



South Yorkshire Local Resilience Forum

Strategic Framework for Emergency Management

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Executive Summary

This South Yorkshire Strategic Framework for Emergency Management document describes the multi-agency emergency response arrangements established by South Yorkshire Local Resilience Forum.

This document describes South Yorkshire Local Resilience Forums strategic priorities, management arrangements and commitment to multi-agency emergency planning.

The document is produced under shared ownership, with commitment from all partners to support the concept of integrated emergency management in South Yorkshire.

The South Yorkshire Strategic Framework for Emergency Management

Aim

The aim of the South Yorkshire Local Resilience Forum is to ensure there is an appropriate level of preparedness to enable an effective multi-agency response to emergencies that may have a significant impact on the communities of South Yorkshire and neighbouring communities

Objectives

The objectives of the South Yorkshire Local Resilience Forum are:

To determine and approve joint strategic policy decisions relating to South Yorkshire's preparedness and response arrangements.

To approve the South Yorkshire Community Risk Register and ensure it provides a robust basis for planning.

To ensure that appropriate multi-agency plans, procedures, training and exercises that are necessary to address identified or foreseeable local and wider area hazards, are in place and outstanding gaps identified.

To approve the business plan of the South Yorkshire Local Resilience Forum Management Group.

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To receive horizon scanning and security reports from the National Resilience Team or the Civil Contingencies Secretariat on current threat levels, on any gaps in planning and progress on any actions tasked.

To ensure that appropriate resources are made available to the South Yorkshire Local Resilience Forum Management Group in order to fulfil statutory responsibilities and the work programme.

To co-ordinate the individual approaches and responsibilities of each organisation to ensure that they complement each other and integrate with partners' arrangements, in accordance with the South Yorkshire "Strategic Framework".

To consider the implications of legislation, national initiatives and the decisions and recommendations of central government and its subsidiaries.

To ensure that appropriate and relevant information is shared effectively.

Drivers

The structure and functions of the South Yorkshire Local Resilience Forum is informed by a range of drivers.

The key driver is the Civil Contingencies Act 2004 which states that responders to emergencies should:

"establish and maintain effective multi-agency arrangements to respond to major emergencies, to minimise the impact of those emergencies on the public, property and environment, and to satisfy fully the requirements of the Civil Contingencies Act 2004".

The act provides additional statutory and non-statutory guidance on how the statutory duties of the act should be implemented and delivered by responders to emergencies.

Further details about the Civil Contingencies Act is contained in Appendix A

List below are some of the additional drivers that inform and direct the work of the South Yorkshire Local Resilience Forum:

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South Yorkshire Local Resilience Forum, Strategic Framework for Emergency Management Document

National Planning Assumptions

National Risk Register

South Yorkshire Community Risk Register

National Indicators of Good Practice

The Role of Local Resilience Forums: A reference document

Document Administration Arrangements

Document Author and Reviewer	South Yorkshire Local Resilience Forum
Document Revisions undertaken by	Doncaster Council Emergency Planning

Document Revision Record

Revision	Date	Revised by
SFW Revised to reflect Business Plan Strategic Priorities Sub Groups	08.09.11	R McDonagh

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Management Arrangements for the South Yorkshire Local Resilience Forum

The work of the Local Resilience Forum is undertaken within a structured management framework.

South Yorkshire Local Resilience Forum

The Local Resilience Forum ensures that the strategic priorities of the South Yorkshire Local Resilience Forum are being met and that all activities enhance the level of preparedness required to enable an effective multi-agency response to emergencies that may have a significant impact on the communities of South Yorkshire and neighbouring communities.

South Yorkshire Local Resilience Forum Management Group

The Management Group ensures that the strategic priorities of the Local Resilience Forum are being progressed and receives reports and updates on the activities of the sub groups. The Management Group provides bi-annual updates on progress to the Local Resilience Forum.

Sub Groups

Sub groups meet as needed in order to progress work stream activities and initiatives.

Secretariat

The Administration and co-ordination of South Yorkshire Local Resilience Forum members, meetings and work streams is supported by South Yorkshire Police.

Membership

The South Yorkshire South Yorkshire Local Resilience Forum is a multi-agency partnership made up of representatives from local public services, including the blue-light emergency services, local authorities, the NHS, the Environment Agency and other partners. These agencies are known as Category 1 Responders,

The South Yorkshire Local Resilience Forum is also supported by organisations, known as Category 2 responders as defined by the Civil Contingencies Act., such as Transport Organisations, the Voluntary Sector and the Public Utility Companies who have a responsibility to co-operate with Category 1 organisations and to share relevant information with the South Yorkshire Local Resilience Forum.

This partnership approach enables the to meet its purpose of developing and enhancing preparedness by delivering training, exercising and planning arrangements which reflect potential risks to local communities.

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Further details about the roles and responsibilities of South Yorkshire South Yorkshire Local Resilience Forum partners is contained in Appendix B

South Yorkshire Local Resilience Forum Strategic Priorities and Business Plan

The South Yorkshire Local Resilience Forum has agreed and adopted the following strategic priorities which are used to inform the South Yorkshire Local Resilience Forum business plan:

Priority 1

The Capabilities programme has relevance to a locally informed risk register

Priority 2

Interoperability is embedded within Integrated Emergency Management

Priority 3

Efficient ways of working to maximise our resilience

Priority 4

To engage with our communities to ensure they have the capability and resilience in an emergency

Priority 5

To ensure South Yorkshire is prepared to meet relevant challenges and events.

Delivery of the South Yorkshire Local Resilience Forum Business Plan

The strategic priorities provide clarity of activities and informs the formation of the South Yorkshire Local Resilience Forum sub groups and work streams.

Each sub group aligns to the key principals of aligning work to risk, validating plans and warning and informing.

List of Sub Groups

South Yorkshire Local Resilience Forum and Management Group have established the following sub groups:

Training and exercising

Telecommunications

Strategic Coordination Centre Planning Group

Transport and Utilities

Warning and Informing

Community Resilience

South Yorkshire Local Resilience Forum, Strategic Framework for Emergency Management Document

Each sub group provides updates on progress and completed activities at the Management Group Meetings.

Further details about the aim, objectives and membership of each sub group is contained in Appendix C.

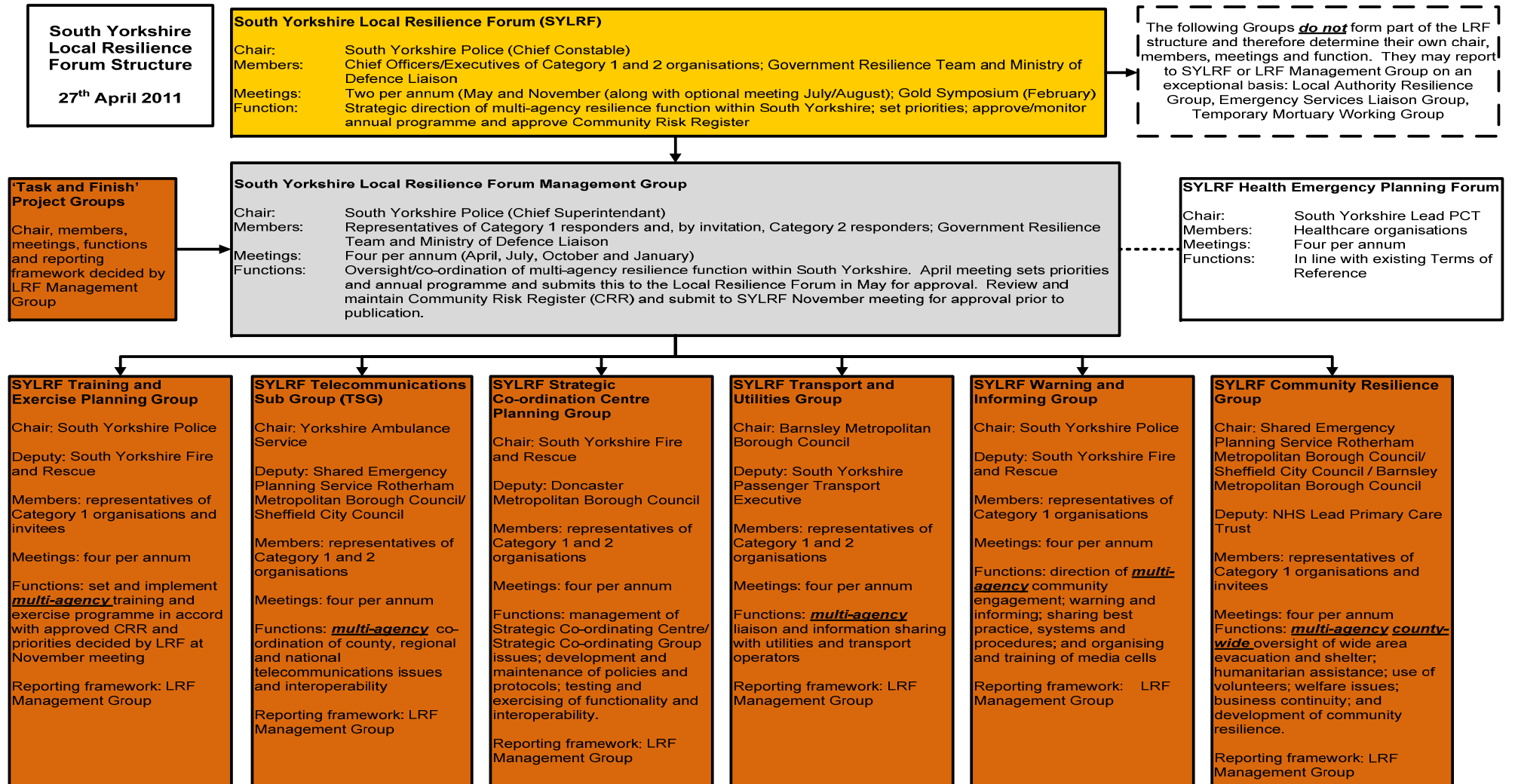
Task and finish

In addition task and finish sub groups will be established as needed to produce targeted and focused pieces of work which support preparedness requirements.

Structure

The structure and management arrangements of South Yorkshire Local Resilience Forum are show below

South Yorkshire Local Resilience Forum, Strategic Framework for Emergency Management Document



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Appendix A

Civil Contingencies Act (2004)

The Civil Contingencies Act - (which received Royal Assent on 18 November 2004) is an important element of the Government's work to enhance and update the resilience of the United Kingdom to disruptive challenges of the 21st Century.

The legislation and accompanying non-statutory measures give us a single framework for civil protection in the UK. This improves the UK's ability to deal with the consequences of major disruptive incidents by improving the planning process at a local level, building better contacts between agencies and improving the link between local areas and central government.

The Act is separated into two substantive parts: local arrangements for civil protection (Part 1) and emergency powers (Part 2).

The Act focuses on three types of threat -

1. an event or situation which threatens serious damage to human welfare;
2. an event or situation which threatens serious damage to the environment;
3. war, or terrorism, which threatens serious damage to security.

The purpose of Part 1 of the Act is to establish a new statutory framework for civil protection at the local level. This, together with accompanying guidance and regulations, sets out clear expectations and responsibilities for responders to ensure they are fully prepared to deal effectively with the wide range of emergencies from localised incidents through to catastrophic emergencies.

The Act divides local responders into two categories.

Those in **Category 1** have duties placed upon them to:

Assess local risks, including the development and maintenance of a Community Risk Register, and use this to inform emergency planning;

- Put in place emergency plans;
- Put in place Business Continuity Management arrangements;
- Put in place arrangements to make information available to the public about civil protection matters (such as the Community Risk Register) and maintain arrangements to warn, inform and advise the public in the event of an emergency;

- Share information with other local responders to enhance co-ordination;
- Co-operate with other local responders to enhance co-ordination and efficiency; and
- Provide advice and assistance to businesses and voluntary organisations about business continuity management. (Local Authorities only).

Those covered by the duties at present are Local Authorities, Government agencies, Emergency Services, most NHS organisations.

Those in **Category 2** organisations will be placed under the duties of co-operating with Category 1 organisations and sharing relevant information. Those to be included at present are utilities, transport, government, strategic health authorities.

Appendix B

Roles and responsibilities of partners

Ambulance Service

Yorkshire Ambulance Service supports South Yorkshire multi-agency planning for and response to emergencies by:

In Preparation:

Producing an Emergency Plan according to local arrangements and NHS guidelines.

Advising staff of their role and responsibility in an emergency and ensuring staff are involved in integrated training initiatives.

Agreeing availability and method of contact.

Providing an Operation Manager to liaise and work with the emergency planning team on emergency and business continuity issues.

In Response:

Save life in conjunction with the other emergency services

Provide a focal point for NHS/Medical resources at the scene

Liaising with other Emergency Services at Strategic, Tactical and Operational levels, and introducing an incident management system which addresses the needs of the incident and the community.

Co-ordinating the response of the National Health Service at the scene.

Establish a Casualty Clearing Station

Provide primary and secondary triage of injured casualties

Providing emergency medical treatment for casualties

Prioritising the release of trapped persons in liaison with the Fire and Rescue Service

Liaising with South Yorkshire Police and assisting with casualty information

Identifying appropriate receiving hospitals and transporting the injured

Providing staff as appropriate to support relevant emergency plans

Ensure that adequate medical personnel and resources are available at the scene including where appropriate, a medical Incident Officer

Casualty decontamination, assisted by SYF&RS in the event that mass decontamination is required

Armed Forces

In the event of a major emergency the armed forces are authorised to provide assistance to local authorities and the emergency services under arrangements termed 'Military Aid to the Civil Authorities'. Where such assistance is required to save life the Ministry of Defence has discretion to waive charges. In other circumstances marginal costs or full costs may be charged. Requests for military assistance should be authorised by the Police or Local Authority Chief Executive. Advice on military support (and how to request it) can be provided by the local Military Liaison Officer (MLO) or the Joint Regional Liaison Officer (JRLO) at Headquarters 15 (North East) Brigade in York.

The Armed Forces support Integrated Emergency Management by:

In Preparation:

Maintaining appropriate Contingency Plans.

Advising staff of their role and responsibility in an emergency and ensuring staff are involved in integrated training initiatives.

Advising on availability and agree method of contact with the Local Authority emergency planning team or emergency services.

Providing a Liaison Officer to work with the emergency planning team on emergency and business continuity issues.

In Response:

Supplying resources and staff to address the emergency or disaster dependant upon availability and other defence priorities.

Liaising with the Local Authority and Emergency Services on the deployment of such resources.

Resources which may be available include:

Accommodation and accommodation storage facilities

Air Photography

Communications equipment

Engineering equipment

Generators

Helicopters

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Light aircraft

Medical support

Personnel

Surveillance equipment

Transport

Catering

Full details of the Armed Forces contribution to Integrated Emergency Management can be found in the MOD publication 'Operations in the UK: The Defence Contribution to Resilience' which is held by Emergency Planning Staff.

British Red Cross

The British Red Cross supports South Yorkshire multi-agency planning for and response to emergencies by:

In Preparation:

Produce an Operational Emergency Response Plan.

Advise staff of their role and responsibility in an emergency and ensuring staff are involved in integrated training initiatives.

Agree availability and method of contact with the Local Authority emergency planning team.

Providing a Liaison Officer to work with the emergency planning team on emergency and business continuity issues.

In Response:

Liaise with the Senior Medical Officer and support the casualty clearing stations as requested.

Provide immediate welfare and comforting for casualties, survivors, evacuees, friends and relatives at the scene, hospitals, reception and rest centres.

Provide escorts for the disabled, individual family support and medical loan equipment.

Assist with general enquiries and handling overseas enquiries.

Liaise with the Senior Medical Officer and provide emergency ambulance support as necessary.

Assist with a disaster appeal as requested.

Coroner Services

HM Coroner supports Integrated Emergency Management by:

In Preparation:

Produce an Operational Emergency Response Plan.

Advising staff of their role and responsibility in an emergency and ensuring staff are involved in integrated training initiatives.

Agreeing availability and method of contact with South Yorkshire Police.

Providing a Liaison Officer to work with the emergency planning team on emergency and business continuity issues.

In Response:

Advising that the deceased can be removed from the scene.

Authorising post mortems to take place as necessary.

Releasing bodies to relatives for burial as appropriate.

Convening Coroner's Court and determining cause of death according to evidence supplied.

Providing evidence and attending Public Inquiries as necessary.

Environment Agency

The Environment Agency supports Integrated Emergency Management by:

In Preparation:

Regulate industrial processes in order to prevent or minimise pollution.

Advise on air quality management.

Regulate the disposal of radioactive waste.

Regulate the treatment and disposal of controlled waste to prevent pollution or harm to health and the environment.

Preserve and improve river quality through pollution control.

Conserve and secure proper use of water resources.

Supervise all flood defence matters.

Conserve the land, water and air environment.

Regulate the management of contaminated land designated as special sites.

Provide advice on environmental issues.

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Produce an Operational Emergency Response Plan.

Advising staff of their role and responsibility in an emergency and ensuring staff are involved in integrated training initiatives.

Agree availability and method of contact with the Local Authority emergency planning team or emergency services.

Providing a Liaison Officer to work with the emergency planning team on emergency and business continuity issues.

In Response:

Maintaining and operation of vital flood defences as appropriate to safeguard the community.

Monitoring water levels and flows, assessing risk and advising the emergency services and local authorities of appropriate dangers.

Checking flood defences and undertaking essential repairs and maintenance as necessary, monitoring and clearing blockages of culverts and breaches of defences.

Advising the Emergency Services on the need to declare a major civil emergency.

Monitoring the affects of an incident and investigate the cause.

Supporting the multi-agency response by providing representatives to the various emergency controls.

Supporting the Emergency Services and Local Authorities, once its own systems and defences are secure, by providing materials equipment and personnel (as far as its resources and other duties permit).

Faith and Church Organisations

The role of the religious organisations is to:

In Preparation:

Produce an Operational Emergency Response Plan.

Advise staff of their role and responsibility in an emergency and ensuring staff are involved in integrated training initiatives.

Agree availability and method of contact with South Yorkshire Police.

In Response:

Meet the religious needs of faith communities.

Provide religious counsel at the scene.

Provide religious counsel to the bereaved and injured.

Facilitate the use of religious premises as survivors' reception and rest centre.

Provide assistance in the care of survivors and the reception of relatives at such centres.

Liaise with hospital chaplaincy services.

Assist with the general effort at reception centres.

Fire and Rescue

South Yorkshire Fire and rescue support South Yorkshire multi-agency planning for and response to emergencies by:

In preparation:

Fulfil its duties has a Category 1 responder under the Civil Contingencies Act 2004 and supporting regulations and guidance.

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Secure the provision of training for personnel

In response:

Search and rescue of people trapped by fire, wreckage or debris

To prevent further escalation of an incident by controlling or extinguishing fires, rescuing people and undertaking other protective measures

To deal with released chemicals or other contaminants in order to render the incident site safe or recommend exclusion zones

Assist other agencies in the removal of large quantities of flood water

Assist the ambulance service with casualty handling and the police with the recovery of bodies

Manage access to the inner cordon in liaison with the police, though the health and safety of personnel working in the inner cordon remains with individual agencies

Where required, undertake mass decontamination of the general public in circumstances where large numbers of people have been exposed to chemical, biological, radiological and nuclear substances

Liaise with other emergency services and other agencies using the generic national framework for managing emergency response and recovery: Strategic - Tactical - Operational

Health

The Health Service supports South Yorkshire multi-agency planning for and response to emergencies by:

In Preparation:

Producing Care in the Community Emergency Plans according to risk.

Advising staff of their role and responsibility in an emergency and ensuring staff are involved in integrated training initiatives.

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Agree availability and method of contact with the local authority Emergency Planning Teams or emergency services.

Nominate an appropriately trained and skilled senior officer with responsibility for advising on all aspects of emergency planning and response within health authority boundaries and liaise with regional office on wider emergency planning issues.

Discuss service level arrangements with providers with respect to national and regional guidance, ensuring they are part of an annual cycle of performance review.

Ensure that NHS trusts have major incident plans that are compatible with other major incident responders likely to be involved in a major incident.

Ensure that NHS trusts have effective arrangements for preparing their response to major incidents.

In Response:

Support the local and regional Ambulance staff in the performance of their duties.

Provide wider support during national epidemics.

Provide assistance and advice on toxicology issues as appropriate.

Providing staff as appropriate to support relevant emergency plans.

Health Protection Agency

The HPA supports South Yorkshire multi agency planning for and response to emergencies as follows:

In Preparation:

The Health Protection Agency is a non-departmental public body, which makes public health advice available to government departments, the NHS, the statutory agencies and directly to the public.

It provides a central source of authoritative scientific/medical information and other specialist advice on both the planning and operational responses to public health and other emergencies.

This includes providing authoritative messages about health protection measures in order to reduce public anxiety.

Collaborating both internally and with external Category 1 and 2 partners and others on emergency planning issues.

To develop and maintain emergency response plans at the local and regional level: both generic and threat specific.

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To liaise with other responders, particularly Category 1 responders, the NHS and specialist parts of HPA to ensure that plans are interoperable.

In Response

To lead or assist, as appropriate, in Local and National emergencies.

Local Authorities

South Yorkshire Local Authorities support multi-agency preparations for and response to emergencies by:

In preparation

Training a forward liaison officer to act as the interface with the emergency services at the Incident Control Point during an emergency.

Preparing generic plans to activate the resources of the Council.

Preparing specific local authority plans for responding in the event of particular pre identified risks (as identified in the Community Risk Register).

In conjunction with partners, prepare multi-agency response plans for responding to risks (as identified in the Community Risk Register).

Training and briefing staff and elected members in the execution of these plans.

Validating plans in conjunction with partners.

Preparing business continuity plans to ensure that the Council can continue to provide critical services during an emergency.

Co-operating with partners in the development of their own or other multi-agency plans.

Participating in South Yorkshire and Regional emergency planning forums.

Seek continually to identify and implement new and innovative ways of delivering its emergency planning and business continuity services.

Participating in multi-agency exercises.

In response

Mobilising staff as quickly as possible to respond to an emergency.

Implementing emergency plans.

Provide support as requested by the emergency services or as required by the situation.

Deploying forward liaison officer(s) as necessary.

Providing a Chief Officer (appropriately supported) to represent the Council at the Strategic level of control.

Liaising with partner agencies in all aspects of the response and in particular in the provision of information to the public through the media.

Leading the recovery from the emergency once the initial response is over (usually 24 to 48 hours after the emergency).

Sustain the necessary levels of preparedness to achieve an efficient and effective response to incidents through a programme of training and exercises.

Police

South Yorkshire Police supports South Yorkshire multi-agency planning for and response to emergencies by:

In Preparation:

Producing an Emergency Plan according to local arrangements and ACPO guidelines.

Advising staff of their role and responsibility in an emergency and ensuring staff are involved in integrated training initiatives.

Agreeing availability and method of contact.

Providing a Liaison Officer to work with the emergency planning team on emergency and business continuity issues.

In Response:

Liaising with other Emergency Services at Strategic, Tactical and Operational levels and introducing an incident management system, which addresses the needs of the incident and the community.

Liaising with the other emergency services and agreeing the geographical location of Incident/Forward Control Points.

Mobilising sufficient staff to Control Posts, including the local authority emergency centres, in order to progress an integrated emergency management protocol.

Liaising with and co-ordinating the emergency services response.

Assisting the other emergency services to save life, protect property and the environment.

Liaising with the other emergency services to establish Inner and Outer cordons.

Controlling access to and egress from the outer cordon.

Providing assistance with the evacuation from and initial protection of property.

Providing a means of processing casualty information, identification and the removal of the deceased.

Preparation of joint media statements with other agencies.

Preservation of the scene and undertaking any criminal investigation.

Assisting and facilitating enquires and investigations by the responsible agency.

Salvation Army

The Salvation Army supports South Yorkshire multi-agency planning for and response to emergencies by:

In Preparation:

Produce an Operational Emergency Response Plan.

Advise staff of their role and responsibility in an emergency and ensuring staff are involved in integrated training initiatives.

Agree availability and method of contact with the local authority emergency planning team or emergency services.

Providing a Liaison Officer to work with the emergency planning team on emergency and business continuity issues.

In Response:

Assist with welfare and spiritual matters at the scene.

Assist with the care of friends of the bereaved.

Provide catering to the Emergency Services as requested.

Providing staff as appropriate to support relevant emergency plans.

Provide overnight or short stay accommodation as requested.

Liaise with, and provide assistance to other welfare agencies.

Provide interpreters as necessary.

St John Ambulance Association

The St John Ambulance Association supports South Yorkshire multi-agency planning for and response to emergencies by:

In Preparation:

Produce an Operational Emergency Response Plan.

Advise staff of their role and responsibility in an emergency and ensuring staff are involved in integrated training initiatives.

Agree availability and method of contact with the local authority emergency planning team or emergency services.

Providing a Liaison Officer to work with the emergency planning team on emergency and business continuity issues.

In Response:

Liaise with the Senior Medical Officer and provide assistance by providing medical aid at the scene and at the casualty clearing stations as necessary.

Provide welfare assistance at the scene and hospitals for distressed friends and relatives of those injured.

Providing staff as appropriate to support relevant emergency plans.

Provide medical care and welfare assistance at reception and rest centres as required.

WRVS

The WRVS supports South Yorkshire multi-agency planning for and response to emergencies by:

In Preparation:

Produce an Operational Emergency Response Plan.

Advise staff of their role and responsibility in an emergency and ensuring staff are involved in integrated training initiatives.

Agree availability and method of contact with the local authority emergency planning team or emergency services.

Providing a representative to work with the emergency planning team on emergency and business continuity issues.

In Response:

In liaison with the Rest Centre Management assist with setting up arrangements for Rest Centres.

Provide a reception service, registration service and public information service as appropriate.

Provide welfare arrangements and catering service as requested.

Providing staff as appropriate to support relevant emergency plans.

Mutual aid

Mutual aid arrangements exist between the local authorities of South Yorkshire, and work is in progress to formalise the arrangements with neighbouring local authorities.

National mutual aid agreement and reinforcement schemes

In order to meet the needs of large scale incidents not previously considered in peace time planning a national mutual aid agreement provides mutual reinforcement on a regional and national scale. This complements and extends current local agreements. A reinforcement scheme is a scheme for securing mutual assistance as between fire and rescue authorities for the purpose of discharging the functions under the act on any of the authorities participating in the scheme.

Appendix C

Sub Groups Terms of Reference

South Yorkshire Local Resilience Forum

The South Yorkshire Local Resilience Forum is the principal multi-agency emergency planning group in South Yorkshire. It meets once every 6 months under the chairmanship of South Yorkshire Police and on other occasions as necessary.

Purpose

The purpose of the South Yorkshire Local Resilience Forum is to ensure the effective delivery of those duties under the Act that need to be developed in a multi-agency environment.

Aim

The aim of the South Yorkshire Local Resilience Forum is to ensure that there is an adequate level of multi agency preparedness to enable an effective response to emergency incidents that may have a significant impact on the communities of South Yorkshire and its neighbouring communities.

Objectives

The Group exists to provide strategic direction to multi-agency emergency planning preparations. Specific objectives are to:

1. To determine and approve joint strategic policy decisions relating to South Yorkshire's preparedness and response arrangements.
2. To approve the Community Risk Register and ensure it provides a robust basis for planning.
3. To ensure that appropriate multi-agency plans, procedures, training and exercises that are necessary to address identified or foreseeable local and wider area hazards, are in place and outstanding gaps identified.
4. To approve the business plan of the South Yorkshire Local Resilience Forum Management Group.

5. To receive horizon scanning and security reports from the Regional Resilience Team or the Civil Contingencies Secretariat on current threat levels, on any gaps in planning and progress on any actions tasked.
6. To ensure that appropriate resources are made available to the South Yorkshire Local Resilience Forum Management Group to fulfil statutory responsibilities and the work programme.
7. To co-ordinate the individual approaches and responsibilities of each organisation to ensure that they complement each other and integrate with partners' arrangements, in accordance with the South Yorkshire "Strategic Framework".
8. To consider the implications of legislation, national initiatives and the decisions and recommendations of central government and its subsidiaries.
9. To ensure that appropriate and relevant information is shared effectively.

Membership

Category 1 responders should attend and be represented by individuals who have the right combination of seniority and expertise to speak with authority. Category 2 responders may attend as a right or may be invited (if they are required to attend because of the subject matter to be discussed).

Notes:

For efficient and effective functioning of the South Yorkshire Local Resilience Forum, the following procedures should be followed:

- a. Set standard agenda, for example as follows:
 - i. Minutes / actions
 - ii. Forward look (horizon scanning / security)
 - iii. Legislation / policy changes
 - iv. Approval of business plan / Review of progress (one of, at each meeting)

- v. Items presented by Management Group (risk, contingency planning, training, events)
 - vi. Review of actions agreed
 - vii. AOB
- b. Each item on agenda to be supported by a short brief in a standard format.
 - c. Unapproved record of meeting to be circulated quickly and include an action plan

South Yorkshire Local Resilience Forum Management Group

The Management Group is the multi agency forum responsible for delivering the requirements of the South Yorkshire Local Resilience Forum. It meets quarterly under the chairmanship of the Police and on other occasions if necessary.

Purpose

The purpose of the Management Group is to deliver the business plan approved by the South Yorkshire Local Resilience Forum. In many instances it will highlight issues, new duties and proposed solutions to the South Yorkshire Local Resilience Forum for their approval or direction.

Aim

The aim of the Management Group is to plan and deliver the South Yorkshire Local Resilience Forum strategy and work programme by directing and co-ordinating the work of the sub groups and presenting and reporting issues, recommendations and progress to the South Yorkshire Local Resilience Forum.

Objectives

Specific objectives are as follows:

1. To ensure regular liaison, co-ordination and co-operation on emergency planning matters between Category 1 and 2 responders, to ensure an effective single multi agency response to emergency planning in South Yorkshire.
2. To promote mutual understanding of, and familiarisation with, each organisations response plans and to facilitate the highest level of co-operation at times of crisis.
3. To facilitate emergency liaison and joint understanding on matters requiring an emergency response.

4. To deliver the strategy and business plan as approved by the South Yorkshire Local Resilience Forum by directing and co-ordinating the work of the sub groups.
5. To establish multi agency “task and finish” sub groups as necessary, defining the requirement and scope of the project, membership of the team, expected outcomes and timescale.
6. To monitor current emergency planning issues and ensure that the South Yorkshire Local Resilience Forum is kept up to date (and proposing the holding of a special meeting of the South Yorkshire Local Resilience Forum to deal with urgent issues).
7. To ensure the effective operation of South Yorkshire Local Resilience Forum by preparing the agenda and ensuring briefs are produced for each item, in the standard briefing format and in sufficient time.
8. Ensure that all category 1 and 2 responders are kept well informed by circulating minutes of meetings.

Membership

Representation of Category 1 and Category 2 organisations with the appropriate experience and authority and others by invitation.

Chair and Deputy

South Yorkshire Police and South Yorkshire Fire and Rescue.

Notes:

For efficient and effective functioning of the Management Group, the following procedures should be followed:

- a. Set standard agenda, for example as follows:
 - i. Minutes / actions
 - ii. Outcomes from South Yorkshire Local Resilience Forum meeting and/or forward look from Regional Resilience Forum (horizon scanning / security)
 - iii. Issues from Regional Resilience Team or CCS
 - iv. Briefs (from sub groups Chairs)

- v. Review of actions agreed
 - vi. Preparation of agenda for South Yorkshire Local Resilience Forum (twice yearly)
 - vii. AOB
-
- b. Briefs from sub groups to be brief (maximum one page) and in the agreed standard format.
 - c. Unapproved record of meeting to be circulated quickly, including the action plan.

South Yorkshire Local Resilience Forum Training & Exercise Planning Group

Aim

The Training and Exercise planning sub-group is established to identify prioritise and co-ordinate training and exercising needs according to the strategic aims and business plan of the South Yorkshire Local Resilience Forum.

Objectives

1. To undertake a Training Needs Analysis across all agencies in South Yorkshire designated as Category 1 & 2 responders under The Act in addition to the voluntary sector and others by agreement.
2. To identify and co-ordinate major emergency multi-agency training and exercises using the Community Risk register as a reference in accordance with the South Yorkshire Local Resilience Forum strategy and Management Group business plan, including the maintenance of a training schedule. Exercises will be planned which are designed to exercise Multi-Agency, Tactical and Operational Command.
3. To ensure interoperability underpins all training and exercising.
4. To address related costing and funding issues.
5. To review exercise validation and implementation of recommendations, disseminating multi-agency and organisational learning accordingly.

Membership

The Training and Exercise Planning Group comprises Category 1 & 2 responders and others by agreement

Chair and Deputy

South Yorkshire Police and South Yorkshire Fire and Rescue.

Frequency of Meetings

The group will meet quarterly.

Reference Documents

"The Role of Local Resilience Forums: A Reference Guide" (CCS October 2010).

Document Holder and Reviewer: South Yorkshire Local Resilience Forum

Version:

South Yorkshire Local Resilience Forum Community Resilience Group

Aim

To ensure that appropriate welfare and support arrangements are in place for the Immediate, Medium and Long Term needs of the community during a major incident and to promote greater individual and community resilience across South Yorkshire including business continuity.

Objectives

1. To meet the statutory requirements of the Civil Contingencies Act and associated Regulations and Guidance.
2. To ensure that there are satisfactory Humanitarian Assistance arrangements in place for all districts and collectively for South Yorkshire including Emergency Reception Centres.
3. To ensure that arrangements are in place to access vulnerable people listings on a South Yorkshire basis across all agencies.
4. To ensure that Mutual Aid arrangements have been investigated both within and external to South Yorkshire and appropriate plans and procedures are in place to activate appropriate available resources.
5. To ensure appropriate consultation with all relevant category 1 and 2 partners, voluntary agencies and South Yorkshire Safer Neighbourhood Teams to ensure that there are no overlaps of resource commitments.
6. To ensure that all agencies appreciate and understand the capabilities and limitation of each other thereby ensuring potential gaps can be identified and addressed.
7. To ensure procedures are in place to promote individual and community resilience and business continuity.

8. To provide a forum for local responders to share experience and best practice in order to build capacity and deliver a co-ordinated and effective humanitarian assistance across South Yorkshire.

Membership

Local authorities, NHS, voluntary agencies and others by invitation.

Chair and Deputy

Emergency Planning Shared Service Rotherham and Sheffield and Barnsley Metropolitan Borough Council.

Frequency of Meetings

Initially: As decided by the Chair

Longer Term: Quarterly

Reference Documents

"The Role of Local Resilience Forums: A Reference Guide" (CCS October 2010).

South Yorkshire Local Resilience Forum Telecommunications Systems Group

Aim

To ensure that local responders and their partners within South Yorkshire are able to communicate effectively even during the most challenging of circumstances.

Objectives

1. To develop and maintain the South Yorkshire Local Resilience Forum Telecommunications Plan in accordance with national and local guidance.
2. To co-ordinate the management and the annual audit of the Mobile Telecommunications Privileged Access Scheme (MTPAS) for the South Yorkshire Local Resilience Forum.
3. To co-ordinate the local approach to resilient telecommunications; this is to be based on responder requirements rather than technology.
4. To work with neighbouring TSG's, putting into place cross border interoperability.
5. To engage at both regional and national level, ensuring issues are escalated appropriately.
6. To provide a central knowledge base for local communications.

Membership

All Category 1 and 2 responders as defined by the CCA. Other organisations will be invited to attend as required.

Chair and Deputy

Yorkshire Ambulance Service and Emergency Planning Shared Service Rotherham and Sheffield.

Frequency of Meetings

Meetings to be held quarterly or as required.

Reference Documents

Document Holder and Reviewer: South Yorkshire Local Resilience Forum
Version:

South Yorkshire Local Resilience Forum, Strategic Framework for Emergency Management Document
Guidance for Local Resilience Forums' Telecommunications Sub-Groups (Cabinet Office 2009).

South Yorkshire Local Resilience Forum Warning & Informing Group

Aim

The group has an overarching aim to ensure plans are in place to warn, inform and advise the public before, during and after a major emergency.

Objectives

1. To meet the statutory requirements of the Civil Contingencies Act associated Regulations and Guidance.
2. To ensure a protocol is implemented in selecting a lead responding agency to lead on co-ordinating public information releases during an emergency.
3. To develop, implement and review an information strategy.
4. To advise and co-ordinate on a public communication strategy with regards to multi agency emergency plans, utilising appropriate media and agreeing how information should be disseminated, including hard to reach groups and vulnerable people.
5. To participate in single and multi-agency exercises.
6. To review annually the South Yorkshire Media Plan and the management of information to the public.

Membership

All Category 1 media representatives including emergency planning officers agreed by the Chair.

Chair and Deputy

South Yorkshire Police and South Yorkshire Fire and Rescue.

Frequency of Meetings

Meetings to be held quarterly.

Reference Documents

"The Role of Local Resilience Forums: A Reference Guide" (CCS October 2010).

Document Holder and Reviewer: South Yorkshire Local Resilience Forum
Version:

South Yorkshire Local Resilience Forum Transport & Utilities Liaison Group

Aim

The aim of the group is to enhance co-operation and understanding between members in response to major or lesser emergencies occurring within South Yorkshire.

Objectives

The forum is established to promote partnership and establish best practice between members.
It will:

1. Provide an avenue for the exchange of information between participants and the established South Yorkshire emergency planning forums.
2. Establish lines of communication for routine contact for contingency planning and training matters and for use in emergency situations.
3. Develop good practice and lessons learnt from transport incidents, utility failures and disasters.
4. Enhance the mutual understanding of organisations roles and response arrangements for dealing with emergency situations.
5. Encourage joint work in the preparation of and participation in training events and the preparation and validation of contingency plans.
6. Share lessons from the joint experience of emergency situations.
7. Firmly establish a spirit of co-operation between responding agencies and individuals.
8. Assist in the preparation of protocols as necessary, in support of the South Yorkshire Multi-Agency Strategic Framework (emergency planning).

Membership

Airport Operators
British Gas
British Telecom
British Waterways
CE Electric UK
Emergency services
Environment Agency
Government Office for Yorkshire and the Humber
Highways Agency
Local Authorities (Barnsley, Doncaster, Rotherham, Sheffield)
National Grid Electricity
National Grid Gas
NHS
Network Rail
Railway Operators (passenger and freight)
Severn Trent Water
South Yorkshire Public Transport Executive
Yorkshire Water
Other transport undertakings: Tram and bus

Representatives of other organisations as may be invited by the Transport and Utilities Group to discuss specific issues.

Chair and Deputy

Barnsley Metropolitan Borough Council and South Yorkshire Passenger Transport Executive.

Frequency of Meetings

Normally two per year.

Reference Documents

"The Role of Local Resilience Forums: A Reference Guide" (CCS October 2010).

Document Holder and Reviewer: South Yorkshire Local Resilience Forum
Version:

South Yorkshire Local Resilience Forum Strategic Coordination Centre Planning Group

Aim

Oversee all operational and development aspects of strategic multi agency co-ordination in South Yorkshire to ensure the appropriate level of preparedness to enable an effective multi-agency response to emergency incidents that may have a significant impact on the community.

Objectives

1. To determine and recommend for South Yorkshire Local Resilience Forum approval, joint strategic and policy decisions relating to the Strategic Co-ordination Group preparedness and administration arrangements.
2. To ensure that appropriate Strategic Co-ordination Group and Strategic Co-ordination Centre procedures, training and exercises are developed, practiced and kept up to date.
3. To direct and endorse any development work to the Strategic Co-ordination Centre and action any developments determined by the South Yorkshire Local Resilience Forum.
4. To ensure that appropriate resources are made available to the Strategic Co-ordination Centre to fulfil its operational functions.
5. To co-ordinate the individual approaches and responsibilities of each group member to ensure strategic interoperability

Membership

Representatives of South Yorkshire Category 1 Responder organisations.

Representatives of South Yorkshire Category 2 Responder organisations.

Representatives of other organisations can be invited for specific issues

Chair and Deputy

South Yorkshire Fire and Rescue and Doncaster Metropolitan Borough Council.

Frequency of Meetings

Ordinary meetings of the Group to be held quarterly, or as determined by the Management Group of the South Yorkshire Local Resilience Forum.

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The Group to have the power to hold special meetings in appropriate circumstances to discuss particular issues that may arise from time to time

Reference Documents

"The Role of Local Resilience Forums: A Reference Guide" (CCS October 2010).

Appendix D

Glossary

Based on and adapted from the glossary to Emergency Preparedness (Civil Contingencies Secretariat) and other sources.

A

(The) Act

The Civil Contingencies Act 2004. This Act sets the framework for civil protection in the UK.

Ambulance Loading Point

An area, preferably hard standing, in close proximity to the casualty clearing station, where ambulances can manoeuvre and load patients

Ambulance Safety Officer

The officer responsible for monitoring operations and ensuring safety of personnel working under her/his control within the inner cordon at a major incident site. Liaises with safety officers from other emergency services.

Ante Mortem Data

Information obtained from family, friends, etc. about a person who is believed to be among the deceased.

B

Bellwin Scheme

Discretionary scheme for providing central government financial assistance in exceptional circumstances to affected local authorities in the event of a major emergency.

Body Collection Point (or Holding Area)

An area close to the scene where the dead can be temporarily held until transfer to the temporary mortuary or the mortuary. Ideally the premises should be secure, dry, and cool and have ample drainage.

Bronze

See Operational Control

Business Continuity Management (BCM)

A management process that helps manage the risks to the smooth running of an organisation or delivery of a service, ensuring that the business can continue in the event of disruption.

Business Continuity Plan (BCP)

A plan to facilitate business continuity management, ensuring that an organisation can continue to perform its ordinary functions, whatever the circumstances.

C

Capability

A demonstrable capacity or ability to respond to and recover from a particular threat or hazard. Originally a military term, it includes personnel, equipment, training and such matters as plans, doctrine and the concept of operations.

Capability Gap

The gap between the current ability to provide a response and the actual response assessed to be required for a given threat or hazard. Plans should be made to reduce or eliminate this gap, if the risk justifies it.

Capabilities Programme

The UK Capabilities Programme comprises 17 capabilities that are either structural (e.g. regional response), functional (e.g. decontamination) or essential services (e.g. financial services).

Capability Status

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Assessment of the level of capability in place.

Capability Target

The level of capability that the planning assumptions and the plan require.

Cascade System

System whereby one person or organization calls out the others who in turn initiate further call-outs as necessary.

Casualty

A person directly involved in or affected by the incident (injured, uninjured, deceased or evacuee).

Casualty Bureau

Police central contact and information point for all records and data relating to casualties, evacuees and others affected by an incident. The casualty bureau does not provide information: it collects, collates and processes information received. For further details see Casualty Clearing Officer and Station.

Casualty Clearing Officer

The ambulance officer who, in liaison with the Medical Incident Officer, ensures an efficient patient throughput at the Casualty Clearing Station.

Casualty Clearing Station

An area set up at a major incident by the ambulance service in liaison with the medical incident officer to assess, treat and triage casualties and direct their evacuation.

Category 1 Responder

A local responder organisation listed in Schedule 1 Part 1 of the Civil Contingencies Act likely to be involved with a central role in the response to most emergencies.

Category 2 Responder

A local responder organisation (though it may not be locally based) listed in Schedule 1 Part 3 to the Civil Contingencies Act and likely to be heavily involved in some emergencies or in preparedness for them.

Chemet

A scheme administered by the Meteorological Office, providing information on weather conditions as they affect an incident involving hazardous chemicals.

Civil Defence

Preparedness by the civil community to deal with hostile attack.

Civil Protection

Preparedness to deal with a wide range of emergencies from localised flooding to terrorist attack.

Command and Control

Principles adopted by agency acting with full authority to direct its own resources (both personnel and equipment).

Command

The authority for an agency to direct the actions of its own resources (both personnel and equipment).

Community Resilience

The ability of a local community to withstand an emergency successfully because of effective emergency and business continuity preparedness by public and private sector groups.

Community Risk Register (CRR)

An assessment of the risks within a local resilience area agreed by the Local Resilience Forum as a basis for supporting the preparation of emergency plans.

Consequences

The perceived or estimated potential impact resulting from the occurrence of a particular hazard, measured in terms of the numbers of lives lost, people injured, the scale of

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damage to property and the disruption to a community's essential services and commodities.

Control

The authority to direct strategic and tactical operations in order to complete an assigned function and includes the ability to direct the activities of other agencies engaged in the completion of that function. The control of the assigned function also carries with it a responsibility for the health and safety of those involved.

Control centre

Operations centre from which the management and co-ordination of response to an emergency is carried out.

Cost-recovery basis

Situation where an organisation can charge another organisation for providing a service, but with no positive or negative cost implications. No profit can be made by the organisation providing the service.

Control of Major Accident Hazards Regulations 1999 (COMAH)

Regulations applying to the chemical industry and to some storage sites where threshold quantities of dangerous substances, as identified in the Regulations, are kept or used.

Controlled Area

The area contained by the outer cordon that may be divided in geographical sectors.

Co-ordination

The harmonious integration of the expertise of all the agencies involved with the object of effectively and efficiently bringing the incident to a successful conclusion.

Co-ordinating Group

A group comprising the senior representative at the scene of a major incident from each service or agency present. The group is normally chaired by the police and decides on actions to be taken.

Cordon

The perimeter of an area, for example the rescue zone or a sector. May be physical or improvised.

Counter Terrorism Security Advisers (CTSA)

Police officers who provide advice on preventing and mitigating the effects of acts of terrorism.

Crisis Management Team

Personnel brought together under the Chief Executive to manage and co-ordinate the local authority response team. For the District Council, the Crisis Management Team will be the Strategic Control.

Similarly when activated, the County Emergency Centre would also be a strategic control. It would assess the situation and support districts by redistributing resources and attempting to improve the position of the county in a regional or national context.

A Strategic Co-ordinating Group (SCG) may be formed to control of a whole incident and can be established at another organisation, usually the Police HQ. The Council would normally send a representative with some authority (normally a Director) to this level of control.

The 'blue light' services call their strategic control 'Gold'.

Cross-boundary Co-operation

Co-operation between local responders across the boundaries between LRF areas.

D

Damage

Physical destruction, corruption of information, or loss of beneficial social phenomena (e.g. trust).

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Data Protection Act

The Data Protection Act 1998 came into force in March 2000. It requires organisations which hold data about individuals to do so securely and to use it only for specific purposes. It also gives an individual the right, with certain exemptions, to see that personal data.

Delegation

A formal agreement whereby one organisation's functions will be carried out by another. This does not absolve the organisation of any duty, merely re-designating the form of delivery.

Departmental Operational Teams (DOT)

A District Council Operational Level Control. SDC team responding to an emergency may wish to establish a control point for their team's activities, a Departmental Operational Teams this would normally be an operational control. This could be an individual, a single desk, a small team or an office or room.

E

Emergency

An event or situation which threatens serious damage to human welfare in a place in the UK or to the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK.

Emergency Management (EM)

The process of managing emergencies, including the maintenance of procedures to assess, prevent, prepare for, respond to and recover from emergencies.

Emergency planning (EP)

Maintenance of agreed procedures to prevent, reduce, control, mitigate and take other actions in the event of an emergency.

Emergency Planning Cycle

A continuous process of assessing the risk of and preparing for emergencies supported by procedures to keep staff in readiness, validate plans and revise them when necessary.

Environmental Information Regulations 2004

Fully in force from January 2005, these regulations give access rights to any person of any nationality to environmental information held by an organisation, such as water pollution statistics and health and safety policies.

Evacuees' Assembly Point

A location of safety, near the scene, where evacuees can initially be directed for assembly before being transported to rest centres.

Exercise

A simulation to validate an emergency plan or rehearse its procedures.

Exercise Director

The individual who is charged with designing and directing an exercise.

Exercise Directing Team

The team which assists in designing an exercise and then directing the exercise play.

Exercise Programme

Planned series of exercises to validate plans and to train and develop staff competencies.

F

Forward Control/Command Point (FCP)

See also Incident Control Point/Post. A control point/forward command post dealing directly with activity at the scene and the respective emergency service resources at the scene.

For the District Council, a departmental emergency centre or Forward Control Point

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would assume operational control. It would have the responsibility for applying specific resources to solve a defined problem. It will be highly reactive.

The 'blue light' services call their operational control 'Bronze'.

Freedom of Information Act

This Act allows the public access, regardless of nationality or country of residence, to information held by public authorities or anyone providing services for them. It came fully into force in January 2005.

Friends and Relatives Reception Centre

Secure area set aside for use by friends and relatives arriving for interviews with them. This will usually be operated and maintained by the police.

G

Generic Capability

Wide range of abilities, procedures and teams which may need to be developed in support of the core generic plan.

Generic Local Assessment

Assessment provided by central government to the local level.

Generic Plan

A single plan designed to cope with a wide range of emergencies.

Gold

See Strategic Control

H

Hazard

An accidental or naturally occurring phenomenon with the potential to cause physical (or psychological) harm to members of the community (including loss of life), damage or losses to property, and/or disruption to the environment or to structures (economic, social, political) upon which a community's way of life depends.

Hazard Assessment

A component of the risk assessment process in which identified hazards are assessed for future action.

Hazard Identification

A process by which potential hazards are identified.

Hospital Documentation Team

Team of police officers responsible for completing police casualty record cards in hospitals.

Hospital Friends and Relatives Reception Centre

An assembly point at a receiving hospital where friends and relatives can be received and arrangements made for their special needs. The receiving hospital is responsible for establishing the centre.

Hospital, Receiving

The hospitals to be alerted by the ambulance service to receive casualties in the event of a major incident. The first one will be requested to provide the medical incident officer. Receiving hospitals must be adequately equipped to receive casualties on a 24-hour basis and be able to provide, when required, the medical incident officer and a mobile medical/nursing team.

Hot Zone

Area of contamination in a CBRN incident. This zone will be surrounded by the inner cordon. Access to this zone will only be permitted to personnel with the appropriate personal protective equipment (PPE). Decontamination will take place at the hot zone/warm zone boundary.

I

Identification Commission

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Group representing all aspects of the identification process, which is set up to consider and determine the identity of the deceased to the satisfaction of HM Coroner

Incident Officer

An Officer at the scene who commands the tactical response of his/her respective service

Incident Control Point/Post

See also Forward Control/Command point (FCP). The point from which each of the emergency services tactical managers can control their services' response to a land based incident. Together, the incident control points form the focal point for coordinating all activities on site. Also referred to as 'Silver Control'.

Impact

The scale of the consequences of a hazard or threat expressed in terms of a reduction in human welfare, damage to the environment and loss of security.

Inner cordon

Surrounds and protects the immediate scene of an incident.

Integrated Emergency Management (IEM)

The process of emergency management carried out across partner bodies so that arrangements are coherent and support each other. An approach to preventing and managing emergencies that entails five key activities - assessment, prevention, preparation, response and recovery. IEM is geared to the idea of building greater overall resilience in the face of a broad range of disruptive challenges

Investigating Agencies

Those organizations that are legally empowered to investigate the cause of an accident (Air Accident Investigation Branch, Marine Accident Investigation Branch, HSE, etc.)

J

Joint Working

A single programme being delivered jointly by a number of organisations.

K

L

Lead Government Department (LGD)

Government department which, in the event of an emergency, co-ordinates central government activity.

Lead Organisation

Organisation appointed by a group of organisations to speak or act on their behalf or to take the lead in a given situation, with the other organisations' support. The exact role of the lead organisation depends on the circumstances in which the lead role is being operated.

Lead Responder

A local responder charged with carrying out a duty under the Act on behalf of a number of responder organisations, so as to co-ordinate its delivery and to avoid unnecessary duplication.

Liaison Officer

Person within an organisation who co-ordinates their organisation's staff at the scene of an incident.

Local Resilience Forum (LRF)

A process for bringing together all the Category 1 and 2 responders within a local police area for the purpose of facilitating co-operation in fulfilment of their duties under the Act.

Local Responder

Organisations which respond to emergencies at the local level – including Category 1 and 2 bodies, and others without statutory obligations under the Act.

M

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Major Disaster Advisory Team (MDAT)

A police service team available at short notice to give advice on certain aspects of major incident management

Major Incident

Any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority.

Major Incident Control Room

Established in protracted emergencies to co-ordinate the overall response, deal with ongoing resource and logistical requirements and provide facilities for senior command functions. Often referred to as Gold Control

Marshalling Area

Area to which resources and personnel from all services can be directed to stand by.

Marshalling Officer

Service representative at marshalling area

Media Centre

Central contact point for media enquiries, providing communications and conference facilities and staffed by press officers from all organisations

Media Liaison Officer

Representative who has responsibility for liaising with the media on behalf of his/her organization

Media Liaison Point

An area adjacent to the scene, which is designated for the reception and accreditation of media personnel for the briefing on arrangements for reporting, filming and photographing, staffed by media liaison officers for appropriate services

Media Plan

A key plan for ensuring co-operation between emergency responders and the media in communicating with the public during and after an emergency.

Medical Incident Officer (MIO)

Medical officer with overall responsibility (in close liaison with the ambulance incident officer) for the management of medical resources at the scene of a major incident. He/she should not be a member of a mobile medical team

Multi-agency Plan

A plan, usually prepared and maintained by a lead responder, on behalf of a number of organisations who need to co-ordinate and integrate their preparations for an emergency.

Multi-level Plan

A plan, usually initiated and maintained by central government or a regional office, which relies on the participation and co-operation of local responders. The plan will cover more than one level of government.

Mutual Aid

An agreement between responders, within the same sector or across sectors and across boundaries, to provide assistance with additional resource during an emergency which may go beyond the resources of an individual responder.

N

O

Operational Control

A departmental emergency centre or Forward Control Point (FCP) would assume operational control. It would have the responsibility for applying specific resources to solve a defined problem. It will be highly reactive. The 'blue light' services call their operational control 'Bronze'.

Outer Cordon

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Seals off a controlled area around an incident to which unauthorised persons are not allowed access

P

Plan Maintenance

Procedures for ensuring that plans are kept in readiness for emergencies and that planning documents are up to date.

Plan Validation

Measures to ensure that a plan meets the purpose for which it was designed, through exercises, tests, staff 'buy-in' and so on.

Planning Assumptions

Descriptions of the types and scales of consequences for which organisations should be prepared to respond. These will be produced by aggregating elements of the risk assessment.

Police Media Representative

Senior police appointee chosen by the overall incident commander to be responsible for the release of information on behalf of the police

Post Mortem Data

Information obtained from the post mortem examination process

Press Liaison Point (PLP)

A point at or adjacent to the scene designated for exclusive use by accredited media representatives and through which official press releases will be issued

Public awareness

A level of knowledge within the community about risk and preparedness for emergencies, including actions the public authorities will take and actions the public should take.

Public Information Line

A help-line set up during and in the aftermath of an emergency to deal with information requests from the public and to take pressure off the Police Casualty Bureau (which has a separate and distinct purpose).

Q

R

Readiness Level

An assessment of the extent to which a capability meets the agreed capability target.

Receiving Hospital(s)

See Hospital, Receiving

Recovery

The process of restoring and rebuilding the community, and supporting groups particularly affected, in the aftermath of an emergency.

Regional Civil Contingencies Committee (RCCC)

Regional body which meets during an emergency when a regional response or other action at regional level is required.

Regional Capability Co-ordination Plan

Plan to support local planning by ensuring coherence and identifying resources, available at both local and regional level, across the region.

Regional Media Emergency Forum (RMEF)

Group of representatives from the media (editors, journalists), government, emergency services and other organisations involved in dealing with an emergency, meeting to plan and discuss communications challenges and common interests in planning for and responding to emergencies.

Regional Resilience Director (RRD)

Head of Regional Resilience Team.

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Regional Resilience Forum (RRF)

A forum established by the government offices of the region to discuss civil protection issues from the regional perspective and to create a stronger link between local and central government on resilience issues.

Regional Resilience Team (RRT)

Small team of civil servants within a government office of the region working on civil protection issues, headed by the Regional Resilience Director.

Regional Risk Map

Map of assessed risks across a region.

Rendezvous Point (RVP)

A point selected by the emergency services as the location for all personnel and vehicles to report to before attending the major incident. It is situated at or near the outer cordon

Rendezvous Point Officer

Police officer responsible for supervision of the RVP

Rescue Zone

The area within the inner cordon

Resilience

The ability of the community, services, area or infrastructure to withstand the consequences of an incident.

Rest Centre

Premises designated for the temporary accommodation of evacuees

Risk

Risk is a product of the likelihood of harmful consequences arising from particular identified hazards or threats and the potential impact of these upon people, services and the overall environment. It is a measure of the potential consequences of a contingency against the likelihood of it occurring. The greater the potential consequences and likelihood, the greater the risk.

Risk Assessment

A structured and auditable process of identifying hazards and threats, assessing their likelihood and impacts, and then combining these to provide an overall assessment of risk, as a basis for further decisions and action.

Risk Management

The culture, processes and structures that are directed towards the effective management of potential risks and adverse effects.

Risk Rating Matrix

Matrix of impact and likelihood for an event, to ascertain the risk.

Risk Treatment

A systematic process of deciding which risks can be eliminated or reduced by remedial action and which must be tolerated.

S

Safety Advisory Group (SAG)

Multi-agency group set up to provide advice on safety matters for a specific event, or events, such as a major sporting event or a concert held in a stadium.

Senior Investigating Officer (SIO)

Police senior detective officer appointed by gold to assume responsibility for all aspects of the police investigation

Sensitive information

Information which is not available to the public and which is:

(a) information which it would be contrary to interests of national security or public safety to disclose,

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(b) information which would significantly harm the legitimate business interests of the subject of the information to disclose or

(c) information which is personal data for the purposes of the Data Protection Act, disclosure of which would breach the data protection principles under that Act.

Silver

See Tactical Control

Specific Plan

A plan designed to cope with a specific type of emergency, where the generic plan is likely to be insufficient.

Statutory Services (SS)

Those services whose responsibilities are laid down in law: for example, police, fire and ambulance services, HM Coastguard and local authorities

Strategic Level (Gold)

A strategic level of management establishes a policy and overall management framework within which tactical managers will work. It establishes strategic objectives and aims to ensure long-term resourcing/expertise

For the District Council, the Crisis Management Team (CMT) will be the Strategic Control. Similarly when activated, the County Emergency Centre would also be a strategic control.

It would assess the situation and support districts by redistributing resources and attempting to improve the position of the county in a regional or national context.

A Strategic Co-ordinating Group (SCG) may be formed to control of a whole incident and can be established at another organisation, usually the Police HQ. The Council would normally send a representative with some authority (normally a Director) to this level of control.

The 'blue light' services call their strategic control 'Gold'.

Survivors

Those in the immediate vicinity of, and who are directly affected by, an emergency, possibly as wounded casualties.

Survivor Reception Centre

Secure area where survivors not requiring acute hospital treatment can be taken for short-term shelter, first aid, interview and documentation.

T

Tactical Level (Silver)

A tactical level of management provides overall management of the response to an emergency. Tactical managers determine priorities in allocating resources, obtain further resources as required, and plan and co-ordinate when tasks will be undertaken

At District level the Chief Executive will determine priority in allocation of resources and in timing of activities. He will match the resources to the problems and attempt to obtain additional resources if required. The District Emergency Centre (DEC) would operate

therefore as a tactical level control. Representatives of other organisations will be accommodated to maximise co-ordination.

The 'blue light' services call their tactical control 'Silver'.

Temporary Mortuary

Building or vehicle – usually separate from the public mortuary – adapted for temporary use as a mortuary in which post mortem examinations can take place which has been designated by the coroner as being the mortuary for a particular incident. Support to the Coroner is a County Council function under the Coroners Act.

Threat

The intent and capacity to cause loss of life or create adverse consequences to human welfare (including property and the supply of essential services and commodities), the environment or security.

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Threat assessment

A component of the risk assessment process in which identified threats are assessed for future action.

Triage

Process of prioritising the evacuation of the injured by the medical or ambulance staff at the casualty receiving station

U

V

Voluntary Sector

Bodies, other than public authorities or local authorities, which carry out activities otherwise than for profit.