



## **MAJOR EMERGENCY PLAN**

## FOREWORD

The public are exposed daily to emergencies that are routinely dealt with by the emergency services or other organisations. Serious or major emergencies, greater in scale and effect, occur less frequently but can involve threats and risks from many sources including natural phenomena and man made accidents as well as malicious acts and international terrorism.

Experience has shown that to deal successfully with unforeseen disruptive events, resources beyond those normally available are required and that the best response is achieved when organisations that provide key public services work in partnership with the communities affected.

The Government has recognised the need for improved protection of the public by introducing the Civil Contingencies Act 2004 which establishes a clear set of roles and responsibilities for those involved in emergency preparation and response at the local level. As a designated Category 1 Responder Fife Council is required to develop increased public resilience to deal with disruptive events as well as providing support to the emergency services.

In the event of a major emergency in Fife e.g. a Lockerbie type incident, it is conceivable that every local authority service could be involved to some extent in the overall response. The **Fife Council Major Emergency Plan** has therefore been produced after full consultation with all council services, the emergency services and partner organisations, both statutory and voluntary, who in time of crisis may be asked to respond to bring the emergency to a satisfactory conclusion and thereafter to ensure the return to normality as soon as possible.

This plan details Fife Council's response to major emergencies by identifying a management structure and defining emergency roles and call-out arrangements. Fife Council's major emergency plan is also designed to integrate with those of the emergency services and other Category 1 responders in Fife.

It is intended that there will be regular exercises to test the co-ordination capability of the plan and to validate its contents. The plan will also be subject to regular review to ensure that as far as possible the arrangements for a joint response are effective and efficient and make best use of available resources for dealing with emergency situations.

Chief Executive

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## PART 1

### INTRODUCTION

#### 1.1 AIM

The aim of this plan is to provide a framework for an integrated and co-ordinated response by Fife Council services and its partners to major emergencies by identifying a management structure and defining emergency roles and call-out arrangements.

#### 1.2 OBJECTIVES

The objectives of the plan are to:

- Implement Fife Council's control and co-ordination procedures
- Provide support to the emergency services
- Co-ordinate non-emergency service organisations including the voluntary sector
- Provide support to those directly affected by the emergency
- Provide information and advice to the wider community
- Mitigate the impact on the environment and property
- Lead in restoring normality in the community
- Continue to maintain normal services provision

#### 1.3 ABOUT THE PLAN

The primary readership of the Fife Council Major Emergency Plan is intended to be Fife Council staff, along with other Category One responders in Fife identified in the Civil Contingencies Act 2004.

The plan can be used as an operational procedure or as a reference source and has been designed intentionally as a wide ranging document that includes arrangements and information for a range of emergency situations.

The plan is divided into six sections with supporting appendices as follows:

**PART 1- INTRODUCTION:**

Describes plan objectives and statutory duties of Fife Council to prepare plans and response arrangements to deal with the effects of a major emergency.

**PART 2- MAJOR EMERGENCIES:**

Outlines Fife Council response strategy to major emergencies based on the principles of strategic/tactical/operational levels of command and control.

**PART 3- SECTION 1- FIFE COUNCIL EMERGENCY RESPONSE STRUCTURE & ORGANISATION:**

Describes how Fife Council will be organised corporately to respond to a major emergency.

**PART 3- SECTION 2 - SERVICE ROLES AND RESPONSIBILITIES:**

Details emergency tasks of individual functional council services.

**PART 4 - SECTION 1 - INTEGRATED EMERGENCY MANAGEMENT – RESPONSE ARRANGEMENTS NATIONAL AND FIFE STRUCTURES:**

Outlines national and Fife council response arrangements

**PART 4 - SECTION 2 - CIVIL CONTINGENCIES ACT:**

Explains duties on Fife Category 1 & 2 responders deriving from the Civil Contingencies Act.

**PART 5 - ROLES AND RESPONSIBILITIES- OTHER CATEGORY 1 & 2 RESPONDERS:**

Outlines the main risks and hazards in Fife as contained in the Fife Community Risk Register.



**PART 6 - INCIDENT SPECIFIC PLANS:**

Describes the contingency arrangements for responding to a range of site or incident specific emergency situations

**OTHER PLANS****GUIDANCE FOR POST INCIDENT RECOVERY PHASE****GUIDANCE FOR OBTAINING MILITARY ASSISTANCE****GUIDANCE FOR INCIDENTS INVOLVING TRANSPORTATION OF DEFENCE NUCLEAR MATERIALS****MAJOR INCIDENT SCENE DIAGRAM****EMERGENCY CENTRE LAYOUT PLAN****EMERGENCY COMMUNICATIONS****MAJOR INCIDENT INFORMATION MANGEMENT SYSTEMS****GLOSSARY****BIBLIOGRAPHY AND USEFUL WEBSITES****1.4 CONTEXT****1.4.1 Dealing with Emergencies**

Arrangements for dealing with civil emergencies in the UK aim to achieve the primary goals of saving life and protecting the environment and property based on two principles:

- i. The response to major emergencies should primarily be at the local level (Emergency Services/Local Authority/Health Service etc.)
- ii. Each incident should have a Scottish Government/Central Government" lead " department

This approach is intended to promote resilience and enhance preparation, response and recovery from disruptive challenges through effective partnership working as part of a Scotland and UK wide programme of preparedness.

**1.4.2 Legislation**

The Civil Contingencies Act 2004 establishes a legislative framework for Civil Protection in the UK with the creation of Category 1 and Category 2 responders required to comply with The Contingency Planning (Scotland) Regulations 2005 which provide for implementation of the act.

The Scottish Government document" Preparing Scotland" provides guidance to designated Category 1/2 responders to prepare for and deal with emergencies by defining clear roles and responsibilities.

The Local Government Scotland Act 1973 Section 84 also empowers local authorities in emergency situations to incur such expenditure as they consider necessary to avert, alleviate or eradicate in their area or among its inhabitants the effects or potential effects of the event.

**1.4.3 Fife Council - Role in Major Emergencies**

As a designated Category 1 responder under the Civil Contingencies Act, Fife Council's role in a Major Emergency is to operate in support of the statutory emergency services and other agencies and respond effectively to any emergency occurring within or affecting its administrative area.

#### 1.4.4 Integrated Emergency Management in Fife

Integrated Emergency Management arrangements in Fife are based on a multi-agency response to any crisis, foreseen or unforeseen, by Category 1 responders including the emergency services, Fife Council and Fife NHS Board co-operating with each other through joint strategic and tactical command structures.

### 1.5 SCOPE

The purpose of the plan is to establish generic arrangements as a basis for meaningful preparation within a framework which will ensure effective management and co-ordination of response to all emergencies regardless of their scale or impact based on a flexible and graduated response.

The Fife Council Major Emergency Plan outlines the planned response by council services to a major emergency as well as the generic arrangements required to co-ordinate and control local authority activity in support of an integrated emergency management response taking account of statutory duties and other requirements.

The plan is designed to reflect a management process adopted by Fife Council services that addresses preparation for emergencies from the identification of risks to the return to normality and is a dynamic document that can adapt to changing circumstances. Principal hazards and risks in Fife have already been identified and assessed and are included in the Fife Community Risk Register.

The plan also permits the integration of arrangements to deal with new hazards and threats as well as significant lessons identified in exercises or response to emergencies.

### 1.6 INTERFACING PLANS

The Fife Council Major Emergency Plan complements operational emergency response procedures of council services and partner organisations and contains the following subsidiary plans as annexes:

- Temporary Mortuary
- Severe Weather
- Public Information
- Radiation Hazards
- CBRN
- Ports and Harbours
- Maritime Incident (Ferry/Cruise Liner)
- Fuel Shortages

Other contingency plans remain as stand-alone documents which, due to statutory requirements or structural complexity, make them unsuitable for incorporation within a generic plan model:

- COMAH Offsite (Control of Major Accident Hazard Regulations 1999 (COMAH))
- Major Accident Hazards Pipelines (Pipelines Safety Regulations 1996)
- Oil/Chemical Pollution Contingency Plan (OPRC Regs.1998)
- National Contingency Plan for Marine Pollution (Maritime & Coastguard Agency)
- Animal Diseases (FMD/Rabies/Anthrax/Swine Fever/Avian Flu/Newcastle Disease)
- Flu Pandemic
- Public Events Contingency Plan
- Social Care and Welfare

## PART 2

### MAJOR EMERGENCIES

#### 2.1 DEFINING A MAJOR EMERGENCY

The generic term “major emergency or incident” applies to a wide range of disruptive challenges including a slow onset or sudden impact event, crisis or disaster. Scottish Government guidance “Preparing Scotland” lists the main planning responsibility under the Civil Contingencies Act as that relating to emergencies which seriously obstruct the normal functions of the responder or demand that action be taken and require a special development of resources.

A major emergency is defined as:

*“Any incident requiring the implementation of special arrangements by one or more of the emergency services, the National Health Service or the Local Authority for:*

- *treatment, rescue and transport of a large number of casualties.*
- *involvement, either directly or indirectly, of large numbers of people.*
- *handling of a large number of enquiries likely to be generated, both from the public and the news media, usually to the Police.*
- *any incident that requires the large scale combined resources of the emergency services.*
- *mobilising & organising the emergency services and supporting organisations, e.g. Local Authority, to cater for the threat of death, serious injury or homelessness to large numbers of people”.*

Acts of terrorism including suspected involvement of chemical biological radiological and nuclear devices (CBRN) are subject to a specific multi-agency response supported by HM Government.

#### 2.2 DECLARING A MAJOR EMERGENCY

Emergencies will normally be graded - **Minor/Serious/Major** - according to the degree of severity. A major emergency can be formally declared, usually by a senior emergency services officer, as soon as any criteria defined above are met which ensures all agencies are immediately aware of the scale of the emergency and respond accordingly. Senior officers from the emergency services or local authority will liaise prior to any declaration depending on the circumstances and urgency of the situation.

What is a major emergency to one emergency service or local authority may not be so to another but each organisation should still plan to provide an appropriate supporting response, even if only in a stand-by capacity and when not directly involved in the emergency.

Many serious and protracted incidents may not meet the criteria for a major emergency but might still require a co-ordinated response from the emergency services supported by Fife Council and could therefore benefit from adoption of the arrangements described in this plan.

#### 2.3 STAGES OF A MAJOR EMERGENCY

Most major emergencies can be considered to have three stages:

- **Initial Response** (*Notification of incident, alerting and mobilisation and attendance at scene etc*)
- **Consolidation Phase** (*Firefighting & rescue, casualty recovery transfer, site safety, media management etc.*)
- **Restoration and Recovery** (*Environmental clean-up, financial aid /resettlement of victims, site investigation return to normality etc.*)

Fire and Rescue and Ambulance Services will be heavily involved during the initial response and early part of the consolidation phase. Police involvement will be more protracted particularly where a crime has been committed or is suspected.

Fife Council may be involved in the initial response, as well as the consolidation phase when they are likely to be the main responder and continue into the recovery and restoration phase supported by the emergency services, particularly the Police.

## 2.4 INITIAL CONTROL

Initial control of a major emergency will be exercised by the first Police officer to attend the scene. As additional responding units arrive each service can be expected to establish command and control arrangements of functions for which it is normally responsible.

The first police officer on scene will assess the situation and inform Force Contact Centre (FCC), Police Headquarters using the mnemonic '**SAD CHALETS**':

- **S**urvey - the incident scene and surrounding environs
- **A**ssess - the extent of impact including societal and environmental aspects
- **D**isseminate - critical information to relevant agencies by most expeditious means
- **C**asualties - inform appropriate agencies of numbers of dead, injured and uninjured
- **H**azards - present and potential
- **A**ccess - suggested access routes for emergency services
- **L**ocation - exact location of the incident
- **E**mergency services & other agencies at scene or needed
- **T**ype of incident - brief details of vehicles, buildings etc. involved
- **S**tart a written log and consider all aspects of health and safety/risk assessment.

The Police will co-ordinate the multi-agency response to a major accident and liaise with other emergency services and the Site Incident Controller where the emergency involves a chemical or industrial site. Police 'Operational' and 'Tactical' Commanders will wear tabards that clearly identify their role. To provide co-ordination of the incident at the earliest possible stage the Police will establish:

- Inner Cordon - Operations within Inner Cordon controlled by Senior Fire Officer
- Outer Cordon - Designed to prevent people entering affected area  
(Persons affected may not leave until de-contaminated)
- Rendezvous Point - An assembly point for responding units
- Forward Control Point - Integrated operational command point close to incident locus

In carrying out these actions consideration must be given to:

- Off-site consequences if a chemical or other industrial site is involved
- Wind speed and direction
- Responders to the incident
- Access to the site of the incident
- Setting up road closures
- All aspects of health and safety

Fife Police emergency plans and procedures incorporate comprehensive arrangements for other important aspects including:

- Traffic management
- Communications Strategy (Public Warning and Advice)
- Casualty Bureau
- Evacuation
- Investigation of the scene as a crime
- Liaison with Local Authority and other agencies
- Co-ordination of the media

## **2.5 COMMAND STRUCTURE (STRATEGIC/TACTICAL/OPERATIONAL)**

The command structure adopted by the emergency services and other agencies including local authorities is based on Strategic, Tactical and Operational (may be referred to as Gold, Silver and Bronze) levels of command and control which are role related. The formation of both Strategic and Tactical co-ordinating groups is likely during a major incident and any delay in setting-up these key groups should be avoided.

It is essential that supervising officers from the emergency services first on scene liaise closely with each other. These officers or their representatives may be invited to the first Tactical co-ordinating group meeting to explain their initial decisions.

Representatives to either Strategic or Tactical co-ordinating groups should have sufficient authority to commit resources on behalf of their service/s and ensure their delivery. Only one person from each service should attend so that group meetings are not unduly lengthy.

Minutes of co-ordinating group meetings will provide an aide-memoire of continuing overall progress of the operation, a perspective of decisions, priorities or follow-up actions taken and also aid group members if/when they hand over their role to other persons, especially in protracted incidents.

A major emergency will necessarily involve an investigation as to its cause and quite possibly a formal inquiry or criminal trial. Actions of senior officers from the emergency services and/or other agencies/organisations will be scrutinised. Individual members own notes of meetings will therefore be invaluable and, if considered relevant, be 'disclosable' in subsequent proceedings.

## **2.6 INTER-AGENCY RESOURCES**

An emergency service may request the temporary assistance of personnel and equipment of another service or organisation e.g. local authority. In these circumstances while the supporting service will relinquish the immediate control of those resources to the requesting service for the duration of the task, it will nevertheless keep overall command of its personnel and equipment at all times.

Personnel from one emergency service or local authority who help in this way should only be given tasks for which they are trained or which is not beyond their capabilities. For instance, community wardens employed by Fife Council could be used to implement the outer cordons or supplement police officers with this task. They should not engage in hazardous activities they are not competent to undertake.

Requests for local authority assistance are likely to be referred via the Duty Emergency Planning Officer or the Council Emergency Management Team where established.

## 2.7 OVERALL INCIDENT COMMAND AND CONTROL

Level	Location	Responsibilities
Strategic	Fife Police HQ/ Council Emergency Centre	<p>Strategic command defines '<b>what to do</b>' - with overall command and responsibility for incident. In minor incidents strategic command may not be formally established but only nominally identified.</p> <p>Strategic command determines policy, overall strategy, resource deployment and operating parameters for levels of command including resources from multiple agencies. If a single agency, usually the Police, is identified as overall commander during a response and local authority during recovery. The Strategic Commander will be the chief officer in overall charge of each service or local authority responsible for formulating this strategy.</p> <p>The multi-agency Fife Strategic Co-ordinating Group (SCG) may be convened, if necessary to complement individual agencies' strategic management structures and procedures. From the outset the Fife SCG will:</p> <ul style="list-style-type: none"> <li>• Establish a communication and co-ordination function</li> <li>• Maintain an overview and determine strategic issues relevant to the incident</li> <li>• Provide liaison with central and regional government and other bodies.</li> <li>• Ensure sufficient support and resources are available at the incident</li> <li>• Undertake planning and liaison role for VIP visits.</li> </ul> <p><b>Goals</b> may be general, unclear, multiple and implicit.  <b>Decision-making</b> analytical, in-depth and broadly-referenced, using specialist resources, developing and maintaining a common operational picture, identifying and assessing option, evaluating progress.  <b>Information requirements</b> broad and relatively unpredictable but Strategic commanders should avoid intervening at lower levels of command that too much detailed information may encourage.  <b>Information outputs</b> are varied, including tasking and situational awareness to Tactical command and meeting public, media and political interests.</p>
Tactical	Fife Police Force Contact Centre	<p>Tactical command defines '<b>how to do it</b>' and determines and directs incident management tactics within parameters and resources defined at Strategic level, including resources from multiple agencies.</p> <p><b>Goals</b> at Tactical level may be multiple and relatively general but should be clear and explicit.  <b>Decision-making</b> needs to identify and evaluate options using an analytical approach, although changing circumstances may force an intuitive approach.  <b>Information requirements</b> are more specific than those of Strategic, focusing on hazards, vulnerabilities, risks and resources that shape the translation of policy and strategy into practice.  <b>Information outputs</b> are task-specific to Operational level, concerned with maintaining situational awareness at tactical/ operational levels and upward transfer of changing relevant situational information to the Strategic level.</p>
Operational	Incident Site Forward Control	<p>Operational command is concerned with '<b>doing it</b>' with commanders working within a functional and/or geographical area of responsibility to implement the tactical plan. Operational commanders must have a clear understanding of tactical plan objectives and have access to information critical to its execution on the ground, including the activities of other agencies pertinent to their own goals and actions.</p> <p><b>Goals</b> at Operational level may be single or fewer in number, but should be specific, clear and explicit.  <b>Decision-making</b> may be characterised by an intuitive approach, based on problem-recognition from previous experience, training and exercising.  <b>Information requirements</b> are task-orientated.  <b>Information outputs</b> fed upwards to maintain accurate and relevant Common Operational Picture</p>

Military terminology reverses Operational and Tactical in the hierarchy.

## 2.8 STRATEGIC CO-ORDINATING GROUP MEMBERSHIP

Police	Fire	Ambulance	Fife Council	HM Coastguard	Fife NHS Board
Chief Constable	Chief Fire Officer	Divisional Manager	Chief Executive	Regional Controller	Chief Executive
Overall Incident Commander	Overall Incident Commander	Overall Incident Commander	Executive Director	District Operations Manager	Director Public Health Medicine
Safety Adviser					
Press Adviser					
Minute Taker					

### Other Agencies

Additional representation will depend upon the scale of the emergency. There will usually be an inner core of permanent members and an outer group of advisers/specialists called upon as necessary.

Depending upon the nature of the emergency and industry affected, consideration should be given to sources of specialist knowledge and expertise available from industry to assist the group. Such experts may be able to inform strategic decision-making process and aid a coordinated and effective response.

The agenda, tasks and frequency of meetings of the Strategic Co-ordinating Group will be decided at the time depending upon the type and scale of the emergency.

## 2.9 TACTICAL CO-ORDINATING GROUP MEMBERSHIP

Police	Fire	Ambulance	HM Coastguard	Fife Council	Fife NHS Board
Tactical Commander (PIO)	Incident Commander	Incident Commander	Incident Commander	Head of Service	Consultant Public Health Medicine
Senior Identification Manager	Senior Duty Officer			Council Liaison Officer	Medical Incident Officer
Senior Investigating Officer	Investigating Officer				
Safety Adviser	Safety Adviser	Safety Adviser	Safety Adviser	Safety Adviser	Safety Adviser
Press Adviser	Press Adviser	Press Adviser	Press Adviser	Press Adviser	Press Adviser
Env. Adviser					
Minute Taker					

### Other Agencies

Additional representation will depend upon the scale of the incident. It may be necessary to have a number of permanent members and another group of advisors/specialists called upon as necessary.

Depending upon the nature of the incident and industry affected, a company Liaison Officer should provide specialist knowledge and expertise to the group. Individuals from industry may be able to make important contributions to tactical decision-making and aid a co-ordinated and effective response.

The Tactical Co-ordinating Group should initially be positioned close to the scene but may move to more suitable premises further from the scene as operations progress. The Police Tactical Commander will chair an initial meeting of the group at the earliest opportunity with subsequent meetings agreed or called by the Police at the request of another group member.

Tactical Co-ordinating Group meetings will be determined by the ongoing nature of the incident and include a formal agenda to monitor progress of actions previously agreed. Safety situation reports, priorities and future developments will always be necessary. Issues that can be resolved by direct liaison should be dealt with prior and results reported to the meeting.

Fife Fire and Rescue Service will provide the group with the results of any risk assessment but while they will give professional advice on health and safety, overall responsibility for this aspect rests with individual emergency service and organisations. The Health and Safety Executive, as well as being an enforcement and investigative body, is able to give advice on safety matters.

At Tactical Co-ordinating Group meetings, each service/organisation should briefly outline the situation as it affects its own operations highlighting aspects for which it requires the assistance or co-operation of others. Priorities are essential to create a cohesive joint strategy. This will indicate how available resources available can be deployed most effectively and efficiently.

Each service will have organisational objectives to meet which should be re-prioritised throughout the course of the emergency. The group should also give consideration to the requirements of later phases of the operation identifying future courses of action that need to be planned.



## PART 3 - SECTION 1

### FIFE COUNCIL EMERGENCY RESPONSE STRUCTURE AND ORGANISATION

#### 3.1 FIFE COUNCIL STRUCTURE

Fife's peninsular geographic territory covering 507 square miles, occupies a position in East Central Scotland between the Firth of Forth and Firth of Tay. Fife Council is a unitary local authority served by 78 councillors representing multi-member wards. As the third largest local authority in Scotland Fife Council has 16,000 full time and 5,000 part-time employees serving a population of 351,000 people.

The Chief Executive leads the non-political side of the council which is structured into six related service groupings overseen by Executive Directors as follows:

- **Social Work**
- **Education**
- **Environment and Development Services**
- **Finance and Resources**
- **Local Community and Housing Services**
- **Performance and Organisational Support**

A total of 14 functional services led by individual Heads of Services are distributed among the six Executive Directorates. (*Figure 1* refers)

Fife Council Headquarters are at Fife House, Glenrothes where strategic level committees meet and Heads of Services are based. Services are broadly delivered on a devolved basis to 7 areas as follows:

- West Fife Villages, Inverkeithing, Dalgety Bay and Rosyth
- Dunfermline
- Kirkcaldy, Burntisland and Kinghorn
- Glenrothes, Kinglassie, Leslie, Markinch and Thornton
- Leven, Kennoway, Largo, Buckhaven, Methil and Wemyss Villages
- Howe of Fife & Tay Coast, Tay Bridgehead, St. Andrews, East Neuk and Landward and Cupar
- The Lochs, Cowdenbeath, Lochgelly and Cardenden

The Local Services Network provides a point of contact for the bulk of public enquiries from Fife Council's customers with offices in most population centres throughout Fife. Heads of Local Services co-ordinate a range of services within the seven localities supported by 4 Services Support Managers.

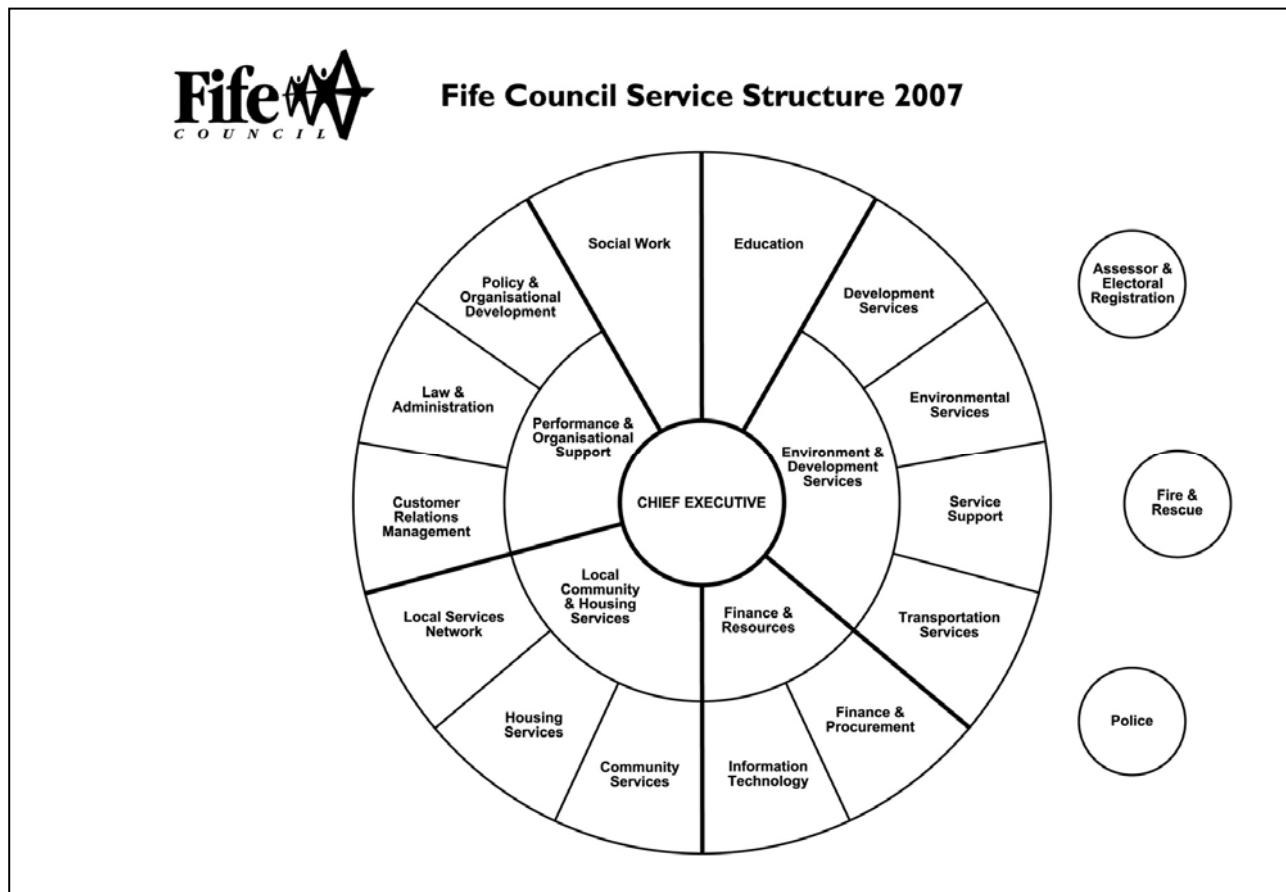
Local Services Support Managers are responsible for operational and strategic development of the Local Office Network providing local services to communities including Registration (Births, Civil Weddings, Deaths), Rent /Council Tax Collection, Housing Management and Allocations.

#### 3.2 SHARED OPERATIONAL BOUNDARIES

Fife Council's administrative area shares common boundaries with the operational jurisdictions of:

- Fife Constabulary
- Fife Fire and Rescue Service
- Fife NHS Board

**PART 3**  
**Figure 1**



## PART 3 - SECTION 2

### FIFE COUNCIL EMERGENCY RESPONSE SERVICE ROLES & RESPONSIBILITIES

#### 3.3 FIFE COUNCIL OVERALL ROLE

Following the declaration of a major incident Fife Council may be asked to support the emergency services or participate in the response in a flexible manner in proportion to available resources.

The Emergency Planning Unit prepares contingency plans to co-ordinate the council's response to such events. During a major incident Fife Council will implement these plans as appropriate as the basis of its response as well as, as far as practicable, maintain normal day-to-day services to the local community.

Subject to statutory provision of certain services, the emergency role of Fife Council is to:

- Provide support for the emergency services
- Provide support and care for the local and wider community
- Use resources to mitigate the effects of an emergency and
- Co-ordinate the response by the voluntary organisations.
- Implementing recovery measures to ensure a return to normality

The roles and responsibilities of individual services will be as follows:

#### 3.4 CHIEF EXECUTIVE'S

Chief Executive ( or Designated Deputy in his absence)	<ul style="list-style-type: none"> <li>• Lead Fife Council Emergency Management Team</li> <li>• Co-ordinate Fife Council response</li> <li>• Lead the recovery phase</li> <li>• Brief Leader of the Administration/Other Senior Elected Members</li> </ul>
Assessor and Electoral Registration Officer	<ul style="list-style-type: none"> <li>• Provision of essential electoral data for contact/evacuation</li> <li>• Provision of property ownership data from Valuation Roll (<i>Data protection legislation may apply</i>)</li> </ul>
Emergency Planning Unit	<ul style="list-style-type: none"> <li>• Provide advice and support to Emergency Management Team</li> <li>• Liaise with other agencies</li> <li>• Co-ordinate the voluntary aid societies</li> </ul>

#### 3.5 ENVIRONMENT & DEVELOPMENT SERVICES

Executive Director	<ul style="list-style-type: none"> <li>• Participate as member of Council Emergency Management Team</li> <li>• Co-ordinate corporate response of Env. &amp; Dev. Directorate</li> </ul>
Transportation Services	<ul style="list-style-type: none"> <li>• Coordinate emergency roads repairs/engineering services/ FC harbours</li> <li>• Provide plant/personnel for site clean-up/re-instatement</li> <li>• Implement emergency traffic management arrangements</li> <li>• Advise on specialist vehicle/plant procurement e.g. JCB, elev.platforms etc.</li> <li>• Provide minibuses with disabled access</li> <li>• Provide trained staff for counter-pollution operations</li> <li>• Assist with flood prevention/control operations</li> <li>• Assist with pumping out of flooded properties</li> </ul>
Development Services  <u>Building Standards &amp; Safety</u>	<ul style="list-style-type: none"> <li>• Advise re structural safety of damaged buildings and structures</li> <li>• Co-ordinate safety works / demolition of dangerous buildings</li> </ul>

<u>Planning</u>	<ul style="list-style-type: none"> <li>Advise on/provide GIS mapping capability</li> <li>Advise on countryside e.g. access/ env. sensitivity/bio-diversity</li> <li>Closure of public footpaths over land and rights of way</li> <li>Advise on properties listed in Fife Property Gazetteer</li> </ul>
<u>Development Control</u>	<ul style="list-style-type: none"> <li>Provision of maps, plans and aerial photographs</li> </ul>
<u>Economic Development</u>	<ul style="list-style-type: none"> <li>Key role during the recovery phase</li> <li>Co-ordination of longer-term economic recovery issues</li> </ul>
<u>Environmental Services Operations</u>  <u>Intervention (Trading Standards) Regulation</u>	<ul style="list-style-type: none"> <li>Maintenance of waste management and street cleansing services</li> <li>Provide labour and equipment for site clean-up, pollution response etc</li> <li>Provision of animal health services e.g. temporary kennelling etc.</li> <li>Provide health and safety and staff welfare advice as required</li> <li>Provide environmental health advice</li> </ul>
<u>Asset and Facilities Mgmt. Building Services</u>	<ul style="list-style-type: none"> <li>Provide support to utilities (safety checks - gas/electric/water)</li> <li>Undertake emergency repairs (wind and watertight) to council premises</li> <li>Source specialist contractors as necessary</li> </ul>
<u>Property Services</u>	<ul style="list-style-type: none"> <li>Provide specialist architectural/ engineering/technical advice</li> </ul>
<u>Catering and Cleaning Services</u>	<ul style="list-style-type: none"> <li>Provide emergency feeding to evacuees/emergency responders</li> <li>Maintain/clean emergency use premises e.g. rest centres</li> </ul>
<u>Fleet Services</u>	<ul style="list-style-type: none"> <li>Provide specialist vehicles and plant</li> </ul>

### 3.6 FINANCE AND RESOURCES

Executive Director	<ul style="list-style-type: none"> <li>Participate as member of Council Emergency Management Team</li> <li>Co-ordinate corporate response of Finance and Resources Directorate</li> </ul>
Finance and Procurement	<ul style="list-style-type: none"> <li>Advise Council Emer. Mgmt. Team and establish financial controls</li> <li>Activate Bellwin Scheme as necessary</li> <li>Provide advice on housing and other benefits</li> <li>Co-ordinate Fife Council involvement in Disaster Appeal Funds.</li> <li>Co-ordinate resources requests for emergency response</li> </ul>
Information Technology	<ul style="list-style-type: none"> <li>Provide any necessary IT support for emergency response</li> <li>Maintain /source IT and emergency communications equipment</li> </ul>

### 3.7 LOCAL COMMUNITY AND HOUSING SERVICES

Executive Director	<ul style="list-style-type: none"> <li>Participate as member of Council Emergency Management Team</li> <li>Co-ordinate corporate response of LC &amp; H Services Directorate</li> </ul>
Community Services	<ul style="list-style-type: none"> <li>Provide leisure and recreation facilities as emergency rest centres</li> <li>Provide Countryside Rangers to assist with 4WD vehicles</li> <li>Provide public information/advice via Libraries/Community facilities</li> </ul>
Housing Services	<ul style="list-style-type: none"> <li>Assess emergency housing need (short term/longer term)</li> <li>Arrange reception of evacuees in rest centres (Homelessness Unit)</li> </ul>
Local Services Network	<ul style="list-style-type: none"> <li>Provide Fife Council Liaison Officer (CLO) at Incident Scene</li> <li>Provide assistance at Rest Centre/Humanitarian Assistance Centre</li> <li>Identification of vulnerable premise /individuals with special needs</li> <li>Brief local elected members</li> <li>Assist in leading recovery phase</li> <li>Provide mass registration of deaths following major incident</li> </ul>

### 3.8 PERFORMANCE AND ORGANISATIONAL SUPPORT

Executive Director	<ul style="list-style-type: none"> <li>• Participate as member of Council Emergency Management Team</li> <li>• Co-ordinate corporate response of LC &amp; H Services Directorate</li> </ul>
Policy and Organisational Development	<ul style="list-style-type: none"> <li>• Advise Council Emer. Mgmt. Team of external assistance sources</li> <li>• Source additional Human Resources as required</li> <li>• Co-ordinate any VIP visits following a major incident</li> </ul>
Law and Administration	<ul style="list-style-type: none"> <li>• Provision of administrative support as required</li> <li>• Provide legal advice to Council Emergency Management Team</li> <li>• Liaise with Procurator Fiscal Service, judicial or other enquiry.</li> </ul>
Customer Relations Management	<ul style="list-style-type: none"> <li>• Co-ordinate all media relations/public information aspects</li> </ul>

### 3.9 SOCIAL WORK

Executive Director	<ul style="list-style-type: none"> <li>• Participate as member of Council Emergency Management Team</li> <li>• Co-ordinate corporate response of Social Work service</li> </ul>
Social Work	<ul style="list-style-type: none"> <li>• Provision of Post-incident support to affected community</li> <li>• Management of Emergency Rest Centres (Comm. Serv. - Operations)</li> <li>• Co-ordination of voluntary welfare organisations</li> <li>• Identify special needs individuals and vulnerable premises</li> </ul>

### 3.10 EDUCATION

Executive Director	<ul style="list-style-type: none"> <li>• Participate as member of Council Emergency Management Team</li> <li>• Co-ordinate corporate response of Education Service</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Ensure the safety and welfare of pupils and staff</li> <li>• Identify community use/school facilities as emergency rest centres</li> <li>• Provide Educational psychologists to assist traumatised persons</li> <li>• To provide mass catering facilities through school dining halls</li> </ul>

### 3.11 NOTIFICATION OF A MAJOR EMERGENCY

Local Authorities take time to mobilise, especially 'out of hours' and early notification is required. Fife Council will operate at Operational, Tactical and Strategic command levels as necessary and need to be updated constantly as the incident progresses so that its response is measured and proportionate.

The Duty EPO will always advise where a situation could escalate into a major incident or if prudent to put council services on stand-by. In the event of the Council Emergency Management Team being established trained volunteers will provide administrative support at the Council Emergency Centre.

### 3.12 MAJOR EMERGENCY – ACTION CHECKLIST

1	In event of a major emergency during working hours Fife Police Force Contact Centre (FCC) will alert Fife Council via EPU. Duty EPO contacted OOH via Council Emergency Support Line Tel. No. 08451 550099.
2	If a fire related incident Fife Fire and Rescue Service Control will alert the Duty EPO.
3	On receipt of incident alert the Duty EPO will open incident log with time and date.
4	The Duty EPO will immediately inform designated contact(s) within appropriate service(s) or other agencies.
5	The Duty EPO will make an initial assessment to assist managers to: <ul style="list-style-type: none"> <li>• Establish control of the situation as it relates to Fife Council</li> <li>• Co-ordinate the response (including identifying senior officer to act as Incident Manager)</li> <li>• Identify and gain access to key personnel and resources</li> <li>• Decide arrangements to obtain good information and liaison with the emergency services</li> <li>• Consult Council Emergency Planning Officer and other key officers</li> <li>• Ascertain whether the situation requires activation of emergency plans.</li> </ul>
6	The Council Emergency Management Team will convene if authorised by the Chief Executive Officer (CEO) who will be informed by the CEPO. The CEO may implement Fife Council Major Emergency Plan.
7	The CEO may request, via the Duty Emergency Planning Officer, that the Council Emergency Centre (CEC) located at Fife Fire and Rescue Service Headquarters, Strathore Road, Thornton be activated.
8	A Council Liaison Officer, normally the Locality Manager or other Local Services Network staff member for the nearest LSN office or an EPO, will attend Police Tactical Control. Staff with technical expertise/skills may also be needed to liaise with emergency services at appropriate locations. The decision to deploy a liaison officer to the incident site or other location should only be taken after consultation with the Police.
9	The Incident Manager should alert the Emergency Planning Unit if the incident: <ul style="list-style-type: none"> <li>• is large-scale or complex (e.g. setting up emergency accommodation)</li> <li>• likely to involve several council services</li> <li>• if external resources (e.g. voluntary sector) needed</li> <li>• if Council Emergency Control Centre is to be activated (IT staff to be informed)</li> <li>• if other key staff to be contacted (normally Head of Service/senior manager level via CECC)</li> <li>• if Duty Press Officer to be contacted to deal with media enquiries/public information aspects</li> <li>• if the Leader/Deputy Leader of Council need to be informed</li> </ul>

## **Major Emergency Response Assessment - Guide to Fife Council Officers**

### Situation Report

What has happened (Confirm type of event and hazard e.g. chemical/flammable/explosion/radiation)

Who and where is affected (Population, property, environment, transport, communications))

When did it happen (Timing of incident crucial for response and investigation)

What has already been done (Is incident under control /possible escalation/out of control and threatening)

What are the immediate priorities (Life saving/evacuation/protection of property and environment)

Has a major incident been declared (Confirm details of declaring agency)

### What specific assistance is being requested from Fife Council?

People (evacuation, shelter, welfare, social/psychological care)

Physical (property, transport, plant, equipment, sandbags, pumps, lighting)

Environmental (information, scientific assessment, sampling, disease control)

Advisory (Building Control/Env.Health/Temp.Mortuary/Press facilities/legal/financial)

### How urgently is assistance required?

Immediate/Within few hours/ Standby situation

### Emergency Management Team

Confirm membership

Identify other organisations that need to be represented

Health and Safety concerns addressed (Dynamic Risk Assessment/Personal Protective Equipment etc.)

### Recording of information

Logging of decisions and actions/Minutes of meetings/Preparation of reports/Financial records/Retention of records

### Information Strategy

Notify/warn Public, Elected members, plan stakeholders, media, adjoining authorities

### 3.13 INITIAL FIFE COUNCIL RESPONSE

1	Deployment of Council Liaison Officer to the 'Tactical Control'	Local Services Network/EPU
2	Provision of Rest Centres, Survivor Reception Centres and/or Friends and Family Reception Centres.	Comm. Services/ Social Work
3	Provision of emergency resources e.g. barriers, road diversions floodlighting, emergency works	Transportation Services /Building Services
4	Emergency accommodation & feeding	Housing/Homelessness Unit/Direct Catering
5	Provision of specialist advice	Building Control, Health and Safety etc.
6	Dissemination of information via communications strategy	Customer Relations Management Serv.
7	Inform elected members of situation.	Chief Executive
8	Assist Police with management of information to media/public	Customer Relations Management Serv.
9	Implement restoration & recovery strategy	LSN/Dev. Serv./ Housing/Comm. Serv.

### 3.14 FOLLOW-UP FIFE COUNCIL RESPONSE

1	Establish Recovery Working Group to provide rapid return to normality	CEMT
2	Removal of debris & contaminated ground	Transportation Env. Services
3	Repair to roads or highways infrastructures	Transportation
4	Implementation of traffic management scheme(s)	Transportation)
5	Provision of temporary/permanent housing of homeless persons	Housing
6	Actions to safeguard public health from environmental hazards	Env. Services
7	Reassurance and regeneration of the community and locality	Local Services Network
8	Assistance with maintaining public order	Community Wardens
9	Help and advice to the community	Local Services Network
10	Inform all council personnel to stand -down as soon as incident is declared at an end.(CEMT)	CEMT

### 3.15 HEALTH AND SAFETY

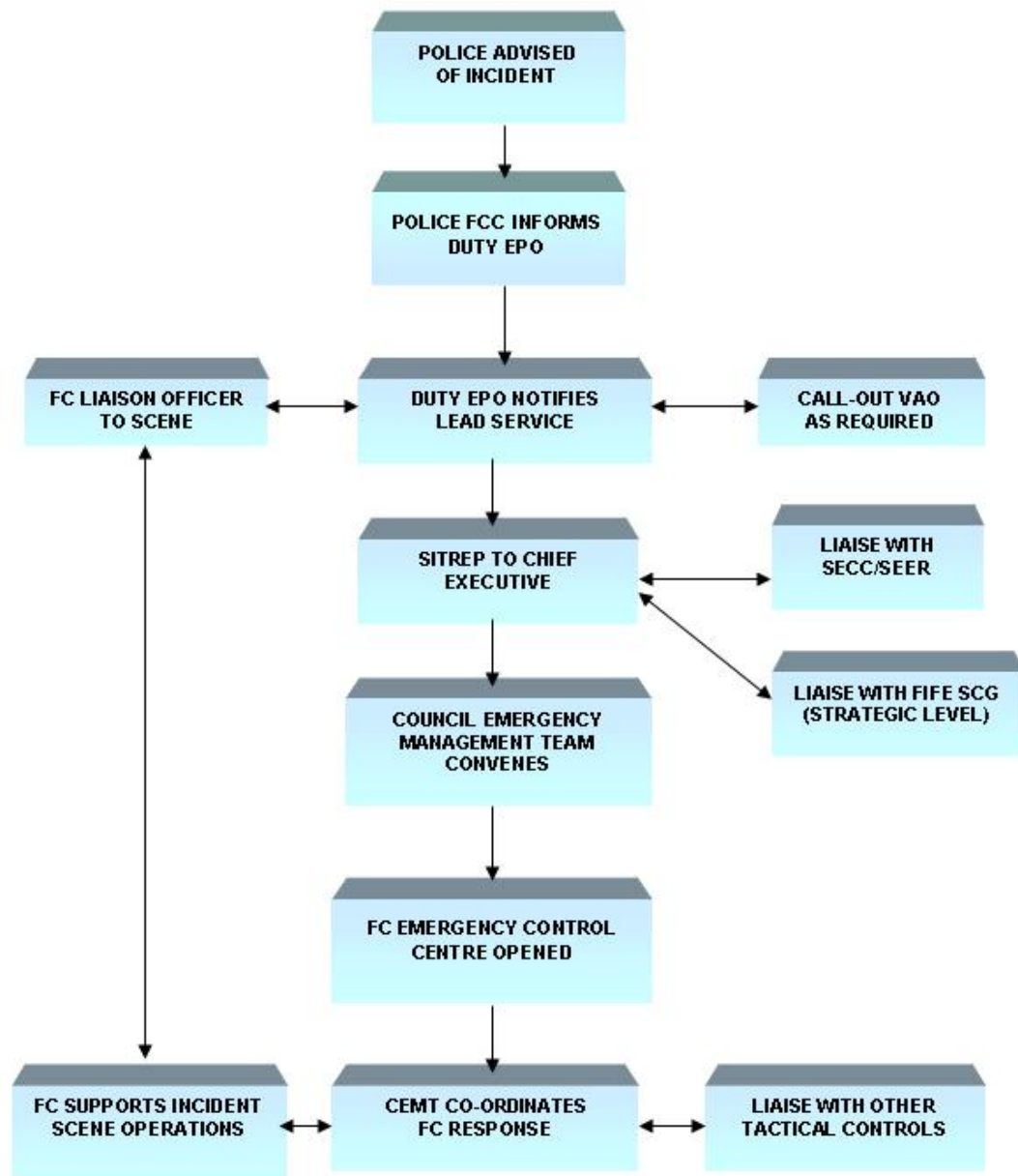
Responsibility for health and safety of staff at a major incident lies with each responding agency. Fife Fire and Rescue service are responsible for safety management within the inner cordon and advice given must be acted on by all emergency services including any requests for evacuation of the area.

The Emergency Services and Fife Council should endeavour to have health and safety advisers at the scene as soon and identify control measures and safe systems of work. Safety advisers may need to liaise with Fife Council environmental health services, SEPA and Health and Safety Executive (HSE) inspectors who visit the scene. Safety advisers should also be represented at multi-agency co-ordinating meetings at the scene. All safety control measures and risk assessment should be logged for audit purposes.



**PART 3**  
**Figure 3**

**IMPLEMENTATION OF FIFE COUNCIL MAJOR EMERGENCY PLAN**



## PART 4 - SECTION 1

### INTEGRATED EMERGENCY MANAGEMENT – RESPONSE ARRANGEMENTS NATIONAL & FIFE STRUCTURES

#### 4.1 BASIS OF INTEGRATED EMERGENCY MANAGEMENT

Any response to a major emergency has to be combined and co-ordinated based on the common objectives of saving and protecting life, containing the emergency and restoring normality. This system of multi-agency emergency planning and combined response in the UK is known as Integrated Emergency Management (IEM).

The integrated response to an emergency concentrates on the effects rather than the cause and is undertaken as an extension of day to day activities adopting a flexible approach by agencies enabling them to deal with any crisis, whether foreseen or unforeseen. Integration in emergency management must be applied at every juncture with the five main stages as follows:

**Assessment of Risk:** Organisations need to identify potential threats and hazards and conduct appropriate risk assessments of the impact on their operating areas, activities and responsibilities.

**Prevention:** Legislation, regulations, codes of practice and guidance documents stipulate or recommend appropriate measures to prevent many dangerous occurrences or reduce their severity. Certain kinds of activity carry known risks and are subject to legal requirements for adopting preventative measures to eliminate, isolate or reduce those risks as far as is reasonably practicable.

**Preparation:** Preparation involves planning, training and exercising. Plans provide the basis for an effective integrated response to major emergencies, whether from known hazards or unforeseen events. Local authority staff with assigned emergency roles or duties require to be trained to prepare them for the particular demands placed upon them during the course of an emergency. Regular exercises aim to test the effectiveness of arrangements for responding to major emergencies. Lessons learned should then be incorporated into revisions of plans.

**Response:** Initial response to an emergency led by the emergency services aims to deal with immediate effects. Rapid implementation of arrangements for mobilisation, collaboration, co-ordination and communication is vital.

**Recovery:** Recovery aims to address the human, physical, environmental and economic impact of emergencies and aims to restore normality to affected communities.

#### 4.2 SCOTTISH GOVERNMENT JUSTICE & COMMUNITIES DIRECTORATE (Fire and Civil Contingencies Division)

Arrangements for managing civil emergencies in the United Kingdom are based on the following principles:

- The response should primarily be managed at a local level
- The response from central government should be co-ordinated by a lead department

For the majority of emergencies there will be a lead co-ordinating government department. Depending on the nature of the emergency, whether relating to a retained or devolved subject matter, the lead department will either be from the Scottish Government or a Whitehall department.

##### **Emergency Role:**

SGJ& CD Fire and Civil Contingencies Division operate a 24/7 stand-by scheme with a Duty Officer contactable by pager.

The FCCD role in a major emergency is to activate the Scottish Executive Emergency Room (SEER) located in the basement of St. Andrews House, Edinburgh:

**Emergency Contact: Tel. No 07699 79432 / 0131 556 8400 (24/7)**

#### **4.3 SCOTTISH EMERGENCIES CO-ORDINATING COMMITTEE (SECC)**

The primary function of the Scottish Emergencies Co-ordinating Committee (SECC) in a major incident is to assist the flow of information between local responders and central government and co-ordinate the Scottish Government's response. The SECC team will facilitate a Scotland-wide response, if required, depending upon the scale of the incident.

The SECC role will involve:

- Advising central government departments on likely consequences/wider implications of an incident and the availability of support within Fife and wider area.
- Supporting / providing the Government Liaison Officer at Strategic level.
- Disseminating information, advice and instructions from Scottish Government to Local Partners.
- Providing information and briefings to First Minister, SG Lead Department officials and press officers.
- Liaising with SG Press Office to brief local media and ensure public advice is issued.
- Providing support to the Regional Nominated Co-ordinator (RNC) if established.
- Liaising with Cabinet Sub- Committee on Civil Contingencies (CSC) to ensure that shortfalls and support requirements are quickly identified, communicated and acted upon.

#### **4.4 INTEGRATED EMERGENCY MANAGEMENT ARRANGEMENTS (IEM) IN FIFE**

Integrated emergency management arrangements in Fife are based on a multi-agency response to any crisis, foreseen or unforeseen, by Category 1 responders co-operating through joint strategic and tactical command structures including:

- Fife Constabulary
- Fife Fire and Rescue service
- Scottish Ambulance Service
- Fife Council
- Fife NHS Board
- Forth Coastguard (Maritime and Coastguard Agency)

#### **4.5 MULTI-AGENCY EMERGENCY RESPONSE TEAMS**

Six functional emergency response teams will be formed with the overarching Emergency Management Team under the chair of the Chief Executive or a nominated Deputy (usually an Executive Director). Emergency response teams will be formed to undertake specific functions according to the circumstances of the particular emergency. Services or agencies involved will vary depending on the scale and nature of the incident. The following core Emergency Response Teams will be formed:

- **Emergency Management**
- **Technical**
- **Care and Welfare**
- **Environment**
- **Media & Public Information**
- **Support Team**

Each ERT will be led by a Fife Council Head of Service/Nominated Service Manager, supported by appropriate staff, with liaison officers from other participating agencies. In some cases additional elements may need to be added or a specialist team established.

The organisation, membership and roles of the Emergency Response Teams are outlined below.

#### 4.6 COUNCIL EMERGENCY MANAGEMENT TEAM (CEMT)

The Council Emergency Management Team will assemble in the Fife Council Emergency Centre, Fife Fire and Rescue Service Headquarters, Thornton. Its composition may vary according to the nature of the emergency but will normally include the officers listed who will undertake the tasks shown as follows:

Membership	Role
Chief Executive/Executive Director	Co-ordinate strategic response to emergency
Manager, Technical Team	Determining response strategy/post-incident /recovery support
Manager, Environment Team	Authorising media releases
Manager, Welfare Team	Briefing elected members
Manager, Media & Public Info Team	Co-ordinating VIP visits
Manager, Support Services Team	Consider mutual aid requirements
Council Emergency Planning Officer	
Police/Fire/Ambulance Liaison Officers	
Fife NHS Liaison Officer	

#### 4.7 TECHNICAL TEAM

Membership	Role
<u>Fife Council:</u> Transportation Services Building Services Catering and Cleaning Environmental Services Countryside Rangers Transport & Fuel Facilities Specialist Services	Co-ordinate tactical response to technical aspects of emergency Liaison with utility companies and SEPA Advice on design and demolition of structures Assessment of structural damage and shoring-up of buildings Advice on pollution control Assistance with traffic management Maintenance of record of costs incurred Maintenance of log of key actions and critical decisions
Scottish Power	
Transco	
Scottish Water	
British Telecom	
Bear Scotland	
Forest Enterprise	

#### 4.8 CARE & WELFARE TEAM

Membership	Role
<u>Fife Council:</u> Community Services Social Work Housing Services( Homelessness Unit) Education	Co-ordinate tactical response of provision of welfare services Arrangement of refreshments, clothing and bedding as required Provision of support teams to Rest Centres, hospitals etc. Co-ordination of deployment of accredited volunteers Provision of Rest Centres/Friends & Relatives Centres etc. Provision of advice and information on welfare benefits Assessment of housing needs Maintenance of record of costs incurred
WRVS	
St. Andrews Ambulance Association	
British Red Cross Society	
Housing Associations	
Fife NHS Primary Care Trust	
The Benefits Agency	
British Insurance Association	
Citizens Advice Bureau	
Faith Community	

#### 4.9 ENVIRONMENT TEAM

Membership	Role
Fife Council: Environmental Health Waste Management Regulation	Co-ordinate the tactical response to the environmental impact of any emergency and to advise the EMT on environmental issues. Provision of cleaning and debris clearance Waste Collection and disposal Advice on environmental, ecological and archaeological matters Advice on sanitation facilities
Fife NHS (Public Health)	
Scottish Environment Protection Agency	
Scottish Water	
Scottish Natural Heritage	
SE. Env. & Rural Affairs Dept.	
SSPCA	
RSPB	

#### 4.10 MEDIA AND PUBLIC INFORMATION TEAM

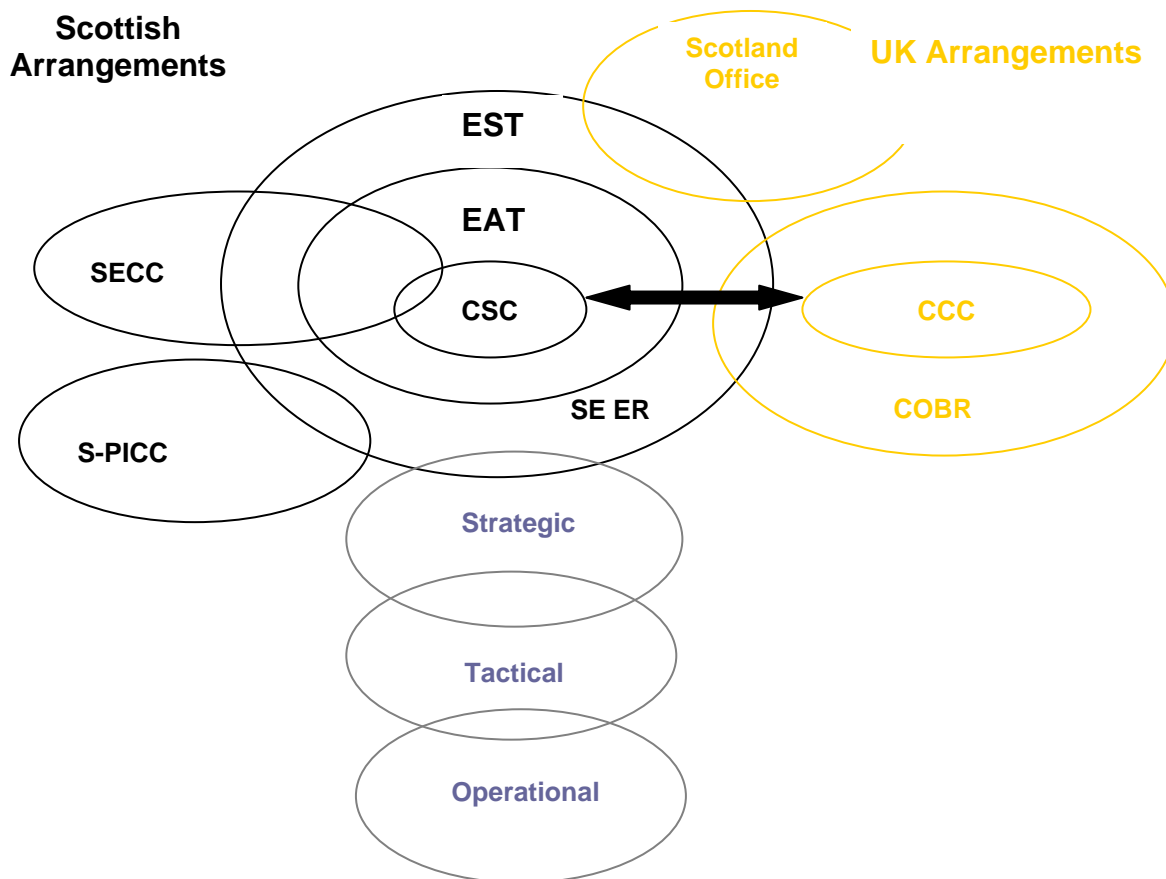
Membership	Role
Fife Council: Customer Relations Management Council Contact Centre Local Services Network PROs( Other Agencies)	Co-ordinate the provision of information to the media/public.
Fife Community Interpreting Service	Language support, interpreters and translations in over 30 community languages. Tel. 01592 611745
Fife Society for the Blind (FSB)	Advice on written, printed material and transcription services of information into other formats e.g. Braille, tape Tel. 01592 412666
Deaf Communication Service (DCS)	Sign language interpreters, lip speakers and deaf blind communicators. Tel. 01592 412920

#### 4.11 SUPPORT TEAM

Membership	Role
Fife Council: Geographical Information System Team ICT/Communications Support Finance & Procurement Law and Administration POD-Personnel/Health and Safety	Specialist/administrative support to the overall operation.

**PART 4**  
**Figure 1**

**NATIONAL STRUCTURE FOR MANAGING EMERGENCY RESPONSE**

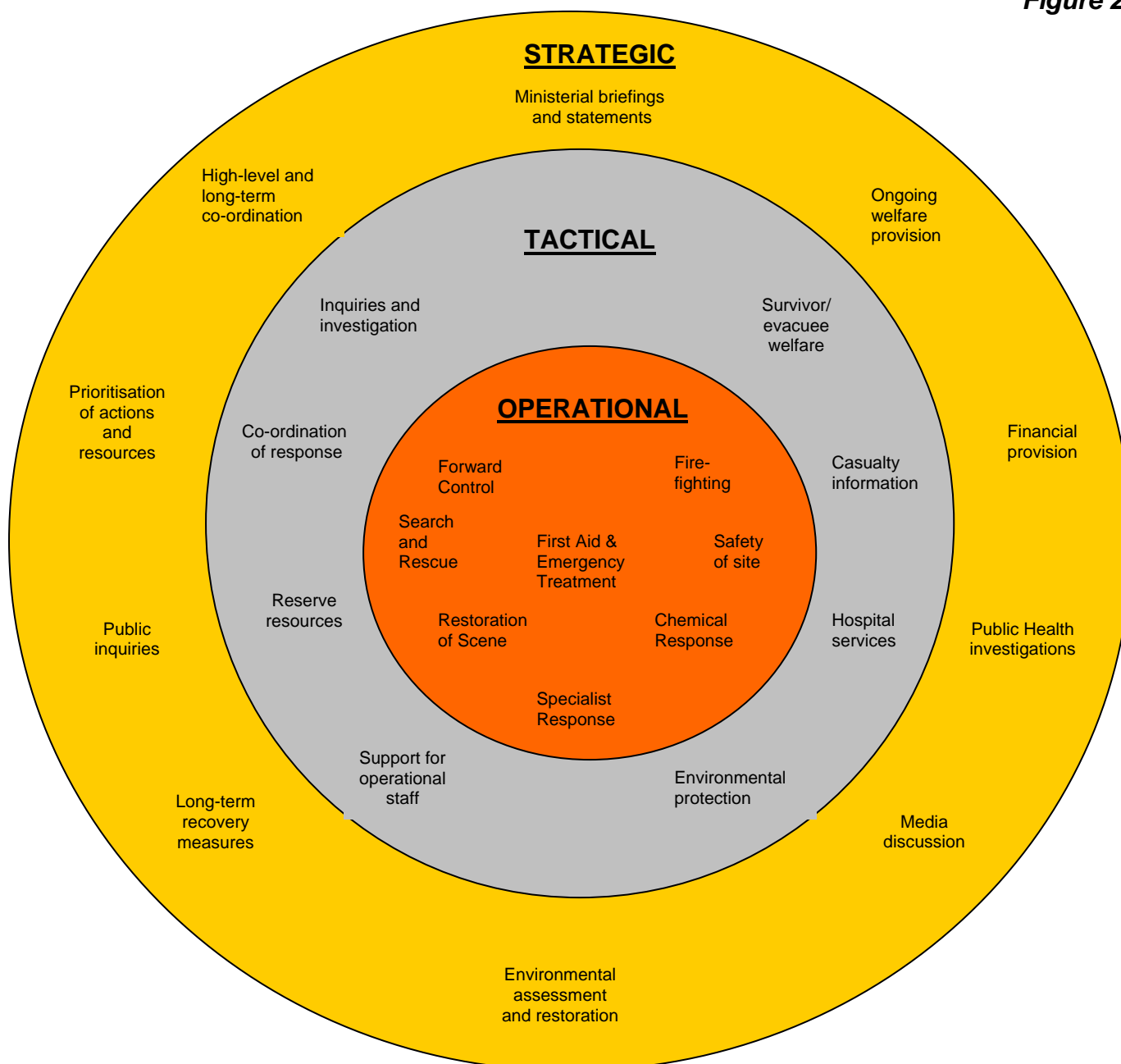


**Diagram Key**

<b>CSC</b>	Cabinet Sub- Committee on Civil Contingencies
<b>SECC</b>	Scottish Emergency Co-ordinating Committee
<b>SCG</b>	Strategic Co-ordinating Group
<b>S-PICC</b>	Scottish Police Information and Co-ordination Centre
<b>SEER</b>	Scottish Executive Emergency Room
<b>EAT</b>	Scottish Executive Emergency Action Team
<b>EST</b>	Scottish Executive Emergency Support Team
<b>COBR</b>	Cabinet Office Briefing Room
<b>CCC</b>	Civil Contingencies Committee

## FRAMEWORK FOR INCIDENT MANAGEMENT

### PART 4 Figure 2



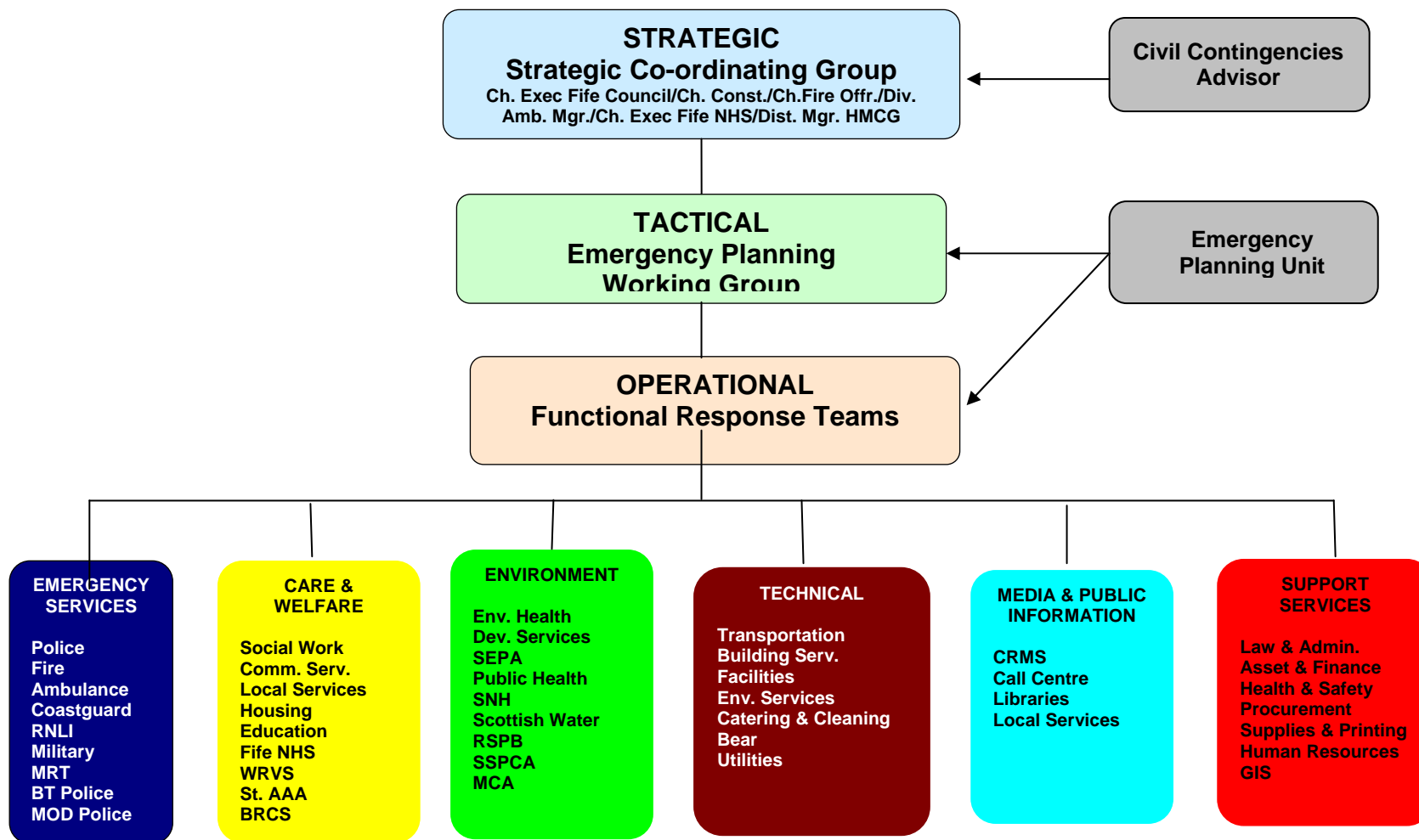
### Strategic/Tactical/Operational Structure

It is a characteristic of the command and control chain that the management framework tends to be implemented from the bottom up. At the start of any incident for which there has been no warning, the **Operational** level will be activated first. Either an escalation or a greater awareness of the situation may require the implementation of a **Tactical** level of response and finally a **Strategic** level should this prove necessary.

It is important to note that the levels of command do not represent seniority of rank or services, but rather depict the function carried out by that particular persons at that stage of the incident.

Except within the fireground and on-water during a marine incident, Fife Constabulary will co-ordinate the activities of all those responding at or around the scene of an emergency.

**INTEGRATED EMERGENCY MANAGEMENT IN FIFE**  
**Strategic/Tactical/ Operational Framework**





## PART 4

### SECTION 2 - CIVIL CONTINGENCIES ACT

#### 4.12 CIVIL CONTINGENCIES ACT 2004 REQUIREMENTS

The Civil Contingencies Act establishes a clear set of roles and responsibilities for those involved in emergency preparation and response at the local level and divides local responders into two categories, imposing a different set of duties on each.

#### 4.13 'CATEGORY 1' RESPONDERS

In Fife the following organisations will form the core of the response to most emergencies:

- Fife Constabulary - Chief Constable
- Fife Fire & Rescue Service - Chief Fire Officer
- Scottish Ambulance Service - Divisional Manager
- Fife Council - Chief Executive
- Fife NHS Board - Chief Executive
- SEPA - Area Managers
- Maritime and Coastguard Agency (as a general CAT 1 responder)
- British Transport Police (as a general CAT 1 responder)

Category 1 responders have a range of civil protection duties and are required to:

- Assess the risk of emergencies and use this to inform contingency planning;
- Develop and maintain emergency plans;
- Develop arrangements to inform the public about civil protection
- Introduce arrangements to warn, inform and advise the public in an emergency;
- Share information with other local responders to enhance co-ordination;
- Co-operate with other local responders to enhance co-ordination and efficiency;
- Establish Business Continuity Management arrangements;
- Provide advice and assistance to businesses and voluntary organisations about business continuity management (Local Authorities only).

#### 4.14 CATEGORY 2 RESPONDERS

Category 2 responders have a lesser set of duties mainly concerned with co-operating, providing support to and sharing relevant information with other Category 1 and 2 responders. They are less likely to engage in multi-agency emergency planning and response but will be heavily involved in incidents affecting their individual sectors e.g. disruption to electricity/gas supplies, waterborne contamination etc.

In Fife the following organisations have been identified as Category 2 responders:

- Utilities - Scottish Power / Transco/ Scottish Water
- BT/Telecommunications Suppliers
- NHS National Services
- Port and Harbour Authorities/ Ferry Operators
- Network Rail/Train Operators
- Airport Operators
- Health and Safety Executive (HSE) (as general Cat 2 Responder)

#### **4.15 FIFE STRATEGIC CO-ORDINATING GROUP**

Strategic Coordinating Groups (SCGs) are established in each of the eight Scottish Police Force areas. The Fife Strategic Co-ordinating Group oversees the development of co-ordinated emergency planning and implementation of integrated emergency management arrangements. The Chief Constable and Chief Executive, Fife Council jointly chair the Fife Strategic Co-ordinating Group with the secretariat provided by the Civil Contingencies Advisor. Fife SCG members include:

- Chief Constable, Fife Constabulary
- Chief Executive, Fife Council
- Chief Fire Officer, Fife Fire and Rescue Service
- Chief Executive, Fife NHS Board
- Divisional Manager, Scottish Ambulance Service
- Regional Controller, HM Coastguard

#### **4.16 FIFE EMERGENCY PLANNING WORKING GROUP (TACTICAL)**

A Fife Emergency Planning Working Group (Tactical) comprising emergency planning officers from the emergency services and other agencies supports the Fife SCG and implements its policy objectives through the development of a programme of locally delivered exercise and training events within the context of integrated emergency management. The Fife EPWG members include:

- Assistant Chief Constable, Fife Constabulary
- Emergency planning Staff Officer, Fife Fire and Rescue
- Emergency Planning Officer, (Fife), Scottish Ambulance Service
- Emergency Planning Officer, Fife Council
- Emergency Planning Officer, Fife NHS Board
- District Controller, HM Coastguard

#### **4.17 EMERGENCY PLANNING UNIT**

Fife Council Emergency Planning Unit is located at the Fife Fire and Rescue Service HQ, Strathore Road, Thornton. In line with the national approach, emergency planning is undertaken by Fife Council on an integrated basis, in full consultation with other agencies involved in responding to major incidents.

#### **4.18 CIVIL CONTINGENCIES ADVISOR**

The Scottish Executive has funded the appointment of a Civil Contingencies Advisor, reporting to the Fife SCG, who is responsible for working on behalf of all local responders. Among other duties, the Civil Contingencies Advisor acts as a single point of contact for the SE and is tasked with promoting more consistent information sharing within the Fife SCG.

The Civil Contingencies Advisor forms part of the Fife Council establishment, within the Chief Executive's service, but acts as a largely independent person accessible by all local responders and has no assigned emergency role.

#### **4.19 VOLUNTARY AID ORGANISATIONS**

The Voluntary Sector has an important role to play in the integrated response to a major emergency with a number of voluntary aid organisations providing humanitarian care and welfare to persons affected or support to the responding agencies.

It is expected that the voluntary sector will be involved in all aspects of emergency planning insofar as they wish to be involved. Cat 1 responders should seek to integrate the activities of voluntary organisations at all stages of preparation, to ensure a co-ordinated approach and response to emergencies. There is no duty on the voluntary sector to assess risk, co-operate, share information or maintain plans.

## PART 5

### CATEGORY I /CATEGORY II RESPONDERS ROLES AND RESPONSIBILITIES

#### 5.1 INTRODUCTION

The roles and responsibilities of agencies/organisations identified by the CCA or other legislation and tasked with responding to major emergency situations are summarised in this part of the plan.

##### a. FIFE CONSTABULARY

Fife Constabulary headquarters in Glenrothes co-ordinate operational services in East, Central and West Fife territorial divisions. Divisional Headquarters are at Cupar, Kirkcaldy and Dunfermline.

In a major incident the police role may be summarised as follows:

- Saving of life in conjunction with the other emergency services
- Protection of property
- Protection and preservation of the scene
- Co-ordination of the emergency services and other support organisations
- Investigation of the incident, in conjunction with other investigative bodies,
- Collation and dissemination of casualty information
- Identification of the deceased on behalf of the Procurator Fiscal
- Assist Fife Council with the restoration of normality

##### b. FIFE FIRE AND RESCUE SERVICE

Fife Fire and Rescue Service Headquarters/ Fire Control, Thornton oversees a network of 6 whole time and 8 retained stations. In a major incident the role of Fire and Rescue Service is follows:

- All firefighting operations
- Rescuing trapped casualties.
- Containing incident by dealing with released chemicals and hazardous situations
- Establishing a Forward Control Point/Safe approach route
- Gathering information and completing risk assessment(s) to enable Police to advise public to evacuate or remain indoors.
- Liaising with the Police regarding the provision of an Inner Cordon.
- Ensuring the safety of all personnel involved in the rescue work.
- Assess impact to environment in liaison with SEPA and Fife Council (Env.Health)
- Liaise with Medical Incident Officer and Ambulance Incident Officer regarding assistance at ambulance loading points and priority evacuation of injured
- Assisting the Police with the recovery of the dead.
- Participating in investigations and preparing reports and evidence for Inquiries.
- Providing access to CHEMDATA.
- Providing specialist equipment.
- Arranging Fife Council and other organisations' support via Duty EPO
- Implementing detection and monitoring procedures where radioactive substances suspected.
- Standing-by during non-emergency recovery phase to ensure continued safety at incident site

Under the Fire & Rescue Act 2004 the Senior Fire Officer present will have sole charge and control of all operations for the extinction of fire. The Senior Fire Officer will also be responsible for the health and safety of persons entering the inner cordon where established. In the event of an incident involving actual or suspected terrorist activity movement in and out of the inner cordon will be under Police Incident Officer supervision.

**b. FIFE FIRE AND RESCUE SERVICE (Cont.)****Decontamination**

Fife Fire and Rescue has the capability on a national basis to deploy specialist resources for the mass decontamination of people exposed to hazardous substances. Specialist decontamination equipment for this purpose is strategically located at Edinburgh, Glasgow and Aberdeen.

**Note:** Decontamination of injured survivors would normally be undertaken by Scottish Ambulance Service.

**c. SCOTTISH AMBULANCE SERVICE**

The Scottish Ambulance Service covers the whole of Scotland organised into six operational divisions. Ambulance services in Fife are managed by the East Central Divisional Manager based at Dundee with resources deployed via a central control in Edinburgh. An integrated air ambulance service including fixed wing and rotary blade aircraft operates throughout Scotland.

In addition to performing their general role of saving life and limb through effective emergency treatment at the scene and by the transportation of injured persons to hospital the SAS responsibilities in a major incident are as follows:

- Scottish Ambulance Service Control when notified of major incident to obtain all relevant information (SAD CHALETs)
- Dispatch ambulances and personnel to the scene including Ambulance Incident Officer
- Inform other senior personnel.
- Initiate Scottish Ambulance Service major incident plan where necessary.
- Notify on call CPHM (Fife NHS Board) /on call Primary Care Trust.
- Contact Police to ascertain Safe Access Route, Forward Control Point(s) and RVP.
- Dispatch ambulance Liaison officer to major hazard site ECC.
- First ambulance personnel at scene to make a dynamic risk assessment

The Ambulance Incident Officer identifiable by a marked tabard or jacket will establish at or near the scene:

- Medical Control Point and Triage Area for initial casualty assessment
- Ambulance Loading Point(s)
- Casualty Clearing Station(s)

Ambulance Control will inform receiving and support hospitals of anticipated number of casualties, possible injuries and severity and details of any chemicals involved if known. Ambulance Control will dispatch a Liaison Officer to the receiving hospital(s) to assist the Police in the collation of information on the identities of casualties to inform the next of kin. The Ambulance Liaison Officer will also manage ambulances that arrive at the hospital and be the link between the ambulance service and the hospital control team.

**d. FIFE NHS BOARD**

Fife NHS Board commissions the majority of health care services for the population of Fife from Fife Operational Division Acute Hospitals, Fife Community Care Partnerships and Tayside University Hospitals NHS Acute Hospitals. Accident and Emergency Services in Fife are provided essentially by Victoria Hospital and Queen Margaret Hospital.

Major emergency Procedures aim to outline the action necessary to ensure provision of essential health care when normal services become overloaded restricted or non-operational for whatever reason. Scottish Executive Health Department's Emergency Planning Guidance for the Scottish Health Service define a major incident as:

*"When the number of casualties overwhelms or threaten normal services and special arrangements are needed to deal with them. When an incident may pose a threat to the health of the community. The Health Service itself may suffer serious internal disruption".*

**d. FIFE NHS BOARD (Cont.)**

The Scottish Ambulance Service (SAS) will act as the primary portal into the wider health services including Public Health, NHS Scotland, Health Protection Scotland and relevant Operational Division, although the Acute Hospital(s) will also engage with other NHS divisions.

**e. DESIGNATED RECEIVING HOSPITALS**

There are three designated receiving hospitals for major emergencies in Fife:

- Queen Margaret Hospital, Dunfermline and the
- Victoria Hospital, Kirkcaldy.
- Ninewells Hospital, Dundee (Depending upon the number of casualties).

Normally, receiving hospital(s) will be alerted by Ambulance Control on a dedicated line. The hospital switchboard will immediately cascade a major emergency alert. The alerting message may also come from the Police or be self declared by the hospital. When notified of a major emergency Acute hospital(s) will invoke major emergency procedures including notifying Fife NHS Board and Operational Division.

Areas will be designated within the receiving hospital for:

- reception of casualties
- treatment of casualties
- reception of relatives and friends/reception of media
- reception of volunteers
- temporary mortuary facilities
- accommodation for patients decanted from casualty receiving wards

Receiving hospital major emergency procedures will also contain arrangements for:

- Formation of Hospital Control Team
- Attendance of Medical Incident Officer
- Mustering of Site Medical Team
- Control of Media
- Documentation of Casualties
- Help from Voluntary Aid Societies
- Management of Volunteers
- Call out of Support Services e.g. Pharmacy, linen, catering etc.
- Decontamination of casualties( corrosive or radioactive substances)
- Security of Hospital Premises
- Provision of further communication facilities e.g. telephones, radios, fax etc.

**f. CONTROL HOSPITALS**

The Control Hospital for any major emergency is generally the nearest designated Receiving Hospital and provides, on behalf of Fife NHS Board, the co-ordination of all health services connected with the major emergency.

After being alerted of any emergency the Control Hospital will initiate its cascade procedure to inform everyone. A Hospital Control Team will be formed immediately comprising a senior clinician, senior manager and senior nurse. A Director of Operational Division will also be invited to attend.

An appropriate senior member of staff, specifically designated by the Divisional Chief Executive to be the Hospital Medical Controller, will be responsible for the Hospital Control Team and overseeing control of its particular functions.

**f. CONTROL HOSPITALS (Cont.)**

The Hospital Control Team will consult with the Ambulance Incident Officer and the Police concerning deploying a Mobile Medical Team (MMT) to the incident scene. A Roads Policing unit will escort the MMT from the hospital to the scene. The MMT will not be provided from the designated receiving hospital. The Hospital Control Team will be based near the Accident & Emergency Dept., implement the hospital's major emergency procedures and deploy staff to:

- Triage Team
- Resuscitation Team – Priority 1 patients
- Serious Injury Team – Priority 2 patients
- Walking Wounded Team – Priority 3 patients
- Ward Teams
- Theatre Team(s)
- Portering and Mortuary Team
- Friends and Relatives Reception Team, who will work closely with the
- Ambulance Liaison Officer and the Police Documentation Team

Consideration should be given to deploying a Medical Incident Officer (MIO) responsible for medical and nursing staff at the scene and to work closely with the Ambulance Incident Officer to ensure effective management of resources.

The MIO is not part of the Mobile Medical team and should not get involved in any on-scene treatment. The MIO may also be requested by the Ambulance Service. Unlike the MMT, the MIO may be deployed by the designated receiving hospital.

The Hospital Control Team should, through Ambulance or Police Controls, obtain details of any chemicals or biological agents involved, extent of casualty contamination and effects of exposure. Chemicals or biological agents can be altered by fire, air, water, reaction with each other and human metabolism. Staff at risk of contact with chemically or biologically contaminated casualties should be issued with personal protective equipment to minimise the risks of contamination.

The Hospital Control Team should also refer to the National Poisons Information Service for information and advice on diagnosis and management of poisoning. Acute Hospitals also use "toxbase" to access information poisons and toxic substances information, available through NHS Net/Internet 24 hours per day.

The hospital pharmacy should be alerted as they hold emergency supplies of certain drugs. NHS Supplies should also be alerted and requested to provide quantities of sterile fluids.

**g. JOINT HEALTH ADVISORY CELL (JHAC)**

The JHAC is a strategic group chaired by the NHS, comprising representatives from a range of organisations and specialisations able to give co-ordinated authoritative advice on the health aspects of a major emergency to the Police Incident Commander, the NHS or other agencies. The JHAC will be activated by NHS Scotland National Emergencies Planning Officer.

**h. FIFE NHS – OPERATIONAL DIVISION**

The 'on call' Consultant in Public Health Medicine and relevant Medical Director will be alerted by the Acute Hospitals. They may also be contacted by SAS or Health Protection Scotland. The role of the CPHM is to provide advice and guidance to Local Health practitioners dealing with the general public in the community (including pharmacies or GP surgeries etc).

In addition to decanting patients in a major emergency Operational Division have other roles:

- Co-ordinating the Primary Care, Community and Mental Health Response.
- Treat minor casualties( Reception Centres, Community Hospitals, GP practices)
- Care and Advice to evacuees, survivors and relatives( inc. replacement medication)

#### **h. FIFE NHS - OPERATIONAL DIVISION (Cont.)**

- Reinforcing Acute hospitals and supporting accelerated discharge
- Administration of medications, prophylaxis, vaccines and counter-measures
- Provide support, advice and leadership to community on health aspects
- Maintain core business services
- Work with local authority and community to support recovery phase

#### **i. HEALTH PROTECTION SCOTLAND (HPS)**

Health Protection Scotland (HPS) is a division of NHS National Services Scotland which will work with partnership agencies, to protect the Scottish public from exposure to hazards which damage their health and to limit their impact. Additional information is available at [www.hps.scot.nhs.uk](http://www.hps.scot.nhs.uk)

In a major emergency Health Protection Scotland role will be:

- Surveillance - Monitoring the health of the population
- Investigation - Investigating why and how people fall ill
- Risk Assessment - (Estimate probable damage to community health from exposure to hazard)
- Risk Management - (Measures to reduce the risk of hazard exposure and impact on health)
- Risk Communication - (Informing the public about risks to their health)
- Emergency Response - (To incidents/ outbreaks to reduce cases of illness/ other consequences)

#### **j. FOOD STANDARDS AGENCY**

The Food Standards Agency is an independent “arms length” agency with a remit to protect the public’s health and consumer interests. The FSA is responsible for monitoring and enforcing food safety legislation. Additional information can be found at [www.foodstandards.gov.uk](http://www.foodstandards.gov.uk)

In a major emergency the Food Standards Agency role will provide independent advice to consumers and interested parties including Public Health, Environmental Health and others.

#### **k. SCOTTISH ENVIRONMENT PROTECTION AGENCY**

The Scottish Environment Protection Agency (SEPA) has primary responsibility for the environmental protection of water (including “controlled waters”), land and air. It also has key responsibilities for advising of flood risks along the Fife coastline and watercourses

SEPA should be informed about any major accident that has led or may lead to pollution of the environment. Controlled waters include most surface and ground waters and coastal waters up to 3 miles out to sea (Sect. 104 Water Resources Act, 1991).

SEPA operates an ‘Emergency Helpline’ Tel. 0800 80 70 60 for reporting incidents or obtaining information relating to danger to the natural environment or pollution. SEPA must be notified of major accidents at COMAH establishments so that joint investigations with the HSE can be commenced in line with COMAH Regulations and reports sent to the European Commission. SEPA will assign a competent officer to assess the incident response required including:

- Provision of remedial action to prevent and mitigate the effects of the incident
- Provide specialist advice
- Helping to identify who and what in the environment is at risk
- Warning those likely to be affected, including river water abstractors at risk
- Measures to mitigate environmental impacts
- Involvement in an Environment Impact Analysis Team
- Investigating the source and cause of pollution and collecting samples and other evidence in relation to offences under pollution legislation.

## **I. GOVERNMENT DECONTAMINATION SERVICE (GDS)**

The Government Decontamination Service established in 2005 has a remit to provide advice and guidance in relation to the decontamination of the open and built environment following contamination by Chemical, Biological, Radiological or Nuclear (CBRN) materials. They also maintain a register of approved specialist contractors able to carry out decontamination.

The Scottish Executive Justice Department, Civil Contingencies Division will facilitate contact with the GDS.

## **m. MARITIME AND COASTGUARD AGENCY (MCA)**

The Maritime & Coastguard Agency provides a response and co-ordination service for maritime search and rescue (SAR), counter pollution and salvage. Under the Coastguard Act 1925, HM Coastguard is responsible for co-ordinating all civil maritime Search and Rescue within the UKSAR Region, including inland waters.

This includes mobilising, organising and tasking adequate resources to assist persons either in distress at sea or at risk of injury or death on the cliffs and shoreline.

The Fife coastline is within the Scotland and Northern Ireland (SCOTNI) Search and Rescue Region. Sea- based SAR response in this area is controlled by the Maritime Rescue Co-ordination Centre, Fife Ness, Crail (Forth Coastguard), commanded by a District Operations Manager.

Forth Coastguard maintains 24 hour coverage of the coastline from the Scottish border to Montrose and out to the median line between the UK and its European neighbours. Extensive communications allow it to communicate internationally on compatible frequencies with other maritime responding agencies.

HMCG is responsible for requesting and tasking its own SAR assets and those made available by other agencies and coordinating SAR operations. HMCG is responsible for ensuring every SAR incident is carried through to a successful conclusion including:

- Obtaining and evaluating relevant information from appropriate sources
- Initiating Distress and Urgency broadcasts as necessary;
- Alerting and tasking appropriate SAR units and other resources;
- Determining search areas and formulating search plans;
- Appointing On-scene Coordinator (OSC) to co-ordinate local SAR scene operations
- Appointing Aircraft Coordinator (ACO) to co-ordinate multiple aircraft SAR operations;
- Arranging transfer of those rescued to a safe haven ashore and their reception;
- Deciding, after considering all available information, that there is no longer any probability of survival of any missing persons and SAR action can be terminated.

In addition there are Coastguard Sector Bases at Leven and St. Andrews staffed by Sector Managers. MCA permanent staff are assisted by a corps of volunteer Auxiliary Coastguards trained in cliff rescue techniques.

The MCA is also the competent U.K. authority for responding to pollution from shipping and offshore installations. HM Coastguard responds in conjunction with the Counter-Pollution Response Branch to reports of actual or potential threats of maritime pollution.

## **n. ROYAL NATIONAL LIFEBOAT INSTITUTION (RNLI)**

The RNLI maintains an all-weather offshore Mersey Class lifeboat at Anstruther along with a smaller D Class Inshore Rescue Boat. An Atlantic 85 B Class Inshore Rescue Boat is also based at Kinghorn.

The deployment of RNLI assets for SAR operations will be co-ordinated by HM Coastguard using maritime VHF radio channels.

The RNLI crews, apart from the Coxswain/ Mechanic where applicable, are all volunteers mobilised by pager as required.



**o. MAJOR HAZARD SITES (SITE MAIN CONTROLLER & SITE INCIDENT CONTROLLER)**

The responsibilities of the Site Main Controller and Site Incident Controller are worthy of special mention considering the risks posed by the number of top tier COMAH and MACR sites in Fife. Their roles are crucial to the achievement of principal functions on the site and determining/controlling the effects of the incident.

The **Site Incident Controller** is responsible for taking control at the scene of the incident. That person must have a thorough knowledge of the overall situation in the vicinity of the incident and should assume the roles of both the Site Incident Controller and Site Main Controller until the latter is in place.

The Site Incident Controller should direct the shutting down and evacuation of all plant areas that are likely to be affected and is responsible for the control of rescue and fire fighting operations until the arrival of the emergency services.

The other responsibilities of the Site Incident Controller in a major incident are:

- Working with the Fire and Rescue Service in the search for casualties.
- Evacuation of non-essential workers to assembly areas.
- Setting up a communications point with appropriate communications equipment for contact with the Emergency Control Centre.
- Giving advice and information to the Emergency Services at the scene.
- Briefing the Site Main Controller and keeping the Emergency Control Centre informed of all significant developments.

The **Site Main Controller** has overall responsibility for directing operations from the Emergency Control Centre and must attend that location as quickly as possible. That person should immediately gain knowledge of the incident and ensure the emergency services have been summoned and the off-site plan initiated.

The Site Main Controller will, in conjunction with the emergency services and other agencies manage off-site effects including the impact on air, water and ground quality.

The Site Main Controller will be responsible for:

- Providing support, advice and guidance to the Site Incident Controller who has overall responsibility for directing operations at incident scene.
- Ensure that key personnel have or are being mobilised.
- Ensure that direct operational control is available for those parts of the establishment outside the areas directly affected.
- Review and assess developments to help predict the most likely outcomes
- Provide advice and guidance on the shutting down of plants and evacuation
- Liaise with Human Resources Manager and Police and ensure a company representative attends receiving hospital to inform next of kin of missing/injured persons.
- Provide advice on off-site consequences to external agencies i.e. emergency services, Fife Council, Fife NHS, SEPA
- Advise responding emergency services, with Site Incident Controller, details of special equipment including fire-fighting materials, damage control, repair items etc.
- Provide inter-action with the Duty Managers from other companies nearby.

## **p. RAIL INDUSTRY**

Network Rail is the lead organisation for incidents on its infrastructure but it has agreed that First Scotrail will act as the Lead Operator on all lines within Fife, including the main East Coast Line (Dundee - Edinburgh), Fife Circular and Northern (Edinburgh - Perth) lines, and will deal with any major incident. The Duty Control Manager, Edinburgh will be the off-site liaison officer with the emergency services and Fife Council providing specialist advice and assistance.

The Rail Incident Commander (RIC) is the Strategic level manager responsible for overall response policy to an accident and managing strategic level issues such as the emergency train plan etc. The RIC will take the lead in determining and initiating the level of resources necessary to provide an effective response. The RIC would normally operate from a Rail Strategic Cell at First Scotrail Control Office, Waverley Station, Edinburgh.

The Rail Incident Officer (RIO) is the Rail Industry Tactical level incident manager and is responsible for determining priorities in allocating resources, obtaining other resources as required, planning and coordinating the overall rail response on-site including:

- Leading rail site management team and assisting with evacuation, lighting, other resources
- Agreed action and plans for the restoration of normal working as quickly as possible
- Direction of Railway Group, owners and operators of wagons, vehicles and locomotives involved
- Ensuring initiation of the accident site investigation and preservation of evidence
- Establishing and maintaining effective comms. systems at the site and other locations
- Managing likely environmental issues
- Attend the multi-agency Tactical level control if requested.

The rail industry structure permits the appointment of a variety of Operational level roles depending upon the nature, location and scale of the incident. Examples include Site Safety Manager, Investigation Co-ordinator, Site Contracts Manager, Site Projects Manager, Infrastructure Engineer and Recovery Engineer.

The Train Operating Company Control must liaise with First ScotRail Route Control Office to enable information, advice and guidance to be shared and support given. A major incident is likely to cause train service alterations, potential overcrowding and congestion and the need for alternative transport e.g. bus services.

The Train Operating Company will provide a representative at the accident site, known as a Train Operations Liaison Officer (TOLO) whose responsibilities will include:

- Provision of technical support to the RIO and the Recovery Engineer
- Making decisions relating to site activities on behalf of their organisation
- Provide with First ScotRail joint communications centre for media briefing and release of information
- Managing on-site input of organisation, suppliers, customers and agents including service users e.g. rolling stock owners, operators and repair agents, dangerous goods specialist advice or insurance assessors.
- Ensuring persons/agencies involved are familiar with site organisation and First ScotRail lead role.

In railway incidents, other than those involving terrorism or murder, the British Transport Police (BTP) will be responsible for investigating the incident. Where the incident is of such a scale or there are special reasons a joint team of BTP and Fife Police may be formed following discussions between senior officers of both forces.

**q. SCOTTISH NATURAL HERITAGE**

Scottish Natural Heritage (SNH) is a public agency tasked with the protection of Scotland's natural heritage. The agency's headquarters are in Inverness but day to day operational areas are managed by three operational areas. Fife falls within the Forth and Borders area and the nearest local office is at Cupar.

In the event of a major incident posing a threat to the natural environment SNH would combine with other environmental agencies to supply information and advice to the Emergency Management Team.

**r. WOMEN'S ROYAL VOLUNTARY SERVICE (WRVS)**

The WRVS is one of the UK's largest voluntary services dedicated to community care. The WRVS also provides recognised training in Rest Centre Management and other related services. Fife Council Social Work services have a Service Level Agreement (SLA) with the WRVS for support services to the local authority in emergency rest centres.

Emergency teams are available on a 24 hour basis. Subject to contractual requirements the WRVS will invoice Fife Council Social Work Services for all costs incurred during an incident including foodstuffs purchases, travel costs and other expenses. WRVS members will be supervised by the Emergency Services Manager under the control of the Social Work Co-ordinator or Rest Centre Manager.

The WRVS role in a major emergency is to:

- Deploy volunteer teams to nominated Rest Centre(s) or other locations as requested by Social Work, Fife Council or the emergency services
- Provide support services including registration, care and welfare including emergency catering at emergency rest centres or other locations
- Provide support services including catering on request to emergency services.

**s. ST. ANDREW'S FIRST AID**

St. Andrews First Aid, a voluntary society with a Scotland wide membership, has a number of branches in Fife whose members provide first aid cover at major public events, including the Links Market, Leuchars Air Show etc. and various sporting occasions. It trains with and would reinforce Fife NHS in major emergencies under the direction of the Medical Incident Officer or Ambulance Incident Officer.

St. Andrew's First Aid role in a major emergency would be:

- To provide first aid to the injured at the scene
- To provide first aid support at Casualty Clearing Stations, Rest Centres and other nominated locations
- To render humanitarian services as required by the PIO, MIO or AIO.

**t. BRITISH RED CROSS SOCIETY**

The British Red Cross Society is a voluntary first aid society with a UK wide membership. BRCS has a number of branches in Fife whose members provide first aid at major public events along with other hospital and welfare services. It also trains with and would reinforce Fife NHS in major emergencies under the direction of the Medical Incident Officer or Ambulance Incident Officer.

The British Red Cross Society role in a major emergency would be:

- To provide first aid to the injured at the scene
- To provide first aid support at Casualty Clearing Stations and Rest Centres
- To render humanitarian services as required by the PIO, MIO or AIO.

**u. SALVATION ARMY**

The Salvation Army has 11 Corps Centres throughout Fife and can provide many humanitarian and spiritual functions in a major emergency including emergency feeding and care and welfare for those affected. The Salvation Army role in a major emergency would :

- Provide temporary refreshment services at the scene
- Provide overnight accommodation to homeless in Salvation Army premises
- Offer spiritual and practical comfort to the bereaved and others in distress
- Support Social Work by providing humanitarian assistance at Rest Centres/ other designated premises

**v. RADIO AMATEURS EMERGENCY NETWORK (RAYNET)**

RAYNET is a UK wide organisation of licensed Radio amateurs who can provide emergency communications, both voice and data, to approved user groups including the emergency services and the local authority in emergencies.

The RAYNET Fife Group trains extensively in the deployment and operation of the Communications Support Unit controlled by the Emergency Planning Unit, Fife Council and also provides temporary communication systems at a range of public events each year. In a major emergency RAYNET will:

- Deploy the CASU for use as a Forward Control by Fife Council services
- Provide voice and data communications to users groups
- Provide additional communications to voluntary aid organisations

**w. NATIONAL GRID PLC/SCOTIA GAS NETWORKS LTD.**

National Grid plc maintains the National Natural Gas Network and runs the National Gas Emergency Service supplying gas direct to users via Scotia Gas Networks Ltd.. In the event of a major incident a member of the SGN Major Incident Team will be designated as a single point of contact for the council. The role of SGN in a major emergency will be:

- Search for and secure escaping gas
- Advise emergency services in relation to gas hazards
- Render safe damaged plant or supply network
- Re-instate gas supply
- Investigate gas emergencies

**x. SCOTTISH POWER PLC**

Scottish Power is a regulated company involved in the distribution and supply of electricity and gas. The Power Systems division of the company is responsible for the maintenance of the electricity distribution network in Southern Scotland .Power Systems Division, Scottish Power plc response to emergencies will be on three levels:

- **YELLOW** Alert: Staff on stand-by (on receipt of Severe Weather Warning)
- **AMBER** Alert: Action centre activated (pre-agreed level of high voltage faults)
- **RED** Alert: Admin. Centre, HQ, Cathcart activated (more than one region at Amber)

Scottish Power's role in a major emergency will be to:

- manage power supply emergencies in Fife
- carry out emergency repairs to national grid including overhead power cables.

#### y. **BRITISH TELECOMMUNICATIONS PLC**

As well as being a major telecommunication provider British Telecommunications are responsible for major incident emergency communications provision. The BT National Emergency Linkline number provides access to a range of emergency arrangements intended to support major incident response.

In addition BT manages the Government Telephone Preference Scheme (GTPS) a system to ensure that key organisations and their staff have preferential telephone access during emergencies. The role of BT in a major emergency will be to:

- Manage the public telephone network (inc. 999 service) during periods of high activity
- Activate the Government Telephone Preference Scheme (GTPS) as required
- Provide additional capacity and equipment as required.
- Carry out emergency re-instatement of the telephone network

#### z. **SCOTTISH WATER**

Scottish Water is responsible for the provision of public water supplies throughout Scotland and is also responsible for the maintenance of the drainage and sewerage network infrastructure. In order to meet their obligations in the event of an emergency they prepare a "Waterborne Hazards Contingency Plan"

In the event of an incident Scottish Water will manage its resources through the Fife Division Control Room. The standard response would involve the activation of a multi-agency Incident Control Team (ICT) in liaison with Director of Public Health Medicine, Fife NHS and Environmental Health, Fife Council. In a major incident Scottish Water's role will be to:

- Establish an Incident Control Team
- Assess all potential risks
- Ensure the public properly notified (especially customers with special needs)
- Provide alternative supplies of water (either bottled water or static tanks.)
- Liaise with Fife Council Emergency Planning Unit throughout any incident.

#### aa. **BEAR (SCOTLAND) LIMITED**

Bear Scotland Ltd. is responsible for the operational maintenance, including winter gritting, of the motorway and trunk roads in Fife.

Motorway/Trunk roads in Fife include:

- A90 : Forth Road Bridge - Admiralty Interchange (Junction1)( FC responsibility)
- M90 : Admiralty - Blairadam
- A985(T) : Kincardine - Admiralty
- A921(T) : Admiralty - Redhouse (Kirkcaldy East)
- A92 (T) : Redhouse - New Inn
- A91(T) : Burnside - St. Andrews

In a major emergency Bear Scotland role will be to:

- Maintain the integrity of the motorway/trunk road network in Fife
- Arrange winter gritting to keep roads ice-free
- Provide snow clearance food of affected roads as required
- Deal with surface flooding of any roads
- Respond to spills on the road surface
- Deal with any subsidence
- Provide temporary diversions/roads closed signs

**bb. PROCURATOR FISCAL**

The Crown Office and Procurator Fiscal Service (COPFS) is responsible for the prosecution of crime in Scotland, the investigation of sudden or suspicious deaths, and the investigation of complaints against the police.

The strategic aim of COPFS is to serve the public interest, prosecuting cases independently, fairly and effectively and working closely with partner agencies in the criminal justice system to help make Scotland a safer place.

The Procurator Fiscal has ultimate responsibility for identifying deceased persons and establishing the cause and time of death. Procurators Fiscal are assisted in their efforts by Crown Office pathologists and forensic scientists of many disciplines. Police officers will make enquiries on their behalf. The COPFS has offices in the three Sheriffdoms of Cupar, Kirkcaldy and Dunfermline and their activities are co-ordinated by a Senior Procurator Fiscal

**cc. HEATH AND SAFETY EXECUTIVE (HSE)**

The Health and Safety Executive (HSE) is a central government body who enforce health and safety legislation in most industrial premises, construction sites and agricultural operations. HSE expertise covers the fields of chemical toxicity, fire and explosion risks, civil and electrical engineering.

The HSE also serves as the joint competent authority with SEPA for top-tier COMAH sites and approves safety reports submitted to it by site operators, as well as inspecting site at regular intervals to ensure compliance with relevant legislation. The HSE operate a one stop information and reporting services called " Infoline". Out with normal office hours the police have access to a priority contact number.

In a major emergency the HSE's primary role will be:

- to investigate the circumstances of incidents where it is the appropriate enforcing authority.
- to act in an advisory role within their area of responsibility.

## **PART 6**

### **INCIDENT SPECIFIC PLANS**

#### **6.1 INTRODUCTION**

In this section, plans for responding to a number of key risks and hazards, as identified in the Fife Community Risk Register (FCRR), are included as incident specific annexes to this Major Emergency Plan.

Other plans held by Fife Council, not included in the FCRR but which exist as stand alone response arrangements are also summarised here.

#### **6.2 COMMUNITY RISK REGISTER**

Fife Fire and Rescue Service, in partnership with emergency planning colleagues from the emergency services, local authority and health service, have identified and undertaken a risk assessment of the main hazards and threats in Fife.

The community risk register prepared by the Fife Fire and Rescue Service is publicly accessible allowing members of the community to see what risks are associated with the area in which they reside or work.

The completed community risk register has been ratified by the Fife Strategic Co-ordinating Group and is a 'living document' for all agencies involved in civil contingencies planning and response providing:

- Details of identified risks within Fife.
- Details of procedures, plans and protocols in place to mitigate and manage risks and/or respond should a major incident occur relating to one of those identified risks.
- Details of areas for development and improvement to reduce or mitigate the risk.

#### **6.3 SUMMARY OF FIFE COUNCIL EMERGENCY RESPONSE PLANS**

The following brief summaries (Appendices A - G) refer to emergency plans prepared for specific contingencies in Fife. While the plan summaries are not listed in any particular order, the first few may be considered prominent based on recent experience.

## APPENDIX A

### TEMPORARY MORTUARY - ARRANGEMENTS FOR PROVISION IN FIFE

#### INTRODUCTION

There is no legal requirement for mortuary provision in Scotland. Current legislation relating to mortuary provision is the Public Health (Scotland) Act 1897 which states that local authorities may provide mortuary facilities. Arrangements for providing mortuaries has evolved since the 1897 Act and currently in Scotland there are different arrangements in place.

In Fife the local authority have no involvement in routine mortuary provision. NHS Fife provide mortuary facilities where deaths occur in hospital and contractual arrangements exist between NHS and The Crown Office and Procurator Service (COPFS) which allow for the NHS to provide mortuary and post-mortem facilities for COPFS-instructed post mortem examinations.

The governing legislation is in the process of being updated.<sup>1</sup> The new legislation is expected to create a statutory duty of cooperation between local authorities and NHS boards to ensure the provision of mortuary and post-mortem facilities. It is not anticipated that the new legislation will necessitate any changes to the current arrangements in Fife.

The situation with regard to the provision of a temporary mortuary which may need to be established to deal with a large number of fatalities following a major incident requires different arrangements because NHS Fife have limited capacity to cope with such a situation.

Fife Council, with agreement of COPFS and the Fife Strategic Co-ordinating Group, have accepted the responsibility to provide a suitable location for establishing a temporary mortuary (see below – Action by Fife Council).

#### ESTABLISHING A TEMPORARY MORTUARY

The Crown Office and Procurator Fiscal Service (COPFS) have the sole legal responsibility for the investigation of all sudden, unexpected or suspicious deaths in Scotland, regardless of whether criminality is involved. The role of the Procurator Fiscal is to ensure that a full and proper investigation is carried out into all the circumstances surrounding the death(s).

In a major incident situation involving fatalities the Procurator Fiscal may require a temporary mortuary to be established to provide a secure area for post-mortem examinations and other investigations to be carried out.

Guidance – ‘Responding To A Mass Fatality Emergency’ was published by the Scottish Executive [now Scottish Government] in November 2006. These arrangements have still to be finalised<sup>2</sup>. The main provisions are that the Home Office has a contract in place with a specialist organisation to provide and construct the main components of a temporary mortuary facility at any location in the UK. The contract provides for the main construction within 24 hours from being requested with the remaining elements in place within 72 hours.

Strathclyde Police have undertaken responsibility for the maintenance of a stockpile of specialist equipment for use at a temporary mortuary in a mass fatalities incident anywhere in Scotland. In addition there is a Home Office contract in place to provide the rapid supply of specialist radiographic equipment.

The Procurator Fiscal will be responsible for making the decision on the deployment of central assistance and, in making this determination, will take advice from the lead or supervising pathologist, the Police Senior Investigating Officer and Senior Identification Officer.

The Procurator Fiscal will authorise activation of the Home Office contract and will contact . Fire and Civil Contingencies Division, Justice Department to invoke the contractual arrangements.

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<sup>1</sup> The Public Health (S) Bill is expected to be enacted in 2008.

<sup>2</sup> The finalised guidance is still awaited. Guidance will include details relating to the suitability of sites.



## **ACTION BY FIFE COUNCIL**

Any major incident situation involving mass fatalities will have invoked Fife Council's Major Emergency Plan and the Council Emergency Planning Officer will have activated relevant council services and officers as part of an integrated emergency managed response to the incident. As part of the integrated management of the incident the issue of the decision on the requirement for a temporary mortuary will be closely monitored.

In preparation for the potential need for the Home Office contract to be activated, a protocol has been developed between Fife Council's Emergency Planning Unit and Asset and Management Services for a suitable site to be made available for establishing the temporary mortuary.<sup>3</sup>

Asset and Management Services maintain details of all vacant Fife Council land and as part of the protocol maintain an updated schedule of sites which fit the broad site specification outlined in the Home Office contract.

If a decision is made to establish a temporary mortuary deploying central assistance the Procurator Fiscal (or an agent acting on behalf of the PF) will make contact with the duty Fife Council Emergency Planning Officer to initiate action to establish a site for the temporary mortuary.

The duty EPO will contact the nominated officer(s) in Fife Council Asset and Management Services to make the arrangements for a suitable site to be made available. Thereafter, liaison will continue between Fife Council officers and all other stakeholders to establish, manage and operate the temporary mortuary.

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<sup>3</sup> The mechanism for site approval by the Home Office contractor is still awaited as part of the forthcoming guidance – see Footnote 2 above.

## APPENDIX B

### SEVERE WEATHER PLAN (FIFE MULTI-AGENCY RESPONSE)

#### INTRODUCTION

A joint Severe Weather plan agreed by Category 1 responders in Fife will ensure a multi-agency co-ordinated response to adverse weather. Should a number of 'triggers' be reached an Incident Room for tactical command will be opened at Fife Police Headquarters. This is designed to prevent single agencies responding in isolation without considering the full impact across Fife with communication and liaison as the key factors.

#### WEATHER INFORMATION SOURCES

Transportation Services, Fife Council receive daily weather forecasts from Meteogroup between May to October and would be informed of impending severe weather that may cause damage or disruption to the public at large. They are also able to obtain status reports from a network of roadside meteorological observation stations which record surface temperature and precipitation levels against which winter gritting operations are based.

#### ADVERSE WEATHER CATEGORIES

For the purposes of this plan the following categories of adverse weather may be considered:

- **Flooding (Coastal/fluvial)**
- **Heavy Snow/Ice Storms**
- **Storms/ Gales/Tornadoes**
- **Drought/Heat Wave**

#### WEATHER WARNINGS

The Meteorological Office which maintains the National Severe Weather Warning Service will notify the Emergency Services and Fife Council Emergency Planning Unit of anticipated severe weather by a faxed Early Warning giving notice up to 120 hours in advance or as a Flash Warning giving immediate warning for the next 6/12 hour period. Out of Hours the warning will be disseminated by the Duty EP Officer to designated recipients in Fife Council as per agreed protocols.

#### FIFE EMERGENCY RESPONSE MANAGEMENT TEAM

Where any agency identifies a requirement for a multi-agency co-ordinated response to adverse weather a Fife Emergency Response Management Team (ERMT) will convene, partly a Police led group in the Command Suite at Police Headquarters, Detroit Road, Glenrothes and a Fife Council led group in the local authority Council Emergency Centre (CEC), Fife House who will liaise with the former.

#### ADVERSE WEATHER ERMT COMPOSITION

- **Fife Police HQ Command Suite**  
Fife Constabulary (Chief Inspector Roads Policing)  
Fife Constabulary (Force Emergency Planning Officer)  
Fife Constabulary (Force Media Manager)  
Fife Fire and Rescue Service  
Scottish Ambulance Service (Link into Acute Hospitals )
- **Fife Council ECC:**  
Fife Council Transportation Services  
Fife Council Emergency Planning Unit  
Fife Council Social Work Service  
Fife Council Education Service
- Bear Scotland Ltd.
- Scottish Environment Protection Agency
- Scottish Water
- Utilities (Transco, Scottish Power, BT etc)
- Transport (Network Rail, Stagecoach etc)

A Fife Council Liaison Officer will attend the Fife Police Command suite. If prior warning of a potential incident is received e.g. flash warning of severe weather with 3 hour lead in time, the Fife Council Liaison Officer will be put on stand-by and will liaise with the Police Communications Centre to determine if the ERMT needs to be established prior to the incident occurring.

## FLOODING INCIDENTS

The effects of climate change mean that flooding is likely to become an increasingly common event that could affect both urban and rural parts of Fife. Flooding may be localised or occur simultaneously across the area amounting to a series of major incidents which may be short term or protracted.

Rivers are classified by the Scottish Environment Protection Agency as main rivers and critical ordinary watercourses. SEPA is responsible for the flood prevention measures on main rivers. Ordinary watercourses are the responsibility of various bodies such as local authorities and other landowners.

## TYPES OF FLOODING

There are a number of types of flooding but the responses are likely to be similar:

- Fluvial (applicable to the River Eden and River Leven and other burns and watercourses)
- Tidal (applicable to the estuarial reaches of the River Forth and River Tay)
- Coastal (applicable to area from North Queensferry to Tayport. Kirkcaldy Esplanade and low lying coastal settlements between Dysart and Elie are prone to recurring flooding)
- Flash floods
- Burst water mains

## FLOOD WARNINGS

Scottish Environment Protection Agency (SEPA) is the principal flood defence operating authority and has the lead role for disseminating warnings for fluvial, tidal and coastal flooding by displaying Flood Watch notices on their website including Flood Warnings and Flood Alerts which advise of imminent flooding risks. HM Coastguard advise the Police and Fife Council when the coincidence of abnormal tides and forecast low atmospheric pressure and strong easterly winds could result in flooding of low lying areas of the Fife coastline.

SEPA Perth office will issue flood warnings by e-mail/phone to Fife Constabulary and Fife Council through the Emergency Planning Unit Duty Officer which will advise appropriate council services. SEPA is responsible for the issue of flood warnings in respect of main rivers and the coast. These warnings are categorised as:

- **Flood Watch**
- **Flood Warning**
- **Severe Flood Warning**
- **All clear**

The definitions and actions required upon receipt of such warnings are to be found in the Local Flood Warning plan and the strategy document. Warnings are also sent by various means to people in the likely affected area. The Met Office issues warnings of severe weather which give warning of the possibility of flooding from other sources.

Further information can be obtained on SEPA Flood Line **0845 988 1188**.

## FLOODING RESPONSE-ROLES AND RESPONSIBILITIES

The following are additional to previously described roles and responsibilities:

### Police

In the event of the agreed procedures for warning and informing communities at risk not being effective then, where practicable, assistance will be given. The Police will, where possible check potential or known flood risk areas to check water levels and assess the potential for flooding at those locations.

## **Fire and Rescue**

Give assistance with pumping operations depending on the situation prevailing at the time priority being given to calls where flooding involves a risk to life of fire or explosion and to calls from hospitals, residential homes for the elderly, public utilities and food storage depots. To assist other relevant agencies, particularly the local authority, to minimise the effects of major flooding on the community.

## **Fife Council**

Provision of general advice and information to the public including flood prevention measures and advice on health and environmental issues in conjunction with Fife NHS Board. Fife Council may also provide further assistance to the public if resources permit i.e. drying-out facilities, provision/ filling or placing of sandbags where danger is foreseen. Joint agency co-ordination of non-life threatening floods and of the recovery phase following a flooding incident.

## **Other Agencies**

Flooding issues will impact on other organisations such as public utility companies (water, gas, electricity, telephone) who should respond according to their own response plans.

## **Planning and response issues**

In responding to the flooding incidents the following factors should be considered:

- Risk assessment.
- Danger from flowing water (speed, force, currents, undertow and submerged hazards).
- Notification to SEERAD, DEFRA and Food Standards Agency.
- Local authority liaison officers for response and monitoring purposes.
- Equipment and training in its use, e.g. access to boats for suitably trained personnel, footwear, buoyancy aids, safety lines, flood-plain maps, local knowledge of flood effects
- Traffic diversion plan with sign locations (Section 67, Road Traffic Regulation Act, 1984)
- Police Marine Support, Maritime & Coastguard Agency, RNLI.
- Military assistance, e.g. sandbagging, specialist vehicles, etc
- Vulnerable persons, e.g. children, disabled, etc.
- Vulnerable premises, e.g. schools, residential care homes and electrical installations.
- Contaminated water (hazard to rescue services as well as the public).
- Supplies of drinking water.
- Guidance and health advice leaflets, newsletter, helpline, etc.
- Early appointment of flood recovery group. Rest Centres – establishment and transport.

## APPENDIX C

### WARNING AND INFORMING THE PUBLIC / MEDIA RELATIONS

#### INTRODUCTION

Should a major incident occur the Civil Contingencies Act requires Local Authorities and Category 1 Responders to have arrangements to provide rapid information and advice to the public as by its very nature, the incident could create genuine alarm and concern or be an increased or actual risk to public health and safety.

In addition to the need to warn and inform the public, a major incident will inevitably attract significant and sustained interest from local, national and international media. The dynamic and extensive nature of media coverage will ensure that major emergencies and mass fatality incidents rapidly become public knowledge whether relating to an incident within the United Kingdom or abroad.

#### DEALING WITH PUBLIC/MEDIA ENQUIRIES

People concerned for relatives or friends will make enquiries regarding their well being, usually to the emergency services, particularly the police but also the local authority or other agencies. If not effectively managed, these enquiries not only have the potential to place points of contact under considerable pressure but also add to the potential distress of anxious friends and relatives. Mobile phones can assist people in making contact with those they are concerned about but the potential for network overload at an early stage is high following such incidents due to the sheer volume of calls.

The media has a significant role to play in delivering accurate and timely information to the public through the press and broadcast media. To ensure that agencies respond effectively and efficiently to the demands of journalists, press officers from the emergency services and other agencies must liaise and consult effectively with each other whilst respecting the different roles and their individual services.

#### MEDIA LIAISON/SPOKESPERSONS

SE guidance "Preparing Scotland" advises that a media liaison officer and media spokesperson should be identified for both Category 1 and Category 2 organisations responding to an incident. In the event of a major incident with widespread media interest contact should be made with the Media and Communications Group via the Scottish Executive Justice Dept. Tel. 0131 244 1815 OOH Pager 01426052392. The SE Media and Comms. Group can assist with the co-ordination of media, both press and broadcast.

#### METHODS FOR WARNING/INFORMING THE PUBLIC

The circumstances of a major incident and time of day will dictate to a large extent what methods are used to warn and inform the public including:

- Police officers to make door-door to door calls. (May not be feasible due to time constraints, lack of resources and risks to health and safety)
- By mobile loudspeaker equipped vehicles car or other amplified means.
- Police issued public announcements on local media.
- PA announcements (shopping centres, sports venues, rail/bus termini etc.).
- Automatic telephone / fax / text messaging to subscribers.
- Site sirens.
- Web sites.

#### PUBLIC SERVICE BROADCASTING

The BBC has a unique public service broadcasting role and is a main conduit for putting out information to the public in Fife. A protocol between the emergency services and BBC Scotland allows them to be informed of emergency situations and they will in turn cascade it to other radio stations, both commercial e.g. Radio Forth and other BBC stations e.g. Radio Scotland. They will also inform BBC Scotland Television for onward cascade to other television channels e.g. Scottish Television. Details of BBC's public service broadcasting role can be found in the booklet "Connecting in a Crisis", available on [www.bbc.co.uk/connectinacrisis](http://www.bbc.co.uk/connectinacrisis).

## INFORMATION DEMANDS

When a major incident occurs, there is likely to be an immediate public expectation and certainly during the first few hours for the following information:

- Basic details of the incident – what, where, when (who, why and how, if possible)
- Risks to health and protective measures
- Safety advice and guidance (e.g. go indoors, stay in, tune in to local radio for update)
- Preparation for evacuation
- Reassurance that help is available (accommodation, transport, contact next of kin etc.)
- Extent of impact (fatalities/casualties/power/gas/water/telephone utilities/access/structural integrity)
- Help line telephone nos.

Fife Emergency Planning Working Group has agreed procedures with major accident hazard site operators in Fife for alerting and warning the public should a serious incident occur on any establishment that falls within the scope of the COMAH Regulations, with potential consequences beyond site boundaries, both to public safety and the environment. These include automated telephone dialling schemes, site perimeter sirens, vehicle mounted loudspeaker announcements etc.

## HOLDING STATEMENTS

When a major incident has been declared all the responding services and agencies will be under pressure to provide an immediate statement in response to media/public enquiries. At the earliest opportunity a holding statement will be agreed and disseminated by the Fife Police Media Manager or appointed spokesperson.

Police media staff will liaise with other emergency services and Fife Council to advise on the need to co-ordinate statements before release to the media. Statements should comply with the requirements of the Lord Advocate's Guidelines, not be contradictory and not impinge upon or undermine the actions of the other services. If Fife Council is involved in dealing with the incident, Customer Relations Management Service (CRMS) should be involved in the press officer liaison process.

## LIAISON ON SCENE

Press officers attending the scene of the incident should liaise with partner organisations at the earliest opportunity to clarify before releasing contentious or conflicting information to their individual press offices.

## STRATEGIC AND TACTICAL GROUP MEDIA MEETINGS

Ideally, a police press officer should attend both Strategic and Tactical co-ordinating group meetings. Likewise it may also be necessary for senior public relations/media and communications personnel from the other emergency services or the local authority(s) to attend the Strategic group meetings.

The police press officer – in consultation with the Police Strategic and Tactical Commanders - will take the lead on the content of subsequent media statements about the incident as a whole. However it is important that each emergency service has the opportunity to ensure the media are aware of front line staff activities. Senior staff should be available for media interviews. Who will 'front' the media will be decided at strategic level but is likely to be the Chief Constable, Chief Fire Officer or the Chief Executive, Fife Council.

## CASUALTY FIGURES

Confirmed casualty figures may only be released after consultation with Police Strategic Commander via the Police press officer. It is important that only one set of casualty figures is released at one time. If the number of casualties involved in an incident rises over a period of time then all the services press officers should refrain from giving updated figures until they have been cleared by the Police Strategic Commander.

Scottish Ambulance Service may confirm the general nature of types of injuries – unless police specifically request them not to – and hospitals to which they are taken but the numbers of fatalities and those seriously injured should only be given when cleared by the Police Strategic Commander. Good liaison must be maintained with the Acute Hospitals as the media will undoubtedly attend those locations to seek information.

## JOINT PRESS OFFICE AND BRIEFINGS

If the incident is of a serious nature i.e. involving a high number of casualties and/or continuing rescue operations likely to run beyond 12 hours, consideration will be given to setting up a joint press office.

If the emergency services and/or local authority consider it beneficial to hold a joint press briefing, the Police press officer at the scene will liaise with relevant tactical commanders and other press officers to agree a suitable format to identify contentious issues that might arise. The following areas of responsibility are suggested for the briefing:

- a. Fife Police**
  - Overall description of Incident
  - Fatality/casualty numbers
  - Details of actual/planned response
  - Casualty Bureau telephone number (if issued)
  - Details of any criminal investigation
  - Extent of local disruption (road traffic, public transport, unsafe areas)
  - Acknowledgement of local response (community assistance, individual heroism etc.)
- b. Fife Fire and Rescue Service**
  - Description of Fire and Rescue operation
  - Number/circumstances of persons trapped/rescued
  - Numbers of appliances and personnel involved
  - Specialist rescue equipment (underground rescue/aerial platforms/cliff rescue)
  - Specific information related to flooding, fires or chemical incidents.
- c. Scottish Ambulance Service**
  - Level and seriousness of casualties/injuries
  - Details of receiving hospitals casualties
  - Number of ambulances and medical staff involved
  - Details of air ambulance deployment (if any).
- d. Health Service (Fife NHS Board/Acute Hospital(s)/ PCT/HPS)**
  - Clinical condition of patients from incident
  - Numbers of medical/nursing staff involved
  - Medical information or advice to the public.
- e. Fife Council**
  - Extent of involvement
  - Details of helpline/s
  - Advice on normal service delivery arrangements
  - Details of any Disaster Appeal Fund
  - Details of advice (practical, psychological, financial etc.)

## MEDIA CENTRE

Where a large scale incident is likely to attract significant media interest, a media briefing centre should be established at suitable premises to be identified by the Emergency Planning Unit Fife Council. Depending upon the incident, it may be necessary to establish a suitable briefing point near the scene.

If a large number of casualties have been admitted to hospital, consideration should be given to establishing a Media Centre at or near the receiving hospital/s hospital or Fife NHS Board HQ as the media are likely to gather at the hospital seeking information. Any Media Centre should be co-ordinated by the Police but briefings and interviews would invariably be Health service led.

The media briefing centre gives journalists a base to operate from, sheltered from the elements with toilet and refreshment facilities. The advantages to the emergency services include improved communications and speedy organisation of briefings and interviews.

## **MEDIA CENTRE RESOURCES**

Consideration should also be given to the provision of the following to the media:

- Parking of large numbers of vehicles with satellite dishes
- Telephone lines / ISDN lines
- Power supply (generators) for TV outside broadcast units
- Controlled access to the scene

## **MAJOR INCIDENT HELPLINE**

Fife Constabulary will establish a public helpline in the event of a major incident that involves multiple fatalities or casualties in order to deal with enquiries from next of kin and friends concerned about missing relatives. This will normally be established as part of Casualty Bureau management procedures. A dedicated telephone number will be announced on media news bulletins and in press releases.

Fife Council will establish a telephone helpline so that members of the public can obtain information, guidance and re-assurance at the time of an emergency. The local authority helpline will **not** divulge or accept any information relating to casualties or persons involved in a major emergency. All requests of this nature will be referred to any Police helpline that has been set up.

Typical requests for information from a local authority helpline might be what actions to take in the event of flooding or severe weather threat. The helpline will be able to give out information in the form of prepared statements, updated as necessary, either as recorded messages or operators dealing directly with incoming callers. The Fife Council helpline facility will be established by the Local Services Network Contact Centre and the telephone number dedicated for this purpose will be published on [www.fifedirect.org.uk](http://www.fifedirect.org.uk) along with advertisements in local newspapers. Information can also be promulgated by other media including Teletext, SMS text service etc.

Other agencies including Fife NHS Board, SEPA, British Insurance Association etc. may establish helplines according to the particular category of emergency with similar arrangements to make the public aware of how to access them.

## **DEBRIEFS**

Strategic Commanders will decide if the incident warrants a post-incident debrief with the relevant press officers and other key persons who were involved. Such debriefs should be conducted using the multi-agency debriefing protocol approved by the Fife Strategic Co-ordinating Group. The debrief should evaluate the media coverage and identify best practice and any lessons that have been learned which could assist media handling/public relations arrangements for similar incidents in the future.



## APPENDIX D

### RADIATION HAZARDS

#### INTRODUCTION

Fife is at risk from external radiation hazards including Torness Nuclear Power Station and even international hazardous sources such as a Chernobyl-type event. However, radiation hazards may also occur on a much lesser scale with radioactive material released while in transit, possibly following a vehicle collision or from stored radioactive waste.

#### ROSYTH ROYAL DOCKYARD

Rosyth Royal Dockyard, operated by Babcock Engineering Services (BES) on behalf of MoD Navy, repairs surface vessels including aircraft carriers, destroyers, frigates and minesweepers. Formerly licensed under the Radiation (Emergency Preparedness & Public Information) (REPPPIR) Regulations 1996, the off-site plan to deal with the consequences of a radiological hazard has been discontinued

However, the site still contains a medium/low level waste facility for radioactive waste that is carefully monitored by Royal Navy Health Physics personnel. The outer basin of the Dockyard also berths seven de-commissioned Resolution class submarines whose nuclear reactors have been de-activated but are subject to ongoing safety surveillance pending a decision on their final disposal.

There is also the possibility of incidents involving the transportation of spent nuclear fuel rods removed by rail from the site with the rods in transport flasks. British Energy has a Flask Incident Plan to deal with accidents involving fuel rod transportation.

#### RADIOLOGICAL HAZARD INCIDENT RESPONSE

At incidents involving a risk to the public from radioactive materials a Fife Fire and Rescue Service Flexi Duty Officer will carry out the role of radiation protection supervisor in accordance with the Ionising Radiation Regulations 1985 and National Arrangements for Incidents involving Radioactivity (NAIR) scheme.

In the absence of pre-arranged contingency plans held by a driver or carrier of a radiation source, Fife Police Force Contact Centre and Fife Fire and Rescue Service Control will obtain radiological advice and assistance, by contacting the UK Atomic Energy Authority Constabulary FCC Tel. 0800 834153.

The FCC will record details of the incident and contact information to be passed on to the nearest NAIR respondent. Assistance is provided in two stages as follows:

- **Stage 1**

Technical advice and assistance provided by a radiation expert, typically a hospital physicist, health physicist from Babcock Rosyth etc. who using relatively simple monitoring equipment can form a view of whether a hazard exists and advise the police/fire and rescue services of appropriate action.

- **Stage 2**

More extensive assistance provided by major U.K. nuclear establishments involving a team of up to 4 radiation health physicists with monitoring, protective and decontamination equipment and transport. The National Radiological Protection Board (NRPB) is responsible for co-ordinating the response to radiation incidents, in consultation with the Police. (NAIR Technical Handbook 2002 edition refers.)

#### RADSAFE

Radioactive material is transported daily by both road and rail through the UK. Package design based on International Atomic Energy Agency criteria should immediately alert the emergency services or local authority staff to possible dangers. Major organisations involved with transporting radioactive material are all part of the RADSAFE Response scheme which is the first port of call for any transport event in which there are or likely to be radioactive materials involved.

RADSAFE provides early expert advice and technical support and establishes clear responsibility for “clear up” of the event. It excludes MOD nuclear movements as health physicists are always present. RADSAFE can be contacted by telephone by the emergency services or local authority. It compliments the NAIR Scheme (National Arrangements for Incidents involving Radiation) and is available for use as a long stop for protracted situations.

### **RIMNET**

The Radiation Incident Monitoring Network(RIMNET) scheme was established in 1998 following a government review of the Chernobyl incident and its impact on the UK. The scheme reflects arrangements described in the National Response Plan for the UK to receive early notification of overseas nuclear accidents involving a significant release of radioactivity by agreement with the International Atomic Energy Authority and the EU Council of Ministers.

The National Response Plan also provides for a monitoring system for the detection of increased radiation levels in the UK, from internal or external sources, through a network of 92 strategically distributed gamma radiation dose rate sensors which will give an automatic alert of any such increases.

After notification or detection of an overseas nuclear accident a risk and impact assessment will be conducted by the Dept. of Environment Food and Rural Affairs through the Environment Agency and SEPA based on the following alert states:

- a.** Normal State (RIMNET initial state – normal background radiation levels)
- b.** Alert/Amber State (Declared during Risk Assessment/Environmental Impact Assessment stages)
- c.** Confirmed Incident/Red State (NRP activated, public warnings issued, Parliament informed)

When an incident is declared a multi-agency Technical Co-ordination Centre, including staff from the National Radiological Protection Board (NRPB), the Meteorological Office and key Government Departments will be established overseen by a Government Technical Adviser(GTA) who will advise Ministers and help prepare the Government’s response. Additional radiological monitoring would be implemented to assist public health risk assessment and critical decision making.

An Information Centre will be established alongside the TCC to disseminate bulletins to the health service, local authorities, media, public information sources including teletext/ceefax/websites and telephone help-lines.

## APPENDIX E

### CHEMICAL, BIOLOGICAL, RADIOLOGICAL OR NUCLEAR (CBRN) DEVICES

#### THREAT ASSESSMENT

Since the release of a nerve agent in a Tokyo subway in 1995 and more recently, events in London on 7/7 and 21/7 2005, there has been an increased awareness of the threat posed by a chemical, biological, radiological or nuclear (CBRN) terrorist attack. The threat from such a device is significant not only as a result of its activation but also the fear and panic that it would create within society.

There have been no recorded cases of a large scale deliberate release of these materials in the United Kingdom with current threat assessments suggesting that a terrorist attack as more likely to involve chemical or explosive materials.

The consequences of a CBRN incident are similar to those of an accidental release of toxic substances from a chemical site or a major infectious disease outbreak with a deliberate release potentially causing serious harm and disruption over a wide area.

Due to the nature and strong public interest and concern likely to be generated by such an incident the response, particularly at strategic level, is likely to be led by central government and involve the military.

#### EMERGENCY RESPONSE TO CBRN INCIDENTS IN FIFE

Fife Constabulary and the Security Services will lead the response locally to any terrorist related incident involving a chemical or biological release of material or the exploding of a bomb or similar device. An improvised explosive device planted at or near many of the risk locations identified throughout Fife could provoke maximum harm or disruption. These sites include:

- commercial centres,
- sports stadia, rail/bus stations,
- public events e.g. Links Market/ Leuchars Airshow/ Knockhill Racing Circuit,
- key economic targets,
- military establishments including DMC Crombie, and Rosyth Royal Dockyard.

#### DESCRIPTION OF DEVICES

The following are brief descriptions of CBRN devices:

- **C – Chemical**  
These devices will contain some form of chemical agent, the effects of which range from causing watery eyes blistering to the skin through in the worst-case scenario to instantaneous death. Examples are CS, Sarin and Mustard Gas.
- **B – Biological**  
These devices contain some form of biological agent. The effects of this type of device are not immediately apparent as the biological agent may take a number of days or even weeks to incubate in an infected victim. However the result of exposure and subsequent infection can range from flu-like symptoms through to in extreme cases death. Examples are anthrax, cholera and e-bola.
- **R – Radiological**  
These devices contain a quantity of radioactive material as a part of a conventional explosive device. On detonation the radioactive material is spread over large distances making the area unsafe to humans until it has been cleared up. Those exposed are likely to suffer the effects of radiation poisoning in the long term. This generally manifests itself as a cancer.
- **N – Nuclear**  
These devices take consideration scientific expertise to create and the most likely source of such a device is the existing nuclear stockpile across the world. An example of such a device and its effects on the victims was seen at Hiroshima in the Second World War.

## **RADIATION DETECTION**

The presence of a radiological or nuclear device can easily be detected by equipment that measures radiation levels even before the device has detonated. Examples of such equipment are Geiger counters.

## **CHEMICAL/BIOLOGICAL DETECTION**

The presence of chemical or biological agents is harder to detect prior to detonation. However once detonated the effect of a chemical device are likely to create an immediate reaction from the victims. In the case of a biological device the effects will not be immediately visible after detonation.

## **EMERGENCY SERVICES RESPONSE**

The main functions of the emergency services and other agencies at a CBRN incident are the same as those laid out in this manual. However both the Ambulance Service and Fire and Rescue Service have additional responsibilities specific to the decontamination process. A memorandum of understanding on mass decontamination has been agreed between the Fire Services in Scotland and the Scottish Ambulance Service.

## **DECONTAMINATION**

Where there are more members of the public requiring decontamination than the ambulance service can normally deal with, the protocols as laid down in the memorandum of understanding will be implemented. The fire and rescue service will deploy and support the ambulance service in mass decontamination.

## **FIFE COUNCIL ROLE**

Local authorities are identified as having specific roles to play during a CBRN incident. Details of these roles can be found in the booklet entitled "The release of Chemical Biological, Radiological or Nuclear Substances or Material – Guidance for Local Authorities" issued by the Home Office. One of the significant roles for Fife Council will be taking on the lead role in the recovery, rehabilitation and reconstruction of the community phase following a CBRN incident. This will inevitably require the setting up of a Recovery Working Group.

## **MUTUAL AID**

It has been recognised that the local authorities may not have the capacity or expertise to undertake the roles identified, especially without mutual aid either from within Scotland or elsewhere.

**APPENDIX F****MARITIME ACCIDENTS****INTRODUCTION**

Fife has a land area of some 507 q. miles situated between the Firth of Tay and Firth of Forth and whose peninsular geography is bounded on its north, east and south shores by tidal waters. The Fife coastline is 115 miles long and includes 32 ports and harbours of varying sizes and descriptions engaging in a variety of activities including military, commercial, leisure and recreational uses.

Fife Council has a statutory remit for coastal protection and emergency arrangements for those ports and harbours it directly administers. It has, therefore, assumed responsibility for producing the Fife Ports and Harbours Emergency Plan in accordance with DfT Port Marine Safety Code 2000 requirements.

**MAJOR HAZARDS**

Apart from oil and chemical pollution and flooding risks, the risk of a marine accident in the Firths of Forth and Tay cannot be discounted due to increased use by passenger carrying vessel traffic and growing water based sports and leisure activities.

The major hazards within Fife Ports are:

- fire or explosion in a ship, either alongside or at anchor
- vessel collision, grounding or sinking in port or harbour
- spillage of a dangerous substances( oil/chemicals)
- emission of noxious gas directly released to atmosphere or resulting from a fire.

A growing number of cruise liners make use of the port facilities at maritime establishments including Rosyth and Anstruther in addition to the three times weekly Superfast ferry crossing between Rosyth and Zeebrugge in Belgium.

A hovercraft service between Kirkcaldy and Portobello trialled in 2007 and additional north-south ferry routes are being evaluated. Excursion boats also operate in the Forth including the Maid of the Forth (120 Passenger capacity) and the May Princess which runs seasonally between Anstruther and the May Isle.

**ACTIVATING FIFE COUNCIL PORTS AND HARBOURS PLAN**

The Ports and Harbours Plan would normally be activated by the Duty Harbourmaster for the relevant minor harbour when informed by the Police or other Emergency service of any incident. The Fife Council plan is intended to dovetail with the Emergency Forth contingency plan.

**INTEGRATION WITH EMERGENCY FORTH PLAN**

Vessels above 50 tonnes deadweight are subject to Forth Ports bye-laws concerning vessel traffic movement in the Firths of Forth and Tay and required to maintain radio contact with Forth and Tay Navigation Service (FTNS) while in controlled waters.

The Emergency Forth Plan will be activated when a marine accident has occurred within the Harbour Area of the Firth of Forth and River Forth between the Forth Bridges and Kincardine Bridge for which Forth Ports acts as the Harbour Authority. Emergency Forth will be co-ordinated by the Duty Harbourmaster, FTNS and HM Coastguard, MRCC, Fife Ness. HMCG will coordinate all search and rescue operations at sea.

## APPENDIX G

### FUEL SHORTAGES PLAN

#### INTRODUCTION

In the event of loss or withdrawal of oil and fuel supplies nationally either through supply chain disruption, loss of production, industrial action or other cause the Government will implement emergency arrangements aimed at conserving and restoring supplies.

In the event of a situation that has the potential to disrupt regional or national fuel supplies the Department for Business Enterprise and Regulatory Reform (DBERR) has prepared a National Emergency Plan for Fuel that aims to mitigate the impact on the public, industry and the essential services.

The overwhelming bulk of refined hydrocarbons including petrol, diesel, kerosene, aviation and marine fuels, fuel oil, gas oil and LPG products used in Scotland are produced at the Ineos Refinery Grangemouth. The continuous nature of the process and limited storage along with panic buying means that the entire output would be rapidly affected and garage forecourts supplies depleted within a few days.

For this reason Fife Council has developed procedures for identification of designated filling stations which would only issue fuel to priority users licensed by the local authority. In addition, Fife Council bulk fuel installations could also provide restricted fuel issues to approved users in order to maintain essential services.

#### UK WIDE

The government will invoke a Memorandum of Understanding (MOU) with various agencies throughout the UK designed to create a National Response Organisation (NRO) with the DBERR as the lead department. The NRO's remit will be to restore normal oil and fuel supplies as a national priority and economic imperative.

The DBERR will form a Crisis Management Team to co-ordinate the activities of the NRO and through the use of emergency powers make orders to direct fuel producers and suppliers in regard to distribution, commercial use and retail sale of petrol, diesel and heating oil.

The NRO will implement the following measures as necessary:

- Invoke Emergency Powers (under Civil Contingencies Act 2004 and Energy Act 1976)
- Activate Bulk Oil Products Allocation Scheme (BOPAS)
- Activate Commercial Scheme to ensure fuel supplies to national supply chains
- Activate Crude Oil and Imported Products Allocation Scheme (COIPAS)
- Initiate National Emergency Road Distribution Plan (NERD)
- Consider Regulation Relaxation
- Institute Forecourt Supply Management Scheme (MSM) Arrangements
- Develop Communications Strategy for News Media/Public Information
- Introduce Demand Calming Measures (DCM)

#### Scotland

- Formation of Scottish Emergencies Co-ordinating Committee (SECC)
- Activation of the Scottish Executive Emergency Room (SEER)
- SECC to maintain Liaison with NRO and DBERR Crisis Management Team
- SECC to oversee Priority Users and Designated Filling Station schemes

#### Fife

- Implement Maximum Purchase Scheme (MPS) - customers limited to £ 15 worth of fuel purchases
- Identification of Designated Fuel Stations (DFS) for Emer. Services/Utilities
- Identify Fife Council Bulk Distribution Scheme outlets for other priority users (logoed vehicles)
- Develop arrangements for priority users in Fife with non-logoed vehicles

## OTHER PLANS

Other plans held by Fife Council as stand alone documents are summarised below.

### a. Control of Major Accident Hazard Regulations 1999 (COMAH) Chemical Industry Sites

A number of chemical and petrochemical sites and complexes in Fife manufacture and/or store hazardous chemicals that are toxic, flammable, explosive and/or dangerous to the environment. Under the Control of Major Accident Hazards Regulations 1999 (COMAH) these sites must prepare a safety report, major accident prevention policy and on-site plan.

In addition, establishments assessed as top tier sites are required to provide information to the local authority to enable it to prepare the Fife Council Off-site Contingency Plan to ensure the protection of people within the Public Information Zone established around each qualifying establishment.

Establishments are categorised as 'top tier' or "lower tier" by the Competent Authority (Health & Safety Executive and SEPA) according to the substances manufactured processed or stored and/or the quantities held. There are currently five 'top tier' sites in Fife:

- **Shell Fife NGL Plant, Mossmorran**
- **ExxonMobil Fife Ethylene Plant, Mossmorran**
- **Shell Process Area, Braefoot Bay Marine Terminal**
- **ExxonMobil Process Area, Braefoot Bay Marine Terminal**
- **Diageo, Leven**

A further five 'lower tier' establishments in Fife have a number of regulatory requirements placed on them including the need to have a major accident prevention policy and on-site plan but do not require off-site emergency response plans.

Additional establishments pose a risk to the community through fire, explosion or toxic release, on a smaller scale than chemical establishments regulated under COMAH. These fall within the scope of the Notifiable Installations Handling Hazardous Substances Regulations (NIHHS) but there is no requirement for local authority emergency planning involvement.

### b. Major Accident Control Regulations (MACR) 2000 Sites

The MoD safety management system for military establishments that process or store quantities held of dangerous substances including explosives and flammables above qualifying thresholds is equivalent to requirements under the COMAH regulatory regime.

**DSDA Crombie** has been assessed as a top tier site due to its holdings of explosives and Fife Council co-operates in preparing an off-site plan for this establishment. RAF Leuchars is categorised as a lower tier site for holdings of explosives and bulk fuel and while Fife Council supports safety training and exercises to validate the on-site emergency plan there is no requirement for an off-site plan.

### c. Chemicals in Transit

Chemical tanker movements take place daily on Fife road and rail networks involving shipments of hydrocarbons and other hazardous substances. The most significant of these is the frequent movement of C5+, a benzene based product shipped by tanker between Mossmorran and Braefoot Bay. Although the industry takes every precaution to ensure movements are rigidly controlled and safely operated the possibility exists of an incident involving a chemical tanker.

Tanker movements by road take place between chemical processing establishments in Fife and are operated under a well-established Voluntary Tanker Routing Scheme closely monitored by Fife Constabulary and Fife Fire and Rescue service. Where possible, routes avoid residential and shopping areas and utilise well defined main roads. Easy access to the routes by the emergency services is taken into consideration whenever possible during planning as is avoidance of environmentally sensitive and hazardous areas.

#### **d. Pipelines containing Hazardous Substances**

A large number of major accident hazard pipelines with an operating pressure in excess of 7bar transverse Fife carrying various hazardous chemicals and gases either in liquid or gas form.

Under the Pipelines Safety Regulations 1996 the Emergency Planning Unit, Fife Council has prepared The Fife Council Pipeline Emergency Response Plan for major accident hazard pipelines in its administrative area.

There are 6 major pipeline operators within Fife and the MAHP plan covers the response to a major emergency on any of the 39 pipeline routes. The principal hazard is the pipeline corridor containing LPG (Propane and Butane), Natural Gasoline and Ethylene and vapour recycling pipelines that runs between Mossmorran and the Braefoot Bay Marine Terminal.

Other significant major accident hazard pipelines include:

- St. Fergus - Mossmorran NGLs feedstock (Shell Expro)
- Mossmorran - Grangemouth Ethylene/Ethane (ExxonMobil & BP Chem. Ltd.)
- Cruden Bay - Grangemouth Forties Pipeline System Crude (BP Expro)
- Natural Gas Pipeline St Fergus/South of Scotland (National Grid)
- Natural Gas Pipeline - Trans Fife( Domestic/Industrial Supply) Scotland Gas Networks
- Natural Gas Pipeline Between Gowkhal and Longannet (Scottish Power)

#### **e. Oil & Chemical Pollution - Fife Coastline and Inland Waterways**

In the event of oil being washed ashore along the Fife coastline it is the responsibility of the local authority to deal with its removal. The Fife Council Oil and Chemical Pollution Contingency Plan prepared by the Emergency Planning Unit details actions to be taken.

Notification of pollution events may be from the Duty Harbour Master, Forth and Tay Navigation Service, Maritime and Coastguard Agency, neighbouring local authorities or the public. Once informed the Duty Emergency Planning Officer will ensure the plan is activated as necessary and council officers with assigned counter-pollution responsibilities informed.

##### Sensitive Areas

Areas at most risk from oil pollution are:

- Forth Special Protection Area
- Forth Special Areas of Conservation (SAC) including the Isle of May and the Bass Rock
- Sites of Special Scientific Interest (SSSIs)
- Local Nature Reserves (LNRs) offshore islands Firth of Forth/ Firth of Tay and Fife coastline.
- Blue Flag beaches at Silver Sands, Aberdour, Burntisland, Elie and East and West Sands, St.Andrews and other amenity beaches

##### Oil & Chemical Transfers

Oil transfer activity at the BP Hound Point Marine Terminal which provides deep-water access for tankers is a potential threat to the Firth of Forth and Fife coastline. There are two jetties for loading crude oil into tankers of up to 150,000 tonnes capacity. Sea-going gas tankers are also regular visitors to the Braefoot Bay Marine Terminal, jointly operated by Shell and ExxonMobil, loading LPG cargoes (Butane, Propane, Natural Gasoline, C5+) and Ethylene. Risks posed by these vessels are from a maritime collision or leak/discharge whilst loading / unloading.



### Hazardous Materials Washed Ashore

In the event of containers/drums of hazardous materials or suspected dangerous substances being washed ashore anywhere throughout Fife, the Emergency Services and Fife Council will co-ordinate their recovery, removal and subsequent disposal.

Should the task be beyond the capabilities of these organisations owing to the nature and/or toxicity of the substance it may be necessary to request the help of an external contractor and other specialist agencies who may be better equipped to deal with this type of emergency.

Fife Fire and Rescue service and Fife Council have a Service Level agreement with Hitech Ltd. to provide technical advice during incidents involving hazardous substances along with sampling, analysis removal and disposal of dangerous chemicals.

Fife Council also has a Tier II service level agreement with Briggs Environmental Services for containment, recovery and clean-up following an oil spill reflecting its responsibilities under the OPRC Regulations 1997.

### **f. Animal Disease Outbreak**

The Fife Council Animal Diseases Outbreak Contingency Plan contains detailed arrangements to ensure that all council services and partner organisations have a comprehensive understanding of their roles in the event of an animal disease incident or outbreak.

The contingency plan has been prepared in a generic format with disease specific appendices that outline the response to:

- Foot and Mouth Disease
- Rabies
- Anthrax
- Swine Fever
- Avian Influenza & Newcastle Disease.

The Fife Council Animal Diseases Outbreak Contingency Plan is intended to dovetail with a Local Disease Control Centre plan issued by the Divisional Veterinary Manager, Perth and the Scottish Animal Disease Outbreak Control Plan issued by Scottish Government Environment Directorate/DEFRA.

The lead service for enforcement and dealing with an animal disease outbreak in Fife will be the Environmental Services (Regulation Manager) who will liaise closely with the Divisional Veterinary Manager.

### **g. Flu Pandemic**

Influenza Pandemics have occurred at regular intervals throughout history, three times in the last century, resulting in widespread illness, large numbers of deaths, including children and young adults, and huge societal disruption, concentrated in just a few weeks. There is concern a new influenza virus will emerge and spread and a further pandemic can be expected. When that will be is not known, but the consequences, would be serious. Around a quarter of the population could be affected, with over 50,000 deaths in the UK alone. This could be over one or more waves, each lasting around 3 months.

An Influenza Pandemic Contingency Plan prepared by the SG Health Directorate based on advice from the World Health Organisation provides the overall framework for the response to an influenza pandemic. The response is divided into phases, starting with work to be done before a pandemic or potential pandemic emerges, followed by an escalating response as a pandemic evolves.

Prime objectives are to save lives, reduce the health impact and minimise disruption to health and other essential services, while maintaining business continuity as far as possible and reducing the general disruption to society likely to ensue. Strong leadership, organisation and co-ordination and clear lines of accountability and communication will be key to preparing for, and responding to a pandemic.

The Scottish Government Health Directorate will be the lead Government Department, supported by Health Protection Scotland and will:

- co-ordinate the Scottish health response
- procure appropriate antiviral drugs and develop strategies for their optimal use
- facilitate development, manufacture and supply of effective vaccine and strategies for use
- lead work with SG for consistent public health and health service responses across Scotland
- lead the public health and health service responses in Scotland
- Liaise with SG Directorates and other organisations to assist them in their response
- Develop arrangements, particularly control measures, for maintaining essential services
- Provide information to media /public in co-ordination with SG News Co-ordination Centre.

The SGHD will be advised by a UK National Pandemic Influenza Committee and a Scientific Advisory Group. Once the pandemic is confirmed, cross-Government co-ordination and liaison with the Scottish Government will be provided through the Civil Contingencies Committee.

SG Roles and responsibilities are described in the SGHD Plan with those at a local level contained in the Fife NHS Board and Fife Council Flu Pandemic Contingency Plans which are intended to dovetail with the former plans. These response arrangements are consistent with both the UK plan and plans for other relevant emergencies. Two key medical interventions may help to reduce the health impact:

- Immunisation,
- use of antiviral drugs.

As a pandemic influenza virus will be significantly different from recently circulating strains, a new vaccine will need to be developed which can only be done once the new strain is known. Preparatory work will be undertaken which should facilitate development of a suitable vaccine when the need arises, but even routine influenza vaccines take several months to manufacture, and there may be additional technical difficulties because of the particular properties of the virus.

It will take time before vaccine can be produced on a large scale and it may not be available for the first wave of a pandemic. In the meantime, antiviral drugs will be used to gain maximum benefit according to availability. SGHD is building up a stockpile of suitable antiviral drugs and developing strategies for their optimal use. Local arrangements for mass immunisation and the issue of anti-viral drugs to priority groups in Fife will be described in the local contingency plans.

## h. Public Events

Public events of varying size are held each year throughout Fife ranging from the RAF Leuchars Airshow, to major golfing tournaments including the British Open and motor sports competitions at Knockhill Racing circuit which can all attract considerable numbers of spectators.

In addition, traditional fairgrounds and markets take place usually in central locations on fixed dates deriving from the old religious festivals when they were first held. Due to their town centre locations these events can cause considerable disruption to urban traffic patterns and other aspects of civic life, as well as presenting significant challenges for the delivery of temporary council services.

Of most concern is the need to ensure adequate safety cover and emergency response to protect the public visiting and staff involved in staging such events. Accordingly, the need for an integrated **Fife Public Events Emergency Response Plan** was recognised following consultation between the Emergency Services, Royal Air Force Leuchars, Knockhill Racing Circuit, Showmen's Guild (Scottish Section), Fife Council, Fife NHS Board and the voluntary aid organisations.

This plan has been prepared under the auspices of the Fife Emergency Planning Working Group, as authorised by the Fife Emergency Planning Strategic Co-ordinating Group, who promote a policy of Integrated Emergency Management in Fife. Emergency Response arrangements described within this plan are based on the formation of a joint multi-agency organisation that will control and co-ordinate the response to an emergency incident. Principal agencies providing the joint response have dovetailed their service specific plans/operating procedures with this document.

## **i. Care and Welfare**

Fife Council has a statutory duty to give a priority need for accommodation to “any person who is homeless or threatened with homelessness” (Housing (Scotland) Act 2001) resulting from emergencies such as flood, fire or other disaster. Section 84 of the Local Government (Scotland) Act 1973 empowers councils to take immediate action where an emergency /disaster either threatens or has occurred.

In any emergency that could put people in danger by remaining in their homes, it may be necessary to move them to a place of safety. The Police may ask Fife Council (through the Council Emergency Planning Officer) to provide emergency support to:

- members of the public who have been evacuated from their homes and require temporary accommodation, or
- uninjured survivors of an incident

## **TYPES OF CENTRES**

Fife Police, in consultation with the Council Emergency Planning Officer, will decide the most appropriate centre based on the needs of the particular emergency. There are variations in their organisation and operation with each centre designed to meet the requirements of a different client group.

### **i. Survivor/Evacuee Reception Centre**

Intended to provide temporary shelter and care for persons evacuated. It can also be a secure area to which uninjured survivors of any emergency (not always involving homelessness) can be taken for shelter, first aid, interview and documentation.

### **ii. Friends and Relatives Reception Centre**

This is aimed at providing a secure facility for use by friends and relatives of victims arriving at the scene of an emergency.

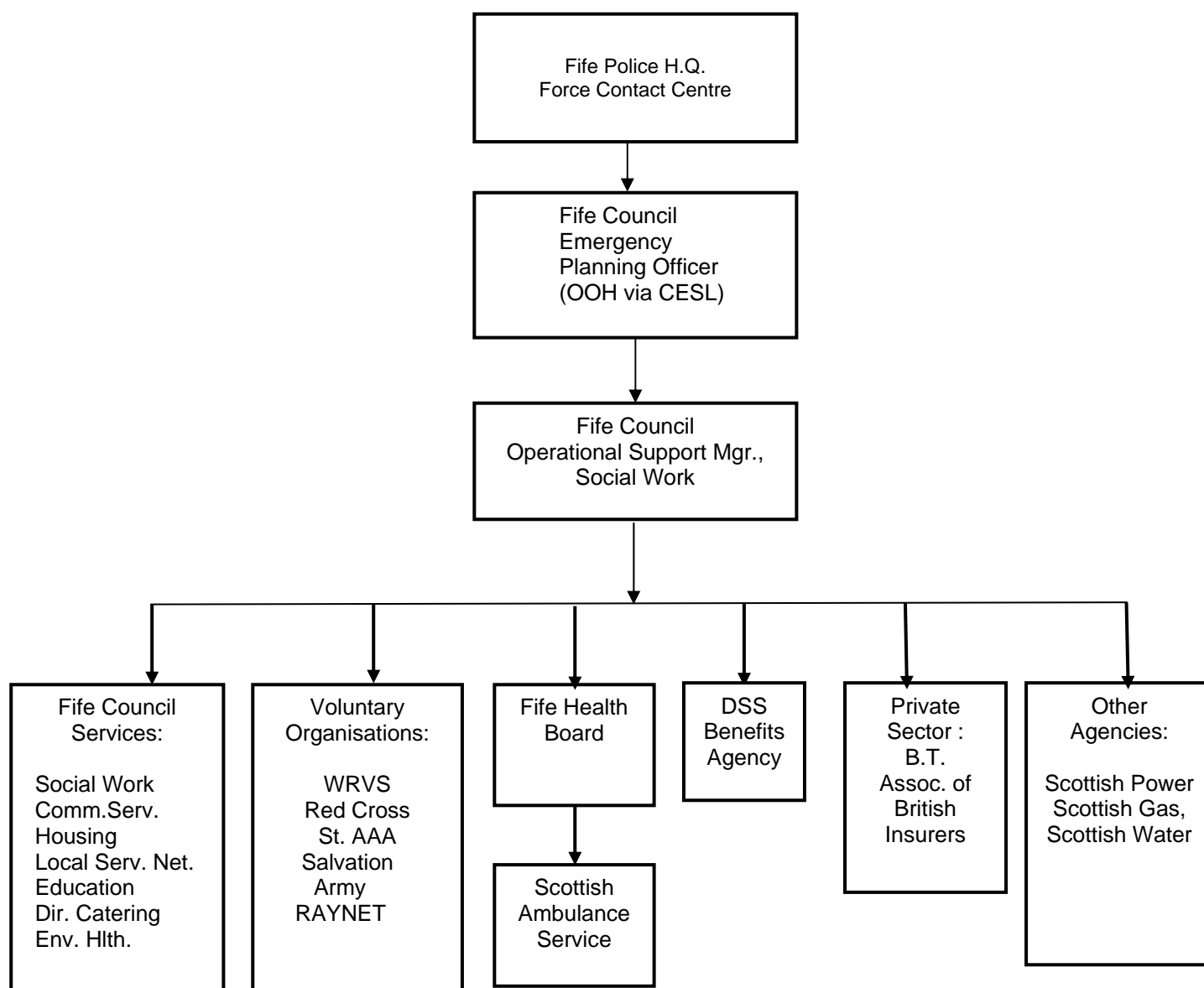
All these centres should be regarded as short-term options with people remaining there for only a limited period of time before more suitable accommodation is found. The above centres and other facilities including **First Aid Centres**, **Drop-in Centres** and **Emergency Workers Feeding Centres** are described in the Fife Council Community Support Plan prepared by the Emergency Planning Unit.

## **RECEPTION CENTRE – ALERTING ARRANGEMENTS**

In the event of an emergency where a requirement exists for the local authority to establish a reception centre (usually a Survivor /Evacuee Reception Centre) the Force Contact Centre, Fife Police Headquarters, will notify the Council Emergency Planning Officer by telephone (Tel. No. 01592 778376).

Out with working hours the Duty Emergency Planning Officer will be notified via the Council Emergency Support Line (Tel. No. 08451 550099). The Emergency Planning Unit will, in turn, contact appropriate council services and external partners as necessary:

## RECEPTION CENTRE – ALERTING ARRANGEMENTS (Cont.)



## EVACUATING THE PUBLIC TO SURVIVOR/EVACUEE RECEPTION CENTRE

Fife Constabulary will determine the need for evacuation in consultation with Fife Fire and Rescue Service and other agencies. They will select a safe evacuation route and assembly point, and inform the public and the Council Emergency Planning Officer. The Emergency Planning Unit will notify Community Services and Social Work.

The Police Incident Officer will initiate immediate evacuation as and when necessary. He/she will have to decide which persons should be evacuated and where they should be placed. In dynamic emergency situations usually the nearest building providing cover will be used e.g. community hall, school, cinema, warehouse etc. bearing in mind continuing exposure to any hazard, the weather conditions and wind direction.

The overriding objective will be to get people away from the immediate scene of any hazard and out of harm's way. Removing people at potential risk to a readily available place of comparative safety will always take priority over moving them to a pre-identified Survivor/Evacuee Reception Centre that would take longer to organise.

However, where time permits, persons who are evacuated may be asked to report to a Survivor/ Evacuee Reception Centre which has been surveyed in advance as being adequately equipped for care and welfare provision including emergency feeding, first aid, advice and information etc. The EPU maintains a database of publicly owned buildings identified for use as reception centres.

People will be asked to make their own way to the selected centre if within easy walking distance, with transport provided for the elderly and very young and incapacitated from Social Work and other council sources. In the case of the frail elderly e.g. where residents of a nursing home are evacuated, the preferred option will be to transfer them to other nursing homes, or hospitals. The assistance of Scottish Ambulance Service may be needed along with tail lift equipped vehicles from Social Work sources that can carry wheelchairs.

Social Work Major Emergency Procedures set out how its response will be organised by key staff volunteer members of an Initial Response Team. Service managers will notify these members of staff and advise on the nature of the response after consulting with the Council Emergency Planning Officer and other agencies.

In the initial stages, the Emergency Planning Unit will act as the focal point from where the response will be co-ordinated. Thereafter, depending on the scale and complexity of the emergency the focus for the response may shift to the Council Emergency Centre (CEC), Fife House. A Social Work Manager will form part of the Incident Control Team at Council Emergency Centre (CEC). The designated Reception Centre Manager will report directly to the Survivor/ Evacuee Reception Centre.

Social Work IRT have access to reception centre tool kits containing useful items such as action checklists, job descriptions, signs, stationery, torches, language sheets, etc. to take to the centre. If at all possible, Social Work should seek to arrive at the designated centre to prepare the premises in advance of the evacuees' arrival.

## **SELECTING PREMISES FOR SURVIVOR/EVACUEE RECEPTION CENTRES**

The Emergency Planning Unit will lead in selecting premises, in consultation with Fife Council Community Services with community leisure facilities normally being the preferred choice to avoid disruption to programmed educational activities. Where a school is designated as a Survivor/Evacuee Reception Centre, Fife Council Education Service must be consulted to facilitate its opening and use. The following points should be considered, to ensure the centre meets the needs of the particular incident:

- the type of incident;
- the likely duration;
- the number of people actually or potentially involved;
- proximity to the scene of the incident; and
- availability of transport.

The following criteria will apply in selecting premises:

- easily accessible by pedestrians and vehicles;
- large car parking area
- separate entrance/exit
- level access or disabled entrance
- reception and waiting area
- baggage/personal effects store
- centre control point/general administration office
- interview room (to accommodate three people)
- additional rooms - minimum 6 (Centre Operations Room/Advice & Information Desk/Accommodation Desk/Counselling Room/First Aid Room/Staff Room)
- a minimum of two telephone lines
- kitchen and food preparation areas
- dining room/cafeteria
- washing/ shower/ toilet facilities (with disabled access)
- clothing issues room
- day area
- sleeping accommodation- separate areas for both sexes, families, children
- room for mothers and babies

## **OPENING AND SETTING UP A SURVIVOR/EVACUEE RECEPTION CENTRE**

Detailed information on premises suitable for survivor/evacuee reception centre and other centre uses is held on the Fife Council Emergency Support Centres Database prepared by the Emergency Planning Unit.

Opening and setting-up a Survivor/Evacuee Reception Centre will be based on the following actions:

### **RECEPTION CENTRE COMMUNICATIONS**

Clear, efficient and reliable communications are essential to ensure the effective functioning of reception centre.

There are unlikely to be sufficient telephone lines at the premises chosen as a centre. Mobile phones should be issued to staff to augment available telephone lines at the designated centre.

RAYNET (Radio Amateur Emergency Network Organisation) can provide radio links from the rest centre to the Council Emergency Centre and other key locations, given sufficient lead in time. Their assistance can be requested through the Council Emergency Planning Officer or Council Emergency Centre.

If necessary the Communications and Support Unit operated by the EPU can be deployed by RAYNET to provide voice and data communications between the rest centre and other key locations.

Short-range VHF radios and portable telephone handsets can also be provided for by the EPU use at the centre to facilitate on-scene communications.

A control point should be provided in a Survivor/ Evacuee Reception Centre which could be a room or office separate from the main accommodation area equipped with suitable communications and from where the Survivor/ Evacuee Reception Centre Manager and other key workers can operate.

A trailer containing banks of pay phones for use by evacuees at rest centres can be hired from British Telecom (24 hours ex-directory number (08457 555999). The Council Emergency Planning Officer will contact BT should this be necessary.

### **CO-ORDINATING AN EVACUATION**

Some emergencies may require the evacuation of a large surrounding area because of the danger to life from environmental or structural hazards. Care must be taken to ensure that evacuation does not place those concerned in greater danger.

Evacuation is primarily a police role, co-ordinated by the Police Incident Officer, as advised by the Fire Incident Officer. The Ambulance Incident Officer and the Local Authority Liaison Officer should be consulted on such action. In some circumstances personnel from all services may have to assist in carrying it out.

A suitable evacuation assembly point will need to be established and rest centres set up based on arrangements described in the Fife Council Rest Centre Guidelines that define the locations of such centres, roles and responsibilities of persons involved and the registration system for persons attending the centre.

Personnel from the local authority and WRVS will staff rest centres. The centres will provide security, welfare, communication, catering and medical facilities.

Evacuees should be documented when they arrive at a rest centre, a role likely to be undertaken by the WRVS and basic details passed to the casualty bureau. Police documentation teams may also conduct this gathering of information.

## CASUALTY BUREAU

Where an incident involves multiple fatalities or large numbers of people, the Police may establish a Casualty Bureau. Fife Constabulary will invoke an ACPO(S) agreement for Lothian and Borders Police to activate a casualty bureau on its behalf. Details of persons involved in the incident will be required from all locations to where they have been moved i.e. rest centres, reception centres, hospitals, mortuaries, etc.

The casualty bureau, advertised through a dedicated help line will take enquiries from friends and relatives of persons believed to be involved and staff will match details of those involved with enquiries received. Where details match the enquirer will be contacted and informed them of the condition and whereabouts of the person concerned. If the information is of a sensitive nature it will be delivered by a personal visit from a police officer.

The casualty bureau will remain open until all the casualties have been identified, all next of kin have been informed and telephone enquiries have diminished to a level where they can be dealt with by Fife Constabulary.

To avoid discrepancies in casualty figures, the casualty bureau must be consulted before any casualty information is released. Casualty figures must only be released following consultation with the Police Strategic Commander or their press officers.

Where injuries are fatal or serious, contact should be made with the family liaison officer co-ordinator to discuss whether it is appropriate to appoint a family liaison officer at this stage.

## OCCUPANTS OF PREMISES WITHIN INCIDENT CORDONS

It can be anticipated that in the aftermath of any incident, occupants of premises within a cordoned area, residential commercial or industrial, will want to gain access to their premises as soon as possible. The term premises could also be applied to other built features e.g. rail networks, ferry ports, airports etc.

Responding agencies will wish to restore as much normality as possible as quickly as they can. The area around a major incident will be considered to be a potential crime scene and the police and other investigators may need to carry out a painstaking inquiry and search to gain material evidence. This could take some time and during that period people will be excluded from the area so that vital evidence is not lost.

Damage caused by the incident may make the area unsafe to enter. Fife Council would exercise its powers under the Building (Scotland) Act to remove/stabilise immediate dangers that present a major safety hazard. It may be considered unsafe to allow owners to move in and attempt to deal with their own properties. Where concerns exist for public safety Fife Council may engage approved contactors to board up premises and commence repair work.

### Within the inner cordon

- i. An inner cordon may well be in place for a prolonged period. However, the boundaries could be redrawn once the search for evidence has been completed but the immediate area may be out of bounds for days or in some instances weeks.
- ii. Subject to relevant safety advice police may allow a limited number of people to enter their premises to undertake damage assessment or retrieval of some items for a short period.

### Within the outer cordon

- i. The police will aim to keep drawing in the outer cordon so that at any time only areas that have yet to be cleared for safety are within it. As premises are progressively freed from the cordon, occupiers will need to be on hand to secure their premises as soon as they are released.
- ii. The police, via the media or local authority help lines, will ensure that occupiers likely to be affected are given sufficient advance notice of the movement of the cordon boundaries.

## **j. Aviation Risks - RAF Leuchars/Edinburgh Airport/Glenrothes Airfield/Overflying aircraft**

### **INTRODUCTION**

Major incidents involving aircraft that occur within airfield boundaries will involve a local response based upon Civil Aviation authority (CAA) directions. Even with strict operating procedures and codes of practice in force to ensure the safe operation/ separation of flights to and from airports there is still a risk, albeit minimal, of an incident due to an aircraft emergency arising from a mid air collision or crash. A major emergency of this type may involve anything from a light aircraft to a fully laden airliner.

### **AVIATION HAZARDS IN FIFE**

The most obvious threat in Fife from aircraft related accidents is the front line base at Royal Air Force Leuchars which in addition to 24/7 fast jet operational activity also hosts an annual airshow involving a seven hour long flying display which can attract up to 50000 spectators. The immediate response to any incident involving a crash on or off base would be undertaken by the Defence Fire and Rescue and RAF Medical Services backed up by external Emergency Services.

The most hazardous times for any flight are taking off and landing. Aircraft will land/take off into the direction of the prevailing wind and the runway in use direction will change according to existing wind conditions. The normal approach to Edinburgh Airport is from a north easterly direction with inbound aircraft beginning their letdown over Kirkcaldy before turning out over the Firth of Forth and Inchkeith and making their final approach over Cramond prior to landing.

Should an incident occur while an aircraft is manoeuvring on its descent/climb route, it may impact on the part of Fife between Kirkcaldy and the Forth bridges. In these circumstances Fife Fire and Rescue Service and Fife Constabulary would be the first responders with Fife Council involved in providing additional support.

Fife Airport situated to the south-west of Glenrothes is a small establishment used mainly for flying training and leisure purposes by light aircraft and helicopters which overfly residential areas on take-off and landing depending on the prevailing wind direction.

### **AIRCRAASH SITE HAZARDS**

A major air accident will produce a toxic and potentially explosive environment at the scene and all services responding should be aware of the need for extra attention to the identification of potential hazards such as MMMF (Man made mineral fibres) and fuels and the protection of their staff.

A crashed aircraft should be approached from an upwind direction whether there is a fire or not due to the potential spread of toxic substances. Should a military aircraft be involved, it may be carrying live munitions.

In addition to the Fire and Rescue Service both the Air Accidents Investigation Branch (AAIB) and RAF are able to advise on potential hazards from crashed aircraft and the materials present in specific aircraft types. The Aircraft Recovery and Transportation Flight at RAF St Athan, Wales, maintain a database for all UK military aircraft. They can fax hazard data sheets to any emergency service on request.

### **AIR ACCIDENTS INVESTIGATION BRANCH**

The AAIB investigates all civil aircraft accidents in the UK under statute (Civil Aviation (Investigation of Accidents) Regulations 1989) which empower the AAIB to investigate and manage the crash scene. Close liaison with the emergency services is essential at the earliest possible opportunity. The RAF will appoint a Board of Inquiry to investigate the causes of military aircraft crashes. The AAIB may also help investigate military accidents at the request of the Ministry of Defence.

Fife Police is responsible for contacting the AAIB who, on being informed of an incident, will initially deploy a small team of pilots and engineers to the accident scene who will work with RAF pathologists, where necessary. The police investigation will be carried out in close co-operation with that of the AAIB.



## **BRITISH AIRWAYS(EMERGENCY PROCEDURES INCIDENT CENTRE)**

EPIC acts as the central civil airline information co-ordinating point. It collates information from airline services worldwide, including details of all passengers, crew and baggage. Most airlines operating through the UK subscribe to EPIC which is situated at Heathrow.

EPIC acts as an information centre following an incident and handles a large number of telephone calls that might otherwise be directed to the Police Casualty Bureau. EPIC documentation is identical to the National Casualty Bureau paper work to ease enquiries.

## **ROYAL AIR FORCE POST CRASH MANAGEMENT**

The RAF will deal with post-crash recovery for all military fixed-wing aircraft accidents and has the capability to help with civilian incidents particularly with wreckage removal in line with AAIB guidance. The Aircraft Recovery and Transportation Flight, RAF St Athan, Wales. RAF search and Rescue (SAR) resources may be alerted by calling the Air Rescue Co-ordination Centre (Kinloss) duty officer.

## **ROYAL NAVY POST CRASH MANAGEMENT**

The Royal Navy will deal with all naval (Fleet Air Arm) rotary-wing aircraft crashes. The unit is the Mobile Aircraft Servicing Unit based at RNAY Fleetlands, Gosport, Hants.

## **POLICE AIR SUPPORT**

Fife Constabulary has no dedicated air support under its command but in emergencies can request assistance from Strathclyde Police Air Support Unit which operates an MBB 135 helicopter. This aircraft can be deployed subject to low cloud, strong winds or blizzard (white-out) conditions and it will also not fly in areas of a toxic cloud or radiation release to atmosphere. The Police helicopter is equipped with:

- Radio comms including air traffic control (ATC) waveband to communicate with other aircraft.
- Visual and thermal imaging equipment, effective day and night.
- A searchlight ('nitesun') for wide area illumination operating at 800 feet for minimal ground disturbance.
- A PA system ('sky-shout') for broadcasting messages at lower operating height.
- Video transmission system to ground-based receiving stations at Police HQ/ Command vehicle.
- Digital and wet-film stills cameras.

Air Support can provide the following critical information:

- Immediate overview of scene including the size of affected area
- Casualty search/assessment of numbers
- Identification of present or potential hazards
- Weather conditions including wind direction at scene
- Area containment including cordon deployment/infringement
- Traffic management/route planning schemes
- Evidential imagery of scene including photographs, video, thermal imaging and target analysis.

## **MILITARY HELICOPTERS**

The nearest RAF SAR helicopter bases are at RAF Boulmer, Northumberland and RAF Lossiemouth, Morayshire both about 30-45 minutes reaction and flying time from Fife. RAF Search and Rescue (SAR) helicopters are available to respond to civil incidents and are equipped to winch survivors from the affected area and can carry several stretcher cases or more non-stretcher casualties to hospital. The presence of suitable landing sites adjacent to the incident is a pre-requisite for casualty evacuation.

RAF SAR helicopters are alerted by the Aeronautical Rescue Co-ordination Centre (ARCC) located at RAF Kinloss in Scotland and no Military Aid to the Civil Authority (MACA) process is required for the emergency call out of SAR helicopters. RN Fleet Air Arm Sea King Helicopters at HMS Gannet (819 Squadron), Prestwick can also be deployed via ARCC RAF Kinloss. RAF/RN SAR helicopters frequently exercise with HM Coastguard and RNLI.

## **AIR AMBULANCE**

Scottish Ambulance Service operates 2 x MBB 135 helicopters from a base in Glasgow controlled through SAS Control, and available for incidents in Central Scotland. Where an incident involves multiple casualties some may be taken to a hospital some distance from the scene.

The Air Ambulance may also be mobilised to any casualty requiring advanced trauma life support from the on-board doctor and paramedic(s). It can also be used to ferry additional doctors and resources. Use of the Air Ambulance will be jointly agreed by the Ambulance Incident Officer /Senior Police Officer based on:

- The paramount type of injury
- The type of aircraft available
- The location and type of incident
- Visibility and weather conditions
- Flying time to the incident
- Hazards present and potential
- Availability of suitable landing sites adjacent to the ambulance loading point and the receiving hospital
- Staff resources at the receiving hospital to help with the transfer of patients

## **HM COASTGUARD SEARCH AND RESCUE HELICOPTERS**

HM Coastguard does not have SAR helicopters based in East Central Scotland but could call upon them, if appropriate, from other parts of the country. These helicopters are equipped to winch people from the water or from vessels and can carry seated and stretcher casualties. They are fitted with infrared equipment to assist location of casualties in the water in poor visibility and at night. HMCG SAR helicopters would be alerted through Forth Coastguard.

## **HELI-PADS**

Permanent heli-pads, primarily for use by Air Ambulance/SAR helicopters are provided at both the Queen Margaret Hospital (near the entrance to the Accident and Emergency department) and Victoria Hospital, Kirkcaldy (on the south side of Dunnikier Park). Both heli-pads are capable of landing military/coastguard Sea King/S61 helicopter types.

Temporary heli-pads might need to be identified with consideration for:

- Safety of crew and aircraft from obstructions (Overhead wires, pylons, masts and natural features)
- Unsuitable terrain (gradient and firmness of ground)
- Safety from harmful chemical release fire/smoke.
- Access for vehicles.
- Disturbance of debris/evidence by down draft
- Disruption of incident scene operations by excessive noise.
- Flying object damage (FOD).

## **EMERGENCY FLYING RESTRICTIONS**

Under certain circumstances the Police can request the imposition of temporary emergency flying restrictions (TRA - Temporary Restricted Airspace) over the scene of an incident through the Civil Aviation Authority (CAA). The most likely reason would be the safety of those in the air or on the ground. Request for temporary emergency flying restrictions should be made through the police incident officer (PIO) who will review the necessity for such restrictions at regular intervals.

Representatives from the media are likely to use their organisations helicopters or hire them to over fly the scene of the incident to observe the actions of the emergency services or photograph the scene or provide video images for live news programmes. Depending on the type of incident or possible nuisance caused by such actions, consideration of temporary flying restrictions should be made.

**k. Shopping Centres and Retail Parks**

The largest indoor shopping centres in Fife are the Mercat Centre, High Street, Kirkcaldy, Kingdom Centre, Glenrothes and the Kingsgate Centre, High Street, Dunfermline along with a number of smaller indoor shopping centres. There are also large retail parks on the outskirts of main population centres.

The management companies of these retail facilities have contingency plans listing actions to be taken in the event of a major incident. Whilst the establishments do not in themselves constitute any threat to public safety there are potential risks to people attracted in large numbers to these sites as a result of becoming involved in a major incident and who may need attention or require to be evacuated. The primary risks would be from fire/flooding/structural collapse/bomb threat or terrorist action.

**l. Environmental Major Accidents (Foodborne & Waterborne Hazards)**

There is growing societal concern over the impact pollution events have on the environment reflected in the increased emphasis placed on environmental responsibilities in the COMAH Regulations. In the event of a Major Accident to the Environment (MATTE) a number of agencies may need to be informed and an Environmental Impact Advisory Group (see 3.5.7 above) established.

A MATTE could affect milk, crops, livestock and animal feed, directly or indirectly arising from pollution following an incident. The Food Standards Agency assisted by Department for the Environment Food and Rural Affairs (DEFRA) and the Scottish Government Environment Directorate (SGED) may need to restrict the movement, sale and consumption of affected produce. In addition to foodborne hazards, there are possible risks to public health from waterborne hazards. Scottish Water, Fife NHS Public Health Dept. and Fife Council Environmental Health Unit would be involved in these types of incidents.

**m. Rail Accidents**

Railway accidents are rare events but have the potential for serious consequences and by their nature can be complex affairs involving more than one railway company. Network Rail controls the track, signals and infrastructure in Fife, is the lead authority for the rail industry at rail incidents and will protect the scene in consultation with the emergency services.

The main East Coast Line and Fife Circular lines run through the area but there are no high speed or overhead electrical traction lines. There are also the freight marshalling yards at Thornton operated by First ScotRail. Operational accidents and incidents involving the rail network could be:

- Collisions
- Derailments
- Buffer Stop Collisions
- Persons, animals and objects struck by trains
- Trains on fire
- Dangerous Goods in transit.

There are specific local issues concerning the railway network concerning the:

- Tunnels at North Queensferry, Inverkeithing and Kinghorn
- Nuclear flask trains running through Fife are covered by specific response and security plans.

The following operators are involved with railway operations in Fife:

- Railway lines and signalling – Network Rail
- Main East Coast rail operator – GNER
- Local Services railways operator – First Scotrail
- Freight operator - EWS Railways Limited
- Nuclear Flask Traffic Operator – Direct Rail Services (DRS)

## **Rail Incident Procedures**

Network Rail's 24 hour Route Control Office, Haymarket, covering East Central Scotland, will activate response staff and advise signallers of any incident. To ensure an effective response to a rail incident Route Control will provide specialist information on rolling stock, infrastructure (tunnels, services etc) and recovery equipment either owned or under contract.

A Rail Incident Officer (RIO) will attend any incident site operating from the Incident Command Vehicle which will provide communications and facilities on site.

A request for trains to be stopped should be passed to Network Rail Control Room, Haymarket via the emergency services control rooms or the Rail Incident Officer (RIO) on site. This same control will confirm the request has been carried out.

The normal method of stopping trains is by the signalling system but there are also in- cab radios that can be used to advise train crew of an incident. The only approved methods for stoppages or restarting of the rail services is by Control to Control agreement or by all agencies Incident Commanders on site and the RIO agreeing that services can begin to run again. No other rail person has authority to recommence the running of train services.

One or both levels of control can be introduced as protection for the site:

- Level I – slowing trains by running them at caution
- Level II – stopping trains by use of signals

The initial actions in the event of a rail incident is that the train driver puts out detonator protection of the site and the conductor take cares of the passengers. Evacuation of passengers onto the track is seen as a last resort, the preference being to keep people on the train unless there is an immediate threat to them.

If the incident involves dangerous goods, the train will be marked with the appropriate "Hazmat" signage. The Network Rail Route Control Office can provide information on the train, its make up and status from the Total Operations Processing System (TOPS) once they have been given a rolling stock identity number (each item of railway rolling stock has a unique identity number displayed).

## **Flooding Risk to Trains**

During periods of flooding, the rail network can operate as normal to a 50mm depth of surface water. At depths of up to 100mm, the service will slow to 5mph and at depths over that the service stops. However checks on the rail infrastructure e.g. bridges, embankments, etc will need to be made to ensure they are not damaged and it is safe to allow trains to use the track. Moving flood water presents a risk of washing away the rail ballast which may result in a derailment and so trains will not be permitted to operate over affected infrastructure until an assessment of the track conditions has been made.

Disruption on any part of the network can, depending upon location, time of day etc, very quickly start to impact upon other parts of the network. This can then give rise to safety issues such as overcrowding on platforms, people attempting to exit from trains between stations and assaults on staff.

## **Police Responsibilities in Rail Accident (Fife Constabulary and British Transport Police)**

Agreements have been reached nationally between British Transport Police (BTP) and all police forces in respect of the principles of responsibility, although flexibility, discussion and mutual co-operation are essential to ensure the co-ordinated response that circumstances demand.

In broad terms, the responsibility of each force is: BTP on site, Fife Police off site, although it is emphasised that each incident and the resources available will be different in each case, so flexibility is crucial.

All officers arriving at the scene will report to the senior officer present, whether from BTP or Fife Police. If the first supervisor to arrive is from Fife Police, it is recommended that the first BTP officer to arrive is appointed as liaison officer where their specialist knowledge will prove useful.

It is essential the response by Fife Police and BTP is coordinated so that there are no wasted resources or duplication of roles. The first officer of Inspector rank or above from either force will assume the role of Tactical Commander taking responsibility for initial co-ordination and deployment of resources from each force. On arrival of their counterpart from the other force they will work together forming a team to ensure that resources equipment and communications of both forces are used in the most effective way.

The overall incident commander will be from Fife Constabulary with the BTP senior officer working in conjunction with them and advising on BTP responsibilities and railway matters. Except in cases of terrorism or murder, BTP will be responsible for investigating the incident. However, a joint team may be formed where there are special reasons e.g. magnitude of incident.

BTP will be responsible for the inner cordon and matters on railway property, including security of the scene. Fife Police will have responsibility for the outer cordon, removal of deceased victims from the scene, mortuary and property of the deceased. There should be a joint response to the press/media, through the Fife EP coordinating groups.

## GUIDANCE FOR POST INCIDENT / RECOVERY

### PRESERVATION AND DOCUMENTATION

Every major incident will be the subject of investigation whether for the Procurator Fiscal, a public inquiry or criminal court proceedings. Evidence collected should be of the best possible quality and can only be gathered if the scene is secured as soon as possible. Anything which can be reasonably anticipated to be required as evidence should be preserved, not be damaged, moved or disposed of without reference to the Police Senior Investigating Officer (SIO)/Senior Identification Manager (SIM).

If it is considered that a crime has or may have been committed, the Police will treat the incident locus as a 'crime scene' and conduct a full investigation. Reference should be made to the document "Deaths in the Workplace" that gives details of the agreement between the police, Health and Safety Executive and the Procurator Fiscal Service regarding investigations surrounding such deaths.

Depending on the nature of the incident, several agencies may conduct their own or be involved with the Police investigation. Protocols and an effective liaison framework exist with the following bodies:

- Health and Safety Executive
- Air Accident Investigation Branch
- Marine Accident Investigation Branch
- HM Railways Inspectorate

The particular circumstances of each incident will dictate which agencies have an investigatory input. HSE require early notification of an incident in order to co-ordinate its response. Each agency has different criteria as to what is admissible evidence. The police need to obtain evidence of the highest standard for court and will require that all evidence be left in situ unless the threat to life prevents this.

Aerial photography, both video and stills, can help in recording the scene for evidential purposes as will any other photographic evidence available. Accurate notes of what transpires at the scene also need to be made. In suspected terrorist-related incidents the Metropolitan Police Anti-Terrorist Branch may be come involved in the investigation and advise of safety issues.

### FINANCIAL ASPECTS AND BELLWIN SCHEME

#### Reimbursement of Expenditure - Bellwin Scheme

- a. The Local Government and Housing Act 1989 established the Bellwin Scheme to provide special financial assistance to local authorities who, as the consequence of an emergency, would otherwise incur an undue financial burden in providing relief. The scheme provides for extraordinary costs incurred above a certain threshold to be reclaimed from central government. Criteria used are:
  - Circumstances in an emergency where damage to life and/or property is caused.
  - These costs are not insurable.
  - The Local Authority is taking action to safeguard life or property or to prevent suffering and severe inconvenience in its area or amongst its inhabitants.
- b. Local Authorities are expected to meet all expenditure to the level of the threshold. Above that threshold, 85% grant assistance is available from Central Government.
- c. Thresholds are determined by the SEJD and differ for each local authority, but are in the region of £350,000 to £400,000.
- d. Expenditure is cumulative for the purpose of the threshold if the scheme is activated more than once a year in any local authority area. There is usually a 'cut off' date for eligible expenditure of two months from the implementation of the Scheme, although the Government will retain discretion to vary this if circumstances warrant.

It is important to differentiate between current expenditure eligible for 'Bellwin', and 'aftermath' costs, such as housing. Even though the Local Authority may get help with the final cost of responding to the incident through government grant or Bellwin Scheme, the Local Authority will initially pay out of normal revenue.

Accurate records of expenditure will be vital, albeit difficult, especially in the early stages of a disaster as there will be substantial insurance claims that need precise information. The Local Authority will need to seek advice from its own insurers regarding its own claims and the extent of cover relating to the incident. The public may seek advice from the Local Authority on making their individual claims.

#### Section 138, Local Government Act 1972

- a. This section enables Local Authorities to incur whatever expenditure they may consider necessary "when an emergency or disaster involving destruction of or damage to, life or property occurs, is apprehended, or is imminent, to incur whatever expenditure they consider necessary".
- b. This power, which can be used in the event of any major emergency or natural disaster, includes the power to make grants or loans to other persons or bodies.
- c. Councils are strongly advised however to ascertain whether financial assistance will in fact be available from Central Government under the prevailing circumstances.

### **INSURANCE HELP TO THOSE AFFECTED**

The Association of British Insurers represents 450 insurance companies and can deploy a 'Mobile Disaster Unit' to the scene of a major incident to provide the local insurance community with a temporary public advice centre. The unit comprises a purpose built caravan, with generating and catering facilities and is equipped with desks, partitions and mobile telephones.

The ABI may also offer its use in disaster situations, even where no significant insurance implications are anticipated. The Local Authority must designate a suitable location for the unit with the ABI covering all costs arising from its deployment.

### **DISASTER APPEAL FUND**

Senior Elected Members and the Chief Executive, Fife Council, will decide whether or not a Disaster Appeal fund should be established taking into account the number of fatalities, serious injuries; public reaction to the incident; and the extent of any unofficial funds or donations.

Consideration must be given as to whether there are any areas in which 'moral' obligations could conflict with what the Local Authority is legally empowered to do. Initial definition must be made, in general terms, for the essential objectives for a disaster fund.

The fund should be based at one of the clearing banks closest to the incident area and be administered by Fife Council. An appropriate 'figure head' must be identified for the appeal, and an 'arbiter' appointed to rule on suspect or exorbitant claims. Upon activation the following criteria should be observed:

- Agree a suitable title and objectives, particularly intended beneficiaries.
- Establish whether appeal fund to be given charitable/non-charitable trust status.
- Nominate Fund Patrons/ Trustees (3 to 5 should be appointed, an even number is undesirable).
- Organise a press conference to launch fund and make appeal for donations.
- Agree arrangements for receiving donations to the fund.
- The provision of accommodation for the administration of the fund.
- Appointment of principal officers, to include:
  - Agents to provide a link between the fund and recipients.
  - Assessors, preferably with medical or insurance qualifications, to assess claims/payments
  - Trust Secretary and Trust Manager.
  - Temporary support staff during the initial period when majority of donations can be expected.

The formulation of a policy for distribution of funds will be solely at discretion of the trustees, in accordance with the following guidelines, with funds distributed in proportion to the hardship suffered as follows:

- Details of the recipients and sums received will not be made public.
- Capital rather than regular income payments will be made.
- Initial payments to cover funeral expenses and short term needs
- No personal contact between the trustees and recipients of the fund.
- Administration costs will be kept to a minimum.
- Consider retaining part of the fund to assist community in repair / rebuilding the affected area

### **DISASTER APPEAL FUND (DAF) - BRITISH RED CROSS SOCIETY**

Alternatively, consideration should be given to activating the British Red Cross Society Disaster Appeal Fund. This package is designed to provide a template for local authorities to promptly establish an Appeal Fund. Model forms; press statements; legal guidelines etc. are provided; together with temporary BRCS trustees who are already in place to establish the trust until local appointments can be made. The cost of management (approximately 1%) of the appeal will be deducted from the Appeal Fund.

### **BENEFITS AGENCY – CRISIS LOANS**

The Benefits Agency can make payments to people in financial need. A Crisis Loan is an interest free loan made from the Social Fund intended to help meet the costs arising from an emergency or disaster. The applicant must prove that a Crisis Loan is the only way serious risk or damage to the health or safety of the applicant or family can be avoided. A person does not have to be on Income Support or other benefit to apply for a Crisis Loan.

The following are examples of what might be considered to be a crisis and for which a Crisis Loan may be awarded but the list is not exhaustive:-

- A disaster causing damage, loss or destruction to an applicant's possessions/property
- Loss of money for example through a robbery or burglary.
- Emergency travel expenses for a person who is stranded away from home.

A Social Fund Officer will always consider each case on its own merits to decide if a Crisis Loan is the most suitable help that can be given.

### **TESTIMONIALS**

The tragic circumstances of particular events may encourage members of the public to show sympathy or support for those involved, from the victims and bereaved to front-line responders. A common example is the laying of floral tributes at or near the scene of an incident. These tributes may also have particular faith, religious or cultural significance.

Fife Council will facilitate such tributes at suitable locations, which are likely to generate considerable interest among the media, families and friends, dignitaries and general public. The council will also give careful consideration to the manner and timing of their removal when necessary for operational expediency, as a result of the perishable nature of the tributes, or because of the need to re-establish normality. The wishes of the bereaved and key interest groups will be fully considered before such decisions.

### **MEMORIALS**

Careful consideration will also need to be given to the holding of any memorial service, especially regarding the timing and nature of the content. Consulting with the bereaved, family support and survivor groups, and key interest groups will be appropriate as will due consideration of the progress of victim recovery, identification and similar procedures.

A similar approach will be followed in determining the nature and content of events marking anniversaries and other key dates as well as the siting, nature and timing of permanent memorials. There is the potential for ill-considered memorials to cause offence especially when criminal or other proceedings may still be progressing and organisations or individuals deemed responsible for causing the incident.



## GUIDANCE FOR OBTAINING MILITARY ASSISTANCE IN A MAJOR INCIDENT

### Policy

In a major emergency, where the emergency services and local authority lack the necessary resources to bring the situation under control, military assistance may be requested, either by the Chief Constable or Chief Executive, Fife Council, usually through the Strategic Co-ordinating Group. Guidance to Civil Authorities and organisations is given in a MoD pamphlet entitled: "Military Aid to the Civil Community". In the event of a major incident, the armed services are, subject to operational priorities, authorised to provide all possible assistance to the emergency services where a threat to life exists.

Military Aid forms part of the overall spectrum of Integrated Emergency Management divided into three categories:

- **Military Aid to the Civil Community (MACC)**
- **Military Aid to Government Departments (MAGD)**
- **Military Aid to the Civil Power (MACP)**

Local authorities through the Chief Executive can call directly for military assistance under the Military Aid to the Civil Community (MACC) system.

Immediate assistance provided by the military will depend on what is available at the time of the incident. Whilst no resources are specifically set aside for such assistance if the incident is sufficiently grave additional troops and assets may be tasked.

### Civil Contingencies Reaction Force

The CCRF is a military force of 500 capable of deploying at company strength (100 men) within 12 hours and fully mobilised within 24 hours to assist the emergency services and local regular army units in the event of a major civil emergency.

Two CCRFs have been established in Scotland with members drawn from the Territorial Army, Royal Naval Reserve, Royal Marine Reserve and Royal Auxiliary Air Force.

### Funding/Indemnity/Insurance

Military aid activities are largely unfunded and are conducted on a repayment basis. Treasury Rules dictate that government departments should charge full costs for the services they provide to each other unless specific circumstances dictate otherwise.

Assistance without cost will only be given provided that discussion with regard to the funding arrangements will not delay the response of the military in the first instance. There are three main charging levels that can be used:

- **Waive Costs** – no costs are charged to the civil authority in situations where life is at risk or in exceptional circumstances.
- **No Loss Costs** – no loss costs recover those costs that would not otherwise have arisen such as transport or accommodation costs. This charging level is used when danger to life is no longer of an imminent nature but nevertheless remains or when the assistance is of good training value.
- **Full Costs** – full costs cover all costs both direct and indirect, incurred in providing the assistance and will include basic pay and allowances of the personnel involved. These costs will be charged when there is no longer any danger to life.
- **Indemnity against Claim/Insurance**-The MOD requires to be indemnified against potential claim or loss arising out of the provision of the assistance required.

## **Call out**

Military assistance requests should be made initially to the Military Liaison Officer (MLO) Fife who in turn informs the Joint Regional Liaison Officer, HQ Army Scotland.

All bids for Army, Navy or Air Force assistance should be made to HQ Army Scotland thereby providing a single point of contact for the emergency services.

## **Initial response**

The Military Liaison Officer may initially go to Strategic or Tactical Command Centres to make an initial assessment of the requirement and to consider further options for assistance in conjunction with the emergency service commanders.

Troops will always deploy as a self-contained formed body under the command of an officer or non-commissioned officer throughout the period of military involvement. They will initially report to and work under the direction of the emergency service Operational Commander who has requested the assistance.

## **GUIDANCE FOR INCIDENTS INVOLVING TRANSPORTATION OF DEFENCE NUCLEAR MATERIALS**

### **Introduction**

Defence Nuclear Materials (DNM) are transported by road within the United Kingdom and there are times when DNM may be transported on the road network within Fife. Used nuclear fuel is transported by rail.

Defence Nuclear Materials include nuclear weapons, special nuclear material i.e. tritium or uranium (both highly enriched or depleted) and plutonium and new or used submarine reactor fuel. Nuclear weapons are highly robust and are specially designed to withstand massive mechanical stress and high temperatures. Design and safety features offer excellent protection against accidental mechanical shock or damage in transit.

Movement of DNM is controlled by the Ministry of Defence and kept to a minimum. There has never been an accident involving DNM in the UK that has led to, or come anywhere near leading to, the release of radioactive material to the environment.

### **Transportation by Road**

Vehicles transporting DNM are escorted in a convoy of MOD vehicles, staffed by a highly trained crew. Transportation of DNM is controlled by the Ministry of Defence Central Information Room and both radio and telephone links are constantly maintained with the convoy.

In the event of a convoy passing through Fife, Fife Police are notified at least 24 hours beforehand. They are also informed when the convoy enters and leaves Fife.

Fife Fire and Rescue Service notified shortly before a convoy enters their area of responsibility. Routes used for the transportation of DNM involve main roads that are within the boundaries of Fife Council's administrative area.

### **Accidents involving DNM**

In the highly unlikely event of an accident involving DNM, the leading roles will be taken by the emergency services (Fife Constabulary, Fife Fire and Rescue Service and Scottish Ambulance Service). If an accident or incident occurs involving a vehicle containing DNM, Fife Police will be notified immediately. MOD forces will provide special advice and assistance at the scene.

The MOD maintains a Nuclear Accident Response Organisation (NARO). An Immediate Response Force would be deployed to the scene of the accident, supported if necessary by "Follow-on Forces".

The MOD and Fife Constabulary have contingency plans to deal with any such incidents. These contain details of countermeasures and actions to be taken depending upon the type of accident/incident, damage to the vehicle(s) or container carrying the DNM. For example, if it was considered that an explosion of a weapon was imminent or fire was engulfing the weapon carrier, an evacuation zone of radius 600 metres would be established.

These plans are designed to deal with three particular action timescales. Firstly, immediate action (up to the first 2 hours), secondly medium term actions (2-24 hours) and lastly, long term actions (24 hours and beyond).

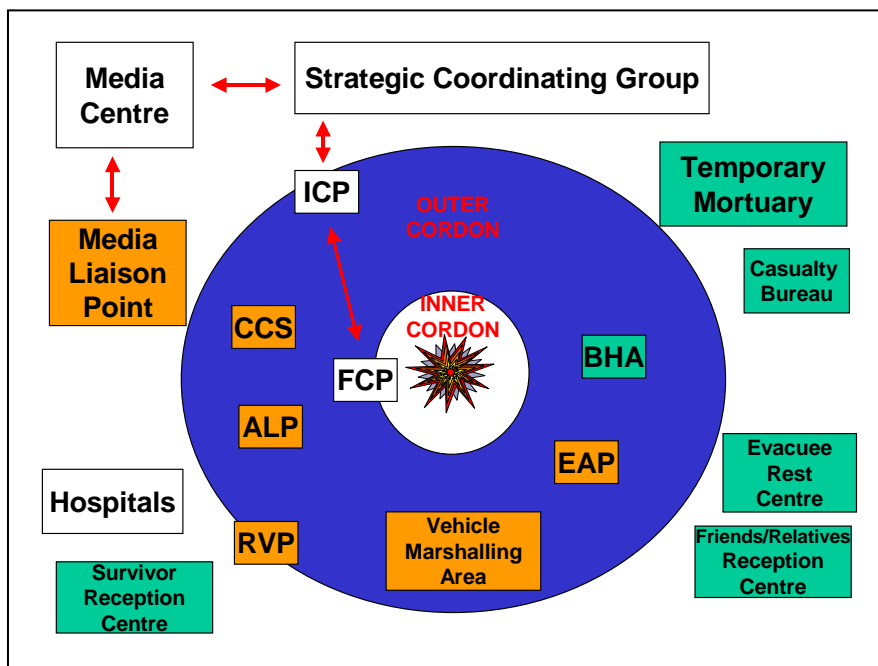
In the event of that there are road closures as a result of the accident or persons are evacuated, appropriate parts the Fife Council Major Incident Response Plan would be set in motion e.g. setting up of rest centres or traffic diversionary schemes.

### **Further Information**

More comprehensive details of Defence Nuclear Materials transport contingency arrangements can be found on the Ministry of Defence web site at: [www.mod.uk/issues/laesi](http://www.mod.uk/issues/laesi)

## MAJOR INCIDENT SCENE DIAGRAM

An example of a typical major incident organisation with its supporting arrangements is shown below. Which facilities are initiated at **tactical** level and which are initiated at **operational** level may vary:



**Key:**

**ICP Multi-Agency Incident Control Post (Tactical Coordination)**

**FCP Multi-Agency Forward Control Post (Operational Coordination)**



i) Facility likely to be initiated by Tactical level of command



Facility likely to be initiated by Operational level of command



ii) **Key command and control communications link**

iii) **CCS Casualty Clearing Station**

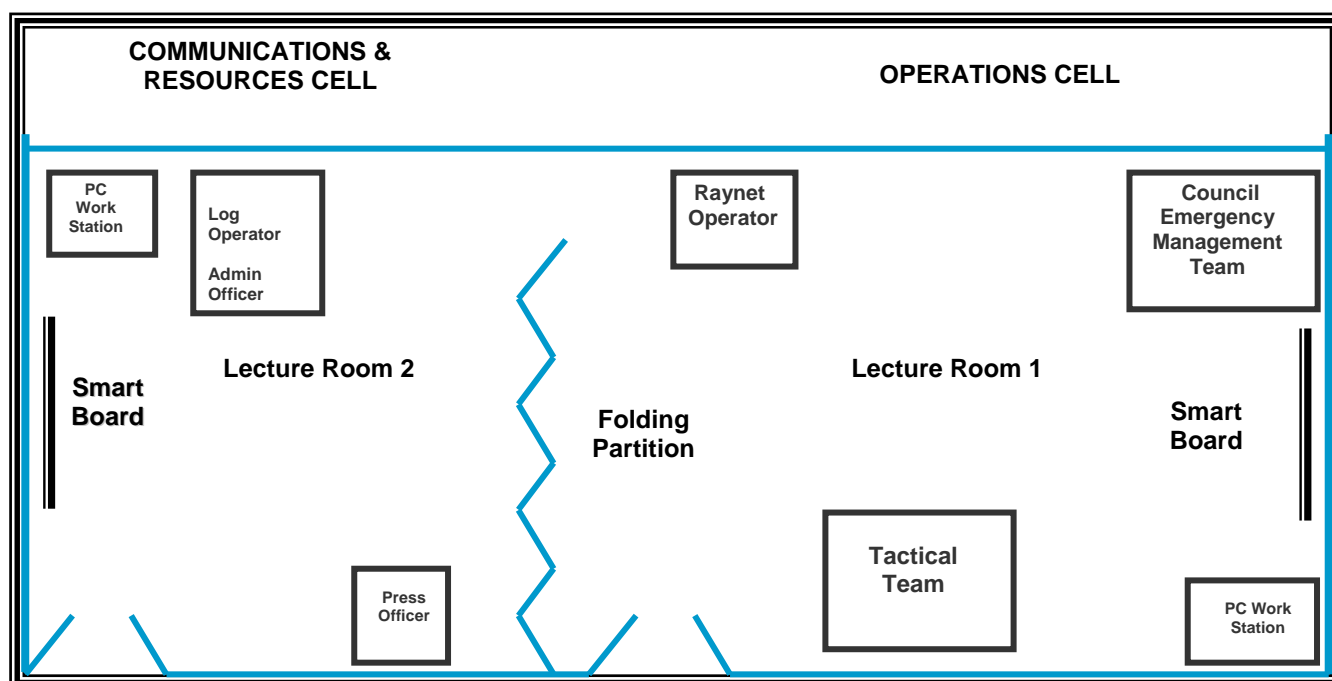
iv) **ALP Ambulance Loading Point**

**RVP Rendezvous Point (Access point to cordon)**

**BHA Body Holding Area**

**EAP Evacuee Assembly Point**

## EMERGENCY CENTRE LAYOUT PLAN



### a. COUNCIL EMERGENCY CENTRE

Fife Council Emergency Management Team will manage the response to major incidents from the Council Emergency Centre (CEC) located at Fife Fire and Rescue Service Headquarters, Strathore Road, Thornton.

Comprising a suite of training and meeting rooms adjacent to the working premises of the Emergency Planning Unit the CEC contains a range of voice and data communications systems.

There are also facilities for incident management purposes including electronic information management systems including computerised logging and G.I.S. along with wall maps and white boards for manual recording of critical information displays. Equipment held includes:

#### Telephones/FaxNumber

Direct dial extensions	10
Fax IN	1
Fax OUT (ISP O2)	1
Motorola Satellite telephones	2
Emergency Comms. Network Telephones	2

#### IT Network

Desktop computers + scanner + printer	6
Laptop Computers	4
GIS Software Equipped PC	1

#### Radio

Fife Council Trunk Radio Network Handheld	2
SE Short Range VHF Handheld	10

#### Other Equipment

Television/Video	1
Smart Interactive Whiteboard	1
Multi-media projector and screen	1

## EMERGENCY COMMUNICATION SYSTEMS

### a. FIFE CONSTABULARY

Fife Constabulary has a system of computer-aided dispatch (CAD) linked to CCTV coverage of much of the urban areas in Fife. Police radio and mobile phone communications operate through the 'Air Waves' system.

Fife Police operates a command support vehicle fitted with radios and cell phones which can be speedily deployed to any incident scene. Both Fife Constabulary and Fife Fire and Rescue Service have 'fall back' Control Centres in the event of their principal communications centre / control rooms becoming unserviceable.

### b. FIFE FIRE & RESCUE SERVICE

Fire Control situated at Fire and Rescue Service headquarters, Thornton is able to dispatch fire service vehicles using its computer mobilising system, VHF radios, paging and telephone systems as appropriate. All front-line appliances are equipped with VHF radios with the ability to communicate with Fire Control from anywhere in Fife. Hand-held UHF radios are available on all its front-line appliances together with an additional supply on the FFRS Command Vehicle for incident management purposes.

The Fire Command Vehicle also carries the following communications for inter-agency liaison:

- Field telephones compatible with other emergency service control vehicles
- Cell phones which are available for alternative communication purposes.
- Cellular faxes.

The Fire Command Vehicle is equipped with computers staffed by Fire Control Operators trained in the Command Planning System (CPS) software. The CPS is an interactive software package based on OS maps designed to assist incident management.

All major incidents are monitored in the FFRS Command Centre which deals with liaison and other important issues. Senior Officers are able to view the OS location and input information to support the Fire Incident Commander on the Command Vehicle whilst also being able to overview the CPS incident management.

### c. SCOTTISH AMBULANCE SERVICE

Scottish Ambulance Service vehicles have a variety of communication facilities with all accident and emergency ambulances fitted with VHF radios. SAS Duty officers have a choice of equipment:

- Service VHF radios
- Hand-held UHF radios for use at the scene
- Cell phones

### d. FIFE COUNCIL

Fife Council has its own integral radio communications system which is not compatible with other local authorities or the emergency services. The VHF network currently operated by Transportation Services is likely to be replaced by mobile telephones from 2008. A limited number of airwave handheld radios can be loaned to responding Fife Council services by Fife Constabulary Communications Support Unit.

### e. BRITISH TRANSPORT POLICE (BTP)

British Transport Police have their own command and control system. Radio and mobile phone communications are through the 'Air Waves' system compatible with Fife Police.

### f. BRITISH TELECOM ASSISTANCE

British Telecom (BT) is able to offer the emergency services and local authorities, via the 24hour BT Duty Manager, specialist communication equipment on a rechargeable basis for use in a major incident including:

- Cell phones
- Between two and six additional pre-wired lines at most exchanges
- Payphone trailers for use by the press or at a survivor reception centre
- Other equipment such as fax machines and small switchboards.

#### **g. ACCESS OVERLOAD CONTROL SCHEME (ACCOLC)**

This Government authorised scheme permits mobile telephony service providers, in the event of a major incident, limiting access to their respective networks and permits emergency services, local authorities and other users with suitably enabled mobile telephones to have exclusive access to available channels.

This facility is expensive to implement and can cause inconvenience to normal subscribers and will only be initiated after careful consideration and only on the authority of the Chief Constable after consultation with the Fife Strategic Co-ordinating Group.

The system works by using ACCOLC-enabled (micro-chipped) SIM cards supplied by service providers with only very limited numbers of mobile phones eligible. Organisations require to identify key posts to be supplied with ACCOLC enabled SIM cards for their cellular telephones.

The Cabinet Office is the authorising body for ACCOLC registration and the number allowed on the scheme is strictly limited to preserve its operational benefits.

#### **h. RADIO USE IN TERRORISM INCIDENTS**

At known or suspected terrorist incidents radios should be kept on as the benefit of being able to communicate outweighs the remote risk of activating any device through radio transmission. Only when an unexploded suspect device has been located should personnel withdraw at least 25 metres from the device before transmitting on personal radios increasing to 50 metres when vehicle-based radios are used.

GSM digital telephones and trunk radio systems permanently transmit as part of normal operating procedures. If a device is discovered they should be disconnected and not activated until outside the 50-metre zone.

#### **i. SEARCH AND RESCUE IN FIFE**

RAF Leuchars operates a Mountain Rescue Team (MRT) whose members have considerable knowledge of the terrain throughout Scotland and can be utilised for search operations, both on land and on the coastline. Fife Police will request the MRT deployment through the Air Rescue Co-ordination Centre, RAF Kinloss which will co-ordinate their operations.

RAF Leuchars MRT mobile command vehicle is equipped with independent HF/ VHF radio communications capable of communicating with military SAR aircraft both fixed wing and helicopters.

#### **j. RADIO AMATEURS' EMERGENCY NETWORK (RAYNET)**

RAYNET is a nationwide voluntary group of UK government licensed radio operators able to provide emergency radio communications to the emergency services and local authorities.

The Fife RAYNET Group regularly trains and exercises with the local authority and other organisations in Fife , deploying the Fife Council mobile Communications and Support Unit and providing specialist VHF/UHF radio communications assistance across Fife and beyond into neighbouring local authority areas.

Their radio communications equipment is specifically designated for use in emergencies. National and international radio communications can also be provided if requested. The assistance of RAYNET should be sought from the appropriate service control or Council Emergency Planning Officer.

## MAJOR INCIDENT INFORMATION MANAGEMENT SYSTEM (MIIMS)

The Information Management system adopted for use by Fife Council during a Major Incident, originally developed by Lothian and Borders Police, has been properly validated during a number of exercises and large scale incidents.

Properly used, the system provides:

- A robust method of recording of inter-agency/inter- team tasking
- An efficient method of sharing key information and decisions
- A collated master index of actions and messages

The system is designed to produce a comprehensive record of the multi-agency strategic and tactical response to any incident and will:

- Remove the need for individual agency logs/records
- Assist the co-ordinated management of the incident
- Facilitate the preparation of post-incident reports
- Assist the debriefing/lessons learned process.
- Provide the necessary documentation for subsequent inquiries.

### a. Outline of the System

The system has the following components:

- i. **Action /Message Form** - Self carbonized form used to record actions/ messages
- ii. **Master Index Log Form** - used to chart progress of Action/Message Forms
- iii. **Summary Log** - Contains brief summary of all Actions and Messages
- iv. **Overdue/Unresolved Action Report** - Reminds agencies about incomplete actions
- v. **Allocation of Identity Numbers** - Used to allocate information copies of messages

### b. Major Incident Information Management Team

The Emergency Planning Unit maintains a team of council services volunteers trained in the use of the MIIMS and able to assist during emergencies. A full scale Major Incident would require a team of 4 (Team Leader + 3) who will:

- Ensure that the MIIMS is implemented on request
- Ensure maintenance of a master record
- Highlight incomplete actions and inform the originator
- Maintain/update Information Boards within the Emergency Centre
- Provide general communications support to the Emergency Planning Team

### c. Record Keeping - MIIMS

The system creates a multi-agency record of important actions and key information. If you ask another agency to do something (ACTION) or tell them something (MESSAGE) To create a record you must complete and submit an Action or Message Form to the MIIMS team. Creating a record protects you and your organisation.

**URGENT ACTIONS AND MESSAGES SHOULD BE PASSED BY THE MOST APPROPRIATE MEANS - THE SUBSEQUENT ACTION/MESSAGE FORM SHOULD BE ENDORSED ACCORDINGLY.**



**d. System Definitions**

<u>Message:</u>	A piece of information to be shared with other agencies - No reply required.
<u>Action:</u>	A request for something to be done by another agency
<u>Reply to Action :</u>	A response or reply to an earlier request for action
<u>Urgent:</u>	Life or limb at immediate risk
<u>Routine:</u>	Anything that is not graded urgent
<u>Text:</u>	A clear concise outline of the action or message - Have you clearly described what you want done? Can it be misunderstood by the recipient?
<u>Info Copies:</u>	Numbers at the foot of the form are allocated by the MIIMS team to user agencies. You will be issued with a copy of the Identity Numbers Allocation List to allow you to indicate to whom you wish to send information copies.

**e. System Rules**

- Only one action or One Message per form
- You cannot combine messages or actions on the same form
- You must not send the same action to several agencies on the same form- each agency gets a separate form.
- You can send copies of messages to several agencies.

**Note:**

An action can detail several related tasks e.g. *Please place Road Closed signs at the following 4 locations* - One action containing 4 related tasks.

**DO NOT USE THE MESSAGE/ACTION FORMS FOR ANY OTHER PURPOSE**

**f. Processing the Form**

- Hand all copies of the form to the MIIMS team and they will allocate a time and sequential number before returning Blue and White copies to you.
- Pass the Blue copy to the addressee
- Retain the White copy for reference
- The Yellow Copy is retained by the MIIMS Team.
- The MIIMS teams have been instructed to apply basic quality control to the system and to reject forms that do not comply with the system rules or are not legible.

## g. Allocation of Agency/Service Identity Numbers

**MAJOR INCIDENT INFORMATION MANAGEMENT SYSTEM**
**ALLOCATION OF AGENCY/SERVICE IDENTIFY NUMBERS**

(for use with MIIMS Message Action Forms – Information Copies Section)

Number	Team	Agency/Service
1	Emergency Services	
2	Emergency Services	
3	Emergency Services	
4	Emergency Services	
5	Welfare	
6	Welfare	
7	Welfare	
8	Welfare	
9	Environmental	
10	Environmental	
11	Environmental	
12	Environmental	
13	Technical	
14	Technical	
15	Technical	
16	Technical	
17	Media	
18	Media	
19	Support	
20	Support	

## h. Message/Action Form


**MAJOR INCIDENT INFORMATION MANAGEMENT SYSTEM  
MESSAGE/ACTION FORM**

YELLOW - Retained by Logger  
 BLUE - Delivered to Addressee by Originator  
 WHITE - Retained by Originator

Message / Action No.	
Time (24 hrs.)	:
(Obtain No. and time from Logger)	

FROM: Name: Date: / / Organisation :

TO: Organisation:

TYPE: **Message** [ ] **Action** [ ] **Reply to Action No.** [ ]  
Tick box or enter action number as appropriate

PRIORITY: **Urgent** [ ] **Routine** [ ] Tick as appropriate

SUBJECT :

TEXT:

ACCEPTED BY LOGGING TEAM		Initials	<b>POLICE USE ONLY</b> Command & Control Ref:	
--------------------------	--	----------	--	--

INFORMATION COPIES: (circle appropriate distribution reference numbers)		
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	Initial to confirm distribution	

LINE BEGAN AT (TIME & DATE)	FIFE MAJOR INCIDENT INFORMATION MANAGEMENT SYSTEM MESSAGE / ACTION LOG									



## **PART 7**

### **EMERGENCY CONTACT DETAILS**

A Schedule of Contact details is held by the Emergency Planning Unit. The schedule has a restricted circulation. On activation of this plan, contact details will be made available by the Emergency Planning Unit.

During working hours, contact with the Emergency Planning Unit should be made directly on any of the following numbers:

- 01592 778376
- 01592 778381
- 01592 778389

Out of office hours, the Duty Emergency Planning Officer can be contacted via Council Emergency Support Line on 08451 550099.

## GLOSSARY

**Ambulance Loading Point** - Area, preferably hard standing, adjacent to the casualty clearing station where ambulances can load patients.

**Disaster Victim Holding Area** - Area close to scene where the dead can be temporarily kept until transfer to the mortuary. Ideally the premises should be secure, dry, and cool with ample drainage.

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

**Casualty Bureau** - Police central contact and information point for all records / data of casualties.

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

**CBRN Chemical Biological Radiological Nuclear** - Material potentially adapted for use in a terrorist incident.

**Controlled Area** - The area contained by the outer cordon that may be divided into geographical sectors.

**Cordon** - The perimeter of an area e.g. the rescue zone or sector may be physical or improvised.

**EPIC** - British Airways Emergency Procedures Information Centre.

**Evacuees Assembly Point** - A safe location near the scene where evacuees can initially assemble before being transported to rest centres.

**Forward Control Post** - Dealing directly with activity at the scene and the respective emergency service resources at the scene.

**Friends & Relatives Reception Centre** - Secure area for friends and relatives and for interviews with them usually operated by the police.

**Hospitals (Receiving)** - Hospitals alerted by Ambulance Service in event of major incident equipped to receive casualties on 24/7 basis, able to provide medical incident officer and a mobile medical/ nursing team.

**Joint Tactical Control** - Main Police Fire and Rescue and Ambulance Service Control/ Command Units together with public utilities/ local authority and forms focal point for incident management

**MACC** - Military Aid to the Civil Community.

**Media Centre** - Central contact point for media enquiries providing communications and conference facilities and staffed by press officers from all organisations.

**Overall Incident Commander (Strategic)** - Designated principal officer of each service who assumes the co-ordinating function for the operation as a whole on behalf of their service.

**Paramedic** - A qualified NHS ambulance person who has obtained the IHCD Certificate in Extended Ambulance Aid Training. They may also be permitted to administer specified drugs.

**Police Media Representative** - Senior police appointee chosen by the overall incident commander to be responsible for the release of information on behalf of the police.

**Press Liaison Officer (Scene)** - Representatives of each organisation responsible for the initial release of information from the scene of the incident reflecting coordinating group policy.

**Rendezvous Point (RVP)** - A point selected by the emergency services for personnel and vehicles to report to before attending the major incident situated within the outer cordon.

**Rendezvous Point Officer** - Police officer responsible for supervision of the RVP.

**Rescue Zone** - The area within the inner cordon.

**Rest Centre** - Premises designated for the temporary accommodation of evacuees.

**RNLI** - Royal National Lifeboat Institution.

**Sector Commander** - The officer in command of an operational area and having functional responsibility within the controlled area for fire/rescue purposes.

**Senior Identification Manager (SIM)** - Officer with overall responsibility for identification process who sits on identification commission. Responsible for body recovery, casualty bureau, family liaison and post/ante-mortem teams.

**Senior Investigating Officer (SIO)** - Police senior detective officer appointed by Strategic Commander to assume responsibility for all aspects of the police investigation.

**Survivor Reception Centre** - Secure area to which injured survivors can be taken for shelter, first aid, interview and documentation.

**Tactical Commander** - The incident commander on the scene from each of the emergency services.

**Temporary Mortuary** - Pre-designated location used if scale of incident renders existing mortuary facilities inappropriate. Detailed pre-planning required for use as centre for examination and identification of deceased.

**Triage** - Process of prioritising the evacuation of the injured by the medical or ambulance staff at the casualty receiving station.



## BIBLIOGRAPHY AND USEFUL WEBSITES

- ACPO(S) Emergency Procedures Manual (ACPO)
- Arrangements for Responding to Nuclear Emergencies, Health and Safety Executive (HSE)
- Bombs - Protecting People and Property (Home Office)
- British Red Cross Disaster Appeal Scheme (UK) (Red Cross)
- Connecting in a Crisis – Working with the BBC during an Emergency (BBC)
- Dealing with Disaster (revised 3rd Edition) (Cabinet Office)
- Dealing with Fatalities During Disaster (Home Office)
- Decontamination of People Exposed to Chemical, Biological or Radiological or Nuclear (CBRN) Substances or Material: Strategic National Guidance (Home Office)
- Emergency Planning in the NHS - Arrangements for dealing with Major Incidents (Department of Health)
- Emergency planning for major accidents – Control of Major Accident Hazards Regulations (HSE)
- Guide to the Control of Major Accident Hazards Regulations 1999 (HSE)
- Guide to the Pipelines Safety Regulations 1996 (HSE)
- Guide to the Radiation (Emergency Preparedness and Public Information Regulations 2001 (HSE)
- Major Incident Procedure Manual (6th edition) (London Emergency Services Liaison Panel)
- Management of Health and Safety at Work - Approved Code of Practice and Guidance (HSE Books)
- Military Aid to the Civil Community (Pamphlet 3rd edition – MOD)
- Recovery: An Emergency Management Guide (Home Office)
- Release of Chemical, Biological, Radiological or Nuclear (CBRN) Substances or Material – Guidance for Local Authorities (Home Office)
- Air Accident Investigation Branch [www.aaib.dft.gov.uk/accidrep/accidrep.htm](http://www.aaib.dft.gov.uk/accidrep/accidrep.htm)
- Ambulance Service Association [www.ambex.co.uk](http://www.ambex.co.uk)
- BBC Connecting in a Crisis [www.bbc.co.uk/connectinginacrisis/index.shtml](http://www.bbc.co.uk/connectinginacrisis/index.shtml)
- British Transport Police [www.btp.police.uk](http://www.btp.police.uk)
- Scottish Executive Emergencies Co-ordinating Committee [www.scotland.gov.uk/](http://www.scotland.gov.uk/)
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- Chief and Assistant Chief Fire Officers Association [www.cacfoa.org.uk/main.htm](http://www.cacfoa.org.uk/main.htm)
- Civil Contingencies Secretariat [www.ukresilience.gov.uk](http://www.ukresilience.gov.uk)
- Fife Emergency Planning Unit [www.emergency.planning@fife.gov.uk](mailto:emergency.planning@fife.gov.uk)
- Fife Fire and Rescue Service [www.fifefire.gov.uk](http://www.fifefire.gov.uk)
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- Disaster Insurance Information [www.disasterinformation.org/stats.htm](http://www.disasterinformation.org/stats.htm)
- Emergency Planning College [www.epcollege.gov.uk](http://www.epcollege.gov.uk)
- Emergency Planning Society [www.emergplansoc.org.uk](http://www.emergplansoc.org.uk)
- Environment Agency [www.environment-agency.gov.uk/](http://www.environment-agency.gov.uk/)
- Floodline (Environment Agency) [www.environment-agency.gov.uk/flood/index.html](http://www.environment-agency.gov.uk/flood/index.html)
- Government News Network [www.govnet.com](http://www.govnet.com)
- Health & Safety Executive [www.open.gov.uk/hse/hschome.htm](http://www.open.gov.uk/hse/hschome.htm)

- Health Protection Scotland [www.hps.org.uk](http://www.hps.org.uk)
- Home Office [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)
- Home Office (Terrorism) [www.homeoffice.gov.uk/atoz/terrorists.htm](http://www.homeoffice.gov.uk/atoz/terrorists.htm)
- HSE Books [www.hsebooks.co.uk/homepage.html](http://www.hsebooks.co.uk/homepage.html)
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- National Statistics [www.statistics.gov.uk](http://www.statistics.gov.uk)
- National Steering Committee on Warning & Informing the Public [www.nscwip.info](http://www.nscwip.info)
- Nuclear Safety Inspectorate [www.hse.gov.uk/nsd/nsdhome.htm](http://www.hse.gov.uk/nsd/nsdhome.htm)
- Public Health Laboratory Service [www.phls.co.uk](http://www.phls.co.uk)
- Railway Inspectorate [www.hse.gov.uk/railway/rihome.htm](http://www.hse.gov.uk/railway/rihome.htm)
- Red Cross [www.redcross.org.uk](http://www.redcross.org.uk)
- Stationery Office (TSO) [www.tso-online.co.uk](http://www.tso-online.co.uk)
- Survive: The Business Continuity Group [www.survive.com](http://www.survive.com)
- Scottish Ambulance Service [www.scottishambulance.org.uk](http://www.scottishambulance.org.uk)