

1 Emergency and Disaster Planning

Contents

- 1.1 Introduction
- 1.2 Roles and Responsibilities
- 1.3 Developing Plans
- 1.4 Testing Plans
- 1.5 Retention of Records
- 1.6 Related Documents

Introduction

1.1.1 This chapter provides guidance on the scoping, development and implementation of emergency and disaster planning. It provides a very general overview due to the wide range of establishments, premises (including vessels) and activities undertaken in defence and the subsequent possible emergency scenarios. The related documents listed at the end of this leaflet provide more detail in specific circumstances.

1.1.2 The Management of Health and Safety at Work Regulations requires Defence to risk assess its activities and to establish appropriate (emergency) procedures to be followed in the event of serious and imminent danger to defence personnel and visitors, and the necessary contact required with external services (Ambulance, Fire, etc.). The Emergency Plan should set out the information, procedures and details required to ensure an effective, flexible and timely response to an emergency, thus reducing to a minimum the distress and disruption caused by such an incident.

1.1.3 The purpose of emergency and disaster planning is to provide defence personnel with the procedures, information and equipment they will require to enable them to ameliorate the effects of any major emergency occurring. A fast response to any emergency or disaster is essential to minimise injury or loss, therefore careful planning, training and emergency exercises are required to ensure that appropriate assistance is provided as quickly as possible.

1.1.4 In the event of an emergency or disaster, the preservation of safety and/or health of personnel will depend on their knowledge of the action to take and/or whom to contact; and the prompt execution of that action.

Role and Responsibilities

Commanding Officers (COs)/Heads of Establishment (HoEs)

1.2.1 The CO/HoE should ensure that adequate emergency and disaster plans, and major accident prevention procedures (based on the Unit/Establishment risk profile) are developed,

exercised, evaluated, and regularly reviewed. They should include provision for defence personnel and visitors who require special arrangements (assistance or facilities) to enable their timely evacuation without assistance from the emergency services and contain contingencies for any night/shift/weekend working and/or any closures of the establishment (e.g. block leave). The plans should incorporate all lodger organisations on the establishment, implemented and practiced regularly as a single entity involving all stakeholders.

1.2.2 Where appropriate, resources for the provision of a staffed control centre (CC) should be made. Suitably Qualified Experienced Person(s) (SQEP) must be appointed as Incident Controller(s) having clear written terms of reference and their role and authority should be clearly identified within the Emergency Planning documentation. Resources should be made available for SQEP nominated persons to be appointed to key roles required and any equipment needed for the effective implementation of the plans.

1.2.3 Training should be identified, provided and evaluated to make sure that all personnel within the emergency response organisation are competent to manage all foreseeable incidents; training and refresher training should also be provided to all personnel for the safe evacuation of buildings, vessels etc. and the safe use of emergency equipment etc.

Key Personnel - Incident Controller (IC) and Nominated Persons

1.2.4 The IC has the overall responsibility for directing operations, normally from the CC. During an incident the IC assumes the full authority of the CO/HoE.

1.2.5 Nominated persons such as Floor Liaison Officers (FLO), Fire Marshals etc. should provide support to the IC and act as an interface between the IC, staff and the Emergency Services attending the incident.

1.2.6 In the event of an incident, if it is safe to do so, nominated persons should report to the IC to provide technical support. Nominated persons may include:

- Infrastructure Manager / Maintenance Management Organisation contractor;
- Health & Safety Adviser;
- Environmental Protection Adviser;
- Fire Officers;
- Security Officers;
- other specialists as required dependent on unit/establishment risks.

Managers

1.2.7 Managers should ensure that all defence personnel and visitors within their area of responsibility have received adequate training and/or been briefed in the local emergency procedures and understand what action is required of them in the event of an emergency or disaster.

1.2.8 For defence personnel, visitors, contractors, etc. who may have a disability, medical condition etc. (temporary or permanent) which may affect their or the ability of others to respond or react to an emergency; a risk assessment (JSP 375, part 2, Volume 1, Chapter 8) should be conducted and a Personal Emergency Evacuation Plan (PEEP) produced to ensure their

timely evacuation without assistance from the emergency services unless their assistance has been pre-agreed (Ref: Communities and Local Government Fire Safety Means of Escape for Disabled People). The PEEP should take into consideration all areas where the individual concerned can be reasonably expected to visit within the establishment, vessels etc. The control measures required for a PEEP may require the Manager to identify individuals and/or equipment to assist in an evacuation and appropriate additional training required (e.g. use of an Evac Chair).

All Personnel

1.2.9 All personnel should make sure they are fully aware of the action to take in the event of an emergency, attend training as required and comply with the relevant procedure, follow any additional instructions given by the IC, Nominated Persons or attending Emergency Services Officers. Under UK law it is an offence to fail to comply with relevant procedures or instruction and may result in staff being subject to legal and/or disciplinary action.

1.2.10 Personnel (without special emergency responsibilities) should not attempt fire fighting or other emergency action for which they have not been trained and evacuate the building to the appropriate assembly point as soon as the alarm is heard.

1.2.11 When travelling abroad, in the UK or working in a remote location, 112 can be dialed free of charge from any telephone or mobile phone to contact the emergency services (Ambulances, Fire & Rescue Service and the Police) in the European Union (EU), as well as several other countries in the world. Using this number has an advantage especially when using a mobile phone as EU Directive E112 (a location-enhanced version of 112) requires mobile phone networks to provide emergency services with whatever information they have about the location a mobile call was made.

1.2.12 Even if you don't know exactly where you are, using 112 on your mobile phone will allow the system to pinpoint your precise location within about the first 30 seconds of your call to the telecom operator and the operator automatically transmits the location information to the emergency centre so they can get the appropriate help to you as quickly as possible.

1.2.13 The GSM mobile phone standard designates 112 as an emergency number, so it will work on GSM phones even in North America where GSM systems redirect emergency calls to 911, or Australia where emergency calls are redirected to 000 (although location information may not be automatically transmitted). 112 can be dialed on most GSM phones even if the phone is locked.

Developing Plans

1.3.1 The site risk assessment (JSP 375, part 2, Volume 1, Chapter 8) is a fundamental part of the emergency and disaster planning process and should identify all activities, areas and foreseeable incidents within the unit/establishment that require measures to be taken to mitigate injury or loss. External factors both international and domestic also need to be factored into possible scenarios that might need to be managed. These may include:

- fire;
- medical emergency (Injury/ill health);

- civil protest/civil disobedience;
- entrapment (lifts, confined space etc.);
- release of gas/vapour etc;
- radiological;
- biological;
- flooding;
- explosion;
- mortar attack;
- suspect device;
- vehicle borne Improvised Explosive Device;
- shooting;
- any other emergencies.

1.3.2 The control measures required will be dictated by the risk assessment findings and more detailed actions are to be expected for the more predictable events. It is however important to ensure that any guidance produced is flexible and can be adapted as an incident progresses. The actions to be taken to control each credible event should follow the structure shown below:

- immediate response (give warning, activate alarm, etc.);
- initial actions (administer first aid, extinguish fire if safe to do so, contact emergency services, etc.);
- evaluate scale and nature of problem;
- evacuation and cordoning;
- use of control methods;
- co-operation/communication with public, press and enforcement agencies (e.g. HSE);
- recovery actions / Business Continuity;
- clean up actions (longer term).

1.3.3 Emergency and Disaster Plans should provide for 24 hour cover, although the silent hours arrangements may be simpler than that required during normal working hours.

1.3.4 For units/establishments that include sleeping accommodation or other single occupancy rooms that may be locked, methods of rapid access (e.g. the release of master/spare keys (where they exist) or forced entry) should be established and practiced for gaining emergency access. Reliance on master/spare keys alone will not be sufficient as they will be ineffectual against a door with a key left in the reverse side of the lock, a door that is bolted, or a door secured by other means.

1.3.5 For units/establishments where Major Accident Control Regulations (MACR) (JSP 498) or Dangerous Substances and Explosive Atmospheres (DSEAR) (JSP 375, Part 2, Volume 1, Chapter 9) applies, more stringent arrangements will be required and appropriate JSPs should be referred to and complied with.

1.3.6 The Emergency and Disaster Plans should be the subject of consultation with defence personnel; this should be done through the normal consultation process (Trade Union etc.) for civilians and via the chain of command for military personnel.

1.3.7 The Emergency and Disaster Plans should link into and meet the provisions of Integrated Contingency Planning (ICP) and the requirements of JSP 503 – MOD Business Continuity Management.

Testing Plans

1.4.1 Exercising of the Emergency and Disaster Plans should be undertaken on a regular basis (the frequency must meet the requirements of relevant JSPs and be in accordance with the level of risk but must be undertaken at least once each year). Consideration should be given to the use of external agencies to organise exercises where an independent assessment of MOD systems is required. The overall testing regime should assess procedures for silent hours as well as normal operating hours and aim to ensure that the following aspects are covered:

- activating the On-Site Emergency Plan;
- alerting emergency services;
- mobilising establishment personnel;
- activating the CC;
- testing the flow of information into and out of the CC;
- testing the internal flow of information within the CC;
- decision making process;
- command and control arrangements;
- verification that emergency equipment is operational;
- procedures for rapid access to locked rooms (e.g. release of master keys);
- public relations arrangements.

1.4.2 A post-exercise review should be conducted, documented and findings communicated to all stakeholders. If the review indicates the need to change procedures, risk assessments and/or other related documentation they should be updated and reassessed as soon as possible.

Retention of Records

1.5.1 All incidents, training exercises, tests, risk assessments or other documentation relevant to emergencies should be recorded and maintained in accordance with JSP 375 Part 2, Volume 1, Chapter 39.

Related Documents

1.6.1 The following documents should be consulted in conjunction with this chapter.

JSP 375 Part 2, Volume 1

- Chapter 8 – Risk Assessment
- Chapter 9 – Dangerous Substances and Explosive Atmospheres (DSEAR);
- Chapter 37 – Safety at Public Events.

Other MOD Publications

- JSP 426 – MOD Fire Safety Manual;

- JSP 440 – The Defence Manual of Security;
- JSP 498 – Major Accident Control Regulations (MACR);
- JSP 503 – MOD Business Continuity Management.

Legislation and Guidance

- Health and Safety at Work etc. Act;
- Management of Health and Safety at Work Regulations;
- Dangerous Substances And Explosive Atmospheres Regulations;
- Civil Contingencies Act;
- Regulatory Reform (Fire Safety) Order.
- HSE - AFAG802 - Emergency planning;
- HSE - Emergency planning for major accidents: (COMAH).
- Communities and Local Government Fire Safety Means of Escape for Disabled People