

Major Incident & Civil Contingencies Procedure

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Outline

- Major incident arrangements
 - Stages of procedure
 - Decision on incident
- Civil Contingency arrangements
- Critical success factors
- Possible scenarios

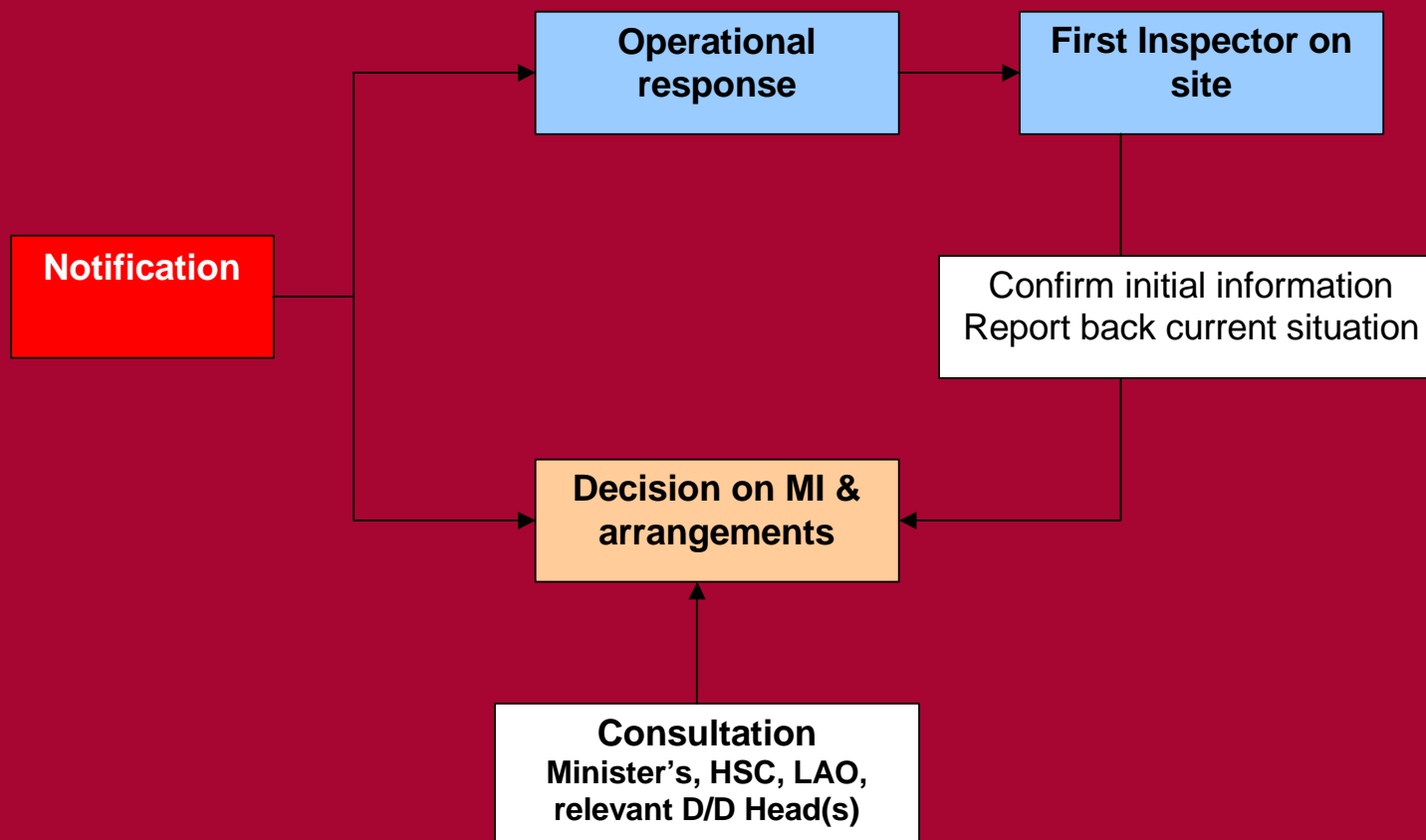
Major Incident

A significant event, which demands a response beyond the routine, resulting from uncontrolled developments in the course of the operation of any establishment or transient work activity.

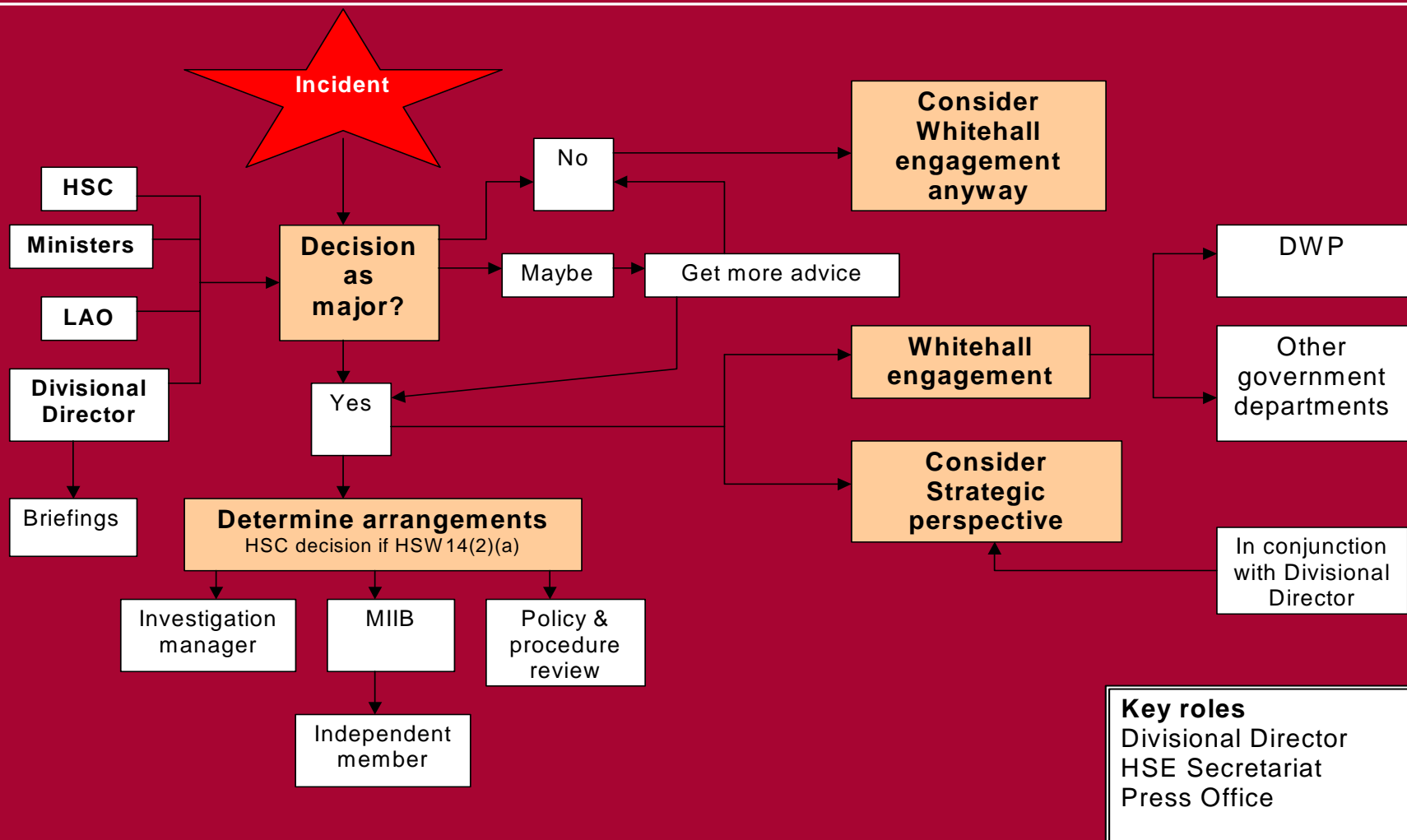
Stages of MI Response

1. Receiving incident details and escalate
2. Decision on incident
3. Initial response
4. Investigation management
5. Investigation
6. Investigation reports

Stages 2 & 3 - parallel



Stage 2: Executive Actions



Considerations

- Whitehall engagement
- Strategic perspective
 - Employee safety perspective
 - Public safety perspective
 - Stakeholder perspective
 - Reputation/credibility
 - Economic considerations
 - Worst & likely outcomes

Stages 4 & 5: Investigation

- **Investigation manager**
 - Agree terms of reference & objectives
 - Strategic liaison (GOLD)
 - Staff welfare & relevant T&S issues
 - Investigation oversight
- **Investigation team leader**
 - Tactical liaison (SILVER)
 - Investigation arrangements & management

Stage 6: Investigation Reports

- Deficiencies report
- Interim report
- Final investigation
- Policy & Procedure report

Civil Contingencies

- **A major civil contingencies event is an emergency which:**
 - Exceeds the capabilities of local or regional responders to respond effectively; and where
 - Emergency regulations, under the Civil Contingencies Act 2004, have been invoked, or COBR has been activated

Nuclear Emergency Response

- Civil Contingencies Act 2004 does not apply to Nuclear Emergency Planning
- Relevant Legislation is “REPPIR”
- NSD is equivalent to a Category 1 responder
- Arrangements for the UK multi agency response is provided in Nuclear Emergency Planning Liaison Group (NEPLG) consolidated guidance issued by DTI as Lead Government Department

Role

- The Executive/Board member have overall responsibility for ensuring that HSE's response is coordinated, resourced, delivered and communicated

Immediate Response Arrangements

- Full information relating to the initial call to HSE (Major CC record sheet)
- Identify & appoint 2 HSE COBR representatives. Brief as appropriate
- Identify & appoint 2 HSE GOLD representatives. Brief as appropriate
- HSE's emergency control room
- Determine frequency of briefings

Civil Contingencies Record Sheet



- **Initial telephone call information**
 - Date & time of call from COBR
 - Date & time of incident
 - Nature & location of incident
 - LGD for incident
 - Date, time & location of COBR meeting
 - Contact numbers/names for COBR
 - Name, date & time HSE senior officer contacted

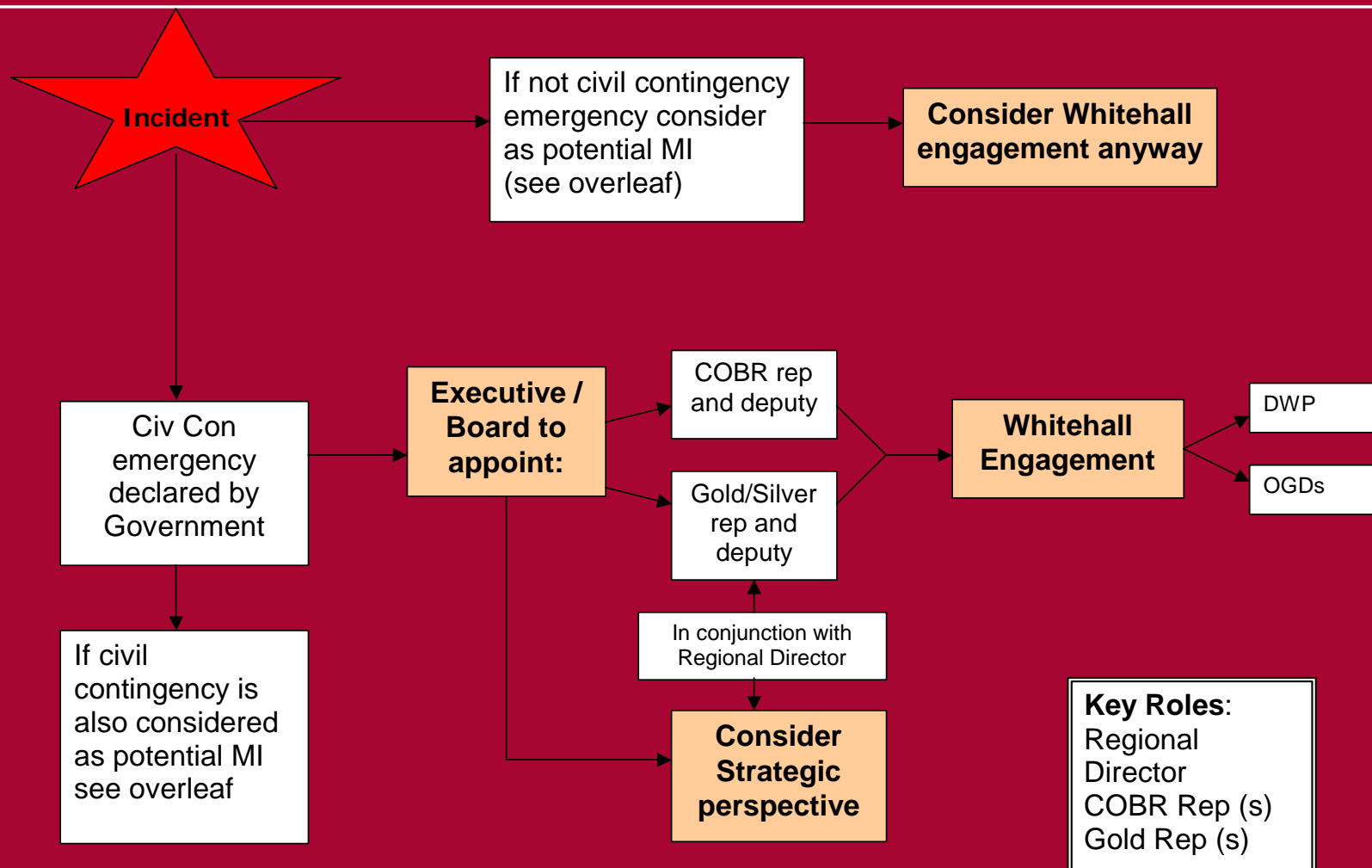
Whitehall Engagement

- As general rule COBR Reps should be at either Executive or Board level and preferably be cleared to Developed Vetting level.
- **COBR rep to:**
 - Provide input.
 - Report developments back to HSE.
 - Relay request back to HSE for Advice.

Ongoing Response

- **Monitor all information coming into HSE and ensure:**
 - HSE leads supported & resourced.
 - Duty Officer arrangements are formalised.
 - Substitute staff for key roles are identified
 - HSE fully engaged with COBR set-up including involvement of press office.
 - Executive members, HSC Chair & Ministers kept up to date.

Executive Actions



Critical Success Factors

- Communication
 - Media response
 - Briefings
- Ministerial/OGD involvement
- Clarity of role
- In hours/out of hours arrangements
- Managing expectations
 - Preliminary report