

## SEVERE WEATHER GUIDANCE

The Met Office warn the public and emergency services of severe or hazardous weather which has the potential to cause damage, widespread disruption and/or danger to life through the National Severe Weather Warning Service <http://www.metoffice.gov.uk/guide/weather/warnings>

This includes warnings about rain, snow, wind fog and ice. These warnings are given a **colour** depending on a combination of both the **impact** the weather may have and the **likelihood** of those impacts occurring. The basic message associated with each warning level is as follows.

IMPACT	LIKELIHOOD
<p><b>HIGH</b></p> <ul style="list-style-type: none"> <li>• Danger to life.</li> <li>• Prolonged disruption to day to day routines and activities.</li> <li>• Prolonged strain on emergency responders.</li> <li>• Transport routes and travel services affected for a prolonged period. Long travel delays. Vehicles and passengers stranded for long periods.</li> <li>• Disruption to utilities and services for a prolonged period</li> <li>• Extensive damage to buildings and property.</li> </ul>	<ul style="list-style-type: none"> <li>• You may need to take action as we are expecting ...</li> <li>• There will be ...</li> </ul>
<p><b>MEDIUM</b></p> <ul style="list-style-type: none"> <li>• Injuries with danger to life.</li> <li>• Disruption to day to day routines and activities.</li> <li>• Short-term strain on emergency responder organisations.</li> <li>• Transport routes and travel services affected. Longer journey times expected. Some vehicles and passengers stranded.</li> <li>• Disruption to some utilities and services.</li> <li>• Damage to buildings and property.</li> </ul>	<ul style="list-style-type: none"> <li>• We should be prepared for ...</li> <li>• There is likely to be ...</li> </ul>
<p><b>LOW</b></p> <ul style="list-style-type: none"> <li>• Some short lived disruption to day to day routines in affected areas.</li> <li>• Incidents dealt with under 'business as usual' response by emergency services.</li> <li>• Some transport routes and travel services affected. Some journeys require longer travel times.</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of the potential/possibility ...</li> <li>• There is the small chance of ...</li> </ul>
<p><b>VERY LOW</b></p> <ul style="list-style-type: none"> <li>• On the whole, day to day activities not affected but some localised, small scale impacts occur.</li> <li>• A few transport routes affected.</li> </ul>	<p>Be aware that there is a very small risk of ...</p>

## COLOUR WEATHER WARNINGS

YELLOW WARNING	AMBER WARNING	RED WARNING
<p>Severe weather is possible over the next few days, you should plan ahead thinking about <b>possible travel delays, or the disruption of your day to day activities</b>. Yellow means keep an eye on the latest forecast and be aware that the <b>weather may change or worsen</b>, leading to disruption of your plans in the next few days.</p>	<p>There is an <b>increased likelihood of bad weather affecting you, which could potentially disrupt your plans and possibly cause travel delays, road and rail closures, interruption to power and the potential risk to life and property</b>. Amber means you need to be prepared to change your plans and protect you, your family and community from the impacts of the severe weather based on the forecast from the Met Office.</p>	<p>Extreme weather is expected. Red means you should <b>take action now</b> to keep yourself and others safe from the impact of the weather. <b>Widespread damage, travel and power disruption and risk to life is likely</b>. You must avoid dangerous areas and follow the advice of the emergency services and local authorities.</p>

## ACTIONS TO TAKE

EDUCATION AUTHORITY	
FACILITIES MANAGEMENT/ EMERGENCY PLANNING STAFF	
Yellow	Responsible Officer(s)
<p>Monitor and assess weather warnings from Met Office cascade to relevant staff.</p> <p>Advise staff of escalation procedures for any service issues.</p> <p>Notify Service Managers and Schools of weather warning if appropriate based on assessment of likelihood and impact.</p> <p>Advise schools and EA staff to carry out pre-emptive measures as necessary.</p> <p>Participate in multi-agency conference calls if required – cascade relevant information as necessary.</p> <p>Monitor alerts from lead agencies and cascade as necessary.</p>	<p>Directors/ADs and Emergency Planning Manger</p> <p>ADs/Heads of Service</p> <p>Emergency Planning Manager</p> <p>Health &amp; Safety Managers in affected areas</p> <p>AD FM/ Emergency Planning Manager</p> <p>Emergency Planning Manager</p>
Amber	Responsible Officer(s)
<p>All Actions at <b>Yellow</b></p> <p>Establish EA Severe Weather Group:</p> <ul style="list-style-type: none"> <li>- advise staff of procedures for escalation of any service issues;</li> <li>- establish single point of contact for Services to provide situation reports (Sitreps);</li> <li>- issue advice to staff in relation to attendance at work.</li> </ul> <p>Advise Multi-Agency Response of any assistance required.</p> <p>Maintain record of school closures for multi-agency response.</p> <p>Send Liaison Officer(s) to Multi-Agency Control Room(s) if required.</p> <p>Prioritise and Clarify with contractors repair/maintenance work to be undertaken if required.</p> <p>Consider need for activation of Major Emergency Plan</p>	<p>AD FM/Deputy</p> <p>Severe Weather Group</p> <p>EA Rep on multi-agency response</p> <p>EA Rep on multi-agency response</p> <p>AD FM</p> <p>AD FM/Head of Maintenance</p> <p>CE /Directors</p>
Red	Responsible Officer(s)
<p>All Actions at <b>Amber</b>.</p> <p>Major Emergency Plan may need to be activated.</p> <p>Advise schools in affected areas to close.</p>	<p>As per EA Corporate Major Emergency Plan Level 3 Response</p> <p>CE /Directors</p>

**TRANSPORT STAFF**

<b>Yellow</b>	<b>Responsible Officer(s)</b>
<p>Monitor weather reports from Met Office.</p> <p>Assess potential impact of weather warnings on service; and react accordingly.</p> <p>Consider location of schools as regional warnings may not be accurate at a local level.</p> <p>Link with other transport providers to maintain overview of schools that are/maybe affected.</p> <p>Advise schools of any changes to bus routes.</p> <p>Determine escalation procedures for notifying any disruption to service/ transport accidents.</p>	<p>Tier 5 Senior Manager (Interim Tier 4 Head of Service)</p>
<b>Amber</b>	<b>Responsible Officer(s)</b>
<p>All Actions at <b>Yellow</b>.</p> <p>Monitor the situation and respond as required if deemed necessary.</p> <p>Liaise with other transport providers to maintain overview of situation.</p> <p>Notify and keep appropriate personnel up to date.</p> <p>Ensure Severe Weather Group receive updates on number of schools impacted, duration of disruption etc.</p>	<p>Tier 4 Head of Service</p>
<b>Red</b>	<b>Responsible Officer(s)</b>
<p>All Actions at <b>Amber</b>.</p> <p>Ensure Incident Management Team are updated on service issues.</p> <p>Ensure Incident Control Team are informed of any transport accidents.</p>	<p>AD Transport</p>

SCHOOLS	
<b>Yellow</b>	<b>Responsible Officer(s)</b>
Monitor weather reports from Met Office. Consider location of school as Regional warnings may not be accurate at a local level. React appropriately to advice from FM/EP staff.	Principal
Assess potential impact and associated risks of weather warnings on school.	Principal
Advise key holders of the potential risks associated with weather warning.	Principal
Consider need for school closure.	Principal
School closed - Catering staff If a delivery is on route and it is safe to remain, take receipt of delivery and then make your way safely home.	Catering Manager
In the event of adverse weather (as per guidance by Met Office) it should be up to the individual to decide whether or not it is safe to go to work.	Individual Staff (in consultation with Line Management)
Log school closure on C2K/EA web page.	Principal/Chair of BoG
Communicate any changes to bus routes to parents.	Principal/School Secretary
Report Maintenance issues to EA's Help Desk/Emergency On-Call Officer.	Principal/School Secretary
<b>Amber</b>	<b>Responsible Officer(s)</b>
All Actions at <b>Yellow</b>	Principal
Prioritise with contractors any repair work to be undertaken Notify and keep appropriate personnel up to date, e.g. school staff, EA.	Site Supervisor Principal
<b>Red</b>	<b>Responsible Officer(s)</b>
All Actions at <b>Amber.</b>	
Close school.	Principal and Chair of BoG