


Leicester, Leicestershire & Rutland



Local Resilience Forum

SITE CLEARANCE CONCEPT OF OPERATIONS (CONOPS)

CONTENTS	PAGE
DOCUMENT MANAGEMENT REVIEW & AMENDMENTS FOREWORD DISCLAIMER LEGISLATION	
1. INTRODUCTION	7
2. AIMS & OBJECTIVES	
2.1 Aim	7
2.2 Objectives	7
3. ACTIVATION	
3.1 Principles for Plan Activation	8
3.2 Command Structure	8
3.3 Recovery Co-ordinating Group	9
3.4 Maintenance of Normal Services	9
4. HANDOVER PROCEDURE	9
5. SITE STABILISATION	
5.1 Health & Safety Arrangements	9
5.2 Site Communications	10
5.3 Media Arrangements	10
5.4 Site Security	10
5.5 Site Privacy	10
6. SITE PRESERVATION (INVESTIGATION)	
6.1 Site Safety Checks	10
6.2 Investigation Arrangements	10
6.3 Monitoring & Recording	11
7. DEBRIS REMOVAL & CLEARANCE	
7.1 Priorities for Clearance	11
7.2 Damage Assessment & Making Safe	11
7.3 Removal & Transportation of Debris	12
7.4 Removal & Transportation of Contaminated Debris	12
7.5 On-Site Office Arrangements	12
7.6 Arrangements for Continuity of Clearance Service	12
7.7 Temporary Storage	13
7.8 Long Term Storage	13
7.9 Environmental Considerations	13
7.10 Arrangements for Disposal	13
	Continued

Authorised by:	Chair of LRF T/Chief Constable Chris Eyre
Signature:	
Authorised on:	14 December 2009
Prepared by:	Resilience Manager Leicester City Council
Operational Date:	September 2008

Plan Owner: LEICESTER, LEICESTERSHIRE AND RUTLAND LOCAL RESILIENCE FORUM	
Linked to CRR ref:	Supporting Document
LRF Plan Ref:	3.1

Version:	1.0
----------	------------

CONTENT Cont.	PAGE
8. RETURN TO NORMALITY	
8.1 Stand-down	14
8.2 Restoration	14
9. INDEX OF ANNEXES	14
ANNEX A	
Command Structure Diagram.	15
ANNEX B	
Roles and Responsibilities.	17
ANNEX C	
Glossary of Terms.	18
ANNEX D	
Criteria of Handover Site.	21
ANNEX E	
Certificate of Handover.	23

DOCUMENT MANAGEMENT

DOCUMENT DISCLAIMER

This document is issued in confidence only for the purpose for which it is supplied.

DOCUMENT OWNER

This document and associated policy(ies) are produced and owned by Leicester, Leicestershire and Rutland, Local Resilience Forum (LLR LRF).

DOCUMENT CONTROL

This document is controlled and maintained according to the documentation standards and procedures of the LLR LRF. All requests for changes to this document will be sent to the author(s).

Any new issues of this document will be sent to the recipients as defined within the distribution list maintained by the author(s).

Requests for additional copies of this document should be sent to the author(s) to ensure that alterations or amendments to the distribution list are properly controlled.

The plan will be distributed via the Member's area of the LLR LRF Website, www.localresilienceforum.org.uk.

FREEDOM OF INFORMATION

As the LLR LRF is not a public authority the Freedom of Information Act (FOI) does not apply to information which it holds. However, requests can be made to any signatory which is a public authority, which should respond to the request in an appropriate manner following consultation with the LLR LRF. In the first instance please send any requests to the LRF.

EQUALITY IMPACT ASSESSMENT

This document will be subject to an Equality Impact Assessment (EIA).

REVIEW & AMENDMENTS

LRF REVIEW POLICY

Unless otherwise stated every LRF plan will be subject to a Biennial review. This will encompass the plan being distributed to the General Working Group for consultation and comment. Once any alterations have been made the revised edition should be approved by the Programme Board and validated by the Executive Board.

Once a plan has been used for an incident any points that come from the de-brief process must be presented at the General Working Group for approval and the incorporation of the de-brief points into the plan. Once this is complete the revised edition should be approved by the Programme Board and validated by the Executive Board.

DOCUMENT REVIEW

Date of Review	Type of Review After Use (A) Scheduled Review (S) Training (T) Exercising (E)	Suitable / Unsuitable (S/U)	Details

LRF AMENDMENT POLICY

Minor changes to this document will result in the appropriate page(s) being updated and the obsolete page(s) being destroyed, confirmation of which must be supplied to the author(s).

Major changes will result in the whole document being replaced and the obsolete document being destroyed, confirmation of which must be supplied to the author(s).

VALIDATION OF AMENDMENTS

Any substantial changes, which is defined as a complete re-write of the plan, a section of the plan or changes to the integral infrastructure or command structure of the multi-agency response, must be consulted and actioned at the General Working Group and Programme Board and validated by the Executive Board.

Any minor changes such as contact details, internal department arrangements, updates of tables/diagrams etc do not need to be ratified by the Executive Board and can be signed off by the Programme Board once consulted at the General Working Group.

AUDIT OF AMENDMENTS

Date	Paragraph Changed	Brief details of alterations	Approved by

FOREWORD

Following instruction from the Leicester, Leicestershire & Rutland Local Resilience Forum (LLR LRF) Programme Board this document has been developed to assist LRF partner agencies to prepare for, and look at a major incident regardless of cause at a tactical and/or strategic level.

A glossary of terms can be found at ANNEX C.

DISCLAIMER

This plan has been prepared and published in good faith by Leicester, Leicestershire & Rutland Local Resilience Forum (LLR LRF) and is believed to comprise of accurate and up-to-date information regarding all matters contained within the document at the time of writing. This document is a 'live document' and is reviewed and updated on a Biennial basis unless otherwise specified.

- However, no guarantee, warranty, nor binding assurance or representation of any kind given by virtue of the preparation and publication of this document on behalf of LLR LRF, its employees or agents or anyone acting on their behalf;
- That the plans, intentions, procedures and information herein are complete and without defect or error of any kind;
- That any action or series of actions, processes, or procedures described herein as to be taken will be taken by the person or person herein described or by any other person or persons acting on his, her or their behalf;
- That all or any of the persons, resources, equipment, facilities or services described herein will be available at all or any time or times; and
- That any person or persons other than members, employees or agents of LLR LRF who act or fail to act in reliance upon this document or any part of it do so entirely at his, her or their own risk.

LEGISLATION

The Civil Contingencies Act 2004 places a statutory duty upon key responding and supporting agencies to prepare for and respond to emergencies.

Part 1 of the Act establishes a clear set of roles and responsibilities for those involved in emergency preparation and response at the local level. The Act divides local responders into two categories, imposing a different set of duties on each.

Category 1 Responders are those organisations at the core of the response to most emergencies (e.g. Emergency Services, Local Authorities, NHS bodies, Port Health Authority and Environment Agency). Category 1 Responders are subject to the full set of civil protection duties.

They will be required to: -

- Co-operate with other local responders to enhance co-ordination and efficiency.
- Share information with other local responders to enhance co-ordination
- Assess the risk of emergencies occurring and use this to inform contingency planning.
- Put in place Emergency Plans.
- Put in place Business Continuity Management arrangements.
- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency.
- Provide advice and assistance to businesses and voluntary organisations about Business Continuity Management (Local Authorities only).

Category 2 Responders such as the Health & Safety Executive, Transport, Utility Companies and the Voluntary Sector Organisations. These “co-operating bodies” are less likely to be involved in the core planning work but may be heavily involved in incidents.

Category 1 and 2 Organisations will come together to form “Local Resilience Forums” (based on police areas) which will help co-ordination and co-operation between responders at local level. The Leicester, Leicestershire & Rutland Local Resilience Forum was created to meet this requirement. Please see the Local Resilience Forum Constitution, available on the LRF website, for further details.

SITE CLEARANCE CONCEPT OF OPERATIONS (CONOPS)

1. INTRODUCTION

1.1 The clearance, removal and disposal of debris following a catastrophic or major incident are a potential problem for which Local Authorities (LA) will have the lead in managing. The guidance in this paper has been prepared to help everyone with a key interest in planning for, and dealing with the clear up of rubble and debris generated by all types of incident whether of natural cause, accidental or deliberate attributable to terrorist attack. When this includes the hazardous CBRNE¹ materials, from a deliberate act, the problem can become immense. Many of the resources and processes required to recover a site following structural damage are similar to those required if the location is also subject to a CBRNE incident. The difference is essentially caused by the added complications a contaminated site brings. The incident may also be subject to accidental release of radiological or nuclear materials.

1.2 Incidents requiring site clearance will vary significantly in scale and nature. Incidents may range from those with natural causes (e.g. arising from severe weather), to those with accidental causes (e.g. from gas explosions), to those caused by terrorist attack. In some cases there may also be contamination of affected buildings and/or the wider environment. In the immediate aftermath of an incident Local Authorities play a supporting role to the emergency services. It is essential that work to deal with the aftermath begins as soon as possible, even whilst the initial crisis is still being managed. As soon as the need becomes apparent the host LA is to convene a Recovery Co-ordinating Group (RCG) to monitor events and begin identifying the resources that will be needed for the subsequent clear up operations.

2. AIM & OBJECTIVES

2.1 AIM

The aim of this CONOPs is to set out roles and responsibilities that may fall to Local Authorities in Leicester, Leicestershire and Rutland to assist in dealing with the implementation of site clearance after catastrophic and major incidents involving damage to property and or the environment. This includes for the ultimate making safe and removal of debris, (with potentially large volumes to be considered). The plan should be read in conjunction with the LLR LRF recovery guidance.

2.2 OBJECTIVES

The main objectives of the plan are:

- a. Assessing and making safe buildings and structures affected by the incident
- b. Minimising environmental impact from the incident
- c. The safe removal and disposal of rubble and other debris

¹ CBRNE – Chemical / Biological / Radiological / Nuclear and Explosive

- d. Ensuring environmental impacts from site clearance are appropriately controlled

Also the following as appropriate in line with the LLR LRF Site Recovery guidance:

- a. Facilitating the recovery process and restoration of normality
- b. Maintaining, so far as is reasonably practicable, normal services at an appropriate level.

2.3 The achievement of these objectives depends on delivery of a robust and appropriate site clearance capability as set out in this paper. Successful implementation will rely upon the emergency services, local authorities and other agencies being engaged in the planning and delivery of the statutory responsibility supported by training.

(Statutory roles & responsibilities of the agencies involved are in ANNEX B)

2.4 Key issues

- a. Handover from Strategic Co-ordinating Group to the LA
- b. Health and safety responsibilities
- c. Setting priorities for site clearance
- d. Managing the clearance process
- e. Public information and media handling
- f. Accountability
- g. Site clearance costs to be recovered

3. ACTIVATION

3.1 PRINCIPLES FOR PLAN ACTIVATION

Activation of the plan will normally be made by the Strategic Co-ordinating Group.

The planning of site clearance does not begin when the incident is over. It starts from the beginning of the response process, when the prime focus is the rescue of those who are trapped, to assist the blue light services to carry out their rescue and evidential responsibilities.

The Local Authority (LA) in which the incident occurs has responsibility for site clearance.

In circumstances where a site clearance operation crosses LA boundaries, the lead LA will normally be agreed at the multi agency SCG (consideration of Bellwin).

3.2 COMMAND STRUCTURE

The agreed command structure will be followed

See ANNEX A - Command Structure diagram.

3.3 RECOVERY CO-ORDINATING GROUP (FORMERLY RECOVERY WORKING GROUP)

Within the multi agency Strategic Co-ordinating Group (SCG - Gold) there will be a procedure in place to set up a Recovery Co-ordinating Group (RCG) in the early stages of an emergency to determine policy and develop action plans to help a rapid return to normality. In most circumstances a senior officer within the relevant local authority will lead recovery.

The RCG will bring key agencies together and will form the focus for integrated planning for recovery. It is likely that the RCG will form 3 task groups

- a. Site Clearance (this document)
- b. Site Recovery
- c. Community Recovery

3.4 MAINTENANCE OF NORMAL SERVICES

The Local Authority will lead the recovery process once responsibility has been handed over by the emergency services. The police may maintain a presence on site for safety / advisory role.

On-site management structures need to be activated in parallel with off site management structures to ensure a co-ordinated approach to the continuing site clearance and recovery to normality.

This will be activated through the RCG and will differ depending upon the scenario.

4. HANDOVER PROCEDURE – from emergency response to recovery / site clearance

4.1 At SCG, a decision to transfer responsibilities to the Local Authority will be formalised.

A 'Certificate of Handover' for signature is to be provided to the Local Authority on handover of the site or each sector – see ANNEX E.

Handover will take place once the emergency services have completed their activities, For handover criteria, see ANNEX D.

5. SITE STABILISATION

5.1 HEALTH AND SAFETY ARRANGEMENTS

- a. As part of their operations, the LFRS will have carried out an analytical risk assessment and the presence of hazardous materials such as chemical, biological or radiological contamination will have been established.
- b. The analytical risk assessment is to be reviewed and updated at regular intervals
- c. Appropriate measures to be taken as determined and advised by the SCG.
- d. Appropriate PPE to be worn at all times suitable for the risk.
- e. The presence of Asbestos should always be assumed a possibility when dealing with older buildings and the appropriate measures taken.

- f. In the initial phase of the incident the LA will appoint a competent Building Surveyor / Structural Engineer and in consultation with others will assess the structural stability of affected structures.
- g. Adequate and appropriate welfare and working practices to be put in place to care for both those involved in site clearance operations and those affected by the operations.

5.2 SITE COMMUNICATIONS

Suitable on-site and off-site communications to be put in place appropriate to the situation and the LA.

5.3 MEDIA ARRANGEMENTS

This will be through the existing Media Cell.

5.4 SITE SECURITY

- a. Appropriate security fencing to be provided in accordance with relevant statutory health and safety legislation, and as appropriate to the size and scale of the incident.
- b. Appropriate site safety signage to be provided.
- c. Consideration to be given to dividing the site area into sectors, dependant upon size of the incident.
- d. The extent of the cordon to be reviewed and reduced accordingly as sectors are made safe and clearance complete.
- e. A pass system to be adopted as appropriate, to control entry to the site area to authorised personnel and visitors only.
- f. Security personnel to be considered to suit the size and nature of the incident.

5.5 SITE PRIVACY

Close boarded hoardings may be necessary to provide privacy to the site area dependant upon the cause and nature of the incident.

6. SITE PRESERVATION (INVESTIGATION)

6.1 SITE SAFETY CHECKS

Regular site safety checks are to be carried out by lead agency.

6.2 INVESTIGATION ARRANGEMENTS

- a. Although most investigations will have been completed before the site is handed over to the Local Authority for site clearance, there may be occasions where further evidence is found e.g. Handbags, personal possessions and although unlikely, body parts etc, during the removal of debris. When this happens the clearance must cease and the police notified.
- b. Removal of debris may commence prior to hand over to the LA to assist with or for further investigation and analysis. The LA will provide assistance with this to the agreed site area.

- c. The Health and Safety Executive (HSE) may need to be involved in the investigations process, particularly if the incident is attributed to an accident in the workplace or failure of Health and Safety measures.
- d. Suitable on and off site communications to be put in place appropriate to the situation and the LA.

6.3 MONITORING & RECORDING (INFORMATION MANAGEMENT)

A detailed log of all incidents to be maintained, utilising the LA's own recording system.

7. DEBRIS REMOVAL & CLEARANCE

7.1 PRIORITIES FOR CLEARANCE

This will be determined by the RCG using this guidance:

- a. **Priority 1:** Buildings, structures or services essential to the critical infrastructure e.g. hospital, airport, or a suitable location for on-site medical facilities;
- b. **Priority 2:** buildings or structures or locations critical to forensic/ evidential investigation or whose space is required for bodies to be stored;
- c. **Priority 3:** buildings or structures on a main arterial route or close to a major public thoroughfare;
- d. **Priority 4:** other structures in imminent danger of collapse – with priority to f. dwellings to allow re-occupation, or clearing of watercourses, drainage and stagnant water to prevent disease;
- e. **Priority 5:** damage assessment of other affected buildings / structures that may have suffered hidden / latent damage.

During the emergency response phase the LFRS will take a key role in commissioning site clearance activity where this is needed to facilitate search and rescue.

The LA to appoint a competent lead officer for on site management to oversee the site clearance operation.

The LFRS will work in close liaison with the LA lead officer on site to assess the situation and needs to facilitate agreed priorities.

A regular flow of information to be maintained between on and off site management, which needs to be documented for audit and evidential purposes.

7.2 DAMAGE ASSESSMENT & MAKING SAFE

In the initial phase of an incident the LFRS in liaison with LA Building Control and others, determine the need for the following:

- a. Assessment of affected buildings and structures to determine whether they pose a threat to the safety of personnel on site.
- b. Agree the need for the demolition and shoring up of dangerous buildings and structures.
- c. Request plant, equipment and personnel, needed to secure a safe and effective clear up and make safe of affected buildings / structures
- d. Implementation of measures needed for the continued protection and public safety.

Where the Local Authority considers an urgent need to undertake work to render damaged buildings safe, reasonable efforts should be made to establish and make contact with building owners as prescribed in section 78 Building Act 1984.

7.3 REMOVAL & TRANSPORTATION OF DEBRIS

Once the relevant investigations are complete and no longer deemed a crime scene, general clearance can commence.

Decisions on the management of the disposal of debris to be undertaken by the SCG.

Decisions on the priorities to be adopted for collection transport and disposal methods to be determined and based upon the following factors:

- a. Volume and type of rubble and debris generated
- b. Whether hazardous materials are present (HAZMAT)
- c. The need for further forensic investigation and sifting of debris
- d. Whether debris can be taken for recovery or disposal without prior treatment
- e. Whether contaminated waste can be treated on site or needs to be taken elsewhere
- f. Transfer of dangerous or hazardous waste such as asbestos
- g. Location and accessibility
- h. Environmental complications
- i. Urgency of site clearance
- j. Availability and accessibility of disposal sites or the need for temporary storage sites
- k. Available daily disposal capacity
- l. Debris recycling possibilities

7.4 REMOVAL & TRANSPORTATION OF CONTAMINATED DEBRIS

Appropriate measures to be taken to deal with the removal and transportation of contaminated debris in accordance with guidance from the Government De-contamination Service (GDS)

7.5 ON-SITE OFFICE ARRANGEMENTS

Site offices to be set up with appropriate facilities to manage and co-ordinate the site clearance operation and to ensure LA resources are mobilised as required appropriate to the expected duration of the operation.

7.6 ARRANGEMENTS FOR CONTINUITY OF CLEARANCE SERVICE

An early decision to be made by all agencies involved in the emergency as to whether the response is likely to be prolonged. If it is, then it will be necessary to establish a staff rota system immediately. Failure to do so will threaten the health of staff and compromise their ability to respond effectively to the incident.

In the earliest period of prolonged response all managers should identify deputies who can be sent away immediately to rest. These officers can then return later to take over from the first responders.

As early as possible a suitable shift pattern to be introduced. As a minimum this should be based on three, eight hour periods, and allowing 5 – 30 minute overlaps at the start and finish of each to facilitate suitable handover from one shift to another.

The LA may continue to co-ordinate clean up activities for larger and more complex sites where there is a risk to the public, but as soon as possible and when safe to do so, the Local Authority should return the site to owners and residents.

The LA will work in close co-operation with site owners, their agents and building insurers to help facilitate the site clearance and handover to the building owners.

Consideration to be given by the RCG group, to engage a specialist adviser with appropriate civil engineering and quantity surveying skills to advise on the site clearance operation in major incidents.

7.7 TEMPORARY STORAGE

- a. **On site temporary storage:** to be in accordance with the LL&R LRF Urban Search and Rescue plan.
- b. **Off site temporary storage:** potential sites to be identified by the RCG appropriate or potentially large volumes of debris.
 - (1) Consultation to be made with Leicestershire Constabulary prior to movement of the debris.
 - (2) The Health and Safety Executive (HSE) and Environment Agency (EA) to be consulted on this and advice sought on the authorisations required.
 - (3) Facilities for the sorting of debris to be considered for transfer to permanent disposal sites appropriate to the nature of the waste.
 - (4) Where possible suitable licensed waste management sites to be used.

7.8 LONG TERM STORAGE

Storage of substantial volumes of potentially hazardous waste presents particular challenges. The EA and HSE to be consulted for advice on suitable landfill sites for permanent or long term storage.

Permanent land fill sites / transfer sites to be determined capable of receiving large volumes of debris for treatment or disposal

7.9 ENVIRONMENTAL CONSIDERATIONS

The EA and HSE to be consulted over the impact of the clearance operations and waste storage & disposal in terms of the environmental impact of the clearance activity on the site and also the storage arrangements.

Selection of sites to be away from sensitive environmental receptors and pathways, such as watercourses and sites of special scientific interest etc

An environmental impact assessment to be carried out with assistance from the EA for both affected site and storage areas.

7.10 ARRANGEMENTS FOR DISPOSAL (INCLUDING ALTERNATIVES TO LANDFILL)

Where possible materials to be sorted and segregated for waste transfer and possible recycling of materials.

Recycling of materials to be adopted where possible to reduce the impact on landfill sites.

Local authorities hold details of approved contractors who may be able assist in the site clearance operations.

Where debris is contaminated GDS will give advice on appropriate measures and approved contractors.

8. RETURN TO NORMALITY

8.1 STAND-DOWN PROCEDURES

On completion of site clearance including making safe of buildings affected, the RCG will formally agree the clearance phase of the operation complete.

8.2 RESTORATION ARRANGEMENTS

The recovery phase and continuation back to normality can be a long time.

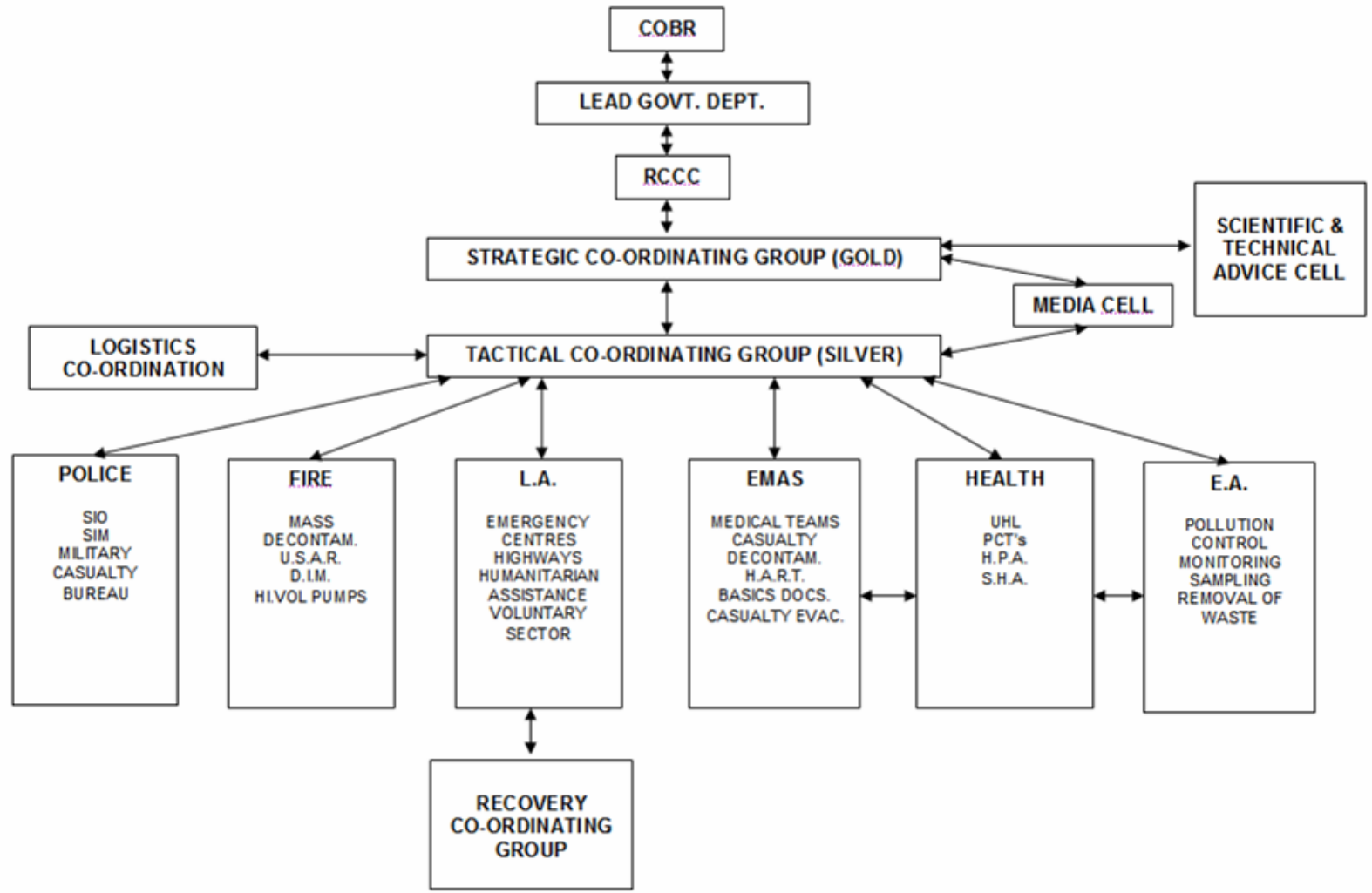
Restoration arrangements to be managed in accordance with the Recovery Plan.

9. INDEX OF ANNEXES

- a. **ANNEX A** Command Structure Diagram
- b. **ANNEX B** Roles & Responsibilities
- c. **ANNEX C** Glossary of Terms
- d. **ANNEX D** Criteria of Handover Site
- e. **ANNEX E** Handover Documents

ANNEX A

COBR COMMAND & STRUCTURE



ROLES & RESPONSIBILITIES OF KEY ORGANISATIONS (statutory)

1. LEICESTERSHIRE CONSTABULARY

- a. Assume responsibility for the overall co-ordination of the emergency response
- b. Until otherwise determined, treat the site as a crime scene
- c. Maintain integrity of the scene and cordons whilst the site is dealt with as a potential crime scene.
- d. Ensure that where the site is a scene of a suspected criminal act, correct evidence collection procedures are observed.

2. LEICESTERSHIRE FIRE & RESCUE SERVICE

- a. Assume responsibility for safety management within the inner cordon
- b. Perform urban search and rescue
- c. Take responsibility for the safety management within the inner cordon (other than in terrorist activity)
- d. In liaison with the Environment Agency minimise the impact on the environment

3. AMBULANCE SERVICE

- a. Provide immediate life saving treatment and reassurance to any casualties at the scene
- b. Provide limited patient triage and treatment at the inner cordon
- c. Provide transport to hospital to casualties

4. HEALTH & SAFETY EXECUTIVE (HSE)

- a. Investigate incidents where work related accidents have occurred
- b. Provide advice on the treatment and storage of hazardous materials (HAZMAT)

5. LOCAL AUTHORITIES

- a. Overall responsibility for co-ordination of the RCG from inception of RCG
- b. Once the SCG have handed over responsibility of the site, assume responsibility for overall co-ordination of site clearance operation
- c. Maintain security and access control points to the site
- d. Determine structural safety and integrity of all buildings within the site area
- e. Identify suitable transfer / storage sites for debris removal
- f. Engage all agencies and organisations necessary for effective site clearance
- g. Assume responsibility for deciding at what point, if at all it may be safe to return properties to their owners for them to re-occupy or continue with site clearance / reinstatement.

6. PRIMARY CARE TRUSTS

- a. Co-ordinate the local NHS operational response to the incident during the acute and recovery phase
- b. In consultation with the Health Protection Agency, monitor the health of all responders and those affected and implement measures to ensure the general public are protected and kept as informed as possible

7. HEALTH PROTECTION AGENCY

- a. The Health Protection Agency through its National Division and Local and Regional Services provides support to the NHS and other Government Departments and Agencies. This advice covers:
 - (1) Personal protective equipment;
 - (2) Decontamination and evacuation
 - (3) Toxicological and epidemiological advice on impact on public health;
 - (4) Clinical advice on antidotes and medical treatment;
 - (5) The public health impact of industrial sites, and
 - (6) Health effects from chemicals in the environment (including water, soil, waste).
- b. The East Midlands Health Protection Agency provides a rapid response from its local Health Protection Unit. They also bring in national expertise to support local incidents as needed. Guidance is available round-the-clock from medical toxicologists, clinical pharmacologists, environmental scientists, epidemiologists and other specialists.

8. HOSPITAL NHS TRUSTS

- a. Liaise with the Ambulance service to receive casualties from the incident

9. GOVERNMENT DECONTAMINATION SERVICE

- a. Advisory body regarding the removal and disposal of contaminated debris – will attend meetings

10. GOVERNMENT OFFICE EAST MIDLANDS

- a. Will attend SCG meetings

GLOSSARY AND ACRONYMS

Access Control Points	The Access Points at a perimeter of an area, which maybe physical or improvised, to cordon off an incident site.
Capability	A demonstrable capacity or ability to respond to and recover from a particular threat or hazard. Originally a military term, it includes personnel, equipment, training and such matters as plans, doctrine, and the concept of operations
Capability Programme	The core framework through which the Government is seeking to build Resilience across all parts of the UK. The aim of the Capabilities Programme is to ensure that a robust infrastructure of response is in place to deal rapidly, effectively and flexibly with the consequences of civil devastation and widespread disaster inflicted as a result of conventional or non-conventional disruptive activity
Catastrophic Incident	An incident of such a magnitude that it requires an exceptional response, including a requirement for central government involvement
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosives
CCA	Civil Contingencies Act (2004)
CCS	Civil Contingencies Secretariat
COBR	Cabinet Office Briefing Rooms
Control	The authority to direct strategic and tactical operations in order to complete an assigned function and includes the ability to direct the activities of other agencies engaged in the completion of that function.
Co-ordination	The harmonious integration of the expertise of all the agencies involved with the object of effectively and efficiently bringing the incident to a successful conclusion.
Cordon	Seal off the controlled area to which unauthorised persons are not allowed access and provide security for it.
Defra	Department for the Environment, Food and Rural Affairs
Forward Control Point	Each service's command and control facility nearest the scene of the incident – responsible for immediate direction, deployment and security
EA	Environment Agency
GDS	Government Decontamination Service
GNN	Government News Network
GOEM	Government Office for the East Midlands
HAC	Humanitarian Assistance Centre. A one-stop-shop for survivors, families, friends and all those affected by the emergency, through which they can access support, care and advice.

HAZMAT	<p>Hazardous materials i.e. any material that, because of its quantity, concentration, or physical or chemical characteristics, may pose a real hazard to human health or the environment. Hazardous materials include the following categories:</p> <ul style="list-style-type: none"> • Flammable and Combustible Material • Toxic Material • Corrosive Material • Oxidizers • Aerosols • Compressed Gases <p>Separate directives cover some materials considered hazardous. They include mercury, asbestos, propellants, bulk fuels, ammunition, medical waste and chemical, biological and radiological materials.</p>
HSE	Health & Safety Executive
LA	Local Authority
LA Emergency Control Centre	LA operations Centre from which the management and co-ordination of LA incident support is carried out
LFRS	Leicestershire Fire & Rescue Service
Lead Government Department	Department which, in the event of a given major emergency, co-ordinates central government activity
LLR	Leicester, Leicestershire and Rutland
LRF	Local Resilience Forum A process for bringing together all the Category 1 and Category 2 responders within a local police area for the purpose of facilitating co-operation in fulfilment of their duties under the Civil Contingencies Act 2004.
MACA	Military Aid to the Civil Authorities
Major Incident	Any emergency that requires the implementation of special arrangements by one or all of the Emergency Services, Local Authorities or Ambulance/Health Authorities
Mutual Aid	An agreement between responders, within the same sector or across sectors and boundaries, to provide assistance with additional resources during an emergency, which may go beyond the resources of an individual responder
OCT	Outbreak Control Team
PPE	Personal Protective Equipment
RCG	Recovery Co-ordinating Group (Formerly known as Recovery Working Group RWG): A multi-agency group, usually led by the responsible LA, with representation from key agencies, and others involved in recovery and site clearance, including the local community, contractors and local businesses, water and health authorities with interests in the areas affected by the incident. There is reference in various other guidance to other similar groups such as the Remediation Working Group, the Recovery Liaison Group etc. However the groups appear to perform a similar function

RCCC	Regional Civil Contingencies Committee , Regional body, which meets during an emergency when action or a response is required at a regional level, is required.
RRF	Regional Resilience Forum : A forum established by the government offices of the regions to discuss civil protection issues from the regional perspective and to create a stronger link between local and central government on resilience issues.
SIO	Senior Investigating Officer : The senior detective appointed by the senior police officer to assume responsibility for all aspects of the police investigation
SCG	Strategic Co-ordinating Group (also known as Gold Command) : Strategy/Policy Group or Senior representatives from all agencies involved in a response to determine, review and amend overall strategy.
STAC	Science and Technical Advice Cell
TCG	Tactical Co-ordinating Group (also known as Silver Command) : A Tactical Level of management provides overall management of the response to an emergency. Tactical managers determine priorities in allocating resources; obtain further resources as required, and plan and co-ordination when tasks will be undertaken.
Temporary Storage Sites	Facilities where waste is unloaded in order to permit its preparation for further transport for recovery, treatment or disposal elsewhere. Identification of a site will need to be undertaken in consultation with the EA who will identify what authorisations are required. The decision whether to establish a temporary storage site is the responsibility of the Strategic Co-ordinating Group in consultation with the relevant authority(s)/agency(s) responsible for the type and contents of the debris. The EA and HSE would be consulted in all cases.
USAR	Urban Search And Rescue

**SUGGESTED CRITERIA FOR
HANDOVER OF SITE**

1. The criteria for assessing when the handover can take place from response to recovery should be agreed between the Strategic Co-ordinating Group and the Chair of the Recovery Co-ordinating Group.
2. This could be a phased event depending on the emergency, e.g. if a number of disparate sites were affected which are released the RCG over a period of time.
3. Suggested criteria are:
 - a. The emergency is contained and there is no risk of resurgence
 - b. Public Safety measures are in place and working effectively
 - c. Recovery Co-ordinating Group (and any supporting Sub-Groups) is firmly established and proactive.
 - d. The Emergency Control Centre is functioning effectively and has the necessary:
 - (1) Resources
 - (2) Communications
 - (3) Media co-ordination support
 - e. Individual organisations are functioning effectively with adequate:
 - (1) Resources
 - (2) Communications
 - (3) Management of outstanding issues
 - f. County / Unitary / District Council are able to accept Chair of Recovery Co-ordinating Group

**WARNING – If you are viewing a printed copy of this document it may not be current
NOT PROTECTIVELY MARKED**

INTENTIONALLY BLANK

Leicester, Leicestershire & Rutland



Local Resilience Forum

ANNEX E

CERTIFICATE OF HANDOVER

Upon this status certificate being signed by the Local Authority and the Strategic Co-ordinating Group Chair, the Command and Control for dealing with the recovery and site clearance of the emergency is to be taken over by the appropriate Council.

Name of Emergency Site or Sector:

.....

Name of Council:

.....

In addition to any requirements laid out in specific contingency plans relevant to this emergency:

1. There is no known further risk to life in relation to this specific emergency.
2. There are no serious public order or crime prevention issues which impact on the overall strategic co-ordination of the recovery phase.
3. There are no known scenarios which may require the reinstatement of the Strategic Co-ordinating Group in relation to this emergency in the foreseeable future.
4. The circumstances dictate it more appropriate for Command and Control to rest with the named Council in that the phase is clearly now one of recovery.
5. The named Council is satisfied that it has in place the infrastructure and processes to take over co-ordination from the Strategic Coordinating Group.

Signed:**For the County/District/Unitary Council**

Signed:**Chair of the Strategic Co-ordinating Group**

Date and Time Signed: