



Emergency Management Plan

(Public)

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1 INTRODUCTION

Aim

- 1.1 The purpose of this document is to ensure the City of London Corporation is able to respond in an effective and timely manner to an emergency or Major Incident caused by all risks or hazards.

Objectives

- 1.2 This document sets out:
- a. How the City of London Corporation will determine that an emergency has occurred (or is occurring, or is about to occur); and how this plan will be activated
 - b. The roles and responsibilities of the City of London Corporation
 - c. The arrangements for managing an incident

Scope

- 1.3 The Emergency Management Plan is applicable to any emergency affecting the City of London Corporation.
- 1.4 A copy of this Plan can be obtained from Security and Contingency Planning.

2 NOTIFICATION AND ACTIVATION

- 2.1 This section describes how this plan will be activated. It covers:
- a. Declaration
 - b. Notification
 - c. How the City of London Corporation's Emergency Plan capabilities are activated
 - d. Corporate call out

- 2.2 A "**Major Incident**" is defined in the London Emergency Services Liaison Panel (LES�P) Major Incident Procedure Manual http://www.leslp.gov.uk/docs/Major_incident_procedure_manual_7th_ed.pdf as follows:

"A Major Incident is any emergency that requires the implementation of special arrangements by one or more of the Emergency Services and will generally include the involvement, either directly or indirectly, of large numbers of people".

- 2.3 The LESLP Manual (also see page 6) identifies a number of examples e.g.
- The rescue and transportation of a large number of casualties
 - The large-scale combined resources of the Police, London Fire Brigade and London Ambulance Service.
 - The mobilization and organisation of the emergency services and support services, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people; and
 - The handling of a large number of enquiries likely to be generated both from the public and the news media usually made to the Police.

- 2.4 The term “**Emergency**” is defined in the Civil Contingencies Act 2004 (CCA 2004 - <http://www.legislation.gov.uk/ukpga/2004/36/contents>) as
- An event or situation which threatens serious damage to human welfare in a place in the UK;
 - An event or situation which threaten 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.
- 2.5 The common theme associated with emergencies is the scale of the impact of the event or situation, the demands it is likely to make of local responders and the exceptional deployment of resources.
- 2.6 The term “**Major Incident**” is commonly used by emergency personnel to describe events or situations which would constitute an emergency as defined by the CCA 2004, this is the threshold for an event or situation that will initiate a response under the Major Incident plans. These terms refer to the same threshold and are essentially interchangeable.
- 2.7 Public protests that develop into civil/public disorder may result in the declaration of a Major Incident as defined by LESLP or a requirement for the City of London Corporation to initiate its own emergency response.

Declaration

- 2.8 Any member of the Emergency Services can declare a Major Incident under the criteria above. In certain circumstances, such as flooding, the Local Authority may declare a Major Incident.

Where the criteria is met, the Town Clerk (or nominated Deputy) can declare a Major Incident on behalf of the City of London Corporation. There may be circumstances where the Town Clerk’s (or nominated Deputy’s) declaration is not immediate but this may not prevent the activation of the City of London Corporation’s Borough Emergency Co-ordination Centre or the initiation of the overall City of London Corporation’s response arrangements.

- 2.9 In making the decision the Town Clerk may consider the following:
- a. Whether the emergency has been declared a Major Incident
 - b. The response of other agencies
 - c. The potential response requirements for the City of London Corporation
- 2.10 The Town Clerk may wish to invoke this plan when there is a threat but no emergency has occurred.
- 2.11 They may wish to consult with:
- a. The Head of Resilience and Community Safety
 - b. Commissioner of the City of London Police
 - c. Other Chief Officers as appropriate

Role of the City of London Corporation

- 2.12 The role of the City of London Corporation in an emergency is to:
- a. Support the Emergency Services in responding to a Major Incident
 - b. Support the community affected by the incident
 - c. Co-ordinate the response of certain agencies such as voluntary organisations
 - d. Lead the Recovery Phase and the restoration of normality
 - e. Aim to maintain normal services
- 2.13 To fulfill these roles, the City of London Corporation will undertake a variety of activities including:
- a. Incident Management – contribute to the overall management of the Major Incident, and co-ordination of certain agencies
 - b. Provision of information to the public and businesses
 - c. Provision of on-site technical support
 - d. Provision of mortuary facilities
 - e. Provision of on-site resources
 - f. Management of environmental conditions
 - g. Organisation of on-site assistance to affected parties, particularly small businesses
 - h. Operation of a Cordon Entry Pass issue system
 - i. Welfare support and provision of Reception Centres inc. Survivor Reception Centres and Rest Centres
 - j. Maintaining operations
 - k. Structural collapse and site clearance
 - l. Cleansing of the affected environment

3 LONDON EMERGENCY SERVICES LIAISON PANEL - MAJOR INCIDENT PROCEDURE MANUAL

- 3.1 The Panel is made up with representatives from the Metropolitan Police, the City of London Police, British Transport Police, the London Fire Brigade, the London Ambulance Service and Local Authorities. There is also representation from the Port of London Authority, the Marine Coastguard, the Royal Air Force, Military and the Voluntary Sector and other agency representatives.
- 3.2 The Panel agrees procedures to adopt by each of the Emergency Services in response to a Major Incident and summaries of those procedures are replicated in the published Manual.
- 3.3 The Emergency Services have adopted the terms Gold, Silver and Bronze as titles to describe functions in a Major Incident. The titles do not convey seniority or rank but the function carried out.

- a. **Gold** – is the Commander in overall charge of each service, responsible for formulating the strategy for the incident. Each Gold will consult with other service Gold Commanders and any other relevant bodies. This is a strategic level role.
 - b. **Silver** – is based at the scene and will take charge and be responsible for formulating the tactics to deal with the incident. This is a tactical level role.
 - c. **Bronze** – will control and deploy the resources in their respective service in an area or in a specific role within the tactics established by Silver. This is an operational level role.
- 3.4 The City of London Corporation’s co-ordination structure reflects that of the Emergency Services in order to foster close liaison and efficient co-operation.

4 ROLE AND RESPONSIBILITIES OF EMERGENCY RESPONDERS (BLUE LIGHTS) IN A MAJOR INCIDENT

- 4.1 The management at the scene of an incident in London is fully detailed in the **Major Incident Procedure Manual** produced by the **London Emergency Services Liaison Panel (LESLP)**, copies of which are held in the BECC and also the office of the Security and Contingency Planning Group (and the alternative BECC location).
- 4.2 If there is a Pan-London Major Incident that affects the City of London, it is co-ordinated by the Metropolitan Police, and the City of London Police will support.
- 4.3 There is a formalised system of liaison and an agreed structure of management for Major Incidents across all of the Emergency Services and Local Authorities that may be in support.
- 4.4 The London Fire Brigade, Police and London Ambulance Command & Control vehicles will form the focus from which the Major Incident will be managed. These vehicles, together with those of the public utilities and Local Authority, will be located close to one another at an agreed rendezvous point and be known collectively as the Joint Emergency Services Control Centre (JESCC). The tactical commanders (silvers) will jointly exercise their authority from this point in a co-ordinated manner.
- 4.5 As directed by the BECC, a Local Authority Liaison Officer (LALO) may be required to attend the JESCC as the City of London Corporation representative (as the Local Authority on scene Silver).

Police

- 4.6 The primary areas of Police responsibility at a Major Incident are:
 - the saving of life together with the other Emergency Services
 - the co-ordination of the Emergency Services, Local Authorities and other organisations acting in support at the scene of the incident
 - to secure, protect and preserve the scene and to control sightseers and traffic through the use of cordons

- the investigation of the incident and obtaining and securing of evidence in conjunction with other investigative bodies where applicable
- the collection and distribution of casualty information
- the identification of the dead on behalf of Her Majesty's (HM) Coroner
- the prevention of crime
- family liaison, and
- short-term measures to restore normality after all necessary actions have been taken.

London Fire Brigade

4.7 The primary areas of LFB responsibility at a Major Incident are:

- life-saving through search and rescue
- firefighting and fire prevention
- rendering humanitarian services
- detection, identification, monitoring and management of hazardous materials and protecting the environment
- provision of qualified scientific advice in relation to HAZMAT incidents via their scientific advisors
- salvage and damage control
- safety management within the inner cordon, and
- to maintain emergency service cover throughout the LFB area and return to a state of normality at the earliest time.

London Ambulance Service

4.8 The primary areas of responsibility for the London Ambulance Service at a Major Incident are:-

- to save life together with the other Emergency Services
- to provide treatment, stabilisation and care of those injured at the scene
- to provide appropriate transport, medical staff, equipment and resources
- to establish an effective triage sieve and triage sort system to determine the priority evacuation needs of those injured and to establish a safe location for casualty clearing, i.e. triage sort area

- to provide a focal point at the incident for all National Health Service (NHS) and other medical resources
- to provide communication facilities for NHS resources at the scene, with direct radio links to hospitals, control facilities and any other agency as required
- to nominate and alert the receiving hospitals from the official list of hospitals to receive those injured and inform the other agencies
- to provide transport to the incident scene for the Medical Incident Officer (MIO), mobile medical/surgical teams and their equipment
- to arrange the most appropriate means of transporting those injured to the receiving and specialist hospitals
- to maintain emergency cover throughout the LAS area and return to a state of normality at the earliest time, and
- to act as a portal into the wider health services including the Health Protection Agency Regional Health Emergency Planning Advisors, and in the event of a chemical, biological, radiological or nuclear incident advise on the convening of the Health Advisory Team (HAT), which will be able to advise and lead as far as health advice is concerned.

5 PHASES OF AN EMERGENCY AND STRATEGIC OBJECTIVES

PHASE	STRATEGIC OBJECTIVES	POSSIBLE ACTIVITIES OF OTHER AGENCIES	POSSIBLE CITY OF LONDON CORPORATION ACTIVITIES
Initial response	<ul style="list-style-type: none"> ▪ Save lives ▪ Initial assessment ▪ Mobilisation ▪ Prevent escalation 	<ul style="list-style-type: none"> ▪ Initial assessment ▪ Mobilisation ▪ Set up cordons ▪ Evacuate from within the cordon ▪ Rescue casualties 	<ul style="list-style-type: none"> ▪ Initial assessment
Consolidation phase	<ul style="list-style-type: none"> ▪ Formulate and execute response plans ▪ Mitigate the effects 	<ul style="list-style-type: none"> ▪ Divert traffic (formal) ▪ Assess damage ▪ Preserve the crime scene 	<ul style="list-style-type: none"> ▪ Set up BECC ▪ Mobilisation ▪ Provide support for the Emergency Services ▪ Provide support and care for the local and wider community ▪ Use resources to mitigate the effects ▪ Co-ordinate the response by organisations other than the Emergency Services
Recovery phase	<ul style="list-style-type: none"> ▪ Restore basic services and improve accessibility ▪ Consequence Management ▪ Support the public and businesses 	<ul style="list-style-type: none"> ▪ Reduce and remove cordons ▪ Emergency Services scale back involvement ▪ Pass control of the scene from the Police to the Local Authority ▪ Maintain anti-theft patrols 	<ul style="list-style-type: none"> ▪ Clear streets and ensure no further danger from falling debris ▪ Return occupiers to their buildings in a co-ordinated manner. ▪ Provide technical and engineering advice ▪ Public health and environmental issues. ▪ Cordon access ▪ Provision of reception centres ▪ Re-housing and accommodation needs ▪ Psychosocial support ▪ Welfare and financial needs
Restoration of normality	<ul style="list-style-type: none"> ▪ Rehabilitate site and community ▪ Restore normality 	<ul style="list-style-type: none"> ▪ Maintain normal services 	<ul style="list-style-type: none"> ▪ Remove all diversions ▪ Site rehabilitation ▪ Manage long-term public health and environmental issues ▪ Re-housing and accommodation needs ▪ Ongoing psychosocial support ▪ Manage long-term issues