



Warwick District Council Emergency Planning Policy

A framework for emergency response and preparedness work

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EXECUTIVE SUMMARY

This Emergency Planning Policy is issued to outline the strategic framework for emergency management within Warwick District Council. I am directly responsible for this work-stream and along with the Council’s Community Protection Team, work to ensure that Warwick District Council is as resilient and prepared to respond to an emergency as possible.

In my capacity as Chief Executive I sit on the Warwickshire Local Resilience Forum, which forms the highest tier of local emergency management in Warwickshire and oversees the day-to-day efforts of our multi-agency partner organisations and the Local Resilience Forum Work Groups (see figure 1 below). The emergency planning work which continues across the county, seeks to ensure preparedness and greater resilience of both communities and organisations alike; and from Risk Assessment to Recovery, Warwick District Council is actively participating in this process, striving for excellence.

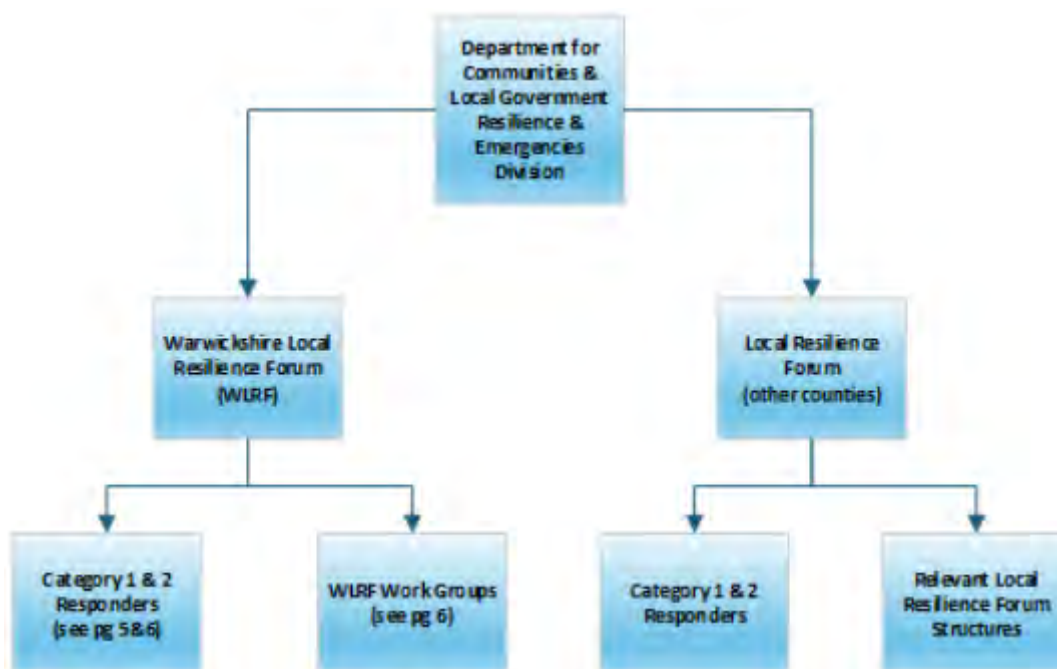


FIGURE 1

This policy outlines the specific procedures and plans Warwick District Council has in place so that we are well placed to respond to an emergency event within the district and is intended for staff, Elected Members, and the general public alike. The document also outlines how we are meeting our obligations under the Civil Contingencies Act 2004 and seeks to identify areas where development work is likely to be undertaken over the next year.

Emergency management is a complex process, involving many different organisations, groups, and individuals. Warwick District Council seeks to ensure that as well as meeting legal obligations we are building a resilient and prepared community, able to face the challenges ahead. I commend this approach and this document to you.

A handwritten signature in black ink that reads "Chris Elliot". The signature is written in a cursive style with a large initial 'C' and 'E'.

Chris Elliot
Chief Executive
Warwick District Council

PART ONE: POLICY INTRODUCTION

Introduction

The Civil Contingencies Act (2004) and its associated Regulations and Guidance recognise the fact that many agencies are involved in responding to emergencies. The Act therefore defines two categories of responder. These are described as Category 1 and Category 2 Responders. Local Authorities are classed as Category 1 Responders. Category 1 Responders prepare and respond to emergencies and Category 2 responders co-operate and share information with Category 1 Responders.

The Civil Contingencies Act (2004) defines an emergency as “an event or situation that threatens serious damage to human welfare in a place in the UK or to the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK.” The general caveat is that the situation is on a scale beyond the capacity of normal operations and requiring the special mobilisation and organisation of services.

Where specific identifiable hazards exist within Warwick District separate detailed Plans have been prepared which are consistent with this document.

There may be occasions when incidents arise which may not fall neatly into the category of an emergency. A common-sense approach following - to a greater or lesser degree - the broad principles contained in this document should be adopted to ensure an effective response to emergencies of any nature.

Aims & Objectives

The aim of emergency planning within Warwick District Council is to provide a basis on which the Council can respond effectively to, and lead the recovery from, emergencies.

The objectives of emergency planning within Warwick District Council are:

- to enable Warwick District Council to provide assistance to the full-time emergency services.
- to enable Warwick District Council to provide professional and technical advice, labour, transport, equipment, use of premises and any other material or resources which might be required during an emergency.
- to enable Warwick District Council to lead the recovery phase of any emergency.
- to enable Warwick District Council to continue to deliver appropriate services during any emergency response.
- to comply with the requirements of the Civil Contingencies Act (2004) and its accompanying Regulations.

This document is not designed to meet the needs of day-to-day incidents which could affect the normal functions and resources of a Service Area. These should be covered by service area Business Continuity plans which are aimed at

keeping the organisation operating and restore normal functions as quickly as possible. The aim of this document is to set out the underlying policy, planning and preparedness work of Warwick District Council that allows a response to be made to emergency events that may affect the district and manage the consequences of an emergency.

Audience

This document is intended for the guidance of Warwick District Council personnel who might be involved in dealing with an emergency as defined in the Civil Contingencies Act (2004). It is designed to provide a flexible framework for the co-ordination of action regardless of cause.

It will also be published in the public domain so that residents of Warwick District can view the levels of planning work that the council undertakes and consider their role in an emergency (page 15).

Responsibilities

The responsibility of emergency planning arrangements at Warwick District Council is the duty of the Chief Executive. The Head of Community Protection and the Emergencies & Resilience Lead Officer are, however, responsible for the day-to-day delivery of this service.

Development of the Document

The document will be a fluid one, to ensure that the information remains as up to date as possible. It is intended to review the policy annually to ensure changes in the risk landscape and planning arrangements are considered in the published text.

Effective Date

This document has been effective since the 18 March 2009 from when it was formally approved by the Warwick District Council Executive. It has had a full review in October 2025 and will continue to be maintained yearly by the Emergencies & Resilience Lead Officer. The document will also be updated outside of the formal review period where necessary, such as in response to significant organisational changes, including alterations to the senior leadership team or changes to the organisation's emergency response arrangements.

Glossary of Terms Used in this Document

Definition of Emergency

The Civil Contingencies Act (2004) states that an "emergency" means "*an event or situation, which threatens serious damage to –*

- Human welfare in a place in the United Kingdom,
- An event or situation which threatens serious damage to human welfare in a place in the United Kingdom, or

- War or terrorism which threatens serious damage to the security of the United Kingdom”

Category 1 Responder

A local responder organisation listed in Schedule 1 Part 1 of the Civil Contingencies Act likely to be involved with a central role in the response to most emergencies. This includes:

- Police Forces including British Transport Police & Ministry of Defence
- Fire services
- Ambulance services
- HM Coastguard
- NHS including NHS hospital trust and foundation trusts
- Local Authorities
- Environment Agency
- Highways

Category 2 Responder

These responders are less likely to be involved in the core planning but are crucial during specific incidents, cooperating with Category 1 responders to ensure effective emergency management.

- Health and Safety Executive
- Transport Companies
- Utility Companies
- Voluntary Sector Organisations

Local Resilience Forum

A Local Resilience Forum is a multi-agency partnership in the UK that coordinates emergency preparedness and response efforts within a specific geographical area.

Major Incident/Emergency

Something dangerous or serious, such as an accident, that happens suddenly or unexpectedly and needs fast action in order to avoid harmful results.

(The) Civil Contingencies Act 2004

The Civil Contingencies Act 2004 is a UK law that provides a framework for civil protection and emergency management, defining roles and responsibilities for local responders in the event of emergencies.

Business Continuity Management

A management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience with the

capability of its stakeholders, reputation, brand, and value creating activities.

Recovery

The process of restoring, rebuilding, and rehabilitating the community and supporting groups particularly affected, in the aftermath of an emergency.

Emergency events

This can be broadly broken down into three distinct categories due to their characteristics and provide a different degree of planning and response time accordingly:

Sudden Impact: An event that happens with little or no prior warning. The effects are usually felt instantly and could include transportation accidents, utility failure, industrial accidents, and acts of terrorism.

Rising Tide: An event that has a lead time of days, weeks or even months. This type could include health pandemics, flooding, foot and mouth disease and industrial action.

Foreseeable Event: An event that can clearly be predicted to such a degree that specific contingency plans can be developed for the situation. This type could include events such as a major sports or entertainment event.

PART TWO: CIVIL CONTINGENCIES COMPLIANCE

SECTION 1: DELIVERY OF THE CIVIL CONTINGENCIES ACT 2004

The Civil Contingencies Act 2004 is the framework for civil protection in the UK and places legal duties upon defined emergency responders.

Warwick District Council is a Category 1 responder and as such has duties under the Civil Contingencies Act 2004. These duties place a legal obligation on Warwick District Council to deliver the seven key elements of the Civil Contingencies Act to improve emergency management arrangements in the local area and to improve multi-agency working throughout Warwickshire.

Elements of the Civil Contingencies Act 2004

The following sections detail the seven duties under the Civil Contingencies Act, and the actions Warwick District Council is implementing to meet its obligations in this regard.

Initial broad terms of the elements will be followed by the more detailed description from the Civil Contingencies Act.

Duty 1- Risk Assessment

“Identify potential emergencies and assess their likelihood and impact”

Local resilience forums are multi-agency partnerships made up of representatives from local public services, including the emergency services, local authorities, the NHS, the Environment Agency, and others. Warwick District Council assesses the risks within the County by participating in the Warwickshire Local Resilience Forum.

The Community Risk Register is assessed by the multi-agency group and then tailored to the specific needs of Warwick District. This assessment is based on information of prior events and the specific risks posed in the area in relation to the countywide perspective.

Warwick District Council uses the Community Risk Register to inform all planning and preparedness work, hoping to focus efforts on those risks with the highest risk rating. Other risks are also considered, and effort is also made to identify which of the countywide risks are most pertinent to the district.

The output of this process is any specific plans and arrangements deemed necessary for the local area. An example of this would be the Warwick District Flood Response Plan which forms part of the CCTV Duty Officer standard operating procedures.

The National Risk Register also helps to inform some of the work of the Risk Assessment Working Group by framing the national perspective of the hazards faced.

Duty 2- Emergency Planning

“Develop plans to respond effectively to emergencies”

Warwick District Council has an Emergency Management Plan, which is reviewed on an annual basis and revised and updated, as necessary. The current version is newly revised and reflects internal and external review processes and feedback from exercises held to test the plan.

Further information can be found on page 14 of this document.

Duty 3- Business Continuity Management

“Ensure critical services can continue during disruptions”

Warwick District Council has a Corporate Business Continuity Management Plan, which is reviewed on an annual basis and revised and updated, as necessary. There are also individual service area Business Continuity Plans which identify the risks for each area.

Further information can be found on page 17 of this document.

Duty 4- Warning and Informing

“Maintain systems to alert and advise the public before, during and after emergencies”

The Warwick District Council website provides an information resource for district residents on emergency planning, business continuity, and flooding. The web pages will be updated and reviewed as necessary for them to remain a suitable source of information.

Media, HR & Stakeholder Management Team

The Media, HR, Stakeholder & Business Continuity Management Team, which forms part of the District Emergency Centre is responsible for communicating relevant information to the public, staff, and other stakeholders in the event of an emergency.

Joint Multi-Agency Emergency Media & Communications Plan

In the event of a wide-scale emergency the above Plan for Warwickshire would be invoked.

This provides for a co-ordinated and timely approach to warning and informing, listening, and engaging during an emergency or major incident. This ensures clarity and consistency of message, supporting and reassuring the public. Further details are available on page 16.

The Warwickshire County Council Communications Team is charged with the overall consideration of the communication of information and warnings to the public. Warwick District Council actively interacts with multi agency communications processes and feeds ideas and best practice back via our

Communications Officers, who form part of the Warwick District Council Media, HR, Stakeholder & Business Continuity Team, in the event of an emergency.

The Parish Councils maintain their own individual Emergency Plans for each area, and Warwick District Council will be seeking to build increased relationships with the parish councils to ensure that the district is as resilient and prepared as possible, with clear communication channels. The intention is to build resilience at a local level and take advantage of community knowledge, especially in terms of vulnerable people and locations.

Duty 5- Information Sharing

“Share relevant information with other responders to improve co-ordination”

Information sharing exists between all Districts and Borough Councils within Warwickshire to increase resilience and improve decision making.

The Local Resilience Forum allows the opportunity for Warwick District Council to work with other local responders and for information sharing to occur (for more information see page 20). Warwick District Council sits on all groups in the Local Resilience Forum and receives and shares information at all levels.

The opportunity to work with local responders outside of the Local Resilience Forum structure also exists and Warwick District Council has a working relationship with many local responders and is committed to maintaining and developing this process as required.

An example of this is the working relationship that Warwick District Council has with the Environment Agency; both parties work together before, during and after even small events to ensure information flows between the two organisations in the best manner possible.

The involvement of Parish/Town Councils in emergency planning is a positive development and seeks to facilitate information sharing between local communities and local authorities. It is hoped that through this process communities become better aware of hazards in their area and in turn that the Council are informed of local information and circumstances that they may have been unaware of without the community’s involvement.

Warwick District Council also has a relationship with several individuals in certain high-risk areas. This relationship has been established over time, and the Council are committed to maintaining these personal links wherever possible and the relationship is shown to mitigate or reduce risk and increase knowledge in vulnerable communities.

Duty 6- Co-operation

“Work collaboratively with other local responders through structures like Local Resilience Forums”

As a partner agency in the Local Resilience Forum, Warwick District Council is part of an operational development of response plans and general preparedness works to ensure an efficient response to emergency situations in Warwickshire.

Warwick District Council actively engages with local responders on a one-to-one basis as well as through the Local Resilience Forum structure to ensure that any emergency response in Warwick District is as efficient as possible. Warwick District Council is committed to this process and will seek to further develop partnerships as required by circumstance or risk.

The work regarding development of Parish Emergency Plans is intended to continue to ensure communities are prepared for emergencies and they are aware of how they can help in response. This work seeks to increase resilience in communities across the district in association with the Parish Councils.

Mutual aid support between organisations is an important part of emergency preparedness work so that when resources are stretched, organisations can seek assistance from within the county or further afield if the situation dictates. Currently this function is co-ordinated by the Coventry, Solihull, and Warwickshire Resilience, who will assess the severity of the situation in affected areas and seek to deploy resources as appropriate.

Duty 7- Advice to Businesses and Voluntary Organizations

“Local authorities must help these groups with their own continuity planning”

Warwick District Council will also seek to utilise, when possible, any other viable means of communication to promote business continuity management to the wider community. Currently the Warwick District Council website is being utilised to promote business continuity management awareness.

PART THREE: PLANS AND PROCEDURES

SECTION 1: INTRODUCTION

This is the strategic outline of Warwick District Council's emergency procedures for dealing with an "emergency" as defined in the Civil Contingencies Act (2004). The plans are based on available best practice advice, information and guidance from the Civil Contingencies Secretariat and Local Resilience Forum partners. These procedures are designed to best use available council resources and integrate with the Emergency Plans developed by other Local Resilience Forum partners and other organisations.

SECTION 2: DUTY OFFICER SYSTEM

Warwick District Council officers from several service areas remain vigilant to different incidents that might occur within the district. Community Protection will be the main point of contact for partner response organisations and council service areas in the event of an emergency developing or monitor situations that may give rise to an emergency.

The Out of Hours Duty Officer will have the responsibility of monitoring rising tide situations that may progress into an emergency, including during out of hours times. The duty officer will not be directly responsible for responding to an emergency event or directly managing it, but they will help bring control and co-ordination to Warwick District Council's response to it. Once a rising tide situation is clearly going to become an emergency, or the duty officer is directly notified of a sudden impact emergency, they will notify the relevant Senior Officers. The duty officer's actions will be guided by a set of Standard Operating Procedures, setting out what actions are required and details relevant to the situation (where possible). The duty officer will hold a duty mobile telephone and the Standard Operating Procedures and any other pertinent plans or information for the duration of their time on duty.

SECTION 3: WARWICK DISTRICT COUNCIL EMERGENCY MANAGEMENT PLAN

In the case that an emergency will require the focussed efforts of several individuals or council service areas to the exclusion of normal day to day work, or out of normal operating hours, the Emergency Management Plan may be activated. The plan details the specific procedures and roles that will be undertaken by council officers and/or service areas to best coordinate the Warwick District Council response to the emergency.

Training & Exercising

- The plan will be exercised at least once a year.
- Training and development work for those involved in the plan is also undertaken on a regular basis.

- Training programmes will also be considered, where appropriate, to allow full understanding of any changes to the Emergency Management Plan by relevant personnel, post review.

Emergency Management Plan Review & Updates

The Emergency Management Plan is developed within Warwick District Council by the Emergencies & Resilience Lead Officer and is tested and reviewed at least yearly. All amendments will be approved by the Head of LGR.

Updates will also be conducted to ensure relevant personal and contact details are included and any changes have been considered. A review will also be conducted after any emergency or training event to incorporate any lessons learned.

Activation

The activation of the Emergency Management Plan will normally be completed after liaison between Community Protection and a member of the Council's Senior Leadership Team.

The plan activation will normally involve a full call-out of staff required in response and possibly opening the District Emergency Centre. This situation allows all of the response functions of the council to be located in the same place, improving the ability to offer a command-and-control structure to co-ordinate council efforts between service areas and across management levels.

District Emergency Centre

The Council's Emergency Centre, located in Royal Leamington Spa, will be used in the first instance with other sites available as alternative locations if necessary.

The purpose of the District Emergency Centre is to help bring co-ordination and control to the Council's response and focus the response as the Strategic and Tactical Teams dictate. These different teams all have a defined scope of responsibility and align with the nationally accepted Strategic, Tactical, and Operational response management structure. All the roles and responsibilities are outlined in the Emergency Management Plan.

WDC Response Levels

Warwick District Council has developed response levels which help to indicate the level of the response being undertaken. The levels can be used to express the state of the response quickly between local authority partners and internally.

The levels may also be used to inform decision making; for example, the District Emergency Centre may be opened flexibly (depending on the emergency) at Level 2. Whereas Levels 3 and 4 require a council-wide response and will require the District Emergency Centre to be operational.

Parish Councils in Emergency Response

Each Parish Council prepares and maintains their own Parish Emergency Plan. There is no legal requirement for this to occur or for Parishes to have a response capacity, however, it is an accepted part of a best practice approach to emergency planning.

Many risks and vulnerabilities are better known to the local community through experience and personal relationships and this information, if compiled, can be used by responders working over a larger area to inform their widescale response with local understanding. For example, the Environment Agency can keep the council informed of river levels via the Floodline service but those residents who live next to the river will probably understand its behaviour equally well and be able to pass vital information back such as a faster rise in levels than normal.

Local groups can also provide information about those in their community who might be most vulnerable in emergency situations. These could be elderly people, disabled persons, people who live in a certain location or have young children or any other factor that could limit personal response to an emergency. It is important that if this knowledge exists in the local community it is recorded in the parish plan and made available to inform the Council's response and that of any other partner agency.

Some parish groups have taken this idea further, establishing emergency committees who act to warn and inform the community as well as managing any local scale response and liaising with emergency response organisations as required. Examples of parish responses would be deployment of sandbags to protect homes and businesses and opening the village hall as a rest centre for members of the community who have been displaced from their homes or need food and shelter.

Elected Members Role in Emergency Response

Elected Members will not be asked to play a role in an emergency response, as trained council staff will provide this service. However, during the stages of recovery from a major emergency it is likely that Councillors will become involved in helping the community to rebuild (if necessary). Elected Members can be a focal point for the community they represent and being a conduit for information to and from the community. Members will receive updates from the Chief Executive (or nominated person) as to the state of the emergency as soon as practically possible. Members are encouraged to feed information back as well as receiving it as they may be aware of local circumstances in a similar way to parish councils, which may help to inform the response.

The General Public's Role in Emergencies

The role of the public in emergency situations depends on the emergency, the extent to which people are affected and their ability to respond to mitigate the effects of the emergency upon themselves. At no point should people attempt to respond to an emergency in a way that puts themselves or others at risk.

There are some actions that the public can take to ensure that they are prepared for emergency situations, namely being aware of the risks that they might face in their area and any methods by which they can reduce their exposure to these risks. An example of this would be a resident who lives near to a river being aware of the extent of flooding that would have to occur to affect them and then signing up to the Environment Agency's Floodline flood warnings to help alert them in times of risk. It is accepted best practice that where people and communities are better aware of the hazards they face and those mitigating actions, they can take, both for themselves and for others, community resilience to emergencies increases.

Warwick District Council will attempt to decrease community vulnerability wherever possible through continued work with the Local Resilience Forum.

Role & Resilience of Warwick District Council Contractors

Contractors are used to aid the Warwick District Council response in many emergency situations. The contractors currently in place have been encouraged to improve resilience and participate in business continuity planning.

SECTION 4: MEDIA & PUBLIC/STAKEHOLDER INFORMATION

Introduction

Ensuring a competent and effective Media response to any emergency is a key principle of the Warwick District Council response. Providing the media with up to date and accurate information can help disseminate information to those people affected or who know people who might be affected and can help avoid unnecessary angst or confusion.

The use of the media to disseminate information must be carefully managed however, as misinformation, even unintentionally can cause confusion and distress. Information releases directly to the public and to staff must also be carefully managed to ensure that as many people as possible are correctly informed as to the emergency.

Warwick District Council Media, Stakeholder & HR Management Team

As a part of the activation of the Emergency Management Plan, the Media, HR, Stakeholder & Business Continuity Management Team will be formed. They will be charged with crafting the Warwick District Council media response following direction from the Chief Executive and articulating this via whatever media or

public communications are available and best fit the message. The team will also be responsible for media management and liaison in general.

Stakeholder and HR communications will also be managed by the team, allowing them to be the one voice for Warwick District Council in times of emergency.

Joint Multi-Agency Emergency Media & Communications Plan for Warwickshire

If an emergency, or major incident occurs that is widespread in effect then the Joint Media Plan may be invoked by the lead LRF Responder, contacting Marketing & Comms Manager at WDC to support activation.

The Joint Media Plan ensures that there is a coordinated media response across Warwickshire and the Warwick District Council Media, HR, Stakeholder & Business Continuity Management Team must ensure they comply with the details of the plan or specific instructions issued.

SECTION 5: INCIDENT SPECIFIC PLANS & PROCEDURES

Generic emergency plans are a valuable tool in preparedness work, covering all hazards that might occur. However, certain plans for especially common or severe hazards are part of good practice and in the case of business continuity plans, a legal requirement.

Warwick District Council will continue to develop specific plans on a needs related basis to ensure that refined plans are available whenever possible. It is not conceivable that specific risk-related plans would be available for every occurrence and Community Protection will continue to develop plans relating to specific events experienced or where government guidance at a central or local level deem it necessary.

The following sections will outline the current specific plans that Warwick District Council has in place to deal with incident specific situations.

Corporate Business Continuity Plan

Category 1 responders have a duty under the Civil Contingencies Act to “... *put in place Business Continuity Management arrangements*”.

Warwick District Council has a Corporate Business Continuity Plan and is committed to developing and embedding a business continuity culture within the council.

As awareness of business continuity grows within the organisation the aim is to ensure that all service areas have a business continuity plan or combined emergency/continuity plan. This would detail the specific tasks that the service area should discharge, which staff can utilise and link with the Corporate Business Continuity Plan.

The Corporate Business Continuity Plan is activated in the same way as the Emergency Management Plan and will normally be completed after liaison

between the Duty Officer, Chief Executive (or nominated deputy) and any relevant Service Area Managers (or deputies).

This situation allows all of the response functions of the council to be in the same place, improving the ability to offer a command-and-control structure to co-ordinate council efforts

There is a likelihood that some emergency events will occur in such a way that a business continuity situation will also transpire; there may also be occasions where events combine as a matter of coincidence. In these circumstances Warwick District Council needs the ability to respond to both events either in a combined or differentiated fashion; hence an interface between the plans is required.

Flood Response Plan

Warwick District has a propensity for flooding, owing to the presence of the Rivers Leam and Avon and various other smaller rivers and watercourses within the district.

A range of flood events have left the local community and response organisations alike with experience and knowledge of the rivers in flood; this knowledge should not be lost and has led to the development of the Flood Response Plan. A copy of the plan is held by the Out of Hours Duty Officer and helps to inform their response to any flood warnings issued by the Environment Agency or reports of flooding reported from people or organisations in the area.

The prime function of the plan is to aid the monitoring and surveillance of the main rivers of the district and to aid decision making associated with this process.

Information is held on the levels at the various Environment Agency gauges on the Rivers Leam and Avon and as reports from the Environment Agency come through, or are obtained, the severity of flooding can be estimated.

There are also details held of persons and groups who the Out of Hours Duty Officer will liaise with in times of high river levels, to keep them informed of the possibility of flooding in their area.

The Flood Response Plan will be activated by the Out of Hours Duty Officer or Senior Manager when any reports of fluvial flooding or high river levels are received, either from the Environment Agency or from local reports.

The Flood Response Plan is an operational document to aid the decision making and initial actions of the Out of Hours Duty Officer. If the situation is progressing towards a major flood, or simply one where the officer needs help in maintaining a response then the Warwick District Council response levels will help to inform the necessary scale of response.

The Flood Response Plan is therefore a precursor to the Emergency Management Plan and once the Duty Officer feels they need help in response, the activation procedures of the Emergency Management Plan will come into effect.

The plan is a live document and requires updating on a regular basis, especially regarding contact details. There is also an annual review when data and details specifically relating to the plan will be assessed.

Prediction of river response can never be entirely accurate and will always be based on Environment Agency data; however, an attempt will be made to ensure that the plan reflects the recent and historical response of the river to precipitation events, thus allowing an informed emergency response.

Warwick District Council has also participated in the development of a Multi-Agency Flood Plan and have made available the details of the Flood Response Plan to aid that process.

SECTION 6: POST INCIDENT PLAN REVIEW & TRAINING

Specific review and training schedules will be implemented on a plan-by-plan basis, as stated in previous sections; however, another important opportunity for plan assessment and revision is post any emergency when plans have been activated. This allows the plan to be assessed against its performance in a 'real' event and is an opportunity to improve plans and response in general, that should not be missed.

If a larger response is initiated the Emergencies & Resilience Lead Officer will undertake a review of the response and the report will be submitted to the Senior Leadership Team. Feedback should be sought from all those involved in the response and the assessment report should primarily consider the plan's efficacy and the suitability of resources available in response.

Performance and training needs of staff should be considered in a separate document that can then inform future training schedules. This report will be developed by Community Protection.

Evaluation of the Recovery phase of the emergency response is also vital, especially as Warwick District Council may find itself leading this phase. Post recovery analysis should be conducted by Community Protection, involving any relevant service areas, so that lessons can be learnt and knowledge retained.

Post recovery it may be identified that training and exercising is required. This might fit in with already defined programmes for training and development or might be implemented separately depending on the nature of work needed; but must incorporate the lessons learned into procedures to ensure that Warwick District Council is better placed to respond to future incidents.

PART FOUR: PARTNERSHIP WORKING & THE LOCAL RESILIENCE FORUM

SECTION 1: WARWICKSHIRE LOCAL RESILIENCE FORUM

The Warwickshire Local Resilience Forum allows category 1 and 2 responders to plan, share information and intelligence and co-operate in the preparedness work undertaken in the county.

At the base levels of activity are the Telecoms Sub-Group and various Task and Finish Groups, which deal with subject specific matters depending on the risks posed; these report to the Tactical Group which in turn reports to the Local Resilience Forum itself.

The representatives from each organisation sit on the Local Resilience Forum and in major emergencies this group would form either the Strategic or Tactical Co-ordinating Group.

Underneath the Strategic and Tactical Teams sit the Telecoms Sub-Group and various Task and Finish groups. Task and Finish Groups are formed to work on various priorities identified by the Strategic and Tactical Teams. These risks are identified by the LRF's risk identification processes. Each group looks at a specific subject area and attempts to ensure that compliance duties under the Civil Contingencies Act are being maintained. Some groups have a subject area that requires or allows the development of plans and procedures in addition to the sharing of information.

Warwick District Council actively participates in the Local Resilience Forum process and uses the Warwickshire Community Risk Register and other Local Resilience Forum documents to inform planning and aid response.

SECTION 2: WARWICKSHIRE COUNTY COUNCIL EMERGENCY PLANNING ARRANGEMENTS

The Coventry, Solihull & Warwickshire Resilience Team co-ordinate local authority emergency planning in the county and promotes good practice on behalf of Warwickshire County Council. In an emergency response they act as a central point for response and resource management, deploying resources and voluntary groups to the worst affected areas.

In an emergency the first contact will most likely be from the Coventry, Solihull & Warwickshire Resilience Duty Officer who may be the first to alert the Out of Hours Duty Officer to an incident in the district. As the emergency develops the Emergency Centre at Shire Hall may be opened and the Coventry, Solihull & Warwickshire Resilience Team will act as a central information and coordination point for the local authority response. In certain circumstances the Coventry, Solihull & Warwickshire Resilience Team may send an officer to the District Emergency Centre to ensure an informed and co-ordinated response.

SECTION 3: OTHER PARTNER AGENCIES

Warwick District Council works with many partner agencies to establish information and develop suitable preparations and plans; for example, the Environment Agency has a working relationship with Warwick District Council to ensure flood warnings and information is received.

Warwick District Council will seek to develop and improve relations with all partner agencies and ensure that a multi-agency and integrated emergency management response remains a reality.