

NOT PROTECTIVELY MARKED

Emergency Plan



If you would like this information in large print, Braille or another language, please contact 01702 318111.

NOT PROTECTIVELY MARKED

Rochford District Council – Emergency Plan

This document has been produced to assist officers of the Council to manage the response to emergencies that may occur within the District. It will not provide detailed guidance for every type of event, but sets out the framework for integrated emergency management. It should be read in conjunction with incident specific plans and action cards as applicable.

If you are reading this for the first time whilst trying to deal with an Emergency situation, it is too late!

Rochford District Council – Emergency Plan

Contents

	Page
Distribution.....	7
Review and Exercise	8
1 Introduction	9
1.1 Aim	9
1.2 Objectives	9
1.3 Scope	9
1.4 Background	9
1.5 Plan Invocation.....	10
2 Legal Framework	10
2.1 General	10
2.2 Category 1 Responders and their Duties	11
2.3 Category 2 Responders and their duties	12
2.4 Integrated Emergency Management	13
2.5 Definition of Emergency	13
3 Role of Rochford District Council and levels of emergency	14
3.1 Role of Rochford District Council	14
3.2 Levels of Emergency.....	15
3.3 Prioritisation of Demands	16
3.4 Mutual Aid	17
3.5 Recovery	17
4 Command and Control.....	17
4.1 Levels of Command	18
4.2 Areas of Incident Control.....	18
4.3 External Control	18
4.4 Internal Control.....	20
4.5 Escalation Procedure	21
5 Emergency Control Room.....	22
6 Internal roles and responsibilities.....	23
6.1 Elected Members	23
6.2 The Leader of the Council	23
6.3 Chief Executive	23
6.4 Heads of Services	24
6.5 Service areas	25

Rochford District Council – Emergency Plan

7	External Agencies Roles and Responsibilities	28
7.1	Essex Police.....	28
7.2	Essex County Fire and Rescue Service (ECFRS)	29
7.3	East of England Ambulance Service NHS Trust	30
7.4	Strategic Health Authority (SHA).....	31
7.5	Primary Care Organisation (PCO).....	31
7.6	Acute trusts	33
7.7	Essex County Council (ECC)	34
7.8	HM Coastguard (HMCG).....	35
7.9	Environment Agency (EA).....	35
7.10	Parish and Town Councils.....	35
8	Records	36
9	Pro Forma Agenda.....	38
9.1	Emergency Response Team (ERT)	38
9.2	Emergency Management Team (EMT)	38
10	Glossary, Definitions and Abbreviations	40
11	Associated Plans and Documents	42

Rochford District Council – Emergency Plan

Distribution

Paper Copies

Chief Executive
Head of Community Services
Head of Environmental Services
Head of Finance
Head of Information and Customer Services
Head of Legal Services
Head of Planning and Transportation
Manager of People and Policy Unit
Emergency Planning and Business Continuity Officer x 3
Emergency On Call Officers

Electronic Copies

Rochford District Council Employees via the Emergency Planning section of the intranet
Members of Essex Resilience Forum via Essex Info website
Members of the Public via Rochford District Council website

Rochford District Council – Emergency Plan

Review and Exercise

The Emergency Planning and Business Continuity Officer (EP&BC) is responsible for the maintenance of this plan, it is a living document and should therefore be reviewed as changes occur and at regular intervals at least annually. Any requests for revisions from officers or partner agencies are to be forwarded to **emergency.planning@rochford.gov.uk**.

Date	Version	Reviewed By	Remarks
01/02/10	1	P Mckenzie	Complete rewrite and reissue
01/04/11	2	P Mckenzie	Annual review

The plan will be exercised annually. The EP&BC Officer will be responsible for the organisation and completion of each exercise. Once complete each exercise is to be recorded in the table below.

Date	Exercise Details	Remarks
04/10/10	SMT tabletop exercise	District wide severe weather incident
10/03/11	Ex Watermark	National flood exercise

Rochford District Council – Emergency Plan

1 Introduction

Rochford District Council is designated as a Category 1 (Cat 1) responder by the Civil Contingencies Act 2004 (CCA). This imposes legal duties upon the Council in connection with Emergency Planning and Business Continuity Management (see Section 2). This overarching plan together with its supporting plans details the way in which the emergency management structure operates within the Council, specifies individual functions of services and officers to provide a pre planned flexible procedure to respond in an effective manner to any emergency situation.

1.1 Aim

The aim of this plan is to detail Rochford District Councils management and response arrangements to an emergency incident.

1.2 Objectives

- to specify the Council's legal responsibilities under the CCA;
- to define the roles and responsibilities of emergency services and partner agencies in the event of an emergency;
- to set out the management structures that will operate during an emergency;
- to set out the roles and responsibilities of Council officers that may be involved in the management of an emergency.

1.3 Scope

This plan is designed to assist officers in dealing with the management of emergency incidents that the Council may be called upon to assist with or respond to, these are:

- emergencies as defined within the CCA;
- other incidents that require a response and/or action from more than one service of the Council.

It is not intended to be used for events or emergencies that can be adequately dealt with by the normal arrangements of a single service of the Council.

1.4 Background

Emergency situations occur every day throughout the Country. For the majority of incidents there are clearly defined roles for the emergency services. There are other emergency situations where the District Council and/or County Council have a key role in either dealing with the emergency at a local level or in supporting a multi agency response by two or more Cat 1 responders. Fortunately major emergencies are rare but the Council must be prepared to respond at any time.

Rochford District Council – Emergency Plan

There are a variety of incidents that individual services of the Council are called upon to deal with; these can be inside and/or outside normal office hours. Established procedures exist to manage and respond to these events without the invocation of this plan.

1.5 Plan Invocation

The invocation of the procedures contained within this plan and/or any of the supporting plans will occur in the following circumstances:

Internal

- any emergency that is beyond the capabilities and resources of one service area;
- any emergency that requires the combined resources of two or more service areas;
- any emergency that has the potential to seriously damage the reputation of the Council;
- as required by the Chief Executive.

Consideration should also be given to the activation of this plan at all times when the following are received:

- a request from any of the emergency services for Council assistance with an incident or emergency within Rochford District;
- a request from another local authority within Essex for Council assistance with an incident or emergency outside of Rochford District;
- a request from Essex County Council (Emergency Plans) for assistance with an emergency.

2 Legal Framework

2.1 General

The Civil Contingencies Act 2004 (CCA), and accompanying non-legislative measures deliver a single framework for civil protection in the United Kingdom capable of meeting 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).

Part 1 of the Act its associated Regulations, non statutory arrangements and Emergency Preparedness guidance establish a clear set of roles and responsibilities for those involved in emergency preparation and response at the local level. The Act divides local responders into two categories, imposing a different set of duties on each.

Rochford District Council – Emergency Plan

The bulk of Part 1 of the Act was brought into force in November 2005 (the duty on local authorities to provide advice and assistance to business and voluntary organisations about business continuity management commenced in May 2006).

Part 2 of The Act updates the 1920 Emergency Powers Act to reflect the developments in the intervening years and the current and future risk profile. It allows for the making of temporary special legislation (emergency regulations) to help deal with the most serious of emergencies.

The use of emergency powers is a last resort option and planning arrangements at the local level should not assume that emergency powers will be made available. Their use is subject to a robust set of safeguards - they can only be deployed in exceptional circumstances.

Part 2 of the Act was brought into force in December 2004.

2.2 Category 1 Responders and their Duties

Emergencies Services:

- Police Forces.
- British Transport Police.
- Fire Authorities.
- Ambulance services.

Local Authorities:

- All principal Local Authorities (i.e. Metropolitan Districts, Shire Counties, Shire Districts, Shire Unitaries).
- Port Health Authorities.

Health Bodies:

- Primary Care Trusts.
- Acute Trusts.
- Foundation Trusts.
- Local Health Boards (in Wales).
- Any Welsh NHS Trust which provides public health services.
- Health Protection Agency.

Rochford District Council – Emergency Plan

Government Agencies:

- Environment Agency.
- Maritime and Coastguard Agency.

Category 1 responders have a duty 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;
- provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only).

2.3 Category 2 Responders and their duties

Utilities:

- Electricity distributors and transmitters.
- Gas distributors.
- Water and sewerage undertakers;
- Telephone service providers (fixed and mobile).

Transport:

- Network Rail.
- Train operating companies (passenger and freight).
- London Underground.
- Transport for London.
- Airport operators.
- Harbour authorities.
- Highways Agency.

Rochford District Council – Emergency Plan

Health bodies:

- Strategic health authorities.

Government agencies:

- Health and Safety Executive.

Category 2 responders have a duty to:

- co-operate with other Cat 1 and 2 responders;
- share relevant information.

2.4 Integrated Emergency Management

Within the United Kingdom there is no single agency that has all the skills, knowledge and resources to deal with the variety of effects caused by emergencies. Any major emergency therefore requires a combined and coordinated response that links the expertise and the resources of the different emergency services and local authorities. The number and diversity of organisations involved in emergency response and recovery can pose difficulties for the effective management of local operations. This document provides summaries of the responses and responsibilities of each of the emergency services at a major incident, as well as an outline of the support role offered by local authorities and other organisations. It outlines how the responding organisations will work in collaboration as part of a coherent multi-agency effort. It will therefore provide a better understanding to officers of the responsibilities of different agencies that may be involved in any emergency.

2.5 Definition of Emergency

Sec 1(1) Civil Contingencies Act 2004

Emergency means:

- (1a) An event or situation which threatens serious damage to human welfare in a place in the United Kingdom;
- (1b) An event or situation which threatens serious damage to the environment of a place in the United Kingdom; or
- (1c) War or terrorism, which threatens serious damage to the security of the United Kingdom.

The event or situation in Section 1(1) may occur or be **inside** or **outside** the United Kingdom

Rochford District Council – Emergency Plan

For the purposes of subsection (1)(a) an event or situation threatens damage to human welfare **only** if it involves, causes or may cause:

- (a) loss of human life;
- (b) human illness or injury;
- (c) homelessness;
- (d) damage to property;
- (e) disruption of a supply of money, food, water, energy or fuel;
- (f) disruption of an electronic or other system of communication;
- (g) disruption of facilities for transport; or
- (h) disruption of services relating to health.

For the purposes of subsection (1)(b) an event or situation threatens damage to the environment only if it involves, causes or may cause:

- (a) contamination of land, water or air with biological, chemical or radio-active matter; or
- (b) disruption or destruction of plant life or animal life.

3 Role of Rochford District Council and levels of emergency

3.1 Role of Rochford District Council

The principal responsibilities of a local authority include support for the emergency services, support and care for the local and wider community and co-ordination of the response by organisations other than the emergency services. As the emphasis of the incident moves to recovery, the local authority will take a leading role in rehabilitating the community and restoring the environment.

Detailed responsibilities include:

- alerting other local authorities and agencies as necessary;
- assessing local authority involvement and co-ordinating the response
- alerting relevant internal departments;
- establishing liaison with appropriate police command levels, including the deployment of liaison officers where necessary;

Rochford District Council – Emergency Plan

- setting up local authority control and co-ordination arrangements as appropriate;
- collecting, collating and disseminating information concerning the incident relevant to local authority involvement;
- assessing the level of support that may be required from voluntary organisations, and requesting their assistance via Essex County Council;
- providing such services as are required including survivor reception, rest centres, and longer term temporary accommodation and assistance with travel and other welfare arrangements;
- co-ordinating aftercare, in conjunction with the police, health authority and voluntary organisations;
- requesting military assistance in support of the local authority (NB. It should be noted that this will be in exceptional circumstances as a last resort, and cannot be relied upon);
- establishing liaison with Government departments, public utilities and other organisations, as appropriate;
- co-ordinating the Local Authority emergency response with adjacent areas;
- establishing liaison with the appropriate media cell to ensure the co-ordination of the release of information to the news media and the issue of information and advice to the public;
- alerting the appropriate Director of Public Health to all incidents posing actual or potential toxic hazards including oil pollution so that an early assessment can be made of any possible threat to public health;
- establish and chair the Recovery Working Group;
- promote business continuity to local businesses and the voluntary sector.

3.2 Levels of Emergency

Individual services of the Council regularly respond to routine emergencies, they have their own service arrangements that specify their response, organisation and control. These arrangements will not be sufficient for all levels of emergency that may occur.

The categories of emergency and the Council's likely response are defined as follows:

Minor – an incident or incidents that occur at any time and can normally be dealt with by an individual service area. Service specific contact numbers will normally receive notification of these emergencies. These events require a timely response from the Council but do not normally represent any risk to life. The relevant service area of the Council will deal with the situation, or may refer to the appropriate agency.

Rochford District Council – Emergency Plan

Serious – an incident where more than one of the Council’s services are involved, and which may require the involvement of Essex County Council Emergency Planning Duty Officer, emergency services and/or other district/unitary Councils. Notification of these events will normally be direct to the Emergency Planning Officer (office hours) or to via the Basildon Careline out of hours procedure.

Major – any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the National Health Service (NHS) or the local authority for:

- the rescue, treatment and transportation of a large number of casualties;
- the involvement either directly or indirectly of large numbers of people;
- the handling of a large number of enquiries likely to be generated both from the public and the news media, usually addressed to the police;
- the need for the large scale combined resources of two or more of the emergency services;
- the mobilisation and organisation of the emergency services and supporting services, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

This type of incident will often involve more than one District, and the Essex County Council Emergency Plan may be initiated.

Notification of this type of incident will normally be direct to the Emergency Planning Officer (office hours) or to via the Careline out of hours procedure.

A major incident may be declared by any officer of one of the emergency services, or the NHS. Within the Council, the Chief Executive, or the nominated deputy in his absence, who considers that any of the criteria outlined above have been satisfied can declare a major incident. Despite the fact that what is a major incident to one of the emergency services may not be so to another, each of the other emergency services will attend with an appropriate pre-determined response.

3.3 Prioritisation of Demands

During an emergency it is probable that there will be a number of requests for assistance, which will need to be dealt with. There may be a lack of resources to respond simultaneously which will lead to conflicting demands for services that will need to be prioritised. A dynamic assessment will need to be undertaken to determine who or what will receive priority attention.

Rochford District Council – Emergency Plan

The following will assist with prioritising of demands:

1. Seriously injured or immediate danger to life.
2. Immediate danger of serious injury or damage to health.
3. Immediate irreversible danger to property (i.e. imminent collapse).
4. Risk of damage or further damage to property.
5. Longer term health risks.

3.4 Mutual Aid

Memorandum of understanding (MOU) exists between Essex local authorities that allow any signatory to request mutual aid from the remaining signatories. If more than one local authority is effected by the emergency Essex County Council will normally coordinate requests.

3.5 Recovery

During the course of an emergency incident the Council will normally provide support and assistance to the Emergency Services, and coordinate the shelter and welfare of persons that have been displaced from their homes or businesses. It is vital to consider the elements of “Recovery” at the earliest opportunity.

Recovery will normally be lead by the local authority affected. Where two or more are affected then leadership may be a matter of negotiation – either at District/Unitary or County level. Where the emergency is shared between local authority areas it is paramount that resources are allocated appropriately according to need.

At the end of any Response phase the expectation is that the Strategic Co-Ordination Group (SCG/Gold Command) will formally hand over control to the Recovery Co-ordination Group (RCG). Police invariably lead the ‘Gold’ grouping during the response phase but this lead will be handed over to the designated Local Authority once this has been completed and all efforts begin to concentrate on recovery. Recovery can be said to continue until most, or all, agencies involved believe their business has returned to normal. Dependent upon the emergency, there may be a legacy of humanitarian assistance to an affected community for some time to come. Further information and guidance can be found in the Essex Resilience Forum (ERF) recovery strategy.

4 Command and Control

The management of any incident requires a structured tiered approach, this allows for timely, effective and informed decision making commensurate with the scale of the incident. The Council has adopted the established system of command and control employed by all other Cat 1 responders.

Rochford District Council – Emergency Plan

4.1 Levels of Command

The following levels of Command are used during an incident:

- Gold – Strategic Management and decision making.
- Silver – Tactical management and conversion of strategy into tactics.
- Bronze – Operational management and implementation of tactics.

The degree of command and control established should be commensurate with the scale of the incident. It is not necessary to implement each level of command for every emergency, but for a Major Emergency it is likely that all levels of command will be required. During a Major Emergency the police will normally assume overall control and will arrange the formation of a strategic coordinating group (Gold) this will be in addition to any internal structures that a responder may have established.

4.2 Areas of Incident Control

If the incident occurs solely within Rochford District the incident control will rest with the emergency management team (EMT) or one of the emergency services as appropriate to the incident.

Incidents that spread across more than one local authority area the overall incident control will then rest with Essex County Council (ECC) or one of the emergency services as appropriate to the incident.

In the event that the incident control rests outside of RDC, it may be necessary to send a senior officer to act as liaison officer to the location of Gold control and/or other strategic forums.

Wherever incident control rests the EMT will retain full control of, and responsibility for the RDC response.

4.3 External Control

The purpose of the Gold level of command is to establish a framework of policy within which the Tactical Commanders (Silver) will work. They give consideration to the provision of resources and prioritisation of demands from the Tactical Commanders.

The requirement for strategic management may be confined to a single agency. Certain incidents require a multi-agency response at the Gold level and a SCG may be formed. Each representative must be able to make executive decisions concerning the resources of their agency and have the authority to seek the aid of other agencies in support of their role.

The SCG will take into account the features of an incident and may assign control of specific functions to one or more of the agencies. In extreme circumstances, such as a terrorist attack, it may be necessary for the police to take executive action in respect of the total incident.

Rochford District Council – Emergency Plan

The SCG will typically consist of the following representatives:

- Police – who will normally chair the meeting
 - overall incident commander;
 - senior investigating officer (SIO);
 - minute taker.
- Fire
 - senior fire officer;
 - emergency planning officer or aide.
- Ambulance
 - senior ambulance officer;
 - emergency planning manager.
- Local Authority
 - chief executive or senior representative;
 - support officer.
- Health
 - an NHS chief executive;
 - support Officer.
- Military
 - joint regional liaison officer (JRLO) if military assistance has been/may be requested.
- Others – dependant on incident
 - health and safety executive inspector;
 - transport provider(s);
 - air, maritime or rail investigation branch;
 - utility provider(s);
 - Maritime and Coastguard Agency (MCA) senior officer;
 - a senior press officer (normally police led).

Rochford District Council – Emergency Plan

Location – the Police will normally coordinate and organise the appropriate facilities, for incidents in the Essex District the meetings will normally be held at Police Headquarters, Chelmsford. The Gold Commander may decide to open a strategic coordination centre (SCC) the function of which is to provide support to the SCG and coordinate the strategic response to the emergency or major incident.

The Police will also normally coordinate the release of information and facilities available to the media and the opportunities for press conferences.

In the event of a maritime incident the HM Coastguard (HMCG) will be the lead authority and coordination meetings will be held at Thames Coastguard Maritime Rescue Coordination Centre (MRCC Walton on the Naze). This arrangement is subject of a MOU with the Port of London Authority (PLA) and the Harwich Haven Authority (HHA).

Frequency of meetings – the nature and response to the incident will govern the frequency of meetings. The aim will be to ensure a smooth transition from the first operational response to the later recovery phase. The police commander will call the initial meeting of the SCG and subsequent meetings can be arranged at this first meeting or called by the Gold Commander at the request of another member of the group.

Tasks for consideration by SCG – the agenda should, as far as practicable, be restricted to items that concern three or more of the relevant services as those matters concerning only two services can usually best be resolved by direct two-way liaison. Items, such as safety, situation reports, the establishment of priorities, the media and future developments will normally be standing agenda items.

Science and Technical Advice Cell (STAC)

Where there is likely to be a requirement for co-ordinated scientific or technical advice within the multi-agency SCC this should be provided through the establishment of a Science and Technical Advice Cell (STAC). It is anticipated that the initial focus of the STAC will be the provision of public health advice to the Gold commander. As the incident progresses, the membership of the STAC may expand to include other appropriate scientific and technical specialists in relation to the risk, who can provide wider scientific advice to the Gold commander.

4.4 Internal Control

The scale of the incident will dictate the level of internal control required the following provides for a major emergency with a structured gold, silver and bronze level of command and control. Dependant on the incident it will usually be prudent that the roles of internal gold and silver are merged into one forum.

Rochford District Council – Emergency Plan

Emergency Management Team (EMT) (internal gold)

This level of management will normally only be required for major emergencies and will normally consist of Chief Executive, the Chair of the Emergency Response Team (ERT) (internal silver). A representative of the Emergency Planning team (People and Policy Unit Manager) will also attend as appropriate. This team will convene for major emergencies and will normally be located in the Old Hall for meetings. Proforma agenda at Section 9. Where political direction is required the Executive will be convened under the chairmanship of the Leader.

Emergency Response Team (ERT) (internal silver)

This team is normally convened for serious or major emergencies. It will normally consist of Heads of Service (or nominated Senior Managers), People and Policy Unit Manager and a representative from external agencies i.e. Police, Fire etc as appropriate.

The team is responsible for effective decisions in relation to deployment of resources to prevent the emergency becoming worse. They will also advise the EMT. A pro forma agenda is at Section 9.

Operational Activities (bronze)

These could be one or more individuals discharging operational tasks e.g.

- emergency control room team;
- rest centre team;
- liaison officers at other control rooms or meetings.

For a small scale serious emergency the bronze command level may be undertaken by the on call emergency officer with no further escalation.

4.5 Escalation Procedure

Dependant on the nature of the emergency the following escalation procedure will apply:

On call emergency officer/emergency planning officer

The on call emergency officer is available at all times to act as the initial point of contact for emergency incidents and will take initial charge and responsibility for coordinating the Council's response. Dependant on the scale and estimated duration of the incident escalation may be required.

Rochford District Council – Emergency Plan

Senior Management Team (SMT) member

At all times the Chief Executive or a member of SMT is contactable by the on call emergency officer for advice. If the on call officer decides that issues exist that are of a serious corporate, reputational or political nature they will escalate the management of the incident to the relevant member of SMT.

Chief Executive

The Chief Executive (or the nominated deputy in his absence) will be informed of any incident deemed appropriate by the SMT member. He will assume overall strategic command if necessary.

Formal Handover

It will depend on the type and scale of the incident as to which officer is in command. There must always be a formal handover of responsibility so that no doubt exists as to who is in command at any time. This handover must be recorded in the log of events.

Delegated Authority (expenditure)

The on call emergency duty officer has delegated authority to commit expenditure to the limit of £4,000 commensurate to that required to manage the emergency so as to minimise further injury and damage. Expenditure in excess of this limit must be authorised by the available SMT member.

5 Emergency Control Room

The Council's main emergency control room (ECR) is situated in the customer services area at the Council Offices, Rochford if these are unavailable facilities will be made available at the Civic Suite, Rayleigh. If the Council is notified of an incident during office hours the Emergency planning officer will take appropriate action to respond and manage the incident. If notification is out of office hours and cannot be dealt with by the on call emergency officer alone, is classed as a major incident or requires the activation of a rest centre then the ECR will be activated. The ECR will become the communications, command and control hub for the Council's response to an emergency.

The available rooms are not dedicated emergency control rooms and will require adaption to the required role this can be achieved at relatively short notice. The training room has ample access to information technology and the main meeting room has access to multiple landlines if additional resources are required. The ECR will be staffed as required by personnel not directly responding to the incident and in accordance with the EMT's service provision priorities.

Rochford District Council – Emergency Plan

6 Internal roles and responsibilities

There are a number of roles associated with an incident that requires the invocation of the Council's emergency plan. The Chief Executive is responsible for ensuring continuity of essential services and is ultimately responsible for the emergency response and management arrangements that the Council initiates for any emergency situation. In the event of a major emergency he (or his nominated deputy in his absence) will assume overall command and control of the incident.

The internal roles and their associated responsibilities are listed below:

6.1 Elected Members

Elected members as community leaders have a continuing role during any serious or major emergency including:

- receive information regarding the impact and likely duration of any incident;
- to be requested to assist with the provision of information and advice to the public on the services and role of the Council during any emergency;
- if an appeal is made for assistance they may play an important role in the recruitment of volunteers.

6.2 The Leader of the Council

- will be responsible for ensuring the political framework to deal with any emergency situation is in place to ensure that any member decisions required can be taken as a matter of urgency;
- will be the political lead on the delivery of pre prepared media communications and take part in exercises where appropriate.

6.3 Chief Executive

Principle responsibilities:

- ensure continuity of essential services;
- co-ordinate the Councils response;
- to be aware of the scale of the emergency and the precise tasks of the Council;
- ensure the Councils resources are being used to the full potential and that measures necessary to recall staff have been taken;

Rochford District Council – Emergency Plan

- keep Members of the Council advised as required and liaise with the Leader in particular as appropriate;
- liaise with Chief Officers of other organizations responding to the emergency as appropriate;
- chair meetings of the EMT;
- declare a major emergency individually or in consultation with Essex County Council and or Essex Police;
- ensure a record of events is compiled.

6.4 Heads of Services

- each Head of Service is responsible for the production of emergency/continuity plans specific to their service area. These should detail effective arrangements for the provision of services that may be required during an emergency;
- be a member of/chair ERT as required;
- advise/be a member of EMT as required to advise on their areas of responsibility;
- act as the available SMT member to provide advice and guidance to the on call emergency officer as required;
- make arrangements for advice and response (where appropriate) to be available for critical service functions, this will normally be achieved by delegation to responsible Managers;
- provide staff and resources to assist with the corporate response to an incident;
- at all times in their absence nominate a deputy to represent their service during an incident;
- deputise for the Chief Executive where necessary;
- attend Gold Command as required;
- provide in service resources to support the mechanisms of EMT and ERT including minutes.

Rochford District Council – Emergency Plan

In addition:

Head of Legal, Estates and Member Services

- liaise with trustees of any appeal fund and other professional advisers, in conjunction with the Head of Finance.

Head of Information and Customer Services

- to make resources available to maintain a log of events and compile situation reports for EMT and where appropriate external authorities and agencies;
- provision of part of the customer services area as the ECR as required.

Head of Finance

- control and maintain records of emergency expenditure, provide financial advice and prepare an application to the Bellwin Scheme if appropriate;
- administer an appeal fund if one is started in conjunction with the Head of Legal Services.

6.5 Service areas

Although all service areas may be required in an incident certain functions within the Council are more likely to be required to deal with these events. The functions are identified below together with the manager(s) responsibilities. These managers should make efficient arrangements to provide advice, guidance and where appropriate, a response in the event of an emergency.

People and Policy Unit Manager

Manager with responsibility for Emergency Planning and Business Continuity

- all responsibilities as listed for a Head of Service;
- to represent the Council at external meetings/gold command as required by EMT.

Emergency Planning and Business Continuity Officer

- co-ordinate the emergency planning response;
- act as an emergency on call officer;
- advise EMT and/or ERT as required;

Rochford District Council – Emergency Plan

- liaise with external agencies on emergency planning issues and as required by EMT.

Emergency on call Officer

The Council has four officers who undertake the role of Emergency on call Officer, one of these officers is available 24 hours a day on a pre arranged rota. They are responsible for

- being the initial point of contact for notification of emergencies that fall outside of the normal out of hours service provision or involves more than a single service response;
- initial actions to manage the emergency;
- carry out duties within the ECR;
- act as liaison officers.

Homelessness

To assist with temporary re-housing of residents that have been evacuated from their normal accommodation because of an emergency. The actual number that can be temporarily re-housed will constantly vary and early consideration should be given to the opening of a rest centre.

Communications

- assist the lead agency with setting up and staffing a media briefing centre;
- liaise with and advise EMT and ERT on media issues and the advice to be given to the public;
- issue press releases and statements;
- brief staff and members as required;
- provide a representative at the established media briefing centre if required;
- respond to any location within the district to deal with assembled media as required.

Building Control

- provide advice on the construction and design of buildings;
- provide advice on the structural safety of buildings, and to advise upon the work necessary to make them safe or supervise their demolition;

Rochford District Council – Emergency Plan

Environmental Health

- co-ordinate arrangements for the control of pollution, sanitation, environmental health and pest control;
- ensure deployment of resources to prevent infectious disease, and for food control purposes;
- arrange for disinfection, bacterial analysis and general prophylaxis for disease and food poisoning;
- assist in the arrangements in close liaison with HM Coroner for the provision of temporary mortuaries for use during an emergency. (there is an agreement that Essex County Council will lead on any requirement for a temporary mortuary);
- liaise with other agencies involved dependant on the incident, including Health Protection Agency, Environment Agency, Health and Safety Executive, port authorities and Essex County Council;
- advise following consultation with Essex and Suffolk Water on the availability and suitability of local water supplies;
- act in an advisory capacity in relation to rest centres, to ensure food hygiene regulations are met.

Health and Safety

- provide advice on any corporate health and safety issues;
- provide advice regarding the general health & safety conditions for staff and volunteers deployed to assist either at the scene of an emergency or at other sites in support;
- investigate any serious accidents, incidents and near misses which involve Council staff, volunteers or the public at premises under Council control;
- ensure all precautions as far as reasonably possible are in place to ensure safety of all employers, volunteers, contractors and the general public;
- advise the lead officer immediately of any concerns over health and safety issues as they change;
- provide support, assistance and advice to ERT, EMT and responders;
- officers from environmental services are able to support with health and safety issues.

Rochford District Council – Emergency Plan

Customer Services Manager

- provide support, assistance and resources to establish the emergency control room.

Rest Centre Managers

- Council officers that have volunteered and received training to take on the role of rest centre manager.

All Staff

The following paragraph is included in all job descriptions:

All staff may on occasions be required to support the Council to deal with emergency situations affecting the community we serve. In the event of such an emergency, or, of a rehearsal for such an event, the post holder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation

Volunteers

- Council staff that have volunteered to assist at designated rest centres.

7 External Agencies Roles and Responsibilities

The following agencies roles and responsibilities are in addition to and support those outlined in the Civil Contingencies Act.

7.1 Essex Police

The primary areas of police responsibility at a major incident are:

- the saving of life in conjunction with the other emergency services;
- the co-ordination of the emergency services, local authorities, media and other organisations acting in support at the scene of the incident;
- to secure, protect and preserve the scene through the use of traffic control and cordons:
 - **Inner Cordon**, in conjunction with the Fire Service, provide immediate security of the rescue zone and potential crime scene.
 - **Outer Cordon**, seals of an extensive controlled area surrounding the rescue zone. All access and exit points will be controlled and persons and entry granted only to authorised personnel. The control/command vehicles of the emergency services must be positioned between the inner and outer cordons.
 - **Traffic Control**, Deployed at or beyond the outer cordon preventing vehicular access to the area surrounding the scene.

Rochford District Council – Emergency Plan

- implementing evacuation procedures and/or warning the public;
- requesting Emergency Assistance Centres to be set up and providing Police liaison/support to these centres if required;
- establishing a Media Centre, arranging press briefings and co-ordinating media statements including the control of press access to the incident site;
- the investigation of the incident and obtaining and securing of evidence in conjunction with other investigation bodies where applicable;
- the collation and dissemination of casualty information;
- the identification of the dead on behalf of HM Coroner;
- implement short-term measures to restore normality after all necessary actions have been taken.

7.2 Essex County Fire and Rescue Service (ECFRS)

The primary areas of the fire and rescue service responsibility at a major incident are:

- rescue of people trapped by fire, wreckage or debris;
- assist other agencies in the rescuing of people trapped as a result of flooding;
- to prevent further escalation of an incident by controlling or extinguishing fires, rescuing people and undertaking other protective measures;
- to deal with released chemicals or other contaminants in order to render the incident site safe or recommend exclusion zones;
- ensure reasonable steps are taken to prevent or limit serious harm to the environment;
- assist other agencies in the removal of large quantities of flood water;
- assist the ambulance service with casualty handling and if necessary the treatment of casualties;
- assist the Police with the recovery of bodies;
- liaison with the police regarding establishment of an inner cordon and if required manage gateways into the inner cordon. However the responsibility for the health and safety of personnel working within the inner cordon remains with their individual agencies;

Rochford District Council – Emergency Plan

- on behalf on the NHS (MOU agreed), undertake mass decontamination of the general public in circumstances where large numbers of people have been exposed to chemical, biological, radiological or nuclear substances;
- participation in investigations and preparation of reports with supporting evidence for subsequent inquiries;
- standing-by during the non-emergency, recovery phase as appropriate.

7.3 East of England Ambulance Service NHS Trust

The East of England Ambulance Service NHS Trust has the overall control of the on site medical response to the incident, which depending upon the type and severity of the incident, could include:

- assess the incident and co-ordinating the on-site operational NHS response and notifying the Primary Care Trust (PCT), Strategic Health Authority (SHA), Health Protection Agency (HPA) and acute trusts of an incident;
- alert receiving hospitals;
- establish a Forward Control Point and appointing a Medical Incident Officer;
- assess the number and condition of casualties and operating a TRIAGE casualty channelling system, to treat casualties, assist in extrication, stabilise and transporting casualties to the appropriate hospitals;
- establish an Ambulance Loading and Parking Point;
- activate the appropriate Voluntary Agencies i.e. Red Cross and St. John Ambulance to provide additional resources;
- provide, in liaison with the Police and other responding agencies, information to the media on the Ambulance Service's response to the incident;
- protect the health and safety of health service personnel on site;
- assist in the decontamination of "casualties" and support mass decontamination;
- maintain adequate emergency cover throughout other parts of the Ambulance Service area;
- reduce to a minimum, the disruption of the normal work of the Service.

Rochford District Council – Emergency Plan

7.4 Strategic Health Authority (SHA)

The SHA are responsible for taking strategic command and control of widespread major incidents that cannot be contained within the resources of a local health economy:

- make provision for a 24 hour a day emergency response;
- coordinate the local NHS response;
- coordinate the public health, including health protection, response locally;
- maintain links with NHS Direct locally;
- provide resources to support the local effort using mutual aid either locally or regionally;
- liaise with the Department of Health (DofH) to support the local effort using mutual aid nationally or internationally;
- liaise with the DofH to support response elsewhere regionally, nationally or internationally;
- support screening, epidemiology and long term assessment and management of the effects of an incident;
- liaise directly with the NHS delivery representative at the Strategic Coordinating Group (SCG);
- liaise directly with the primary care organisations (PCO's) emergency control rooms;
- act as a conduit for information and instructions to the local NHS and the SCG;
- act as the co ordination point for health media strategy for the NHS;
- act as a health focal point for liaison with other agencies and organisations.

7.5 Primary Care Organisation (PCO)

The term PCO is used to refer to Primary Care Trusts (PCT), Care Trusts and any other organisation with responsibility for the provision of NHS primary care services. NHS South East Essex has responsibility for these services in the Rochford District and will coordinate the NHS response to an incident at PCO level this includes:

- provide a 24 hour emergency management and clinical response;
- co-ordinate the primary care, community and mental health response;

Rochford District Council – Emergency Plan

- provide appropriate clinical settings for the treatment of people with minor injuries and conditions such as reception centres, minor injury centres, walk in centres, community hospitals and general practice;
- provide care and advice to evacuees, survivors and relatives, including replacement medication;
- assist acute trusts by providing staff where appropriate and supporting accelerated discharge;
- assess the effects of an incident on vulnerable care groups, such as children, dialysis patients, elderly, medically dependent, or physically or mentally disabled;
- establish with local authority assistance facilities for mass distribution of countermeasures; for example, vaccinations and antibiotics;
- administration of medications, prophylaxis, vaccines and counter measures;
- provide support, advice and leadership to the local community on health aspects of an incident;
- support screening, epidemiology and long term assessment and management of the effects of an incident;
- provide psychological and mental health support to staff, patients and relatives in conjunction with the appropriate provider;
- proactively communicate information to all PCT staff and ensure relevant guidance and advice is available, including private facilities where appropriate;
- continue to provide core business services;
- maintain liaison with and co-ordinate the response with the SHA;
- work with the local authority and community to support the recovery phase;
- assess the medium term impact on the community and priorities for the restoration of normality;
- consider the need for long term monitoring;
- preserve all plans and documentation used or produced during the course of the emergency response.

Rochford District Council – Emergency Plan

7.6 Acute trusts

The term acute trust includes NHS Trusts and Foundation Trusts. Southend University Hospital University Foundation Trust provides the following services in the Rochford District during an incident as required:

- provide a safe and secure environment for the assessment and treatment of patients;
- provide a safe and secure environment for staff that will ensure the health, safety and welfare of staff;
- provide a clinical response including provision of general support and specific/specialist health care to all casualties, and victims and responders;
- liaise with the ambulance service, SHA, local PCOs, (including GPs, out-of-hours services, Minor Injury Units and other primary care providers), other hospitals, independent sector providers, and other agencies in order to manage the impact of the incident;
- ensure there is an operational response to provide at scene medical cover using, for example, BASICS (British Association for Immediate Care Schemes) and other immediate care teams where they exist. Members of these teams will be trained to an appropriate standard. The Medical Incident Commander should not routinely be taken from the receiving hospital so as not to deplete resources;
- ensure that the hospital reviews all its essential functions throughout the incident;
- support to any designated receiving hospital that is substantially affected including provision of effective support to any neighbouring service;
- provide limited decontamination facilities and personal protective equipment to manage contaminated self presenting casualties;
- liaise with activated health emergency control centres and/or on call SHA/PCO Officers as appropriate;
- maintain communications with relatives and friends of existing patients and those from the incident, the Casualty Bureau, the local community, the media and VIPs.

Rochford District Council – Emergency Plan

7.7 Essex County Council (ECC)

In a major emergency, it is likely that the level of services and resources required by a District Council will involve ECC in a supporting role. This could involve but not be limited to providing suitable premises for Emergency Assistance Centres, provision of welfare services, transportation, additional staff Social Care.

In the event of an incident affecting more than one District/Borough in the County, ECC will assume a co-ordinating role on behalf of the local authorities involved. The County Council will send an officer to the Police Gold Meeting to represent the local authorities. If appropriate, a Crisis Management Team will be convened to provide an integrated emergency management response to the incident. The team will consist of ECC's Chief Executive (or their deputy), officers from the appropriate directorates, liaison officers from the affected District/Borough, public utilities and voluntary organisations. The team will meet within the County Emergency Response Centre (CERC) at County Hall, Chelmsford. If for some reason this facility is unavailable, the District Emergency Response Centres (DERC) at Chelmsford Borough or Castle Point District Councils can be utilised, to ensure effective co-ordination of actions between all services involved.

Initial contact with all the County Directorates and their resources must be made through the ECC Emergency Plans Duty Officer system.

Emergency Plans Service operates a 24-hour Duty Officer system, which provides an initial contact with the necessary County services, public utilities, voluntary organisations and government agencies. It is available to respond to requests for assistance from District/Borough Councils and the Emergency Services. If appropriate the Duty Officer will:

- implement the Local Authority response in relation to specific plans for nuclear/industrial/pipeline incidents, fluvial flooding, infectious animal diseases, and temporary mortuary;
- liaise with Directorates within ECC who have specific responsibilities in an emergency to activate specific plans for providing transport, media and humanitarian support, these plans form part of the ECC civil contingencies plan;
- activate the CERC in order to provide effective co-ordination of all organisations involved in the response;
- liaise with the Emergency Services and Public Utilities;
- provide a liaison officer to Essex Police Headquarters Gold command;
- activate the provision of ECC held resources;

Rochford District Council – Emergency Plan

- provide information on the availability of specialist equipment from the resources database;
- activate the Crisis Support Team Essex (CTSE) to provide welfare services to the victims;
- coordination of mutual aid with other Councils and support from voluntary services.

7.8 HM Coastguard (HMCG)

HMCG is the authority responsible for the initiation and co-ordination of civil maritime search and rescue (SAR) within the UK Search and Rescue Region. Given that this region embraces all the tidal waters within the UK territorial limits, by definition it also includes certain areas within Essex that also come under Port Authority jurisdiction, Port of London (PLA) and Harwich Harbour Authority (HHA). A Memorandum of Understanding (MOU) has been agreed between HMCG with HHA and the PLA to cover their area of responsibility.

7.9 Environment Agency (EA)

The EA has primary responsibility for the environmental protection of land, water and air in England and Wales Rochford District lies in the EA's Anglian region and has the following responsibilities:

- maintain and operate flood defences on river and coastlines and warn those at risk from flooding;
- advise and assist in the prevention and/or mitigation of the effects of pollution arising from an incident;
- advise on the disposal of hazardous substances and waste;
- advise and assist in the restoration and monitoring of the environment following an incident;
- gather evidence to support any prosecution or enquiry.

7.10 Parish and Town Councils

The Parish and Town Councils have no statutory role in an emergency, however they can provide valuable local knowledge and support when dealing with an incident. They should expect to be asked for the use of facilities and resources to be used as reception or assembly points.

Rochford District Council – Emergency Plan

8 Records

The maintenance of minutes and incident logs are of vital importance in the management of the response. They will also form the backbone of any subsequent enquiries, insurance claims and debriefs. It is therefore essential that accurate records are maintained throughout the incident the format on the following page should be used.

Every officer should keep an accurate log of events no matter where they are deployed during an incident.

As much information as possible should be recorded the following are the minimum requirements from the initial report:

- date and time of call.
- details of the caller (name, position and contact details).
- if the Emergency Services are involved the incident number.
- full details of the incident.
- contact details of person you are required to liaise with.
- details of requests for assistance.
- your actions.

As the incident continues the following should be recorded:

- clearly state who is in charge of the response to the incident both internally and externally;
- sitreps and any further information or advice provided to/or given out by you or on behalf of the organisation;
- contacts you have made internal and external and reasons why;
- actions you have taken and reasons why;
- if in doubt make a note of the information.

It should be remembered that in many incidents there is not necessarily a right or wrong answer only opinions, any information that will remind you about the reason for taking a particular course of action may be helpful in any subsequent de-brief or investigation.

On completion of any incident all records should be forwarded to the Emergency Planning and Business Continuity Officer.

Rochford District Council – Emergency Plan

9 Pro Forma Agenda

Dependant on the incident it may be prudent that the roles of internal gold and silver are merged into one forum chaired by the Chief Executive (or his deputy in his absence).

It is imperative that detailed minutes of all meetings are taken these will form part of the event log.

9.1 Emergency Response Team (ERT)

The ERT should consider the following agenda items:

- appoint a chair for the group normally the head of service with responsibility for the main service area involved unless a combined ERT and EMT then the chair will be the Chief Executive;
- consider the extent of the emergency (normally a brief will be provided by the on call emergency officer or the emergency planning officer);
- receive reports from liaison officers at tactical (silver) level command groups;
- receive reports as required from operational teams (bronze) level;
- convert strategic requirements of the EMT into tactics as required;
- prioritise and allocate work streams complete with time/date for completion;
- ensure that effective liaison has been set-up with relevant Emergency Services and officers nominated to attend as required;
- prepare up date reports for EMT;
- determine the tactics that will be implemented to respond to the incident;
- consider continuity/prioritisation of service provision;
- consider staff welfare;
- agree time and date for next meeting.

9.2 Emergency Management Team (EMT)

The EMT should consider the following agenda items:

- consider the extent of the emergency and response to date (normally a situation report will be provided by the Emergency Planning Team and / or the ERT chair);

Rochford District Council – Emergency Plan

- ensure participation at and receive reports from strategic (gold) level command;
- discuss extent of emergency and possibility of escalation or containment;
- determine and prioritise the urgent issues;
- develop the strategic approach;
- agree press strategy in conjunction with other agencies;
- agree time and date for next meeting.

Rochford District Council – Emergency Plan

10 Glossary, Definitions and Abbreviations

Term	Abbreviation	Definition
Bronze command	Bronze	Operational command, implements tactics
Category 1 responder	Cat 1	Defined within the CCA, includes emergency services, local authorities, maritime and coastguard agency, environment agency and NHS bodies
Category 2 responder	Cat 2	Defined within the CCA, includes utility and transport providers, health and safety executive and strategic health authorities
Civil Contingencies Act 2004	CCA	Primary legislation that sets out the Civil Protection duties of all Category 1 & 2 responders
Crisis support team Essex	CSTE	Provides support to those affected by an incident
Emergency control room	ECR	Central hub for RDC's response to an incident
Emergency management team	EMT	Internal gold (strategic) command
Emergency response team	ERT	Internal silver (tactical) command
Essex Resilience Forum	ERF	Body responsible for multi agency co-operation in emergency planning across Essex
Gold command	Gold	Strategic command
Harwich Haven Authority	HHA	Conservancy and pilotage authority for the Harwich Haven
HM Coastguard	HMCG	Division of MCA
Joint regional liaison officer	JRLO	Regional military liaison officer
Major emergency		A large scale incident that requires the implementation of special arrangements by one or more of the Emergency Services, the National Health Service (NHS) or the local authority
Maritime and Coastguard Agency	MCA	Agency responsible for implementing the governments maritime safety policy

Rochford District Council – Emergency Plan

Term	Abbreviation	Definition
Maritime Rescue Coordination Centre	MRCC	MCA coordination centre for maritime search and rescue
Minor incident		Routine incidents that are normally dealt with by single service areas of the Council
Port of London Authority	PLA	A statutory authority whose responsibility includes navigational safety along the tidal Thames
Rest Centre		A building providing temporary shelter and refreshments for displaced persons
Science and technical advice cell	STAC	The cell activated to provide Gold with scientific or technical advice within the multi-agency SCC
Serious incident		An incident where more than one of the Councils services are involved, and which may require the involvement of ECC Emergency Planning Duty Officer, Emergency Services and/or other local authorities
Silver command	Silver	Tactical management and conversion of strategy into tactics
Strategic coordinating group	SCG	Gold command

Rochford District Council – Emergency Plan

11 Associated Plans and Documents

The following external plans and associated websites support or are supported by Rochford District Councils Emergency Plan. The very nature of emergency planning will mean that some plans are in the process of revision.

All category 1 responders have a duty to put in place emergency plans.

Essex Resilience Forum

- www.microsites.essexcc.gov.uk/microsites/essex_resilience/

Recovery Strategy

- www.microsites.essexcc.gov.uk/microsites/essex_resilience/Documents/Essex%20Recovery%20Strategy.pdf

Emergency Mortuary Plan overview

- www.microsites.essexcc.gov.uk/microsites/essex_resilience/Documents/Summary%20of%20Essex%20Emergency%20Mortuary%20Activation%20plan%20Apr091.pdf

Combined operating procedures for Essex (COPE)

- www.microsites.essexcc.gov.uk/microsites/essex_resilience/Documents/Cope%202009.pdf

Community risk register

- www.microsites.essexcc.gov.uk/microsites/essex_resilience/crr.htm

Voluntary sector working group directory (abridged version)

- www.microsites.essexcc.gov.uk/microsites/essex_resilience/documents/Abridged%20VSWG%20Directory%20-%20October%2020071.pdf

Emergency assistance centre guidelines

- www.microsites.essexcc.gov.uk/microsites/essex_resilience/documents/Emergency_Assistance_Centre_Guidelines.pdf

Essex County Council

- www.essex.gov.uk

Civil Contingencies Plan

- www.essexcc.gov.uk/vip8/ecc/ECCWebsite/content/binaries/documents/CIVCON_TPLAN_PART_1_-_Ver.1.pdf?channelOid=null

Civil contingencies secretariat

- www.cabinetoffice.gov.uk/ukresilience/ccs.aspx



Rochford District Council
Council Offices South Street
Rochford Essex SS4 1BW
Phone: 01702 546366
customerservices@rochford.gov.uk
Website: www.rochford.gov.uk



**INVESTORS
IN PEOPLE**

Gold