

Local Authority Risk and Control Profiles Library

Using the Interactive Library

Browsing the Library

The library may be browsed using the Bookmarks on the left hand side of the screen. The profiles in the library are divided into modules. Each module contains a number of profiles and each profile has 4 sets of data. The mouse pointer is used to navigate and open the sets of data and the links to other data sets.

Select + or double-click a module title in the library to expand/display the list of profiles it contains.

Select + or double-click the profile title to expand/display the 4 sets of data, these are:

- Risks
- All Suggested Controls
- Suggested Controls Per Risk
- Suggested Tests

Risks

The Risks set of data for each profile has a title (short description) and a long description for each risk and a “Suggested Controls” link for each risk.

Click the Risks title to view the list of risks. Click the “Suggested Controls” link to view the controls that might be used to mitigate the risk selected – these are listed under the short description of the risk. To view the “Suggested Tests” (Compliance Tests) for each control click this link.

All Suggested Controls

The All Suggested Controls set of data for each profile has a title (short description) and a long description of all the controls for the Profile.

Click the Suggested Controls title to view the controls that might be used to mitigate the risk. To view the “Suggested Tests” (Compliance Tests) for each control click this link.

Suggested Controls Per Risk

Select + to expand the list of the controls for each risk – click on the title of a risk to see the controls that might be used to mitigate that risk. These controls are listed under the short description of the risk. To view the “Suggested Tests” (Compliance Tests) for each control click this link.

Alternatively double click the Suggested Controls Per Risk title to expand the list of the controls for each risk – click on the title of a risk to see the controls that might be used to mitigate the risk listed. These controls are listed under the short description of the risk. To view the “Suggested Tests” (Compliance Tests) for each control click this link.

Suggested Tests

Select + to expand the list of the tests for each control – click on the title of a risk to see the suggested tests for the controls that might be used to mitigate that risk. These controls and tests are listed under the title (short description) of the risk.

Alternatively double click the Suggested Tests title to expand the list of the tests for each control– click on the title of a risk to see the suggested tests for the controls that might be used to mitigate that risk. These controls and tests are listed under the title (short description) of the risk.

Copying text descriptions of Risks, Controls or Tests

Highlight the text/section you want to copy using the mouse Select Tool, depress the right mouse key (right-click) and select Copy. The text may then be pasted to another application such as Microsoft Word or Excel.

Printing

A page or number of pages may be printed by clicking the 'Print' button on the far left hand side of the toolbar and setting the options.

Support

If you have any problems using the library please e-mail profiles@gracegs.com

Emergency Planning

Extreme/Severe Weather

Risks

Risk	Description	Links
Breach of Regulations	Breach of statutory regulations, government guidelines etc.	Suggested Controls
Failure to Respond	Failure to respond at all or on a timely basis.	Suggested Controls
Forest, Woodland, Heathland etc. Fire	As a consequence of prolonged/severe drought and/or severe heat-wave. Widespread outbreak of fire Potential fatalities and serious injuries. Localised disruption to roads and business in the area. Evacuation of neighbouring properties.	Suggested Controls
Lack of Communication	There is a lack of communication between the various agencies involved in planning for an emergency and/or responding to an emergency.	Suggested Controls
Lack of Coordination	The activities of the various agencies involved in planning for an emergency and/or responding to an emergency are uncoordinated. There is a failure to coordinate activities.	Suggested Controls
Lack of Information	There is a lack of information relating to the likelihood of an incident in the Authority's administrative area. Information is not passed/exchanged between agencies.	Suggested Controls
Liability Arising from an Emergency	The authority is liable for outcomes during/following their actions/interventions/management/handling of an emergency situation as a consequence of the Civil Contingencies Act 2004.	Suggested Controls
Localised Fluvial Flooding (Flash Flooding)	Major seas surge, spring tides, gale force winds, heavy rainfall, many defences overtopped or failing. Combined tidal and fluvial event. Many coastal regions affected and tidal reaches of river. Flooding of 10,000+ properties for 7 days. Potential loss of life. Suddenness of failure of defences would not be possible to predict, tidal inundation would be rapid and wave impact would cause structural damage to properties. Significant economic disruption and damage.	Suggested Controls
Localised, Extremely Hazardous Flash Flooding	Heavy localised rainfall in steep valley catchments leading to extremely hazardous flash flooding e.g. high velocities and depths). Likely that no flood defences in place. Probably no flood warning service available/ or suddenness of event means timely flood warnings are not possible. Flooding of up to 200 properties.	Suggested Controls
Major Coastal and Tidal Flooding Affecting More than Two UK Regions.	Many coastal regions and tidal reaches of rivers affected. Major sea surge, tides, gale force winds and potentially heavy rainfall. Excessive tide levels and many coastal and/or estuary defences overtopped or failing. Drains 'backup'. Predicted inundation from any breaches of defences would be rapid and dynamic with minimal warning and no time to evacuate. Inundation from overtopping of defences would allow as little as 1 hour to evacuate.	Suggested Controls

Risk	Description	Links
	<p>Widespread structural damage. Flooding of up to 300,000 properties for up to 14 days. Up to 150 fatalities, 2000 casualties and up to 2000 missing persons. Up to 0.4m people (including tourists) in coastal villages and towns evacuated from flooded sites. People stranded over a large area and up to 40,000 people in need of rescue. Up to 40,000 people needing assistance with sheltering for up to 12 months.</p>	
Major Local Coastal/ Tidal Flooding	<p>Sea surge, spring tides, gale force winds, heavy rainfall affecting more than one Region, some defences overtopped or failing at multiple locations.</p> <p>Flooding of 1,000 to 10,000 properties for up to 14 days. Up to 20 fatalities, 300 casualties and up to 200 missing persons. Up to 50,000 people (including tourists) in coastal villages and towns evacuated from flooded sites. People stranded over a large area and up to 5,000 people in need of rescue. Up to 10,000 people needing assistance with sheltering for up to 12 months.</p> <p>Multiagency response invoked, possible large scale evacuation required.</p> <p>Suddenness of failure of defences would not be possible to predict. Tidal inundation would be rapid and wave impact would cause structural damage to properties. Impact on infrastructure includes: widespread disruption for 7-14 days, salt damage, road and bridge damage, debris and contaminated water supplies and pollutants from affected businesses.</p> <p>Rural impacts include: widespread livestock carcasses, waterborne disease.</p> <p>Sewage treatment works flooded.</p> <p>Numerous properties destroyed. Many more uninhabitable for 12 months.</p>	Suggested Controls
Major Local Fluvial Flooding (Rivers and Streams)	<p>A sustained period of heavy rainfall extending over two weeks, perhaps combined with snow melt, resulting in steadily rising river levels across entire counties and could threaten a large urban area.</p> <p>Localised flooding of 1000 to 10,000 properties for 2-7 days. Up to 15 fatalities and 150 casualties. Up to 15,000 people evacuated. Up to 500 people stranded over a large area and in need of rescue.</p> <p>There would be major impact on road and rail links, making them impassable for up to 5 days. Impact on infrastructure includes: some buildings collapse, water damage, road and bridge damage. Sediment movement and contamination of water supplies.</p> <p>Loss of essential services (gas, electricity & telecommunications) to 20,000 homes for up to 14 days. Widespread disruption for 7-14 days, significant debris and pollutants from affected businesses. Up to 1,000 people needing assistance with sheltering for up to 12 months.</p> <p>Rural impacts include: widespread livestock carcasses, waterborne disease. sewage treatment works flooded. Up to 50 properties destroyed and many more uninhabitable. Up to 2,000 people needing assistance with sheltering for up to 12 months.</p>	Suggested Controls

Risk	Description	Links
People Stranded/ Marooned	People are stranded/marooned in properties and workplaces etc. because there is no public transport, roads are blocked etc.	Suggested Controls
Prolonged /Heavy Blizzards /Snow Fall	Snowfall/drifts of 0.5+m; duration 3+ days; disruption to normal work patterns and travel networks; schools closed; disruption to care services to the elderly/infirm (e.g. meals-on wheels); farmers unable to feed livestock / collect milk.	Suggested Controls
Prolonged /Severe Cold Weather	Daily maximum temperatures -5°C or lower (wind-chill) for a duration of at least 3 consecutive days over most of the area. 10+ fatalities/hospitalisations.	Suggested Controls
Prolonged /Severe Drought	Reduction in ability to supply water, either public water supply or other forms of abstractions. The impact of a drought could be localised due to specific supply problems or countywide in extreme circumstances. Leads to: - disruption to residents and businesses as the water supply may be reduced or switched off for specific periods or usage restricted etc. - crop failures - reduced availability of milk and produce	Suggested Controls
Prolonged /Severe Heat-Wave	Daily maximum temperatures above 32 degrees centigrade and minimum temperatures above 15 degrees centigrade (high night-time temperatures) over most of the area for at least 5 consecutive days. 10+ fatalities/hospitalisations.	Suggested Controls
Significant Local Coastal/Tidal Flooding	Sea surge, high tides, gale force winds affecting the coastline and one Region, a defence system overtopped or failing at a single location. Localised impact with infrastructure affected and up to 1000 properties flooded for up to 14 days. Up to 10 fatalities, 150 casualties and up to 100 missing persons. Up to 20,000 people (including tourists) in coastal villages and towns evacuated from flooded sites. People stranded over a large area and up to 2,000 people in need of rescue. Up to 3,000 people needing assistance with sheltering for up to 12 months. Multi-agency response invoked with some local evacuation and cordoning off of affected areas. Tidal inundation would be rapid and wave impact would cause structural damage to properties. Impact on infrastructure includes: localised disruption for up to 7 days, salt damage, road damage, debris and contaminated local water supplies and pollutants from affected businesses. Rural impacts include: livestock carcasses, waterborne disease. Some properties destroyed and other uninhabitable for 12 months.	Suggested Controls
Significant, Local Fluvial Flooding (Rivers and Streams)	A sustained period of heavy rainfall extending over two weeks, perhaps combined with snow melt, resulting in steadily rising river levels within a region. Localised flooding of 100 to 1,000 properties for 2-7 days. Up to 5 fatalities and 50 casualties. Up to 5,000 people evacuated. Up to 200 people stranded over a large area and in need of rescue. There would be some impact on minor roads and some A roads and trunk roads impassable for a time. Some main rail lines may need to be closed for a week (for repairs etc) Most waterways would be closed to traffic because of strong currents and high water levels.	Suggested Controls

Risk	Description	Links
	<p>Impact on infrastructure includes: water damage, road and bridge damage. Sediment movement and contamination of local water supplies. Localised loss of essential services (gas, electricity & telecoms) to 5,000 for up to 14 days. Up to 250 people needing assistance with sheltering for up to 12 months.</p> <p>Substantial disruption within a county for 7-14 days. Significant debris and pollutants clear-up needed.</p>	
Statutory Duty Not Complied With	The Authority fails to fulfil their statutory duty/comply with statutory guidance etc.	Suggested Controls
Storms and Gales	<p>Storm force winds affecting most of the country for at least 6 hours. 5+ fatalities/hospitalisations.</p> <p>Most inland, lowland areas experience mean speeds in excess of 55mph with gusts in excess of 85mph.</p> <p>Consequent widespread and/or extensive damage to infrastructure (e.g. telecommunications, power, transport), disruption to travel networks etc.</p>	Suggested Controls
Theft/Looting	<p>Vacated properties, abandoned vehicles etc. are broken into and valuables stolen.</p> <p>Vacated shops and warehouses looted.</p>	Suggested Controls
Vandalism	Vacated properties, shops, warehouses, abandoned vehicles etc. are vandalised.	Suggested Controls
Vulnerable Persons Not Identified	The Authority fails to identify individuals or vulnerable groups who because of disability are unable to evacuate premises unassisted.	Suggested Controls

All Suggested Controls for Extreme/Severe Weather

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<ol style="list-style-type: none"> 1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc. 2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week. 3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate. 	Suggested Tests
Accredited Volunteer Scheme	<ol style="list-style-type: none"> 1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated. 2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer. 	Suggested Tests
Advertising Campaign	<ol style="list-style-type: none"> 1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc. 	Suggested Tests

Control	Description	Links
	2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.	
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Cameras Monitor Rivers etc.	<p>1. Cameras are located to monitor rivers etc. and in areas liable to flood and are linked to monitors and recorders located in the 24/7 Emergency Contact/Communication Centre.</p> <p>2. CCTV screens are located in the 24/7 Emergency Contact/Communication Centre and are continuously monitored.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p>	Suggested Tests

Control	Description	Links
	5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.	
Disaster Recovery and Contingency Planning Team	The Authority has established a Disaster Recovery and Contingency Planning Team. See the Disaster Recovery and Contingency Planning Profile.	Suggested Tests
Disaster/Emergency Advice Publications	1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee. 2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated. 3. These are produced and published in different languages and in Braille.	Suggested Tests
District Emergency Plan	1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc. 2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures. 3. Designated officers from the Authority attend multi-agency meetings/ working parties to: a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.	Suggested Tests
District Response Forum	1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority. 2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis. 3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.	Suggested Tests
Emergency Plant and Equipment	1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated. 2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated	Suggested Tests

Control	Description	Links
	<p>with manufacturers/suppliers for the provision/supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p> <p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>	
<p>Health and Safety Inspection Programme</p>	<p>1. The Authority's Health and Safety Team inspect industrial premises, refineries, growers etc. on a regular basis and submit a report to senior managers and the appropriate committee and agency.</p> <p>2. There is a programme/schedule of inspections. The schedule is continuously updated to include new premises, businesses, sites etc.</p> <p>2. A detailed log of inspections is completed by the Inspectors who sign to acknowledge performance.</p> <p>3. A designated senior employee examines the log weekly to verify that inspections have been completed in accordance with the programme/schedule.</p>	<p>Suggested Tests</p>
<p>Local radio bulletins/updates</p>	<p>Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.</p>	<p>Suggested Tests</p>
<p>Local Response Forum</p>	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	<p>Suggested Tests</p>
<p>Multi- Agency Contingency Plan</p>	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with</p>	<p>Suggested Tests</p>

Control	Description	Links
	<p>approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Co-ordinating Group	<p>1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p>	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests

Control	Description	Links
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	Suggested Tests
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Suggested Controls Per Risk For Extreme/Severe Weather

Controls for Breach of Regulations

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.	Suggested Tests

Control	Description	Links
	<p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p> <p>2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.</p>	Suggested Tests
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.	Suggested Tests

Control	Description	Links
	<p>2. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	
<p>Disaster/Emergency Advice Publications</p>	<ul style="list-style-type: none"> 1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee. 2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated. 3. These are produced and published in different languages and in Braille. 	<p>Suggested Tests</p>
<p>District Emergency Plan</p>	<ul style="list-style-type: none"> 1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc. 2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures. 3. Designated officers from the Authority attend multi-agency meetings/ working parties to: <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated. 	<p>Suggested Tests</p>
<p>District Response Forum</p>	<ul style="list-style-type: none"> 1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority. 2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis. 	<p>Suggested Tests</p>

Control	Description	Links
	3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.	
Health and Safety Inspection Programme	<p>1. The Authority's Health and Safety Team inspect industrial premises, refineries, growers etc. on a regular basis and submit a report to senior managers and the appropriate committee and agency.</p> <p>2. There is a programme/schedule of inspections. The schedule is continuously updated to include new premises, businesses, sites etc.</p> <p>2. A detailed log of inspections is completed by the Inspectors who sign to acknowledge performance.</p> <p>3. A designated senior employee examines the log weekly to verify that inspections have been completed in accordance with the programme/schedule.</p>	Suggested Tests
Local radio bulletins/updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests
Multi-Agency Command and Control Procedures	1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or	Suggested Tests

Control	Description	Links
	<p>incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p>	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	Suggested Tests
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests

Control	Description	Links
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Failure to Respond

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p> <p>2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.</p>	Suggested Tests
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests

Control	Description	Links
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	<p>There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.</p>	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	Suggested Tests
Disaster/Emergency Advice Publications	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
	3. These are produced and published in different languages and in Braille.	
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p>	Suggested Tests

Control	Description	Links
	<p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p>	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.	Suggested Tests

Control	Description	Links
	<p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Forest, Woodland, Heathland etc. Fire

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
	2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.	
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p>	Suggested Tests

Control	Description	Links
	<p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	
Disaster Recovery and Contingency Planning Team	<p>The Authority has established a Disaster Recovery and Contingency Planning Team.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Disaster/Emergency Advice Publications	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p> <p>3. These are produced and published in different languages and in Braille.</p>	Suggested Tests
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Emergency Plant and Equipment	<p>1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile</p>	Suggested Tests

Control	Description	Links
	<p>generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated.</p> <p>2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated with manufacturers/suppliers for the provision/supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p> <p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>	
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests

Control	Description	Links
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Co-ordinating Group	<p>1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p>	Suggested Tests

Control	Description	Links
	<p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Lack of Communication

Control	Description	Links
24/7 Emergency Contact/Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers	Suggested Tests

Control	Description	Links
	<p>and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the training programme and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	Suggested Tests
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Health and Safety Inspection Programme	<p>1. The Authority's Health and Safety Team inspect industrial premises, refineries, growers etc. on a regular basis and submit a report to senior managers and the appropriate committee and agency.</p> <p>2. There is a programme/schedule of inspections. The schedule is continuously updated to include new premises, businesses, sites etc.</p> <p>2. A detailed log of inspections is completed by the Inspectors who sign to acknowledge performance.</p> <p>3. A designated senior employee examines the log weekly to verify that inspections have been completed in accordance with the programme/ schedule.</p>	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
	5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.	
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p>	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests

Controls for Lack of Coordination

Control	Description	Links
24/7 Emergency Contact/Communication Centre	1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.	Suggested Tests

Control	Description	Links
	<p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <p>a) develop the training programme and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	Suggested Tests
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p>	Suggested Tests

Control	Description	Links
	<p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests

Control	Description	Links
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p>	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests

Controls for Lack of Information

Control	Description	Links
24/7 Emergency Contact/Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p>	Suggested Tests

Control	Description	Links
	3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.	
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p>	Suggested Tests

Control	Description	Links
	<p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial procedures and</p>	Suggested Tests

Control	Description	Links
	b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.	
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests

Controls for Liability Arising from an Emergency

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p> <p>2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.</p>	Suggested Tests
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	The Authority has an approved Business Continuity Plan.	Suggested Tests

Control	Description	Links
	<p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	
Communication Devices	<ol style="list-style-type: none"> 1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios. 2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer. 3. All devices are serviced and maintained in accordance with the manufacturers' recommendations. 	Suggested Tests
Coordinated Training Programme	<ol style="list-style-type: none"> 1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc. 2. Designated officers from the Authority attend multi-agency meetings/ working parties to: <ol style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group. 4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc. 5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants. 	Suggested Tests
Disaster/Emergency Advice Publications	<ol style="list-style-type: none"> 1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee. 2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated. 3. These are produced and published in different languages and in Braille. 	Suggested Tests
District Emergency Plan	<ol style="list-style-type: none"> 1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc. 2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures. 3. Designated officers from the Authority attend multi-agency meetings/ working parties to: <ol style="list-style-type: none"> a) develop the initial plan and 	Suggested Tests

Control	Description	Links
	<p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests

Control	Description	Links
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	Suggested Tests
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests

Control	Description	Links
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Localised Fluvial Flooding (Flash Flooding)

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p> <p>2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.</p>	Suggested Tests
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests

Control	Description	Links
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Cameras Monitor Rivers etc.	<p>1. Cameras are located to monitor rivers etc. and in areas liable to flood and are linked to monitors and recorders located in the 24/7 Emergency Contact/Communication Centre.</p> <p>2. CCTV screens are located in the 24/7 Emergency Contact/Communication Centre and are continuously monitored.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	Suggested Tests
Disaster Recovery and Contingency Planning Team	The Authority has established a Disaster Recovery and Contingency Planning Team.	Suggested Tests

Control	Description	Links
	See the Disaster Recovery and Contingency Planning Profile.	
Disaster/Emergency Advice Publications	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p> <p>3. These are produced and published in different languages and in Braille.</p>	Suggested Tests
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Emergency Plant and Equipment	<p>1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated.</p> <p>2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated with manufacturers/suppliers for the provision/supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p>	Suggested Tests

Control	Description	Links
	<p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>	
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and 	Suggested Tests

Control	Description	Links
	<p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	
<p>Multi-Agency Co-ordinating Group</p>	<p>1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	<p>Suggested Tests</p>
<p>Multi-Agency Major Accident/Incident Procedures</p>	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p>	<p>Suggested Tests</p>
<p>Mutual Aid Agreements</p>	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	<p>Suggested Tests</p>
<p>Outbreak/Incident Warnings/Notifications</p>	<p>Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.</p>	<p>Suggested Tests</p>
<p>Public Information Points</p>	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	<p>Suggested Tests</p>
<p>Simulations/Exercises</p>	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	<p>Suggested Tests</p>

Control	Description	Links
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Localised, Extremely Hazardous Flash Flooding

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p> <p>2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.</p>	Suggested Tests
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p>	Suggested Tests

Control	Description	Links
	2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.	
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Cameras Monitor Rivers etc.	<p>1. Cameras are located to monitor rivers etc. and in areas liable to flood and are linked to monitors and recorders located in the 24/7 Emergency Contact/Communication Centre.</p> <p>2. CCTV screens are located in the 24/7 Emergency Contact/Communication Centre and are continuously monitored.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p>	Suggested Tests

Control	Description	Links
	5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.	
Disaster Recovery and Contingency Planning Team	The Authority has established a Disaster Recovery and Contingency Planning Team. See the Disaster Recovery and Contingency Planning Profile.	Suggested Tests
Disaster/Emergency Advice Publications	1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee. 2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated. 3. These are produced and published in different languages and in Braille.	Suggested Tests
District Emergency Plan	1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc. 2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures. 3. Designated officers from the Authority attend multi-agency meetings/ working parties to: a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.	Suggested Tests
District Response Forum	1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority. 2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis. 3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.	Suggested Tests
Emergency Plant and Equipment	1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated.	Suggested Tests

Control	Description	Links
	<p>2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated with manufacturers/suppliers for the provision/supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p> <p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>	
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests
Multi-Agency Command and Control Procedures	1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.	Suggested Tests

Control	Description	Links
	<p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	
Multi-Agency Co-ordinating Group	<p>1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p>	Suggested Tests

Control	Description	Links
	All leaflets, guides, etc. on display are clearly labelled.	
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests

Controls for Major Coastal and Tidal Flooding Affecting More than Two UK Regions.

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p> <p>2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.</p>	Suggested Tests
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests

Control	Description	Links
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Cameras Monitor Rivers etc.	<p>1. Cameras are located to monitor rivers etc. and in areas liable to flood and are linked to monitors and recorders located in the 24/7 Emergency Contact/Communication Centre.</p> <p>2. CCTV screens are located in the 24/7 Emergency Contact/Communication Centre and are continuously monitored.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p>	Suggested Tests

Control	Description	Links
	5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.	
Disaster Recovery and Contingency Planning Team	The Authority has established a Disaster Recovery and Contingency Planning Team. See the Disaster Recovery and Contingency Planning Profile.	Suggested Tests
Disaster/Emergency Advice Publications	1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee. 2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated. 3. These are produced and published in different languages and in Braille.	Suggested Tests
District Emergency Plan	1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc. 2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures. 3. Designated officers from the Authority attend multi-agency meetings/ working parties to: a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.	Suggested Tests
District Response Forum	1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority. 2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis. 3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.	Suggested Tests
Emergency Plant and Equipment	1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated. 2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated	Suggested Tests

Control	Description	Links
	<p>with manufacturers/suppliers for the provision/supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p> <p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>	
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
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Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests
Multi-Agency Command and Control Procedures	1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.	Suggested Tests

Control	Description	Links
	<p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	
Multi-Agency Co-ordinating Group	<p>1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p>	Suggested Tests

Control	Description	Links
	All leaflets, guides, etc. on display are clearly labelled.	
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Major Local Coastal/Tidal Flooding

Control	Description	Links
24/7 Emergency Contact/Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p> <p>2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.</p>	Suggested Tests
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised</p>	Suggested Tests

Control	Description	Links
	<p>by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Cameras Monitor Rivers etc.	<p>1. Cameras are located to monitor rivers etc. and in areas liable to flood and are linked to monitors and recorders located in the 24/7 Emergency Contact/Communication Centre.</p> <p>2. CCTV screens are located in the 24/7 Emergency Contact/Communication Centre and are continuously monitored.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <p>a) develop the training programme and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p>	Suggested Tests

Control	Description	Links
	<p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	
Disaster Recovery and Contingency Planning Team	<p>The Authority has established a Disaster Recovery and Contingency Planning Team.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Disaster/Emergency Advice Publications	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p> <p>3. These are produced and published in different languages and in Braille.</p>	Suggested Tests
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Emergency Plant and Equipment	<p>1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile</p>	Suggested Tests

Control	Description	Links
	<p>generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated.</p> <p>2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated with manufacturers/suppliers for the provision/supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p> <p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>	
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests

Control	Description	Links
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Co-ordinating Group	<p>1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p>	Suggested Tests

Control	Description	Links
	<p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Major Local Fluvial Flooding (Rivers and Streams)

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
	2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.	
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Cameras Monitor Rivers etc.	<p>1. Cameras are located to monitor rivers etc. and in areas liable to flood and are linked to monitors and recorders located in the 24/7 Emergency Contact/Communication Centre.</p> <p>2. CCTV screens are located in the 24/7 Emergency Contact/Communication Centre and are continuously monitored.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests

Control	Description	Links
	<p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	
<p>Disaster Recovery and Contingency Planning Team</p>	<p>The Authority has established a Disaster Recovery and Contingency Planning Team.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	<p>Suggested Tests</p>
<p>Disaster/Emergency Advice Publications</p>	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p> <p>3. These are produced and published in different languages and in Braille.</p>	<p>Suggested Tests</p>
<p>District Emergency Plan</p>	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	<p>Suggested Tests</p>
<p>District Response Forum</p>	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	<p>Suggested Tests</p>

Control	Description	Links
Emergency Plant and Equipment	<p>1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated.</p> <p>2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated with manufacturers/suppliers for the provision/supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p> <p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>	Suggested Tests
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests

Control	Description	Links
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Co-ordinating Group	<p>1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.	Suggested Tests

Control	Description	Links
	<p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for People Stranded/Marooned

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
	2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.	
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the training programme and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	Suggested Tests
Disaster/Emergency Advice Publications	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
	<p>3. These are produced and published in different languages and in Braille.</p>	
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p>	Suggested Tests

Control	Description	Links
	<p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p>	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.	Suggested Tests

Control	Description	Links
	<p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Prolonged /Heavy Blizzards /Snow Fall

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
	2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.	
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Cameras Monitor Rivers etc.	<p>1. Cameras are located to monitor rivers etc. and in areas liable to flood and are linked to monitors and recorders located in the 24/7 Emergency Contact/Communication Centre.</p> <p>2. CCTV screens are located in the 24/7 Emergency Contact/Communication Centre and are continuously monitored.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests

Control	Description	Links
	<p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	
Disaster Recovery and Contingency Planning Team	<p>The Authority has established a Disaster Recovery and Contingency Planning Team.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Disaster/Emergency Advice Publications	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p> <p>3. These are produced and published in different languages and in Braille.</p>	Suggested Tests
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests

Control	Description	Links
Emergency Plant and Equipment	<p>1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated.</p> <p>2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated with manufacturers/suppliers for the provision/supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p> <p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>	Suggested Tests
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests

Control	Description	Links
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Co-ordinating Group	<p>1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.	Suggested Tests

Control	Description	Links
	<p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Prolonged /Severe Cold Weather

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
	2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.	
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p>	Suggested Tests

Control	Description	Links
	<p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	
Disaster Recovery and Contingency Planning Team	<p>The Authority has established a Disaster Recovery and Contingency Planning Team.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Disaster/Emergency Advice Publications	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p> <p>3. These are produced and published in different languages and in Braille.</p>	Suggested Tests
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Emergency Plant and Equipment	<p>1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile</p>	Suggested Tests

Control	Description	Links
	<p>generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated.</p> <p>2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated with manufacturers/suppliers for the provision/supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p> <p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>	
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests

Control	Description	Links
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Co-ordinating Group	<p>1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p>	Suggested Tests

Control	Description	Links
	<p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Prolonged /Severe Drought

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
	2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.	
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p>	Suggested Tests

Control	Description	Links
	<p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	
Disaster Recovery and Contingency Planning Team	<p>The Authority has established a Disaster Recovery and Contingency Planning Team.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Disaster/Emergency Advice Publications	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p> <p>3. These are produced and published in different languages and in Braille.</p>	Suggested Tests
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Emergency Plant and Equipment	<p>1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile</p>	Suggested Tests

Control	Description	Links
	<p>generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated.</p> <p>2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated with manufacturers/suppliers for the provision/supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p> <p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>	
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests

Control	Description	Links
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Co-ordinating Group	<p>1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p>	Suggested Tests

Control	Description	Links
	<p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Prolonged /Severe Heat-Wave

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
	2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.	
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p>	Suggested Tests

Control	Description	Links
	<p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	
Disaster Recovery and Contingency Planning Team	<p>The Authority has established a Disaster Recovery and Contingency Planning Team.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Disaster/Emergency Advice Publications	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p> <p>3. These are produced and published in different languages and in Braille.</p>	Suggested Tests
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Emergency Plant and Equipment	<p>1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile</p>	Suggested Tests

Control	Description	Links
	<p>generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated.</p> <p>2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated with manufacturers/suppliers for the provision/supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p> <p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>	
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests

Control	Description	Links
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Co-ordinating Group	<p>1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p>	Suggested Tests

Control	Description	Links
	<p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Significant Local Coastal/Tidal Flooding

Control	Description	Links
24/7 Emergency Contact/Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
	2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.	
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Cameras Monitor Rivers etc.	<p>1. Cameras are located to monitor rivers etc. and in areas liable to flood and are linked to monitors and recorders located in the 24/7 Emergency Contact/Communication Centre.</p> <p>2. CCTV screens are located in the 24/7 Emergency Contact/Communication Centre and are continuously monitored.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests

Control	Description	Links
	<p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	
<p>Disaster Recovery and Contingency Planning Team</p>	<p>The Authority has established a Disaster Recovery and Contingency Planning Team.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	<p>Suggested Tests</p>
<p>Disaster/Emergency Advice Publications</p>	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p> <p>3. These are produced and published in different languages and in Braille.</p>	<p>Suggested Tests</p>
<p>District Emergency Plan</p>	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	<p>Suggested Tests</p>
<p>District Response Forum</p>	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	<p>Suggested Tests</p>

Control	Description	Links
Emergency Plant and Equipment	<p>1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated.</p> <p>2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated with manufacturers/suppliers for the provision/supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p> <p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>	Suggested Tests
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests

Control	Description	Links
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Co-ordinating Group	<p>1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.	Suggested Tests

Control	Description	Links
	<p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Significant, Local Fluvial Flooding (Rivers and Streams)

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
	2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.	
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Cameras Monitor Rivers etc.	<p>1. Cameras are located to monitor rivers etc. and in areas liable to flood and are linked to monitors and recorders located in the 24/7 Emergency Contact/Communication Centre.</p> <p>2. CCTV screens are located in the 24/7 Emergency Contact/Communication Centre and are continuously monitored.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests

Control	Description	Links
	<p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	
<p>Disaster Recovery and Contingency Planning Team</p>	<p>The Authority has established a Disaster Recovery and Contingency Planning Team.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	<p>Suggested Tests</p>
<p>Disaster/Emergency Advice Publications</p>	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p> <p>3. These are produced and published in different languages and in Braille.</p>	<p>Suggested Tests</p>
<p>District Emergency Plan</p>	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	<p>Suggested Tests</p>
<p>District Response Forum</p>	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	<p>Suggested Tests</p>

Control	Description	Links
Emergency Plant and Equipment	<p>1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated.</p> <p>2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated with manufacturers/suppliers for the provision/supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p> <p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>	Suggested Tests
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests

Control	Description	Links
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Co-ordinating Group	<p>1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.	Suggested Tests

Control	Description	Links
	<p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Statutory Duty Not Complied With

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
	2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.	
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	Suggested Tests
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p>	Suggested Tests

Control	Description	Links
	<p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	
Disaster/Emergency Advice Publications	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p> <p>3. These are produced and published in different languages and in Braille.</p>	Suggested Tests
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Health and Safety Inspection Programme	<p>1. The Authority's Health and Safety Team inspect industrial premises, refineries, growers etc. on a regular basis and submit a report to senior managers and the appropriate committee and agency.</p> <p>2. There is a programme/schedule of inspections. The schedule is continuously updated to include new premises, businesses, sites etc.</p>	Suggested Tests

Control	Description	Links
	<p>2. A detailed log of inspections is completed by the Inspectors who sign to acknowledge performance.</p> <p>3. A designated senior employee examines the log weekly to verify that inspections have been completed in accordance with the programme/ schedule.</p>	
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and 	Suggested Tests

Control	Description	Links
	<p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	
<p>Multi-Agency Major Accident/Incident Procedures</p>	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p>	<p>Suggested Tests</p>
<p>Mutual Aid Agreements</p>	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	<p>Suggested Tests</p>
<p>Outbreak/Incident Warnings/Notifications</p>	<p>Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.</p>	<p>Suggested Tests</p>
<p>Public Information Points</p>	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	<p>Suggested Tests</p>
<p>Simulations/Exercises</p>	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	<p>Suggested Tests</p>
<p>Vulnerable Persons Identified</p>	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	<p>Suggested Tests</p>

Control	Description	Links
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Storms and Gales

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p> <p>2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.</p>	Suggested Tests
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These	Suggested Tests

Control	Description	Links
	are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.	
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Cameras Monitor Rivers etc.	<p>1. Cameras are located to monitor rivers etc. and in areas liable to flood and are linked to monitors and recorders located in the 24/7 Emergency Contact/Communication Centre.</p> <p>2. CCTV screens are located in the 24/7 Emergency Contact/Communication Centre and are continuously monitored.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/working parties to:</p> <p>a) develop the training programme and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	Suggested Tests
Disaster Recovery and Contingency Planning Team	<p>The Authority has established a Disaster Recovery and Contingency Planning Team.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>	Suggested Tests
Disaster/Emergency Advice Publications	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
	3. These are produced and published in different languages and in Braille.	
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Emergency Plant and Equipment	<p>1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated.</p> <p>2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated with manufacturers/suppliers for the provision/supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p> <p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>	Suggested Tests
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests

Control	Description	Links
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Co-ordinating Group	<p>1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p>	Suggested Tests

Control	Description	Links
	<p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p>	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	Suggested Tests
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests

Control	Description	Links
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Theft/Looting

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p> <p>2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.</p>	Suggested Tests
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Communication Devices	1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.	Suggested Tests

Control	Description	Links
	<p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the training programme and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	Suggested Tests
Disaster/Emergency Advice Publications	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p> <p>3. These are produced and published in different languages and in Braille.</p>	Suggested Tests
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are</p>	Suggested Tests

Control	Description	Links
	<p>convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <ul style="list-style-type: none"> a) develop the initial procedures and 	Suggested Tests

Control	Description	Links
	<p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p>	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	Suggested Tests
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.	Suggested Tests

Control	Description	Links
	2. In the event of an emergency regular bulletins and updates are posted on the site.	

Controls for Vandalism

Control	Description	Links
24/7 Emergency Contact/Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p> <p>2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.</p>	Suggested Tests
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.	Suggested Tests

Control	Description	Links
	<p>2. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the training programme and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p> <p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	
Disaster/Emergency Advice Publications	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p> <p>3. These are produced and published in different languages and in Braille.</p>	Suggested Tests
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p>	Suggested Tests

Control	Description	Links
	3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.	
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	<p>1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p>	Suggested Tests

Control	Description	Links
	4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.	
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p>	Suggested Tests
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>	Suggested Tests
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.	Suggested Tests
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	Suggested Tests
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Controls for Vulnerable Persons Not Identified

Control	Description	Links
24/7 Emergency Contact/ Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p> <p>3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.</p>	Suggested Tests
Accredited Volunteer Scheme	<p>1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated.</p> <p>2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.</p>	Suggested Tests
Advertising Campaign	<p>1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc.</p> <p>2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.</p>	Suggested Tests
Analysis and Feedback	<p>1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations.</p> <p>2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.</p>	Suggested Tests
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>	Suggested Tests
Coordinated Training Programme	<p>1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc.</p> <p>2. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group.</p>	Suggested Tests

Control	Description	Links
	<p>4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc.</p> <p>5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.</p>	
Disaster/Emergency Advice Publications	<p>1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee.</p> <p>2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated.</p> <p>3. These are produced and published in different languages and in Braille.</p>	Suggested Tests
District Emergency Plan	<p>1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <ul style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p>	Suggested Tests
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	Suggested Tests
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.	Suggested Tests
Local Response Forum	1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.	Suggested Tests

Control	Description	Links
	<p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>	
Multi- Agency Contingency Plan	<p>1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc.</p> <p>2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p> <p>a) develop the initial plan and</p> <p>b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>	Suggested Tests
Multi-Agency Command and Control Procedures	<p>1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc.</p> <p>3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to:</p> <p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.</p>	Suggested Tests
Multi-Agency Major Accident/Incident Procedures	<p>1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment.</p> <p>2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc.</p> <p>3. Designated officers from the Authority attend multi-agency meetings/ working parties to:</p>	Suggested Tests

Control	Description	Links
	<p>a) develop the initial procedures and</p> <p>b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p>	
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p> <p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>	Suggested Tests
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>	Suggested Tests
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/ information is regularly reviewed and updated.</p>	Suggested Tests
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>	Suggested Tests
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>	Suggested Tests

Suggested Tests for Extreme/Severe Weather

Suggested Tests for 24/7 Emergency Contact/Communication Centre

Control	Description
24/7 Emergency Contact/Communication Centre	<p>1. There is an Emergency Contact Centre in a secure location that is continuously serviced. It is fully equipped with telephones, catering equipment, provisions, bedding etc.</p> <p>2. There is a dedicated helpline/reporting number/channel that is staffed by trained personnel and available 24 hours a day, 7 days a week.</p>

Control	Description
	3. Outside normal working hours there is a designated duty employee on call/duty to authorise and initiate a response as appropriate.

Suggested Tests

1. By observation confirm that there is a Control Centre in a secure location that is continuously serviced and ready for immediate occupation/use, fully equipped etc.
2. Obtain the inspection log and by examination confirm that it has been regularly cleaned, serviced and inspected and the officers responsible have signed to acknowledge performance and that a designated senior officer has signed to confirm that cleaning etc. has been completed satisfactorily.
3. Examine the procedures for the 24 hour helpline/reporting number/channel and ensure that:
 - a) there are an adequate number of lines (traffic should be regularly monitored);
 - b) there is adequate staffing, with identified back-ups to cover unexpected absence and a Duty Employee on call;
 - c) staff have specific training to deal with emergency situations etc.
 - d) there is adequate technical back-up (disaster recovery plans) and
 - e) the lines are well advertised.

Suggested Tests for Accredited Volunteer Scheme

Control	Description
Accredited Volunteer Scheme	<ol style="list-style-type: none"> 1. There are approved selection and vetting procedures for the recruitment and appointment of volunteers who assist with evacuations, staff refuge centres, help lines, call centres etc. These are regularly reviewed and updated. 2. A database of volunteers is maintained detailing skills, qualifications, contact numbers etc. that is continuously updated by a designated officer.

Suggested Tests

1. Obtain a copy of the current approved selection and vetting procedures by interview and examination of files and documentation confirm that they are regularly reviewed and updated and reflect current best practice, including criminal vetting etc.
2. Identify the designated responsible officer and by interview and observation of the database verify that it is continuously updated and contains full details for each volunteer.
3. Select 5 volunteers' files at random and by examination confirm a senior officer has verified all selection and vetting procedures have been completed in accordance with procedures and has signed to acknowledge performance and they are all included on the database.

Suggested Tests for Advertising Campaign

Control	Description
Advertising Campaign	<ol style="list-style-type: none"> 1. There is an annual advertising campaign on emergency preparedness, what to do in an emergency etc. formulated and devised by designated officers in collaboration with other services, agencies etc. This includes newspaper advertisements, contact information, etc. 2. The effectiveness of the campaign is assessed annually and the results considered in the formulation of the next years campaign.

Suggested Tests

- Obtain a copy of the campaign plan and timetable and by interview, examination of documentation, budget approvals, correspondence and minutes verify that:
- a) it was formulated and devised by designated officers in collaboration with other services and agencies and

Suggested Tests

b) the effectiveness of the previous campaign was assessed and the results considered in the formulation of the current years campaign.

Suggested Tests for Agreed/Signed Protocol

Control	Description
Agreed/Signed Protocol	A protocol is signed by all the necessary services and agencies regarding declaring a major emergency and initiating mutual aid agreements.

Suggested Tests

1. Obtain a copy of the latest documented protocol and ensure that it:
 - a) has been signed by all of the necessary services and agencies and
 - b) is regularly reviewed by a senior officer to ensure its continued relevance.
2. Discuss with the relevant member of staff how compliance with the protocol is monitored, what action is taken where non-adherence is noted and how perceived improvements are communicated for possible inclusion in future versions.

Suggested Tests for Analysis and Feedback

Control	Description
Analysis and Feedback	<ol style="list-style-type: none"> 1. Analysis and feedback are held for all simulations, exercises and actual incidents and a report compiled by senior officers and considered by the appropriate committee who authorise the implementation of recommendations. 2. Recommendations are incorporated into the Improvement Plan and a designated senior officer verifies they are implemented.

Suggested Tests

For the most recent exercise by interview and examination of files, documentation and correspondence confirm that:

- a) analysis and feedback meetings/sessions were convened and minuted;
- b) a report compiled by senior officers and considered by the appropriate committee and
- c) any approved recommendations have been incorporated into the Improvement Plan and implemented on a timely basis and verified by a designated senior officer.

Suggested Tests for Annual Briefings

Control	Description
Annual Briefings	There are annual Flood Warning, Emergency Planning and Response briefings delivered by government departments and agencies. These are attended by designated responsible officers who report back to the Emergency Planning Team/Committee.

Suggested Tests

1. Identify the designated senior officer and by examination of correspondence and minutes confirm that they regularly attend briefings.
2. Confirm that they report formally to the senior management/emergency planning team and/or appropriate committee and all staff responsible for/responding to emergencies and appropriate committees on issues, developments, actions required etc.

Suggested Tests for Business Continuity Plan

Control	Description
Business Continuity Plan	<p>The Authority has an approved Business Continuity Plan.</p> <p>The plan is regularly reviewed and updated in response to new statutory regulations and guidelines, developments in best practice etc. and approved by committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>

Suggested Tests
<p>Obtain a copy of the latest plan ; ensure that it is current and discuss with the authorised person the process adopted to ensure that appropriate personnel were involved in the preparation. Ensure that there is evidence of the plan having been regularly reviewed by a team of senior officers and approved by the appropriate committee.</p> <p>See the Disaster Recovery and Contingency Planning Profile.</p>

Suggested Tests for Cameras Monitor Rivers etc.

Control	Description
Cameras Monitor Rivers etc.	<p>1. Cameras are located to monitor rivers etc. and in areas liable to flood and are linked to monitors and recorders located in the 24/7 Emergency Contact/Communication Centre.</p> <p>2. CCTV screens are located in the 24/7 Emergency Contact/Communication Centre and are continuously monitored.</p>

Suggested Tests
<p>1. Identify the responsible officer/officers and by interview, examination of logs and inventories and observation confirm that CCTV cameras are installed/located to monitor rivers etc. and in areas liable to flood, and that these are linked to monitors and recorders located in the 24/7 Emergency Contact/Communication Centre.</p> <p>2. By examination of duty rotas/logs confirm that CCTV screens located in the 24/7 Emergency Contact/Communication Centre are continuously monitored.</p> <p>3. Examine the tape library and ensure that:</p> <ul style="list-style-type: none"> a) tapes are stored securely; b) access to tapes is suitably restricted and c) tapes are reused or destroyed in accordance with guidelines issued centrally and this is evidenced in a Tape Log, signed by the responsible member of staff. <p>You should also review the CCTV Profile.</p>

Suggested Tests for Communication Devices

Control	Description
Communication Devices	<p>1. All key staff who have responsibilities in emergencies/disasters are issued with mobile telephones/radios.</p> <p>2. There is an adequate stock of spare devices - handsets, batteries etc. that is controlled by a designated senior officer.</p> <p>3. All devices are serviced and maintained in accordance with the manufacturers' recommendations.</p>

Suggested Tests

1. Examine the Asset Register to ensure that all key staff who have responsibilities in emergencies/disasters have been issued with mobile telephones/radios.
2. By observation verify that the mobile telephone numbers of all staff are written next to their name on contact/location boards and these are routinely/regularly checked and updated.
3. By interview and examination of file documentation verify that all staff have been trained to use and maintenance of the radio communication devices issued to them, have details of frequencies etc.
4. By interview with the designated senior officer, examination of stock records and physical verification confirm that there is an adequate stock of spare devices - handsets, batteries etc.
5. By interview with the designated senior officer and examination of service and maintenance records confirm that all devices are serviced and maintained in accordance with the manufacturers' minimum recommendations.

Suggested Tests for Coordinated Training Programme

Control	Description
Coordinated Training Programme	<ol style="list-style-type: none"> 1. Designated officers from "Responder" authorities and agencies attend a programme of training courses relating to all aspects of emergencies, responsibilities of responders etc. 2. Designated officers from the Authority attend multi-agency meetings/working parties to: <ol style="list-style-type: none"> a) develop the training programme and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 3. The programme is reviewed and approved by the Multi-Agency Co-ordinating Group. 4. Training/case study forums are regularly convened to discuss methodology, review recent incidents, press reports, findings of special enquiries etc. 5. Training evaluations are completed by participants and reviewed by the Multi-Agency Co-ordinating Group to verify that training is effective, valid and meets the needs of the participants.

Suggested Tests

1. Obtain a copy of the current training programme and by examination of file documentation and minutes confirm that:
 - a) designated officers from the Authority attended multi-agency meetings/working parties to develop the training programme;
 - b) it is reviewed and updated at least annually in response to new statutory regulations and guidelines, developments in best practice etc. and
 - c) is reviewed and approved by the Multi-Agency Co-ordinating Group.
2. Obtain the personal files of two members of staff from the Authority and by examination confirm that they have attended training programmes and refresher courses relating to the completion of their responsibilities/duties.
3. By interview and examination of training forum documentation confirm that recent incidents, press reports, findings of special enquiries etc are discussed and where necessary procedures amended promptly in the light of findings and/or recommendations.
4. Obtain the completed evaluations for the 2 most recent training events and by interview and examination confirm they have been reviewed by the Multi-Agency Co-ordinating Group to verify that training was effective, valid and met the needs of the participants. Enquire if there have been any recent instances where events have not been effective and if so ascertain what remedial action was instigated.

Suggested Tests for Disaster Recovery and Contingency Planning Team

Control	Description
Disaster Recovery and Contingency Planning Team	The Authority has established a Disaster Recovery and Contingency Planning Team. See the Disaster Recovery and Contingency Planning Profile.

Suggested Tests
See the Disaster Recovery and Contingency Planning Profile.

Suggested Tests for Disaster/Emergency Advice Publications

Control	Description
Disaster/Emergency Advice Publications	<ol style="list-style-type: none"> 1. The Authority publishes a range of leaflets and booklets that are prepared by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and approved by the appropriate committee. 2. A designated officer is responsible for ensuring the advice is regularly reviewed and updated. 3. These are produced and published in different languages and in Braille.

Suggested Tests
<ol style="list-style-type: none"> 1. Obtain a copy of the current leaflets/guidance notes and by interview and examination of file documentation and correspondence confirm it was formulated by a multi-disciplinary team and in collaboration with all the agencies involved in emergencies and that they are regularly reviewed and updated and reflect current best practice. 2. By observation, interview and examination of file documentation and correspondence verify that leaflets/guidance notes are available/distributed to and available from all public buildings, libraries, doctors' surgeries, veterinary practices etc. 3. Review the guides, publications and promotional material that are produced. Confirm that it is available in different forms such as Braille and in different languages.

Suggested Tests for District Emergency Plan

Control	Description
District Emergency Plan	<ol style="list-style-type: none"> 1. There is a District Emergency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc. 2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures. 3. Designated officers from the Authority attend multi-agency meetings/working parties to: <ol style="list-style-type: none"> a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.

Suggested Tests
<p>1. Obtain a copy of the latest documented guidance relating to the formulation of plans and review it to ensure that it is up to date and has been reviewed and approved by senior officers and approved by the appropriate committee.</p> <p>2. Discuss with the staff responsible the process in place for ensuring that the guidelines remain current; how required changes are identified, what is the process for checking that the required changes have been made correctly etc.</p> <p>3. Obtain a copy of the schedule of meetings/working parties and verify that:</p> <p>a) these are held regularly and attended by the designated officers/representatives of the Authority and</p> <p>b) they report back to the senior management/emergency planning team and/or appropriate committee.</p> <p>4. Obtain a copy of the latest plan; ensure that it is current and discuss with the authorised person the process adopted to ensure that appropriate personnel were involved in the preparation. Ensure that there is evidence of the plan having been reviewed by a team of senior officers and approved by the appropriate committee.</p>

Suggested Tests for District Response Forum

Control	Description
District Response Forum	<p>1. There is a District Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority.</p> <p>2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis.</p> <p>3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.</p>

Suggested Tests
<p>1. By examination of correspondence and minutes of Forum meetings confirm that these have been regularly convened and attended by designated members and officers from the authority.</p> <p>2. By interview confirm that Forum minutes have been reviewed by authority senior managers and presented to appropriate committees. In identified instances where the authority is required to take or complete actions or activities this has been done on a timely basis and a designated senior officer has verified this.</p> <p>3. Verify that the authority has a current copy of the Forum's documented working practices and procedures, specifically specifying responsibilities, roles, reporting etc. and these are regularly reviewed, updated and approved by members.</p>

Suggested Tests for Emergency Plant and Equipment

Control	Description
Emergency Plant and Equipment	<p>1. A panel of designated specialist and senior officers are responsible for formulating requirements for the provision and supply of emergency plant and equipment such as decontamination units, mobile generators, lighting units, drinking water tankers etc. The requirements are continuously reviewed and updated.</p> <p>2. Where the authority opts not to purchase or lease certain items or specialist plant and equipment agreements/contracts are negotiated with manufacturers/suppliers for the provision/ supply on demand/as required.</p> <p>3. All emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose.</p>

Control	Description
	<p>4. There is an approved programme of routine maintenance/servicing of all emergency plant and equipment. This is reviewed and updated annually.</p> <p>In the case of generators etc. maintenance and servicing is completed in accordance with the manufacturer's recommendations.</p>

Suggested Tests

1. Obtain a copy of the schedule of meetings and verify these are held regularly and attended by designated specialist and senior officers.
2. Confirm by examination of minutes that:
 - a) the authority's requirements are continuously reviewed and updated in accordance with/to fulfil the requirements of Emergency Planning and Management plans and requirements;
 - b) reports on these meetings are presented to the appropriate committee who discuss and consider the reports and approve purchase, lease etc. and
 - c) the costs are included in capital and revenue budgets.
3. By interview, examination of files, contacts, agreements, documentation and correspondence verify that there are current agreements/contracts in force with manufacturers/suppliers for the provision/supply on demand/as required.
4. By interview, observation and examination of files, documentation and correspondence verify that all emergency plant and equipment owned by the authority is stored securely in depots and buildings fit for that purpose and these are regularly inspected by designated officers who sign and complete a log to acknowledge performance.
5. Confirm, through interview with appropriate officers, that:
 - a) there is a planned maintenance/servicing programme for all emergency plant and equipment that is reviewed and updated annually and
 - b) in the case of generators etc. the maintenance conforms to manufacturer's recommendations/specifications.
6. Review the documented Maintenance Programme. Ensure that it is comprehensive. Examine the maintenance records for the past year. Confirm that all the planned maintenance was in fact carried out.

Suggested Tests for Health and Safety Inspection Programme

Control	Description
<p>Health and Safety Inspection Programme</p>	<ol style="list-style-type: none"> 1. The Authority's Health and Safety Team inspect industrial premises, refineries, growers etc. on a regular basis and submit a report to senior managers and the appropriate committee and agency. 2. There is a programme/schedule of inspections. The schedule is continuously updated to include new premises, businesses, sites etc. 2. A detailed log of inspections is completed by the Inspectors who sign to acknowledge performance. 3. A designated senior employee examines the log weekly to verify that inspections have been completed in accordance with the programme/schedule.

Suggested Tests

1. Review the documented Inspection Programme and ensure that:
 - a) it is up to date;
 - b) it is comprehensive;
 - c) it shows evidence of having been reviewed and approved by a senior officer and
 - d) it allows for more frequent inspections of the potentially more hazardous installations.
2. Obtain the log of completed inspections and ensure that:

Suggested Tests

- a) the inspections detailed in the Inspection Programme for the previous month have been conducted and the Inspectors have signed the log to acknowledge performance and
- b) there is evidence that a designated senior officer examines the log weekly to verify that inspections have been completed.

Suggested Tests for Local radio bulletins/updates

Control	Description
Local radio bulletins/ updates	Throughout an outbreak/emergency regular bulletins are broadcast on local radio. These detail closures, office opening times, helplines etc.

Suggested Tests

By interview with the designated responsible officers and examination of file documentation and correspondence verify that binding documented arrangements have been negotiated with local radio stations to broadcast details of closures, office opening times, helplines etc. throughout an outbreak/emergency.

Suggested Tests for Local Response Forum

Control	Description
Local Response Forum	<ol style="list-style-type: none"> 1. There is a Local Response Forum with members drawn from all key services, emergency services, agencies etc. Regular meetings are convened, minuted and attended by designated members and officers from the authority. 2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis. 3. The Forum has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.

Suggested Tests

1. By examination of correspondence and minutes of Forum meetings confirm that these have been regularly convened and attended by designated members and officers from the authority.
2. By interview confirm that Forum minutes have been reviewed by authority senior managers and presented to appropriate committees. In identified instances where the authority is required to take or complete actions or activities this has been done on a timely basis and a designated senior officer has verified this.
3. Verify that the authority has a current copy of the Forum's documented working practices and procedures, specifically specifying responsibilities, roles, reporting etc. and these are regularly reviewed, updated and approved by members.

Suggested Tests for Multi- Agency Contingency Plan

Control	Description
Multi- Agency Contingency Plan	<ol style="list-style-type: none"> 1. There is a Multi-Agency Contingency Plan prepared to protect the health and safety of people and to safeguard the natural and built environment in the event of an outbreak of a disease etc. 2. The plan details the specific responsibilities and actions of the Authority and agencies in the event of an outbreak and when response is initiated in accordance with the current approved procedures. 3. Designated officers from the Authority attend multi-agency meetings/working parties to:

Control	Description
	<p>a) develop the initial plan and b) review and update it at least annually in response to new statutory regulations and guidelines, developments in best practice etc.</p> <p>4. Documented procedures and guidelines exist to ensure that plans to respond and deal with outbreaks are formulated in accordance with approved guidelines and best practice. These are regularly reviewed and updated.</p> <p>5. The plans are reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.</p>

Suggested Tests

1. Obtain a copy of the latest documented guidance relating to the formulation of plans and review it to ensure that it is up to date and has been reviewed and approved by the Multi-Agency Co-ordinating Group, senior officers and approved by the appropriate committee.
2. Discuss with the staff responsible the process in place for ensuring that the guidelines remain current; how required changes are identified, what is the process for checking that the required changes have been made correctly etc.
3. Obtain a copy of the schedule of meetings/working parties and verify that:
 - a) these are held regularly and attended by the designated officers/representatives of the Authority and
 - b) they report back to the senior management/emergency planning team and/or appropriate committee.
4. Obtain a copy of the latest plan; ensure that it is current and discuss with the authorised person the process adopted to ensure that appropriate personnel were involved in the preparation. Ensure that there is evidence of the plan having been reviewed by a team of senior officers and approved by the appropriate committee.

Suggested Tests for Multi-Agency Command and Control Procedures

Control	Description
Multi-Agency Command and Control Procedures	<ol style="list-style-type: none"> 1. There are documented Multi Agency Command and Control Procedures that are activated when there is a major accident or incident prepared to ensure there is a prompt response and to specify the command and control structure that will be established. 2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies, location of control centres etc. 3. Designated officers from the Authority attend multi-agency co-ordinating meetings/working parties to: <ol style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc. 4. In the event of an incident or emergency designated officers attend meetings of the Multi-Agency Co-ordinating Group.

Suggested Tests

1. Review a copy of the current, documented procedures and verify that:
 - a) they are regularly reviewed and updated;
 - b) senior officers, and the appropriate committee, have reviewed and approved the content;
 - c) all relevant and staff with responsibilities for accidents/incidents are aware of the current procedures, and are trained to comply with them in the execution of their responsibilities and
 - d) all changes, amendments and updates are communicated to staff and agencies as appropriate.

Suggested Tests

2. Obtain a copy of the schedule of meetings/working parties and verify that:
 - a) these are held regularly and attended by the designated officers/representatives of the Authority and
 - b) they report back to the senior management/emergency planning team and/or appropriate committee.

3. Obtain the constitution and minutes of the Multi-Agency Co-ordinating Group and by examination confirm that:
 - a) meetings are held regularly and attended by the designated officers/representatives of the Authority;
 - b) they report back to the senior management/emergency planning team and/or appropriate committee and
 - c) are convened promptly in the event of a major accident or incident in accordance with the current approved procedures.

Suggested Tests for Multi-Agency Co-ordinating Group

Control	Description
Multi-Agency Co-ordinating Group	<ol style="list-style-type: none"> 1. There is a Multi-Agency Co-ordinating Group with members drawn from all key emergency services. Regular meetings are convened, minuted and attended by designated members and officers from the authority. 2. Reports of these meetings are discussed at senior officer meetings and presented to the appropriate committee and where necessary action or remedial action instigated on a timely basis. 3. The group has agreed/approved documented working practices and procedures specifying responsibilities, roles, reporting etc. These are regularly reviewed, updated and approved by members.

Suggested Tests

1. By examination of correspondence and minutes of Group meetings confirm that these have been regularly convened and attended by designated members and officers from the authority.

2. By interview confirm that group minutes have been reviewed by authority senior managers and presented to appropriate committees. In identified instances where the authority is required to take or complete actions or activities this has been done on a timely basis and a designated senior officer has verified this.

3. Verify that the authority has a current copy of the Group's documented working practices and procedures, specifically specifying responsibilities, roles, reporting etc. and these are regularly reviewed, updated and approved by members.

Suggested Tests for Multi-Agency Major Accident/Incident Procedures

Control	Description
Multi-Agency Major Accident/Incident Procedures	<ol style="list-style-type: none"> 1. There are documented Multi Agency Major Accident/Incident Procedures that are activated when there is a major accident or incident prepared to protect the health and safety of people and to safeguard the natural and built environment. 2. The procedures detail the responsibilities for initiation of responses to an accident/incident, naming officers, individual agencies etc. 3. Designated officers from the Authority attend multi-agency meetings/working parties to: <ol style="list-style-type: none"> a) develop the initial procedures and b) review and update them at least annually in response to new statutory regulations and guidelines, developments in best practice etc.

Suggested Tests

1. Review a copy of the current, documented procedures (e.g. Emergency Response Guide) and verify that:
 - a) they are regularly reviewed and updated;
 - b) senior officers, and the appropriate committee, have reviewed and approved the content;

Suggested Tests

- c) all relevant and staff with responsibilities for accidents/incidents are aware of the current procedures, and are trained to comply with them in the execution of their responsibilities and
- d) all changes, amendments and updates are communicated to staff and agencies as appropriate.

2. Obtain a copy of the schedule of meetings/working parties and verify that:

- a) these are held regularly and attended by the designated officers/representatives of the Authority and
- b) they report back to the senior management/emergency planning team and/or appropriate committee.

Suggested Tests for Mutual Aid Agreements

Control	Description
Mutual Aid Agreements	<p>1. Mutual aid agreements have been formulated and signed with adjoining authorities, county emergency planning authorities etc.</p> <p>2. Equipment and manpower is available/provided/shared when an authority declares a major emergency.</p>

Suggested Tests

- 1. Obtain copies of the agreements and by examination confirm these are regularly reviewed and updated and signed by appropriate senior officers.
- 2. Verify that the procedures for initiating the agreement and the responsibilities of the various parties involved are clearly documented and the processes for the supply/sharing of equipment and manpower etc. are specified including the names of designated responsible officers.

Suggested Tests for Outbreak/Incident Warnings/Notifications

Control	Description
Outbreak/Incident Warnings/Notifications	Designated officers within agencies are responsible with issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary.

Suggested Tests

- 1. Identify the designated officers and by interview and examination of job descriptions, files, documentation and correspondence confirm that they are responsible/understand their responsibilities for issuing outbreak/incident warnings/notifications and initiating procedure/plans when necessary and in accordance with Multi-Agency Major Accident/Incident Procedures and the Multi-Agency Command and Control Procedures
- 2. Since the date this test was last completed identify if there have been any outbreaks or incidents and if so by interview with the designated responsible officer/officers and examination of files, documentation and correspondence confirm that:
 - a) outbreak/incident warnings/notifications were issued on a timely basis and
 - b) both the outbreak/incident warnings/notifications and the procedure/plans were initiated in accordance with Multi-Agency Major Accident/Incident Procedures and the Multi-Agency Command and Control Procedures

Suggested Tests for Public Information Points

Control	Description
Public Information Points	<p>1. Public information points are located in public buildings, libraries etc. These comprise leaflet racks and touch screens.</p> <p>2. Touch screens provide users with access to advice on emergency preparedness, useful contact points, telephone numbers etc.</p>

Control	Description
	<p>3. There are information boards and leaflets available on preparedness etc. and a designated officer is responsible for ensuring that the information on them is accurate and up to date.</p> <p>All leaflets, guides, etc. on display are clearly labelled.</p>

Suggested Tests

1. Obtain a list of the location of public information points and by examination of file documentation and correspondence confirm that:
 - a) there is a comprehensive network of locations that is regularly reviewed and updated to ensure residents, visitors etc. have access to them and there is sufficient usage and
 - b) there are written agreements in place where necessary that are regularly reviewed and approved.
2. Identify the responsible officer and by interview, examination of logs, diaries, documentation, correspondence and observation confirm that the operation of the screens and system is continuously monitored and tested, in particular links to the government departments, agencies etc.
3. Identify the responsible officer and by interview, examination of logs, diaries, documentation, correspondence and observation confirm that he/she regularly checks that the information on them is accurate and up to date.
4. Confirm through observation, that all items on display are clearly labelled.

Suggested Tests for Simulations/Exercises

Control	Description
Simulations/Exercises	<p>Simulated accident/outbreak/incident/disaster exercises are held at least every year, videoed and assessed by designated senior officers from the Authority, professionals from agencies and other local authorities.</p> <p>All emergency services and volunteers are involved.</p>

Suggested Tests

1. By interview and examination of files, documentation and correspondence confirm that simulated accident/outbreak/incident/disaster exercises are held at least every year.
2. For the most recent exercise by interview and examination of files, documentation and correspondence confirm that:
 - a) there were a series of planning and liaison meetings convened and minuted;
 - b) the exercise was witnessed by professionals from agencies and other authorities;
 - c) it was videoed and
 - d) all emergency services and volunteers are involved.

Suggested Tests for Vulnerable Persons Identified

Control	Description
Vulnerable Persons Identified	<p>1. Persons who would need assistance evacuating their homes in an emergency are identified and a database is maintained after their permission to record the data is obtained.</p> <p>2. A database of establishments, such as Aged Persons Homes, where the occupants and staff would need assistance evacuating in an emergency are identified and a database is maintained.</p> <p>2. A designated officer is responsible for ensuring the databases/information is regularly reviewed and updated.</p>

Suggested Tests
<p>1. Obtain a copy of the current approved procedures for identifying vulnerable persons and by interview and examination of files and documentation confirm that they are regularly reviewed and updated and reflect current best practice, including compliance with data protection and privacy laws etc.</p> <p>2. Identify the designated responsible officer and by interview and observation of the database verify that it is continuously updated and contains full details for each vulnerable person.</p> <p>3. Select 5 vulnerable persons' records/data/file at random and by examination and observation confirm that: a) the details have been regularly reviewed and updated by a designated responsible officer; b) a senior officer has verified that the procedures for identifying vulnerable persons and storing the data have been complied with and has signed a hard copy record to acknowledge performance.</p> <p>4. By interview and observation confirm that access to the database is restricted only to designated officers with responsibilities relating to emergencies.</p> <p>5. By interview with officers having responsibilities relating to emergencies and observation confirm that the database can be accessed remotely 24/7.</p>

Suggested Tests for Website Maintenance

Control	Description
Website Maintenance	<p>1. A designated senior officer is responsible to ensuring the authority's website is regularly updated and the content is complete and accurate and reflects best practice.</p> <p>2. Links to other websites are regularly checked to ensure they are operating correctly, in particular government departments and agencies with responsibilities for emergencies.</p>

Suggested Tests
<p>Identify the responsible officer and by interview, examination of logs, correspondence and observation confirm that:</p> <p>a) the website is regularly updated and the content checked to verify it is complete and accurate and reflects best practice and b) links to other websites and agencies are regularly checked to ensure they are operating correctly.</p>

Suggested Tests for Website/Internet

Control	Description
Website/Internet	<p>1. Advice on emergency preparedness, what to do in an emergency etc. is available to the public on the authority's website.</p> <p>2. In the event of an emergency regular bulletins and updates are posted on the site.</p>

Suggested Tests
<p>By interview, observation and accessing the website confirm that information:</p> <p>a) is comprehensive and current; b) is continuously updated by a designated officer and c) downloadable in a variety of formats including printer friendly versions.</p>