

NORTHERN IRELAND FIRE BRIGADE

OPERATIONS POLICY AND PERFORMANCE REVIEW



GENERIC COMAH PLAN

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FORENOTE

The purpose of this plan is to provide a basis from which specific plans can be produced to ensure an effective Fire Brigade contribution to any incident at an establishment, which is subject to Regulations 7 to 14 of the Control of Major Accident Hazards Regulations (Northern Ireland). (COMAH Regulations – Top Tier Establishments.)

Where appropriate, this plan may also be used to produce plans for establishments which are not subject to the COMAH Regulations, or are Lower Tier COMAH establishments. Such plans, however, must not refer to specific COMAH terminology such as On-site/Off-site Plan, 'COMAH Red', etc.

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RECORD OF AMENDMENTS

AMENDMENT NO	DATE	PAGE(S)	AMENDED BY

INTRODUCTION

The purpose of this plan is to ensure an effective Fire Brigade contribution to any incident at _____ COMAH establishment.

It is essential that the operational tactics to be adopted by the Brigade reflect the principles of Dynamic Risk Assessment and the Incident Command System. Guidance contained within specific Standard Operating Procedures and the Operational Aide-Mémoire should also be referred to in addition to the procedural guidance available from appropriate Fire Service Training Manuals.

The focus of Brigade activity at an incident will normally be at the scene of operations where effective command and control must be exercised.

This should allow the Brigade to make a significant contribution to preventing an escalation of the incident and give casualties and others at risk the best chance of survival.

Incidents at COMAH establishments can fall into one of the following categories:

- 1 Incidents which require a Pre-Determined Attendance (PDA) as per routine mobilising instructions, eg:
 - 1.1 Car on fire in the car park.
 - 1.2 Rubbish on fire in a non-hazardous area.
 - 1.3 Person trapped in machinery.
- 2 Incidents on the premises for which a PDA has been prescribed following an inspection under Article 4(2)(d) of the Fire Services (Northern Ireland) Order 1984, eg, Hazardous Incident confined On-site.
- 3 Incidents which involve Major Accident Hazards which could affect people and/or the environment outside the boundary of the establishment. Code-named '**COMAH RED**'.
- 4 Major Incidents as defined by the Brigade's Major Incident Plan.

On receipt of a call for assistance to an incident at a COMAH establishment, the PDA for the appropriate category of incident will be mobilised.

- 2 -

For mobilising to incidents described as 2, 3 and 4 above, Brigade Control should ensure that the following is obtained:

- 1 Type of call.
- 2 Location.
- 3 Rendezvous Point (RVP).
- 4 Route.

Incidents as described at 1 and 2 above should be dealt with as per normal Brigade practices and procedures. Incidents as described at 3 above should be dealt with as per normal Brigade practices and procedures and those details contained in this plan. Incidents as described at 4 above should be dealt with by implementing the Major Incident Plan, complimented by the details contained in this plan.

If appropriate, alternative routes and RV Points may be designated pending weather and wind direction at time of incident. A windsock may be required for this purpose.

RISK ASSESSMENTS

To be completed.

SECTION 1

DEFINITION

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SECTION 1

DEFINITION OF A 'COMAH RED' INCIDENT

- 1.1 A '**COMAH RED**' incident is an occurrence (including, in particular, a major emission, fire or explosion) resulting from uncontrolled developments in the course of the operation at the establishment and leading to serious danger to human health or the environment, immediate or delayed, inside or outside the establishment.
- 1.2 An incident initially reported as 'COMAH RED' has a high probability of being upgraded to a Major Incident as defined in the Brigade's Major Incident Plan.

SECTION 2

ROLE OF THE FIRE BRIGADE

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SECTION 2

ROLE OF THE FIRE BRIGADE

The role of the Brigade is:-

- 1 Rescue of trapped casualties.
- 2 Preventing further escalation of the incident by tackling fires, dealing with released chemicals and other hazardous situations.
- 3 Information-gathering and hazard assessment to give advice to the Police and enable them to advise the public to evacuate or stay put.
- 4 Liaison with the Police regarding the provision of an inner cordon around the immediate incident, to enable the Fire Brigade to exercise control within that cordon (see Section 4, Paragraph 4.3).
- 5 Liaison with the Ambulance Service Incident Officer and the Medical Incident Officer (if there is one present) with regard to providing assistance at Ambulance Loading Points and the priority evacuation of injured persons.
- 6 The safety of all personnel involved in the rescue work.
- 7 Consideration of the affect the incident may have on the environment and the action to be taken to minimise this.
- 8 Assisting the Police with recovery of the dead.
- 9 Participating in investigations as appropriate and preparing reports and evidence for enquiries.
- 10 Standby during non-emergency recovery phase to ensure continued safety at and surrounding the site, if necessary.

NB

In the event of casualties being chemically contaminated, 5 above would include, if practical, carrying out emergency decontamination of casualties.

SECTION 3

BRIGADE RESPONSE

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SECTION 3

BRIGADE RESPONSE

1 PRE-DETERMINED ATTENDANCE (PDA)

The PDA is as follows:-

6 PUMPS

1 EMERGENCY TENDER

or

1 RESCUE TENDER

and

1 TECHNICAL SUPPORT VEHICLE

1 EMERGENCY SUPPORT UNIT

1 CONTROL UNIT

[OTHER SPECIALIST APPLIANCE(S)]

1 SENIOR OFFICER (DO OR ABOVE)

3 OTHER FLEXIBLE DUTY OFFICERS (STN O OR ABOVE)

1 HAZMAT OFFICER

2 CONTROL

On receipt of a '**COMAH RED**' call, the Mobilising Officer will take the following action:-

2.1 Obtain the RVP and route. This information is to be passed on to all attending the incident.

2.2 Despatch a first attendance or complete an existing attendance to give the PDA, as detailed at 1 above.

2.3 Notify the Police and Ambulance Services (*and Her Majesty's Coastguard) if the call did not originate from these sources. Ensure details of RVP and route are passed.

* Delete as appropriate.

- 2.4 Mobilise a second Hazmat Officer to Brigade Control.
- 2.5 Mobilise the Brigade Strategic Command Support (SCS) Officer to Brigade Headquarters' Command Room.
- 2.6 Inform the Duty Area Command Officer and Duty Principal Officer.
- 2.7 Request the attendance in the Control Room of the Principal Fire Control Officer/Group Fire Control Officer.
- 2.8 Reinforce stations, as necessary, to maintain cover depleted by actions 2.2 above.
- 2.9 Mobilise the duty Photographer.
- 2.10 Mobilise any other resources as per normal mobilising procedures, eg, Mobile Mechanic.
- 2.11 Inform Met Office that CHEMET may be required for this incident.
- 2.12 Consider the need to recall extra Brigade Control staff and agree numbers with the Principal Fire Control Officer/SCS Officer. Recall any necessary staff as soon as possible.
- 2.13 Consider moving control of the incident into the Command Room.
- 2.14 Inform the Environment and Heritage Service Duty Officer.

3 INCIDENT RENDEZVOUS POINTS

Initially appliances will be directed to the appropriate RVP via the appropriate route. The management of the RVP is a Police responsibility when resources become available.

The designated RVPs are:

RVP 1 _____.

RVP 2 _____.

Locations and designated routes as shown at Appendix 1.

4 **MARSHALLING AREA(S)**

If necessary, a Marshalling Area will be established in liaison with the Police at:

1 _____

OR

2 _____

(See Appendix '1'.)

Appliances should not proceed to the RVP until called forward on the instructions of the Fire Incident Commander.

SECTION 4

OPERATIONAL MANAGEMENT AT AN INCIDENT

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SECTION 4

OPERATIONAL MANAGEMENT AT AN INCIDENT

1 INITIAL ACTIONS BY FIRST OFFICER AT AN INCIDENT

This Officer's primary function is to determine the size, scope and nature of the emergency and convey this information to Control. At a small incident this Officer may be able to commit crews to deal with the incident. At a large incident this Officer may be under considerable pressure to commence rescue and other operations. It is, however, more important that the scale of the incident be correctly assessed and as much information as possible is conveyed to Control, to ensure the correct level of response can be initiated.

2 ACTIVATION OF 'COMAH RED' PROCEDURES

- 2.1 Within the Brigade the decision as to whether a 'COMAH RED', as defined in Section 1, is to be declared, will be determined by the Incident Commander at the scene.
- 2.2 Should such a decision be taken, Control will be informed, using the standard phrase '**COMAH RED**'. Details of the RVP and route should be passed, if these were not previously detailed, or details previously passed are no longer appropriate.
- 2.3 Control will inform Police and Ambulance Controls (*Her Majesty's Coastguard) and (enter the Operator's details).
- 2.4 A 'COMAH RED' declared by the Police, Ambulance Service (*Her Majesty's Coastguard) or the Operator will be a 'COMAH RED' for the Brigade.

3 COMMAND STRUCTURES

- 3.1 The Police and Ambulance Service use the Gold (Strategic), Silver (Tactical) and Bronze (Operational) systems of Incident Management.

* Delete as appropriate.

The Forward Control Point (FCP) will be established at:

1 _____

OR

2 _____

(See Appendix '1'.)

An Incident Control Post (ICP) will be located at:

1 _____

OR

2 _____

(See Appendix '2'.)

The Police and Ambulance Service Incident Officers (Silver) will normally be located at the ICP.

3.2 POLICE

The role of the Police will include any or all of the following:

- 3.2.1 Saving life in conjunction with other emergency services.
- 3.2.2 Co-ordination of the emergency services and other subsidiary organisations.
- 3.2.3 Access/egress to/from the site and the protection and preservation of the scene.
- 3.2.4 Evacuation procedures, if necessary, in conjunction with the other emergency services, government departments and Health and Social Services.
- 3.2.5 The investigation of the incident in conjunction with the other investigative bodies, where applicable.
- 3.2.6 The collation and dissemination of casualty information.

3.2.7 Identification of victims on behalf of the Coroner, who is the Principal Investigator where fatalities are involved.

3.2.8 The restoration of normality at the earliest opportunity.

3.2.9 Traffic control.

3.3 MEDICAL RESOURCES

3.3.1 The Senior Ambulance Service Officer at the scene will become the Ambulance Incident Officer (Silver).

The Ambulance Incident Officer will control all Ambulance Service personnel and resources at the incident. As more resources become available, he/she may apportion responsibility to delegate other Officers for specific Ambulance Service activities, or for specific areas in the case of a widespread incident.

3.3.2 Incidents where Medical and Nursing Teams attend will normally require the attendance of a designated Medical Incident Officer. The Medical Incident Officer's responsibilities will include having overall responsibility for the deployment of medical and nursing personnel at the site of the incident and he/she will work in close liaison with the Ambulance Incident Officer.

3.4 FIRE BRIGADE

3.4.1 The Officer-in-Charge at the scene at any given time will become the Fire Incident Commander.

3.4.2 Initially this Officer will take control of firefighting and rescue operations in the immediate area of the incident.

3.4.3 As resources increase, responsibilities should be apportioned to other Officers who may take control of fire and rescue operations in sectors of the incident or carry out specific duties as per Incident Command procedures.

See Glossary of Terms for the responsibilities of Sector Officers, Safety Officers, etc. The Fire Incident Commander should appoint a Command Support Officer to manage the Incident Control Post once this is established.

4 INCIDENT MANAGEMENT

- 4.1 In the initial stages of an incident the emergency services may be confronted with a scene of confusion and unco-ordinated activity.
- 4.2 It is essential to establish control over the immediate area of the incident and anyone who is assisting with rescue work.
- 4.3 Any situation that is, or is suspected to be, the result of terrorist action, will remain under the control of the Police. The Fire Incident Commander will liaise closely with the Police and take advice on when it is safe to continue operations.
- 4.4 If there is a fire, the possibility of fire, a chemical or explosive hazard, or a situation exists where access to the immediate scene is likely to lead to an escalation of the incident, the Police, in liaison with the Fire Incident Commander, will provide an inner cordon around the incident, to enable the Fire Incident Commander to exercise control of firefighting and rescue operations.
- 4.5 The Fire Incident Commander has responsibility for the safety of all persons working within the inner cordon and will liaise with the Police regarding who should be allowed access. Outside the inner cordon the Police will be co-ordinating operations, particularly to control access to the incident site.
- 4.6 Non-Brigade personnel entering the Brigade cordon must be made aware of and conform to, Brigade safety procedures. In particular, the use of the "Emergency Evacuation Signal" and Nominal Roll procedures (see Section Eight) should be adopted. In certain circumstances where explosive atmospheres may be present, only intrinsically safe or explosive protected equipment should be used within the cordon or a specific area of the cordon, as determined by the Fire Incident Commander.

- 4.7 As soon as practical, non-essential personnel should be required to leave the inner cordon to carry out other duties or wait in the marshalling area.
- 4.8 Spare nominal roll boards are carried on Command Support Units, ETs and ESUs, to enable non-Brigade personnel entering the inner/Brigade cordon to register their attendance.
- 4.9 All personnel with specialist duties should be issued with tabards and markings that make them easily identifiable.
- 4.10 Information should be gathered from all available sources, on hazards likely to be experienced by rescue personnel and the public, which will enable advice to be given to the Police. The Police will take the necessary action to evacuate surrounding areas, or advise on stay-put measures.
- 4.11 Initially, all efforts will be directed at preventing an escalation of an incident by controlling fire or the release of dangerous materials and to help freeing of trapped casualties. During this phase the Fire Incident Commander will take direct control of firefighting and rescue operations within the inner cordon or Brigade cordon (see Paragraph 4.3 for terrorist-related incidents).

These operations are of paramount importance and take precedence over all other considerations. However, early attention should be given to the investigations and enquiries, which may follow. Arrangements to record detail, take photographs or video pictures of the scene, should be considered. This will also facilitate further debriefs and training.

Brigade Photographers should be clearly distinguishable from the media and, where appropriate, explain to casualties the need to film/photograph them.

Responsibility for investigation and enquiry into the incident rests with the Police and the Health and Safety Executive for Northern Ireland and Brigade personnel must be aware that all photographic evidence is subject to all the rules of sub-judice.

- 4.12 Second only to the prevention of further catastrophe (eg, gas or other explosion), priority should be given to the treatment and recovery of casualties from the site. The Ambulance Service is responsible for the initial treatment and stabilisation of casualties and for their subsequent removal and medical evacuation. Early liaison will need to take place with Ambulance Service personnel and Medical Officers, who will advise on medical aspects of recovery and evacuation of casualties and the protection of the personnel carrying out this work.
- 4.13 Liaison with the other emergency services is essential to prevent unnecessary second searching of areas.
- 4.14 During rescue operations the Fire Incident Commander and Sector Officers should liaise with Police and Medical Officers to identify dead casualties, which should be left in position unless in danger of being lost or impairing the rescue of live casualties.
- 4.15 A standard Fatality Identification System, National Body Labels, for the labelling of dead casualties has been agreed. The provision of labels will be the responsibility of the Police. The Brigade may need to be involved in the process of attaching fatality labels, particularly in hazardous areas.

Personnel who do so will become witnesses and should make themselves available to the Police for statement purposes.

As it becomes apparent that no further lives can be saved, a gradual scaling down of resources should take place so as to ensure that any remaining evidence is not disturbed.

4.16 **CONTROL POINTS**

4.16.1 Dependent upon the size and nature of the incident, several levels of control may be set up by the Brigade and other emergency services.

4.16.2 **Forward Control Point (FCP)**

The Forward Control Point will be the first control point to be established and will usually be sited at one of the pre-determined locations detailed at 3.1.

It will normally consist of the first appliance or vehicle to attend. This control point should be positioned with safety in mind and advice should be given to the Police and Ambulance Services on the siting of their controls.

The function of the FCP will be the deployment of those resources under the control of the Fire Incident Commander. The overall co-ordination of emergency services to the FCP is the responsibility of the Police.

As the incident develops and more resources are available, the FCP will become a focus for the direct control of fire and rescue operations within the cordon or sector.

To clearly identify the FCP, the blue light of the control point vehicle should be left on. If the control vehicle is fitted with red flashing lights, these should be used and the blue lights switched off. Blue flashing lights on all appliances except the control vehicle should be switched off.

4.16.3 **Incident Control Post (ICP)**

As more resources arrive, the ICP will be established. This will be sited at one of the pre-determined locations detailed at 3.1 _____ (enter location if only one).

Once the ICP is set up, the Brigade FCP will more usually remain in place to provide a focus for command close to the incident.

The Fire Incident Commander will normally exercise overall control of fire and rescue operations from the ICP, with more direct supervision of activities at the centre of operations being exercised from the FCP.

The prime function of the ICP is to control and co-ordinate Brigade activities.

Functions will include:

- 4.16.3.1 Maintaining close liaison with the Fire Incident Commander, Sector Officers and other functional Officers with specialist duties, in order that any resources can be ordered as required.
- 4.16.3.2 Maintaining close liaison with other emergency services and support services.
- 4.16.3.3 Keeping a comprehensive log of all messages and occurrences.
- 4.16.3.4 Booking in and out of all Brigade personnel involved in the incident and non-Brigade personnel entering the inner cordon or Brigade cordon.
- 4.16.3.5 Maintaining the appropriate level of Incident Command board.
- 4.16.3.6 Ensuring all non-Brigade personnel entering the cordon are aware of and conform to, Brigade Safety procedures.
- 4.16.3.7 Ensuring only intrinsically safe or explosive protected equipment is used within the cordon when there is a flammable atmosphere with risk of explosion.
- 4.16.3.8 Making a plan of the rescue area, showing deployment of resources.
- 4.16.3.9 Providing regular Situation Reports as required.
- 4.16.3.10 Ensuring adequate relief of personnel and equipment.

- 4.16.4 As soon as resources are available, the Police will establish a presence at the ICP to co-ordinate the response to the incident. As far as practical all emergency service Controls should be located at the ICP.

Should the Fire Incident Commander decide to command from elsewhere, a Liaison Officer must be sent to the ICP.

4.16.5 **Brigade Control**

On receipt of information that a '**COMAH RED**' has occurred, the Officer-in-Charge of Control will be responsible for mobilising the necessary resources and alerting the other emergency services.

A comprehensive record of events should be maintained for the incident.

5 COMMUNICATIONS

5.1 **MAIN SCHEME**

Channel _____.

Alternative Channel _____.

5.2 **FIRE GROUND**

Insert details.

5.3 **INTERSERVICE**

Insert details.

5.4 **TELEPHONE/FAX NUMBERS**

Insert details.

SECTION 5

LIAISON

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2	DURING AN INCIDENT	5/1
3	AFTER AN INCIDENT	5/1

SECTION 5

LIAISON

1 PLANNING

- 1.1 The District Commander _____ (insert post) will be the Liaison Officer for this establishment.
- 1.2 A record of all meetings will be kept on the COMAH file for the establishment.

2 DURING AN INCIDENT

- 2.1 Liaison will be provided at the FCP and the ICP.
- 2.2 The FCP will provide the ICP with regular Situation Reports.

3 AFTER AN INCIDENT

- 3.1 There will be a structured debriefing on the Brigade operation following a 'COMAH RED' incident, to which other services will be invited. This debriefing will be carried out by an Officer nominated by the Assistant Chief Fire Officer (Operations Planning and Performance Review).
- 3.2 Other incidents at the establishment may be debriefed on the instructions of the Area Commander or District Commander. A request may be made to the Assistant Chief Fire Officer (Operations Planning and Performance Review) for an Officer to carry out any debriefing. Other services should be invited, if appropriate.
- 3.3 The Brigade should be represented at any debriefing held by _____ (enter name of establishment) or other services.

SECTION 6

INCIDENT INVESTIGATION

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4	REPORTS	6/2

SECTION 6

INCIDENT INVESTIGATION

1 PRESERVATION OF THE SCENE

- 1.1 The cause of an incident may appear obvious but it should never be taken for granted until thorough investigations have been concluded.
- 1.2 An incident may require investigation by the Health and Safety Executive for Northern Ireland, the Police or other agencies.
- 1.3 The Police will be responsible for collating evidence for the Coroner.
- 1.4 Whilst investigation work will not take precedence over the necessity to rescue casualties, fight fires or the protection of lives and property from fire or further deterioration, every effort must be made to preserve the scene intact.

2 CO-ORDINATION WITH THE INVESTIGATING AGENCIES

- 2.1 Every effort should be made to co-ordinate Brigade activities with necessary investigative work at the scene, particularly when the rescue of live casualties is nearing completion.
- 2.2 It is unlikely that any detailed investigations will be attempted during any firefighting or rescue operations. The Fire Incident Commander ***must***, however, be aware of the need for a Doctor to attend the scene in order to certify dead casualties. The Police are responsible for making such arrangements.
- 2.3 If it is imperative to move a dead body during rescue operations, a record should be made of its relative position.
- 2.4 It is also important not to unnecessarily move wreckage or tamper with any control mechanisms, as their position may be crucial to subsequent investigation.

3 RECORDING THE SCENE

3.1 At a large incident, consideration should be given to providing a record of the scene of operations, particularly those under the Brigade control, by appointing an Officer to provide a factual and detailed record of:

3.1.1 The site.

3.1.2 Operational details.

3.1.3 Equipment used and provided.

3.1.4 Procedures carried out.

3.1.5 Number of rescues carried out.

3.1.6 Location of casualties, both live and dead.

3.1.7 Staff used.

3.2 Circumstances may occur when it will be necessary for the Brigade to stand by to ensure the continual safety of the Investigation Team and to assist with the removal of dead casualties and recovery of equipment, etc (under the direction of the Police).

4 REPORTS

All members of the Brigade and other personnel involved in rescue operations may be required to provide witness statements.

SECTION 7

THE MEDIA AND VISITORS

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1	THE MEDIA	7/1
2	VISITORS	7/1

SECTION 7

THE MEDIA AND VISITORS

1 THE MEDIA

- 1.1 The Brigade will be represented on the Media Briefing Team by a Media Liaison Officer, nominated by the Area Commander _____ (area) in consultation with the Duty Principal Officer.
- 1.2 The Media Liaison Officer will attend the Media Briefing Team at _____ (location).
- 1.3 The Media Liaison Officer should consult with the Fire Incident Commander regarding details of the incident, especially regarding safety information which should be passed on to the public.
- 1.4 Should any media activity be adversely affecting operations, a request should be made to the Police to limit these activities.

2 VISITORS

- 2.1 It is possible that there may be visitors (including VIPs) to the scene of an incident. The Police, in consultation with the Executive, will have responsibility for arranging these visits and any requests received by the Brigade should be referred to them.
- 2.2 It is essential that any visits to the scene of operations are conducted safely and with the minimum disruption.

SECTION 8

BRIGADE SAFETY PROCEDURES

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SECTION 8

BRIGADE SAFETY PROCEDURES

1 SAFETY OFFICERS

- 1.1 Each agency at the scene will be responsible for the safety of its own personnel. Where an agency has direct control of personnel from another agency, it will have a shared responsibility for the safety of those personnel.
- 1.2 The Brigade, Police and Ambulance Service may all appoint a Safety Officer who will specifically oversee operations in a hazard area or sector and will look out for dangerous practices or occurrences.
- 1.3 Safety Officers should liaise with each other to ensure the safety of all personnel working at an incident.

2 EVACUATION SIGNALS

- 2.1 Should it be necessary, through deterioration of conditions, to partially or totally evacuate the scene of a major incident, the signal used by the Brigade is a series of repeated short blasts on an Acme "Thunderer" type whistle. This signal will usually be given by a Brigade Safety Officer.
- 2.2 On hearing the signal, persons at the scene should make their way in an orderly manner, away from the scene, to a place of safety.
- 2.3 It will be necessary to check, by means of the nominal roll, whether all persons have vacated the scene of the potential hazard.
- 2.4 All personnel who have been recorded on Brigade nominal rolls must ensure that they "book out" before leaving the incident.
- 2.5 Any non-Brigade personnel working under the control of the Brigade within the inner cordon (or Brigade cordon) must be made aware of the actions to be taken on hearing the emergency evacuation signal prior to commencing work in the area.

3 NOMINAL ROLL BOARD

- 3.1 Appliance and Officer nominal roll boards are to be handed in at the ICP on arrival at the scene.

- 3.2 Additional nominal roll boards are carried on ETs, ESUs and Control Units, for completion by members of other organisations entering the inner cordon (or Brigade cordon). This will enable the Fire Incident Commander to exercise control to ensure the safety of all personnel working at the incident.

4 INTRINSICALLY SAFE EQUIPMENT

It may be necessary to effect rescue of casualties from areas, which are affected by flammable vapours. It is essential that in such areas intrinsically safe or explosive protected equipment is used.

5 PROTECTIVE CLOTHING

It is essential that all personnel working within the inner cordon are suitably protected against the hazards that may be encountered at a major incident.

GLOSSARY OF TERMS

AMBULANCE INCIDENT OFFICER

An Ambulance Officer with overall responsibility for the work of the Ambulance Service at the scene of a major incident. He/she liaises closely with the Medical Incident Officer to ensure effective use of the Medical and Ambulance resources at the scene.

AMBULANCE LOADING OFFICER

The Ambulance Officer responsible for ensuring that suitable access/egress is available to/from the area of a major incident, for organising patient movement in priority order with a supply of appropriate transportation.

AMBULANCE LOADING POINT

An area, preferably hard standing, in close proximity to the Casualty Clearing Station, where Ambulances can be manoeuvred and patients loaded.

AMBULANCE MARSHALLING OFFICER

Person responsible in co-ordination with the Police for marshalling both Ambulance personnel and types of vehicle arriving at the Marshalling Area.

CASCADE SYSTEM

System whereby one organisation calls out others, who in turn initiate further call-outs as necessary.

CASUALTY

A person killed, physically or mentally injured in war, accident or civil emergency.

CASUALTY CLEARING OFFICER

The Ambulance Officer who, in liaison with the Medical Incident Officer, ensures an efficient patient throughput at the Casualty Clearing Station.

CASUALTY CLEARING STATION

An area set up at a major incident by the Ambulance Service in liaison with the Medical Incident Officer, to assess, treat and triage casualties and direct their evacuation.

COMMAND

The authority for an agency to direct the actions of its own resources (both personnel and equipment).

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.

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. The control of an assigned function also carries with it a responsibility for the health and safety of those involved.

CORDON

Line defining an area of restricted access at the site of an incident.

CONTROL ROOM

Centre for the control of the movements and activities of each emergency service's personnel and equipment.

CONTROLLED AREA

The area contained, if practical, by the outer cordon, which may be divided into geographical sectors.

CORDON – INNER

Surrounds the immediate site of the incident and provides security for it.

CORDON – OUTER

Seals off the controlled area to which unauthorised persons are not allowed access (see Controlled Area above).

EVACUATION ASSEMBLY POINT

Building or area to which evacuees are directed for transportation to a Reception/Rest Centre.

FIRE INCIDENT COMMANDER

The Fire Brigade Incident Commander controlling fire or rescue operations.

FIRE MARSHALLING OFFICER

Person responsible, in co-ordination with the Police, for marshalling both fire personnel and vehicles arriving at the Marshalling Area.

FIRE BRIGADE SECTOR OFFICER

Brigade Officer appointed to take control of a specific area or function within the inner cordon.

FORWARD CONTROL POINT

Each service's control point (or points) nearest the site of the incident from which operations are directed.

FRIENDS' AND RELATIVES' RECEPTION CENTRE

Secure area set aside for use and interview of friends and relatives arriving at the scene.

INCIDENT CONTROL POST

Set up by each service to co-ordinate all activities on site. Ideally all Control Posts should be co-located.

INVESTIGATING AGENCIES

Those organisations who are legally empowered to investigate the cause of an accident.

MARSHALLING AREA

Area to which resources and staff not immediately required at the scene are directed.

MEDIA CENTRE

Central location for media enquiries, providing communications, conference and monitoring facilities and staffed by spokespersons from all the principal services/organisations responding.

MEDIA LIAISON OFFICER

Representative of each emergency service and other organisations/agencies with responsibility for liaising with the media.

MEDIA LIAISON POINT

Area adjacent to the scene designated for the reception of media personnel, accreditation and briefing on arrangements for reporting, filming and photography manned by Media Liaison Officers from appropriate services.

MEDICAL INCIDENT OFFICER

The Medical Officer with overall responsibility, in close liaison with the Ambulance Incident Officer, for the management of the medical resources at the scene of a major incident.

MEDICAL/NURSING TEAM

Nominated hospital personnel that provide on-site treatment at the request of the Ambulance Service.

NATIONAL FATALITY IDENTIFICATION SYSTEM (NATIONAL BODY LABELS)

Labelling of bodies and body fragments to ensure continuity between the scene and mortuary. Normally the Police have responsibility for this.

NURSING INCIDENT OFFICER

The Nursing Officer co-ordinates nursing activities at the scene of a major incident, where more than one mobile team is required and where the appointment of a Nursing Incident Officer is considered necessary. He/she will work together with the Medical Incident Officer.

POLICE CHIEF INFORMATION

Officers appointed by the Senior Police Officer to co-ordinate the response to the media.

POLICE OVERALL INCIDENT COMMANDER

Senior Officer-in-Charge of the Police response, who normally co-ordinates the strategic roles of all the emergency services and other organisations involved.

POLICE FORWARD CONTROL POINT COMMANDER

Police Officer who assumes command at the Police Forward Control Point.

PRIMARY TRIAGE OFFICER

An Ambulance Officer and/or nominated Doctor at the site of a major incident, organising patient removal to the Casualty Clearing Station, using the standard system of triage.

RENDEZVOUS POINT

Point to which all resources arriving at the scene are directed for logging, briefing and deployment. In protracted large-scale incidents there may be a need for more than one Rendezvous Point. This will usually be manned by the Police but with representatives from other services.

REST CENTRE

Building designated for temporary accommodation of evacuees, overnight if necessary (see Survivor Reception Centre).

SAFETY OFFICER

Safety Officer for each service responsible for monitoring operations and ensuring safety of personnel working under his/her control within the inner cordon. Liaises with the Safety Officers from the other services.

STATUTORY SERVICES

Those services whose responsibilities are laid down in law, eg, Police, Fire, Ambulance Services, Her Majesty's Coastguard.

SURVIVOR RECEPTION CENTRE

Secure area to which uninjured survivors can be taken for shelter, first aid, interview and documentation. This is normally short-term accommodation, eg, for a number of hours (see Rest Centre).

TRIAGE

Process of prioritisation by Medical or Ambulance staff for evacuation of the injured.

TRIAGE CARD

Colour-coded card used by Ambulance Service and Medical Teams to identify type of casualty.

APPENDIX '1'

S I T E M A P

SHOWING:

Rendezvous Points.

Marshalling Area.

Forward Control Points.

APPENDIX '2'

INCIDENT CONTROL POINT
LOCATION PLAN

SHOWING:

Location.

Layout.

APPENDIX '3'**HAZMAT DETAILS**

SUBSTANCE	UN NO	EAC	CC	QUANTITY	LOCATION	REMARKS

FURTHER INFORMATION

- 1 Chemdata printout of substances involved at time of incident.
- 2 Contact:

Enter Job Titles/Manufacturers, etc.

APPENDIX '4'

HAZMAT LOCATION PLAN(S)

SHOWING:

Location.

Valves.

Bunds, etc.

APPENDIX '5'

**RISK CARD(S) AND OTHER
PLANS, AS REQUIRED**

SHOWING:

Water Supplies, etc.

APPENDIX '6'

SPECIALIST OFFICER
DUTY CARDS

APPENDIX '7'

SPECIALIST OFFICER
DUTY CARD

As required.

APPENDIX '8'

SPECIALIST OFFICER
DUTY CARD

As required.

APPENDIX '9'

SPECIALIST OFFICER
DUTY CARD

As required.