



WOKINGHAM BOROUGH COUNCIL

ADVERSE WEATHER PLAN

Version: 4.2

Date: February 2024
Author: Zoran Matic

Document Control Information

Title: Adverse Weather Plan

Date: February 2024

Version: 4.2

Classification: PUBLIC

Authors: Zoran Matic

Version	DATE	DESCRIPTION
1.0	December 2012	Working draft
1.1	December 2012	Active Plan
1.2	June 2013	Updated due to Public Health transfer
1.3	January 2014	Updated
2.0	January 2015	Updated entire plan, and specific update RE strong winds
3.0	January 2016	Updated
3.1	Jan 17	Updated with multiple minor amends
3.2	Feb 2019	Review and amended intranet links
3.3	March 2022	Checked and updated hyperlinks. Review and update of terminology and business names/details.
4.0	September 2023	Reviewed entire plan, added additional section in response to a major snow event, removed sections relating to recording fallen trees.
4.1	November 2023	Minor updates following Blue Nimbus exercise and Storm Ciaron - changes to the AWM agenda and attendees.
4.2	February 2024	Minor updates to AWM attendee list following Storm Henk and flooding, and CLT consultation

Approvals

Title	Name	Signature	Date
AD Place	Stephen Brown		14/03/2022
Assistant Director for Environment and Safety	Steve Brown		

Plan review date: November 2026.

The plan will be reviewed earlier than this date in the event of any legislative, or organisational changes and any learnings from incidents or exercises. The plan will be reviewed by the Emergency Planning team and circulated to relevant services for comment.

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1 Glossary of Terms

Reference should also be made to the [Cabinet Office Lexicon](#). Below is a list of the most commonly used acronyms in this plan and its Annexes.

AWM	Adverse Weather Meeting
CHEMET	Chemical Meteorology Report
CRR	Community Risk Register
DEFRA	Department for Environment, Food and Rural Affairs
EA	Environment Agency
EOC	Emergency Operations Centre
ERA	Extreme Rainfall Alert
FFC	Flood Forecasting Centre
FGS	Flood Guidance Statement
FSA	Food Standards Agency
LA	Local Authority
MET	Meteorological Office
MIRS	Major Incident Reporting System
NHS	National Health Service
NSWWS	National Severe Weather Warning Service
RWG	Recovery Working Group
RSPCA	Royal Society for the Protection of Animals
SCG	Strategic Coordinating Group
SUDS	Sustainable Drainage Systems
SEMD 1998	Security and Emergency Measures Direction 1998
TCG	Tactical Coordinating Group
TVLRF	Thames Valley Local Resilience Forum
TVP	Thames Valley Police
UKHSA	United Kingdom Health Security Agency

2 Introduction

For the purposes of this plan the definition of adverse weather is:

‘a period of concentrated, sustained weather which leads to problems with the delivery of normal services, a potential increase in demand for some services and/or disruption to transportation services, or weather that has an adverse effect on vulnerable individuals’

Wokingham borough has experienced the effect of extreme weather conditions over the last 10 years including a heatwave in 2003; drought conditions in 2005/6; flooding in 2014, severe winters in 2009/10 and “The Beast from the East” in 2018.

Whilst there is an Emergency Response Framework, which covers the overall response to an incident it was deemed necessary to produce an adverse weather plan to include details and actions for all the Council services. This plan aims to include details that the community, residents and businesses alike would find beneficial in order to prepare themselves.

3 Aims & Objectives of Plan

The Plan provides a framework for the activation, allocation and deployment of Council resources in the event of adverse weather. The plan is based upon the Thames Valley Local Resilience Forum Community Risk Register and covers those areas identified in the adverse weather section.

The types of adverse weather and flooding conditions that the UK Government uses for contingency planning purposes are severe storms and gales, persistent low temperatures and heavy snow, heat waves, drought and major flooding (pluvial and fluvial at local and national scales).

The aim of this plan is to combine all weather-related hazards that may affect the Wokingham area and create just one plan that ensures all response services are aware and prepared to react to adverse weather events.

The objectives of the plan are:

- To provide guidance for responders to ensure greater understanding in order to provide an effective response to an adverse weather event.
- To identify triggers and activation at the appropriate level within the Council at the initial stages of severe weather incidents.
- To ensure co-ordinated management of any severe weather incident.
- To ensure a co-ordinated approach with partners, where required, during a severe weather incident.
- To provide services with a detailed list of actions to cover the activation and initial period following notification of severe weather.

4 Community Risk Register

The [Thames Valley Community Risk Register](#) has been developed and published by the Thames Valley Local Resilience Forum (TVLRF) Category 1 Responders in accordance with the Civil Contingencies Act 2004 and associated regulations and guidance. Its purpose is to assure the people within Thames Valley that an assessment of potential risks has taken place and is enforcing the approach to joined up emergency planning at local, regional and national levels.

Weather features as part of this TVLRF Community Risk Register can be found in the above link.

5 Severe Weather Impact

The table below details the impact of the various severe weather types on the community:

	Met Office criteria	Possible effects
Severe gales	Repeated gusts of 70 m.p.h. or more over inland areas	High-sided vehicles at risk of being blown over Some trees uprooted Tiles, slates and chimneys dislodged from some buildings
Storms	Repeated gusts of 80 m.p.h. or more over inland areas.	Widespread removal of branches from trees; many trees uprooted Tiles, slates and chimneys dislodged from many buildings; some structural damage Where wind is forecast above 90 m.p.h. the following may occur. Widespread uprooting of trees Injury due to flying debris Widespread damage to buildings; some buildings collapse Damage to electricity pylons and mobile telephone masts

	Met Office criteria	Possible effects
Heavy snow	Snow falling at a rate of 2 cm/hour or more expected for at least two hours.	Increased journey times Minor accidents
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.	Local routes impassable Local loss of power and telecommunication lines Isolation of remote inhabitants
Blizzard	Moderate or heavy snow accompanied by winds of 30 m.p.h. or more, with visibility reduced to 200 m or less; or drifting snow giving rise to similar conditions.	Major routes impassable Local loss of power and telecommunication lines
Severe blizzard	Heavy Snow accompanied by winds of 30 m.p.h. or more, reducing visibility to near zero.	Transport infrastructure paralysed Regional loss of power and communication lines
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. Warning may be triggered by thunderstorms (warnings will state this if expected).	Aquaplaning Flooding Squally winds or tornadoes may remove roof tiles or chimneys Power surges
Fog	Visibility below 50 metres (restricted to heights where major roads occur).	Difficulty identifying distances and speed of movement leading to increased journey times Road traffic accidents
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.	Damage to power and telecommunication lines Driving difficulties Difficulty when walking

	Met Office criteria	Possible effects
Hot weather	<p>Warnings are not issued merely on the basis of forecast temperature thresholds.</p> <p>Under the National Severe Weather Warning System (NSWWS), warnings may be issued (amber or red) for “Extreme Heat” to reflect the likelihood and severity of impact causing widespread disruption.</p> <p>Under the Weather Health Alert system (issued in conjunction with UKHSA), a “Heat-Health Weather Alert” may be issued (green, yellow, amber or red) to highlight the likelihood and severity of impact on health.</p> <p>In Berkshire, a “heatwave” threshold is met when a period of at least three consecutive days with daily maximum temperatures meeting or exceeding 28°C.</p>	<p>Heat exhaustion and heat stroke; this can lead to organ failure, brain damage or death.</p> <p>Those most vulnerable to these effects include:</p> <ul style="list-style-type: none"> older people, especially those over 65 years old; those suffering from underlying health conditions or serious mental health problems; the bed-bound; those on certain medications; babies and young children, especially those under 5 years old; people who work in jobs that require manual labour or extensive time outside; people experiencing homelessness; people who may be unable to care for themselves. <p>There are impacts on healthcare and social care.</p> <p>(see Supporting Evidence document of Adverse Weather and Health Plan)</p>

	Met Office criteria	Possible effects
Cold Weather	<p>Warnings are not issued merely on the basis of forecast temperature thresholds.</p> <p>Under the National Severe Weather Warning System (NSWWS), warnings may be issued (amber or red) for “Wind”, “Snow”, “Ice”, “Fog” etc to reflect the likelihood and severity of impact causing widespread disruption.</p> <p>Under the Weather Health Alert system (issued in conjunction with UKHSA), a “Cold-Health Weather Alert” may be issued (green, yellow, amber or red) to highlight the likelihood and severity of impact on health.</p> <p>There are two different thresholds for the Cold Weather Alert service. Only one of the thresholds needs to be breached for a warning to be issued. The thresholds were formulated with advice from the Department of Health and the Health Protection Agency to pinpoint when winter weather would affect people’s health. The thresholds are: mean temperatures below 2°C for 48 hours or longer; and heavy snow and/or widespread ice.</p>	<p>There are direct and indirect health effects of cold weather.</p> <p>Vulnerable groups are similar to those for hot weather; in addition people who are at risk of recurrent falls, living in poor housing conditions and facing deprivation are also vulnerable.</p> <p>There are impacts on healthcare and social care. (see Supporting Evidence document of Adverse Weather and Health Plan)</p>

6 Severe Weather Notifications

6.1 Sources of Information

There are a number of potential triggers to the activation of this plan and its relevant sections. The information comes from a number of sources to different audiences depending on the actions required. These are set out in the table below:

Information	Issued by	Issued to
Flood Guidance Information	Flood Forecasting Centre (FFC)	Professional Partners, Media & Public
Severe Weather Warning	Met Office	Professional Partners, Media & Public
Environment Agency flood alerts & warnings	Environment Agency	Public, Professional Partners & Media
' River levels on the Internet ' (near real-time information on river levels published on the Environment Agency's website)	Environment Agency	On website for all to see
Ground Water Monitoring & Information	Environment Agency	Government Website
National Severe Weather Warning Service : rain, thunderstorms, wind, snow, lightning, ice, extreme heat, fog	Met Office	Public website
Weather Health Alerts : Heat-health alerts (1 Jun to 30 Sep) Cold health alerts (1 Nov to 30 Mar)	UKHSA and Met Office	Public website Subscribers of alert Public health partners
Reports of flooding from the public/other agencies	N/A	Council and other partners/

The background and details of each of these alerting systems is set out below: Interpretation is detailed in the specific annexes.

6.1.1 Flood Guidance Statements.

These statements are produced by a joint Met Office and Environment Agency Team which considers both the weather and ground conditions to produce a 5 day forecast of the risk of flooding. They are issued in addition to The Met Office Severe Weather Alerts & Warnings and Environment Agency Flood Alerts & Warnings (and therefore can appear to be duplication) and provide a report detailing the impacts of both over a very wide geographic area.

Flood Guidance Statements are primarily designed to provide information to Strategic emergency decision makers at a regional level.

The Flood Guidance Statements are issued when trigger levels are reached, and during periods of higher risk the statements are issued more frequently with more specific advice.

The Emergency Planning Team receive the Flood Guidance Statements and action as necessary. As we should have already received Flood or Severe Weather Warnings, the Flood Guidance Statements will not form a significant part of Wokingham's emergency response criteria, as we activate our response based upon the Flood and Severe Weather Alerts and Warnings.

6.1.2 Severe Warnings

These are issued by the Met Office when trigger levels are reached.

Weather warnings are given 3 colour codes. Below is information about these codes from the Met Office.

Yellow Warning: Yellow warnings can be issued for a range of weather situations. Many are issued when it is likely that the weather will cause some low level impacts, including some disruption to travel in a few places. Many people may be able to continue with their daily routine, but there will be some that will be directly impacted and so it is important to assess if you could be affected. Other yellow warnings are issued when the weather could bring much more severe impacts to the majority of people but the certainty of those impacts occurring is much lower. It is important to read the content of yellow warnings to determine which weather situation is being covered by the yellow warning.

Amber Warning: There is an increased likelihood of impacts from severe weather, which could potentially disrupt your plans. This means there is the possibility of travel delays, road and rail closures, power cuts and the potential risk to life and property. You should think about changing your plans and taking action to protect yourself and your property. You may want to consider the impact of the weather on your family and your community and whether there is anything you need to do ahead of the severe weather to minimise the impact.

Red Warning: Dangerous weather is expected and, if you haven't already done so, you should take action now to keep yourself and others safe from the impact of the severe

weather. It is very likely that there will be a risk to life, with substantial disruption to travel, energy supplies and possibly widespread damage to property and infrastructure. You should avoid travelling, where possible, and follow the advice of the emergency services and local authorities.

These warnings are sent to Emergency Planning and other individuals/teams who sign up to the weather warnings. Emergency Planning cascade this information as highlighted in section 7.1.

Services should sign up to the weather warnings themselves on the Met Office's website: [Guide to email alert service - Met Office](#)

6.1.3 Environment Agency Flood Warnings

The Environment Agency operates a flood warning service called Floodline in areas at risk of flooding from rivers and the sea. The Floodline service is available free to all who live and work in most flood prone areas. Warnings can be sent by telephone, mobile, email SMS text message and fax.

Floodline is a 24/7 service provides flooding updates for the area that an individual is registered at. To receive these updates, you must be registered with [Floodline](#). Although you have to be registered with Floodline to automatically receive updates, anyone can call Floodline on 0345 988 1188 or textphone 0345 602 6340 to receive updates. Some mobile networks will auto-enrol their customers to Floodline.

Communities can find out if they are in a flood risk area and whether a service is available to them via the [Environment Agency](#) website or by calling Floodline on 0345 988 1188.

If flooding is forecast, alerts & warnings are issued by the Environment Agency using a set of easily recognisable codes. The codes are ONLY in relation to river flooding (there is no similar public alert system currently in place for groundwater flooding but the Environment Agency will inform Emergency Planners of potential groundwater issues).



Flood alert - A flood alert will indicate that flooding is possible and that you need to be prepared.



Flood warning - will indicate that flooding is expected and that you should take immediate action. You should take action when a flood warning is issued and not wait for a severe flood warning.



Severe flood warning - will tell people that there is severe flooding and danger to life. These will be issued only when flooding is posing **significant** risk to life or disruption to communities.

When an Environment Agency warning is received the appropriate advice and action should be taken by the communities at risk.

Each river system has a Flood Warning Code, with some rivers, due to their size, being split into a number of geographic areas with different codes. When a Flood Warning is received the recipient can get more information by using this Flood Warning Code. It should be noted that the flood warnings issued by the Environment Agency are not for sewers, road drainage, overland flow from heavy rain or blockages due to the uncertain nature of these events.

The Emergency Planning and the Flooding teams receive all flood warnings and alerts. The Emergency Planning team will distribute them to relevant duty staff and services in larger incidents, or when horizon scanning. To ensure services receive the relevant alerts and warnings they require promptly, they should sign up via the Environment Agency's website: [Sign up for flood warnings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/sign-up-for-flood-warnings). Alternatively, they should contact the Emergency Planning team if they need signing up to all.

6.1.4 'River levels on the Internet'

There are public links on the Environment Agency's website showing the river levels for rivers flowing through Wokingham Borough.

<https://flood-warning-information.service.gov.uk/river-and-sea-levels>

These allow near real-time viewing of information on river levels, although Officer observation is also required to verify these results as calibration of the river level gauges cannot be guaranteed.

This system assists by informing the public and responders as to the current situation regarding current flooding and therefore support the actions the community and responders consider.

6.1.5 Ground Water Monitoring & Alerts

In Wokingham, due to the risk of ground water flooding, an alerting system is in place where the Environment Agency advise the Emergency Planning Team of an increased ground water level so that specific actions can be agreed. There are a number of ground water monitoring points in the Loddon area that are visited on a regular basis throughout the year and data recorded. When there has been a period of heavy rain or the levels are notably increasing this monitoring is also increased.

6.1.6 Heat-Health Alerts

The heat-health alert system operates from 1 June to 30 September and the cold health alert system operates from 1 November to 30 March.

Both systems are based on the Met Office forecasts and data. Depending on the level of alert, a response will be triggered to communicate the risk to the NHS England, government, and public health system. Advice and information will be sent to the public and health and social care professionals, particularly those working with at-risk groups, after an alert is issued or updated.

The 4 alerts are:

- green (preparedness): no alert will be issued as the conditions are likely to have minimal impact on health; business as usual and summer/winter planning and preparedness activities.
- yellow (response): these alerts cover a range of situations; yellow alerts may be issued during periods of heat/cold which would be unlikely to impact most people but could impact those who are particularly vulnerable.
- amber (enhanced response): an amber alert indicates that weather impacts are likely to be felt across the whole health service, and at this level we may begin to see some health impacts across the wider population, not just the most vulnerable; non-health sectors may also start to observe impacts and a more significant coordinated response may be required.
- red (emergency response): a red alert indicates significant risk to life for even the healthy population; severe impacts would be expected across all sectors with a coordinated response essential

These are circulated by the Council's Public Health team, but services are encouraged to sign-up to receive them directly: [Weather-Health Alerting System - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

6.1.7 Other Information Sources

6.1.7.1 Hazard Manager

Hazard Manager, provided by the Met Office, is a one stop source of information for emergency planning professionals.

The services currently available on Hazard Manager are:

- Flood Forecasting Centre with Extreme Rainfall Alert updates (England and Wales only)
- Interactive Map Viewer with weather information
- National Severe Weather Warning Service (NSWWS)
- Emergency Support
- FireMet and CHEMET services (for approved subscribers)

Hazard Manager is designed to supplement the role of the Public Weather Service Advisors in providing consistent weather-related information and interpretation for the UK emergency response community.

Wokingham Borough Councils Emergency Planning Officers have set up accounts on hazard manager. Other staff can register on the system if required.

6.1.7.2 RoadCast (Meteo Group members only website)

[RoadCast](#) is a complete weather forecasting service, specially tailored to provide highway maintenance engineers with all the weather information needed to ensure the safety of the road network. This web-based information and alerting system is used by the Highways Alliance Team.

7 Plan Activation

Activation would normally be as a result of 2 situations:

Advance Information of Impending Severe Weather:

Due to developments in technology this is the most likely way that a decision would be made to activate this plan. It should be noted however that there would be a variation in the process depending on whether the information was received inside or outside of office hours.

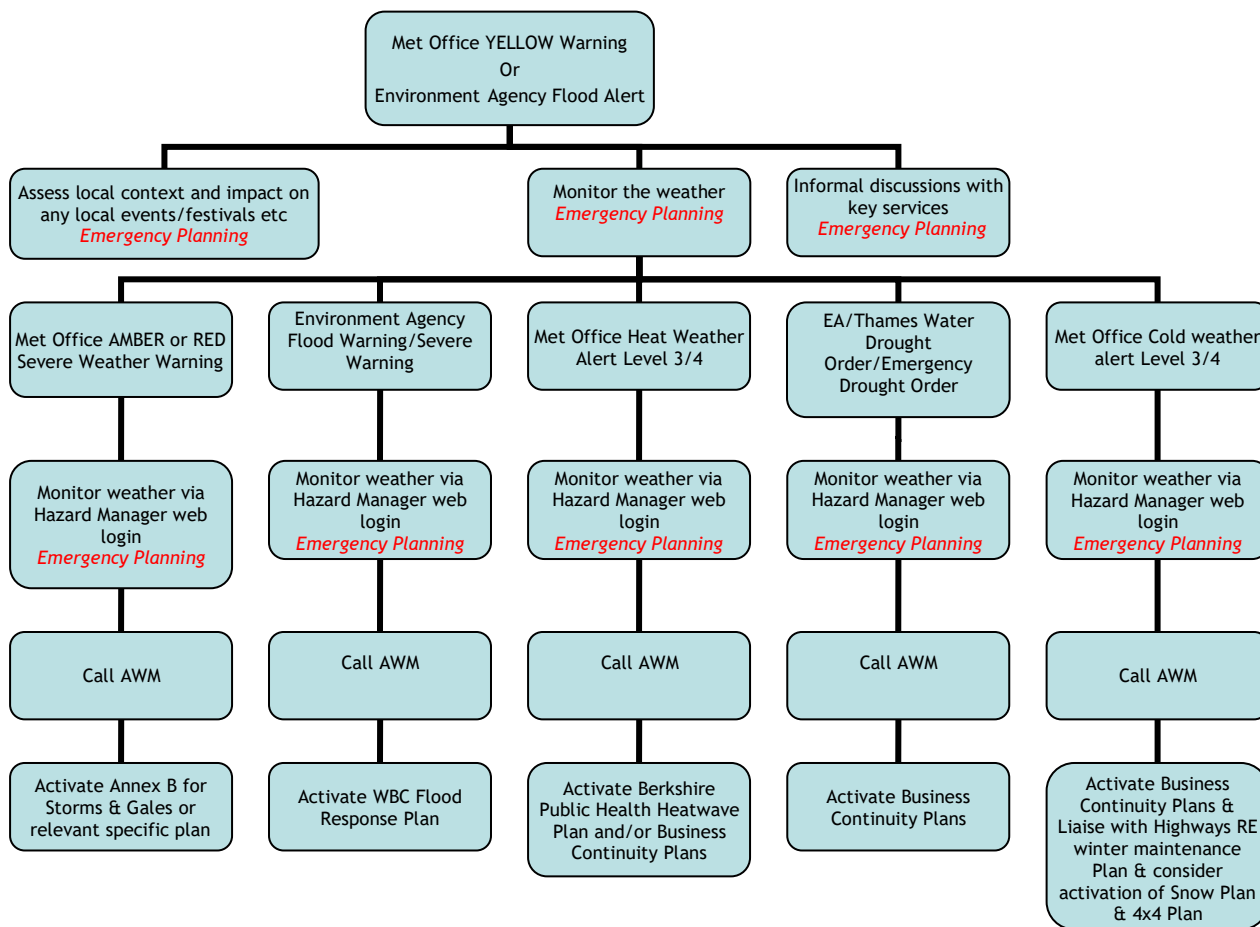
Immediate, no warning of severe weather

This would relate to severe, extreme conditions where little or no warning is received e.g. thunder storms etc.

7.1 Triggers

Source of Warning	Warning Level	Actions	Lead
MET Office Environment Agency Environment Agency / Thames Water / South East Water UKHSA Heat-Health alert	YELLOW Severe Weather Warning Flood Alert Drought/Emergency Drought Order Yellow and amber heat-health alerts	<ol style="list-style-type: none"> 1. Assess the local context/assess impact to any locally specific events/festivals/projects. 2. Monitor the weather 3. Informal discussions with key services 4. Inform duty officers 	Emergency Planning Team

Source of Warning	Warning Level	Actions	Lead
Met Office AMBER OR RED Severe Weather Warning		<p>Preliminary Actions</p> <ol style="list-style-type: none"> 1. Assess the local context/assess impact to any locally specific events/festivals/projects 2. Monitor the weather via Hazard Manager and agency partner updates 3. Call an Adverse Weather Meeting 4. Silver to brief CLT and Exec on the Council's preparedness 5. Refer to relevant section of the Severe Weather Annex at rear of this plan (checklists) 	Emergency Planning Team-
Environment Agency Floodline Flood Warning or Severe Flood Warning Red UKHSA Heat Health Alerts (consider for amber)		<ol style="list-style-type: none"> 6. Update social media and other local stakeholders, such as relevant Councillors and Town & Parish councils 7. Open EOC, if coordination needed. 	



7.2 Activation

Activation of this overarching plan will vary depending on the different weather conditions and the time that the alert/warning was issued. For example, a heatwave will build gradually but there would be little advance notification of thunder storms with heavy rain. Out of hours it may be necessary to initiate a telephone conference with available managers to plan or respond to an event.

8 Command & Control

The command and control of Strategic (GOLD), Tactical (SILVER) and Operational (BRONZE), is no different from any other incident. Depending on the type of weather incident, a Teams call might be made instead of an in person meeting if it is determined that it would be unsafe for staff to travel.

The lead role for coordination of an incident would come from the Emergency Planning Team who will establish the Emergency Operations Centre if required.

The lead role in responding to the incident will come from the department most impacted by the severe weather.

As per any other incident, the Councils Directors will form the Councils GOLD Team, the Councils Assistant Directors and Service Managers working together within the EOC will be the SILVER Officers, and Operational staff working to restore normality will be the Councils BRONZE Officers.

8.1 Thames Valley Local Resilience Forum

Due to the widespread nature of an adverse weather event it is likely that the Thames Valley Local Resilience Forum (TVLRF) will, on request from an agency or the secretariat, initiate teleconferences or meetings in order to determine the status across the Thames Valley Wokingham would send staff to attend, as is laid out in our Emergency Response Framework and the TVLRF's Emergency Response Arrangements.

8.2 Government Involvement

When the impact of a severe weather event in the area dictates, or due to a wide scale severe weather event, the Civil Contingencies Secretariat (CCS) or Cabinet Office Briefing Room (COBR) may convene to coordinate and support through the various affected departments. The Strategic Coordinating Group chair of the Thames valley Local Resilience Forum or their deputy will form the link between Thames Valley and Government.

9 Health & Safety

As with any major incident, everyone involved in the response should ensure, as far as is possible, that they do not put staff or the community at additional risk when responding. For weather events, only staff with correct training and adequate PPE could:

- Working near flood water
- Operating equipment or working in the open during a level 3 or 4 Heat Health Watch
- Working in icy conditions

9.1 Staff Travelling

This could involve advising staff who are able, to work from home. Consideration should be given to the impact of this action which includes:

- Ensuring all essential services can operate.
- Sending staff home at rush-hour.
- Early morning updates via the central mailbox email, MS Teams to ensure staff have information to assist in their travel arrangements prior to setting off.
- Services must manage any decision to allow staff to leave early and have a system in place to check that all staff are safe.
- Encouraging home working for staff would be strongly encouraged for all staff that could work from home.

9.2 Responders Safety

This could relate to:

- Stopping staff responding during blizzards, heavy rain or high winds because of additional risks to themselves.
- Ensuring staff have the correct equipment to undertake the tasks they are being asked to do.

10 Adverse Weather Meeting (AWM)

An AWM is activated when the anticipated impact requires more detailed information and discussion to help services better prepare.

AWM would normally be initiated by the Emergency Planning Team sending an email and/or phone call. Details of when and how to access the meeting will be provided at that time.

From a multiagency perspective, any service or any Category 1 or 2 responder that has identified a particular risk or has received reports of actual impact, can request that a multi-agency AWM is established. Initially, this will most likely take the form of a Partnership Activated Teleconference (PAT), but a Tactical Coordinating Group (TCG) or Strategic Coordinating Group (SCG) may be initiated.

10.1 AWM draft Agenda

A draft agenda for a teleconference meeting is set out below:

Item No	Description	Lead Person/Agency
1	Introduction of Attendees, Roles & Responsibilities.	Chair
2	Declaration of Items for Urgent Attention (eg vulnerable people/blocked strategic networks)	Chair
3	Discussion & Decision on Items for Urgent Action	Chair
Break out time to action urgent items as agreed above.		
4	Review of outstanding actions	Chair
5	Weather update and Latest Forecast -short, medium and long term	Emergency Planning Team
6	Update on general picture across the wider area and in West Berks area. (National/Regional/Thames Valley/Berkshire/Wokingham)	Emergency Planning Team
7	Update on current service issues– overview, response, BCM and PR issues.	Service Leads
8	Discuss and Agree on Decisions Confirmation and Allocation of Actions	All
9	Agree Communication Messages – Internal, public, Councillors, partners and parish & town councils	Comms Team
10	Agree on requirement for future meetings and any escalation of structure	Chair
11	Date & Time of next meeting (normally 1hr gap initially)	Chair

Attendance at the coordinating meetings should include the normal representatives i.e.:

Service/Team	Weather Condition				
	Snow/Ice	High Winds	Heatwave	Drought	Flood
Building Control	C	X	C	C	C
Children's Services	X	X	X	X	X
Emergency Planning	X	X	X	X	X
Countryside Services	X	X	X	X	X
Environmental Services	X	X	X	X	X
Environmental Health	C	C	X	X	X
Facilities	X	X	X	X	X
Public Health	X	X	X	X	X
Housing	X	X	X	X	X

Service/Team	Weather Condition				
	Snow/Ice	High Winds	Heatwave	Drought	Flood
Housing Needs	X	X	X	X	X
Highways	X	X	X	X	X
HR	C	C	C	C	C
Adult Social Care	X	X	X	X	X
Trading Standards	X	C	X	X	C
Waste	X	X	X	X	X
Customer Services	X	X	X	X	X
Communications	X	X	X	X	X
Flooding & Drainage Team	X	X	C	C	X
Finance	X or C	X or C	X or C	X or C	X or C
Insurance	X or C	X or C	X or C	X or C	X or C
Duty Officers on call	X or C	X or C	X or C	X or C	X or C

X – at meeting/teleconference

C – copied into the minutes

Other critical contractors may also be invited as necessary

11 Roles & Responsibilities in Relation to Severe Weather

11.1 Met Office

The Met Office provides a range of information under the Public Weather Service (PWS), which is funded by the UK Government. This includes generating everything from day-to-day site-specific forecasts to long range forecasts. They are also responsible for the [National Severe Weather Warning Service](#), which aims to give advance warning of extreme weather to the public, businesses, emergency services and Government.

The aims of the PWS are to:

- Produce weather forecasts which help the UK public make informed decisions about day-to-day activities.
- Warn people of extreme weather to mitigate its impacts — contributing to the protection of life, property and infrastructure.

11.2 Environment Agency

The Environment Agency has an important role with respect to both flooding and drought. This comes in the form of monitoring the main river water levels and working with the Met Office to provide information via the Flood Forecasting Centre.

11.3 UKHSA

The UKHSA, working together with the Met Office, are responsible for preparing the National Heatwave Plan and the Cold Weather Plan.

11.4 Councillors

Councillors are an invaluable source of information for all types of incident, not just adverse weather. They should liaise with their communities to ascertain the impacts in the affected areas. For example, they can work with the Parish & Town Councils and community groups to assess the specific local needs, including those most vulnerable. They should report any concerns from communities into the Council, but also share Council and partner agency communications back to communities.

11.5 Town & Parish Councils

Town and parish councils within the Wokingham area are a vital communication route for all adverse weather issues. They are key in knowing their community in great detail and therefore providing information in relation to issues affecting their community whether this is flooding, vulnerable people needing support or details of snow depths in their area.

11.6 Businesses

Businesses in the area have a responsibility to ensure they are prepared via business continuity planning to continue their work in times of adverse weather.

The Emergency Planning Team at the Council is the custodian of business continuity.

Communication to businesses during adverse weather is important to ensure the businesses are aware and can invoke their plans as necessary. Over the years businesses have been encouraged to sign up to weather alerts to increase preparedness. In the event of severe weather warnings, the Emergency Planning team will cascade the warnings internally and request that the warning is sent out to external businesses as well as community groups that may be affected.

11.7 Residents

Along with the agencies, Councils, communities and businesses, local residents also have a role to play in periods of adverse weather, particularly when the conditions are widespread across the whole of Wokingham borough.

Residents should ensure their properties, including buildings and trees, are sufficiently well inspected and maintained to ensure they are not the cause of any reasonably foreseeable harm to residents, occupiers or visitors to sites.

The Council would look for community spirit, with neighbours supporting each other in times of need.

Concerns have been raised in the past about claims being made against members of the community who, in trying to help have inadvertently caused an injury. Information for

the general public is available via the following link <https://www.gov.uk/clear-snow-road-path-cycleway>.

12 Warning & Informing

Specifically in relation to adverse weather, the actions undertaken to warn & inform the community, staff and the professional partners include:

12.1 Use of other Warning & Informing methods

Other methods can be used in relation to severe weather advice. In particular, the following could be used to let communities know what is going on and what they can do to support themselves:

- Internally: emails and MS Teams messages
- Social Networking including – X (Formally Twitter) Facebook
- Media – radio, TV and newspapers – where regular timely updates are essential.
- Website

13 Mutual Aid

13.1 Mutual Aid

Over a long period of time resources may be stretched whether in terms of staffing or material. At such times a Memorandum of Understanding (MOU) can be put into place and 'brokering' may be undertaken at various levels according to priority and need. Examples of this include the 'National Salt Cell' activated in relation to salt shortages in 2009/10.

Across Berkshire all LA's have signed up to support each other with mutual aid when possible. A similar agreement has been approved across the Thames Valley. The Emergency Planning Team can request this mutual aid if required though mutual aid requests requires sign off from CLT.

Should no mutual aid be available the Government Team for the area can support in brokering a mutual aid request across a wider area.

13.2 Mutual Aid & Support to other Responders

Throughout severe weather events the Council may be requested to support other responders, in particular the emergency services. These requests, e.g. support in clearing roads of snow, would normally come in via Customer Services or the Emergency Planning Team.

Where requests are received from other agencies, decisions will be made after considering the impact on the greater community e.g. supporting the distribution of heating oil, ensuring supplies are provided to supermarkets, GP's etc.

14 Recovery

Recovery from a major incident is led by the local authority. A severe weather incident is no different. To facilitate the recovery the Thames Valley Local Resilience Forum Recovery Plan should be used. More information is available in the Council's Emergency Response Framework.

A detailed recovery action plan should be prepared and progressed.

Subgroups may be necessary to progress the actions.

Following incidents involving cross border working it may be necessary to set up either formal or informal arrangements with our neighbours to ensure best practice is followed with regard to recovery.

ANNEX A – Flooding

As flooding is such a large scale and high risk event, the borough has developed a specific flood plan.

ANNEX B – Storms and Gales

Once the actions within sections 7.1 completed and attendees within section 8.8 have been contacted, use the information below as a specific guide/checklist for Storms and Gales

Action	Owner	Update
Contact Forest Care to reconfirm capacity to manage excess calls		
Liaise with Property RE: opening the EOC		
EOC Attendees to meet		
Agree who else needs to be on standby		
Write notification to staff re: general update from Chief Exec		
Sharepoint article to be written		
Draft message to Cllrs /Local Town and Parishes		
Remind Fire and Police about using Forestcare to report issues out of hours		
116 Activate Front Office process which email outputs to Emergency Planning		
Circulate conference call details		
All to circulate contact details to Emergency Planning		
Ensure additional CSAs are on @ 08.00		
Ensure that Social media is monitored and reports of incidents added to CRM		
Speak to comms RE social media monitoring		
Contact contractors re: photographic and video evidence		
Request additional contractors on standby		
Ensure CRM is updated with Social Media updates if info not on DB		
Advise CSAs that EOC will be prioritising “urgent” calls		
Advise CSAs that only the EOC will be liaising with contractors		

ANNEX C – Snow Response Actions

Forecast Level	Suggested Response	Actual Response
117	<ul style="list-style-type: none"> • Work with Highways, ASC, Childrens services, Schools, Comms via email/calls to inform them of the weather forecast and encourage them to consider the Business Continuity arrangements. • Highways to enact Winter Maintenance Plan, if not already • Work with Comms to develop warning and informing communication to the public, and relevant stakeholders • Stand up additional duty officers. • Consider opening a virtual EOC. • Consider standing up EOC call centre virtually with duty officers to take phone calls • AWM to be set up with services • Encourage Business Continuity plan activation across the organisation • Make contact with Berkshire 4X4 • Work with TVLRF and other partners 	

Annex D 4x4 Support Plan

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