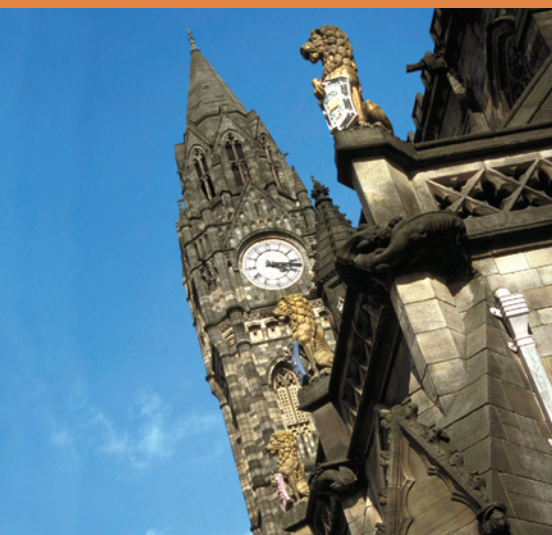


rochdale council

emergency plan

version 1.0,
january 2009



Produced by:
Risk and Business Support
PO Box 530, Floor 7
Telegraph House
Baillie Street
Rochdale
OL16 9DJ

 **ROCHDALE**
METROPOLITAN BOROUGH
COUNCIL

emergency.planning@rochdale.gov.uk

Plan No:

Page intentionally left blank

DISCLAIMER

This plan has been prepared and published in good faith by Rochdale Metropolitan Borough Council and is believed to contain accurate and up to date information.

However, no guarantee is given by the preparation or publication of this plan by Rochdale Metropolitan Borough Council or anyone acting on it's behalf that:

- The intentions, procedures and information held within the plan are complete and without defect or error of any kind.
- That any action, series of actions, process or procedure described herein will be completed.
- That any or all of the people, resources, equipment, facilities or services described within the plan will be available all or any of the time.

Therefore:

ANY PERSON OR PEOPLE, OTHER THAN ROCHDALE METROPOLITAN BOROUGH COUNCIL MEMBERS, EMPLOYEES, AGENTS OR CONTRACTORS ACTING IN RELIANCE UPON THIS PLAN DO SO ENTIRELY AT THEIR OWN RISK.

EQUALITY & DIVERSITY STATEMENT

The Risk & Business Support Team aims to regularly review all documents, policies and procedures to ensure that there are no negative equality impacts. Consultation with our customers is an important part of how we achieve this. If you feel, on reading this document, that there may be a negative equality impact within your service please tell us about this. Please also let us know if you need to access this document

Plan Guide & Frequently Asked Questions

If you would like to report an emergency that poses a threat to life, property or the environment then please contact the emergency

services on

999

Outside office hours the On Call Emergency Officer can be contacted via Hafley Court Contact Centre on 0845 121 2975

All Officers responding to any emergency on behalf of the council must record the time and date of all requests, actions and decisions taken and received in an incident log.

This log should be kept safe for collection by the Risk & Resilience Team as evidence for the purpose of incident reports, training and possible enquiries.

For any enquiries please contact the Risk & Resilience Team on 01706 925 438 or email emergency.planning@rochdale.gov.uk

- 1) Who is responsible for activating this plan?
The Chief Executive in conjunction with a member of the Risk & Resilience Team (including the Out of Hours Emergency Officers) will determine whether the plan needs to be activated.
- 2) If you would like to know more about how this plan is activated refer to **Section 3.4**
- 3) If you would like information on levels of emergency and escalation refer to **Section 3.2**
- 4) If you would like to know when an emergency meets the criteria for a 'Major Emergency' refer to **Section 3.3**
- 5) If you are dealing with your own service based emergency and would like information on how or when to escalate this refer to **Section 3.4**
As a general rule if you are dealing with a service specific emergency and you can no longer manage the incident without looking to other services for help you should contact the Resilience Team for advice and help with coordination.
- 6) What is my role within the emergency?

*For generic Service related responsibilities please refer to your service in **Appendix C**. If you have been asked to fulfil a specific role within the Emergency Control Centre or Emergency Management Team refer to **Section 2** and **Appendix D**.*

Page intentionally left blank

CONTENTS

Document Control & Amendments	
Distribution List	
Plan Guide and Frequently Asked Questions	

SECTION 1: INTRODUCTION

1.1	Foreword	2
1.2	Overview	3
1.3	Aims and Objectives	4
1.4	Key Tasks	5
1.5	Scope of the Plan	6
1.6	Context of the Plan	7
1.7	Plan Maintenance and Revision	10

SECTION 2: CORE ROLES AND RESPONSIBILITIES

2.1	The Emergency Management Team (EMT)	13
2.2	Chair of the EMT/Chief Executive	14
2.3	Executive Directors	15
2.4	ECC Room Manager	16
2.5	Resilience/Out of Hours Officer	17
2.6	Forward Incident Officer	19
2.7	Media Manager	20
2.8	Elected Members	21

SECTION 3: INCIDENT MANAGEMENT

3.1	Initial Notification	23
3.2	Levels of Emergency & Escalation	24
3.3	When to Declare a Major Emergency	25
3.4	Plan Activation	26
3.5	Mobilising the Emergency Response Team	27
3.6	Role of the Emergency Control Centre (ECC)	28
3.7	Command, Control and Co-ordination	29
3.8	Staff Welfare	32

SECTION 4: RESPONSE AND ASSISTANCE

4.1	Outer Cordon Procedures	34
4.2	Ongoing Communications	35
4.3	Evacuations	36
4.4	Warning and Informing the Public	37
4.5	Visitors at the Scene	37
4.6	Maintaining Business Continuity of Council Services	38
4.7	Miscellaneous	38

SECTION 5: POST EVENT ACTIONS & RECOVERY

5.1	Record Management	40
5.2	Stand Down	40
5.3	Debriefing	41
5.4	Financial Guidance	41

SECTION 6: TRAINING, EXERCISING & PLAN VALIDATION

6.1	General	44
6.2	Training	44
6.3	Exercising	44
6.4	Plan Validation	45

APPENDICES

APPENDIX A:	INITIAL REPORT FORMS, PROCEDURE FORMS AND ACTION GUIDES
APPENDIX B:	PATRTNER AGENCIES ROLES & RESPONSIBILITIES
APPENDIX C:	RMBC SERVICE ROLES & RESPONSIBILITIES
APPENDIX D:	EMERGENCY CONTROL CENTRE
APPENDIX E:	MILITARY ASSISTANCE
APPENDIX F:	RECEPTION CENTRE PLAN
APPENDIX G:	EMERGENCY CATERING PLAN
APPENDIX H:	EMERGENCY TRANSPORT PLAN
APPENDIX I:	TRAFFIC MANAGEMENT PLAN
APPENDIX J:	MEDIA PLAN
APPENDIX K:	GLOSSARY OF TERMS
APPENDIX L:	OTHER RELEVANT PLANS
APPENDIX M:	STRUCTURED DEBRIEF PROCESS

Page intentionally left blank

SECTION 1:

INTRODUCTION

1.1 Foreword

This Emergency Plan has been published as a guide to assist representatives of Rochdale Metropolitan Borough Council to respond effectively and efficiently to Major Incidents. The Council will do everything it can to protect people, property and the environment, by minimising the effects of a disaster and endeavouring to continue its services, whilst returning the situation to normality as quickly as possible.

The Council will ask public, private and voluntary organisations for their co-operation and support in resolving any difficulties in a combined and co-ordinated response.

Roger Ellis
Chief Executive, Rochdale MBC

1.2 Overview

This Emergency Plan is a guide for personnel undertaking various roles to initiate, control and co-ordinate the Council's response to a major incident and the areas of activity in which the council would be expected to be involved.

The Resilience Officer is responsible for maintaining and updating this plan.

Council Officers and representatives of other agencies are asked to immediately inform the Resilience Officer of any changes necessary to their own entry in this plan. Council Officers with a role defined within the Emergency Plan should read and understand the plan and familiarise themselves with their own tasks and the tasks of others. Any necessary awareness training can be arranged through the Risk & Resilience Team.

Service Liaison Officers must ensure that copies of the Emergency Plan issued to their service are kept up to date.

Major Incident

A major Incident is 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:

- (a) The initial treatment, rescue and transport of a large number of casualties;
- (b) The involvement either directly or indirectly of large numbers of people;
- (c) The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- (d) The need for the large scale combined resources of two or more of the emergency services;
- (e) The mobilisation and organisation of the emergency services and supporting organisations, e.g. Local Authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

For specific NHS purposes, a major incident may be defined as any occurrence which presents a serious threat to the health of the community, disruption to the service, or causes (or is likely to cause) such numbers or types of casualties as to require special arrangements to be implemented by hospitals, ambulance services or health authorities.

(Dealing with Disaster, revised 3rd Edition)

Emergency

The Civil Contingencies Act 2004 defines an emergency as:

- An event or situation which threatens serious damage to human welfare;
- An event or situation which threatens the environment or;
- War, or terrorism, which threatens serious damage to security.

1.3 Aim and Objectives of the Plan

Aim

The aim of this plan is to provide Council Officers with procedures, information and response arrangements to enable them to respond to a major incident.

Objectives

This can be achieved by:

- (a) Setting out areas of responsibility for the council service
- (b) Effective liaison between services and all of the agencies which have a role in an emergency
- (c) Identifying the resources likely to be required
- (d) Providing support, care and rehabilitation
- (e) Co-ordinating the council's and voluntary agency's response

1.4 Key Tasks

The key tasks for all responders in an emergency are:

- To save life, protect property and to safeguard the environment.
- To serve the local community at the time of an emergency and to protect the safety and well being of those people who live, work or visit the Rochdale Borough.
- To contain the emergency, to prevent escalation or spread of the incident and to ensure speedy mobilization and co-ordination of staff and other resources.
- To ensure liaison with all Category 1 and 2 responders and any other relevant agencies to ensure effective planning and a co-ordinated approach to response and recovery.
- To ensure sufficient and timely information is provided to warn the public about the emergency and to provide any necessary information or advice on the self-help actions they can take to protect themselves.
- To maintain our 'critical service functions' and to maintain normal services at an appropriate level to insure that the impact on the community is minimal.
- To protect the health and safety of all personnel involved in dealing with the incident.
- To restore normality as far as practicable as soon as possible.
- To facilitate criminal investigation and judicial, public, technical or other inquiries.

1.5 Scope of the Plan

This plan concentrates primarily on the emergency planning arrangements in place for Rochdale MBC but also incorporates information regarding the roles and responsibilities of the emergency services and other responding organisations. This will ensure that the actions of Rochdale MBC are integrated and co-ordinated with other responding agencies and that the Council is able to deliver an effective and timely response.

In the event of a minor incident, not requiring the invocation of this plan, the general procedures and practices contained within the document should be followed, as the requirements for documentation will be largely the same as for a major incident. It should also be recognised that some minor incidents could, due to circumstances, escalate into a major incident.

The Emergency Services will deal with the immediate affects of an incident and co-ordinate the response but responsibility will pass to the Local Authority for the recovery phase.

This document is for guidance only and does not override services area procedures. Officers are required to exercise their professional skills and experience in the fulfilment of their duties during and emergency, as at any other times. The obligation to provide normal services, to the best possible standards continues during an emergency.

1.6 Context of the Plan

Statutory Duties

The Civil Contingencies Act (CCA) 2004 is an enabling act, repealing all existing legislation. It has a heavy reliance on regulations and guidance and places certain statutory duties on local authorities in connection with dealing with major civil emergencies.

Responders are divided into two categories:

Category 1 (Core responders)

- Local Authorities
- Police Forces (including British Transport Police)
- Fire Authorities
- Ambulance Services
- Maritime and Coastguard Agency
- Port Health Authorities
- Primary Care Trusts
- Acute Trusts
- Foundation Trusts
- Local Health Boards
- Health Protection Agencies
- Environment Agency

Category 2 (Co-operating responders)

- Utilities (electric, gas, water, telephone service providers)
- Railways
- Transport for London/ London Underground
- Airports
- Harbours
- Highways Agency
- Strategic Health Authorities
- Health and Safety Executive

The legislation places new and additional duties on **Category 1** Responders including: -

Risk Assessment

Risk assessments will be carried out and frequently reviewed in joint collaboration with the other Cat 1 responders within Greater Manchester. The risk assessment process seeks to identify potential hazards and to quantify the likelihood and severity of their occurrence, with the objective of preventing or reducing the impact. The risk assessment process ensures that local responders make plans that are sound and proportionate to the risks.

Subsequently, a Greater Manchester wide Community Risk Register (CRR) has been published.

Emergency Planning

The Act requires Category 1 responders to maintain plans for preventing emergencies, reducing, controlling or mitigating the effects of emergencies and for taking any other action in connection with emergencies. Plans must have regard to assessments of risk and must contain a procedure for determining whether an emergency has occurred. Provisions for training staff and exercising the plan to test its effectiveness should be included.

Warning & Informing

The communications role – warning the public of risks before an emergency and keeping it informed during an emergency is seen as two distinct legal duties for Cat 1 responders. Communications arrangements must be appropriate to the message and the audience and must take account of vulnerable people. Responders have a duty to plan their communication arrangements and test their effectiveness.

Information Sharing & Co-operation

Co-operation and information sharing between local responders is a legal duty. The principal mechanism for multi-agency co-operation is the Local Resilience Forum (LRF). The LRF membership is all Cat 1 and 2 responders within each Police force area.

Business Continuity Management (BCM)

The Act requires Cat 1 responders to maintain plans to ensure they can continue to exercise their functions in the event of an emergency. The duty relates to all functions, not just the emergency response function.

In the event of the Council's Emergency Plan being activated at the same time as the Council's Corporate Business Continuity Plan, it is recommended that the Chief Executive or a member of the Executive Leadership Team delegate other senior officers to manage the response to the business interruption. It is not recommended that the Emergency Management Team attempt to manage both.

Promotion of BCM to the Local Community

The Act requires Local Authorities to provide advice and assistance to those undertaking commercial activities and to voluntary organizations in relation to BCM.

Category 2 responders have a duty to co-operate with **Category 1** responders and this will be achieved through the Local Resilience Forum (LRF).

A new regional civil protection tier has been created to link local responders with central government. This role is undertaken by the Regional Resilience Forum (RRF) in place in each regional government office.

Definition and Meaning of a Major Emergency

The term "emergency", as defined in the Civil Contingencies act 2004 means:

- *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 function.

A copy of the Civil Contingencies Act (2004), Regulations and associated Guidance can be obtained from the Resilience Officer at Telegraph House.

1.7 Plan Maintenance and Revision

The plan is compiled in line with the Civil Contingencies Act 2004.

The Resilience Officer is the document controller for Rochdale MBC's Emergency Plan. The Resilience Officer will receive and distribute amendments to the plan and will hold the master copy.

Each holder of the Emergency Plan is responsible for ensuring that their own plan is kept up to date and for informing the Resilience Officer of any necessary amendments to the document. Amendments should be forwarded in writing to:

Resilience Officer
PO Box 530, Telegraph House,
Baillie Street,
Rochdale
OL16 9DY
emergency.planning@rochdale.gov.uk

This is a controlled document, which is distributed as per the schedule on the following pages. Only these copies will be maintained. Do not copy this document as doing so will jeopardise the integrity of the document and may result in out of date copies being held or in circulation. Should you have a justifiable need for additional copies, a request should be made in writing to the Resilience Officer

It is essential that plan holders are aware of its contents and regard it as a working document and basis for staff training.

Location of Plans

Each plan will be individually numbered and the Resilience Officer will maintain an auditable list of the location and holders of each plan distributed, including those issued to external organisations.

The current version of this emergency plan can also be found on the V Drive – V:\Emergency Plan.

Plan Amendments

Validation of its procedures and amendments to keep it current are vital to ensure the council can react effectively and efficiently should the unexpected happen.

Each plan holder will notify the Resilience Officer in writing or by email of any amendments necessary to the plan by reference to the section number and page as soon as possible. This may be done via the Service Liaison Officer.

The Chief Executive will endorse the new amendments and the Resilience Officer will issue new amended pages to all plan holders.

Each plan holder will replace pages and record amendments on the sheet provided at the front of the document. Confidential information will be destroyed appropriately.

Plan holders to confirm that their plan has been updated or by returning the confirmation slip issued by the Resilience Officer.

The Resilience Officer will

- Monitor the confirmations to ensure that plans are updated.
- Maintain a comprehensive list of all amendments made to the document.
- Carry out periodic spot checks to ensure that all plans are current and up to date and that they are located in their correct positions.

Reviewing the Emergency Plan

Rochdale MBC's Emergency Plan will be reviewed periodically every 6 months to ensure changes in personnel; organisational restructuring and other changes are incorporated. It will also be reviewed after any incidents which require the activation of the plan and after any exercises to test the effectiveness of the plan. This will ensure that any lessons learnt are incorporated into the document for future emergency incidents. A comprehensive re-issue will be taken every 3 years as a minimum requirement.

Page intentionally left blank

SECTION 2:

CORE ROLES & **RESPONSIBILITIES**

2.1 The Emergency Management Team

Nominated Person/People	<p>Members of the team will depend on the nature of the incident and the departments involved in the response, but as a minimum will include:</p> <ul style="list-style-type: none"> • The Chief Executive (CE) • The Chief Executive's Personal Assistant • Those Directors necessary to advise the CE of the strategic options available • A member of the Resilience Team or Out of Hours Officer • The Media Manager • Other Heads of Service or Senior Managers relevant to the incident
Preparatory Role	<p>Undertake training as identified by the Resilience Officer and attend meetings when required.</p>
Response Role	<ul style="list-style-type: none"> • Provide strategic (Gold) level management of the incident. • Maintain good communication to ensure a co-ordinated response to the emergency • Identify major and potential problems arising from the emergency • Decide priorities for action • Monitor the overall response of the council
Role on receiving the call	<ul style="list-style-type: none"> • situation report • The liaison arrangements with the Emergency Services, Public Utilities and other external bodies • Identifying those Council Services which are required to assist the Emergency Services • Identifying those Council Resources, including buildings and equipment which could be made available • A briefing for the Leader of the Council and appropriate Council Members • Arrangements for media interviews and establish who will handle the media, giving consideration to the setting up of a joint Press Centre in accordance with the Greater Manchester Multi Agency Media Strategy (See Appendix J) • Dealing with enquiries from Central or Regional Government and VIP visits • Planning for disaster appeals, trust funds and bereavement counselling • Establish a strategy for business recovery • The continuation of day to day council services

2.2 Chief Executive / Chair of the Emergency Management Team

Nominated Person/People	<ul style="list-style-type: none"> Chief Executive or, if unavailable, ELT Member
Preparatory Role	<p>Undertake training as identified by the Resilience Officer and attend meetings when required.</p>
Response Role	<ul style="list-style-type: none"> Determine if an emergency has occurred, in consultation with a member of the Resilience Team. Decide whether to activate all or any part of the Emergency Plan. Convene the Emergency Management Team Request that a member of the Resilience Team set up and manage the ECC Ensure that a Forward Incident Officer (FIO) is nominated from the Emergency Contacts document. Attend or arrange for a member of the EMT to attend the Police Strategic Control (GOLD) when necessary. (Dependent upon the incident there may be a requirement for a permanent representative in GOLD, or alternatively a senior member of the Emergency Management Team may need to represent RMBC at specific meetings.) Direct the Finance Officer to introduce a contingency cost code and ensure maintenance of the council's financial response (Section 5.4) Chair the Rochdale MBC Emergency Management Team meetings Brief appropriate members of the council Liaise with the Media Manager to arrange regular media briefings, taking in to account the GM Major Incident Media Strategy (Appendix J) Review Council resources and services if required Establish a strategy for recovery and return to normality
Role on receiving the call	<ul style="list-style-type: none"> Ensure that the FIO establishes a Forward Control Post (FCP) with the Emergency Services All ECC personnel are briefed Regular briefings of the Emergency Management Team are carried out The setting up of a Disaster Appeal Fund is considered Mutual Aid arrangements are put in to place if required Normal day to day services are maintained and restored as far as possible Records are maintained of policy decisions Documentation is preserved (Section 5.1) Military assistance is considered (Appendix E) Debriefing of all staff and services involved is arranged A detailed report is prepared at the end of the incident

2.3 Executive Directors

Nominated Person/People	<ul style="list-style-type: none"> • Those Directors necessary to advise the CE of the strategic options available • Those required will depend on the nature of the incident
Preparatory Role	<p>Undertake training as identified by the Resilience Officer and attend meetings when required.</p>
Response Role	<ul style="list-style-type: none"> • In the event of the absence of the Chief Executive, one of the Executive Directors will take overall control of the council's response (in this case refer to 2.2 Chief Executive / Chair of the Emergency Management Team) • In the event of the Strategic Command Centre (Gold) being activated by the police, the Chief Executive may nominate one of the EMT to attend the Strategic Co-ordinating Group meetings at Gold Control. Subject to the requirements of the incident, it may be necessary for the nominee to remain at Gold until relieved by another officer.
Role on receiving the call	<ul style="list-style-type: none"> • Record details • Liaise with the Chief Executive at the ECC and attend if required • As a member of the Emergency Management Team, decide the strategic/Tactical management of the council's response to the incident • Inform the Chief Executive at regular intervals of the progress achieved • Establish communication links with service managers • Ensure operational managers attend regular co-ordination meetings with the Forward Incident Officer, at or near the scene • Establish which service heads or representatives are required within the ECC

2.4 ECC Room Manager

Nominated Person/People	<ul style="list-style-type: none"> Initially likely to be a member of the Resilience Team or Out-of-Hours Officer A suitable officer from the ECC volunteer list (Refer to the Emergency Contacts List)
Preparatory Role	<p>Undertake training as identified by the Resilience Officer and attend meetings when required.</p>
Response Role	<ul style="list-style-type: none"> Nominate a deputy ECC manager to assist the manager and take over duties when the manager is elsewhere. Ensure that logs and records are kept and maintained (Section 5.1) Arrange for the Emergency Control Centre to be opened and set up Keep a record of those in attendance Distribute incoming messages to the relevant liaison officer
Role on receiving the call	<ul style="list-style-type: none"> Ensure that contact is established between the ECC and the FIO Receive and record regular reports from the FIO and take any necessary action Ensure that the emergency services and other relevant agencies are aware where the ECC is in operation Ensure that the RMBC switchboard and Contact Centre are aware of ECC activation and extension numbers Nominate call takers/loggers and clerical staff Brief all ECC personnel and make them aware of current situation Make regular reports to the Chief Executive or deputy Supervise the flow of information and recording of incident data Maintain records of policy decisions Preserve all documentation (Section 5.1)

2.5 Resilience Officer / Out-of-Hours Officer

Nominated Person/People	<ul style="list-style-type: none"> • Any member of the Resilience Team • Any member of the Out-of-Hours rota
Preparatory Role	<ul style="list-style-type: none"> • Review and maintain the RMBC Emergency Plan • Attend Emergency Planning Groups and meetings • Maintain and take part in an out of hours rota to ensure a 24/7 response • Identify and deliver training and to staff involved in an emergency response • Plan and deliver post-incident debriefs • Run exercises to test procedures
Response Role	<ul style="list-style-type: none"> • Nominate an ECC manager to take over the role if applicable • Act as the initial contact point for notification of a major incident • Inform the Chief Executive and determine whether an emergency has occurred • Initiate RMBC's response • Take on the role of ECC Room Manager initially • Ensure that logs and records are kept and maintained (Refer to section 5.1)
Role on receiving the call	<ul style="list-style-type: none"> • Record details on the initial report form (Appendix A) • Inform the Chief Executive of the incident • With the Chief Executive, determine the immediate action to be taken and which officers/services are to be called out or put on standby • Instruct the Contact Centre to call out staff as required • Arrange for access to and availability of the ECC • Act as a room manager for the Emergency Control Centre • Ensure that the FIO establishes a forward control post with the emergency services • Ensure that contact is established between the ECC and the FIO • Receive and record regular reports from the FIO and take any necessary action • Ensure that the emergency services and other relevant agencies are aware where the ECC is in operation • Ensure that the RMBC switchboard and Contact Centre are aware of ECC activation and extension numbers • Nominate a communications officer for RMBC radio and GMC radio channels • Nominate call takers/loggers and clerical staff

Role on receiving the call

- Brief all ECC personnel and make them aware of current policy
- Consider utilising RAYNET for radio communications
- Consider standby/activation of relevant voluntary services and public utility companies
- Make regular reports to the Chief Executive or deputy
- Attend regular meetings of the EMT
Put mutual aid arrangements in place if required
- Activate military assistance if required by the EMT
- Instigate and oversee the major incident message system
- Supervise the flow of information and recording of incident data
- Maintain records of policy decisions
- Preserve all documentation (**Section 5.1**)

2.6 Forward Incident Officer (FIO)

Nominated Person/People	<ul style="list-style-type: none"> • Any member of the Resilience Team • Any member of the Out-of-Hours rota • Any appropriate officer
Preparatory Role	Undertake training as identified by the Resilience Officer and attend meetings when required.
Response Role	<ul style="list-style-type: none"> • Co-ordinate the local authority resource requirements at or near the scene of the incident • Liaise with the emergency service commanders and act as the “eyes and ears” of the authority • Identify resources and services which may need to be provided • Should be based at the Forward Control Post (FCP), this may be a number of the emergency service’s command vehicles or a building temporarily taken over for this purpose and is normally within the outer cordon.
Role on receiving the call	<ul style="list-style-type: none"> • Collect a radio from the Emergency Planning Officer • Obtain a briefing from the Chief Executive or ECC Manager • Ensure possession of high visibility clothing and other suitable PPE • Attend the Forward Control Post via the emergency services rendezvous point (the emergency services will notify the council of the location and if necessary a suitable approach route) • Set up a communications link from the FCP to the ECC • Obtain a situation report and inform the ECC • Assess council services in attendance and what further assistance is required • Attend regular meeting with other emergency service managers at the FCP • Inform the ECC of the details of any meetings attended • Ensure records are kept and retain documentation

**** Further guidance can be found in Forward Incident Officer Procedure Form in Appendix B.2 ****

2.7 Media Manager

<p>Nominated Person/People</p>	<ul style="list-style-type: none"> Any member of the Communication Team
<p>Preparatory Role</p>	<p>Undertake training as identified by the Resilience Officer and attend meetings when required.</p>
<p>Response Role</p>	<ul style="list-style-type: none"> Provide an initial point of contact with the media Liaise with media and public relations officers from other agencies and services in accordance with the Greater Manchester Major Incident Media Strategy Arrange appropriate press releases and communications on behalf of the local authority (in consultation with the Chief Executive and other agencies involved) Arrange for Elected Members to be advised of the progress in responding to the incident Try to ensure that council officers or Elected Members do not give as hoc interviews to the media without prior approval
<p>Role on receiving the call</p>	<ul style="list-style-type: none"> Attend the ECC and liaise with the Chief Executive Arrange a Media Briefing Centre and Briefing Point and invoke the Greater Manchester Major Incident Media Strategy (Appendix J) Maintain a record of the text of statements given to the media Maintain a record of the media attending briefings/interviews Ensure media broadcasts are monitored and recorded Ensure senior personnel are available for arranged interviews and briefings

2.8 Elected Members

Nominated Person/People	<ul style="list-style-type: none"> Elected Members
Preparatory Role	<p>Undertake training as identified by the Resilience Officer and attend meetings when required.</p>
Response Role	<ul style="list-style-type: none"> Represent the interests of the general public Act as a point of contact for the general public Provide a political lead Will normally become closely involved in post-emergency issues such as restoration and appeal fund management
Role on receiving the call	<ul style="list-style-type: none"> The elected members for the area concerned will be kept informed of the situation through the arrangements put in place by the Emergency Management Team Members should be encouraged to conduct their enquiries through the leader of the council, deputy of their own political group leader Statements and interviews for the media must be conducted in consultation with the Media Manager who can be contacted via the ECC. Any statements given must comply with the Greater Manchester Major Incident Media Strategy (Appendix J) Attendance at the council's FCP near to the scene is discouraged but any such visits should be arranged via the ECC Enquiries from the public where possible must be directed through the switchboard or advice line if set up

A full guide to the operation and staffing of the Emergency Control Room can be found in **Appendix D**.

SECTION 3:

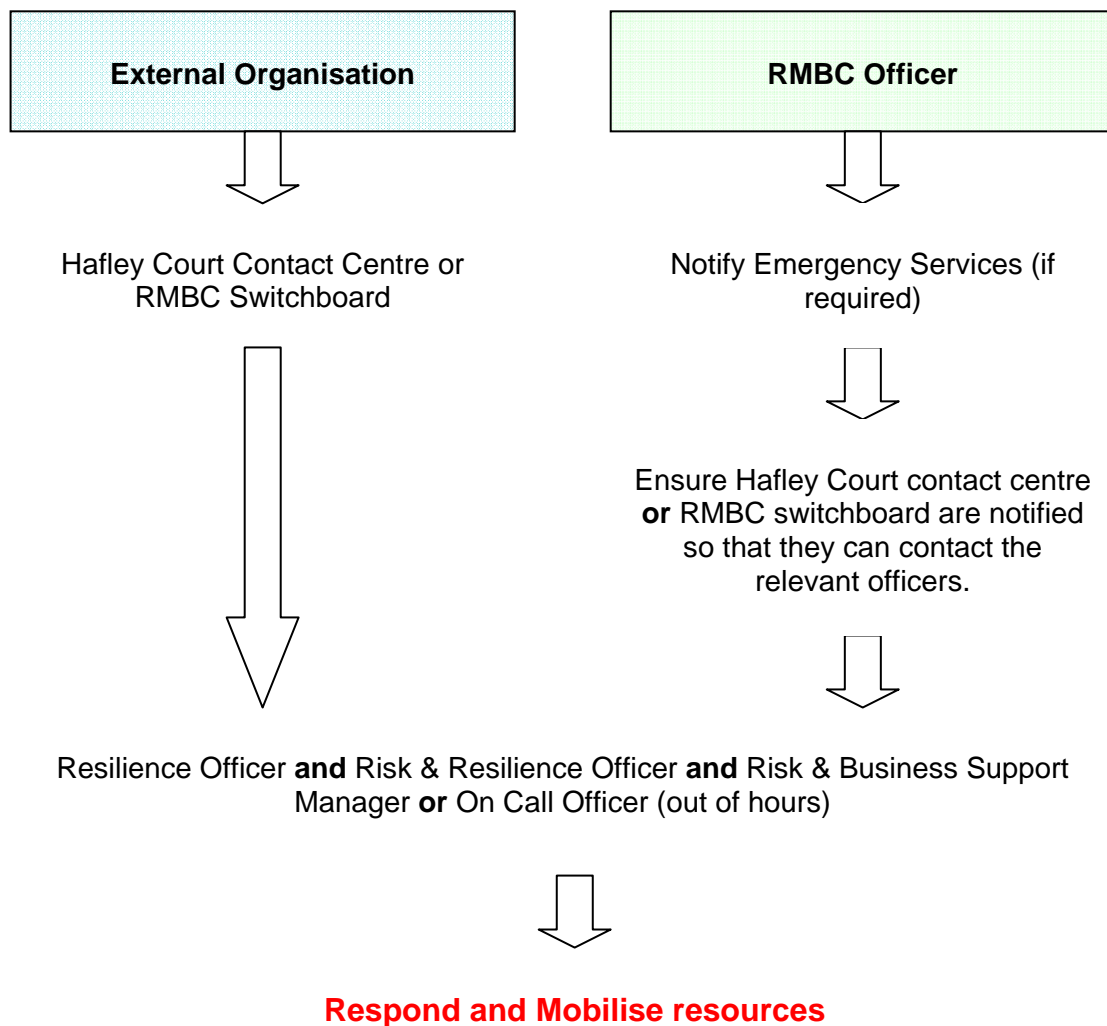
INCIDENT MANAGEMENT

3.1 Initial Notification

There are 2 main ways in which Rochdale MBC can be notified about an incident, in some cases there may occur together;

- Via the Emergency Services
- By an officer of Rochdale MBC

Lines of Communication



3.2 Levels of Emergency & Escalation

Level	Description	Escalation	Action
Minor	<ul style="list-style-type: none"> Routine incidents managed by RMBC through their normal operational activities. Involving only one service <p>Examples: Fallen tree blocking a road, unsafe structures, isolated flooding, emergency repairs to property</p>	Responding officers are usually familiar with these types of incidents and therefore there is minimal potential for them to escalate	<ul style="list-style-type: none"> Contact the relevant directorate or the on call duty officer Respond via normal business arrangements Ensure a record of the incident is kept
Serious	<ul style="list-style-type: none"> Requires partial activation of the RMBC Emergency Response Plan. More than one service involved Resilience Team notified <p>Examples: Acetylene cylinder fires, more widespread flooding</p>	Potential escalation of these incidents should be monitored	<ul style="list-style-type: none"> Arrange for a forward incident Officer to visit the scene if required Activate the appropriate directorate and resources needed for the response Contact the relevant senior managers
Major	<ul style="list-style-type: none"> Major emergency declared (Refer to 3.3) RMBC Emergency Response Plan fully activated Incident remains contained within the Borough and RMBC has the capacity to deal with it <p>Example: Large scale evacuation of residents</p>	Should the demands of the incident exceed the capacity of RMBC other local authorities may be called in to assist – this will not require them to activate their emergency plan.	<ul style="list-style-type: none"> Activate the Emergency Control Centre Activate the service representatives required for the Emergency Management Team Activate support staff for the ECC Alert all senior managers
Mass	<ul style="list-style-type: none"> Requires the activation of several local authority plans in Greater Manchester and possibly beyond. Necessitates the invocation of the Chief Executives Memorandum of Understanding Notification to Government Office North West <p>Example: Any incident requiring the mobilisation of resources or evacuation of people on an exceptional scale.</p>	Escalation may result in regional, national and possibly international support and will involve special command and control and coordination procedures.	<ul style="list-style-type: none"> Implement specific local authority Mass plan arrangements

3.3 When to Declare a Major Emergency

Number	Incident Information	If 'YES' go to:	If 'NO' go to:
1	<p><i>Has an event or situation occurred which threatens serious damage to human welfare?</i></p> <ul style="list-style-type: none"> • Loss of human life; • Human illness or injury; • Homelessness, damage to property; • Disruption of a supply of money, food, water, energy or fuel; • Disruption of facilities for transport; • Disruption of services relating to health. 	4	2
2	<p><i>Has an event or situation occurred which threatens serious damage to the environment?</i></p> <ul style="list-style-type: none"> • Contamination of land, water or air with harmful biological, chemical or radio-active matter, or oil; • Flooding; • Disruption or destruction of plant life or animal life. 	4	3
3	<p><i>Has an event or situation occurred which threatens serious damage to security or all or part of the UK?</i></p> <ul style="list-style-type: none"> • War or armed conflict; • Terrorism. 	4	4
4	Has an emergency occurred which seriously affects the ability of the Council to continue to perform its functions?	6	5
5	Has an emergency occurred which makes it necessary or desirable for the Council to perform its functions for the purpose of preventing the emergency, reducing, controlling or mitigating its affects or taking any other action in connection with the emergency.	6	7
6	Can the emergency be dealt with as part of the Council's day-to-day activities without significantly changing the deployment of resources and without acquiring additional resources?	7	8
7	Not a Major Emergency	-	-
8	MAJOR EMERGENCY	-	-

3.4 Plan Activation

The plan does not affect existing arrangements where incidents that result in a need for urgent but limited intervention by the council are reported directly to the service concerned and appropriate action taken.

However, council services must contact the Resilience Team or the Out of Hours call centre as soon as possible, with a view to full or partial activation of the Emergency Plan where there is:

- (a) The prospect of evacuating residents or a potential evacuation of residents at some stage;
- (b) The involvement of a number of council services;
- (c) A serious public order dimension; or

The Chief Executive, Resilience Officer or On Call Officer and the LA Forward Incident Officer (if appointed) in conjunction with the alerting agency, will determine an appropriate level of activation on the basis of the information provided.

In some cases it may be that the Council is notified that a serious incident has occurred, but which does not initially require an immediate response on the part of the Council. At this stage Senior Officers should be notified and the Council should prepare to respond by placing staff members on stand-by and ensuring that resources are available if required.

Most cases will require an immediate response from the Council and the Resilience Team or On Call Officer should ensure that the appropriate members of staff are contacted and responding, the necessary equipment is in place, and any other resources are made available.

In other cases it may be that the incident does not require any abnormal resources and can be dealt with using normal day-to-day procedures, resources and staffing. However, it may well be an emergency for the other responding agencies that have had to implement special measures in order to respond effectively. In this instance a swift response to a request for assistance is still required and log sheets should be kept as if an emergency for the Council was being dealt with.

Activation may require implementation of this plan either in full or in part, dependent upon the circumstances of the incident.

3.5 Mobilising the Emergency Response Team

Once the information has been confirmed the Resilience Officer will begin to contact relevant members of the emergency response teams to request that they assemble in the Emergency Control Centre (ECC).

The Resilience Officer should as soon as practicably possible, delegate the responsibility for contacting personnel to another Officer and report to the ECC. Out of Hours Control or the Switchboard will be asked to assist with this task. The first members of the team to arrive at the ECC should assist with setting up the room.

All Senior Officers are responsible for maintaining their own departmental emergency response capability and to provide staff to assist with the corporate response to an incident. Following a call from the Resilience Officer each Service's Senior Officer will be responsible for contacting key staff to assist them with carrying out the functions delegated to the department (Service Roles and Responsibilities can be found in **Appendix C**). To this end, Senior Officers should ensure that staff call out details are kept current and are accessible by Service Liaison Officers at all times.

Consideration should be given to contacting additional staff to those providing the initial response and placing them on stand-by to provide a shift change if necessary. The call out sequence should be to contact those members of staff located closest to the ECC to minimise mobilisation times.

3.6 Role of the Emergency Control Centre (ECC)

Rochdale Metropolitan Borough Council's Emergency Control Centre will co-ordinate the authority's emergency response to a Major Incident, receive all requests for resources and direct them to the relevant service or outside organisation.

Main Functions:

- Implementing the decisions of the Emergency Management Team. (EMT)
- Liaison with and providing advice to the Emergency Management Team.
- Liaison with external agencies and arranging assistance where requested, after consultation with the Emergency Management Team.
- Liaison with council services
- Liaison with RMBC personnel; at the scene, staffing rest centres or help lines etc.
- Liaison with the Media Manager.
- To regularly update the Chief Executive and the Emergency Management Team
- Consider the setting up of a council help line in order to respond to enquiries from members of the public

The Chief Executive or Deputy in consultation with the Resilience Officer and the emergency services will decide whether the ECC should be activated. The Out of Hours Call Centre or Council Switchboard will be responsible for incident communications until notified that the ECC is active.

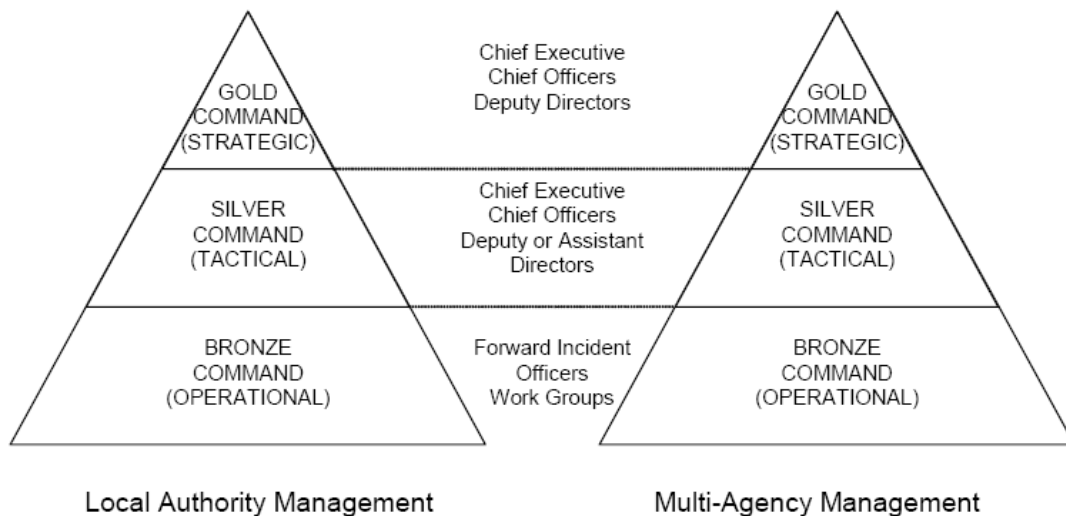
The Emergency Control Centre will normally be located in Meeting Room 5 at Littleborough Community campus. This does not however preclude the Chief Executive or the Emergency Management Team from nominating other premises for use as the ECC, whether council owned, a private facility, or the Emergency Control Centre within a neighbouring borough. These rooms are used for other purposes and the equipment for the room will need to be set up prior to use.

Full details of the Emergency Control Centre operations, location and staffing can be found in Appendix D.

3.7 Command, Control and Co-ordination

It is important that officers are aware of the command and control structure that the emergency services will put into place during a major emergency. There are 3 levels of management that the Police will normally co-ordinate, these are described below:

Multi-Agency Command & Control



Rochdale MBC Command & Control

Command & Control Level	RMBC Group	Membership	Notes
<p align="center">Gold (Strategic)</p> <p>The purpose of this level is to decide the policy within which the response will be managed. Representatives at gold command will have the authority to commit their organisations resources and will therefore usually be senior officers.</p>	<p>Emergency Management Team (EMT)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Chief Executive or nominated deputy <input type="checkbox"/> Relevant ELT/Heads of Service <input type="checkbox"/> Media representative <input type="checkbox"/> Admin support 	<ul style="list-style-type: none"> <input type="checkbox"/> There will not always be a requirement for a gold level of command <input type="checkbox"/> This Group may exist 'virtually' (i.e. through telephone conferences etc) and does not have to run 24/7 <input type="checkbox"/> At the start of the incident this group will advise the ECC what time and how frequently they would like to receive SITREPS <input type="checkbox"/> The EMT will not sit within the ECC <input type="checkbox"/> The EMT will not take officers away from the ECC without

			nominating replacements <input type="checkbox"/> The EMT will provide their own admin support if required
<p>Silver (Tactical)</p> <p>Most tactical command posts will be located at or close to the scene of the incident. Tactical command will consist of incident commanders from all responders who will prioritise and co-ordinate the work that needs to be done to meet the strategic objectives.</p>	<p>Emergency Control Centre (ECC)</p>	<input type="checkbox"/> Functional Cells <input type="checkbox"/> Admin Officers <input type="checkbox"/> Room Manager <input type="checkbox"/> Tactical Lead – This will initially be a member of the Resilience Team or Out of Hours Officer but will be handed over as soon as possible to a nominated ELT member.	<input type="checkbox"/> The ECC will deal with the general running of the incident <input type="checkbox"/> They will provide SITREPS to the EMT when required <input type="checkbox"/> The ECC will maintain regular contact with the FOI/s and will allocate an officer to be responsible for this, contact should be made every hour (minimum)
<p>Bronze (Operational)</p> <p>This is the front-line level of command for responders who will decide how work will be carried out at the scene, the priorities of which will be decided by Tactical Command.</p>	<p>Forward Incident Officers (FIO) (Refer to Section 2.6)</p>	<input type="checkbox"/> Resilience Team Member <input type="checkbox"/> Out of Hours Officer <input type="checkbox"/> An operational member of a relevant service	<input type="checkbox"/> Dependent upon the nature of the incident a Rochdale MBC service representative will be appointed by the Risk & Resilience Team from the list of nominated council officers (refer to emergency contact list). <input type="checkbox"/> They will be responsible for co-ordinating the council's response at the scene <input type="checkbox"/> The Forward Incident Officer/s will maintain regular contact with the ECC

Multi-Agency Strategic Co-ordinating Group (SCG)

If the incident is sufficiently serious for the Emergency Services to establish a Greater Manchester Multi-Agency Strategic Control Room (Gold Control), a multi-agency Strategic Command Group will be formed within Gold Control. The Chief Executive or nominee will attend meetings held by the Strategic Co-ordinating Group, normally chaired by the Police Overall Incident Commander (Gold). Dependent upon the nature of the incident, the agency with primary concern may chair the Group. The Greater Manchester Gold Control will normally be located:

Greater Manchester Police Headquarters,
Boyer Street,
Stretford,
Manchester,
M16 0RE

The Group normally comprises of nominated senior members from each statutory agency involved with the incident, and is required to make executive decisions in respect of resources within their agency and have authority to seek aid of other agencies in support of their role. The Group may need to liaise with the Regional Resilience Team at Government Office North West (GONW) and develop a strategy for dealing with the media, designate a media briefing centre and appoint a media briefing centre manager, in accordance with the Greater Manchester Major Incident Media Strategy (**Appendix J**). The Group will normally convene at Gold Control.

3.8 Staff Welfare

Health and Safety

Responding to an emergency often requires efforts beyond normal operations and as such it is vital that staff health and safety is managed.

Key H&S considerations include:

- Correct Personal Protective Equipment (PPE)
- Environmental Conditions (Weather, time etc)
- Personal safety / security
- Facilities (WC, refreshments)
- Working time
- Stress

It is the responsibility of every member of staff to ensure that their own health and safety and that of their colleagues is maintained.

Psychological Welfare

- Management should also consider the need for the following:
- Proper briefings to ensure that staff are aware what is happening and what their role is
- Information about what to expect in terms of unpleasant or stressful situations
- A quiet space to prepare, unwind and think
- Someone to discuss experiences with, during and after the event
- Access to information on sources of support

Page intentionally left blank

SECTION 4:

RESPONSE AND ASSISTANCE

4.1 Outer Cordon Procedures

(For Council or other agency staff attending incidents, as agreed with the Greater Manchester Councils and the Greater Manchester Police)

It may become necessary for Local authority or other agency staff to attend the scene of an incident, usually at the request of the Police or one of the other emergency services. To ensure public safety the Police may establish an outer cordon around the incident area. Procedures need to be in place to ensure that appropriate local authority staff can rendezvous at the scene with emergency services. Rendezvous arrangements must ensure the safety of the Local Authority or other agency staff and maintain the integrity of the cordon.

Action by Council or other agency Control:

When it is necessary for Council or other agency staff such as the Environment Agency to attend at the scene of an incident, the Council or other agency's control should give the following information to the Police control room:

- The name of the officer(s) who will be attending the incident (N.B. Council or other agency staff **must** have appropriate ID). Officers are reminded that appropriate clothing should be worn.
- The registration number and description of car(s) travelled in
- Estimated time of arrival.

Action by Police Control Room:

When making arrangements for Council or other agency staff to attend the scene of an incident, the Police control room must;

- Advise where Council or other agency staff should approach the cordon, with due regard to traffic closures etc. and inform them of any agreed Rendezvous Points (RVP).
- Supply Local Authority staff or other agency with the name of the Police Officer to whom they should report.

- Notify the appropriate Police Officer (usually the Silver or Bronze Commander) at the scene of the name(s), Estimated Time of Arrival etc. of the Local Authority staff.

Action by Council or other agency staff approaching the cordon:

- Council or other agency staff should state their business to the Police Officer at the cordon, present appropriate ID and give the name of the Police Officer to whom they have been instructed to report.

Action by Police Officer at cordon:

- RVP Officer should inform the Silver or Bronze commander of arrival of Council or other agency staff and await further instructions.

4.2 Ongoing Communications

The Emergency Management Team should continually assess the situation and ensure that good communication links are being maintained.

Radios

In the event of loss or difficulty with telephone communications, radios are available and may be issued to the Forward Incident Officer and other persons in need of a communication link. The base station can be controlled from the ECC.

The council radio network can be accessed, together with a separate channel to enable communication with other Greater Manchester Authorities, via the Greater Manchester Emergency Radio Channel. The call sign for Rochdale Control is ROCHDALE ECHO and individuals issued with radios should use the Call Sign ROCHDALE ECHO ONE etc. The Greater Manchester Emergency Channel is Channel Two.

Forward Incident Officer

Communication with the Forward Incident Officer from the council will normally be via mobile phone or radio.

Reception Centre and other temporary facilities

Communications will normally be by telephone and contact numbers will be made available by the ECC when each utility is operational. The Resilience Officer also holds 2 boxes of radios at the Town Hall for use in these circumstances; these have a limited range but are useful within a building or complex.

4.3 Evacuations

The emergency services will decide whether an evacuation is required, this decision is taken as a last resort as people are better off staying in their own homes as far as possible.

If an evacuation is required, the Local Authority is likely to be heavily involved. Generally the following will need to be considered:

- Warning and informing the public
- Transport away from the affected area
- Temporary accommodation
- Re-occupation

During this time the issues that will need to be addressed by the Emergency Management Team include:

- Provision of transport
- Provision of premises for temporary accommodation (short term/long term)
- Staffing of temporary accommodation (Council/voluntary agencies)
- Feeding and resources for evacuees
- Keeping evacuees informed about the situation
- What to do with pets (RSPCA involvement)

Further information surrounding these issues can be found in the Rest/Reception Centres Plan (**Appendix F**), the Transport Plan (**Appendix H**) and the Emergency Catering Plan (**Appendix G**).

4.4 Warning and Informing the Public

All Category 1 responders have a duty to maintain arrangements to warn and inform the public if an emergency has or is likely to occur, and also to provide advice and information.

Actions Required:

- Identification of a lead responder
- Liaison with all responders and co-ordination of messages
- Identification of groups who require warnings, information and advice
- Identify methods of communication, delivery
- Media liaison (**Appendix J**)

Telephone Help/Advice Lines

In order to inform and assist members of the public and to take some pressure off the switchboard it may be necessary to set up a telephone help or advice line. Lines are available at the ECC for this purpose though the facility can be set up wherever is deemed appropriate. Assistance should be sought from IT Services.

4.5 Visitors to the scene

Officials without an operational need who wish to visit the scene should be discouraged. It is likely; however that government officials, ministers or royalty may wish to attend. Any such visits will normally be co-ordinated by the police and access will be restricted to safe areas. Out of courtesy there should be close liaison with RMBC and it may be appropriate for the Chief Executive or council leaders to meet the visitors.

Friends and relatives of those affected may also wish to visit the scene and again GM Police will take the lead on this. Depending on scale of the incident and casualties involved it may be necessary to open a Humanitarian Assistance Centre (HAC) which will act as a 'one stop shop' for the needs of those affected.

4.6 Maintaining Business Continuity of Council Services

As well as responding to the emergency the RMBC must ensure that the day to day services of the Council are maintained. Dealing with a major emergency may affect the Council both directly, (if buildings etc are damaged) or indirectly due to the loss of staff dealing with the response.

Each Service has the responsibility to develop, maintain and update specific Business Continuity Plans; these may be activated individually or in conjunction depending on the needs of the incident. If more than one service needs to activate their plan then it is likely that the Corporate Business Continuity Plan will be activated to coordinate this.

4.7 Miscellaneous

Disaster/Appeal Funds

The Chief Executive, Mayor and Leader of the Council should take the decision on whether a disaster fund should be established. They will need to take into account the extent of fatalities, the seriousness of the injuries, public and press reaction to the incident and the extent of any unofficial funds or donations. An appropriate figurehead may be appointed and consideration given to the use of an existing charity such as the British Red Cross Disaster Appeal Fund. In any event the British Red Cross Disaster Appeal Scheme, (United Kingdom), outlines a set of procedures and mechanisms to assist a local authority establish such an appeal.

VIP Visits/Memorial Services

These would be co-ordinated by the Chief Executives Department and will depend on the scale of interest and nature of the incident.

Legal and Financial Guidelines

Details regarding legal and financial issues are contained in **Section 5**.

SECTION 5:

POST EVENT ACTIONS & RECOVERY

5.1 Record management

After a major incident it is likely there will be an inquiry (Coroner, public, civil, criminal etc), therefore it is vital clear and accurate records are kept and maintained.

Decisions made and the reasons behind them must be clearly logged, both for this purpose and as a tool for briefing staff.

Good record keeping also ensures that lessons learnt can be identified and relevant actions completed, plans and procedures may need amending and this will be beneficial to those involved in future incidents.

All documents (including audio and video files) should be kept together in an incident file until such a time that it is requested for the purpose of an audit/inquiry (this can potentially take several years).

The ECC Manager should:

- Ensure that all staff are aware of their obligations to locate, log and preserve information
- Ensure that staff are made aware that no documentation should be destroyed or discarded
- Nominate someone to collate this information during the event and ensure that this continues post event

5.2 Stand Down

There may be a phased stand down of individual services from RMBC when their involvement in the emergency is complete. Stand down will be communicated to relevant personnel through the Emergency Control Centre and must be authorised by the Chair or the Emergency Management Team.

A full stand down of RMBC services can only be achieved when long term measures to restore normality have been dealt with by the appropriate service. Executive Directors, whose directorate resources have been committed to major emergencies, will prepare a comprehensive report at the conclusion of an emergency for the Chief Executive, who will in turn prepare a report for submission to the cabinet. Reports will

include a record of resources deployed and used during the emergency for financial accounting purposes.

5.3 Debriefing

After an incident all those involved will be invited to attend a debrief session, this should happen as soon as possible after the incident. The Risk & Resilience Team will arrange and facilitate the debrief session. A guide to the structured debrief process can be found in **Appendix M**.

If a multi-agency debrief is required this will be done through the Rochdale Resilience Forum or Greater Manchester Local Resilience Forum depending on the scale of the event. A template exists for this to ensure consistency.

5.4 Financial Guidance

Local Arrangements

A cost code needs to be allocated to the incident in order to maintain a full record of all actions taken during the event. The head of Financial Services needs to ensure that adequate funds are available for use in the crisis.

Local Government Acts

Section 138 of the Local Government Act 1972 empowers councils to incur such expenditure as they consider necessary to alleviate or eradicate the effects of an emergency or disaster involving the destruction of, or damage to, life and/or property.

Section 156 of the Local Government and Housing Act 1989, permits local authorities to undertake contingency planning to deal with a possible emergency or a disaster.

Cash Payments to Victims

Cash payments to those persons in urgent financial need as a result of a major disaster may be made available from the Department of Work & Pensions. This is for food, fuel, clothing, household items or other essentials. Benefit may also be payable for a limited period to people unable to get to work.

Repair of Property

Housing authorities may need to co-ordinate essential repairs to privately owned houses as well as council property. Normally insurance cover would meet the cost of repairs to private property, but it might be necessary for the council to make financial help available through the grant system under the Local Government Housing Act of 1989.

Compensation and Insurance

Following a major incident it is open for those who have suffered losses to claim compensation from those liable. However households are expected to insure against foreseeable risks and claim under their insurance policies. Insurance companies are normally willing to make a grant, in advance of settlement, for immediate needs, but councils have power under Section 138 of the Local Government Act 1972 to provide financial assistance to residents in the form of grants or loans.

Disaster Appeal Funds

In the event of a Disaster Appeal Fund being open, central government might also wish to contribute. The amount would be related to the need, the extent of the damage, the total value of the claims and the amount donated by the public. The government however would not expect to contribute towards insurable losses.

The Bellwin Scheme

Emergency aid to local authorities can be provided by central government under Section 155 of the Local Government Act 1989 (The Bellwin Scheme). Once the scheme is approved the council would be expected to meet all emergency expenditure up to a threshold.

SECTION 6:

TRAINING, EXERCISING & **PLAN VALIDATION**

6.1 General

The Rochdale MBC Emergency Plan is a dynamic document and therefore is reviewed and amended as and when required. A review of the entire document will be carried out on an annual basis and all contact details will be reviewed quarterly.

6.2 Training

A programme of regular training will be provided for all staff involved in an emergency response to ensure that they feel confident and supported in their role.

This will ensure that relevant staff members are aware of the contents of the plans and the implication an incident could have for them, their service and work areas. Staff will be trained in their expected roles and responsibilities and also provided with information detailing the roles and responsibilities of departments and agencies; this is to ensure a co-ordinated and integrated response.

Officers with substantial responsibilities under this plan are expected to demonstrate their knowledge, skills and experience in this area and will undertake a programme of continuous professional development. Training will be provided internally and externally and will involve organisations such as the Emergency Planning College at Easingwold, York.

6.3 Exercising

Rochdale MBC endeavour to run one large annual exercise as well as other more specific ones to test and validate the contents of this plan and officers will also attend external exercises to test the plan along side those of other agencies.

Each exercise will have a defined aim and measurable objectives with observers present to record outcomes against these objectives. There are three main formats the exercises may take:

1. Discussion-based or seminar type
These are the cheapest to run and easiest to prepare. They are generally a 'walk through' of the concepts and procedures and can be used to raise awareness. They can also have a significant training element.

2. Tabletop Exercises
This type of exercise is generally built around a simulation of a particular scenario. They are used to test and validate the plan, or particular parts of the plan in a semi-realistic scenario. They are also relatively cheap to run but require long and careful preparation.

3. Live Exercises
These are a full rehearsal for the implementation of the plan. They are usually very expensive to run and need extensive preparation, briefing and pre-training.

Post exercise, a debrief sessions will take place to identify any amendments/additions needed for the plan (**See Appendix M**).

6.4 Plan Validation

This plan may be validated via the following methods:

- Exercises (**See 6.3**)
- Peer reviews – For example internal audits or validation by other agencies.

The audit commission has produced a self-assessment document which is available from <http://www.audit-commission.gov.uk/emergencyplanning/index.asp?>

Page intentionally left blank