

RHONDDA CYNON TAF
COUNTY BOROUGH COUNCIL

COUNTY BOROUGH EMERGENCY PLAN

Chris Bradshaw
Chief Executive
The Pavilions
Cambrian Park
Clydach Vale
CF40 2XX

COUNTY BOROUGH EMERGENCY PLAN

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COUNTY BOROUGH EMERGENCY PLAN
AMENDMENTS

Number	Date of Amendment	Amended by	Information passed for action by
1	March 2006 2007	Full Reprint	
2	June 2010	Full Reprint	

This plan is maintained by the Emergency Planning Unit, Ty Glantaf, Unit B23, Taffs Fall Road, Treforest, CF37 5TT. Telephone 01443 432999.

1. INTRODUCTION

1.1 This plan is a generic document which has been designed as a guide to response. It is recognised that incidents vary enormously in degree of response required and impact on the Community. Responding agencies will use experience and knowledge to deal in a flexible way with any incident.

1.2 Rhondda Cynon Taf County Borough Council accepts its responsibility to 'care' for its communities in emergency situations, consideration is also given to the needs of visitors to the Borough. The Council has prepared and will maintain a plan capable of dealing with all unusual peace time eventualities, ranging from major emergencies to small but possibly unusual emergency situations. There is a wide variety of incidents caused by weather; flooding, severe snow conditions or freak storms accompanied by high winds. Hazards associated with South Wales include unstable coal tips, hillsides and disused mines adjacent to residential areas. Further hazards could include fire, explosion, major dam fractures, the emission of toxic fumes, radiation, collapse of buildings, accidents occurring during manufacturing processes or in the storage or conveyance of hazardous materials, and in all forms of transport. The number of casualties resulting from a serious accident on a motorway or from an air crash involving wide bodied jet aircraft are such that it is not difficult to envisage a disaster situation occurring at any moment. A generic Risk Assessment for the Borough may be found in Part 1(a) which compliments the work being undertaken by the South Wales Local Resilience Forum Risk Group.

1.3 Major emergencies are dealt with in three generally accepted stages.

- i) the mitigation of the effects of the incident,
- ii) the restoration of life to normality and rehabilitation,
- iii) recovery and regeneration of the scene to an acceptable state as soon as practicable.

The local authority role is initially to support the emergency services and later to take full responsibility for restoration, rehabilitation and recovery.

1.4 Major emergency situations are mentioned above but it is fully recognised by the Council that other emergency situations can arise involving great damage to property but posing no apparent threat to life and limb. The plan, therefore, is sufficiently flexible to cope with these lesser situations since a lack of immediate attention could well result in an escalation of an innocuous situation into something far more serious. Other emergencies are more difficult to deal with specifically since they cover such a wide range. They may vary from assistance given by a local authority in helping one or two householders whose homes have been flooded, to a major commitment involving the evacuation of a community due to leakage of poisonous fumes or some similar emergency.

- 1.5 Rhondda Cynon Taf C.B.C. has a general duty of care to maintain public services and to assist local residents in distress and it will play a major part in co-ordinating the response of the various organisations involved. The need for the complete co-ordination and integration of all plans dealing with such eventualities is vital and is considered in this plan.
- 1.6 It must be stressed that this plan does not seek to usurp the authority normally vested in the various disciplines, but rather to ensure that there is co-ordination of effort in order that a speedy and effective conclusion may result where there is a need to invoke emergency procedures, and in particular the plan is not intended in any way to compromise the existing emergency procedures of the Police, Fire and Ambulance Services.

2. THE LEGAL AND FINANCIAL POSITION

- 2.1 The Civil Contingencies Act 2004 is the most important piece of legislation impacting on the delivery of Resilience in Local Response. Part I of the Act places duties on Rhondda Cynon Taf C.B.C. as a Category 1 Responder

Part II of the Act provides a scheme for the response to Significant Emergencies and gives the Crown (and under seriously limited timescale) Senior Ministers powers to make regulations to declare states of emergency in the U.K. or parts of the U.K. These powers are meant to respond to incidents which threaten Human Welfare, the Environment or Security.

The duties under Part I which are placed on the Council are:

- i) To Carry out a Risk Assessment in collaboration with partners in the Local Resilience Forum (Police Authority Area) with the aim of creating a Community Risk Register for the Area.
- ii) To Plan for Emergencies identified in the Community Risk Register. This duty also covers the need to train and exercise critical staff in their identified duties.
- iii) To Collaborate with Partner Agencies.
- iv) To Share Information with Partner Agencies.
- v) To Warn and Inform the Public.
- vi) To Maintain Services during periods of challenge (Business Continuity).
- vii) To offer Business Continuity advice to local businesses and assistance and advice to the Voluntary Sector. (the council may make a charge where specific advice is requested).

The Council also have a responsibility to have regard to Voluntary Agencies during the Planning Process.

- 2.2 In the Local Government Act of 1972 there is no specific reference to peacetime emergencies other than those contained in Section 138, which enables councils to incur whatever expenditure they consider necessary without the prior consent of the Secretary of State, although it is incumbent upon the Authority concerned to inform him/her as soon as possible when an emergency or disaster involving destruction of, or damage to, life or property occurs, is apprehended or is imminent. The Local Government and Housing Act 1989, Section 156, gives legal authority to a principal council to undertake contingency planning to deal with a possible emergency, if that principal council is of the opinion that such planning is appropriate.
- 2.3 There are other legal responsibilities relating directly to the various departments of local government which need not be dealt with at length in this document.
- 2.4 The Local Government Finance Act 1988 allows the Government under Section 88B to make Special Grants to Local Authorities for purposes, which may include disaster response. Application should be made to the National Assembly for Wales who will initiate the process.

Further powers to make grants to Local Authorities are also available in Chapter 26 Paragraph; 31 and 33 of the Local Government Act 2003.

- 2.5 Following a judgement at Cardiff Crown Court on the 16th October 1987 relating to a flooding incident in December 1979 there can be deemed to be a duty of care imposed on Local Authorities. The judgement found Cardiff City Council and South Glamorgan County Council had been negligent in the preparation and implementation of their plans.
- 2.6 The Local Government and Housing Act 1989, Section 155 gives legal base to the Bellwin Scheme which was set up in 1983 to provide Central Government financial assistance to Local Authorities who suffer a major emergency. It confirms that the relevant Minister at the National Assembly may establish a scheme to assist a Local Authority, Local Authorities or Police Authorities by giving financial assistance in any case where:-
 - (a) an emergency or disaster occurs involving destruction of or danger to life or property and
 - (b) as a result, one or more Local or Police authorities incur expenditure on, or in connection with the taking of immediate action (whether by the carrying out of works or otherwise) to safeguard life or property, or to prevent suffering or severe inconvenience, in their area or among its inhabitants. This scheme is more fully explained in Part III (b) 1 of this plan.

A review of the scheme in Wales has resulted in it being known as the Emergency Financial Assistance Scheme.

3. CENTRAL GOVERNMENT ASSISTANCE

3.1. Local authorities may need to seek central government assistance, other than finance, in an emergency which requires measures beyond their resources even after mutual aid arrangements have been invoked. In an emergency of such magnitude that local authorities were completely unable to cope, the Government would endeavour to provide additional aid from whatever source proved necessary and might assume responsibility for co-ordinating emergency measures. This aid might consist of certain items of Government equipment or of units of the armed services with specific skills.

4. EMERGENCY MANAGEMENT PRINCIPLES

4.1. The Council is aware of the principles set by the Emergency Services for the management of Emergencies. The principles encompass Gold (Strategic), Silver (Tactical) and Bronze (Operational) controls.

4.2. The Gold or Strategic Control is staffed by Chief Officers or their most senior representatives and is geographically remote from the incident. The officers consider the overall service requirements and the needs of the incident.

4.3. The Silver or Tactical Control is placed close to the incident and assists the incident commanders in deciding on tactics and in acquiring resources direct or via the Gold Control.

4.4. There may be several Bronze or Operational controls responding to the differing requirements of the incident in or at close proximity to it.

5. THE CIVIL CONTINGENCIES ACT 2004 – CATEGORY 1 AND 2 RESPONDERS

The Act created (as explained above) duties which have been placed on a number of agencies fully explained on its face. All Category 1 responders attract 6 duties as explained at 2.1 i) to 2.1 vi) above. Local Authorities alone attract the duty explained at 2.1 vii) above.

Category 2 responders attract duties to Share Information and Co-operate in Planning.

Category 1 and 2 responders in relation to the Borough are listed here:

Category 1	Category 2
Rhondda Cynon Taf C.B.C.	Electricity
South Wales Police	Gas
British Transport Police	Water and Sewerage
South Wales Fire and Rescue Service	Network Rail
Welsh Ambulance Services NHS Trust	Train Operating Companies
Cwm Taf Morgannwg University Health Board	Highways Agency's
Public Health Wales NHS Trust	Public Communications Providers
Health Protection Agency	Health and Safety Executive
Natural Resources Wales	
Maritime and Coastguard Agency	

PART I

EMERGENCY ARRANGEMENTS

1(a) A GENERIC RISK ASSESSMENT

1(b) ARRANGEMENTS FOR MAJOR EMERGENCIES

1(c) ARRANGEMENTS FOR RESPONSE TO SPECIFIC EVENTS AND
FOR THE ACQUISITION OF SPECIFIC INFORMATION

PART I(a)

A GENERIC RISK ASSESSMENT

Under the provisions of the Civil Contingencies Act 2004 we will have to undertake specific partnership assessments in collaboration with the South Wales Police Area Local Resilience Forum. The work to develop a Community Risk Register (CRR) for the LRF Area is on going and is informed by work from the Civil Contingencies Secretariat at the Cabinet Office and by the Welsh Assembly Government All Wales Risk Assessment. Some of these documents are restricted, but the CRR will be published on the South Wales Police web Site at various stages of development

This document will also be available on the Council Web Site when it is complete.

However, the following 12 items could be considered to represent the Generic headings for Risks that could affect our communities:

1. Transportation – Air, Road and Rail
2. Weather
3. Industrial Heritage
4. Industry / Business / Commerce
5. Natural Hazards – Landslips
6. Terrorism
7. Health Emergencies
8. Animal Health Emergencies
9. Crowd Related Incidents
10. Loss of Utilities and Communications
11. Loss of Essential Supplies for the Community
12. Miscellaneous

Below are explanations of the Generic Risks, which are likely to threaten the Communities within the Borough. There is a short explanation of each risk and an indication of when the risk has been realised within the Borough. This plan has been prepared in co-operation with response partners and provides a basic framework for a co-ordinated response to mitigating these risks if they were realised.

1. Transportation

The risks that exist encompass air, rail and road traffic.

We as a Borough have not had a major (multiple) road collision during the last 5 years but do have the M4 and A470 as fast dual carriageways and the A465 which has on occasions been closed on stretches near our boundaries because of Road Traffic Collisions.

The most recent air accident we have experienced was when a two seat aircraft crashed on Treforest Industrial Estate in 2006, although the KLM City Clipper was en-route to Cardiff over the Borough when it crashed attempting to return to Amsterdam.

We also have not experienced a major rail crash although several minor and vandal induced events have occurred. It should also be noted the train that derailed and exploded in Bradford on Tone (Somerset) and the train involved in the Southall rail crash travelled through the Borough.

2. Weather

The adverse weather, which we experience, encompasses rain, heat, high winds, ice and snow.

There are numerous examples of disruption being caused to the life of our community by all five.

3. Our Industrial Heritage

The element of our heritage, which has the potential for continued harm to the Community, is the Coal Industry. The ground beneath the Borough is still honeycombed with coal workings and there are also numerous coal tips (which are still the subject of regular inspections) dotted around.

Several incidents have occurred in recent years and include collapses of ground at Llwynypia and Abergorki, gas migration in Cwmparc and tip movement in Cilfynydd.

4. Industry / Business / Commerce

It is difficult to quantify the dangers that might exist and they must be qualified by the desire to provide employment and prosperity to the Borough. However, we do have several COMAH sites within the Borough. We have 11 pipelines that are designated as Major Accident Hazard Pipelines (MAHPs). Specific Plans have been developed for these. There are also other factories designated

under various regulations including the Environmental Protection Act 1990 and various companies that use Radiological Sources, Toxic or Chemical Substances during manufacture.

Again happily we have not suffered a major event but we have had fires in industrial premises (Clariant – NIPA Labs) which have led to an evacuation or the threat of an evacuation. A gas explosion in a house in Abercynon led to the demolition of 3 properties and damage to 14 others may be classed in this group but may also be classed as miscellaneous.

5. Natural Hazards

A difficult section to determine and it could of course include weather but that is dealt with under that heading in this Part of the Plan. This section therefore, deals with Land Slips (natural ground) and may also include phenomenon such as earthquakes etc.

Two examples immediately come to mind, the on going incident and work in relation to Mynydd Yr Eglwys in Ystrad and the closure (for several months) of the Rhigos mountain road as a result of a slip caused by adverse weather conditions.

6. Terrorism

Whilst there are at the time of writing no examples of Terrorist attacks within our Borough we have to consider such scenarios in the aftermath of 9/11 and the London Bombings of the 7th July 2005.

It is not intended in this document to speculate on targets, which may exist within the Borough.

However, we do work with partner agencies in following the Governments CONTEST strategy.

7. Health Emergencies

Health Emergencies are again difficult to define and it is of course the responsibility of the NHS to lead in the response, but such emergencies could have, depending on their severity, a significant impact on the Borough.

Examples of such emergencies could include the worldwide alert in 2003 in response to the SARS outbreak, the several small outbreaks of Meningitis we have experienced within the Borough and the e-coli outbreak in the Autumn of 2005. The 2009 Swine Flu Pandemic also comes within this category.

Important to the response to such incidents may be the setting up of Outbreak Control Teams or Health Advisory Teams to assist in response management. The Council will probably be asked to provide specialist staff to assist in these controls.

8. Animal Health

There are various Acts of Parliament, which place duties on Local Authorities to respond to specific Diseases, which may affect domestic or feral animals. These include Anthrax (Animal), Foot and Mouth Disease, Swine Vesicular Fever and Rabies.

Plans are in place to document the methodology to be used for a multi agency response to such incidents.

The Council has had experience of responding to an outbreak of Foot and Mouth Disease in the early part of the century when 1 confirmed case was registered in the Borough together with several farms being classified as contiguous or dangerous contact premises.

9. Crowd Related Incidents

Crowds of people gather in many places and consideration has to be given to how they could be managed if an incident occurred when they are there. These gatherings range from large numbers in town centres to sporting events to carnivals or music events. The management planning is diverse and varies in responsibility from the Council, to stadium owners, to event organisers. The Council has a multi agency Events Safety Panel which is available to assist event organisers in understanding the law and their responsibilities.

Fortunately no Crowd Related Incidents have occurred within the Borough but examples have included in the United Kingdom, Hillsborough, Kings Cross, the Monsters of Rock Festival in Donnington Park and the pre Christmas free concert by JLS in Birmingham (Nov 2009).

10. Loss of Utilities and Communications

These are defined as Gas, Electricity and Water (Utilities), the Communications Industry (land line and mobile communications) and the Broadcasting Industry (audio and visual) and is listed because of the impact significant outages would have on our communities.

We regularly experience small outages which are restored as part of working practice by the companies involved. Larger outages have been experienced normally associated with severe weather, the latest being a water outage in the Rhondda Fach in 2009 which had an effect on 6000 properties.

11. Loss of essential Supplies for the Community

This is a difficult area to specifically define but may include fuel or particular food stuffs which are imported to this country. The council may be involved in distribution or in informing the public of actions they need to take.

The fuel disruption of 2001 is an obvious example of this type of risk being realised.

12. Miscellaneous

Possibly a difficult category to justify in planning terms but is included to remind us all that there is still the possibility of the almost “out of the blue” incident or scenario disrupting the Authority or our Community.

1 example of such an event which caused significant effects on the Borough was the Fire Fighters Dispute of 2002/2003.

Conclusion

This list is not meant to be exhaustive and it is recognised that response plans and the staff who operate within them have to be flexible.

No account has been taken here of Business Continuity and the loss of Council Services e.g. school fires, which need to be part of management process and Service Planning.

There also needs to be a recognition that all responses occur in the public eye and that reports appear and persons are scrutinised in the press. Litigation is now also a very real part of response and it is important that all decisions are logged and that plans and advice are followed as far as is reasonably practicable.

Not all incidents are easily categorised and some may fall into 2 or more of the above areas of risk.

Whilst this plan documents the Councils approach to responding collaboratively to generic or “unexpected” incidents it is complemented by a series of other plans or arrangements which cover specific threats or responses. These are subject to management processes and are sometimes developed to respond to particular situations. A list is held by the Head of Emergency Planning.

PART I(b)

ARRANGEMENTS FOR MAJOR EMERGENCIES

CONTENTS

1. Objective
2. Organisation
3. Initiating Procedures
4. Mobilisation
 - 4.1 Predetermined Attendance
 - 4.2 Predetermined Notification
 - 4.3. Secondary Mobilisation
 - 4.4. Opening of Major Incident Control Room
 - 4.5. Standby Mobilising Arrangements
5. Command and Control
 - 5.1 Command
 - 5.2. Control
6. Mutual Aid

1. OBJECTIVE

The Rhondda Cynon Taf County Borough Emergency Plan provides a framework for an immediate response by the Police, Fire and Ambulance Services to any major emergency which may occur within the County Borough. It also provides for the mobilisation of all Borough resources together with the resources of specified national and local bodies to support the Emergency Services in their role.

2. ORGANISATION

2.1 The Chief Executive is directly responsible to the County Borough Council for ensuring the preparedness of its resources to deal with major disruptions to the community occasioned by peacetime emergencies.

2.2 Acting on behalf of the Chief Executive and subject to his overall responsibility to the County Borough Council, the Head of Emergency Planning co-ordinates peacetime Emergency Planning arrangements and will assist the Chief Executive in the exercise of his responsibilities at any major peacetime disaster.

3. INITIATING PROCEDURE

3.1 Any member of the Police, Fire and Ambulance Services has the authority to initiate the Major Incident Arrangements, either as a result of an assessment at the scene, or as a result of a report from a reliable authority.

3.2. This will be done in accordance with Service Procedures via their Control Room. The Control Room will require specific information. The mnemonic SAD CHALETS has been devised to assist officers in preparing initial reports, but some agencies may use other reminders.

The information is shared with the control rooms of all the Emergency Services. The full explanation of SAD CHALETS is produced on page 17 of this plan.

SAD CHALETS

- S - SAFETY Report from a safe location
- A - ASSESS AND INFORM Do not become involved in the incident
- D - DECLARE Consider declaring a Major Incident

- C - CASUALTIES Approximate numbers of casualties - dead, injured and uninjured.
- H - HAZARDS Present and Potential.
- A - ACCESS Best access routes for emergency vehicles and suitable provisional rendezvous points.
- L- LOCATION The exact location of the incident, using map references if possible.
- E - EMERGENCY Those emergency services present and required.
- T- TYPE The type of incident with brief details of types and numbers of vehicles, trains, buildings, aircraft, etc.
- S – START A LOG Compile a record of actions taken and decisions made.

4. MOBILISATION

4.1 Predetermined Attendance

After receiving a report of an incident, the Mobilising Controls will despatch the following resources to the incident in accordance with Service Operational Orders relating to mobilisation:

Police

The Police will respond with sufficient resources to isolate the area and manage the incident scene.

Fire and Rescue Service

(In this plan any reference to the Fire Service is deemed to relate to the South Wales Fire and Rescue Service unless explicitly indicated otherwise).

The Fire Service will respond to the incident with the appropriate predetermined attendance.

Ambulance Service

The Ambulance Service will respond with Emergency Medical Service (E.M.S.) vehicles and Paramedic Officers in their own vehicles as available. The Senior Officer present will assess the requirements of the incident and allocate resources as appropriate.

4.2. Notification

4.2.1. If a major incident is experienced, Fire Service Control will inform the Duty Officer - Emergency Planning who will inform the following:-

- (i) The Chief Executive;
- (ii) Other Relevant Borough Staff;
- (iii) Other Relevant Partner Agencies.

4.2.2. These officers are responsible for mobilising resources as the need arises. The notification is, therefore, to enable them to make initial preparations in order that they can deal effectively with requests for resources when these are made.

4.2.3 The plan recognises that incident management may continue for a prolonged period. However, senior managers in consultation with the relevant Chief Officer may stand down members of their organisation when it is recognised they are no longer required.

4.2.4 A full stand down of the incident will be declared when it is perceived that any further measures connected with the incident can be dealt with by normal procedures.

4.2.5. Reports from Services must be sent to the Head of Emergency Planning for collation. He will arrange Debriefing meetings as appropriate.

4.3. Secondary Mobilisation

When a major incident has been confirmed the Emergency Services at the scene, will relay further detailed requests for support via either their controls or the Incident Control Point/Post.

4.3.1 Requests for further Police, Fire or Ambulance assistance will be made through their respective controls in accordance with existing procedures. Until such time as the 'Incident Control Point/Post' is fully operational, when requests will be referred to the Incident Control Point/Post before the appropriate individual service passes the details to the relevant Headquarters Control/Operations Room.

4.3.2. Requests for assistance provided by the Council, will, until such time as a Major Incident Control Room is set up, be passed via Fire Service Control to the Duty Officer - Emergency Planning.

4.3.3. Requests for assistance from the Military and Statutory Boards and Undertakings will, until such time as a Major Incident Control is set up, be passed to the Police Operations Room, who will then obtain the resources and despatch them to the required location.

4.3.4. Requests for assistance from the Voluntary Services will be passed via the Duty Officer - Emergency Planning.

4.4. Opening of a Major Incident Control Room (Gold Control)

4.4.1 When a major incident has been confirmed the Police Operations Room will prepare the building designated for this purpose as a 'Major Incident Control Room' and arrange for it to be staffed in accordance with Police Standing instructions. (See Part VI)

It is expected that the Incident Control Point/Post would be consulted on the suitability of the selected building in case there are constraints on the use due to the effects of the incident.

The Major Incident Control Room will be staffed in the main by Police personnel but will have representation from other Emergency Services and Agencies as appropriate.

4.4.2 When the building is ready, the Incident Control Point/Post will be informed.

4.5. Standby Mobilising Arrangements

4.5.1 In the event of the Police Operations Room being inoperative for any reason the most appropriate B.C.U Control will carry out the Police Operations Room functions.

4.5.2. In the event of the Fire Service Control and secondary Control being inoperative for any reason the Police will provide facilities for a standby Fire Service Control.

5. COMMAND AND CONTROL

5.1. Command

5.1.1. The command of a major incident will be the responsibility of the Emergency Services, and will be jointly exercised by the senior officers of those services. Ultimately this will be by a Gold/Strategic Group consisting of the Chief Constable (who will co-ordinate the Group's activities), the Chief Fire Officer (in his professional capacity) the Chief Ambulance Officer and the Chief Executive of the Cwm Taf Morgannwg University Health Board, or in their absence a senior representative of their organisation. The Chief Executive of the Council will be invited to join the group and will take the lead during the regeneration phase.

5.1.2 The Chief Executive will advise the Leader of the Council about the incident and the response mechanisms that have been put in place.

5.2 Control

5.2.1 Incident Control Point/Post (Silver Control)

5.2.1.1 It is essential that control of the incident is of the highest order and this must be established from the earliest stages.

5.2.1.2 On arrival at the scene, the Emergency Services will independently inform their control of the situation to confirm the need for the Major Incident Arrangements to be implemented and order any immediate assistance which is required.

5.2.1.3 Immediate priority will then be given to the establishment of an Incident Control Point/Post. Until the Police Major Incident Vehicle is in attendance, the first Police traffic vehicle to attend will be used for this purpose. (The vehicle will be identified by having its blue lights flashing.)

5.2.1.4 The function of the Incident Control Point/Post is the control of the operational resources of the Services present and this will be carried out by

senior operational officers of the Emergency services co-ordinated by the senior police officer present who will be "The Incident Officer".

- 5.2.1.5 The Senior Officers present will make an immediate and comprehensive assessment of the situation, at the scene. They will discuss tactics and pass this information to their own control rooms.
- 5.2.1.6 As soon as requirements in respect of assistance from organisations other than the Emergency Services are known these will be passed, through the Incident Control Point/Post, to the appropriate mobilising control.
- 5.2.1.7 Despite the fact a Major Incident Control Room (Gold Control) may have been established for strategic control of the incident, the Incident Control Point/Post(s) will still retain operational responsibility for tactical control of the incident scene.

5.2.2. Marshalling Area

If appropriate a Marshalling Area(s) will be established at an early stage by the Police. This will be the area to which all mobilised resources will be despatched, unless their attendance is immediately required at the scene. The location of the Marshalling Area(s) will be reviewed at an early stage by the Incident Officer, who will if necessary seek the guidance and experience of Senior Fire Officers on matters of Safety. The Police Officer in charge of the Marshalling Area(s) will be an officer of rank and experience commensurate to the seriousness of the incident.

5.2.3 Emergency Planning Officers/Borough Staff

Depending on the nature and size of the incident an Emergency Planning Officer may be requested to attend the Incident Control Point/Post or any other location to advise on or obtain, resources necessary for dealing with the incident. Additionally staff from Service Areas may be requested to assist.

5.2.4. Gold/Strategic Group

As soon as the members of the Gold/Strategic Group are at the Major Incident Control Room they will assume command of the incident and will co-opt senior officers of other agencies to the Group as necessary.

The purpose of the Gold/Strategic Group is to determine priorities and to make strategic decisions relating to the disaster situation. In this connection it should be noted that more than one Incident Control Point/Post might be necessary to deal with a widespread disaster.

5.2.5. Use of Major Incident Control Room by Gold/Strategic Co-ordinating Group

In the above situation or at any time when the Gold/Strategic Group consider it appropriate they will operate from the Major Incident Control Room, leaving operational deployment to the senior officers at the Incident Control Point/Post. Once in attendance at the Major Incident Control Room the Gold/Strategic Group will inform the Incident Control Point/Post.

Note: A list of pre-designated Control Buildings is included in Part VI of this plan.

5.2.6. Control of Support Services

- 5.2.6.1 It has already been stated that all personnel operating within the areas of responsibility of the Emergency Services will come under their control.
- 5.2.6.2 Rhondda Cynon Taf County Borough Council will, as soon as necessary, establish an Emergency Control Centre or designate an appropriate officer as Council Silver who will manage the Council involvement in the incident.
- 5.2.6.3 Senior Officers from the Council, and from selected National and local agencies will be invited to the Centre.
- 5.2.6.4 All Services involved will, in accordance with their responsibilities to the public for a general duty of care, endeavour to maintain normal services for those members of the public not involved in the incident.
- 5.2.6.5 Control of all support services will be initiated from the Emergency Control Centre in consultation with the Major Incident Control Room.
- 5.2.6.6 Liaison officers will operate at the Major Incident Control Room and at the Incident Control Point/Post as required.
- 5.2.6.7 Control of all Social and Welfare Services responding to the Incident will be vested in the

Group Director of Community and Children's Services in his role as Director of Social Services.

5.2.6.8 Control of all Engineering activities at the incident will be vested in the Group Director Prosperity, Development & Frontline Services

6. MUTUAL AID ARRANGEMENTS

6.1 Rhondda Cynon Taf County Borough Council shares borders with seven other Local Authorities viz. Merthyr Tydfil, Powys, Caerphilly, Cardiff, Vale of Glamorgan, Bridgend and Neath Port Talbot and arrangements are in place to share resources if necessary in a major emergency. Call out or contact methods are individual to each Authority. Contact telephone numbers are set out in the Communications Directory.

6.2 The WLGA have agreed a protocol for Local Authorities within Wales which operates under the following principles:

- i) In the event of an emergency arising requiring resources beyond those available to one Authority it will be of benefit to our Emergency Arrangements for Authorities to render each other mutual aid and assistance.
- ii) Mutual Aid and Assistance will be subject to recompense of proper financial costs and can be instigated by any Service Director or more senior officer or an Emergency Planning Officer acting on their behalf.
- iii) This approach provides a consistent baseline arrangement between all Local Authorities in Wales but does not cut across any existing detailed arrangements.

6.3 The Emergency Services have their own arrangements for mutual aid which operate on a day to day basis and these will continue.

PART 1(c)

ARRANGEMENTS FOR RESPONSE TO SPECIFIC EVENTS AND FOR THE ACQUISITION OF SPECIFIC INFORMATION

CONTENTS

1. Introduction
2. Control of Major Accident Hazards (COMAH) Regulations - 1999
3. Pipeline Safety Regulations - 1996
4. Radiation (Emergency Preparedness and Public Information) Regulations - REPPIR - 2001
5. Satellite Accidents
6. Nuclear Power Stations Emergencies
7. National Arrangements for Incidents Involving Radioactivity (NAIR)
8. The National Response Plan and Radioactive Incident Monitoring Network (RIMNET)
9. Food and Environment Protection Act (FEPA) - 1985
10. Animal Health Emergencies
11. Severe Weather Warnings
12. Flood Warnings
13. Snow and Ice
14. Evacuation
15. Chemical Meteorology (CHEMET) Scheme
16. Potential Emergencies

NB: This list is not meant to be exhaustive but highlights particular agreed plans or schemes and other known hazards for Rhondda Cynon Taf County Borough.

1. INTRODUCTION

- 1.1 As can be seen from Part 1(b) specific arrangements have been agreed to respond to Major Emergencies, which may occur in the Borough. Specific arrangements to deal with other situations are set out in the following pages. It must be stressed that this list is not exhaustive and other situations may occur.
- 1.2 The County Borough Emergency Plan has been designed to be a flexible response plan. The facilities within it can be utilised to deal with any emergency either major or minor. It is recognised that any incident or potential incident may need a response which may present a need for greater resources than can normally be provided by Local Authorities.
- 1.3 All the resources of the Borough will be available to respond to all incidents, whilst bearing in mind the need for normal service provision.
- 1.4 A Risk Assessment for the Borough is provided as section 1(a) of this part of the plan.

2. CONTROL OF MAJOR ACCIDENT HAZARD (COMAH) REGULATIONS
- 1999 as amended by The COMAH (Amendment) Regulations 2005.
 - 2.1 The above mentioned provision was instituted by the COMAH Regulations of 1999 and requires that the Local Authority prepare an off site plan for all sites appropriately designated.
 - 2.2 There is one Upper Tier Establishment within Rhondda Cynon Taf (The Royal Mint) and a multi-agency off-site plan has been developed for the site.

3. PIPELINE SAFETY REGULATIONS 1996

3.1 Under these regulations Local Authorities are charged with the responsibility for preparing “off-site” plans for pipelines designated as “Major Accidents Hazard Pipelines” (MAHP).

3.2 There are eleven such pipelines within the Borough, which carry natural gas at different pressures. The ownership of the pipelines is shown in the plans.

3.3 Separate plans have been prepared in the Borough and are available from the Head of Emergency Planning. They identify specific details about the pipelines. Detailed response mechanisms and reporting routes are provided in the Plans.

4. RADIATION (EMERGENCY PREPAREDNESS AND PUBLIC INFORMATION) REGULATIONS –REPPIR - 2001

4.1 Under these regulations an off-site plan has to be prepared if a Company operating within the Council boundary advises that their Risk Assessment suggests that loss of control of a radioactive source could have off-site consequences.

4.2 There are no companies in Rhondda Cynon Taf that are subject to these regulations.

4.3 However, under Regulation 17 the Local Authority must prepare and keep up to date a plan for the means of informing the public about Radiation issues in regard to incidents which occur outside the Borough, but which may have consequences for the Borough. The plan has been prepared and is available from the Head of Emergency Planning.

5. SATELLITE ACCIDENTS

- 5.1 If it is established that a satellite is returning to earth and that it could have consequences for Great Britain, the Home Office will advise the County Borough Council.
- 5.2 The Ministry of Defence will be aware of such a potential first and would decide in discussions with H M Government how and when to alert the Police and Local Authorities.
- 5.3 This type of accident is difficult to define but if one occurred particular problems could include:-
- a. A possible radiation hazard, the degree of which could not be determined in advance;
 - b. Scattered debris over a large area, perhaps the greater part of the country;
 - c. Very small pieces of debris, each presenting a small radiation hazard;
 - d. No explosion on landing to assist location of the debris.
- 5.4 Should such an incident affect Rhondda Cynon Taf, Fire Service Control will advise the Duty Officer - Emergency Planning.
- 5.5 The Duty Officer - Emergency Planning will inform the Chief Executive who will initiate further action as deemed necessary.
- 5.6 If particles are reported to be radioactive the NAIR scheme will be invoked. (See Section 8 of Part 1c of this plan).
- 5.7 Initial public information will be issued from Central Government in the form of a press release.

6. NUCLEAR POWER STATION EMERGENCIES

- 6.1 In the event of an emergency being declared at a nuclear power station which is likely to affect the Borough, Somerset County Council will notify Fire Service Control. On receipt of the information Fire Service Control will advise the Duty Officer - Emergency Planning.
- 6.2 These Nuclear Power Stations will be the Severnside stations i.e. Hinckley Point, Oldbury and Berkley (where the nuclear laboratory is still in operation).
- 6.3 The Duty Officer - Emergency Planning will then advise the following:-
- a. The Chief Executive;
 - b. Directorates of the County Borough Council as necessary;
 - c. Other organisations deemed necessary by participants.
- 6.4 If an incident should occur which is likely to affect the Borough the following actions will be undertaken subject to the approval of the Chief Executive:-
- a. Radiation monitoring by the County Borough Council which will be over and above that undertaken by other official organisations;
 - b. A public enquiry point will be established to advise on County Borough Council services;
 - c. An Emergency Control Centre will be established;
 - d. The administrative arrangements under Part 1 of the Food and Environment Protection Act may be invoked. These are more fully explained under Section 9 of Part 1(b) of this plan.
- 6.5 A copy of the handbook produced by Somerset County Council is kept by the Head of Emergency Planning.
- 6.6 A specific plan for informing the public has been prepared under the REPPER Regulations and is available from the Head of Emergency Planning.

7. NATIONAL ARRANGEMENTS FOR INCIDENTS INVOLVING RADIOACTIVITY (NAIR)

- 7.1 The NAIR scheme was created to give advice and assistance to the Police in the event of any unforeseen incidents involving radioactivity where there might be a danger to the public and for which no other special arrangements exist. The Health Protection Agency is responsible for the Scheme together with the issue and updating of information contained in the NAIR handbook.
- 7.2 It is the responsibility of the Police to notify local authorities and in the Borough this will be done via Fire Service Control who will advise the Duty Officer - Emergency Planning. The officer will immediately advise all necessary directorates of the Council.
- 7.3 Whilst it is obvious that the implications of the incident cannot be totally anticipated it is acknowledged that the Council may wish to undertake some specific radiation monitoring in the surrounding area.
- 7.4 Any Council monitoring will be over and above that carried out by government agencies on the site of the incident.
- 7.5 It is also agreed that the administrative arrangements under Part 1 of the Food and Environment Protection Act may need to be invoked. These are more fully explained under Section 9 of Part 1(b) of this plan.
- 7.6 A copy of the NAIR handbook is held by Head of Emergency Planning.

8. THE NATIONAL RESPONSE PLAN AND RADIOACTIVE INCIDENT MONITORING NETWORK (RIMNET)

- 8.1 The National Response Plan and RIMNET systems are intended to provide a nation-wide means of detecting overseas nuclear incidents, determining their effect on the United Kingdom, informing the public and advising them what, if any, counter measures they need to take. Primary responsibility for implementation of the plan rests with The Department of the Environment Food and Rural Affairs.
- 8.2 In the plan Local Authorities act as one of the main focal points for local public enquiries and to achieve this, it is planned that information will be passed to designated receivers from the Central Database Facility (CDF) via computer links for onward transmission to all Local Authorities.
- 8.3 In Rhondda Cynon Taf it has been agreed that the Duty Officer - Emergency Planning will receive incoming messages via the Council Control Centre.
- 8.4 The Duty Officer - Emergency Planning will pass the information to the following:-
- a. The Chief Executive;
 - b. All County Borough Council directorates;
- 8.5 If an incident should occur which is likely to affect Rhondda Cynon Taf all or some of the following actions may be undertaken subject to the approval of the Chief Executive:-
- a. Radiation monitoring by the Council which will be over and above that undertaken by other official organisations;
 - b. A telephone enquiry point will be established to advise the public;
 - c. An Emergency Control Centre will be established;
 - d. The Administrative Arrangements under Part 1 of the Food and Environment Protection Act will be invoked. These are more fully explained under Section 9 of Part 1(c) of this plan.
- 8.6 A copy of the RIMNET arrangements is kept by the Head of Emergency Planning.

9. FOOD AND ENVIRONMENT PROTECTION ACT (FEPA) - 1985

- 9.1 Under the provisions of the Act Local Authorities have responsibilities to protect the public from contaminated food and livestock. These responsibilities rest in part in the Public Health, Protection & Community Services where Trading Standards and Environmental Health Officers are nominated to investigate and enforce the provisions of the Act.
- 9.2 The nominated officers are licensed by the Agriculture Department of the National Assembly for Wales who have primary responsibility to the Secretary of State under the Act.
- 9.3 Notification will normally be received from the Agriculture Department who will inform the Duty Officer - Emergency Planning of any incident involving contaminated food or live stock. The Duty Officer - Emergency Planning will then inform relevant officers.
- 9.4 Alternatively - if incidents or potential incidents requiring notification are received from within the Borough by the Emergency Services or a Council Directorate, they should channel the information to the Duty Officer - Emergency Planning via Fire Service Control.
- 9.5 The Duty Officer - Emergency Planning will then inform the Agriculture Department and any Emergency Service not yet aware of the incident. He will also advise appropriate officers of the Council.
- 9.6 The local plan which is termed the Administrative Arrangements to Part 1 of the Food and Environment Protection Act 1985 is kept by the Head of Emergency Planning.

Note: The Act was designed to stop contaminated or possibly contaminated foodstuffs from entering the food chain.

10. ANIMAL HEALTH EMERGENCIES

- 10.1 The Department of Environment, Food and Rural Affairs (DEFRA) have issued guidelines which have laid down procedures for dealing with outbreaks of some Animal Diseases in this Country.
- 10.2 These guidelines will be implemented by Rhondda Cynon Taf County Borough Council in the form of an Animal Health Plan.
- 10.3 The Director of Public Health, Protection & Community Services, in consultation with Emergency Planning and Staff from DEFRA will advise the County Borough Council on all aspects of the Plan.
- 10.4 The first intimation of a suspected case or an alleged illegally imported animal is likely to come from a Veterinary Surgeon or a member of the public reporting the matter to either a Police Officer, an Animal Health Officer of Rhondda Cynon Taf County Borough Council or DEFRA.
- 10.5 The incident will be reported to the Public Health, Protection & Community Services whose officers will advise the following immediately:-
 - a. The Service Director;
 - b. The Animal Health Officers - Rhondda Cynon Taf County Borough Council;
 - c. The Divisional Veterinary Officer, DEFRA;
 - d. South Wales Police;
 - e. The Duty Officer Emergency Planning via Fire Service Control;
 - f. The Health Service as necessary via the Ambulance Control.
- 10.6 The Duty Officer - Emergency Planning will make him/herself available to the Service Director.
- 10.7 The Duty Officer - Emergency Planning will advise relevant County Borough Officers.
- 10.8 The plan is the responsibility of the Director of Public Health, Protection & Community Services whose Service will provide advice on it. A copy of the plan is kept by the Head of Emergency Planning.

11. SEVERE WEATHER WARNINGS

11.1 The Meteorological Office provide to local authorities and emergency services advance warnings of anticipated severe weather.





11.2 The scheme provides a tiered warning system and locally it has been agreed that all parties will receive:-

- a. Early Warning of Severe Weather - This type of warning is issued by the Central Forecasting Office several days ahead of possible severe or exceptional weather conditions;
- b. Flash Warning of Severe Weather - This second level of warning is issued by the Local Weather Centre who provide warnings of hazardous weather conditions which might present potential operational problems.

11.3 The Council receives warnings at the Council Control Centre. The warnings are then forwarded to all directorates who have requested the information both in and out of office hours.

11.4 Severe Weather Warnings received by the Council are supplemented by specific information from Contract Suppliers who provide forecasts as agreed by the Council.

12. FLOOD WARNINGS

Code		Old Definition	New Definition
 <p>To provide a warning of low impact flooding from rivers and the sea within the floodplain.</p>	Flooding possible. Be aware, be prepared, watch out!	Flooding of low lying land and roads is expected . Be aware, be prepared, watch out!	
 <p>To provide a warning of property or other high impact flooding, from rivers and the sea, within specific Flood Warning Areas.</p>	Flooding expected affecting homes, businesses and main roads. Act now!	Flooding of homes and businesses is expected. Act now!	
 <p>To provide a warning of the highest impact flooding, from rivers and the sea within specific Flood Warning Areas. Resulting in extreme danger to life and property and the need for intensive emergency response.</p>	Severe flooding is expected. There is imminent danger to life and property. Act now.	Severe flooding is expected. There is extreme danger to life and property. Act now!	
 <p>To indicate receding flood waters and a settled outlook.</p>	Flood Watches or Warnings are no longer in force for this area.	Flood Watches or Warnings are no longer in force for this area.	



Asiantaeth yr
Amgylchedd Cymru
Environment
Agency Wales

What is a Flood Watch Area?

A Flood Watch Area is generally a large expanse of floodplain within a catchment, sub-catchment or group of catchments, that is/are at risk from low impact flooding (from main rivers, ordinary watercourses and the sea). A single Flood Watch Area may cover the floodplain of multiple catchments. These catchments will have broadly similar hydrological and hydraulic characteristics. The Flood Watch Area is mapped to the outer boundary of the extreme flood outline (1 in 1000 year probability). **Flood Watch** and **All Clear** messages are issued for these areas.

Some coastal locations may receive a Flood Watch for spray and overtopping, yet there may be no floodplain at risk. A Flood Watch in this circumstance would be defined by a stretch of coastline.

What is a Flood Warning Area?

A Flood Warning Area is based upon a community such as:

- A significant suburb of a large city.
- An urban area or town.
- A village or hamlet.

12. FLOOD WARNINGS

12.1 On the 1st April 1996 the Environment Agency (now referred to as Natural Resources Wales) took over the functions of the National Rivers Authority, Her Majesty's Inspectorate of Pollution, Waste Regulation Authorities and parts of the Department of the Environment. A Ministerial Directive was issued to the effect that from 1st September 1996 the Environment Agency will take the lead role in flood warning dissemination. In order to successfully carry out this Directive the Environment Agency decided to make a much wider use of the media and new technology. The revised method of flood dissemination released the police from the responsibility of warning the community of flood alerts to concentrate their resources on dealing with the effects of the flooding.

12.2 The flood warnings issued for an incident will reflect the severity or potential severity of the incident. Natural Resources Wales has a system which involves 4 levels of warning which is attached. The document is an Environment Agency Document and its format was developed by them.

12.3 When Flood Warnings are issued by Natural Resources Wales, the Emergency Services may need to respond by mobilising staff and setting up incident control centres. The extent of the response will depend upon the severity of the incident, and could involve evacuation procedures. Joint incident management, joint meetings, and agreements on requests for military assistance may also be involved.

12.4 Natural Resources Wales will issue flood warnings to the Council's Contact Centre. The warnings will then be passed to relevant Services of the council.

12.5 "All Clears" will be disseminated as for flood warnings.

12.6 If the situation develops into a serious widespread incident. The Duty Officer - Emergency Planning may advise the Chief Executive that control of the incident may be better effected by opening the Emergency Control Centre.

12.7 If the situation is serious enough to warrant the opening of the Emergency Control Centre, the Chief Executive may request representatives from appropriate directorates to liaise from this location to provide a co-ordinated Council response.

13. SNOW AND

ICE SNOW

13.1 In order to ensure that the Council responds appropriately to any snow emergency it is important that the Duty Officer - Emergency Planning is aware at the earliest opportunity that snow is forecast. This is achieved using the following systems:-

i. Close liaison with the Street Care Service who because of their salting and snow clearing responsibilities receive specific and detailed weather warnings.

ii. The Council receives warnings at the Council Control Centre. The warnings are then forwarded to all directorates who have requested the information both in and out of office hours.

ICE

13.3 Ice can prove to be a significant problem to the transport infrastructure during the winter months. The Council have in place detailed and comprehensive arrangements for salting and ploughing the primary routes.

13.4 The Council are contracted to receive localised weather forecasts to assist with this process.

13.5 In an emergency contact the Councils customer services numbers.

14. EVACUATION

14.1 Although minor in nature some incidents still have the potential to require evacuation of small numbers of persons. In such circumstances and if local authority assistance is required it is important that the initiating service (most likely Police or Fire Service) ensure that full details are passed to the Duty Officer - Emergency Planning.

Such details should include:-

- a. The Scale of the Evacuation - this must include the number or likely number of persons being evacuated and should include details of any buildings of special significance e.g. hospitals, homes for the elderly, homes for mentally or physically handicapped persons;
- b. Likely Developments - e.g. the possibility of the area of evacuation being extended later in the incident;
- c. Duration - estimated length of time any evacuation will be necessary;
- d. Any conditions resulting from the incident which may make the choice of rest centres invalid.

14.2 The Duty Officer - Emergency Planning will then make arrangements for temporary accommodation and/or feeding using the channels of communication and resources in the County Borough Emergency Plan. He will continue to liaise with the Emergency Services in order to monitor the situation until all evacuees have left the temporary accommodation.

N.B. See SWLRF - South Wales LRF document "Evacuation from the Scene of a Serious/Major Incident". The subject area is being considered by a sub group of the LRF and any relevant information will be added to this section when it becomes available.

15. CHEMICAL METEOROLOGY (CHEMET) SCHEME

- 15.1 In the event of a release of toxic materials into the atmosphere, the assistance of the Meteorological Service may be required. The Meteorological Office is able to provide such assistance through the CHEMET (Chemical Meteorology) Scheme.
- 15.2 The scheme is primarily designed to provide information in support of the Police and Fire Service.
- 15.3 Initial information is available on request to the Police and Fire Service by telephone within 2 to 3 minutes.
- 15.4 More detailed advice is automatically sent to the agencies following the initial approach until the request is cancelled. This information which is available in written or map form takes 20 to 30 minutes to prepare but can be transmitted by facsimile (fax) machine.
- 15.5 This more detailed but slower information is available to other agencies including Local Authorities.
- 15.6 The Duty Officer - Emergency Planning is aware of the method of operation and CHEMET information can be made available by contacting that officer.

16. POTENTIAL EMERGENCIES

- 16.1 The County Borough Emergency Plan deals with the control and co-ordination of emergencies which have already occurred. There are however situations which could develop into serious incidents if remedial works are not instituted. These Potential Emergencies are deemed to be active until such time as the hazard has been removed or remedial works have been completed.
- 16.2 Examples of such emergencies within the area have primarily involved land movement or other associated geological problems which have required that specific contingency arrangements be prepared.
- 16.3 It is imperative that, where such situations are identified, the Duty Officer - Emergency Planning is notified immediately in order that the nature of the potential hazard can be ascertained as precisely as possible.
- 16.4 Where such potential emergency situations are identified there will be a need to involve those agencies which may be affected in order that information may be exchanged. The Duty Officer Emergency Planning on behalf of the Chief Executive will facilitate this requirement.
- 16.5 Whilst it is difficult to identify all those organisations which could be involved, experience has shown that certain key ones would include:-
- a. Appropriate Services of Rhondda Cynon Taf County Borough Council;
 - b. South Wales Fire Service;
 - c. South Wales Police;
 - d. The Welsh Ambulance Services National Health Service Trust;
 - e. Cwm Taf Morgannwg University Health Board.
- 16.6 Once a need to involve other organisations has been established the Duty Officer - Emergency Planning will contact an appropriate Officer for each one and invite them to nominate a contact officer.
- 16.7 These contact officers will be invited to an initial meeting and a Controlling Group of key officers from the major participating organisations will be formed.
- 16.8 This group will be co-ordinated by an Officer nominated by the Chief Executive and will meet regularly during the course of the potential emergency.

PART II

ROLES AND RESPONSIBILITIES OF PARTICIPATING BODIES

1. Police (South Wales Police, British Transport Police)
2. South Wales Fire and Rescue Service
3. Welsh Ambulance Services NHS Trust
4. Cwm Taf Morgannwg University Health Board (Health Service)
5. H.M. Coast Guard
6. Rhondda Cynon Taf County Borough Council
7. Other Agencies
 - 7.1 B.T
 - 7.2 British Red Cross Society
 - 7.3 Coal
 - 7.4 Dwr Cymru (Welsh Water PLC)
 - 7.5 Natural Resources Wales
 - 7.6 Forest Enterprise
 - 7.7 Interlink
 - 7.8 Job Centre Plus
 - 7.9 Military
 - 7.10 National Assembly for Wales
 - 7.11 Nuclear Power Companies
 - 7.12 Radio Amateurs Emergency Network (RAYNET)
 - 7.13 Railway Industry
 - 7.14 St John Ambulance
 - 7.15 The Church
 - 7.16 The Gas Industry
 - 7.17 The Salvation Army
 - 7.18 Other Voluntary Agencies
 - 7.19 Western Power Distribution

1. POLICE (Cat 1) (SOUTH WALES POLICE, BRITISH TRANSPORT POLICE)

1.1 Introduction

It is recognised that 2 Police Forces have responsibilities in Rhondda Cynon Taf viz. The South Wales Police and The British Transport Police. However, the South Wales Police are likely to be involved in all operations and will act as primary liaison with the County Borough Council

1.2 The South Wales Police will:

- i) Respond with sufficient resources to isolate the area and manage the incident.
- ii) Assist with the saving of life in conjunction with the other Emergency Services.
- iii) Protect property.
- iv) Protect and preserve the scene by implementing Cordon Controls.
- v) Establish a Forward Control Point from where the incident, other Emergency Services and Support Organisations can be co-ordinated.
- vi) Establish a Rendezvous Point for those subsequent arrivals whose attendance is not immediately required at the scene.
- vii) Establish sufficient Traffic Control Points to isolate the area from normal traffic flow.
- viii) Co-ordinate the Media response to the incident.
- ix) Investigate the incident, in conjunction with other investigative bodies where applicable.

1.3 The South Wales Police where necessary will undertake the below:

- i) Collate and disseminate Casualty Information.
- ii) Identify the deceased on behalf of H.M Coroner.
- iii) Assist with the restoration to normality at the earliest opportunity.

1.4 In the application of the policy South Wales Police will not discriminate against any persons regardless of sex, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under Article 14, European Convention Human Rights.

2. SOUTH WALES FIRE AND RESCUE SERVICE (Cat

1) 2.1 Information

The Fire and Rescue Service has clearly defined objectives and therefore undertake specific functions within the framework of their normal duties and statutory obligations.

2.2 Objectives

To save life and property, to render humanitarian services and the restoration of normality.

2.3 Functions

The role of the Fire and Rescue Service is derived from its long experience in firefighting and rescue operations of all types and includes:-

2.3.1 Rescue of trapped casualties.

2.3.2 Preventing further escalation of incidents by tackling fires, dealing with released chemicals and other hazardous situations.

2.3.3 Information gathering and hazard assessment to give advice to the Police and enable them to advise the public to evacuate or stayput.

2.3.4 Liaison with the Police regarding the provision of a cordon around the immediate hazard area to enable the Fire Service to exercise control (except at terrorist related incidents).

2.3.5 Liaison with the NHS Ambulance Service Incident Officer and the Medical Incident Officer (if there is one present) with regard to providing assistance at Ambulance Loading Points and the priority evacuation of injured persons.

2.3.6 The Safety of all personnel within the inner cordon.

2.3.7 Consideration of the effect the incident may have on the environment and the action to be taken to minimise this.

2.3.8 Assisting the Police with recovery of the dead.

2.3.9 Participating in investigations as appropriate and preparing reports and evidence for inquiries.

2.3.10 Standby during non-emergency recovery phase to ensure continued safety at and surrounding the site if necessary.

2.4 Command

The South Wales Fire and Rescue Service has adopted the Strategic, Tactical and Operational concept of command and control:-

Strategic (Gold) - where strategy and policy is determined

Tactical (Silver) - the implementation of strategy and policy determining tactics and prioritising the allocation of resources

Operational (Bronze) - the deployment of resources and performing appropriate tasks

2.5 Mobilisation

2.5.1 Initial - On initiation of the County Borough Emergency Plan, Fire and Rescue Service Control will mobilise the Fire Service predetermined attendance and will notify other emergency services and the Duty Officer - Emergency Planning.

2.5.2 Secondary - Should the pre-determined attendance be insufficient to deal with the incident the Officer in Charge will send the appropriate assistance message to Fire and Rescue Service Control who will mobilise appropriate resources.

3. The Welsh Ambulance Services NHS Trust (Cat 1)

3.1 Information

In a disaster situation the Trust are the emergency arm of the Health Service and undertake actions to mitigate the effects of the incident on people.

3.2 Objectives

3.2.1 Saving Life

3.2.2 Mitigation of Injury

3.2.3 Acting as the Mobilisation and Communications body for NHS Services

3.2.4 Managing the Injured at the Scene

3.2.5 Transportation of Casualties to Hospital or Other Treatment Centre.

3.3 Functions

a First Aid for Casualties, their Assessment and Sorting

The Ambulance Service in conjunction with the Mobile Medical Team will be totally responsible for all pre hospital care, and under the direction of the Ambulance Incident Officer will assess and triage casualties.

All personnel engaged in these functions will be entirely under the control of the Ambulance Incident Officer.

b Decontamination

The Ambulance Service will be responsible for the decontamination of injured persons who have been exposed to chemical or radioactive substances (special arrangements may be in place in large scale incidents where Mass Decontamination is required).

c Conveyance to Hospital

The Ambulance Service will be totally responsible for all matters relating to the collection and conveyance of casualties.

d Alerting of Hospital Services

The Ambulance Service Control will be responsible for alerting Hospital Services. The Ambulance Incident Officer will make the Health Service initial reconnaissance.

e At Scene

The Ambulance Incident Officer will liaise with the other Emergency Services on all health related issues until the Medical Incident Officer (if one is required) arrives on scene.

f Controlling Group

The Chief Ambulance Officer or a senior officer representing him will be a member of the Controlling Group and will, therefore, be jointly responsible for the strategic command of the whole of the forces at the incident.

3.4 Voluntary Aid Societies

If operating within the areas of responsibility of the Health Service, the St. John Ambulance Brigade and the British Red Cross Society will be co-ordinated by the Ambulance Incident Officer at the Ambulance Control Point.

3.5 Mobilisation

3.5.1 Initial – On the declaration of a major incident, Ambulance Control will despatch the available resources to the scene and will place the Hospital Service on a ‘Major Incident Standby’.

3.5.2 Secondary – Secondary mobilisation of the Ambulance Service will be initiated by the Ambulance Incident Officer. The detailed involvement of the Hospital service will be controlled by the site Medical Officer.

3.5.3 Voluntary Aid Societies – The Voluntary Aid Societies will be mobilised by the Duty Officer – Emergency Planning although it is recognised that the British Red Cross Society and the St. John Ambulance Brigade may be mobilised by the Health Board or Ambulance Control to undertake health related tasks. However, to ensure that Double Earmarking does not take place the Duty Officer Emergency Planning will be advised of any such mobilisation.

4. CWM TAF MORGANNWG UNIVERSITY HEALTH BOARD (Cat 1) (HEALTH SERVICE)

4.1 Information

In a disaster situation the Board undertakes specific functions to achieve their objectives which are an extension of their normal statutory obligations and role.

4.2 Objectives

4.2.1 Saving Life

4.2.2 The mitigation of injury

4.3 Hospital Services

4.3.1 Alerting Procedure

Once a report of a major incident declaration is received the designated hospital will institute its Major Incident Procedure.

4.3.2 Major Incident Procedure at the Designated Hospitals

Upon confirmation of the need, the Major Incident Procedure will be put into operation. The Major Incident Control Officer, Accident and Emergency Department and Nursing Staff will prepare for the reception of casualties.

4.4 At Scene

A Medical Incident Officer may attend the incident to make a further assessment of the situation, and liaise with representatives of the other Emergency Services at the Incident Control Post/Point (Silver Tactical Control). Until the arrival of the Site Medical Officer, these duties will be carried out by the Ambulance Incident Commander.

A Mobile Medical Team may be mobilised by the Ambulance Service or the Medical Incident Officer via Ambulance Control.

In the absence of a Medical Incident Officer the Mobile Medical Team will report to the Ambulance Incident Commander.

The Chief Executive of Cwm Taf Morgannwg University Health Board or a nominated representative will be a member of the Controlling Group and will therefore, be jointly responsible for the strategic management of the incident.

4.5 Co-ordination

The Health Board will co-operate with appropriate Council Services in order to ensure that their independent areas of operation are co-ordinated.

4.6 Mobilisation

4.6.1 The Ambulance Service will be responsible for advising the Health Service of any incidents via existing protocols, including placing hospitals on a "Major Incident Standby".

4.6.2 On receiving information, relevant plans will be activated by the Health Board, Public Health Wales and other relevant N.H.S. facilities.

4.6.3 Voluntary Aid Societies – The Voluntary Aid Societies will be mobilised by the Duty Officer – Emergency Planning.

5. H.M. COASTGUARD (Cat 1)

5.1 Information

In a disaster situation H.M. Coastguard has clearly defined objectives and therefore undertake specific functions within the framework of their normal duties and statutory obligations.

5.2 Objective

To co-ordinate all civil maritime search and rescue operations around the United Kingdom and for 1000 miles into the North Atlantic.

5.3 Function

5.3.1 Search & Rescue

The main function of H.M. Coastguard is that of co-ordinating the civil maritime search & rescue operations of the United Kingdom and this includes:

Royal National Lifeboat Institution (R.N.L.I.)
Royal Navy & Royal Airforce fixed wing aircraft
Helicopters and Ships.
Merchant Shipping
Commercial Aircraft & Ferries

5.3.2 Direct Response

In addition to co-ordinating operations, H.M. Coastguard has its own Search & Rescue Teams and in some areas additional inflatables and helicopters. These resources could possibly be used for inland disasters subject to availability.

6. RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL (Cat

1) 6.1 Introduction

Rhondda Cynon Taf C.B.C. have an important role to play in a wide range of emergency situations. This role will vary with the nature and phase of the emergency. Potentially the expertise of any Service could be required, either for front line delivery to the public or in a supporting role to other Services or other agencies' front line staff. It is essential that all services are prepared to meet their potential requirements.

6.2 Objectives

- * The support of the emergency services.
- * The provision of a wide range of support services for the community.
- * The co-ordination of recovery and return to normality of the community including the incident site.
- * Maintaining the authority's normal service at an appropriate level.
- * The management of voluntary agencies.

6.3 Functions

The nature of any emergency invariably requires the involvement of a number of local authority services in partnership with other agencies.

Their integration is essential to the effectiveness of the overall response and crucial to the care of those involved. The provision of services covering the following five functional areas will provide the basis for a co-ordinated local authority response to any emergency situation.

- * Information
- * Personal Care and Support
- * Works
- * Feeding
- * Accommodation

There are also two important common elements which cut across all of the functional areas:

- * Finance
- * Legal Support

The Council has a statutory duty to warn and inform the public in relation to emergencies. A Media Policy is set out in Part III of this plan.

Every Service of the Council will have a contribution to make towards the overall response to an emergency.

6.4 Methodology

The Council is committed to a flexible response to any emergency situation and staff from any service will be utilised to ensure an appropriate level of response is achieved.

Staff from a variety of services are available on a 24 hour basis and a response can be effected by contacting the Emergency Planning Duty Officer or via the 24 hour Council Control Centre.

It is intended that a flexible response be provided but a management structure is in place to ensure that overall control is maintained. In any incident where it is deemed necessary the Senior Leadership Team under the Chairmanship of the Chief Executive will direct the formation of a Silver Group by the nomination of an appropriate Service Head as Chairman. That group will manage the tactical response to the incident and any appropriate officer of the Council will be seconded to it. The Group will meet as necessary for the successful management of the incident. It is however unlikely to meet for prolonged periods but will do so if necessary. Colleagues from other agencies may be asked to join as appropriate to the incident. The Senior Leadership Team will receive regular reports and will as far as is practicable ensure that normal service delivery is maintained.

6.5 Recovery and Regeneration

The Council has the responsibility for co-ordination of the Recovery and Regeneration of the scene of a major incident and for that of the community. To support that responsibility it is acknowledged practice that the Chief Executive should assume the Chairmanship of the Gold (Strategic) Group after Emergency Services personnel have finished response and rescue operations.

It is accepted that the Council will be supporting the emergency services and maintaining, as far as is practicable, normal services to the public during the response phase. However, it will be appropriate for the management team to consider recovery at the earliest possible stage and consideration should be given to forming a Recovery and Regeneration Group under the Chairmanship of an appropriate officer whilst the Response is still progressing.

It cannot however be emphasised too greatly that primary use of resources at this phase will be directed at the Response to the incident.

6.6 The Role of Elected Members

Elected Members are critical to the response to any incident that may occur within Rhondda Cynon Taf and have several roles to perform:

- i) The Leader will be informed of any major incident and will work with the Management Team in Authorising the use of resources and finance which is directed to the response.
- ii) Cabinet members will be advised by service heads about the effects of any incident on the service for which they have responsibility. They may also be asked to approve courses of action or expenditure in line with Council standing orders and practice.
- iii) The Leader or Cabinet Members may also make statements to the Press.
- iv) Non Cabinet Members will have a substantial role in supporting the Community which might include:
 - a) Ensuring the flow of information to and from the Community;
 - b) Chairing meetings of local groups of affected residents;
 - c) Considering issues relative to Community Regeneration.
- v) All Members may be available to assist with visits to the scene by V.I.P's or other dignitaries from outside the Borough.

6.7 Emergency Planning Group

The Council is committed to planning to respond to incidents, which may have adverse effects on our communities. The Senior Leadership Team have supported an inter service group whose remit is to monitor the development of resilience, driven by the Civil Contingencies Act and the Civil Contingencies Secretariat at the Cabinet Office. The group examines government guidance and initiatives and considers their impact on the Borough.

The Terms of Reference of the Group are:

1. To meet on a quarterly basis under the Chairmanship of the Head of Emergency Planning.
2. To consider guidance within its remit issued by Government, the National Assembly or relevant other agencies (e.g. LACORS, LGA/WLGA, HSE)
3. To consider draft plans and initiatives / events as they impact on the Council.
4. To consider representation on partnership groups.
5. To examine training / exercising initiatives.
6. To receive reports on significant incidents as they impact on the Borough.
7. To report to SLT on issues as necessary.
8. To respond to issues referred from SLT.

6.8 Business Continuity

This section does not cover the references to duties placed on Rhondda Cynon Taf C.B.C. by the Civil Contingencies Act 2004.

During any emergency situation it is inevitable that people can be affected or structural or material damage can occur to buildings, communications and infrastructure. It would be naïve to think that the Council may not be directly affected by some incidents. The Groups within the Council may deem it prudent to consider how they would maintain service during the course of disruptive challenge or indeed how they may recover if elements of service delivery have been destroyed or damaged during the incident.

Directors may consider the preparation of Business Continuity or Business Recovery Plans.

A suggested subject / contents for a Plan is appended below:

1. Introduction.
2. Business Impact Analysis / Risk Assessment
3. Reasons for Business Stoppage / Failure
 - i) I.T. – virus, failure, stolen, back up.
 - ii) Staff – including industrial action.
 - iii) Transport – loss of Council, public or hired.
 - iv) Offices – fire, flood.
 - v) Payroll.
 - vi) Files / Records (Document Retrieval).
 - vii) Money – Collections, Provision.
 - viii) Communications.
 - ix) Insurance.
 - x) Storage.
 - xi) Waste Disposal.
 - xii) Bombs.
 - xiii) Procurement Resilience – are your suppliers safe.

4. Recovery

- i) Physical – buildings, people.
- ii) Financial.
- iii) Legal.

5. Review.

6.9 Community Safety

The Council has a Community Safety Team which collaborates with partner agencies to deliver a programme of work

The team in pursuing government policy, contribute to the overall strategy of reducing crime, reducing the fear of crime, reducing anti social behaviour, managing drug dependency and educating the public.

All their expertise, contacts and partnerships will be utilised in the response to any incident which threatens our communities.

The Community Safety Partnership will also be working in Partnership with the neighbourhood policing initiative which will actively engage with the public in policing their areas.

7. OTHER AGENCIES

This list of agencies have agreed with Rhondda Cynon Taf County Borough Council to collaborate with or assist in the provision of appropriate services during the response to an emergency (some are Categorised as responder agencies in the terms of the Civil Contingencies Act 2004):-

7.1 B.T. Plc (Cat 2)

B.T. has responsibility for maintaining of BT provided services to Cat 1 and Cat 2 responders and society in general. Normal maintenance and repair is facilitated by existing contractual agreements. In the event of a major incident or emergency where the Strategic Coordination Group is established BT may on request brief and deploy a BT Local Liaison Manager to act as the SCG Telecoms Liaison Officer.

Communications Support.

In an emergency BT may be able to provide practical communications support (additional lines, management of call traffic across the BT network to minimise congestion etc). This is however based on the possible impact of the incident on BT. All requests for support should be made via the BT Local Liaison Manager if deployed to the SCG or via the BT National Emergency Link Line 0845 7555 999.

7.2 British Red Cross Society

The British Red Cross Society has trained teams in most parts of the Borough and can offer help in respect of first aid, home nursing, escort duties and welfare work. The teams are self-supporting from a transport point of view. The Society are able to loan medical equipment to the public and also keep stocks of clothing for issue. In addition, the Society has many members who, in their normal employment, are qualified doctors, nurses or nursing auxiliaries.

7.3 Coal

The coal industry has been split up during its deregulation and the impact of the industry in Rhondda Cynon Taf is small in that only opencast and several small private mines now operate in the Borough. The legacy of the industry in past years is still evident however with the Authority still liable to suffer from tip slides, subsidence and emissions of gas from old workings. To this end three bodies are still very important in incident response.

1. The Coal Authority which is a public body which deals with surface hazards arising from past coal mining activities. It appoints

professional mining engineers to deal with incidents. Details are available from the Duty Officer Emergency Planning.

2. Mines Rescue Service has a base within the Borough and provides highly trained mines rescue teams, who are available on a 24 hour basis.
3. The Solid Fuel Association are available during office hours only (with an out of hours messaging service) to give advice and information on all matters relating to solid fuel heating including toxic emissions.

7.4 Dwr Cymru (Welsh Water) (Cat 2)

Apart from considerable statutory duties maintaining an adequate water supply the water service will be able to provide assistance of a valuable nature in disaster situations when and where commitments allow. In addition to it's small labour force there are resources of vehicles, plant, equipment and communications facilities which it may be possible to make available to the Council in the event of a major disaster.

The principal functions are:-

- a) Supply and distribution of water;
- b) Disposal of sewage.

7.5 Natural Resources Wales (Cat 1)

The primary areas of Natural Resources Wales's responsibility during a major incident include, for the following types of incident:

CBRN Incidents

- To assist with risk assessment, identification of sensitivity of groundwaters and watercourses and advise on location of decontamination facilities.
- Where contaminated materials cannot be contained, identify watercourses and drainage systems at risk and issue appropriate warnings.
- Help to identify storage, transport and disposal facilities and contractors.
- Support Emergency Services, Local Authorities, Water Undertakings, Food Standards Agency, etc. in dealing with environmental issues.

Radioactive Substances

- For overseas incidents the Agency assesses implications for the UK, sets up technical centres and provides advice to DEFRA.
- For incidents at nuclear sites in England and Wales the Agency

provides technical specialists to Strategic Command, DEFRA, DTI or MOD including a Government Technical Adviser to DEFRA.

- For other incidents involving radioactivity (non-nuclear sites, transport and NAIR incidents) the Agency will advise on appropriate disposal of radioactive waste, support the Emergency Services and other organisations, and brief DEFRA.

Flooding / Flood Warning

- Issue flood warnings to the Public, Emergency Services, Local Authorities, etc.
- Advise the Police and other Emergency Services on the predicted severity of flood events to aid the decision making process on incident response.
- Where resources permit, assist Local Authorities, Emergency Services and the public to alleviate the effects of flooding by provision of available labour, plant, vehicles, equipment and specialist expertise.

7.6 Natural Resources Wales

Natural Resources Wales can offer some support with specialised transport equipment and its workforce and can provide a radio network. It covers a wide area of Rhondda Cynon Taf and specialist field workers are housed in and around the main forests.

This organisation has considerable experience with the emergency services, especially the Fire Service.

7.7 Interlink

Interlink will co-ordinate all voluntary bodies except the British Red Cross and St. John Ambulance in any response to an Emergency Situation. The Duty Officer – Emergency Planning will contact the named officer from Interlink who will advise on the best use of voluntary bodies in the particular incident. If determined by the Chief Executive the County Borough Volunteer Emergency Committee will be convened. The Interlink representative will chair the meeting and offer advice as necessary to the Emergency Services and Rhondda Cynon Taf County Borough Council.

7.8 Job Centre Plus

Job Centre Plus is responsible for payment of a wide range of benefits to the public. In an emergency they have significant links with Community Care but are prepared to allocate an officer to attend at Rest Centres. This officer will help with queries regarding benefit and material aid and may authorise special payments.

7.9 Military Aid to Civil Authorities (MACA)

General

7.9.1 Since there are obvious political sensitivities about the role of the Armed Forces in peacetime, there are tightly defined procedures laid down by the Ministry of Defence, which govern their activities. There is a need to observe carefully the terminology that is used. The generic term used is Military Aid to Civil Authorities (MACA). This includes Military Aid to the Civil Power (MACP), Military Aid to other Government Departments (MAGD) and Military Aid to the Civil Community (MACC). MACA is all service (RN, Army and RAF) assistance that is provided to the civil authorities for the fulfillment of primary civil objectives. This could be a small routine task or a response to a large catastrophic situation. Any support offered could range from a few individuals, specialist equipment, a local unit or the Civil Contingencies Reaction Force.

7.9.2 There will be one Civil Contingency Reaction Force within Wales, commanded through HQ 160 (Wales) Brigade in Brecon, Powys. Such a force, made up from existing reservist volunteers, could include up to 500 personnel and would be deployed when appropriate in support of civil authorities following a major incident that overwhelms existing resources.

7.9.3 The lead military headquarters is 160(Wales) Brigade, based in Brecon. The Joint Regional Liaison Officer should be contacted through the brigade headquarters, which maintains 24 hour cover and can arrange for action to be taken, provided that the nature of the problem is clearly described. It is always best to describe the problem rather than specify the solution e.g. help is wanted with moving 35 tons of food, rather than "we want 4 ten-ton trucks". The Army will take the lead on behalf of the armed forces in any emergency and will contact the RN and RAF as required. The RAF Regional Liaison Officer is also able to provide informal advice when required.

7.9.4 It is essential to be aware of the limits on military resources. At any one time the majority of the units normally based here may be out of the region or out of the country although if the need for military assistance is sufficiently great, troops may be redeployed from other areas. Specialist equipment is also very limited and not always suited for civilian purposes. It would therefore be very unwise to rely on technical military assistance as the only means of solving the problem on hand.

7.9.5 MACA is sub-divided into three types of military support dependant upon the task required. These are shown in the table below:

Type	Definition	Example
(a)	(b)	(c)
MACC	<p>The provision of unarmed military assistance:</p> <p>Category A- Emergency Assistance. To the civil authorities in time of emergency such as natural disasters or major accidents.</p> <p>Category B - Routine Assistance. Short-term routine assistance for special projects or events of significant social value to the community, generally to public authorities or non-profit making charities.</p> <p>Category C - Attachment of Volunteers. Full-time attachment to social service or similar organisations.</p>	<p>Search for missing persons Flash floods</p> <p>Construction or repair work</p> <p>Increasingly unusual</p>

MAGD	<p>Unarmed assistance provided by the services on urgent work of national importance or in maintaining supplies and services essential to life, health and safety of the community, especially, but not exclusively during industrial disputes. MAGD will be centrally organized at MOD level, and sponsored by a particular government department. The costs will be refunded to the MOD. There should be no penalties to military operations. MAGD will also be highly politically sensitive. The troops will be unarmed and under military command.</p>	<p>Fire Strike Foot and Mouth Fuel dispute</p>
MACP	<p>The provision of military assistance (armed if appropriate) to the Civil Power in the maintenance of law, order and public safety using specialist capabilities or equipment, in situations beyond the capability of the Civil Power. Support will routinely be to the police as the lead organisation.</p>	<p>Counter Terrorism Explosive Ordnance Disposal (EOD)</p>

7.9.6 Of these three types of MACA assistance, MACC is the more commonly used and further detail is given below.

7.9.6.1 MILITARY AID TO THE CIVIL COMMUNITY (MACC)

MACC is assistance to the community at large both in routine and emergency situations. Incident Officers of any individual service, including local authorities, may identify a requirement for military assistance. Council Officers must make any request for

military assistance via the Duty Officer Emergency Planning who will obtain necessary authority from the Chief Executive and co-ordinate with any joint agency Strategic Co-ordinating Group. The rules relating to payment for use of military resources are contained in the Operations in the UK: The Defence Contribution to Resilience IJDP02, a copy of which is kept by the Head of Emergency Planning. This aid is not held in reserve nor funded, so except in cases where life is at risk or in exceptional other circumstances, such aid will be provided on a 'No Loss Cost' or 'Full Cost' repayment basis.

- No Loss Costs. No loss costs recover those costs that would not otherwise have arisen, such as transport or perhaps accommodation.
- Full Costs. Full costs cover all costs, both direct and indirect, incurred in the providing the assistance, and will include pay and allowances.

7.9.6.2 POTENTIAL TASKS

Military personnel will work in organized bodies under military command, but in support of the civil authorities.

The following are some ways in which assistance may be provided:

Information Gathering/Searching.

Helicopters, fixed wing aircraft and reconnaissance parties can provide an accurate overall picture of an incident site so that resources can be employed effectively. Resources might be provided for searching for the dead and injured following a major incident.

Engineering.

Temporary bridges, ferry equipment or boats can be provided for crossing gaps. Plant for earth moving/construction, specialist equipment for emergency water supply, or pumping out floods. Diving teams and teams for flood prevention may also be available.

Transport.

Helicopters or vehicles could be provided to assist rapid evacuation or rescue from inaccessible locations.

7.10 National Assembly for Wales

The Welsh Assembly Government will:

- Co-ordinate information and provide appropriate guidance/support to the services for which it is responsible.
- Establish an Emergency Co-ordination Centre at its offices in Cathays Park, which can be linked with all agencies, the Office of the Secretary of State for Wales and Whitehall.
- Provide liaison representatives to all the Strategic Co-ordinating Groups involved.
- (according to the nature of the event) act together with the office of the Secretary of State for Wales to represent Wales at the Civil Contingencies Committee and disseminate information from CCC and Whitehall to relevant agencies via Strategic Co-ordinating Groups.
- Provide media support through the Communications Directorate.
- Provide, as appropriate, financial assistance to local authorities under section 155 of the Local Government and Housing Act 1989 (formerly the Bellwin Scheme now the Emergency Financial Assistance Scheme).

7.11 Nuclear Power Companies

Somerset County Council maintain the off site plan in regard to the Nuclear Power reactors at Hinckley Point. Somerset Emergency Planning Unit will advise the Duty Officer - Emergency Planning of any significant incident at the plant. Rhondda Cynon Taf has an area which is within the 40km monitoring zone.

7.12 Radio Amateurs' Emergency Network - (RAYNET)

RAYNET presently have no operational group in Rhondda Cynon Taf. Some assistance may be available from other local groups in South Wales by contacting the Emergency Planning Unit for their parent area.

7.13 The Railway Industry (Cat 2)

The Railway Industry have been privatised in recent years which has resulted in a number of companies operating in the Borough. The Railway Industry has a comprehensive incident response plan. If the incident is on the rail network itself a Rail Incident Officer will lead on behalf of all the companies. This person is an employee of Network Rail who will initiate responses.

The Rail Companies will make their resources available to the authority

in any other incident. The initiating organisation will again be Network Rail.

7.14 St John Ambulance Brigade

The Brigade has trained personnel covering the whole of the Borough and receives much direct support from the medical, nursing and welfare professions. Some teams are able to provide their own transport, occasionally a converted former ambulance, and can offer a limited amount of equipment. In the main, the functions include:

- a) First aid and home nursing, and
- b) Support for the Ambulance Service.

7.15 The Church

In this context the church refers to all denominations in the main churches operating within The Borough. All have agreed to respond to a call from the officers designated in the Communications Section of this plan.

The Church can provide members to assist Social Care in their responsibilities in caring for the victims of incidents.

Church members may be available to assist in rest centre and feeding centre staffing and management.

7.16 The Gas Industry (Cat 2)

The primary function of the Gas Industry in a disaster situation will be the safe control of gas supplies. To assist in this a sophisticated monitoring system, backed up by automatic slam shut valves, enable System Control to keep the entire distribution network under constant surveillance and at the same time, to correct or isolate faults as they occur. However, the System Control has no positive means of knowing that a disaster has taken place which has not yet damaged gas installations, but may still do so (e.g. a spreading fire or a bridge in danger of collapse) and must be informed in time to take the necessary preventative measures.

7.17 Salvation Army

The Salvation Army is able to offer help whenever needed with emergency feeding, clothing, limited temporary accommodation and welfare duties. These activities are controlled from Headquarters at Cardiff but are supported by citadels in various parts of the Borough.

7.18 Volunteers

7.18.1 The voluntary sector have not been categorised in the Civil Contingencies Act, however all Category 1 organisations have a

duty to have regard to Voluntary Organisations when preparing plans and in training and exercising.

A concordat has been signed by the LGA, ACPO, CFOA, BASICS, BRCS, CRUSE, the Salvation Army, the Samaritans, St. John Ambulance, Victim Support and the WRVS which sets out principles for joint working in emergency response. A copy is appended as Annex 1 to this section of the plan on page 64.

7.18.2 20 major voluntary organisations in the UK have formed the Voluntary Sector Civil Protection Forum so as to co-ordinate their response efforts when significant events occur. Whilst the 20 are listed below, not all of them organise in Rhondda Cynon Taf.

Association of Lowland Search and Rescue
British Red Cross
CRUSE Bereavement Care
Defence Medical Welfare Services
Disaster Action
Faith Communities
First Aid Nursing Yeomanry
International Rescue Corps
Missing Persons Helpline
Mission to Seafarers
Mountain Rescue Council of England and Wales
National Search and Rescue Dog Association
RAYNET
RNLI
Salvation Army
Samaritans
St. John Ambulance
St. Andrew's Ambulance
Victim Support
WRVS

7.18.3 Rhondda Cynon Taf C.B.C. have worked closely with Interlink to develop volunteer links within the Borough. The agencies have now jointly introduced a Charter for Voluntary Action and this is attached as Annex 2 page 65

7.18.4 The use of Volunteers in an emergency within Rhondda Cynon Taf will be co-ordinated by the County Borough Volunteer Emergency Committee. The Committee will meet on a regular basis to discuss plans and strategy. The members of the Committee will be:-

1. A representative from Community Care
2. A representative from Children's Services
3. An Emergency Planning Officer
4. The Fire Service
5. The Police

6. The Ambulance Service
7. The British Red Cross Society
8. The St John Ambulance Brigade
9. Interlink
10. The Church
11. The Salvation Army

Other agencies may be invited to specific meetings or may be co-opted onto the committee.

The representative from Interlink will chair the Committee with Emergency Planning providing Secretarial Assistance.

If any incident where the Chief Executive considers it necessary the Duty Officer - Emergency Planning will contact Committee members and ask them to collect at a specified location so as to undertake their co-ordinating role. All use of volunteers will be directed through the Committee.

7.19 Western Power Distribution (Cat 2)

A control centre is staffed on a 24 hour basis and is expected to meet demands from any eventuality, whether of an emergency nature or otherwise.

In this respect the functions will include:-

- a) Response to any emergency on the electricity network;
- b) Co-ordination of the restoration of electrical supplies;
- c) Provision of specialist personnel and equipment.

Implementing the Civil Contingencies Act 2004 the voluntary and statutory sectors working together

The voluntary sector plays a valuable role in civil contingency planning and response. This has been recognised in the recent Civil Contingencies Act 2004 and the signatories below wish to reinforce their commitment to working together to ensure the best possible response to civil emergencies. We seek to ensure that the voluntary sector is involved in emergency planning in ways that usefully draw upon the expertise of individual organisations and acknowledge their preparedness to respond effectively to emergencies in partnership with other agencies.

In making this agreement, we recognise that the voluntary sector is varied and that a wide range of voluntary organisations have a valuable contribution to make to emergency planning at a local level. Similarly, the localities in which they operate and the populations with whom they work are diverse, and so what is appropriate at a local level will also vary. There may also be variations in need across the different stages of an emergency and once any immediate dangers have passed. Accordingly, the contribution of the voluntary sector to civil contingency planning and responses will be made across a very wide range of activities. The benefits that voluntary organisations will deliver will reflect their unique ability to understand and meet the needs of affected individuals and communities. Through their involvement in civil contingencies planning and response, valuable support will be provided to category 1 responders.

In working together, category 1 responders and the voluntary sector should seek to achieve:

- A clear understanding of the roles, responsibilities and capacity of statutory responders and the voluntary sector
- Regular communication between statutory responders and the voluntary sector

- Joint training where appropriate between statutory responders and the voluntary sector to ensure all agencies know and understand each others roles and responsibilities and capabilities
- Consultation and agreement, where appropriate, of the voluntary sector roles and responsibilities in statutory responders' plans and procedures
- Voluntary sector membership of all appropriate working groups on emergency planning in Local Resilience forum areas
- Agreed call out arrangements between category 1 responders and voluntary sector organisations, so the voluntary sector can respond appropriately to emergency situations and are included in ways that are within their capabilities
- Participation in joint exercises to validate emergency plans and joint working relationships, and to improve confidence of each statutory and voluntary agency in the others capacity, roles and responsibilities
- Participation in review and evaluation

Statutory agencies should recognise that the voluntary sector needs to have the capacity to engage in planning and preparing for civil emergencies and that there is value in public agencies investing in capacity building for the voluntary sector.

At a local level, category 1 responders and the voluntary sector are already likely to have established relationships through Compacts and Local Strategic Partnerships. Emergency planning processes should relate to these frameworks where they exist. Agencies should also consider other local initiatives involving the statutory and voluntary sectors. These might encompass efforts to improve partnership working and capacity building schemes.

concordat

Alan Goodwin
ACPO

Nicholas Green
British Red Cross

J. Kelly
CRUSE bereavement care

Andrew White
Salvation Army

Ruth Jones
British Association for Immediate Care

Kieran Isles
CPGA

Simon Ginn
USA

John Ridgway
St John Ambulance



RHONDDA CYNON TAF
RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL



Interlink
Supporting voluntary action in Rhondda Cynon Taf

CHARTER FOR VOLUNTARY ACTION

This Charter has been developed by the Compact Liaison Committee. As representatives of Rhondda Cynon Taf County Borough Council and the Voluntary and Community Sector

WE BELIEVE THAT:

- There is a rich heritage in Rhondda Cynon Taf of people of all ages and from all walks of life giving their time freely, through personal choice, for the benefit of others in their community.
- The contribution made by individuals, which strengthens and enhances community life, must be valued.
- The skills people have can be developed and shared through participation.
- Voluntary action is enjoyable and can change and enrich the lives of people.
- Voluntary action does not replace paid employment.
- Voluntary action adds value to the activities of many types of organisations.
- People volunteer in their neighbourhood, their community, their workplace or through organisations.
- Without support voluntary action may not be sustainable.
- Voluntary action can provide opportunities to change direction and open up new interests in the lives of people.
- Voluntary action raises self-esteem and builds confidence.

WE RECOGNISE THAT FOR VOLUNTARY ACTION TO FLOURISH:

- Learning and training opportunities must be available for people involved in voluntary action.
- People involved in voluntary action must be given the support and encouragement they need.
- People involved in voluntary action must have a positive experience.
- People involved in voluntary action must be given clear information about the commitment needed from them and the support they can expect.



Annette Davies
Lead Cabinet Member for Social Regeneration
on behalf of the Council



Pauline Richards
Chairperson of Interlink
on behalf of the Voluntary Sector



RHONDDA CYNON TAF
RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL



Interlink
Supporting voluntary action in Rhondda Cynon Taf

SIARTER GWEITHREDU GWIRFODDOL

Datblygwyd y Siarter hwn gan Bwyllgor Cydlynu'r Compact. Fel cynrychiolwyr Cyngor Bwrdeistref Sirol Rhondda Cynon Taf a'r Sector Gwirfoddol a Chymunedol,

CREDWN:

- Bod treftadaeth gyfoethog yn Rhondda Cynon Taf o bobl o bob oedran ac o bob maes bywyd yn rhoi eu hamsar yn rhydd, drwy ddewis personol, ar budd eraill yn y gymuned.
- Rhaid i'r cymuned a wneir gan unigolion, sy'n cryfhau a hyrwyddo bywyd cymunedol, gael ei werthfawrogi.
- Mewn datblygu'r sgiliau sydd gan bobl a'u rhannu drwy gyfranogiad.
- Mae gweithredu gwirfoddol yn ddi-fyr a gall newid a chryfoethogi bywydau pobl.
- Nid yw gweithredu gwirfoddol yn disoddi cyfogaeth ddaledig.
- Mae gweithredu gwirfoddol yn ychwanegu gwerth at weithgareddau llawer o fathau o sefydliad.
- Mae pobl yn gwirfoddol yn eu cymdogaeth, eu cymuned, eu gweithle neu drwy sefydliadau.
- Gall gweithredu gwirfoddol baidio bod yn gynaliadwy heb gael cofnogaeth.
- Gall gweithredu gwirfoddol roi cyfleoedd i newid cyfeiriad ac agor ddi-ddordebau nawydd yn nywydau pobl.
- Mae gweithredu gwirfoddol yn codi hunan-barch ac yn adeiladu hyder.

ER MWYN I WEITHREDU GWIRFODDOL FFYNNU, YR YDYM YN CYD NABOD:

- Bod yn rhaid i gyfleoedd dysgu a hyfforddiant fod ar gael i bobl yn ymwneud â gweithredu gwirfoddol.
- Rhaid i bobl sy'n ymwneud â gweithredu gwirfoddol gael y gathogaeth a'r anogaeth y maent eu hangen.
- Rhaid i bobl sy'n ymwneud â gweithredu gwirfoddol gael profiad cadarnhaol.
- Rhaid i bobl sy'n ymwneud â gweithredu gwirfoddol gael gwybodaeth glir am yr ymrwymiad sydd ei hangen ganddynt a'r gathogaeth y mediant ei ddisgwyl.



Annette Davies
Lead Cabinet Member for Social Regeneration
on behalf of the Council



Pauline Richards
Chairperson of Interlink
on behalf of the Voluntary Sector

PART III
FUNCTIONAL ARRANGEMENTS

III(a) Functional Plans

III(b) Common Elements

III(c) Initiation and Standown Procedures

III(d) Training and Exercising

PART III(a)

FUNCTIONAL PLANS

1. Information
2. Personal Care and Support
3. Works Services
4. Feeding
5. Accommodation

1. Information
 - 1.1 Aim
 - 1.2 Objectives
 - 1.3 Statutory Base
 - 1.4 The Media
 - 1.5 Roles and Responsibilities of Participating Organisations
 - 1.5.1 Rhondda Cynon Taf C.B.C.
 - 1.5.2 Emergency Services

1. INFORMATION

1.1 Aim

To facilitate a co-ordinated and effective local authority response regarding the provision of information in relation to emergency situations within Rhondda Cynon Taf

1.2 Objectives

- a) To provide information and guidance to the public before an emergency.
- b) To Warn and Inform the public at the time of any actual or potential danger.
- c) To inform the public after an incident.
- d) To work with and respond to the media.

1.3 Statutory Base

The Council have under the Civil Contingencies Act a duty to Warn and Inform the Public about emergencies and response as well as a general duty of care during such eventualities.

The Council also has a duty under the Radiation (Emergency Preparedness and Public Information) Regulations – REPPPIR to prepare and keep up to date arrangements to supply, in the event of a radiation emergency, information on the facts of the emergency.

1.4 The Media

There are several references within the plan to the Media and to Public Information. The Media are always interested in major incidents and a significant response from Television, Radio and the Printed Elements will inevitably be generated.

It is essential therefore that the media response is appropriately managed. To this end it is accepted practice that the Police lead and organise press conferences and regular press releases. The Council agree to this principle but reserve the right to make statements on their involvement with the incident. Statements will be shared (before release if possible) with the Police via their Press Relations Staff or the Media Briefing Room if one has been established.

All council staff must adhere to Council Media Policy and only appropriately authorised personnel should give interviews, make statements or release briefings to any element of the media.

1.5 Roles and Responsibilities of Participating Organisations

1.5.1 Rhondda Cynon Taf County Borough Council

1.5.1.1 Chief Executive

The Chief Executive is responsible for the overall co-ordination of the personnel and resources of the County Borough Council in respect of any emergency. Emergency Planning Officers will assist in the co-ordination of all support services necessary for the provision of information during an emergency.

The Chief Executive or his representative will advise the County Borough Council on all Public Relation matters regarding an emergency, and in consultation with the leader will undertake the role of media spokesperson, issue media releases and arrange interviews as required. He will also respond to journalists enquiries in relation to the County Borough Councils involvement, responsibilities and role and in conjunction with the police establish a Media Centre as necessary.

1.5.1.2 Libraries and Museums

The Library Service, traditionally, is regarded as a valuable community resource as well as being an established centre for the collation, organisation and dissemination of information. In an emergency the library service will be used as an outlet to provide information, guidance and community support. Library premises and mobile libraries are recognised as an excellent method of distributing information during all the stages of an emergency.

1.5.1.3 The Council, as appropriate, will use all methods of communication available to it to provide information to the public. This may include:

- i. Leaflets
- ii. Public Meetings
- iii. Shapeit.org
- iv. The Council Internet Site

1.5.1.4 The Press Officers of the Council will coordinate all links with the Media and will share statements with the Press Briefing Room if it has been established.

1.5.1.5 The Councils Creative Design and Print service may be used to design and print public information media as necessary to the incident.

1.5.2 Emergency Services

1.5.2.1 South Wales Police

In any major emergency the main function of the Police would be to control and co-ordinate the overall response to the emergency with assistance and support from other agencies as necessary.

In order to reduce the dangers of issuing conflicting information, it will normally be appropriate for press and public information releases to be co-ordinated by the Police and issued via a Media Centre.

Organisations with statutory duties may need to issue statements directly to the media to enable them to fulfil their statutory responsibilities. The Police should be kept informed of any statements that have been issued.

1.5.2.2 The Welsh Ambulance Services NHS Trust

In a major emergency the Welsh Ambulance Services NHS Trust will liaise with the Police before issuing statements through a nominated spokesperson.

1.5.2.3 South Wales Fire and Rescue Service

In a major emergency the South Wales Fire and Rescue Service will liaise with the Police before issuing statements through a nominated spokesperson.

PART III (a)

FUNCTIONAL PLANS

2. Personal Care and Support

2.1 Aim

2.2 Objectives

2.3 Statutory Base

2.4 Roles and Responsibilities of Participating Organisations

2.4.1 Rhondda Cynon Taf C.B.C.

2.4.2 Emergency Services

2.4.3 Voluntary Agencies

2.4.4 General Practitioners

2. PERSONAL CARE AND

SUPPORT 2.1 Aim

To provide for the psycho - social needs of persons traumatically affected by a major disaster.

2.2 Objectives

- a. To enable the formation of a team of persons to provide an assessment service for people affected by a major disaster.
- b. To enable the provision of debriefing and counselling services for those requiring it.
- c. To enable the integration of care services within the Borough.
- d. To provide for the referral of persons to the medical services as necessary.
- e. To provide an outreach service for persons affected by the event.

2.3 Statutory Base - Duty of Care

There does not appear to be a specific Statutory Base for the provision of this service. However, there are two areas where a base or certainly a duty of care can be identified:-

- a. In regard to employees, employers have a duty as far as is reasonably practicable to ensure their health, safety and welfare under Health and Safety Legislation.
- b. There is a general duty placed upon Social Services Directors and the Health Service to care for the Mental Health of the community.

2.4 Roles and Responsibilities of Participating Organisations

2.4.1 Rhondda Cynon Taf County Borough Council

2.4.1.1 Chief Executive

The Chief Executive or his nominee is responsible for the overall co-ordination of the personnel and resources of the Council in respect of any emergency. The Emergency Planning Officers will assist in the co-ordination of all support services necessary for the provision of a Personal Care and Support.

2.4.1.2 Human Resources

Human Resources will be able to provide details of staff who may be able to assist and will co-ordinate County Borough Staff Care.

Human Resources have Occupational Health and Health and Safety specialists to advise in these areas of response.

2.4.1.3 Group Director of Community & Children's Services and Deputy Chief Executive

The Personal Care Services are recognised as the lead for the provision of a Personal Care and Support Service and will therefore provide the following facilities:-

- i. A 24 hour response for emergencies.
- ii. Teams of trained persons who can assess the needs of the victims.
- iii. A ready to hand administrative system capable of registering and monitoring this new group of clients.
- iv. A person to liaise with voluntary bodies who can offer assistance.
- v. A planned set of intervention arrangements as agreed by Senior Management.
- vi. A liaison officer to co-ordinate activities with the Health Services and other agencies.
- vii. Methods of advising clients how to contact the counselling service.
- viii. An officer to liaise with the coroners officer and the Police FLO re: the arrangements for families of dead persons.

2.4.1.4 Education and Inclusion Services

The Service Areas within the group have the responsibility for the education of children and employs Educational Psychologists, who advise on traumatised or disruptive pupils. A major incident may involve children themselves, their close family or friends or be witnessed by them. Incidents involving children elsewhere in the country may also impact on children in our schools. An incident could involve the school and therefore could significantly affect the psychology of its children. The Service will then have to be

sensitive to the children's psychological as well as educational needs when they return to school and will need to provide the following functions:

- i. Liaison with the Health Service.
- ii. Prepare for a sensitive return to school. (If significant numbers are involved this may mean arranging a special assembly or memorial service).
- iii. Allow/arrange for care on school premises whilst ensuring that parents are involved and informed.
- iv. Ensure the School Psychological Service are aware of the incident and can respond accordingly.

The Service may also assist in the care of the children to release parents for disaster work. It would also provide a structured educational outlet for evacuated children and trained staff for crèche facilities.

2.4.2 Emergency Services

2.4.2.1 South Wales Police

The Police have their own counselling service available to its staff via the Police Occupational Health Service although some Police may present for care to the "Care Team". (It is hoped that the Police team can be made available to assist the public if they are not fully committed within their own organisation).

2.4.2.2 South Wales Fire and Rescue Service

The Fire Service have their own counselling service available to its staff via the Fire Service Occupational Health Department.

2.4.2.3 Health Service (Ambulance NHS Trust - Hospital Trusts)

The Health Service have within its staffing structures many persons who are professionally qualified counsellors together with Psychologists and Psychiatrists who can be utilised to assist the staff.

Some staff however may present for care to the Care Team. Close liaison will be effected with the appropriate Health Service Occupational Health Unit. Any members of the public who are deemed to require specialist help will be referred to the Mental Health Service.

2.4.2.4 Voluntary Agencies

There are many voluntary organisations which operate within the Borough that have staff and volunteers who are trained counsellors. It is agreed that the skills of these workers will be used to assist victims. Whilst they will work under the umbrella of the Group Director of Community & Children's Services and Deputy Chief Executive they are trained and will adhere to their own ethics and declared levels of competency.

2.4.2.5 General Practitioners

Some "victims" will report to their own G.P. with minor ailments. The G.P. will be made aware of the incident response and will be asked, whilst acknowledging patient confidentiality, to co-ordinate his approach to these patients with the care response team.

PART III (a)

FUNCTIONAL PLANS

3. Works Services

3.1 Aim

3.2 Objectives

3.3. Statutory Base

3.4 Roles and Responsibilities of Participating Organisations

3.4.1 Rhondda Cynon Taf C.B.C.

3.4.2 Emergency Services

3.4.3 Other Agencies

3. WORKS

SERVICES 3.1 Aim

To provide an integrated response of local authority 'works' services with all outside organisations in responding to emergency situations.

3.2 Objectives

- a. To seek to maintain the infrastructure of all essential public utilities and services within the relevant area of responsibility.
- b. To provide a comprehensive practical support to the emergency services in their operations.
- c. To minimise the impact of physical damage to property and the environment.
- d. To provide immediate practical support in carrying out emergency repairs and clearance.
- e. To assist with the restoration and recovery of the site.
- f. To assist with the co-ordination of a multi agency approach to a major emergency.

3.3 Statutory Base

The Highways Act 1980 and other acts set out the duties and powers of the Highways Authority.

The Fire and Rescue Services Act 2004 sets out the statutory responsibilities of the fire and rescue service.

3.4 Roles and Responsibilities of Participating Organisations

3.4.1 Rhondda Cynon Taf County Borough Council

3.4.1.1 Prosperity, Development & Frontline Services Group

The Group Director has a considerable reserve of expertise and equipment related to technical, building works and engineering services. These resources can be made available to the Emergency Services in the event of a disaster requiring a "Works" response. These resources can also be supplemented by the Authority's contractual arrangements with private companies.

The Group Director or their representative will be responsible for the co-ordination of all Engineering Services at the scene.

3.4.2 Emergency Services

3.4.2.1 South Wales Police

The Police Incident Commander will co-ordinate the overall activities of agencies and works at the scene in conjunction with the other emergency services. They will arrange admittance to the site and nominate routes, ensuring they are kept clear and suitably signposted.

3.4.2.2 South Wales Fire and Rescue Service

The Fire Service, in addition to its statutory responsibilities for dealing with fire, effecting rescues and rendering humanitarian services, will provide and operate specialist equipment from within their own resources. It can provide personnel quickly and transport them to the scene.

3.4.3 Other Agencies

3.4.3.1 The Gas Industry

The primary function in a disaster situation will be to maintain a safe gas supply infrastructure, including making safe any damaged apparatus.

To assist in this a sophisticated monitoring system, keeps the entire transmission and distribution networks under constant surveillance. However, system control has no positive means of identifying that a disaster has taken place unless gas supplies have been affected. Therefore they must be kept informed of the situation in order to be given enough time to take any necessary preventative measures.

When required, the considerable resources of the gas industry will be made available in a disaster situation, to assist the emergency services in any way it can.

3.4.3.2 Western Power Distribution

Western Power Distribution has at its disposal specialist personnel and equipment that could be mobilised to assist in emergency situations.

3.4.3.3 DWR CYMRU (Welsh Water)

Apart from considerable statutory duties in maintaining an adequate water supply the company will be able to provide assistance of a valuable nature in disaster situations when and where commitments allow. In addition to its labour force the company has resources of vehicles, plant, equipment and communications facilities which it may be possible to make available to Local Authorities in the event of a major disaster.

PART III (a)

FUNCTIONAL PLANS

- 4. Feeding
 - 4.1 Aim
 - 4.2 Objectives
 - 4.3 Statutory Base
 - 4.4 Roles and Responsibilities of Participating Organisations
 - 4.4.1 Rhondda Cynon Taf C.B.C.
 - 4.4.2 Emergency Services
 - 4.4.3 Other Agencies
 - 4.4.4 Provisions Providers

4. FEEDING

4.1 Aim

To establish procedures for the provision of Emergency Feeding in the event of a disaster situation within Rhondda Cynon Taf.

4.2 Objectives

- a. To set up emergency feeding centres
- b. To acquire supplies and provisions
- c. To organise, and utilise agencies
- d. To seek assistance on matters relating to food hygiene
- e. To identify the consumers

4.3 Statutory Base

Local Authorities have a general duty of care to maintain public services and to assist local residents in distress. Therefore the Council has the responsibility for the provision of an emergency feeding service. This service will be provided for members of the public who have been displaced from their homes.

All catering working practices must adhere to the following legislation:

Health & Safety at Work Act 1974
Food Act 1984
Food Hygiene (General Regulation) 1970
Food Safety Act 1990
Health Services & Public Health 1968

4.4 Roles and Responsibilities of Participating Organisations

4.4.1 Rhondda Cynon Taf County Borough Council

4.4.1.1 Leisure, Countryside and Culture

The Service is able to provide buildings for use as Rest and Feeding Centres. Some of these premises have their own facilities, which can be supplemented, from other sources.

4.4.1.2 Education and Inclusion Services

The Councils Meals Services, would be able to supplement facilities at Rest and Feeding Centres.

4.4.1.3 Corporate Procurement Unit

The Unit has access, through existing stocks and its contacts with wholesalers and distributors, to a wide range of commodities including food and provisions.

4.4.2 Emergency Services

4.4.2.1 South Wales Police

In any major emergency, the prime function of the Police would be to co-ordinate and control the overall emergency response. In relation to feeding, they would provide escorts to other agencies if and when necessary.

4.4.3 Voluntary Agencies

4.4.3.1 The Salvation Army

The Salvation Army can also be called upon to provide personnel to assist with Emergency Feeding.

4.4.4 Provisions Providers

Most major supermarkets have shown that they are prepared to assist us during times of Emergency.

Sainsburys have set up an Emergency Procedure whereby they will make goods available to responding Authorities on the basis of payment at the till or deferred (for 1 month) payment. This is a 24 hour service as long as staff are on site.

Morrisons have made payment cards available to Emergency Planning Teams.

PART III (a)

FUNCTIONAL PLANS

5. Accommodation

5.1 Aim

5.2 Objectives

5.3 Statutory Base

5.4 Roles and Responsibilities of Participating Organisations

5.4.1 Rhondda Cynon Taf C.B.C.

5.4.2 Emergency Services

5.4.3 Other Agencies

5. ACCOMMODATION

5.1 Aim

To enable the Local Authority, in conjunction with other Agencies, to effectively provide adequate accommodation and support, both short and long term, for those requiring accommodation as a result of an incident.

5.2 Objectives

- a. To ensure that suitable temporary accommodation can be provided with the minimum of delay.
- b. To ensure that the necessary support and services are available to those requiring accommodation.
- c. To enable the provision of more suitable longer term accommodation where necessary.

5.3 Statutory Base

All local authorities have a general "Duty of Care" to the public. However, Councils have the responsibility for providing accommodation under Part III of the Housing Act 1985. This responsibility falls to the Community Housing Service of the Council.

5.4 Roles and Responsibilities of Participating Organisations

5.4.1 Rhondda Cynon Taf County Borough Council

5.4.1.1 Leisure, Countryside and Culture

The Service can provide buildings in the form of Leisure and Community Centres, which could be used as Rest Centres for temporary accommodation. The setting up and staffing of these facilities will be the responsibility of the appropriate Centre Manager.

5.4.1.2 Community Care and Children's Services

The Services have a wide range of specialist staff experienced with all aspects of social welfare who can provide support to evacuees if required.

The Services may also make available premises for the temporary accommodation of displaced persons.

The Service will co-ordinate the provision of temporary accommodation in the short term and assist with the provision of permanent accommodation in the long term from whatever resources are available.

5.4.2 Emergency Services

5.4.2.1 South Wales Police

The police may provide officers at rest centres and these officers will ensure that details of evacuees are correctly recorded if the Casualty Enquiry Bureau is set up.

5.4.3 Voluntary Agencies

5.4.3.1 British Red Cross Society

The British Red Cross Society has trained teams and can offer help in respect of Administrative Functions, Welfare and First Aid at Rest Centres.

Note: For provision of an Emergency Feeding Service at Temporary Accommodation see Part III (a) 4 of this plan.

PART III (b)
COMMON ELEMENTS

1. Finance
2. Legal

1. Finance

1.1 Introduction

1.2 Aim

1.3 Objectives

1.4 Policy Statement

1.5 Roles and Responsibilities Appendix A

Use of Financial Codes Appendix B

Reminder on Financial Codes

Appendix C Emergency Financial Assistance Scheme
(formerly Bellwin)

1. FINANCE

1.1 Introduction

Whenever the Council responds to an emergency, it will always endeavour to do so as efficiently and effectively as possible utilising the available resources. In doing so it is likely that members and officers will be confronted with situations that fall outside those of their normal routine activities. Consequently there could be instances whereby the financial implications of responding to emergencies are not immediately apparent.

These arrangements will therefore seek to secure clear procedures for the provision of financial support to the Authority when responding to an emergency. The procedures will be capable of use at any stage of an emergency and will be suitable for all incidents regardless of magnitude.

In order to facilitate a comprehensive set of financial support arrangements this plan will also establish the parameters for insurance and its significance to the Authority during emergencies.

1.2 Aim

To secure clear arrangements for the acquisition, expenditure and monitoring of finance during every phase of an emergency situation.

1.3 Objectives

- a. To establish policy guidelines for Council members and officers when authorising expenditure for emergency purposes.
- b. To identify the methods by which finance may be obtained for emergency situations.
- c. To establish clear arrangements for recording and monitoring finance expended when responding to emergencies.

1.4 Policy Statement

Rhondda Cynon Taf County Borough Council has defined a model policy statement which recognises the need to respond to emergencies, the requirements to give authority to incur expenditure, and the desirability of elected member involvement at an appropriate stage. This “model” statement is given below.

Rhondda Cynon Taf County Borough Council recognises that when a need to respond to emergency situations has been identified within its area of responsibility, the prime consideration should be a swift response.

The Chief Executive and/or appropriate service Director in consultation with the Director of Finance & Digital Services will have the necessary authority to incur such expenditure as may be required to make an immediate response to the emergency, provided that such expenditure is lawful and not contrary to the existing policies of Rhondda Cynon Taf County Borough Council.

In the case of major incidents, steps should be put in hand to inform and consult the appropriate members with immediate effect where required under the procedures of the Authority.

Rhondda Cynon Taf County Borough Council will make adequate resources available to ensure that appropriate arrangements are in place to validate the effectiveness of its emergency procedures.

1.5 Roles and Responsibilities

The following roles and responsibilities will be undertaken by the Director of Finance & Digital Services. They are intended to underpin all other emergency preparedness arrangements which have been developed as elements of an integrated emergency management response.

He will:-

1.5.1 Liaise with individual services with a view to ensuring that appropriate contract clauses are included in Competitive Tenders as necessary. This is intended to ensure that any successful contractor will be aware of their full obligations to the local authority and of the local authority's financial obligations to them in the event of an emergency.

1.5.2 Issue specific financial codes which will be used by individual services to record their expenditure when responding to an emergency. Detailed practical arrangements will be introduced but it must be stressed that it is vital that expenditure is properly and fully recorded and reconciled periodically.

This is specifically important where outside assistance may be required (e.g. Emergency Financial Assistance [formerly Bellwin] scheme) where proper records will be required to support any application made. See Appendix A for a memo to Director/Heads of Service on the use of financial codes during emergencies. This letter has been circulated so that all Services are familiar with the arrangements prior to any emergency. A reminder (see Appendix B) will also be circulated by the appropriate officer at the time of an emergency so that the principles of posting expenditure to the appropriate financial codes are reinforced.

1.5.3 Advise elected members and officers on their level of authority to incur expenditure when responding to an emergency.

1.5.4 Advise elected members and officers as to the sources of finance available to local authorities when responding to an emergency which could include any of the following.

- i Service budgets
- ii Corporate funds
- iii Litigation i.e. Court action against the person or organisation who is deemed to have caused the emergency.
- iv Emergency Financial Assistance “formerly Bellwin” Scheme funds i.e. Finance made available via the Welsh Assembly - see appendix C
- v Other lesser sources as appropriate

It must be stressed, however, that in most instances services will have to absorb the additional costs of responding to emergencies, as other sources will not necessarily be available.

1.5.5 Advise, if appropriate, on the creation of a Disaster Appeal Scheme to assist the victims of the disaster. In order to maximise the benefit of such a scheme, it should be established within 48 hours from the commencement of the emergency.

1.5.6 Consider the possibility of applying for aid from European Community Funds to assist the victims of the disaster.

1.5.7 Provide information to officers and members as to the full extent of all matters relating to insurance cover which could include the following:-

- Public Liability
- Employer Liability
- Personal Indemnity
- Fire
- Insurance of Volunteers
- Building Insurance
- Contents Insurance
- Insurance of equipment and resources

1.5.8 Provide financial information to individual services as to the extent of their expenditure after responding to an emergency.

DRAFT MEMORANDUM

TO:

FROM: Director of Finance & Digital Services

EMERGENCY ACTION - ACCOUNTANCY ARRANGEMENTS

In the event of an emergency situation occurring, it is essential that all personnel are aware of arrangements in hand to deal with such events.

Detailed emergency plans have been prepared to cover the main requirements.

However, as expenditure is going to be incurred for which no specific finance has been provided, it is essential that all such expenditure is clearly recorded when it is committed (i.e. when orders are placed and/or accounts paid) so that possible sources of finance can be considered as soon as the extent of the situation is identified.

I give below an outline of the arrangements required, together with the officer(s) to contact for specific arrangements to be made for the particular emergency:-

1.0 Officers to Contact: _____

2.0 Recording arrangements:

- 2.1 All expenditure needs to be recorded as it is committed whether it be staff time, vehicles, buildings, purchase of materials, stores etc, hire of outside services.
- 2.2 Details of all staff used (with times) to be recorded on the appropriate logging records on a daily basis.
- 2.3 Other costs (including use of stores) payments for outside services etc. to be requisitioned on appropriate vouchers, certified by appropriate staff.
- 2.4 Cost codes to be set up initially and recorded on appropriate requisitions. Code or codes used to be agreed in advance with Accountancy.
- 2.5 All requisitioned items to be recorded in the appropriate log record together with the cost code to be charged.
- 2.6 Invoices to be paid against the appropriate cost code and recorded on the logging record against the relevant requisition entry.
- 2.7 All internal requisitions (stores etc) to be clearly identified as being chargeable to the appropriate cost code.

3.0 Monitoring Arrangements

3.1 At periods to be agreed, entries shown against the relevant cost code in the accounting records will be reconciled with the supervisory officer's logging record to ensure all costs have been properly and fully identified.

3.2 At an agreed time after the emergency the relevant operational officer shall agree with the appropriate accountant a final statement of expenditure on the emergency action.

I must stress the importance of proper accounting in such circumstances as no advance funding is possible and subsequent funding may only be achieved by full and effective accounting arrangements.

I must also stress the need to be fully aware of the basic accounting requirements in advance of such an event and regular contact with the accountancy personnel and interim arrangements are an essential prerequisite to effective control.

DRAFT MEMORANDUM

TO: All Service Directors and Heads of Service

FROM: Director of Finance & Digital Services

“INCIDENT DESCRIPTION” - RECORDING FINANCIAL INFORMATION

The incident referred to above is now well known to you and it is important that all information of a financial nature, which relates, however slightly, to the emergency is properly recorded.

In order that this may be achieved, specific financial codes have been established so that expenditure committed to the emergency can be posted separately and consequently may be analysed at the conclusion of the incident. A memorandum which outlines the accountancy arrangements to be followed has been circulated to all Chief Officers on and a full listing of the financial codes for use during emergencies has been made available to of your service.

I must emphasise that detailed records of all expenditure must be kept as some or all of it may be recoverable and failure to use the appropriate code could result in lost revenue.

This is a Welsh Assembly Government Scheme and therefore contains terminology which originates from Government.



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

EMERGENCY FINANCIAL ASSISTANCE SCHEME FOR LOCAL AUTHORITIES IN WALES

Guidance Notes

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NATIONAL ASSEMBLY FOR WALES

THE EMERGENCY FINANCIAL ASSISTANCE SCHEME FOR LOCAL AUTHORITIES

GUIDANCE NOTES

Background & General Information

1. These guidance notes set out the terms under which the Welsh Assembly Government would usually make available financial assistance to local authorities pursuant to a scheme established under section 155 of the Local Government and Housing Act 1989 (the Emergency Financial Assistance Scheme, formerly known as the “Bellwin” Scheme).
2. The Emergency Financial Assistance Scheme is a discretionary scheme, which may be activated to give special financial assistance to local authorities that would otherwise be faced with an undue financial burden of providing relief and carrying out immediate work due to large scale emergencies.
3. There is no automatic entitlement to financial assistance, local authorities have statutory powers to deal with emergencies and are expected to plan accordingly. Any incident for which assistance is sought must involve conditions which are exceptional by local standards and damage to the local authority infrastructure or communities must be exceptional in relation to normal experience. The Minister responsible will decide whether or not to activate a scheme after carefully considering the circumstances.
4. The scheme has in the past been activated most frequently for the effects of severe weather, such as flooding or storm damage, although it may be invoked for other types of emergency incident.
5. Emergency Financial assistance will predominantly relate to the immediate aftermath of an incident i.e. the Recovery phase. However some expenditure during the immediate Response may very well be included within the scope of qualifying expenditure.
6. The scheme, set up under section 155 of the Local Government and Housing Act 1989, is available to all County and County Borough Councils and Police & Fire Authorities. However, it is most likely that emergencies will be dealt with by the local authority whose area is affected and the police or fire authority will provide assistance to that authority. Under these circumstances it has been the practice for the police or fire authority to recoup its additional costs directly from the unitary authority it assisted, rather than apply for separate activation of a scheme. For the sake of financial and administrative efficiency we would wish to encourage continuation of this practice. Nevertheless, the Welsh Assembly Government will consider any application from a police or fire authority for activation of a scheme.

Qualifying Expenditure

7. A scheme would normally provide that expenditure qualifying for grant is expenditure which is incurred:

- as a result of one or more local authorities incurring expenditure on, or in connection with, the taking of immediate action (whether by carrying out works or otherwise) to safeguard life or property, or to prevent suffering or severe inconvenience, in their area or among its inhabitants;
- as a result of the incident(s) specified in the scheme;
- on works completed before a specified deadline (usually within a period of 2 months from the incident but the Welsh Assembly Government will be prepared to consider departures from this rule where this is justified by the nature and scale of the incident and falls within the Welsh Assembly Government's statutory discretion);

and which is :

- not in respect of costs which are insured or would be normally insurable;
- net of any receipts (e.g. from the sale of trees felled by a storm covered by the scheme);
- not of a capital nature or capitalised.

8. The definition of what is normally insurable for the purpose of schemes set up under section 155 shall be derived by reference to the Zurich Municipal's SELECT Policy, in conjunction with the standard additional terrorism cover.

Authorities should in particular note that:

- a. the shoring-up or dismantling of damaged buildings is an insurable cost;
- b. authorities whose policies bear less risk than the Zurich Municipal SELECT Policy would still be bound by its definition of normally insurable risks as regards qualifying expenditure under an Emergency Financial Assistance scheme; authorities whose policies include cover for greater risks than the basic SELECT Policy should exclude from their qualifying expenditure all costs for which they are covered and will be compensated;
- c. the above standard excesses apply in respect of storm, flood, escape of water, and impact by any road vehicle; where other types of incident occur, for example fire, explosion or impact by aircraft and unavoidably higher policy excesses than those above are incurred, the Welsh Assembly Government will be prepared to consider varying its definition of insurable costs where this is justified by the nature and scale of the emergency; and
- d. damage caused by terrorism remains an insurable cost.

9. The following are examples of expenditure likely to qualify under a scheme, provided the criteria in paragraph 7 are met. This list is indicative only and consideration would be given to the individual circumstances of each incident that occurs.

- emergency works required to safeguard dangerous structures including making them secure (where not insurable);
- evacuating people from dangerous structures, and temporarily rehousing them;
- supplying food, other stores, and key services to affected communities;
- maintaining key communications, in particular clearing roads;
- in relation to non-administrative purposes, setting up temporary premises, including costs of removal, increased costs due to rent, rates, taxes, lighting, heating, cleaning and insurance;
- hire of additional vehicles, plant and machinery, and incidental expenses;
- removal of trees and timber which are or may be dangerous to the public including trees in public parks, local authority trees on highways, and trees owned by private householders which have fallen on or threaten public highways or rights of way;
- initial repairs to highways, pavements and footpaths, where a tree or an item of street furniture or debris from a damaged building has fallen, and the surface of the road must be replaced at the time or temporarily patched (subsequent permanent repair would not qualify);
- where repair is insufficient, the removal and replacement of street lighting, street signs, bus shelters and other street furniture, fences, railings and uninsured outbuildings damaged by the incident, where in its damaged state it presents a danger to public safety or security;
- initial land drainage works to clear debris and unblock water courses which are or may be the cause of danger to the public (however, long-term repair or replacement of previously dangerous or damaged structures would not qualify);
- other work to clear debris causing obstruction or damage to highways, pavements and footpaths;
- additional temporary employees or contractors, to work on the emergency or replace permanent employees diverted from normal work;
- special overtime for employees, either during the emergency or afterwards to catch up on work from which they were diverted by the incident.
- costs of temporary mortuaries

Non-Qualifying Expenditure

10. The following are examples of expenditure which would usually not qualify under an Emergency Financial Assistance scheme:

- loss of income (e.g., from facilities or businesses closed as a result of an emergency), as this falls outside the scope of section 155 of the Local Government and Housing Act 1989;
- the normal wages and salaries of the authority's regular employees, whether diverted from their normal work or otherwise, and the standing costs of the authority's plant and equipment;
- any expenditure which is of a capital nature or capitalised;
- any element of betterment, e.g. repairs to buildings to a significantly higher standard than their condition on the day before the incident;
- any costs which are insured or would be normally insurable
- any amounts in respect of specific works on coastal protection or flood defence which had already been allocated within the budgeted expenditure to these works before the incident occurred (however, subsequent amounts for emergency work resulting from the incident above the level of any amounts thus allocated would usually be eligible for assistance);
- or any expenditure on coast protection or flood defence which will be compensated by the Welsh Assembly Government by means of specific grant;
- longer term works of repair and restoration, such as tree planting and repair or refurbishment of damaged but not dangerous structures;
- payment to householders or others under section 138 of the Local Government Act 1972, in respect of non-insurable items such as garden fences and trees and shrubs, unless action has been taken immediately because they presented a danger to the community (such costs may be recoverable from those on whose behalf they were incurred).

Grant Rates and Thresholds

11. Authorities are expected to make reasonable provision in their budgets to deal with contingencies. Therefore if an Emergency Financial Assistance scheme is activated, the authority / authorities affected will be expected to meet (or to have already met during an earlier notified emergency event) all eligible expenditure up to the level of its threshold. Thresholds are calculated at 0.2% of authorities annual revenue budgets and applies to the whole financial year, not to each incident within the financial year.

1. For qualifying expenditure above the threshold, grant would normally be paid at the rate of 85% of qualifying expenditure. For significant incidents where the eligible expenditure exceeds 10 times the threshold, 100% of the qualifying expenditure will be reimbursed.

Notification of an Incident

Reporting an incident

2. The Local Authority must notify the Welsh Assembly Government in writing of the emergency incident within 1 month from the start of the event occurring. It is recommended that this is done even if expenditure is unlikely to exceed the threshold. This is because if another incident occurred within the same financial year taking the total spend for the year above the threshold, the earlier spend cannot be taken into account unless the incident was reported at the time. Within 1 month of notifying the Welsh Assembly Government of the event, the authority must provide full details of the expenditure incurred and information about the scale of the incident and remedial actions taken.

Activation of a Scheme

3. If the information provided by the authority is considered sufficient, Ministers will decide whether to invoke an Emergency Financial Assistance scheme. However it may be necessary for us to request additional information about the incident and the costs arising before a decision is made. In cases where a scheme is opened, the Welsh Assembly Government will announce activation and issue guidance on how the scheme will operate.

Completion of Eligible Works

4. The local Authority must ensure that all works are complete within 2 months of the incident; however the Welsh Assembly Government may consider departures from this rule depending on the nature and scale of the incident.

Submission of Claim

5. A claim form for use in making initial and final claims will be sent to authorities if a scheme is activated. Full details will be provided at the time for the completion and return of the form, including any deadlines for each stage of the claim. The application form will be required within 6 months of the date of the incident occurring, after which time if no application has been submitted the claim will be deemed lapsed.

Claims

6. Authorities may find it useful to bear in mind the following points which apply to claims:
- Claims must be signed by the Chief Finance Officer of the authority to effect that it complied in all respects with the terms of the scheme in question;
 - Records in support of any claim should be kept in such a fashion that they will be readily accessible for audit;
 - Authorities intending to use agents to undertake work should note that the claiming authority's procedures should be capable of demonstrating that any claim is based on qualifying expenditure, and that proper arrangements have been employed both specifying the work and ensuring it has been satisfactorily completed;
 - Details of qualifying costs under other schemes in the same financial year will be provided where relevant when any scheme is issued;
 - Claim forms must be certified at the final stage by an auditor appointed by the Audit Commission;
 - Claims should be completed in duplicate, with a copy being supplied simultaneously to the Assemble and the auditor by a deadline which will be specified under any scheme; in the event that a claim is not submitted to the auditor by this date, the authority will be asked to submit an early estimate of the likely size of the final claim;
 - The figures included in the claim form should be related to actual expenditure and should be precise.

Welsh Assembly Government
April 2007

The Budget Requirement for Rhondda Cynon Taf for any financial year is the base figure for the revenue budget with the threshold figure being 0.2% of that.

2. Legal

2.1 Introduction

2.2 Aim

2.3 Objectives

2.4 Roles and Responsibilities of Participating Organisations

Appendix A Draft Memo - Preservation of Records

Appendix B Message Form

Appendix C Incident Log Form

Appendix D Culture of Debriefings

2. LEGAL

2.1 Introduction

Whenever the Council responds to an emergency, it will always endeavour to do so as efficiently and effectively as possible utilising the available resources. In so doing, it is likely that members and officers will be confronted with situations that fall outside those of their normal routine activities. Consequently there could be instances whereby the legal implications of responding to emergencies are not immediately apparent.

These arrangements will therefore seek to secure clear procedures of legal support to the authority when responding to an emergency. The procedures will be capable of use at any stage of an emergency and will be suitable for all incidents regardless of magnitude.

In order to facilitate a comprehensive set of legal support arrangements this plan will also establish the parameters for incident logging and debriefing.

2.2 Aim

To establish clear arrangements which ensure that, during an emergency situation, the legal consequences and implications for the Council are fully provided for.

2.3 Objectives

- a. To ensure that the Council complies with its legal obligations with regard to emergency situations.
- b. To ensure that the Council responds to emergencies without exceeding its powers.
- c. To ensure that all council members and employees are able to receive appropriate legal advice when responding to emergencies.
- d. To ensure the proper recording and collation of information in relation to emergency situations which could be required by any of the following:-
 - i) External enforcement authority e.g. Health & Safety Executive
 - ii) Judicial or internal inquiry
 - iii) Police or Fire Service
 - iv) Civil Court compensation claim, either by or against the council
- e. To establish the parameters of convening and conducting debriefing sessions.

- f. To ensure proper representation at any of the following:-
 - i) Criminal Court
 - ii) Civil Court
 - iii) Internal Enquiry
 - iv) Coroners Inquest
 - v) Public Inquiry

2.4 Roles & Responsibilities

The following roles and responsibilities will be undertaken by Legal Services. They are intended to underpin all other emergency preparedness arrangements which have been developed as elements of an integrated emergency management response.

2.4.1 The service will provide or arrange to provide advice to elected members and officers with respect to the following:-

- a) The extent of their legal obligations when responding to emergencies.
- b) The extent of their authority when responding to emergencies.
- c) On the statements they make to inquiries or investigations.
- d) On statements they intend to make to the media.

2.4.2 Assist if required in the convening, conducting and chairing of inter-divisional, inter-authority or inter-agency debriefings.

2.4.3 Convene special meetings of elected members in order to attain any necessary authority.

2.4.4 Assist if required in the proper collation of incident logs in preparation for investigations, public inquiries or any Court proceedings.

2.4.5 Arrange for appropriate legal representation at all formal proceedings including the following:-

- i) Criminal Court
- ii) Civil Court
- iii) Internal Inquiries
- iv) Coroner's Inquest
- v) Public Inquiries

Whilst Legal Services will have the most significant role to play within these arrangements, individual services will be expected to undertake the following responsibilities.

2.4.6 Ensure that information relating to the emergency is properly logged.

Officers must be aware that the decisions they make during an incident will be used to evaluate the authority's response to the emergency. It is possible that their actions will come under close scrutiny by subsequent inquiries or investigations. Consequently officers should never rely on memory alone and all matters relating to an emergency must be recorded on either a message form or for the more significant decisions on a logging form. See appendices E & F for examples of a definitive message form and incident log which can be used, copies of which are available in each service.

It must be stressed that individual services can continue to use their existing message forms and incident logs if they so wish. However the attached appendices E & F can be used if it is considered that they are more appropriate or if there are no such forms in use within a service.

It is recognised that in the majority of instances message forms will be used as opposed to incident logs. The distinction between the two is not always clear but it is recommended that message forms are used for receiving and passing messages only. These messages could be requests for assistance, resources or information. Similarly a message form should be used when such requests are acknowledged or when requests are initiated.

Incident logs differ in the sense that they are a chronological list of the decisions made when responding to an incident. They should be completed whenever decisions on a course of action are taken. Incident log entries can be entered retrospectively if it is necessary to summarise the contents of individual message forms. Such entries must be made within two working days from the emergency services standing down from an incident.

The incident logs will then provide a chronological record of a services response to an emergency.

2.4.7 In order to emphasise the importance of logging the manager of each service will nominate an officer who will be responsible for maintaining the integrity of the logs and message forms and also for their proper collation. This officer should be of a grade not less than that of Principal Officer and will ensure that all relevant information is entered on appropriate incident logs.

2.4.8 Each manager will either personally or nominate an officer who will be responsible for convening and chairing a service debriefing session within 5 working days of the emergency services standing down from a major disaster.

- 2.4.9 In order to ensure an effective corporate response to an emergency the Chief Executive will nominate an officer who will be responsible for the Central Collation of all logs and message forms. It will also be for this officer to decide whether to distribute a memorandum to all directors/heads of service which illustrates the importance of logging. (see appendix D)
- 2.4.10 The Chief Executive may also either personally convene and chair an interdivisional debriefing session within 7 working days of the emergency services standing down from a major emergency or appoint an officer to do so on his behalf.
- 2.4.11 Inter-authority debriefing sessions can be convened by any of the principal local authorities involved irrespective of the scale of the emergency. Similarly, divisional and inter-divisional debriefings can also be convened following any scale of emergency. The convening authority or division will be responsible for chairing and providing an appropriate venue for the debriefing together with administrative support such as minute taking.
- 2.4.12 In the event of a major emergency South Wales Police will be responsible for convening and chairing an inter-agency debrief within 14 working days of the emergency services standing down from the incident. If the magnitude of the incident is such that 14 working days is insufficient time then the convening period can be extended to 28 working days, but should not extend beyond this date. A guideline on debriefings is illustrated in appendix G.

DRAFT MEMORANDUM

TO: Group Directors, Service Directors and Heads of Service
FROM: Chief Executive

“INCIDENT DESCRIPTION” - PRESERVATION OF RECORDS

The incident which is referred to above is well known to you and it is likely that an official investigation into the cause and circumstances will take place. The County Borough Council may require evidence to be available for all or any of the following, namely:

- a) For an external enforcement authority such as the Health and Safety Executive.
- b) For a judicial or internal inquiry.
- c) For a Coroner’s Inquest.
- d) For the Police or Fire Service
- e) For any Civil Court compensation claim, either by or against the Council.

In the course of each of these we may be obliged or advised to require access to a range of documents which may have a bearing on this incident. Some may have been destroyed; some may be being created in the aftermath of the incident.

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

Take steps at once to identify and secure all such documents which are now in the keeping of yourself or your staff and then telephoneto confirm what you hold. Try to obtain any documents which may be lost as a result of the incident and bring them into a safe place. Arrangements will be made for the documents to be inspected and collated. If you know of documents which relate or may relate to this incident but which you do not have in your keeping but which have been destroyed, again telephone the above mentioned member of staff to tell us what you can about them and any efforts which might be made to recover them.

INCIDENT LOG SHEET

INCIDENT:

.....

SHEET OF

DATE	SERIAL	TIME RECEIVED (USE 24 HOUR CLOCK)	DETAILS	ACTION TAKEN	TIME ACTION TAKEN (USE 24 HOUR CLOCK)

FORM COMPLETED BY: DATE:

DESIGNATION:

SERVICE:

EMERGENCY MESSAGE FORM	
DATE INCIDENT	COMMENCEMENT TIME OF CALL (24 HRS)
MESSAGE RECEIVED FROM	MESSAGE PASSED TO
NAME: ADDRESS	NAME ADDRESS
TEL NO.	TEL NO.
SUBJECT	
TEXT	
ACTION TAKEN ACTION HR)	TIME TAKEN (24
COMMENTS IF ANY	
FORM COMPLETED BY NAME: DESIGNATION: SERVICE:	

Culture of Debriefings

In order to maximise the benefits a number of points should be observed whereby such meetings should be:-

1. Convened at the appropriate time -
 - Service debriefings - not later than 5 working days after the emergency services have stood down.
 - Inter-Service debriefings - not later than 7 working days after the emergency services have stood down.
 - Inter Authority debriefings - not later than 10 working days after the emergency services have stood down.
 - Inter-Agency debriefings - not later than 14 working days after the emergency services have stood down. (Can be extended to 28 working days if necessary for a major disaster).

2. Held at an appropriate venue - The venue must be able to accommodate all those who are likely to attend. It must also be able to provide for any special needs such as the use of audio visual equipment which could be used as an aid to the debriefing.

3. Chaired by an appropriate authority - In the event of a major disaster, it has been agreed that the South Wales Police will convene and chair inter-agency debriefings. Any principal Local Authority may convene an inter-authority debrief if it considers it to be necessary irrespective of the scale of the incident. The Convening Authority should then chair the meeting and make available a venue for the session, together with the appropriate support services such as minute taking.

4. Chaired by an appropriate person - Debriefings should be chaired by a Police Officer of rank not less than that of a superintendent in the event of a major disaster or that of a Senior Officer for local authority debriefings. Such a person should be skilled and experienced in conducting meetings and must be able to call on the support of officers from their legal departments to advise as appropriate. The chairperson should also ensure that a record of proceedings is taken by a suitably experienced officer.

5. Constructive - The aim of every debriefing session should be to evaluate what has occurred and if necessary to introduce positive changes which will ensure a continued effective response to emergencies in the future. It is acknowledged that emergency preparedness is a dynamic and ongoing process and debriefings are an essential element of effective planning. It should not be seen as an opportunity to apportion blame or to single out a "scapegoat" which can only be counter-productive.

6. A Forum to exchange information - It may not always be clear how different authorities and agencies responded to an emergency. Debriefings can provide an excellent opportunity for all concerned to gain an appreciation of the difficulties and responses of each organisation. Such enhanced understanding should foster a more informed response for future emergencies.

7. Conclusions/Recommendations - It will be for those officers attending debriefings to decide whether they should produce minutes or a report following a debrief. They will also determine who should receive copies of such documents.

8. Inquiries/Investigations - It should always be borne in mind that the discussions, minutes or reports of debriefings could be used in inquiries or investigations by or against local authorities. Representatives from legal departments will be able to advise on this issue during the debriefing.

PART III (c)

INITIATION AND STAND DOWN PROCEDURES

1. Initiation
2. Stand Down

1. INITIATION

Rhondda Cynon Taf County Borough Council operates a system whereby a Duty Officer - Emergency Planning is contactable on a 24 hour, 365 days a year basis. Contact with the Duty Officer - Emergency Planning is via South Wales Fire Service Control (see Communications Directory - Part IV of this plan).

2. STAND DOWN

The Standing Down of the Local Authority response to a Major Incident is likely to be a phased operation as some services will be needed for longer than others (e.g. services like Counselling may be required for an indefinite period).

However it is the responsibility of the Duty Officer - Emergency Planning to co-ordinate the Stand Down of all Local Authority services as they are no longer required. Other Agencies and Volunteers initiated by the Duty Officer - Emergency Planning will also be Stood Down by him/her as necessary.

PART III (d)

TRAINING AND EXERCISING

The Council accepts that it is necessary to orientate staff in the duties they may be asked to provide during response to an emergency. However, the principle of response adopted by the Council is that staff are asked to carry out their normal duties in abnormal circumstances. Therefore, the amount of training required will be minimal, but officers will be sponsored to attend relevant events to enhance their knowledge, particularly when new national initiatives or regulations are being instituted. The Council will also arrange for officers to attend or co-operate in the facilitation of events being organised by partner agencies in the South Wales Local Resilience Forum.

The Council will organise one major exercise or seminar each year to facilitate inter agency collaboration and to provide key staff with a forum for discussion and information interchange. The exercise (if one is used) will validate aspects of the Generic Plan or associated specific plans and may be on the ground or of a tabletop nature.

PART IV

COMMUNICATIONS DIRECTORY

1. Emergency Services
2. Rhondda Cynon Taf County Borough Council
3. Joint Authority Facilities
4. Adjacent Local Authorities
5. Health Service Administrative Numbers
6. Utilities
7. Chemical Industry
8. Other Agencies
9. Voluntary Organisations
10. Government
11. Military

In this section of the plan various telephone numbers are given. The following letters indicate the type of number shown:-

O: Office
H: Home
M: Mobile

(This section contains staff personal information and has therefore been removed).

PART V

RESOURCE PRINCIPLES

Rhondda Cynon Taf County Borough Council is committed to serving the community at all times. During an incident which is outside it's normal activities it recognises it's role in co-ordination of voluntary activities and support to the emergency services.

The Council further recognises its responsibilities to run normal services during the response to an emergency.

The Council will therefore make every effort to provide the resources necessary, both in terms of personnel and equipment from either within it's own resources or by hiring or buying from outside sources.

No attempt will be made to maintain a register of resources because the individual stores levels change on a daily basis. However, the expertise of the Head of Corporate Procurement will be relied on to provide advice in this area.

PART VI

PRE-DESIGNATED SITES - BUILDINGS

1. Major Incident Control Rooms
2. Rest Centres
3. Temporary Mortuaries

PART VI

PRE-DESIGNATED BUILDINGS

1. MAJOR INCIDENT CONTROL ROOMS

Each agency is likely to set up it's own control rooms to co-ordinate their response to the incident. These may be for any or all of the levels of response i.e., Gold (Strategic Level), Silver (Tactical Level) and Bronze (Operational Level).

The Control Rooms listed here are the ones which may be set up by the police for inter agency liaison.

GOLD.

Police Headquarters, Bridgend.

SILVER

Police Divisional Headquarters Pontypridd

PART IV

PRE-DESIGNATED BUILDINGS

2. REST CENTRES

The Rest Centres are split into two categories:- PRIMARY and SECONDARY. The primary centres will in the main be used for long term shelter i.e. including an overnight stay, whilst the secondary centres will be used for short term shelter, i.e. short periods of a few hours not including an overnight stay.

PRIMARY CENTRES

Location	Address of Building	Seating Capacity	Catering Facilities
Abercynon	Abercynon Sports Centre Parc Abercynon Abercynon, CF45 4UY	800	None
Aberdare	Michael Sobell Sports Centre The Ynys Aberdare CF44 7RP	1000	None
Hawthorn	Hawthorn Leisure Centre Fairfield Lane Rhydyfelin Pontypridd CF37 8DJ	750	Up to 500 meals per session
Llantrisant	Llantrisant Leisure Centre Southgate Park Llantrisant CF37 5LN	1500	Limited
Rhondda Fach	Rhondda Fach Sports Centre East Street Tylorstown Ferndale CF43 3HR	1000	None
Rhondda Fawr	Rhondda Sports Centre Gelligaled Park Ystrad Rhondda CF41 7SY	2000	Up to 500 meals per session
Tonyrefail	Tonyrefail Leisure Centre Tyn Y Bryn Park Waunrhydd Road Tonyrefail CF39 8EW	750	None

Leave Blank

PART VI

PRE- DESIGNATED BUILDINGS

3. TEMPORARY MORTUARIES

The Provision of Temporary Mortuaries is presently being reviewed by a multi agency group.

Further information is available from the Head of Emergency Planning on 01443 432999.

PART VII

GLOSSARY OF TERMS

This Glossary gives definitions for terms used in this document together with terms used in Emergency Planning generally.

PART VII

GLOSSARY OF TERMS

The terms listed in this Glossary do not necessarily appear in the plan but are generic terms used in Planning and Incident Response.

Ambulance Control Management Officer	A senior officer based at ambulance control, not directly involved with the controlling of Ambulance Service resources, but rather having a listening brief.
Ambulance Incident Commander (Medic Silver)	Ambulance Officer with overall responsibility for the work of the ambulance service at the scene of a major incident. He liaises closely with the medical incident officer to ensure effective use of the medical and ambulance resources at the scene.
Ambulance Liaison Officer	At the receiving hospital, the ambulance officer responsible for the provision of mobile radio communications between the hospital and the ambulance service, and for the supervision and liaison at the receiving hospital.
Ambulance Loading Officer	The ambulance officer responsible for ensuring that suitable access/egress is available to/from the area of a major incident, for organising patient movement in priority order with a supply of appropriate transportation.
Ambulance Loading Point	An area, preferably hard standing, in close proximity to the Casualty Clearing Station, where ambulances can be manoeuvred and patients loaded.
Ambulance Marshalling	Person responsible in co-ordination with the Officer police for marshalling both personnel and types of vehicle arriving at the Marshalling Area.
Ante Mortem Data	Information obtained from family, friends, etc, about a person who is believed to be amongst the deceased.
Body Holding Area	An area close to the scene where the dead can be temporarily held until transfer to the temporary mortuary.
Cascade System	System whereby one organisation calls out others who in turn initiate further call-outs as necessary.

Casualty	A person killed, physically or mentally injured in war, accident or civil emergency.
Casualty Enquiry Bureau	Police central contact and information point for all records and data relating to casualties.
Casualty Clearing Officer	The ambulance officer who, in liaison with the Medical Incident Officer, ensures an efficient patient throughput at the Casualty Clearing Station.
Casualty Clearing Station	An area set up at a major incident by the Ambulance Service in liaison with the Medical Incident Officer, to assess, treat and triage casualties and direct their evacuation.
Casualty Information Unit	Element of the Casualty Bureau responsible for the recording of casualty data forwarded by documentation team.
Civil Contingencies Act	Major Legislation giving direction on Planning for and Response to major incidents.
Collation Unit	Element of the Casualty Bureau responsible for indexing, cross checking/matching and filing of records.
Command	The authority for an agency to direct the actions of it's own resources (both personnel and equipment).
Co-ordinating Group	A group normally chaired by Police, comprising the senior representative of each service or agency present at the scene of a major incident, which decides on actions to be taken.
Co-ordination	The harmonious integration of the experience of all the agencies involved with the object of effectively and efficiently bringing the incident to a successful conclusion.
Control	The authority to direct strategic and tactical operations in order to complete an assigned function and includes the ability to direct the activities of other agencies engaged in the completion of that function. The control of an assigned function also carries with it a responsibility for the health and safety of those involved.
Control Room	Centre for the control of the movements and activities of each emergency service's personnel and equipment.

Controlled Area	The area contained - if practical - by the outer cordon which may be divided into geographical sectors.
Cordon - Inner	Surrounds the immediate site of the incident and provides security for it.
Cordon - Outer	Seals off the controlled area to which unauthorised persons are not allowed access. (See 'Controlled Area' above).
Crisis Management Team	Chief and 'key' personnel brought together under the Chief Executive to manage and co-ordinate the local authority response to an incident.
Disaster Victim Identification Forms (DVIF)	Standard forms designed for use by all member countries of Interpol.
Emergency Centre	Local authority operations centre from which the management and co-ordination of local authority incident support is co-ordinated.
Emergency Mobile Control vehicle	Vehicle despatched to the site of the incident by each emergency service as a control post.
Evacuation Assembly Point	Building or area to which evacuees are directed for transportation to a reception/rest centre.
Fire Service Marshalling Officer	Person responsible, in co-ordination with the Police for marshalling both fire personnel and types of vehicle arriving at the Marshalling Area.
Fire Service Sector Officer	Fire Service Officer appointed to take control of a specific area or function within the inner cordon.
Forward Ambulance Incident Officer (Medic Bronze)	The officer who, together with the Ambulance Incident Officer and the medical team, manages the ambulance/medical resources at the 'point' of patient contact, within the site.
Forward Control Point	Each service's control point (or points) nearest the site of the incident from which operations are directed.
Friends and Relatives Reception Centre	Secure area set aside for use and interview of friends and relatives arriving at the scene. Established by the police in consultation with the local authority.

General Message Unit	Element of Casualty Bureau responsible for: informing: enquirers when a match is made; notifying persons on behalf of casualties; and making other general enquiries as directed.
HEPO	Health Emergency Planning Officer.
Hospital Documentation Team	Team of Police officers responsible for completing casualty record cards in hospitals.
Hospital Friends and Relatives Reception Centre	An assembly point at the receiving hospital where friends and relatives of victims can be received and arrangements made for their special needs. The receiving hospital is responsible for establishing this centre.
Hospital Information Centre	The centre set up at the receiving hospital to collate data concerning casualties received, their condition, bed status, theatres available, and to provide information to the Police Documentation Team, as appropriate.
Hospital Liaison Officer	Police officer who is the link between the hospital documentation team and the casualty bureau.
Identification Commission	Group representing all aspects of the identification process set up to consider and determine the identity of each of the deceased to the satisfaction of HM Coroner.
Incident Control Post	The point from which each of the emergency services managers can control that service's response to a land based incident. Together the incident control posts form the central point for co-ordinating all activities on site.
Investigating Agencies	Those organisations who are legally empowered to investigate the cause of an accident (e.g. Air Accident Investigation Branch, Marine Accident Investigation Branch, the Railway Inspectorate).
Joint Steering Committee (JSC)	A forum to provide planning liaison between local authority and other public services.
Lead Government Department	Department which, in the event of disaster/emergency, co-ordinates central government activity.

Listed Hospital	Hospitals listed by the appropriate Health Authority as adequately equipped to receive casualties on a 24 hour basis and able to provide when required the Medical Incident Officer and a Mobile Medical/Nursing Team.
Local Authority Liaison Officer	Officer designated by the local authority as the contact point for the emergency services.
Major Incident	A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority.
Major Incident Procedures	Pre-planned and exercised procedures which are activated once a major incident has been declared.
Marshalling Area	Area to which resources and staff not immediately required at the scene are directed.
Media Centre	Central location for media enquiries, providing communications, conference and monitoring facilities, and staffed by spokespersons from all the principal services/organisations responding.
Media Liaison Officer	Representative of each emergency service, the local authority and other organisation/agencies with responsibility for liaising with the media.
Media Liaison Point	Area adjacent to the scene designated for the reception of media personnel, accreditation and briefing on arrangements for reporting, filming and photography manned by media liaison officers from appropriate services.
Medical Incident Officer	The medical officer with overall responsibility, in close liaison with the Ambulance Incident Officer, for the management of the medical resources at the scene of a major incident. He/she should not be a member of a mobile medical team.
Medical/Nursing Team	Nominated hospital personnel that provide on-site treatment at the request of the Ambulance Service.
Missing Person Enquiry Card	Document completed by the Police in respect of each person reported missing who may have been involved in a major incident/disaster.
Mortuary Documentation Officer	Police officer responsible for ensuring continuity of the administration in respect of the post mortem process, recording data as directed.

Mortuary Duty Officer	The Police officer responsible for the routine and security of the mortuary or temporary mortuary.
Mutual Aid Arrangements	Cross-boundary arrangements under which emergency services, local authorities and other organisations request extra staff and/or equipment for use in a disaster.
National Fatality Identification System	Labelling of bodies and body fragments to ensure continuity between scene and mortuary. Normally the Police have responsibility for this.
Nursing Incident Officer	The nursing officer who co-ordinates nursing activities at the scene of a major incident, where more than one mobile team is required and where the appointment of a nursing incident officer is considered necessary. He/she will work together with the Medical Incident Officer and should not be a member of any mobile medical and nursing team.
Overall Incident Commander (Gold)	Senior officer in charge of the Police response who normally co-ordinates the strategic roles of all the emergency services and other organisations involved.
Paramedic	Persons who hold a certificate of proficiency in ambulance paramedic skills issued by, or with the approval of, the Secretary of State.
Police Incident Officer (Bronze)	Police officers designated by Silver and responsible for a number of identified tasks.
Police Incident Officer (Silver)	Police officer who assumes command of all police operations at the incident scene, determines tactics within parameters set by Gold command and establishes and maintains the Police co-ordinating role of the emergency service response.
Police Major Incident Control Room	Established in protracted incidents to co-ordinate the overall Police response, dealing with on-going staffing and logistical requirements and providing facilities for senior command functions.
Post Mortem Data	Information obtained from the post mortem examination process.
Primary Triage Officer	An ambulance officer and/or nominated doctor at the site of a major incident, organising patient removal to the Casualty Clearing Station, using the standard system of triage.

Receiving Hospitals	The hospital(s) selected by the ambulance service (from those listed by the appropriate health authority), to receive casualties in the event of any particular major incident.
Relative Liaison Officer	Member of the Ante Mortem Team allocated specific responsibility for a family or families.
Rendezvous	Point to which all resources arriving at the scene are directed for logging, briefing and deployment. In protracted large scale incidents there may be a need for more than one rendezvous point. Will usually be manned by the Police but with representatives from other services.
Rest Centre	Building designated by local authority for temporary accommodation of evacuees - overnight if necessary. (See survivor reception centre).
Safety Officer	Safety officer for each service responsible for monitoring operations and ensuring safety of personnel working under his/her control within the inner cordon. Liaises with the safety officers from the other service.
Senior Co-ordinating Group	A group normally led by the Police comprising chief officers (or deputies) of the emergency service, the local representative of NHS management and local authority chief executives (or deputies). This group may be located away from the immediate scene of the incident.
The Senior Fire Service Officer	The Operational Commander controlling Fire and Rescue Operations.
Senior Investigating Officer (SIO)	The senior detective officer appointed by the senior Police officer to assume responsibility for all aspects of the Police investigation.
Statutory Services	Those services whose responsibilities are laid down in law: for example Police, Fire and Ambulance Services, HM Coastguard and local authorities.
Supervising Pathologist	Where more than one pathologist is working H.M Coroner may decide to nominate one to act in a supervisory capacity.
Supporting Hospital	A listed hospital nominated to support the receiving hospital in dealing with casualties from a major incident.

Survivor Reception Centre	Secure area to which uninjured survivors can be taken for shelter, first aid, interview and documentation. This is normally short term accommodation, e.g. for a number of hours (see Rest Centre).
Temporary Mortuary	Building accessible from a disaster area and adapted for temporary use as a mortuary in which post mortem examinations can take place.
Territorial Departments	Scottish, Northern Ireland and Welsh Offices.
Triage	Process of prioritisation by medical or ambulance staff for evacuation of the injured.
Triage Card	Colour coded card used by Ambulance Service and medical teams to identify type of casualty.
Utilities	Companies providing essential services, e.g. gas, water, electricity, telephones.
Volunteer Emergency Committee (VEC)	Forum for fostering co-operation between statutory services and local voluntary organisations.
Welfare Co-ordination Team	A team normally co-ordinated by the appropriate local authority social services director or deputy to look after the longer term welfare needs of those affected by a disaster. Team may include representatives from: local authority departments in addition to social services, the Police, church and faith groups and appropriate voluntary organisations.

PART VIII

ACTION CARDS

LIST OF ACTION CARDS

1. Chief Executive
2. Director of Finance & Digital Services
3. Director of Education and Inclusion Services
4. Group Director Community and Children's Services
5. Group Director Prosperity, Development & Frontline Services
6. Director of Legal Services
7. Director of Human Resources
8. Service Director Democratic Services & Communications
9. Head of Legal Services
10. Director of Corporate Estates
11. Service Director Pensions, Procurement & Transactional Services
12. Head of Emergency Planning
13. This number is reserved.
14. Head of Libraries and Museums
15. Divisional Director for Children's Services
16. Director of Adult Services
17. Director of Adult Services
18. Service Director Community Services
19. Service Director Public Protection
20. Head of Leisure, Countryside and Culture
21. Service Director Prosperity & Development
22. Service Director Frontline Services
23. Service Directors for Streetcare and Highways & Engineering
24. Service Director ICT & Digital Services

PART VIII

Rhondda Cynon Taf County Borough Council

Action Card – Preamble

This part of the plan is designed to provide the most senior officers of the Council with an indication of their actions and responsibilities in responding to significant incidents within the Borough. As can be seen from the generic risk assessment in part 1(a) of this plan the incidents that might occur within the Borough are significant in number and vary tremendously in their impact. These cards therefore are only indications of responsibilities and officers will need to be flexible in their approach to each incident. The cards obviously do not list all responsibilities which reflect the principle of doing your normal job in abnormal surroundings or circumstances.

All officers for whom these cards have been prepared will manage an area of response and will be supported by appropriate staff. These incidents may occur at any time and it is therefore recommended that lists of key staff contact details are prepared and that the lists are available to managers on a 24 hour basis.

Managers will also be responsible for ensuring, as far as is practicable, that council services are maintained during any crisis. To this end it may be appropriate for all Groups and/or Divisions to prepare and maintain Business Continuity and Recovery Plans as suggested in Part II paragraph 6.7 of this Plan.

The actions listed reflect the Management Responsibilities of the officer and may not be personal actions but the actions of staff with particular skills working in the Group/Division / Service.

The safety of staff is paramount in response and no officer should put themselves or anyone they supervise in unnecessary danger. Personal Protective Equipment (P.P.E.) must be worn where necessary and no one should enter areas where such equipment is required unless they have it available to them. Police and Fire and Rescue Service instructions must be adhered to in the cordoned areas.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 1

Chief Executive

The Chief Executive will:

- be responsible for the Council response to an incident.
- decide if it is appropriate to call a Senior Leadership Team Meeting to evaluate the response.
- decide if it is appropriate to set up a Council Silver Group and in consultation with colleagues who should chair the Group.
- allocate in consultation with colleagues an appropriate officer to attend a multi agency Gold (Strategic) Group if one is established.
- ensure, as far as is practicable, the normal services of the authority are maintained. Any change to service delivery level will be considered by the corporate management team.
- lead the authority's media response.
- ensure the Leader is briefed as appropriate on all aspects of the incident and response.
- ensure appropriate debriefings are organised.
- take the Chair of the Gold Group in the Recovery / Regeneration Phase.
- nominate an officer to be responsible for the central collation of all logs and message forms.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 2

Director of Finance & Digital Services

The Director of Finance & Digital Services will:

- manage Group Resources so as to ensure a balance between response and maintenance of service.
- be a member of the Senior Leadership Team, Response Group.
- if appropriate represent the Council at any multi agency Gold (Strategic) Group.
- nominate an officer to attend any Silver Group Meeting as necessary.
- ensure appropriate financial management arrangements are in place to monitor and allocate financial resources for the incident.
- ensure I.T. equipment and support is available to provide information and clerical resources for the response.
- ensure Communications (landline and mobile) equipment is available to support the Council response.
- ensure that information is collated to support any claim to Government (or the National Assembly) for financial aid (e.g. Emergency Financial Assistance Scheme or European Funding). This is to include claims from third parties who may be deemed responsible for the incident.
- ensure that insurance and risk management advice is readily available to Council managers as necessary.
- advise elected members and officers on their levels of authority to expend monies in support of the response.
- advise in collaboration with colleagues on any Disaster Appeal Fund that is established.
- ensure as far as is practicable and within financial management protocols that cash is available to undertake personal relief
- consider the need for the issue of prompt payment to companies who require it and are critical to incident response.

(see Part III (b) I Common Elements – Finance of the County Borough Emergency Plan for further details).

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 3

Director of Education and Inclusion Services

The Director of Education and Inclusion Services will:

- manage Resources so as to ensure a balance between response and maintenance of service.
- be a member of the Senior Leadership Team, Response Group.
- if appropriate represent the Council at any multi agency Gold (Strategic) Group.
- Nominate an officer to attend any Silver Group Meetings (as necessary).
- liaise with School Governors and Head Teachers in relation to school based incidents.
- ensure as far as is practicable that children receive their statutory education in terms of available days.
- assist in the provision of information to the public by making available professional staff e.g. Library Service.
- provide specialist staff (e.g. Educational Psychologists) to support Head Teachers in pupil management in affected schools.
- assist if appropriate with providing feeding services to the public.
- provide buildings, if necessary, for shelter and feeding of displaced persons.
- ensure liaison (if appropriate) with School Governors and Head Teachers in relation to school based emergencies.
- collaborate with the Group Director Community and Children's Services in providing a personal care and support service.
- liaise as necessary with the Health Service to provide information to pupils, staff or parents.
- assist Head Teachers when required to prepare for the return to school of pupils and staff affected by an incident.
- provide if necessary, care for children in evacuation centres to release parents, to respond to the incident, including the preparation of property for a return home.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 4

Group Director Community and Children's Services

The Group Director Community and Children's Services will:

- manage Group Resources so as to ensure a balance between response and maintenance of service.
- be a member of the Senior Leadership Team, Response Group.
- if appropriate represent the Council at any multi agency Gold (Strategic) Group.
- provide a Personal Care and Support Service.
- provide buildings, if necessary, for shelter and feeding of displaced persons.
- act as appropriate in the role of Director of Social Services for the Authority.
- ensure the provision of liaison officers for management of the volunteer response.
- provide staff and premises for the provision of support for the public in terms of the temporary or permanent rehousing of displaced persons.
- ensure information is made available as necessary for the development of Public Information Bulletins.
- ensure that staff are made available for consultation and liaison with partner agencies throughout all phases of an emergency.
- Assist with monitoring of affected area including the use of the CCTV infrastructure.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 5

Group Director Prosperity, Development & Frontline Services

The Group Director Prosperity, Development & Frontline Services will:

- manage Group Resources so as to ensure a balance between response and maintenance of service.
- be a member of the Senior Leadership Team, Response Group.
- if appropriate represent the Council at any multi agency Gold (Strategic) Group.
- co-ordinate all Engineering and Works Services of the Authority in the response to any Emergency.
- provide staff and equipment for environmental monitoring purposes.
- ensure information is made available as necessary for the development of Public Information Bulletins.
- consult as necessary with the utilities (Gas, Water, Electricity and the Environment Agency) in responding to Emergencies within the Borough.
- co-ordinate the process of recovery and regeneration of the scene.
- manage the assistance to the Emergency Services in cordoning the affected area and provide advice on traffic management, including wherever possible clearance of suitable access routes (snow or rubble clearance).
- make parks and playing fields available, as necessary, to aid in the response to an incident.
- ensure that plant and vehicles are available to support the emergency services in the response phase and lead in the recovery and regeneration phase of an incident (including hire of appropriate equipment from outside contractors).
- manage the organisation of the regeneration phase by ensuring the clearance of the scene, including the use of outside contractors as necessary.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 6

Director of Legal Services

The Director of Legal Services will:

- manage the Legal and Member Interaction to an incident within the Borough.
- be a member of the Senior Leadership Team, Response Group.
- if appropriate represent the Council at any multi agency Gold (Strategic) Group.
- if an election is scheduled during any response phase, ensure as far as is practicable, that the ballot is effected according to electoral law.
- convene any appropriate meetings of elected members and ensure they are properly briefed and advised as to their role in the response to an incident.
- ensure that policy scrutiny and legal oversight is appropriately managed within the context of any incident.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 7

Director of Human Resources

The Director of Human Resources will:

- manage the resources available within the area of his responsibility.
- be a member of the Senior Leadership Team, Response Group.
- if appropriate represent the Council at any multi agency Gold (Strategic) Group.
- ensure that Trade Unions are informed and consulted in regard to unusual staffing issues during the incident response.
- advise all managers on Human Resources Policies (Council, National, E.E.C) which impact on incident response.
- advise on the employment of specialist staff on a Temporary Basis to assist in incident response.
- lead on Health and Safety policy advice to managers who have staff responding to any event.
- provide Occupational Health Care and Advice to staff employed by the Authority who are involved in the response or are otherwise affected by the incident.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 8

Service Director Democratic Services & Communications

The Service Director Democratic Services & Communications will:

- manage on behalf of the Chief Executive the Council's media and information response to an incident.
- be a member of the Senior Leadership Team, Response Group.
- provide staff to attend the Police Media Briefing Centre if one is established.
- during the recovery and regeneration phase lead the media response and establish press briefing facilities as necessary.
- monitor the media.
- advise staff and Elected Members on media response and ensure adherence to the Council's Media Policy
- prepare in conjunction with relevant staff or Elected Members press releases.
- co-ordinate press releases with response partners and in particular the Police Media Briefing Centre.
- prepare public information sheets and bulletins.
- Assist with briefing and providing advice to Elected Members.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 9

Head of Legal Services

The Head of Legal Services will:

- if appropriate represent the Council at any multi agency Gold (Strategic) Group.
- nominate an officer to attend any Silver Group Meeting as necessary.
- ensure the Council complies with its legal obligations and powers.
- ensure that all records of the incident are collected and kept in case any legal enquiry or court case follows, if required to do so by the Chief Executive.
- advise as appropriate Elected Members and Officers on legal issues.
- ensure that all debriefing sessions are documented and conducted in an appropriate way.
- ensure that the Council is properly represented at any Enquiry, Inquest or Court Proceedings.
- prepare any legal papers required as a result of an incident.

(see Part III (b) 2 Common Elements – Legal of the County Borough Emergency Plan for further details).

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 10

Director of Corporate Estates

The Director of Corporate Estates will:

- nominate an officer to attend any Silver Group Meeting as necessary.
- advise on the safety of buildings involved in the incident if required by the emergency services.
- provide emergency / temporary minor repairs to buildings to ensure security or safety of the public.
- identify empty Council buildings for use in response.
- undertake emergency works to buildings to make them useful for purpose in emergency response.
- provide specialist officers to advise the Emergency Services, Council Officers and the public on building safety (structural engineers, electricians, etc.).
- liaise with the public utilities on their services as appropriate.
- procure services as appropriate to assist in the response (e.g. demolition, fencing).

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 11

Service Director Pensions, Procurement & Transactional Services

The Service Director Pensions, Procurement & Transactional Services will:

- nominate an officer to attend any Silver Group Meeting as necessary.
- advise on procurement / contract policy of the Council.
- advise on supplies to meet immediate non-contract needs.
- negotiate for the acquisition of specialist services and resources for which contracts do not exist.
- consult with contractors to ensure immediate needs are met so as to provide for an appropriate response.
- monitor the impact of any incident on local contractors (security of supply for normal service and incident response).

Note. Whilst some of the needs will be over and above contract quantities they will need to be met within or outside contract conditions. The needs of other Council users (Maintenance of Service) will also need to be considered.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 12

Head of Emergency Planning

The Head of Emergency Planning will:

- be a member of the Senior Leadership Team, Response Group.
- nominate an officer to attend any Silver Group Meeting as necessary.
- accompany or support the nominated officer who attends any Gold Group established.
- advise on emergency planning issues relevant to response.
- if necessary attend the scene, liaise with responding agencies and co-ordinate the Council response.
- review as necessary Council Contingency Plans.
- prepare in consultation with appropriate partners a response plan, if required and if time allows.
- assist as required in the debriefing process.
- be available to the Chief Executive and the Corporate Management Team to provide support in response as necessary.
- assist in training and exercising staff in their response needs.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 13

This number is reserved.

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Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 14

Head of Libraries

The Head of Libraries and Museums will:

- nominate an officer to attend any Silver Group Meeting as necessary.
- assist in the provision of information to the public by making available professional staff e.g. Library Service.
- provide buildings for the information process and the development of Community Focus or Self Help Groups.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 15

Divisional Director for Children's Services

The Divisional Director for Children's Services will:

- nominate an officer to attend any Silver Group Meeting as necessary.
- collaborate with the Director of Adult Services in providing a Personal Care and Support Service.
- provide professional staff to support rest centre management.
- ensure professional staff are available to provide an assessment or support service to the affected community.
- ensure the provision of liaison officers for management of the volunteer response.
- liaise as necessary with the Health Service in regard to management of children and young people affected by the incident.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 16

Director of Adult Services

The Director of Adult Services will:

- nominate an officer to attend any Silver Group Meeting as necessary.
- provide staff to support the group in any response.
- assist in the identification and provision of specialist resources and equipment.
- ensure Financial Management Information is collected , collated and transferred to the Accountancy Division to effect any claims for support from outside sources or insurance / third party claims by the Council.
- advise on Human Resources and Health and Safety issues relating to the Group response to any incident.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 17

Director of Adult Services

The Director of Adult Services will:

- nominate an officer to attend any Silver Group Meeting as necessary.
- collaborate with the Divisional Director for Children's Services in providing a Personal Care and Support Service.
- provide professional staff to support rest centre management.
- ensure professional staff are available to provide an assessment or support service to the affected community.
- ensure the provision of liaison officers for management of the volunteer response.
- liaise as necessary with the Health Service in regard to management of the Community Care Response.
- provide buildings, if necessary, for shelter and feeding of displaced persons.
- provide advice on and specialist equipment which could be made available for persons with a disability.
- provide, if available, Specially Adapted Vehicles with drivers to assist with evacuation.
- provide specialist staff and equipment to assist with communication (e.g. signing, Braille, etc.).
- provide staff to liaise with the Coroners Office in relation to support of the families of deceased persons.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 18

Service Director Community Services

The Service Director for Community Services will:

- nominate an officer to attend any Silver Group Meeting as necessary.
- provide buildings, if available, for shelter and feeding of displaced persons.
- provide staff and premises for the provision of support for the public in terms of the temporary or permanent rehousing of displaced persons.
- assess the needs of persons displaced from their normal places of accommodation.
- consider the Health and Safety needs and welfare of residents in properties owned by the Council which may be affected by any incident.
- Ensure that Administrative and Management Systems are made available to support any response.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 19

Service Director for Public Protection

The Service Director for Public Protection will:

- nominate an officer to attend any Silver Group Meeting as necessary.
- provide staff and equipment for environmental monitoring purposes.
- ensure information is made available as necessary for the development of Public Information Bulletins.
- provide officers to enforce the Food and Environment Protection Act in collaboration with the Welsh Assembly Government if necessary.
- provide officers and equipment to assist in the management of animals either farm, domestic or feral.
- provide officers to serve as members of any:
 - a) Outbreak Control Team formed
 - b) Any Health Advisory Team established at a Strategic Control Centre.
- provide advice to all council members and staff on chemicals and their effects.
- advise on procurement of material and services in the recovery phase of an incident (counterfeit goods or “cowboy” suppliers and tradesmen).
- investigate events under the Health and Safety at Work etc Act 1984 if jurisdiction is with the Council.
- draft and if necessary serve any appropriate Abatement, Enforcement or Improvement notices in consultation with legal services and any response partners.
- provide advice on Public and Environmental Health to Staff, Elected Members and the Public.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 20

Head of Leisure, Countryside and Culture

The Head of Leisure, Countryside and Culture will:

- nominate an officer to attend any Silver Group Meeting as necessary.
- provide buildings, if necessary, for shelter and feeding of displaced persons.
- effect the change of use of the building and provide appropriate staff to enable their use as Rest Centres.
- liaise with the Head of Emergency Planning to acquire additional staff for the centre including volunteers.
- provide from stock at centres soft drinks and snacks for evacuees.
- make parks and playing fields available, as necessary, to aid in response to an incident.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 21

Service Director Prosperity & Development

The Service Director for Prosperity & Development will:

- nominate an officer to attend any Silver Group Meeting as necessary.
- consult as necessary with the utilities (Gas, Water, Electricity and the Environment Agency) in responding to Emergencies within the Borough.
- assist the Emergency Services in cordoning the affected area and provide advice on traffic management, including wherever possible clearance of suitable access routes (snow or rubble clearance).
- provide building control staff to advise on the safety of buildings and structures.
- assist in the organisation of the regeneration phase by managing the clearance of the scene including the use of outside contractors as necessary.
- provide information and advice on management of the built and open environments (listed buildings, SSSI's, etc.).
- negotiate for the use of buildings or land in the ownership of third parties for use in the response to incidents.
- advise the Business Community of Business Continuity and Business Recovery Issues (including vacant premises and availability of grant aid from all sources).
- work with appropriate agencies to provide retraining opportunities for communities to enable the re-establishment of industrial and service industries in the regeneration phase of an incident.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 22

Service Director Frontline Services

The Service Director Frontline Services will:

- nominate an officer to attend any Silver Group Meeting as necessary.
- manage all Engineering and Works Services of the Authority in the response to any Emergency.
- assist the Emergency Services in cordoning the affected area and provide advice on traffic management, including advice on the clearance of suitable access routes (snow or rubble clearance).
- lead the response to flooding incidents within the Borough including inspection and clearance as far as is practicable of known areas.
- advise and assist, if practicable, with the assessment and remediation of contaminated areas.
- provide vehicles, equipment and staff for the collection and transportation of waste from the incident scene (including clinical or special waste).
- consider with partner agencies methods for management of contaminated waste.
- liaise with Natural Resources Wales on transport routes and appropriate disposal sites.
- advise on relevant waste management regulations.
- consider special arrangements for normal collection (following disruption by the incident).
- provide information to the public on the management of waste, if necessary, because of the inability to collect or other unusual circumstances.
- make available vehicles and plant in the ownership of the Council to assist in response whilst considering the continuation of his/her service.
- provide advice on the acquisition or identification of specialist vehicles and plant.
- acquire as necessary, by hire, vehicles and plant deemed essential for response to any incident.

- advise and make staff available for the maintenance of vehicles and plant being used in response.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 23

Service Directors Streetcare and Highways & Engineering

The Service Directors Streetcare and Highways & Engineering will:

- nominate an officer to attend any Silver Groups necessary.
- nominate an officer to attend any Recovery Working Group as necessary.
- advise colleagues on waste disposal issues.
- liaise with the Environment Agency on appropriate waste disposal solutions.
- provide staff to advise on Engineering issues.
- liaise as appropriate with colleague agencies on trunk road issues.
- liaise with police and public transport operators on transportation and highways network management.
- consult as necessary with the Utilities (Gas, Water, Electricity and Natural Resources Wales) in responding to Emergencies within the Borough.
- advise on the maintenance and repair of the highways infrastructure.

Rhondda Cynon Taf County Borough Council

County Borough Emergency Plan

Action Card 24

Service Director for ICT & Digital Services

The Service Director for ICT and Digital Services will:

- nominate an officer to attend any Silver Groups necessary.
- provide Communications and I.T. equipment as required to assist in response.
- make available professional staff to assist with public information.
- make available appropriate staff to assist with help lines.
- provide the facilities of the 24 x 7 x 365 Contact Centre and One for All Centres to assist in the management of any incident.

BIBLIOGRAPHY

The government at national and regional level has issued a number of sets of guidance over the last three years. Some of this Guidance is RESTRICTED and sharing it in total may not be possible. However, copies of all the documents listed below are held by the Head of Emergency Planning.

This list is not exhaustive and will require updating on a regular basis as new guidance is issued.

1. Exotic Animal Disease Contingency Plan.
2. Wales Framework for Managing Major Infectious Disease Emergencies.
3. Pan Wales Response Plan.
4. Site Clearance Guidance.
5. Downstream Oil Plan.
6. Humanitarian Assistance in Emergencies – Guidance on Establishing Family Assistance Centres.
7. NHS Emergency Planning Guidance 2005.
8. The Needs of Faith Communities in Major Emergencies – Some Guidelines. August 2005.
9. The Release of C.B.R.N. substances or materials Guidance for Local Authorities. August 2003.
10. LACORS – Generic Notifiable Animal Disease Contingency Plan Template for Local Authorities.
11. Department of Health – Influenza Pandemic Contingency Plan.
12. Defra: Avian Flu and Newcastle Disease – Contingency Plan.
13. Media Emergency Forums – Welsh Assembly Media Plan V.9.
14. Local Risk Assessment Guidance – Cabinet Office – July 2005.
15. Civil Nuclear Emergencies Handbook.
16. Decontamination of People Exposed to CBRN Substances or Materials – Strategic National Guidance.
17. Decontamination of Buildings and Infrastructure exposed to CBRN substances or material – Strategic National Guidance – May 2004.
18. Decontamination of the open environment exposed to CBRN substances or materials – Strategic National Guidance – March 2004.

19. Guidance on Dealing with Fatalities in Emergencies RESTRICTED – DRAFT – July 2005.
20. UK Recovery Handbook for Radiation Incidents.
21. London Disaster Mortuary Plan – Restricted – July 2004.
22. London resilience Strategic Emergency Plan – March 2005.
23. British Red Cross Appeal Funds.
24. Wales Decontamination Protocol – June 2005.
25. Evacuation and Shelter Guidance – October 2006.
26. Humanitarian Assistance in Emergencies Guidance – March 2007.
27. Data protection and Sharing Guidance – January 2007.