



# EMERGENCY PLAN

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**If you think this plan may need to be activated:-**

**Adur:-**

**Go to Part 2 Section 5 Appendix 1 now if in office hours**

**Go to Part 2 Section 5 Appendix 2 now if out of office hours**

**Worthing:-**

**Go to Part 3 Appendix 1 now if in office hours**

**Go to Part 3 Appendix 2 now if out of office hours**

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**Foreword:** Peter Latham, Chief Executive

*The Emergency Plan aims to help this authority respond effectively to any major emergency, irrespective of its cause, whilst maintaining its normal services. This accords with the requirements of the Civil Contingencies Act 2004.*

As a Category 1 responder, the Council has a duty to plan and prepare for emergencies that may occur in the area. The duties placed upon the Council include:

- Assess local risks and use this to inform emergency planning
- Put in place emergency plans
- Put in place Business Continuity Management arrangements
- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- Share information with other local responders to enhance co-ordination
- Co-operate with other local responders to enhance co-ordination and efficiency, and
- Provide advice and assistance to businesses and voluntary organisations about business continuity management

Emergency situations, either natural or human, are not a regular feature of life in this area. Sadly, recent acts of terrorism have led us to consider other types of emergencies that we might need to prepare for.

The Council has sound and well-practised emergency management arrangements to deal with emergencies and disasters. However, there are things you can do to promote your safety and reduce the risk of injury to yourself, your family and your property.

If you live or work in a part of this area which sometimes experiences natural disasters, such as floods or severe storms, you may already be familiar with the sort of things you can do to prepare yourself for emergencies.

Knowing what to do makes it easier to stay calm and confident in an emergency, preparation is the key. Advice and guidance is available through our web site and from Officers of the Council.

This emergency plan will be reviewed on a regular basis and together with the recommendations arising from exercises and training sessions, will provide evidence of the Council's commitment to improve performance. To achieve this, the plan will be measured against an Audit Commission assessment and included in the Comprehensive Performance Assessment.

Peter Latham  
Chief Executive

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## **Distribution list**

### **Internal distribution:**

The full version of this plan is distributed internally electronically.

### **External distribution:**

The externally published version of this plan has been edited and does not include sensitive information such as personal information or telephone numbers.

### **Further copies:**

You can print off more copies of the edited version from the websites at [www.adur.gov.uk](http://www.adur.gov.uk) and [www.worthing.gov.uk](http://www.worthing.gov.uk)

### **Comments and queries about the plan:**

If you have any comments about this plan, please contact:

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## **Internal distribution list:**

Hard copies of the full document are held by the Emergency Planning Officer and there are a number of hard copies kept for emergency use at each Emergency Centre. An electronic copy of the plan, and all supporting documents and plans, is held on the Councils' Intranet site.

## **External distribution list:**

Where required all partner Category 1 responders are provided with a copy of the plan. A limited edition of the plan is contained within the Emergency Preparedness pages of the Councils' website.

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## Version Control

|                               |   |                |
|-------------------------------|---|----------------|
| <b>Title</b>                  | Adur & Worthing Emergency Plan                                    |                |
| <b>Version Number</b>         | 2.04  |                |
| <b>Plan Authors</b>           | Tony Lucas, Worthing Borough Council                              |                |
| <b>Consultation partners</b>  | ❖ Management Team   |                |
| <b>Intended Audience</b>      | ❖ Officers of the Councils<br>❖ Category 1 Responders<br>❖ Public |                |
| <b>Document Status / Date</b> | Live  | 01.07.2010     |
| <b>Date of Next Review</b>    | 1 year from date of issue   |                |
| <b>Amendment :</b>            |   |                |
| <b>Detail</b>                 | <b>Date Amended</b>   | <b>By Whom</b> |
| Full revision                 | 01.07.2010  | Tony Lucas     |
| Annual revision               | May 2011  | Tony Lucas     |
|                               |   |                |
|                               |   |                |
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## **Part One**

**Part one of the plan contains information  
that is available to the public**

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# **Section 1**

## **General**

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## Section 1 - General

### Aim

The aim of this plan is to provide guidance for the deployment and co-ordination of the Council's services and resources in the event of a major incident.

### Objectives

The objectives of this plan are to:

- Define a major emergency and describe its key phases
- Describe the main functions of the organisations involved
- Describe the command, control and co-ordination arrangements that will be put in place in response to a major emergency
- State how the plan will be implemented and the response managed
- Detail the roles and responsibilities of the Council and its staff
- Provide practical guides for each nominated role that has been identified, and
- Provide details of associated plans and supporting information

### Purpose and scope of the plan

This plan outlines the co-ordination arrangements for the Council's response to a major emergency, provides background information on various aspects of an emergency and refers to sources of further information. It can be used as a guide for dealing with emergencies that are not declared "major incidents" but that fall outside the normal working arrangements of staff.

To ensure that this plan remains a useful and manageable document, it does not contain all the background information, emergency planning details, action lists and procedures for the whole authority. Departmental emergency planning is essential to support this plan. Each department will establish its own call out procedures, allocate responsibilities to key officers, provide instructions and check lists and maintain details of available resources and contacts.

The key to an effective response is to apply sound basic principles to the problem in hand. The Council will achieve this by:

- Handling an emergency, wherever possible, through the extension of normal day to day arrangements
- Using day to day management structures to ensure that an emergency response is capable of being extended to deal with increasing size, complexity or duration, and
- Adopting a flexible plan that can deal with a range of emergency situations and dealing with the response, regardless of the cause.

#### **Further information:**

The Council's Rest Centre Plan (See Section 14)  
Incident Liaison Officer Guidance (See Section 9)  
Emergency Centre Guidance (See Sections 6 and 7)

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## Requirement to produce the plan

The Civil Contingencies Act 2004 (the Act) came into force on 1<sup>st</sup> April 2005. The Act requires that all Category 1 responders carry out a risk assessment of their area. These risk assessments will inform whether or not specific response plans are required or whether a generic plan will suffice. It may be that the generic plan will need to be amended in light of the risk assessments.

Responders have been divided into two categories:

**Category 1** – Have a general duty of civil protection (risk management, emergency planning, business continuity, warning and informing)

- Local Government (including borough and district councils, county councils and unitary authorities)
- Police Forces
- Fire Authority
- National Health Service Trusts/Foundation Trusts (ambulance services, hospital accommodation and services relating to accident and emergency)
- Primary Care Trusts
- Local Health Board
- Health Protection Agency
- Port Health Authority
- Environment Agency
- Maritime and Coastguard Agency

**Category 2** – Have supporting obligations (information sharing and co-operation)

- Utilities (Electricity, gas, water, public electronic communications)
- Railways
- Transport for London / London Underground
- Airports
- Harbours and Ports
- Highway Agency
- Health and Safety Executive

As a Category 1 responder, the Council must:

- Assess local risks and use this to inform emergency planning
- Put in place emergency plans
- Put in place Business Continuity Management arrangements
- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- Share information with other local responders to enhance co-ordination
- Co-operate with other local responders to enhance co-ordination and efficiency
- Provide advice and assistance to businesses and voluntary organisations about business continuity management

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**Further information:**  
Civil Contingencies Act 2004

## Definition and meaning of a major emergency

An emergency, as defined in the Government's Guidance Document – Emergency Response and Recovery, is:

- An event or situation which threatens serious damage to human welfare in a place in the UK
- An event or situation which threatens serious damage to the environment of a place in the UK, or
- War, or terrorism, which threatens serious damage to the security of the UK

Additionally, to constitute an emergency, an event or situation must also pose a considerable test for an organisation's ability to perform its functions.

The Act expands on this definition and states that an emergency means an event or situation which presents a serious threat to:

**Human welfare** in a place in England or Wales **only** if it involves, causes or may cause:

- Loss of human life
- Human illness or injury
- Homelessness
- Damage to property
- Disruption of a supply of money, food, water, energy or fuel
- An electronic or other system of communication
- Facilities for transport
- Services relating to health

**The environment** of a place in England or Wales if, in particular, it involves, causes or may cause:

- Contamination of land, water or air with harmful biological, chemical, radio-active matter or oil
- Flooding
- Disruption or destruction of plant life or animal life

**The political, administrative or economic stability** of a place in England or Wales if, in particular, it involves, causes or may cause disruption of:

- The activities of Her Majesty's Government
- The performance of public functions, or
- The activities of banks or other financial institutions

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The security of a place in England or Wales, in particular:

- War or armed conflict
- Terrorism

## Further information:

Government Guidance – Emergency Response and Recovery  
Civil Contingencies Act 2004

## Phases of a major emergency

A major emergency has five key phases:

**The warning phase** allows organisations to pass on information to each other and the public before an emergency occurs so they can prepare to respond. If an emergency is anticipated or a small incident is expected to grow, the responding organisation will notify other potential responders. The Environment Agency and Meteorological Office also have a responsibility to pass information about flood and severe weather warnings to the public.

**The initial response phase** aims to deal with the first effects of the incidents and will predominantly involve a response from the emergency services. Local authorities will have less of an involvement during the first phase, providing support to the emergency services as required.

**The consolidation phase** mitigates the effects of the emergency by ensuring measures are put in place to provide resources for the continuing response and for making sure critical services can continue to be provided. Local authorities will become more involved during this phase, continuing normal support and care arrangements for the local and wider community. They will also co-ordinate the response by other supporting organisations.

**The recovery phase** encompasses the physical, social, psychological, political and financial consequences of an emergency. Recovery planning must start from the beginning of any response. Organisations and communities need to plan, manage and undertake those activities that will facilitate the rehabilitation of the community and restoration of the environment as rapidly as possible. As time goes on, involvement from local authorities gradually increases and emphasis switches to recovery and rehabilitation. The lead for the response will pass from the emergency services to the lead local authority.

**The rehabilitation of the community and restoration of the environment phase** involves activities such as re-housing, counselling and rebuilding. This involvement may also pick up many years later at anniversaries and if public inquiries take place. Many of the incidents that occurred during Britain's decade of disasters in the 1980s are still ongoing.

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### **Further information:**

Government Guidance – Emergency Response and Recovery

### **Types of major emergency**

Major emergencies can be considered under two broad headings:

**Sudden impact** – happen suddenly and without warning such as a serious transport or industrial accident.

This is the classic major emergency scene that requires an immediate, pre-determined response from the emergency services. Local Authorities and voluntary organisations are required to provide support to the emergency services at or near the scene. Notification of a major emergency will usually come from West Sussex County Council's Duty Emergency Planning Officer, but may come direct from the Police or Fire and Rescue Service. The Council will activate its cascade callout, provide assistance as requested and consider additional and future requirements. The Emergency Centre will be established to co-ordinate requests and messages, and the Emergency Committee convened to make policy decisions.

**Slow onset**- start as small or localised incidents, develop with time and can affect a wide area, such as severe weather, flooding or epidemic.

This type of emergency may involve some degree of warning and preparation. There is often less of an obvious centre to the incident and less need or opportunity for the formal system of cordons, incident officers and so on. The response is more likely to be focused on local authorities than on the emergency services. It is likely that the response will initially be managed by one department. As the incident grows, it will request the help and support of additional departments and if the incident continues to escalate, a larger co-ordinated Borough response will be required. The Emergency Centre will be established to co-ordinate requests and messages, and the Emergency Committee convened to make policy decisions.

**Remember – an emergency is handled, wherever possible, through the extension of normal day-to day arrangements.**

**Deal with the response, regardless of the cause.**

### **Roles of local authorities, emergency services and other organisations in an emergency**

The main roles of the Council have been included in this section. Only a brief description of other organisations' roles has been included as these are given in more detail in the Sussex Major Incident Linking Document.

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## The Council

The main roles are to:-

- Alert other local authorities, voluntary organisations and others as necessary;
- Provide support for the emergency services;
- Set up local authority control and co-ordination arrangements;
- Establish and maintain liaison with appropriate levels of command and management, including the deployment of liaison officers;
- Co-ordinate the response by other supporting organisations;
- Request military assistance through the Police and Local Resilience Forum to provide support;
- Provide support and care for the local and wider community;
- Provide emergency feeding where necessary;
- Provide accommodation for those made homeless by an emergency;
- Work with the Police public relations office to ensure information and advice to the public and media is co-ordinated;
- Alert the appropriate Director of Public Health to all emergencies that may threaten public health;
- Maintain and restore local authority services during an emergency;
- Aid the clearance of coastal oil, chemical pollution, other environmental contamination and environmental monitoring;
- Mitigate the effects of an emergency by effective use of resources; and
- Take a lead role in the rehabilitation of the community and restoration of the environment.

### **Borough & District and County co-ordination (Lead local authority)**

Sussex local authorities have agreed a mutual aid protocol that enables them to call upon each other for support during an emergency, as the response to a major emergency will involve more than one local authority. The Chief Executives of the affected authorities will need to decide which one will assume the role of lead local authority.

Where an emergency occurs wholly within the Council's boundary, the Council will assume the role of lead local authority with the County Council and other districts providing support as required. Where more than one district or borough is affected, Chief Executives may agree to vary this arrangement, but will ensure that all organisations involved in the emergency are informed of their decision. For cross county border emergencies, the County Council will assume the role of lead authority with districts and boroughs providing support as required.

In making their decision, the Chief Executives will consider which Police service has taken on the overall co-ordination role and where the Strategic Co-ordinating Group has been set up.

The lead local authority will ensure that effective communication is maintained between the local authorities involved.

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## **Sussex Police**

The Police will co-ordinate the joint response between the emergency services and other organisations at the scene of an incident. Unless an incident is due to natural causes such as severe weather, they will treat all incidents as a scene of crime until proved otherwise. Police operations may include setting up cordons, implementing evacuation, identification of victims and dissemination of survivor and casualty information.

## **West Sussex Fire and Rescue Service**

The overall aim of the Fire and Rescue Service is to save life, mitigate damage to property from fire and to provide humanitarian services. Their responsibilities include fire fighting and rescue operations, including the release of trapped people, urban search and rescue, controlling leaks and spillages of hazardous substances, damage control/salvage operations, and investigating the cause of the incident.

## **SECAMS Ambulance Service**

The Ambulance Service will be responsible for the treatment and care of those injured at the scene (with medical teams where appropriate). It will determine the priority evacuation needs of the injured (triage) and their transportation to nominated receiving hospitals. They will provide medical support at survivor reception centres and rest centres as necessary.

## **Maritime and Coastguard Agency**

The primary responsibility of the Marine and Coastguard Agency is to initiate and co-ordinate civil maritime search and rescue. This includes mobilising, organising and despatching resources to assist vessels and people in distress at sea or in danger on cliffs or on the shoreline. The Marine Pollution Control Unit is responsible for dealing with pollution from ships at sea and for co-ordinating the shoreline clean up.

## **Environment Agency**

The Environment Agency has responsibility for protecting water, land and air. It will respond to all reports of environmental emergencies, which have the potential to cause harm to the environment, or in specific circumstances human health. Responsibilities cover direct action to prevent or deal with the effects of an incident, provide specialist advice, give warnings to those likely to be affected, monitor the effects of an incident and investigate the cause of the incident.

## **Utilities**

Utilities (gas, water, electricity and telephone companies) will probably be required during the response phase to make working areas safe and to restore services later on.

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### **St. John Ambulance and British Red Cross**

St John Ambulance and the British Red Cross can provide a range of services such as first aid, befriending, transportation and other auxiliary roles at rest centres. The British Red Cross has an Emergency Incident Support Unit stationed at Haywards Heath that has a limited amount of clothes, blankets, toys and so on. Both services will also provide ambulances and ambulance resources to assist the Ambulance Service.

### **Women's Royal Voluntary Service (WRVS)**

The WRVS has a large number of volunteers who can assist with the following:-

- Emergency feeding
- Rest Centres
- Counselling
- General care for people in distress

### **The Salvation Army**

The Salvation Army can provide the following services:-

- Evacuation
- Emergency feeding
- Food distribution
- Shelter
- Clothing distribution
- Counselling
- Mortuary assistance
- Missing persons enquiries
- Welfare, family rehabilitation
- Food and drinks for emergency services

### **Support from Faith Organisations**

Sussex Churches offer support to people of all denominations. They can provide clergy to the scene to minister to the injured, offer support and comfort to relatives and friends of those involved and give pastoral support to those involved in the response to the incident.

### **Radio Amateurs' Emergency Network (RAYNET)**

RAYNET is a voluntary organisation formed by licensed radio enthusiasts that offers its services in providing a national emergency communications network. It can provide an additional message handling service. Most RAYNET communication links are on VHF or UHF radio equipment, with ranges varying from a few miles for hand held radios up to 50 miles using base stations.

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## Worthing and District Amateur Radio Club

In the Adur District Council and Worthing Borough Council area, the functions normally undertaken by RAYNET are discharged by the Worthing and District Amateur Radio Club.

### Military Assistance

The Armed Services can provide assistance with all aspects of an Emergency.

If the assistance of the Armed Services is required, requests will normally be made by the Head of Emergency Planning at County Hall, or when life is at stake, a Unit or the County Military Commander can be contacted by the Police.

### Royal Society for the Prevention of Cruelty to Animals

The RSPCA can provide the following services:-

- Animal rescue
- Advice on animal care

The RSPCA can be called out by calling their Regional Headquarters at Maidstone or the Sussex Communications Centre, Horsham.

#### Further information:

Sussex Mutual Aid Protocol  
Sussex Major Incident Linking Document  
Sussex Voluntary Organisations Reference Document  
Emergency Response and Recovery

### Communications

Normal methods of communications, such as landline telephone and mobile phones, are put under a huge strain when a major emergency occurs. Systems are such that they can often be managed by rerouting calls through other exchanges. Where this is not possible, other facilities are available to allow the emergency services and other responding organisations to continue to make calls as follows:-

- **Emergency telecommunications** – Phone companies can provide radio pagers, mobile phones, payphone trailers and a range of other equipment such as fax machines, telex machines and small switchboards.
- **Government Telephone Preference Scheme (GTPS)** – Landline telephone lines provided by BT and Cable and Wireless can be registered as essential numbers. If telephone exchanges become overloaded and cannot be managed through routine procedures, the

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scheme can be implemented within a given area. People will still be able to receive calls but will not be able to make calls unless their number has been registered. The Council has several essential numbers registered. The Emergency Planning Officer is responsible for their upkeep.

- **Mobile Telecommunications Privileged Access Scheme (MTPAS) -** Mobile telephone numbers of emergency responders, who will be working at or near the scene of an incident can be fitted with privileged access SIMS. The assumption is that landline phones will still be working normally. Major mobile phone companies can reserve available network cells for use by MTPAS registered phones. However, these cells will only start to free up as other calls as finished. Once MTPAS has been invoked, calls should be kept as short as possible. The Council has several essential numbers registered. The Emergency Planning Officers are responsible for their upkeep.
- **Satellite Communications**  
Both Councils have a provision of satellite communications that can be used in an emergency. Other Category 1 Responders in Sussex have a similar arrangement.

### **Log Keeping**

All major emergencies will be subject to an inquiry of one kind or another, by that by a coroner, public enquiry, civil or criminal proceedings. It is therefore essential that clear and accurate records of what happens are made. Decisions and the reasons for them must certainly be logged so that they can be later referred to. The log will also be used by staff as a briefing tool, to inform others within the organisation of what has happened and to ensure that all requests for action have been fulfilled.

To assist in the management of an incident, the Councils have the Atlas Incident Management software system (AIMS). AIMS will provide a secure system for the taking of messages, assigning tasks and the general management of an incident. It will also provide a fully detailed log of the incident that can be used at any debrief or inquiry.

### **Command, control and co-ordination**

The Council has its own management structure for dealing with large-scale emergencies, similar to other local authorities. It is important that staff know about the command, control and co-ordinating arrangements that the emergency services will put in place if a major emergency happens. If it does, they will set up three levels of management which the police will normally co-ordinate. These are:-

#### **Operational Command (Bronze)**

This is the front-line level of command for emergency service incident officers who will decide how work will be carried out at the scene, the priorities of which will be decided by Tactical Command. Incident officers will be responsible for directing their own personnel but will work together closely to ensure the work is co-ordinated.

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### **Tactical Command (Silver)**

Tactical Command will be located at or near to the scene. It will consist of incident commanders from the emergency services, local authorities and other supporting organisations involved in the response. They will prioritise and co-ordinate the work that has to be done to ensure that the strategic objectives are met. Co-ordinating meetings will be held regularly and be chaired by the police. The Council will provide an Incident Liaison Officer at the scene as soon as possible.

### **Strategic Command (Gold)**

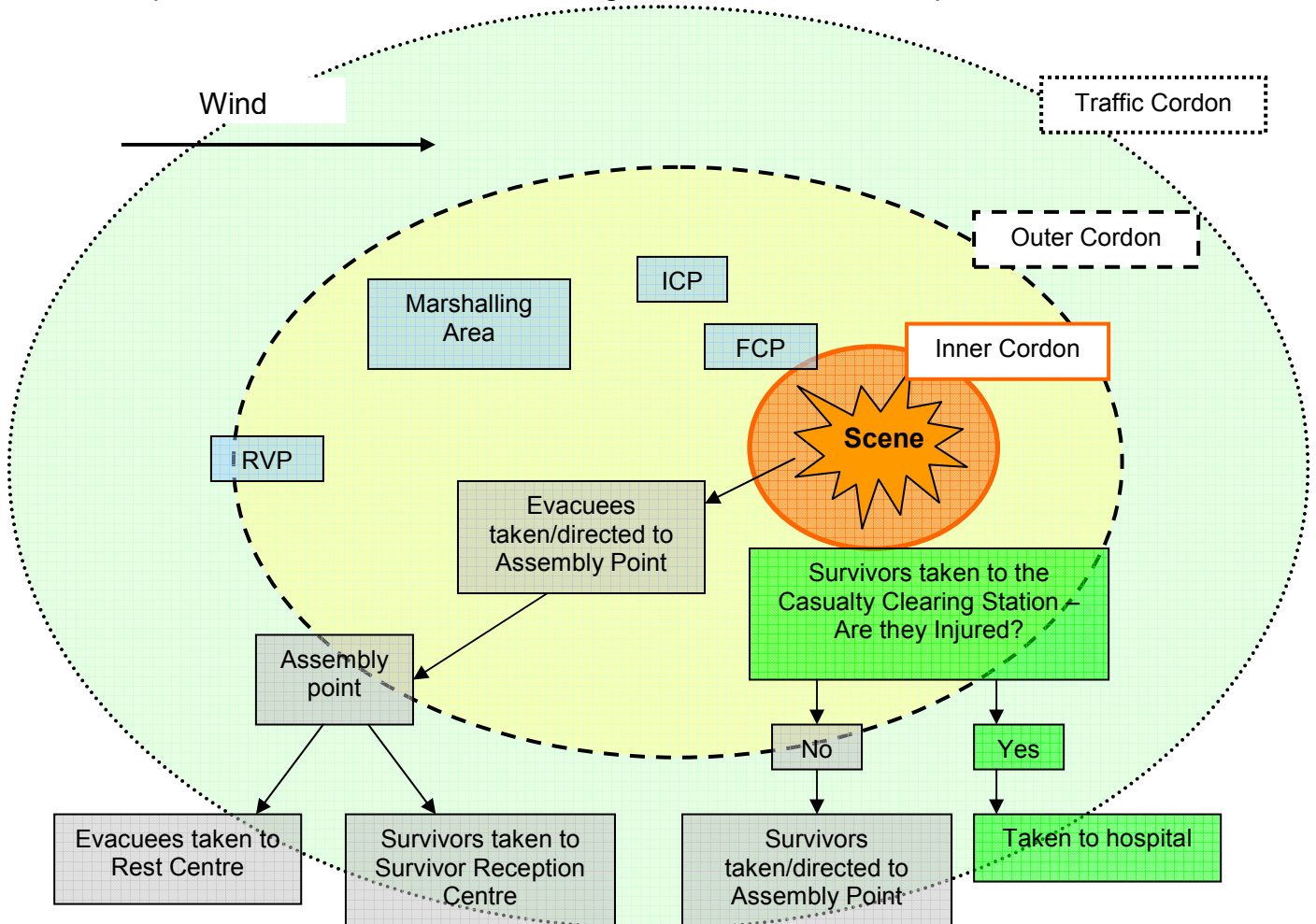
Strategic Command will be required if the incident is too big or complex to be managed by Tactical Command. The purpose of this is to decide the policy within which the response to an emergency incident will be managed.

The police will convene a Strategic Co-ordinating Group (SCG) of senior officers from the key organisations involved in the response. The group will agree policy, the direction for managing the incident and will consider any potential problems. Representatives must have the authority to commit their organisation's resources. The SCG will normally be convened at Sussex Police Headquarters in Lewes.

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## Diagram of a scene

The diagram below shows some of the areas that will be established. An explanation of each one follows along with other useful descriptions.



### Key:

- RVP - Rendezvous Point
- ICP - Incident Control Point
- FCP - Forward Control Point

### Cordons

Cordons are established around the scene or scenes to control the movement of people and resources going in and out of the cordon off areas. Access is strictly vetted and staff will only be allowed through if they have clear identification and reason. The police are responsible for implementing them in conjunction with the other emergency services.

The **inner cordon** is made as small as possible and cordons off the area in which any search and rescue work for survivors will be carried out. Everyone who does not need to be in the area will be evacuated. The police will treat and protect the area within the inner cordon as a crime scene until they know otherwise.

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An **outer cordon** will be established to control access to a much wider area and to enable the emergency services easier access to the scene. The general public will only be allowed access within the outer cordon if they have a legitimate reason to enter the area.

A **traffic cordon** will be set up to keep traffic out of the area and allow emergency service vehicles to move freely within the area.

### **Forward Control Point (FCP)**

The forward control point will be set up close to the scene where operational commanders will be responsible for the immediate deployment and scene security.

### **Incident Control Point (ICP)**

Each service manages its tactical response to the incident from the Incident Control Point. Tactical Commanders will meet regularly as a tactical co-ordinating group to ensure the response is co-ordinated and to prioritise the work that needs to be done at the scene.

### **Rendezvous Point (RVP)**

People and resources required at or near the scene must report to the rendezvous point to pass through the cordon. Here they will be briefed and then deployed as necessary.

### **Marshalling Area**

This is an area where people or equipment wait if they are not immediately required at the scene or if they are waiting for further redeployment.

### **Casualty Clearing Station**

Everyone involved in an incident such as a major transportation incident should pass through a casualty clearing station to have their medical needs prioritised or triaged. The injured will be taken to hospital for treatment and any uninjured survivors will be taken or directed to the Assembly Point. They will then be taken to the Survivor Reception Centre.

### **Assembly Point**

An assembly point is set up where evacuees or uninjured survivors can wait together before being taken to a reception centre or making their own arrangements.

### **Evacuees**

An evacuee is somebody who has been evacuated from their home for safety reasons and is therefore temporarily homeless. As such, the Council has a duty to provide temporary accommodation for them. This is provided in the form of a rest centre. If the incident is prolonged more appropriate accommodation will need to be provided.

### **Survivors**

A survivor is somebody who has been involved in an incident such as a train crash and is either injured or uninjured. If they are injured they will be taken to hospital for treatment. If they are uninjured, they will either be taken or directed to a survivor reception centre or will carry on with their journey.

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## **Rest Centre**

A rest centre is opened to provide emergency temporary accommodation for those made homeless because they have been evacuated. Buildings have already been identified for use as rest centres within the Council area. Rest centres are expected to be open for a maximum of 24-48 hours. More appropriate accommodation will need to be arranged if people are still unable to return home after this time.

## **Survivor Reception Centre**

A survivor reception centre is opened to provide shelter and comfort to survivors. The police will want to obtain details of those who have been involved in an incident and a survivor reception centre provides them with an ideal opportunity to do so. Buildings have not been pre-identified as it is more likely that somewhere very close to the scene will be nominated when one is needed.

## **Friends and Relatives' Reception Centre**

Friends and relatives of those involved, or thought to be involved, in a major incident will be very worried about them and will want to have as much information as possible. Many will make their way to the area and a friends' and relatives' reception centre will need to provide an effective way of giving and getting information.

## **Reception centre**

Rest centres, survivor reception centres and friends and relatives' reception centres are generically referred to as reception centres.

## **Body Holding Area**

A body holding area is an area where people who have been killed in an incident can be taken to before being transported to a temporary mortuary.

## **Temporary Mortuary**

It is the County Council's responsibility, in conjunction with the Coroner, to set up a temporary mortuary if there are so many deaths that normal mortuary arrangements in the county are overwhelmed.

## **Casualty Bureau**

The police will set up a casualty bureau to obtain and collate details of survivors, evacuees, friends and relatives and those who have died. They will then match details of those involved with those making enquiries about them. The police will then notify the enquirer either by phone or in person when bad news has to be given.

### **Further information:**

Sussex Major Incident Linking Document  
Emergency Response and Recovery  
Rest Centre Plans

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## **Section 2**

# **Implementing the Plan**

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## Section 2 – Implementing the plan

### Plan triggers

This plan will be activated in the following circumstances:-

- A. Where the Council is notified that a major incident has been declared.
- B. A localised incident develops or threatens to develop beyond the response capabilities of the department dealing with it.
- C. A localised incident develops or threatens to develop that will prevent the department from maintaining its essential day-to-day work.

### Activating the plan due to:-

#### Plan trigger A:

The Council will:

- 1. Start a log of the incident
- 2. Inform the Chair of the Emergency Management Team
- 3. Activate its cascade callout
- 4. Agree which local authority will take the lead role (if more than one involved)
- 5. Send an incident liaison officer to the Incident Control Point
- 6. Establish the Emergency Centre
- 7. Convene the Emergency Management Team to make policy decisions; and
- 8. Provide support to the emergency services

#### Plan triggers B and C:

The Council will:

- 1. Start a log if not already done
- 2. Inform the Chair of the Emergency Management Team who will consult with the Emergency Response Co-ordinator to decide:
  - a. If the Emergency Management Team (EMT) should be convened
  - b. Which other departments are required to respond
  - c. Which departments will take the lead; and
  - d. Decide if the Emergency Centre should be established
- 3. Activate part or all of its cascade callout as decided by the EMT
- 4. Send an incident liaison officer to the incident Control Point if not done earlier
- 5. Inform WSCC's Duty Emergency Planning Officer
- 6. Establish the Emergency Centre
- 7. Inform neighbouring districts as appropriate; and
- 8. Provide support as required

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## **Initial action / cascade call out flow chart**

Cascade call out flow charts can be found for an in office hours response:

For Adur District Council in Part 2, Section 5, Appendix "1"

For Worthing Borough Council in Part 3, Section 6, Appendix "1"

For an out of hours response:

For Adur District Council in Part 2, Section 5, Appendix "2"

For Worthing Borough Council in Part 3, Section 6, Appendix "2"

They include contact details for staff and other organisations to be called out or put on standby when the plan is activated.

## **Initial action**

Initial action cards for pre-defined roles can be found in Section 3.

## **Emergency Control Centre**

If called out of hours or directed in working hours to set up the Emergency Control Centre, the actions detailed in Part 2, Section 5, Appendix "3" – Opening the Emergency Control Centre, should be followed for Adur District Council and Part 3, Section 6, Appendix "3" for Worthing Borough Council.

## **Emergency Management Team**

The purpose of the Emergency Management Team (EMT) is to make policy decisions and manage the overall response to the incident by the Council. Members of the team will depend on the nature of the incident and the departments involved in the response with Strategic Directors / Executive Head of Service involved as required. The decision to establish an EMT will be made by the Chief Executive, or in his absence the senior officer present.

## **Incident Liaison Officer**

The Council will send an Incident Liaison Officer (ILO) to liaise with the emergency services at the Incident Control Point as soon as possible. The ILO's role is to provide a direct link between the Tactical Co-ordinating Group at the Incident Control Point and the Council's Emergency Control Centre. The ILO will direct any requests from the emergency services to their Emergency Control Centre to be dealt with or passed on to the relevant local authority. This will help provide direct local authority support to the emergency services. Other supporting organisations may also provide incident liaison officers.

Further information for Incident Liaison Officers is contained at Section 9.

## **Recording Information**

Most major incidents are caused by human or mechanical fault and an investigation of some sort will be carried out afterwards. This may be by a coroner, a public inquiry, or for civil or criminal proceedings. It is therefore

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vital that everybody involved in the response keeps an accurate record of what has happened, information passed to them and conversations, whether in person or by telephone.

A decision based on information that was available at the time might turn out to be wrong with the benefit of hindsight. You may be asked to account for your actions and justify why you made some decisions and it will be easier to do this if you start a log immediately and maintain it as you go.

Everyone involved in the response will keep their own log and include all decisions, the reasons behind those decisions and any other supporting information. The only exception to this will be where a joint log is being maintained on AIMS, such as in the Emergency Centre. Details of where a decision has been made not to act on a request, information must be included as well as where a decision has been made to act.

The EMT will keep minutes of their meetings along with a record of all decisions made. They will use them to monitor progress and to help them set priorities and make decisions. Individual members may wish to keep their own records of the meetings as well.

Public inquiries can be ordered years after the event so all paper and electric records generated as a result of the incident must be kept for at least five years. The Marchioness inquiry was ordered more than eleven years after the disaster happened.

### **Staff Welfare**

Staff should only be responding to an incident as an extension of their everyday roles. However, they may need to work shifts to be able to cover the response over 24 hours during a protracted incident. Shifts should ideally be between 6-8 hours and must include an overlap between shifts to facilitate the handover.

Managers must ensure that they and their staff have regular and sufficient breaks away from their working environment to allow them to rest. Depending on their role, staff may need practical and emotional support during and immediately after the incident. Managers will debrief staff before they go off duty. Where a need for emotional support is identified, Occupational Health and Human Resources will provide details of how to contact the Council's counselling service.

### **Identification and equipment**

All key personnel who would be expected to attend incidents will be provided with their own high visibility jackets, personal protection and mobile phones. Additional personal protection equipment is kept in the Emergency Centre for use by Liaison Officers who may not normally have personal issue.

### **Public information and Media**

It is essential that accurate and timely information and advice is given to the public. The Strategic Co-ordinating Group will set the policy for managing the

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media and release of public information. The police will normally take the lead and will work closely with other organisations to ensure everyone releases the same information.

The media will arrive at the scene of a major incident very quickly. The Communications Manager will initially take the role of media spokespersons and release information that has been agreed by the police. The media may approach other members of staff for information and interviews. If this happens, you should not release any information but refer them to the Communications Manager. It is important that staff are not drawn into conversations with the media.

### **Elected Members**

The Council's operational response to a major incident is essentially the responsibility of Officers, rather than elected Members. However, Members can provide a useful link with local communities and be a source of information in an emergency. The Council's Leader and Portfolio holders may become involved should the Chief Executive seek guidance in respect of any matter which he feels to be in need of urgent decision. The Chief Executive will ensure Members are sufficiently briefed to enable them to carry out their duties.

### **Emergency budget code and the Bellwin Scheme**

It is crucial in any emergency to keep a record of expenditure together with any invoices. Order forms must be completed in all cases. The Emergency Centre will maintain a comprehensive log of expenditure and ensure all expenditure relating to the incident is made to the emergency budget code to ensure proper accounting. The Emergency Planning Officers hold details of the emergency budget codes.

The Government may give financial assistance to local authorities following a major incident. A claim must be made within one month of the incident occurring and full details of monies spent must be sent through within three months.

### **Stand-down**

People who have been put on standby or who have desponded must be stood down when they are no longer required or the response is over.

### **Debrief and learning lessons**

At the end of the incident, the heads of each functional group, such as rest centres and the Emergency Centre, will hold a debrief for staff, facilitated by the Emergency Planning Officer, to see what went well and not so well regarding their area of response and look at issues that affect two or more areas and links with other organisations. The Council will also attend inter-agency debriefs. Minutes will be made of all debriefs.

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## Post incident report

Once all debriefs have been carried out, the Chief Executive will commission a post-incident report to include:-

- A summary of the incident
- Alerting process
- The Council's response
- Co-ordinating arrangements
- Lessons learned; and
- Recommendations for future improvement

The Chief Executive will then decide whether or not to implement the recommendations.

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## **Section 3**

# **Roles, responsibilities in emergencies and action lists**

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## **Section 3 – Roles, responsibilities in emergencies and action lists**

### **The Council**

The Council's primary roles and responsibilities are to:-

- Provide support for the emergency services
- Provide support and care for the local and wider community
- Maintain its essential services
- Co-ordinate the response by organisations other than the emergency services
- Take a leading role in rehabilitating the community and restoring the environment
- Provide mutual aid to other local authorities in Sussex

Detailed responsibilities are to:-

- Activate the cascade callout
- Alert other local authorities and organisations that may be affected or be able to help
- Alert the Director of Public Health if the incident poses a threat to public health
- Alert voluntary organisations and utilities and co-ordinate their response
- Assess local authority involvement
- Co-ordinate the local authority response if the Lead Local Authority
- Send an incident liaison officer to the Incident Control Point to join the Tactical Co-ordinating Group
- Send the Chief Executive or his representative to join the Strategic Co-ordinating Group if the Lead Local Authority, or if required
- Convene the Emergency Management Team
- Establish liaison with other emergency centres as necessary
- Collect, collate and disseminate information to other responding organisations
- Provide emergency temporary accommodation in rest centres
- Release information and advice to the public and news media in conjunction with the Police
- Request military assistance in conjunction with the Police

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## **Chief Executive**

The Chief Executive's primary roles and responsibilities are to:-

- Chair the Emergency Management Team
- Decide strategy and policy
- Provide public information
- Manage the media
- Keep elected Members informed

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### **Strategic Directors**

The Strategic Directors will assist the Chief Executive in the running of the incident. In particular they will, if required, represent the Chief Executive at any Strategic Co-ordinating Group meeting (Gold).

The Strategic Director with responsibility for Emergency Planning will ensure that all necessary arrangements are in place to provide a satisfactory conclusion to any incident.

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## **Executive Head of Technical Services**

The Executive Head of Technical Services will:-

- Assist the Chief Executive and Strategic Directors in the running of the incident.
- Provide emergency planning and business continuity advice to the Council
- Facilitate the Council's emergency centre
- Provide engineering expertise for the incident
- Liaise with other Executive Heads of Service to:-
  - Provide Information Communications Technology systems for use during the incident
  - Provide rest centres, survivor reception centres and friends and relatives reception centres
  - Provide Incident Liaison Officers to the incident
  - To look after the welfare of personnel during the incident
  - To provide legal advice and financial management for the incident
  - Provide building control expertise for the incident
  - Provide environmental and occupational health advice for the incident
  - Provide assistance to rest centres in respect of pets and other animals
  - Provide liaison and assistance to the Maritime and Coastguard Agency through the Foreshore Office for any maritime incident
  - Provide waste collection and cleanup services

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## Executive Head of Financial Services

The Executive Head of Financial Services will:-

- Undertake regular emergency planning training as identified by the Emergency Planning Officer
- Identify budget codes for use during an emergency
- Prepare sufficient documentation for emergency budget accounting
- Understand Treasury Rules on Bellwin
- Prepare documentation for initial meetings of Disaster Recovery Fund meetings

During an emergency, the Executive Head of Financial Services will:-

- Provide budget codes to the Emergency Centre Manager
- Provide documentation for accounting
- Ensure that the Chief Executive is informed of expenditure on a regular basis throughout the emergency
- Assist with the setup of a Disaster Recovery Fund

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## Emergency Management Team (EMT)

### Emergency Management Team

#### **Nominated person(s):**

Members of the Team will depend on the nature of the incident and the departments involved in the response. As a minimum it will consist of:

Chief Executive (Chair of EMT)  
One or more Strategic Directors  
Executive Head of Corporate Strategy  
Executive Head of Technical Services  
Executive Head of Legal Services  
Executive Head of Financial Services  
Emergency Planning Officer (advisor)

#### **Preparatory role is to:**

- Undertake regular emergency planning training as identified by the Emergency Planning Officer

#### **Response role is to:**

- Meet regularly to ensure a co-ordinated response to the emergency
- Identify major and potential problems arising from the emergency
- Decide priorities for action
- Monitor progress of the Council's overall response
- Prepare progress reports and assess probable future requirements
- Agree media and public information strategy

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## Chair of the Emergency Management Team

### Chair of the Emergency Management Team

#### Nominated person:

Chief Executive or in his absence a Strategic Director

#### Preparatory role is to:

- Set the strategy for emergency planning within the authority
- Ensure that the authority complies with the Civil Contingencies Act 2004
- Agree which Chief Executive will attend and represent West Sussex District and Borough Councils at the Sussex Resilience Forum meetings in conjunction with other Councils
- Provide feedback to the other West Sussex District and Borough Councils if nominated as the representative on the Sussex Resilience Forum
- Ensure that the Council supports the joint working undertaken by the Sussex Local Authority Emergency Planning Group
- Undertake regular emergency planning training as identified by the Emergency Planning Officer
- Decide whether or not to implement recommendations from post-incident and training reports

#### Response role is to:

- Determine if an emergency has occurred, in consultation with the Emergency Response Co-ordinator
- Decide policy matters relating to the emergency response
- Agree which District or Borough will assume the role of lead local authority in conjunction with other affected local authorities
- Agree if any decisions need to be formally authorised under the urgency procedures
- Keep elected members informed
- Decide if the Emergency Management Team should be convened
- Authorise press statements for the authority
- Commission the post-incident report

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| <b>Initial actions</b> – Chair of Emergency Management Team<br>➤ Upon receipt of call you will:                                       | Tick box<br>when done |
|---|-----------------------|
| Start and maintain a log  |                       |
| Determine whether or not a major incident has occurred (if appropriate contact the Emergency Response Co-ordinator to discuss)        |                       |
| Decide if the Emergency Management Team (EMT) should be convened  |                       |
| Decide which Services are required to respond   |                       |
| Decide which Service will take the lead   |                       |
| Decide if the Emergency Centre should be established  |                       |
| Ensure relevant parts of the cascade callout have been activated  |                       |
| Confirm an Incident Liaison Officer has been sent to the Incident Control Point   |                       |
| Agree which Local Authority will take the role of Lead Local Authority  |                       |
| Go to the Emergency Centre  |                       |
| Carry out the roles of Chair of the Emergency Management Team   |                       |
| Authorise press statements for the authority  |                       |
| Keep Elected Members informed   |                       |
| Be prepared to attend the Strategic Co-ordinating Group at Police Headquarters, Lewes (in which case, nominate new Chair for the EMT) |                       |
| Decide format of Recovery Group and convene in early stages   |                       |

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## Emergency Management Team Member

|   |
|---|
| <b>Emergency Management Team Member</b>   |
| <b>Nominated persons:</b><br>Strategic Director<br>Executive Head of Technical Services<br>Emergency Response Co-ordinator  |
| <b>Preparatory role is to:</b> <ul style="list-style-type: none"><li>• Undertake regular emergency planning training as identified by the Emergency Planning Officer</li></ul>  |
| <b>Response role is to:</b> <ul style="list-style-type: none"><li>• Meet regularly to ensure a co-ordinated response to the emergency</li><li>• Identify major and potential problems arising from the emergency</li><li>• Decide priorities for action</li><li>• Monitor progress of the Council's overall response</li><li>• Prepare progress reports and assess probable future requirements</li><li>• Agree media and public information strategy</li></ul> |

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| <p><b>Initial actions</b> – Emergency Management Team Member</p> <ul style="list-style-type: none"> <li>➤ Upon receipt of call you will:</li> </ul>   | <p>Tick box when done</p> |
| <p>Start and maintain a log</p>   |                           |
| <p>Lead the response if directed to do so</p>   |                           |
| <p>Go to the Emergency Centre</p>   |                           |
| <p>Carry out response roll as Emergency Management Team member</p>  |                           |
| <p>For Strategic Directors, be prepared to attend the Strategic Co-ordinating Group at Police Headquarters, Lewes on behalf of the Chief Executive</p>  |                           |
| <p>Ensure you have sufficient support and resources</p>   |                           |
| <p>Consider immediate problems and requirements:</p> <ul style="list-style-type: none"> <li>➤ Consider what the emergency services will require to support them</li> <li>➤ Dangerous structures to be assessed</li> <li>➤ Cranes or heavy plant for moving debris</li> <li>➤ Transport for evacuation</li> <li>➤ If schools to be evacuated alert County Council</li> <li>➤ Likelihood of rest centres and survivor reception centres</li> <li>➤ Access to area; highways, diversions</li> </ul>  |                           |
| <p>Extent of problem:</p> <ul style="list-style-type: none"> <li>➤ Access to the area; highway diversions</li> <li>➤ Will the incident affect neighbouring districts? If so, tell them</li> <li>➤ Is there a gas cloud or liquid release that will move off site or into watercourses? Alert Environment Agency and water company</li> <li>➤ Consider likelihood of evacuation and put rest centre on standby</li> <li>➤ Do you have adequate resources to deal with the incident, look to use the mutual aid agreement</li> </ul>                |                           |
| <p>Longer term problems:</p> <ul style="list-style-type: none"> <li>➤ Access to the area; highways, diversions</li> <li>➤ If gas electric or water supplies are affected will residents need evacuation or assistance, how soon can supplies be re-instated?</li> <li>➤ If a farm/cattery/kennels is involved consider the need to involve RSPCA, government, local vets or dog wardens</li> <li>➤ Consider what the consequences of the incident might be on the community and the local authority in the short, medium and long term</li> </ul> |                           |

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## Emergency Response Co-ordinator

### Emergency Response Co-ordinator

#### Nominated person:

Emergency Planning Officer, Business Services Manager or Executive Head of Technical Services

#### Preparatory role is to:

- Implement the emergency planning strategy as set by the Chief Executive
- Review the Emergency Plan annually
- Ensure sufficient numbers of staff are allocated to pre-identified roles to enable an effective 24 hour response
- Identify training requirements for staff allocated to pre-identified roles
- Implement and maintain the authority's emergency planning training programme
- Implement and maintain the authority's emergency planning exercise programme
- Participate in post-training and exercise debriefs
- Participate in post-incident debriefs
- Compile and submit post-exercise reports, including lessons learned and recommendations to the Chief Executive
- Attend and support the Sussex Local Authority Emergency Planning Group
- Agree who will attend and represent West Sussex District and Borough Councils at Sussex Resilience Forum sub-group meetings in conjunction with the other West Sussex Councils
- Provide feedback to the other West Sussex Councils if the representative on a Sussex Resilience Forum sub-group
- Chair the local Emergency Planning Liaison Group
- Carry out and review risk assessments for the authority's area each year
- Regularly check and maintain the contents of the Emergency Centre

#### Response role is to:

- Act as an initial contact point at the Council for notification of a major emergency, in and out of hours
- Inform the Chief Executive and determine if an emergency has occurred
- Initiate the Council's emergency response by alerting key staff and activating the cascade callout
- Arrange the setting up of the Emergency Centre and nominate an Emergency Centre Manager if required
- Ensure liaison is established and maintained with other organisations involved in the emergency response, including co-location as and when required
- Notify adjoining Borough and District Emergency Planning Officers of

## **NOT PROTECTIVELY MARKED**

the incident.

- Ensure the West Sussex County Council Duty Emergency Planning Officer is informed (to provide resources from WSCC departments)
- If out of hours, co-ordinate the Council's response, or until control can be passed to the Emergency Management Team in the Emergency Control Centre when opened
- Provide support to the Emergency Management Team if established
- Ensure actions and decisions taken by the Emergency Management Team are recorded in the main emergency log
- Ensure staff maintain incident logs and other records
- Ensure incident logs and other records are kept after the emergency has finished

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| <p><b>Initial actions</b> – Emergency Response Co-ordinator</p> <ul style="list-style-type: none"> <li>➤ Upon receipt of call you will:</li> </ul>   | Tick box when done |
| Start and maintain a log   |                    |
| Inform the Chief Executive or Strategic Director and determine if an emergency has occurred  |                    |
| Initiate the Council's emergency response by alerting key staff and activating the cascade call out  |                    |
| Arrange the setting up of the Emergency Centre and nominate an Emergency Centre Manager if required  |                    |
| Go to the Emergency Centre when opened   |                    |
| Carry out response roles as Emergency Response Co-ordinator  |                    |
| Ensure liaison is established and maintained with other organisations involved in the emergency response including co-location as and when required  |                    |
| Ensure adjoining District & Borough Emergency Planning Officers and the West Sussex County Council Duty Emergency Planning Officer are informed  |                    |
| Provide support to the Emergency Management Team   |                    |
| Ensure staff maintain incident logs and other records  |                    |
| Ensure sufficient resources (people, stationery, refreshments) are available and for a prolonged response if necessary   |                    |
| Establish connection to National Resilience Extranet   |                    |
| <p>Consider immediate problems and requirements:</p> <ul style="list-style-type: none"> <li>➤ Consider what the emergency services will require to support them</li> <li>➤ Dangerous structures to be assessed</li> <li>➤ Cranes or heavy plant for moving debris</li> <li>➤ Transport for evacuation</li> <li>➤ If schools to be evacuated alert County Council</li> <li>➤ Likelihood of rest centres and survivor reception centres</li> <li>➤ Access to area; highways, diversions</li> </ul>                                   |                    |
| <p>Extent of problem:</p> <ul style="list-style-type: none"> <li>➤ Access to the area; highway diversions</li> <li>➤ Will the incident affect neighbouring districts? If so, tell them</li> <li>➤ Is there a gas cloud or liquid release that will move off site or into watercourses? Alert Environment Agency and water company</li> <li>➤ Consider likelihood of evacuation and put rest centre on standby</li> <li>➤ Do you have adequate resources to deal with the incident, look to use the mutual aid agreement</li> </ul> |                    |
| <p>Longer term problems:</p> <ul style="list-style-type: none"> <li>➤ Access to the area; highways, diversions</li> <li>➤ If gas electric or water supplies are affected will</li> </ul>   |                    |

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|   |  |
|---|--|
| <p>residents need evacuation or assistance, how soon can supplies be re-instated?</p> <ul style="list-style-type: none"><li>➤ If a farm/cattery/kennels is involved consider the need to involve RSPCA, government, local vets or dog wardens</li><li>➤ Consider what the consequences of the incident might be on the community and the local authority in the short, medium and long term</li></ul> |  |
|---|--|

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## Emergency Centre Manager

### Emergency Centre Manager

#### Nominated person:

Details of trained Emergency Centre Managers are kept by EPO

#### Preparatory role is to:

- Assist in the review of the Emergency Plan
- Have a good understand of the running of the emergency centre
- Assist as necessary in the authority's emergency planning training programme
- Participate in post-training and exercise debriefs
- Participate in post incident debriefs
- Review the training needs of the emergency centre staff
- Regularly review the emergency centre requirements and equipment

#### Response roll is to:

- With the Emergency Response Co-ordinator, initiate the Council's emergency response by alerting key staff for the emergency centre
- Notify the Emergency Response Co-ordinator and Contact Centre that the emergency centre is staffed and operational
- Manage the running of the emergency centre
- Provide support to the Emergency Response Co-ordinator if required
- Ensure a rota is established for the operation of the emergency centre
- Manage the welfare and other needs of the emergency centre staff
- Ensure staff maintain incident logs and other records
- Maintain incident boards and other information points in the emergency centre
- Carry out regular updates of the incident with emergency centre staff
- Ensure incident logs and other records are kept after the emergency has finished
- Manage the closing down of the emergency centre and returning the offices to their normal use
- Inform the Emergency Response Co-ordinator and Contact Centre when the emergency is closed

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| <b>Initial actions</b> – Emergency Centre Manager<br>➤ Upon receipt of call you will:  | Tick box when done |
|--|--------------------|
| Start and maintain a log   |                    |
| Go to the emergency centre   |                    |
| Alert key staff to assist in the running of the emergency centre   |                    |
| Liaise with the Emergency Response Co-ordinator  |                    |
| Manage the opening and running of the emergency centre   |                    |
| Depending on the scale of the incident decide on how many staff will be required   |                    |
| Ensure sufficient facilities are available for staff including telephones  |                    |
| Arrange for any whiteboards in the emergency centre to be cleared and updated with details of the current incident   |                    |
| Ensure all emergency centre staff are correctly logged onto AIMS, or if AIMS is not operational issue all emergency centre staff with a pad of message forms |                    |
| When staff are prepared inform the Emergency Response Co-ordinator and the Contact Centre that the emergency centre is operational                           |                    |
| Be the dedicated Emergency Centre contact for the Incident Liaison Officer (ILO)   |                    |
| Pass on requests from the ILO to the relevant person   |                    |
| Keep ILO updated with progress of the requests   |                    |

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## Incident Liaison Officer

### Incident Liaison Officer

#### Nominated person:

The Emergency Planning Officer will maintain a list of trained Incident Liaison Officers

#### Preparatory role is to:

- Regularly check and maintain the contents of the Incident Liaison Officer's grab bag
- Attend and undertake regular emergency planning training as identified by the Emergency Planning Officer/Corporate & Public Safety Officer, in particular tactical command training courses
- Participate in post-training and exercise debriefs
- Participate in post-incident debriefs

#### Response role is to:

- Provide a direct link between the Council's Emergency Control Centre and Tactical Command (or other location)
- Assist the emergency services with advice from own knowledge, the Emergency Centre or directly from local authority departments
- Provide the Emergency Centre with requests for resources or actions, and to assist with planning and delivering the local authority response
- Obtain a good understanding of the current situation and report this back to the Emergency Centre Manager, provide regular updates of developments, attend all relevant co-ordinating group meetings
- Possess a good understanding of the capabilities of all the local authority departments and the voluntary agencies

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| <b>Initial actions</b> – Incident Liaison Officer<br>➤ Upon receipt of call you will:                   | Tick box when done |
|---|--------------------|
| Start and maintain a log  |                    |
| Collect emergency equipment and grab bag  |                    |
| Get update on current situation   |                    |
| Collect mobile phone or radio, spare batteries and charger  |                    |
| Collect your identification, high visibility jacket and any personal protective equipment needed        |                    |
| Check Emergency Centre is being set up  |                    |
| Have your identity card ready (to assist access to the scene cordons and incident)                      |                    |
| Leave details of your anticipated movements and leave contact details with the Emergency Centre Manager |                    |
| Go to the Incident Control Point (ICP)  |                    |
| Make yourself known to the Incident Commander at the ICP and obtain an update                           |                    |
| Find out when the first/next co-ordinating meeting will be and attend                                   |                    |
| Carry out response roll of Incident Liaison Officer   |                    |

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## **Section 4**

### **Associated Plans and supporting information**

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## Associated plans and supporting information

### Sussex Resilience Forum based

There are a number of plans and agreements within the County that outline a specific response to certain incidents or requirements. They outline the roles and responsibilities of the responding organisations. Details of these documents follow. This list is not exhaustive and a complete list of plans held by the Councils can be found on the websites. Full copies of the plans are available to Officers on the internal intranet.

### Departmental Plans

#### **Guidance Note for Elected Members in the Event of a Major Emergency**

Provides guidance to elected Members about their role in the event of a major incident.

#### **Rest Centre Operations Plan**

Provides a general overview of evacuation procedures and Rest Centre requirements. Checklists are provided for the roles and responsibilities of people involved in the setting up and operation of a rest centre.

#### **Flu Pandemic**

Provides guidance to the Council on the support that the Council will give to the PCT in the event of a pandemic

#### **Business Continuity**

The Council is required by the Civil Contingencies Act to have in place a Business Continuity Plan that enables the Council to not only deal with the emergency, but also to provide the majority of its services to the public. There is a generic Joint Business Continuity Plan for both Councils and each site will hold a plan for that site which will include all the Business Impact Analysis forms for the departments working there.

#### **Severe weather**

The Council receives information from numerous sources on severe weather and this information is fed into the integrated emergency management system

#### **Major Oil Pollution Plan**

The Council, with neighbouring District Councils will deal with routine pollution incidents along their coastlines. The plan details the contingency arrangements for responding to actual or threatened oil and chemical pollution incidents along the shoreline.

#### **Local Flood Warning Plan, West Sussex**

This plan is maintained by the Environment Agency and its purpose is to describe the arrangements and systems in place to issue flood warnings in the county of West Sussex.

# NOT PROTECTIVELY MARKED

## **Protocol for the provision of mutual aid during a disaster**

The purpose of this protocol is to provide a framework by which local authorities may call upon each other for support during an emergency.

## **Sandbag Protocol for West Sussex**

All local authorities in West Sussex have agreed to maintain a stockpile of sandbags to reflect its immediate and medium term needs. This protocol states under what circumstances sandbags will be issued to residential properties and businesses.

## **Sussex Major Accident Hazard Pipelines Emergency Plan**

The aim of the plan is to detail action to be taken to minimise the consequences to the health and safety of people in the event of an emergency involving a major accident hazard pipeline.

## **Sussex Major Emergency Linking Document**

This document has been written by the Sussex Local Resilience Forum and provides general information on the responsibilities of the emergency services and other organisations. It details co-ordination and responsibilities at any emergency.

## **Sussex Multi Agency Generic CBRN Response Memorandum of Understanding**

This Memorandum of Understanding (MOU) relates to both the deliberate and unintentional release of Chemical, Biological and Radioactive Material. Normal major incident principles will be applied to the response of CBRN incidents as outlined in the Sussex Major Incident Linking Document. The MOU records the special arrangements and immediate actions of responding agencies that complements their individual plans. It does not replace each agency's own detailed operating procedures but records how those procedures can be applied in co-ordination with others.

## **Sussex Voluntary Organisations Reference Document**

The aim is to set out the roles and responsibilities of those voluntary organisations most likely to be called upon to assist in the response to a major incident in Sussex.

## **West Sussex County Council Major Civil Emergency Plan**

The aim of the plan is to outline the procedures for the effective management of a major incident involving the County Council.

## **Others**

There is also legislation, guidance documents and other plans and agreements that outline a specific response to certain incidents or requirements nationally. Details of these documents follow.

# NOT PROTECTIVELY MARKED

## **Civil Contingencies Act 2004 (the Act)**

The Act, and accompanying regulations and non-legislative measures, will deliver a single framework for civil protection in the United Kingdom to meet the challenges of the twenty-first century. The Act is separated into two substantive parts; local arrangements for civil protection (Part 1) and emergency powers (Part 2). The overall objective for both parts of the Act is to modernize outdated legislation. Key to this is an updating of the definition of what constitutes an “emergency”.

The purpose of Part 1 of the Act is to establish a new statutory framework for civil protection at the local level. This, together with accompanying guidance and regulations, will set out clear expectations and responsibilities for front line responders at the local level to ensure that they are prepared to deal effectively with the full range of emergencies from localized incidents through to catastrophic emergencies. It divides local responders into two categories. Those in Category 1 (including local authorities) will have duties placed upon them to:

- Assess local risks and use this to inform emergency planning
- Put in place emergency plans
- Put in place Business Continuity Management arrangements
- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- Share information with other local responders to enhance co-ordination
- Co-operate with other local responders to enhance co-ordination and efficiency; and
- Provide advice and assistance to businesses and voluntary organisations about business continuity management (Local Authority only)

## **Preparing for Emergencies, Cabinet Office**

Preparing for Emergencies is a guidance document that accompanies Part 1 of the Civil Contingencies Act 2004 and its associated Regulations. It sets out how the civil protection duties should be carried out in England and Wales.

The guidance will support those individuals and organisations which have a role to play in the civil protection framework, and in particular those organisations subject to duties under the Act.

While the civil protection duties are detailed on the face of the Act, the detail of what those duties mean, and how they should be performed, is delivered through the Regulations. The Act and Regulations are supported by this guidance document, which includes guidance to which the organisations covered by the Act must have regard.

## **Responding to Emergencies, Cabinet Office**

Responding to emergencies is a guidance document that deals with post-emergency elements of Integrated Emergency Management. It is the replacement for Dealing with Disasters.

# NOT PROTECTIVELY MARKED

## **Military Aid to the Civil Communities**

The armed services can help in major incidents where there is danger to human life or where there is a breakdown in services vital to the welfare of the community.

# **PROTECT – PERSONAL DETAILS**

## **Part Two**

**Part two of the plan contains information that is not available to the public in respect of Adur District Council's response to an emergency**

# **PROTECT – PERSONAL DETAILS**

## **Part Three**

**Part three of the plan contains information that is not available to the public in respect of Worthing Borough Council's response to an emergency**

# **PROTECT – PERSONAL DETAILS**

## **Part 4**

### **Yellow Pages – contact details for other organisations**

# PROTECT – PERSONAL DETAILS

## Emergency Services

| Emergency Service                                  | Contact Numbers | Notes |
|--|-----------------|-------|
| Sussex Police<br>Control room<br>Fax               |                 |       |
| West Sussex Fire &<br>Rescue Service               |                 |       |
| South East Coast<br>Ambulance Service<br>HQ fax    |                 |       |
| Maritime & Coastguard<br>Agency – HM<br>Coastguard |                 |       |

## Local Authorities – West Sussex

| County Council   | Contact Numbers | Notes |
|--|-----------------|-------|
| West Sussex County<br>Council Emergency<br>Planning Unit<br><br>Duty Officer<br><br>Office fax |                 |       |
| <b>Districts &amp; Boroughs</b>  |                 |       |
| <b>Arun District Council</b><br>Out of hours<br><br>Guy Edwards (EPO)                          |                 |       |
| <b>Adur District Council</b><br>Out of hours<br>Tony Lucas (EPO)<br>Mobile<br>Group Pager      |                 |       |
| <b>Chichester District<br/>Council</b><br>Out of hours<br>Lloyd Harris (EPO)<br>Mobile         |                 |       |
| <b>Crawley Borough<br/>Council</b><br>Out of hours<br>Tim Mordaunt (EPO)<br>Mobile             |                 |       |

## PROTECT – PERSONAL DETAILS

|   |  |  |
|---|--|--|
| Pager   |  |  |
| <b>Horsham District Council</b><br>Out of hours<br>Tony Skelding (EPO)<br>Mobile  |  |  |
| <b>Mid Sussex District Council</b><br>Out of hours<br>Ben Toogood (EPO)<br>Mobile   |  |  |
| <b>Worthing Borough Council</b><br>Out of hours<br>Tony Lucas (EPO)<br>Mobile<br>Steve Spinner<br>Mobile<br>Fax<br>Group Pager  |  |  |
| <b>Brighton &amp; Hove City Council</b><br>Duty Officer Out of hours<br>Robin Humphries (EPO)<br>Mobile<br>Paul Stanford<br>Mobile<br>Louise Beecher<br>Mobile<br>Fax |  |  |

### Government Offices

| Department   | Contact Number | Notes |
|--|----------------|-------|
| DCLG Resilience South<br>Fax<br>National DCLG<br>Resilience Duty Officer |                |       |
| Gov News Network<br>South East<br>Fax<br><br>Government News<br>Network  |                |       |

## PROTECT – PERSONAL DETAILS

|  |  |  |
|--|--|--|
| Health & Safety<br>Executive<br>Duty Officer                       |  |  |
| Meteorological Office<br>Chemnet Information<br>(Bracknell)<br>Fax |  |  |

### Other useful numbers

| Organisation   | Contact number | Notes |
|--|----------------|-------|
| Worthing & District<br>Amateur Radio Society<br>Phil Godbold |                |       |
| West Sussex PCT<br>Major incident on-call                    |                |       |