



London Borough of Hackney


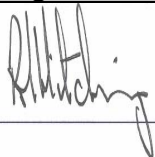
Emergency Plan Volume 1

Approved by:	Name:	Signature:	Date:
On behalf of: London Borough of Hackney Chief Executive	Tim Shields		22/4/08
On behalf of: London Borough of Hackney Corporate Director Neighbourhood & Regeneration	Fiona Fletcher-Smith		22/4/08
On behalf of: London Borough of Hackney Assistant Director Safer Neighbourhoods	Hazel Simmonds		22 April 08

Area of Application

Borough Wide

Corp / Dir Code	Division	Service Area	Location	Originator Code	Document No	Revision
001	X	00	ALL	EPS	0012	1.0

Date	Revision	Description	Author	Signature	Verifier	Signature
13/12/07	1	Original Document	S. Moffitt		R. Hitching	

If this document was not sent to you directly then you will not be able to receive updates on this document. It is essential, that you have the most up to date version of this document, to verify that you have the most up to date version follow the path below.

Public Folder
 All Public Folders
 Community & Leisure
 CCTV & Emergency Planning
 EP Documents)

If you wish to be added to the distribution list then please e-mail (Emergency planning)

Date	Page No	Revision	Description of Amendments

AMENDMENT PROCEDURE

1. It is ESSENTIAL that information in this plan is kept up to date.
2. It is the responsibility of all plan Holders to inform the London Borough of Hackney Emergency Planning Service of any details that have been changed which will impact on this Emergency Plan.
3. Details of all changes should be recorded on the 'Advice of Change' Form below and then:
 - a) Given to the authority's Emergency Planning Representative within department for forward transmission to the Emergency Planning Service; or
 - b) Forward direct to the Boroughs Emergency Planning Service at Stoke Newington Municipal Offices.
4. The London Borough of Hackney Emergency Planning Service will issue amendment sheets as required.
5. Plan Holders are responsible for ensuring this plan is up to date and a note of each Amendment Received should be made on the RECORD OF AMENDMENTS sheet overleaf.

London Borough of Hackney
Emergency Plan
Update Form

The London Borough of Hackney Emergency Planning Service will update the master document and an 'Amendment sheet' will be issued.

Contact Name..... Tel No./Extension.....

SECTIONS REQUIRING AMENDMENTS:

REASON FOR UPDATE:

REVISED INFORMATION: (List below: add separate sheet if required)

Signature..... Date:.....

DO NOT USE ORIGINAL COPY
PLEASE PHOTOCOPY THIS FORM

SUPPORTING COMMENTS

The sense of duty and commitment within the Council's staff and the excellent relationships with our partners in the statutory, private, and voluntary sectors and within the community, gives us the confidence to state that should a major incident affect the borough and its residents, Hackney is able to deal with it.

This emergency plan has been developed to enable the Council to respond to emergencies both within Hackney and the surrounding area.

The plan should be read and understood by all officers of the Council, and we are confident that if these procedures are known by staff and followed by management, the Council will be better able to meet its public safety commitment in relation to civil emergencies.

Chief Executive

Acknowledgements

We would like to thank the following for their invaluable contribution:

Operations Office Stoke Newington Police Station

Hackney Borough Fire Commander

British Red Cross

City and Hackney Primary Care Trust

Civil Contingencies Secretariat

Emergency Planning College

London Emergency Service Liaison Panel (LESLP)

London Fire & Emergency Planning Authority (Emergency Planning)

Woman's Royal Voluntary Service (WRVS)

Federal Emergency Management Agency

Page Intentionally Left Blank

FORMAT OF THE PLAN

The plan is in three volumes plus the Corporate Business Continuity Plan:

Volume One

This Volume provides the Emergency Response Policy within the London Borough of Hackney and includes: -

- OVERVIEW
 - Policy
 - SITUATION & ASSUMPTIONS USE OF THE PLAN
 - LEVELS OF EMERGENCY RESPONSE
 - BUSINESS CONTINUITY
 - ORGANISATIONAL & ASSIGNMENT OF RESPONSIBILITIES
 - PLAN DEVELOPMENT & MAINTENANCE
- USE OF THE PLAN
- EMERGENCY RESPONSE WITHIN THE LONDON BOROUGH OF HACKNEY
- PLANNING; TRAINING & TESTING

Volume Two

This Volume provides: -

This Volume provides: - Information on the primary tasks placed of the London Borough of Hackney and how there are achieved

- Task A Direction & Control Philosophy
- Task B Communications During an Emergency
- Task C Warning
- Task D Emergency Public Information
- Task E Evacuation of Communities
- Task F Mass Care
- Task G Health & Medical Services
- Task H Resources Management
- Task J Borough Cohesion Policy
- Annexes

Volume Three

Volume 3 provides: -

- Information on the Initial Response Tasks placed of the London Borough of Hackney; how they are achieved and by whom.
- It acts as the central document from which all Functional Task Guides and Aide Memoirs are based.

Volume Four

This Volume provides: -

Business Continuity Management (BCM) Corporate Policy

Page Intentionally Left Blank

CONTENTS

Volume One		
Emergency Planning Policy		
Chapter 1	OVERVIEW	15
1.1.	POLICY	15
1.1.1	Purpose	15
1.1.2	Aims & Objectives	15
1.1.3	General Principals	15
1.1.4	Legislation	16
1.1.4.1	COMMAH	16
1.1.4.2	Local government & Housing	16
1.1.4.3	Civil Defence	16
1.1.4.4	Civil Contingencies Act	16
1.1.4.5	Additional Statutory Instruments	16
1.2.	SITUATION & ASSUMPTIONS	
1.2.1	Situation	18
1.2.1.1	Social Factors	18
1.2.1.2	Environmental Factors	18
1.2.1.3	Economic Factors	18
1.2.1.4	Transport Infrastructure	18
1.2.1.5	Social / Welfare Facilities	19
1.2.1.6	Hazardous Sites	19
1.2.2	Assumptions	19
1.2.2.1	Concept of Operations	19
1.2.2.2	Tiered level of response	19
1.2.2.2.1	Emergency Response In Hackney	19
1.2.2.2.2	Emergency Response to a Major Incident in London	20
1.3	LEVELS OF EMERGENCY RESPONSE	21
1.4	BUSINESS CONTINUITY	22
1.4.1	Levels of BCM Response	22
1.4.2	Team Make UP	22
1.5	ORGANISATIONAL & ASSIGNMENT OF RESPONSIBILITIES	25
1.5.1	CEO of LBH	25
1.5.2	Borough Fire Commander	25
1.5.3	Borough Police Commander	25
1.5.4	Health & Medical Co-ordinator (PCT Emergency Planning Team)	25
1.5.5	Emergency Planning Manager	26
1.5.6	Emergency Control Centre Manager	26
1.5.7	Warning & Informing Co-ordinator	27
1.5.8	Communications Staff	27
1.5.9	Evacuation Co-ordinators	28
1.5.10	Rest centre Co-ordinator	29
1.5.11	Environmental & Structural Engineering	30
1.5.12	Borough Resources Manager	30
1.5.13	Learning Trust Officer	30
1.5.14	Animal Care & Control	30
1.5.15	All Tasked Organisations	31
1.5.16	Administration & Logistics	31
1.6	PLAN DEVELOPMENT & MAINTENANCE	32

Chapter 2	USE OF THE PLAN	35
2. 1	General Plan Guidance	35
2. 2	Role of the Emergency Planning Service	35
2. 3	Scope	35
2. 4	The Disaster Continuum	38
Chapter 3	EMERGENCY RESPONSE WITHIN THE LONDON BOROUGH OF HACKNEY	39
3. 1.	Introduction to Hackney	39
3. 1.1	Emergencies relevant to the Borough of Hackney	39
3. 1.2	Disaster Scenarios for Hackney	4
3. 1.3	Main Functions of the London Borough of Hackney	41
3. 1.4	Main Functions of the Emergency Services & Other Significant Agencies	42
3. 1.4.1	Role of the Police during an Incident	42
3. 1.4.2	Role of the British Transport Police during an Incident	42
3. 1.4.3	Role of the London Fire Brigade during an Incident	43
3. 1.4.4	Role of the London Ambulance Service during an Incident	44
3. 1.4.5	Role of the Primary Care Trust (NHS) during an Incident	45
3. 1.4.6	Role of Hospitals during an Incident	45
3. 1.4.7	Role of the Environment Agency during an Incident	46
3. 1.4.8	Role of Central Government	46
3. 1.4.9	Civil Contingencies Secretariat	46
3. 1.4.10	London Resilience	47
3. 1.5	Mutual Aid	47
3. 1.5.1	North Central London Boroughs	47
3. 1.5.2	North East London Boroughs	47
3. 1.5.3	London Central Boroughs	47
3. 1.5.4	Mutual Aid Policy and Arrangements	48
3. 1.6	Other Assistance	48
3. 1.6.1	Women's Royal Voluntary Service (WRVS)	48
3. 1.6.2	Salvation Army	48
3. 1.6.3	British Red Cross Society	48
3. 1.6.4	St Johns Ambulance Brigade	48
3. 1.6.5	Faith Organisations	48
Chapter 4	PLANNING; TRAINING & TESTING	51
4. 1	CCA REQUIREMENTS	51
4. 1.1	The Need for Planning	51
4. 1.2	The Need for Training	51
4. 1.3	Types of Training	51

Annexes and Appendices

Annex A	Command & Control The Initial Response	55
A1	Plan Activation	57
A1-1	Initial Information Requirements	57
A1-2	Initial Control	57
A1-3	Tiered Level of Control	57
A1-3a	Strategic Level	58
A1-3b	Tactical Level	58
A1-3c	Operational Level	58
A1-4	Subsequent Control	58
Appendixes to Annex A		
Appendix 1	Strategic Co-ordinating Group	59
Appendix 2	Joint Emergency Services Control Centre	61
Appendix 3	Operational Control	62
Appendix 4	Initial Council Response	63
Appendix 5	Template of the Borough Situation Report (SitRep) Form	65
Appendix 6	The Emergency Control Centres	66
Appendix 7	Evacuations (Quick Guide)	67
Annex B	Communications Links during the Initial Response	69
Annex C	Information Policy	70
Annex D	Actions on Dealing with the Media	71
Annex E	Disaster Appeals	72
Annex F	Communications	73
Annex G	Health & Safety	74
Annex H	Actions on Downgrading of the Incident	75
Annex I	Health Service Emergency Definitions	76
Annex J	British Red Cross Appeals Scheme	77
Annex K	Setting up an Emergency Control Centre	78
Annex L	Crisis Management Team	79
Annex M	Glossary of Terms	81
Annex N	Community Risk Register	85

Page Intentionally Left Blank

Volume One

EMERGENCY PLANNING POLICY

Page Intentionally Left Blank

Part 1 Chapter 1

1. POLICY OVERVIEW

1.1 Purpose

The purpose of Volume 1 of the Emergency Plan is to describe the philosophy of *emergency response and management* in the London Borough of Hackney. The *roles and responsibilities* of those involved and how a co-ordinated response will be achieved.

The plan as a whole covers the management of an incident from the declaration of an emergency through the response and recovery phases and includes a section on the management of the continuity of the councils business during the period of disruption.

The plan is designed to be a useful guide to how the London Borough of Hackney should respond to a community in need.

1.1.2 Aims & Objectives

Aim

To provide an Emergency Plan that reflects the risks identified within the London Borough of Hackney by:

- 1) Ensuring a co-ordinated response to an emergency with trained officers.
- 2) Providing the community with the knowledge that there is a response, should the need arise.

Objectives

The objectives of the plan are: -

- a) To provide flexible arrangements that will enable the Council to deliver a range of services to those affected by a Major Incident, both in the immediate aftermath and during the recovery stage;
- b) To assist the Emergency Services by providing additional resources to aid in their response;
- c) To provide co-ordination of the response by non-emergency services & to take the lead role in the long-term recovery of the Borough of Hackney;
- d) To integrate arrangements for a range of emergencies whether in peacetime or as a result of a hostile attack.

The plan is designed to fulfil these aims and objectives. It does not cover detailed Civil Defence planning but will provide the basis on which such planning could be developed following advice being issued from Central Government.

1.1.3 General Principals

The general principles for the London Borough of Hackney's Emergency Plan are:

- i. This plan covers peacetime emergencies, and will be used as a basis for developing arrangements that the Council may make during situations of hostile attack.
The Emergency Services will deal with the immediate effects of an emergency through their major incident plans. The Council will assist as required in the initial stages of response, and will fulfil the lead co-ordination role to restoration of normality within the borough once the Emergency Services have withdrawn.

- ii. Mutual assistance could be made available from the surrounding boroughs and groups. The Northeast group N.E.L.E.P.G. (North East London Emergency Planning Group) includes: Waltham Forest, Barking and Dagenham, Tower Hamlets, Redbridge, Havering, and Newham. Also, assistance may come from the North London Mutual Aid for Civil Emergencies (N.O.R.M.A.C.E.). This group consists of the following boroughs: Camden, Enfield, Haringey, Islington, The City of Westminster and The City of London.

Similarly the surrounding Councils may request aid from the London Borough of Hackney to assist in the event of an emergency in their area.

- iii. A number of authorities and organisations are responsible for the preparation of plans and responding to emergencies. Consultation is, therefore, essential to ensure effectiveness of both plans and the response.

Volumes 2 & 3 go on to describe in detail the procedures (the functional annexes) and the actions (Hazard specific appendices) required to bring the situation under control and bring a speedy return to normality.

1.1.4 Legislation, Government Publications, Circulars and other Guidance

This plan recognises the following legislation and acknowledges and supports the principles set out in the 'Standards for Civil Protection in England and Wales'.

1.1.4.1 COMAH

The following Acts of Parliament and statutory Instruments are relevant:

- i. Control of Major Accident Hazards Regulations 1999 (COMAH)

The London Fire & Emergency Planning Authority is responsible for the Off-site plan, with the Local Authority having responsibility for Public Information.

1.1.4.2 Local Government & Housing Act

- ii. Local Government & Housing Act (156) 1989

This act amends Section 138 of the Local Government Act 1972, extending to local authorities the powers (not duties), if it is considered appropriate, to undertake contingency planning to deal with a possible emergency, or disaster, involving destruction of, or danger to, life or property which would be likely to affect the whole, or part, of their area.

1.1.4.3 The Civil Defence (General Local Authority Functions)

- iii. The Civil Defence (General Local Authority Functions) Regulations 1993

These require London Boroughs to:

- (a) Make, keep under review, and revise plans for their area.
- (b) Arrange for the training of staff and other relevant persons.
- (c) To carry out exercises to validate plans and train staff.

1.1.4.4 The Civil Contingencies Act

iv. The Civil Contingencies Act 2004 (CCA 2004)

Schedule 1 Part 1 of the Act identifies London borough councils as Category 1 (Cat 1) Responders. Cat 1 Responders have the following duties imposed on them:-

- Duty to assess risk of emergency occurring
- Duty to maintain plans
- Publication of plans and assessments
- Arrangements for warning and provision of information and advice to the public
- Advice and assistance to business and voluntary organisations

(1) In this Part “emergency” means—

- (a) an event or situation which threatens serious damage to human welfare in a place in the United Kingdom,
- (b) an event or situation which threatens serious damage to the environment of a place in the United Kingdom, or
- (c) war, or terrorism, which threatens serious damage to the security of the United Kingdom.

(2) For the purposes of subsection (1)(a) an event or situation threatens damage to human welfare only if it involves, causes or may cause—

- (a) loss of human life,
- (b) human illness or injury,
- (c) homelessness,
- (d) damage to property,
- (e) disruption of a supply of money, food, water, energy or fuel,
- (f) disruption of a system of communication,
- (g) disruption of facilities for transport, or
- (h) disruption of services relating to health.

1.1.4.5 Additional Statutory instrument

In addition, local authorities have duties placed upon them by specific statutory instruments. These include:

Regulations made to incorporate into English Law European Directives dealing with hazardous materials and sites, the Control of Major Accident Hazards (COMAH), the Notification of Installations Handling Hazardous Substances (NIHHS), the Pipeline Safety Regulations (1996) and the Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPPIR)

1.2 Situation & Assumptions

1.2.1 Situation

The London Borough of Hackney is located in the south-eastern portion of the London North Central Local Resilience Forum's (LRF) Area; and has boundaries with the following boroughs: Haringey and Islington to the North and West. To the North East and East with the boroughs of Waltham Forest and Newham in the London Northeast LRF, and with the boroughs of Tower Hamlets and the City of London in the Central LRF, to the south.

1.2.1.1 Social Factors,

Hackney has a population of just under 203,000 people and covers 1,906 hectares, giving a population density of 106 p/h. (the third highest population density in London), and is considered the most deprived borough in London. Up to 41% of Hackney's population is from the black and ethnic minorities, made up of many cultures; religions; nationalities and languages. The different groupings are well mixed throughout the borough. To the north of the borough in the Stanford Hill Area is a large Orthodox Jewish community (The largest in Europe).

The population of the borough is young; 28% are under 20 years old, and a relatively low proportion of people over 60 year of age. There are 7500 businesses registered for VAT; employing 92,100 people within the borough mainly in the Small to Medium Sized Enterprises (SME) grouping.

1.2.1.2 Environmental Factors

The borough is heavily urbanised with some green spaces particularly in the east of the borough around the River Lea (Hackney Marsh area and in the North West of the Borough (Clissold Park). The River Lea is also identified as having a risk of Fluvial Flooding affecting a number of properties in the East of the borough, and also threatens the important A104 East-West Route. To the north-east and west of the borough are several reservoirs containing large amounts of water.

1.2.1.3 Economic Factors

Most of the 7500 businesses are small independently owned predominantly retail outlets concentrated around the A107 Mare Street, and A10 Kingsland Road / Stoke Newington High Street areas. There are a number of Small manufacturing locations along the A1208 Hackney Road and in the railway arches under the overground railways running through the borough.

1.2.1.4 Transport Infrastructure

Whilst there are two underground station entrances, there are no actual underground stations inside the borough's boundary. The borough is bisected by an overground railway running east / west centrally across the borough that handles both passenger and freight trains. In the east of the borough is a second overground railway handling passenger trains running north / south out of the London Liverpool Street Terminus just south of the borough.

The Channel tunnel Rail Link (CTRL) runs under the borough running parallel with the east / west surface rail route with an access point located at Graham Road, to the west of Hackney Central station.

The principal road links through the borough are the A10 and the A107 running north / south from the City of London and the A104 running east / west across the borough. These are single carriageway routes that are heavily used particularly during the peak hours.

1.2.1.5 Social / Welfare Facilities

Within the Borough are a number of educational establishments from Pre - school to 6th. Form both publicly and privately funded, and there are a number of different faith schools covering all three major Abrahamic Religions.

There is one major hospital located in the east of the Borough and a number of local health facilities distributed around the Borough providing routine dental and medical care.

1.2.1.6 Hazardous Sites

There are no Control of Major Hazard (COMAH) Sites in the borough; however there are two close to the borough boundaries in two adjacent boroughs. To the North East is the Coppermills Water Treatment Works in Waltham Forest that contains large amounts of chlorine and to the South East is the Bethnal Green Gas Holder station in Tower Hamlets. The safety cordon of which extends into Hackney's area. There is also an important Electrical Terminal on the banks of the Regents Canal in the south of the borough.

A number of unexploded WW II munitions have also been discovered during building works within the borough.

1.2.2 Assumptions

In producing this plan the assumptions are drawn from the Borough Risk Register found at Appendix 1 to Volume 1

The risk register is formed from the information listed in the Regional Risk Register for the London North Central Regional Area, and modified to be representative of those risks relevant to Hackney.

This includes accidents and incidents as a result of Industrial Accidents & Environmental Pollution; Transport Accidents (Road, Rail & Aircraft); Structural Accidents; Human Health; Animal Health; Infrastructure Technical Failures (Utilities); General Crime and Terrorism.

It is assumed that these incidents may be local, within the borough or regional involving adjacent boroughs. It is also assumed that events occurring in Hackney will require a co-ordinated Multi-agency Response. This may be from within various agencies within the councils organisation or with the aid of emergency response organisations external to the council but from within the borough.

1.2.2.1 Concept of Operations

In any response to an incident that the EROs are involved in the EROs will be the lead body with the council acting in support of the EROs until the emergency is declared over. Once the EROs have withdrawn the Council will assume the lead function, operating under its own incident response management structure.

1.2.2.2 Tiered Level of Response

**1.2.2.2.1
Emergency Response to Events within Hackney**

Emergency Response to Events within Hackney are managed using the standard three tiered level of response system as used through out England & Wales and by the EROs.

Gold The Strategic Level

Used for all major incidents and requires the activation of the Borough Gold Level Management response Controlled from one of the Borough's Gold Locations

London Borough Of Hackney

Silver The Tactical Level

Used in both major and minor level incidents where a multi-agency response is required. Uses the borough's middle management level of control and can be located anywhere, normally located close to the incident site and co-located with the Joint Emergency Services Control Centre (JESCC) if deployed.

Bronze The Operational Level

Deployed in all incidents and manned by the Borough's Supervisory staff or above normally located at the ERO Incident Control Point (ICP)

1.2.2.2.2. Emergency Response to a Major incident within London

In the event of a major incident occurring requiring a London Regional Response, The London Local Authority Gold (LLAG) will be activated. LLAG is a chief executive of one of the London Local Authorities plus their control team operating on a rota basis. LLAG has overall command of all the London Local Authority Resources and is based at the Strategic Co-ordination Centre and supported by the London Local Authority Co-ordination Centre (LLACC), and all the London Borough Emergency Centres (BECCs) which are expected to be operational during the period that LLAG is active

The above levels work similarly in both the Emergency Response and Business Continuity functions.

1.3. LEVELS OF EMERGENCY RESPONSE

Level of Emergency	Consequences	Tasking
One		
Routine event requiring the attendance of the EROs	Standard single ERO Team deployment	EPS TEAM None
Outside the scope of this document	No persons De-housed or excluded from property	EPS TEAM None
	Negligible disruption to the community	EPS TEAM None
	Loss of / Failure of Utilities to a Property Block	Council Emergency Failure / repair team:- Alert Relevant Response team,
Two		
Deployment of full Multi-agency Response with multiple teams involved	Fire / Structural Damage / Loss of Utilities Removal or Exclusion from Property (<5 x Properties involved)	BRONZE Team to ICP
	Fire / Structural Damage / Loss of Utilities Removal or Exclusion from Property (>5 x Properties involved) No ERO Gold active	BRONZE AND SILVER Teams deployed.
Three		
Major incident Declared by EROs	Fire / Structural Damage / Loss of Utilities Removal or Exclusion from Property (>10 x Properties involved) <u>ERO Gold Active</u>	GOLD, SILVER & BRONZE Deployment required.
Four		
Major London Regional Incident declared	London Gold Activated	All London Local Authority's Gold Cells to be active during the period of the emergency.
Affecting more than one London Borough		Silver and Bronze Controls as required

Team Make up

Emergency Response

Gold Group

1 x A/D

1 x PA

1 x Communications Officer

Additional A/Ds as required by the situation

May be supplemented by an EPO if available

Silver Command

1 x Duty Emergency Planning Officer (DEPO)

Bronze Control

1 x DEPO or Local Authority Liaison Officer (LALO)

1 x More Rest Centre Manager(s)

**1. 4.
Business
Continuity**

Business Continuity

Under Section 2(1)(c) of the CCA 2004 local authorities are required to have effective Business Continuity Management Plans in place to minimise the affects on service disruptions within their boroughs during the response and recovery phases following an incident

“Maintain plans for the purpose of ensuring, so far as is reasonably practicable, that if an emergency occurs the person or body is able to perform his or its functions,”

CCA 2004 Section 2(1)(c)

**1.4.1 Business
Continuity
Response**

Business Continuity Response to Service Degradation affecting the services provided by the London Borough of Hackney is managed at proportionate response levels, dependant on the size and the amount of the disruption to council services.

These are measured against five key areas:-

Buildings
Staff
Utilities
Information Technology and Communications
and
Transport

A similar structured approach is taken to service degradation with the Council

Corporate Response Team
Directorate Gold
Divisional Silver
Service Area Bronze

Further information can be found in: The BCM Plan found in Volume 4

LEVELS OF BUSINESS CONTINUITY RESPONSE

Business Continuity Response		
Level of failure		Response
One An Office or Floor within one building has a degradation in its “Level of Service”		Service Area BCM Bronze Response
Two A Service Area has suffered a significant degradation of service effecting one or more Service Areas		Divisional BCM Silver Response
Three A Division has suffered a degradation in its operational capabilities		Directorate BCM Gold Response
Four A significant degradation has occurred in a number of Council Divisions / Directorates		Corporate Gold BCM Team Activated.

1.4.2 Team Make up Business Continuity
Corporate Response Team

- 1 x CEO
- 1 x CFO
- 1 x PA
- 1 x Communications Director
- Additional A/Ds as required by the situation

Gold Group

- 1 x Director
- 1 x A/D
- 1 x PA
- 1 x Communications Director

Silver Command

- 1 x A/D
- 1 x Affected Area Manager
- 1 x PA
- 1 x Communication Officer

Bronze Control

- 1 x Manager / supervisor
- 1 x PA
- 1 x Communications Officer

Further details on the BCM planning within the Borough can be found in Volume 4

Page Intentionally Left Blank

**1.5
Organisational
and
Assignment of
Responsibilities**

- 1.5.1 Chief Executive Officer of LBH**
- Sets policy for the emergency response organization.
 - Assumes responsibility for the overall response and recovery operations.
 - Authorizes the mitigation strategy for recovery.
 - Identifies by title or position the individuals responsible for serving as Incident Controller(s) / Manager(s), ECC Manager, Health and Medical Coordinator, Communications Coordinator, Warning Coordinator, Public Information Officer, Evacuation Coordinator, Rest Centre Coordinator, and Resource Manager.
 - Identifies by title or position the individuals assigned to work in the ECC during emergencies.
- 1.5.2 Borough Fire Commander**
- Manages fire service resources and directs fire service policy and operations within the borough. Participates in the Hackney Emergency Planning Board and liaises with representatives of the other emergency response services, the emergency management local agencies to discuss coordination of disaster plans.
- 1.5.3 Borough Police Commander**
- Manages law enforcement resources and directs traffic control and law enforcement operations. Participates in the Hackney Emergency Planning Board and liaises with representatives of the other emergency response services, the emergency management local agencies to discuss coordination of disaster plans.
- 1.5.4 Health and Medical Co-ordinator [Primary Care Trust (PCT) Emergency Planning Team]**
- Coordinates the use of health and medical resources and personnel involved in providing medical assistance to disaster victims.
 - Meets with the heads of local public health, emergency medical (EMS), hospital, environmental health, mental health, and mortuary services, or their designees, to review and prepare emergency health and medical plans and ensure their practicality and interoperability. When appropriate, includes local representatives of professional societies and associations in these meetings to gain their members' understanding of and support for health and medical plans.
 - Participates in the Hackney Emergency Planning Board and liaises with representatives of fire, police and ambulance services, the emergency management local agencies to discuss coordination of disaster plans.

**1.5.5
Emergency
Planning
Manager**

[EP Service
Team Member]

- Coordinates with the Communications Coordinator, Warning Coordinator, Communications Officer, Evacuation Coordinator, Emergency Response Organisations Health and Medical Coordinator, Resource Manager, and the Mass Care Coordinator to ensure necessary planning considerations are included in the Emergency Plan (EP).
- Coordinates with the local, Salvation Army, other public service non-profit organizations, the Learning Trust, etc, as appropriate to identify a lead organization, if possible, and personnel to perform rest centre operations jobs.
- Coordinates volunteer support efforts to include the activities of volunteers from outside the borough and the assistance offered by unorganized volunteer and neighbourhood groups within the borough.
- Works with the Communications Department to develop emergency information packs and emergency instructions for the public.
- Coordinates planning requirements with the emergency management staff in neighbouring boroughs that have been identified as potentially hazard-free and have agreed to house evacuees in their rest centres facilities.
- Co-ordinates the provision of mass care needs during catastrophic emergencies.
- Assists, as appropriate, the animal care and control agency staff's efforts to coordinate the preparedness actions needed to protect and care for animals during and following catastrophic emergencies.
- Assists the Resource Manager as needed to prepare for response operations:
 - ❶ Convenes planning meetings for the function in consultation with (or on the advice of) the Resource Manager.
 - ❷ Designates Emergency Planning Service Department staff to serve in key posts, as appropriate.
- Advocates that mitigation concerns be addressed appropriately during response and recovery operations.

**1.5.6
Emergency
Control Centre
Manager**

[EP Service
Team Member]

- Manages the ECC as a physical facility (e.g., layout and set-up), oversees its activation, and ensures it is staffed to support response organizations' needs.
- Oversees the planning and development of procedures to accomplish the emergency communications function during emergency operations.
- Ensures a sufficient number of personnel are assigned to the Communications and Information Processing sections in the ECC.
- Oversees the planning and development of the warning function.
- Reviews and update listings including phone numbers of emergency response personnel to be notified of emergency situations.
- Designates one or more facilities to serve as the borough's alternate ECC.

London Borough Of Hackney

- Ensures that communications, warning, and other necessary operations support equipment is readily available for use in the alternate ECC.
 - Surveys communications equipment sites for power sources and locations.
 - Analyzes equipment locations in relation to potential hazards and disaster conditions.
 - Coordinates emergency communications and procedures with Emergency Plans at higher levels of government and with neighbouring communities.
 - Identifies a repair capability available under emergency conditions and coordinates repair and maintenance activities.

1.5.7

Warning and Informing Co-ordinator

[EP Service Team Member]

- Determines warning resource requirements.
- Identifies warning system resources in the borough that are available to warn the public.
- Performs a survey to establish warning sites.
- Identifies areas to be covered by fixed-site warning systems.
- Develops procedures to warn areas not covered by existing warning systems.
- Develops means to give expedited warning to custodial institutions (e.g., nursing homes, schools) in conjunction with the Adult / Children's Services and the Learning Trust.
- Advises on emergency information packs contents
- Coordinates with the animal care and control agency to obtain information for dissemination to the public on the appropriate action that should be taken to protect and care for companion and farm animals, and wildlife during disaster situations.

1.5.8

Communication Staff (General)

1.5.8.1
Communications Director

- This individual is responsible for the management of all emergency communications systems and will set the emergency communications protocols for all emergency communications operations.
- Develops a chart of various warning systems, applicability of each to various hazards, and procedures for activating each.
- Develops special warning systems for those with hearing and sight disabilities.

1.5.8.2

*Communication
Coordinator*

- Coordinates warning requirements with the local Emergency Alert System (EAS) stations, and other Radio/TV stations in the Borough.
- Coordinates planning requirements with the ECC Manager.
- The coordinator:
 - Assembles a team of representatives from the council's departments and agencies involved in emergency operations to develop a communication strategy that will be responsive to the council's needs and compatible with the communication procedures used by emergency response organizations.
 - Identifies communications and warning resources within the local government available for inclusion in the EP.
 - Identifies and designates private and public service agencies, personnel, equipment, and facilities that can be used to augment the council's communications capabilities. For example, developing procedures with other available local communications resources and arranging for emergency augmentation of communications media.
 - Designates personnel to serve on the Communications Section Team.
 - Arranges training programs for all communications staff, including volunteers and recovery personnel.

1.5.8.3.

*Public
Information
Officer (PIO)
[The On-call
Press officer]*

- Advises the Emergency Manager and on matters of emergency public information (EPI).
- Establishes and maintains a working relationship with local media.
- Prepares a call-down list for disseminating EPI to groups that do not have access to normal media (e.g., schoolchildren).
- Prepares emergency information packs for release; distributes pertinent materials to local media prior to emergencies; and ensures that information needs of visually impaired, hearing impaired, and non-English speaking audiences are met.

1.5.9

***Evacuation –
Co-ordinators***

[Drawn from the Police, Fire and Emergency Planning Service Organisations dependant on the type and magnitude of the event]

- Coordinates all evacuation planning activities with the Emergency Manager.
- Identifies high-hazard areas and determines population at risk; prepares time estimates for evacuation of the people located in the different risk area zones. Accomplishment of these tasks requires the preparation of a risk summary, based on the borough's hazard analysis. The summary quantifies the specific evacuation needs of the borough. It addresses the evacuation planning needs that are applicable to the hazards that threaten the people living in the borough. Typical threats include: hazardous materials accidents involving the facilities that use, store, manufacture, or dispose of them and the transport modes (planes, trains, trucks, etc.) used to move them; flooding as a result of snow melt or torrential rains in flood prone and/or low lying areas subject to flash floods; inland flooding caused by fluvial surge and rain, and the wind damage associated with gales and storms; flooding of locations downstream from dams; populations at risk to threats including attacks involving, chemical, biological radiological or nuclear substances and other situations involving terrorist activities.

London Borough Of Hackney

- Identifies transportation resources (e.g., public transport, school buses, etc.) likely to be available for evacuation operations; prepares an inventory of vehicle resources (public and private buses, council controlled vehicles, commercial bus companies, transport companies, vehicle rental companies, rail services, ambulance services, etc.).
- Assists facilities that provide care for special needs populations to develop a facility evacuation plan.
- Develops information for evacuees' use on the availability and location of rest centre facilities away from the threat of further hazard-induced problems.
- Assists, as appropriate, the animal care and control agency staff's coordination of the preparedness actions that are needed to prepare for the evacuation of animals during catastrophic emergencies.

1.5.10

Rest Centre Co-ordinator

[EP Service
Team Member]

- Surveys buildings to select the safest and best possible for use as rest centre facilities.
- Prepares a list that identifies the buildings that have been selected for use as rest centre facilities and the number of people that can be housed in each.
- Compares rest centre facility locations with potential hazards and disaster conditions.
- Prepares a resource list that identifies the agencies that are responsible for providing the resources (cots, blankets, beds, food, water, sanitation supplies, communication gear, backup power sources, etc.) required to set up and sustain operations in each rest centre facility.
- Makes provisions to ensure the following items are available in sufficient quantities for use in rest centre facilities, when opened (these stocks may be pre-positioned or delivered at the time of need):
 - Food supplies.
 - Water and sanitary supplies.
 - Clothing, bedding, and other supplies.
 - First Aid/medical supplies, as appropriate.
- Prepares necessary agreements to guarantee access to those non-council owned facilities that have been designated for rest centre use during emergencies.
- Designates a Rest Centre Facility Manager and identifies staffing requirements for each rest centre facility.
- Makes necessary arrangements to ensure rest centre staff members are trained.
- Prepares a manager's kit for the designated manager in each rest centre facility.
- Coordinates with the Emergency Manager and PIO to develop a public information program to make citizens aware of availability and location of rest centre facilities.
- Develops a rest centre operations organization chart.

- Co-ordinates rest centre activities during emergencies.
- Coordinates rest centre activities with the Emergency Manager.
- Assists, as appropriate, the animal care and control agency staff's coordination of the preparedness actions that should be accomplished in order to feed, shelter, and provide medical treatment for animals during and after catastrophic emergencies.

**1.5.11
Environmental
and Structural
Engineering**

- Manages public works resources and directs public works operations (e.g., road maintenance, rubbish/debris removal, building structural safety control of substances hazardous to health, etc).
- Coordinates with private sector utilities (e.g., power gas and water supply/treatment) on shutdown and service restoration.
- Coordinates with private sector utilities and contractors for use of private sector resources in public works-related operations.

**1.5.12
Borough
Resources
Manager**

- Manages and directs resource support activities during large-scale emergencies and disasters.
- Chairs planning meetings for the function.
- Ensures that resource listings and/or the resource database are current.
- Ensures that necessary agreements and appropriate public information materials (e.g., regarding donations) are in place.
- Coordinates resource planning activities with the Emergency Manager.

**1.5.13
Learning Trust
Officer**

- Develops and periodically exercises the school evacuation and BCM plans.
- Coordinates with the Evacuation Coordinator to work out arrangements to use school buses to transport school children and other evacuees.
- Coordinates with the Rest Centre Coordinator to work out arrangements to use schools and/or their food stocks for mass care.
- Coordinates with the Rest Centre Coordinator for the transport of school children to mass care facilities.

**1.5.14
Animal Care &
Control
[To be defined]**

**(Currently
shared
response with
the CoL)**

- Coordinates the services and assistance provided to the animal victims. Activities may include the protection, care, and disposal (if appropriate) of animal victims impacted by disasters.
- Coordinates preparedness activities with the appropriate public and private sector organizational representatives. These activities include plans that address provisions for the protection of companion and farm animals, animal shelters, pet stores, etc.
Note: extensive coordination with local agencies; Hackney Farm, and; Park Wardens Departments; the council's Emergency Planning Service staff; the individuals tasked in the Emergency Response to serve as the Evacuation and Rest Centre Coordinators, PIO, Health and Medical Coordinator, Resource Manager, etc. and other organizational representatives from the

London Borough Of Hackney

local veterinarian associations, live stock, kennel clubs, and other animal protection (I.e. RSPCA) volunteer groups will be necessary to ensure the needs of animals are met during disaster situations.

- Forms an emergency response team (evacuation, shelter, medical treatment, search and rescue, etc.) that includes trained professionals and volunteers to accomplish the necessary actions during response operations. Team members may include animal care and control staff, veterinarians, veterinary technicians, livestock inspectors, park wardens, city farm staff, kennel owners, volunteers from animal protection organizations, etc.

1.5.15 All Tasked Organizations

("All tasked organizations" includes those identified above, and all other government or private sector organizations that have been assigned tasking in the EP to perform response functions.)

- Maintain current internal personnel notification rosters and Standard Operating Procedures (SOPs) to perform assigned tasks.
- Negotiate, coordinate, and prepare mutual aid agreements, as appropriate.
- Analyze need and determine specific communications resource requirements.
- Work with EP communications coordinator to ensure equipment and procedures are compatible.
- Identify potential sources of additional equipment and supplies.
- Provide for continuity of operations by taking action to:
 - Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
 - Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
 - Ensure, if practical, that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation. Alternate operating locations provide a means to continue organizational functions during emergency conditions.
 - Protect emergency response staff. This includes actions to:
 - Obtain, as appropriate, all necessary protective respiratory devices and clothing, detection and decontamination equipment, and antidotes for personnel assigned to perform tasks during response operations.
 - Ensure assigned personnel are trained on the use of protective gear, detection and decontamination devices, and antidotes.
 - Provide security at facilities.
 - Rotate staff or schedule time off to prevent burnout.
 - Ensure the functioning of communications and other essential equipment. This includes actions to:
 - Test, maintain, and repair communications and warning equipment.
 - Stockpile supplies and repair equipment.

**Administration
and logistics**

services and support for all types of emergencies, as well as general policies for managing resources. Mutual aid agreements should be referenced; authorities for and policy on augmenting staff by reassignment of public employees and soliciting volunteers, along with relevant liability provisions, should be addressed. The section should provide the Borough's general policies on keeping financial records, reporting, tracking resource needs, tracking the source and use of resources, acquiring ownership of resources, and compensating the owners of private property used by the jurisdiction.

*Administrative
Support*

Administrative, secretarial and stationary support to the EEC will be provided prior to the incident by the EPS. During real time operational incidents teams will be responsible for obtaining Re-supply of consumables. Post incident re-supply will be the responsibility of the EPS department.

*Mutual Aid:-
Major incident*

All London Boroughs have a system of mutual aid available via the *London Local Authority Gold Organisation if required*

Minor incident

All London Boroughs have a process of mutual aid available through the Local Resilience Forums; available via the Boroughs' EPS Network

*Financial
Recording*

During any incident there will be occasions where payments will be needed to be paid to numerous organisations on a *pay as you go basis*. Those officers with spending powers must keep records of their expenditure to include: Date, paid to, service provided, amount and method of payment.

Compensation

Records must be kept of those instances where property owners have had facilities used or commandeered by the authorities during an incident.

Staff issues

All managers and Supervisors must ensure that staff working hours are recorded and which hours are Overtime, Time of in Lieu, etc, and excessive hours are not worked by employees and volunteers.

**1.6
Plan
Development &
Maintenance**

The overall approach to planning, including the assignment of planning responsibilities, should be discussed in the Basic Plan. Statements should focus on the planning process, participants in that process, and how development and revision of different "levels" of the EP (Basic Plan, annexes, appendices, and SOPs) are to be coordinated. This coordination task should be assigned to the appropriate person. Provision should also be made for a regular cycle of testing, reviewing, and updating the EP.

Plan production

The Emergency Planning Service (EPS) will be responsible for the production of the relevant Risk Registers and the identification of hazards affecting the Borough. The EPS will then develop the necessary plans to deal with the identified risks and identify the resources required to deal with the risks.

Minor amendments will be made by page as necessary and a major review of the plan will take place three years.

It is essential that plan holders or representatives ensure that any changes to their services or processes are forwarded to the EPS as soon as possible.

*Changes to
Services or
processes*

EPS with the nominated representatives who will review the complete plan once a year to ensure changes are identified & noted, whilst the individual service plans will be under constant review

The EPS will be responsible for the routine reviewing of the Plan and its annexes and appendices, ensuring that all are kept up to date.

*Responsibilities
of the Plan
Holders*

Plan holders or representatives should be responsible for reviewing and updating the plan section that is pertinent to them. Each plan holder is responsible for informing the EPS of any updates.

Page Intentionally Left Blank

Chapter 2

USE OF THE PLAN

2.1

General Plan

Guidance

- i* The plan is designed to be a useful guide to how the London Borough of Hackney should respond to a community in need.
- ii* It is designed to be understood before an emergency, and used as a guide during an emergency. It is the manager's responsibility to ensure officers are aware of the plan, have read it, know the location of the plan and seek regular training.
- iii* As a member of staff you should familiarise yourself with the content of this plan and be aware of how the plan may involve yourself or your colleagues in the event of a major incident.
- iv* The Volume three of the plan provides useful action cards (aide memoirs) that could be used in an emergency. These are updated periodically; however any changes should be brought to the attention of the Emergency Planning Service and should also be noted on the amendment sheet at the beginning of this plan.

Management of the plan

Location of plans The plan should be kept in a place where all staff that has a need to use the plan can access it at all times.

Duplication of plan:- The Plan should not be photocopied; if additional copies are required they can be obtained from the Emergency Planning Service.

Plans should be held by:

Complete Plan

Volumes 1 – 3

Chief Executive (3 Copies)
Mayor's Office
Key Council Locations /
Officers
Directors
Assistant Directors
Emergency Planning Officers
Local Authority Liaison Officers

Public Plan

Volume 1 Only

Public areas including Libraries
Emergency Planning Service's
Partner Agencies
External Councils

Service Plans

Volumes 2 – 3

By the relevant Directorates
and Services Areas
All affected / responding
Service Areas

2.2 Role of the Emergency Planning Service

- i Hackney Council has a 'Duty of Care' during a disaster towards the community in their time of need. This plan should be viewed as a generic 'blueprint', which acts as a guidance document. Each individual emergency will have differing characteristics, which must be responded to accordingly
- ii Emergency Planning will always have an important role within the local community. The role is placed within Local Authorities, giving a 'Duty of Care' to those who work within Local Authorities, making a national network of professionals, with local services at hand. The Emergency Plan and the community need enthusiastic trained officers & volunteers to perform many of the important roles when a disaster strikes.
- iii The Emergency Planning Officer's (EPO) role is to ensure the plan is written, reviewed, and produced and that training and exercising of the plan occurs. In addition, it is also the responsibility of the Emergency Planning Officer to ensure that the necessary resources are in place to respond to any emergency. However the total responsibility is upon the Local Authority with the EPO providing professional guidance. It is the Emergency Planner's role to ensure risks are highlighted and that plans reflect the response required. This is completed in partnership with the Emergency Services, utilities and the organisations responsible for those risks
- iv The Cabinet Office provides a grant, which enables the Council to have a professional officer in the role of EPO. The Cabinet Office also provides standards, guidance and resources to aid the EPO & Council during their duties
- v London is made up of a total of 32 boroughs and the Corporation of the City of London, one of which is the London Borough of Hackney.
The Council has responsibility for:-
 - 1) identifying and assessing the risks within the Borough
and
 - 2) assessing the requirements to respond to a wide-area or pan-London incident in the form of mutual aid
- vi The nature of an inner city borough and its characteristics (such as a limited number of small facilities, high density of population, cultural diversity and ethnic mix) requires the Council to be able to meet the population's varying needs in an emergency

2.3 SCOPE

The plan takes into account that peacetime emergencies come in many forms and variations and no emergency is ever the same. In the majority of incidents the Police will initially take the lead role in the response phase and in the long term the Council will become the lead to restore normality throughout the borough. However in emergencies such as rabies, food or water contamination and flooding, other organisations take the lead role and are assisted by the Emergency Services.

There are two broad categories into which peacetime emergencies can be divided: -

- a) Major Incidents;
- b) Natural Emergencies.

Through out this document the term ‘emergency’ is used within its definition as defined CCA 2004

An emergency is defined in the Act as:

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

Additionally, to constitute an emergency, an event or situation must also pose a considerable test for an organisation’s ability to perform its functions.

Major Incidents	Examples of major incidents include train, aircraft and vehicle crashes, fires and explosions. The main effort will involve Emergency Services and hospitals
Natural disasters	These involve large areas and can seriously affect the normal pattern of life. The most likely natural emergencies are flooding, storm damage etc
Short – term	- For example - gas leak, or evacuation. Where the community may return as soon as the area has been declared safe by the lead authority
Mid – term	- For example - flooding, fire, transport incidents & crime. Where communities are displaced whilst evacuation, epidemics re-housing or reconstruction occurs
Long – term	- For example - explosion, aircraft crash, major flooding pandemic events. Where the need for long-term support of community affected is required and reconstruction will take an extended period due to scale

Although Emergency Planning cannot precisely define details of individual emergencies, it can use past emergencies, disasters, incidents and the known risks to attempt to highlight the possible issues that will arise during an emergency.

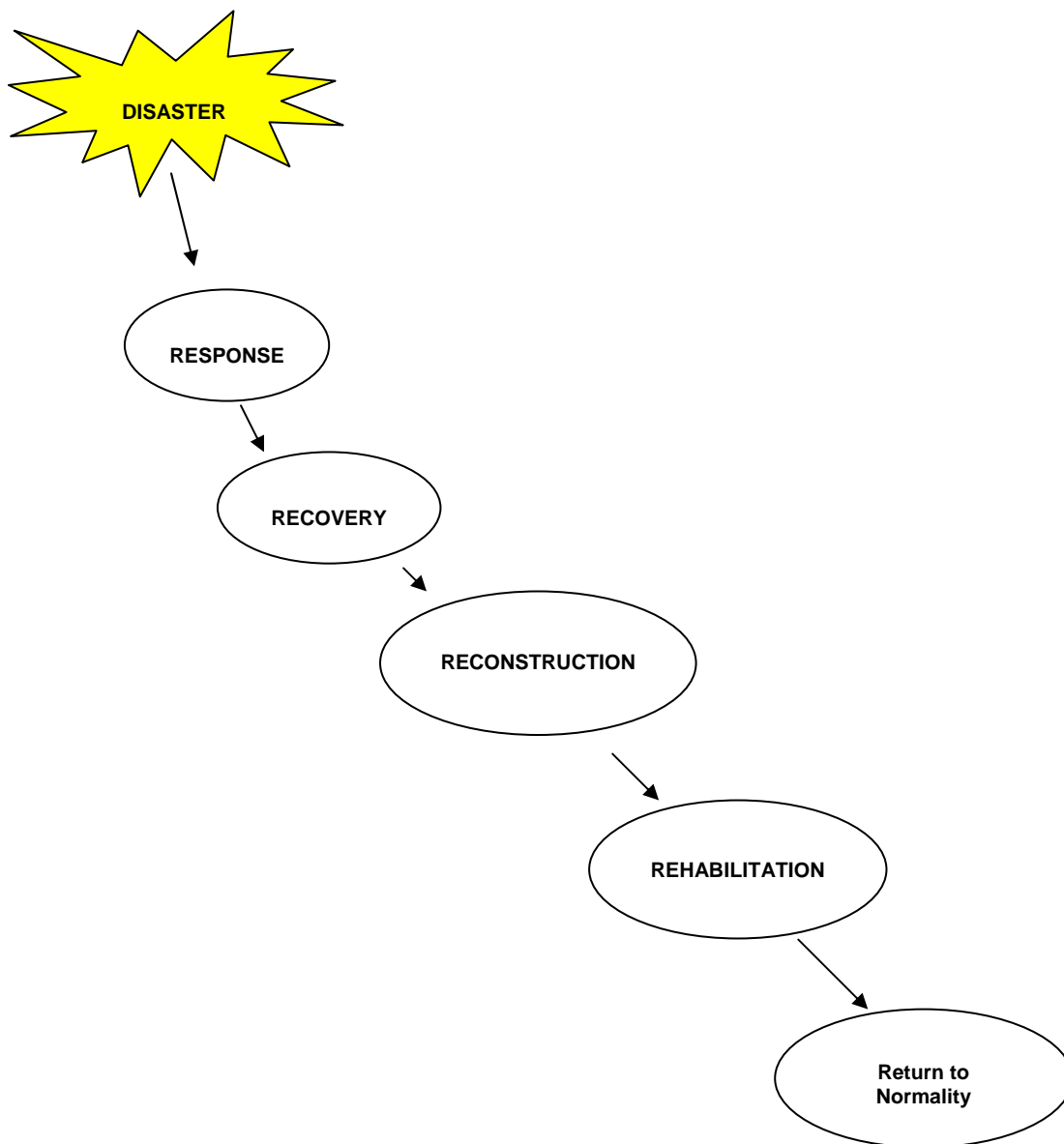
Speed of response is essential in handling a Major Incident, which may result in a large numbers of casualties. In particular, there will be a need in the initial stages for specialised equipment to deal with the incident. Hackney Council may be requested to assist and/or take over co-ordination if there is a need to follow-up the initial remedial action by providing accommodation, welfare, social services and other Council based functions.

The Environment Agency are responsible for warning the Council of impending flooding and when possible of any other emergencies and for warning the public. Any life-saving activities will be co-ordinated by the Police and the other Emergency Services. The Council may be asked to provide assistance.

The Council will act in co-operation with other agencies, to relieve the situation and provide temporary accommodation and food for people who are in need.

However emergencies will also have another factor - the scale and nature of the event will determine the scope of the response.

2.4
The Disaster Continuum



Disaster = Incident occurred causing damage to life and environment.

Response = Immediate response of Emergency Services and organisations with a requirement to respond, including the immediate response by Victims. Effective response depends on good communications and mutual understanding.

Recovery = Work required to commence reconstruction of damage.

Reconstruction = rebuilding of either existing infrastructure or new requirements.

Rehabilitation = the requirement to satisfy the ongoing needs of the environment and community affected – (Counselling, Memorials) enabling a return to 'normality'.

Chapter 3
Introduction to Hackney

3.1
Introduction to Hackney

Background	The London Borough of Hackney is situated in the North-East of London, and has an area of 1,898 hectares and an estimated population of 207,000. (2001)
Ethnicity	Historically, Hackney has attracted a diverse range of immigrants, refugees and asylum seekers from all over the world, which continues to this date. Stamford Hill is home to one of the largest Jewish communities in Europe. The Jewish community constitutes approximately 10% of the population of Hackney. Today the Orthodox Jewish community comprises of 21 schools, 10 Hebrew day schools, 15 boys' colleges, 15 men's colleges, 80 community groups and 56 synagogues, many of which are located in people's homes. Vietnamese and Turkish speaking communities are also strongly established in the Borough. A survey in Hackney schools showed that the total number of languages spoken other than English are 88: these include Turkish, Bengali, Punjabi, Gujarati, Urdu, Somali, Chinese, Vietnamese and French.
Resources	Hackney host's 51 day nurseries (either Council, Voluntary or Privately run), 57 primary schools, 9 secondary schools, 8 libraries, a museum, the Hackney Empire Theatre and the Ocean music centre along with several large open spaces such as the Hackney Marshes. Hackney is also home to six leisure centres of varying functions and sizes.
Hazards	Hackney hosts numerous hazards including rivers, reservoirs, railways, gas pipelines, major roads, nearby flight paths, the location of two top tier COMAH sites within close proximity of the Boroughs' borders and issues relating to crowd control.

3.1.1 Emergencies relevant to the Borough of Hackney

Major Transport Accidents	Rail (including the Channel Tunnel Rail Link) / Highway – Tunnel / Plane
Severe Weather	Flooding / Storm Snow / Ice / Drought / Earth tremor
Hazards	Chemical spill / Explosions (Gasometer site)(Coppermills COMAH site) / Radiation / Nuclear waste / Pollution / Contamination (air, water or ground) / Gas Pipelines/ Unexploded WW2 Bombs
Terrorism / Disruption	Bomb threat / Explosion / Demolition / Chemical-Biological- Radiological – Nuclear (CBRN)
Other	Fire / Protests / Riots / Rabies / Pandemic & Epidemic Health Factors / Loss of Utilities / Loss of Communications / International Disaster with local resident's affected/ Crowd related Events / Building Collapse

3.1.2 Disaster Scenarios for Hackney

AIRCRAFT	Passenger aircraft lands in built up area with numerous incapacitated passengers trapped, with potential aviation fuel fire and secondary ground fires.
RAILWAYS	Derailed or collided trains with dozens of injured persons, 10 or more trapped.
MAJOR ROADS	Vehicle related events involving <ol style="list-style-type: none">HGV leaking dangerous substancesCoach load of persons trapped in overturned or otherwise severely damaged vehicle.
BOMBS / STRUCTURAL FAILURE	Severe structural damage to high rise tower blocks with numerous; Gas leaks and small fires, unconfirmed number of persons trapped in buildings and rubble – worst case scenario estimates 100 – 300 people trapped. 500-metre cordon required, with approximately 2000 people needing evacuation
HAZCHEM	Fire and toxic leak onsite, or as a result of a transport within built-up area. Persons trapped / missing. Large-scale evacuation of site and local community required.
DAMAGE TO RESERVOIRS	Possible/actual failure of dam walls. Thousands of gallons of water released from reservoirs causing instant flooding issues both within the immediate area and further along water channels. Evacuation of numbers buildings required. Sewage contamination issues.
FLOOD	Dozens of people at serious risk from rising water trapped in vehicles and low-rise buildings.
RIOTS	Clash of cultural / religious / ethnic beliefs. Thousands of people suffering from various degrees of injuries. Substantial damage to Council / Police / Fire properties.
CROWD CONTROL / EVENTS	Thousands of people contained within a single location. Issues of crushing leading to large scale rescue efforts.
EDUCATION / HEALTH	Incidents involving schools / nursing homes / hospitals. Complete evacuation of premises required immediately further complicated by fire and structural collapse – individual care issues / issues with relocation etc.
FUEL	Depletion of fuel throughout the Borough/Country leads to significantly reduced service provision by the Emergency Services and Council departments.
OTHER	Incidents involving the disruption / injury / death of numerous persons from international backgrounds, either within Hackney or involving Hackney residents.

3.1.3 Main Functions of the London Borough of Hackney

Responsible for:

- i. Continuation of basic essential services;
- ii. Assisting the Emergency Services initially and then becoming the lead co-ordinating Service once the Emergency Services have withdrawn;
- iii. Setting up and staffing of the Emergency Control Centre;
- iv. Alerting and co-ordinating many of the organisations involved in Emergency Response;
- v. Provide and deploy resources & technical advice as appropriate: -
 - a) Clear debris and restore roadways, provide traffic engineering services and emergency signing;
 - b) Assist with the Evacuation of the Civilian Population;
 - c) Establishing Emergency Rest / friends and relatives Centres;
 - d) Provision of transport and equipment to aid rescue and evacuation;
 - e) Provide emergency sanitation, clothing, and other welfare where necessary
 - f) Arrange for the re-housing of people where necessary;
 - g) Maintain financial control of the operation, and make arrangements for funding and the preparation of a full cost analysis;
 - h) Inspect and effect emergency repairs to all domestic property;
 - i) Institute full repairs to Local Authority premise's;
 - j) Make safe dangerous structures;
- vi. Environmental Health management
- vii. Establish a system for disseminating information to the public;
- viii. Liaise with neighbouring local authorities where necessary;
- ix. Implement measures to control the spread of disease;
- x. Arrange necessary measures to control pollution and toxic waste;
- xi. Cater for, and where necessary accommodate, relief personnel at the incident;
- xii. Establish crisis support
- xiii. Implement reoccupation;
- xiv. Provide long term management for the rehabilitation phase
- xv. Other possible requirements, facilitating;
 - a) Memorial service
 - b) Trust Funds
 - c) Royal Visits & Ministers (VIP's)
 - d) Insurance
 - e) Public Inquiry/ Coroners Inquiry/Prosecutions/ Civil actions
 - f) Anniversaries

3.1.4 Main Functions of the Emergency Services & Other Significant Agencies

General

Rescue will most frequently be the prime function required of the Emergency Services. Responsibility for the rescue of survivors lies with the Fire Brigade. The care and transportation of casualties to hospital is the responsibility of the Ambulance Service. Police will facilitate these operations by co-ordinating the Emergency Services, local authorities and other agencies, in the response stage.

3.1.4.1 Role of the Metropolitan Police during an Incident

The police co-ordinate all the activities of those responding at and around the scene
The primary areas of Police responsibility at a Major Incident are: -

- i. The saving of life in conjunction with other Emergency Services;
- ii. The co-ordination of the Emergency Services, local authorities and other organisation acting in support at the scene of the incident;
- iii. To secure, protect and preserve the scene;
- iv. The investigation of the incident and obtaining and securing of evidence in conjunction with other investigative bodies where applicable;
- v. The collation and dissemination of casualty information;
- vi. The identification of the dead on behalf of HM Coroner;
- vii. The prevention of crime;
- viii. Short-term measures to restore normality after all necessary actions have been taken;
- ix. To implement cordons;
- x. To guard the scene, to protect the public, to control sightseers, to prevent unauthorised interference with evidence and property and to facilitate the operation of the emergency services.
- xi. To provide assistance to victims' families in cases of sudden, violent or unexpected death in the form of a Family Liaison Officer (FLO).

The London Borough of Hackney Metropolitan Police Control Room is based at Stoke Newington Police Station. If the incident is of a magnitude that necessitates a larger control, e.g. incident affects more than one division, then New Scotland Yard may take over the co-ordination. In the event of a large number of casualties the New Scotland Yard Casualty Bureau will be established.

The Police have their own generic contingency plans for Hackney. In the event of a Major Incident in which Council assistance may be required - the London Borough of Hackney Chief Executive will be informed during normal office hours. This will be achieved via the Town Hall switchboard or Duty Emergency Planning Officer or outside hours, the Council out of hours' number via the Duty Emergency Planning Officer.

Police on scene will: -

- a) Nominate and staff 'short-term' reception centres for evacuees until taken over by Hackney Council;
- b) Liaise with Local Authority Liaison Officer (LALO) at the Joint Emergency Service Control Centre (JESCC) for the provision of services.

3.1.4.2 Role of the British Transport Police during an Incident

- i. Major incidents occurring on railway and underground premises will be responded to by the Metropolitan Police in the first instance until sufficient British Transport Police arrive, however the Metropolitan Police will continue to have 'ownership' of major incidents involving terrorism and some murders.
- ii. Special care must be taken not to go onto the permanent way and electrified lines unless accompanied by railway staff that will ensure the safety procedures are observed.

3.1.4.3 Role of the London Fire Brigade during an Incident

The primary areas of Fire Brigade responsibility at a Major Incident are:

- i. Rescue of trapped casualties;
- ii. Preventing further escalation of the incident by tackling fires, dealing with released chemicals and other hazardous situations;
- iii. Supporting the London Ambulance Service with decontamination.
- iv. Information gathering and hazard assessment to give advice to the Police and enable them to advise the public on whether to evacuate;
- v. Liaison with the Police regarding the provision of a cordon around the immediate hazards area to enable the Fire Service to exercise control;
- vi. Liaison with the NHS Ambulance Service Incident Officer and the Medical Incident Officer (if there is one present) with regard to providing assistance at Ambulance Loading Points and the priority evacuation of injured persons;
- vii. The safety of all personnel within the inner cordon;
- viii. Consideration of the effect the incident may have on the environment and the action to be taken to minimise this;
- ix. Assisting the Police with the recovery of the dead;
- x. Participating in investigations as appropriate and preparing reports and evidence for inquiries;
- xi. Standby during non-emergency recovery phase to ensure continued safety at and surrounding the site if necessary.

3.1.4.4 Role of the London Ambulance Service during an Incident

The primary area of responsibility for the Ambulance Service at a Major Incident may be summarised as follows: -

- i. to save life in conjunction with the other Emergency Services;
- ii. to provide treatments, stabilisation and care of those injured at the scene;
- iii. to provide sufficient ambulances, medical staff, equipment and resources;
- iv. to establish effective triage points and systems, and determine the priority evacuation needs of those injured;
- v. Provide facilities for decontamination, if necessary.
- vi. to provide a focal point at the incident for all NHS and other medical resources;
- vii. to provide communication facilities for NHS resources at the scene, with direct radio links to hospitals, control facilities and any other agency as required;
- viii. to nominate and alert the receiving hospitals from the Regional Health Authority's list of hospitals to receive those injured;
- ix. to provide transport to the incident scene for the Medical Incident Officer (MIO), mobile medical/surgical teams and their equipment;
- x. to arrange the most appropriate means of transporting those injured to the receiving and supporting hospitals; and
- xi. to maintain emergency cover throughout the London Ambulance Service Area, and return to a state of normality at the earliest time.

3.1.4.5 Role of the Primary Care Trust (NHS) during an Incident

- i. Provide a 24- hour emergency management and clinical response.
- ii. Co-ordinate the primary and community care response
- iii. Treatment of minor casualties / patients at reception centres, minor injury centres, walk in centres, community hospitals and general practice.
- iv. Provide care and advice to evacuees, survivors and relatives, including replacement medication
- v. Assist acute hospitals by providing staff where appropriate and supporting accelerated discharge
- vi. Co-ordinate bed capacity in liaison with the emergency bed service and local hospitals
- vii. Assess the effects of an incident on vulnerable care groups, such as dialysis patients, elderly, medically dependent, or physically or mentally disabled
- viii. Administration of medications, prophylactic treatments, vaccines and counter measures
- ix. Provide support, advice and leadership to the local community on health aspects of an incident
- x. Support screening, epidemiology and long term assessment and management of the effects of an incident
- xi. Provide psychological and mental health support to staff, patients and relatives in conjunction with social services
- xii. Proactively communicate information to all Primary Care Trust Staff, general practice staff, contractors, visitors and patients, and ensure relevant guidance and advice is available, including private facilities where appropriate
- xiii. Continue to provide core business services
- xiv. Co-ordinate the response with the Strategic Health Authority and the Directorate of Health and Social Care (London)
- xv. Work with the local authorities and community to support the recovery phase.

(For a definition of a health emergency, see appendix A)

3.1.4.6 Role of Hospitals during an Incident

Hospitals with Accident and Emergency Departments (identified by their Health Authorities as potential casualty receiving hospitals) respond to requests from the Ambulance Service to accept casualties for medical treatment and to provide appropriately trained staff to act as Medical Incident Officers and Mobile Medical Teams.

3.1.4.7 Role of the Environment Agency during an Incident

The Environment Agency (EA) has primary responsibilities for the environmental protection of water, land and air in England and Wales. The EA has key responsibilities for maintaining and operating flood defences on rivers and coastlines. These responsibilities cover direct, remedial action to prevent and mitigate the effects of the incident, to provide specialist advice, to give warnings to those likely to be affected, to monitor the effects of an incident and to investigate its cause. The EA also collects evidence for future enforcement or cost recovery.

3.1.4.8 Role of Central Government

In the event of a major incident, Central Government has a role in providing advice or support to the local response and to keep Parliament informed of progress via the following reporting structure:

- Civil Contingencies Secretariat (Chaired by the Prime Minister);
- Civil Contingencies Committee (Chaired by the Home Secretary);
- London Resilience Sub Committee; and the
- London Resilience Team.

In the event of a catastrophic incident, the government will establish a co-ordinating role, via COBR (Cabinet Office Briefing Room).

3.1.4.9 Civil Contingencies Secretariat

The Civil Contingencies Secretariat (CCS) was set up to improve the resilience of central government and the UK. Resilience is defined as the ability to handle disruptive challenges that can lead to, or result in, crisis. In this work, the CCS directly supports the Home Secretary who chairs the relevant Cabinet Committees: DOP(IT)(T) which oversees the work on protective and preventive security; DOP(IT)® which works to build the UK's resilience and ability to manage the consequences of major emergencies; and the Civil Contingencies Committee (CCC) which meets to oversee lead Department management of major emergencies once they have taken place.

Following a reorganisation in 2002, CCS's current objectives are to:

- assist other Departments to anticipate and prepare for crisis through a horizon scanning capability;
- ensure that the Government can continue to function and deliver public services during crisis, by working with other Departments to ensure that plans to cover the potential disruptions to the UK infrastructure are in place and exercised;
- lead the delivery of improved resilience to disruption across Government and the public sector;
- Improve the capability at all levels of Government, the wider public sector and the private and voluntary sectors to prepare for, and deal with, potential challenges through the development of key skills and awareness.

The CCS played a major role in 2002-2003 in organising the Government's operational response to industrial action in the fire service and in minimising the disruption caused.

The Emergency Planning College, part of the CCS, has a key role in improving skills and awareness. The College recently embarked on a major capital investment programme which will improve the accommodation and teaching facilities and is due for completion in July 2004.

Since it was set up in June 2001, the CCS has led the work to bring about significant improvements in national resilience. Plans have been made and exercised for central Government handling of an emergency, business continuity plans for Departments, arrangements for the continuity of Government in the event of serious attack, and new instructions issued on which Department leads on each type of emergency of incident. Work is also well advanced on a Civil Contingencies Bill, which will create a long-term, clear and coherent foundation for civil protection in the UK.

3.1.4.10 London Resilience

The London Resilience Team (LRT) was established in October 2001 to carry out an urgent and wide-ranging review of London's preparedness, following the events of Sept 11 in New York. The subsequent LRT Report to Ministers in March 2002 found that while London had good tried and tested procedures for dealing with "conventional" kinds of terrorist attack, a steep change in emergency planning and response was required in order to deal with the scale of threat now faced. The Report made a number of recommendations, including that new pan-London strategic emergency planning arrangements be put in place and that existing command and control arrangements be revised to provide for the wide-ranging response that a catastrophic incident would require.

In May 2002, the London Resilience Forum was set up to provide the strategic direction to emergency planning in the Capital recommended by the LRT Report. The Forum is chaired by the Minister for Local & Regional Government with the Mayor of London as his Deputy. The Forum is made up of senior representatives from the emergency services, local government, utilities, transport and health sectors. The Forum reports ultimately to the Home Secretary through the Cabinet Civil Contingencies Committee structure.

Supporting the Forum are seven sub-committees, covering the areas of local government, emergency services, transport, utilities, communications, business and health. The sub-committees are responsible for driving forward work to improve resilience and contingency arrangements in each of these areas.

The London Resilience Team (LRT) supports and co-ordinates the work of the sub-committees, and acts as a bridge between the sub-committees and central government; LRT is headed by a senior civil servant and comprises a valuable mix of permanent civil servants and secondees from local government, the emergency services, GLA, utilities, transport and health sector.

3.1.5. Mutual Aid Arrangements

Hackney borders with the following London Boroughs; Islington, Haringey, Waltham Forest Newham Tower Hamlets and the City of London and as such is on the interface of three Local Resilience Forums (LRF). The North Central LRF in which Hackney resides, plus the North East LRF to the North and East and the Central LRF to the South

3.1.5.1 North Central London Boroughs

For Emergency Planning purposes the following Boroughs make up the North Central London Group:

Barnet
Camden
Enfield
Haringey
Hackney
Islington

3.1.5.2 North East London Boroughs

For Emergency Planning purposes the following Boroughs make up the North East London Group:

- Barking & Dagenham
- Havering
- Newham
- Redbridge
- Waltham Forest

3.1.5.3 London Central Boroughs

City of London
Kensington & Chelsea
Lambeth
Southwark
Tower Hamlets

3.1.5.4 Mutual Aid Policy and Arrangements

Councils of the group have verbally agreed to render mutual aid to each other in the event of a Major Incident or disaster.

Any Borough rendering assistance to another must keep accurate records of costs for processing at a later date (Section 138, Local Government Act, 1972).

The London Resilience Team is currently reviewing mutual aid across London.

3.1.6 Other Assistance

There are numerous Voluntary Services, which can contribute towards the successful outcome of an incident. Their support at an event can often alleviate some pressure on the statutory bodies by providing humanitarian services.

Listed below are some of the more commonly involved.

3.1.6.1 Women's Royal Voluntary Service (WRVS)

Able to set up and manage Rest centres and provide emergency clothing and feeding.

3.1.6.2 Salvation Army

In general the Salvation Army is able to provide:

- Assistance at the scene including spiritual assistance;
- Care of friends and relatives, particularly the bereaved;
- Emergency Services catering support;
- Overnight/short stay shelter;
- Assistance to other welfare agencies.

The London Fire Brigade will call on the services of the Salvation Army for any incident that is attended by 8 or more pump appliances.

3.1.6.3 British Red Cross Society

Can provide:

- Medical assistance and first aid;
- Ambulances;
- Assistance at hospitals/Rest Centres;
- Welfare and comforting of victims/relatives and friends;
- Loan of medical equipment such as wheelchairs/crutches and other medical aids;
- Disaster Appeal Scheme (see Appendix B)

3.1.6.4 St Johns Ambulance Brigade

Is able to provide:

- Trained First Aiders;
- Ambulances;
- Assistance at the incident scene, casualty clearing stations and mortuaries;
- Welfare services at hospitals and rest centres;
- Assistance with distressed relatives and friends.

3.1.6.5 Faith Organisations

Representatives of various religious denominations may be able to assist at the time of a Major Incident or in the aftermath thereof. The three main areas where assistance from religious organisations may be provided are:

- At the scene of an incident, to assist in the care and counselling of injured or friends and relatives who might be present;

London Borough Of Hackney

- At Rest Centres, temporary mortuaries, casualty reception areas where the relatives and victims might be in need of support, counselling or care;
- At hospitals where casualties are to be treated – this would normally be exercised by the hospital chaplain in accordance with the hospital's Major Incident Plan.

In addition to the Voluntary Organisations there are also other organisations that can be of assistance during an emergency, these are as follows:

- Utilities Companies

These can be mobilised and are usually co-ordinated by the Police in the first instance

- Military Assistance

Military assistance can be sought to support the civil authorities. This has been an important part of many disaster responses in the past.

Page Intentionally Left Blank

Chapter 4

Exercise Planning Regime

4.1 Statutory Requirements

Section 2 (5) (m) of the Civil Contingencies Act (CCA) 2004 requires, "A plan to include provision for the carrying out of exercises;" Section 2 (5) (n) of the CCA 2004 states, "Require a plan to include provision for the training of staff or other persons;" Section 2 (5) (o) of the CCA "Permit a person or body to make arrangements with another person or body, as part of planning undertaken subsection (1) (c) or (d), for the performance of a function on behalf of the first person or body;"

Section 2(2) of the 1974 Health and Safety at Work Act states that an employer must: "provide as much information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees".

4.2 The Need for Planning

Planning is generally undertaken for a combination of reasons, which might include:

- a) to prepare for unusual circumstances;
- b) to ensure delivery of pre-planned responses;
- c) to formulate an aide memoir/checklist of actions;
- d) to co-ordinate the actions of others;
- e) to protect oneself or the organisation;
- f) to fulfil a legal requirement;
- g) to create a comprehensive reference document.

4.3 The Need for Training

Both the CCA & the H&SAW legislation places a duty on employers to ensure that staff are competent to undertake the roles and functions assigned to them. This is particularly important with staff involved in emergency response issues; as that staff need to have good underpinning knowledge to ensure that they can respond to a variety of that they may encounter

This can only be achieved through a formal training program

4.4 Types of Training Exercises

There are basically four types of training exercise:

- 1) *Seminar Exercises* – are generally low-cost activities and are designed to inform participants about the organisation and the procedures that would be used to respond to an incident. The emphasis of this types of exercise is on problem identification and solution finding rather than decision making;
- 2) *Tabletop Exercises* – are a very cost effective and efficient method of testing plans, procedures and people;
- 3) *Live Exercises* – range from a small-scale test of one component of the response, like evacuation, through to full-scale test of the whole organisation to an incident. Live exercises provide the only means for fully testing the crucial arrangements for handling the Media;
- 4) *Control Post Exercises* – the team leaders from each participating organisation are positioned at the control posts they would use during an actual incident or live exercise. This tests communication arrangements and information flow between remotely positioned team leaders. By not involving the front line staff, these exercises are cost effective and efficient in testing plans, procedures and key people.

Exercises should be regarded as an integral part of the Emergency Planning process – not an isolated option. It is important that emergency plans have been prepared and the appropriate staff trained in their roles before an exercise is planned. After any exercise, the plan should be reviewed and amended from lessons learned before the process starts again.

London Borough Of Hackney

It is the responsibility of the CCTV & Emergency Planning Service, via the Emergency Planning Officer to provide periodic training exercises for key Council workers; however it is the responsibility of each service manager to ensure that these key staff have received training.

ANNEXES

Page Intentionally Left Blank

Annex A

Command and Control: The Initial Response

OVERVIEW ONLY!
FOR MORE DETAILED
INFORMATION;
SEE VOLUMES 2 & 3

Page Intentionally Left Blank

Plan Activation

The London Borough of Hackney's Emergency Plan (or parts thereof) will be activated by the Duty Emergency Planning Officer, in consultation with the relevant persons, who will have been notified of a serious occurrence that requires activation of the plan. This notification could originate from a number of sources including the Police, Fire and Ambulance Services, or indeed from within Council departments. Operational procedures should be implemented on receipt of a call activating the Major Incident Plan, whether received from the Police or any other sources.

The Duty Emergency Planning Officer will then commence the call-out procedure. This will include:

- Informing the On-call Director, or nominated Senior Officer;

The On-call Director will be responsible for the London Borough of Hackney's response to a Major Incident, and must be consulted within the first half an hour of a major incident occurring. His/her deputy in an emergency will be the Next Nominated On-call Director.

- Informing the Heads of Services involved;
- Establishing a Crisis Management Team to operate from the Emergency Control Centre (ECC);
- Arranging for a Local Authority Liaison Officer (LALO) to attend the scene of the incident
- Calling out staff to activate, operate, control and maintain facilities within the ECC;
- Calling out service area managers, as required.

It is generally accepted that it is better to over react and err on the side of caution. Declaring a Major Incident does not automatically mean every organisation will activate its plan in full or indeed at all. It is a method of alerting others (and your own organisation) to the seriousness of the situation, enabling immediate co-operation and implementation of communication links between responding agencies. Each organisation will have plans to assess individual situations and respond accordingly. As such, no criticism of an individual should ever come of a decision to declare a Major Incident.

Initial Information Requirements

- a) Confirm that a Major Emergency been declared and by whom?
- b) What are the details of the incident?
- c) Confirm those details.
- d) Where is the incident location (Address or junction of two streets) – Spell all location names to ensure correct location
- e) What are the immediate requirements from the Council?
- f) Where is the location of the Rendezvous Point (RVP), for the Local Authority Liaison Officer?
- g) What are the contact details of the Police for the Borough to communicate through - name of Police Liaison Officer.

Initial Control

It is possible that members of one service will, early on in the incident, spontaneously carry out task normally the responsibility of another. As soon as sufficient staffs arrive, each service can be expected to establish unequivocal command and control of the functions for which it is normally responsible.

Command and Control; Strategic (Gold), Tactical (Silver) and Operational (Bronze)

Strategic (Gold), Tactical (Silver) and Operational (Bronze) are titles of functions adopted by each of the Emergency Services and other organisations that respond in emergencies. In summary the roles of each can be described as:

a) STRATEGIC (Gold) Level

The Gold level commander is in overall charge of each service, responsible for formulating the strategy for the incident. Each Gold is in direct command of the resources of their own service but delegate's tactical decisions to their respective command centres.

b) TACTICAL (Silver) Level

Most, but not all, of the Tactical functions will be discharged at or close to the scene of the incident. Some agencies will prefer to operate from their administrative offices but will normally send a liaison officer to the scene.

The London Borough of Hackney will send a Liaison Officer to Silver command. (Normally a DEPO from the EPS Team). This role will be one that can make decisions upon requests.

c) OPERATIONAL (Bronze) Level

Will control and deploy the resources of their respective service within a geographical sector or specific role to implement the tactics defined by Silver.

It should be understood that the titles do not convey seniority of service or rank, but depict the function carried out by that particular person. At the outset, and before this formal structure is established, it is imperative that senior officers of each service on scene liaise with each other. This will be the foundation upon which all later meetings will be based.

As the incident progresses and more resources attend the Rendezvous Point (RVP), the level of supervision will increase in proportion. As senior managers arrive they will be assigned functions within Gold-Silver-Bronze structure. Within the Police service, the officer who began the role will remain with his supervisor to maintain continuity of policy and to act as staff officer. The Fire Brigade will invariably re-deploy that officer to other duties. It is important that the titleholder wears a uniquely identifiable tabard and passes it on to their successor.

Initially the Borough response will invariably be through the Duty Emergency Planning Officer, who will become Silver and will communicate directly with the On-call Director who will be the Gold representative for the Council.

By use of this universal structure the Emergency Services will be better able to communicate with each other and understand each other's functions and authority.

Subsequent Control

In the event of a period of prolonged disruption, once the emergency services have made the area stable Council's Crisis Management Team should assume control of the recovery and restoration to normality operations

The Crisis Management Team (CMT) is composed of members of the senior management team involving all affected divisions including communications and the Mayor's Office, who will oversee the restoration of normality of the Borough's social and economic needs in a timely fashion whilst maintaining welfare provision for those affected by the event.

Strategic Co-ordinating Group (Gold)

At all Major Incidents, great value has been derived from the formulation of a Strategic Co-ordinating Group (S.C.G.). The initial supervising officers of each of the services will be fully occupied with their own sphere of activity and there will inevitably be some delay in this being set up but this should be kept to a minimum.

It must be emphasised: -

IT IS ESSENTIAL THAT THE FIRST SUPERVISING OFFICERS ON SCENE FROM EACH OF THE EMERGENCY SERVICES LIAISE CLOSELY WITH EACH OTHER AT THE EARLIEST OPPORTUNITY.

Those officers may be invited to the first S.C.G. meeting to describe their initial decisions or will brief their representatives on the group prior to the meeting.

It is important, when agencies send representatives to the S.C.G. that the person has sufficient authority to guarantee that the facilities they offer on behalf of their organisation will be delivered. On the other hand, it is useful if only one person from each organisation attends in order that the meetings are not unduly long.

It is not intended that the S.C.G. should in any way usurp the authority and responsibility of individual services in the discharge of their respective and sometimes statutory duties. It should not be mistaken for, or interfere with, the Joint Emergency Services Control Centre (JESCC – Sliver).

Representatives

Typically, the S.C.G. will consist of: -

- a) Police (who will chair the meeting)
 - Overall Incident Commander (Police Gold)
 - Minute taker.
- b) Fire
 - Overall Incident Commander (Fire Gold)
- c) Ambulance.
 - Overall Incident Commander (Medic Gold)
- d) London Borough of Hackney
 - It will invariably be desirable for the Chief Executive or (Nominated Deputy) of the London Borough of Hackney to provide the support services to attend the gold co-ordinating group meetings. During the recovery stage of the Emergency the Local Authority Chief Executive will become the lead, and will become the chair of the meetings.
- e) Other
 - Additional representation will depend upon the scale of the incident. It may be necessary to have an inner core of permanent members and an outer group of advisors, specialists and others who could be called upon to attend as necessary.

HSE Inspectors, Senior British Rail Safety staff, Air incident Investigation Branch, Public Utilities, Highways Agency and/or their agent, Health Authority representative.

Location of Meetings

The meeting will be detached from the scene. The Police will establish the machinery for co-ordination and organise the appropriate facilities. The Police Incident Commander will call an initial meeting at the earliest reasonable opportunity. Subsequent meetings can be arranged from this first meeting.

In general the nature and difficulties of the operation will govern the frequency of meetings. The aim will be to ensure a smooth transition from the first operational stages of the incident to the later recovery stage.

Tasks for consideration by S.C.G

The agenda should, as far as practicable, be restricted to strategic items that concern the response operations and possibly the wider strategic issues and future requirements. Some items such as Safety, situation reports, the establishment of priorities, the Media & VIP's and future developments will always be necessary.

Minutes or notes of decisions should be taken and kept of all meetings; this should be done by an aid to the Members of the group so as not to distract from the issues at hand.

a) Safety

The Fire Brigade will give professional advice on matters of safety in most incidents. Each Emergency Service operating within the Inner Cordon (Rescue Zone) will be responsible for registering all members of its service within the cordon. When the Inner Cordon is set, it will be the responsibility of the Police in conjunction with the Fire Brigade to clear the area of unnecessary personnel and log those who's presence is essential.

b) Situation Reports

Each service should briefly describe the situation as it affects its own operations and, if necessary, mention those matters for which it requires the assistance or co-operation of others.

c) Priorities

Priorities are essential to create a cohesive joint strategy. This will indicate how the resources available can be deployed in the most effective and efficient manner.

Each service will have objectives to meet within its own area of responsibility. It is important to establish which of these should have priority at the particular stage the incident has reached. In that way, inter-service difficulties may be avoided and each may concentrate upon those actions that contribute most to the success of the operation.

d) Visits by VIP's

It is not uncommon for visits to be made by VIP's to the scene of a disaster and to the injured survivors. These visits place additional strain on the operation in terms of security, public order, increased media attention, and interruption to normal rescue functions. Police Gold will undertake the planning and liaison role for the Visits.

e) Planning & Constant Review

Due to the nature of incident in the initial stages causing disruption, personnel must remember to take a step back with a few minutes either alone or with the group to review what has been done, being done and what possible resources could be required in the future.

Joint Emergency Services Control Centre (JESCC) – Silver

This is located near to the scene between the Inner and Outer Cordon.

All services with a response to the Incident are represented by a Co-ordinating Officer who can make tactical decisions and deploy services.

These officers should manage and co-ordinate the Operational Procedures (Bronze units), needed at the scene or elsewhere to ensure an appropriate and effective response to the incident.

Operational Bronze Units

These are deployed by Tactical (Silver) Co-ordinator, to where there is an operational requirement.

Possible Operational Units could be deployed to deal with the following: -

- a) Inner cordon control
- b) Outer cordon control
- c) Media & VIP liaison
- d) Evacuation & Rest Centre
- e) Casualty Bureau
- f) Communications & Information

Initial Council Response

In the aftermath of a disaster, the principle concerns of the Council are to:

- 1) Provide support for the Emergency Services;
- 2) Continue normal support and care for the local and wider community;
- 3) Use resources to mitigate the effects of the emergency; and
- 4) Co-ordinate the response by organisations other than the Emergency Services.

As time goes on, and the emphasis switches to recovery, the Council will take a leading role to facilitate the rehabilitation of the community and restoration of the environment.

Lessons from previous experiences indicate that seemingly minor and innocuous sets of circumstances can escalate to a level of a Major Incident if not dealt with promptly and appropriately. No one should be criticised, therefore, for treating an incident as serious in the first instance, even if events later prove it not to be.

Prevention is better than cure

When a Major Incident, or potential Major Incident, is declared by the Emergency Services, or notification is received from some other source, the Council will need to respond quickly in order to provide the necessary assistance and to maintain the running of its' normal services.

Recognising the multitude of sources from which information may come, regarding a Major Incident, it is essential to establish a clear and simple procedure to ensure a suitably co-ordinated and prompt response by the Council.

The Council has an Emergency Control Centre (ECC). In the event of the ECC not being available other appropriate locations should be sort.

These locations should be large areas free of daily needs and with facilities of telephone and computer links, such as the Town Hall basement meeting rooms. This will be the point through which all the Councils responses will be co-ordinated.

Notification of a Major Incident, from the Emergency Services, at any time of the day, will be made to: Duty Emergency Planning Officer

Should a report be received, of a suspected or confirmed Major Incident, by any other member of the Council staff it should be communicated to the Duty EPO immediately through the telephone numbers found in the "**Summary of staff and services available On-Call and OOH**". The person in receipt of the notification of a Major Incident should request as much detail as possible. The EPO, or a nominated officer, will notify and advise the Chief Executive of the situation, and agree the extent of the Councils response to the emergency.

Borough Emergency Control Centre (BECC)

- The BECC is at the heart of the Councils response to an emergency. The purpose of the ECC is to act as a focal point for the council's actions during an emergency.
- The response will be flexible and in proportion to the resources available at the time.
- The ECC comprises of one main Emergency Planning suite with toilet facilities, a food preparation area and an additional office/conference room.
- In addition to emergency response, the facility should be used by departments on a regular basis to exercise individual department / service plans and to train staff in their respective roles.
- Entry into the BECC will be controlled by a swipecard system. These swipecards will be available in an emergency from the CCTV & Emergency Planning Service reception desk during office hours and can be obtained directly from the Emergency Planning Officer upon entry into the facility out of hours.
- Unless in use the ECC will be kept locked at all times.

Operating the BECC

The ECC will maintain a 'log' of all telephone / radio calls, received or made, in respect of the
EPS/0012/Rev 1

London Borough Of Hackney
emergency, until directed otherwise by the EPO.

The ECC will need Resources and staff known as the Crisis Management Team, which will become the Council Silver tactical team. The room will be equipped with telephone, computer and power points along with a link to the Cabinet Office ECN system.

The staff of the ECC should initiate the 'call out' arrangements for each department. In appropriate cases, following consultation with the Chief Executive, the EPO will initiate the 'call out' of the relevant departmental representatives who will be responsible for activating the implementation of their departmental plan, as required by the particular emergency.

2.12.3 Call out procedures

Each Service should have Cascade Call-out systems. To initiate calling in staff and resources, as well as alerting other organisations, the sooner these cascades are commenced the sooner response activities can be commenced.

IT MUST BE REMEMBERED NOT ALL SERVICES CAN RESPOND AS EFFECTIVELY AS THE BLUE LIGHT EMERGENCY RESPONSE SERVICES.

Template for a
On:- Call GOLD Borough Situation Report

Title Page:

SITUATION REPORT TO THE IN RELATION TO
(SITUATION)

FOR THE LONDON BOROUGH OF HACKNEY
(DATE AND TIME – 24 HOUR CLOCK)

BY

(NAME AND TITLE OF OFFICER PRODUCING THE REPORT)

EXECUTIVE SUMMARY:

- Key points/issues raised by the report
- Summary of findings
- Urgent issues

INTRODUCTION:

- Current situation
- How the current situation has altered over the past 24 hours (or since last report)
- Sequence of events since last report

RECOMMENDATIONS:

- What could/should be done to ease the current situation

RESOURCES:

- Staff, buildings, equipment etc in use
- Staff, buildings, equipment etc not in use – which could be deployed elsewhere
- Staff, buildings, equipment etc required to aid response

Summary of Individual Service situation reports – if known (only to be included in reports to Chief Officers)

CONCLUSION

Appendix 6 to ANNEX A

Emergency Control Centres

The Emergency Control Centre (ECC) will be the location from which the Council's response to an emergency will be co-ordinated.

One ECC is located in the basement of one of the Municipal Offices in the North of the Borough. A second is located in the basement of a Municipal Office located in the centre of the Borough however, in the event of these location being unavailable, any reasonably large sized room could be utilised as long as there are facilities for telephones, computers and Refreshments on a 24/7 basis.

Once a location has been nominated the Emergency Control Centre for the Borough it becomes the Borough Emergency Control Centre (BECC) (Pronounced Beck).

Appendix 7 to ANNEX A

Evacuations (Quick Guide)

There may be times at the start of, or during a major emergency or incident when the Emergency Services will have to consider evacuating persons from their homes, places of work or recreation etc.

Provision of Services

The Council may be called upon to assist in providing the following:

- Buildings suitable for use as Evacuation Assembly Points
- Transport for Evacuees
- Opening & staffing rest centres
- Providing emergency feeding & other services
- Providing registration teams
- Providing census information on local population
- Alerting & co-ordinating any Voluntary Organisations

Evacuation should only be considered if alternative options, such as staying in the premises etc. are perceived to place the community in more danger.

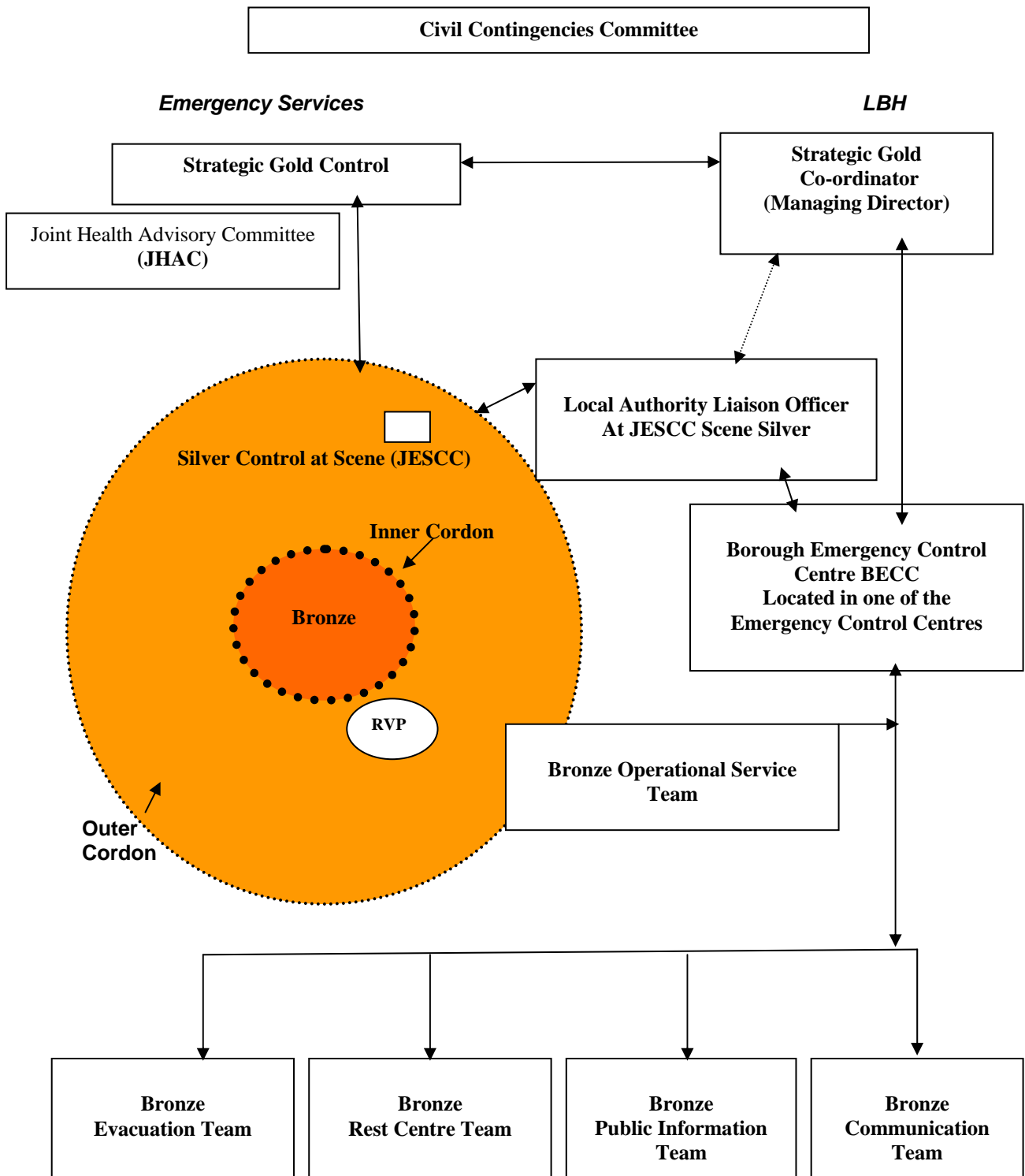
Details of each resident or family group should be taken at the reception / assembly points, including name, number of people in party (broken down into numbers of children, adults, elderly), address, mobile phone details, special needs (medical etc), address evacuated to (this may be a friends or relatives address, or accommodation provided by the council)

What evacuees should take with them (if they have time)

Clothing	Plan on at least 24 hours, include work / school uniforms
Personal Items	Toiletries, books etc
Prescription drugs	if needed
Eyeglasses	
Food	only if special diet is required
Baby / Child Supplies	Food, nappies, family allowance book etc
Identification	Drivers license, passport
Wallet / purse	including bank cards
Mobile phone	including charger
Pets	Provision will be made in appropriate building, bring lead & food

Page Intentionally Left Blank

Communications Links during the Immediate Response



Page Intentionally Left Blank

Co-ordination and Information Policy

Major Incidents will inevitably attract significant and sustained interest from local, national and the international News Media, nevertheless the need to inform the public will need to be balanced to ensure that the release of the information is well co-ordinated and to ensure that:

- a) Public alarm is not caused;
- b) Undue stress is not caused to casualties or their relatives and friends;
- c) The public are discouraged from 'sight seeing' at the scene;
- d) Reliable information is given to the public;
- e) The needs of the news media are met and their skills and resources are used to the best effect;
- f) Allowances are made for the fact that each organisation involved wishes to keep its members informed.

Casualty Information

The Police Casualty Bureau at New Scotland Yard, the Police area headquarters' incident room or at the local casualty reception centre/ rest centre will handle casualty information

Member and Officer Information

Information for Members and officers will be co-ordinated as directed by the Chief Executive.

Page Intentionally Left Blank

Disaster Appeals

In the wake of a Major Incident, many people show a will or a need to give. An appeal fund can be set up and will need to comply with legal requirements. The British Red Cross has published a disaster appeal scheme manual and operates a 24-hour duty office service to advise local authorities. The borough solicitor will make necessary legal arrangements. The Director of finance will be responsible for administration.

Page Intentionally Left Blank

Media

If the Media has contacted you, please contact either the Duty Emergency Planning Officer or the Crisis Management Team located in the Emergency Control Centre. **DO NOT MAKE ANY COMMENT WITHOUT CONTACTING ONE OF THE ABOVE.** Take details of the call and enquiry. **DO NOT GIVE OUT THE CONTROL ROOM PHONE NUMBER TO MEDIA CONTACTS.**

Ideally, no statement concerning the incident should be made to the press without prior agreement of the Police, due to the possibility of the incident being a criminal investigation. All statements to the media should go through the Press Officer, who will respond as per the Chief Executive's wishes. The Press Officer will ensure liaison with the Police press officer is continuous.

Page Intentionally Left Blank

Communications

Communications are the key to any co-ordinated response. Communications need to be set up immediately for incoming & outgoing calls for: -

- a) Public;
- b) Staff off duty;
- c) Staff at operational locations (rest centre/ RVP etc);
- d) External organisations;
- e) Co-ordination team;
- f) News Media;
- g) Elected Members;
- h) Emergency Services Co-ordination;

Communication systems are very vulnerable to overuse and shutdown during a Major Incident. There are a number of ways in which communication can be completed: -

- a) Telephones internal and external – differing line sources
- b) Emergency Communications Network (ECN)
- c) Public telephones
- d) Mobile phones
- e) Airwave
- f) Radio (Borough – taxi firms etc)
- g) Fax
- h) Internet & intranet
- i) RAYNET – Volunteer Amateur Radio Operators
- j) Word of mouth sending staff to convey information.

Message Forms

All communications, decisions and reasoning on decisions should be logged immediately. All forms should be kept for future enquires or investigations. This must be stressed as an important responsibility of all.

Page Intentionally Left Blank

Health & Safety

All staff have responsibility for their own Health & Safety, whilst also having a responsibility for the Health & Safety of those that they are working with along with the general public. Managers should ensure risk assessments are completed and recorded on all operational requirements, before initiating work. The Councils and services Health & Safety policies should follow health and safety protocols, as set out.

Page Intentionally Left Blank

Actions on Incident Downgrading

Stand down

Once the incident has been downgraded and the rescue/recovery phase has passed, the scene will be handed over to the Council or site owners. In many cases, the Council will take the lead in the Rehabilitation and Reconstruction stages, until relative normality is achieved.

All staff & organisations involved, wherever located, need to be updated as to any changes to Co-ordination or change in position of the response. Stand down is not the end of the requirements, the longer-term and rehabilitation issues now commence, such as: -

Debrief / Review

There are varying views on when this should be completed, most now lean towards waiting a period before having these, so as all have time to personally reflect and commence coping mechanisms. Alternatively, other debriefing methods recognise that the sooner the debrief (between 3 – 12 hours after an incident) the less likely the person is to suffer from Post Traumatic Stress Disorder.

Counselling Support

All those involved within the incident and all staff and organisations that provide a response in whatever way, can be affected. Support to victims, relatives and staff in the form of counselling, should be remembered at every stage as a requirement of the response to an Emergency. It must also be remembered that Long-term support must be offered. Past incidents such as Aberfan, Lockerbie, and King Cross still have to provide Counselling to those affected, as psychological needs do not necessarily present themselves until long after the event.

Memorials

Memorials, ceremonies or memory activities following a traumatic experience serve an important function in the healing process. A memorial helps to bring closure to a period of grieving and serves as a point from which to move on with regular activities. A significant purpose of a memorial activity is to bring people together in order to express feelings and concerns – to reduce feelings of isolation and vulnerability.

When considering memorials it is important to proceed slowly and involve victims, families, staff and the community in the planning and decision making process.

Follow up activities are particularly important following events that will have no real closure for an extended time (i.e. because recovery efforts will be slow, identification of the perpetrators may not be resolved quickly or the impact of the event has long-term consequences). In these instances, victims, families, staff and the local community may require on-going support to cope with anniversaries. Periodic memorial services along with the building of a permanent memorial are options that should be considered.

In many instances memorial books which contain photographs of the victims and messages from friends and relatives (including those left immediately following the disaster) are produced – these provide the bereaved with a keepsake of their loved ones.

Page Intentionally Left Blank

Health Definitions

Definition of a Major Incident

“An occurrence which presents a serious threat to the health of the community, disruption to service, or causes (or is likely to cause) such numbers or types of casualty as to require special arrangements to be implemented...”

A Major Incident for the NHS can be sudden (Known as ‘big bang’) such as a transport disaster or a series of smaller incidents, which stretch the NHS. In London the NHS has had to deal with numerous incidents over the years, including train crashes, terrorism and riots. In the past 20 years there have been only three individual years where major incidents have not occurred.

Major incidents can also creep up gradually (Known as ‘rising tide’) such as a developing infectious disease outbreak or a capacity or staffing crisis

Page Intentionally Left Blank

British Red Cross Disaster Appeal Scheme

In the event of a disaster or major emergency in the UK, the British Red Cross can help local authorities set up an Appeal Fund to receive donations to assist victims and their dependants.

For the purposes of the Disaster Appeal Scheme, a disaster or major incident is defined as 'a sudden, unforeseen damaging event causing major human tragedy.

The general public often responds generously and a local authority may find itself in receipt of spontaneous donations after an event. Because of the scale of the event, a Council may wish to set up an Appeal fund to assist the victims and their dependants. This is a decision that can only be made by the Chief Executive of the local authority.

The aim of the Appeal fund is to meet the immediate needs of the victims and dependants by the use of funds donated by the public and civic generosity in the wake of a disaster or major emergency.

To initiate the Disaster Appeal Scheme,
Telephone the British Red Cross on:

(020) 7235 5454

and ask for the Disaster Appeal Scheme Duty Officer

For more information about the Disaster Appeal Scheme, please contact the Emergency Planning Service, who hold copies of the scheme.

Page Intentionally Left Blank

The Emergency Control Centre

The Emergency Control Centre (ECC) will be the location from which the Council's response to an emergency will be co-ordinated.

The designated ECC is located in the basement of Stoke Newington Municipal Offices, however, in the event of this location being unavailable, any reasonably large sized room could be utilised as long as there are facilities for telephones and computers.

The first person to arrive at the ECC should:

- Open the access and egress routes to the ECC
- Locate emergency swipecards to distribute among persons attending the ECC
- Ensure the entrance is clearly sign-posted
- Establish a means of logging people in and out of the ECC
- Set up desks with telephones, computers and general office equipment e.g. pens and paper. (Ensuring the telephones have dialling tones)
- Ensure each desk has a supply of "Emergency Incident & Communication Message Forms".
- Set up facilities to provide refreshments
- Identify a location for the Crisis Management Team (see appendix F)
- Identify the phone numbers for each telephone and a fax machine
- Ensure all persons entering the ECC are aware of fire exits etc.
- Ensure copies of the emergency plan and emergency contact details are available within the ECC
- Gather together additional resources as deemed necessary

Page Intentionally Left Blank

Crisis Management Team

The BECC will need *Resources* and *Staff* known as the Crisis Management Team, which will initially support the Borough Gold / Silver Strategic and Tactical Teams.

Each department required to activate their plan will establish a departmental co-ordinating team to manage their specific operations and responsibilities. These teams will be accountable to the Crisis Management Team to which a nominee from the department will be requested.

Following the declaration of a major emergency, and the full, or partial, implementation of the Councils Emergency Plan, the DEPO and the On-Call Gold Director will initiate the setting up of the Crisis Management Team, comprising necessary officers delegated with specific co-ordinating, planning and liaison responsibilities. The Authorities' nominated 'Gold' officer will head the Crisis Management Team, until relieved by the Recovery Team Leader who will then co-ordinate the activities of the Crisis Management Team.

The Gold officer / Crisis Management Team will require a number of support staff, and a nominated officer as a Press Spokesperson for the borough.

The EPO shall have the delegated authority to agree the processes and constitution of the Crisis Management Team, in consultation with Chief Officers.

The main functions of the team will be to: -

- ◇ Ensure that the Council provides a co-ordinated response to any request from the emergency services;
- ◇ To establish and maintain communication links both within and throughout the Council;
- ◇ To co-ordinate in conjunction with the emergency services, the Councils' Press and Public Relations requirements;
- ◇ To liaise with the emergency and other services involved in handling the incident;
- ◇ To ensure the Councils interest are protected;
- ◇ To advise and update both Council Members and local Members of Parliament on the status of the emergency and the actions being taken by the Council;
- ◇ To liaise with the appropriate Government departments;
- ◇ To ensure that the authorities' normal services are maintained during the emergency;
- ◇ To co-ordinate the return of the Council services to normal operation following the end of the emergency.

Page Intentionally Left Blank

GLOSSARY OF TERMS

Body Holding Area

A place close to the scene where the dead can temporarily be detained until transfer to the mortuary. (Ideally the premises should be secure, dry, and cool and have ample drainage).

Briefing

The giving of information and issuing instructions, which enables individuals/services to carry out their roles and responsibilities efficiently and effectively.

Cascade System

Systems whereby one organisation / service calls out personnel and other organisations / services, who in turn initiate further call outs as necessary.

Casualty

Any person who is directly involved in or affected by the incident (i.e. survivors, deceased and evacuees)

Casualty Bureau

Central contact and information point for all records and data relating to casualties, normally located at New Scotland Yard or a location designated by the Police.

Casualty Clearing Station

An area set up at a major incident by the ambulance service in liaison with the Medical Incident Officer, to assess, treat and triage casualties and direct their evacuation.

Central Media Point

A central location established in either a building or a suitable vehicle at the scene of a major incident. Led by the Police, the Central Media Point is staffed by press officers from the emergency services, and other organisations with a responsibility for the incident. The Central Media Point should help to control media access to the site and provide a co-ordinated response to media enquires.

Chemet

A scheme administered by the Meteorological Officer, providing information on weather conditions as they affect an incident involving hazardous chemicals.

Command

The authority for an agency to direct the actions of its own resources (both personnel and equipment)

Control

The authority to direct strategic and tactical operations in order to complete as assigned function and includes the ability to direct the activities of other agencies engaged in the completion of that function. The control of the assigned function also carries with it a responsibility for the health and safety of those involved.

Control Room

Centre for the control of the movements and activities of each emergency service's officers and equipment.

Controlled Area

The area contained by the outer cordon.

Co-ordinating Group

A management team comprising the emergency services and other involved agencies, which meets regularly and formulates policy and lines of demarcation.

Cordons – Inner

Surrounds the immediate scene and provides security for it.

Cordons – Outer

Seals off the controlled area to which unauthorised persons are not allowed access.

Emergency

Any event (happening with or without warning) causing or threatening death or injury, damage to property or to the environment or disruption to the community, which because of the scale of its effects cannot be dealt with by the emergency services and local authorities as part of their day-to-day activities.

Emergency Control Centre (ECC)

Local Authority operations centre from which the management and co-ordination of local authority incident support is carried out.

Emergency Feeding Centre

Building designated by the Local Authority to be used for feeding persons unable to cater for themselves by reason of an emergency (these persons can be either victims of the emergency or staff responding to the emergency). This may be co-located with a Rest Centre.

Emergency Planning Officer (EPO)

The EPO provides the focus within the community for the discharge of local authority civil protection responsibilities, in close co-operation with the emergency services, local authority departments, industrial and commercial organisations including the utilities, government departments

such the Ministry of Defence or Department of Health, and voluntary agencies.

Evacuation Assembly Point

Building or area to which evacuees are directed for transportation to a rest centre

Debrief

Debriefs are required as an intervention technique to identify and review the issues/reactions which arise as a direct result of an incident/training event. These issues can then be addressed.

Family Liaison Officer (FLO)

Family Liaison is imperative to the professional relationship between police officers and victims' families in cases of sudden death. The role of the FLO includes 1) gathering evidence and information in a sensitive manner that helps the investigation; 2) providing the victims' families with a communication channel to the police; 3) giving help and advice to victims' families.

Forward Control Point

The control point nearest the scene of the incident responsible for immediate direction, deployment and security.

Friends and Relatives Reception Centre

Secure area set aside for use by, and interview of, friends and relatives arriving at the scene.

Incident Officers

The officers at the scene who command their respective services.

Incident Control Post (Police and Fire services)

The point from which the management of the incident is controlled and co-ordinated. The central point of contact for all specialist and emergency services engaged on site.

JESCC

The Joint Emergency Service Control Centre. A multi-agency control centre, which assumes the role of Silver command, within close proximity to the scene of the incident – usually between the inner and outer cordons.

JHAC

Joint Health Advisory Cell. In a health-related emergency, JHAC sits as a sub-committee to 'Gold' and is a point of contact for issues relating to health.

Local Authority Liaison Officer (LALO)

These are council representatives who can liaise onsite with the Emergency Services at the JESCC. They are the eyes and ears of the borough. They should be able to react to the needs of the Emergency Services by authorising and organising specific assistance in conjunction with the ECC. LALO's are selected from senior management. They will be appointed by the EPO or Chief Executive and are on the callout list.

Major Incident

Is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the Local Authority.

Major Incident Procedures

Pre-planned and exercised procedures that are activated once a major incident has been declared.

Marshalling Area

The area to which resources and personnel not immediately required at the scene or being held for further use can be directed to standby.

Medical Incident Officer

Medical officer with overall responsibility (in close liaison with the ambulance incident officer) for the management of medical resources at the scene of a major incident. He/she should not be a member of a mobile medical team.

Message Forms

In order to facilitate operational debriefing and to provide evidence for inquiries it is essential that a comprehensive record be kept of all events, decisions and actions taken. Good record keeping allows the lessons learnt from the emergency to be identified and made more widely available for the benefit of those who might be called upon to respond to other emergencies in the future.

Mutual Aid Arrangements

Cross-boundary arrangements under which emergency services, local authorities and other organisations request extra staff and/or equipment for use in a disaster.

Post Traumatic Stress Disorder

A psychiatric disorder that can occur at any point after the experience or witnessing of life-threatening events.

RAYNET

The Radio Amateurs Network - Voluntary Radio Operators

Receiving Hospital

The hospital (s) selected by the ambulance service from those identified by the Regional Health Authority as suitable for receiving casualties.

Rendez-vous Point (R.V.P)

Point to which all resources arriving at the outer cordon are directed for logging, briefing, equipment issue and deployment.

Rest Centre

Building taken over by the Local Authority for the temporary accommodation of evacuees.

Roles & Responsibilities

Identifies the key functions of individuals and/or groups.

Situation Report (SitRep)

A document that identifies the current circumstances with regard to a specific incident/event.

Statutory Services

Those services whose responsibilities are laid down in law: for example, Police, Fire and Ambulance services, HM Coastguard and Local Authorities.

Survivor Reception Centre

Secure area to which uninjured survivors can be taken for shelter, first aid, interview and documentation.

Temporary Mortuary

Building adapted for use as a mortuary and in which all post mortem examinations take place.

Triage

Process of prioritising the evacuation of the injured by the medical or ambulance staff at the casualty clearing station.

Utilities

Companies providing essential services e.g. gas, water, electricity, and telephones.

Page Intentionally Left Blank

Community Risk Register

Page Intentionally Left Blank



Community Risk Register

Based on London North Central Regional Risk Assessments.

Maintained in accordance with Regulation 15(1) of The Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005.

CCTV & Emergency Planning Service
Community Partnerships
Stoke Newington Municipal Offices
Stoke Newington Church Street N16 0JR

Tel: 0208 356 2182
Fax: 0208 356 2332
Email: emergency.planning@hackney.gov.uk



Community Risk Register

RECORD OF REVISIONS

Date	Revision	Description	Author	Verifier
22/06/2006	1.0	Original document Including amendments made following the meeting of the RAWG 21/06/2006	S. Moffitt	R. Hitching

London Borough of Hackney

Contextual Statement

The London Borough of Hackney is located in the south-eastern portion of the London North Central Local Resilience Forum's (LRF) Area; and has boundaries with the following boroughs: Haringey and Islington to the North and West. To the North East and East with the boroughs of Waltham Forest and Newham in the London Northeast LRF, and with the boroughs of Tower Hamlets and the City of London in the Central LRF, to the south.

Social Factors,

Hackney has a population of just under 203,000 people and covers 1,906 hectares, giving a population density of 106 p/p/h; the third highest population density in London, and is considered the most deprived borough in London. Up to 41% of Hackney's population is from the black and ethnic minorities, made up of many cultures; religions; nationalities and languages. The different groupings are well mixed throughout the borough. To the north of the borough in the Stanford Hill Area is a large Orthodox Jewish community (The largest in Europe).

The population of the borough is young; 28% are under 20 years old, and a relatively low proportion of people over 60 year of age. There are 7500 business registered; employing 92,100 people within the borough mainly in the Small to Medium Sized Enterprises (SME) grouping.

Environmental Factors

The borough is heavily urbanised with some green spaces particularly in the east of the borough around the River Lea (Hackney Marsh area and in the North West of the Borough (Clissold Park). The River Lea is also identified as having a risk of Fluvial Flooding affecting a number of properties in the East of the borough, and also threatens the important A104 East-West Route. To the north- east and west of the borough are several reservoirs containing large amounts of water.

Economic Factors

Most of the 7500 businesses are small independently owned predominantly retail outlets concentrated around the A107 Mare Street, and A10 Kingsland Road / Stoke Newington High Street areas. There are a number of Small manufacturing locations along the A1208 Hackney Road and in the railway arches under the overground railways running through the borough.

Transport Infrastructure

Whilst there two underground station entrances, there are no actual underground stations inside the borough's boundary. The borough is bisected by an overground railway running east / west centrally across the borough that handles both passenger and freight trains. In the east of the borough is a second overground railway handling passenger trains running north / south out of the London Liverpool Street Terminus just south of the borough.

The Channel tunnel Rail Link (CTRL) is being constructed under the borough running parallel with the East West Surface rail route with n access point located at Graham Road, east of Hackney Central station.

The principal road links through the borough are the A10 and the A107 running north / south from the City of London and the A104 running east / west across the borough. These are single carriageway routes that are heavily used particularly during the peak hours.

Hazardous Sites

There are no Control of Major Hazard (COMAH) Sites in the borough, however there are two close to the borough boundaries in two adjacent boroughs. To the North East is the Coppermills Water Treatment Works in Waltham Forest that contains large amounts of chlorine and to the South East is the Bethnal Green Gas Holder station in Tower Hamlets. The safety cordon of which extends into Hackney's area. There is also an important Electrical Terminal on the banks of the Regents Canal in the south of the borough.

A number of unexploded WW II munitions have also been discovered during building works within the borough.

Page Intentionally Left Blank

Risk ref. no.	Hazard or threat type	Hazard or threat categories (and sub-categories)	Outcome description	Likelihood	Impact	Risk rating Priority level	Variation and further info	Lead resp.	Last review date
INDUSTRIAL ACCIDENT AND ENVIRONMENTAL POLLUTION									
IA/1	H1	Fire or explosion at a gas terminal as well as LPG, LNG, and other gas onshore feedstock pipeline and flammable gas storage sites	Up to 3km around site causing up to 500 fatalities and up to 1500 casualties. Gas terminal event likely to be of short duration once feed lines are isolated; event at a storage site could last for days if the explosion damaged control equipment.	1	4	NA	Plant of this nature is assumed to be more or less evenly distributed across the country, although there may be 'clustering' in (e.g.) coastal areas and industrial areas. Clearly, with more plants of this nature in the region/local area, the higher the likelihood (i.e. closer to 1).	F&R/ HSE	Dec-05
IA/2	H2	Fire or explosion at an onshore ethylene gas pipeline	Up to 3km around site causing up to 500 fatalities and up to 1500 casualties and serious downstream impact on oil and chemical production.	NA	NA	NA	Plant of this nature is assumed to be more or less evenly distributed across the country, although there may be 'clustering' e.g. in coastal areas and industrial areas. Clearly, with more plants of this nature in the region/local area, the higher the likelihood (i.e. closer to 1).	HSE	Dec-05
IA/3	HL1	Fire or explosion at a gas terminal or involving a gas pipeline	Up to 3km around site causing up to 10 fatalities and 100 casualties.	1	2	L	Likely to be applicable only to an LRF which has coastline. Clearly, with more plants of this nature in the region/local area, the higher the likelihood (i.e. closer to 1).	HSE	Dec-05
IA/4	H3	Fire or explosion at an oil refinery	Up to 3km around site causing up to 500 fatalities and up to 1500 casualties. Depending on the location and size of the release, the fire could burn for several days. Explosions would cause primarily crush / cuts & bruises type injuries, as well as burns – fires would cause predominantly burn-type injuries.	NA	NA	NA	No oil refinery in or near the borough	HSE	Dec-05
IA/5	H4	Fire or explosion at a fuel distribution site and tank storage of flammable or toxic liquids	Up to 3km around site causing up to 150 fatalities and up to 2000 casualties. Explosions would cause primarily crush / cuts & bruises type injuries, as well as burns – fires would cause predominantly burn-type injuries.	NA	NA	NA	Plant of this nature is assumed to be more or less evenly distributed across the country. Clearly, with more plants of this nature in the region/local area, the higher the likelihood (i.e. closer to 1).	HSE	Dec-05

Risk ref. no.	Hazard or threat type	Hazard or threat categories (and sub-categories)	Outcome description	Likelihood	Impact	Risk rating Priority level	Variation and further info	Lead resp.	Last review date
IA/6	H5	Fire or explosion at an onshore fuel pipeline	Up to 1km around site causing up to 100 fatalities and up to 500 casualties. Explosions would cause primarily crush / cuts & bruises type injuries, as well as burns – fires would cause predominantly burn-type injuries.	NA	NA	NA	Plant of this nature is assumed to be more or less evenly distributed across the country, although there may be 'clustering' in (e.g.) coastal areas and industrial areas. Clearly, with more plants of this nature in the region/local area, the higher the likelihood (i.e. closer to 1).	HSE	Dec-05
IA/7	H6	Fire or explosion at an offshore oil/gas platform	Local to site causing up to 200 fatalities and up to 200 casualties. Explosions would cause primarily crush / cuts & bruises type injuries, as well as burns – fires would cause predominantly burn-type injuries. (There are no offshore platforms in the Government Office South West area).	NA	NA	NA	Not applicable. No offshore oil/gas platform in or near the borough	HSE	Dec-05
IA/8	H7	Explosion at a natural gas pipeline	Local to site causing up to 200 fatalities and up to 200 casualties. Explosions would cause primarily crush / cuts & bruises type injuries, as well as burns – fires would cause predominantly burn-type injuries.	NA	NA	NA	Plant of this nature is assumed to be more or less evenly distributed across the country, although there may be 'clustering' in (e.g.) coastal areas and industrial areas. Clearly, with more plants of this nature in the region/local area, the higher the likelihood (i.e. closer to 1).	HSE	Dec-05
IA/9	H8	Major toxic chemical release	Up to 10km from site causing up to 2000 fatalities and up to 10,000 casualties. Toxic release could be due to loss of containment of chlorine – or of a number of other chemicals, e.g. anhydrous hydrofluoric acid, refrigerated ammonia, sulphur di-oxide (or tri-oxide) gas.	1	5	M	Plant of this nature is assumed to be more or less evenly distributed across the country, although there may be 'clustering' in (e.g.) coastal areas and industrial areas. Clearly, with more plants of this nature in the region/local area, the higher the likelihood (i.e. closer to 1).	EA/HSE	Dec-05

Risk ref. no.	Hazard or threat type	Hazard or threat categories (and sub-categories)	Outcome description	Likelihood	Impact	Risk rating Priority level	Variation and further info	Lead resp.	Last review date
IA/10	H9	Serious toxic chemical release	Up to 3km from site of toxic chemical release causing up to 50 fatalities and up to 2000 casualties.	1	4	M	Plant of this nature is assumed to be more or less evenly distributed across the country, although there may be 'clustering' in (e.g.) coastal areas and industrial areas. There are a few sites of this nature within the M25 area. Clearly, with more plants of this nature in the region/local area, the higher the likelihood (i.e. closer to 3).	EA/HSE	Dec-05
IA/11	H10	Radioactive substance release from a nuclear reactor accident	Up to 4km from site causing up to 150 fatalities and up to 1500 casualties.	NA	NA	NA	Likely to be applicable only to an LRF which has coastline. Clearly, with more plants of this nature in the region/local area, the higher the likelihood (i.e. closer to 1). None in borough	HSE	Dec-05
IA/12	HL2	Industrial accident involving large toxic release e.g. from a site storing large quantities of chlorine (Major)	Up to 3km from site causing up to 30 fatalities and up to 250 casualties.	1	3	M	Plant of this nature is assumed to be more or less evenly distributed across the country, although there may be 'clustering' in (e.g.) coastal areas and industrial areas. Clearly, with more plants of this nature in the region/local area, the higher the likelihood (i.e. closer to 3).	HSE	Dec-05
IA/13	HL3	Industrial accident involving toxic release (Serious)	Up to 1km from site causing up to 10 fatalities and up to 100 casualties.	1	2	L	Plant of this nature is assumed to be more or less evenly distributed across the country, although there may be 'clustering' in (e.g.) coastal areas and industrial areas. Clearly, with more plants of this nature in the region/local area, the higher the likelihood (i.e. closer to 3).	HSE	Dec-05
IA/14	H11	Accidental release of radioactive material from incorrectly handled or disposed of sources.	Up to 5 fatalities and up to 100 contaminated people requiring medical monitoring. Many worried people may present at hospitals. Radiation may be spread over a range of several kilometres but most concentration at the point of accidental release.	1	4	M		DEFRA	Dec-05

Risk ref. no.	Hazard or threat type	Hazard or threat categories (and sub-categories)	Outcome description	Likelihood	Impact	Risk rating Priority level	Variation and further info	Lead resp.	Last review date
IA/15	H12	Biological substance release from Control measure failure (e.g. dangerous pathogen release from containment laboratory)	Up to 10 fatalities and serious injuries or offsite impact requiring up to 1,000 casualties.	2	3	M	Plant of this nature is assumed to be more or less evenly distributed across the country – although the incidence is likely to be greater in or near urban areas containing appropriate medical / research institutions.	HSE	Dec-05
IA/16	H14	Major contamination incident with widespread implications for the food chain, arising from: (a) Industrial accident (chemical, microbiological, nuclear) affecting food production areas e.g. Chernobyl, Sea Empress oil spill, Foot and Mouth Disease. (b) Contamination of animal feed e.g. dioxins, BSE. (c) Incidents arising from production processes, e.g. adulteration of chilli powder with Sudan I dye.	Food production/ marketing implications depending on scale and area affected e.g. major shellfisheries, dairy, livestock production areas. Potential direct animal and consumer health effects including possible fatalities and casualties. Consumer confidence affected leading to lost markets or panic buying.	4	2	M		HSE	Dec-05
IA/17	H15	Maritime Pollution	Spillage of up to 100,000 tonnes of crude oil into the sea, polluting up to 200km of coastline. Potentially significant damage to amenity value (i.e. tourism), agriculture/commerce and aquatic ecosystem.	NA	NA	NA	Only applicable to an LRF which has a coastline. Hackney has no coastline.	DfT	Dec-05

Risk ref. no.	Hazard or threat type	Hazard or threat categories (and sub-categories)	Outcome description	Likelihood	Impact	Risk rating Priority level	Variation and further info	Lead resp.	Last review date
IA/18	HL4	Major pollution of controlled waters	Pollution incident impacting upon controlled waters, (for example, could be caused by chemical spillage or release of untreated sewage) leading to persistent and/or extensive effect on water quality, major damage to aquatic ecosystems, closure of potable abstraction point(s), major impact on amenity (i.e. tourism) value, serious impact on human health.	4	4	VH		EA	Dec-05
IA/19	HL5	Major land contamination incident	Pollution incident (for example chemical spillage) leading to persistent and/or extensive effect on land quality, major damage to terrestrial ecosystems, property, amenity (i.e. tourism) value and major damage to agriculture/commerce, serious impact on human health.	3	2	M		EA	Dec-05
IA/20	HL6	Major air quality incident	Pollution incident (for example uncontrolled emission from an industrial facility or uncontrolled release of landfill gas) leading to persistent and/or extensive effect on air quality, major damage to local ecosystem, major effect on amenity (i.e. tourism) value and serious impact on human health	4	3	H		EA	Dec-05
IA/21	HL7	Industrial explosions and major fires	Up to 250m around site causing up to 3 casualties. Explosions would cause primarily crush / cuts & bruises type injuries, as well as burns – fires would cause predominantly burn-type injuries.	2	2	L	Plant of this nature is assumed to be more or less evenly distributed across the country – although the incidence is likely to be greater in or near urban areas containing appropriate medical / research institutions.	HSE	Dec-05

TRANSPORT ACCIDENTS									
TA/1	H42	Rapid accidental sinking of a passenger vessel in, or close to UK waters	Up to 500 fatalities and up to 1000 casualties	NA	NA	NA	Only applicable to those LRF with coastline. Hackney has no coastline	DFT	Dec-05
TA/2	HL8	Rapid accidental sinking of a passenger vessel in, or close to UK waters or on inland waterways	Up to 20 fatalities and up to 100 casualties.	NA	NA	NA	Only applicable to those LRF with coastline or significant inland waterways.	DfT/ British Waterways	Dec-05
TA/3	H16	Aviation accident over major conurbation	Causing up to 800 fatalities and up to 300 casualties. This represents a worst case scenario involving either two air-craft and an urban environment or one of the new super jumbo jets that will become operational in 2 years time. Injuries will range from serious burns to fractures and will have long term medical requirements. There is also likely to be loss of amenities including housing or retail or industrial facilities and subsequent impact on the economy.	1	4	M	Although likelihood is greater in LRFs which contain airports, score not expected to exceed 1 even at major airports.	DFT	Dec-05
TA/4	HL9	Aviation accident (at airport?)	Causing up to 50 fatalities and up to 250 casualties.	NA	NA	NA	Although likelihood is greater in LRFs which contain airports, score not expected to exceed 1 even at major airports. There are no airports in Hackney.	DFT	Dec-05
TA/5	HL10	Local accident on motorways and major trunk roads	Multiple vehicle incident causing up to 3 fatalities and up to 5 casualties (internal injuries, fractures, possible burns); closure of lanes or carriageways causing major disruption and delays.	1	1	L	There are no significant stretches of trunk routes, dual carriageways or motorways in the borough.	DfT	Dec-05
TA/6	HL11	Railway accident	Up to 30 fatalities and up to 100 casualties (fractures, internal injuries – burns less likely). Possible loss of freight. Major disruption to rail line including possible closure of rail tunnel.	2	2	L		DfT	Dec-05
TA/7	HL12	Local accident involving transport of hazardous chemicals.	Up to 10 fatalities and up to 50 casualties (direct injuries from the accident would be similar to road or rail accidents; indirect casualties are possible, if substance covers wide area). The extent of the impact would depend on substance involved, quantity, nature and location of accident. The assumption is based on phosgene/ chlorine	1	4	M	Hazardous chemical traffic is not thought to vary significantly at local levels, so likelihood will be similar throughout. However a high density of hazardous chemical infrastructure in area may affect likelihood scores. Assumption: No major hazardous chemical handling or processing sites in area.	DfT	Dec-05

TA/8	HL13	Maritime accident or deliberate blockade resulting in blockage of access to key port, estuary, maritime route for more than one month.	Fatalities/ injuries minor. Loss of port is likely to have an initial wider impact, but will quickly reduce as shippers seek alternative ports or methods of shipping. Economic impact on local dependent businesses.	NA	NA	NA	Assumptions: Area contains major port. There is no major port in Hackney.	DfT	Dec-05
TA/9	HL 14	Local accident involving transport of fuel/explosives	Up to 5 fatalities and up to 10 casualties within vicinity of accident/explosion. Area would require evacuating up to 250m radius depending on substances involved, with 200 evacuees. Potential release of up to 3 tonnes of liquid fuel into local environment, watercourses etc. Large quantities of fire fighting media (foam) would impact on environment. Roads and access routes impassable for a time. Emergency access into/out of large populated areas difficult or impossible.	2	3	M		Fire	Dec-05
SEVERE WEATHER									
SW/1	H17	Storms and Gales	Storm force winds affecting most of the country for at least 6 hours. Most inland, lowland areas experience mean speeds in excess of 55 mph with gusts in excess of 85 mph.	4	2	M		Met Office	Dec-05
SW/2	H18	Low temperatures and Heavy Snow	Snow lying over most of the country for at least one month. Most lowland areas experience some snow falls in excess of 30 cm, some drifts in excess of 1m, and a period of at least 7 consecutive days with daily mean temperatures below -3°C.	3	3	H	Assessed to be 4 across UK apart from London and South West where likelihood is 3.	Met Office:	Dec-05
SW2a	H18a	Low temperatures and Heavy Snow	Snow lying over most of the borough for at 24 hours. Some areas experience some snow falls in excess of 20 cm, some drifts in excess of 0.5 m, and a period of at least 3 consecutive days with daily mean temperatures below -3°C.	4	3	H	Assessed to be 4 across UK apart from London and South West where likelihood is 3.	Met Office:	Dec-05
SW/3	HL15	Heat wave	Daily maximum temperatures above 32°C and minimum temperatures above 15°C over most of the area for at least 5 consecutive days.	4	1	L	Assessed to be 3 across UK apart from London, South East England and East of England where likelihood is 4.	Met Office	Dec-05

SW/4	H19	<i>Flooding: Major coastal/tidal</i>	<i>Major sea surge, spring tides, gale force winds, heavy rainfall, many defences overtopped or failing. Combined tidal and fluvial event. Many coastal Regions affected and tidal reaches of river. Flooding of 10,000+ properties for 7 days. Potential loss of life. Suddenness of failure of defences would not be possible to predict, tidal inundation would be rapid and wave impact would cause structural damage to properties. Significant economic disruption and damage.</i>	NA	NA	NA	<i>Assumptions: LRF has coastline or could be affected by flooding in tidal reaches of rivers.</i>	EA	Dec-05
SW/5	H20	<i>Flooding: Major fluvial.</i>	<i>A single large urban area (parts of London, Nottingham, Manchester, Leeds etc) flooded as a result of defence failure, causing a single location to be severely affected with high risk to life and little response time. It is possible no warnings would have been issued in time. Flooding of 10,000+ properties for 7 to 21 days. Potential loss of life. Significant economic disruption and damage.</i>	3	5	VH		EA	Dec-05
SW/6	HL16	<i>Major local coastal/tidal flooding</i>	<i>Sea surge, spring tides, gale force winds, heavy rainfall affecting more than one Region, some defences overtopped or failing at multiple locations. Flooding of more than 1000 and less than 10,000 properties. Multi-agency response invoked, possible large scale evacuation required. Suddenness of failure of defences would not be possible to predict, tidal inundation would be rapid and wave impact would cause structural damage to properties. Impact on infrastructure includes disruption to traffic for 1-3 days, impact on access to agricultural land and impact to infrastructure e.g. sewage treatment works flooded.</i>	NA	NA	NA		EA	Dec-05
SW/7	HL17	<i>Localised coastal/tidal flooding</i>	<i>Sea surge, high tides, gale force winds affecting the coastline and one Region, some defences overtopped or failing at a single location. Localised impact with infrastructure affected and up to 1000 properties flooded. Flood warning service would operate effectively. Multi-agency response invoked with some local evacuation and cordoning off of affected areas. Impact on infrastructure includes disruption to traffic for 1-3 days, impact on access to agricultural land and impact to infrastructure e.g. sewage treatment works flooded.</i>	NA	NA	NA		EA	Dec-05

SW/8	HL18	Major local fluvial flooding	A sustained period of heavy rainfall extending over two weeks, perhaps combined with snow melt, resulting in steadily rising river levels over a region. Localised flooding of more than 1000 and less than 10,000 properties. There would be major impact on minor roads and some A roads and truck roads impassable for a time. Some main rail lines would be closed (where bridges are deemed unsafe for example). Some minor rail lines and stations would be closed. Most water ways would be closed to traffic because of strong currents and high water levels.	4	4	VH		EA	Dec-05
SW/9	HL19	Serious local fluvial flooding	A sustained period of heavy rainfall extending over two weeks, perhaps combined with snow melt, resulting in steadily rising river levels over a region. Localised flooding of more than 100 and less than 1,000 properties. There would be some impact on minor roads and some A roads and truck roads impassable for a time. Some main rail lines would be closed (where bridges are deemed unsafe for example). Some minor rail lines and stations would be closed. Most water ways would be closed to traffic because of strong currents and high water levels.	3	4	VH		EA	Dec-05
SW/10	HL20	Localised fluvial flooding (flash flooding)	Heavy localised rainfall in steep valley catchment leading to flash flooding. Likely that no flood defences in place. Possibly no flood warning service available/ suddenness of event means timely flood warnings not possible. Flooding of up to 200 properties.	4	4	VH		EA	Dec-05
STRUCTURAL ACCIDENTS									
S/1	HL21	Land movement (tremors and landslides)	Roads and access routes impassable for a time. Emergency access into/out of large populated areas difficult or impossible; severe congestion over wide geographical area. Loss of power and other essential services over wide geographical area. Potential for a number of persons to be trapped or missing either in landslide itself and/or in collapsed structures. Up to 5 fatalities depending on the size and location of land movement.	NA	NA	NA	It is considered that such incidents are rare within the UK with some areas being more prone to landslides than others. Geography and climatic conditions will determine likelihood.	FIRE	Dec-05

S/2	HL22	Building collapse	Potential for a number of persons to be trapped or missing. Localised loss of power and other essential services. Local access routes affected due to road closures. Up to 5 fatalities depending on the size and construction of building, and occupation rates.	3	2	M	A number of such incidents annually within the UK. Some areas will be more at risk than others due to age of local building stock.	FIRE	Dec-05
S/3	HL22a	Major building/structure collapse (e.g. stadium)	Potential for a number of persons to be trapped or missing. Localised loss of power and other essential services. Local access routes affected due to road closures. Up to 5 fatalities depending on the size and construction of building, and occupation rates	2	4	H	4 x Stadium to be constructed in east of borough	LBH	Dec-05
S/4	HL22b	Number of dwellings deemed unsafe by EROs.	Potential for a number of people to require temporary shelter following intervention of the EROs. (e.g. de-housed following the establishment of a Safety Cordon; Gas leak Fire; Siege, etc.)	4	2	M	LBH EPS to have sufficient space & equipment for 2 Rest Centre for 100 persons each.	LBH	
S/5	HL23	Bridge collapse	Roads, access routes and transport infrastructure impassable for considerable length of time. Severe congestion over wide geographical area. Emergency access into/out of large populated areas severely restricted. Potential for a number of persons to be trapped or missing.	1	2	L	It is considered that such incidents are rare within the UK. Within the borough are a number of weak bridges, signage is in place	FIRE	Dec-05
S/6	H44	Major reservoir dam failure caused by internal erosion or overtopping.	Complete destruction or serious damage to up to 200 downstream properties. Several thousand other properties could be flooded. Extent of downstream effect could reach 50-60km depending on topography. Up to 2000 fatalities could result though this would be mitigated by the extent of warning time given and evacuation taking place effectively.	2	4	M	Depending on presence, condition and location of infrastructure in LRF area.	DEFRA	Dec-05
HUMAN HEALTH									
HH/1	H22	Influenza type disease (epidemic)	A serious epidemic of much greater severity than the usual seasonal flu. Weekly GP consultations for new episodes of flu-like illness likely to exceed 400 per 100,000 of population at the peak (compared with a peak of around 200 per 100,000 population per week in an average year).	4	3	H		DH	Dec-05

HH/2	H23	Influenza type disease (pandemic)	Pandemic likely to occur in two waves, about 3-9 months apart. Each wave likely to last 12 weeks. A quarter of the population could be affected. High number of cases and consultations (greater than 500 GP consultations per 100,000 population per week at peak) overwhelming health and other services. Clinical attack rate of 25% with mortality assumption of 1-3% of those infected. Age range vulnerability - all ages, including children, likely to be affected.	4	5	VH		DH	Dec-05
HH/3	H24	SARS type disease.	Based on US figures, outbreak will cause between 250-2000 casualties.	2	2	L		DH	Dec-05
HH/4	HL24	Legionella / meningitis outbreak	Localised outbreak of a disease which could cause up to 10 fatalities and up to 50 casualties, with no variation in likelihood between localities.	3	2	L		DH	Dec-05
ANIMAL HEALTH									
AH/1	H25	Non-zoonotic notifiable animal diseases (e.g. Foot and Mouth Disease (FMD), Classical Swine Fever, Blue Tongue and Newcastle disease of birds).	Slaughter of up to 4 million affected and exposed livestock plus the possibility of a significant number of animals culled for welfare reasons. For poultry the number of birds culled might be much higher or up to 120 million birds. An outbreak might last 6-18 months.	NA	NA	NA	There is no requirement to produce a local likelihood assessment but local responders will wish to consider the potential impact of an animal disease at local level. Local responders should ensure that their own emergency response plans are compatible with the national contingency plans, that roles and responsibilities are clear and that plans are in place to ramp up resources locally.	DEFRA	Dec-05

AH/2	H26	Zoonotic notifiable animal diseases (e.g. Highly Pathogenic Avian Influenza (HPAI), rabies and West Nile Virus).	Culling of up to 120 million poultry (HPAI) or euthanasia of up to 20 companion animals (plus the possibility of wildlife being affected (Rabies). For West Nile Virus spread by viable vectors in the UK the slaughter of 20-1000 horses is a possibility.	3	2	M	See above.	DEFRA	Dec-05
PUBLIC PROTEST									
PP/1	H28	Large scale public protest	Large scale public protests. Tens of thousands of highly motivated protesters, including a hard core of 2,000 protesters, causing physical damage, requiring a nationally coordinated police response.	4	2	M	Protest/demonstration on this scale only likely to occur in major conurbations, with London by far the most likely venue. There is some possibility of military bases being targeted as during the second Gulf conflict. The overall likelihood of such events is high, but the malicious element is less likely.	CCS	Dec-05
PP/2	H29	Targeted disruptive protest, e.g. fuel protest.	Nationally co-ordinated protest that could generate shortages of essential supplies, and lasts for up to 1 week.	4	2	M		CCS	Dec-05
INFRASTRUCTURE TECHNICAL FAILURE									
ITF/1	H38	Technical failure of upstream (offshore) oil/gas network leading to a disruption in upstream oil and gas production.	Technical failure leading to catastrophic accident destroying all or parts of an offshore facility and taking 6 months to restore normal levels of service. A fire or explosion on board a significant offshore installation could result in a 5 - 30 per cent loss of gas supply to UK which, at the top end, would cause the disconnection of users with interruptible supply and would impact on power generation, possibly prompting three hour rota electricity cuts. Downstream oil would not be so adversely affected given alternative means of supply.	3	4	VH	LRFs may wish to include this risk regardless of the offshore capability in their area. The likelihood score represents the chance of this event happening anywhere in the UK. The impact would be felt nationally. This type	DTI	Dec-05

ITF/2	H39	Accidental failure at water treatment works	Between 10 - 50,000 people could be without piped water for up to 3 days.	1	3	M		DEFRA	Dec-05
ITF/3	H40	No notice failure of a public telephony provider	Loss of service to up to 100,000 people for up to 5 hours.	3	2	M		CSIA	Dec-05
ITF/4	H41	Technical failure of electricity network	Total shutdown of the electricity supply over whole of mainland UK, occurring during working hours and lasting for 24 hours.	2	4	H		DTI	Dec-05
ITF/5	H43	Telecommunication infrastructure – human error	Loss of telecommunications across a UK region for up to 5 days.	3	4	VH		CSIA	Dec-05
ITF/6	H45	Technical failure of electricity network	Total shutdown of the electricity supply over an entire region (or Devolved Administration), occurring during working hours and lasting for 12 hours.	3	4	VH		DTI	Dec-05

Exclusion Note

The context of Annex 1 to Section 3 of the London Borough of Hackney Community Risk Register is subject to a RESTRICTED classification in accordance with the Government's protective marking system and is withheld from general publication under Regulation 51 of The Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005.

Controlled copies issued to Category 1 Responders within the London (North Central) Local Resilience Forum area receive a complete copy of the London Borough of Hackney Community Risk Register (including Annex 1 to Section 3) which is subject to RESTRICTED classification.

TBI/1	T1	One or several simultaneous conventional explosions on soft targets in a single urban area	Up to 300 fatalities and 500 casualties.				Virtually all regions and local areas will include an urban area, though some will have larger urban conurbations will be at greater risk.	HOME OFFICE	
CBR/1	T2	Terrorist attack involving a small-scale release of toxic chemical or biological substance	Up to 100 casualties.				This risk occurs in all regions and local areas, though larger urban conurbations will be at greater risk.	HOME OFFICE	
CBR/2	T3	Terrorist attack involving the release of a non-persistent (i.e. gaseous) chemical in a crowded location	Up to 25 fatalities and up to 1000 casualties.				This risk occurs in all regions and local areas, though larger urban conurbations will be at greater risk.	HOME OFFICE	
CBR/3	T4	Biological attack	Contaminating up to 100,000 people with associated contamination of animals, food, water, buildings and the environment. Up to 7,500 of those contaminated will need urgent medical treatment.				This risk occurs in all regions and local areas, though larger urban conurbations will be at greater risk.	HOME OFFICE	
CBR/4	T5	Radiological attack on a crowded location	Up to 30 fatalities from explosion; no immediate fatalities due to radiation though some casualties requiring short-term and long-term treatment.				This risk occurs in all regions and local areas, though larger urban conurbations will be at greater risk.	HOME OFFICE	
TBI/1	T6	Conventional attack on an airport	Up to 100 fatalities and the partial closure of a major airport (or total closure of a small airport).				This risk applies to all regions and local areas that contain airports.	HOME OFFICE	
TBI/2	T7	Conventional attack on mainline or underground rail network	Up to 100 fatalities and up to 400 casualties with temporary loss of a transport facilities				This risk applies to all regions and local areas that contain mainland stations and/or an underground rail network.	HOME OFFICE	
TBI/3	T8	Conventional or improvised attack on an industrial site	Significant and potentially prolonged disruption to utilities.				Plant of this nature is assumed to be more or less evenly distributed across the country.	HOME OFFICE	
TBI/4	T9	Conventional attack on main government buildings	Up to 400 fatalities and partial and temporary closure of the building.				Regions and local areas that include significant main government buildings are at greater risk.	HOME OFFICE	

CBRI/ 1	T10	Terrorist attack involving the release of a non-persistent (i.e. gaseous) chemical in a confined space	Up to 40 fatalities and a large number of people requiring medical treatment.				This risk occurs in all regions and local areas, though larger urban conurbations will be at greater risk.	HOME OFFICE	
CBRI/ 2	T11	Biological or radiological attack	Up to 20 fatalities and a large number of people requiring medical treatment within the building affected, with associated contamination of buildings and environment and denial of area for up to several months.				This risk occurs in all regions and local areas, though larger urban conurbations will be at greater risk.	HOME OFFICE	
EI/1	T12	Electronic attack	Widespread disruption to utilities, communications and other essential services					HOME OFFICE	

Appendix 2

Likelihood and Impact Scoring Scales

Impact Scoring Scale – qualitative measures

Level	Description	Categories of impact	Description of impact
1	Insignificant	Health	<ul style="list-style-type: none"> • Insignificant number of injuries or impact on health.
		Social	<ul style="list-style-type: none"> • Insignificant number of persons displaced and insignificant personal support required. • Insignificant disruption to community services, including transport services and infrastructure.
		Economic	<ul style="list-style-type: none"> • Insignificant impact on local economy.
		Environment	<ul style="list-style-type: none"> • Insignificant impact on environment.
2	Minor	Health	<ul style="list-style-type: none"> • Small number of people affected, no fatalities, and a small number of minor injuries with first aid treatment.
		Social	<ul style="list-style-type: none"> • Minor damage to properties. • Minor displacement of a small number of people for < 24 hours and minor personal support required. • Minor localised disruption to community services or infrastructure < 24 hours.
		Economic	<ul style="list-style-type: none"> • Negligible impact on local economy and cost easily absorbed.
		Environment	<ul style="list-style-type: none"> • Minor impact on environment with no lasting effects.
3	Moderate	Health	<ul style="list-style-type: none"> • Sufficient number of fatalities with some casualties requiring hospitalisation and medical treatment and activation of MAJAX, the automated intelligent alert notification system, procedures in one or more hospitals.
		Social	<ul style="list-style-type: none"> • Damage that is confined to a specific location, or to a number of locations, but requires additional resources. • Localised displacement of > 100 people for 1-3 days.
		Economic	<ul style="list-style-type: none"> • Limited impact on local economy with some short-term loss of production, with possible additional clean-up costs.
		Environment	<ul style="list-style-type: none"> • Limited impact on environment with short-term or long-term effects.
4	Significant	Health	<ul style="list-style-type: none"> • Significant number of people in affected area impacted with

			multiple fatalities, multiple serious or extensive injuries, significant hospitalisation and activation of MAJAX procedures across a number of hospitals.
		Social	<ul style="list-style-type: none"> • Significant damage that requires support for local responders with external resources. • 100 to 500 people in danger and displaced for longer than 1 week. Local responders require external resources to deliver personal support. • Significant impact on and possible breakdown of some local community services.
		Economic	<ul style="list-style-type: none"> • Significant impact on local economy with medium-term loss of production. • Significant extra clean-up and recovery costs.
		Environment	<ul style="list-style-type: none"> • Significant impact on environment with medium- to long-term effects.
5	Catastrophic	Health	<ul style="list-style-type: none"> • Very large numbers of people in affected area(s) impacted with significant numbers of fatalities, large number of people requiring hospitalisation with serious injuries with longer-term effects.
		Social	<ul style="list-style-type: none"> • Extensive damage to properties and built environment in affected area requiring major demolition. • General and widespread displacement of more than 500 people for prolonged duration and extensive personal support required. • Serious damage to infrastructure causing significant disruption to, or loss of, key services for prolonged period. Community unable to function without significant support.
		Economic	<ul style="list-style-type: none"> • Serious impact on local and regional economy with some long-term, potentially permanent, loss of production with some structural change. • Extensive clean-up and recovery costs.
		Environment	<ul style="list-style-type: none"> • Serious long-term impact on environment and/or permanent damage.

Explanation of categories of impact

Category	Category
Health	Encompassing direct health impacts (numbers of people affected, fatalities, injuries, human illness or injury, health damage) and indirect health impacts that arise because of strain on the health service
Social	Encompassing the social consequences of an event, including availability of social welfare provision; disruption of facilities for transport; damage to property; disruption of a supply of money, food, water, energy or fuel; disruption of an electronic or other system of communication; homelessness, evacuation and avoidance behaviour; and public disorder due to anger, fear, and/or lack of trust in the authorities.
Economic	Encompassing the net economic cost, including both direct (eg loss of goods, buildings, infrastructure) and indirect (eg loss of business, increased demand for public services) costs.
Environment	Encompassing contamination or pollution of land, water or air with harmful biological / chemical / radioactive matter or oil, flooding, or disruption or destruction of plant or animal life.

Note:

Strictly, levels 1 and 2 of the impact scale are likely to fall below the threshold for an emergency. Consequently, there may be no statutory requirement to plan for events that score 1 or 2 on the impact scale. This scale recognises that, to demonstrate a thorough analysis, Category 1 responders will wish to include in their risk assessment certain risks with impacts at these levels.





Likelihood scoring scale

Level	Descriptor	Likelihood Over 5 Years	Likelihood Over 5 Years
1	Negligible	>0.005%	>1 in 20,000 Chance
2	Rare	>0.05%	>1 in 2,000 Chance
3	Unlikely	0.5%	>1 in 200 Chance
4	Possible	>5.0%	>1 in 20 Chance
5	Probable	>50.0%	>1 in 2 Chance

Based on the model likelihood and impact scoring scales published in Annex 4D of "Emergency Preparedness" (HM Government, 2005)

Appendix 3

Risk Rating Matrix

Impact	Catastrophic					VH		Very High
	Significant					H		High
	Moderate					M		Medium
	Minor					L		Low
	Insignificant							
		Negligible	Rare	Unlikely	Possible	Probable		

Definitions of Risk Ratings	
Very high (VH) risk	These are classed as primary or critical risks requiring immediate attention. They may have a high or low likelihood of occurrence, but their potential consequences are such that they must be treated as a high priority. This may mean that strategies should be developed to reduce or eliminate the risks, but also that mitigation in the form of (multi-agency) planning, exercising and training for these hazards should be put in place and the risk monitored on a regular frequency. Consideration should be given to planning being specific to the risk rather than generic.
High (H) risk	These risks are classed as significant. They may have a high or low likelihood of occurrence, but their potential consequences are sufficiently serious to warrant appropriate consideration after those risks classed as 'very high'. Consideration should be given to the development of strategies to reduce or eliminate the risks, but also that mitigation in the form of at least (multi-agency) generic planning, exercising and training should be put in place and monitored on a regular frequent
Medium (M) risk	These risks are less significant, but may cause upset and inconvenience in the short term. These risks should be monitored to ensure that they are being appropriately managed and consideration given to their being managed under generic emergency planning arrangements.
Low (L) risk	These risks are both unlikely to occur and not significant in their impact. They should be managed using normal or generic planning arrangements and require minimal monitoring and control unless subsequent risk assessments show a substantial change, prompting a move to another risk category.

Based on the model risk rating matrix published in Annex 4F of "Emergency Preparedness" (HM Government, 2005)

Intentionally left Blank

Risk Matrix for The London Borough of Hackney

Risk Matrix for London Borough of Hackney						
Impact	5	H 8		H20		
	4	H 9 H 11 H 16	HL22a H 41	HL 19 H 23 H 43 H 38 45	HL 4 HL 18 HL 20	
	3	H 1 HL 2 HL 12 H 39	HL 14	H 18	HL 6 H 18a H22	
	2	HL 1 HL 3 HL 23	HL 7 HL 11 H24 H28	HL 5 HL 22 H 26 HL 24 H40	H 14 H17 HL 22b H 44 H 29	
	1	HL 10			HL 15	
		1	2	3	4	5
Likelihood						

Classification	No. of Hazards
Very High	9
High	6
Medium	19
Low	9
Total	43

Risks with no Likelihood Score		Risk with neither Impact or Likelihood Scores		
H21	HL20a	HL21	H10	H44
		H42	H15	H5
		HL16	H2	H6
		H4	H3	HL13
		HL13a	HL8	H28
			H26	

Risk	Description	Impact Average	Likelihood
------	-------------	----------------	------------

Risk	Description	Impact Average	Likelihood
H20	Flooding: Major fluvial	5	3
H23	Influenza type disease, (pandemic)	4	3
HL18	Major local fluvial flooding	4	4
HL4	Major pollution of controlled waters	4	4
H43	Telecommunication infrastructure – human error	4	3
H45	Technical failure of electricity network	4	3
HL 20a	Localised fluvial flooding, (flash flooding)	4	4
HL19	Major local fluvial flooding	4	3
HL22a	Building collapse (large office blocks /stadium etc)	4	2
H41	Technical failure of electricity network	4	2
H18	Low temperatures and heavy snow	3	3
HL6	Major air quality incident	3	3
H18a	Low temperatures and heavy snow (Localised Heavy snow fall)	3	4
H22	Influenza type disease, (epidemic)	4	3
H8	Toxic chemical release (Major)	5	1
H9	Toxic chemical release (Serious)	4	1
H11	Accidental release of radioactive material from incorrectly handled or disposed of sources	4	1
H16	Aviation accident over major conurbation	4	1
H1	Fire or explosion at a gas terminal as well as LPG, LNG and other gas onshore feedstock pipeline and flammable gas storage sites	3	1
HL2	Industrial accident involving large toxic release, e.g. from a site storing large quantities of chlorine	3	1
HL12	Local accident involving transport of hazardous chemicals	3	1
H38	Technical failure of upstream, (offshore), oil / gas network leading to a disruption in upstream oil and gas production	4	1
H39	Accidental failure at water treatment works	3	1
HL14	Local accident involving transport of fuel / explosives.	3	2
H12	Biological substance release from Control measure failure, (e.g. dangerous pathogen release from containment laboratory)	3	1
HL5	Major land contamination	2	3
H22	Influenza type disease, (epidemic)	4	3
H26	Zoonotic notifiable animal diseases, e.g. Highly Pathogenic Avian Influenza, (HPAI), rabies and West Nile Virus	2	3
HL24	Legionella / meningitis outbreak	2	3
H40	No notice failure of a public telephony provider	2	3

Risk	Description	Impact Average	Likelihood
H14	Major contamination incident with widespread implications for the food chain, arising from: (a) Industrial accident, (chemical, microbiological, nuclear), affecting food production areas, e.g. Chernobyl, Sea Empress oil spill, Foot and Mouth disease, (b) Contamination of animal feed, e.g. dioxins, & BSE, (c) Incidents arising from production processes, e.g. adulteration of chilli powder with Sudan 1 dye.	2	4
H17	Storms and gales	2	4
H22b	Number of dwellings deemed unsafe by EROs	2	4
H44	Major reservoir dam failure caused by internal erosion or overtopping	2	4
HL22	Building collapse	2	4
H29	Targeted disruptive protest, e.g. fuel protest	2	4
HL1	Fire or explosion at a gas terminal or involving a gas pipeline	2	1
HL3	Industrial accident involving toxic release	2	1
HL23	Bridge collapse	2	1
HL7	Industrial explosions and major fires	2	2
HL11	Railway accident	2	2
H24	SARS type disease	2	2
H28a	Large scale public protest	2	3
HL10	Local accident on motorways and major trunk roads	1	4
HL15	Heat wave	1	4
HL17	Localised coastal / tidal flooding	0	0
H7	Explosion at a natural gas pipeline	0	0
H25	Non-zoonotic notifiable animal diseases, e.g. Foot and Mouth Disease, (FMD), Classical Swine Fever, Blue Tongue and Newcastle Disease of birds	0	0
H21	Flooding: Major fluvial Following a period of 2 weeks of heavy rain combined with snow melt	0	0
HL9	Aviation accident At an airport		n/a
H10	Radioactive substance release from a nuclear reactor accident		n/a
H15	Maritime pollution		n/a
H2	Fire or explosion at an onshore ethylene gas pipeline		n/a
H3	Fire or explosion at an oil refinery		n/a
H4	Fire or explosion at a fuel distribution site and tank storage of flammable or toxic liquids		n/a

Risk	Description	Impact Average	Likelihood
H42	Rapid accidental sinking of a passenger vessel in, or close to UK waters		n/a
H5	Fire or explosion at an onshore fuel pipeline		n/a
H6	Fire or explosion at an offshore oil / gas platform		n/a
HL13	Maritime accident or deliberate blockade resulting in blockage of access to key port, estuary, maritime route for more than one month.		n/a
HL16	Major local coastal / tidal flooding		n/a
HL21	Land movement, (tremors and landslides)		n/a
HL8	Rapid accidental sinking of a passenger vessel in, or close to UK waters or on inland waterways		n/a
H28	Large scale public protest		n/a
HL13a	SCORED AS HEATHROW		n/a
H19	Flooding: Major coastal / tidal		n/a

If you require the Emergency Plan in Larger Type, a language other than English, or Braille
please contact:

The CCTV & Emergency Planning Service
Stoke Newington Municipal Offices
184 Stoke Newington Church Street
London
N16 0JR

Telephone: 020 8356 2187