Annex 5D:
Example of a plan maintenance matrix for a local authority

Cycle of actions to maintain emergency plans

	1. Update and issue call-out lists (quarterly)	2. Visit key officers in departments	3. Check resource lists for departments	4. Integrate all plans with those of emergency services	5. Visit all external bodies listed in plans	6. Brief key officers within council and outside	7. Hold exercises to test plans and improve them	8. Review all plans and revise as necessary
Generic emergency plan	✔	✔	✔	✔	✔	✔	✔	✔
Generic capabilities								
Emergency management team	✔			✔		✔	✔	✔
Central control team	✔	✔	✔	✔		✔	✔	✔
Forward communications team	✔	✔	✔	✔		✔	✔	✔
Public information team	✔	✔	✔	✔		✔	✔	✔
Facilities set-up team	✔		✔			✔	✔	✔
Access to resources		✔	✔	✔	✔	✔	✔	✔
Crisis support team	✔	✔	✔	✔	✔	✔	✔	✔
Hospitals support	✔	✔		✔	✔	✔	✔	✔
Emergency mortuary	✔	✔	✔	✔	✔	✔	✔	✔
Major evacuation	✔	✔	✔	✔	✔	✔	✔	✔
Rest centre	✔	✔	✔	✔	✔	✔	✔	✔
Disaster appeal fund	✔	✔	✔	✔	✔	✔	✔	✔
Specific plans								
Cold weather	✔	✔	✔	✔	✔	✔	✔	✔
Environmental health	✔	✔	✔	✔	✔	✔	✔	✔
River flooding	✔	✔	✔	✔	✔	✔	✔	✔
Severe weather	✔	✔	✔	✔	✔	✔	✔	✔