



Major Incident Plan and Corporate Business Continuity Plan

2011

Version 2.6

Civil Contingencies Team
Room 112, Kings House
Grand Avenue, Hove BN3 2LS

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Contact Details		

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Plan Format

This plan is comprised of four sections:

Section 1 – an overview of Civil Contingency Planning

Section 2 – Civil Contingency Planning for Brighton and Hove

Section 3 – Response and Escalation Process

Section 4 – Operational Instructions

Sections 1, 2, and 3 will be 'open' documents and available to the public.

Section 4 will contain confidential information which will only be made available to those with an operational need to view it.

Purpose of this Plan

The purpose of this plan is to outline the processes and procedures to be followed by the City Council should the city be impacted by a major incident, major emergency, or business continuity incident.

Ownership and distribution

This plan is produced and owned by the Civil Contingencies Manager.

Sections 1, 2 and 3 of the plan will be available on the council website, the intranet, and in paper copy if required.

Section 4 of the plan will be only available to those people who have an operational need to hold that information.

Version control is the responsibility of the Civil Contingencies Manager.

Section 1 – An overview of Civil Contingencies Planning

Civil Contingencies Act 2004

This act places a statutory duty on Local Authorities (also the Police, Fire and Ambulance Services, Primary Care Trusts, Maritime and Coastguard Agency and the Environment Agency) to have in place plans to be invoked should there be any significant incident that affects their areas of responsibility.

These plans should be tested and exercised on a regular basis.

The act also places a statutory duty on Local Authorities to promote business continuity to small and medium sized enterprises within their areas.

Guidance has been issued by the government on how the Authorities should plan and apply the duties required under this act. These guidance documents provide the framework for our planning.

Copies of the act, and guidance documents can be obtained on the internet at www.cabinetoffice.gov.uk/ukresilience

Brighton & Hove City Council will follow this guidance in the preparation of our plans

Further information and advice on the requirements of this act can be obtained from Legal Services or the Civil Contingencies Team.

Civil Contingencies Secretariat (CCS)

The Civil Contingencies Secretariat reports directly to the Prime Minister or Deputy Prime Minister and prepares and issues the guidance documents to planners.

During times of emergency the Secretariat supports the government decision making process by collating information and providing specialist advice to Ministers.

The government decision making body is often referred to as 'Cobra', giving directives or considering whether Emergency Powers should be introduced to support the response.

Further information and advice on the requirements of this act can be obtained from Legal Services or the Civil Contingencies Team.

Sub-national responsibilities

In March 2011 the Government Offices in the Regions are disbanded, the following section details the proposed arrangements (as known in February 2011), but are subject to change.

To support the Civil Contingencies Secretariat (or the Department for Communities and Local Government) three sub-national offices have been set up for England. These will be known as 'hubs'. The southern hub is based in Bristol with responsibility for the South East and South West of England.

During times of emergency the 'hub' supports the Civil Contingencies Secretariat (or the Department for Communities and Local Government) by collating and disseminating information for Kent, Surrey, East Sussex, West Sussex, Thames Valley, Hampshire including Brighton & Hove.

Sussex Resilience Forum (SRF)

The Civil Contingencies Act 2004 creates local resilience groups for the whole of the UK. Geographically based on police areas the Sussex Resilience Forum covers the local authority areas of:

- East Sussex County Council
- West Sussex County Council
- Brighton & Hove City Council

The Sussex Resilience Forum meets four times a year, represented at Chief Officer or Chief Executive Level, to review the emergency planning arrangements for Sussex area.

To support the Executive Group a number of planning groups meet to prepare and review the Community Risk Register and to prepare joint plans to be invoked should the area be affected by an emergency.

During times of Emergency the SRF will appoint a Strategic Coordinating Group (SCG) to manage the response. Brighton & Hove City Council will be represented at any SCG by the Chief Executive or a Director.

Further details on the work of the Sussex Resilience Forum can be found at:

www.sussexemergency.org

Community Risk Register

This register is published on an annual basis, and reviewed twice a year by an operational sub-group of the Sussex Resilience Forum.

The group receives information on risks to the area from Central Government, Regional Government.

This information is combined with local knowledge from:

- West Sussex Fire and Rescue Service
- East Sussex Fire and Rescue Service
- Sussex Police
- South East Coast Ambulance Service
- Maritime and Coastguard Agency
- Environment Agency
- Local Authorities

The risks are assessed and a register produced. This register then provides the basis for the prioritising the planning work required for the Sussex area.

The register can be viewed at www.sussexemergency.org

Sussex Local Authority Emergency Planning Group (SLAEPG)

This group meets six times a year and brings together the Emergency Planners for each of the local authorities in the Sussex area.

The group determines what response may be required from a Local Authority following an incident and then prepares plans to ensure that the response is ready and available if required.

Brighton and Hove Business Resilience Forum

The Brighton & Hove Resilience Forum brings together operational managers with specific responsibilities within the city from the following organisations:

- Sussex Police
- East Sussex Fire and Rescue Service
- South East Coast Ambulance Service
- Brighton & Hove Primary Care Trust
- South Downs Health Trust
- Brighton and Sussex University Hospital
- Brighton & Hove City Council
- Maritime and Coastguard Agency
- Royal National Lifeboat Institute
- Brighton and Hove Buses

They are joined by representatives from:

- Major local employers and those with local geographical responsibility for an area (Marina, Churchill Square, etc)
- Representatives from local trade associations and business groups
- Universities and Colleges
- Local voluntary groups.

The group is chaired by the council and provides a forum for the local community to develop resilience measures for the city.

In times of emergency the forum is available to provide a warning and alerting process, and can be convened to discuss operational matters where there is a need to coordinate the response across the city.

Safety Advisory Groups

Safety Advisory Groups meet once a month (additional meetings called for specific events) to assist event planners in the safe management of any event being held in the city.

Sitting with a statutory function the group liaise with the owners and operators of the major sporting venues for the city:

- Brighton and Hove Albion Football Club
- Sussex County Cricket Club
- Brighton Racecourse
- Brighton and Hove Greyhound Racing

Sitting with a non statutory function the group meets to review safety arrangements for any event held within the city, and to advise Cabinet members when granting licences, or imposing conditions on licenses any event.

The Safety Advisory Group is chaired by the Council with representatives from:

- Sussex Police
- East Sussex Fire and Rescue Service
- South East Coast Ambulance Service
- Brighton and Sussex University Hospital
- Brighton Marina
- Brighton & Hove City Council
 - Building Control
 - Licensing and Environmental Health
 - Civil Contingencies
 - Tourism and Leisure

Section 2: Civil Contingencies Planning for Brighton & Hove (includes Emergency Planning and Business Continuity Planning)

The Civil Contingencies Team

The Civil Contingencies Team is located at:

Room 112, Kings House, Grand Avenue, Hove BN3 2LS

Main office telephone number: 01273 296699

Email: EPU@brighton-hove.gov.uk

Responsibilities

The team are responsible for:

In the planning and preparation stage:

- The preparation of strategic plans to respond to any incident, emergency, or business continuity matter that may affect the city, or the Council.
- Liaison with Council Officers to ensure they are aware of their role in a major emergency or business continuity incident
- Preparation of training and advising Council Officers who may be required to respond to a major emergency or business continuity incident, raising general awareness of all officers roles in reporting incidents
- Providing an Emergency Control Room
- Liaison with partner organisations and the preparation of joint plans.
- Representing the Council at SRF or RRF planning meetings.
- Maintaining a database of contact details for Council Officers who may be required to respond to an incident.

- Maintaining a database of external partner organisations' contact details should they be required to respond to an incident
- Providing an 'on-call' Duty Officer for major incidents
- Managing the Business Continuity Suite
- Managing the emergency equipment storeroom
- Monitoring information about potential threats and risks, and alerting relevant Council Officers and partner organisations to those threats and risks, especially where there is a change in the assessment
- Collation and quality control of Business Continuity Plans

In response to an incident:

- To receive information about the incident using the on-call Duty Officer or if during office hours using the main office contact details
- To assess that information and determine the appropriate response
- To alert relevant Council Officers
- To maintain liaison with other responding organisations
- To ensure the Council is represented at 'Gold' and 'Silver' briefings
- To deploy Incident Liaison Officers where required
- To open and manage the Emergency Control Room
- To maintain a record of the incident
- To provide situation reports as required
- To offer logistical support if required
- To issue equipment from the emergency store
- To provide advice and support as required

The team are **not** responsible for:

- The preparation of operational plans to be used by Directors or Managers to respond to an incident
- The preparation of Business Continuity plans for individual service units
- The storage of equipment used in normal day to day operations

Contact Database and Alerting Process

The Civil Contingencies Team will maintain a database containing the contact details for all Council Officers designated to respond to an emergency. This will include all officers designated as:

- Gold Commanders
- Silver Commanders
- Bronze Commanders (Major Incident Support Team)
- Emergency Response Team
- Rest Centre Staff
- Any others who may be required

The database will also include contact details for any other organisation we may need to contact during an emergency.

How to access the database

Access to this database is given to all members of the Civil Contingencies Team and to staff at the 24 hour council security control room. Full details of how to access the database are in section 4 of this plan.

Alerting by email

The Civil Contingencies Team will maintain a series of group email addresses to be used to alert specific staff to a particular incident.

Access to these group addresses will be through any member of the Civil Contingencies Team

Command and Control

Following a major incident (or in preparation for one) the Emergency Services will establish a command structure to manage the incident.

If Local Authority support is required then the Council will follow the agreed command structure and appoint suitable officers to those roles:

Gold Commanders – are required to make strategic decisions, and commit resources and/or finance to the incident. For Brighton & Hove City Council the ‘Gold’ officer will be the Chief Executive or a Director with delegated powers. In exceptional circumstances, or in protracted incidents, a Head of Service may be appointed.

The officer is likely to be required to attend either a ‘Gold’ Strategy meeting or a Strategic Co-ordinating Group meeting at the Sussex Police Headquarters, Lewes.

These meetings may take place on a frequent basis, especially in the early stages of an incident, or the build up to one.

The Civil Contingencies Team will maintain a database of officers able to perform this role.

Silver Commanders – are required to co-ordinate resources to be deployed to an incident, and are appointed on many occasions, often without the need for an active ‘Gold’. This is often because the strategic decision has already been made in the planning stage, and it is only the activation and co-ordination of those plans that needs to take place.

For Brighton & Hove City Council ‘Silver’ Commanders will normally be a Head of Service or Senior Manager with authority to influence operational decisions for any service run by the council.

'Silver' Commanders are likely to be deployed at the Police Control Room at John Street Police Station, or in main administrative buildings, and will be expected to remain there throughout the incident or event.

In protracted incidents, or at times of high risk, a rota system will be required, arranged through the Council Emergency Control Room

The Civil Contingencies Team will maintain a database of officers able to perform this role.

The council will train six officers to perform this function.

'Bronze' Commanders – are appointed to operational roles to deliver the response.

For Brighton & Hove City Council these officers will be those who are part of our Emergency Response Team (also known as the Major Incident Support Team [MIST]), see section titled Emergency Response Support Team.

The Civil Contingencies Team will maintain a database of all Emergency Response Team officers.

Incident Liaison Officers – are Council officers deployed to the scene of an incident at the request of the Civil Contingencies Duty Officer.

Their role is to meet with the Emergency Services, receive any requests for assistance, assess the situation, and report back to the Civil Contingencies Duty Officer (or Emergency Control Room if open) passing such information as required.

They will remain at the scene obtaining regular updates, representing the council.

The council will train 12 officers to perform this role

Three sets of equipment that the ILO will require to perform this function will be maintained by the Civil Contingencies Team. One set will be located at Kings House, and the other two at locations with 24/7 access. These locations and the access details will be detailed in section 4 of this plan

Emergency Response Team (Major Incident Support Team) – meet four times a year to discuss and exercise plans.

The team is drawn from operational managers and their key staff who are likely to be required in the early stages of an incident. They either have staff operational 24/7 or operate a callout system to respond out of normal working hours.

The team includes:

- Press and Media Liaison Officers
- Environmental Health Officers
- Trading Standards Officers
- Building Control Officers
- Facilities and Security Officers
- City Clean Officers
- City Parks Officers
- Highways and Traffic Control Officers
- Event Planning Officers
- Adult Social Care Officers
- Rest Centre Managers
- Education and Children's Trust Officers
- ICT
- Transport

Specialist advice from:

- Health and Safety Officers
- Legal Team
- Finance Team
- Insurance Team

In addition it includes those with geographical responsibilities

- Seafront Officers
- Royal Pavilion Officers
- Countryside and Rangers

These team managers are required to have operational plans to respond to any request for assistance following an emergency.

Equipment and Facilities

The civil contingency officers will maintain sufficient stocks of equipment and facilities including communications equipment, protective clothing and rest centre equipment.

Facilities at Kings House

Emergency Control Room

The Council Emergency Control Room is based at Kings House, readily available during normal opening times, but can be operated 24/7 if required.

The Civil Contingencies Team maintains contact details to enable any major civic building to be opened out of hours.

The Control Room consists of:

- A six position linked contact centre, with telephony and ICT access
- One position to monitor the council radio network
- Four office desks with additional phone lines and ICT access
- A 'Smartboard'
- Television
- Satellite Telephony
- Meeting Room facility capable of seating 12 with conference telephony to allow remote access
- Additional radio connectivity to the 'RAYNET' organisation
- Maps
- Tea and Coffee making facilities

Contact numbers for the Emergency Control Room will be detailed in section 4 of this plan

Emergency Store Room (room 113)

Contains the supporting equipment to ensure the control room can operate and

One full set of Rest Centre equipment (see section under Rest Centre)

Details of how to access room 113 will be in section 4 of this plan

Facilities at New England House

The Councils Business Continuity Suite is located in New England House, New England Street, BN1 4GH

The suite is able to seat 35 workstations with ICT and telephony support. It is used for routine decants from building to allow for renovation or repair work to be carried out, or may be used if any council office suffered from an incident which meant the premises were temporarily unable to be used.

The suite includes the 'back-up' Civil Contingencies Office with two workstations available, which also stores a further full set of Rest Centre equipment.

Access to these premises is available 24/7

Details of how to access this facility will be in section 4 of this plan

Facilities at Stanmer Park

The Civil Contingencies Team Major Incident Store for bulk items is located within the City Parks Offices in Stanmer Park.

The store contains signage and equipment that may be required following an incident.

Details on how to access the facilities at Stanmer Park will be in section 4 of this plan

Communications

Internal and external communications will be managed before, during and post event by the Communications Team led by the Head of Communications.

The Sussex Resilience Forum Communications Plan details the roles and responsibilities for organisations during an incident.

The Head of Communications will be responsible for liaison with partner organisations Communications Teams and the media.

The following telephone advice lines have been set up to supplement the normal media processes;

Public advice line – 01273 296666

Staff emergency help line – 01273 296688

The Head of Communications will ensure that the ability to update both these advice lines, together with the website and intranet is maintained 24/7.

The operational details to operate these facilities will be detailed in section 4 of this plan.

Conference call facilities

The councils' telephony system has the ability to set up a conference call for six participants at remote locations.

A portable conference call 'speaker telephone' is installed in the Emergency control room where seating exists for 12.

The telephone is portable and can be relocated to a larger room if required. Access to the conference call facility is available from any telephone.

Full operational instructions are contained in section 4 of this plan.

Section 3: Incident Response and Escalation Process

Escalation Process – when to escalate

A Major Incident, Major Emergency or Business Continuity Incident can happen with little, or no notice, or may occur with a slow build and time to prepare

The **purpose** of the escalation process is to ensure that each incident, or threat of such incident, is brought to the attention of the relevant Director, Head of Service, or Manager; as appropriate, and as a result sufficient corporate resources are devoted to the management of the incident.

The escalation process (for urgent and non-urgent incidents) can be invoked by any officer, it is far better to begin the escalation process and then 'downgrade' it, should circumstances change, rather than delaying the invocation which could have a more severe long term impact

Urgent Incidents – officer's action

The escalation process **MUST** be followed in the following circumstances:

- A fatality or serious injury on any council premises
- A fatality or serious injury to any council employee or person contracted to undertake work on behalf of the council
- The loss of access to any council building for a significant period
- A fire, flood or loss of utility to any council building
- ICT failure for a significant period
- A severe reduction in available staff
- Any incident inside or outside the city which may impact on the workings of the council

and

- The declaration of a major incident impacting on the city made by:
 - Sussex Police
 - East Sussex Fire and Rescue Service
 - West Sussex Fire and Rescue Service
 - South East Coast Ambulance Service
 - Maritime and Coastguard Agency
 - Brighton and Sussex University Hospital
 - Brighton and Hove Primary Care Trust
 - East Sussex County Council
 - West Sussex County Council

Any officer discovering or receiving a report that meet any of these criteria, will:

- 1 Ensure any emergency procedures are complied with and that personal safety is paramount
- 2 Assess the situation; take a step away from the incident to determine injuries, extent of damage, other immediate dangers, and the likely initial impact.
- 3 Call the emergency services as required
- 4 Consider their own safety
- 5 Report the incident to the Civil Contingencies Duty Officer by telephoning 01273 296699 giving as much information as possible.
- 6 Contact their manager detailing the actions you have taken

Regular contact should be maintained with the Civil Contingencies Duty Officer

Non urgent incidents – officer's actions

Officers Action:

- 1 Collate the information concerning the incident
- 2 Contact and pass the information to your line manager as soon as possible

Managers Action:

- 1 Advise Director or Head of Service, as appropriate to the level of risk
- 2 Advise Civil Contingencies Team
- 3 Monitor situation and report as required

Civil Contingencies Team Action:

- 1 Receive and assess all information received about the incident. Information is likely to come from a variety of sources
- 2 Follow operational instructions alerting others as appropriate
- 3 Continue to receive information, collate and assess

The Civil Contingencies Duty Officer action:

Assessment	Action
No further action required – where the incident is of a minor nature and once assessed falls into the insignificant or minor category	Advise the caller(s) that the incident does not warrant invocation of this plan and that they should report the matter to their line manager, or others as a ‘normal course of business’ incident
Delay action – this would apply to incidents reported during ‘out of office’ hours, and where it is clear there is no operational need for a more urgent response	Advise the caller(s) that the incident does warrant immediate invocation of this plan; however the escalation process will be delayed until the earliest opportunity the following morning. If occurring over the weekend or holiday breaks would normally require action the following morning.
Need to invoke this plan, and/or convene the Emergency Response Team or the Incident Management Team	<ol style="list-style-type: none"> 1. Advise Head of Licensing, Environmental Health and Civil Contingencies 2. Advise Chief Executive and/or relevant Directors 3. Follow procedures in section 4 of this plan

Emergency Response Team (Major Incident Support Team) - authority to convene

The authority to convene this group is given to the Civil Contingencies Duty Officer. This team responds to the initial incident and undertakes the immediate actions required.

For more serious incidents, or protracted incidents then there may be a need to convene the Incident Management Team

Incident Management Team – authority to convene

In urgent cases the decision to convene the Incident Management Team will be made by:

- Chief Executive
- Any Director or Head of Service
- Head of Licensing, Environmental Health and Civil Contingencies

Incident Management Team – composition

The Incident Management Team is drawn from the Chief Executive, Directors, and Heads of Service.

Other officers with specialist knowledge (insurance, legal, financial, constitution and incident management) are seconded to the team to supply specialist advice.

In the absence of the Chief Executive, or any Director, the Head of Licensing, Environmental Health and Civil Contingencies will act as 'Gold' for the Council

The 'Gold' incident commander will be appointed at the first strategy meeting.

Officers on the team are empowered to devote resources to manage the incident.

For the initial meeting of the Incident Management Team, organisational and administrative support will be provided by the Civil Contingencies Team. Future support will be determined at the initial meeting.

Incident Management Team – alerting procedure urgent incidents

The Civil contingencies Team will maintain a contact database for all members of the Incident Management Team.

The team will be alerted to an incident by a text message to their mobile phone as follows, all members of the team have been notified of the originating phone number for the message:

Message will state	Meaning	Action required
Amber Alert	We have been notified of an incident which may require your attention. Standby for more information	No action needed
Amber Alert - Standby	We have been notified of an incident and need to give you more information	Text back your availability and be prepared to receive more information either by text or email
Red Alert	An incident is in progress. Be prepared to be called out	Test back availability on receipt of message. Make preparations for callout
Red Alert – Respond	An incident is in progress. You are required to respond.	Check for text messages and emails. Further instructions will be sent soon
Condition Green	The incident is over. Detailed update will be emailed to you later.	No further action required, stand down.

Incident Management Team – alerting procedure non urgent incidents

The Civil Contingencies Team maintains a database of the email addresses for the Incident Management Team.

For non-urgent incidents the members will be contacted by email and meetings will be convened as required.

Incident Management Team – attendees

All members of the team are encouraged to attend the initial meeting following an incident, in order to be properly briefed on the situation; they will then be able to assess their level of involvement and future input.

It is anticipated that once ‘the dust has settled’ the key team members will be identified and will form the recovery team.

The following table gives an indication of who should attend in response to specific incidents:

Attendance is essential
Attendance if your service is directly affected
Attendance by invitation

	Fatality or serious injury on any council premises	Fatality or serious injury to any council employee or person contracted to work on behalf on the council	The loss of access to any council building for a significant period	A fire, flood or loss of utility to any council building	ICT failure for a significant period	A severe reduction in available staff	Other incident that may impact on city or the declaration of a major incident by a partner organisation
Chief Executive							
Director – Place							
Director – People							
Director - Communities							
Director - Resources							
Director – Finance							

	Fatality or serious injury on any council premises	Fatality or serious injury to any council employee or person contracted to work on behalf on the council	The loss of access to any council building for a significant period	A fire, flood or loss of utility to any council building	ICT failure for a significant period	A severe reduction in available staff	Other incident that may impact on city or the declaration of a major incident by a partner organisation
Head of HR and development							
Head of Property and Design							
Head of Communications							
Head of Legal and Democratic Services							
Head of ICT							
Head of Policy, Analysis and Performance							
Head of Financial Services							
Head of Audit and Assurance							
Head of Strategic Finance and procurement							
Head of Service Childrens and Families							
Head of Service Adults Assessment							
Head of Service Adults Provider							
Head of Service Planning and Public Protection							

	Fatality or serious injury on any council premise	Fatality or serious injury to any council employee or person contracted to work on behalf on the council	The loss of access to any council building for a significant period	A fire, flood or loss of utility to any council building	ICT failure for a significant period	A severe reduction in available staff	Other incident that may impact on city or the declaration of a major incident by a partner organisation
Head of Service City Services							
Head of Service Tourism and Leisure							
Head of Service City Infrastructure							
Head of Service Housing and Social Inclusion							

The table identifies the roles as opposed to individual people, deputies should be appointed to cover absence.

Incident Management Team – Agenda for first meeting

1. Introductions and Apologies
2. Conference call protocol
3. Reasons for meeting
4. Situation Report (all)
5. Assessment of situation (all)
- 6 Strategic Decisions
5. Determine the strategic priorities for:
 - Next 12 hours
 - Next 24 hours
 - Next 3 days
 - Long term
6. Any other business
7. Date and Time for next meeting (in the early stages of an incident meetings may be required more than once a day).

During the meeting care should be taken to ensure that discussions are kept at a strategic level, and do not become operational. Whilst there is no reason not to discuss options available, the decision on which tactics are needed rests with 'Silver'.

The minutes and action points of the meeting will be circulated to all members of the Crisis Management Team as soon as possible after the meeting.

Officers should make their own notes of the meeting.

Declaration of Emergency – delegated powers

The 'Gold' commander shall be the designated officer in charge managing the incident as required by the Scheme of Delegation to Officers.

Declaration of an emergency will activate the following powers:

Extract from council constitution:

Scheme of delegation to officers – **Urgency powers of officers**

In cases where an emergency has been declared under the Council's emergency or business continuity procedures:

(a) After consultation with the Leader of the Council, or a Deputy Leader, to exercise any of the functions within the service area of the officer in cases of urgency where it is not practicable to obtain prior approval of a committee or sub-committee. See also notes (i) to (iv) below.

(b) To approve expenditure of up to £1,000,000, the action taken to be reported for information to Cabinet or Cabinet Member as soon as practicable. See also notes (i) to (iv) below.

Notes:

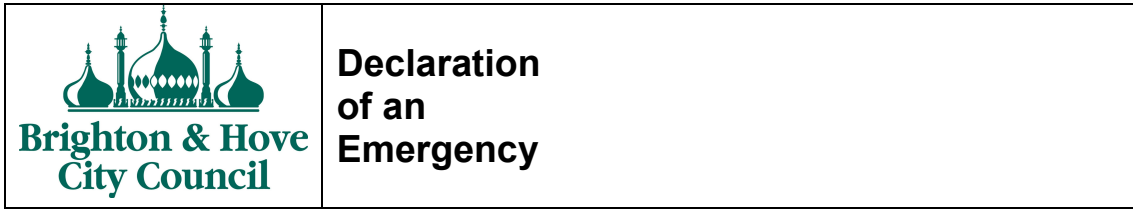
(i) Contact the Civil Contingencies Duty Officer in connection with the above delegated powers

(ii) The Leader of the Council, or in his/her absence, a Deputy Leader of the council shall be informed as soon as practicable if it appears that such an emergency will be declared

(iii) If it is not possible, or practicable, for an officer who would normally exercise the above delegated powers to do so, the powers may be exercised by the officer who is designated to be in charge under the Council's Civil Contingency plans, or any officer appointed by him/her to act on his/her behalf.

(iv) If it is not possible or practicable for the officer to consult with the Leader or a Deputy Leader before exercising the delegated powers, the officer may exercise the powers without doing so but shall take such steps as appear appropriate at the time to keep Members informed of the action taken.

Declaration of an Emergency – template letter



I,
(insert name and job title)

(1) being a Chief Officer of Brighton & Hove City Council, or otherwise the officer who is designated to be in charge under the Council’s emergency planning or business continuity procedures

(2) and having heard information from:

(insert names of those supplying information)
in relation to:

(insert brief details of incident)
(3) and being satisfied that it is necessary to declare an emergency under the Council’s emergency planning or business continuity procedures

(4) hereby declare a period of emergency is in force commencing at:

(insert date and time)
and that this period of emergency shall remain in force:
a) for a period of seven days
b) until such time as the emergency is declared ended, if
earlier
c) until such time as declared ended
or
d) until (insert date and time)

Delete as applicable

Signed:

Witness:

Section 4: Operational Instructions

This section is not included in this plan.

The Operational Instructions contain personal details and contact numbers.

Copies of the Operational Instructions will be made available to those with an operational need to access them. Paper copies will be filed in the Civil Contingencies Office, and electronic copies filed in the Councils document storage system.

Copies of some Operational Plans that may need to be accessed by other organisations will also be filed on the National Resilience Extranet, which can be accessed by officers from the Sussex Resilience Forum and/or Emergency Planning Officers from surrounding local authorities.

Section 4 contains:

Schedule of Operational Instructions	
Title	Reference number
Civil Contingencies Call out procedure	BHCC OI 50
Gold and Silver Commander contacts	BHCC OI 44
Bronze Commander contacts (MIST)	BHCC OI 33
Emergency Response Team (ILOs)	BHCC OI 32
Rest Centre Staff contacts	BHCC OI 33
Building Access Procedures	BHCC OI 51
Rest Centre Activation Procedure	BHCC OI 59
Emergency Control Room Activation Procedure	BHCC OI 54
Setting Up Staff & Public Emergency Lines	BHCC OI 55
Incident Liaison Officer Packs and Locations	BHCC OI 52
Text Messaging System Instructions	BHCC OI 56

This list details the most likely instructions to be required in an urgent situation.

Other instructions exist for incidents that are not likely to be of an urgent nature.