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Dear Colleague

INFORMAL GUIDANCE FOR IMPLEMENTING THE COMMUNICATING WITH THE PUBLIC DUTY UNDER THE CIVIL CONTINGENCIES ACT 2004

This letter introduces two new guides designed to assist Local Resilience Forums take forward the statutory requirement placed on Category 1 Responders to advise the public of the risk of an emergency occurring, and to warn and inform the public in the event of an emergency. These informal guidance notes – the ‘Ten Step Cycle’ and ‘Lead Responders Guide’ – have been created by practitioners from the National Steering Committee for Warning & Informing the Public (NSCWIP) in conjunction with Practitioners’ Good Practice Group led by the Civil Contingencies Secretariat (CCS) and are part of the work CCS is doing to support local responders in their implementation of the newer aspects of the Act.

The ‘Ten Step Cycle’ provides a clear and comprehensive set of directions for establishing local warning and informing arrangements based on the Community Risk Register. It focuses on key activities for the work, including establishing a public advice and warning sub-group, selection of lead responders, audience identification, stakeholder consultation, exercising, and review. Each activity is explained and, where appropriate, examples of how an LRF have undertaken it are given.

The ‘Lead Responders Guide’ picks up Step 3 of the Cycle and provides a tested methodology for selecting and agreeing lead responders. This is in keeping with Regulations which allow for the duty on each Category 1 Responder to be cut back by the identification of one organisation to take lead responsibility for maintaining arrangements to warn in regard to a particular emergency.



I hope that you will find these guides useful in your local activity to implement the duty. We envisage further development of these informal guidance notes with the input of users, so your experiences of using them and any ideas you may have for improvement would be very welcome. Please contact us at ccact@cabinet-office.x.gsi.gov.uk.

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Local response gateway: preparing together

