

# Cawston Parish Council

Cawston Community Hall, Scholars Drive, Cawston, Rugby CV22 7GU

## OPERATION LONDON BRIDGE PROTOCOL

This protocol sets out the action to be taken in the event of the death of H.M The Queen (codename Operation London Bridge) or any other senior royal.

1. Cawston Parish Council's mourning protocol will be implemented on the formal announcement of the death of any of those persons named below:

H.M. The Queen  
H.R.H. The Prince of Wales  
H.R.H. The Duchess of Cornwall  
H.R.H. The Duke of Cambridge  
H.R.H. The Duchess of Cambridge  
H.R.H. The Princess Royal  
H.R.H. The Earl of Wessex  
H.R.H. The Countess of Wessex

2. On receipt of the formal announcement of the death of any of these listed above, the Clerk, via the Communications and Engagement Officer will issue a prepared statement on behalf of the Parish Council. This statement will be posted on the home page of the website, social media and noticeboards.

The statement template will be based on the below:

*' It has been announced by Buckingham Palace that ..... has passed away. The Parish Council and the people of Cawston are deeply saddened to hear the news of the death of .....*

*It is confirmed that flags within the parish should be flown at half mast and a book of condolence will shortly be opened up at the Community Hall. This book will be accessible Monday to Saturday .....until..... For those who wish to pay their respects.*

*A designated area has been marked out in the grounds of the Community Hall/recreation field for those who wish to pay their respects by laying flowers.*

*Sincere condolences go to the family members'*

3. A book of condolence will be opened on the first working day after the day of death in Cawston Community Hall. The loose leaf book will be situated on a table covered with a black cloth and a small flower arrangement placed on the table. There will be a pot of pens for people to use when signing the book. The book will be closed at the end of the day, following the day of the funeral and will form part of the Parish Council's archive.
4. The Clerk will liaise with the hall caretaker or officer of Rugby Borough Council to allocate an appropriate place for the laying of floral tributes and arrange for their removal as is appropriate.

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5. The Clerk and Chairman will review the Parish Council meetings and events, scheduled during the mourning period, to ensure it is appropriate that they should proceed.

NB: The funeral of the Sovereign will take place 10 days after the death. For other senior members of the Royal Family, the funeral will take place eight days after the day of death.