



MAJOR EMERGENCY PLAN Version 10.0

Part 5.4 Forward Control Operations

SEVENOAKS DISTRICT COUNCIL
ARGYLE ROAD, SEVENOAKS, KENT. TN13 1HG

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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

Contents	Page
INCIDENT LIAISON OFFICERS GUIDE	
1.1 - Your Role	3
1.2 - SDC On-Scene Response Team or Forward Control Point	3
1.3 - When You Are Called	4
1.4 - What You Should Take With You	4
1.5 - When You Get There	5
1.6 - During The Event	5
1.7 - Handover During The Event	5
1.8 - After The Event	5
2.1 - Responsibilities of the District Council	6
2.2 – Local Authority Services	7
2.3 - Other Organisations	7
3.1 - Health & Safety – General	7
3.2 - Hazardous Substances	8
3.3 - Water Safety	8
4.1 – Evacuation	9
5.1 – FCP Grab Box	15
6.1 - Schematic Site/Scene Diagram	11
6.2 - SDC Command and Control Schematic	11
BACKGROUND INFORMATION	
7.1 - Command and Control – Framework	12
7.2 - Forward Control Point (FCP) & Incident Liaison Officers (ILO)	
SDC Operational Control	13
7.3 – Roles and Responsibilities	15
7.3.1 – Responsibilities of the District Council	15
7.3.2 - Outline Responsibilities of Other Bodies	27
8.1 – Damage Assessment	28
9.1 – Resource Management – General	28
9.2 – Resource Coordination and Administration	28
9.3 – Resources Available from SDS Emergency Store	29

INCIDENT LIAISON OFFICERS GUIDE

1.1 - YOUR ROLE

- Represent Sevenoaks District Council (SDC) at on-scene tactical and operational level
- Keep the log of your conversations, actions and decisions
- Ensure that SDC's need are taken into account at on-scene tactical and operational level
- Ensure other responders are aware of SDC's capabilities
- Agree with other Silver and Bronze Commanders the nature of SDC involvement
- Commit SDC to necessary actions
- Act as a point of contact with SDC for other responders
- Monitor the incident and ensure other SDC managers are kept informed
- Consider the implications of the developing incident for local authority services (See Sections 2.1, 2.2 (outline) and 8.3 (detail) below for details)
- Act as a focal point for local authority staff at the scene
- Ensure other local authority staff are briefed when they arrive on scene
- Represent and manage SDC on-site at operational level
- You may be asked to undertake a damage assessment or assist other SDC Officers deployed to site to undertake the assessment (See Section 8.1 below).

1.2 - SDC ON-SCENE RESPONSE TEAM OR FORWARD CONTROL POINT

Forward Control Point

- Team of at least two, and probably five Incident Liaison Officers
- One Incident Liaison Officers Team Leader
 - On-site tactical (silver) controller
 - Oversee on-site operational (bronze) managers
 - Act as contact between other responders and the Council
 - Preferably of an appropriate discipline for the type of incident
 - For example:
 - Environmental Health Officer for hazardous materials
 - Building Control Officer for dangerous buildings
 - Housing Officer for evacuation event
- One "Scribe"
 - Keep a log of:
 - what is going on
 - requests from others (and response)
 - record of decisions made (and why they have been made)
- Two Assistants
 - Act as operational ('bronze') managers as required
 - Gather information
- One Rendezvous Point (RVP) Manager
 - Act as Rendezvous Point ('bronze') manager
 - Maintain contact with Team Leader about resources ready and available at RVP

1.3 - WHEN YOU ARE CALLED

- Start log
- Information required from alerter
 - Exact location of incident
 - What has happened
 - Any threats and hazards
 - What other agencies are doing
 - Exact location of Police Tactical (Silver) Commander
 - Who else from SDC is involved
 - Useful telephone numbers
- Agree with alerter
 - When you will go
 - Where you will go
 - Your expected arrival time
 - Who you report to when you get there
 - Who you will link with at SDC
 - Any particular or urgent tasks on arrival
- Consider
 - Your route to the scene
 - What equipment you should take (include PPE and information)
 - Are there implications for other parts of the Council
 - Any issues you will have to take into account

1.4 - WHAT YOU SHOULD TAKE WITH YOU

- Appropriate outdoor clothing
- High visibility jacket or waistcoat
- Safety helmet
- Protective footwear
- First aid kit
- SDC ID card and Entacard
- Food and drink
- Pen(s)
- Major Emergency Forward Control Log Book
- Additional paper or notebook
- Mobile phone and useful phone numbers
- Maps, plans or other drawings, if required
- Emergency plan, service operational procedures etc.
- Camera (if you have one)

Anything else that may be useful

If possible, collect the FCP grab box from Argyle Road en-route, if not it will be delivered to you on scene (See Section 6.1 below for contents of grab box).

1.5 - WHEN YOU GET THERE

- On arrival
 - First team member on scene and Team Leader (if a different person), report to Police Silver Commander, explain who you are and what you are there to do
 - Get a briefing on what has happened, what is being done and what needs to be done
- What to do next
 - Team Leader to make contact with the District Emergency Centre and report CHALET:

- **Casualties**
 - Injured and non-injured: How many? Where are they? What do they need?
 - Include buildings and features
 - What do we need to respond to?
- **Hazards**
 - What is causing the risk? What will others attending need to know?
- **Access**
 - How to get there. Is there an approved route? Is advance notice required? Is there a RVP?
- **Location**
 - Where exactly is the incident. How widespread is the incident?
- **Emergency Services**
 - Who is there or on route. Information that has been provided
- **Type**
 - What is the cause of the incident?

- Consider hazards and carry out risk assessment as necessary for SDC personnel
- Consider implications for Council Services
- Continue to record conversations, actions and decisions

1.6 - DURING THE EVENT

- If you need anything, contact the District Emergency Centre in the first instance
- Update the on-site team regularly
- Update the District Emergency Centre regularly (at least half-hourly if not more frequently)

1.7 - HANDOVER DURING THE EVENT

- When a relief team arrives, Team Leader to fully brief incoming team
- Sign-off and handover logbooks etc.
- Return to District Emergency Centre for 'hot' de-brief

1.8 - AFTER THE EVENT

- Inform District Emergency Centre when site activity ended
- Return logbooks and records to Argyle Road
- Attend de-briefing sessions
- Contribute to the production of the post-incident report

2.1 - RESPONSIBILITIES OF THE DISTRICT COUNCIL

Sevenoaks District Council has identified the following as its responsibilities in a major emergency

- Provide a point of contact to receive alerts and warnings
- Alert District Council Departments and other authorities as appropriate
- Alert and coordinate the voluntary organisations in support of the public services
- Appoint an District Emergency Coordinator (normally the Chief Executive)
- Set up and staff the District Emergency Centre (DEC)
- Collect information and assess requirements
- Establish liaison with other services and organisations
- Establish and staff a Forward Control Point (FCP) if required
- Arrange for Military Aid (MACC)
- Cater for and accommodate Council's own responding staff
- Arrange inspection and emergency works to property/premises (Dangerous Structures)
- Monitor the use of Council premises used in emergency and arrange support
- Arrange full repairs to own premises/property
- Clear debris from areas which they own or are responsible for
- Provide and deploy resources for local authority response
- Support other responders with Council resources through Mutual Aid Agreement or otherwise
- Establish a system for disseminating information to the public in co-operation with other responders
- Deal with the media in conjunction with other involved organisations
- Implement Environmental Health measures
- Alternative or transit accommodation for homeless people
- Re-housing of homeless people
- To maintain a record of actions taken by the Council to address the emergency
- To maintain financial records of Council expenditure and make arrangements for funding
- Liaise with Kent County Council for the clearance of debris and the restoration of highways
- Opening and running of support centres

2.2 - LA SERVICES

Be aware of the need for other LA services, County, District and Town/Parish Council, and services provided by Community Response Teams (CRT) and other areas of the voluntary sector.

	Sevenoaks District Council	Kent County Council	Community Response Team
Evacuation, rest centres and rehousing			
Dangerous structures			
Environmental pollution			
Health risks			
Waste disposal			
Feeding			
Transport			
Highways (including street furniture)			
Welfare (including counselling)			
Public information			
Benefits issues			
Plant and equipment			
Animal welfare			
Community links			
Vulnerable people			
Countryside, trees, rights of way			

2.3 - OTHER ORGANISATIONS

See Section 8.3.2 below.

3.1 - HEALTH AND SAFETY - GENERAL

It is generally accepted that the Fire and Rescue Service is the lead agency for health and safety matters on the incident site and their instructions should be complied with before crossing any cordon. However, the Council has a duty to ensure that its officers and members are not allowed into potentially hazardous situations without a risk assessment and without the provision of appropriate personal protective equipment (PPE).

The team providing the service should undertake risk assessments in the normal way. Advice and information may be sought from the Council's Health and Safety Advisor. Risk assessments must be recorded along with decisions arising from the assessment. In accordance with normal practice, all reasonable steps must be taken to minimise risks.

Officers should not take unnecessary risks, particularly the Incident Liaison Officers (ILO) and operatives on site.

Advice on hazardous substances, and the precautions needed, can be obtained from the Council's Health and Safety Advisor, the Environmental Health Department, the Emergency Planning Officer or from the Fire & Rescue Service.

It is assumed that any Incident Liaison Officer(s) that would be sent to a Forward Control Point (FCP) will have their own basic personal protective equipment (PPE) such as safety helmet, safety shoes and high visibility clothing. Any other PPE will have to be provided as required. Some basic equipment is contained in the Forward Control Point box.

Please also refer to the *Sevenoaks District Council Health and Safety Policy*.

If you need any health and safety advice, contact the District Emergency Centre.

3.2 - HAZARDOUS SUBSTANCES

Obtain advice from the Fire and Rescue Service about precautions required near hazardous substance incidents. The Environment Agency may need to be consulted for polluting incidents.

3.3 - WATER SAFETY

Always treat flood water as a hazardous material, with the characteristics of a chemical or biological hazard. It will probably be contaminated with sewage, petrol, diesel, oil or other contaminants. Always thoroughly wash hands and face after contact with flood water and before eating, drinking or smoking.

If working near flood water, always follow the advice and instructions of the Fire & Rescue Service.

Avoid entering flood water if at all possible. A shallow depth of fast moving water can sweep you off your feet. If you must enter shallow flood water, never wade 'blindly', always use some form of probe to check the ground in front of you. It is not uncommon for manhole covers and gully gratings to be lifted by floodwater and you could sustain a serious injury if you fall down such a hole. Kerbs and other trip hazards could be present, and a trip into contaminated water can be harmful to your health. If you need to create a 'path' through floodwater, it is best left to the Fire and Rescue Service, but if they are unavailable, probe a safe path and mark with tensioned rope, string, barrier tape or similar.

Avoid entering flood water if at all possible. Never enter anything but very shallow water without a personal floatation device – these should be available from the Fire & Rescue Service if required.

Never tie a rope around a rescuer, or attach it in any other way that the rescuer cannot release quickly. Only use ropes that float.

If you do fall into moving water, never put your feet down if you are being carried along by the current. Try and float feet-up and feet first, until you are rescued or until you reach slow-moving or still water.

4.1 - EVACUATION

If anyone suggests evacuating people from homes and businesses, consult the District Emergency Centre **immediately**.

In some circumstances the requirement to evacuate will be obvious as a safety measure. However, evacuation is not always necessary.

In some emergencies, it may be necessary to evacuate people away from the emergency to a place of safety. In some circumstances the requirement to evacuate will be obvious as a safety measure. However, evacuation is not always necessary and the following should be considered, in consultation with other responders, before an evacuation is recommended.

- The level of immediate danger
- Whether it is better for people to shelter where they are rather than be exposed to the danger by leaving ('Go in, stay in, tune in')
- The availability of a suitable place to go
- The time needed to set up a rest centre
- The time needed to arrange transport and physically move the people involved

If time and circumstances permit, it would be better to delay the evacuation until the rest centre can be established and transportation arranged.

Unless the incident is terrorist related, there is no power to force people to evacuate. They may be strongly advised to leave, but they do not have to go if they choose to stay. Evacuation is normally organised by the Police as people are more likely to take the advice given.

SDC has identified the leisure centres at Sevenoaks, Edenbridge and White Oak (Swanley) as rest centres. If the capacity or capability of these centres is exceeded, other venues such as schools can be called upon via the County Council.

If the number of people involved is small AND the event is likely to be of short duration, village halls and similar premises could be used. If this type of accommodation is required, contact the District Emergency Centre to arrange access and staffing.

Village halls and the like can also be used as gathering places for onward transport to other rest centres.

Evacuees may make their own arrangements to stay with friends or relations rather than use a rest centre. Unless the Police indicate otherwise, this is to be encouraged and facilitated whenever possible.

5.1 – FCP GRAB BOX

Stationery

Qty	Item
1	Spare FCP Log Book (including guidance notes)
1	Clipboard
1	Pad plain paper
2	Ball point pens - blue
3	Hazchem cards

Equipment

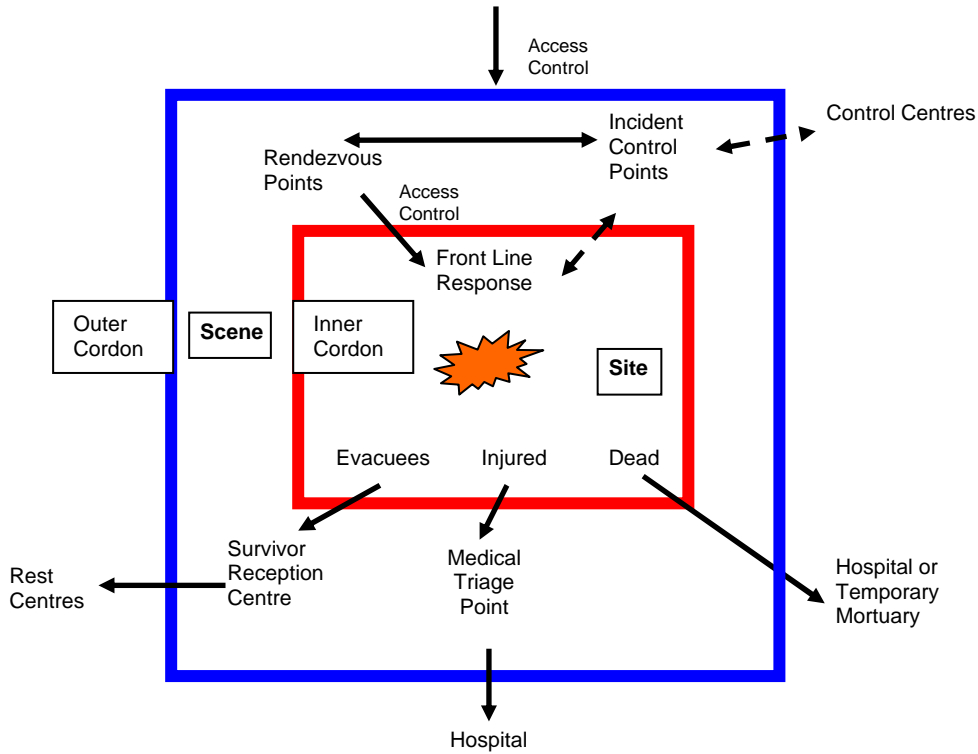
Qty	Item
1	Amber rotating vehicle beacon - magnetic
1	Roll of red and white plastic barrier tape

Personal Protective Equipment

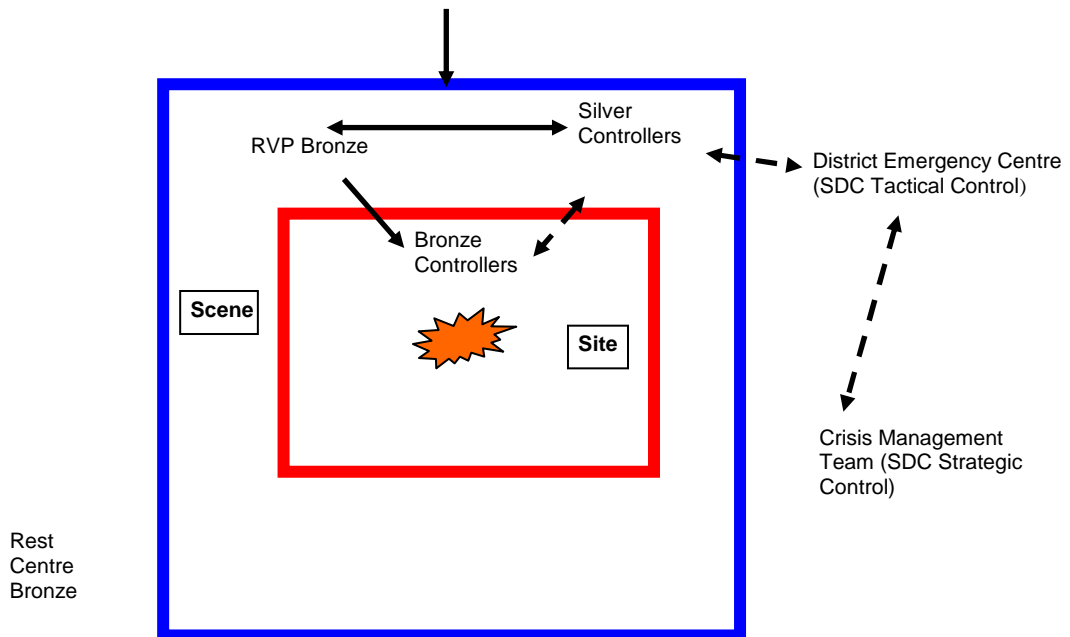
Qty	Item
1	High visibility waistcoat – XL – Badged ‘FCP’
1	High visibility waistcoat – L – Un-badged
1	Pair ear defenders
1	Pair goggles
2	Dust masks
1	Emergency foil blanket
1	First aid kit

If you need any additional materials or equipment, contact the District Emergency Centre (DEC) immediately.

6.1 - SCHEMATIC SITE/SCENE DIAGRAM



6.2 - SEVENOAKS DISTRICT COUNCIL COMMAND AND CONTROL SCHEMATIC



BACKGROUND INFORMATION

7.1 – COMMAND AND CONTROL - FRAMEWORK

See also Section 4 of the *Pan-Kent Strategic Emergency Framework*.

STRATEGIC CONTROL. For the District Council, the Crisis Management Team will be the Strategic Control.

The 'blue light' services call their strategic control 'Gold'.

TACTICAL CONTROL. The District Emergency Centre will be the Tactical Control.

The 'blue light' services call their tactical control 'Silver'.

OPERATIONAL CONTROL. A departmental emergency centre or Forward Control Point (FCP) will be operational controls.

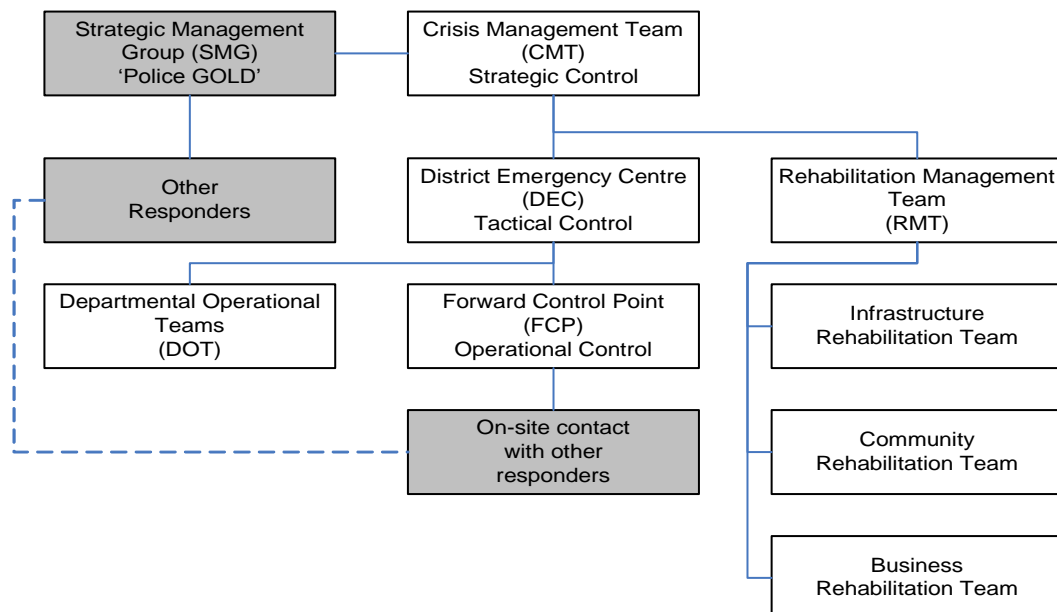
The 'blue light' services call their operational control 'Bronze'.

Not all of these Controls will be established for every event. For example, flooding or storm damage will normally be spread over a wide area and an Operational Control may not be appropriate. A major transport accident is a localised emergency and a Strategic Control may not be needed but an Operational Control would probably be essential.

The division between the activities of each level of control is often unclear. There will naturally be some overlap, but it is important that decisions are made at an appropriate level of control. There should be a free flow of information between each control and requests for decisions made to the appropriate control.

Emergency Management

Command and Control Structure



7.2 - FORWARD CONTROL POINT (FCP) & INCIDENT LIAISON OFFICERS (ILO) - SDC OPERATIONAL CONTROL

NOTE. The 'Forward Control Point' (FCP) is the place, 'Incident Liaison Officers' (ILO) are the people.

The Forward Control Point (FCP) is an Operational Control Point (Bronze Control). It has the responsibility of applying specific resources to solve defined problems and will be highly reactive.

The Sevenoaks District Council Officers deployed to a FCP are called Incident Liaison Officers (ILO).

The role of the ILOs is to co-ordinate the Council's on-site response to the incident, providing the link for the information flow at operational level between the District Emergency Centre and other agencies working on site. The ILOs assess the resources required and direct their operation on site.

Appropriate officers will need to be selected to send to the FCP. For example, for a major building fire or structural failure it may be appropriate to send a Building Control Surveyor and for a pollution incident an Environmental Health Officer.

Normally, at least three people should be sent to the FCP, two to act as the ILOs and the other to take notes and keep the log of events. This will also avoid some of the difficulties that may arise from working alone. For very large incidents the FCP team could be as large as five officers consisting of team leader, 'scribe', Rendezvous Point (RVP) bronze and two operational bronzes.

There is a marked box that is kept in the Emergency Control Room containing some basic stationery, equipment, small first-aid kit and personal protective equipment (PPE) for the Incident Liaison Officers. The box and its contents, and in particular the logbook, must be handed to any relief ILO at 'shift change'. The box and contents must be returned to the District Emergency Centre when the FCP is stood down. The logbook must be returned to the District Emergency Centre as soon as is practical.

ILOs must have appropriate PPE for the circumstances (as a minimum: safety helmet, reflective/high visibility clothing and protective footwear).

All trained ILOs have a MTPAS (Mobile Telephone Privileged Access Scheme) registered mobile phone.

On arrival at the incident site the Incident Liaison Officers must:

1. Report to the Emergency Commander, normally the Senior Police Officer on site
2. Establish contact with the District Emergency Centre and report their arrival
3. Assess the situation and estimate the resources that will be needed in the short term. The acronym SAD CHALETS may be useful:
 - Survey
 - Assess
 - Disseminate

 - Casualties
 - Hazards
 - Access
 - Location
 - Emergency Services
 - Type
 - Start Log
4. In particular, the location of, and access to, any rendezvous point (RVP) will need to be determined.
5. All the above to be reported to the District Emergency Centre.

The District Emergency Centre must provide for the welfare of people working at the Forward Control Point including:

- Provision of additional personal protective equipment
- Food and drink etc.
- Relief with suitable staff at appropriate intervals
- Re-supply with stationery, batteries for mobile phones, etc.

The ILOs' role includes:

- Maintain records of activity.
- Maintain contact with the District Emergency Centre.
- Liaise with other organisations present at the scene, assessing the situation and passing on information to the District Emergency Centre.
- Provide a point of contact with the Council for other organisations present at the scene.
- Without delay, pass on details of developments and requests for additional local authority support to the District Emergency Centre.
- Act as a focus for local authority services and decision-making at the scene of the incident.
- Deploy local authority resources present at the scene.

INCIDENT LIAISON OFFICERS (ILO) TEAM LEADER

In a larger emergency the number and variety of District Council staff present at the incident scene may be sufficient to require local management. In such circumstances the ILOs' Team Leader will act at a managerial level and also to liaise with other agencies at the scene. This officer will have sufficient authority to participate in tactical (silver) level meetings and make decisions and take on commitments on behalf of the Council. Duties include the following:

- Proceed to the scene of the incident, and make contact with the Police Commander and other agencies present
- Make contact with other local authority staff at the site/scene
- Maintain records of activity
- Lead the ILO team
- Manage the deployment of local authority resources present at the scene
- Provide the main point of contact with local authorities for other organisations present at the scene.
- Act as a focus for local authority services and decision-making at the scene of the incident, attending Silver level meetings as required, making decisions on behalf of the Council as appropriate

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7.3 ROLES AND RESPONSIBILITIES

7.3.1 - RESPONSIBILITIES OF THE DISTRICT COUNCIL

Kent County Council and the Kent District Councils have agreed the division of responsibilities as shown in the schedule below. Common or joint responsibilities span both columns.

(Note: Medway Council is a Unitary Council and as such takes responsibility for all of the actions described herein, with the exception of the duties undertaken by the Coroner in emergencies. Kent County Council assumes responsibility for the Coroner's Service on behalf of Medway Council.

Alerting

County	District	Legislation	Remarks
Provide a 24/7 point of contact to receive alerts and warnings			
Alert or inform council departments, other councils, voluntary and other organisations involved or likely to become involved in an emergency		R24(3)(d) - CCA04(CP)Regs05	
Alert Health Authorities where there are indications that they should take action beyond the obvious involvement in direct casualty care	Not applicable - County Council function	R24(3)(d) - CCA04(CP)Regs05	
Assess whether an incident has implications for safety of agriculture or fisheries and discuss with the Chief Regional Officer of DEFRA	Not applicable - County Council function	R24(3)(d) - CCA04(CP)Regs05	

Sevenoaks District Council Major Emergency Plan
Part 5.4 - Forward Control Operations

Command, Control, Co-ordination / Liaison

County	District	Legislation	Remarks
Appoint an Emergency Coordinator who will ensure the proper management and direction of Council activities			Usually the Chief Executive
Provide emergency planning support to District Emergency Coordinators	Not applicable - County Council function		
Determine when an Emergency Centre is to be activated, set up and staff			Usually the Conference Room at Argyle Road
Collect information and assess requirements			
Provide liaison officers to attend other emergency centres or incident sites			
Establish liaison with other services and organisations		R4 - CCA04(CP)Regs05	
Implement generic or specific emergency plans		R21,22 - CCA04(CP)Regs05	
Implement any other crisis management systems to manage the Council's response			
Coordination of local authority response when more than one district is involved	Not applicable - County Council function		
Consider with district council(s) the requirement for a local authority Forward Control Point	Establish and staff a local authority Forward Control Point		
Liaise with lead government departments and GOSE	Assist		
Coordinate emergency plans and emergency action with adjacent Counties	Assist		
Establish links with the appropriate level of administration in other countries in bi-national or multi-national emergencies.	Not applicable - County Council function		

Sevenoaks District Council Major Emergency Plan
Part 5.4 - Forward Control Operations

Command, Control, Coordination / Liaison – Cont.

County	District	Legislation	Remarks
Arrange for Military Aid (MACC)			
Assist in providing a catering service for the feeding of personnel involved in emergency operations	Assist through Mutual Aid Agreement or otherwise		Supported by voluntary sector organisations
Cater for and accommodate Council's own responding staff			

Voluntary Sector etc.

County	District	Legislation	Remarks
Alert and coordinate the voluntary organisations in support of the public services		R23 - CCA04(CP)Regs05	
Coordination of voluntary organisations when more than one district is involved	Not applicable - County Council function	R23 - CCA04(CP)Regs05	
Arrange attendance of ministers of religion	Assist	R23 - CCA04(CP)Regs05	

Property/Premises

County	District	Legislation	Remarks
Not applicable - District Council function	Arrange inspection and emergency works to property/premises. Other Districts may assist through Mutual Aid Agreement or otherwise	S77,78 – Building Act 1984 S138 Local Government Act	Dangerous structures
Monitor the use of Council premises used in emergency and arrange support			As owner/landlord
Arrange full repairs to own premises/property			As owner/landlord
Clear debris from areas which they own or are responsible for			As owner/landlord

Resources Generally

County	District	Legislation	Remarks
Provide and deploy resources for local authority response			Own resources
Support other responders with own council resources through Mutual Aid Agreement or otherwise			
Consider requests for additional or specialist resources			Possibly rechargeable

Sevenoaks District Council Major Emergency Plan
Part 5.4 - Forward Control Operations

Warning & Informing

County	District	Legislation	Remarks
To establish a system for disseminating information to the public, in co-operation with other responders		S2(1)(g) - CCA04 R10 - CCA04(CP)Regs05 P6 - CCA04(CP)Regs05	
Deal with the media in conjunction with other involved organisations		S2(1)(g) - CCA04	
Make available premises for Public Information Centres		S2(1)(g) - CCA04	Libraries and other places
24hr point of contact for the management of a large volume of calls		S2(1)(g) - CCA04	

Environmental Health

County	District	Legislation	Remarks
Not applicable – District Council function	Implement environmental health functions		
Implement Animal Health measures	Not applicable - County Council function		
Communicable disease			

Education

County	District	Legislation	Remarks
Monitor the use of educational premises used in emergency and arrange appropriate support	Not applicable - County Council function		
Provide educational psychology service	Not applicable - County Council function		

Sevenoaks District Council Major Emergency Plan
Part 5.4 - Forward Control Operations

Housing and Support Centres (Rest Centres, Humanitarian Assistance Centres, Survivor Reception Centres, etc.)

County	District	Legislation	Remarks
Opening and running of support centres		Evacuation and Shelter Guidance	Supported by voluntary sector organisations
Not applicable - District Council function	Alternative or transit accommodation for homeless people		Housing/hotel/B&B/hostel accommodation – i.e. not rest centre
Not applicable - District Council function	Re-housing of homeless people	Housing Act	
Care of people in transit and of people not resident in the relevant district, including assistance with onward travel	Assist through Mutual Aid Agreement or otherwise	S138 Local Government Act	Support, not accommodation – i.e. not rest centre
Transport for evacuees	Assist through Mutual Aid Agreement or otherwise		
Catering service for the feeding of evacuees			Depending on premises being used. Supported by voluntary sector organisations
Emergency clothing and other welfare items	Assist through Mutual Aid Agreement or otherwise		Supported by voluntary sector organisations
Make available premises under Council control for the temporary accommodation of evacuees or for other use in support of the response			
Provide specialist care for vulnerable people at support centres	Not applicable - County Council function		Supported by voluntary sector organisations

Sevenoaks District Council Major Emergency Plan
Part 5.4 - Forward Control Operations

Temporary Mortuary / Fatalities

County	District	Legislation	Remarks
Establish, operate and close-down temporary mortuary	Assist through Mutual Aid Agreement or otherwise	S22 - Coroners Act	
Coordinate the Registration Service and the Kent Coroners Service, including involvement in the establishment of temporary mortuaries	Not applicable - County Council function		
Not applicable - District Council function	Paupers funerals	S46 - Public Health (Control of Disease) Act 1984	

Record Keeping

County	District	Legislation	Remarks
To maintain a record of actions taken by the Council to address the emergency.			
To maintain financial records of Council expenditure and make arrangements for funding.		S155 – Local Government and Housing Act 1989	The 'Bellwin' Scheme

Sevenoaks District Council Major Emergency Plan
Part 5.4 - Forward Control Operations

Waste

County	District	Legislation	Remarks
Site clearance of waste from 'public' areas	Not applicable - County Council function		Irrespective of the ownership of the 'public' area (defined as any area to which the public has general access), including highways that are not managed by the Highways Agency
Assist	Environmental Health advice on contamination issues		
Ensure that waste arising is transported and disposed of in accordance with legislation	Not applicable - County Council function		
Purchase waste disposal and salvage services so that waste can be disposed of safely and economically	Not applicable - County Council function		
Refuse disposal	Not applicable - County Council function		
Not applicable - District Council function	Domestic refuse collection		
Clear debris from areas which they own or are responsible for			As owner/landlord

Coastal Protection and Pollution

Included in case Incident Liaison Officers are deployed under Mutual Aid to an authority that has coastline.

County	District	Legislation	Remarks
Provide a scheme for the response to threatened or actual pollution of the coastline by oil	Beach clean-up		
Provide a scheme in respect of the treatment to the shoreline following contamination by hazardous substances	Beach clean-up		Excluding explosives and radioactive materials (Police)
Provide assistance to ensure the safe disposal of waste substances removed from the foreshore	Not applicable - County Council function		Excluding explosives and radioactive materials

Sevenoaks District Council Major Emergency Plan
Part 5.4 - Forward Control Operations

Highways/Transportation/Traffic

County	District	Legislation	Remarks
Maintenance of traffic flow on highways and other public rights of way	Not applicable - County Council function		
Clear debris from and restore highways	Assist through Mutual Aid Agreement or otherwise		
Liaise with the Highways Agency or its agents concerning the maintenance of traffic flow on motorways and trunk roads	Not applicable - County Council function		
Arrange for the erection of routing signs on the highway so that resources to meet the emergency are correctly directed	Assist through Mutual Aid Agreement or otherwise		
Assist through Mutual Aid Agreement or otherwise	Highways – those which the District Council has claimed maintenance powers		District councils may claim maintenance powers for footpaths, bridleways and urban roads which are neither trunk roads or classified roads
Advise on the availability of road passenger transport and arrange for emergency redeployment	Assist		

Sevenoaks District Council Major Emergency Plan
Part 5.4 - Forward Control Operations

Social Care

County	District	Legislation	Remarks
Social Services	Not applicable - County Council function		
Opening and running of support centres			Supported by voluntary sector organisations
Specialist care for vulnerable people at support centres	Not applicable - County Council function		Supported by voluntary sector organisations
Bereavement support service	Not applicable - County Council function		Supported by voluntary sector organisations
Educational psychology service	Not applicable - County Council function		
Support NHS in its statutory responsibilities	Not applicable - County Council function		

Business Continuity

County	District	Legislation	Remarks
Maintain Business Continuity Plan for the continuance of the provision of functions		S2(1)(c) - CCA04	
Provide advice and assistance to the public on business continuity matters	Not applicable - By local agreement, a County Council function	S4 - CCA04 P7 - CCA04(CP)Regs05	

Sevenoaks District Council Major Emergency Plan
Part 5.4 - Forward Control Operations

Recovery Generally

County	District	Legislation	Remarks
Make arrangements for the recovery from the emergency			
Make arrangements for memorials and anniversary commemorations			
Assist	Development Control and Planning	Town and Country Planning Acts 1947-1990	
Assist	Regeneration		
Not applicable - District Council function	Listed buildings, conservation areas etc.		
Not applicable - District Council function	Building regulations	Building Act 1984	
Planning – Tree preservation		Town and Country Planning Acts 1947-1990	Concurrent powers exercisable by county and district councils

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7.3.2 - OUTLINE RESPONSIBILITIES OF OTHER BODIES

The nationally determined responsibilities for responders are described in Chapter 3 of *Responding to Emergencies*.

See Section 7 of the *Pan-Kent Strategic Emergency Framework* for the outline locally agreed responsibilities for the following bodies.

Kent County Council

Other Local Authorities – See also Section 7.3.1 above

Emergency Services

Kent Police

South East Coastal Ambulance Service

Kent Fire & Rescue Service

Maritime & Coastguard Agency

Health Service

Primary Care Trusts

Acute Trusts

Utilities

Southern Gas Networks

EDF Energy plc

BT

Water Supply Companies

Environment Agency

Other

South-eastern Trains

Voluntary Sector

See the *Kent Voluntary Sector Emergency Group (KVSEG) – Policy Document* and the *KVSEG – Composition and Terms of Reference* for the outline locally agreed responsibilities for the following bodies.

Kent Voluntary Sector Emergency Group (KVSEG)

Age Concern

British Red Cross Society

Churches in Society

Citizens Advice Bureau

The Compassionate Friends

Council for Voluntary Services

Cruse Bereavement Care

Kent Search and Rescue

RAYNET – Emergency Communications

RNLI

RSPCA

St John Ambulance

The Salvation Army

The Samaritans

Skywatch Civil Air Patrol

Southeast 4x4 Response

Victim Support

Women's Institute

WRVS

Please note that liaison with the voluntary sector, particularly those listed above, is undertaken by the Emergency Planning Officer via Kent County Council and the KRF Kent Voluntary Sector Emergency Group (KVSEG) during the response phase.

Liaison with the voluntary sector during the recovery phase will normally be undertaken by the Rehabilitation Management Team through the Community Development Team.

8.1 – DAMAGE ASSESSMENT

Sevenoaks District Council will send representatives to the incident site to undertake an assessment of damage and an assessment of the response required from the Council. This assessment may be carried out by the Incident Liaison Officers or by specialist personnel. These assessments will be communicated to the District Emergency Centre as soon as is possible to inform the decision making process.

Any photographs taken, particularly digital photographs, should be retained in case they are required by any subsequent inquiry. Wherever possible, photographs should be date and time marked.

9.1 - RESOURCE MANAGEMENT - GENERAL

The underlying principle of the division of roles and responsibilities is that everyone does their normal job, albeit in exceptional circumstances. This principle extends to the acquisition, deployment and management of resources because these officers will know what resources are required to undertake their function.

9.2 - RESOURCE COORDINATION AND ADMINISTRATION

The responsibility for the acquisition of physical resources lies with the team that will use them and it is assumed as they know what resources they have and where to obtain additional resources if required.

The administration of resources, the deployment and monitoring of resources is the responsibility of the team utilising that resource.

However, there should be co-ordination between teams so that the duplication of physical resources is avoided. The Audit and Efficiency Manager should undertake this coordination.

Due regard must be given to the 'Bellwin' rules which details what is, and is not, eligible expenditure under the Bellwin Scheme.

The management of human resources is the responsibility of the HR Team. Mutual aid arrangements allow for the use of staff from other Kent Councils on a re-chargeable basis. Alternatively, agency staff could be employed.

Sevenoaks Direct Services (SDS) carry out their own resource management arrangements, although assistance can be sought from the DEC and/or the HR Team.

Sevenoaks Direct Services are also responsible for the regular audit and maintenance of the Emergency Store at Dunbrik Depot (See 9.3 below).

9.3 – RESOURCES AVAILABLE FROM SDS EMERGENCY STORE

Description	Size (mm)	No. or length
Propping and Boarding		
Plywood sheets (15mm thick)	2400 x 1200	9
Timber supports	100 x 50 x 3000	10
Timber supports	250 x 80 x 3000	3
Timber chocks and headers (for Acrow props)	100 x 50 & 150 x 80	various lengths
Acrow props	-	various lengths
Electrical		
Towable powered generator/temporary lighting tower	7 metre mast	1
Portable temporary lighting lamps/tripods (110V)	-	2
Small Portable Generators	-	2
Towable diesel-powered 3 phase 50Hz AC generator	-	1
Pumping		
Towable 4" Molex diesel-powered pump & hoses	-	1
Portable 2" diesel-powered pump & hoses	-	1
Barriers		
'Heras' steel mesh fencing panels and bases	3500(l) x 2000(h)	8
Interlocking modular plastic pedestrian barriers	2000(l) x 1000(h)	50 m approx.
Temporary orange plastic mesh fencing	Various roll lengths	500m approx.
Steel road pins	-	40
Amber battery-powered 'road works' beacons	-	20
Traffic cones	Not itemised	Not itemised
Temporary Road Closure signing	-	Not itemised
Other temporary road works signs (various)	Various faces & sizes	Not itemised
Other		
Chainsaws	12", 18" and 26"	3
Sandbags	-	500

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