MAJOR EMERGENCY PLAN

November 2019
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Foreword

Halton Borough Council has a statutory duty, as part of the Civil Contingencies Act 2004, to ensure the Council has resilience in place to respond to and recover from a Major Incident / Major Incident Standby, which may occur within the Borough of Halton.

Therefore, this plan demonstrates the arrangements which are in place, to assist Halton Borough Council Staff respond to a Major Incident / Major Incident Standby efficiently and effectively.

The Council has undertaken an assessment of the risks facing the Borough of Halton and has Emergency Plans in place, to mitigate the effects of incidents occurring. At the time of an incident the Council acts in support to the Emergency Services. The Council aims wherever possible to lessen the effects of the incident on the people, property and the environment and to assist with the restoration of normality.

David Parr  
Chief Executive
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Plan Issue and Amendments

This plan is produced and issued by the Risk and Emergency Planning Division, Enterprise, Community & Resources Directorate, Halton Borough Council.

The plan is a ‘flexible working document’ which is reviewed on an annual basis. The document reflects on the lessons learnt from past incidents, training exercises and good practice shared across Cheshire.

Please forward plan amendments to:-

Risk and Emergency Planning Division
Enterprise, Community & Resources Directorate
Municipal Building
Kingsway
Widnes WA8 7QF

Email: emergency.planning@halton.gov.uk

It is the responsibility of each Directorate within Halton Borough Council, to ensure the information regarding their area within this document is correct and up to date.

<table>
<thead>
<tr>
<th>Date</th>
<th>Amendment</th>
<th>Pages</th>
<th>Actioned By</th>
</tr>
</thead>
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<td>November 2016</td>
<td>Full review of document</td>
<td></td>
<td>R&amp;EP Division</td>
</tr>
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<td>November 2017</td>
<td>Full review of document</td>
<td></td>
<td>R&amp;EP Division</td>
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<td>November 2018</td>
<td>Full review of document</td>
<td></td>
<td>R&amp;EP Division</td>
</tr>
<tr>
<td>November 2019</td>
<td>Full review of document</td>
<td></td>
<td>R&amp;EP Division</td>
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</tbody>
</table>

Risk & Emergency Planning – November 2019
Disclaimer

This Major Emergency Plan has been prepared and published in good faith by Halton Borough Council and is believed to comprise accurate and up-to-date information regarding all matters contained within the document at the time of writing.

This document is a “live document” and is reviewed and updated every twelve months.

However, no guarantee warranty, nor binding assurance or representation of any kind given by virtue of the preparation and publication of this plan by Halton Borough Council, its employees or agents or anyone acting on their behalf:

- That the plans, intentions, procedures and information herein are complete and without defect or error of any kind.

- That any action or series of actions, processes, or procedures described herein as to be taken will be taken by the person or person herein described or by any other person or persons acting on his, her or their behalf.

- That all or any of the people, resources, equipment, facilities or services described herein will be available at all or any time or times.

That any person or persons other than members, employees or agents of Halton Borough Council who act or fail to act in reliance upon this plan or any part or parts of it do so entirely at his, her or their own risk.
Introduction

Legislation

This document implements the statutory requirements of Local Authorities as a Category: 1 Responder, under the provisions of the Civil Contingencies Act 2004. The chief requirement of the Act, is to produce and maintain a plan which aims to ensure, when an emergency occurs or is likely to occur, Halton Borough Council can deliver its functions so far as necessary, for the purpose of:

- Preventing an Emergency;
- Reducing, Controlling or Mitigating the effects of the Emergency;
- Taking other action in connection with the Emergency.

Major Emergency Plan Aim & Objectives

Aim:

‘To ensure an effective, flexible and co-ordinated response to the declaration of a Major Incident / Major Incident Standby.’

The purpose of the ‘Major Emergency Plan’ is to provide a framework for managing the council’s response to a Major Incident / Major Incident Standby, which cannot be dealt with through normal procedures. The plan outlines the ‘Roles and Responsibilities’ of the two Directorates within the authority and provides an Emergency Management Structure, where appropriate. Depending on the nature and scale of the incident, the authority’s ‘Business Continuity Plans’ may be activated, which will work alongside this document.

Objectives:

The objectives are to:

- Support the Emergency Services;
- Support and care for the community;
- Mitigation of the effects;
- Co-ordination of and assistance to non-council organisations;
- Assist in the restoration of the community and the environment;
- Assist Neighbouring Local Authorities and Government Agencies (where practicable).
Borough Description

The Borough of Halton contains the towns of Widnes and Runcorn, plus the villages of Hale, Moore, Daresbury and Preston Brook. It is situated between Liverpool and Manchester, at the lowest bridging point across the River Mersey. Halton is an urban industrial area. The main business is in chemical manufacturing, food processing, clothing, metal product and furniture manufacturing. Widnes also has a large freight container handling facility (rail and road based). The main service sectors are communications, retail, finance and public health administration.

<table>
<thead>
<tr>
<th>Area</th>
<th>Population No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(2017)</td>
</tr>
<tr>
<td>Runcorn</td>
<td>63,714</td>
</tr>
<tr>
<td>Widnes</td>
<td>63,881</td>
</tr>
<tr>
<td>Hale</td>
<td>1,817</td>
</tr>
<tr>
<td>Halebank</td>
<td>1,923</td>
</tr>
<tr>
<td>Moore</td>
<td>759</td>
</tr>
<tr>
<td>Preston Brook</td>
<td>800</td>
</tr>
<tr>
<td>Sandymoor</td>
<td>2,858</td>
</tr>
<tr>
<td>Daresbury</td>
<td>324</td>
</tr>
<tr>
<td><strong>Total Population</strong></td>
<td><strong>127,595</strong></td>
</tr>
</tbody>
</table>

Natural Environment

The town of Widnes, although evolving from an industrial past, has a number of green areas, including a number of Nature Reserves at Spike Island and Hale Village. Widnes has a large open park area to the North of the Town, which is known as Victoria Park. Runcorn has a much-used Bridgewater Canal running parallel to the old town. There are numerous green areas around Runcorn including the Nature Reserve at Wigg Island.

Road Network

Major motorways run through and around Halton. Halton is bound by the M56 to the South, the M62 to the North and the M6 to the East, where Thelwall Viaduct spans the River Mersey. Between the towns of Widnes and Runcorn, the new Mersey Gateway spans the River Mersey. The Mersey Gateway crossing is a 6 lane toll bridge, which is managed and maintained by Merseylink. The gateway is the main arterial route between North Cheshire and Merseyside. The new structure is 1.5km to the East of the existing crossing, Silver Jubilee Bridge, which is maintained by Halton Borough Council. The Wallasey and Birkenhead tunnels are in operation from nearby Liverpool.
Rail

The main ‘West Coast Railway’ line runs through the Borough, with a main line station located close to the River Mersey, Runcorn.

Airport

Liverpool John Lennon Airport (LJLA) is the 12th busiest airport in the UK (as at 2017) with flights to many UK, Regional and International Destinations. Liverpool John Lennon Airport has one terminal, which sees 4.8 million passengers fly to over 70 destinations each year.

Water

Manchester Ship Canal runs parallel to the town of Runcorn and has a dock facility specialising in the handling of a wide variety of bulk cargoes. Investment in new storage facilities, deepening of the dock and handling facilities has seen steady increases in tonnage.

Economy

The economy is based on chemical manufacturing, retail, land and sea freight industries, located on both sides of the River Mersey.

Location of Council Offices

The Council has a number of buildings throughout the borough, including:

- Municipal Building, Widnes
- Runcorn Town Hall
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Borough Specific Risks and Hazards

Control of Major Accident Hazard (COMAH) Regulations 2015

Halton Borough Council has a legal requirement as part of the COMAH Regulations 2015, regarding the 9 Upper Tier COMAH sites located within the Borough of Halton.

Runcorn

‘Runcorn Site COMAH Operators’ is the umbrella terminology used for the 6 operators on the 1 site, which are:

- INOVYN ChlorVinyls Ltd
- INEOS Enterprises Group Ltd
- Koura Ltd (formerly Mexichem Runcorn Ltd)
- VYNOVA Runcorn Ltd
- Runcorn MCP Ltd
- Packed Chlorine Ltd

Widnes

In Widnes, there are 3 ‘Upper Tier’ COMAH Sites.

These are:

- Emerald Kalama Widnes Ltd, Dans Road. WA8 0RF
- ICoNiChem Ltd, Moss Bank Lane. WA8 0RU
- Univar Ltd, Pickerings Pasture, Halebank. WA8 8XW

Cross Border COMAH Site

There is an ‘Upper Tier COMAH Site’ based within the Borough of Knowsley, which is in close proximity to the border of Halton.

- Vertellus Specialities UK Ltd, Lower Road, Widnes WA8 8NS
Cloudburst – Major Incident ALWAYS Declared!

In the unlikely event of a ‘Major Accident’ occurring at a COMAH Site, controls are in place to protect the public and the environment.

In the event a COMAH Emergency occurs, at any of the sites detailed on the previous page, resulting in an uncontrolled release of toxic gas (known as a CLOUDBURST) the following levels of alert will be disseminated to emergency responding agencies and organisations.

The declaration of a ‘Cloudburst’ is automatically a ‘Major Incident.’ This means a ‘Major Accident’ has occurred and there has been a release of a dangerous substance i.e. chemical, which has the potential to cause serious harm to the public and / or environment.

Using the word ‘CLOUDBURST’ produces a consistent agreed approach from all agencies in the response to the incident.

There are a number of scenarios where the word “CLOUDBURST” may be used.

These are:

Primary Cloudburst

The declaration of a ‘Primary Cloudburst’ indicates an incident has occurred at an ‘Upper Tier COMAH Site’ and has the potential to affect the areas outside the boundary of the premises. The site alarm will be raised by the Site Operator. However, depending on circumstances it may also be raised by a Senior Officer from any Emergency Services, who may be present at the incident or responding at the scene.

Secondary Cloudburst

The declaration of a ‘Secondary Cloudburst’ indicates an incident has occurred at premises, which does not hold ‘Upper Tier Status.’ The incident may involve a toxic gas or other substance, which has the potential to affect areas outside the boundary of the premises. A Senior Fire Officer or a representative from one of the Emergency Services will normally raise the alarm, who are present at the incident or responding at the scene.

Mobile Cloudburst

The declaration of a ‘Mobile Cloudburst’ indicates an incident has occurred which involves toxic gas or other dangerous substances, at a location other than a building e.g. pipeline, highway, ship or a railway. A Senior Fire Officer or a representative from one of the Emergency Services will normally raise the alarm, who are present at the incident or responding at the scene.
Major Accident Hazard Pipelines Regulations (MAHP) (1996)

Pipelines carrying hazardous substances are present in parts of Halton. In the unlikely event of an accident occurring plans have been produced to protect the public and the environment. Copies of Halton Borough Council’s Major Accident Hazard Pipeline Plan is held internally and externally.

Radiation
(Emergency Preparedness and Public Information) (REPPiR) Regulations 2001

There are no ‘Nuclear Sites’ located within the Borough of Halton. However, there is one site subject to REPPiR in Cheshire, which is located within the Ellesmere Port area of Cheshire West & Chester Council area (The off-site risk and external Public Information is managed by Cheshire West & Chester).

In the unlikely event of a ‘Radiation Accident’ occurring, plans are required as part of the Local Authority’s statutory duty to protect the public and / or the environment.

In the event of a radiation incident, the Cheshire Resilience Forum (CRF) Emergency Response Manual would also be activated, which would work with Local Authority Plans.

Further Risks to the Borough of Halton include:

- Mersey Gateway
- Silver Jubilee Bridge
- Severe Weather
- Pandemic Flu
- Flooding
- Railway
- Liverpool John Lennon Airport
- Terrorism
Activation of the Plan

Major Incident / Major Incident Standby

A Senior Officer from one of the Emergency Services who first attends the scene of an incident, will notify their Headquarters if, in their judgement, the incident is a ‘Major Incident’ / ‘Major Incident Standby’ or is likely / has the potential to develop into one.

Definition of an Emergency

Civil Contingencies Act (2004) focuses on the consequences of Emergencies and defines an Emergency as:

- An event or situation which threatens serious damage to human welfare;
- An event or situation which threatens serious damage to the environment;
- War or terrorism which threatens serious damage to security.
Major Incident

Major Incident - Definition

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

Notes:

a) ‘emergency responder agencies’ describes all Category one and two responders as defined in the Civil Contingencies Act (2004) and associated guidance;

b) a major incident is beyond the scope of business-as-usual operations, and is likely to involve serious harm, damage, disruption or risk to human life or welfare, essential services, the environment or national security;

c) a major incident may involve a single-agency response, although it is more likely to require a multi-agency response, which may be in the form of multi-agency support to a lead responder;

d) the severity of consequences associated with a major incident are likely to constrain or complicate the ability of responders to resource and manage the incident, although a major incident is unlikely to affect all responders equally;

e) the decision to declare a major incident will always be a judgement made in a specific local and operational context, and there are no precise and universal thresholds or triggers. Where LRFs and responders have explored these criteria in the local context and ahead of time, decision makers will be better informed and more confident in making that judgement.

July 2016
Major Incident Standby - Definition

A Major Incident Standby is any incident that is NOT a Major Incident, but:

- Has the potential to develop into a Major Incident, or
- Involves contamination of the environment, water courses or air pollution, or
- Involves evacuation or the potential for evacuation of any members of the public, or
- Involves major road closures, or
- Involves the distribution of health advice to any members of the public, or
- Has a significant impact on service delivery, or
- Is likely to cause public concern

Critical Incidents - Definition

“any incident where the effectiveness of the police response is likely to have a significant impact on the confidence of the victim, their family and/or the community.”
JESIP – Joint Emergency Services Interoperability Principles

The Emergency Services apply the JESIP doctrine when responding to Major Incidents / Major Incident Standby ‘multi-agency incidents.’

Principles for Joint Working

There are ‘5 Joint Working Principles’ which are applied to any type of Multi-Agency Incident. Therefore, these can be utilised in a multitude of environments, which helps agencies / organisations work together.

The ‘5 Joint Working Principles’ are:

- **Co-locate**
  Co-locate with commanders as soon as practicably possible at a single, safe and easily identified location near to the scene.

- **Communicate**
  Communicate clearly using plain English.

- **Co-ordinate**
  Co-ordinate by agreeing the lead service. Identify priorities, resources and capabilities for an effective response, including the timing of further meetings.

- **Jointly understand risk**
  Jointly understand risk by sharing information about the likelihood and potential impact of threats and hazards to agree potential control measures.

- **Shared situation awareness**
  Shared Situational Awareness established by using METHANE and the Joint Decision Model.
The METHANE model is an established reporting framework, which provides a common structure for responders and their control rooms to share information regarding a Major Incident / Major Incident Standby.

<table>
<thead>
<tr>
<th>M</th>
<th>MAJOR INCIDENT</th>
<th>Has a major incident or standby been declared? (Yes / No - if no, then complete ETHANE message)</th>
<th>Include the date and time of any declaration.</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>EXACT LOCATION</td>
<td>What is the exact location or geographical area of the incident?</td>
<td>Be as precise as possible, using a system that will be understood by all responders.</td>
</tr>
<tr>
<td>T</td>
<td>TYPE OF INCIDENT</td>
<td>What kind of incident is it?</td>
<td>For example, flooding, fire, utility failure or disease outbreak.</td>
</tr>
<tr>
<td>H</td>
<td>HAZARDS</td>
<td>What hazards or potential hazards can be identified?</td>
<td>Consider the likelihood of a hazard and the potential severity of any impact.</td>
</tr>
<tr>
<td>A</td>
<td>ACCESS</td>
<td>What are the best routes for access and egress?</td>
<td>Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it.</td>
</tr>
<tr>
<td>N</td>
<td>NUMBER OF CASUALTIES</td>
<td>How many casualties are there, and what condition are they in?</td>
<td>Use an agreed classification system such as ‘P1’, ‘P2’, ‘P3’ and ‘dead’.</td>
</tr>
<tr>
<td>E</td>
<td>EMERGENCY SERVICES</td>
<td>Which, and how many, emergency responder assets and personnel are required or are already on-scene?</td>
<td>Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector, may be required.</td>
</tr>
</tbody>
</table>
Joint Decision Model

Further information can be found at www.jesip.org.uk
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Alert and Activation Procedures

The notification of a Major Emergency, will be passed immediately to the Emergency Services Control Room, who has declared the incident. Based on the information received they will determine, in consultation with the informing officer, whether the Emergency is a MAJOR INCIDENT or MAJOR INCIDENT STANDBY. Based on the outcome, will initiate the alerting procedures.

Halton Borough Council

Following declaration and receipt of the ‘Major Incident’ or ‘Major Incident Standby’ Halton Borough Council will establish the appropriate Emergency Management Structure(s) within the Authority. The Borough Council Emergency Coordinator, supported by the on-call Emergency Planning Officer / Staff Officer, will be responsible for arranging the opening and operation of one of the Local Authority Emergency Centres.

Regional Arrangements

In the event of a Major Emergency which crosses ‘County Boundaries’ or impacts on the region in other ways, a ‘Regional Command Structure’ may be put into place under the Civil Contingencies Act 2004.

The command group is the **Regional Civil Contingencies Committee (RCCC)**.

The precise role of a RCCC is likely to vary depending on the nature of the Emergency at hand. However, generic aspects of the role are likely to include:

- Collating and maintaining a Strategic picture of the evolving situation within the region.
- Assessing whether there are any issues that cannot be resolved at a local level.
- Facilitating ‘Mutual Aid’ arrangements within or between the regions.
- Ensuring an effective flow of communication between Local, Regional and National levels.
- Raising, to a National level, any issues that cannot be resolved at a Local or Regional level.
- Ensuring the National input to ‘response and recovery’ is co-ordinated with the Local and Regional response effort.
- Guiding the deployment of scarce resources across the region by identifying regional priorities.
- Providing, where appropriate, a regional spokesperson.
Cheshire Resilience Forum (CRF)

CRF is a multi-agency group bringing together the Emergency Services, National Health Service and Local Authorities, plus all other agencies to prepare for, respond to and recover from a ‘Major Incident’ or ‘Major Incident Standby’. The aim of the forum is to work together to protect the community of Cheshire.

As part of the Civil Contingencies Act (2004), each part of the United Kingdom is required to establish a Resilience Forum – a multi-agency group, which covers policing areas who share information and resources.

Emergency Services

Following the declaration of a Major Incident or Major Incident Standby, Cheshire Police or Cheshire Fire & Rescue Service will take the overall lead role in coordinating the response during a Major Emergency, using the Operational (Bronze), Tactical (Silver) and Strategic (Gold) Command Structure listed below.

Although the three Emergency Services are responsible for the Command and Control of their own resources, Cheshire Police always have primacy in coordinating the overall response to the Emergency.

To enable Cheshire Police to co-ordinate the response, dependent on the scale of the Emergency, they will implement one or all of the following Joint Coordination Centres:

<table>
<thead>
<tr>
<th>Operational (Bronze)</th>
<th>Located at a safe area near to the scene / incident, where Cheshire Constabulary, Cheshire Fire and Rescue Service, North West Ambulance service and Borough Council Emergency Site Liaison Officer, where appropriate, will co-locate their operations and communications.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tactical (Silver)</td>
<td>Usually located at Cheshire Police Headquarters, Winsford. Senior officers from the responding organisations will attend. Halton Borough Council Joint Tactical Liaison Officer would attend.</td>
</tr>
<tr>
<td>Strategic (Gold)</td>
<td>Usually located at Cheshire Police Headquarters Winsford, where officers at a Senior Level will attend from all the agencies involved. Halton Borough Council Senior Officer would attend.</td>
</tr>
</tbody>
</table>
**Police Tactical Commander**

A Police Tactical Commander will co-ordinate the Emergency Response.

The main actions considered are:

- Formulate a Strategic Coordinating Group.
- Develop and Co-ordinate the Tactical Plan.
- Ensure relevant information is shared between Agencies by holding regular meetings.
- Ensure all decisions are documented in a policy book in order to provide a clear audit trail.
- Obtain suitable Health and Technical advice from the Scientific and Technical Advice Cell (STAC).
- Maintain close contact with the Police Corporate Communications.
- Consider Traffic Management measures in order to ensure the safety of responders and the public.
- Consider the need for shelter or evacuation of the public, taking into account the feasibility of any such evacuation, relevant factors being:
  - the safety of responders and the public
  - the potential numbers of evacuees, their condition and mobility
  - the availability of suitable transport and reception/rest centres
  - the prevailing weather conditions

The Police Tactical Commander, subject to staff availability, will aim to be supported by:

- A Police Staff Officer
- An Area and / or HQ Contingency Planning Officer
- Command & Control Operator(s)
- Policy Logger
- Status Board Logger
- Call taker(s)
Role of Cheshire Constabulary

The primary areas of Cheshire Constabulary’s responsibilities in any emergency includes the:
- saving of life;
- protection of property;
- co-ordination of the multi-agency response to the emergency;
- protection and preservation of the scene;
- investigation of the incident, in conjunction with other investigative bodies (where applicable);
- collection and dissemination of casualty information;
- the co-ordination of the media response in accordance with the Cheshire Media Plan; and the
- responsibility for leading any investigation in all suspected terrorist-related incidents and advising on safety (in accordance with the Home Office Counter Terrorist Manual);

Note - in the event of an incident affecting the rail infrastructure, then see further details regarding British Transport Police.

Immediate Response – Initial Actions

During a multi-agency response Cheshire Constabulary also:
- plays a key role, through their Force Incident Management (FIM), Police Strategic/Tactical Commander, in coordinating the development of the multi-agency responders’ Dynamic Risk Assessment to consider:
  - should a multi-agency ‘Major Incident’ / ‘Major Incident Standby’ be declared,
  - whether a Joint Tactical Coordinating Group (JTCG) / Strategic Coordinating Group (SCG) is established;
- usually chairs the Joint Tactical Coordinating Group (JTCG) / Strategic Coordinating Group (SCG);
- usually hosts and supports both the Joint Tactical Coordinating Group (JTCG) / Strategic Coordinating Group (SCG);
- usually leads any Media Briefing Centre; and
- attends, if necessary, any Mass Fatalities Coordinating Group

Note: Due to the potential risks and dangers at a site, no Police Officers will attend the site in the initial stages e.g. COMAH sites.
In addition to these actions, Cheshire Constabulary will aim to:

- Investigate any potential breaches of the Criminal Law.
- Protect and secure the scene until all evidence has been collected.
- Assist other agencies i.e. the Health and Safety Executive in their investigations.
- Support the role of the Senior Coroner for Cheshire in the investigation and circumstances of unexplained deaths.
- Implement traffic management arrangements with the assistance of the Local Authority.
- Evaluate and restrict the movement of rail and river/canal traffic.
Role of Cheshire Fire and Rescue Service – CFRS

- The saving of life in conjunction with other Emergency Services.
- Dealing with fires, released chemicals and other hazardous situations.
- Rescuing trapped casualties.
- Safety of all personnel involved in rescue work.
- Information gathering and hazard assessment.
- Assisting the Ambulance Service at casualty loading points.
- Assist Cheshire Police with the recovery of bodies.
- Restoration to ‘normality.’

Immediate Response – Initial Actions (as appropriate)

The main actions considered are:

- Verify the Major Accident message and ascertain if other hazardous materials may be encountered.
- Activate operational response plans, as appropriate.
- North West Fire Control will cascade information to Cheshire Police and North West Ambulance Service Control Rooms if required.
- In conjunction with Cheshire Police identify a RVP for the Emergency Services and communicate to North West Ambulance Service Control Room.
- Identify and confirm a safe route to the scene for other emergency services
- Mobilise operational resources and provide a presence at the RVP.
- Request alternative access to the site if necessary
- Establish and maintain the inner cordon.
- In the event of a COMAH incident:
  - Attend the On Site Emergency Control Centre (OSECC)
  - Confirm details of accident message with Site Main Controller and communicate to North West Fire Control, Cheshire Police and North West Ambulance Service Control Rooms.
- Provide representation (2 Fire Service Managers) at the JTCG.
- If activated, provide appropriate representation to the SCG.
- Ensure Cheshire Police / Cheshire Fire & Rescue Service Press Officer makes contact with responding agencies / organisations.

In addition to these actions, Cheshire Fire and Rescue Service will aim to:

- Consult the ‘Fire Service Site Specific Risk Information (SSRI)’ and make available to other agencies via the Multi-agency Command and Control.
- Liaise with the Multi-Agency Command and Control (including STAC) to provide advice and information.
- Carry out decontamination of casualties with North West Ambulance Service seeking advice from Public Health England.
- Render other assistance as required by the circumstances of the Major Accident including the provision of special equipment.
Role of North West Ambulance Service - NWAS

- The saving of life in conjunction with other Emergency Services.
- Providing a focal point for all NHS and medical resources.
- The treatment and care of injured persons.
- Determination of the priority evacuation of the injured.
- Determining the main receiving and supporting hospitals.
- Arranging and ensuring the most appropriate means of transporting the injured.
- Restoration of normality.

Immediate Response – Initial Actions (as required)

The main actions considered are:

- Activate Operational Response Plans as appropriate.
- Mobilise resources to the safe RVP, once safe approach routes have been identified by Cheshire Fire & Rescue Service.
- Dispatch a Commander and a Tactical Advisor to the JTCG (See Section: 11).
- If established dispatch a strategic commander to the SCG (See Section: 12).
- Mobilise Hazardous Area Response Team (HART) to the RVP (as appropriate).
- Notify designated primary and secondary receiving hospitals, a Major Accident has been declared and provide details of any casualties, when confirmed.
- Notify Public Health England and neighbouring Ambulance Services, as appropriate.

In addition to the actions, North West Ambulance Service will aim to:

- Carry out decontamination of casualties with Cheshire Fire and Rescue Service, seeking advice from Public Health England.
- Provide treatment, stabilisation and care to those injured at the scene, including the establishment of triage points and systems to prioritise treatment.
- Provide appropriate transport for the injured to the nominated hospitals.
- Alert and co-ordinate the work of the Medical Voluntary Aid Societies (VAS), enabling them to provide services appropriate to the incident, as required.
Role of Public Health England

- Provide Public Health advice for incidents involving Chemical, Biological or radiological agent

Immediate Response – Initial Actions (as required)

- Activate operational plans, as appropriate.
- Provide Public Health advice, for the Multi-Agency response.
- Activate and provide an appropriate chair at STAC.
- In conjunction with the Environment Agency, activate an Air Quality Cell, as appropriate.

Role of Scientific Technical Advice Cell (STAC)

The role of STAC in a Major Incident / Major Incident Standby, is to advise on a range of issues including:

- The impact on the health of the population.
- Public Safety.
- Environmental Protection.
- Sampling and Monitoring of any Contaminants.

The main Actions considered are:

- Provide a common source of Scientific and Technical Advice to the Strategic or Tactical Commander and other responding agencies.
- Co-ordinate the responding Scientific and Technical community to deliver on the high level objectives and immediate priorities.
- Agree any divergence from agreed arrangements for providing Scientific and Technical input.
- Co-ordinate information and seek a common view on the Scientific and Technical merits of different courses of action.
- Seek to provide a common brief on the extent of the evidence base available and how the situation might develop, the implications and likely effects of mitigation strategies.
- Liaise between agencies represented within the cell and their National Advisors, to ensure consistent advice is presented Locally and Nationally.
- Ensure a practical division of effort among the ‘scientific response’ to avoid duplication and overcome any immediate problems arising.
- Identify other agencies / individuals with specialist advice, who may be required to join the cell to inform the response.
- Maintain a written record of decisions made and there reasons.
STAC Membership

The composition and function of the Scientific and Technical Advice Cell (STAC) will be ‘incident specific’ and tailored to local requirements. All members should have the necessary knowledge and skills to collectively provide Scientific and Technical Advice in any Emergency. For example, in the response to a COMAH incident, the cell will include specialists on health, the environment and the site.

The Scientific and Technical Advice Cell (STAC) Chair should ensure only those specialists necessary for the effective management of the incident, are present.

Depending on the nature of the incident, the STAC Membership may include:

- Public Health England (PHE).
- Director(s) of Public Health / Consultant(s) in Public Health from a Local Authority.
- Relevant emergency services technical advisors.
- Local Authorities (e.g. Environmental Health Officer).
- Secretariat / Staff Officer Support.
- Police Liaison Officer.
- Environment Agency.
- Food Standards Agency.
- Met Office.
- DEFRA.
- Government Decontamination Service (if required).
- Representative(s) from any other organisation (if required).

Where possible, specialists from Cheshire Fire & Rescue Service and Bureau Veritas (BV) will attend. Communication between the Incident Commander / Hazardous Materials (HAZMAT) Officer and/or Chemical Specialist (Bureau Veritas (BV) and the Scientific and Technical Advice Cell (STAC) from the Incident Ground (Bronze) is acceptable, in the absence of these specialists. Cheshire Fire & Rescue Service have adequate Communication Systems to achieve this. Appropriately trained Local Authority Director(s) of Public Health/Consultant(s), Cheshire and Merseyside are part of the on-call rota, for responding to such incidents.
STAC Activation

Scientific and Technical Advice Cell (STAC) will be formed when either a Joint Tactical Co-ordination Centre (JTCC) or Strategic Co-ordination Group (SCG) is established. The first meeting of this “Core” Scientific and Technical Advice Cell (STAC) will consider its composition against the particular needs being generated by the incident.

The “Core” Scientific and Technical Advice Cell (STAC) will consist of appropriate Representatives from the following agencies:

- Emergency Services Liaison Officers (x3)
- Environment Agency
- Public Health England (PHE)
- Local Authority Director of Public Health / Consultant(s) in Public Health
- Local Authority – Environmental Health Officer

It will be the responsibility of each responding agency to ensure appropriate staff are mobilised to the Joint Tactical Co-ordinating Centre (JTCC) or Strategic Co-ordinating Centre (SCC), when they are notified of an incident.

For an incident occurring at a COMAH site, the Site will aim to send a Site Representative to attend as a member of the Scientific and Technical Advice Cell (STAC), where possible.
Role of NHS England / Improvement NW England

- Supports the development and oversees the performance of NHS Trusts and Clinical Commissioning Groups in relation to Emergency Planning.
- During an Emergency provides Co-ordination and command and control of the NHS.
- NHS England has primacy in relation to trusts and the authority to prioritise resources.

NHS England / Improvement structure

- A national team
- Two teams in NW England: one team for Cheshire, Merseyside, Lancashire and Cumbria and one team for Manchester

Command and Control

NHS England’s NW team on call managers (two tiers) will attend (as required)

- Tactical Co-ordinating Group (TCG)
- Strategic Co-ordination Group (SCG).

NHS Representative main actions are:

- Represent all NHS organisations
- Will work in direct partnership with the Ambulance Service

Coordinate the response of NHS organisations and providers of NHS funded care including

- Acute hospitals including Emergency Departments.
- Mental Healthcare Providers. Either in a hospital setting or within the community.
- Specialised services.
- Primary Healthcare Providers. GPs, Chemists & Opticians
- Liaise with other Teams eg Manchester to provide 'mutual aid' to Local Health Services from across the North
- Brief upwards to the national team.
- Coordinate the health media response through our Media on call system
Role of the Environment Agency (EA)

The Environment Agency should be informed about any pollution of the environment as a result of a COMAH incident, whether this be air, water (including "controlled waters") or land. Controlled waters include most surface and ground waters and coastal waters up to 3 miles out to sea (defined under S.104 of the Water Resources Act 1991). The Environment Agency has a regulatory interest in accidents at COMAH establishments which are also regulated by the Environment Agency under the Environmental Permitting Regulations, Waste Management Licensing or other Environmental Licensing Regimes.

As part of the joint Competent Authority, the Environment Agency must be notified of the occurrence of all Major Accidents at COMAH Establishments. This ensures that a joint investigation with the HSE can be commenced pursuant to the requirements of COMAH Regulation 19(4). Also, that reports can be sent to the European Commission in accordance with COMAH Regulation 21(1).

EA Immediate Response – Initial Actions

Once notified the Environment Agency will:

- Arrange for Quality Monitoring for Major Air Incidents.
- Contribute to the 'multi-agency coordinating group' including the media response.
- Help to identify 'who and what' in the environment is at risk.
- Warn and inform river water abstractors, who may be at risk.
- Take limited Pollution Mitigation Action (subject to available resource).
- Investigate the source and cause of pollution and collect samples and other evidence in relation to offences under Environmental Legislation.
- Activate in conjunction with Public Health England (PHE) an Air Quality Cell.
Role of Port Health Authority

Port Health Authority – Actions:

- Port Health Authority would be mobilised if an incident occurred either within the Manchester Ship Canal, River Weaver or on land adjacent to the Manchester Ship Canal or the River Weaver.
- Liaise with colleagues within Public Health at either Liverpool or Chester, in accordance with information provided.
- Work with the Manchester Ship Canal and Stakeholders within the vicinity of the incident, regarding shipping.
- Liaise with the Borough Council and offer support to attend as the Environmental Health Officer within the Scientific & Technical Advice Cell (STAC), at the Joint Tactical Coordination Centre.
- Provide an officer to attend the Local Authority Emergency Centre, if appropriate.
- Liaise as appropriate, with the Environment Agency, the Food Standards Agency, HSE, DEFRA and the Maritime and Coastguard Agency.
Role of Halton Borough Council

In the event of a Major Incident or Major Incident Standby, the main actions considered, depending on the nature of the incident are:

- Activate the appropriate Local Authority Emergency Centre, to co-ordinate the Council’s response and to establish an ‘on-site liaison point’ with the Emergency Services, if required and if it is safe to do so.
- Support as necessary, any rescue operations, assisting with traffic diversions and road closures in co-operation with Cheshire Police.
- Assist Cheshire Police with any evacuation.
- Make arrangements for the short term accommodation of evacuees and, if necessary, for the longer term accommodation of people made homeless.
- Assist in the establishment of local information, public reassurance, enquiry points and Media Briefing Centre, if required.
- Retrieve information regarding services and resources which may be required to support the emergency response. For example:
  - Plant hire firms
  - Transport and haulage contractors
  - Building civil engineering contractors
  - Material manufacturers and suppliers
  - Utility companies
  - Provide any materials or supplies held in stock, which may assist in an emergency situation.
  - Accommodation providers (Hotels and local Housing Trusts and Associations)
- Supply information / advice, which may assist the Emergency Services. For example, design network of any drains, sewers, etc.
- Co-ordinate Public Health enquiries / responsibilities with Halton Borough Council Public Health Team.
- Each Strategic Director is responsible for the preparation and updating of detailed Directorate Emergency Plans to ensure the discharge of responsibilities. (HBC Directorates are listed in the Emergency Contacts Directory).
- Recovery Strategy Management.

Director of Public Health – Halton Borough Council

Since the new Health infrastructure decreed by the Health and Social Care Act 2012 Halton Borough Council are responsible for the majority of Public Health functions, statutory requirements and Public Health responsibilities.

Public Health work closely with Councillors and Senior Managers within the Local Authority, as well as colleagues across the NHS, including Halton Clinical Commissioning Group (CCG) and other various service providers.
It also plays a part in supporting and advising the community during and after Major Emergencies. The specific responsibility and duties of the Director of Public Health arise directly from the NHS Act 2006 and the Health and Social Care Act 2012.

Public Health are responsible for:

- All HBC duties to take steps to improve Public Health.
- The Secretary of State’s Public Health Protection or Health Improvement functions that he/she delegates to the Local Authority, either by arrangement or via Regulations.
- Exercising Halton Borough Council’s functions in planning for and responding to, emergencies that present a risk to Public Health.
- Co-operating with Cheshire Police, the Probation Service and the Prison Service, to assess the risks posed by violent or sexual offenders.
- Other health functions as the Secretary of State specifies in Regulations.

Directors of Public Health aim to:

- Share expertise and advice on a range of issues, from outbreaks of disease and Emergency Preparedness through improving local people’s health and concerns around access to health services.
- Provide the public with expert, objective advice on health matters.
- Work through local resilience to ensure effective and tested plans are in place for the wider health sector, to protect the local population from risks to Public Health.
- Work with partner agencies / organisations and the Emergency Services to communicate public safety messages, reassurance and health advice.
Major Emergency Alerting Procedure Flow Chart

Emergency Services Inform Halton Borough Council

Call received by HBC on Emergency Incident Number via the Contact Centre or CCTV Control

Contact the On-call Emergency Planning Officer (EPO)
(Current rota held on their records)

- Contact appropriate blue light agency
  - Obtain/verify critical information and ascertain what is required of HBC
  - EPO to Contact and consult with First Responder
    - Advise responder of the incident details
      - (Contact the Director of Public Health, as appropriate)

HBC On-Call First Responder automatically takes the role of the Borough Council Emergency Co-ordinator

- Discuss with the EPO/Staff Officer the level of response required and if required, initiate the opening of the Local Authority Emergency Centre (LAEC).
- Request EPO/Staff Officer to arrange support for the LAEC.
- Respond and support the Emergency Services.
- Ensure Media Advisor is informed and attends the LAEC, if activated.
- Call on support of relevant Directorate officer (Dependant on nature/type of Emergency)
- Contact an officer from the ‘First Responder List’ to attend JTCC.
- Liaise with the Director of Public Health, considering the health impacts on the community and activate an appropriate Health response.
- Inform Chief Executive, Strategic Officer, Leader and Elected Members, as appropriate.
- Inform Ward Councillors, Neighbourhood representatives as appropriate.
- If applicable and in consultation with Chief Executive/Strategic Director appoint a Senior Manager to attend Strategic (Gold) Command.
Halton Borough Council – Communication

In and Out of Office Hours, communication is pivotal in the Emergency Response chain. The Contact Centre has a dedicated ‘Emergency Phone Line’ which is used by the Emergency Services to inform Halton Borough Council of a Major Incident or Major Incident Standby. Emergency calls are also received by Halton Borough Council’s CCTV Control room.

The Contact Centre / “Out of Hours Service” receive the initial ‘Major Incident’ or ‘Major Incident Standby’ message from the Emergency Services. Information from this message is captured via the Incident Reporting Sheet or via CSD and MIMS. CCTV Control Room staff do not have access to the CSD system but will take note of the incident details.

Once the form has been completed / details taken, the Council Contact Centre / CCTV Control Room / “Out of Hours Service” will inform the “On Call” Emergency Planning Officer.

<table>
<thead>
<tr>
<th>During Office Hours</th>
<th>Out of Office Hours</th>
</tr>
</thead>
</table>

Emergency Planning Team

The Emergency Planning Officer will liaise with the ‘First Responder On-Call’. This officer takes the role of the “Borough Council Emergency Coordinator” and is responsible for co-ordinating the council’s response to the ‘Major Incident’ or ‘Major Incident Standby’.

Emergency Contact Details

Telephone numbers and other appropriate Contact details are detailed within the Emergency Contacts Directory.

The Contacts Directory is available via:

- Runcorn Town Hall LAEC
- Willow Room, Municipal Building LAEC
Emergency Plans and Supporting Documents

A full list of Emergency Plans, supporting documents, information and maps are held within the Local Authority Emergency Centres. The list is updated as and when plans are amended.

Plans are held for local, regional and national risks, based on information via the Cheshire Resilience Forum Risk Register.

Documents can also be accessed via internal Halton Borough Council systems.

Other equipment and stationery which may be required in the response to a Major Incident / Major Incident, is also held in the LAEC.
Management, Control and Co-ordination

Emergency Response Command Structure

**OPERATIONAL** (Bronze)
- **EMERGENCY INCIDENT**
  - Forward Control
  - Police / Fire / Ambulance
  - Halton Borough Council
  - Emergency Site Liaison Officer

**TACTICAL** (Silver)
- **CHESHIRE POLICE HEADQUARTERS**
  - Winsford
  - Joint Tactical Command
  - Halton Borough Council
  - Liaison Officers and support staff

**STRATEGIC** (Gold)
- **POLICE HQ - WINSFORD**
  - Joint Strategic Command
  - Halton Borough Council
  - Chief Executive / Nominated Deputy and Support Staff

**REGIONAL CIVIL CONTINGENCIES COMMITTEE (RCCC)**

**HALTON BOROUGH COUNCIL**
- Borough Council
  - Emergency Coordinator

**EMERGENCY CENTRES**
- Town Hall, Runcorn
  - First Floor - Municipal Building
  - Borough Council Emergency Co-ordinator
  - Emergency Planning Officer
  - LAEC Support Staff (includes Log)
  - Media Advisor
  - HBC Directorate Liaison officers
  - Liaison Officers from other responding organisations (as appropriate)

**STRATEGIC** (Gold)
- **POLICE HQ - WINSFORD**
  - Joint Strategic Command
  - Halton Borough Council
  - Chief Executive / Nominated Deputy and Support Staff

**REGIONAL CIVIL CONTINGENCIES COMMITTEE (RCCC)**

**Director Enterprise, Community & Resources**

**Director People**

**Director Adult Services**

**Director Public Health**

**Chief Executive**
- Leader of Halton Borough Council

Local Authority Emergency Centre to task the Council’s Directorates, as appropriate regards the Emergency.
Local Authority Emergency Centre (LAEC)

Locations

- Widnes - Willow Room, 1st floor, Municipal Building, Widnes.
- Runcorn Town Hall – 1st Floor, (Room adjacent to CCTV Control Room)

Alternative Local Authority Emergency Centres

Halton Borough Council have reciprocal arrangements with Cheshire West & Chester Council and Warrington Borough Council, regarding use of their Local Authority Emergency Centres. The alternative LAECs are available at:

<table>
<thead>
<tr>
<th>Warrington Borough Council</th>
<th>Cheshire West &amp; Chester Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Tanning Court</td>
<td>Wyvern House</td>
</tr>
<tr>
<td>Warrington</td>
<td>Winsford</td>
</tr>
<tr>
<td>WA1 2HF</td>
<td>CW7 1AH</td>
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</tbody>
</table>

Function of the Local Authority Emergency Centre

There are two main functions of the LAEC:-

- Co-ordination of Emergency Response
- Communications / Public Reassurance

Local Authority Emergency Centre Team

Depending on the scale and nature of the incident, the LAEC team may consist of:

- Borough Council Emergency Co-ordinator
- Staff Officer (EPO)
- Directorate Liaison Officers
- Media Advisor
- Admin Support Officer/s (includes Log)
- Company (if emergency is site specific)
The LAEC Team will:

- Implement the HBC Major Emergency Plan and co-ordinate the Local Authority response to the Major Emergency, in conjunction with the Joint Tactical Co-ordination Centre.
- Determine operational priorities.
- Manage information received, acting appropriately.
- Determine and advise on the Council’s Emergency Response Phase, the initial strategy and as the incident progresses, long-term strategy.
- Liaise with and maintain efficient communication with the Emergency Services, other Local Authorities, volunteers and other agencies involved, as appropriate.
- Request support from Central Government departments, if required, via JTCC / SCG.
- As the incident progresses, provide frequent summary situation reports to Management Team, portfolio / Elected Members, Chief / Senior Council Officers and Media Advisor
- Maintain a comprehensive record of events via MIMS
- Ensure staff welfare issues are considered and monitored throughout the response to the Major Emergency.
- Record and assess the financial implications of the incident.
- Monitor the use of and allocate resources.

Activation of the Local Authority Emergency Centre (LAEC)

In conjunction with the First Responder, the Staff Officer (On-Call Emergency Planning Officer) will agree which Local Authority Emergency Centre to activate, based on the incident details and safety. It is the responsibility of the Staff Officer (On-Call Emergency Planning Officer) to ensure the LAEC is opened and activated efficiently.

The Staff Officer will mobilise members of the Local Authority Emergency Centre “Local Authority Emergency Centre Support Team,” advising which LAEC to attend. A member of the LAEC Admin Support Team will also attend and support Joint Tactical Co-ordinating Centre. This role will act as admin support for the HBC Liaison Officer at Joint Tactical Co-ordination Centre. The Borough Council Emergency Co-ordinator / Staff Officer will contact council officers listed in the Council Emergency Contacts Directory and will allocate roles at the LAEC, as appropriate.
Access Arrangements

- Advise officers attending of the arrangements which are in place
- Make contact with Contact Centre / Out of Hours Service / CCTV Control
- Make contact with Joint Tactical Co-ordination Centre / Silver Commander once the LAEC is open.

<table>
<thead>
<tr>
<th>On arrival at the Municipal Buildings</th>
<th>On arrival at Runcorn Town Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Municipal Building is open 24x7 (Provides an “Out of Hours” Tele-Healthcare Response Service from the 1st Floor, Contact Centre).</td>
<td>Use door access card to open the gate. Park inside the gated area. Please DO NOT leave your vehicle until the gate is closed.</td>
</tr>
<tr>
<td>Access to the building is via podium area. Use door access card to open the pedestrian gate and use again at the staff entrance in the corner of the podium.</td>
<td>Liaise with the CCTV Control Operator.</td>
</tr>
</tbody>
</table>
LAEC Message Handling Procedure

The running of the LAEC requires pre-identified, trained staff to support the Borough Council Emergency Coordinator. Also, an efficient and effective message handling system is essential for the recording and relaying of vital information.

The authority uses an in-house system, known as the, **Major Incident Management System (MIMS)**.

The Contact Centre / Out of Hours Service will / may create an incident via CSD based on information received from the Emergency Services. Where practicable, messages from the public will also be logged. This incident will be accessible via the MIMS system.

Halton Borough Council officers who could be requested to attend the LAEC to respond to a Major Incident / Major Incident Standby, are trained to understand and use the system effectively. The operating procedures are set out in the MIMS manual. This manual is available in each of the LAECs and is updated accordingly.

The accurate logging of incoming, outgoing messages and the formal recording of decisions made at the LAEC is paramount. This record provides a comprehensive record of actions and rational regarding the decisions and actions taken during a Major Emergency. Both Tactical and Strategic Command also maintain a decision log. This log is used at both the internal and external debriefs.

In the event the MIMS System is unavailable, a paper based messaging system will be used. Details of this system are held within each LAEC.
Communications in the LAEC

There is a degree of “communication resilience” at each of the Council LAECs:

- Landline Phones
- Lync Phones
- Conference Phone

Other Radio Options

- RAYNET (Radio Amateurs Emergency Network) is a voluntary organisation, which can be alerted if communication options fail at the LAEC.

- RAYNET provide additional radio communications using their own radio sets (relying on radio waves as opposed to hardwire lines)

- Radios are located in the LAEC, these may only be operated by a Home Office licensed operator (RAYNET staff)

- The RAYNET call out number is detailed in the Emergency Contacts Directory
Joint Tactical Co-ordination Centre (JTCC)

In the event of a Major Incident / Major Incident Standby, Joint Tactical Coordinating Centre will be established at:

Cheshire Police Headquarters
Clemonds Hey
Oakmere Road
Winsford
CW7 2UA

The following organisations may deploy appropriate resources to the JTCC. They will be responsible for ascertaining the information held and required by their respective organisation and updating the other agencies as required:

- Cheshire Police
- Cheshire Fire & Rescue Services
- North West Ambulance Service
- Halton Borough Council
- Environment Agency
- Public Health England
- Site Operators (In the event of a Cloudburst or other site specific incident)
- Any other organisation, as appropriate in the response to the incident.
Community Welfare & Support

Community Resilience

Community Resilience is a measure of the sustained ability of a community to utilise available resources to respond to, withstand and recover from adverse situations. The council together with other responders and organisations will support and work with communities to assist them in:

- Awareness of Community Preparedness
- Awareness of local risks
- Incident Response Management
- Understanding and resolving situations
- Identifying needs
- Identifying roles and responsibilities
- Identifying and reviewing Actions
- Managing Recovery

As Emergency Planners we work with people to ensure that communities are well informed and remain safe.

Humanitarian Assistance

The primary objective of humanitarian assistance is to save lives, alleviate suffering, and maintain human dignity.

During an incident the Council will aim to assist with Community Welfare by providing a place of safety. Rest Centres will be activated and staffed by Halton Borough Council and Voluntary Organisations, as appropriate.

If required, Halton Borough Council will also make provision for Crisis Purchasing to provide further assistance, as and when required / appropriate.
Rest Centres

Rest Centres aim to provide temporary accommodation and welfare to people who have been displaced from their normal place of residence, which includes workplaces. There are buildings located within the Borough of Halton, which have been designated as suitable establishments. These establishments will be used to evacuate people affected / community in times of Major Emergency.

In the event of a Rest Centre being opened, the following should be considered:

- Communications with the LAEC are established immediately.
- Situation Reports are regularly produced by the Rest Centre Manager and the Borough Council Co-ordinator is briefed accordingly.
- Welfare

A copy of the Halton Borough Council Evacuation and Shelter Plan is held within each LAEC. This provides full details of locations and activation procedures. HBC Emergency Contacts Directory also details key information for this type of emergency situation.

Crisis Purchasing

In or Out of Office Hours payment for goods requested can be arranged with stores via Purchase Order, if these are not donations or from charitable organisations. The PO can be raised Post Incident. The council will be invoiced for the goods supplied.

Full details of suppliers are detailed within the HBC Emergency Contacts Directory.

Voluntary Organisations

During an incident it is important to engage with the Voluntary Sector Organisations.

Cheshire Emergency services and Voluntary Agencies Committee (CEVAC) have produced a copy of the Voluntary Services Directory. This provides full details of all Voluntary Organisations and their contact information, including Crisis Support.

A copy of the CEVAC directory is held within each LAEC.
**Stand Down Procedure**

Once the incident is over, posing no further threat and all appropriate actions have been taken or identified, a joint decision will be made by all agencies involved, for Joint Tactical Co-ordination Centre (JTCC) to stand the incident down.

Even though JTCC may have stood the incident down, depending on the nature and scale of the incident, the LAEC may still require to operate, as there may be a number of recovery issues / actions which may need to be actioned before stand down of the centre. When a decision to ‘stand down’ the incident from a Local Authority perspective, a ‘hot debrief’ will take place, which will be led by the Staff Officer.

The outcomes of the ‘hot debrief’ will be shared at the ‘multi-agency structured debrief.’

In the event of a ‘Cloudburst’ incident a ‘Local Stand Down’ may be declared on-site. However, depending on off-site effects and recovery issues, it may be some time before a multi-agency stand down is declared.
Recovery Phase

At the Recovery Stage of an incident, the National Recovery Guidance will be used, in conjunction with key HBC Documents.

https://www.gov.uk/guidance/national-recovery-guidance

Handover from Response Phase to Recovery Phase

In order to ensure all agencies are aware of the implications and arrangements for handover, from the ‘response’ to ‘recovery’ phase, it’s suggested a formal meeting is held shortly following the start of the Emergency. Membership at this meeting should, as a minimum, include the Strategic Co-ordinating Group Chair and the affected local authorities, and should aim to consider:

- The criteria to be used to assess when the handover can take place from the Strategic Co-ordinating Group (usually Chaired by Cheshire Police) to the Recovery Co-ordinating Group (usually Chaired by the Local Authority).

- The process for handover. It is recommended a formal handover process is followed and a suggested ‘Handover Certificate’ – See Appendix 3

- Communications to other responding agencies and the community regarding the handover.

Recovery is, however, more than simply the replacement of what has been destroyed and the rehabilitation of those affected. It is a complex social and developmental process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success. Recovery is best achieved when the affected community is able to exercise a high degree of self-determination.

The ‘Recovery Phase’ has no set time limits and can last long after the impact stage is over. The Emergency Centre will form a “Recovery Co-ordinating Group (RCG)”, bringing together emergency services, health, voluntary groups, utilities, Environment Agency and specialist Council Departments, as fits the type of emergency that has occurred.

This group can be set up under the direction of a Senior Local Authority Manager under the direction of the Borough Council Emergency Co-ordinator, in consultation with the Staff Officer, during the incident and be ready to implement the Recovery Strategy when required.

Generally the lead agency for ‘recovery’ will be Halton Borough Council.

As far as practicable, the ‘recovery phase’ will be incorporated into normal departmental work, unless the scale dictates otherwise.

Role of Halton Borough Council

- Chair the RCG and provide other officers to assist, if required.
- Lead on providing support to the local community working with community groups and residents.
- Deal with any highways issues involved (in conjunction with the Highways Agency as required) such as road closures, clean up, etc.
- Implement, with the support from other agencies, a communications strategy.
- Deal with the implications of any school closures or school children that have been affected by the emergency.
- Provide Environmental Health advice.
- Lead the waste management for the recovery process including sourcing specialist contractors to dispose of toxic waste.
- Co-ordinate the support from the Voluntary Agencies.
- Co-ordinate the local political involvement.
- Provide humanitarian assistance, including through Humanitarian Assistance Centres, if appropriate.
- Provide alternative accommodation for displaced persons.
- Work with utilities suppliers to co-ordinate the restoration of the utilities services.
Recovery Co-ordinating Group Chair and Secretariat

RCG is chaired by Local Authority Chief Executive or his / her deputy. The Chair would aim to appoint a Secretariat to maintain records of RCG meetings, follow up actions and coordinate a master record for all the Sub-Groups which are operating.

Membership

Senior Representatives to attend (as required) from:

- Animal Health
- Chair of Community Recovery Committee (as appropriate)
- Chairs of Sub-Groups including the chair of the STAC
- County Council / Metropolitan District / Unitary Authority
- Environment Agency
- Cheshire Fire & Rescue
- Food Standards Agency
- Government Decontamination Service (if contamination issues)
- Health and Safety Executive
- Director of Public Health - HBC
- Public Health England
- Maritime and Coastguard Agency
- Ministry of Defence
- Natural England
- Police
- Public Health to represent all NHS organisations
- Regional Development Agency
- Regional Government Office
- Site Operator (if relevant)
- Social Care Representative
- Transport Providers
- Utility Companies
Guidance for Recovery Group Chairs

Chairs of the Recovery Co-ordinating Group and Sub-Groups will aim to facilitate and co-ordinate the operation of agencies involved in the recovery operation, within their Group / Sub-Group. In order to achieve this, they should:

- Appoint a Recovery Co-ordinator / Secretariat to support the Group / Sub-Group.
- Appoint a deputy.
- Consider membership of the group.
- Consider security clearance issues, if terrorist incident.
- Fully understand the remit of their role and educate members of the group, including ensuring adequate training (which may include ‘mentoring’ from agencies who have experienced similar Emergencies in the past), is provided if required.
- Ensure the group is aware of the full Recovery Structure, i.e. the groups which are in place and their remits.
- Assign a Communications Lead within each Sub-Group.
- Ensure ‘action planning and reporting mechanisms’ are in place to provide regular reports on recovery operations to the RCG and other relevant Sub-Groups and to any other organisations (e.g. LRF, RRF and any Central Government Agencies) that have a role or interest in the recovery process.
- Identify areas where decisions need to be made beyond existing policies and procedures and advise on recommended options to the RCG (for onward transmission to others, e.g. Regional Resilience Hub / Government as necessary).
- Disseminate information so that all concerned are aware of the steps being taken during the recovery process. For each decision made or piece of information produced / received, consider:
  - What might be the ripple effect of this decision / information?
  - Who else needs to be aware of this?
  - Does the group need to do any more work as a result of this?
  - Does someone else need to carry out an action?
- Provide a de brief report at the closure of the Group / Sub-Group detailing the expenditure committed, actions taken, lessons learnt and any recommendations.
Activation of the Recovery Co-ordinating Group (RCG)

Activation of the Recovery Co-ordinating Group is usually activated following a request by or in agreement with the Strategic Co-ordinating Group.

It needs to be formed as soon as possible to influence the Strategic Co-ordinating Group (SCG) response, and a discussion about its establishment should take place at the first SCG meeting.

The communication cascade arrangements for the activation will be via the Local Authority who will decide, depending on the emergency, who needs to be on this group.

An important part of the work of the RCG, in the response phase of the incident, is to develop a recovery strategy and inform the SCG of this to ensure decisions made by the SCG do not compromise medium to long term recovery. The Chair, or nominated deputy from the RCG, needs to sit on the SCG to ensure the communication flows between these two Groups work effectively.

Suggestions for membership – and the roles and responsibilities of relevant organisations are outlined later in this section.

The RCG will aim to:

- Identify which agencies/members are to be part of the Recovery Working Group.
- Identify sub-groups required, depending on incident.
- Determine aim and objectives of the group, i.e. Terms of Reference.
- Set timescale(s).
- Involve relevant communities in recovery arrangements.
- Where appropriate engage with the business community.
- Make regular reports to Chief Executive and other bodies on progress.
- Determine Communication Strategy.
- Determine criteria for handover. (Exit Strategy - Return to ‘normality’).
- Seek advice from other Local Authorities with similar experiences.
Role of Strategic Co-ordinating Group (SCG)

- The group may set up a sub-group, the Community Recovery Taskforce, to monitor and co-ordinate responses to the ongoing issues;

- To investigate the recovery options for mitigating the short, medium and longer-term Economic, Social (including Health) and Environmental Impacts of emergencies on communities;

- To provide a single point of reference for recovery guidance to local responders;

- To identify gaps in recovery support and guidance, and propose options for further work to fill these gaps to be fed into the relevant Capability Work streams or other government programmes (this includes making proposals for what further support and funding options are required for business and the local economy).

- To provide documentation to address:
  - Assessment of the impact, based on shared knowledge.
  - Recovery Plan (action to address issues).

Role of Community Recovery Taskforce

- To provide and co-ordinate ongoing support to the residents affected and the wider affected community;

- To ensure the provision of information to the residents and the wider community;

- To facilitate assessment of the long term impact on community cohesion and capacity;

- To report progress back to the Strategic Recovery Group on a regular basis.
Location and Operation of RCG & SCG

In the early part of the recovery phase (both when the Recovery Co-ordinating Group is running in parallel with the Strategic Co-ordinating Group, and after the lead is handed over from the SCG chair to the RCG chair), there is much merit in agencies being (and remaining) co-located, if possible, to establish communication links and ensure ready interaction between agencies can be maintained.

Once individuals return to their desks, the demand to return to the ‘day job’ and catch up may become irresistible and the recovery process may falter. If the Local Authority Emergency Centre (LAEC) is not available, then alternative Local Authority premises should be found.

That said, some agencies necessary to the recovery process may not have been involved in the response phase and will need to be integrated into the process.

The Lead Recovery Officer from the Local Authority needs to manage this progression carefully and instil the importance of agencies being closely allied, especially in the early stages of recovery.

The frequency of RCG meetings will be determined by the Group on a case-by-case basis. In the early stages, the Group may meet two or three times a day, but this is likely to reduce over time, maybe to once or twice a week.

The need for accurate record keeping is of paramount importance. The responses to issues will be on public view, there will be a requirement to prepare reports, and there is also the potential for subsequent inquiries or litigation. There needs to be clear audit trails with comprehensive records of timings, notifications, decisions, actions and expenditure. It would therefore be beneficial to use the same information management system used in the response phase for the recovery phase.
RCG and Sub Group Roles and Responsibilities

Purpose
The strategic decision making body for the recovery phase

- Able to give the broad overview and represent each agencies interests and statutory responsibilities
- Provides visible and strong leadership during the recovery phase
- Takes advice from the Sub-Groups, decides the strategy and ensures implementation of the strategy and the rebuilding of public confidence
- Ensures the co-ordination and delivery of consistent messages to the public and media.

Role

- To feed in recovery issues whilst the SGC is running.
- To decide the overall recovery strategy, including communications, clean up, health, welfare, economic and business recovery.
- Ensure that relevant stakeholders, especially the communities affected, are involved in the development and implementation of the strategy.
- To establish appropriate Sub-Groups as required by the emergency.
- To commission, assess and respond to an impact assessment on the situation.
- To coordinate the recommendations and actions of the Sub-Groups and monitor progress.
- To monitor financial matters and pursue funding and other assistance.
- To agree exit strategy criteria and timescale.
- Decide the final “state” of the physical infrastructure and natural environment affected by the emergency.
- Deal with other issues that fall outside the scope of the working groups.
- To provide reassurance to the public and to minimise fear and alarm.
- To make recommendations, at an early stage, to elected Local Authority members on the strategic choice between ‘normalisation’ (restoring an area to its previous condition) and ‘regeneration’ (aspiring to transform an area in support of longer term development objectives) of an affected area.
Role of Elected Members

The Elected Members of the community affected have an important role to play in assisting with the recovery process. They have a duty as the community representatives to gather and make known the concerns of their community and feed them into the recovery process mainly through the Community Recovery Committee. They also have a very important role in disseminating credible information and advice back to the community.

As civic leaders, elected members are usually involved with many other aspects of community life through such things as School Governing bodies, local charities and various community groups. They can be a valuable source of help and specialist advice.

Elected Members aim to:

- Focus for community concerns
- Identify problems and vulnerabilities of their community that may require priority attention and feeding them back to the relevant recovery group
- Share knowledge bank of local personalities and resources
- Encourage and support the recovery teams working within their community
- Enhance local community liaison
- Visit people affected to be a listening ear and to give them reassurance
- Consult on rebuilds or modernisation
- Assist with the media in getting messages to the community (following established policy guidelines)
- Assist with VIP visits
- Liaise with other elected representatives (MPs/MEPs/other LA’s representatives, etc.)
- Assist (and possibly chair) debrief sessions with the community

Through their normal duties as committee members, elected members give the Authority strategic direction and decide policy. They will scrutinise decisions of officers and other committees and suggest improvements. They will ultimately authorise actions affecting the Local Authority’s functions, so they will need to be kept well informed with accurate and up to date information to enable them to make credible and well informed judgements.

Note:

The normal political processes and structures will still apply in the recovery phase.

Some Members may sit on both the Recovery Committee and their normal committees.
Recovery Structures Chart – National Guidance

- Recovery Co-ordinating Group (RCG)
  - Communications (Media / PR)
  - Business & Economic Recovery
  - Health & Welfare
    - Finance & Legal
    - Environment & Infrastructure (incl. clean up)
    - Science & Technical Advisory Cell
    - Community Recovery Committee
The process of rebuilding, restoring and rehabilitating the community following these impacts, may be considered by the following sub-groups: (Please note the list is not exhaustive).

<table>
<thead>
<tr>
<th>Health &amp; Welfare</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Impact on Community – Short/Long Term</td>
</tr>
<tr>
<td>- Identification of people needing support</td>
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<tr>
<td>- Health monitoring</td>
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<tr>
<td>- Wider health and Social Care support</td>
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<tr>
<td>- Food Safety</td>
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<tr>
<td>- Local community health</td>
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<td>- Physical and psychological support</td>
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<tr>
<th>Community Rebuilding</th>
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<tbody>
<tr>
<td>- Return to “Normality”?</td>
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<tr>
<td>- Community Networks</td>
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<td>- Community tensions in the area recognised i.e. racial</td>
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<td>- Community intelligence</td>
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<td>- Ensure area not blighted</td>
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<td>- Community negotiation</td>
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<td>- Residential groups aid in community cohesion and community rebuilding (homelessness)</td>
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<td>- Public Meetings (information sharing/regular briefings)</td>
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<td>- Community vulnerability – reassurance through warning and informing</td>
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<tr>
<td>- Memorials - Anniversaries</td>
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<td>- Public Enquiries</td>
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<tr>
<th>Financial Issues</th>
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<tr>
<td>- Crime</td>
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<td>- Insurance</td>
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<td>- Helping the uninsured</td>
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<tr>
<td>- Handling Insurance Assessors</td>
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<td>- Legal challenges</td>
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<tr>
<td>- Hardship</td>
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<tr>
<td>- Public Appeals</td>
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<tr>
<td>- Bellwin Scheme/Special Grants</td>
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<tr>
<td>- EU Funding</td>
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<tr>
<td>- Regional Funding Sources</td>
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<tr>
<td>- Other Gov. Dept. grants/funding schemes.</td>
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<tr>
<th>Business Community/Employment Issues</th>
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<tbody>
<tr>
<td>- Economic Impact</td>
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<td>- Encouraging business community to get on board</td>
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<tr>
<td>- Relocation of business</td>
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<tr>
<td>- Independent sector businesses</td>
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<tr>
<td>- Links to Business Continuity Plans</td>
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<tr>
<td>- Maintaining Business Confidence</td>
</tr>
<tr>
<td>- Unemployment</td>
</tr>
<tr>
<td>- Job Centre Plus</td>
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<tr>
<td>- Property and land values</td>
</tr>
<tr>
<td>- Repairs to Infrastructure (Power, Water)</td>
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<tr>
<td>- Economic Development – Regenerate the area</td>
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<tr>
<th>Information/Communication</th>
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<tbody>
<tr>
<td>- Community Liaison</td>
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<tr>
<td>- Staff</td>
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<tr>
<td>- Businesses</td>
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<tr>
<td>- Media -Help-lines</td>
</tr>
<tr>
<td>- Information on Websites (community forums)</td>
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<tr>
<td>- VIP Visits</td>
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<tr>
<td>- Parish Councils</td>
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<tr>
<td>- Public Meetings</td>
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<tr>
<td>- Workshops</td>
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<tr>
<td>- Communication links – Responders</td>
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<thead>
<tr>
<th>Environmental</th>
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<tbody>
<tr>
<td>- Built Environment</td>
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<tr>
<td>- Rebuilding (Houses, Schools)</td>
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<tr>
<td>- Green Environment</td>
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<tr>
<td>- Contamination</td>
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<tr>
<td>- Waste &amp; Pollution Issues</td>
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<tr>
<td>- Site Access</td>
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<tr>
<td>- Site Clean Up</td>
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<tr>
<td>- Security of the area</td>
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<tr>
<td>- Critical Infrastructure (Utilities)</td>
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The process of rebuilding, restoring and rehabilitating the community following these impacts, may be considered by the following sub-groups: (Please note the list is not exhaustive).

<table>
<thead>
<tr>
<th>Health &amp; Welfare Sub-Group</th>
<th>Chair and Secretariat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chaired by Director of Public Health or Local Authority Head of Communities with secretariat from the organisation providing the chair.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Issues to be considered</th>
<th>Membership of Group</th>
</tr>
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<tbody>
<tr>
<td>• Impact on Community – Short/Long Term</td>
<td>Representatives as relevant from:</td>
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<tr>
<td>• Health monitoring</td>
<td>Council including:</td>
</tr>
<tr>
<td>• Humanitarian Assistance Centres</td>
<td>Communities &amp; Resources Directorate - Environmental Health Officer</td>
</tr>
<tr>
<td>• Wider health and Social Care support</td>
<td>People &amp; Economy Directorate</td>
</tr>
<tr>
<td>• Food Safety</td>
<td>Emergency Accommodation Officer</td>
</tr>
<tr>
<td>• Local community health</td>
<td>Legal and Democratic Services (Elected Members)</td>
</tr>
<tr>
<td>• Physical and psychological support</td>
<td>STAC</td>
</tr>
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<td></td>
<td>Food Standards Agency</td>
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<td></td>
<td>Voluntary Sector (eg. British Red Cross, WRVS, Salvation Army, CAB, Samaritans)</td>
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<td></td>
<td>Churches Together (or other Faith Groups as relevant)</td>
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<td></td>
<td>Pension Services</td>
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<td></td>
<td>Disability carers services</td>
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<tr>
<td></td>
<td>Benefits Agencies</td>
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<tr>
<td></td>
<td>Incident Care Team from the relevant Train Operating Company if a train crash.</td>
</tr>
</tbody>
</table>
## Financial and Legal Issues Sub-Group

### Chair and Secretariat
Chaired by Senior Financial Manager / or Solicitor in the local authority. Secretariat to be provided by the organisation providing the chair.

### Issues to be considered

<table>
<thead>
<tr>
<th>Membership of Group</th>
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</thead>
<tbody>
<tr>
<td>Representatives (as appropriate) from:</td>
</tr>
<tr>
<td>Finance Officers</td>
</tr>
<tr>
<td>Legal Officers</td>
</tr>
<tr>
<td>Police Force</td>
</tr>
<tr>
<td>Other organisations as appropriate.</td>
</tr>
</tbody>
</table>

- Crime
- Insurance
- Helping the uninsured
- Handling Insurance Assessors
- Legal challenges
- Hardship
- Public Appeals
- Bellwin Scheme/Special Grants
- EU Funding
- Regional Funding Sources
- Other Gov. Dept. grants/funding schemes.
- Loss of business rates
- Loss of council tax revenue
- Housing provision costs
- Education costs
- Social Services costs
- Increase in benefits payments
- Depleted community economic base
- Uninsured losses
- Litigation
- Claims
<table>
<thead>
<tr>
<th>Community Rebuilding Sub-Group</th>
<th>Chair and Secretariat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chaired by Local Strategic Partnership Chair. Secretariat to be provided by the local authority.</td>
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<table>
<thead>
<tr>
<th>Issues to be considered</th>
<th>Membership</th>
</tr>
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<tbody>
<tr>
<td>• Return to “Normality”?</td>
<td>Representatives to attend as relevant from:</td>
</tr>
<tr>
<td>• Community Networks</td>
<td>Parish and/or Town Council Representatives</td>
</tr>
<tr>
<td>• Community tensions in the area recognised i.e. racial</td>
<td>Local Elected Members</td>
</tr>
<tr>
<td>• Community intelligence</td>
<td>Residents associations</td>
</tr>
<tr>
<td>• Ensure area not blighted</td>
<td>Tenants associations</td>
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<tr>
<td>• Community negotiation</td>
<td>Local schools</td>
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<td>• Residential groups aid in community cohesion and community rebuilding (homelessness)</td>
<td>Local Businesses</td>
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<tr>
<td>• Public Meetings (information sharing/regular briefings)</td>
<td>Community groups (including religious faith groups)</td>
</tr>
<tr>
<td>• Community vulnerability – reassurance through warning and informing</td>
<td>Disaster Fund Manager (if established)</td>
</tr>
<tr>
<td>• Memorials</td>
<td>Representative from the Recovery Co-ordinating Group</td>
</tr>
<tr>
<td>• Anniversaries</td>
<td></td>
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<tr>
<td>• Public Enquiries</td>
<td></td>
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</tbody>
</table>
### Environmental and Infrastructure Sub-Group (Including Clean Up)

<table>
<thead>
<tr>
<th>Issues to be considered</th>
<th>Membership</th>
</tr>
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<tbody>
<tr>
<td>• Built Environment</td>
<td>Representatives (as appropriate) from:</td>
</tr>
<tr>
<td>• Rebuilding (Houses, Schools)</td>
<td>• Council – representatives as appropriate, eg:</td>
</tr>
<tr>
<td>• Green Environment</td>
<td>• Principal Environment Health Officer</td>
</tr>
<tr>
<td>• Contamination</td>
<td>• Waste Disposal Officer</td>
</tr>
<tr>
<td>• Waste &amp; Pollution Issues</td>
<td>• Transport and Highways</td>
</tr>
<tr>
<td>• Site Access</td>
<td>• Neighbourhood Management</td>
</tr>
<tr>
<td>• Site Clean Up</td>
<td>• Environment Agency</td>
</tr>
<tr>
<td>• Security of the area</td>
<td>• Public Health England</td>
</tr>
<tr>
<td>• Critical Infrastructure (Utilities)</td>
<td>• Public Health Area Teams.</td>
</tr>
<tr>
<td></td>
<td>• Police (if issues around security of sites)</td>
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<td></td>
<td>• Utility and Transport organisations</td>
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<tr>
<td></td>
<td>• Food Standards Agency</td>
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<tr>
<td></td>
<td>• Animal Health</td>
</tr>
<tr>
<td></td>
<td>• National Trust / English Heritage / Natural England (if historic sites or protected areas are affected)</td>
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<td></td>
<td>• Other agencies such as the Government Decontamination Service, etc.</td>
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<td></td>
<td>• Others as required</td>
</tr>
<tr>
<td>Business Community/Employment Sub-Group</td>
<td>Chair and Secretariat</td>
</tr>
<tr>
<td>-----------------------------------------</td>
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</tr>
<tr>
<td></td>
<td>Chaired by Director from Economic and Business / Regeneration Team in the local authority or Regional Development Agency. Secretariat to be provided by the organisation providing the chair</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Issues to be considered</th>
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<tr>
<td>Encouraging business community to get on board</td>
<td>Regional Government Office</td>
</tr>
<tr>
<td>Relocation of business</td>
<td>Regional Development Agency</td>
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<tr>
<td>Independent sector businesses</td>
<td>Jobcentre Plus</td>
</tr>
<tr>
<td>Links to Business Continuity Plans</td>
<td>Business Link</td>
</tr>
<tr>
<td>Maintaining Business Confidence</td>
<td>Local Business Forums / Networks</td>
</tr>
<tr>
<td>Unemployment</td>
<td>Chambers of Commerce</td>
</tr>
<tr>
<td>Job Centre Plus</td>
<td>Learning and Skills Council</td>
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<tr>
<td>Property and land values</td>
<td>Local Tourist Board</td>
</tr>
<tr>
<td>Repairs to Infrastructure (Power, Water)</td>
<td>Trade Unions</td>
</tr>
<tr>
<td>Economic Development – Regenerate the area</td>
<td>Trade Associations / Retail Forums</td>
</tr>
<tr>
<td></td>
<td>Association of British Insurers</td>
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<tr>
<td></td>
<td>Other agencies as required, eg. National Trust, National Farmers Union, etc.</td>
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<tr>
<td></td>
<td>Local Economic Partnership representatives</td>
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<tr>
<td>Communications Information Sub-Group</td>
<td>Chair and Secretariat</td>
</tr>
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<tr>
<td></td>
<td>Chaired by Local Authority PR and Communications Manager. Secretariat by local authority</td>
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</tbody>
</table>

**Issues to be considered**

- Community Liaison
- Staff
- Businesses
- Media
- Help-lines
- Information on Websites (community forums)
- VIP Visits
- Parish Councils
- Public Meetings
- Workshops
- Communication links – Responders

**Membership**

- Representatives / press officers from:
  - Council
  - Police
  - Public Health Area Teams
  - Public Health
  - Government News Network
  - Other Stakeholders e.g. Site Operator, Tourist Board, LRF representative from Local Media, etc.
APPENDICES
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### CALL DETAILS (Please obtain as much detail as possible)

<table>
<thead>
<tr>
<th>Time call was taken</th>
<th>Date call was taken</th>
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<tr>
<th>What is the contacts name?</th>
<th>Contact no.?</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>What is their rank/designation?</th>
<th>What is their organisation/department</th>
</tr>
</thead>
</table>

### INCIDENT DETAILS

<table>
<thead>
<tr>
<th>Has the incident been declared as a? (tick to indicate)</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of incident</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of casualties if known at this time?</th>
</tr>
</thead>
</table>

### CHEMICAL/CLOUDBURST INCIDENT (if not known, enter UNKNOWN in the field)

<table>
<thead>
<tr>
<th>Incident Location / Company</th>
<th>IF CLOUDBURST, tick as appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>INOVYN Chlor Vinyls</td>
<td></td>
</tr>
<tr>
<td>Runcorn MCP</td>
<td></td>
</tr>
<tr>
<td>INEOS Enterprises</td>
<td></td>
</tr>
<tr>
<td>Vynova Runcorn</td>
<td></td>
</tr>
<tr>
<td>Koura Ltd (formerly Mexichem Fluor)</td>
<td></td>
</tr>
<tr>
<td>Packed Chlorine</td>
<td></td>
</tr>
<tr>
<td>ICoNiChem Ltd (formerly Shepherd Widnes Ltd)</td>
<td></td>
</tr>
<tr>
<td>Univar Limited</td>
<td></td>
</tr>
<tr>
<td>Emerald Kalama Widnes Ltd</td>
<td></td>
</tr>
<tr>
<td>Vertellus Specialities UK Ltd</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>Are chemicals involved?</strong> <em>(tick to indicate)</em></td>
<td>Yes</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Type of chemical(s)</td>
<td></td>
</tr>
<tr>
<td>Wind speed (mph)</td>
<td></td>
</tr>
<tr>
<td>Wind direction – from</td>
<td></td>
</tr>
<tr>
<td>Wind direction -To</td>
<td></td>
</tr>
<tr>
<td>Sectors/Areas Affected (if given)</td>
<td></td>
</tr>
</tbody>
</table>

**COMPLETE THIS SECTION FOR RUNCORN SITE COMAH OPERATORS** *(if not known, enter UNKNOWN in fields)*

*RSCO – INOVYN ChlorVinyls, Runcorn MCP, INEOS Enterprises, Vynova Runcorn, Koura Ltd. and Packed Chlorine*

| Initial source of incident in site area |  |
| Grid Reference (if given) |  |
| Onsite emergency control centre is located at |  |

**COMPLETE FOLLOWING FOR ALL INCIDENTS**

| Are any roads closed or required to be closed? *(if applicable)* |  |
| Is the Runcorn/Widnes bridge open? *(tick to indicate)* | Yes | No |
| Damage to property/other effects? *(if applicable)* |  |
| Has there been an evacuation? *(tick to indicate)* | Yes | No |
| Number of evacuees *(if applicable)* |  |
| Where have they been evacuated to *(if applicable)* |  |

**ACTION TAKEN**

| What action has been taken so far? |  |

**INCIDENT OVER**

| Has the incident been stood down? *(tick to indicate)* | YES | NO |

Risk & Emergency Planning – November 2019
FURTHER INFORMATION

CONTACT THE ON CALL EMERGENCY PLANNING OFFICER
LOCAL AUTHORITY EMERGENCY CENTRE

FOLLOW UP CALLS ON EMERGENCY PHONE

<table>
<thead>
<tr>
<th>Follow up Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow up Time</td>
<td></td>
</tr>
<tr>
<td>Received by (advisor)</td>
<td></td>
</tr>
<tr>
<td>Received from</td>
<td></td>
</tr>
<tr>
<td>Contact No.</td>
<td></td>
</tr>
<tr>
<td>Message</td>
<td></td>
</tr>
</tbody>
</table>

Further Information

(This information may be forwarded onto the Local Authority Emergency Centre for action or to the Emergency Planning Officer on call - for information only)
Any information which may be seen as urgent or important should be passed immediately to the On Call Emergency Planning Officer – if in doubt pass it on?
Intentionally Left Blank
Joint Organisational Learning (JOL)

In line with JESIP, JOL is a system in place providing Emergency Services and other responder agencies with a consistent and accountable mechanism to ensure lessons identified are acted on and to ensure they become lessons learned.

All responder agencies have access to the JOL application hosted on Resilience Direct and can submit interoperability issues and share notable practice.
Intentionally Left Blank
Recovery - Suggested Handover Certificate

[Note: This certificate has been written on the assumption the Strategic Co-ordinating Group is being chaired by Cheshire Police and the Local Authority is chairing the Recovery Co-ordinating Group.

NAME / TITLE OF INCIDENT

Handover Status Certificate

Upon this Status Certificate being signed by both Cheshire Police and the Local Authority, the Command and Control for dealing with the aftermath of the ..............emergency is to be taken over and led by ................. Council.

In addition to any requirements laid out in specific contingency plans relevant to this emergency:

Cheshire Constabulary are satisfied that:

1. There is no known further risk to life in relation to this specific emergency.

2. The circumstances dictate it more appropriate for Command and Control to rest with ........ Council in that the phase is clearly now one of recovery.

3. There are no serious public order or crime prevention issues which impact on the overall strategic co-ordination of the recovery phase.

4. Cheshire Fire & Rescue Service together with North West Ambulance Service are operating at a level which does not necessitate a Strategic Co-ordinating Group to co-ordinate and facilitate their activity.

5. There are no known scenarios which may require the reinstatement of the Strategic Co-ordinating Group in relation to this emergency in the foreseeable future.

Halton Borough Council from ........ hrs on ....../..../..... take over Command and Control for dealing with the aftermath of the .................emergency being satisfied that it has in place the infrastructure and processes to take over such function from Cheshire Police.

Signed: ........................................  Name: ...........................................Council

Signed: ........................................  Name: ...........................................Constabulary

Date and Time Signed: ........................................
Distribution List

Internal – HBC:

Hard / Soft Copies of the Document will be distributed to:

Chief Executive
Leader of Council
Deputy Leader of the Council
Strategic Director – Enterprise, Community & Resources Directorate
Strategic Director – People Directorate
Director of Adult Services
Director of Children’s Services
Director of Public Health
Operational Director – Policy, Planning & Transportation
Divisional Manager – Traffic, Risk & Emergency Planning and Health & Safety
HBC First Responder Responders
Emergency Planning Team
Local Authority Emergency Centres (Widnes / Runcorn)
Intranet Emergency Planning Portal

HBC Website

Document posted HBC’s External Internet site.

External Agencies

Permissions will be granted for the following agencies / organisations to have access to this document via Resilience Direct.

- Cheshire Police
  - Joint Tactical Co-ordination Centre (Silver)
  - Strategic Co-ordination Centre (Gold)
- Cheshire Fire & Rescue Service
- North West Ambulance Service
- Warrington Borough Council
- Joint Cheshire Resilience Team
  - Cheshire East / Cheshire West & Chester Councils