

# 1 Emergency and Disaster Planning

This chapter is split into two parts:

**Part 1: Directive.** This part provides direction that you **must** follow to help you comply with (keep to) health and safety law, Government policy and Defence policy.

**Part 2: Guidance.** This part provides the guidance and good practice that **should** be followed and will help you to keep to this policy.

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Annex A - Chapter 1 – Assurance Checklist

## Amendment Record

This chapter has been reviewed by the Directorate of Defence Safety (DDS) together with relevant subject matter experts and key safety stakeholders. Any suggestions for amendments to this chapter **should** in the first instance be directed to the Defence organisation's [Safety Centre/Team Group Mailbox](mailto:People-DDS-GroupMailbox@mod.gov.uk) and with their approval, sent to DDS at: [People-DDS-GroupMailbox@mod.gov.uk](mailto:People-DDS-GroupMailbox@mod.gov.uk).

Version No	Date	Reason for review	Authority
1.2	Oct 20	Interim update post-handover of Policy from DSA to D HS&EP.	D HS&EP
1.3	May 22	Updated to incorporate DAN 25 (Outbreak management) into Annex A.	D HS&EP
1.4	9 Dec 25	Release of two-part chapter structure.	DDS

## Terms and definitions

The following table sets out definitions of some of the key terms used in this chapter. The most current general safety terms and definitions are provided in the [Master Glossary of Safety Terms and Definitions](#) which can also be accessed on [GOV.UK](#).

Accountable Person	The person whose terms of reference state that they are responsible for making sure there are suitable and sufficient systems in place to control health and safety risks in their unit, establishment, site, or platform. This term is used in place of CO, HoE, OC, Station Commander and so on, or as decreed by the Defence organisations.
Commander	<p>This is generally a military person responsible for planning activities, supervising activities, and making sure that personnel under their area of responsibility are safe.</p> <p>This term refers to a role rather than the rank of Commander, and it can be a permanent or temporary role (for example, lasting for the duration of a training exercise). In parts of Defence this person could be referred to as a 'responsible person.'</p>
Competent person	A person who has the training, skills, experience, and knowledge necessary to perform a task safely and is able to apply them. Other factors, such as attitude and physical ability, can also affect someone's competence. (See <a href="http://www.hse.gov.uk/competence/what-is-competence.htm">www.hse.gov.uk/competence/what-is-competence.htm</a> for information on competence.)
Control centre (CC)	A centralised facility or location where operations, processes, or systems are monitored, managed, and coordinated. It typically serves as the hub for decision-making, communication, and oversight, often equipped with advanced technology, communication tools, and monitoring systems. Control centres are used to coordinate responses to incidents, such as the emergency services (for example, police, fire, ambulance).
Control measures	Actions that are taken to reduce or eliminate the risk of exposure to a hazard. They can also reduce the severity of exposure to a hazard. The hierarchy of control measures are 'elimination, substitution, engineering controls, administrative controls and personal protective equipment (PPE)'.

Disaster	<p>A large-scale event that causes significant disruption, damage, or destruction, overwhelming local resources and requiring external assistance.</p> <p>Scale: Broader in scope, often affecting entire communities, regions, or countries.</p> <p>Impact: Severe and widespread, with long-term consequences for people, infrastructure, and the environment.</p> <p>Examples: Earthquakes, hurricanes, tsunamis, pandemics, or large-scale industrial accidents.</p> <p>Response: Requires coordinated efforts from multiple agencies, including national or international support.</p>
Emergency	<p>A situation that poses an immediate risk to health, life, property, or the environment and requires urgent intervention to prevent escalation.</p> <p>Scale: Typically, localised and smaller in scope.</p> <p>Impact: Limited impact, often manageable with local resources and personnel.</p> <p>Examples: House fires, car accidents, medical emergencies, or small-scale flooding.</p> <p>Response: Handled by local emergency services (e.g., police, fire brigade, ambulance). Within Defence these services may be provided by MOD.</p>
Incident Controller (IC)	<p>The individual responsible for managing and overseeing the response to an incident or emergency. They have overall authority and accountability for coordinating resources, implementing response plans, and ensuring the safety of personnel and the public. Their authority may vary depending on the organisation or context.</p>
Manager	<p>A person responsible for managing or supervising staff, planning activities, and making sure that personnel under their area of responsibility are safe. This could be a permanent or temporary role, and in parts of Defence this person could be referred to as a 'line manager,' a 'responsible person' or a 'delivery manager.'</p>
Mitigate (Mitigation)	<p>An activity of putting control measures in place that are expected to reduce the likelihood and severity of harm from a risk event.</p>

## Must and should

Where this chapter says '**must**', this means that the action is a compulsory requirement.

Where this chapter says '**should**', this means that the action is not a compulsory requirement but is considered good practice.

## Scope

The policy contained within this chapter:

- a. applies to all those **employed by Defence** (military and civilian) including reservists and those under the age of 18 (for example recruits and apprentices).
- b. applies to all those working on behalf of, or under the supervision of Defence (for example, contractors or visitors).
- c. applies to all Defence activities carried out in any location (UK or overseas)

d. is not written for young persons in the cadet forces<sup>1</sup>, Defence-run schools, nurseries and so on; those organisations **must** maintain their own safety policies and governance and **must** provide statutory compliant infrastructure and appropriate safe systems of work. They may use material from this chapter as a reference point, but where appropriate their respective policies **should** be adapted to meet the needs of young persons and to follow any applicable Department for Education guidelines or legislation.

## Assurance

The application of the policy contained within this Chapter **must** be assured (that is, its use **must** be guaranteed). As part of their overall assurance activity, the commander, manager, or accountable person **must** make sure that this policy is followed and put into practice effectively. Assurance **must** be carried out in accordance with [JSP 815 \(Defence Safety Management System Framework\) Element 12 – Assurance](#).

A chapter assurance checklist can be found at Annex A. Please note its use is not mandatory, but it can provide helpful evidence to assist in the assurance and conformance against the policy direction within this chapter.

## Alternative acceptable means of compliance

This policy is mandatory across Defence, and the only acceptable means of compliance (AMC) is attained by following the directive and guidance set out in this chapter. However, there may be circumstances where a small number of military units may be permanently unable to comply with (keep to) parts of the policy. In such circumstances an alternative AMC is set out in the [JSP 375 Directive and Guidance](#).

## Equality Analysis

The policy in this Chapter has been subject to an equality analysis in accordance with the [Public Sector Equality Duty](#) and Departmental Policy.

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<sup>1</sup> Guidance for cadet forces is set out in JSP 814 (Policy and Regulations for Ministry of Defence Sponsored Cadet Forces).

# Part 1: Directive

## Introduction

1. This chapter provides the directive and guidance on the scoping, development and implementation of emergency and disaster planning. It provides the general principles and minimum planning requirements to be considered for reasonably foreseeable emergency scenarios across all Defence units, establishments, sites or platforms where activities undertaken in Defence occur and require subsequent emergency planning. The related documents and regulations listed at the end of this chapter provide more detail in specific circumstances.
2. The [Management of Health and Safety at Work Regulations 1999](#) 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, contractors and visitors and the necessary contact required with external services (Ambulance, Fire, and so on). For Defence 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 **must** be set out in an Emergency and Disaster Plan.
3. The purpose of emergency and disaster planning is to provide Defence personnel, contractors, and visitors with the procedures, information, and equipment they will require to enable them to manage 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 make sure that appropriate assistance is provided as quickly as possible.
4. In the event of an emergency or disaster, the preservation of safety and / or health of Defence personnel, contractors and visitors will depend on their knowledge of whom to contact; the action to take and the prompt execution of that action.
5. If the emergency or disaster is assessed to have the potential to or is confirmed to impact upon the security of Defence, the procedures laid out in JSP 440 Part 2 Leaflet 1A **must** also be enacted.
6. Environmental Protection (EP) **must** be considered as an integral aspect of emergency and disaster planning. It cannot be managed independently from Safety in an emergency scenario, for example, fire water run off to surface water with a risk of contaminating drinking water supplies in the natural environment. Further information of EP is covered in [JSP 418](#) Management of Environmental Protection in Defence.
7. The UK government's primary crisis management principles, structures and arrangements that underpin and inform the response to crises from central government, are set out in the [Amber Book](#), which is issued and maintained by the Cabinet Office.

## Key health and safety legislation

8. Employers have a general duty under the [Health and Safety at Work etc. Act \(HSWA\) 1974, Section 2](#), to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of their employees and, under [Section 3](#), anyone else who may be affected by that work activity.

9. There is also a duty on employers under the [Management of Health and Safety Regulations 1999](#) and [Management of Health and Safety at Work \(Amendment\) Regulations 2006](#) to carry out a suitable and sufficient assessment of the risks to the health and safety of their employees. As such, Defence requires commanders, managers and accountable persons to make sure that suitable and sufficient risk assessments are carried out in order to mitigate health and safety risks to the personnel under their area of responsibility and anyone else who may be affected by that work activity. Defence safety risk assessments **must** be carried out in accordance with [Chapter 8](#) (Safety risk assessment and safe systems of work) of JSP 375 Volume 1.
10. The [Secretary of State for Defence \(SofS\) policy statement on health and safety](#), sets out Defence's commitment to comply with all applicable health and safety legislation when in the United Kingdom (UK). When overseas, 'we will comply with the laws of Host States, where they apply to us, and in circumstances where such requirements fall short of UK requirements, we will apply UK standards so far as is reasonably practicable to do so'.
11. The [Control of Major Accident Hazards Regulations 2015](#) (COMAH) states that every operator **must** take all measures necessary to prevent major accidents and to limit their consequences for human health and the environment. Regulation 3(2) of COMAH Regulations 2015 makes it clear that COMAH does not apply to an establishment under the control of the MOD.
12. The established policy of the SofS where legislation does not apply and where appropriate, measures will be introduced across Defence to achieve as good as or better results than those demanded by statute. The Major Accident Control Regulations (MACR) as set out in [DSA 02.OME Part 4](#) and [DSA 03.OME DCOP 401a](#) discharges these requirements for Defence in the context of prevention of a Major Accident (MA) and the mitigation of consequences to human health and or the environment if one occurs. The MACR Competent Authority (CA) is empowered by the Permanent Secretary (PS) via DG Defence Safety Authority (DSA) to maintain and regulate MACR.
13. The HSE [A guide to the COMAH regulations 2015 \(L111\)](#) (page 19, para 68) provides further guidance on this point stating that the key point "is the identity of the operator i.e. the person who is in control of (and, therefore, has responsibility for) the activity, rather than the nature of the activity. So, an establishment which is carrying out activities for military purposes but is operated by a contractor will be subject to the Regulations. If the Ministry of Defence (MOD) is in control, the establishment is exempt. If part of an MOD-controlled site has been sub-contracted, and the sub-contractor has control of the activity on that part of the site, that part is an establishment for COMAH purposes because of the definition of establishment in regulation 2(1)".

## Defence Regulations

14. The following Defence Regulations cover the maritime and aviation areas, not otherwise specifically covered in this Chapter.
- a. The Defence Maritime Regulations [DMR RC DSA02-DMR 2025](#) set out the requirements for ensuring that emergency preparedness, response plans, procedures, and systems are in place for Defence maritime activities.
  - b. The Military Aviation Authority [Regulatory Article 1010](#) sets out the Head of Establishment Aviation Responsibilities and Aviation Duty Holder / Accountable Manager (Military Flying) Establishment Responsibilities.

## Policy Statements

15. Defence has established the following policy statements, which **must** be followed:

- a. **Policy Statement 1.** The accountable person **must** make sure that a site risk assessment is undertaken for the activities under their area of responsibility. The site risk assessment **must** identify the reasonably foreseeable hazards and potential harm associated with those activities. The findings of the site risk assessment **must** be considered as part of the emergency and disaster planning process.
- b. **Policy Statement 2.** The accountable person **must** make sure that adequate Emergency and Disaster Plans, and major accident and incident prevention procedures are developed, implemented, and communicated based on the risk profile of the unit, establishment, site or platform under their area of responsibility.
- c. **Policy Statement 3.** The accountable person **must** make sure that the Emergency and Disaster Plan is exercised, evaluated, and reviewed on a regular basis, for the unit, establishment, site, or platform under their area of responsibility. The frequency **must** be in accordance with the level of risk but **must** be at least once each year.
- d. **Policy Statement 4** The commander, manager or accountable person **must** make sure that all Defence personnel within their area of responsibility including contractors or visitors have received adequate training and / or have been suitably briefed in the local emergency procedures to understand what action is required of them in the event of an emergency or disaster.

### Policy Statement 1

The accountable person **must** make sure that a site risk assessment is undertaken for the activities under their area of responsibility. The site risk assessment **must** identify the reasonably foreseeable hazards and potential harm associated with those activities. The findings of the site risk assessment **must** be considered as part of the emergency and disaster planning process.

16. The site risk assessment is a fundamental part of the emergency and disaster planning process and **must** identify all activities, areas and foreseeable incidents within the unit, establishment, site or platform that require control measures to be taken to mitigate against injury, ill health, 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:

- a. fire;
- b. medical emergency (injury / ill health);
- c. entrapment (lifts, confined space and so on);
- d. release of gas / vapour and so on;
- e. radiological;
- f. biological;
- g. natural disaster (flooding, earthquake, wildfires and so on);
- h. explosion; and
- i. any other emergencies.



17. Site risk assessments **must** be carried out in line with the general principles of risk assessment as detailed in [Chapter 8](#) (Safety risk assessment and safe systems of work) of JSP 375, Volume 1.

18. For units, establishments or sites that fall under the requirements of the [Major Accident Control Regulations \(MACR\)](#) then the regulations set out in [DSA 02.OME Part 4](#) and [DSA 03.OME DCOP 401a](#) **must** be followed. For units, establishments or sites that fall under the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), then the safety policy requirements of [Chapter 9](#) (Dangerous Substances and Explosive Atmospheres Regulations) of JSP 375 Volume 1 **must** be followed. Where more stringent arrangements are required, the appropriate JSPs or Defence Regulations **must** be followed.

19. The findings and associated control measures from the site risk assessment **must** be implemented and complied with (kept to). The accountable person **must** consider how they are going to communicate the findings of the site risk assessment and the control measures that have been identified to those that may be affected. This may be accomplished by producing a proportionate communications plan.

#### **Policy Statement 2**

The accountable person **must** make sure that adequate Emergency and Disaster Plans, and major accident and incident prevention procedures are developed, implemented, and communicated based on the risk profile of the unit, establishment, site or platform under their area of responsibility.

20. The accountable person **must** make sure that adequate Emergency and Disaster Plans, are developed, implemented, and communicated based on the risk profile of the unit, establishment, site or platform under their area of responsibility.

21. The accountable person **must** collaborate with contractors to establish temporary disaster planning for when small and / or large-scale building works or similar activities commence. Typically, this process is outlined in Standing Orders (SOs), and it is crucial for existing arrangements to be reviewed to make sure contractor plans are aligned with site-specific arrangements. The accountable person and temporary contractors **must** work together to develop robust temporary contingency Emergency and Disaster plans to address potential incidents on-site or within the construction area.

22. The control measures identified from the site risk assessment **must** be detailed in the Emergency and Disaster Plan, which **must** also include (but not limited to) details on the following:

- a. command and control arrangements, (including instructions to duty officers);
- b. the immediate response (give warning, activate alarms, and so on);
- c. initial actions (administer first aid as set out in [Chapter 5](#) - (First Aid) of JSP 375, Volume 1, extinguish fire if safe and if trained to do so, contact emergency services, and so on);
- d. evaluate scale and nature of problem;
- e. evacuation and cordoning;
- f. use of control methods;



- g. co-operation / communication with public, press and enforcement agencies (for example, the HSE);
- h. recovery actions;
- i. involve all stakeholders and incorporate all lodger organisations on the unit, establishment, site or platform; and
- j. safe access and egress under emergency conditions for Defence personnel, contractors and visitors.

23. An important element of the Emergency and Disaster Plan is contingency planning and through the development of Business Continuity (BC) arrangements, to provide the ability of an organisation to continue delivery of its operations and outputs or services following a major disruptive event for example the loss of electrical power, loss of internet, pandemic outbreak and so on.

24. The UK Government requires that Defence have BC arrangements in place and as such the Defence organisation's most senior leader **must** make sure that BC arrangements are put in place for their organisation. Business Continuity Management (BCM) is one of the core pillars contributing to organisational resilience, the Defence policy for BCM and organisational resilience is set out [JSP 503 - The Defence Manual of Resilience](#).

25. When developing the Emergency and Disaster Plan the accountable person **must** consult with Defence personnel, stakeholders, Trades Union and so on for civilians and via the Chain of Command for military personnel.

26. The Emergency and Disaster Plan **must** include provision for Defence personnel, contractors and visitors who require special arrangements (assistance or facilities) including, but not limited to any individuals with disabilities, neurodivergence<sup>2</sup> and gendered health needs. The Emergency and Disaster Plan **must** also include the details of any Personal Emergency Evacuation Plan(s) (PEEP) that have been developed for individuals who require special evacuation arrangements. Further details on developing a PEEP are covered in Policy Statement 4.

27. Any individuals that require special arrangement **must** be made aware of the hazard and / or hazardous event, the control measures and any route / time changes which may impact on those individuals with mobility and / or visibility / hearing issues, so that they have advance warning of any such route changes. This is to enable their timely evacuation without assistance from the emergency services and contain contingencies for any out of hours working and / or any closures of the unit, establishment, site or platform (for example, block leave).

28. The accountable person **must** consider and communicate how emergency services will be contacted and make sure that personnel are aware of the standard information required by emergency services with regard to the incident location and details of any hazardous items, this is covered in more detail in Part 2.

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<sup>2</sup> The term is commonly associated with conditions such as autism, ADHD, dyslexia, dyspraxia, Tourette's syndrome, and others.

29. Where there are casualties or safety occurrences then Defence personnel **must** report these in accordance with their Defence organisation's occurrence notification and reporting procedures as set out in [Chapter 16](#) (Safety Occurrence Reporting and Investigation) of JSP 375, Volume 1.

## Outbreak management

30. Defence is committed to safeguarding the health and wellbeing of all personnel by ensuring a robust and effective approach is taken to outbreak management, for example the outbreak of an infectious disease. An effective approach may for example be the creation of an outbreak management plan.

31. Where there is such an outbreak, Defence will follow the direction set by the Cabinet Office and will adhere to any established protocols introduced by the public health authorities, partner organisations and other relevant stakeholders.

32. Where an infectious disease outbreak has resulted in Defence personnel being tested and their personal information is collected, all concerned **must** comply with the General Data Protection Regulations 2018 and the [Caldicott principles](#). Fundamental to this is that the identity of any individual who has tested positive is not to be shared with contacts or other parties who do not have a need to know.

### Policy Statement 3

The accountable person **must** make sure that the Emergency and Disaster Plan is exercised, evaluated, and reviewed on a regular basis for the unit, establishment, site or platform under their area of responsibility. The frequency **must** be in accordance with the level of risk but **must** be at least once each year.

33. The accountable person **must** make sure that the Emergency and Disaster Plan is exercised, evaluated for any lessons that have been identified and resultant actions to be taken, and reviewed on a regular basis for the unit, establishment, site, or platform under their area of responsibility. The frequency at which the exercise is conducted **must** meet the requirements of the relevant Defence organisation policy and in accordance with the level of risk of their unit, establishment, site, or platform, but **must** be at least once each year. Business Continuity Plans **must** be exercised in accordance with JSP 503 - The Defence Manual of Resilience.

34. The Emergency and Disaster Plan exercise is generally a desk top exercise, however, individual elements of the plan are to be exercised in accordance with their relevant policies, for **example**, fire and evacuation drills **must** be conducted at annual intervals and more frequently if warranted by the Defence organisation, the Fire Risk Assessment (FRA), or whenever the procedures are changed in accordance with [JSP 426: Defence Fire Safety & Fire Risk Management Policy, Guidance and Information](#).

35. Consideration **must** be given to the use of external agencies to organise exercises where an independent assessment of Defence systems is required. The overall testing regime **must** assess procedures for silent hours as well as normal operating hours and aim to make sure that the following aspects are covered:

- a. activating the On-Site Emergency Plan;
- b. alerting emergency services;
- c. mobilising unit, establishment, site, or platform personnel;

- d. verification of adherence by personnel;
- e. activating the Control Centre (CC);
- f. testing the flow of information into and out of the CC;
- g. testing the internal flow of information within the CC;
- h. decision making process;
- i. command and control arrangements;
- j. verification that emergency equipment is available and operational;
- k. procedures for rapid access to locked rooms (for example, release of master keys); and
- l. public relations arrangements.

36. As part of the exercise of the overall Emergency and Disaster Plan the local unit, establishment, site, or platform emergency procedures **must** also be regularly tested.

37. A post-exercise evaluation and review **must** 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 **must** be updated and reassessed as soon as possible.

#### **Policy Statement 4**

The commander, manager or accountable person **must** make sure that all Defence personnel within their area of responsibility, including contractors or visitors have received adequate training and / or have been suitably briefed in the local emergency procedures to understand what action is required of them in the event of an emergency or disaster.

38. The commander, manager or accountable person **must** make sure that all Defence personnel within their area of responsibility including contractors or visitors have received adequate training for key roles for example, First Aiders and Fire Wardens and so on, or have otherwise received adequate information and instruction to provide awareness on what actions to take in line with the local emergency and disaster procedures.

39. The accountable person **must** make sure that appropriate resources are made for the provision of a staffed Control Centre (CC) and the appointment of an Incident Controller (IC) (or equivalents) where they have been identified as a requirement in the Defence organisation's emergency and disaster plans. The primary purpose of a CC is to make sure efficient, safe, and effective operations, are maintained during emergency and disaster situations, often in real-time.

40. Not all emergencies will require an IC to be appointed however, where the Emergency and Disaster site plan has identified the requirement to appoint a competent person as the named IC, they **must** have clear written terms of reference provided to them for that role to understand what action is required of them in the event of an emergency or disaster.

41. Resources to enable appointment of other competent persons in key roles, **must** be made available, as is any equipment needed for their role.

42. All personnel (including contractors, residents and visitors) **must** be provided with suitable information and instruction on the safe evacuation of buildings, vessels, and where appropriate the safe use of emergency equipment.
43. All personnel (including contractors, residents and visitors) **must** make sure they are fully aware of the action they would need to take in the event of an emergency, by attending training as required and complying with the relevant procedure, and following any additional instructions given by the IC, nominated persons or emergency services officers. Under HSWA 1974, [Section 7\(b\)](#) it is “the duty of every employee while at work, as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.
44. Failure to co-operate and comply with emergency procedures that have been put in place may result in individuals being subject to legal and / or disciplinary action.
45. All personnel, contractors, visitors, and so on who have a disability, neurodivergence, gendered health needs, medical condition(s) and so on (whether temporary or permanent) which may affect their or the ability of others to evacuate in an emergency, **must** make this known to the commander or manager with responsibility for the area.
46. The commander or manager having been informed by an individual of any conditions that may affect their ability or the ability of others to evacuate in an emergency **must** then develop a Personal Emergency Evacuation Plan (PEEP) in line with the Defence organisations procedures, for those individuals to make sure their timely evacuation without assistance from the emergency services unless their assistance has been pre-agreed. Also, any personnel trained to assist in emergencies (for example, fire wardens, first aiders and so on) **must** be made aware of those with a PEEP.
47. Details of a PEEP **must** be included within the relevant building Fire Risk Assessment (FRA).
48. Personnel (without special emergency responsibilities) **must** not attempt fire-fighting or other emergency action for which they have not been trained and are to evacuate the building (unless directed otherwise by the IC or emergency services) to the appropriate assembly point as soon as the alarm is heard.

## Part 2: Guidance

This part provides the guidance and good practice that **should** be followed to help you comply with this policy.

### Site risk assessment

#### Policy Statement 1

The accountable person **must** make sure that a site risk assessment is undertaken for the activities under their area of responsibility. The site risk assessment **must** identify the reasonably foreseeable hazards and potential harm associated with those activities. The findings of the site risk assessment **must** be considered as part of the emergency and disaster planning process.

1. The control measures required will be dictated by the site risk assessment findings and more detailed actions are to be expected for the reasonably foreseeable events. It is important to make sure that any guidance produced is flexible and can be adapted as an incident develops. The actions to be taken to control each credible event **should** follow the structure shown below:

- a. immediate response (give warning, activate alarm, and so on);
- b. evacuation and cordoning;
- c. initial actions (administer first aid, extinguish fire if safe and if trained to do so, contact emergency services, and so on);
- d. evaluate scale and nature of problem;
- e. use of control methods;
- f. co-operation / communication with public, press and enforcement agencies (for example, the HSE);
- g. recovery actions / business continuity; and
- h. clean up actions (longer term).

2. For units, establishments, sites or platforms that include sleeping accommodation or other single occupancy rooms that may be locked, methods of rapid access (for example, 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.

### Emergency and Disaster Plans

#### Policy Statement 2

The accountable person **must** make sure that adequate Emergency and Disaster Plans, and major accident and incident prevention procedures are developed, implemented, and communicated based on the risk profile of the unit, establishment, site, or platform under their area of responsibility.

3. Quick and effective action may help to ease the situation and reduce the consequences. In emergencies, people are more likely to respond reliably if they:

- a. are well trained and competent;
  - b. take part in regular and realistic practice; and
  - c. have clearly agreed, recorded, and rehearsed plans, actions, and responsibilities.
4. The UK Resilience academy provides a source of guidance in designing emergency planning and exercises, and can be found at this link [UK Resilience Academy](#)
5. The accountable person **must** make sure that adequate Emergency and Disaster Plans are developed detailing the unit, establishment, site or platform emergency procedures to be followed. Points to include in the unit, establishment, site or platform emergency procedures **should** include but not limited to the following:
- a. consider what might happen and how the alarm will be raised, including for out of standard hours (night-time and weekends);
  - b. plan what to do, including how to call the emergency services, help them by clearly marking the unit, establishment or site from the road;
  - c. the minimum details to provide to the emergency services following the **M/ETHANE** principles which are:
    - (1) **Major Incident** - Inform the emergency services if a major incident has been declared by the initial emergency responder, (if not continue with ETHANE).
    - (2) **Exact Location** - Grid reference, location or What 3 Words.
    - (3) **Type of incident** - Fire, Explosion, Chemical, Flooding and so on.
    - (4) **Hazards** - Type of hazard for example type of hazardous substance, explosives, gas cylinders, fuel(s) and so on.
    - (5) **Access to Scene** - Best access point and route to the RVP and so on.
    - (6) **Number and Severity** - Number of Casualties and severity of their injuries.
    - (7) **Emergency Services** - Which Emergency Services are required.
  - d. if there are 25 tonnes or more of dangerous substances in the unit, establishment, site or platform, the fire and rescue service are to be notified, and warning signs put up;
  - e. decide where to go to reach a place of safety or to get rescue equipment, make sure suitable forms of emergency lighting are provided.
  - f. make sure there are enough emergency exits for everyone to escape quickly, and keep emergency doors and escape routes unobstructed and clearly marked;
  - g. nominate competent people to take control;
  - h. decide which other specialist personnel are required, such as a nominated incident controller, someone who can provide technical and other site / platform-specific information if necessary, or first-aiders;
  - i. plan essential actions such as emergency plant shutdown, isolation or making processes safe. Clearly identify important items like shut-off valves and electrical isolators, and so on;
  - j. make sure training and briefing has been provided in emergency procedures, including for those with disabilities and vulnerable workers; and

k. work **should** not resume after an emergency if a danger remains. If there are any doubts request assistance from the emergency services.

6. When the emergency services are required then the principles for joint working **should** be used during all phases of an incident. The Joint Emergency Services Interoperability Principles (JESIP) is a UK-based organisational framework that has been designed to enhance collaboration and coordination among emergency services (fire, ambulance, police, and disaster recovery).

7. The [JESIP](#) website provides some useful guidance on interaction with the emergency services, completing a M/ETHANE report, using the 'What 3 Words' app and so on.

8. As part of the Emergency and Disaster Plan, Defence organisations **must** put in place specific measures to strengthen their ability to respond to and recover from disruptive events and return the business back to normal levels of operation as soon as possible after the event, this is referred to as Business Continuity Management (BCM).

9. The accountable person **should** support the Defence organisation's most senior leader with BCM on the unit, establishment, site, or platform under their area of responsibility. The accountable person is responsible for meeting the requirements of their Defence organisations Strategy and Direction on Defence resilience and BCM. They **should** nominate a Resilience lead (or use Business Continuity staff) to support them in meeting their BCM responsibilities.

10. To support delivery of their unit, establishment, site or platforms' outputs, the accountable person **should** identify what needs to be done before an incident occurs to protect people, premises, technology, information, supply chains, stakeholders, and reputation. Some further guidance on BCM is set out in [JSP 815 Element 10](#), however for more comprehensive guidance on Defence resilience and BCM refer to [JSP 503 - The Defence Manual of Resilience](#).

## Outbreak management

11. Defence settings are complex, with a high population density, comprised of uniformed personnel, civil servants, contractors, industry partners and dependants. This increases the probability of a military establishment becoming the focus of a local outbreak. All outbreak management arrangements **should** therefore be periodically reviewed.

12. Effective outbreak management can be demonstrated by introducing control measures for the prevention, detection, containment, and mitigation of infectious disease outbreaks which may include but not limited to the following:

- a. **Promote Preparedness:** Maintaining an up-to-date outbreak management plans, conducting regular training, and ensuring access to necessary resources and expertise.
- b. **Ensure Early Detection:** Implementing effective surveillance and reporting systems to identify potential outbreaks promptly.
- c. **Respond Rapidly:** Activating outbreak response protocols immediately upon detection, including risk assessment, containment measures, and communication strategies.



- d. **Protect Health and Safety:** Prioritising the health and safety of personnel, stakeholders, and the wider community through evidence-based interventions such as isolation, quarantine, vaccination, or treatment.
- e. **Foster Collaboration:** Working closely with public health authorities, partner organisations, other stakeholders to ensure a co-ordinated and effective responses.
- f. **Communicate Transparently:** Providing timely, accurate, and clear information to all relevant parties to build trust and ensuring compliance with control measures.
- g. **Learn and Improve:** Conducting post-outbreak reviews to identify lessons learned and enhancing future preparedness and response capabilities.

13. When managing an outbreak, advice **should** always be checked against the latest national guidance and through the Health Protection Teams (HPTs). The Directors of Public Health have primacy for delivering the Public Health Act (Control of Diseases) 1984, contact details can be found here: [England](#), [Scotland](#), [Wales](#). Personnel in Northern Ireland **should** seek guidance from 38X Comd Gp. The Defence Public Health Unit (DPHU) is the centre of expertise and primary point of contact for all advice on public health and infectious diseases: [SG-DMed-Med-DPHU-GpMailbox@mod.gov.uk](mailto:SG-DMed-Med-DPHU-GpMailbox@mod.gov.uk).

### Testing

14. The DPHU will provide advice on the necessary testing and will most likely be in the form of a Defence Advisory Notice as was the case for example during the [COVID – \(Defence Advisory Notice 13\)](#) pandemic.

15. Test results are not always automatically communicated to the medical centre / Chain of Command, it is therefore important that all personnel working on Defence establishments follow their unit, establishment, site, or platform reporting procedures regarding positive tests. This will allow prompt action to be initiated to manage risks and mitigate against outbreaks.

### Outbreak investigation and reporting

16. A cluster of cases is defined as ‘two or more cases associated with the same setting in a 14-day period but without a common exposure or link to each other’. Where the investigation of the cluster identifies a common exposure or link to other cases, it becomes an outbreak.

17. The primacy for leading investigations, response, management, reporting, and control of infectious diseases (including COVID-19) whilst in the UK, rests with the UK Health Security Agency (HSA) and the equivalent public health organisations in the Devolved Administrations. When overseas, we will comply with Host States rules, where they apply to us, and in circumstances where such requirements fall short of UK requirements, we will apply UK standards so far as is reasonably practicable to do so. Defence **must** support these efforts when they are in force to ensure a coherent response.

18. If a unit, establishment, site, platform, or medical centre believes that it has an outbreak of an infectious disease, this **should** be escalated to single Service Public Health or Environmental Health contacts and the DPHU. There may be a need to review planned activity whilst this is managed, and this **should** be done following the principles set out in [Chapter 2](#) Annex A of JSP 375 Volume 1.

### Policy Statement 3

The accountable person **must** make sure that the Emergency and Disaster Plan is exercised, evaluated, and reviewed on a regular basis for the unit, establishment, site, or platform under their area of responsibility. The frequency **must** be in accordance with the level of risk but **must** be at least once each year.

19. The accountable person **must** make sure that the Emergency and Disaster Plan is exercised, evaluated, and reviewed for the unit, establishment, site, or platform under their area of responsibility.

20. The frequency of exercising the Emergency and Disaster Plan **must** meet the requirements of the relevant Defence organisation policy and in accordance with the level of risk of their unit, establishment, site, or platform, but **must** be at least once each year. This is generally a desk top exercise, however, individual elements of the plan are to be exercised in accordance with their relevant policies, for example, fire and evacuation drills **must** be conducted on an annual basis in accordance with JSP 426 and Business Continuity Plans **must** be exercised at least every two years in accordance with JSP 503.

21. As part of the exercise of the overall Emergency and Disaster Plan, the unit, establishment, site or platform emergency procedures **must** also be tested for example; checking that alarms work, signage is in place and making sure that the guardroom (or equivalent) is immediately informed to enable rapid access onto site and direction to the incident for the emergency services. It **must** also test how the emergency procedures will operate over a 24-hour period and where there are any changes between the silent hours arrangements and that required during normal working hours.

22. In the event of an emergency on site, communication is key, and a public address system may be used as a means of communication to notify those on site in conjunction with contacts listed in the Emergency and Disaster Plan. Where public address systems are in place, these systems **must** also be regularly tested.

### Policy Statement 4

The commander, manager or accountable person **must** make sure that all Defence personnel within their area of responsibility including contractors or visitors have received adequate training and / or have been suitably briefed in the local emergency procedures to understand what action is required of them in the event of an emergency or disaster.

23. In the event of an incident that is serious enough to trigger an emergency or disaster response as set out in the Emergency and Disaster Plan, the individual, as identified in the risk assessment who assumes the full authority of the accountable person for managing and overseeing the response to an incident or emergency, is the Incident Controller (IC). The IC has the overall responsibility for directing operations, for coordinating resources, implementing response plans, ensuring the safety of personnel and the public.

24. The IC also provides the link between the unit / establishment Control Centre (CC) with the appropriate emergency services. The IC's authority may vary depending on the organisation or context.

25. Nominated persons such as Floor Liaison Officers (FLO), Fire Marshals, Service Liaison Officers and so on, **should** provide support to the IC and act as an interface between the IC, staff and the emergency services attending the incident.

26. 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:
- a. Infrastructure Manager / Maintenance Management Organisation contractor;
  - b. Health and Safety Adviser;
  - c. Environmental Protection Adviser;
  - d. Fire Officers;
  - e. Security Officers; and
  - f. Specialists as required, dependent on unit, establishment, site, or platform risks.
27. Site rules and procedures **must** be adhered to including as a minimum:
- a. site inductions, giving clear details on rules to be followed in an emergency;
  - b. ceasing work in accordance with [Chapter 2](#), Paragraph 30 of JSP 375 Volume 3 and organisational SEMS for emergencies;
  - c. security / site gate / sign in procedures; and
  - d. Grab Packs.
28. Where a Personal Emergency Evacuation Plan (PEEP) has been developed for personnel, contractors, visitors, and so on who may have a disability or medical condition (temporary or permanent) which may affect their or the ability of others to evacuate in an emergency it **should** take into consideration all areas where the individual concerned can be reasonably expected to visit within the unit, establishment, site, platforms and so on.
29. 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 (for example, use of an Evac Chair).
30. When travelling abroad, in the UK or working in a remote location, the emergency phone number 112 will utilise any network provider (999 works in the same way in the UK) and can be dialled free of charge from any telephone or mobile phone to contact the emergency services (Ambulances, Fire and Rescue Service and the Police) in the European Union (EU), as well as several other countries in the world.
31. 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.
32. The Global System for Mobile Communications (GSM) 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). The emergency numbers 999 / 112 can be dialled on most GSM phones even if the phone is locked.
33. Even if you don't know exactly where you are, using 999 / 112 on your mobile phone in the UK, will allow the GSM system to pinpoint your precise location within about 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. An alternative means of providing location to within three metres of accuracy is the [what3words](#) mobile application.

## Retention of records

34. All records including the MOD Estate / Platform Risk Assessments, Defect Reports, and so on **must** be kept in accordance with, [Chapter 39](#) (Retention of Records) of JSP 375 Volume 1.

## Related documents

35. The following documents **should** be consulted in conjunction with this chapter:

a. [JSP 375 Volume 1](#):

- (1) Chapter 2 - Military and Civilian Workplace Safety
- (2) Chapter 5 - First Aid
- (3) Chapter 8 - Safety Risk Assessment and Safe Systems of Work
- (4) Chapter 9 - Dangerous Substances and Explosive Atmospheres (DSEAR)
- (5) Chapter 11 - Management of Hazardous Substances
- (6) Chapter 16 - Safety Occurrence Reporting and Investigation
- (7) Chapter 23 - Electrical Safety
- (8) Chapter 37 - Safety at Public Events

b. Other MOD Publications:

- (1) [JSP 418](#) - Management of Environmental Protection in Defence
- (2) [JSP 426](#) - Defence Fire Safety and Fire Risk Management Policy, Guidance and Information.
- (3) [JSP 440](#) - The Defence Manual of Security
- (4) [JSP 503](#) - The Defence Manual of Resilience
- (5) [JSP 815](#) - Defence Safety Management System (SMS) Framework
- (6) [JSP 816](#) - Defence Environmental Management System (EMS) Framework
- (7) [DSA 02.OME Part 4](#) - Defence Ordnance, Munitions, Explosives Regulations
- (8) [DSA 03.OME DCOP 401a](#) - Defence Code of Practice

c. Legislation and Guidance:

- (1) [Health and Safety at Work etc. Act 1974](#)
- (2) [Management of Health and Safety at Work Regulations 1999](#)
- (3) [Dangerous Substances and Explosive Atmospheres Regulations 2002](#)
- (4) [Civil Contingencies Act 2004](#)
- (5) [Regulatory Reform \(Fire Safety\) Order 2005](#)
- (6) [The Control of Major Accident Hazards Regulations 2015 \(COMAH\)](#)
- (7) [Department for Communities and Local Government - Fire Safety - Risk Assessment - Means of Escape for Disabled People](#)
- (8) [The Amber Book - Managing Crisis in Central Government](#)
- (9) [UK Resilience Academy](#)