

**XXXXXXX PARISH/TOWN  
COUNCIL**

**MAJOR INCIDENT  
EMERGENCY PLAN**

**February 2003**

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(It is suggested that the parish/town council include local and area mapping as appendices 3 & 4)

## 1. INTRODUCTION

- 1.1. Disasters can strike suddenly, unexpectedly and anywhere. Many agencies have a part in dealing with the disaster and its aftermath. The effectiveness of the total response will depend on how well the emergency services, local authorities and other emergency response organisations have prepared their arrangements and emergency procedures.

## 2. PURPOSE OF THE PLAN

- 2.1. To provide a framework to achieve a timely and efficient response by the Parish/Town Council in assisting the multi-agency response to a major incident.

## 3. THE DEFINITION OF A DISASTER

- 3.1. Major incidents are characterised by causing widespread disruption, injury to people and damage to property. The aim of any emergency plan must be to alleviate the effects of a major incident on the public, community and environment.

- 3.2. Emergencies can be divided into four broad categories:

1. **Natural** such as flooding, storms and snow
2. **Accidental** where human error or technical failure causes the emergency such as an aircraft crash
3. **Planned** where the emergency occurs as a result of terrorist or criminal action
4. **Disruption** where, for some reason, essential services are not available for a significant length of time e.g. gas and electricity.

## 4. WHAT IS A MAJOR INCIDENT?

- 4.1. A major incident can be defined as:

“any emergency that requires the implementation of special arrangements by one or all of the emergency services for:

- ◆ The rescue and transport of a large number of casualties;
- ◆ The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- ◆ Any incident that requires the large scale combined resources of the three emergency services;
- ◆ The mobilisation and organisation of the emergency services and supporting organisations, such as the local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.”

*Source: Association of Chief Police Officers Emergency Procedures Manual*

“...a serious disruption of life which causes or threatens

- ◆ death or injury to numbers of people;
- ◆ extensive damage to property or
- ◆ contamination of the environment

on a scale beyond the capacity of the services for the public, operating under normal conditions and requiring the special mobilisation and organisation of those services.”

*Source: Local Authorities Civil Emergencies Planning Manual*

## **5. EMERGENCY PLANNING IN HERTFORDSHIRE**

- 5.1. Disasters vary in their effects on society and the environment. They demand a combined response, which links the expertise and resources of the emergency services, local authorities and, if necessary, other agencies and voluntary organisations.
- 5.2. All services and agencies involved in a combined response will work to a set of common objectives which will help to:
  - ◆ prevent escalation of the disaster
  - ◆ save life
  - ◆ relieve suffering
  - ◆ restore normality as soon as possible
  - ◆ protect property
  - ◆ facilitate criminal investigation and judicial, public, technical or other
  - ◆ inquiries as appropriate
- 5.3. The Police, Fire and Rescue and Ambulance Service will normally handle the immediate aftermath of any disaster. Their tasks will include life saving, rescue, body recovery, investigation, the preservation of evidence and the maintenance of public order. Local authorities will be called upon to support them making available their services and resources.
- 5.4. Since 1975, the Hertfordshire Emergency Services Major Incident Committee (HESMIC) has successfully co-ordinated the major incident training and resources of Hertfordshire's emergency services.

- 5.5. Major incident that have taken place in the United Kingdom over the last 15 years, have shown the vital contribution of a wider range of agencies, which are also called upon to support and supplement the work of the emergency services.
- 5.6. The role and structure of HESMIC now reflects the value which is attached to co-ordinated, multi-agency planning and the importance of organisations being able to deliver a combined response.
- 5.7. Locally, the co-ordination of such arrangements is handled through the Local Emergency Planning Forum, which considers specific local issues and assesses risks.
- 5.8. A command and control system is a vital element of any multi-agency emergency response. Most organisations involved in the emergency response will adopt the following management structure at one or more of the following three levels:
- ◆ Strategic (Gold) – based at Police headquarters
  - ◆ Tactical (Silver) – based in the vicinity of the incident
  - ◆ Operational (Bronze) – based at the incident site
- 5.9. The requirement to implement one or more of these levels will be very dependent on the size and nature of the incident.
- 5.10. The HESMIC Multi-Agency Management Structure for a Major Incident is shown in Appendix 2.

## **6. THE PARISH/TOWN COUNCIL'S ROLE**

- 6.1. The Parish/Town Council has an important role in supporting and contributing to the emergency response to the incident as follows:
1. Consider deploying resources held by the Parish/Town Council, to assist the response to the major incident.
  2. Assist the compilation and distribution of agreed information to the local population.
  3. If required, assist in the provision of local labour volunteers to help with tasks identified by the police and under the supervision of appropriate agencies.
  4. Provide local information and knowledge to the emergency services and other organisations to assist the response to the incident.
  5. If requested, assist the District Council in the identification of premises suitable to be used as a local rest/reception centre(s).

6. Assist in the setting up, operation and participation of public meetings, which will be chaired by the Chairman of the Parish/Town Council and record proceedings, as appropriate.
7. Assist the local authorities, as appropriate, in the rehabilitation of the local community when the incident moves into the recovery phase.
8. Attend and contribute to the incident debriefing process, as appropriate.

## 7. OTHER ORGANISATIONS' KEY ROLES

- 7.1. **The Police** assume the management and overall co-ordination of all the activities of those responding at and around the scene. (During the recover stage, the local authority may undertake co-ordination at the strategic level).
- 7.2. **The Fire Service's** first concern is to rescue people and to prevent further escalation of the disaster. They also assist the ambulance service with casualty handling and the police with the recovery of bodies.
- 7.3. **The Ambulance Service** is responsible for co-ordinating effective emergency treatment at the scene and transporting the injured, in order of priority, to nominated hospitals.
- 7.4. **Health Services** ensure an effective medical response including requests from the ambulance service to accept casualties and provide trained staff to act as mobile medical teams.
- 7.5. **Local Authorities** provide support for the emergency services, support and care for the local and wider community and the co-ordination of the response by organisations other than the emergency services. When the emphasis of the incident switches to recovery, the local authority will lead the co-ordination of response in rehabilitating the local community and restoring the environment.
- 7.6. **Utility Companies**, including industrial and commercial organisations, may provide support and professional expertise to assist the overall emergency response to the incident.
- 7.7. **The Voluntary Sector** can provide support when the resources of the emergency and local authorities are over-stretched. They can also assist local authorities in providing social and psychological care. (Organisations include WRVS, St. John Ambulance, British Red Cross, Radio Amateurs Emergency Network, Salvation Army, The Samaritans and the clergy)

# **THE PARISH/TOWN COUNCIL RESPONSE**

**8. PARISH/TOWN COUNCIL LIAISON OFFICER (PARISH/TOWN CLERK)**

8.1. On receipt of an alert from the District Council, activate call out arrangements as follows:

- ◆ Advise the Chairman of the Parish/Town Council that an incident has taken place and confirm that they, or a nominated deputy, will be acting as Head of the Parish/Town Council Emergency response.
- ◆ Arrange for the keyholder to open up Parish/Town Council property, or suitable local venue, so that it is available to the emergency services as a possible location for the Joint Tactical (Silver) Command, if suitable.
- ◆ Establish the need for, and if necessary call-out suitable volunteers to assist in the emergency response.

8.2. Inform other key local contacts that an incident has occurred. (Key personalities will include the local clergy, Neighbourhood Watch and the Headteacher of the local school).

8.3. Maintain a point of contact at all times.

8.4. Once the call-out phase is completed, move to the Parish/Town Council Office and assist in the response to the incident.

8.5. If requested, attend Joint Tactical (Silver) Command meetings to:

- ◆ Offer support to the emergency services and other responding agencies.
- ◆ To represent the Parish/Town Council's interests, in consultation with the Head of the Parish/Town Council Emergency Team in relation to any other tasks, which the Police (Silver) Commander requests the Parish/Town Council to undertake.

NOTE: In consultation with the Head of the Parish/Town Emergency response, decide who will attend the Joint Tactical (Silver) Command meetings and consider who will take over this role should the incident be a protracted one.

8.6. Attend post-incident multi-agency debriefing sessions.

**LOG ALL ACTIONS TAKEN**

**9. HEAD OF THE PARISH/TOWN COUNCIL EMERGENCY RESPONSE (CHAIRMAN OF THE PARISH COUNCIL OR NOMINATED DEPUTY)**

- 9.1. Exercise powers on behalf of the role of Chairman of the Parish/Town Council and take overall responsibility for the Parish/Town Council's response.
- 9.2. Form a Parish/Town Council Sub-Committee to consider and approve funding for specific items required in response to the incident.
- 9.3. Ensure that all Parish/Town Council resources and services have been activated or placed on standby.
- 9.4. Liase with the District Council and other response organisations, as appropriate.
- 9.5. Deploy Parish/Town Council manpower/resources and obtain additional resources as appropriate, in liaison with the District Council.
- 9.6. If requested, provide information to the Police Press Officer to help ensure a coherent, multi-agency response to the media.
- 9.7. If requested, attend Joint Tactical (Silver) Command meetings to:
  - ◆ Offer support to the emergency services and other responding agencies.
  - ◆ To represent the Parish/Town Council's interests, in consultation with the Head of the Parish/Town Council Emergency Team in relation to any other tasks, which the Police (Silver) Commander requests the Parish/Town Council to undertake.

NOTE: In consultation with the Parish/Town Council Liaison Officer, decide who will attend the Joint Tactical (Silver) Command meetings and consider who will take over this role should the incident be a protracted one.

- 9.8. Provide regular briefings for Parish/Town Councillors.
- 9.9. In liaison with the Parish/Town Council Sub Committee, ensure that all monies spent by the Parish/Town Council in response to the incident are accurately identified and carefully recorded.

NOTE: Recovery of costs incurred by the Parish/Town Council should be actively pursued. However, it should be recognised that this could be a protracted process involving extensive consultation and liaison with a wide range of organisations.

- 9.10. Attend post-incident multi-agency debriefing sessions.

**LOG ALL ACTIONS TAKEN**

## 10. RESOURCES

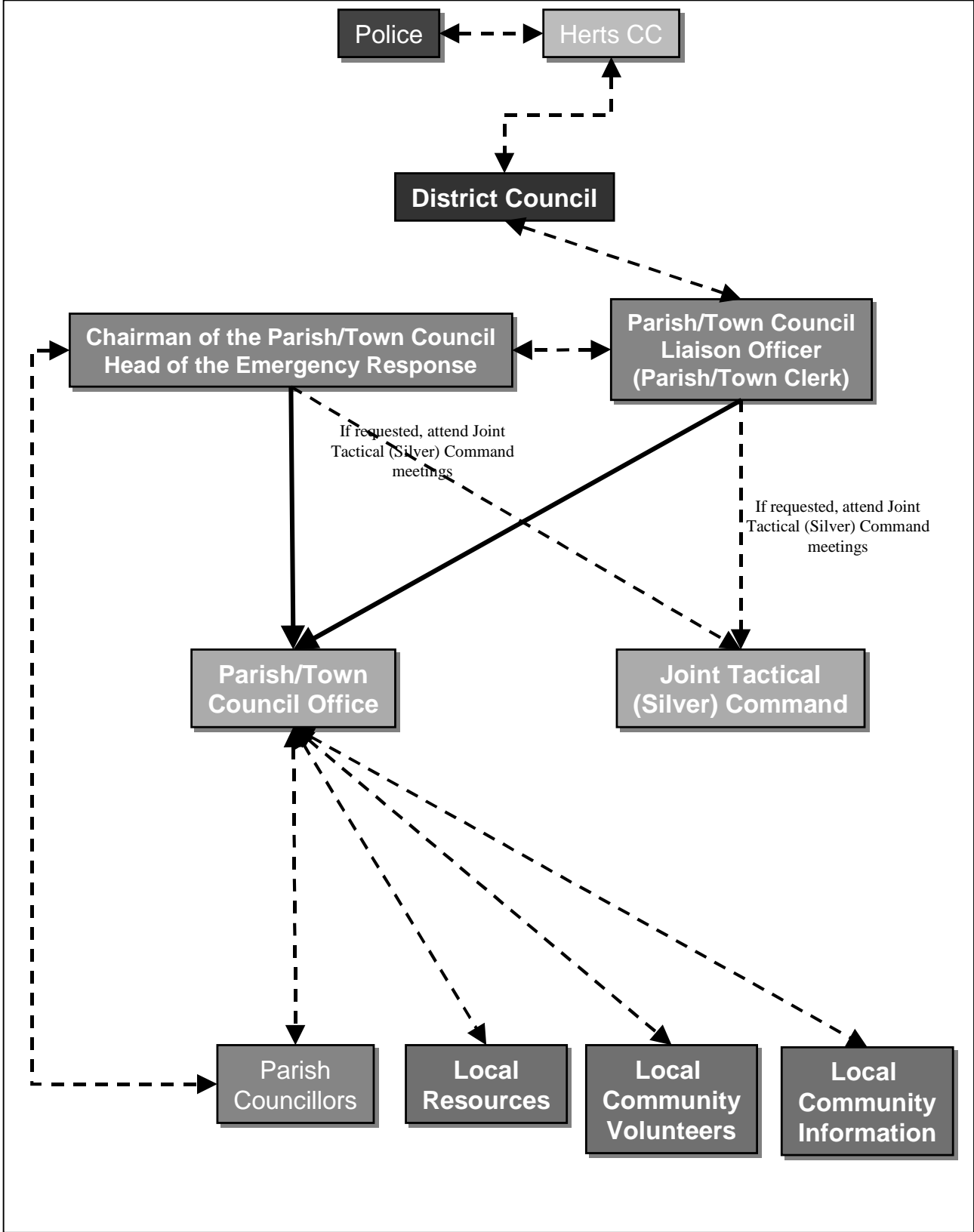
Resource	Contact	Contact No.
<b>BUILDINGS</b>		
<b>COMMUNITY COMMUNICATIONS</b>		
<b>PUBLIC HOUSES</b>		
<b>RETAIL</b>		
<b>VOLUNTARY LABOUR</b>		

## 11. CONTACT DIRECTORY

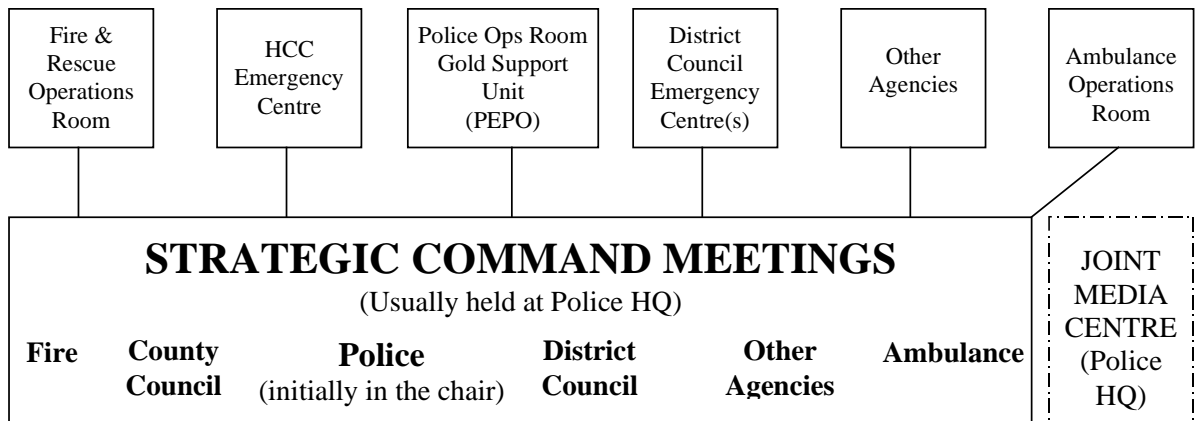
Name	Organisation	Contact Number
<b>EMERGENCY</b>		
Emergency Services	Police	999
	Fire	999
	Ambulance	999
District Council		
<b>PARISH COUNCIL</b>		
	Chair Parish Council (Head of the Parish response)	
	Parish Clerk (Parish Council Liaison Officer)	
Parish/Town Councillor		
Parish/Town Councillor		
Parish/Town Councillor		
Parish/Town Councillor		
Parish/Town Councillor		
Parish/Town Councillor		
Parish/Town Councillor		
<b>CLERGY</b>		
<b>LANDOWNERS/TENNENTS</b>		
<b>LOCAL ELECTED MEMBERS</b>		
District Councillor		
County Councillor		

Name	Organisation	Contact Number
<b>NEIGHBOURING PARISH COUNCILS</b>		
<b>VILLAGE CONTACTS</b>		

12. APPENDIX 1 – ORGANISATION CHART



13. APPENDIX 2 – MULTI-AGENCY MANAGEMENT STRUCTURE



*OUTER CORDON*

