



Defence  
Safety Authority

# DSA 03.OME Part 4: Defence Code of Practice (DCOP) 406

## Emergency Plans



# Version Record

Version 1.1

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Version changes: see amendment table.

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# Preface

## Requests for Change

1. Proposed changes, recommendations, or amendments to DOSR Regulations and Guidance can be submitted to the DOSR Regulations and Publications Team:

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2. Any post and grammar change proposals can be approved or rejected by the DOSR without involvement of the associated Working Group.

3. Technical change proposals should be submitted to the associated Working Group for review and approval or rejection.

4. When incorporating changes, care is to be taken to maintain coherence across regulations.

5. Changes effecting Risk to Life will be published immediately. Other changes will be incorporated as part of routine reviews.

## Review Process

6. The DOSR team will ensure OME Regulations remain fit for purpose by conducting regular reviews through the DOSR Governance Committees, consulting with MOD Stakeholders and other Defence Regulators as necessary on interfaces and where there may be overlaps of responsibility.

## Further Advice and Feedback

7. For further information about any aspect of this document, or questions not answered within the subsequent sections, or to provide feedback on the content, contact the DOSR Regulations and Publications Team.

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## Amendment Record

No	Section	Para	Amendment Summary	Agreed	Date
1.0	all	all	Document created.	Regs ATL	Jul 2021
1.1	all	all	Reformatted in line with DSA accessibility requirements.	Regs ATL	Aug 2024

# DSA 02.OME Regulation 406

## Emergency Plans

1. MACR Establishments shall produce the required Emergency Plan(s).
2. Emergency Plans shall meet the required objectives.
3. Emergency Plans shall be reviewed and tested at appropriate intervals.
4. Operators of Upper Tier Establishments shall provide their local authority with the necessary information\*, to enable them to formulate their off-site Emergency Plan.
5. Internal/External Emergency Plans shall be put into effect without delay if:
  - a. a major accident occurs; or
  - b. an uncontrolled event occurs which, by its nature, could reasonably be expected to lead to a major accident.

\* Overseas, approval for this information to be shared with a foreign authority, taking account of any security implications, shall be sought from the appropriate authorities within Defence.

# DSA 03.OME DCOP 406a and 406b

## On Site and Off-Site Emergency Plans

6. The On-Site Emergency Plan specifies the response to an emergency by those people working on or visiting the establishment. In the case of Upper Tier Establishments (UTE) it is complemented by an Off-Site Emergency Plan prepared by the Local Authority (LA). To ensure correct working of the complete emergency response it is important that the On-Site Emergency Plan and the Off-Site Emergency Plan have a seamless interface and all aspects are properly dovetailed together.
7. The On-Site Emergency Plan does not have to be a stand-alone document and can draw information or procedures from existing establishment documentation. It is also acceptable to utilise existing documentation and enhance it to meet the requirements of the Major Accident Control Regulations (MACR). Establishments will already have many documents and procedures in place covering a wide range of potential accident scenarios. Where appropriate such documentation may be fully utilised in demonstrating how the establishment meets the requirements of MACR. The On-Site Emergency Plan is complementary to the emergency plans required to meet the provisions of Integrated Contingency Planning (ICP).

8. The On-Site Emergency Plan is a topic of consultation with the establishment employees. This may be done through the normal Trade Union (TU) consultation procedures or the military Chain of Command as appropriate.

## Objectives

9. The On-Site Emergency Plan has the following four objectives:
- a. Containing and controlling incidents to minimise the effects and limit damage to human health, property and or the environment.
  - b. Implementing the measures necessary to protect human health and or the environment from the effects of Major Accidents (MAs).
  - c. Communicating the necessary information to the public, LA, and the emergency services.
  - d. Providing for the remediation of the environment if an MA occurs.

## Responsibilities

10. There is a minimum requirement to provide information on the responsibilities for the following:

- a. The Establishment Main Controller.
- b. The Establishment Incident Controller.
- c. The Person responsible for liaising with the LA.

11. Details must be provided of the responsibilities of any other individual who has a significant role to undertake within the On-Site Emergency Plan.

12. The Establishment Main Controller has overall responsibility for directing operations from the Emergency Control Centre (ECC). During working hours this responsibility is normally discharged by the Head of Establishment (HOE) or nominated deputy. The Establishment Incident Controller operates at the forward control point and provides the interface between the ECC and the incident. Initially he may be required to carry out the duties of the Establishment Main Controller until the latter arrives at the ECC. Terms of Reference detailing the responsibilities and actions the individual is expected to undertake must be provided for all significant positions. Examples of typical responsibilities for the Establishment Main Controller and the Establishment Incident Controller are at Annexes A and B respectively. It is essential that Suitably Qualified Experienced Persons (SQEP) are available to undertake the duties of the Establishment Main Controller and Establishment Incident Controller. Arrangements must be made to ensure cover for these roles are available 24 hours a day. Guidance on meeting SQEP requirements is available from the MACR Assurance team.

## Resources

13. Arrangements must show how the timescales for staffing key positions are to be met, including details of on call or standby arrangements. The back-up



arrangements to be used in the event of first choice personnel not being available are to be included.

14. The type and location of safety equipment that is to be used in the event of an incident must be identified. This will include firefighting equipment and systems, damage control equipment and Personal Protective Equipment (PPE).

15. It is not possible to be prescriptive in respect to the range of equipment required. An appropriate assessment must be made as part of the evaluation of risk process. The broad personnel requirements available to contain an incident are to be detailed, including the arrangements for augmentation from off-site where necessary and feasible.

16. Details of availability of MOD resources external to the establishment will be contained in the establishments Integrated Contingency Plan and fully cover the possibility of the loss of utilities. Appropriate cross-reference is to be included in the On-Site Emergency Plan.

17. Details of additional resources that could be made available via enabling contracts or from the LA are to be shown. These have been identified because of the Risk Assessment process and it is important to link the resource with the identified need.

### **Off-Site Emergency Plan**

18. 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 must 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.

19. 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.

20. 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**

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

22. The plan aims to concentrate on those events identified as being the most likely to occur but 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 is proportional to the probability of the accident occurring.

### **Responsibilities**

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

24. 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 is to 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:

- a. Details of dangerous substances present, quantities and how stored.
- b. Control measures.
- c. Details of hazards and potential MA scenarios.
- d. Consequences to human health and or the environment if a dangerous substance be released.
- e. Distances over which the dangerous substances will create harmful effects.
- f. Resources in place to deal with potential MAs.
- g. Details of specialist advice available within the establishment.

### **Review**

25. Formal review of the On-Site and Off-site Emergency Plan must be carried out at least on a three yearly basis and in the event of a significant change to establishment operations.

### **Annexes**

26. Annexes A and B in this DCOP assist MACR Establishments with On-Site Emergency Plans:

- a. Annex A - Responsibilities of the Establishment Main Controller
- b. Annex B - Responsibilities of the Establishment Incident Controller

# DSA 03.OME DCOP 406a and 406b - Annex A

## **Responsibilities of the Establishment Main Controller**

1. Take responsibility for overall control from the Establishment Incident Controller.
2. Be the principal point of contact for the Senior Emergency Services Officer (SESO).
3. Provide technical advice and support to the emergency services.
4. Review and assess developments as appropriate, to help predict the most likely outcome of an incident.
5. Ensure cordon and access control measures are implemented.
6. Activate elements of the On-Site Emergency Plans as appropriate.
7. Formally activate the Off-Site Emergency Plan (Upper Tier Establishments).
8. Ensure key personnel have been mobilised.
9. Ensure that all staff are accounted for.
10. Ensure that casualties are receiving adequate attention and, if appropriate, arrange for additional medical assistance.
11. Liaise with external agencies to provide advice on possible effects on areas outside the establishment – Police, Fire, Ambulance, Coastguard, Environment Agency or Scottish Environment Protection Agency, Health and Safety Executive, Water Board, Meteorological Office, and the Health Authority.
12. Direct the shutting down of plant and evacuation of buildings and the establishment in conjunction with SESO.
13. Update MOD Senior Staff on the situation as appropriate.
14. Provide Public Relations (PR) input to the MOD PR Office (PRO) and the media (via SESO).
15. Provide for welfare needs of establishment personnel, e.g., provision of breaks, food and drink and relief in the event of a prolonged incident.
16. Ensure that full consideration is given to the preservation of evidence.
17. Ensure adequate recording of events and actions.
18. Authorize stand down and all clear at end of incident.

# DSA 03.OME DCOP 406a and 406b - Annex B

## Responsibilities of the Establishment Incident Controller

1. Must be easily identifiable as the focal point for control of an incident.
2. Ensure emergency services have been notified of an incident.
3. Take charge of incident until arrival of specialist response personnel, (e.g., firefighting pending arrival of Defence Fire & Rescue (on-site FRS) or Local Authority (LA) Fire and Rescue Service) after which he will advise the Senior Fire Service Officer of any particular risks or hazards, communications restrictions and safe distance or area in case evacuation becomes necessary.
4. Determine the locations of the Forward Control Point as follows:
5. In the event of a major incident the Emergency Control Centre (ECC) will be activated. Utilising the information available from state boards, hazard maps etc. the most appropriate location of the Forward Control Point will be determined. Reliefs or stand-ins for officers absent are to be nominated.
6. The Establishment Main Controller (normally Head of Establishment) will inform the Ministry of Defence Police, MOD Guard Service or Military Provost Guard Service of the location of the Forward Control Point.
7. Dependent upon the exact location of the incident, the Establishment Incident Controller will confirm the position of the Forward Control Point to the ECC or advise that it is moving to a new position with an indication of the new location. On arrival at the new location, report the precise position of the revised Forward Control Point to the ECC.
8. Establish a Forward Control Point. Establish radio transmitter communication and, where practicable, a telephone link with the ECC.
9. Maintain continuous link by radio transmitter and telephone (if available) with the ECC throughout the emergency. Provide details of incident, risks, and hazards. Advise control or mitigation measures underway and provide details of any casualties and assistance required.
10. Arrange evacuation to safe muster area of all establishment personnel not involved in control measures. Shut down plant as deemed necessary.
11. Advise the ECC of any risk of an explosion if incident involves explosives. If there is a danger of explosion, a Take Cover warning must be communicated to everyone who could be affected.

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DSA 03.OME DCOP 406a and 406b Annex B

12. Provide specialist advice as required to the emergency services from knowledge of the environment of the establishment and the potential reactions of the dangerous substances involved in the incident.
13. As soon as conditions allow, pass the All-Clear signal.
14. Summon additional key personnel and resources as required.
15. Ensure the safe use of radio communications considering the following:
  - a. Use of radios in some hazardous areas may generate an additional hazard due to the potential to initiate a dangerous event. Safe distances are to be evaluated and notified to the emergency services.
  - b. Any operating restrictions are to be kept to a minimum in order not to interfere with the effective communications of the agencies responding to the incident.
  - c. Authorize confined spaces clearance if emergency shutdown.

# DSA 03.OME DCOP 406c

## Exercise and Review of On Site Emergency Plan

1. Exercising of the On-Site Emergency Plan is to be undertaken once every three years. A forward exercise plan is to be prepared covering a three-year period and a copy of the plan forwarded to the MACR Assurance Team to assist in developing the future exercise inspection programme.
2. For any exercises which involve the Local Authorities suggested exercise dates are likely to be required via the Local Resilience Forum at least 12 months in advance to enable them to fit MOD's requirements into their overall exercise programme.
3. The HOE has the ultimate responsibility for ensuring the arrangements to minimise the effects of an MA are adequate. Details of the type and frequency of exercises are given in Table 1. Use of a tabletop exercise is recommended for those situations when there has been a large turnover of key staff and therefore a number of people need to gain an understanding of the emergency response principles and procedures. They are also useful to consider the emergency response requirements across a wide range of scenarios or for an extended period of time which is impracticable to test in a live exercise.
4. Combined exercises may also be of use where a relatively small live play exercise tests immediate response arrangements which is then followed by a tabletop to consider the follow-on actions across a number of hours or even days.
5. There is a requirement for both UTE and LTE. For UTE, there is an additional requirement to co-operate with the Local Authorities in order to enable them to test their off-site plan. A joint exercise of the On-Site and Off-Site Emergency Plans enables all interfaces to be tested. The Local Authority may wish to test the Council Emergency Plans, setting up rest centres, arranging catering facilities for the emergency services for an extended incident, setting up their technical information cells and local media arrangements. The extent to which the off-site plan is tested is solely the responsibility of the Local Authority.
6. The overall exercising regime for LTE and UTE aims to ensure that the following aspects are covered:
  - a. **Activating the On-Site Emergency Plan.** Initial response of establishment including the sounding of alarms, local evacuation, and alerting emergency services.
  - b. **Mobilising Establishment Personnel.** Mobilising establishment personnel identified in the emergency plan as having a role to play in the event of an emergency.
  - c. **Activating the ECC.** The ECC is where the response to the emergency can be directed and co-ordinated as required by the emergency plan, within a

suitable timeframe. Consideration is also be given to the possible need for an alternative ECC if the designated ECC become untenable.

d. **Testing the Flow of Information into and out of the ECC.** The flow of information into and out of the ECC will require demonstration that communication systems used by participating organisations can be received promptly and accurately. This will ensure that those in the ECC have access to an up to date picture of the emergency and the current response upon which to base their decision making.

e. **Testing the Flow of Information within the ECC.** The flow of information within the ECC will require demonstration that information received is exchanged and disseminated to all parties with a role to play and in a format that can be understood and assimilated. Additionally, all decisions made within the ECC must be forwarded to relevant participants.

f. **Decision Making Process.** Decision making involves demonstrating that advice is provided by all participating organisations to allow rational decisions to be made, which can then be implemented.

g. **Command and Control Arrangements.** Command and control arrangements will require demonstration that there are clear and effective lines of responsibility and that the participating organisations work together in a coherent and effective manner.

h. **Emergency Equipment.** Emergency equipment involves demonstrating that the equipment identified as having a role to play in the response to an emergency, is fully operational with maintenance and testing procedures in place, and that identified personnel are competent to operate it.

i. **Public Relations Arrangements.** Public relations arrangements involve the need to demonstrate how information on the emergency and current response can be passed to all participating organisations and appropriate media. This may require preparing briefs for the media or providing a media briefing centre.

j. **Activating the Off-Site Emergency Plan (UTE only).** Activating the Off-Site Emergency Plan will require demonstration that there are effective interface arrangements in place to enable integration of command and control in a multi-agency setting.

7. The HOE is to inform the MACR Assurance Team of the dates of the mandatory 3 yearly exercises as a representative will attend it.

8. Each exercise is to be recorded, and records kept for a minimum of three years. In order to obtain maximum benefit from each exercise an exercise plan is to be produced which covers the following:

a. **Specific objectives for the exercise.** This may be as simple as testing particular elements of the emergency plan such as the evacuation arrangements or testing how the emergency plans cope with a particular type of

incident and identify the exercise objectives in discussion with all the agencies involved.

b. **Performance criteria for each objective.** These are to be agreed in advance and where possible be quantitative e.g., full muster of staff completed within 30 minutes of the alarm.

c. **Realistic scenario for the exercise.** This is based on one of the MA scenarios identified. The off-site agencies may have particular requirements that they would like to exercise that will not be readily apparent to establishment staff. In order to generate maximum benefit, the exercise scenario is to be agreed with the establishment and off-site agencies.

d. **Key events timeline for the exercise.** Artificial compression of the timeline may be necessary in order to exercise all elements of the plan. However, any compression will introduce exercise artificiality and kept to a minimum. All staff are to be made aware of any intentions to compress the timeline.

e. **Directing Staff for the exercise.** These are to be identified and separate from those people undertaking their emergency response function. It is advantageous to have observers at various locations on the establishment to provide feedback on the responses that occur to the exercise action.

9. An immediate post exercise debrief ("hot debrief") followed by a written report is essential. Any lessons learnt as a result of these exercises are to be utilised to update the On-Site Emergency Plan. The exercise record is to be kept for a minimum of three years. A copy of the mandatory three yearly exercise report is to be sent to the MACR Assurance team.

### **Equipment Readiness**

10. Regular inspection and testing are essential if equipment is to be kept in a state of readiness. Each establishment will already have in place an appropriate maintenance methodology as part of their Safety Management System (SMS). The SMS is to cover scheduled maintenance, records of statutory tests, safe systems of work including permits to work and arrangements for repair in the event of breakdown. The maintenance system ensures that any equipment provided for use in an emergency situation can perform correctly.

11. Emergency equipment must be adequately protected from the effects of weather. Protection arrangements ensure that the effectiveness of the equipment is not diminished as a result of bad weather conditions e.g., frost protection for equipment stored out of doors.

### **Exercising of Off-Site Emergency Plans**

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 is mainly based on an MA scenario identified within the SR. In general, practical exercises concentrate on the response during the initial emergency phase and the more complex wider issues are best dealt with through tabletop exercises that 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.

### Training Requirements

16. Arrangements are to be made to provide general awareness training of the emergency procedures for all people present on the establishment. This training must include contractors working on the establishment as their actions may have the potential to cause an incident and they will therefore be at the centre of an incident.

17. Training is to be carried out with the emergency services on a regular basis. The training aims to concentrate on verifying effectiveness of interface arrangements, command and control arrangements and familiarity with the establishment and its equipment.

18. It is expected that each establishment will have identified additional key posts that will require training. A list of posts identified as having a role to undertake within the emergency response organisation and the relevant training must be maintained. A record of the training undertaken for all occupiers of the identified posts is to be made and kept for a minimum of three years. The record of training includes confirmation of competence of the individual or used to identify additional training requirements in order that individuals can operate effectively in their designated role.

**Table 1- Training Requirements**

Serial (a)	Role (b)	Training (c)	Frequency (d)
1.	Establishment Main Controller	a. Minimum of tabletop exercise b. Live exercise	Yearly Yearly
2.	Establishment Incident Controller	a. Minimum of tabletop exercise b. Live exercise	Yearly Yearly
3.	ECC staff	a. Communications exercise b. ECC exercise	Yearly Yearly

Serial (a)	Role (b)	Training (c)	Frequency (d)
4.	Ministry of Defence Police (MDP)/MOD Guard Service (MGS)/Military Provost Guard Service (MPGS)	Communications exercise	Yearly
5.	Civilian Emergency Services Note: co-operation can be requested but Civilian emergency services are not obliged to attend training.	a. Familiarisation visit b. Live exercise (on-site)	Yearly Three Yearly
6.	All Establishment personnel	Familiarisation	On joining

**Table 2 - Exercise Type And Frequency – Lte & Ute**

Serial (a)	Type (b)	Frequency (c)
1.	Tabletop	Recommended Yearly
2.	Communications	Recommended Six Monthly
3.	Live (internal only)	Mandatory Yearly (can be combined with exercise requirement at serial 4)
4.	Live (multi-agency exercise in conjunction with emergency services and Local Authorities)	Mandatory Three Yearly

# DSA 03.OME DCOP 406d and 406e

## Emergency Plans - Implementation of Emergency Plans

### Activation in the Event of a Major Accident

1. Activation of the emergency plans is a two stage process, as follows:
  - a. **Stage One - Activation of the On-Site Emergency Plan.** This is initiated by internal warning systems whether automatic or manual and can be activated by anybody on the establishment in accordance with standard procedures. Calling of the emergency services is an integral part of the internal warning system. At any time during an incident where it is thought that those in the PIZ (Public Information Zone) may be immediately affected the PIZ alert must be initiated.
  - b. **Stage Two - Activation of the Off-Site Emergency Plan (UTE only).** The decision to move from Stage One to Stage Two is made between the Establishment Main Controller and the Senior Emergency Services Officer (SESO). This alerts the LA and other interested parties that an MA has occurred or is about to occur. At this stage the Off-Site Emergency Plan will be implemented along with the additional resources it deploys.
2. The information to be provided to the emergency services for the initial warning stage, as a minimum, is to cover the items given in Annex A. Arrangements are to be made for additional information to be passed to the emergency services and the LA as the incident progresses. This may be through the 999 system or by direct contact with the Police Emergency Control Room (normally initiated by the Police to the ECC). Once the emergency services are present at the ECC, the SESO will become the main point of contact.
3. The Establishment Main Controller will need to ensure that the initial warnings are issued as soon as it appears that the incident could escalate beyond the control of the establishment. The warnings may be issued by a variety of methods depending upon the type of hazard and those likely to be affected. For example, a pollution incident is likely to concentrate upon immediate notification to down-stream water abstractors and the Environment Agency (or SEPA). An imminent explosion on the other hand may require a wider spread alert to be initiated, e.g., via a warning siren. The Establishment Main Controller will monitor the incident and advise on any further actions deemed necessary for the PIZ (UTE only) and beyond. If the incident escalates to the extent that evacuation of the surrounding area is necessary, or likely to be necessary, this information is to be passed to the SESO. Arrangements for the passage of this information to the local population are laid down in the Off-Site Emergency Plan (UTE only).

### Emergency Control Centre (ECC)

4. Adequate control of any major incident requires the use of dedicated facilities where command and control can be exercised. This is normally referred to as the Emergency Control Centre (ECC), which may form part of an existing facility (such as a guardroom). It will contain information, communication systems and other facilities, which allow an incident to be managed and any consequences minimised. For larger incidents it may be necessary to utilise more than one ECC. If this is done, then the division of responsibility and tasking must be made clear to all participants.

5. The minimum information and plans to be held in the ECC are given in Annex C. As this is the minimum requirement it can be expanded as dictated by the Risk Assessment process.

6. At least one alternate ECC is to be identified in the event the incident puts the prime ECC at risk. In the event of an incident, it is essential that an adequate record be kept of all events, decisions and actions taken. The record may be written or electronically recorded and part of the establishment's permanent records.

### **External Communications**

7. Good communications are integral to any effective control system. British Telecom (BT) is able to respond quickly to the needs of an emergency situation provided the requirements are known in advance. The Establishment should make necessary arrangements with BT accordingly.

8. The National Emergency Communications Network (ECN) is a robust network that links directly to a number of government departments, Emergency Services and LAs. Arrangements can be made to link other authorities through the public telephone network. The ECN facility will ensure that urgent telephone contact can continue.

9. <https://www.gov.uk/government/publications/the-emergency-services-mobile-communications-programme/emergency-services-network>

10. Mobile phones are integrated into the emergency response systems; however, the mobile phone system is potentially vulnerable to disruption and overload in the event of a serious incident. Mobile phone Providers have a control programme that they have agreed to implement in the event of a serious incident – Mobile Privileged Access Scheme. The scheme allows priority use to specific cellular phones. The system is activated under the authority of the Civil Police and members of the scheme require specific mobile phones to be registered. The system is only available to Category 1 and 2 Responders (as defined in the Civil Contingencies Act 2004) and partner organisations which directly support them at the scene of an incident. The scheme is managed by the Telecommunications Subgroup in the Local Resilience Area. Contact details can be obtained via the Emergency Planning Officer in the Local Council. Registration of a limited number of cellular phones for use in an emergency is recommended.

11. <https://www.gov.uk/guidance/resilient-communications>

### **Response to a Major Accident/Incident**

12. The intended strategy for dealing with the MA scenarios is to be identified in the Risk Assessments. Actions to be taken are to be grouped where feasible to simplify the range of response required.

13. The degree of detail required in the emergency plan must be sufficient to cover any feasible event. This may, in some instances, be an explanation of broad principles to be applied or a step-by-step guide.

14. The mitigation measures will be dictated by the Risk Assessment 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 are as follows:

- a. Immediate response (Raising the Alarm, Give Warnings).
- b. Initial actions (first aid firefighting, pollution protection etc...).
- c. Evaluation of incident. (Dynamic Risk Assessment) Declare MA (METHANE)
- d. Mustering and Search and Rescue.
- e. Evacuation.
- f. Use of mitigation measures.
- g. Recovery actions.
- h. Remediation.
- i. Immediate Response

15. The immediate response to an incident is for the person(s) involved or in the vicinity of the incident to raise the alarm.

### **Initial Actions**

16. Initial actions should be easily understood and displayed. Examples would be, "Attempt to fight the fire if safe to do so, with first aid firefighting equipment or to stop pumping in the event of a fuel spillage".

### **Evaluation of Incident**

17. The incidents are to be evaluated to determine which of the pre-planned mitigation measures would be best suited. This may include activation of the appropriate alerting system.

### **Mustering and Search and Rescue**

18. Details must be shown of the mustering arrangements. Whilst adjustment can be made for the complexity or size of the establishment, mustering is expected to be normally completed within 30 minutes. It is not necessary to muster the complete

establishment if arrangements are in place to restrict access to the area that is affected by an incident. The system includes the principles for the search and rescue of people who are not accounted for on completion of mustering e.g., forwarding details to the emergency services along with an assessment of the risk involved in entering particular areas that are affected by the incident.

## Evacuation

19. Evacuation will normally be a three-stage process:

- a. **Stage One.** The evacuation of non-essential personnel from within the establishment boundary to a safe location. The decision to evacuate non-essential staff rests with the Establishment Main Controller. It is feasible that only partial evacuation will be required as some staff may already be at a safe location and movement could expose them to additional risk.
- b. **Stage Two.** Off-site - the evacuation, as a precautionary measure, of members of the public from an area which has the potential to be affected by the consequences of an MA. The procedures detail what actions are expected of the local population and how they are to be achieved. This is likely to include evacuation arrangements with the aid of the Police, etc. Any interfaces with outside agencies are to be cross-referred to the Off-Site Emergency Plan (UTE only). The decision to evacuate members of the public rests with the SESO.
- c. **Stage Three.** The evacuation of essential staff still within the boundary in the event that the mitigation measures are not effective, and a full scale emergency is inevitable. The decision to evacuate rests with the SESO advised by the Establishment Main Controller.

## Use of Mitigation Measures

20. Pre-planned mitigation measures are to be implemented as early as possible to minimise the consequences of any incident. The Establishment Main Controller is to review the effectiveness of the mitigation measures and be prepared to adapt them or respond innovatively if they prove ineffective.

## Recovery Actions

21. Initially the recovery actions are to be aimed at ensuring that any consequences of an incident are kept to a minimum. There may be a delay before the long term recovery actions can be implemented. The short term actions must be sufficient to ensure that the situation is stabilised, and any delay does not result in further harm.

## Remediation

22. Remediation is a key part of the medium and long term recovery plans based on the Risk Assessment process, which will have highlighted the possible consequences of an MA. Appropriate plans are to be drawn up to allow the recovery of the local environment. The tasks required will be dependent upon the hazards identified and the nature of the local environment and address, for example, the following:

- a. Direct blast or debris damage.
- b. Plume dispersion and deposition.
- c. Firewater run-off.
- d. Oil or chemical spillage arrangements, removal or treatment of contaminated soil or water.
- e. Restricting foodstuffs (including those grown at home).
- f. Restricting access to the area.
- g. Restocking watercourses, lakes, woods etc.
- h. Remediation of surface and groundwater supplies.
- i. Removal of dead animals, fish etc.
- j. Neutralisation and disposal of chemical contaminants.
- k. Re-introduction of species.

23. Specific actions may be required if any environmentally sensitive sites such as Sites of Special Scientific Interest (SSSI) are within the potentially affected area. Such actions are to be agreed with local and national conservation groups and the Environment Agency (EA) or Scottish Environment Protection Agency (SEPA).

### **Liaison with Emergency Services**

24. The emergency services are to arrive at an agreed Rendezvous Point (RVP) that will normally be close to the ECC. This may vary depending on prevailing wind direction for nominated safe approach route. They will then be briefed on the following:

- a. Current situation and action in progress, covering firefighting and casualty state.
- b. Operational constraints, evacuation routes and safe areas.
- c. Explosive and toxic hazards.
- d. Any other hazards.

25. The responsibilities of the agencies involved in an MA are contained in various items of legislation and in summary are:

- a. Police.

(1) The Police co-ordinate all activities of those responding to and around the scene, which must, unless a disaster has been caused by severe weather or other natural phenomena, be preserved to provide evidence for subsequent enquiries and possible criminal proceedings. Where practicable the Police establish cordons to facilitate the work of the

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other emergency services in the saving of life, the protection of the public and the care of survivors.

- (2) They oversee any criminal investigation.
- (3) They facilitate Inquiries carried out by the responsible accident investigation body, such as the Health & Safety Executive (HSE), Defence Accident Investigation Branch (DAIB), Air Accident Investigation Branch or a Service Inquiry convened under Armed Forces (Service Inquires) Regulations 2008.
- (4) The Police process casualty information and have responsibility for identifying and arranging for the removal of the dead. In this task they act on behalf of HM Coroner or Procurator Fiscal who has the legal responsibility for investigating the cause and circumstances of deaths arising from a disaster.

#### b. Fire and Rescue Service. :

- (1) Assess the risk of emergencies occurring and use this to inform contingency planning.
- (2) Put emergency plans in place.
- (3) Put business continuity management arrangements in place.
- (4) Put arrangements in place to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency.
- (5) Share information with other local responders to enhance co-ordination.
- (6) Co-operate with other local responders to enhance co-ordination and efficiency.
- (7) Provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only).

#### c. Ambulance Service.

- (1) Co-ordinating the on-site National Health Service (NHS) response. The Ambulance Service seeks to save life and limb through effective emergency treatment at the scene.
- (2) They will determine the priority for release of trapped casualties in conjunction with the Fire and Rescue Service, and arrange transport of the injured, in order of priority, to the receiving hospitals.
- (3) Reference should be made to JESIP: <https://www.jesip.org.uk/home>

## Integration of Command and Control



26. The SESO would normally operate through a focal control point, and it is envisaged that this would be co-located within the ECC and provisions for this made in the layout of the ECC.

27. The Police have primacy in the event of an MA. The HOE will retain command of all establishment resources throughout the operation. Co-ordination and control of firefighting and rescue in the initial phase is the responsibility of the establishment. The Senior Officer from the LA Fire and Rescue Service will assume control of the fire and rescue operation once briefed. An Ambulance Service Officer will control the deployment of Ambulance Service resources, liaising with the Senior Police Officer and the Senior Fire Officer on the casualty state and recovery process.

28. The principles by which command and control are exercised have been agreed and adopted by all emergency services. Full details of arrangements can be found on the UK Resilience Website run by the Cabinet Office. The management of the response can be divided into the following three levels:

- a. Operational (Bronze).
- b. Tactical (Silver).
- c. Strategic (Gold).

29. The need to implement one or more of these levels will depend on the nature of the incident, but normally incidents will be handled at the operational (bronze) level, only moving on to the tactical (silver) or strategic (gold) levels that prove necessary. The On-Site Emergency Plan is an example of operational (bronze) arrangements. The tactical (silver) level is to be covered by the Off-Site Emergency Plan whilst the strategic (gold) level is the sole responsibility of the LA.

### **Information Management**

30. Effective management of the information coming into the ECC is vital to understanding the issues and implications of an incident. Information is to be recorded as it is received. Ideally via dedicated logbooks (whilst electronic logs are acceptable a manual log is preferable as electronic records can be altered after the event). The logbook will be a prime source of evidence and will be required for any subsequent inquiry. To aid situational awareness significant information from the logbook is to be displayed within the ECC.

31. The Incident Commander in the ECC (this will be the MOD Establishment Main Controller in the early stages of an incident prior to a Senior Emergency Services Officer (SESO) arriving at the site) will instigate regular update sessions to ensure all information coming into the ECC has been captured. This then leads on to a Strategy Meeting where the implications of the event to date can be considered and a Strategy Plan developed for managing the incident. This decision making process is vital to the effective management of an incident and the decisions must be recorded. An example Agenda for a Strategy Meeting is shown at Annex E.

### **Health Hazards**

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32. In developing the public health aspects of the On-Site Emergency Plan, establishments need to consult with their local Health Authority. The essential response actions placed on Health Authorities are as follows:

- a. Evaluating the risk to the health of the public in the light of the available toxicological data on any chemicals released the results of biological and environmental sampling and the receipt of specialist advice and support.
- b. Advising on the measures needed to limit or prevent further exposure to any substances released in any MA.

33. The majority of the measures will be agreed as a part of the Off-Site Emergency Plan (UTE only). However, the following aspects are appropriate to the On-Site Emergency Plan:

- a. Requirement for a Medical Incident Officer.
- b. Use of establishment facilities and medical staff.
- c. Notification of specialist requirements such as chemical protective suits.
- d. Information database on dangerous substances on the establishment.
- e. Pre-positioning of medical stores.
- f. Agreement of casualty reception areas.
- g. Mortuary arrangements.
- h. Decontamination procedures.

## Public Relations

34. Any major incident in a MOD establishment will result in significant media interest. Reporters, photographers, and TV camera crews are to be expected. The arrangements for advising the media and the local inhabitants of an MA and for advising the local public on actions to be taken are the responsibility of the Police.

35. The On Site Emergency Plan is to explain the internal Public Relations (PR) procedures that go towards supporting the Civil Police arrangements. These include laying out the responsibilities of the establishment and the MOD PR Office (PRO) systems. It is important that information is provided in a coherent manner and in such a way that the PR effort does not distract from the effective control of the incident.

36. The primary PR objective will be to reassure the public (through the media) that they are safe, that the incident is being dealt with in a professional manner and to advise what action to take. The key to this is in supplying early, accurate information. The local MOD PRO is to be consulted and agreed procedures detailed in the On-Site Emergency Plan.

37. For a major incident it is likely that the media arrangements will be dictated by a County Emergency Plan under the Civil Contingencies Act. MoD will therefore need

to ensure its internal arrangements are capable of interfacing effectively with those arrangements. Once a major incident has been declared the emergency services will be under pressure to provide an immediate statement. At the earliest opportunity a media cell lead by the Civil Police attached to Strategic command will issue a holding statement.

38. Civil Police press staff will contact their counterparts in the other responding organisations so that all agencies can participate in the media cell.

### **Media Briefings**

39. The focus for briefings by responding organisations is as follows:

- a. The nature of the incident
- b. Overview of the emergency response
- c. The number of casualties
- d. How the emergency services coped/are coping
- e. Any criminal investigations (except incidents on the railway)
- f. Casualty bureau telephone number (if issued)
- g. Local disruption (past and continuing)
- h. Praise for local people who may have assisted in rescue operations.
- i. The rescue operation
- j. How many people were trapped and in what circumstances?
- k. The level of response in terms of appliances and staff
- l. What equipment was needed to free people?
- m. Where relevant, specific information relating to flooding, fires, or chemical incidents.
- n. Details about potential public inquiries
- o. How other responding agencies are coping.
- p. Aid to the community
- q. Number of staff involved in the clear up.
- r. Preparations for the recovery of the community

### **Media centre**

40. If the incident is likely to attract a significant media presence for days, weeks, or even longer, press officers are to consider whether it would be beneficial to establish a media centre near the scene. Such a centre gives journalists a base to operate

from, shelter from the elements and (ideally) toilet and refreshment facilities. The advantages to the emergency services include improved communications and speedy organisation of briefings and interviews.

41. If a suitable facility cannot be established at the establishment, then Local authorities keep lists of available buildings in their areas and will assist in identifying a suitable venue such as a school, church hall or community centre, preferably with a large outdoor area where heavy equipment such as outside broadcasting units can be parked.

### **Media – Initial MACR Requirements**

42. For a major accident the Civil Police exercise primacy including press liaison. The Civil Police will normally deploy a Press Officer to the establishment or press facility. The MACR qualified establishments need to identify individuals to act as the MOD point of contact for the Civil Police Press Officer. Ideally this is a MOD Press Officer. Alternatively, this is someone with an understanding of the MOD Press system and who can help exchange information on a two way basis between the Police and MOD Press Officers. Any press releases can therefore be agreed jointly within a short but realistic timescale. It is important to note that MOD can't stop information being given out by the Police and as they take control as the Silver Commander, they will be aware of all the information established during these early stages.

43. Depending on how long an incident goes on for it may be necessary to support the Press Liaison post for an extended period. It is important to ensure that an agreed message is given out and that the same message is then provided to the wider MoD press system so anyone from the press coming in to say Main Building will get the correct response.

44. An initial holding brief is to have been pre-prepared. This is very simple, and states little more than an incident has occurred, the matter is being addressed in conjunction with the emergency services and more information will be provided in due course.

45. Each establishment must also have a prepared information pack ready to hand out to the press which explains the role of the establishment, possibly some history and which can be used as filler material by the press. Such information packs (brief details) would have been cleared for use as required by the relevant MOD Press Officer.

### **Incident Reporting Arrangements**

46. Each establishment will have a reporting system based on their parent organisation requirements and include the following appropriate authority:

- a. HSE under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- b. EA or SEPA under the requirements of the Environmental Protection Act 1990 (as amended).

47. Additionally, establishments are to notify the MACR Assurance Team of an incident by email within 24 hours using the MA incident report form at Annex D. This initial report on the incident is required in order to formally notify the National CA. Notification to the National CA will be undertaken by the MACR Assurance Team. Any further reports would be subject to specific requirements which would be advised on a case by case basis by the MACR Assurance Team.

### **Annexes**

48. Annexes A to D in this DCOP assist MACR Establishments with Incident management:

- a. Annex A - Minimum Information and Plans to be held in Emergency Control Centre
- b. Annex B - Early Stages of an Incident & M/ETHANE
- c. Annex C - ECC Information Management
- d. Annex D - Major Accident Incident Report

# DSA 03.OME DCOP 406d and 406e - Annex A

## **Minimum information and plans to be held in Emergency Control Centre**

1. Plans of the establishment showing buildings, roads, hydrant systems, emergency water tanks, electrical power lines, gas pipes, etc.
2. Plan of the establishment showing the location of any dangerous substances.
3. Map of the surrounding area with establishment boundaries and safeguarding lines shown.
4. Map showing any environmentally sensitive areas such as Sites of Special Scientific Interest (SSSI).
5. Map showing the water and drainage system.
6. General assembly points.
7. List of fire guides.
8. Fire Orders.
9. Security Orders.
10. Integrated Contingency Plan.
11. List of security sensitive and restricted access installations.
12. Access arrangements for establishment keys.
13. Technical information manuals as required.
14. Environmental Risk Assessment for establishment.
15. Location and inventory of emergency equipment.
16. List of first aid trained personnel.
17. List of key personnel and contact details.
18. Internal and external telephone directories.
19. Local Authority Civil Emergency Plan (the Off-Site Emergency Plan) if applicable.
20. Status boards, fax machine, stationery, etc.

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21. For establishments holding explosives, the following additional information by Net Explosive Quantity (NEQ), Hazard Classification Code (HCC) and Hazard Division Sign (HDS):

- a. Contents of explosives storehouses.
- b. Contents of explosives processing buildings.
- c. Contents of marshalling and stabling areas (road and rail).
- d. Contents of vessels at berths, jetties, and trots.

22. For establishments with Bulk Fuel Installations (BFIs), the following additional information is to be held:

- a. Contents of tank farm.
- b. Contents of stabling areas.
- c. Pipeline and valve layout diagram.
- d. Spillage Orders.
- e. Disposition of foam stocks.
- f. Manning and contents of ships berthed alongside.

23. For establishments with buildings containing chemical hazards, the following additional information is held:

- a. Types and quantity of chemicals held.
- b. For establishments with airfields, the following additional information is held:
  - c. Forward firing weapon arcs.

# DSA 03.OME DCOP 406d and 406e - Annex B

## Early Stages of an Incident & M/ETHANE

1. The METHANE model is an established reporting framework which provides a common structure for responders and their control rooms to share major incident information. It is recommended that M/ETHANE be used for all incidents.
2. For incidents falling below the major incident threshold 'METHANE' becomes an 'ETHANE' message. During the decision-making process using the joint decision model, there is to be a period of consideration of the 'M' (representing 'major incident') by responders to establish whether a developing incident goes above the major incident threshold.
3. Each responder agency must send a M/ETHANE message to their control room as soon as possible. The first resources to arrive on scene must send the M/ETHANE message so that situational awareness can be established quickly. The information received through multiple M/ETHANE messages will gradually build to support shared situational awareness in those responding to the incident and between control rooms.

## METHANE

<b>M</b>	<b>MAJOR INCIDENT</b>	Has a major incident or standby been declared? (Yes / No - if no, then complete ETHANE message)	Include the date and time of any declaration.
<b>E</b>	<b>EXACT LOCATION</b>	What is the exact location or geographical area of the incident?	Be as precise as possible, using a system that will be understood by all responders.
<b>T</b>	<b>TYPE OF INCIDENT</b>	What kind of incident is it?	For example, flooding, fire, utility failure or disease outbreak.
<b>H</b>	<b>HAZARDS</b>	What hazards or potential hazards can be identified?	Consider the likelihood of a hazard and the potential severity of any impact.
<b>A</b>	<b>ACCESS</b>	What are the best routes for access and egress?	Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it.
<b>N</b>	<b>NUMBER OF CASUALTIES</b>	How many casualties are there, and what condition are they in?	Use an agreed classification system such as 'P1', 'P2', 'P3' and 'dead'.
<b>E</b>	<b>EMERGENCY SERVICES</b>	Which, and how many, emergency responder assets and personnel are required or are already on-scene?	Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector, may be required.

## Joint Decision Model:

4. <https://www.jesip.org.uk/joint-decision-model>



# DSA 03.OME DCOP 406d and 406e - Annex C

## ECC Information Management

### Situational Awareness

1. Effective management of information is critical to ensuring adequate control of a Major Accident. The ECC will have significant items of information on display (either electronically or manually via a white board or paper chart). An example of a situational awareness display is shown in this annex. Establishments are to adapt this layout to suit their own individual circumstances.

### Strategy Meeting Agenda

2. A Strategy Meeting may be called by the MOD Silver Commander (the Establishment Main Controller) at the early stages of a Major Accident prior to the arrival of the external emergency services. The members of the Strategy team at this point will therefore be MOD/Military personnel/contractors. Although the standard agenda is aimed at a multi-agency meeting the majority of the headings will still be relevant. Following a standard protocol will also ensure there is an effective transfer of control to the Police Incident Officer.

3. The Police Incident Officer will call an initial meeting of the ECC Silver co-ordinating group (multi agency) at the earliest reasonable opportunity once they have been briefed on the incident by the MOD Silver Commander (The periodicity of future meetings is to be arranged at this first meeting).

4. The agenda, as far as practicable, be restricted to items that concern three or more of the relevant services, as matters concerning only two services can usually be resolved by direct two-way liaison. Items such as safety, situation reports, priorities and future developments must be on the agenda each time. At incidents concerned with fire, the danger of fire or involving rescue, the on-site FRS/LAFRS will advise the Silver group on matters of safety.

5. Whilst the FRS will give professional advice, overall responsibility for health and safety rests with each emergency service and responding agency. The group also consider the advice and expertise that is available from each member organisation including the establishment and the MOD Silver Commander. As well as expertise in the establishment affected the MOD Silver Commander can also access MOD's corporate expertise, particularly valuable in the areas of explosives and fuels safety.

6. Each service is to briefly describe the situation as it affects its own operations and, if necessary, mention the matters for which it needs assistance or co-operation.

7. To create a cohesive joint strategy, it is essential to set priorities. This will indicate how to deploy the resources available most effectively and efficiently. Each service will have objectives to meet within their own area of responsibility. It is important to establish which have priority at the particular stage the incident has

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reached. In that way, inter-service difficulties may be avoided, and each may concentrate on the actions that contribute most to the success of the operation.

8. A note of decisions taken must be kept of all meetings of the Silver co-ordinating group. Individual members of the group are likely to make their own notes of meetings. This will provide an overall perspective for decisions and priorities. All notes will be treated evidence and are likely to be required for any subsequent enquiry.

9. The Silver co-ordinating group are to consider in advance what may happen and what must be done in later phases of the operation.

10. Subsequent meetings will be needed with frequency dependent on the circumstances. Once a more stabilised situation is reached this frequency will usually decrease.

11. A sample of what should be included in the Agenda is shown below.:

Attendees (Yes/No, Time of arrival):

- Silver Command Team MOD Incident Commander –
- Police Silver Commander –
- Fire & Rescue Service Commander –
- Medical Incident Officer –
  
- Wind speed and direction –
  
- RAD HAZ Restrictions: Yes / No
  
- Cordons Required/ Set up. Yes/No
  - o Distance:
  
- EOD
  - o Called – Yes/No
  - o Time of call
  - o On Site Yes/No
  - o Time of arrival
  
- Current Issues:
  - o Target timescale to resolve:
  
- Location of Incident(s) –
- Incident Description:
- Hazards at scene –
- Incident start time -
- ICP Location(s) –
- Ingress / egress routes –
- Assets deployed to scene –
- Assets held in reserve –

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- Priorities
  - 1:
  - 2:
  - 3:
  
- STRATEGIC AIMS
  - PRESERVE LIFE
  - REDUCE / PREVENT PROPERTY DAMAGE
  - RESTORE NORMALITY
  
- Casualties'
  - Number
  - Type
    - P1 (T1)
    - P2 (T2)
    - P3 (T3)
    - P1 Hold (T4)
  - Dead (Note: do not display names)
  
- Hazards extending Off Site (E.g. – smoke plume):
- External Agencies notified:
  
- Personnel Mustered: Yes / No
  
- Personnel Missing:
  
- Evacuation:
  - is it required?
  - Timescales to evacuate.
  - Safe Route
  - Safe destination
  - Transportation requirements

## Major Accident – Strategy Meeting

### Agenda

URGENT MATTERS/DECISIONS – are there any pressing matters which need an immediate decision to mitigate the effects of the incident to:

**PRESERVE LIFE**

**REDUCE / PREVENT PROPERTY DAMAGE**

**RESTORE NORMALITY**

ACTIONS/UPDATES – Incident Commander's to provide update on situation as they understand it at that time.

SITREP FROM AGENCIES – go around the room to gather latest information from all the responding agencies. Some of this may duplicate info this will either confirm it or could raise concerns over accuracy (often the case with casualty names and numbers).

TACTICAL PLAN (OPERATIONAL PLAN IN MOD TERMINOLOGY) – develop tactical plan on who is doing what and when. Particularly important to ensure understanding on what is being done at Bronze level and what is being done at Silver level.

### Issues

INJURED/DECEASED – establish how many people are injured and what action is required to save lives. Which hospitals are they being sent to? Are there any deaths if so, bodies must be left in situ for crime scene work – police will appoint a senior investigating officer (SIO).

HAZARDS – what are the hazards now and what could be generated. What implications are there e.g., evacuation distances, protective equipment, monitoring equipment required? Timescales to respond.

SCENES – how many scenes are there? Has fire & rescue service implemented sector control? Do we need additional incident officers and cordons?

INVESTIGATION – what investigation level and which investigating bodies are involved e.g., Police (SIO), DIAB, EA, HSE etc.

COMMUNITY – What actions are required to aid the local community – shelter (rest centres), vulnerable populations, children, pets, food. Timescales to achieve. Who can assist, normally arranged through Local Authority – Voluntary Sector e.g., WRVS, Red Cross, St Johns Ambulance?

FRIENDS & RELATIVES – what arrangement are there for friends and family. Do you need to separate friends and family of survivors from those with deceased? Is there an appropriate facility? How will it be manned?

RESOURCES – what additional resources are required – additional fire tenders, police to man cordons maybe military staff for cordons? Lighting for hours of darkness. Will incident be prolonged may need to consider shift pattern? Weather could affect shift patterns e.g., cold or rain.

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MEDIA – are initial holding statements ready. Liaison with police press officer. Link into MOD press system. Where will the press facility be? Who staffs it. Who will provide press briefings? How are they authorised for release? Police have primacy for press.

ESTABLISHMENT OPERATIONS – what is effect on establishment operations? can some continue if some elements be cancelled? Would it be best to send people home, or will you need them now or later?

STAFF WELFARE – what arrangements need to be made to look after the responders – food drink shelter from weather? Staff rotation. Do vehicles need refuelling? Can we refuel civil emergency vehicles?

## **Major Accident – Strategy Meeting**

### **Agenda**

URGENT MATTERS/DECISIONS

**PRESERVE LIFE**

**REDUCE / PREVENT PROPERTY DAMAGE**

**RESTORE NORMALITY**

ACTIONS/UPDATES

SITREP FROM AGENCIES

TACTICAL PLAN (*OPERATIONAL PLAN IN MOD TERMINOLOGY*)

### **Issues**

INJURED/DECEASED

HAZARDS

SCENES

INVESTIGATION

COMMUNITY

FRIENDS & RELATIVES

RESOURCES

MEDIA

ESTABLISHMENT OPERATIONS

AFFECT ON THE ENVIRONMENT

STAFF WELFARE

# DSA 03.OME DCOP 406d and 406e - Annex D

## Major Accident Incident Report

To: Defence Safety Authority #5004 Juniper Level 0, Wing 1, MOD Abbey Wood, Bristol, BS34 8QW Email: DSA-DOSR-Assurance-ATL	From:
Phone:	
Email: MACR Assurance Team leader	
Date of Incident:	
Time of Incident:	
Location of Incident:	
Substances involved:	
Quantities (tonnes):	
Description of the circumstances of the incident:	
Description of the emergency measures taken:	
Further information as necessary:	

Signature:

Name:

Appointment:

Contact Details:

Date: --/--/----