



# **MAJOR EMERGENCY PLAN**

## **Version 10.0**

# **Part 5.8**

# **Human Resources Plan**

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

Emergency Planning Officer - Jeff Seear  
Phone 01732 227000 Ext. 7303  
DDI 01732 227303  
Fax 01732 227176 or 0870 1914826  
e-mail [jeff.seear@sevenoaks.gov.uk](mailto:jeff.seear@sevenoaks.gov.uk)  
[emergency.planning@sevenoaks.gov.uk](mailto:emergency.planning@sevenoaks.gov.uk)  
Web [www.sevenoaks.gov.uk/emergencyplanning](http://www.sevenoaks.gov.uk/emergencyplanning)

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### **1.0 – HUMAN RESOURCES TEAM RESPONSIBILITIES**

- Normally, act as the Emergency Centre Manager (see below)
- Provide personnel functions in support of the response including the arranging of rotas etc. to allow for prolonged operation of the District Emergency Centre and Forward Control Point.
- Provide for the welfare of people involved in the response including those working in the District Emergency Centre and Forward Control Point (Further guidance is available in paragraphs 5.54 to 5.59 of *Responding to Emergencies*)
- Hold personnel information such as home phone numbers and locations etc.

### **1.1 – ROLE AS EMERGENCY CENTRE MANAGER**

This will normally be the HR Manager.

- Make alerting calls required as part of the alerting cascade.
- Proceed to the District Emergency Centre and supervise its correct setting up as quickly as possible.
- Notify the Emergency Operations Manager when the District Emergency Centre is operational and, with the Emergency Operations Manager, review the success of the emergency call-out.
- Ensure staff rotas are established and maintain a record of staff on duty in the Emergency Centre in the appropriate log book.
- Arrange refreshment for all staff in the centre and oversee staff welfare and health and safety generally during and after the emergency.
- Shut down the District Emergency Centre following stand-down at the end of the activation, ensuring that all equipment is returned to store and that all consumables are replenished ready for the next activation.

## **1.2 – SUPPORT TO DISTRICT EMERGENCY CENTRE**

The welfare of the staff working in the District Emergency Centre, including refreshments, setting of rotas, working hours etc. will be co-ordinated by the HR Manager acting as the Emergency Centre Manager.

The Human Resources team must keep a record of starting and finishing times of staff in the District Emergency Centre and to arrange rotas for 24 hour working if necessary. A *Major Emergency Staff Duty Log* is provided in the District Emergency Centre to assist in this. At changes of District Emergency Centre staff, a period of time for hand-over from one 'shift' to the next will be made available for briefing the incoming 'shift'.

If an incident were to occur during the working day and it was clear that the Council's response would last past the end of the day, or possibly last for many days, consideration must be given to the staff implications of the response. Rosters will need to be compiled and it may be necessary to send staff home immediately so that they can get some rest before coming 'on-shift' later in the day. This will equally apply to directors, managers and office-based staff as well as to the staff actually on site at the incident.

Mutual aid arrangements allow for the use of staff from other Kent Councils (County, District, Borough and Medway) by agreement on a re-chargeable basis. See Appendix 1 to the *Major Emergency Plan*.

On close-down of the District Emergency Centre, the Human Resources team will be responsible for arranging for the District Emergency Centre staff to return to their normal work and the Facilities Management team will be responsible for returning the Conference Room to its pre-emergency state.

## **1.3 – SUPPORT TO THE - FORWARD CONTROL POINT**

The District Emergency Centre, and specifically the Emergency Centre Manager, 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.

Clearly the welfare needs of people working at the Forward Control Point will vary with the weather conditions. Particularly be aware of heatwave conditions where additional water will need to be provided and that a reduction in working time out of doors in extreme temperatures will be required.

## **1.4 – SUPPORT TO STAFF GENERALLY**

As many members of staff live in the District, they will naturally be concerned about their relatives, friends and property and consideration will need to be given to their needs.

It would be prudent to extract from the HR records at a very early stage, details of staff that live close to the incident site. If possible, anyone living near the incident site should not be involved in the immediate response.

If the incident were to directly effect members of staff, particularly if someone is killed or injured, the repercussions of this on their colleagues will need to be considered and carefully handled.

The health, safety and welfare of all members of staff will need to be managed with care. Just because an individual was not directly involved with the incident does not mean that they are not affected by the event.

The Mutual Aid Agreement that the District Council has with other Kent Districts may be invoked to obtain additional human resources in the more extreme events.

## **1.5 – POST-EVENT SUPPORT**

When staff are returning to their normal work they may wish to discuss any stressful parts of their emergency work and any distressing sights or information. The HR Manager will be responsible for arranging for psychological care for staff if it is required.

After the event, the HR Team, in conjunction with the Payroll Team, must ensure that responding personnel are remunerated appropriately.