



**LEAFLET 1**  
**EMERGENCY AND DISASTER**  
**PLANNING**

**AMENDMENT RECORD**

Amd No	Date	Text Affected	Authority
001	12 Aug 2010	New para 3.6 added – Line managers responsibility for Personal Evacuation Plan for staff who may require assistance for their safe evacuation	DBR-SSDC Safety 3
002	26 Oct 2011	Para 3.1 restructured into 3 separate paragraphs and all section 3 paragraphs renumbered.	DSEA-CPA-Policy
002	26 Oct 2011	Para 3.8 expanded to provide to scope of Personal Emergency Evacuation Plan requirements.	DSEA-CPA-Policy
003	February 2012	Guidance box added at 3.9 Re using 221 to contact emergency services when travelling or working in remote locations	DSEA-CPA-Policy

**REVISION NOTE**

This leaflet follows a similar format to the Health and Safety Executive (HSE) Approved Code of Practice (ACoP) with guidance contained in boxes separating it from policy.

**HISTORICAL RECORD**

The leaflet was introduced in: 2001  
Leaflet wholly revised in : June 2010

This policy has been equality and diversity impact assessed in accordance with Departmental policy. This resulted in a Part 1 screening only completed (no direct discrimination or adverse impact identified) This policy is due for review in October 2014

## Leaflet 1

# EMERGENCY AND DISASTER PLANNING

## CONTENTS

### Foreword

1. Scope
2. Introduction
3. Roles and Responsibilities
4. Developing Emergency and Disaster Plans
5. Testing Emergency and Disaster Plans
6. Related Documents

## Foreword

This leaflet is published under the authority of the Defence Occupational Health and Safety Board (OHSB). This leaflet is for application across all areas of MOD and the Armed Forces and reflects recent changes in legislation and or MOD practices.

### 1. SCOPE

1.1 This Leaflet provides guidance for all MOD staff, both Service and civilian on the scoping, development and implementation of emergency and disaster planning. It provides a very general overview due to the wide range of establishments, premises (including vessels) and activities undertaken by the MOD and the subsequent possible emergency scenarios. The related documents listed at the end of this leaflet provide more detail in specific circumstances.

1.2 When used within this Leaflet, the term “Line Manager” refers to the person (Service or civilian) with direct responsibility for the safe conduct of the work activity. For military activities this will usually lie within the chain of command.

## **2. INTRODUCTION**

2.1 The MOD has a legal obligation to establish appropriate procedures to be followed in the event of serious and imminent danger to staff and visitors, and the necessary contact required with external services (Ambulance, Fire, etc.). A fast response to any emergency or disaster is essential to minimise injury or loss, therefore careful planning, training and exercises are required to ensure that appropriate assistance is provided as quickly as possible.

2.2 In the event of an emergency or disaster, the safety and/or health of personnel will depend on staff knowing what action to take and/or whom to contact and the prompt execution of that action.

## **3. ROLE & RESPONSIBILITIES**

### **Commanding Officers/Heads of Establishment/ (CO/HoE)**

3.1 The CO/HoE shall ensure that adequate emergency and disaster plans, and major accident prevention policies are developed and managed. Emergency and disaster plans shall make provision for staff and visitors who may require special arrangements (assistance or facilities) to enable their timely evacuation without assistance from the emergency services. Emergency and disaster plans shall incorporate all lodger organisations, and shall be implemented and practiced as a single entity. All incidents, training exercises, tests, risk assessments or other documentation relevant to emergencies shall be recorded and maintained.

3.2 Where appropriate resources for the provision of a staffed control centre (CC) shall be made. Suitably Qualified Experienced Person(s) (SQEP) shall be appointed as Incident Controller(s) having clear written terms of reference. Resources shall be made available for SQEP nominated persons to be appointed to key roles required for the effective implementation of the plans.

3.3 Training shall be identified, provided and evaluated to make sure that all staff within the emergency response organisation are competent to manage all foreseeable incidents; training and refresher training shall also be provided to all staff for the safe evacuation of buildings, vessels etc. and the safe use of emergency equipment etc.

### **Key Staff - Incident Controller (IC) and Nominated Persons**

3.4 The IC has the overall responsibility for directing operations, normally from the CC. During an incident the IC assumes the full authority of the CO/HoE.

3.5 Nominated persons such as Floor Liaison Officers (FLO), Fire Marshals etc. shall provide support to the IC and act as an interface between the IC, staff and the Emergency Services attending the incident.

3.6 In the event of an incident nominated persons shall report to the IC to provide technical support if it is safe to do so; these may include:

- Works Services Manager / Maintenance Management Organisation contractor;
- Health & Safety Adviser;
- Environmental Protection Adviser;
- Fire Officer;
- security;
- other specialists as required dependent on unit/establishment risks.

### **Line Managers**

3.7 Line managers are to ensure that all staff and visitors within their area of responsibility have received adequate training and/or been briefed and understand what action is required of them in the event of an emergency or disaster.

3.8 For staff, visitors, contractors, etc. who may have a disability, medical condition etc. (temporary or permanent) which may affect their or the ability of others to respond or react to an emergency; a risk assessment (JSP 375, Vol 2, leaflet 39) shall be conducted and a Personal Emergency Evacuation Plan (PEEP) produced to ensure their timely evacuation without assistance from the emergency services except in extreme circumstances which will require the agreement of the local emergency services (Ref: Communities and Local Government Fire Safety Means of Escape for Disabled People) . The PEEP shall take into consideration all areas where the individual concerned can be reasonably expected to visit within the establishment, vessels etc. The control measures required for a PEEP may require the LM to identify individuals and/or equipment to assist in an evacuation and suitable training shall be provided (e.g. use of an Evac Chair).

### **Staff**

3.9 Staff shall ensure that they are fully aware of the action to take in the event of an emergency, attend training as required and shall comply with the relevant procedure, follow any additional instructions given by the IC, Nominated Persons or attending Emergency Services Officers. Under UK law it is an offence to fail to comply with relevant procedures or instruction and may result in staff being subject to legal and/or disciplinary action.

**GUIDANCE**

When travelling abroad, in the UK or working in a remote location, 112 can be dialed free of charge from any telephone or mobile phone to contact the emergency services (Ambulances, Fire & Rescue Service and the Police) in the European Union (EU), as well as several other countries in the world. Using this number has an advantage especially when using a mobile phone as EU Directive E112 (a location-enhanced version of 112) requires mobile phone networks to provide emergency services with whatever information they have about the location a mobile call was made.

Even if you don't know exactly where you are, using 112 on your mobile phone will allow the system to pinpoint your precise location within about the first 30 seconds of your call to the telecom operator and the operator automatically transmits the location information to the emergency centre so they can get the appropriate help to you as quickly as possible.

The GSM mobile phone standard designates 112 as an emergency number, so it will work on GSM phones even in North America where GSM systems redirect emergency calls to 911, or Australia where emergency calls are redirected to 000 (although location information may not be automatically transmitted). 112 can be dialed on most GSM phones even if the phone is locked.

## **4. DEVELOPING EMERGENCY AND DISASTER PLANS**

4.1 The site risk assessment (leaflet 23) is a fundamental part of the emergency and disaster planning process and should identify all activities, areas and foreseeable incidents within the unit/establishment that require measures to be taken to mitigate injury or loss. External factors both international and domestic also need to be factored into possible scenarios that might need to be managed. These may include:

- fire;
- medical emergency (Injury/ill health);
- civil protest/civil disobedience;
- entrapment (lifts, confined space etc.);
- release of gas/vapour etc;
- radiological;
- biological;
- flooding;
- explosion;
- mortar attack;
- suspect device;

- vehicle borne IED;
- shooting;
- any other emergencies.

4.2 The control measures will be dictated by the risk assessment and more detailed actions are to be expected for the more predictable events. It is however important to ensure that any guidance produced is flexible and can be adapted as an incident progresses. The actions to be taken to control each credible event should follow the structure shown below:

- immediate response (give warning, activate alarm, etc.);
- initial actions (administer first aid, extinguish fire if safe to do so, contact emergency services, etc.);
- evaluate scale and nature of problem;
- evacuation and cordoning;
- use of control methods;
- Co-operation/communication with public, press and enforcement agencies (e.g. HSE);
- recovery actions / Business Continuity;
- clean up actions (longer term).

4.3 Emergency and Disaster Plans must ensure that 24 hour cover is provided, although the silent hours arrangements may be simpler than that required during normal working hours.

4.4 For units/establishments where Major Accident Control Regulations (MACR JSP 498) or Dangerous Substances and Explosive Atmospheres (DSEAR leaflet 56) applies, more stringent arrangements will be required and appropriate JSPs should be referred to.

4.5 The Emergency and Disaster Plans should be the subject of consultation with staff; this should be done through the normal consultation process (Trade Union etc.) for civilians and via the chain of command for military personnel.

4.6 The Emergency and Disaster Plans should meet the provisions of Integrated Contingency Planning (ICP) and the requirements of JSP 503 – MOD Business Continuity Management.

## **5. TESTING EMERGENCY AND DISASTER PLANS**

5.1 Exercising of the Emergency and Disaster Plans shall be undertaken on a regular basis (the frequency must meet the requirements of relevant JSPs and be in accordance with the level of risk but must be done at least once each year). Consideration should be given to the use of external agencies to organise

exercises where an independent assessment of MOD systems is required. The overall testing regime should aim to ensure that the following aspects are covered:

- Activating the On-Site Emergency Plan;
- Alerting emergency services;
- Mobilising establishment personnel;
- Activating the CC;
- Testing the flow of information into and out of the CC;
- Testing the internal flow of information within the CC;
- Decision making process;
- Command and control arrangements;
- Verification that emergency equipment is operational;
- Public relations arrangements.

5.2 A post-exercise review shall be conducted, documented and findings communicated to all stakeholders. If the review indicates the need to change procedures, risk assessments and/or other related documentation they should be updated and reassessed as soon as possible.

## 6. RELATED DOCUMENTS

### **JSP 375 Volume 2:**

- Leaflet 23 – Site Risk Assessment;
- Leaflet 56 – Dangerous Substances and Explosive Atmospheres (DSEAR);
- Leaflet 57 – Safety at Public Events.

### **Other MOD Publications**

- JSP 426 – MOD Fire Safety Manual;
- JSP 440 – The Defence Manual of Security;
- JSP 498 – Major Accident Control Regulations (MACR);
- JSP 503 - MOD Business Continuity Management.

### **Legislation:**

- Health and Safety at Work etc. Act;
- Management of Health and Safety at Work Regulations;
- Dangerous Substances And Explosive Atmospheres Regulations;
- Civil Contingencies Act;
- Regulatory Reform (Fire Safety) Order.

**Guidance:**

- HSE - AFAG802 - Emergency planning;
- HSE - Emergency planning for major accidents: (COMAH).
- Communities and Local Government Fire Safety Means of Escape for Disabled People