



# SEVERE WEATHER RESPONSE PLAN

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## FREEDOM OF INFORMATION

The contents of this plan are assumed to be accessible to the public and to staff, unless an exemption under the Freedom of Information Act 2000 has been identified during the drafting process.

<p><b>Please indicate opposite any exemptions you are claiming.</b></p> <p>Remember that some exemptions can be overridden if it is in the public interest to disclose – as decided by the FOI multi-disciplinary team.</p> <p>Exemptions normally apply for a limited time and the information may be released once the exemption lapses.</p> 	<p><u>This plan contains information;</u></p>	<p>Please insert an “x” if relevant</p>
	1. That is <b>personal data</b>	
	2. Provided in <b>confidence</b>	
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	5. That might prejudice <b>law enforcement</b>	
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	11. That <b>may not be disclosed by law</b>	
	12. <b>Other</b> Please describe	

**Remember to destroy all unnecessary drafts and unneeded correspondence, once the final version of this plan is agreed.**

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## DISTRIBUTION

Suffolk County Council  
St Edmundsbury Borough Council  
Forest Heath District Council  
Ipswich Borough Council  
Babergh District Council  
Mid Suffolk District Council  
Suffolk Coastal District Council  
Waveney District Council  
DCLG RED  
Suffolk Constabulary  
Suffolk Fire & Rescue  
NHS England - East Anglia Area Team  
Suffolk CCGs  
East of England Ambulance Service NHS Trust  
Environment Agency  
Animal Health  
Highways Agency  
Maritime & Coastguard Agency – MRCC Thames  
Public Health England - Anglia Public Health Team  
HQ 49 Brigade - JRLO  
USAFE (UK) – RAF Mildenhall  
Essex Resilience Forum  
Cambridgeshire Resilience Forum  
Norfolk Resilience Forum  
National Grid  
BT  
UK Power Networks  
Anglian Water  
Essex and Suffolk Water  
Magnox Ltd – Sizewell A  
EDF Energy - Nuclear Generation – Sizewell B  
ABP Ipswich  
ABP Lowestoft  
Hutchison Ports Felixstowe  
Harwich Haven Authority

SRF Website  
SRF Resilience Direct

## GLOSSARY

Abbreviation	Description
ACS	Suffolk County Council Adult and Community Services Directorate
CCGs	Clinical Commissioning Groups
CYP	Suffolk County Council Children's and Young People's Directorate
DCLG	Department for Communities and Local Government
EPRR	Emergency Preparedness, Resilience and Response
HA	Highways Agency
HWB	Health and Wellbeing Boards
HWS	Health and Wellbeing Strategy
LA	Local Authority
LHRP	Local Health Resilience Partnership
MIU	Minor Injuries Unit
NRC	Network Response Centre
NSWWS	National Severe Weather Warning Service
OGD	Other Government Department
PHE	Public Health England
RED	Resilience and Emergencies Division, DCLG

The Cabinet Office has produced the [Civil Protection Lexicon](#). This is a single point of reference for terminology used in UK civil protection. The lexicon provides a common, agreed set of definitions for terms used across the range of Integrated Emergency Management activities.

## INTRODUCTION

This plan is the multi-agency response plan for severe weather events in Suffolk and provides outline information on the response, management and roles and responsibilities of individual agencies.

This plan was devised and written by the Suffolk Resilience Forum Working on Wednesdays Group. Consultation with other Category 1 and Category 2 Responders (Civil Contingencies Act 2004) has taken place via the Suffolk Resilience Forum Support Group. It is linked to national policies on severe weather.

***It should be noted*** that this plan does not cover flooding, which is catered for in the [SRF Flood Response Plan](#)

### **Linked SRF Plans:**

[SRF Generic Response and Recovery Plan.](#)

[SRF Communications Plan.](#)

[SRF Recovery Plan.](#)

## 1. AIM

The aim of this plan is to provide a multi-agency emergency response framework for all agencies responding to a severe weather event in Suffolk.

## 2. OBJECTIVES

- a. Identify the risks and provide advice and information to communities and individuals to enable them to be prepared for the effects of a severe weather event.
- b. To provide a clear and concise procedure for the assessment of weather warnings, together with a corresponding escalation procedure and plan activation process.
- c. Agree specific roles, responsibilities and actions for all agencies involved in the response to a severe weather event.
- d. Identify key response issues that should be considered at both strategic and tactical levels in responding to a severe weather event.
- e. Determine activities to reduce disruption to the communities, utilities, businesses, and to protect the environment.
- f. Lead recovery activity to support the recovery of communities and businesses.

## 3. RISK

- a. Overview. The nature of Suffolk is such that in the past it has been subject to a wide variety of severe weather events. These have included heavy snowfall in 2003, 2009 and 2010 which caused widespread disruption, heatwaves in 2003 and 2006 and damage caused by the high winds in 1987 and 1990. The county will continue to be susceptible to severe weather conditions which are likely to change as the effects of climate change will present new challenges or effects of greater consequences.

b. Community Risk Register. A variety of severe weather risks have been rated as to their likelihood and potential effects on the county in the [Suffolk Community Risk Register](#).

Risk Rating	Hazard	Description
HIGH	Low Temperatures and Heavy Snow	Snow falling and lying over most of the county for at least one week. After an initial fall of snow there is further snow fall on and off for at least 7 days. Most areas experience some falls in excess of 10cm, some drifts in excess of 30cm and a period of at least 7 consecutive days with daily mean temperature below -3°C. There is likely to be some disruption to transport networks, businesses, power supply and water supply, and also school closures.
HIGH	Storms and Gales	Storm force winds affecting most of a county for at least 6 hours. Most areas experience mean speeds in excess of 55mph with gusts in excess of 85mph. Short term disruption to infrastructure including power, transport networks, homes and businesses.
HIGH	Heatwave	Daily maximum temperatures in excess of 32°C and minimum temperatures in excess of 15°C over most of a county for at least 5 consecutive days. There is likely to be disruption to power supply and transport infrastructure.

c. Severe Weather and Climate Change. Climate change forecasts indicate that Suffolk is likely to experience:

- Blocked weather patterns leading to prolonged periods of similar, possibly extreme, weather.
- Greater winter rainfall leading to an increase in flooding.
- Reduction in summer rainfall amounts.
- Increases in summer rainfall intensities.
- Low summer flows with increased pressure on water resources in urban areas such as Ipswich.
- More severe storm events – windstorms and extreme rainstorms
- Overall increases in annual mean temperatures.
- Increases in the number of very hot days.
- Increase in fire risk due to changes in biodiversity for upland areas.

The SRF will need to be flexible in its approach and be responsive to severe weather as the climate changes and adapt its plans in an appropriate manner.

#### 4. VULNERABLE PEOPLE

a. During a significant severe weather event *anyone* has the potential to become vulnerable due to the factors in disaster-related incidents. However, for a significant number of people the experience can be serious as it has the potential to remove them from established support mechanisms or expose particular vulnerabilities.

b. Vulnerable groups within the community will need special provision both in implementing any preparatory and precautionary measures for a potential severe weather event, and also in response to an incident. There are 3 categories of individuals that may fall into a 'vulnerable group':

- People who are generally independent, albeit with a structured support environment, in their normal daily circumstances, i.e. residential health / social home, or similar circumstances, or;
- People who due to an event or situation, such as illness, operation or accident who are now dependent upon others to support and care for them to survive independently within the community or;
- People who through individual circumstances (age, disability, or language barriers) may require extra support and care to deal with the consequences of being involved in an emergency.

c. Separate plans and guidance are being devised to assist in the identification of vulnerable groups and individuals. These provide a flexible process for collating and sharing information between responders whilst maintaining confidentiality, and detail additional support measures or actions that may be required to assist these groups or individuals during an incident. Individuals from the following key groups are considered to be particularly at-risk in the event of severe weather event:

- Older people (over 75 years old).
- People assessed as being at risk of, or having had, recurrent falls.
- Elderly people who live alone and do not have additional social services support people who are housebound or otherwise low mobility.
- Frail elderly.
- Children under the age of five or with disabilities.
- Homeless or people sleeping rough.
- People who have had operations – temporary.
- People with pre-existing or long term serious medical conditions medical conditions, especially those requiring medical support equipment or regular medication.
- People with long term mental health problems or learning difficulties that reduces individual's ability to self-care (including dementia).
- Pregnant women and new-born children.
- People living in isolated rural villages.
- People living in deprived circumstances or who are fuel poor
- Other marginalised groups

## 5. WEATHER AND INFORMATION SERVICES

The trigger for the activation of this plan will be by notification to responder agencies from:

a. [Met Office National Severe Weather Warning Service](#)<sup>1</sup>. This service notifies agencies through the provision of warnings of severe or hazardous weather which can cause problems ranging from widespread disruption of communications to conditions resulting in transport difficulties or threat to life. The National Severe Weather Warning Service provides two levels of warning for the following types of weather conditions and these will be reinforced using the following icons:

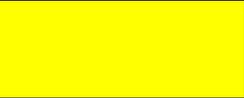
- rain; 
- wind; 
- snow; 
- ice; 
- fog. 

The two levels of warning are:

- (i) Alerts: These are issued more than 24 hours ahead.
- (ii) Warnings: These are issued up to 24 hours ahead.

Weather warnings will be assigned a colour indicating a combination of the level of impact and the likelihood of the severe weather. The colours will be assigned according to a matrix <sup>(Fig 1)</sup> to give each warning a colour:

Fig 1:

<b>High Likelihood</b>				
<b>Medium Likelihood</b>				
<b>Low Likelihood</b>				
<b>Very Low Likelihood</b>				
	<b>Very Low Impact</b>	<b>Low Impact</b>	<b>Medium Impact</b>	<b>High Impact</b>

The tables on the Met Office website provide examples of the level of disruption which might be found at each of the impact levels and for each weather element (rain, snow etc.). Note weather assessed as having a “Very Low” impact may still have some minor impacts.

The basic messages associated with each of the colour states are:

<sup>1</sup> <http://www.metoffice.gov.uk/publicsector/nswws>

<b>No Severe Weather</b>	<b>Be Aware</b>	<b>Be Prepared</b>	<b>Take Action</b>

In addition, the Chief Forecaster’s assessment explains why the warning has been issued and the likely impacts as well as indicating where any uncertainties lie.

Further advice on any warnings issued can be obtained from the duty forecasters at the Met Office, or from the regional [Public Weather Service \(PWS\) Advisor](#)<sup>2</sup>. The PWS Advisor for the Eastern Region can provide more localised interpretation of forecasts. They can also be called upon to provide advice at multi-agency or Strategic Coordinating Group (SCG) meetings.

b. [Hazard Manager](#)<sup>3</sup>. Hazard Manager is a one-stop information source for the emergency response community. It is designed to supplement the role of the PWS Advisors in providing consistent weather-related information and interpretation of severe weather events. The services currently available on Hazard Manager are:

- Interactive Map Viewer with weather information.
- Flood Guidance Statements.
- Weather warnings.
- Hazard Advice.
- FireMet and CHEMET services.

c. [Heat-Health Watch System](#).<sup>4</sup> The Heat-Health Watch system is operated by the Met Office and the Department of Health from the 1st of June until the 15th of September each year. The Met Office issues weekly notifications by email during this period. All agencies ensure they are signed up to receive these notifications and will act in accordance with the activity levels shown in [Annex B](#). The Met Office may forecast a heatwave where regional trigger threshold temperatures are met or exceeded. The system operates with five levels – Blue, Green, Yellow, Amber and Red – full details can be found in [Annex A](#) of this plan. The JEPU and Suffolk Clinical Commissioning Groups (CCGs) receive email forecasts / alerts from the Met Office along similar lines of warnings received through the National Severe Weather Warning Service.

d. [Cold Watch System](#). A Cold Watch system will operate from 1st November to 31st March each year. During this period, the Met Office may forecast extreme winter weather, as defined by forecasts of temperatures, snow and ice formation and their duration. There will be consultation between the Met Office and the Department of Health to raise alerts at appropriate level in view of the weather forecasts and their likely impacts. There are five levels of alert – 0 to 4 – full details can be found in [Annex A](#) of this plan.

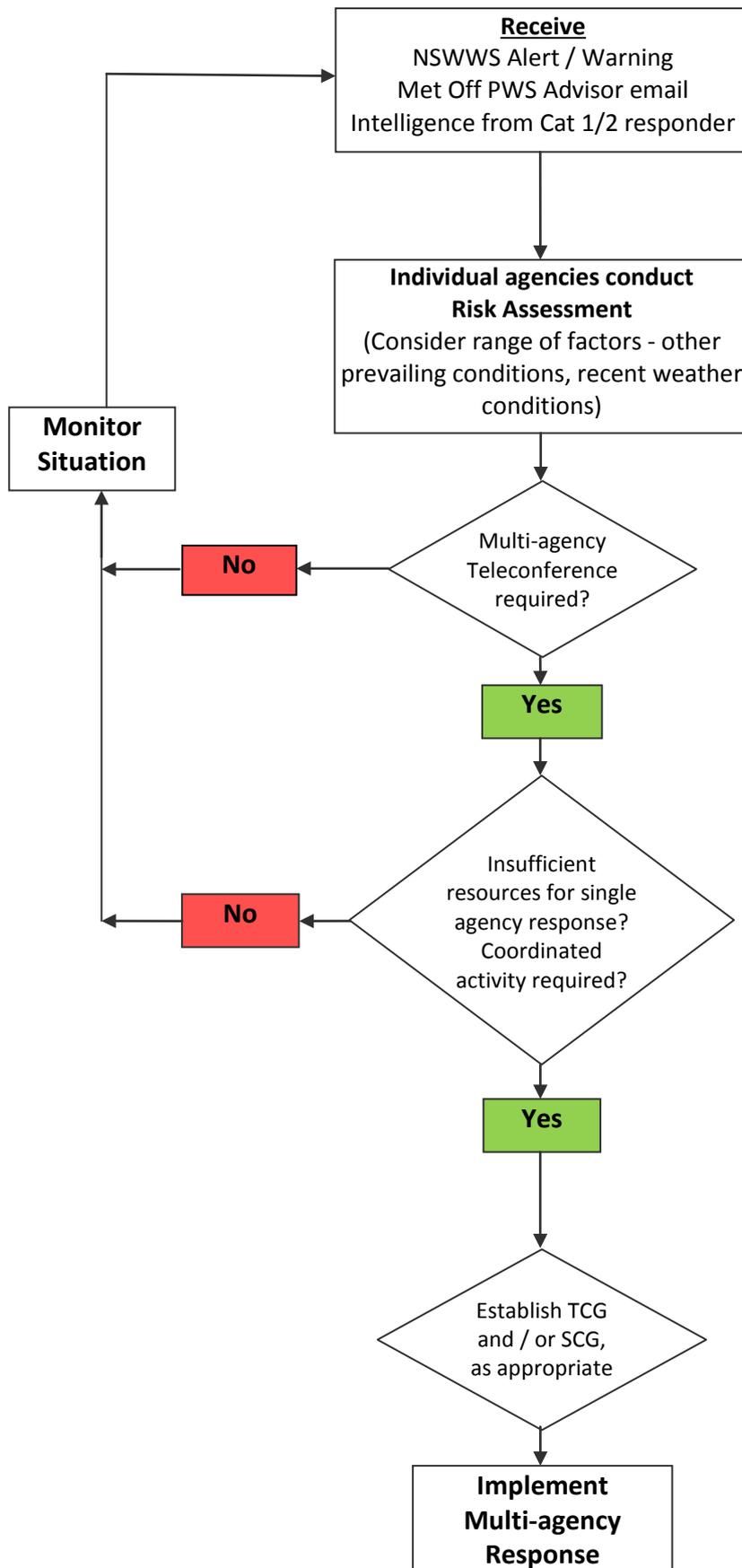
<sup>2</sup> <http://www.metoffice.gov.uk/publicsector/PWSA>

<sup>3</sup> <http://www.metoffice.gov.uk/publicsector/hazardmanager/access> - please note: this service is not publicly available

<sup>4</sup> <http://www.metoffice.gov.uk/weather/uk/heathealth>

- e. Highways. Suffolk County Council receives daily forecasts from which service decisions are made by the SCC Winter Service – Senior Decision Maker. When severe weather is predicted or in place, then direct contact can be made with the forecasters to discuss and plan accordingly. SCC also has 6 Weather stations which are updated on a 10 minute cycle, and can view a further 5 weather stations.
- f. Highways Agency. A Highways Agency Winter Service is operated from the 1<sup>st</sup> October to the 31<sup>st</sup> April each year. A daily road weather forecast enables winter decisions to be made. The Highways Agency Emergency Planning Team also has access to the Met Office weather updates from embedded forecasters at their National Traffic Control Centre.
- g. Other Means of Notification. Any Suffolk Category 1 or 2 Responder can use the SRF Alerting Directory to initiate the generation of all or part of the Suffolk crisis management structure, in response to a severe weather warning. Notification may also be made to activate the plan due to the consequential issues that have arisen due to a severe weather event. Information may also be provided by members of the public contacting individual emergency services or other SRF partners in response to specific severe weather related events.

## 6. ALERTING AND ACTIVATION OF EMERGENCY RESPONSE



## 7. GENERIC CONCEPT OF EMERGENCY RESPONSE TO AN SEVERE WEATHER EVENT

### Emergency Management

The process of declaring a Multi-agency or Major Incident will follow procedures laid down in the SRF Generic Response and Recovery Plan. The management of severe weather events is split into 4 levels; these mirror the alert levels for the specific response plans:

a. Level 0 – Long-term planning

- Identify Emergency Services and other multi-agency partners likely to be affected by severe weather event.
- Review plans, contingency arrangements and responsibilities in the pre-seasonal period.

b. Level 2 – Prevention

- At start of appropriate severe weather season, review public information and advice.
- Issue general preparation messages to public and multi-agency partners.

c. Level 3 – Response

- On receipt of specific severe weather warnings, Emergency Managers conduct risk assessments and either monitor situation or:
  - Implement response plan activities.
  - Issue messages to public and other multi-agency partners.

d. Level 4 – Emergency Response

- As appropriate, implement multi-agency coordination or Major Incident command and control when services are being severely affected (power failure, major transport disruption, etc.).

The multi-agency action plan for severe weather events is at [Annex B](#). Further details on specific agency response actions are included in individual organisations' response plans.

## 8. ROLES AND RESPONSIBILITIES

The generic roles and responsibilities of Category 1 and 2 responders are detailed in the [SRF Generic Response and Recovery Plan](#). The following roles and responsibilities are those more specifically envisaged in a Suffolk response to a severe weather event:

### **Suffolk Resilience Forum (SRF):**

- Monitor the situation for significant weather changes or new warnings being issued;
- Consider declaration of Multi-Agency Incident or Major Incident, as appropriate
- Identify requirements for any cross-agency staff or resources from Multi-Agency partners;
- Provision of coordinated public warnings and advice in response to hazardous situations.

### **DCLG RED:**

- Support the co-ordination of the response where the emergency crosses a number of counties within the region and brokerage of mutual aid across the region and between regions;
- Co-ordinate regional response activity with national response activity including coordination of resource requests.

### **East of England Ambulance Service NHS Trust (EoEAS):**

- Identify, in conjunction with partners, those persons who will require evacuation or special care measures from the 'At Risk Register';
- Coordinate the use of the voluntary and private sector in health emergency response.

### **Environment Agency (EA):**

- Prevent/control and monitor the input of pollutants to the environment;
- Provide advice and technical support to other partners on the disposal of waste;
- Provide advice and technical support to partners on the environmental issues;
- Monitor water resource situation and put in place appropriate measures if required.

### **Suffolk Constabulary:**

- Lead and co-ordinate the evacuation of a given area if considered appropriate;
- Traffic management, assisted by Highways Agency and Suffolk Highways, as appropriate;
- Closure of roads as appropriate;
- Control of movement in areas where hazards are present.

### **Suffolk Fire and Rescue Service:**

- In conjunction with other agencies, assist with rescue operations.

## **Suffolk Local Authorities:**

### **Suffolk County Council:**

- Disseminate warning messages to service providers;
- Provide business continuity advice to businesses and voluntary organisations to enable them to mitigate the effects of severe weather;
- Provision of emergency transport if required;
- Provide specialist advice on the safety of roads/bridges;
- Social care support for vulnerable or displaced people;
- Assist traffic management through provision of highways support - roads & signs, road clearance;
- Treatment of roads to clear snow and ice;
- Mitigation of any environmental hazards (e.g. Closure of countryside parks or Rights of Way);
- Management of environmental, food and water safety, pollution issues;
- Liaison and coordination of support to and from community resilience groups.

### **District / Borough:**

- Provision of emergency welfare for people, pets and livestock who become unavoidably detained and stranded;
- Provision of temporary emergency accommodation;
- Liaise with Town/Parish councils resilience groups;
- Provision of emergency transport (IBC only);
- Monitor/repair coastal protection structures;
- Local management of environmental, food and water safety, pollution issues;
- Confirm building structural safety and suitability for human occupation;
- Assist in the clearance of debris;
- Coordinate and provide advice on waste disposal and collection.

### **Public Health England and Director of Public Health:**

- Provide clear and unambiguous advice on the health implications of an severe weather event;
- Provide health guidance and advice where necessary directly, or through the STAC.

### **Suffolk Clinical Commissioning Groups (CCGs):**

- Provide assistance to patients affected by or likely to be affected by the weather, both in the community and in hospital.

### **Highways Agency:**

*[The HA has the responsibility for the following trunk roads within Suffolk: A14, A12S Copdock to Stratford St Mary, A12(N), Lowestoft to Blundeston and A11, Red Lodge to Elveden Gap]*

- Precautionary treatment of roads where there is the likelihood of freezing or snow conditions;
- Provide temporary traffic management at any incident in support of the Police;
- Set strategic and tactical Vehicle Management Signs to support road closures;
- Provision of timely advice to the public on route availability and any diversion routes;
- Restore the highway to operational use, by snow clearance, treatment of the road / making the surface safe, removal of debris as a result of the conditions or incidents.

### **Maritime & Coastguard Agency (MCA):**

- Initiate and coordinate maritime search and rescue;
- Lead response to any incidents of pollution at sea and assist local authorities with shoreline clean up;
- Provide specialist support to emergency services and local authorities.

### **Military:**

- Provision of specialist advice and support, as available under the Military Aid to the Civil Authorities (MACA) arrangements.

### **Utilities:**

Major utilities such as National Grid (Gas) and National Grid (Electricity), UK Power Networks, Anglian Water, Essex & Suffolk Water, British Telecom have their own contingency plans, which would be activated as required. Companies will be required to liaise closely with emergency services and local authorities during the response and recovery phase, including linking in with Suffolk crisis management structures.

### **Voluntary Sector:**

- The numerous voluntary organisations, nationally, regionally and in Suffolk, have the potential to provide additional capacity and specialist capability for any incident response or during the recovery phase;
- Responsibility for coordinating the response of voluntary groups is likely to rest with the Local Authority, through [Suffolk Voluntary Organisations Group](#) (SVOG).

### **Community Resilience**

A number of Parish, Town Councils and other community groups, have developed Community Emergency Plans for their areas. The JEPU will liaise with and coordinate Community Emergency Teams to enable a coordinated and supported response of communities with the Emergency Services.

## 9. WARNING AND INFORMING

### a. Warning and Informing the Public

One of the key aspects of any preparation and response to a severe weather event is the timely dissemination of accurate information, advice and warnings to the public. As severe weather tends to be seasonal, advice and preparatory information will be circulated as part of a coordinated strategy, linked to the 4 preparedness and response levels. This strategy is aimed at raising awareness and escalating from advice to warnings on notification of specific severe weather. Communicate Suffolk will lead on the planning and development of generic media advice in respect of warning / information as laid down in the [SRF Communications Plan](#). This will consider key messages (normally no more than 4), who the information is targeted at, what methods should be used for dissemination and what detailed information should be given (supplied by emergency planners). These messages should be pre-prepared and reviewed at Level 1 and available for release from Level 2 onwards in the appropriate annexes to this plan.

General advice to the public on preparing for and action to take in the event of severe weather is available from a number of sources listed below:

- Suffolk Resilience - general severe weather preparation information - [suffolkresilience.com](http://suffolkresilience.com).
- Suffolk Community Emergency Preparedness - advice and information - [getpreparednow.co.uk](http://getpreparednow.co.uk).
- The Met Office website - general severe weather preparation information - [Met Office: What to do in severe weather](#).
- [Department of Health](#), [Public Health England](#) websites – provide health-related information, guidance and advice.
- [Department for Education](#) - provide advice to educational establishments on preparation for severe weather.
- The Highways Agency provides information on routes and travel disruptions on their website [Traffic England](#). UK wide travel information is available from [Transport Direct](#).
- AA Roadwatch will also be used to broadcast warnings - [http://www.theaa.com/travelwatch/travel\\_news.jsp](http://www.theaa.com/travelwatch/travel_news.jsp).
- Regional or national television may broadcast weather warning information during major events.
- Local radio stations.

An outline of the likely advice, information and warnings that will be compiled by Communicate Suffolk is at [Annex C](#).

### b. Media

The media interest in any significant severe weather event, based upon historical evidence, is likely to be very high. The management of the Suffolk media response will be guided by the [SRF Communications Plan](#), centred upon the SRF

Communications Working Group in the early stages and then SCG, on declaration of a Major Incident. Suffolk News network staff will maintain a link with GNN to ensure that a common communications message is produced.

## **10. RECOVERY**

At, or shortly after the declaration of a Multi-Agency or Major Incident, the SCG will convene a Recovery Working Group (RWG) to prepare for the management of the post response activity aimed at restoring and rebuilding affected communities in the aftermath of a major severe weather event. This process will follow the national recovery guidance and [SRF Recovery Plan](#).

## **12. TRAINING**

Any additional staff brought in to augment Suffolk responders may require to be trained and equipped to complete assigned tasks. Training of responders will take place either by individual agencies or multi-agency to ensure people can conduct the required response role and operate collectively. A protocol for multi-agency training in Suffolk has been developed ([Protocol for multiagency exercise planning within Suffolk](#)).

## **13. EQUIPMENT**

Procurement of equipment and supplies during an emergency response should wherever possible follow existing agency procedures. However, the multi-agency Logistics Cell may co-ordinate the procurement and distribution of additional or specialist emergency supplies during a major incident, the setting up of any contracts to fulfil these tasks and the sourcing of any materials or equipment required to assist the response. Further details are in the [SRF Generic Response and Recovery Plan](#).

## **14. HEALTH AND SAFETY**

All organisations referred to in this plan will have relevant risk assessments in place to carry out their organisation's responsibilities.

## **15. FINANCE**

Initially the provision of support to an emergency response is provided at the cost to the providing organisation. Where costs are significant, application can be made via the [Bellwin Scheme](#) (Local Authority and Fire & Rescue Service) to Department for Communities and Local Government (DCLG) for the relief of some or all of the costs related to the emergency response.

Annexes

[Annex A](#) – Severe Weather Alert Levels and Response Actions.

[Annex B](#) - Weather Activity Table for Emergency Responders

[Annex C](#) - Warning and Informing – Exemplar Public Messages.

## ANNEX A SEVERE WEATHER ALERT LEVELS AND RESPONSE ACTIONS

### 1. HEATWAVE

The Heat-Health Watch system operates from 1 June to 15 September each year. The Met Office uses this system to trigger heatwave warnings where the regional threshold temperatures are met or exceeded. The average threshold temperatures for this region are:

- Day time temperature of 30°C or more.
- Night time minimum threshold temperature of 15°C or more.

<b>Level 0</b>	<b>Long-term planning</b> <i>All year</i>
<b>Level 1</b>	<b>Heatwave and Summer preparedness programme</b> <i>1 June – 15 September</i>
<b>Level 2</b>	<b>Heatwave is forecast – Alert and readiness</b> <i>60% risk of heatwave in the next 2–3 days</i>
<b>Level 3</b>	<b>Heatwave Action</b> <i>Temperature reached in one or more Met Office National Severe Weather Warning Service regions</i>
<b>Level 4</b>	<b>Major incident – Emergency response</b> <i>Central Government will declare a Level 4 alert in the event of severe or prolonged heatwave affecting sectors other than health</i>

### 2. COLD WATCH

A Cold Watch system will operate in England and Wales from 1<sup>st</sup> November to 31<sup>st</sup> March each year. During this period, the Met Office consults with the Department of Health, the Cabinet Office and other experts to raise alerts at appropriate level in response to the weather forecasts and their likely impacts.

<b>Level 0</b>	<b>Long-term planning</b> <i>All year</i>
<b>Level 1</b>	<b>Winter preparedness and action programme</b> <i>1 November to 31 March</i>
<b>Level 2</b>	<b>Severe winter weather is forecast – Alert and readiness</b> <i>Mean temperature of 2°C and/or widespread ice and heavy snow are predicted within 48 hours, with 60% confidence.</i>
<b>Level 3</b>	<b>Response to severe winter weather – Severe weather action</b> <i>Severe winter weather is now occurring: mean temperature of 2°C or less and/or widespread ice and heavy snow.</i>
<b>Level 4</b>	<b>Major incident – Emergency response</b> <i>Central Government will declare a Level 4 alert in the event of severe or prolonged cold weather affecting sectors other than health</i>

## ANNEX B WEATHER ACTIVITY TABLE FOR EMERGENCY RESPONDERS

Activity Level	Level 0	Level 1	Level 2	Level 3	Level 4
<b>Generic activity levels for ALL SEVERE WEATHER for emergency responder organisations</b>	LONG TERM PLANNING <i>All year</i>	PREPAREDNESS	ALERT AND READINESS	ACTION	MAJOR INCIDENT - EMERGENCY RESPONSE
<b>Warning and Informing activity</b>	Develop communications strategies to encourage resilience and preparedness.  Prepare core messages to be broadcast alongside national, PHE messages aligned to warnings and weather forecasts.	Appropriate agencies register to receive weekly Heat-Health Watch and Cold Weather Plan notifications and alerts.  Consider issue of general media messages.  Post advice links on agency's websites.	Appropriate agencies receive weekly Heat-Health Watch and Cold Weather Plan notifications and alerts  Issue media messages – especially 'hard to reach groups'.	Agencies to receive Met Office weekly notifications  Update Community Resilience partners and encourage review of community emergency plans.	Agencies to receive Met Office weekly notifications  Update Community Resilience partners and ask them to activate their community emergency plans
<b>Specific activity levels associated with Heatwave</b>	<u>All Agencies</u>  Make environmental improvements to provide a safe environment for clients in the event of a heatwave.  Prepare business continuity plans to cover the event of a heatwave (e.g. storage of medicines, computer resilience, etc.).  Work with partners and staff to raise awareness of the impacts of severe heat and on risk reduction awareness	<u>All Agencies</u>  Coordinate individual agency heatwave contingency plans & business continuity arrangements.  Liaise with partners on joint preparedness arrangements.  Circulate National heatwave guidance and advice – schools, care settings, prisons, and voluntary organisations.  SAGs to include guidance to large event organisers.	<u>All Agencies</u>  Liaise and confirm status of heatwave response, logistics and monitoring mechanisms (Cat 2 responders as appropriate).  Communicate alerts to staff and make sure that they are aware of heatwave plans  Increase advice to health and social care workers working in community, care homes and hospitals	<u>All Agencies</u>  Convene SRF teleconference to identify particular heatwave related issues and potential mitigation strategies (NHS lead).  Review safety of public events.  Issue warning information and media alerts.  <u>NHS &amp; Local Authority (ACS &amp; CYP)</u>  Continue to distribute DH advice / guidance to...	<u>All Agencies</u>  Convene TCG/SCG to coordinate implementation of mitigation measures and national guidance (NHS lead).  Update warnings, information and media alerts.  <u>NHS &amp; Local Authority</u>  Coordinate the implementation of DH advice / guidance  ...cont...  Continue distribution of

Activity Level	Level 0	Level 1	Level 2	Level 3	Level 4
	<p><u>JEPU</u></p> <p>Engaging the community &amp; voluntary sector to support development of local community emergency plans</p> <p>Encourage development of community emergency plans to identify and support vulnerable neighbours.</p> <p><u>PHE / NHS England</u></p> <p>Issue general advice to the public and professionals.</p>	<p><u>Health / Care providers</u></p> <p>Identify high risk individuals and monitor care settings.</p> <p><u>PHE / NHS England</u></p> <p>Provide guidance to professional partners and advice to Public.</p> <p>Routinely monitor syndromic and mortality surveillance</p>	<p><u>Health / Care providers</u></p> <p>Communicate alerts to staff</p> <p>Implement heatwave measures and arrangements to monitor those identified at high risk.</p> <p><u>PHE / NHS England</u></p> <p>Issue Level 2 alert to professional partners and advice to Public.</p> <p>Continue to monitor syndromic and mortality surveillance</p>	<p>people at risk, residential care managers and carers.</p> <p>Commission additional care and support, involving at least daily contact, as necessary for at risk individuals living at home. This may involve informal carers, volunteers and care workers.</p> <p>Continue to distribute guidance to head teachers.</p>	<p>guidance to residential care managers, carers and head teachers.</p>
<b>Specific activity levels associated with WIND</b>	<p><u>All Agencies</u></p> <p><u>JEPU</u></p> <p>Encourage development of community emergency plans to identify and support vulnerable neighbours.</p>	<p><u>All Agencies</u></p> <p>Confirm individual agency contingency &amp; business continuity plans.</p> <p>Cat 1 and 2 agencies liaise on joint preparedness arrangements.</p> <p>Review pre-prepared general information and guidance.</p>	<p><u>All Agencies</u></p> <p>Cat 1 EP practitioners liaise and confirm status of response, logistics and monitoring mechanisms (Cat 2 responders as appropriate).</p> <p>Identify public events likely to be affected.</p> <p>Issue public information advice and guidance.</p>	<p><u>All Agencies</u></p> <p>Convene SRF teleconference to identify particular issues and potential mitigation strategies (LA lead).</p> <p>Review safety of public events.</p> <p>Issue warning information and media alerts.</p> <p><u>Police, LA &amp; HA</u></p> <p>Manage disruption to transport infrastructure</p> <p>Consider implementing Op STACK if Port of Felixstowe closed</p>	<p><u>All Agencies</u></p> <p>Convene TCG / SCG to coordinate implementation of mitigation measures and national guidance (LA lead).</p> <p>Update warnings, information and media alerts.</p> <p><u>LA &amp; HA</u></p> <p>Coordinate and prioritise route maintenance operations.</p>

Activity Level	Level 0	Level 1	Level 2	Level 3	Level 4
				<u>LA &amp; Police</u> Manage potential hazards in public spaces.	
<b>Specific activity levels associated with RAIN</b>		<u>All Agencies</u> Business as usual Activity as per WIND (above).	<u>All Agencies</u> Business as usual Activity as per WIND (above).	<u>All Agencies</u> <sup>5</sup> Convene Suffolk Flood Advisory Telecon to identify particular issues and potential mitigation strategies (LA lead). Inform partners of identified risk area(s). Consider establishing TCG / SCG Consider implementing Operational Flood Plan actions. Review supporting Emergency Plans. Consider mobilisations of resources – personnel, plant, flood protection, voluntary organisations Consider / Implement activation of evacuation plans and arrange for rest centres to be set up.	<u>All Agencies</u> <sup>10</sup> Convene Suffolk TCG / SCG to coordinate implementation of mitigation measures and national guidance (LA lead). Identify risk / effected areas. Consider wider flood risks and refer to the SRF Flood Plan Activate Operational Flood Plan actions. Consider / Implement activation of evacuation plans and arrange for rest centres to be set up.

<sup>5</sup> Medium and High activity as detailed in the SRF Flood Plan v.5

Activity Level	Level 0	Level 1	Level 2	Level 3	Level 4
<p><b>Specific activity levels associated with SNOW &amp; ICE</b></p>	<p><u>All Agencies</u></p> <p>Review actions and guidance from PHE Cold Weather Plan.</p> <p>Work with partner agencies to ensure that cold weather planning features within wider winter resilience planning.</p> <p>Work with partners and staff on risk reduction awareness (e.g. flu vaccinations, signposting for winter warmth initiatives).</p> <p><u>JEPU</u></p> <p>Encourage development of community emergency plans to identify and support vulnerable neighbours.</p> <p>Engage with local statutory partners to agree how Vol. Orgs can contribute to local community resilience arrangements.</p> <p><u>PHE and NHS England</u></p> <p>Issue general advice to the public and professionals and work closely with other government departments</p>	<p><u>All Agencies</u></p> <p>Confirm individual agency winter contingency &amp; business continuity plans.</p> <p>Cat 1 and 2 agencies liaise on joint preparedness arrangements.</p> <p>Identify categories of vulnerable individuals &amp; groups.</p> <p>Review pre-prepared general information and guidance.</p> <p><u>LA in consultation with HA</u></p> <p>Review winter service plans (Snow clearance and gritting) strategy.</p> <p><u>NHS &amp; Local Authority</u></p> <p>Identify measures to reduce effects of cold on at risk groups - vulnerable adults and young people.</p>	<p><u>All Agencies</u></p> <p>Cat 1 EP practitioners liaise and confirm status of winter response, logistics and monitoring mechanisms (Cat 2 responders as appropriate).</p> <p>Identify public events likely to be affected.</p> <p>Issue public information advice and guidance.</p> <p><u>NHS &amp; Local Authority</u></p> <p>Distribution of DH &amp; DfE guidance to residential care managers and carers, schools, Sure Start centres and children's nurseries.</p> <p><u>LA &amp; HA</u></p> <p>Deliver winter service plan, which includes actions for severe weather situation.</p>	<p><u>All Agencies</u></p> <p>Convene SRF teleconference to identify particular snow-related issues and potential mitigation strategies (LA or NHS lead).</p> <p>Review safety of public events.</p> <p>Issue warning information and media alerts.</p> <p><u>NHS &amp; Local Authority (ACS &amp; CYP)</u></p> <p>Continue to distribute DH &amp; DfE guidance and advice.</p> <p>Identify and provide any specific support requirements for at risk individuals or groups.</p> <p><u>LA &amp; HA</u></p> <p>Implement snow clearance and gritting contingency plans.</p> <p><u>Police, LA &amp; HA</u></p> <p>Manage disruption to transport infrastructure.</p> <p>Coordinate route information.</p>	<p><u>All Agencies</u></p> <p>Convene TCG / SCG to coordinate implementation of mitigation measures and national guidance (LA lead).</p> <p>Update warnings, information and media alerts.</p> <p><u>NHS &amp; Local Authority</u></p> <p>Liaise on implementation of DH advice / guidance.</p> <p>Continue distribution of guidance to residential care managers, carers and head teachers.</p> <p><u>LA &amp; HA</u></p> <p>Establish severe weather desk to manage and coordinate winter service activities.</p>

Activity Level	Level 0	Level 1	Level 2	Level 3	Level 4
	and other national organisations that produce winter warmth advice.				
<b>Specific activity levels associated with FOG</b>		<u>All Agencies</u> Business as usual Activity as per WIND (above).	<u>All Agencies</u> Business as usual Activity as per WIND (above).	<u>All Agencies</u> Consider media messages <u>Police and HA</u> Consider implementing Op STACK if Port of Felixstowe closed Manage transport disruptions Activate matrix signs	<u>All Agencies</u> N/A

## ANNEX C WARNING AND INFORMING – EXEMPLAR PUBLIC MESSAGES

### HEATWAVE

#### GUIDANCE MESSAGES FOR PUBLIC WARNING & INFORMING

These are the core messages that will be broadcast as ‘official Department of Health warnings’ alongside national and regional weather forecasts. They may be expanded or otherwise refined in discussion with broadcasters and weather presenters.

##### **Level 1 – Heatwave and Summer preparedness**

No warning required unless there is a 60 per cent probability of the situation reaching Level 2 somewhere in the UK within the next three days, then something along the lines of:

**“If this does turn out to be a heatwave, we will try to give you as much warning as possible. But in the meantime, if you are worried about what to do, either for yourself or somebody you know who you think might be at risk, for advice go to NHS Choices at [NHS Summer Health programme](#) Alternatively ring NHS 111.”**

##### **Level 2 - Alert and readiness**

The Met Office, in conjunction with PHE, is issuing the following heatwave warning for [regions identified]:

**“Heatwaves can be dangerous, especially for the very young or very old or those with chronic disease. Advice on how to reduce the risk either for yourself or somebody you know can be obtained from NHS Choices at [NHS Summer Health programme](#) NHS 111, or from your local chemist.”**

##### **Level 3 and 4 - Heatwave action/Emergency**

The Met Office, in conjunction with PHE, is issuing the following heatwave advice for [regions identified]:

**“Stay out of the sun. Keep your home as cool as possible - shading windows and shutting them during the day may help. Open them when it is cooler at night. Keep drinking fluids. If there is anybody you know, for example an older person living on their own, who might be at special risk, make sure they know what to do.”**

More advice is available from the Met Office website:

[Met Office: What to do in severe weather](#)

## LOW TEMPERATURES AND HEAVY SNOW

### HELPING SUFFOLK STAY SAFE IN BAD WEATHER

Members of the Suffolk Resilience Forum, including Suffolk County Council, Suffolk Constabulary, Suffolk Clinical Commissioning Groups and district and borough councils, are working together once again to ensure the county's residents stay safe during the current severe weather conditions.

The Forum is issuing a series of key messages and top tips to let people in the county know what's being done to deal with the bad weather and how they can keep safe in the snow and ice:

#### **Suffolk Constabulary**

- Advice on winter driving and potential travel disruption.

#### **Local Authorities**

- Information on road treatment regime and self-help gritting arrangements.
- School closures – Advice on where information is provided.
- Advice on changes to refuse collection schedules / frequency.

#### **Suffolk Clinical Commissioning Groups / Director of Public Health**

- Wellbeing advice, particularly for older people and consideration of vulnerable members of the community.

#### **East of England Ambulance Service NHS Trust**

- Reminder of the appropriate use of the 999 system.

#### **Suffolk Fire and Rescue Service**

- Fire safety precautions – advice on use of portable heaters, open fires, candles, etc.

More advice is available from the Met Office website: [Met Office: What to do in severe weather](#)

## STORMS AND GALES

### Before the storm

- Secure loose objects such as ladders, garden furniture or anything else that could be blown into windows and other glazing and break them.
- Close and securely fasten doors and windows, particularly those on the windward side of the house, and especially large doors such as garages.
- Park vehicles in a garage, if available; otherwise keep them clear of buildings, trees, walls and fences.
- Protect electrical appliance vulnerable to power surges.
- Close and secure loft trapdoors with bolts, particularly if roof pitch is less than 30°.
- Assess the strength or stability of scaffolding or equipment likely to be affected by high winds.

### During the storm

- Stay indoors as much as possible.
- If you do go out, try not to walk or shelter close to buildings and trees.
- Keep away from the sheltered side of boundary walls and fences — if these structures fail, they will collapse on this side.
- Do not go outside to repair damage while the storm is in progress.
- If possible, enter and leave your house through doors in the sheltered side, closing them behind you.
- Open internal doors only as needed, and close them behind you.
- Do not drive unless your journey is really necessary.
- Take care when driving on exposed routes such as bridges, or high open roads and be aware of side winds.

### After the storm

- Be careful not to touch any electrical/telephone cables that have been blown down or are still hanging.
- Do not walk too close to walls, buildings and trees as they could have been weakened.
- Contact your insurance company if there has been damage to your property or belongings.
- Make sure that any vulnerable neighbours or relatives are safe and help them make arrangements for any repairs.

More advice is available from the Met Office website: [Met Office: What to do in severe weather](#)