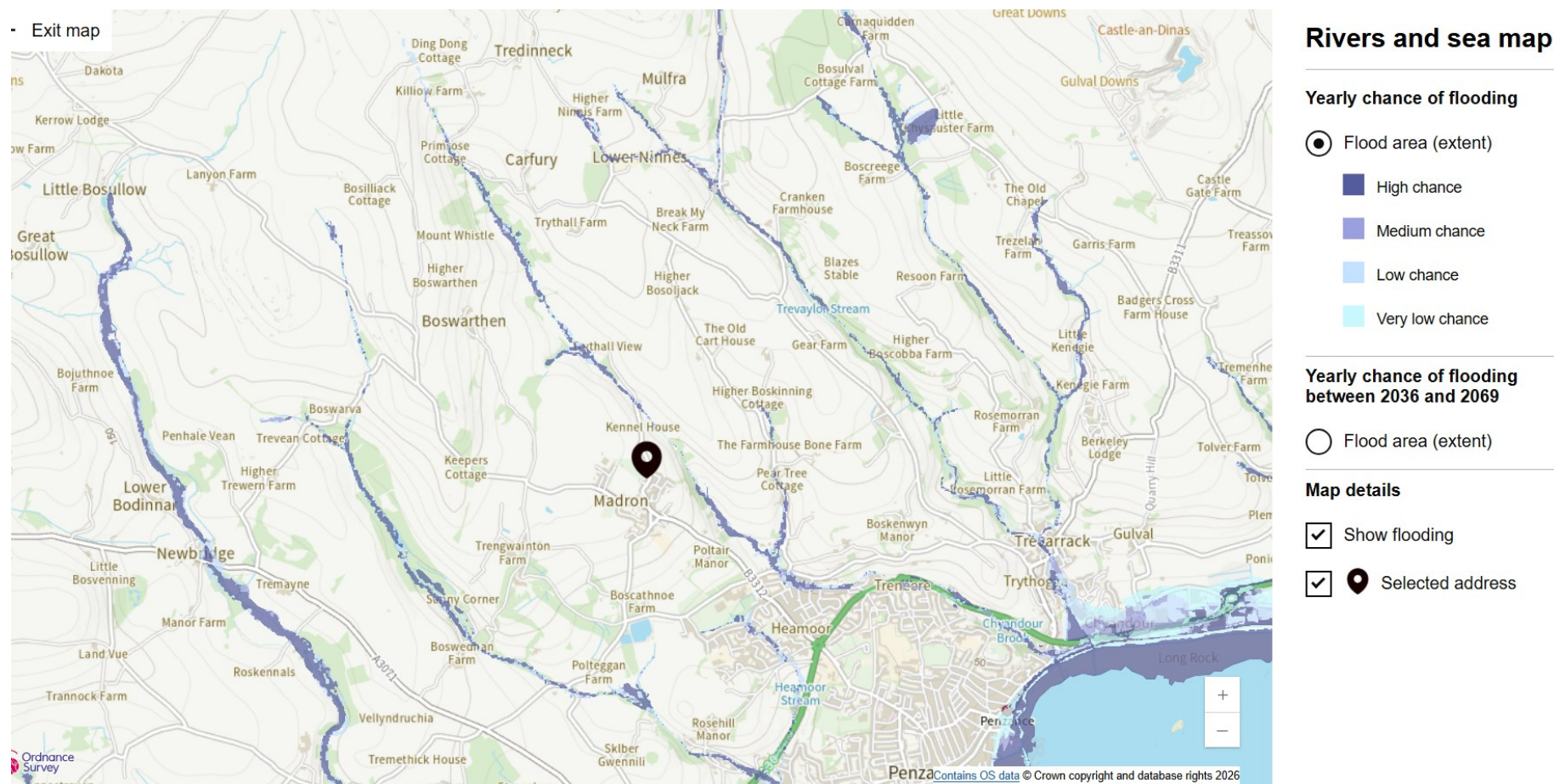
Area number	Location of risk	What3Words	Trigger	Local Flood Specific Action
Area 1				
Area 2				
Area 3				
Area 4				

Community Emergency Plan

6.3 Maps showing direction of flooding

This information can be found at <https://www.gov.uk/check-long-term-flood-risk>

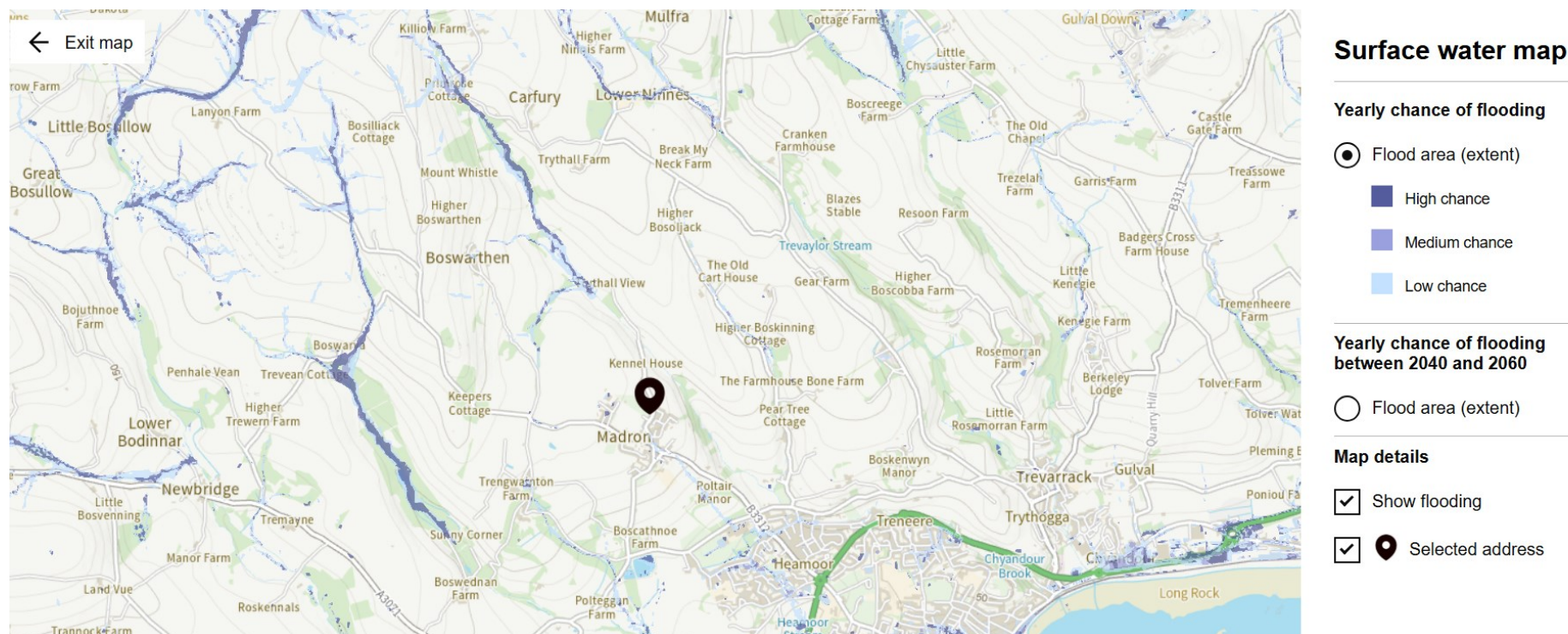
Risk of Flooding from Rivers and Sea



Community Emergency Plan

Risk of Flooding from Surface Water

This information can be found at <https://www.gov.uk/check-long-term-flood-risk>



6.4 After a Flood

Help for residents

The Community Flood Group should encourage residents and businesses to:

- Take photos before the clean up as they may need to rely on them for insurance claims.
- Ask their insurer before discarding items that can't be cleaned, as they may want to make a claim for the items.

After a flood, residents should be signposted to the following for support:

1. Get help after a flood (Environment Agency): <https://www.gov.uk/after-flood>
2. Support for flood victims (British Disaster Management Association): <https://bdma.org.uk/>
3. Cornwall Community Flood Forum: <https://www.cornwallcommunityfloodforum.org.uk/>
4. Cornwall Council: [Recovering the community after an emergency - Cornwall Council](#)

7: Toolbox

7.1 Logging Sheet

It is important to record information during an emergency. Completing a logging sheet is an easy way to ensure information is not lost. It can also help support/justify any decisions or actions taken.

Date	Time	Name	Information/Decision/Action

Community Emergency Plan

7.2 First Meeting Briefing/ Agenda?

Item	Details / Guidance
1. Confirm Safety	Ensure all expected attendees are safe and accounted for. Check Community Emergency Hub is safe for use.
2. Nominate Chair / Minute Taker	Appoint one person to lead, another to take notes.
3. Situation Report (SitRep)	Brief summary of what is known: • What has happened/ expected to happen? • Who is potentially/ has been affected? • What is the current impact, if applicable?
4. Initial Priorities	Agree urgent actions: • Welfare checks • Communication / Communication zones • Shelter or support • Contact with emergency services
5. Assign Roles	Allocate tasks (e.g. site checks, comms, volunteer coordination)
6. Volunteer Deployment	Identify which volunteers are available and where they are needed
7. Community Emergency Hub Decision	Is it needed? Is the venue safe and available?
8. Communication Plan	Agree how and when to send updates. Note any outages or limitations.
9. Log Keeping	Ensure someone is logging all actions
10. Set Next Check-In/ battle rhythm	Agree when the team will reconvene or check back in.
11. Any Other Urgent Issues	Catch any missed points before closing the meeting

Community Emergency Plan

7.3 Community Emergency Hub building details

Location Information	
Name of Building:	Landithy Hall
Address of Building: Including postcode & grid reference if known	Church Road, Madron Postcode: TR20 8SW Grid ref (if known): SW4508 31899
Telephone Number:	01736 448569
Fax Number:	
Is it accessible by car?	Yes
Is it accessible by bus?	Yes
No. of car parking spaces:	20 by church, 5 along the road.
Building Information	
Maximum Capacity:	150
Number of Rooms:	3
Any potential sleeping areas? <i>(if bedding were to be provided)</i>	Yes
Wheelchair Access:	Yes
Number of toilets:	Two

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Bath / Shower-rooms:	No		
Kitchen:	Yes		
Water:	Yes		
Heating type:	Gas		
Is there Mobile phone /Broadband service available	No		
Key holder Information			
<i>Please provide details of 2 key holders for this building:</i>			
Key holder 1		Key holder 2	
Name:	Connie Strowger	Name:	Mike Scoble
Address: (including postcode)	Landithy, Church Road, Madron, TR20 8SW	Address: (including postcode)	Tregoddick House, Madron
Telephone:	01736 448569	Telephone:	01736 362643
Mobile:		Mobile:	

Buildings Information –Community Emergency Hubs

If any Risk Assessments have been carried out for this building/area, will we be able to have access to them in the event of the building being used during an emergency?

If YES, please note down in the Additional Information box below, where we can obtain copies from.

If NO, please contact your Health and Safety expert to undertake the Risk Assessment required.

Please enter any additional details or information about the nominated Community Emergency Hub in the box provided below (for example: the type of rooms or accommodation the building could provide; the approximate sq. footage; any additional office space or outside areas that could be used; is there somewhere that could be used as a reception area or information point; are there any additional telephone points etc).

Additional Information

Data Protection Information for Key holders

The information entered on this form may be required to be accessed in the event of an emergency and / or in any future emergency planning. The information which you (the key holders) have provided (i.e. your name, address and telephone numbers), is classed as 'publicly available' information, and as such you **do not need to sign the Data Protection release statement below unless the telephone number you have supplied is ex-directory**. If you (the key holder) have given an ex-directory telephone number, please read the following information carefully and sign on the relevant line below.

I, the undersigned, give permission for the information I have provided to be used in the Community Emergency Plan, to be accessed and used in the event of an emergency and/or matters pertaining to emergency planning

Key holder 1

Name: _____ Signed: _____

Date: _____

Community Emergency Plan

Section 8: Distribution list & review date:**Distribution List:**

NAME	Storage	CONTACT NUMBER	EMAIL ADDRESS
Cornwall Council Emergency Management Team	Stored securely		
Environment Agency	Stored Securely		
Cornwall Community Flood Forum	Stored securely		
Madron parish Council	Online		clerk@madronparishcouncil.gov.uk
Connie Strowger	Landithy, Madron	01736 448569	cstrowger12@gmail.com
Mike Scoble	Tregoddick House, Madron	01736 362643	scoble.mpc@gmail.com

Plan review date: July 2027**This plan is to be reviewed on: July 2027**

NOT LATER THAN 12 MONTHS AFTER DATE AGREED OF PLAN or AFTER AN INCIDENT

Section 9: Acknowledgements and disclaimer

Acknowledgement

This Draft Template has been prepared by Cornwall Council Emergency Management and Cornwall Community Flood Forum.

The information contained in this document is for guidance only.

It is acknowledged and accepted that Cornwall Council will not be liable, either under this Guidance or otherwise, for any actions or omissions of any community groups or volunteers in an emergency situation. The suitability of the application of this Guidance to the emergency situation shall be entirely for the determination of the communities themselves. This Guidance does not constitute legal advice in relation to emergency planning.

Endorsed by Community Emergency Planning Management Group on **INSERT DATE**

