



Lancaster City Council

Severe Weather Plan

Emergency Call Centre 24-hour telephone contact number 01524 67099
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Version 3.0 (Public)

August 2017

Record of Revisions and Version Control

It is the Civil Contingencies Officer's (CCO) responsibility to update this plan and to maintain Version Control. Any suggested amendments must be notified to the CCO at Environmental Health, Morecambe Town Hall. The plan will be formally reviewed on at least an annual basis, or after activation, whichever is the sooner.

Revision date and Version	Status	Outline of revisions	Made by	Approved by
November 2007	Obsolete	Base Flooding and Severe Weather Plan document Version 1.0	Adrian Morphet & Mark Bartlett	Peter Loker
2 nd June 2008 Version 1.1	Obsolete	Post Ex Argent and winter activation modifications and incorporating minor changes following quality assurance by EA and Met Office advisor. V1.1	Mark Bartlett and Adrian Morphet	Peter Loker
January 2009 Version 1.2	Obsolete	Revisions to layout, sand bag policy, revised "Flood Watch" procedures and other minor information changes following October flooding incidents debrief.	Mark Bartlett and Ged McAllister	Peter Loker
June 2010 Version 2.0	Revisions to Version 1.2 of Flooding and severe weather plan Obsolete	Severe weather elements separated out from Flooding Plan. Incorporates learning from severe weather winter 2009/10	Mark Bartlett	Peter Loker
October 2011 Version 2.1	Revisions to internal procedures Obsolete	New procedures for Heatwave incorporated. New Met Office warning codes and winter maintenance 'triggers'.	Mark Bartlett	Suzanne Lodge
June 2013 Version 2.2	Obsolete	Revisions to procedures reflecting Response resource changes and other minor amendments	Mark Bartlett, Ged McAllister and Mark Davies	Suzanne Lodge after Management Team review
August 2017 Version 3.0	In preparation	Revisions to bring in line with LRF severe weather plan for Lancashire	Mark Bartlett	Suzanne Lodge

The records below demonstrate when this Contingency Plan has been tested or activated.

Test Number	Test/ Activation Date	Type of Test (E.g. Live, Table-top) or nature of activation	Location	Test Facilitated By
1	280208	Table Top Ex Argent	Washington Hall, Chorley	Russell Burton on behalf of EA
2	190308	Live storm board deployment	Morecambe	Adrian Morphet (Engineers) and Kevin Kilifin (CCDS)
3	25 & 261008	Flood Watch notices and flooding at Carnforth	City Council area	Activation of (Flooding) plan.
4	181109	Flood Warning activation	Skerton Pool, River Lune	Activation of (Flooding) plan.
5	Jan 2010	Widespread ice and snow	Throughout district and beyond	Plan not activated but circumstances reviewed afterwards leading to plan revisions.
6	170311	Table-top and seminar Exercise Solstice (Heatwave)	Hutton	Alan Wilton (HPA) and Anthony Sudell (SHA)
7	210311	Live storm board deployment	Morecambe	Adrian Morphet (Engineers) and Steve Kilifin (Env Services)
8	241111	Tabletop exercise/ seminar - Ex Deucalion	Hutton – Test of Flooding and Severe Weather plans	Mark Bartlett and Iain Blakeley
9	210212	Exercise Heronswood – Table-top	LTH – Test of BC plans in severe weather situation	Mark Bartlett and Bernard Kershaw (LCC)
10	261113	Exercise Wenning – Control Post/Live	Lancaster District	LRF Flooding Exercise sub-group
11	051215	Activations	Storm Desmond (and Storms Eva and Frank)	Activation of weather and flooding plans – LRF Debrief

Circulation

Corporate

- District Emergency Control Centre
- Reserve DECC emergency box
- Civil Contingencies Officer

Electronic Copy Circulation

- Senior Emergency Officers
- Health and Housing Service
- Community Engagement (Wellbeing) Service
- Engineering Team
- Communications Section
- Environmental Services
- Information Services
- Duty Emergency Incident Officer tablet computer.

City Council website ('sanitised' version)

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Lancaster City Council

Map of District Council Area



1.) Information

Under the Civil Contingencies Act, 2004, Lancaster City Council is a Category 1 Responder¹ organisation and as such intends to fulfil all its responsibilities under the Act² in terms of preparedness for and responding to emergencies³. The responsibilities include the need to assess the risk of an emergency and to maintain plans to deal with an emergency if one occurs or is likely to occur.

The role of the Council in any emergency is to undertake its day to day responsibilities in emergency conditions. In a severe weather situation these would include responsibilities for opening a rest centre for any persons evacuated from their homes, homelessness duties, waste clearance duties and clear up operations, unsafe structures and buildings, maintenance of coastal and watercourse flood defences for which the council is responsible, removal of fallen or unsafe trees and the maintenance and protection of council buildings and land. In addition, the council has a duty in an emergency to work with and support other Category 1 and 2 responders who are dealing with the emergency.

The Council also has a duty to maintain its own critical services during disruptive or emergency situations and does this through Business Continuity planning and preparation.

Severe or extreme weather comes in many forms, can occur in any part of the UK and severe weather incidents are becoming increasingly more prevalent. It has been identified as a significant risk in the Lancashire Community Risk Register and this plan shows how the Council will respond to warnings of severe or extreme weather conditions in the Council area. The plan details the command arrangements for such events and the responsibilities of various Council services. It complements, and should be read in conjunction with, the Lancashire Resilience Forum's severe weather plan for Lancashire (Version 6.4 published February 2017).

A Met Office College guide to Weather and its possible cause can be found at Appendix 'B ' and contains many useful tips about severe and extreme weather conditions.

The Council has also published a Flooding Plan that complements this severe weather plan and may be of assistance in some cases of severe weather.

The Council's general response to emergencies can be found in the District Emergency Plan and this plan should be read in conjunction with that document if a significant impact is anticipated.

As part of its commitment to communities the Council plays a full part as a member of the Lancashire Resilience Forum (LRF)⁴ and supports the other member organisations.

¹ Cat 1 responder organisations comprise the emergency services, health services, environment agency and local authorities.

² Responsibility to conduct risk assessments, business continuity, prepare emergency plans and arrangements to warn, inform and advise the public so that the Council can perform its functions effectively in an emergency

³ An event or situation which threatens serious damage to human welfare, the environment or the security of a place in the UK

⁴ The Lancashire Resilience Forum comprises all Category 1 responder organisations in Lancashire together with Category 2 responders – utility and transport companies

2.) Intention

This plan has been produced to address the emergency response to forecast or actual severe weather, including the following:

- Severe gales
- Storms
- Heavy snow/blizzards/prolonged frost
- Heavy rain
- Fog
- Heatwave

The first five bullet pointed risks above will be the subject of weather warnings from the Met Office.

Any increased likelihood of a Heatwave in the North West will be notified by through the Heat Health Watch scheme operated by the Met Office in association with the Department of Health. The City Council subscribes to this service.

The aims of this plan, and the measures it contains, are to reduce the risk to people and property to the best of the Council's abilities.

When severe weather is forecast, or occurs, and is likely to impact on public safety, the Council will seek to provide an appropriate response to assist those in the community who are at risk. The aim of this plan is to enable appropriate City Council resources to be mobilised to deal with any severe weather emergency, or to provide mutual aid to other Lancashire Resilience Forum member agencies in dealing with severe weather incidents in their own area.

The Lancashire Community Risk Register is a public document and can be viewed at the Forum website www.lancsresilience.org It details the various risks to Lancashire communities from many sources and also the generic and specific emergency plans that have been created to address them. Severe weather risks are identified in the register.

It is essential that all officers involved in the co-ordination of a weather emergency maintain an accurate log of decisions made and action undertaken. The log should also include details of any expenditure authorised. The Council's LANDIL logging system should be used for this but, if unavailable, proforma decision-making and action log sheets may be found at the back of this plan (Appendix 'D' refers).

3.) Method

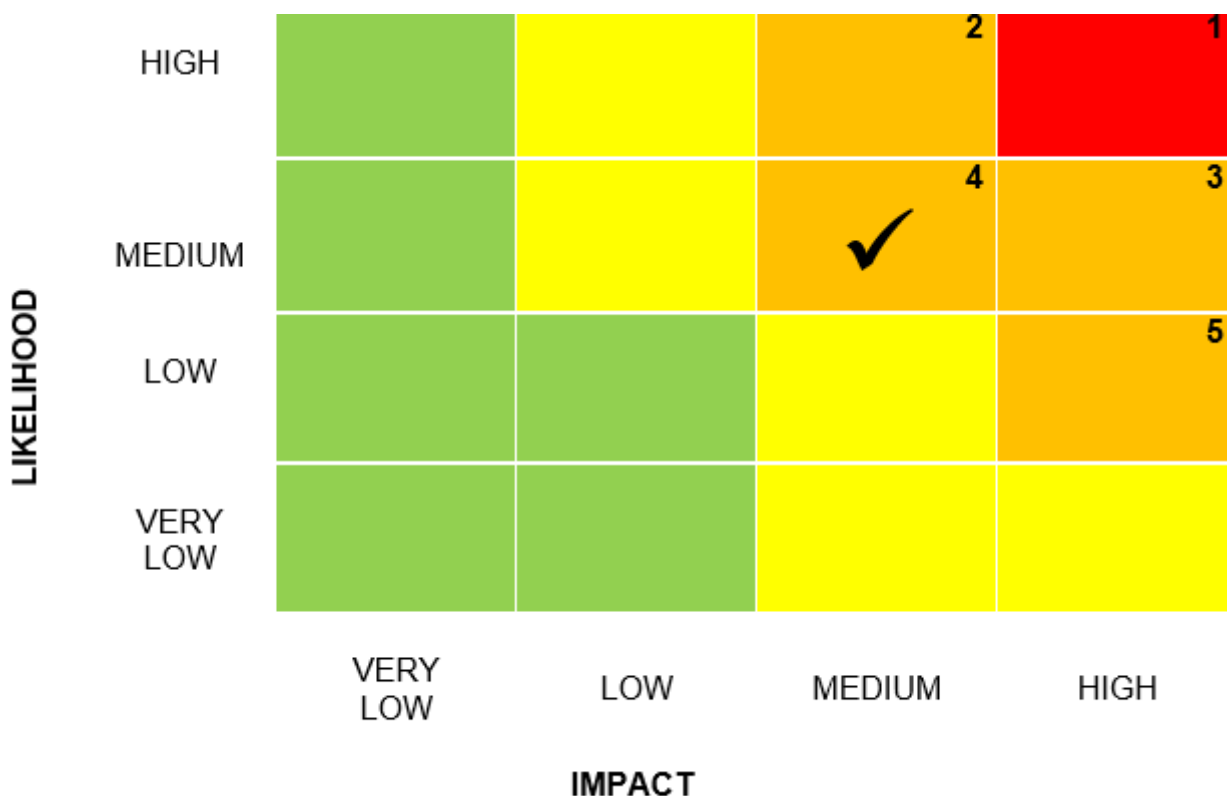
Severe Weather is not unusual in the UK and occurs a number of times each year, most commonly in winter. Whilst it affects the areas where it occurs the impact is not usually serious. **Extreme weather** is unusual and perhaps only occurs 3-4 times each year nationally. It can have a significant impact on infrastructure and casualties may result.

3.1) Weather warnings:

The National Severe Weather Warnings Service (NSWWS) aims to provide both emergency responders and the general public with advice and guidance on impending severe weather events across the UK, the ultimate aim being the protection of life and preservation of infrastructure and property against the impact of the weather. High winds, heavy rain/snow, ice and fog, along with extreme high and low temperatures, are all capable of causing significant disruption across Lancashire, as events in recent years have shown.

The Met Office, through a combination of its National Severe Weather Warning Service (NSWWS) and Regional Civil Contingencies Advisors, now provides the Lancashire resilience community with detailed briefings in advance of any severe weather event, enabling appropriate planning to take place.

Any severe weather warning is effectively the product of two factors, namely the likelihood of the severe weather event occurring and the degree of impact it is predicted to have across the affected area. Both the likelihood and impact of the forecast event are rated on a scale from very low through low, medium and high. This determines the position of the warning on a simple risk matrix, along with its colour. Warnings are issued whenever an event is predicted to lie in either the Yellow, Amber or Red sector of the risk matrix with a tick placed in the appropriate box, as per the example below.



3.2 Terminology, distribution and further information related to warnings

There are two categories of notifications:

Alert <u>more</u> than 24 hours from time of onset.	Warnings <u>less</u> than 24 hours to time of onset.
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A set of generic messages accompanies each colour of the risk matrix.



GREEN

NO SEVERE WEATHER EXPECTED

Keep up to date with the latest forecast



YELLOW

BE AWARE

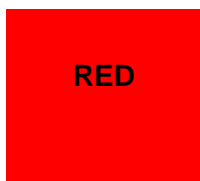
Remain alert and keep up to date with the latest forecast



AMBER

BE PREPARED

Remain vigilant, keep up to date with the latest forecast and take precautions where possible



RED

TAKE ACTION

Remain extra vigilant and keep up to date with the latest forecast. Follow orders and any advice given by authorities and be prepared for extraordinary measures

In addition the Met Office website has, on its Weather Warnings Guide page, a more detailed explanation of risk matrix colour codes, along with case studies, practical advice in dealing with severe weather and detailed descriptions of what to expect for each impact category.

<http://www.metoffice.gov.uk/guide/weather/warnings>

<http://www.metoffice.gov.uk/guide/weather/severe-weather-advice>

Distribution of warnings is dependent upon colour. Whilst all Alerts and Warnings appear on the Met Office website and Hazard Manager, only Amber or Red Alerts/Warnings are automatically sent to registered NSWWS recipients. Yellow Alerts/Warnings are not currently sent to registered recipients, hence it is good practice to make a daily check on either Hazard Manager or the website in case a Yellow Alert/Warning has been issued. An alternative is to use the email alert system available from the website which automatically sends an email reminder whenever a severe weather warning of any colour is issued for the area concerned.

Council action: See Checklist at Appendix 'C'

The Council also has '**winter**' procedures in place to respond to warnings of frost and ice, triggered by notification from the County Council. These can be summarised as follows:

- The County Council, prompted by Met Office notifications, informs partner agencies including district councils, that winter gritting procedures should take place. In Lancaster this notification will be received in Environmental Services.
- Environmental Services will, when requested by the County Council, activate their own gritting teams to previously agreed plans and will also notify appropriate services within the Council that 'trigger level' low temperatures are forecast and previously agreed measures should be implemented. These other Council services will include those responsible for car parks, cemeteries, parks, council housing and civic buildings.
- Affected services will implement previously agreed and documented policies for gritting appropriate areas.
- Environmental Services will also notify the Communications Team and Customer Services so that consistent information can be passed to the public.

Several officers within the Council receive the guidance e-mails from the regional Met Office Advisor that put a local interpretation on general forecasts and weather warnings. These are particularly useful in determining what, if any, response is needed. Guidance e-mails are automatically sent to the Civil Contingencies Officer, the Duty Emergency Incident Officer and Environmental Services. Should clarification of messages be necessary either contact the regional Met Office advisor or, if outside normal working hours, the duty forecaster at Exeter, contact details shown at Appendix 'A'

3.3 Heat Health Alert Service

The Heat Health Alert service, administered by the Met Office, runs from 1 June to 15 September and underpins the Heatwave Plan for England, published annually by Public Health England and available via their website. The service operates on a four-level basis and uses defined regional heat health threshold temperatures which, along with the ongoing alert status can be ascertained via the Met Office website at

<http://www.metoffice.gov.uk/public/weather/heat-health/#?tab=heatHealth>

A summary of the four alert levels is given below.

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

Lancaster City Council subscribes to the Heat Health Watch scheme will be notified automatically of changes to the alert status. When there is an increased likelihood of heatwave temperatures being realised across the North West the alert status will be raised and the Met Office Regional Civil Contingencies Advisor will confirm this in a special resilience briefing.

The National Heatwave Plan is published annually (around May) and the latest version can be accessed via this link: <https://www.gov.uk/government/publications/heatwave-plan-for-england>

Council Action: Heatwave alert messages are received by the Civil Contingencies Officer. No further action is taken for Level 1 messages but Level 2 messages are passed to the Supported Housing Manager at Council Housing for the information of Sheltered Housing Schemes. A Level 3 message would trigger discussion on further appropriate action and participation in Severe Weather Advisory Teleconferences (SWAT).

Potential impact of Heatwave on Council Services

All services will need to consider the health and wellbeing of their staff in a heatwave situation paying particular attention to staff expected to work outdoors or in other adverse conditions. There may be specific impacts on some Council services. These include:

Health and Housing (Environmental Health): Additional demands on Cemeteries Service, Food Safety Team, Environmental Health Officers, Port Health Officers and Pest Controllers.

Health and Housing (Council Housing): Sheltered Scheme and Lifeline monitoring.

Environmental Services: Vehicle and Equipment - preventive maintenance and breakdown repairs, Housing Repairs and Maintenance service.

Information Services: IT and telephony equipment - preventive maintenance and breakdown repairs. Effect on cooling systems in server rooms.

Community Engagement (Wellbeing): Impact on outdoor events, play schemes etc. (Communications) Internal or external information requests, proactive circulation of advice.

Governance: There may be a need to open the District Emergency Control Centre to coordinate the Council's response.

Other Council services can also expect to be indirectly affected by a heatwave situation.

3.4) Activation of City Council severe weather plan

Any of the Council's Emergency Officers, who become aware of forecast severe weather, can also request that a meeting is convened to consider the forecast weather situation. In the first instance the DEIO should discuss the situation with the Senior Emergency Officer. The regional Met Office Advisor is available for consultation regarding severe weather developments and will often issue a briefing note clarifying the information in the Met Office broadcast and indicating more accurately the effect on the Council area, thereby allowing the DEIO to consider whether a response is required. Checklists of actions to be considered by the DEIO are shown at **Appendix 'C'**.

Outside normal working hours or during weekends and public holidays the duty forecaster at the Exeter Operations Centre can be contacted. Any decisions taken, and the reasons for them, should be recorded and retained. Meetings may be either internal or multi-agency to ensure all parties are prepared to deal with the potential effects.

3.5) Role of agencies

The **Met Office** is responsible for issuing severe weather warnings and heatwave forecasts to the emergency response community and the broadcast media so that they can take appropriate action and alert the public. They also supply information to the Environment Agency about likely catchment conditions to assist the EA in assessing the threat of flooding.

The **Environment Agency (EA)** has sole responsibility for issuing flood watch and flood warning messages. The EA issues warnings to alert the public, and the organisations that provide an emergency response during floods, so that they can take action. The aim of the warning system is to reduce the risk to life and damage to property by the provision of an accurate, reliable and timely flood warning service. Additionally the EA maintains river and sea flood defence systems.

The **Police** are responsible for co-ordinating the responding agencies at any multi-agency land based incident severe weather event, as well as helping to save lives and protect property. The Lancashire Constabulary is responsible for the City Council area. The **Force Incident Manager (FIM) has a crucial role** in assessing the impact of predicted severe weather and if necessary activating the multi-agency response in Lancashire – see above.

Lancashire Fire & Rescue Service are responsible for saving life in conjunction with the other emergency services and have expertise and access to rescue equipment that may assist in a variety of incidents.

Local Authorities are Category 1 responders under the Civil Contingencies Act 2004 and have a statutory duty to “assess, plan and advise”. The precise nature of the response will depend on the size of the incident, available resources and local arrangements. The Council also has a lead responsibility in any post incident recovery operations.

3.6) Council Command Structure

The Duty Emergency Incident Officer - Bronze

The Duty Emergency Incident Officer (DEIO) will always be available to initially respond to any warning messages and initiate the Council’s response.

In total, eight emergency incident officers (EIO) and several reserves are available to the Council to assist with the response although only one is formally ‘on call’ at any one time.

District Emergency Controller – Silver

For the more serious or widespread incidents the Council’s District Emergency Control Centre (DECC) can be opened to receive calls and coordinate the Council’s response.

When the DECC has been opened a District Emergency Controller, usually a Senior Emergency Officer, will be appointed to take charge of the incident and an EIO will usually attend the DECC to support the Controller in coordinating the Council’s response.

Management Team Member - Gold

For the most serious and widespread incidents the Lancashire Constabulary will open the Strategic Coordinating Centre at their headquarters at Hutton and a member of the Management Team will attend there to represent the Council. Wherever possible, an EIO should accompany this officer to Hutton to act as staff officer and advisor.

3.7) Other Operational Response issues

Community Emergency Plans

Several communities have produced their own local emergency plans and invested resources in making local community halls resilient and able to support local evacuations. Local plans, with contact details, are presently (Aug 17) held by the DEIO and DECC for: Carnforth, Caton & North Quernmore, Halton-with-Aughton, Ireby-with-Leck, Nether Kellett, Overton, Slyne-with-Hest, Sunderland Point and Warton. Further plans are expected to be completed shortly for Over Kellet, Silverdale and Borwick & Priest Hutton.

Additional Resources

Weather warnings will indicate the expected impact of forecast weather conditions. The Council's response should be scaled up or down according to the risks with additional resources identified and committed when the weather is likely to have a significant impact and/or be widespread.

In some circumstances an extreme event could overwhelm the resources of the Council. In such a situation, outside aid from other sources would need to be sought. Lancashire County Council has emergency procedures for major incidents that can be called upon. Other Authorities may also be able to assist although it is likely that adjacent areas will have been similarly affected. Additional resources provided by these methods would be recharged to the council. The approval of the Senior Emergency Officer must be given before any requests for assistance are sent out.

District Emergency Control Centre (DECC)

The DECC is located in *confidential location*. See District Emergency Plan and DECC User Guide for details of DECC facilities and procedures.

Evacuation and Emergency Rest Centres

Where the weather impact necessitates evacuations (e.g. storm damage) these will be carried out under the direction and coordination of the Police. *Confidential information follows*

Vulnerable People

The Council will be particularly concerned to protect the vulnerable and will work with other agencies to achieve this. Additional information about vulnerable people within any areas affected may be available from various responder agencies and local communities. This principal will apply in all cases but there are particular issues around widespread events such as heatwaves where the Council has specific responsibilities towards vulnerable tenants of sheltered housing schemes.

The Council will be able to contribute to information requests about vulnerable people with specific information from Council Housing (Lifeline) and Strategic Housing (Disability living grants).

3.8) End of Operations

When the emergency is agreed to be over the Emergency Incident Officer (or District Controller as appropriate) will **inform all individuals and organisations with whom he/she has liaised with during the emergency** and request copy records of the incident.

All equipment must be returned to White Lund depot, or any other location it has been drawn from. Where appropriate the maintenance, repair and replenishment of stocks should be carried out as soon as practicable so that the Council is ready for any further severe weather impacts.

Debrief

After any severe weather incident where this plan has been activated it is probably appropriate to debrief the incident, assess the response and determine whether any revision is needed of the plan and procedures. For the largest incidents the Lancashire Resilience Forum will usually arrange a multi-agency debrief and it would be appropriate to hold an internal City Council debrief before the multi-agency review takes place. The Civil Contingencies Officer will usually make arrangements for this to take place.

4.) Administration

Finance

In the event of any significant severe weather incident Financial Services will provide support and assist the incident controllers to monitor expenditure and access the necessary resources.

Further details regarding the powers of local authorities to incur expenditure, the Bellwin scheme for cost recovery and the management of any disaster relief funds can be found in the Council's District Emergency Plan.

Recovery Phase

The Council will be expected to take the lead in the Recovery Phase of any major incident and the return to normality. Details of this stage of the operation are shown in the Council's **Community Recovery Plan**, which follows the latest national guidance. For major flooding and/or severe weather incidents, or where it is apparent from an early stage that there will be significant recovery issues, a Recovery Group should be formed whilst the operational response is still live so that there is a Recovery Phase plan and a seamless transfer when the operational response concludes.

5.) Communications

A number of **Emergency communication methods** are available to the Council in an emergency situation. These include:

Landline telephony: The Council has a dedicated (hunt) number for the District Emergency Control Centre via the Council switchboard and in reserve two independent British Telecom telephone lines.

Mobile telephony: All Emergency Incident Officers, District Emergency Controllers and Management Team members are allocated mobile telephones, and the numbers of these are retained in the Emergency Call Centre. The Duty Emergency Incident Officer's phone is registered under the MTPAS scheme giving a preference over ordinary phones should the mobile telephony systems be overwhelmed at the scene of an incident.

Satellite telephone: The Council has been issued with a satellite telephone for emergency purposes. This is kept in the District Emergency Control Centre where operators have been trained to use it. The confidential number of this telephone is xxx

Airwave radios: The Council is equipped with xxx Airwave radios. These are equipped with two talk groups allocated solely to the Council and also Interoperability talk groups enabling dialogue with other emergency services, in Lancashire principally the police and fire services, subject to such a talk group being opened under interoperability procedures.

The RAYNET (Amateur Radio) organisation may well be able to assist with Communications – both radio and telephony – during a major incident. Contact details held by Civil Contingencies Officer, DEIO and DECC.

Press and Media Communications

The Council's Communications officers will provide media statements and press releases in conjunction with their counterparts in other responding agencies. They will also monitor and record media sources for information and ensure this is fed to the DECC manager for onward communication and dissemination. The overall aim is to provide media and communications support to the Council to allow it to meet its obligations as a Category 1 Responder agency in using the media to keep the general public informed.

Consider how messages and information will be passed to the public. **The Bay** radio station performed a very useful public service broadcasting function during the Storm Desmond blackout. Contact should be made with The Bay and there is an open invitation for a Council officer to work from the Lancaster studio during an emergency. If an officer is deployed they should be given an Airwave radio so that contact can be maintained with the DECC and the most up to date information passed for broadcasting.

In a severe weather emergency it can be expected that BBC Radio Lancashire will cease normal programme transmissions and move into its public service broadcasting role known as Connecting in a Crisis. Further information can be obtained from <http://www.bbc.co.uk/connectinginacrisis/> . It is essential that this medium and others are used to pass up to date information messages to the public on a frequent and regular basis.

Contact Numbers

For the up to date numbers for responder agencies see the latest LCC Emergency Contacts list (issued monthly) – available from Civil Contingencies Officer, Duty Emergency Incident Officer, the DECC or on Resilience Direct.

Lancaster City Council

Personal contact details of members of staff are securely held in the Emergency Call Centre and will not be released other than for appropriate emergency situations.

Duty Emergency Incident Officer (Contact via Emergency Call Centre)	24 hrs Mobile
Civil Contingencies Officer	Office Mobile
Emergency Call Centre	24 hrs public number
Environmental Services	Working Hours
Duty Officer	Working Hours Mobile

Met Office


Exeter Operations Centre


NW England Regional Advisor

Deputy Advisor

Met Office College – Severe Weather.



Weather and its possible cause		
Weather Type	Met Office criteria	Possible Cause
Severe gales	Repeated gusts of 70 m.p.h. or more over inland areas.	<ul style="list-style-type: none"> • Depressions (areas of low pressure) • Tip: <i>Stronger gusts are possible in the vicinity of heavy precipitation, thunderstorms and weather fronts.</i>
Storms 	Repeated gusts of 80 m.p.h. or more over inland areas.	<ul style="list-style-type: none"> • Depressions (especially quick-moving depressions) • Tip: <i>Stronger gusts are possible in the vicinity of heavy precipitation, thunderstorms and weather fronts.</i> • Tip: <i>If ground is already waterlogged and/or trees are still in leaf, there is a higher likelihood of toppling trees.</i>
Heavy snow	Snow falling at a rate of 2 cm/hour or more expected for at least two hours.	<ul style="list-style-type: none"> • Weather fronts. • Tip: <i>If the weather has been cold for some time, precipitation falling through that cold air, is more likely to reach the ground as snow.</i>
Very heavy snow	Snow falling at a rate of 2 cm/hour or more expected for at least two hours, accumulating to 15 cm or more.	<ul style="list-style-type: none"> • Weather fronts • Tip: <i>Watch out if fronts are slow moving or semi-stationary.</i> • Tip: <i>Warm fronts/occlusions can produce large amounts of snow.</i>
Blizzard	Moderate or heavy snow accompanied by winds of 30 m.p.h. or more, with visibility reduced to 200m or less; or drifting snow giving rise to similar conditions.	<ul style="list-style-type: none"> • Depressions • Tip: <i>Lying or banked snow adjacent to roads can create a hazard if strong winds blow the snow across or onto the carriageway.</i>
Severe blizzard	Heavy Snow accompanied by winds of 30 m.p.h. or more, reducing visibility to near zero.	<ul style="list-style-type: none"> • Deep or fast-moving depressions. • Tip: <i>Previously-fallen powder snow can compound visibility reduction.</i> • Tip: <i>Significant wind-chill possible.</i>

Weather and its possible cause		
Weather Type	Met Office criteria	Possible Cause
Heavy rain	Rain expected to continue for at least two hours and to give at least 15 mm within a three hour period or, following previous heavy rain events, 25 mm/day.	<ul style="list-style-type: none"> Weather fronts. Tip: <i>Flooding risk can be higher if ground is already waterlogged from previous rain, or is hard – e.g. due to drought in summer or frost in winter.</i>
	Warning may be triggered by thunderstorms (warnings will state this if expected).	<ul style="list-style-type: none"> Thunderstorms Tip: <i>Slow-moving thunderstorms (especially in summer) increase the risk of localised flooding.</i> Tip: <i>Other hazards include hail, strong winds and lightning risk.</i>
Fog	Visibility below 50 metres (restricted to heights where major roads occur).	<ul style="list-style-type: none"> Clear skies overnight allow radiation fog to form. Cold air drainage from hills overnight. Changes in wind may bring fog from elsewhere (advection fog) Anticyclones (areas of high pressure)
Widespread icy roads, glazed frost, freezing rain 	When rain falls onto surfaces with temperatures at or below zero; or condensation occurs on surfaces at or below zero; or already wet surfaces fall to or below zero. The ice is usually clear and difficult to distinguish from a wet surface. It usually forms in sheets. Warnings are issued when any depth of ice is expected over a widespread area.	<ul style="list-style-type: none"> Weather fronts (especially warm fronts/occlusions) Tip: <i>Watch out if fronts are slow moving or semi-stationary.</i> Tip: <i>The only reliable method of clearing this ice is by thawing – it is usually a case of waiting until the warm air behind the front arrives over the area.</i>
Heatwave (NHS Heat-Health Watch)	Expectation of significantly higher than average temperatures in one or more regions of England and Wales; thresholds are pre-determined regionally via the Heat-Health Watch system.	<ul style="list-style-type: none"> Tropical Continental airmass in summer. Tip: <i>With time, air pollution can cause respiratory problems.</i>

Severe Weather Warning check list for Duty Emergency Incident Officer.

Dependant on the nature of the warning - consider the following:

- Ensure that where the situation is urgent, e.g. Flash Warnings, the urgency is conveyed to the person receiving the message.
- Note any Met Office severe or extreme weather warning messages received.
- Receive and note any info from either County Emergency Planning Officer or local police.
- Inform the Duty Officer, Environmental Services, White Lund Depot, and confirm they are receiving relevant information from the Met Office.
- Contact the Severe Weather Liaison Officer via Lancaster Police Station and discuss the situation.
- Inform the Senior Emergency Officer.
- Inform Head of Health & Housing, or nominated deputy
- Discuss with the Senior or Assistant Operations Manager at White Lund Depot whether to place an Environmental Services Emergency Response Team on standby.
- Discuss with the Senior Emergency Officer whether to hold a meeting of Council Service heads to assess the actual or potential impact on services.
- Discuss with the Senior Emergency Officer whether to open the DECC.
- Ensure telephone calls from members of the public are received and recorded.
- Issue appropriate public safety messages through Council Communications officers
- Establish contact with Lancashire Constabulary and Lancashire County Council Emergency Planning Unit, and liaise as necessary.
- Monitor local conditions and weather forecasts – Met Office
- If the “Severe Weather Warning” seems likely to affect Sunderland Point the Civil Contingencies Officer (or the DEIO) will liaise with a community contact and ensure there are no welfare concerns, all necessary equipment is in place and the community has made the necessary preparations.
- Anticipate calls from other Community Emergency Schemes making preparations.
- Mobilise resources as necessary, including Emergency Response Teams
- Maintain regular contact with the deployed officers to monitor the overall situation, determine priorities and also confirm their safety and well being.
- Liaise with Lancashire Highways regarding the need to place warning signs and/or close roads to traffic, under the approval and direction of the Police.
- Consider the need for further resources from external organisations. Consult with and obtain the approval of the Senior Emergency Officer before requesting mutual aid.
- Maintain an operational (LANDIL) log of all events
- Ensure that the incident is debriefed after the event has concluded.

POLICY LOGS

OPERATIONAL LOGS

For use if Council electronic LANDIL logging system is not available.

Date

Sheet Number of

Serial No.	Time	From	To	Incident or Occurrence	Action Taken

Signed:	Print Name:
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This decision-making log template replicates hard copy log books retained in the District Emergency Control Centre. Log sheets should normally be handwritten, kept in duplicate, consecutively numbered, timed and dated

DECISION REF No:

DATE OF
DECISION.....

.....
OFFICER MAKING POLICY DECISION

TIME OF DECISION.....

ROLE.....

POLICY

REASON(S)

OFFICER MAKING ENTRY (if different)

SIGNATURE OF OFFICER MAKING POLICY

.....
Date & Time

.....
Date & Time