

Derby City Council Emergency Plan

Version 3.1
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Classification: OFFICIAL



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Government security classification

This plan contains material classified as OFFICIAL under the Government Security Classifications April 2014 policy.

The principles of the policy require that:

- Information receives the appropriate degree of protection.
- Persons with access to have a duty of confidentiality and responsibility to safeguard information.
- Access to information is granted on a 'need to know' basis and an appropriate level of personnel security clearance.
- Exchange of information with external partners is protected accordingly.

Security requirements

Personnel security	<ul style="list-style-type: none"> • A baseline personnel security standard* check must be in place for all individuals with access to the plan. • All individuals should have an awareness of personal responsibility and duty of care. • Access should be restricted to those with an operational 'need to know'.
Physical security	<ul style="list-style-type: none"> • A clear desk and screen policy should be in place. • The plan should be stored in a locked container in a secure building when not in use. • Transfer by hand or post should be under single cover including a return address but no classification marking on the envelope.
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Disclosure	<ul style="list-style-type: none"> • Requests for information contained within the plan which are made under the Freedom of Information Act 2000 should be referred to the county council's emergency planning division as exemptions are likely to apply. • The plan contains information which is protected by the Data Protection Act 1998 and should not be disclosed to any unauthorised person.
Disposal	<ul style="list-style-type: none"> • When no longer required the plan should be destroyed in a manner which makes reconstitution unlikely.

* or equivalent recruitment check comprising verification of identity, nationality, employment history and criminal record.

Document control

This plan has been produced by Derbyshire County Council's Emergency Planning Division on behalf of Derby City Council.

The plan is subject to periodic review; however city council officers and representatives should inform the author of any material changes within their respective service area which may require the issue of an interim amendment.

Unauthorised amendments or copying of whole or part of this document is not permitted.

Electronic versions of the plan may be printed, however these will be uncontrolled copies and should be disposed of securely if superseded or no longer required.

Version control

Version History				
Version	Date	Detail	Author	Approver
1.0	September 2015	Annual update, plan restructure and formatting changes.	[REDACTED]	[REDACTED]
2.0	June 2016	Major review of plan to new format.	[REDACTED]	[REDACTED]
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3.0	May 2017	Annual update	[REDACTED]	[REDACTED]
3.1	August 2017	Contact detail changes	[REDACTED]	[REDACTED]

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Derbyshire County Council's Emergency Planning Division
Derby City Council (plan holders below)

Access via Derby City Council eDMC

Derby City Council staff identified below.

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05	Derby City Council	Derby Emergency Centre, Council House
06	Derby City Council	[REDACTED]
07	Emergency Planning	Emergency Command Centre, County Hall
08	Emergency Planning	ECV Cupboard, County Hall

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City council service area plans

Service area plans will be prepared by appropriate directorates in liaison with the city council emergency planners. These will underpin the service arrangements outlined in this plan.

Foreword

This Emergency Plan is intended to help Derby City Council respond effectively and efficiently to any crisis which could happen in Derby.

The policy of Derby City Council in the event of an emergency is to place its full resources at the disposal of the Derbyshire County Council's Emergency Planning Division. This is so resources can be deployed immediately to support the emergency services dealing with an incident.

A 24 hour duty officer system is run by the county council's emergency planning division to make sure somebody is available to carry out this role.

Regardless of the scale or nature of the emergency, Derby City Council is committed to protecting people and property and safeguarding the environment in Derby.

Where a crisis cannot be easily and quickly resolved, a strategic decision making forum of elected members, chief officers and the Emergency Planning Manager may have to be set up to deal with on-going issues.

Where possible, the expertise of Derby City Council will be used to prevent emergencies happening. However, in the event of a crisis, the priority of staff will be to minimise the impact and to restore the situation as soon as possible.

To help with this, Derby City Council will work in co-operation with and seek the support of other agencies, including other local authorities, industry and the voluntary sector. This is to make sure that there is a combined and co-ordinated response.

Councillor Ranjit Banwait
Leader of Derby City Council

1 Introduction

The Civil Contingencies Act 2004 placed seven duties on local authorities. Under the act Derby City Council is defined as a Category 1 responder and as such is required to have procedures in place to deal with an emergency.

The Civil Contingencies Act 2004 defines an emergency as:

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

The Act provides two tests for determining whether an event or situation constitutes an emergency, one of which must be met.

The two tests are:

- where the emergency would be likely to seriously obstruct the local authority's ability to perform its functions
- where the Category 1 responder:
 - would consider it necessary or desirable to respond to prevent, reduce, control or mitigate the effect of the emergency or otherwise take action; and
 - would be unable to do so without deploying resources or obtaining additional resources.

The city council's emergency plan is a framework for dealing with emergencies where the council has to use its resources beyond normal day to day operational activities, or where additional resources need to be deployed. The plan identifies actions to be taken during an emergency to deal with immediate effects and those actions that may be required during the recovery phase.

The preparation, including planning, training and exercising, is very important to ensure that the response to any emergency is effective. It is common for this preparation, as well as the response, to be examined in the aftermath of any emergency as part of the legal process.

It is important for all local authorities in the area, the emergency services and other agencies to liaise with the county council's emergency planning division to ensure that all plans and procedures for the response to any emergency are adequate and co-ordinated.

1.1 Exercises

A telephone callout will be carried out on parts of the plan annually. These exercises will be documented to provide an audit trail. Other exercises will incorporate elements for validation of this plan (see **appendix G**).

2 Aim and objectives

2.1 Aim

The aim of this plan is to provide a framework to enable the council to provide a quick and effective response to mitigate the effects of any emergency on the public and/or the environment in the city.

2.2 Objectives

The objectives of this plan are to:

- Co-ordinate the council's response to an emergency.
- Define the roles and responsibilities of city council directorates and other organisations identified in the plan as having a response role.
- Set out the alerting mechanisms and the procedures for activating the plan.
- Ensure that there is effective liaison with all agencies who may have a role to play in an emergency.
- Identify resources currently available to the council for responding to emergencies.
- Provide contact details and call out procedures for city council resources and those of response organisations for use during an emergency, both during and out of office hours.
- Set out the procedures for activating the city council's emergency centre.

3 Roles and responsibilities

3.1 Role of Derbyshire County Council Emergency Planning Division

The role of the county council's emergency planning division is to:

- provide the first point of contact for the emergency services and other agencies in the event of an emergency.
- co-ordinate the local authority response and that of other organisations which may be used in an emergency.
- arrange for the provision of rest centres/survivors reception centres/family and friends reception/humanitarian assistance centres or emergency accommodation as necessary in partnership with Derby City Council.
- provide emergency feeding and welfare arrangements in partnership with Derby City Council.
- liaise with other agencies to ensure that warning and informing the public is carried out as appropriate during an emergency.
- source any relevant resources required during the response or recovery phase of an emergency.
- provide secretariat for the Derbyshire Local Resilience Form (LRF) and its sub groups (see **appendix F** for a chart showing the LRF groups).

3.2 Role of Derby City Council

The role of the city council is to:

- produce and maintain an emergency plan.
- provide city council resources to mitigate the effects of an incident in Derby City, as requested.
- restore those services which have been affected by the emergency for which the city council is responsible.
- arrange for the re-housing of people made homeless by an emergency.
- be prepared to provide mutual aid to neighbouring local authorities.
- liaise with the county council, emergency services and other organisations, as appropriate.

- consider the individual needs of those affected by the emergency in respect of religion/belief; gender; age; race or disability/vulnerability.
- co-ordinate the recovery phase from the emergency and liaise with the county council's emergency planning division.
- liaise with other agencies to provide warning and informing to the public during the emergency
- if appropriate implement business continuity arrangements to ensure that essential services to the public are provided during an emergency.

Chief Executive and Head of Paid Service

Chief Executive

The chief executive and head of paid service will:

- assume overall responsibility for measures to deal with the emergency
- be responsible for authorising the commitment of resources and financial aid
- brief the leader of the council, ward members and other elected members
- attend or be represented at strategic co-ordinating group (gold) meetings if convened
- liaise with the county council and other district/borough councils
- chair the local resilience forum recovery group, if required
- liaise with government departments, industry, the military and other Category 1 responders where appropriate.

Chief Officer's Group (COG)

Members of COG will:

- deputise for the chief executive in their absence
- provide strategic direction to the council's response to the incident
- be responsible for internal and external communications
- be responsible for committing the council's resources.

Derby Emergency Planning Liaison Officers Group (DEPLOG)

The role of Derby emergency planning liaison officers group is to:

Act as the primary contact for emergency planning matters within the service area both in the planning, response and recovery phases.

Planning

- attend or ensure representation of the service area on the Derby emergency planning liaison officers group and other working groups as appropriate
- ensure that service area procedures are produced and fit for purpose
- ensure that the service area procedures and call out arrangements in the emergency plan accurately reflect call out details for staff both in and out of office hours
- ensure appropriate staff in the service area are briefed and understand their roles and responsibilities in an emergency
- ensure that staff receive and attend training and exercises as appropriate
- disseminate good practice on emergency planning throughout the service area.

Response and Recovery

- co-ordinate the service area response to an emergency and during the recovery phase
- determine priorities for allocating the resources of the service area
- plan and co-ordinate how and when actions will be undertaken
- commit resources and finance as required
- obtain additional resources if required
- assess significant risks and use this to inform tasking of service area responders
- ensure that the health and safety of the public and personnel is considered when tasking the responding service area staff
- attend or be represented in the emergency centre as appropriate
- contribute to the response to the media in liaison with the LRF Warning and Informing Group
- participate in internal and multi-agency debriefs as appropriate.

Emergency Planning Function

The council has a service level agreement with the county council to provide the emergency planning function on behalf of the city council.

The role of the emergency planning manager is to:

- work with other Category 1 responders to carry out a risk assessment of the hazards in the city and provide a community risk register for the city
- draw up contingency plans for specific hazards identified or to support the council's emergency plan
- have in place procedures for alerting liaison officers and other organisations having a response role in an emergency
- co-ordinate the city council's response, in conjunction with other relevant directorates, to the emergency
- establish the emergency control centre
- liaise with the emergency services, health and other organisations as appropriate
- arrange for rest/survivors reception/family and friends reception/humanitarian assistant centres or emergency accommodation to be provided for those who have been evacuated during the emergency in line with the Rest Centre Procedures
- put in place humanitarian assistance for those displaced, involved or affected by the emergency as appropriate, in line with the Humanitarian Assistance Plan
- liaise with the city EP co-ordinator to arrange for the procurement and distribution of resources within the city
- arrange for suitable communications to be available to deal with the emergency
- liaise with the director of finance on financial arrangements relating to the emergency
- liaise with the city EP co-ordinator regarding requests for personnel and resources and obtain as appropriate
- liaise with other agencies to ensure that warning and informing the public is carried out during an emergency
- liaise with neighbouring counties and districts and request mutual aid if necessary
- arrange for an emergency planning incident liaison officer to attend the scene as appropriate

- arrange for an emergency planning officer to attend the city emergency control centre(s) to act as liaison officer
- arrange for an emergency planning officer to attend the rest centre(s)
- ensure that welfare arrangements are made for staff working in the emergency control centre
- implement business continuity arrangements to ensure that essential services to the public are provided during an emergency
- co-ordinate the recovery phase of the emergency together with other agencies
- attend strategic/tactical co-ordinating group if established
- liaise with city EP co-ordinator to ensure appropriate administrative support.

The city emergency planning co-ordinator will:

- act as principal liaison with the emergency planning manager
- monitor the service level agreement for emergency planning
- act as emergency planning champion for the city council
- deputise and act on behalf of the strategic director for communities and place for emergency planning purposes
- ensure that policy decisions are implemented effectively.

Organisation and Governance

Communications

The Head of Communications and Consultation will:

- liaise with the LRF warning and informing group and other agencies to co-ordinate the release of appropriate information to the media
- liaise with the LRF warning and informing group to ensure that a co-ordinated approach for warning and informing the public before, during and after an emergency
- co-ordinate the city council's response to the media
- determine the deployment of available communications staff
- set up media centre(s) if required.

Customer Management

The Head of Customer Management will:

- establish an emergency contact centre facility for the public as appropriate
- arrange for emergency payments and cash availability facilities as appropriate.

Finance

The Director of Finance will:

- provide advice on all financial arrangements connected with the emergency
- provide advice on contractual matters connected with the emergency in conjunction with the head of legal services
- administer all costs arising from the emergency including insurance claims
- administer any appeal funds called for by the authority from the general public.

Governance and Assurance

The Head of Governance and Assurance will:

- advise on a system of control for the emergency
- administer insurance claims.

Strategic services and customer management

The Director of Strategic Services and Customer Management will:

- establish liaison with other directorates regarding availability of personnel
- provide first aid staff
- provide a full range of business support services (secretarial, reprographics, distribution, meeting room booking etc)
- provide an emergency feeding service, in association with the (head of facilities management).

IT Services

The Director of IT will:

- arrange for additional computing resource as required including, but not limited to, telephony and network connectivity.

Legal

The Head of Legal Services will:

- arrange for necessary legal support
- provide advice on contractual matters connected with the emergency in conjunction with the director of finance.

People Services

Social Care function

The Strategic Director People Services will:

- support the county council's emergency planning division on welfare issues at rest centres, during office hours arrange transport for disabled people who are displaced, and who have to be evacuated to rest centres. Provide assistance under sections 47 and 48 of the National Assistance Act 1948
- identify the needs of those affected by the emergency giving consideration to vulnerable people
- provide trained staff (Crisis Support Team) to deliver appropriate care and support to those affected by an incident.

Education function

The Director of Integrated Commissioning will:

- allow the use of school premises and equipment for emergency purposes, in liaison with the governing bodies
- provide an emergency feeding service, in association with the head of facilities management
- making such arrangements as may be necessary to ensure the continuance of the education service
- provide support for staff, school children and their families affected by an emergency.

Public Health

The Director of Public Health will:

- protecting the health of their population

- ensure appropriate plans are in place and take a lead role in the response to incidents which could affect public health
- work in partnership with Public Health England in fulfilling this role.

Communities and Place

The Strategic Director, Communities and Place will:

- act on behalf of the chief executive for emergency planning issues
- deputise for the chief executive at county/regional groups as required
- make necessary arrangements with other directorates and outside contractors.

Communities, Environment and Regulatory Services

The Director of Communities, Environment and Regulatory Services will:

- arrange for scientific advice on the health and environmental impact of the emergency
- arrange for scientific advice on the prevention and control of human and animal diseases
- take the local authority lead on animal health, animal welfare or animal by-product enquiries
- provide advice on the decent and proper disposal of the dead, including temporary mortuaries and arranging for the disposal of the dead
- arrange for scientific advice on the disposal of substances posing health risks
- liaise with RSPCA in the catching, evacuation and keeping safe of pets, animals and birds
- ensure that the National Arrangements for Incidents Involving Radioactivity (NAIR) are invoked where radioactive substances are involved
- give advice on health and safety issues
- give specialist advice on structural safety in conjunction with the director of regeneration, property and housing as appropriate
- act as city emergency planning co-ordinator
- give advice on safety at sports grounds.

Leisure, Culture and Tourism

The Director of Leisure, Culture and Tourism will:

- allow the use of library premises and equipment for use as information centres
- provide staff for administration of information centres
- arrange for the use of equipment and materials held by the Park Ranger service
- provide emergency accommodation by using sport facilities.

Regeneration, Property and Housing

The Director of Regeneration, Property and Housing will:

- give specialist advice on structural safety in conjunction with the director of communities, environment and regulatory services
- advise on matters relating to area recovery and regeneration
- co-operate with the director of Derby Homes (see Derby Homes below)

Strategic Partnerships, Planning and Transportation

The Director of Strategic Partnerships, Planning and Transportation will:

- arrange emergency road closures and diversions (in reality this will be a joint effort, traffic and transport will sort out the diversions but we will physically put the closures on)
- liaise with transport providers.

Streetpride

The Director of Streetpride will:

- arrange for a response to highways related incidents on highways that the city council are responsible for
- provide transport, plant and equipment required by rescue services
- remove debris and obstructions
- clear refuse and dispose of safely
- co-ordinate the directorate's response to flooding incidents.

See **appendix H** for Derby City Council's organisational structure chart.

Derby Homes

The Managing Director of Derby Homes will:

- arrange repairs to the city council's housing stock if necessary
- make non-council premises safe if affected by an emergency, if requested by council staff attending the scene
- arrange for the storage of property under Homelessness duties
- advise on city council owned properties
- where requests are received under part 3 of the housing act 1985
- if necessary, provide emergency accommodation for persons rendered homeless due to an emergency
- arrange with housing providers for the use of communal areas in sheltered housing to provide temporary shelter.

Derbyshire Building Control Partnership

The Managing Director of Derbyshire Building Control Partnership will:

- provide technical advice in response to reports of dangerous structures
- advise on and arrange the repair or demolition of dangerous structures.

Elected members

The elected member for the area concerned will be kept informed of the situation through the leader of the council, chief executive or the county council's emergency planning division.

A specific Elected Members' Emergency Plan has been issued to all elected members of the city council.

A summary of multi-agency responsibilities can be found at **appendix D**.

Please see “Derbyshire LRF Roles and Responsibilities” for roles and responsibilities of other organisations, available via eDMC/ResilienceDirect.

4 Implementation

4.1 Alert

The report of an incident will normally be made to the emergency services. The county council's emergency planning division will normally inform Derby City Council, as they are the first point of contact for the emergency services (see plan activation flow chart at **appendix B**).

Depending on the scale and nature of the incident, the call might be directed to a specific service area or via the emergency planning liaison officer.

However, the initial report might be received from another organisation, the public or via the media. If this is the case, the county council's emergency planning division must be notified (see **appendix A** for contact details).

Upon receipt of an emergency call, the recipient must use the log sheets at the back of the plan to record the details.

4.2 Plan activation

The chief executive or nominee will determine if activation of this plan is required.

The following are potential phases that may be used for the activation/deactivation of the plan:

- standby phase
- activation/implementation phase
- stand down phase

Standby may be used as an early warning of a situation which potentially may require implementation of the plan. It is designed to provide an alert to key officers to prepare, brief staff, start an incident log and prepare for the deployment of resources if required. Resources would not normally be deployed at this stage (although this will largely depend upon circumstances). If the emergency does not require the implementation of the plan then it is important that those personnel/agencies put on standby are stood down. For the emergency response management team structure and suggested membership see **appendix C**.

Implement may be used when the decision is taken to implement the plan as assistance and resources are required.

Stand down will be used to signify the end of an incident or the withdrawal of resources.

In the event of this plan being implemented consideration should be given to holding an internal and/or multi agency debrief for those involved to assess the response. The debrief should be held as soon as possible and should be documented.

4.3 Emergency control centre

In the event of an emergency the county council's emergency planning division will arrange for the city council's emergency control centre to be established. This is located in [REDACTED]

Where it is not possible or appropriate to use this facility a back-up control centre is available at the [REDACTED]

The county council's emergency planning division will make arrangements to access these locations.

Should neither of the above venues be available the emergency planning manager, in consultation with the chief executive or strategic director communities and place, will allocate an alternative location from which to operate. In agreement with the county council the emergency control centre at Matlock will be utilised, or with agreement with the Police an alternative emergency control centre set up at police headquarters, Ripley.

Liaison officers representing the appropriate city council directorates will co-ordinate their response from the emergency control centre. Other agencies as appropriate will be represented in the centre and these will be supported by an emergency planning officer. The emergency planning manager will consult with the chief executive or strategic director communities and place and ensure that chief officers and the leader of the council are consulted on important issues and kept up to date on the incident. Liaison between city council directorates should also be carried out through the emergency control centre.

The county council's emergency planning division will arrange for administrative support for logging, message taking and welfare duties.

During a protracted incident it is the responsibility of city council directorate liaison officers and representatives from other agencies to arrange for cover in the emergency control centre for the duration of the emergency.

Full details on opening and operating an emergency control centre can be found in the Emergency Control Centre Procedures (Council House) or Alternative Emergency Control Centre Procedures (Sinfin Library) documents hard copies of which are located in the emergency planning cupboards in [REDACTED] as well as copies held in the [REDACTED]. These documents are also held electronically by the city council's emergency planners.

The county council's emergency planning division/city council's emergency planners hold keys for these cupboards.

4.4 Emergency control vehicle

Derbyshire County Council's Emergency Planning Division has an emergency control vehicle (ECV) and a 4x4 vehicle which may be deployed to the incident site as an incident control vehicle or to the rest centre as appropriate. The ECV is equipped with IT and resources to fulfil both roles.

4.5 Resources

The county council's emergency planning division maintains a list of suppliers of selected resources which may be required at short notice outside of normal working hours. This list is made up of:

- general supplies
- filling stations (24 hour)
- flooding resources
- plant and tool hire
- HGV recovery services
- hazardous waste removal services
- skip hire services
- drain clearing jetting services.

4.6 Backup support – protracted incident

The response to an emergency may extend over several days, including outside of normal working hours and weekends. Arrangements must be made for relief staff and other backup services which may be required.

4.7 Mutual aid

In the event that the incident was of such a scale that the council was unable to provide adequate resources, or the response and/or recovery continued over a long period, mutual aid should be considered.

A mutual aid agreement is in place for all local authorities in Derbyshire and adjoining areas, which enables the city council to arrange mutual aid with adjacent local authorities through the county council's emergency planning division.

Derbyshire County Council may be able to arrange mutual aid with adjacent counties and if necessary resources can be requested through their emergency planning division. Additionally, the chief executive of the east midlands local authorities have agreed that in a large scale emergency each authority's resources may be called upon to provide support to other areas. Such support will depend upon availability and the circumstances pertaining to the time.

4.8 Information sharing agreement

Derbyshire Local Resilience Forum has an information sharing agreement. Key Category 1 and 2 responders are signatories to this agreement. This includes Derby City Council. The agreement conforms to guidance issued by the Information Commissioner on sharing personal information during an emergency. The Data Protection Act 1998 cannot be used as a reason not to share information with partners as long as suitable safeguards are applied as detailed in the information sharing agreement. A copy of the agreement is kept within the [REDACTED] but can also be obtained from the county council's emergency planning division.

5 Recovery

The recovery phase begins at the earliest opportunity, initially running in tandem with the response to the emergency itself. It is the co-ordinated process of supporting affected communities in the reconstruction of the physical infrastructure and the restoration of emotional, social, economic and physical wellbeing. It continues until the disruption has been rectified, demands on services have to normal levels and the needs of those affected have been met.

There are a number of possible impacts from an emergency:

Humanitarian Assistance (including health)	Physical impacts (including individuals' health, housing, financial needs)
	Psychological impacts
	Deaths
	Community displacement
Economic Infrastructure	Economic and business recovery
	Disruption to daily life (eg educational establishments, welfare services, transport system)
	Disruption to utilities/essential services
	Damage to residential properties and security of empty properties
Environment	Pollution and decontamination
	Waste
	Natural resources

The county council's emergency planning division will activate the recovery phase to ensure that all appropriate assistance is provided, depending of the nature and scale of the incident.

The group will be chaired by the city council's chief executive, however if the incident is countywide then the affected chief executives will agree the chair. All appropriate service areas will be required to attend the recovery group and tasks allocated.

Logs must be kept to record key actions in this phase and should include the official release of the incident site(s) by the police/fire and rescue service to the owners. Until the official investigations have been completed, access to the site(s) will only be possible if agreed with the police, fire and rescue service or other investigating authority (eg Health and Safety Executive).

At all times the public messages must be co-ordinated and the community/owners of the site(s) should be involved in the recovery if possible.

For further details please refer to the Local Resilience Forum's Strategic Recovery Plan.

6 Procedures

6.1 Recording of information

The possibility of legal proceedings after an emergency must be borne in mind and the recording of data and collection of information should be designed to assist in preparing the subsequent report on the action taken by the council.

For this reason, officers should ensure that a Derby City Council initial incident report form should be completed outlining the details of the incident followed by key actions/decisions being recorded on the Derby City Council incident log sheets (hard copies held in emergency control centres, downloadable from eDMC and example at back of this plan). It is important that officers log the details of messages which are passed personally, by telephone or by any other method, on the forms provided. Further copies are available in the emergency control centres and from the city council's emergency planners. The completed forms should be sent to the city council's emergency planners at the end of the emergency.

It is important that original copies are kept as these may be required for public enquiry/legal proceedings.

Similarly it is imperative that all documentation, both historic and current, is preserved. In the event of a major incident the chief executive may issue a memorandum stressing the importance of this being done. A copy of this is attached as **appendix E**.

6.2 Attending the scene of an incident

Personnel who are required to visit the scene of an incident must inform the county council's emergency planning division who co-ordinate the local authority response. This will ensure that a record is made of who attends the scene, for what purpose and when they leave.

Personnel attending the scene of an incident must ensure that they wear appropriate identification and personal protective equipment (PPE). A written record of the details of their attendance at the scene should be kept (eg date, time of arrival/departure and any other salient points).

6.3 Safety of working conditions

During an emergency the requirements of the Health and Safety at Work Act 1974, council policies and procedures, and any other relevant safety regulations and guidance must be observed.

In any incident where city council employees are involved at or near the scene of the incident the head of corporate health and safety, or their appointed deputy, may also be in attendance and will liaise with the Health and Safety Executive or city

environmental health officer, as necessary. They will also advise city council managers in charge of the incident in all aspects of health and safety.

6.4 Insurance

The city council's liability insurance policies that cover employees and volunteers working on behalf of the city council will apply. Additional protection will also be provided by the council's scheme of benefits that covers staff or volunteers who are injured whilst working for the council.

6.5 Accidents

All accidents involving injury to city council employees assisting in an emergency will be officially reported. The city council's accident reporting procedures should then be followed.

6.6 Finance

The director of finance is responsible for implementing a system of financial controls in an emergency and should be notified if it is apparent that the response may have financial implications beyond normal arrangements.

In the case of any incident the local authority will be responsible for the financial arrangements for the services it provides. The power to incur expenditure in an emergency is contained in Section 156 of the Local Government and Housing Act 1989.

The Bellwin Scheme is a discretionary scheme for providing central government financial assistance in exceptional circumstances to affected local authorities in the event of emergencies. The city council is also entitled to apply for financial assistance from the Department for Communities and Local Government (DCLG) after it has incurred expenditure equivalent to an annually determined amount.

The Bellwin thresholds vary for each local authority and are reviewed annually. They are published at the Government website (www.gov.uk/government/publications and search for Bellwin Scheme).

It is important that all costs incurred as a result of the emergency are recorded so that they can be easily identified and assist the director of finance in reclaiming costs, where appropriate, at a later date. For this reason, officers should ensure that any expenditure incurred is recorded on the Derby City Council expenditure log sheets (hard copies held in emergency control centres, downloadable from eDMC and example at back of this plan). These costs will be collated by the city council's emergency planners.

Although expenditure is of secondary importance during lifesaving operations, great caution needs to be exercised over financial commitments during later stages.

Urgent purchases required to deal with the emergency should be undertaken in line with the following guidance:

- Wherever possible, orders should be placed with approved suppliers via orders raised through Oracle.
- Where urgent telephone orders are placed, a follow up order should be entered on Oracle as soon as is reasonably practicable after the order has been placed.
- Alternatively the emergency planning manager holds a Derby City Council credit card which can be used for emergency expenditure. When using this card no orders need to be raised on Oracle. This card is only to be used for purchasing goods and services directly associated with an emergency situation.

7 IT and Telecommunications

In any emergency which necessitates the co-ordination of resource, it is essential to have an efficient communications network.

7.1 Telephones

In the event of the emergency not affecting the city council switchboard then the normal telephone lines will be available for use.

There may be a need during an emergency to call on the use of call centre staff for call handling either at the call centre or in the emergency control centre. The call centre will be informed of any large incidents being dealt with by the Council and what information needs to be given to the public who contact them.

Depending on impact, BT (British Telecom) may be in a position to assist with managing emergency telephones and other communications facilities used by Category 1 responders.

There are a number of other companies offering telephone services which may be useful in emergency situations.

The city council has access to mobile telephones deployed within directorates. The majority of these are linked to one service provider - Vodafone.

In the city council there are a limited number of mobile telephones which have been registered under the mobile telecommunications privileged access scheme (MTPAS) which allows a priority access facility in the event of a major incident (see list at **appendix A**).

7.2 Airwave inter-agency communication

The protocol for Airwave inter-agency communication is outlined in the Derbyshire LRF's Major Incident Procedures and Airwave interoperability standard operating procedure. Both reflect the JESIP principles.

To ensure tactical and operational efficiency of response to a major incident, emergency services, together with Category 1 and 2 responders should ensure that they are able to communicate with each other. This is especially relevant to tactical (incident) commanders.

Agencies using Airwave radio communications have the ability to access multi-agency talkgroups which can be used by other emergency services and partner responding agencies. This enables ongoing inter-agency communication.

Derbyshire police control room will co-ordinate the allocation, monitoring and recording of talk groups, including emergency button activations. Talkgroups will be closed down at the conclusion of the incident and all users will be informed.

7.3 Radio

Radio amateurs' emergency network (RAYNET) has been authorised by Ofcom to give assistance with radio communications in emergencies. RAYNET volunteers can provide radio links between the emergency control centre, the scene and/or rest centres which may be set up during an emergency. They can be contacted via the county council's emergency planning division.

License free two-way radios can be hired to supplement internal communications.

7.4 ResilienceDirect

ResilientDirect is a secure web based browser tool allowing emergency planners to work together - across geographical and organisational boundaries - during the standby, implement and recovery phases of an emergency. It allows access to key information up to and including OFFICIAL-SENSITIVE level, for multi-agency working. Access to the service is free.

7.5 Video conferencing

The county council's emergency planning division has access to video conferencing facilities; this is part of a network introduced by the Derbyshire Partnership. Video conferencing is available at all district/borough council offices. Derby City Council can use video conferencing with Webex internally **only**, individually or in groups but not in a conference room configuration. All laptops have a webcam in their lid with speakers and microphone using a jabber headset (for those who have purchased a license and jabber headset - available via IS and telephony on iDerby).

7.6 Geographic information system (GIS)

The county council's emergency planning division has access to GIS out of hours and can produce maps to support the response to an emergency. Lists of properties and streets can be extracted within a given area, which could be used to assist with evacuation. They also have access to data from external agencies such as the Environment Agency's flood zones.

7.7 Website and social media

The Derbyshire Local Resilience Forum has a website to provide detailed emergency information for a better informed and safer public - before, during and after an emergency.

A dedicated website, [Derbyshire Prepared](#), provides a single consistent message, particularly for incidents that may go on for several days or weeks. The LRF are in the process of setting up a Twitter account which will link to the website.

A list of useful websites can be found at **appendix I**.

7.8 eDMC

eDMC is the Derby City Council secure data storage facility, a number of emergency plans and site specific plans are held on this network with controlled access for officers who have a role in any response.

Appendix A - Contact details

Derby Direct (Call Centre) (0830-1700 hours Mon-Fri) Care Link (Out of hours – but only use if unable to contact the appropriate service below)	Tel: 01332 640000 Fax: 01332 643778
	01332 642203 [REDACTED]

Emergency Planning Co-ordinators

Name/Designation	Emergency role	Work	Home	Mobile
John Tomlinson Director of Communities, Environment and Regulatory Services	Emergency planning co-ordinator - ensure technical expertise is available. Derby Emergency Planning Liaison Officers Group (DEPLOG) member	01332 642435	[REDACTED]	07812 301318
Mike Kay Head of Environmental Protection, Licensing and Housing (Pollution, housing standards and emergency planning)	Deputy emergency planning co-ordinator. DEPLOG member	01332 641940	[REDACTED]	07812 300400 [REDACTED]
Paul Robinson Chief Executive and Head of Paid Service	Strategic	01332 643555	[REDACTED]	[REDACTED]

Organisation and Governance

Chief Executive and Head of Paid Services

Name/Designation	Emergency role	Work	Home	Mobile
Paul Robinson Chief Executive and Head of Paid Services	Strategic	01332 643555	[REDACTED]	07894 833664

Finance

Name/Designation	Emergency role	Work	Home	Mobile
VACANT Director of Finance (S151 officer)		01332 643377		
Toni Nash Head of Finance - Organisation and Governance (Deputy S151 officer)		01332 641491	[REDACTED]	[REDACTED]
Amanda Fletcher Head of Finance - Communities and Place		01332 643422	[REDACTED]	[REDACTED]
Alison Parkin Head of Finance - People		01332 642674	[REDACTED]	[REDACTED]

Governance

Name/Designation	Emergency role	Work	Home	Mobile
Janie Berry Director of Governance and Monitoring Officer	Strategic	01332 643616	[REDACTED]	07812 300523 [REDACTED]

Governance and Assurance

Name/Designation	Emergency role	Work	Home	Mobile
Richard Boneham Head of Governance and Assurance	DEPLOG member	01332 643280	[REDACTED]	07812 301616 [REDACTED]
VACANT Insurance and Risk Manager				

Human Resources

Name/Designation	Emergency role	Work	Home	Mobile
Liz Moore Head of Human Resources		01332 643730	[REDACTED]	07812 301418 [REDACTED]

Legal Services

Name/Designation	Emergency role	Work	Home	Mobile
Olu Idowu Head of Legal Services		01332 643615	[REDACTED]	[REDACTED]

Strategic Services and Customer Management

Name/Designation	Emergency role	Work	Home	Mobile
Gordon Stirling Director of Strategic Services and Customer Management	Strategic	01332 643430		07812 300653

Business Support

Name/Designation	Emergency role	Work	Home	Mobile
Amanda Verran Head of Business Support	Responsible for all major administrative support services. DEPLOY member	01332 643305		07812 301407

Communications

Out of Office hours	Press Office Duty Phone	07812 300168
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Name/Designation	Emergency role	Work	Home	Mobile
Yvonne Wilkinson Head of Communications and Consultation	Head of Communications - media relations; liaison with strategic/tactical groups; website/social media. DEPLOY member	01332 643501		See duty phone above
Ruth Sadler Senior Communications Officer	Communications - media relations, social media, website	01332 643484		

Name/Designation	Emergency role	Work	Home	Mobile
Keith Cousins Communications Officer	Media, website, social media, internal communications	01332 640445	[REDACTED]	07540 823973
Kara MacFadyen Communications Officer	Media, website, social media, internal communications	01332 640236	[REDACTED]	[REDACTED]

Customer Management

Name/Designation	Emergency role	Work	Home	Mobile
Bernard Fenton Head of Customer Management	DEPLOG member	01332 643758	[REDACTED]	[REDACTED]
Jane Witherow Customer Contact Manager	Emergency and business continuity plan holder. DEPLOG member	01332 643571	[REDACTED]	[REDACTED]

Facilities Management

(Council headquarter offices property management: caretaking, cleaning, fire safety and emergency catering)

Name/Designation	Emergency role	Work	Home	Mobile
Sandra Cole Head of Facilities Management	DEPLOG member	01332 642142	[REDACTED]	07812 300652 [REDACTED]
Ian Shepherd Facilities Manager		01332 643338		07812 300450
[REDACTED] Facilities Manager	Facilities support	01332 642028	[REDACTED]	07812 300674 [REDACTED]

EMS Security Duty Manager (Out of hours)	Tel: 07966 269450
EMS Security Control Room (Out of hours)	Tel: 01384 218870

IT Services

Name/Designation	Emergency role	Work	Home	Mobile
Jill Craig Interim Director of IT Services	IT Services	01332 643254	[REDACTED]	[REDACTED]
Mark Walker Head of Technology and Service Delivery	DEPLOG member	01332 643180	[REDACTED]	[REDACTED]
Lynda Innocent Head of Transformation and Business Applications		01332 643235	01332 553245	[REDACTED]

People Services

Social Care Function

Out of office hours (Mon - Fri 1700 - 0900; weekend and bank holidays)	Via Care Line Social Care out of hours service. Based at The Royal Derby Hospital, Derby	
Public Line		01332 786968
Ex-directory agency line (not given to the public)		[REDACTED]
Fax		01332 786965
Minicom		01332 785642

Strategic Director People Services

Name/Designation	Emergency role	Work	Home	Mobile
Andy Smith Strategic Director People Services	Strategic	01332 642668	[REDACTED]	07812 301699

Adult Social Care Services

Name/Designation	Emergency role	Work	Home	Mobile
Perveez Sadiq Director of Adult Social Care Services	Rest centre support	01332 643550	[REDACTED]	[REDACTED]

Crisis Support Team

Name/Designation	Emergency role	Work	Home	Mobile
VACANT	Joint Team Manager Derby	01332 64		
Vicki Minion Head of Ordinary Lives and Transitions and Deaf Service	Joint Team Manager Derby	01332 640424		07827 089392

Home First (Adults)

Name/Designation	Emergency role	Work	Home	Mobile
[REDACTED] Senior Administration Manager	Deputy emergency planning Co-ordinator for Social Care	01332 642880	[REDACTED]	[REDACTED]

Integration and Direct Services (Adults)

Name/Designation	Emergency role	Work	Home	Mobile
Kirsty McMillan Director of Integration and Direct Services		01332 642743		07812 300156 [REDACTED]
Colyn Kemp Head of Business Intelligence	Emergency planning co- ordinator for Social Care. DEPLOG member	01332 642634	[REDACTED]	[REDACTED]

Education

Specialist Services

Name/Designation	Emergency role	Work	Home	Mobile
Suanne Lim Director of Specialist Services, (Children homes, foster care)	Disability Services for children at the Lighthouse – IDCS, Integrated Disabled Children's Service, which includes health nursing staff and YOS – youth offending service	01332 642661	[REDACTED]	07812 301376 [REDACTED]

Learning and Skills

Name/Designation	Emergency role	Work	Home	Mobile
Pauline Anderson Acting Director Learning and Skills		01332 64 0358	[REDACTED]	07812 301724 [REDACTED]
Paula Nightingale Head of Inclusion Services		01332 640351	[REDACTED]	07812 300543

Integrated Commissioning

Name/Designation	Emergency role	Work	Home	Mobile
Frank McGhee Director of Integrated Commissioning		01332 642667	[REDACTED]	07812 301576 [REDACTED]

Name/Designation	Emergency role	Work	Home	Mobile
[REDACTED] Project and Development Officer - Asset Management	DEPLOG member	01332 642732	[REDACTED]	07812 300864
Gurmail Nizzer Head of School Organisation	Use of schools for emergency incident. Emergency incident in schools.	01332 642720	[REDACTED]	07812 300684 [REDACTED]

Early Help and Children's Safeguarding

Name/Designation	Emergency role	Work	Home	Mobile
Hazel Lymbery Director of Early Help and Children's Safeguarding		01332 642669	[REDACTED]	07812 301661

Public Health

Name/Designation	Emergency role	Work	Home	Mobile
Cate Edwynn Director of Public Health	Health protection. DEPLOG member	01332 643100	[REDACTED]	07812 301801 [REDACTED]

Communities and Place

If the assistance required involves only one service/function, then the request will be made direct to the appropriate officer. If the assistance required involves multiple services/functions then the initial request will be made direct to the Strategic Director Communities and Place.

Name/Designation	Emergency role	Work	Home	Mobile
Christine Durrant Strategic Director Communities and Place and Deputy Chief Executive	Provide strategic direction and assist tactical colleagues in decision making	01332 642434	[REDACTED]	07812 301182

Emergency Planning

Office hours (for direct lines - see below)	01629 538364	Via county council emergency planning division
Out of office hours (this number is not for use by the public)	[REDACTED]	[REDACTED]

The numbers below are **ex-directory** and only for use by Derby City Council officers. Call Derbyshire (see above) should be contacted in the first instance and the Duty Officer numbers should only be used out of hours. These numbers should not be given to any other person/organisation or published at any time.

	Out of Hours
Duty Officer 1	[REDACTED]
Duty Officer 2	[REDACTED]

Name/Designation	Emergency role	Work	Mobile
██████████ Emergency Planning Manager	Strategic support. DEPLOY member	██████████	██████████
██████████ Senior Emergency Planning Officer	Strategic/tactical support. DEPLOY member	██████████	██████████
██████████ Senior Emergency Planning Officer	Strategic/tactical support. DEPLOY member	██████████	██████████

Communities, Environment and Regulatory Services

(Includes all Environmental Health, Trading Standards, Corporate Health & Safety and Building Control functions)

Out of office hours	If unable to contact the officers listed below Care Link have some other senior officers telephone numbers	██████████
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Name/Designation	Emergency role	Work	Home	Mobile
John Tomlinson Director of Communities, Environment and Regulatory Services	Emergency planning co-ordinator. DEPLOY member (chair)	01332 642435	██████████	07812 301318
Mike Kay Head of Environmental Protection, Licensing and Housing (Pollution, housing standards and emergency planning)	Deputy emergency planning co-ordinator. DEPLOY member	01332 641940	██████████	07812 300400 ██████████

Occupational Health, Safety, Wellbeing and Markets

Name/Designation	Emergency role	Work	Home	Mobile
Wendy Johnson Head of Occupational Health, Safety, Wellbeing and Markets	Head of health and safety	01332 640540		07812 301522 [REDACTED]
[REDACTED] Senior Health and Safety Adviser	Health and safety advice and guidance	01332 642384	[REDACTED]	07812 300370 [REDACTED]

Trading Standards, Bereavement Services and Building Consultancy

Name/Designation	Emergency role	Work	Home	Mobile
Doug Walkman Acting Head of Service - Trading Standards, Bereavement Services and Building Consultancy		01332 641973	[REDACTED]	07812 300406 [REDACTED]

Leisure, Culture and Tourism

Name/Designation	Emergency role	Work	Home	Mobile
Claire Davenport Director of Leisure, Culture and Tourism		01332 642433		07812 301281 [REDACTED]

Derby LIVE

(City Council events, space hire and entertainment venues)

Name/Designation	Emergency role	Work	Home	Mobile
Peter Ireson Head of Culture and Business Development (Assembly Rooms/ Guildhall)		01332 255441	[REDACTED]	[REDACTED]

Leisure

Name/Designation	Emergency role	Work	Home	Mobile
VACANT - contact Claire Davenport above Head of Leisure (Sports Centres/Community Centres/Parks)		01332 641230		
Park Rangers: Daytime - Darley Fields Office Head Rangers: Neil Granthier Mick McNaught		01332 367800		07812 301506 07812 301516

Libraries

Name/Designation	Emergency role	Work	Home	Mobile
David Potton Head of Libraries	DEPLOY member	01332 641719	[REDACTED]	
Dave Warren Library Group Manager	For alternative ECC at Sinfin Library	01332 711302/ 01332 702614	[REDACTED]	[REDACTED]

Regeneration, Property and Housing

Name/Designation	Emergency role	Work	Home	Mobile
Greg Jennings Acting Director of Regeneration, Property and Housing		01332 641617	[REDACTED]	[REDACTED]

Strategic Asset Management and Estates

(Council property acquisition, disposal and management)

Name/Designation	Emergency role	Work	Home	Mobile
Jayne Sowerby-Warrington Head of Strategic Asset Management and Estates		01332 643337	[REDACTED]	07812 301935 [REDACTED]
VACANT Estates Manager				

Property Design and Maintenance

(Council property design, build and maintenance)

Name/Designation	Emergency role	Work	Home	Mobile
Philip Derbyshire Head of Property Design and Maintenance	DEPLOG member	01332 640167	[REDACTED]	07812 301084 [REDACTED]
[REDACTED] Engineering and Surveying Group Leader	Technical Specialist	01332 640168	[REDACTED]	07812 301082 [REDACTED]

Strategic Partnerships, Planning and Transportation

Name/Designation	Emergency role	Work	Home	Mobile
David Gartside Acting Director of Strategic Partnerships, Planning and Transportation	DEPLOG member	01332 641821	[REDACTED]	[REDACTED]

Planning

(Planning - restoration and regeneration)

Name/Designation	Emergency role	Work	Home	Mobile
Paul Clarke Head of Planning		01332 641642	[REDACTED]	07812 300041 [REDACTED]

Traffic and Transportation

(Traffic management, street works, public transport and parking services – access to the CCTV room during office hours is available, not available out of hours; if Emergency Control Centre is open access will be available however there will be no staff to help to use the system)

Name/Designation	Emergency role	Work	Home	Mobile
Nigel Brien Acting Head of Traffic and Transportation		01332 641833	[REDACTED]	[REDACTED]
Tony Gascoigne Group Manager Traffic and Transportation	Traffic and transport	01332 641779	[REDACTED]	[REDACTED]
[REDACTED] Passenger Transport Co-ordination and Strategy Team Leader	Contact for bus companies, co-ordination of bus services in the city	01332 641786	[REDACTED]	[REDACTED]

Streetpride

(including flooding response, grounds maintenance and cleansing)

Name/Designation	Emergency role	Work	Home	Mobile
VACANT Director of Streetpride (see David Gartside above for temporary cover of this post)	Most likely tactical (silver) or potentially strategic (gold) support depending on the severity and nature of the emergency situation. Covering flooding and highway related incidents. DEPLOY member	01332 64		

Fleet Management

Name/Designation	Emergency role	Work	Home	Mobile
Richard Kniveton Fleet and Depot Manager		01332 641514	[REDACTED]	[REDACTED]

Flooding Response

Name/Designation	Emergency role	Work	Home	Mobile
[REDACTED] Water Projects and Flood Risk Management Team Leader		01332 641789	[REDACTED]	07812 300038

Grounds Maintenance

Grounds Maintenance Duty Officer (Grounds maintenance emergency out of office hours call out number)				[REDACTED]
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Name/Designation	Emergency role	Work	Home	Mobile
[REDACTED] Area Manager Grounds Maintenance and Cleansing	Grounds maintenance, markets, arboriculture, conveniences	01332 641565		07341 739569

Highways and Street Lighting

Out of office hours

Highways Standby Officer

[REDACTED]

Name/Designation	Emergency role	Work	Home	Mobile
[REDACTED] Area Manager - Highways	Highway maintenance	01332 641837	[REDACTED]	07812 301951

Street Cleansing

Street Cleansing Duty Supervisor

07812 300603

Name/Designation	Emergency role	Work	Home	Mobile
Simon Aitken Acting Head of Highways, Engineering, Grounds Maintenance and Street Cleansing		01332 641506	[REDACTED]	07812 300598 [REDACTED]

Structural Engineering (bridges, etc)

Name/Designation	Emergency role	Work	Home	Mobile
[REDACTED] Team Leader Structures Design & Bridges	Structural engineering (bridges etc)	01332 642507	[REDACTED]	07812 300039 [REDACTED]

Refuse Collection

Name/Designation	Emergency role	Work	Home	Mobile
Mick McLachlan Head of Refuse and Waste Management	Waste management and fleet	01332 641503	[REDACTED]	

Mobile telecommunications privileged access scheme (MTPAS) registered mobiles

Name	Title/Role	Phone number
Press Office Duty Phone	Communications	07812 300168
Christine Durrant	Planning and Property	07812 301182
Philip Derbyshire	Property Design and Maintenance	07812 301084
[REDACTED]	Flooding	[REDACTED]
Simon Aitken	Street Cleaning	07812 300598
[REDACTED]	Highways	[REDACTED]
[REDACTED]	Structural Engineering	[REDACTED]
[REDACTED]	Grounds Maintenance and Cleansing	[REDACTED]
Social Care Emergency Phone	Careline ([REDACTED])	[REDACTED]
Social Care Emergency Phone	Careline ([REDACTED])	[REDACTED]
Social Care Emergency Phone	Careline ([REDACTED])	[REDACTED]
Social Care Emergency Phone	Social Care ([REDACTED])	[REDACTED]
Social Care Emergency Phone	Social Care ([REDACTED])	[REDACTED]
Social Care Emergency Phone	Social Care ([REDACTED])	[REDACTED]
Mike Kay	Environment and Regulatory Services	07812 300400

Derby Homes

(Not part of city council but the arm's length social housing provider. Contact Derby Homes for issues relating to repairs, maintenance and security of council social housing).

Out of office hours

Via Care Link - [REDACTED]

Name/Designation	Emergency role	Work	Home	Mobile
Maria Murphy Managing Director of Derby Homes	Senior Manager - housing services	01332 888522	[REDACTED]	[REDACTED]
Shaun Bennett Director of Investment and Maintenance		01332 888524	[REDACTED]	[REDACTED]
Errol Harriott Contract Manager (Repairs)	Structural assistance following major incidents	01332 888432	[REDACTED]	07967 837971 [REDACTED]
Steve Bayliss Head of Repairs		01332 888391	[REDACTED]	[REDACTED]

Housing Options (for Homelessness)

Name/Designation	Emergency role	Work	Home	Mobile
Trisha Thomas Housing Advice Manager	Housing co-ordinator. DEPLOY member	01332 640125	[REDACTED]	[REDACTED]
[REDACTED] Housing Advice Manager	Assisting any individual(s) who have been made homeless as a result of an emergency	01332 642158	[REDACTED]	[REDACTED]

Name/Designation	Emergency role	Work	Home	Mobile
Clare Mehrbani Head of Housing Management and Housing Options	Head of Service – contact if no response from above two service managers	01332 888596	[REDACTED]	[REDACTED]

Derbyshire Building Control Partnership (from 1 June 2017)

Office hours	Ask for dangerous structures - building consultancy duty officer	01332 640796
Out of office hours	Via Carelink ask for dangerous structures - building consultancy duty officer	[REDACTED]

The following are back-ups should you not be able to get hold of a building control officer:

Name/Designation	Emergency role	Work	Home	Mobile
[REDACTED] Temporary Managing Director	Currently Economic Growth Manager, Chesterfield Borough Council	[REDACTED]		
[REDACTED] Southern Area Manager	Currently Building Control Manager, Amber Valley Borough Council	[REDACTED]		[REDACTED]
[REDACTED] Southern Area Manager	Currently Senior Building Control Surveyor, Derbyshire Dales District Council	[REDACTED]		[REDACTED]

Qualified Loggists

Organisation	Name	Office Hours Telephone
Derby City Council		

Outside of normal office hours loggists will be contacted via the county council's emergency planning division (see page A11 for the emergency planning team contact details).

City Councillors (contact details for Council officers' use ONLY)
(Link to most up to date information: [Derby City Council - find your councillor](#))

Ward	Name	Work	Home	Mobile
Abbey	Asaf Afzal	01332 643635	[REDACTED]	07812 301437
	Paul Hazelgrave	01332 643640	[REDACTED]	07812 301552
	Sarah Russell	01332 643626	[REDACTED]	07812 301443
Allestree	Steve Hassall	01332 643640	[REDACTED]	07804 743604
	Ged Potter	01332 643640	[REDACTED]	07917 21461
	Roy Webb	01332 643640	[REDACTED]	07812 301718

Ward	Name	Work	Home	Mobile
Alvaston	Paul Bayliss	01332 643640	[REDACTED]	07812 301770
	John Evans	01332 643640	[REDACTED]	07393 142687
	Alan Graves	01332 643640	[REDACTED]	07736 782242
Arboretum	Fareed Hussain		[REDACTED]	07967 604382
	Shiraz Khan	01332 643640	[REDACTED]	07772 516896
	Gulfraz Nawaz	01332 643640	[REDACTED]	07812 301756
Blagreaves	Joe Naitta	01332 643640	[REDACTED]	07581 531640
	Amo Raju	01332 643640	[REDACTED]	
	Ruth Skelton	01332 643640	[REDACTED]	

Ward	Name	Work	Home	Mobile
Boulton	Dom Anderson	01332 643640	Council House, Corporation Street, Derby, DE1 2FS	07393 007440
	Ranjit Banwait Leader of the Council	01332 643547	[REDACTED]	07900 825826
	Barbara Jackson	01332 643640	[REDACTED]	
Chaddesden	Sara Bolton	01332 643619	c/o Members' Services, 1 st Floor, Council House, Derby, DE1 2FS	
	Jonathan Smale	01332 643640		07540 533181
	Linda Winter	01332 713640	[REDACTED]	07817 795953
Chellaston	Alan Grimadell	01332 643640	[REDACTED]	07812 301588
	Philip Ingall	01332 643640	[REDACTED]	07773 326621
	Sean Marshall	01332 643640		07393 007441

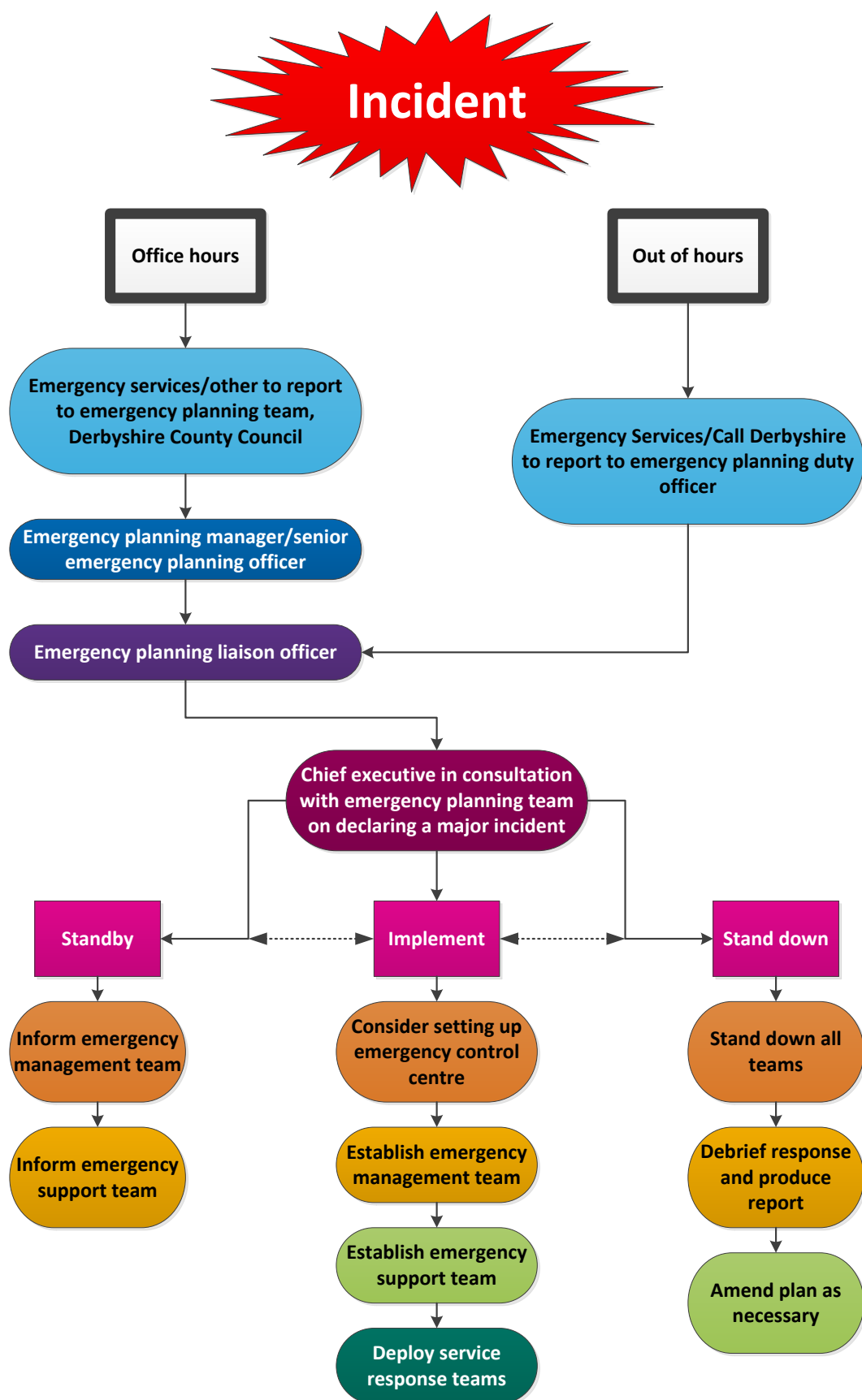
Ward	Name	Work	Home	Mobile
Darley	Lisa Eldret	01332 643640	[REDACTED]	07812 301543
	Martin Repton		[REDACTED]	
	Jack Stanton	01332 643640	[REDACTED]	07812 301755
Derwent	Richard Hudson	01332 643640	[REDACTED]	07807 415474
	Martin Rawson		[REDACTED]	07812 301445
	Stephen Willoughby	01332 643640	Council House, Corporation Street, Derby, DE1 2FS	
Littleover	Eric Ashburner	01332 643640	[REDACTED]	
	Lucy Care	01332 643640	[REDACTED]	
	Mike Carr	01332 643640	[REDACTED]	07812 300555

Ward	Name	Work	Home	Mobile
Mackworth	Diane Froggatt	01332 643640	[REDACTED]	07812 301227
	Paul Pegg	01332 643640	[REDACTED]	07393 009774
	John Whitby	01332 643640	[REDACTED]	
Mickleover	Alison Holmes	01332 643640	[REDACTED]	07812 301544
	Matthew Holmes	01332 643640	[REDACTED]	07812 301709
	John Keith	01332 643640	[REDACTED]	
Normanton	Hardyal Dhindsa	01332 643640	[REDACTED]	07812 301777
	Jangir Khan	01332 643640	[REDACTED]	07812 301442
	Balbir Sandhu	01332 643640	[REDACTED]	07812 301444

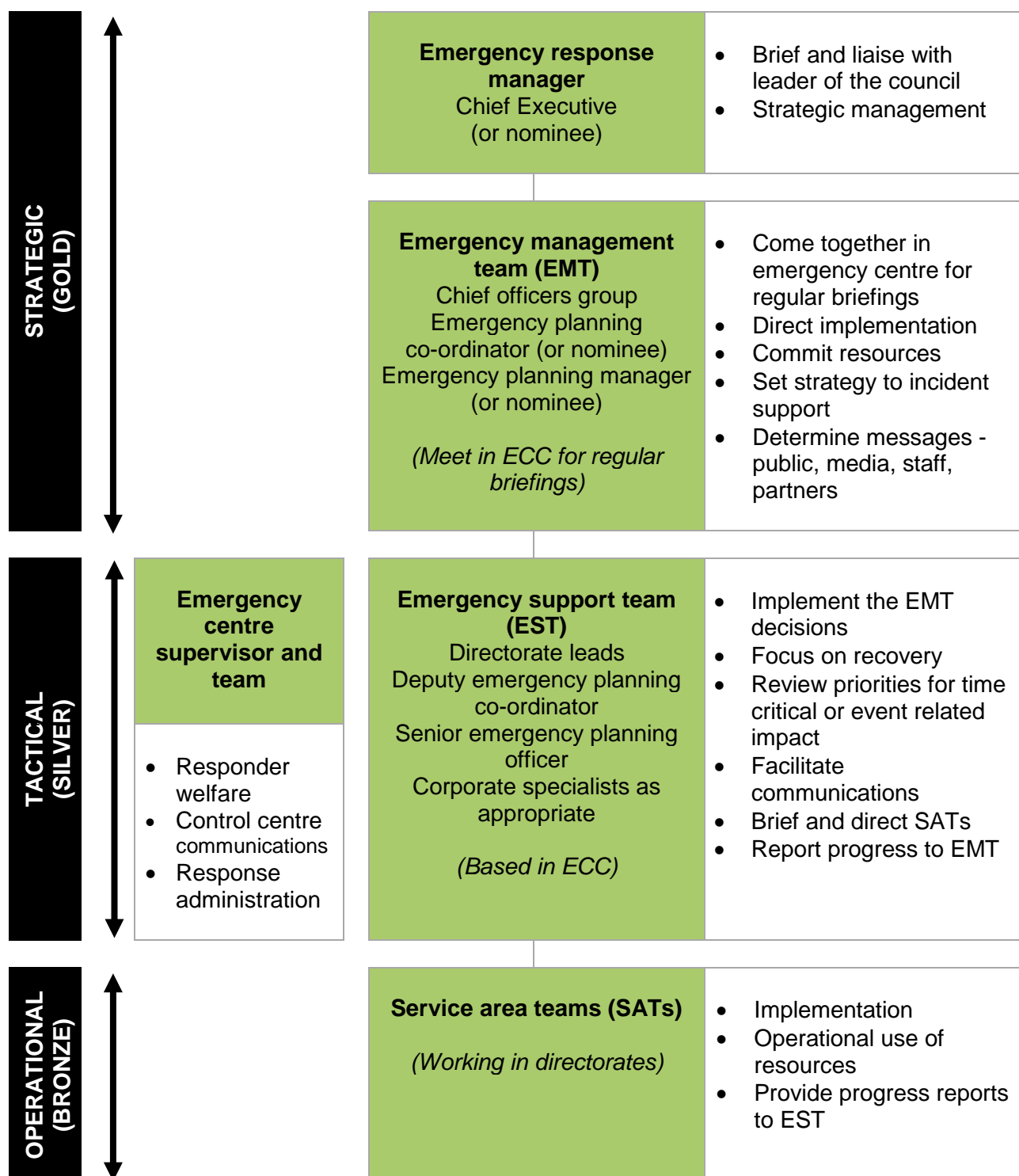
Ward	Name	Work	Home	Mobile
Oakwood	Mick Barker	01332 643640	[REDACTED]	07785 536294
	Frank Harwood	01332 643640	[REDACTED]	07812 301100
	Robin Wood	01332 643640	[REDACTED]	07855 747175
Sinfin	Baggy Shanker	01332 643640	c/o Members' Services, 1 st Floor, Council House, Derby, DE1 2FS	07812 301357
	Robin Turner	01332 643640	[REDACTED]	07812 300955
	Joanna West	01332 643640	c/o Council House, Corporation Street, Derby, DE1 2FS	07812 300215
Spondon	Christopher Poulter	01332 643640	[REDACTED]	07855 482078
	Nicola Roulstone	01332 643640	[REDACTED]	07814 862013
	Evonne Williams	01332 643640	[REDACTED]	07904 964726

Ward maps are being developed and will be available via ResilienceDirect, eDMC and hard copies in the emergency control centres.

Appendix B - Plan activation flow chart



Appendix C - Emergency response management team structure



The membership of these teams will remain fluid depending on the nature, scale and duration of the emergency.

Broadly, the emergency management team should provide the strategic direction, the emergency support team the tactical implementation of the plan, and the service area teams should manage the operational response. The emergency centre supervisor will administer the emergency and support the responders. See **appendix A** for contact details.

The teams outlined below are a guide of initial group members required following a major incident. However, membership may alter dependent upon the nature of the incident, specialists required and staff availability.

Emergency management team

Name	Position
Paul Robinson	Chief Executive and Head of Paid Service
Christine Durrant	Strategic Director Communities and Place
Andy Smith	Strategic Director of People Services
John Tomlinson	Director of Communities, Environment and Regulatory Services - Emergency Planning Co-ordinator
Mike Kay	Head of Environmental Protection, Licensing and Housing - Deputy Emergency Planning Co-ordinator
	Emergency Planning Manager

Emergency support team

Core Group

Name	Position
John Tomlinson	Director of Communities, Environment and Regulatory Services - Emergency Planning Co-ordinator
Mike Kay	Head of Environmental Protection, Licensing and Housing - Deputy Emergency Planning Co-ordinator
David Gartside	Acting Director of Strategic Partnerships, Planning and Transportation
VACANT	Director of Streetpride (see David Gartside above for temporary cover of this post)
Claire Davenport	Director of Leisure, Culture and Tourism
Cate Edwynn	Director for Public Health
Perveez Sadiq	Director of Adult Social Care Services
Colyn Kemp	Head of Business Intelligence (EP Co-ordinator for Social Care)
	Project and Development Officer - Asset Management (EP Co-ordinator for Children Services)
Philip Derbyshire	Head of Property, Design and Maintenance
Clare Mehrbani	Head of Housing Management and Housing Options
Trisha Thomas	Housing Advice Manager
Yvonne Wilkinson	Head of Communications and Consultation
	Senior Health and Safety Adviser

Name	Position
Bernard Fenton	Head of Customer Management
Richard Boneham	Head of Governance and Assurance
VACANT	Insurance and Risk Manager (back up for Richard Boneham)
	Senior Emergency Planning Officer, City and County Council (or representative)
	Senior Emergency Planning Officer, City and County Council (or representative)

Specialist or advisory roles

Name	Position
VACANT	Director of Finance (S151 Officer)
Toni Nash	Head of Finance - Organisation and Governance (Deputy S151 Officer)
Gordon Stirling	Director of Strategic Services and Customer Management
Janie Berry	Director of Governance (Monitoring Officer)
Jill Craig	Interim Director of IT Services
Kirsty McMillan	Director of Integration and Direct Services
Suanne Lim	Director of Specialist Services
Frank McGhee	Director of Integrated Commissioning
Pauline Anderson	Acting Director of Learning and Skills
Sandra Cole	Head of Facilities Management
Jane Sowerby-Warrington	Head of Strategic Asset Management and Estates
Amanda Verran	Head of Business Support
Olu Idowu	Head of Legal Services
Liz Moore	Head of Human Resources

Appendix D – Summary of responsibilities

The following table is a guide to some of the duties outlined in the Civil Contingencies Act 2004 and who would lead in these roles. Local authorities are Category 1 responders under the Act and therefore Derby City Council has to abide by these statutory duties. Derbyshire County Council has a Service Level Agreement with Derby City Council to undertake the emergency planning role on their behalf.

Duty	Multi-agency	Derby City Council
Advise, warn and inform public	✓	
Appeals - co-ordination		✓
Building control		✓
Casualty Bureau/information lines	✓	
Clean-up		✓
Communications	✓	
Contractors/suppliers/etc - co-ordination		✓
Diversion routes	✓	
Emergency feeding and welfare arrangements		✓
Emergency mortuary	✓	
Engineers/surveyors		✓
Environmental health		✓
Equipment/resources - provision of		✓
Evacuation	✓	
Finance		✓
Flooding		✓
Housing - temporary/permanent re-housing/repairs		✓
Incident liaison at the scene	✓	
Memorial service/events/anniversary commemorations - co-ordination		✓
Mutual aid - to other authorities		✓
Public health		✓
Rest/survivor reception/family and friends reception/humanitarian assistance centres - venue/catering		✓
Staff/personnel		✓
Strategic Co-ordination Group - representative to attend	✓	

Duty	Multi-agency	Derby City Council
Tactical Co-ordination Group - representative to attend	✓	
Transport		✓
Voluntary agencies - co-ordination		✓

Appendix E – Preservation of documents

In the event of a major incident it is imperative that all documentation, both historic and current, is preserved. The chief executive will issue the following memorandum to all service managers at an early state, which stresses the important of preserving documents.

Memorandum

To: {Chief officers}

From: {Chief Executive}

Re: {Incident type, date and location} – **Preservation of Records**

An official investigation into the cause and circumstances of the above incident is inevitable {and has already begun}. We may be invited or required to provide evidence to any or all of the following.

- {The appropriate enforcement authority, eg HSE, Environment Agency, Air Accidents Investigation Branch (AAIB)}
- A judicial inquiry
- A coroner's inquest
- The police
- A civil court hearing compensation claims

In the course of each of these, we may well be obliged or advised to give access to most of the documents which we currently hold (and many of the documents which we create or receive from now on) which do or may have a bearing on this incident.

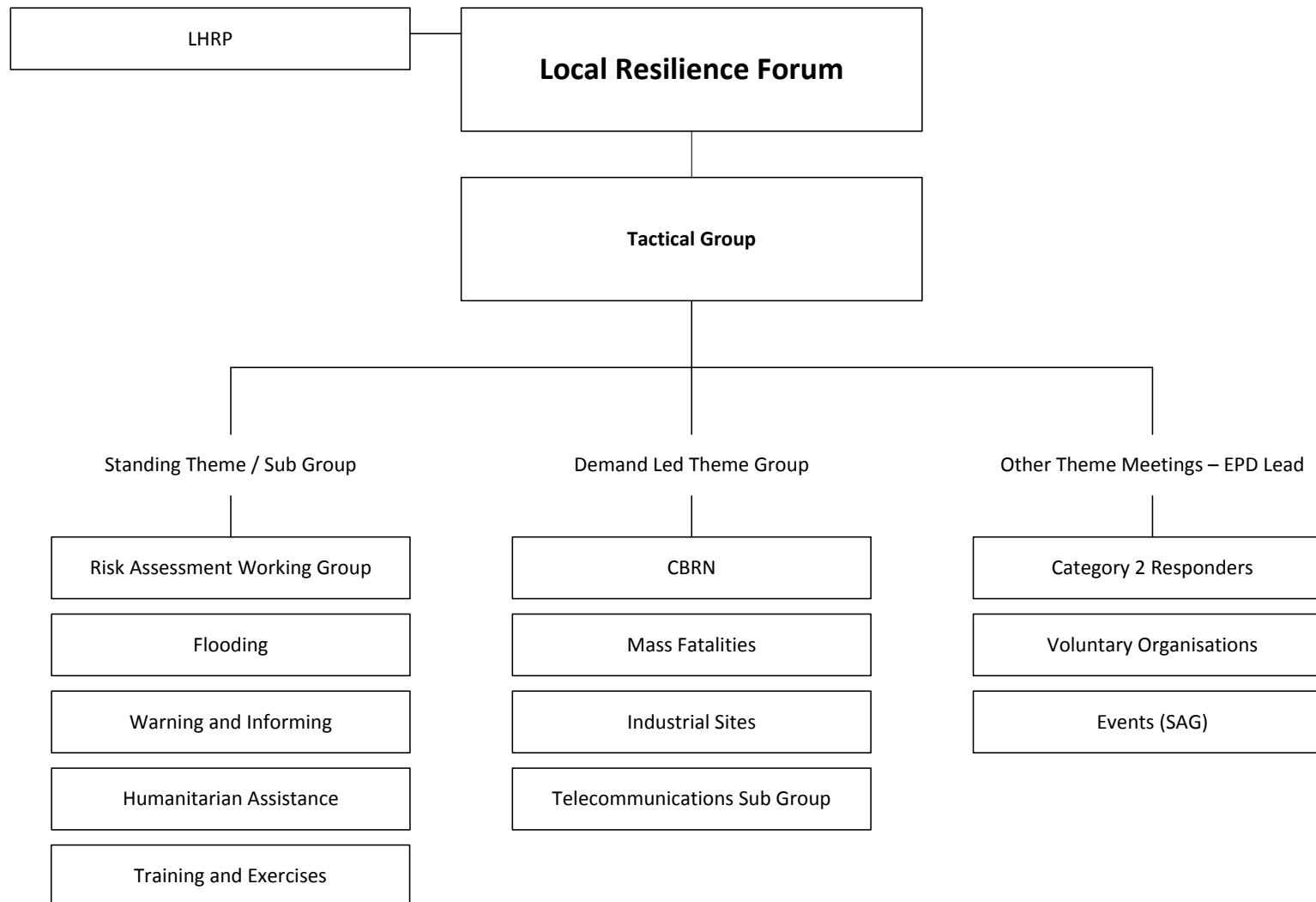
Under no circumstances must any document which relates or may in any way relate (however slightly) to this incident, be destroyed, amended, held back or mislaid. For these purposes "documents" means not only pieces of paper but also photographs, audio and video tapes, and information held on word processor or other computer. It also includes our own internal electronic mail. It is especially important that no computer data which relates or might relate to this incident is in any way amended or erased. All "documents" must be preserved in the condition in which they currently stand.

Take steps at once to identify and secure all such documents which are now in the keeping of yourself or your staff, then telephone {name and telephone number of co-ordinator} to confirm what you hold. Arrangements will be made for the documents to be inspected and collated. If you know of documents which relate or may relate to this incident but you do not have them in your keeping telephone {name and telephone number of co-ordinator} to tell us what you can about them and we will make efforts to locate them.

Our obligation to preserve relevant documents is a continuing one. Until further notice, please call *{name and telephone number of co-ordinator}* at once if you come across or receive or learn of other documents – whether created before or subsequent to the date of this memorandum – which relate or might relate to this incident, or if you are contacted by anyone other than myself or *{name of co-ordinator}* seeking information from you about it.

Proper planning for emergency calls for informed prediction and preparation for the future, but it calls equally for careful preservation of the past. Predict the investigations that will follow and prepare to preserve the historical evidence they will call on you to produce.

Appendix F – Chart showing Derbyshire LRF sub groups

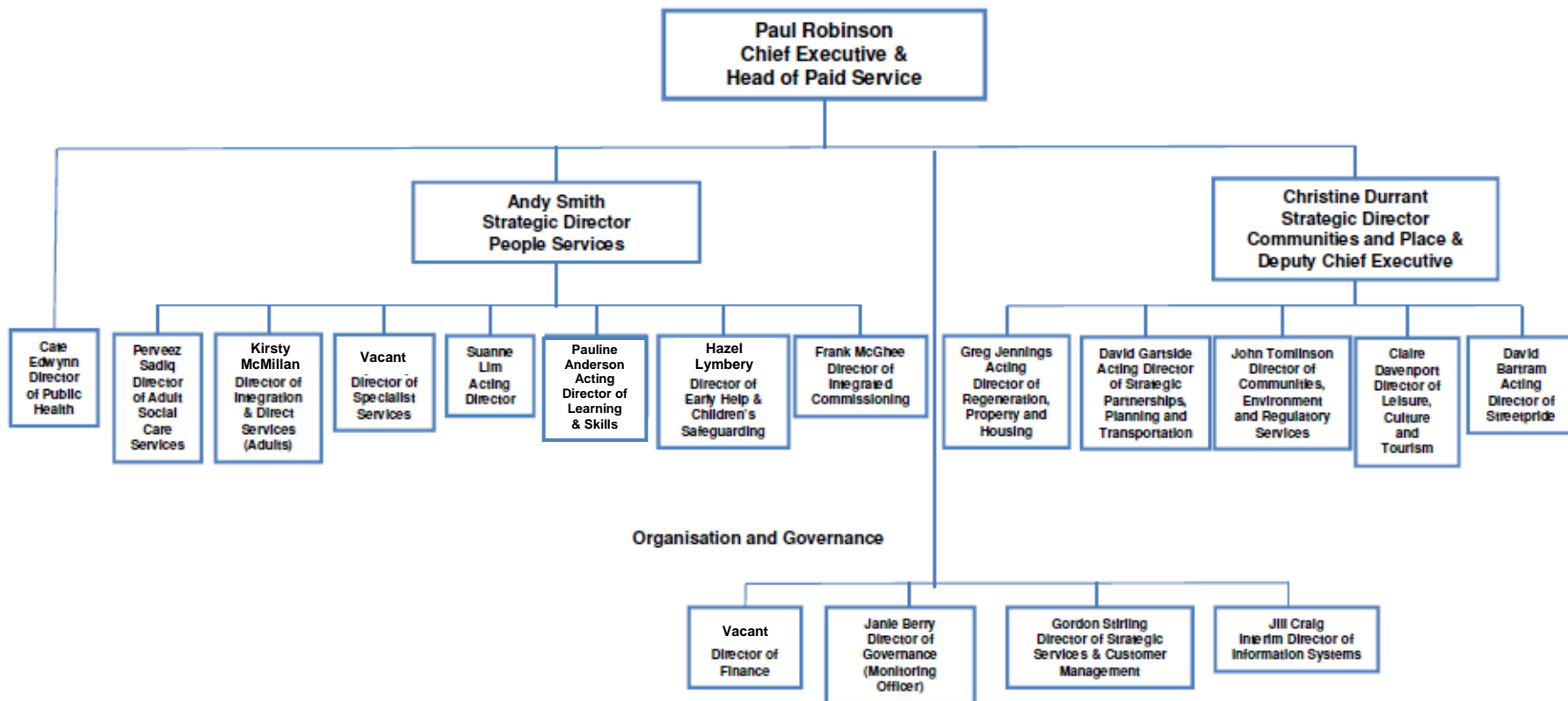


Appendix G – Training and exercise schedule

Date	Type	Who
4 June 2015 10 June 2015 7 August 2015 21 September 2015	Rest centre training (introduction of new procedures)	Derby City Council social care staff
4 November 2015	Rest centre live exercise	Multi-agency and Derby social care staff
18 January 2016	Gold Commanders course	Christine Durrant
18 February 2016	Stay safe training (counter terrorism awareness raising)	Derby City Council staff who have a front facing role eg receptionists, security, environmental health officers etc
22 February 2016	Joint Emergency Services Interoperability Principles (JESIP) training/exercise	Multi-agency, plan holders and others with a response role
25 February 2016	Stay safe training (counter terrorism awareness raising)	Derby City Council staff who have a front facing role eg receptionists, security, environmental health officers, etc
16 March 2016	Exercise Mercian Shield	Multi-agency, plan holders and others with a response role
16 March 2016	Family and friends reception centre live exercise (part of Exercise Mercian Shield)	Multi-agency and Derby Crisis Support Team members
20 October 2016	Survivor reception centre live exercise	Multi-agency, Derby social care and Crisis Support Team members

Appendix H - Organisational structure

Derby City Council Management Structure – from 1 February 2017 Tiers 1-2



Appendix I - Useful websites

British Red Cross

Guidance and assistance on handling donations from the public following a major incident:

[Disaster Appeal Scheme](#)

Charity Commission

Guidance on charities for the relief of financial hardship:

[Charity Commission](#)

Department for Environment, Food and Rural Affairs:

[Defra](#)

Department of Health:

[Department of Health](#)

Derby City Council

[Derby City Council](#)

Derbyshire Local Resilience Forum:

[Derbyshire Prepared](#)

Environment Agency

[Environment Agency](#)

Met Office

[Met Office](#)

ResilienceDirect

[ResilienceDirect](#)

Glossary

Lexicon

In 2014, a framework of Joint Emergency Services Interoperability Principles known as JESIP was agreed nationally by the three emergency services. A lexicon of acronyms, abbreviations and terminology has been developed to aid interoperability within JESIP. This is included within the Derbyshire LRF Major Incident Procedures and the Derbyshire LRF Strategic and Tactical Management Guide for Major Incidents which should be read in conjunction with this plan. The lexicon is updated regularly and the most current version is maintained as a standalone list.

The terms included in the lexicon may not all be used in this plan, but may be used during an incident.

The above documents are available on eDMC/ResilienceDirect.

Derby City Council initial incident report form

Caller's name:		Date:	
Position:		Time: (24 hour clock)	
Organisation:		Message taken by:	
Telephone no:			

Details of report

Incident alert/standby	<input type="checkbox"/>	Request for help	<input type="checkbox"/>
Severe weather warning	<input type="checkbox"/>	Flood warning	<input type="checkbox"/>
Request to contact SEPO	<input type="checkbox"/>	Incident liaison officer	<input type="checkbox"/>
Other	<input type="checkbox"/>		

Location:

Message:

Action(s) taken/required:

- **Start an incident log**
- If you don't have enough space on this form, attach an extra sheet
- Pass forms relating to this incident to the emergency planning manager

Derby City Council incident log

Completed by:		Department:		Date:		Page of
Nature of incident and location						EP use: Incident number: Rest centre: Y/N

Time of call/ decision made	Contact	Message	Action required	Action completed
			Yes / No	
			Yes / No	
			Yes / No	
			Yes / No	
			Yes / No	
			Yes / No	
			Yes / No	
			Yes / No	
			Yes / No	
			Yes / No	

To be returned to Derby City Council, Emergency Planning, Council House, Derby, when completed

Name/position		Sheet no.	
Incident/location		Date	

[illegible]

* Insert “**R**” for receipt or “**I**” for invoice and attach to this log

Signature:

Completed forms should be sent to the senior emergency planning officer.