



MAJOR EMERGENCY PLAN Version 10.0

Part 5.10 Other Liaison Officers

SEVENOAKS DISTRICT COUNCIL
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Liaison Officer Call-In Number

01732 743076

This number will be available when the District Emergency Centre is in operation. This is only for Liaison Officer use.

For other agencies, the District Emergency Centre number is 01732 227217.

For public calls, use 01732 227000

Text boxes are extracts from Section 4.2 of *Emergency Response and Recovery - Non Statutory Guidance Accompanying the Civil Contingencies Act 2004* - Version 3 - HM Government – April 2010

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1.0 - OTHER LIAISON RESPONSIBILITIES

1.1 – General

There may be a requirement for liaison officers to be deployed at a variety of external control centres or locations during an emergency.

It is important to distinguish between the respective functions of single and multiagency groups. Single agency groups have the authority to exercise a command function over their own personnel and assets. Multi-agency groups are convened to co-ordinate the involved agencies' activities and, where appropriate, define strategy and objectives for the multi-agency response as a whole. No single responding agency has command authority over any other agencies' personnel or assets. Where multi-agency co-ordinating groups are established to define strategy and objectives, it is expected that all involved responder agencies will work in a directed and co-ordinated fashion in pursuit of those objectives.

Although a multi-agency Strategic Co-ordinating Group (SCG) may colloquially be known by some responder bodies as a 'Gold Group', it is ambiguous to refer to the SCG simply as 'Gold'. Similarly, it is ambiguous to refer to a multi-agency Tactical Co-ordinating Group (TCG) simply as 'Silver'. Gold and Silver describe single-agency levels of command, and they should be clearly distinguished from the multi-agency co-ordinating groups that exist at the corresponding level. Further, it is misleading to refer to the SCG Chair as 'Gold Commander'; it might be that the Police Gold Commander is also the SCG Chair, but in the role of SCG Chair s/he is exercising a co-ordination function, not a command function.

1.2 – Strategic Level Control Centres

The purpose of the Strategic level is to consider the emergency in its wider context; determine longer-term and wider impacts and risks with strategic implications; define and communicate the overarching strategy and objectives for the emergency response; establish the framework, policy and parameters for lower level tiers; and monitor the context, risks, impacts and progress towards defined objectives. Individual responder agencies may refer to the Strategic level as Gold.

Potential groups are:

Strategic Coordinating Group (SCG)

This will normally be convened at Kent Police Force Control Centre at Kent Police Headquarters.

Regional Co-ordinating Group (RegCG)

This will normally be convened at the offices of the Government Office for the South East (GOSE) in Guildford.

County Emergency Centre (CEC)

For a local authority led response, the SCG may convene at Kent County Council offices within the County Emergency Centre (CEC)

Representation

It is essential that Sevenoaks District Council is represented by an officer with the authority to commit the District Council's resources in support of the response. They must also ensure that the interests of local authorities are being properly represented.

The District Council strategic representative will be:

- Normally a Director
- Alternatively, a Head of Service nominated by the District Emergency Coordinator.

They will be assisted by a trained support staff (normally the director's PA), and other technical support staff if required.

Note: Kent County Council may undertake this role at the specific request of the District Council's District Emergency Coordinator.

The County Council strategic representative may be one of the following

- Head of Emergency Planning
- Asst Head of Emergency Planning
- The Director for Community Safety and Regulatory Services
- The Head of Community Safety
- The Managing Director for Communities
- The Managing Director for Kent Adult Social Services

1.3 – Tactical Level Control Centres

The purpose of the tactical level is to ensure that the actions taken by the operational level are co-ordinated, coherent and integrated in order to achieve maximum effectiveness and efficiency. Individual responder agencies may refer to the Tactical level as Silver.

Potential Groups are:

Tactical Coordinating Group (TCG)

This may be convened at the scene of an incident, at a nearby Police Station or other location

County Emergency Centre (CEC)

This will normally Kent County Council offices. This centre will coordinate the response between the County Council and the District Council(s).

District Emergency Centre (DEC) - Borough Emergency Centre (BEC)

If other Districts and Boroughs are responding to an emergency, they may have their District or Borough Emergency Centres operational. There may be a requirement for coordination between Districts/Boroughs and it may be advantageous for a liaison officer to be sent to such a centre. This will be convened at that Council's premises.

Representation

The Sevenoaks District Council tactical representative will be:

- A Head of Service nominated by the District Emergency Coordinator
- A trained Incident Liaison Officer
- A manager nominated by the District Emergency Coordinator

They will be assisted by a trained support staff and other technical support staff if required.

County tactical liaison officers may include:

- Asst Head of Emergency Planning
- An Emergency Planning Officer
- A Resilience Officer
- A member of Kent Highways staff
- A suitable member of trained staff from a Kent County Council Directorate

1.4 – Operational Level Control Centres

The principal operational activities are at

- Forward Control Point(s) (Part 5.4 if this Major Emergency Plan)
- Emergency Support Centres (Part 8.1 if this Major Emergency Plan)
 - Survivor Reception Centres
 - Rest Centres
 - Family and Friends Reception Centres

Liaison arrangements for these activities are detailed in the relevant parts of the Major Emergency Plan

Where there is a community response from the Emergency Committee of the relevant Town or Parish Council, a local emergency centre may be operational.

Similarly, if the emergency relates to a utilities failure, the relevant utility company may request a liaison office from the District Council.

Representation

The District Council operational representative will be a manager nominated by the District Emergency Coordinator assisted by a support officer.