



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

DRAFT OPERATION LONDON BRIDGE ACTION PLAN

Operation London Bridge is the code name given to the passing of HM Queen Elizabeth the Second. All councils need to be prepared as this will only happen once and the actions taken must be done correctly.

The following are actions that councils should consider carrying out **NOW** to be prepared.

Contact and co-ordinate.

Contact CEO of the district council, county council or unitary authority.

- What plans do the county/unitary have in place?
- Do any include town & parish councils?
- Who will be expected to attend your proclamation (mayors, chairs etc)?
- Where will this take place?

Contact local religious leaders (vicar, imam etc).

- What religious services will be taking place? (the mayor/chair might attend)

Proclamation

- Contact your local lieutenancy office for procedures they have in place for reading the proclamation.
- If mayor or chairman wish to read the proclamation locally agree location and arrangements

Books of condolence:

- Decide on appropriate locations for public to access the book.
- Prepare a book - loose leafed are advised for general use as inappropriate messages or defacing can be destroyed without damage to other pages.
- Purchase black ring binders.

- Prepare pages, example:

Date	Name	Message

- You might consider purchasing a hard backed book of condolence for civic leaders.
- Prepare framed photos of the deceased for display with each of the book of condolence.

Photographs

You will need to have a photograph of the deceased for both your website and to accompany each book of condolence.

If you have had a Royal visit and you have an appropriate photograph this can be used. You cannot download a photograph as this may be subject to Copyright.

Buckingham Palace have a set of approved photographs which can be used specifically for the period of State Mourning only. These can be downloaded and printed yourself or you can purchase the photograph - framed or unframed NB all photographs must be displayed in a dark blue frame – definitely not a black frame. Following the period of State Mourning these photographs should be destroyed.

If you have a portrait of HM the Queen in your Council Chamber or Meeting Room, you can use this with the black ribbon across either top corner – the ribbon remains in place for one month. Following which you relocate the portrait and replace it with a new portrait of the new King.

Floral tributes

- Agree a location within the Parish for the placement of floral tributes.
- How will they be disposed of? Composting is the most eco-friendly options. With the compost used to plant a commemorative tree.

Floodlights

If you have floodlights on the outside of council buildings purchase purple filters, these should be fitted during the period of national mourning.

Website

Contact your IT provider and inform them of the changes that will be needed to the website during Operation London Bridge, have the page built as a shadow page with password access to activate.

- Home page to be black with an image of the deceased.
- Message from mayor/chair
- Link to online book of condolence

- Information
 - Placing of flowers
 - Book of condolence
 - Local civic and religious services

Purchase black ribbon for:

- Flagpole (not needed on vertical flag poles) - Florist ribbon can be used.
- Photo frames - Florist ribbon can be used.
- Mace and if required Chairman / Mayor chain, tied at the shoulder.
- Ribbon for lady Members / staff to wear in lieu of armband.

Purchase black jewellery pouch for:

- Chairman / Mayor chain to put the jewel / badge in when worn on the chain / ribbon.
- NB. When the jewel / badge is normally worn on a coloured ribbon, you do not change your coloured ribbon to black.

Purchase Armbands & Rosettes

Armbands are of specific width and come in three different sizes to fit the girth of the arm.

- Armbands are worn by members and staff when visible to the public.
- Rosettes are worn when Members of Council and staff wear robes i.e. Civic Service.

Prepare a contact list:

Organisation/Name	Telephone	Email
CEO of Sheffield City Council		
Religious leaders		
IT provider		
Local Lieutenancy Office		

Further advice

Further documents to assist with Operation London Bridge:

Advice Note – all you need to know including the mourning period, condolence book etc

Action Plan - actions your council should consider carrying out **NOW** to be prepared

Calendar – a calendar of actions your council should take listed by days, from D-Day to D+11 and beyond.

Suppliers List – an example list of suppliers (provided by Huntingdon Town Council)