



Defence  
Safety Authority

# DSA 03.OME Part 4 (JSP 498)- Defence Code of Practice (DCOP) and Guidance Notes – Defence Major Accident Control Regulations (MACR)

Defence OME Safety Regulator

*DOSR*



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## PREFACE

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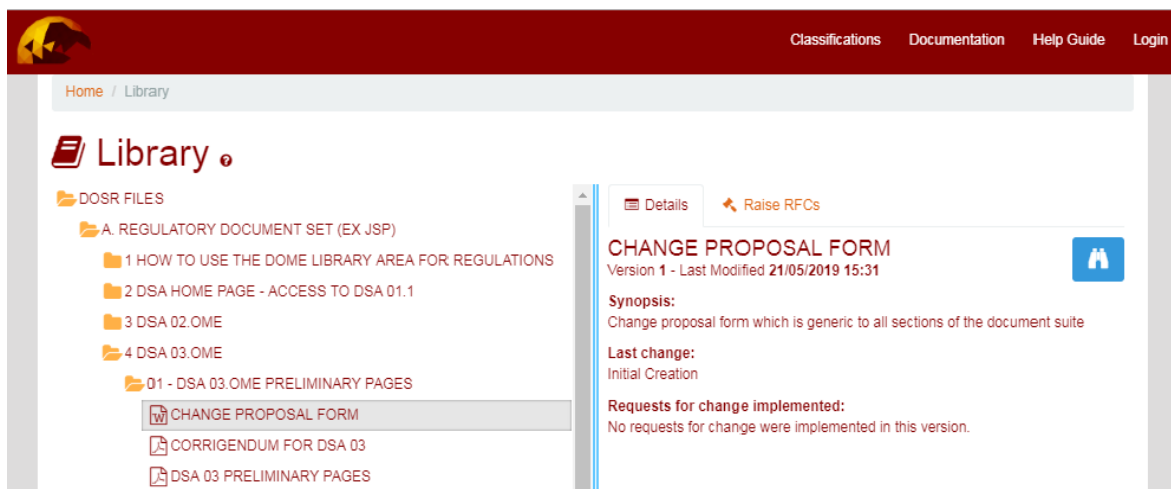


Figure 1. Change Proposal Form (Word version) Location

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## **MAJOR ACCIDENT CONTROL REGULATIONS**

### **CHAPTER 7**

#### **OFF SITE EMERGENCY PLAN**

##### Paragraph

1 Introduction

4 Scope

6 Responsibilities

8 Information

9 Environmental Remediation

11 Production and Layout

12 Exercising

Annex 7A – Off-site Emergency Plan Suggested Layout

#### **INTRODUCTION**

1 The Control of Major Accident Hazard Regulations 2015 (COMAH) used by industry, places a responsibility on Local Authorities (LA) to produce and maintain effective Off-Site Emergency Plans for dealing with Major Accident (MA) hazards which may pass beyond the establishment boundaries. Whilst there is no legal framework requiring an LA to produce an Off-Site Emergency Plan for MOD establishments the Local Government Association (LGA) and the Convention of Scottish Local Authorities (COSLA) have agreed in principle that similar arrangements should be put in place. In such cases it is essential that full consultation takes place between both parties during the production phase, to ensure that both the On-Site and Off-Site Emergency Plans are written in such a way that they will dovetail into each other.

2 The emergency services already have a duty to deal with all accidents and emergencies and the Off-Site Emergency Plan will principally form a tool to co-ordinate existing plans to deal with specific MAs which may occur. It is however essential that establishment key personnel are identified and trained to meet the duties required to initiate and support the Off-Site Emergency Plan.

3 The production of the plan will be carried out by the LA emergency planning department who will liaise fully with the Major Accident Control Regulations (MACR) establishment staff, emergency services and all other relevant agencies such as the water authority, the Environment Agency (EA), Scottish Environment Protection Agency (SEPA), the National Health Service (NHS), LA and media resources.

### **SCOPE**

4 The Off-Site Emergency Plan should be based around the MA hazards which may occur within the establishment, that could affect human health and or the environment.

5 The plan should concentrate on those events identified as being the most likely to occur, but should not ignore the reasonably low probability high consequence accident events, such as mass explosion, toxic gas leak, catastrophic vessel failure or major fuel spillage. The level of planning however should be proportional to the probability of the accident occurring.

### **RESPONSIBILITIES**

6 Each Head of Establishment (HOE) should liaise directly with their LA to agree the arrangements for their establishment. It should be noted that the LA may raise reasonable charges to carry out this work which the establishment will be expected to fund.

7 It will be necessary for the HOE, through the MACR Co-ordinator, to provide the various items of information to the LA, which will allow it to produce an effective Off-Site Emergency Plan. The establishment should maintain a record of all the information provided, its source and how it will be reviewed, revised and updated. Key pieces of information likely to be needed from the Safety Report (SR) are as follows:

- 7.1 Details of dangerous substances present, quantities and how stored.
- 7.2 Control measures.
- 7.3 Details of hazards and potential MA scenarios.
- 7.4 Consequences to human health and or the environment should a dangerous substance be released.
- 7.5 Distances over which the dangerous substances will create harmful effects.
- 7.6 Resources in place to deal with potential MAs.
- 7.7 Details of specialist advice available within the establishment.

### **INFORMATION**

8 It is likely that the following information will be contained within the Off-Site Emergency Plan:

- 8.1 A plan of the establishment incorporating the following information:

- 8.1.1 Access routes.
- 8.1.2 Rendezvous point, Emergency Control Centre and assembly points.
- 8.1.3 Hazardous Areas.
- 8.1.4 Emergency water supplies.
- 8.1.5 All drainage systems and out falls to watercourses.
- 8.1.6 Location of vulnerable population areas, such as housing estates, schools, hospitals etc.
- 8.1.7 Location of environmentally sensitive areas.
- 8.1.8 Location of any specialist equipment which will assist operations.

8.2 The names or positions of persons authorized to set emergency procedures in motion, take charge of the situation and co-ordinate off-site action. This should include the organisation of the management chain for the off-site response in the event of an emergency and include arrangements for managing the remediation phase.

8.3 The arrangements for receiving early warning of incidents and the alert and call out procedures which are primarily concerned with bringing the off-site emergency response into action and should incorporate details of how the warning of a developing or actual MA will be received by the off-site emergency services. These arrangements should show how this warning will be cascaded down, as necessary, to other off-site agencies involved in the response.

8.4 The arrangements for co-ordinating resources necessary to implement the Off-Site Emergency Plan. This refers to information that should be included in the plan on how the resources identified in response arrangements will be mobilised and how their actions will be co-ordinated.

8.5 The arrangements for providing assistance with on-site action. Normally the off-site emergency services will come on to the establishment and take over full responsibility for dealing with the response to the emergency, with specialist advice and direction as necessary being given by establishment personnel. The On-Site Emergency Plan should be available as a reference.

8.6 The arrangements for off-site mitigatory action. This requires details of procedures for dealing with accidents with off-site consequences.

8.7 The arrangements for providing the public with specific information relating to the accident and the action that should be adopted as follows:

8.7.1 The Off-Site Emergency Plan should include information on how the public in the vicinity of the establishment will be alerted in the event of an accident, how they will be told what they should do, and how they will be informed that the danger has passed and they can return to their normal activities. The establishment will assist in the preparation of information to people in the Public Information Zone (PIZ) (see Chapter 3).

8.7.2 The plan will also include details of how the media will be used to transmit information (by radio or television) for immediate dissemination. It is also important to consider within the plan how the wider media response to an emergency will be dealt with. The aim should be to ensure that



concerns are not raised unnecessarily and that the media and hence the public can fully understand the extent of the emergency, its consequences and what action is currently being taken by the emergency services.

8.8 The arrangements for provision of information to the emergency services of other Member States in the event of an MA with possible trans-boundary consequences. This should only be required where the assessment of possible MA hazards show a reasonable likelihood that there could be harmful consequences across national borders to other European Community Member States. This is unlikely to apply in Great Britain.

## **ENVIRONMENTAL REMEDIATION**

9 The HOE has a duty to take remedial measures to mitigate the effects of MAs under MACR and environmental legislation such as the Pollution Prevention and Control Act 1999, the Environment Act 1995, the Water Resources Act 1991 and the Wildlife and Countryside Act 1981.

10 One of the main requirements of MACR is that the On-Site and Off-Site Emergency Plans make provision for the remediation of the environment after an MA. The remedial measures should be proportional to the amount of harm caused by the accident and the likely level of continuing harm to human health and or the environment.

## **PRODUCTION AND LAYOUT**

11 Responsibility for producing the Off-Site Emergency Plan rests with the LA and a suggested format is given in Annex 5A.

## **EXERCISING**

12 Emergency plans prepared to meet the requirements of MACR are to be exercised at least once every three years. This applies to both the On-Site and Off-Site Emergency Plans.

13 Exercising should be based on an MA scenario identified within the SR. In general, practical exercises should concentrate on the response during the initial emergency phase and the more complex wider issues are best dealt with through table top exercises that should include the remediation phase.

14 There are considerable benefits to be gained from exercising On-Site and Off-Site Emergency Plans at the same time, not least to confirm that both plans work effectively together.

15 Establishment budget holders need to be aware of the need to allocate funding to cover costs for the exercising procedure. These costs will vary depending on the extent of the exercise, the complexity of the establishment and the number of principal players involved.

## ANNEX 7A

### OFF-SITE EMERGENCY PLAN SUGGESTED FORMAT

#### GENERAL

The Off-Site Emergency Plan should include the following sections and headings:

**1** Section 1 - Introduction:

Aim.

Regulatory responsibilities.

Responsibility for activation of plan.

Emergency contacts.

Relationship with other plans.

Terms and abbreviations.

**2** Section 2 - Establishment and Access:

Description of establishment.

Principal access routes.

Alternative routes.

Internal establishment routes.

General map.

Establishment layout map.

**3** Section 3 - Establishment Processes:

Processes.

Dangerous substances.

Potential hazards.

Off-site effects of a Major Accident To The Environment (MATTE).

**4** Section 4 - External Environment at Risk from a MATTE:

Terrain.

Ecological sensitivity.

Water.

Roads, paths and tracks.

Other industries.

Buildings.

Population.

Evacuation.

5 Section 5 - Roles and Responsibilities:

Establishment.

Emergency Services.

National Health Service.

Area Health Authority.

Local Authorities.

Conservation Agencies.

Environment Agency (EA) or Scottish Environment Protection Agency (SEPA).

Utilities providers.

6 Section 6 - Preparatory Actions:

Introduction.

Public safety.

Evacuation.

Environmental protection.

Graded response.

Categories of incidents.

7 Section 7 - Action Immediately on an Incident Occurring:

Establishment.

Police.

Fire Service.

Ambulance.

Local Authorities.

Utilities providers.

8 Section 8 - Control and Co-ordination:

Concept of command and control.

- Operation of Emergency Control Centre.
- Incident Control Point.
- Forward Control Point.
- Strategic (gold) level of command.
- Police control arrangements.
- Traffic control and cordon arrangements.
- Local Government.
- Co-operation with media.

#### 9 Section 9 - Public Information and Facilitating the Media:

- Introduction.
- Objectives.
- Public information.
- Co-ordination of actions.
- Media liaison point.
- Media centre.
- Contact information.
- Radio and TV broadcasts.
- Urgent press flash.

#### 10 Section 10 - Communications:

- Introduction.
- Telephones.
- Radios.
- Fax.
- E-Mail.

#### 11 Section 11 - Contact Information:

- Emergency Services.
- Public Health Service.
- Local Authorities.
- Electricity supplier.
- Gas supplier.
- Water supplier.
- EA and SEPA.

British Telecom.

Radio stations.

Television stations.

Voluntary organizations.

The Clergy and representatives of other faiths.

Temporary shelter contacts.

Public Relation contacts.

Buildings or establishments at risk eg, schools, care centres, hospitals, etc.

Establishment Chain of Command