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WEST MIDLANDS POLICE

Force Policy Document

POLICY TITLE:	Emergency Planning
POLICY REFERENCE NO:	

Executive Summary.

As a Category One responder, West Midlands Police are required by 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 aware of this policy.

Current Version And Effective Date.	2.5	20/01/2016
Business Area Owner	Operations Department	
Department Responsible	Operations Emergency Planning	
Policy Contact	[REDACTED] WMP Emergency Planning Manager	
Policy Author	[REDACTED]	
Approved By	ACC (Operations) Gareth Cann	
Policy Initial Implementation Date	10/10/2012	
Review Date	12 months from implementation	
Protective Marking	Not Protectively Marked	
Suitable For Publication – Freedom Of Information	Yes	

Supporting Documents

- Civil Contingencies Act 2004
- Emergency Preparedness: Statutory Guidance on Civil Contingencies Act 2004
- Emergency Response and Recovery: Non-Statutory Guidance on Civil Contingencies Act 2004
- National Risk Assessment (Official Sensitive and Secret)
- West Midland Police Business Continuity Strategy
- Code of Ethics (http://www.college.police.uk/docs/Code_of_Ethics.pdf)

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

“Maximise the potential of people from all backgrounds through a culture of fairness and inclusion to deliver the best service for our communities”

“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 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.

Aim

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

Objectives

- 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;
- Outline the process of training and exercising of plans;
- To outline how WMP shall meet requirements in partnership working with both category one and two responders whilst promoting best practice.

Scope

- 1.2 This policy is aimed at those individuals tasked with producing emergency plans to prepare response to the hazards and threats as identified in the National Risk Assessment.

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

‘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.’

Audience

- 1.4 This policy has been created to support those who are directly involved in Emergency Planning and as a reference for all WMP employees.

2. REQUIREMENTS

Legal Requirements and accompanying Guidance

- 2.1 WMP is a Category 1 responder under the CCA. This Act places six specific duties to which WMP must abide by. These being:

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

2.2 Statutory guidance is detailed in Emergency Preparedness 2005 on how WMP is to comply.

WMP Specific Duties

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

- Follow the Risk Assessment Framework¹ as outlined by the National Guidance;
- Create and maintain emergency plans and other documents to reduce/control/mitigate the effects of an emergency²;
- Warn and inform the public about associated risks;
- Share information with other Category 1 and 2 responders, and also the voluntary sector and local responders who do not fall into these categories;
- Carry out tests / exercises of plans to test their validity;
- Ensure, as far as reasonably practical, appropriate training for the organisation to enable an efficient response to emergencies;
- Publish all plans as appropriate for other responder's attention;
- Provide opportunities to promote best practice and organisational learning to better WMP emergency planning processes.

3. FORCE EMERGENCY PLANNING

Responsibility of Emergency Planning

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

3.2 The Head of Operations oversees Operations Emergency Planning (Ops EP) under the ACC Operations portfolio. Ops EP ensure WMP are able to meet their civil protection duties as a Category 1 responder.

3.3 Ops EP produce force level plans and exercises and work with Local LPU planners to advise on site specific local planning arrangements for consistency.

3.4 Within WMP, the LPU planning function holds a responsibility to alert the Emergency Planning Manager³ of any local civil protection projects / issues. LPUs shall also assist Ops EP in any projects at their local level as necessary.

Generations of Plans, policies and Guidance Documentation

Risk Assessment

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

² See scope for definition of emergency this policy is based on

³ Details can be found on blue pages

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3.5 WMP will be involved in the multi-agency risk assessment process through the Local Resilience Forum (LRF) for both threats and hazards when the National Risk Assessments are released by Cabinet Office.

Plans

3.6 Ops EP are responsible for the creation of force wide emergency plans for WMP. Please see Appendix A for the detailed processes that all plans should follow on creation.

3.7 The rationale for an emergency plan will be based on two areas;

- West Midlands Conurbation Risk Assessment - E.g. the Environmental Pollution Plan which covers all risks relating to industrial accidents and contamination risks.

Or

- A generic arrangement which will support response where a more specific set of actions and guidance is required - E.g. large scale evacuation and force mobilisation.

3.8 The Ops EP methodology in planning is to produce generic plans to enable a response to a wide range of possible scenarios and not just specific incidents. For instance, the Human Infectious Disease Plan has a generic common consequence approach that provides preparedness for a wide range of human health incidents including pandemic flu and Ebola. This generic framework of planning negates the need to have individual incident plans.

3.9 Ops EP will also be involved in the production of multi-agency plans where they cover policing roles and responsibilities E.g. Local Resilience Forum Plans.

Policies

3.10 Ops EP are responsible for the creation of relevant policies, and guidance documents which support emergency plans. Policies shall be created and applied to outline good practice and/or legal requirements regarding behaviour and actions of staff.

Templates

3.11 Ops EP have created, and maintain, generic templates for emergency plans and guidance documents. The templates are designed to ensure that all documents meet the requirements of the CCA, follow national best practice, meet the needs of the end user and follow corporate consistency.

3.12 Documents identified as force policy will use the force policy template created by the Operational Standards Department Policy Team.

Force Process for Plan Creation

3.13 WMP has a process for producing plans (see Appendix A). 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 pg. 54).

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- 3.14 Plans and guidance that WMP produce shall have a document that records each stage to track its creation processes. Version control is recorded on each plan for interim and full reviews.
- 3.15 When each plan is reviewed the appropriate AIMS package shall be updated accordingly.⁴

Maintenance and Review

- 3.16 Where documents relate to partner agencies, those partner agencies should be consulted upon review, as well as carrying out the mandatory consultations in order to fulfil the 'cooperating and information sharing' duty under the CCA.

Version Control

- 3.17 Version control shall be used and recorded in a table on each document produced. In the case of an interim maintenance change before a full review is due or whilst a document is in draft then the number after the "point" will change to reflect each time changes have been made (i.e. 0.1, 0.2, 0.3).
- 3.18 Once finalised and signed off / agreed as a 'live' document, the number before the "point" will change and the number after the point will return to zero (1.0, 2.0, 3.0).
- 3.19 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.

4. TESTING AND EXERCISING

- 4.1 In accordance with the Civil Contingencies Act (CCA) (2004) West Midlands Police (WMP), as a Category One responder, have a statutory requirement to have 'fit for purpose' plans in order to maintain and perform their required role during a response to emergencies. Furthermore, testing and exercising will demonstrate the validity of plans, effectiveness of procedures and ability of response.

Frequency of Testing / Exercising

- 4.2 Testing and Exercising will be conducted based on the risk. At a minimum, Ops EP will conduct an exercise of the plans when they undergo a full review.
- 4.3 The occurrence of spontaneous incidents or pre-planned events⁵ will count as a test/exercise.

Budget and Financing for the Test / Exercise

- 4.4 WMP currently has **no designated budget** for the delivery of testing/exercising concerning their business continuity or emergency plans.
- 4.5 Where approved, WMP will accept the cost of our own participants' time to attend exercises held by other organisations, or the cost of our own participants and facilitators' time to design, run and attend exercises where no costs over and above staff time will be accrued.

⁴ This will be as reasonable as possible through the force changes to AIMS systems

⁵ Pre-planned events include pre-planned force / multi-agency events and exercises, planned by both WMP, and/or partner agencies.

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- 4.6 Exercises run by WMP should always be designed and run to the most cost effective option where additional resources are not needed to conduct the exercise e.g. Walk through, Hydra or Table Top

Testing / Exercising Calendar

- 4.7 Ops EP maintain their own internal calendar which identifies when the testing/exercising of plans are due and if any test/exercises are planned.
- 4.8 Any tests/exercises on the OEP testing and exercising calendar will be transferred onto the Force Events Calendar as appropriate.

5. PARTNERSHIP WORKING

Multi-Agency Cooperation and Information Sharing

- 5.1 WMP as a Category one responder have a duty under the CCA to 'Cooperate and Information Share'. The CCA also places a statutory requirement on WMP to have regard for Category two responders. These requirements are met by WMP through representation in 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/exercise arrangements.

Local Resilience Forum (LRF) Coordination

- 5.2 The LRF is a multi-agency body, with its own governing structure with multiple layers of groups and sub groups. Its principal mechanism is to facilitate multi-agency cooperation and coordination as required under the CCA. At the top layer of the LRF structure is the 'LRF' meeting group. A representative from attending agencies requires them to be of the Executive Officer's level or above. The LRF then provide work streams for the GWG.

General Working Group (GWG)

- 5.3 The GWG is a tactical working group of the LRF to which specific projects directed from the LRF will be coordinated. At this level, officers are sent from the respective agencies usually of managerial level of responsibility.
- 5.4 Where possible, subject to operational commitments, WMP will send a suitable representative. Additional members of WMP can attend to represent sub groups of the LRF.

GWG Sub Group

- 5.5 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.

Community Risks

- 5.6 WMP in conjunction with other partner agencies, are responsible for assessing risks and publishing these to encourage community resilience. WMP will publish the Community Risk Register.

6. PLAN PROMOTION, DISTRIBUTION & MARKETING.

- 6.1 The following methods will be adopted to ensure full knowledge of the Plans:

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

Document Retention

- 6.2 Ops EP will place plans on the force intranet to be used directly by WMP commanders or to support their response and keep a copy of the live version on the Operations shared drive. Plans that fall out of this will be retained on the 'West Midlands Conurbation LRF' Resilience Direct file store.
- 6.3 Hard copies of the plans will be filed in Force Contact Centre and Gold Command and replaced whenever an interim review is carried out. Ops EP will retain the previous full version of the plan and any interim review which has been carried out before the next full review.

7. HUMAN RIGHTS.

- 7.1 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.

8. FREEDOM OF INFORMATION (FOI).

- 8.1 Public disclosure of this policy document is determined by the Force Policy Co-ordinator on agreement with its owner. Version 2.3 of this policy has been GPMS marked as Protect
- 8.2 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	-	-

9. POLICY PROMOTION / DISTRIBUTION & MARKETING.

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

- Message released on Force Message of the Day.
- Promotion/Publication of Force Intranet
- Published on the Force Policy Portal

10. REVIEW.

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

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

10.3 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.

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

10.5 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.

Version	Date	Reason for Change	Amended/Agreed by.
Version 2.0	24/03/2014	Sign off for document creation	[REDACTED]
Version 2.0	14/08/2014	Amended formatting and added new standard Code of Ethics section into policy	[REDACTED]
Version 2.0	05/09/2014	Policy signed off by ACC Cann & CC	[REDACTED]
Version 2.1 – 2.3	30/09/2015	Review process and consultation changes	[REDACTED]
Version 2.4	11/12/2015	Annual review – for sign off	[REDACTED]