The Urgent Notification process
Overview

Protecting and advancing the principles of justice
The Urgent Notification process: overview

**Trigger Day**
- HM Inspector of Prisons verbally notifies Governor beforehand.
- HM Chief Inspector writes to the Secretary of State and publishes letter
- Ministers are informed

**Day 2-21**
- Ministers instruct Senior Board meets to appoint Urgent Notification Lead, identify priority issues and provide senior direction
- Key people to effect change identified
- Working group meets to develop detailed actions to address the significant and urgent concerns.
- Ministerial input
- Action Plan developed
- Senior Board signs off plans

**Day 22-27**
- Draft 28 day response prepared
- Ministers sign-off Action Plan and response to the Chief Inspector

**Day 28**
- Final response

**Full HMIP report published**

**Sustained Improvement**
- Longer-term improvement plan put in place to ensure improvement over the longer-term
- Annual update on status of all Urgent Notification prisons