



NOT PROTECTIVELY MARKED

# WEST MIDLANDS POLICE

## Force Policy Document

<b>POLICY TITLE:</b>	Emergency Planning Within the West Midlands Police
<b>POLICY REFERENCE NO:</b>	Ops/19

### Executive Summary.

As a Category One Responder, West Midlands Police are required the Civil Contingencies Act (CCA) 2004 to have emergency planning arrangements in place. This document outlines how West Midlands Police delivers emergency planning.

*\*\*Any enquiries in relation to this policy should be made directly with the policy contact / department shown below.*

### Intended Policy Audience.

*This policy is for all West Midlands Police (WMP) Employees, particularly those working in Emergency planning should be particularly aware of this policy.*

<b>Current Version And Effective Date.</b>	<b>2.0</b>	<b>14/08/2014</b>
<b>Business Area Owner</b>	<b>Operations Department</b>	
<b>Department Responsible</b>	<b>Integrated Emergency Management</b>	
<b>Policy Contact</b>	<b>Kirsty Butterworth, WMP Emergency Planning Manager</b>	
<b>Policy Author</b>	<b>Kirsty Butterworth</b>	
<b>Approved By</b>	<b>ACC (Operations) Gareth Cann</b>	
<b>Policy Initial Implementation Date</b>	<b>10/10/2012</b>	
<b>Review Date</b>	<b>05/09/2015</b>	
<b>Protective Marking</b>	<b>Not Protectively Marked</b>	
<b>Suitable For Publication – Freedom Of Information</b>	<b>Yes</b>	

**Supporting Documents**

- **Civil Contingencies Act 2004**
- **Emergency Preparedness: Statutory Guidance to Civil Contingencies Act**
- **Emergency Response and Recovery: Non Statutory Guidance to Civil Contingencies Act**
- **West Midlands Police Business Continuity and Emergency Planning Testing and Exercising Local Directive**
- **West Midland Police Business Continuity Strategy**
- **West Midland Police Telecommunications Policy**

**Evidence Based Research**

Full supporting documentation and evidence of consultation in relation to this policy including that of any version changes for implementation and review, are held with the Force Policy Co-ordinator including that of the authorised original Command Team papers.

**Please Note.**

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UPTO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP DATABASE ON THE INTRANET.**

**Force Diversity Vision Statement and Values**

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, officers and staff at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

**Code of Ethics**

West Midlands Police is committed to ensuring that the Code of Ethics is not simply another piece of paper, poster or laminate, but is at the heart of every policy, procedure, decision and action in policing.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position

Every single person working in West Midlands Police is expected to adopt and adhere to the principles and standards set out in the Code.

The main purpose of the Code of Ethics is to be a guide to "good" policing, not something to punish "poor" policing.

The Code describes nine principles and ten standards of behaviour that sets and defines the exemplary standards expected of everyone who works in policing.

Please see [http://www.college.police.uk/docs/Code\\_of\\_Ethics.pdf](http://www.college.police.uk/docs/Code_of_Ethics.pdf) for further details.

The policy contained in this document seeks to build upon the overarching principles within the Code to further support people in the organization to do the right thing.

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## 1. INTRODUCTION.

### 1.1 Aim

This policy gives a framework for West Midlands Police (WMP) to meet the statutory requirements of the Civil Contingencies Act (2004) in its delivery of Emergency Planning.

### 1.2 Objectives

This policy sets the following objectives in the delivery of Emergency Planning:

- Outline the legal requirements of emergency planning specifically relating to WMP strategic Aims and Force Values;
- A framework of emergency planning process shall be given to which WMP shall meet its statutory duties;
- To outline how WMP shall meet requirements in partnership working with both category one and two responders whilst promoting best practice.

### 1.3 Scope

This policy is for WMP only, outlining how WMP carry out Emergency Planning duties.

Other organisations should refer to their own policies to meet their specific duties under the Civil Contingencies Act 2004 (CCA).

This policy is aimed at those who are involved in emergency planning processes respectively.

This policy is aimed at an “Emergency” as defined in Part 1 of the Civil Contingencies Act as:

*‘an event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK.’*

### 1.4 Audience

This policy has been created to support those who are involved directly in emergency planning and as a reference for all WMP employees.

## 2 REQUIREMENTS

### 2.1 Legal Requirements and accompany Guidance

WMP are a Category 1 Responder under the CCA. This Act applies duties to assess and plan for emergencies. These duties are:

- Risk Assessment;
- Emergency Planning;
- Maintaining public awareness and arrangements to warn and inform;
- Advise the public;
- Co-operation;
- Information sharing.

## 2.2 WMP Specific Duties

WMP shall achieve its Emergency planning duties through completing the following specific activities:

- To follow the Risk Assessment Framework<sup>1</sup> as outline by National Guidelines.
- Creating and maintaining emergency plans and other documents to reduce / control / mitigate the effects of an emergency<sup>2</sup>;
- Warning and informing the public about the associated risks;
- Sharing information with other category one and two responders, and also with the voluntary sector and local responders whom do not fall into these categories, to promote cooperation;
- Carrying out tests / exercises of the plans and their arrangements,
- Ensuring, as far as reasonably practical, appropriate training so an organisation can provide a response to emergencies when they occur;
- Publish all plans as appropriate for other responder's attention.
- To provide opportunities to promote best practise and organisational learning to better WMP emergency planning processes.

## 3 FORCE EMERGENCY PLANNING

### 3.1 Responsibility of Emergency Planning

Within WMP the overall responsibility for emergency planning falls under the portfolio of the Assistant Chief Constable (ACC) (Operations).

The Head of Operations is responsible for Integrated Emergency Management (IEM) who produce Force level plans. IEM carry out their work under the ACC (Operations) portfolio for emergency planning. This work ensures WMP are able to meet their civil protection duties as a Category 1 Responder.

IEM also works with Local Policing Units (LPUs) who have responsibility for local level planning. IEM shall provide guidance and support for planning in line with force processes.

Within WMP the LPU planning function holds a responsibility to alert the Emergency Planning Manager<sup>3</sup> of any local civil protection projects / issues. LPUs shall also assist IEM in any projects at their local level as necessary.

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<sup>1</sup> Emergency Preparedness', Chapter 4 'Local Responder Risk Assessment Duty' (As revised March 2012) HM Government Statutory Guidance

<sup>2</sup> See scope for definition of emergency this policy is based on

<sup>3</sup> Details can be found on blue pages

## **3.2 Generation of Plans, Policies and Guidance Documentation**

### **3.2.1 Plans**

IEM are responsible for the creation of generic force wide emergency plans for single agency (WMP only) responses. Please see Appendix A for the detailed processes that all plans should follow on creation.

Generic plans are can be based on specific scenarios from the West Midlands Conurbation Community Risk Register or those that support response e.g Force Mobilisation Plan. All plans are built on generic capabilities of the organisation rather than being specific to one operational area.

### **3.2.2 Policies**

IEM are also responsible for the creation of relevant policies, local directives, force directives and guidance documents which support emergency plans. Policies shall be created and applied to outline good practice and / or legal requirements regarding behavior and actions of staff.

### **3.2.3 Guidance**

IEM shall be responsible in the creation of guidance documentation relating to the role of emergency planning.

Guidance documents will be created when an action within a plan requires an amount of detail for example 'Setting up a Survivor Reception Centre'. Response plans are often required to have their own separate guidance to support and compliment response. Guidance shall comprise of support in the form of suggested instructions, best practice and roles to implement. Plans shall always sit superior to guidance but shall compliment each other for effective WMP response to Major Incidents.

### **3.2.4 Templates**

IEM have created, and will maintain, a generic template for emergency plans, guidance documents. These are only for WMP use and are designed to ensure that documents created meet the requirements of the CCA, follow national best practice and are corporate.

Documents identified as force policy or force / local directives, will use the force policy template created by the Operational Standards Department Policy Team.

## **3.3 Force Process for Plan Creation**

WMP has a process for producing plans<sup>4</sup>. This process allows all plans to meet force and legislative requirements for their production and maintenance during consultation and embedding phases (Emergency planning cycle, Emergency Preparedness p.g. 54).

Plans and guidance that WMP produce shall have a document that records each stage to track its creation processes. These are located at the beginning of each plan.

When each plan is reviewed the appropriate AIMS package shall be updated accordingly.

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<sup>4</sup> Please see Appendix A for Emergency Planning process.

**3.4 Maintenance and Review**

All plans, policies and guidance documents created for the purpose of ensuring arrangements for civil protection under the CCA will undergo a full review every 12 months unless otherwise specified within the individual plan, policy or guidance document. They shall also be updated intermittently when needed.

During the maintenance and reviewing stages a document containing a rationale of changes shall be clearly documented. These shall be kept by the person undergoing the review.

Documents shall also be updated by their authoring department when their content has become invalid, prior to the annual review.

**3.4.1 Multi Agency Review**

Where documents have regard to partner agencies these documents shall be consulted on by external partners for cooperation and information sharing duties under the CCA.

**3.5 Version Control**

Version control shall be used and tabled on each document produced. If maintenance changes are made in the interim between publishing and full review **or** whilst in draft form the number after the “point” will change to reflect each time changes have been made (i.e. 0.1, 0.2, 0.3).

Once finalised and signed off / agreed as final the document, the number before the “point” will change and the number after the point will return to zero (1.0, 2.0, 3.0).

Details of the change(s) made which prompted a version control should be clearly identified in the table of amendments, present within each document produced.

**3.6 Testing and exercising**

Under the CCA, WMP have a responsibility to test and exercise plans. Full details of how WMP will ensure their testing and exercising duties are carried out are outlined in the *WMP Business Continuity and Emergency Planning Testing and Exercising local Directive*<sup>5</sup>

**3.7 Plan Activation**

All plans have activation procedures as required by the CCA. These shall detail the actions by relevant departments / personnel that have specific functions.

WMP also has specific Action Information Management System (AIMS) packages created to support the WMP response to incidents, including major incidents. AIMS packages, when activated, generate specific tasks that control room staff use to create Oasis logs that shall prompt specific tasks. Plans created by IEM shall have a supported AIMS package if needed which are put onto Oasis by Force Contact Centre.

All plans are written at Tactical (Silver) level unless otherwise stated.

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<sup>5</sup> This is available from IEM intranet link under ‘emergency plans local directive’.



## **4 PARTNERSHIP WORKING**

### **4.1 Multi Agency Cooperation and Information sharing**

The CCA puts duties on Category 1 Responders to 'Cooperate and Information Share'. It also places a statutory requirement on WMP to have regard to Category 2 Responders. These are achieved by WMP through representation on the following bodies:

- Local Resilience Forum (LRF);
- General Working Group (GWG);
- GWG sub groups;
- Multi-Agency Emergency Services Unit (MAESU)
- General multi-agency emergency planning arrangements.

### **4.2 LRF coordination**

The Local Resilience Forum (LRF) is a multi-agency body, with its own governing structure. Its principal mechanism is to facilitate multi-agency cooperation and coordination as required under the CCA. A representative from attending agencies requires them to be of the Executive Officer's level or above. The LRF shall provide work streams for the General Working Group.

### **4.3 General Working Group**

The GWG is a tactical working group of the LRF to which specific projects directed from the LRF shall coordinate conurbation wide initiatives. At this level officers are sent from the respective agencies.

WMP will send one Inspector and one Sergeant / Manager level representative on behalf of WMP.

### **4.4 GWG sub Groups**

GWG sub groups can be created to facilitate projects that are conurbation wide and involve partner agencies. Sub groups might be set up because of national requirements.

### **4.5 Multi Agency Emergency Services Unit (MAESU)**

This is a multi-agency body made up of appropriate representatives from the Fire, Ambulance, Police and Health Services within the West Midlands on a Tactical level.

This group meets on a regular basis to discuss the coordination of response between these groups during civil protection issues.

IEM represent on this group on behalf of WMP.

#### **4.5.1 Community Risks**

WMP in conjunction with other partner agencies are responsible for warning and informing the public as part of their emergency planning function. This can be done as a LRF initiative.

**5 EQUALITY IMPACT ASSESSMENT (EQIA).**

The policy has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010. The policy has therefore been Equality Impact Assessed to show how WMP has evidenced 'due regard' to the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

*Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this policy.*

**6 HUMAN RIGHTS.**

This policy has been implemented and reviewed in accordance with the European Convention and principles provided by the Human Rights Act 1998. The application of this policy has no differential impact on any of the articles within the Act. However, failure as to its implementation would impact on the core duties and values of WMP (and its partners), to uphold the law and serve/protect all members of its community (and beyond) from harm.

**7 FREEDOM OF INFORMATION (FOI).**

Public disclosure of this policy document is determined by the Force Policy Co-ordinator on agreement with its owner. Version 2.0 of this policy has been GPMS marked as unprotected.

Public disclosure does not automatically apply to supporting Force policies, directives and associated guidance documents, and in all cases the necessary advice should be sought prior to disclosure to any one of these associated documents.

Which exemptions apply and to which section of the document?	Whole document	Section number
None	No	None

**8 TRAINING.**

People undertaking a role in IEM may have to attend courses run by the Emergency Planning College in order to ensure their skills and knowledge within the role. The minimum course attendance requirements for those undertaking emergency planning work within IEM are:

- Starting Out in Civil Protection (consolidated training)  
Or,
- Introduction to Civil Protection;
- Creating Emergency Plans;
- Exercising Emergency Plans.

**9 PROMOTION / DISTRIBUTION & MARKETING.**

The following methods will be adopted to ensure full knowledge of the Policy:

- Publication on the WMP intranet policy site.
- Direct distribution to all those mentioned within.
- Through the Resilience Direct System.

**10 REVIEW.**

The policy business owner Operations, maintain outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.

The policy should be considered a 'living document' and subject to regular review to reflect upon any Force, Home Office / Association of Chief Police Officers (ACPO), legislative changes, good practice (learning the lessons) both locally and nationally.

A formal review of the policy document, including that of any other potential impacts i.e. EQIA, will be conducted by the date shown as indicated on the first page.

Any amendments to the policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.

Feedback is always welcomed by the author / owner and / or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.



**CHIEF CONSTABLE**

**11 VERSION HISTORY.**

<b>Version</b>	<b>Date</b>	<b>Reason for Change</b>	<b>Amended/Agreed by.</b>
0.1 July 2012 New Policy (1716)	Authored by Laura Crofts	(57309) Creation Agreed by	A/Insp Holliday
(57309)	0.2 July 2012 Consultation from Integrated	Emergency Management	Amended by Laura Crofts
(57309)	0.3 August Wider consultation carried out	Amended by Laura Crofts	(57309)
Version 1.1- 1.3	03/11/13	Annual review and consultation within IEM plus Wider Internal consultation feedback	Review by Kirsty Butterworth (57857)
Version 2.0	24/03/14	Sign off for document creation	Amended by Kirsty Butterworth (57857)
Version 2.0	14/08/2014	Amended formatting and added new standard Code of Ethics section into policy	56408 Couchman
Version 2.0	05/09/2014	Policy signed off by ACC Cann & CC	56408 Couchman

Appendix A

Emergency Planning Process

Stage	Description
1	Identify the need for the documents creation and put forward a proposed aim, objectives and scope to the IEM Inspector for approval.
2	Research the content for the plan, bearing in mind the requirements of equality and diversity.
3	Adjust the generic template based on subject specific requirements for the plan identified during the research phase.
4	Compile the plan bearing in mind the requirements of equality and diversity.
5	Send for checks within the authors own department (and to IEM where IEM are not the authoring department) and make changes as appropriate.
6	Send the document for full consultation. This should be to a representative for all roles, internal and external to WMP, identified in the document as well as to the internal policy consultation list and to representatives of each of the equality and diversity strands.
7	Make changes to the document as necessary based on the consultation results.
8	Send the document for an EQIA assessment. <sup>6</sup>
8a	Sign off at IEM Inspector Level
9	Compile a white report (WG401) identifying why the document has been created / is required or a summary of changes where it has been reviewed and the requirement for it to be signed off (ensuring to add a sign off box for the relevant signature).
10	Send a copy of the document, the EQIA and the consultation results with the WG401 to the appropriate ACC for sign off.
11	Once signed off and returned from the ACC publish it on the IEM intranet site.
12	Once signed off and returned by the ACC distribute it as necessary, as a minimum to all those involved in consultation.
13	Send a copy of the document, the EQIA, the consultation results, the WG401 with ACC (sign off and a new copy of the WG401, with blank signature box for attention of the Chief Constable for sign off.
14	On return from Chief Constable sign off store these original copies in the Lloyd House gold control room as appropriate for its Government Protective Marking Scheme status (restricted or below in the plan cupboard and anything higher than restricted in the safe).

<sup>6</sup> List of qualified EQIA assessors available from Force Intranet Site "Equality Impact Assessment Guidance" or Policy Guidance on the Policy Portal