



Brighton & Hove City Council Major Incident Plan

2018

Version 3.8

PUBLIC VERSION

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Version Control

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Reviewers	Major Incident Support Team		
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See back of document for full list of version amendments.

Contact Details		

1. Introduction

Purpose of this plan

The purpose of this plan is to outline the processes and procedures to be followed by the city council should the city be impacted by a major incident or emergency. If this is linked to a business continuity incident please see the Corporate Business Continuity Plan.

Ownership, updating and distribution

This plan is produced and updated by the Emergency Planning & Resilience team in conjunction with the Major Incident Support Team (MIST).

A public-facing version of this plan will be available from the Emergency Planning & Resilience team.

Annexes of the plan will be only available to those people who have an operational need to hold that information.

Version control is the responsibility of the Emergency Planning & Resilience team.

Plan trigger

This plan can be triggered if:

- Any of the emergency services declare a Major Incident and requests assistance from Brighton & Hove City Council (BHCC)
- An incident occurs that would warrant a significant involvement from Brighton & Hove City Council
- An event – e.g. threat of industrial action, civil disorder, or epidemic – threatens to escalate to a point where it has the potential, or is likely to have a significant impact on Brighton & Hove; or
- Notification is received of a Major Incident in a neighbouring Local Authority that is likely to significantly impact on Brighton & Hove.

**IF A MAJOR INCIDENT HAS BEEN DECLARED
GO STRAIGHT TO SECTION 5 (PAGE 21) NOW**

2. Background and Context

Defining a Major Incident and an Emergency

An **Emergency** is defined in Part 1 of the [Civil Contingencies Act 2004](#): as:

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

An event or situation threatens damage to human welfare only if it involves, causes or may cause:

- loss of human life,
- human illness or injury,
- homelessness,
- damage to property,
- disruption of a supply of money, food, water, energy or fuel,
- disruption of a system of communication,
- disruption of facilities for transport, or
- disruption of services relating to health.

An event or situation threatens damage to the environment only if it involves, causes or may cause:

- contamination of land, water or air with biological, chemical or radioactive matter, or
- disruption or destruction of plant life or animal life.

Additionally, to constitute an emergency, an incident or situation must also pose a considerable test for an organisation's ability to perform its functions. The common themes of emergencies are: the scale of the impact of the event or situation; the demands it is likely to make of local responders; and the exceptional deployment of resources. (From Emergency Response and Recovery Crown copyright 2013)

A **Major Incident** is a widely used term defined (see [jesip.org.uk/definitions](https://www.jesip.org.uk/definitions)) as:

“An event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more emergency responder agency”.

Notes

1. *“Emergency responder agency” describes all category one and two responders as defined in the Civil Contingencies Act (2004) and associated guidance.*
2. *A major incident is beyond the scope of business-as-usual operations, and is likely to involve serious harm, damage, disruption or risk to human life or welfare, essential services, the environment or national security.*
3. *A major incident may involve a single-agency response, although it is more likely to require a multi-agency response, which may be in the form of multi-agency support to a lead responder.*
4. *The severity of the consequences associated with a major incident are likely to constrain or complicate the ability of responders to resource and manage the incident, although a major incident is unlikely to affect all responders equally.*
5. *The decision to declare a major incident will always be a judgement made in a specific local and operational context, and there are no precise and universal thresholds or triggers. Where local resilience forums and responders have explored these criteria in the local context and ahead of time, decision makers will be better informed and more confident in making that judgement.*

An overview of emergency planning

Civil Contingencies Act 2004

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

The Act divides responders into two categories, imposing a different set of duties on each. Those in Category 1 are the main organisations involved in most local emergencies (the emergency services, local authorities, NHS bodies).

As Category 1 responders Local Authorities are subject to the duties listed below:

- Assess the risk of emergencies occurring and use this to inform contingency 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 and maintain arrangements to warn, inform and advise the public in the event of an emergency

- Share information with other local responders
- Co-operate with other local responders
- Provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only)

Category 2 responders include the Health and Safety Executive, transport and utility companies and are 'co-operating bodies'. They are less likely to be involved in the heart of emergency planning work but will be heavily involved in incidents which affect their own sector. Category 1 and 2 responders come together to form 'local resilience forums'. Brighton & Hove City Council is a member of the Sussex Resilience Forum.

National level responsibilities

Government departments are responsible for contingency planning and response within their own areas. The Civil Contingencies Secretariat (CCS) in the Cabinet Office co-ordinates their work to enhance the country's resilience to the full range of emergencies.

COBR (Cabinet Office Briefing Room) is the location where central government will meet with strategic advisors if a civil emergency affects the UK. The group takes its name from the location and is referred to as Cobra, giving directives or considering whether Emergency Powers should be introduced to support the response.

Sub-national responsibilities

To support the Civil Contingencies Secretariat the Department for Communities and Local Government has set up the Resilience and Emergencies Division (RED) comprising three sub-national hubs for England. The southern hub is based in Bristol with responsibility for the South East and South West of England.

During times of emergency the hub supports the Civil Contingencies Secretariat by collating and disseminating information for Kent, Surrey, East Sussex, West Sussex, Thames Valley and Hampshire. Brighton & Hove is included in this area.

Sussex Resilience Forum (SRF)

The Civil Contingencies Act 2004 created local resilience groups for the whole of the UK. Geographically based on police areas, the Sussex Resilience Forum covers the local authority areas of:

- East Sussex County Council
- West Sussex County Council
- Brighton & Hove City Council

The Sussex Resilience Forum (SRF) has an Executive which meets several times a year, represented at chief officer or chief executive level, to review the emergency planning arrangements for Sussex.

To support the Executive Group a number of planning groups meet to prepare and review the Community Risk Register and to prepare joint plans to be invoked should the area be affected by an emergency. The work of these planning groups (work streams) is directed by the Delivery Group (which comprises the chairs and deputies from the work-streams) and a Risk Group.

During emergencies the SRF will appoint a Strategic Coordinating Group (SCG) to manage the response. Brighton & Hove City Council will be represented at any SCG by the chief executive or a director.

Further details on the work of the Sussex Resilience Forum can be found at: www.sussexemergency.info

The SRF produces the Sussex Emergency Response and Recovery document (SERR – restricted document) which links all the plans and processes of the SRF.

There is a Sussex-wide Memorandum of Understanding (MoU) between Local Authorities which is a protocol to request assistance from neighbouring Authorities in an emergency.

Community Risk Register

This register is published on an annual basis, and reviewed regularly by the SRF Risk Group.

The group receives information on risks to the area from central government, and via a 'horizon-scanning' process.

This information is combined with local knowledge from:

- West Sussex Fire and Rescue Service
- East Sussex Fire and Rescue Service
- Sussex Police
- South East Coast Ambulance Service
- Maritime and Coastguard Agency
- Environment Agency
- Health Providers
- Local Authorities

The risks are assessed and a Community Risk Register is produced. This register then provides the basis for prioritising the planning work required for the Sussex area.

A public-facing version of the register can be viewed at www.sussexemergency.info

In Brighton & Hove we take the Sussex Community Risk Register and then apply it to the city; so for example, the risk of coastal flooding is high for parts

of Sussex, but much less of a risk for Brighton & Hove. We then produce a Community Risk Register for the city.

Sussex Local Authority Emergency Planning Group (SLAEPG)

This group meets six times a year and brings together the emergency planning teams for each of the local authorities in Sussex.

The group determines what response may be required from a local authority following an incident and then prepares plans to ensure that the response is ready and available if required.

Safety Advisory Groups

There are two Safety Advisory Groups (SAG) for the city: the Sports SAG and the City SAG. The SAGs are independent of any statutory agency, and offer an environment in which the safety and event planning professionals from various statutory and non-statutory bodies can work together to look at plans for new, large or 'problematic' events and offer safety advice to the relevant planners, body or agency.

Sitting with a statutory function the Sports SAG liaise with the owners and operators of the major sporting venues for the city:

- Brighton and Hove Albion Football Club
- Sussex County Cricket Club
- Brighton Racecourse
- Brighton and Hove Greyhound Racing
- Withdean Stadium

A senior Local Authority representative chairs the multi-agency SAG meetings. The Local Authority has a statutory role in ensuring the appropriate certification of all relevant sports grounds in the City. The chair of the Sports Grounds SAG liaises with the chair of the City SAG to ensure that any events do not significantly conflict with one another.

Sitting with a non-statutory function the City SAG meets to review safety arrangements for any event held within the city where there are concerns and will advise Licensing Committee when granting licences, or imposing conditions on licenses for any event.

The City SAG is chaired by the council with representatives from:

- Sussex Police
- East Sussex Fire and Rescue Service
- South East Coast Ambulance Service
- Brighton and Sussex University Hospital
- Brighton Marina
- British Transport Police
- Maritime & Coastguard Agency

- Brighton & Hove City Council
 - Building Control
 - Licensing and Environmental Health
 - Emergency Planning & Resilience
 - Tourism and Leisure
 - Health and Safety
 - Outdoor Events
 - Seafront Office

3. Emergency Planning for Brighton & Hove

The Emergency Planning & Resilience Team

The Emergency Planning & Resilience Team is located at:

Unit 11, Level 5 South
New England House
New England Street
Brighton BN1 4GH

Main office number: 01273 296699

Email: EPU@brighton-hove.gcsx.gov.uk

Responsibilities

The team are responsible for:

In the planning and preparation stage:

- The preparation of strategic plans to respond to an incident, emergency or business continuity matter that may affect the city, or the council.
- Liaison with council officers to ensure they are aware of their role in a major emergency or business continuity incident
- Preparation of training and advising council officers who may be required to respond to a major emergency or business continuity incident, raising general awareness of all officers roles in reporting incidents
- Providing an emergency control room
- Liaison with partner organisations and the preparation of joint plans.
- Representing the council at Sussex Resilience Forum or Resilience & Emergencies Division planning meetings.
- Maintaining a directory of contact details for council officers who may be required to respond to an incident.
- Maintaining a directory of external partner contact details should they be required to respond to an incident
- Providing an on-call duty officer for major incidents
- Managing the business continuity suite
- Managing the emergency equipment storeroom
- Monitoring information about potential threats and risks, and alerting relevant council officers and partner organisations to those threats and risks, especially where there is a change in the assessment
- Collation and quality control of business continuity plans for the organisation

In response to an incident:

- To receive information about the incident
- To assess that information and determine the appropriate response
- To alert relevant council officers
- To maintain liaison with other responding organisations
- To ensure the council is represented at Strategic and Tactical briefings
- To deploy Incident Liaison Officers where required
- To open and manage the emergency control room
- To maintain a record of the incident
- To provide situation reports as required
- To offer logistical support if required
- To issue equipment from the emergency store
- To provide advice and support as required

Public Health resilience

Public Health moved to the local authority from the NHS following changes made by the Health and Social Care Act 2012, as enacted in April 2013. Public Health is now part of the Health & Adult Social Care directorate.

Responsibilities include:

- (On behalf of Director of Public Health) ensure plans are in place to protect the community
- Member of Local Health Resilience Partnership (Health and Social Care Act 2012)
- Linked to Sussex Resilience Forum (Civil Contingencies Act 2004) as a Health Emergency Planning Officer
- Provide Emergency Planning Response and Recovery service to Brighton & Hove (NHS) Clinical Commissioning Group

Local authority response

During a full multi-agency response to a major incident or emergency, the council could be called on to provide or to be involved in a number of tasks or functions. These could potentially include:

- Transportation and evacuation
- Rest centres
- Examination of building structures
- Highway closures and diversions
- Site clearance
- Environmental health services
- Public information and communications
- Co-ordinating clean-ups
- Temporary mortuary
- Community liaison
- Co-ordinating recovery efforts

Rest centre provision

The council maintain a register of premises which can be used as rest centres in an emergency. A rest centre manager is available on-call. See the Emergency Assistance Centre Plan for further details.

Groundwater flooding

The council have an agreed response and responsibilities in relation to rising groundwater in the City. See the Site Specific Flood Plan for Groundwater Flooding (restricted document).

Severe weather

The Emergency Planning & Resilience team will cascade weather warnings to council and NHS colleagues. The SRF Adverse Weather Framework (AWF) defines the triggers for activating the response to severe weather in Sussex. For prolonged snow or ice conditions the Transport Hub joint council/NHS initiative may be activated to co-ordinate 4 x 4 transport for Health and council services.

Pandemic flu

See the Pandemic Influenza Plan for Brighton & Hove Local Health Economy (restricted document) for further details on response guidance during a pandemic.

Increase in threat levels

There are five levels of threat, from low to critical. If the threat level is raised to critical a Strategic Co-ordinating Group (SCG) may be called by the SRF. The council will be represented by the on-call Gold officer (chief executive or director).

If Sussex is affected or if otherwise required, the Emergency Planning and Resilience team will organise an initial meeting of key council services, to include communications, schools, premises, community safety (including Prevent), venues, events, libraries and Pavilion and Museums.

4. Incident Reporting and Organisation

Initial reporting process

In order to help all agencies gather initial information about an incident in a consistent manner, a common approach is used. The METHANE model is an established reporting framework which provides a common structure for responders and their control rooms to share major incident information. Responders should report back on the incident using the **METHANE** model below. A blank template is available in Appendix D.

M	MAJOR INCIDENT	Has a major incident or standby been declared? (Yes / No - if no, then complete ETHANE message)
E	EXACT LOCATION	What is the exact location or geographical area of the incident?
T	TYPE OF INCIDENT	What kind of incident is it?
H	HAZARDS	What hazards or potential hazards can be identified?
A	ACCESS	What are the best routes for access and egress?
N	NUMBER OF CASUALTIES	How many casualties are there, and what condition are they in?
E	EMERGENCY SERVICES	Which and how many, emergency responder assets/personnel are required or are already on-scene?

Information Cascade

If a major incident is called, refer to the Sussex Emergency Response and Recovery document (SERR – restricted document) for details of the initial reporting process including the information cascade to be followed.

Command and control

Joint Emergency Services Interoperability Programme (JESIP)

We follow the JESIP framework in Sussex, to ensure all responding agencies work together in a joint and co-ordinated approach. (see jesip.org for further information)

Initially JESIP was a two year programme which ran from 2012-2014. It was primarily about improving the way the Police, Fire & Rescue and Ambulance services work together when responding to major multi-agency incidents.

Whilst the initial focus was on improving the response to major incidents, JESIP is scalable. The five joint working principles and decision model can be applied to any type of multi-agency incident.

The five principles of joint working are:



One of the difficulties facing commanders from different responding agencies is how to bring together the available information, reconcile potentially differing priorities and then make effective decisions together.

The Joint Decision Model (JDM), shown below, was developed to resolve this issue:



Local Authority response

If local authority support is required then the council will follow the agreed command structure and appoint suitable officers to those roles. Council staff attending the scene of an incident will wear white tabards marked Local Authority Incident Liaison Officer.

Strategic (Gold) commanders are required to make strategic decisions, and commit resources and/or finance to the incident. For Brighton & Hove City Council the Gold officer will be the on-call member of the Executive Leadership Team. In exceptional circumstances, or in protracted incidents, a head of service may be appointed.

The officer is likely to be required to attend either a Gold strategy meeting or a Strategic Co-ordinating Group meeting.

These meetings may take place on a frequent basis, especially in the early stages of an incident, or in the build up to one.

Tactical (Silver) commanders are required to co-ordinate resources to be deployed to an incident, and are appointed on many occasions, often without the need for an active Gold. This is often because the strategic decision has already been made in the planning stage, and it is only the activation and co-ordination of those plans that needs to take place.

For Brighton & Hove City Council Silver commanders will normally be a head of service or senior manager from the Major Incident Support Team (MIST), or a member of the Corporate Management Team with authority to influence operational decisions for any service run by the council.

In protracted incidents, or at times of high risk, a rota system of Silver commanders will be required, arranged through the council emergency control room.

The Emergency Planning & Resilience team maintain a directory of the Major Incident Support Team and Corporate Management Team.

Operational (Bronze) Commanders are appointed to operational roles to deliver the response. For Brighton & Hove City Council these officers will be those who report operationally to the Major Incident Support Team (MIST).

Incident Liaison Officers are council officers deployed to the scene of an incident at the request of the Emergency Planning & Resilience duty officer.

Their role is to meet with the emergency services, receive any requests for assistance, assess the situation, and report back to the Emergency Planning & Resilience duty officer (or emergency control room if open) passing such information as required.

They will remain at the scene obtaining regular updates, representing the council.

The council will maintain a pool of officers to perform this role.

Three sets of equipment that the Incident Liaison Officer (ILO) may require to perform this function will be maintained by Emergency Planning & Resilience team at locations with 24/7 access. These locations and the access details are detailed in Annex A (restricted).

Major Incident Support Team (MIST) meets three times a year to discuss and exercise plans.

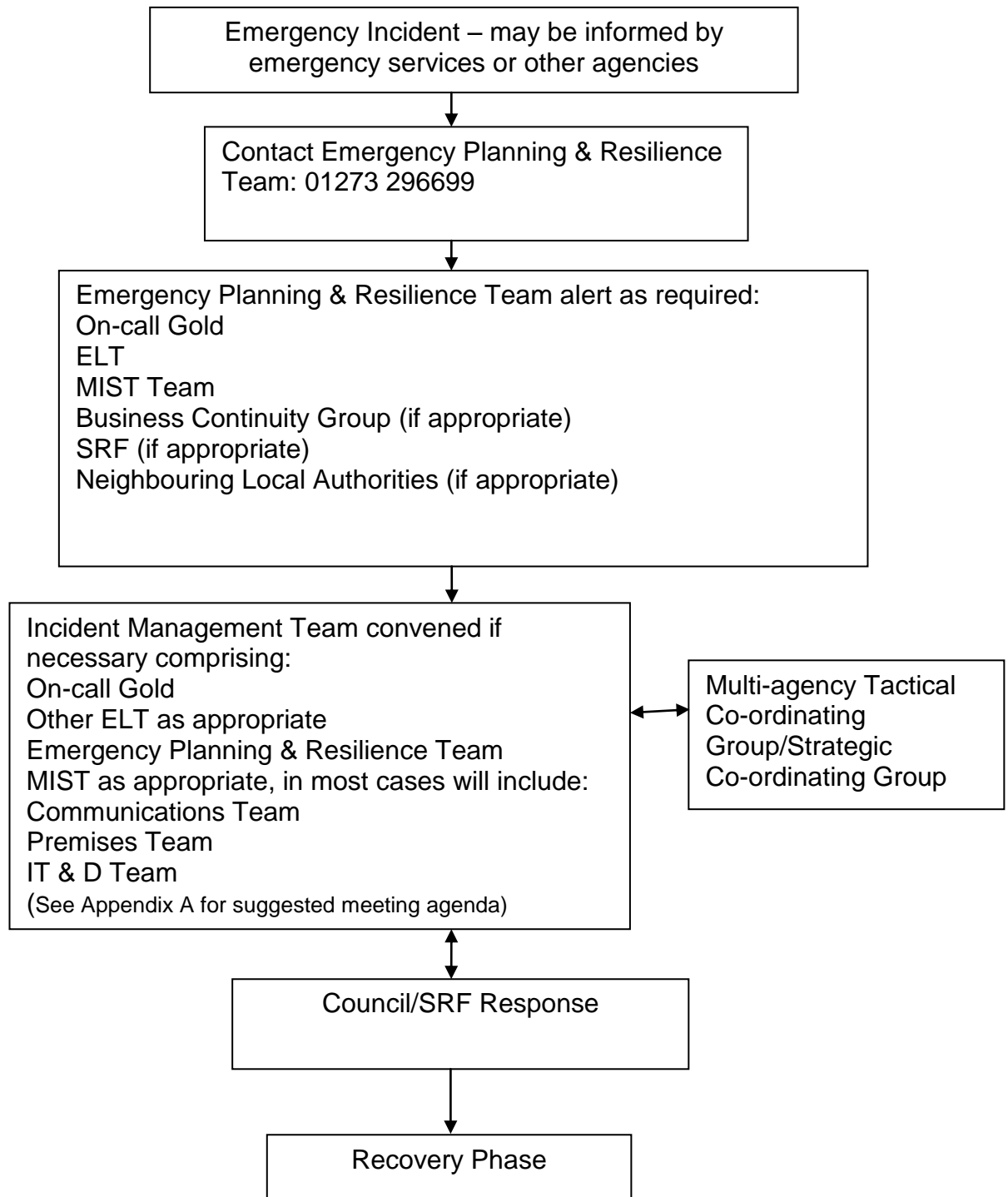
The team is drawn from managers and their key staff who are likely to be required in the early stages of an incident. A relevant officer from each of the following teams is invited to attend the MIST meetings:

Communications	Emergency Planning	Health & Safety
Building Control	Facilities & Security	Education Capital
City Clean & City Parks	Highways	Seafront
Adult Social Care (rest centre lead)	Families, Children & Learning	Information Technology & Digital service
Housing	Public Health	Life Events
Event Planning	Legal	Finance
Insurance	Regulatory Services incl Trading Standards	Libraries
Public and Community Transport providers	Flood Management Officer	

These team managers are required to have operational plans to respond to any request for assistance following an emergency.

5. Incident Response

Incident response diagram (escalation process)



Activation process

The decision to activate the Major Incident Plan rests with the On-call Gold in liaison with Emergency Planning & Resilience team.

Records of actions and decisions must be logged and maintained (See Appendix C for log sheet template).

The stages of activation are:

Normal

Business as usual.

Action By:	Action Required:
Emergency Planning & Resilience Team	Maintain plans and schedule of testing.
Major Incident Support Team (MIST)	Meet regularly to discuss emergency planning issues.

Standby

In a Standby or 'developing' situation a significant incident has occurred or is likely to occur with the potential to be a major incident. Actions required for immediate implementation if required.

Action By:	Action Required:
Emergency Planning & Resilience Team	Prepare initial CRIP of situation (Commonly Recognised Information Picture) for on-call Gold and then monitor situation. Liaison with Sussex Resilience Forum (SRF) if appropriate.
On-call Gold	Confirms status as Standby and considers reporting to ELT and calling the Incident Management Team (IMT). Likely to be called to Strategic Co-ordinating Group (SCG).
MIST Team	Consider actions needed, resources and timescales.
Communications Team	Prepare information ready for distributing to staff, Members, public etc.
Corporate Business Continuity Group	Convened if required

Declared incident

In a declared incident a major incident has occurred. See Appendix B for declaration of emergency template.

Action By:	Action Required:
Emergency Planning & Resilience Team	Prepare initial CRIP of situation (Commonly Recognised Information Picture) for on-call Gold and then monitor situation. Liaison with SRF if appropriate. Contact agencies as per SRF cascade.
On-call Gold	Confirms incident declared. Oversees response. Calls a meeting of the Incident Management Team. Liaises with SRF SCG regularly.
Incident Management Team (IMT) including MIST officers	Meet regularly to co-ordinate response and update CRIP. Link to mobilise community representatives as appropriate
Operational Teams	Implement actions from IMT. Provide reports to IMT on actions being taken.
Communications Team	Distribute information to staff, Members, public etc.

Recovery

Recovery is the process of returning to normal, or near normal, after an incident.

The Sussex Resilience Forum Recovery Plan should be referred to for details of a recovery strategy, depending on the nature of the incident.

Action By:	Action Required:
On-call Gold	Declares Incident stood down, moves to Recovery status and oversees the response.
Incident Management Team	Co-ordinate recovery including liaising with communities as appropriate
Operational Teams	Implement actions from IMT. Provide reports to IMT on actions being taken.
Communications Team	Prepare information ready for distributing to staff, Members, public etc.
MIST Team (separately to Incident Management Team)	Reviews incident at debrief and makes recommendations.
Emergency Planning & Resilience Team	Co-ordinate debrief and reports afterwards to ELT on recommendations

Debriefs

Internal debriefs should be held with the MIST team (and any affected services) within a month of the incident being over. Actions during the incident will be reviewed and recommendations for improvement made. Plans will then be updated accordingly. See Appendix E for debrief process and template.

6. Communications / Warning and Informing the Public

Communications team

Internal and external communications will be managed before, during and post event by the Communications team led by the Head of Communications.

The Head of Communications will be responsible for liaison with partner organisations' communications teams and the media.

The Communications team can be contacted on 01273 293033 or via email on News@brighton-hove.gov.uk

Council communications protocols are documented in the BHCC Emergency Communications and Business Continuity Action Plan.

See the Sussex Resilience Forum Warning and Informing Group Communications Plan for further details on the roles and responsibilities for organisations during an incident.

Communications equipment

The Emergency Planning & Resilience team maintain a stock of two-way radios, a satellite phone and several mobile phones for emergency use.

The team also hold a Business Crime Reduction Partnership (BCRP) two-way radio to communicate with the BCRP and mobile security units around the city.

The Major Incident Support Team and the Executive Leadership Team are included in a mass notification text messaging service for use in emergencies, operated by Emergency Planning & Resilience team.

The following telephone lines have been set up, ready to be activated if required, to supplement the normal media processes:

Public recorded information line:	01273 296666
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See Annex A of this plan for details of how to set up recorded messages, use the mass text messaging service and use the radios.

Contact directories

The Emergency Planning & Resilience team maintain a directory of contact details for all council officers designated to respond to an emergency. This will include all officers designated as:

- Strategic/Gold Commanders
- Tactical/Silver Commanders (including the Major Incident Support Team and Incident Liaison Officers)
- Operational/Bronze Commanders
- Rest Centre Staff

Contact details are also kept for other organisations that may need to be contacted during an emergency.

See Annex B of this plan (restricted).

Record-keeping

A log of all actions should be kept during any incident, including messages received and decisions made. See Appendix C for log sheet.

All incidents are logged in UNIFORM electronically.

7. Equipment and Facilities

Emergency control room

The council emergency control room is readily available during normal office hours, but can be operated 24/7 if required.

The Emergency Planning & Resilience team maintains contact details to enable major civic buildings to be opened out of hours.

The control room includes all necessary IT and communications.

Contact numbers and access details for the emergency control room are detailed in Annex A of this plan.

Emergency equipment

The Emergency Planning & Resilience team maintain stocks of equipment and facilities including communications equipment, protective clothing and rest centre equipment. A full list of equipment held and location can be found in Annex C (restricted).

The Emergency Planning & Resilience team has access to a Ford Ranger vehicle which is kept ready with emergency equipment including one full set of rest centre equipment. The vehicle is also able to be deployed as required in severe weather.

Other facilities at New England House

The council's business continuity suite is located in New England House. The suite is able to accommodate at least 20 workstations with IT and telephony. It is available for teams displaced from their normal place of work following an incident and is also used for routine decants from buildings to allow for renovation or repair work to be carried out.

Access to these premises is available 24/7 via the Emergency Planning & Resilience duty officer.

Details of how to access this facility are in Annex A of this plan.

Facilities at Hollingdean Depot

The Emergency Planning & Resilience team uses a lock-up unit at Hollingdean Depot for storing additional bulk items.

8. Mutual Aid

A Memorandum of Understanding has been drawn up between local authorities in Sussex for the provision of mutual aid arrangements during an emergency or disruptive event.

This Memorandum of Understanding is to provide a framework by which local authorities may call upon each other for support during an emergency. It follows the guidance issued by Cabinet Office in December 2008 in the document entitled "Mutual Aid – Short Guide for Local Authorities". The Memorandum of Understanding does not imply any obligation on the part of any local authority to make a request for support, nor to provide it.

Brighton & Hove City Council is also party to a Memorandum of Understanding with East Sussex and West Sussex County Councils concerning the provision of an emergency mortuary facility.

9. Finance

In the event of an emergency or incident, it will be important that all related costs are accurately accounted for so that, if appropriate, claims can be made for reimbursement. A special expenditure code for all costs relating to the incident may be set up.

Additional emergency expenditure must be authorised by the on-call Gold officer. Reference should be made to the council's standing orders for purchasing.

The Chief Finance Officer, Deputy or nominated representative can initiate changes to procedures to support an emergency. For example:

- E-Purchasing and request for payment authorisation levels and/or limits;
- Purchasing Card authorisation levels and/or limits;
- Provision of emergency signing or urgent payment mechanisms (CHAPS, Manual/Open Cheques);
- Insurance arrangements and cover;
- Procurement arrangements (e.g. waiving the need for official orders) or other waivers of council standing orders to facilitate continued or emergency supplies;
- Alternative customer access locations for clients, providers or suppliers to receive cash or cheques.

APPENDIX A – Meeting Agendas

Incident Management – suggested agenda for first meeting

To be initially chaired by on-call Gold Officer.

Date: Time: Location:

Attendees:

	Chair

1	Introductions and protocols
2	Any items for urgent attention
3	Situation Update – description of incident using JESIP METHANE
5	Set strategic aims and objectives
6	Liaison with emergency services
7	Liaison with external agencies incl mutual aid
8	Establish council response teams
9	Business continuity issues
10	Staffing/welfare issues
11	Communications – internal and external. Set the media strategy
12	Support for council services required
13	Strategic decisions for next 12, 24 and 48 hours using JESIP Decision Making Model
14	Confirmation and allocation of actions required
15	Longer term issues and recovery process
16	Any other business
17	Time, date and location of next meeting

Suggested agenda – subsequent meetings

Date: Time: Location:

Attendees:

	Chair

1	Review and agree minutes of previous meeting
2	Any items for urgent attention
3	Situation Update
4	CRIP (Common Recognised Information Picture)
5	Review strategic aims and objectives
6	Review outstanding actions
7	Update from departments and external agencies (by exception)
8	Update on business continuity issues
9	Update on staffing/welfare issues
10	Discuss and agree strategic decisions for next 12, 24 and 48 hours using JESIP Decision Making Model
11	Confirmation and allocation of actions required
12	Longer term issues and recovery process
13	Any other business
14	Time, date and location of next meeting

APPENDIX B - Declaration of Emergency

Delegated Powers

The Gold commander shall be the designated officer in charge managing the incident as required by the Scheme of Delegation to Officers.

Declaration of an emergency will activate the following powers:

Extract from Scheme of Delegation to Officers 06.04.17:

Urgency Powers

In cases where an emergency has been declared under the Council's emergency or business continuity procedures:

(a) After consultation with the Leader of the Council, or a Deputy Leader, to exercise any of the functions within the service area of the officer in cases of urgency where it is not practicable to obtain prior approval of a committee or sub-committee. See also notes (i) to (iv) below.

(b) To approve expenditure of up to £1,000,000, the action taken to be reported for information to the Leader of the Council and Group Leaders as soon as practicable. See also notes (i) to (iv) below.

Notes:


(i) Contact the Emergency Planning Duty Officer in connection with the above delegated powers

(ii) The Leader of the Council, or in his/her absence, a Deputy Leader of the council shall be informed as soon as practicable if it appears that such an emergency will be declared

(iii) If it is not possible or practicable for an officer who would normally exercise the above delegated powers to do so, the powers may be exercised by the officer who is designated to be in charge under the Council's emergency planning or business continuity procedures or any officer appointed by him/her to act on his/her behalf.

(iv) If it is not possible or practicable for the officer to consult the Leader or a Deputy Leader before exercising the above delegated powers, the officer may exercise the powers without doing so but shall take such steps as appear appropriate at the time to keep Members informed of the action taken.

Declaration of an Emergency – template letter

	<h1>Declaration of an Emergency</h1>
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I,
(insert name and job title)

(1) being a Chief Officer of Brighton & Hove City Council, or otherwise the officer who is designated to be in charge under the council's emergency planning or business continuity procedures

(2) and having heard information from:

(insert names of those supplying information)
in relation to:

(insert brief details of incident)

(3) and being satisfied that it is necessary to declare an emergency under the Council's emergency planning or business continuity procedures

(4) hereby declare a period of emergency is in force commencing at:

(insert date and time)

and that this period of emergency shall remain in force:

- a) for a period of seven days
- b) until such time as the emergency is declared ended, if
earlier
- c) until such time as declared ended
- or
- d) until (insert date and time)

Delete as applicable

Signed:

Witness:

APPENDIX C - Log sheet

DATE	TIME	MESSAGE	ACTION	NAME

APPENDIX D – METHANE template

Incident Initiation Form

Time of Call	Date
Organisation	
Name of Caller	Tel No

M ajor Incident	Major incident declared? (Include date & time of declaration)	
E xact Location	Exact location / geographic area of incident	
T ype of Incident	Flooding / Fire / Utility Failure / HazMat/ Disease outbreak etc.	
H azards	Present or suspected	
A ccess	Routes that are safe to use, any inaccessible routes and RVP's	
N umber of Casualties	Numbers, type and severity	
E mergency services	Present and those required	

Signature (once complete)


*Restricted
when complete*

APPENDIX E - Incident debrief process and template

Debrief process

1. Incident occurs
2. Within 24 hours of the close of the incident Emergency Planning & Resilience team send out debrief template to all services affected by the incident.
3. All affected services to complete and return the debrief template within 2 weeks to the Emergency Planning & Resilience team.
4. Within 2 weeks of the debrief templates being completed and returned the Emergency Planning & Resilience team convene a meeting with members of all services affected and agree 'lessons identified' and recommendations.
5. A copy of the debrief recommendations to be reported to Executive Leadership Team immediately.
6. Within 2 weeks of the debrief meeting all affected areas to review their plans to address the lessons identified and recommendations. All reviewed plans to be signed off by associated heads of service.
7. A copy of the incident debrief and recommendations to be reported to the next Major Incident Team and or Corporate Business Continuity Group for comment.
8. All actions associated with the incident, including debriefs, recommendations and comments from Executive Leadership Team and the Corporate Business Continuity Group to be stored on UNIFORM and IDOX.

Debrief template

	
Incident	
Date of Incident	
Date of Debrief	
Attendees	
Apologies	
Brief Summary of Incident	

Areas for Improvement		
What could be improved	Recommendation Number	Comments

Areas of Good Practice		
What went well	Recommendation Number	Comments

Recommendations			
Number	Recommendation	Owner	Comments
1			
2			
3			
4			

Follow-up Dates	
Follow up session (if required)	
Recommendations to ELT	
Recommendations to MIST	
Recommendations to others	
Debrief and Recommendations stored on Uniform	

The following Annexes are available separately and are not public documents

ANNEX A

Operational procedures

All operational procedures are accessed via Emergency Planning & Resilience team. Operational procedures include:

50	Emergency Planning & Resilience Call Out Procedure
51	Council Buildings Access Procedures
52	Incident Liaison Officer Packs and Locations
53	Instructions to CareLink Staff
54	Emergency Control Room Activation Procedure
55	Setting Up Staff & Public Emergency Lines
56	Instructions for Mass Notification Text Service
57	Instructions for Setting Up Conference Calls
58	Duty Officer Go-Bag
59	Rest Centre Activation Procedure
60	Beach Items Protocol
62	Satellite Phone instructions
63/64	Emergency Purchasing Procedures
66	Sandbag Protocol
73	Emergency Control Room Checklists
74	BCRP Radio
79	Silver Liaison Instructions
80	Resilience Direct
81	Resilience & Emergencies Equipment
82	Reporting Environmental Incidents
83	On-call Response to Incidents

ANNEX B

Contacts Directories – internal and external

All contact directories are accessed via Emergency Planning & Resilience team

Includes:

Major Incident Support Team managers

Corporate Management Team

Executive Leadership Team

Rest Centre Managers and on-call rota

Housing Officers and on-call rota

Sussex Resilience Forum directory (local authorities, emergency services, health, utilities, telecoms etc)

ANNEX C

Equipment list

Items such as rest centre equipment, PPE and communications devices are held at various locations by the Emergency Planning & Resilience team. If required please contact the Emergency Planning & Resilience duty officer.

Historic version control

Version Control		
No	Changes	By whom
1.0	Initial consultation - 2 September 2010	Robin Humphries, Louise Beecher, Paul Stanford
1.1	Spelling, grammar, insertion of additions section. 1.1 for management consideration	Tim Nichols
1.2	Updated with delivery units and comments from version 1.1	Robin Humphries 4 Feb 2011
1.3	Section 4 updated, new delivery units entered	Louise Beecher/robin Humphries
2.1	2011 version	
2.2	Regional resilience updated, role titles amended	Robin Humphries
2.3	Final draft 15 Feb 2011	Robin Humphries
2.4	Equipment list moved	Louise Beecher
2.5	SLB comments added	Robin Humphries
2.6	minor language update FINAL VERSION	Louise Beecher
3.0	New Update for 2014. Corporate BC Plan separated out.	Louise Beecher/Robin Humphries
3.1	Name change from civil contingencies to Emergencies & Resilience	Louise Beecher
3.2	Update for 2015	Louise Beecher/Robin Humphries
3.3	Update following ELT Feb 2015	
3.4	Update following change of address	
3.5	Update structural changes July 2016	Robin Humphries
3.6	New Logo added	
3.7	Full review 2017 draft	Emergency Planning and MIST Teams
3.8	Final Versions – internal and public	