



SHROPSHIRE

Fire and Rescue Service

<u>CONTENTS</u>	Page No
PURPOSE	1
STRATEGIC AIMS AND OBJECTIVES	1
ROLES, RESPONSIBILITIES AND REVIEW	1
INTRODUCTION	2
BACKGROUND TO THE ACT	2
SUMMARY	2
KEY PROVISIONS IN PART 1	3
KEY PROVISIONS IN PART 2	7
REGULATIONS AND GUIDANCE	8
Co-operation	8
Risk Assessment	9
Emergency Planning, Business Continuity Management & Warning & Informing the Public	10
The Purpose of an Emergency Plan	11
Business Continuity Advice	13
Information Sharing	14
Regional Variations for London & Wales	14
Monitoring and Enforcement	15
The Role of the Voluntary Sector	15
The Regional Level	15
TERMINOLOGY	16
Appendix A – Glossary of Terms and Abbreviations	

**BRIGADE ORDER
OPERATIONS
NO. 1**

PART 4

**THE CIVIL
CONTINGENCIES
ACT 2004**

BRIGADE ORDER OPERATIONS NO.4

PART 1 – THE CIVIL CONTINGIENCIES ACT 2004.

PURPOSE

This document is designed to provide guidance to colleagues on the general requirements and obligations placed on the Fire Authority by the Civil Contingencies Act 2004. This Order explains the purpose of the Act and explains how the regulations aim to “deliver a single framework for civil protection in the United Kingdom which is capable of meeting the challenges of the 21st century”.

STRATEGIC AIMS AND OBJECTIVES

This Order supports the following and their related Corporate Objectives:-

Strategic Aim 1 – “Reduce the risk to life and material loss from fire and other emergencies in the community”.

Strategic Aim 2 – “Protect life, property and the environment from fire and other emergencies”.

ROLES, RESPONSIBILITIES AND REVIEW

The **Deputy Chief Fire Officer** is responsible for ensuring this Order is implemented across the Brigade.

The **Head of Operational Response** will be responsible for the day to day operation of the Order.

The **Head of Operational Response** will review this Order biennially in *September* and as and when organisational changes take place.

INTRODUCTION

The Civil Contingencies Act 2004 introduces duties relating to preparation for response to civil emergencies. Previously, the civil protection work undertaken by top tier local authorities was founded on civil defence legislation dating from the end of the Cold War. This framework was becoming increasingly outdated and irrelevant and a new approach was urgently required.

This document is designed to provide guidance to colleagues on the general requirements and obligations placed on the Fire Authority by the Civil Contingencies Act 2004. This Order explains the purpose of the Act and explains how the regulations aim to “deliver a single framework for civil protection in the United Kingdom which is capable of meeting the challenges of the 21st century”.

BACKGROUND TO THE ACT

Following the fuel crisis and severe flooding in the autumn and winter of 2000, the Government announced a review of emergency planning arrangements. Following consultation in the summer of 2003, the Government drafted a new bill which set out a proposed new framework for civil protection at a local level. Following pre-legislative scrutiny by a joint parliamentary committee, the Civil Contingencies Bill was introduced into Parliament in January and enacted in November 2004.

The Local Government Association (LGA) lobbied for a new financial settlement for local authorities to reflect the additional duties being imposed by the legislation. Whilst it was successful in securing a significant increase in central government support for local authorities for civil protection work; this did not apply to fire authorities, who have had to take on the additional burden without additional funding.

There was a lot of support for the introduction of a new legislative framework for civil protection and for a requirement for the new duties to apply to all classes of principal local authority including district councils. In addition, it was argued that certain key agencies (such as utilities) should be obliged to co-operate with local authorities and the emergency services in preparing for emergencies.

SUMMARY

The Act is substantially in two main parts:

- **Part 1** which relates to local arrangements for civil protection; and
- **Part 2** which relates to emergency powers (and replaces the Emergency Powers Act 1920);

In addition there is a third part which covers minor and consequential amendments and appeals.

This Order provides an introduction to the Act and summarises the main issues and principles enshrined in the supporting regulations and guidance.

KEY PROVISIONS IN PART 1

LOCAL ARRANGEMENTS FOR CIVIL PROTECTION

Part 1 of the Act is in 18 sections, some of which are only applicable to regions with their own regulatory arrangements e.g. Scotland or Wales.

SECTION 1 – MEANING OF “EMERGENCY”

Section 1 defines ‘**emergency**’ as an event or situation which threatens serious damage to human welfare in the UK or to the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK.

In addition to loss of human life, illness or injury, “**serious damage to human welfare**” is defined as homelessness; damage to property; disruption of the supply of money, food, water, energy or fuel; or disruption of communications systems or transport facilities or of health services.

Serious damage to the environment is defined as contamination of water or air with biological, chemical or radioactive matter, or the disruption or destruction of plant or animal life.

Power is reserved for Ministers to direct that a specified event or situation shall be treated as falling within that definition, or as being excluded from the definition.

This definition of an “Emergency” is not to be confused with that of a Major Incident which is defined as any emergency (including known or suspected acts of terrorism) that requires the implementation of special arrangements by one or all of the emergency services and will generally include the involvement, either directly or indirectly of large numbers of people. For example:-

- the rescue and transportation of a large number of casualties
- the large scale combined resources of the police, fire, and ambulance services
- the mobilisation and organisation of the emergency services and support services, for example local authority, to cater for the threat of death, serious injury or homelessness to a large number of people
- The handling of a large number of enquiries likely to be generated both from the public and the news media usually made to the police.
- large scale damage to the environment or disruption to the community

It should be clear that a Major Incident could be declared by any one of the Cat 1 Responders without it becoming an “Emergency” under the definition within the Civil Contingencies Act. It will not be possible for an incident to be declared as an “Emergency” without it being declared a “Major Incident” first.

SECTION 2 – DUTY TO ASSESS, PLAN AND ADVISE

Section 2 places certain duties upon “Category 1 responders”. They are defined in Schedule 1 of the Act and include all principal local authorities, the police and fire and rescue authorities. Shropshire Fire and Rescue Service is a Category 1 responding agency.

All classes of principal local authority are within Category 1, locally that means Shropshire County Council and Telford and Wrekin Borough Council are also classed as Category 1 responding authorities.

An effective response to many types of emergency will require the engagement of a wide range of local authority functions: social services, housing, environmental health and many more. There is a duty on all principal local authorities to prepare, if they are going to be able to provide an effective response. As part of that assessment they will need to:

- Assess the risk of an emergency occurring:- **Assess the Risk!**
- Develop and maintain plans to ensure that if an emergency occurs, they will be able to continue to perform their functions:- **Business Continuity Planning!**
- Maintain plans to ensure that if an emergency occurs, they will be able to perform their functions for preventing the emergency, or reducing, controlling or mitigating its effects:- **Response and Contingency Plans!**
- Publish risk assessments or plans, where desirable, to prevent or mitigate the effects of an emergency; and maintain arrangements to warn and inform the public, and provide information and advice to the public, if an emergency has occurred or is likely:- **This is a general duty but will be one of the functions of the Local Resilience Forum!**

The definition of a Category 1 responder also includes NHS ambulance, hospital or Accident and Emergency Trusts; Primary Care Trusts (PCTs); the Health Protection Agency; port health authorities; and the Environment Agency.

NOTE. The police are the lead authorities in discharging the requirements of the Act, therefore, within Shropshire the West Mercia Police have taken the lead. To discharge the requirements they have established a Local Resilience Forum (LRF), a requirement of the guidance.

The Service is represented on the LRF by a Chief Officer. The working groups e.g General Working Group or Risk Assessment Group, has officers from the Service working with other officers from, not only Hereford and Worcestershire Fire and Rescue, but officers from Herefordshire, Telford and Wrekin, Worcestershire Councils, The Environment Agency, PCT and health authorities.

In addition to the sub-regional arrangements set up in the West Mercia area, there is a further Group Regional Forum which is lead by the Government Office of the West Midlands - Regional Resilience Forum (RRF). The fire service representation on the RRF is a nominated CFO from one of the Services within the region.

This section also gives Ministers extensive powers to make regulations about how the duties should be discharged and to facilitate co-operation between bodies which have a duty under the Act.

More significantly, it introduces the concept of ‘**Category 2 responders**’ (also defined in Schedule 1), and empowers Ministers to make regulations requiring or permitting them to co-operate with, or provide information to a Category 1 responder in connection with a duty under the Act.

Category 2 responders include electricity transmission or distribution utilities; gas utilities; water or sewerage undertakers; public electronic communications network providers; railways operators; airport operators; harbour authorities; strategic health authorities; and the Health and Safety Executive.

The Act places key utilities under a duty to co-operate with local authorities and the emergency services in assessing the risk of emergencies occurring and in planning to prevent, or mitigate, the effects of emergencies. This is an important element of the Act which recognises that effective civil protection requires the co-operation and engagement of public and private sectors.

SECTION 3 - SUPPLEMENTAL

Section 3 gives Ministers the powers to issue guidance.

SECTION 4 – ADVICE AND ASSISTANCE TO THE PUBLIC

Section 4 places a duty on all principal local authorities to provide advice and assistance to the public to assist with business continuity planning. The Act also empowers Ministers to make regulations and issue guidance about this duty.

This section also empowers local authorities to make a charge for the provision of business continuity advice provided on request, although the charge may not exceed the cost to the authority.

SECTION 5 – GENERAL MEASURES

This section provides Ministers with powers to make an order requiring a Category 1 responder to perform one of its functions to prevent an emergency or reduce, control or mitigate the effects of an emergency.

It should be noted that the Act does not introduce any new general duty to respond to an emergency, although it does reserve this power to Ministers to require specific action by a specific authority.

SECTION 6 – DISCLOSURE OF INFORMATION

This part of the Act allows Ministers to make regulations requiring or permitting a Category 1, or a Category 2 responder, to disclose information to another Category 1, or Category 2 responder. This Section may be used, for example at a time when a Category 2 responder (a utility company) would not want to share information on a risk as it may be “*Commercial in Confidence*” and this information is required for assessment purposes.

SECTION 7 - URGENCY

This section provides the Minister with the powers, that where there is an urgent need to make an order under Section 5 or regulations under Section 6, but there is insufficient time for the order or regulation to be made, the Minister may issue a direction in writing. Any such direction will expire after 21 days of its being made.

SECTIONS 8 AND 11 - URGENCY AND ENFORCEMENT: SCOTLAND

These sections only relate to Scotland but are included in this Order for information only.

SECTION 9 – MONITORING BY GOVERNMENT

This part of the Act gives Ministers the power to require a Category 1 or 2 responder to provide information about action they have or have not taken, with regard to their duties under the Act. *For most Category 1 responders this is the part of the Act that gives the powers to the Audit Commission to examine, and audit, compliance with the Act and then to report upon it within the Comprehensive Performance Assessment framework.*

SECTION 10 - ENFORCEMENT

This section provides Ministers and Category 1 and 2 responders with the right to bring action in the High Court, in respect of the failure by a Category 1 or 2 responder to comply with their duties under the Act. *This section is designed to add some weight to Section 6 but it would equally be used if an issue was identified under the arrangements in Section 9.*

SECTION 12 – PROVISION OF INFORMATION

Section 12 allows for regulations to make provisions concerning the timing, form, use, storage and disposal of information provided under the Act.

SECTION 13 – AMENDMENT OF LISTS OF RESPONDERS

Section 13 empowers Ministers by order to amend the list of Category 1 and 2 responders

Sections 14, 15, 16, 17 and 18 all relate to the arrangements for Scotland or Wales.

KEY PROVISIONS IN PART 2

EMERGENCY POWERS

Part 2 of the Act introduces a new legislative basis for emergency powers. Previous emergency powers legislation was even older than the legal basis for civil defence. Much has changed since the Emergency Powers Act 1920 was passed; not least, the 1920 Act defined an emergency in terms of interference with certain specified services and this list had become seriously out of date.

Part 2 permits special legislation to be made aimed at dealing with a serious emergency. The Queen will normally need to confirm that emergency powers are necessary, but the 2004 Act provides a fall-back in the event that Her Majesty is not able to do so. In that exceptional event, a senior Minister may make the necessary regulations. For the first time, emergency powers may be introduced on a regional basis.

Where emergency powers are invoked, the Act requires the appointment of a regional nominated person to co-ordinate response efforts at regional level.

The Act provides a 'triple lock' to ensure that emergency powers cannot be misused. This provides that emergency powers will only be available if:

- an emergency (as defined in the Act) has occurred, is occurring or is likely to occur;
- special provisions are necessary to resolve the emergency; and
- there is insufficient time to deal with this through the normal legislative process.

Emergency regulations must also be proportionate to the emergency at which they are directed.

In addition, emergency powers may **not** be used to:

- prohibit industrial action;
- introduce conscription; or
- alter criminal procedures or to create any new criminal offence;

and any emergency regulations must be compatible with EU law and the Human Rights Act.

Emergency regulations expire after 30 days (unless an earlier expiry is provided for in the regulations themselves), and must be presented to Parliament for approval as soon as practicable. Parliament may amend the regulations and must approve them within 7 days of their being laid before Parliament; otherwise the regulations cease to have effect.

REGULATIONS AND GUIDANCE

Parliament passed the Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 and has issued two volumes of guidance. The first, *Emergency Preparedness*, which has the status of statutory guidance, expands on the duties and other provisions contained in the Act and the regulations, and offers a generic framework for civil protection.

The second, *Emergency Response and Recovery*, which is non-statutory, replaces earlier Government guidance to responding agencies on good practice in dealing with events when they occur.

Below is a brief overview of the regulations and main provisions of *Emergency Preparedness*.

CO-OPERATION

The regulations require Category 1 responders, who are in a particular local resilience area, to co-operate with each other in the discharge of their duties under the Act (Regulation 4). This co-operation involves their participating in a body known as a Local Resilience Forum (LRF), which is based on the local police area. The regulations require meetings of the LRF to be held at least once every six months and Category 1 responders must ensure that they attend or are effectively represented at these meetings. The regulations also allow for Category 2 responders to attend LRF meetings if they wish to.

Such arrangements existed in Shropshire prior to the Act coming into force and there was close and effective co-operation between local authorities, the emergency services and other relevant bodies.

To facilitate co-operation, the regulations permit responders to enter into protocols with each other concerning how they will co-operate, and giving contact details (Regulation 7).

Emergency Preparedness expands on this by explaining that the LRFs are not statutory bodies and do not have powers to direct the members of the LRF. The guidance builds on the concept of 'effective representation' by suggesting that authorities need to be present at the LRF where their involvement will be discussed, and that their representative needs to have the right combination of seniority and expertise. Where a responder is represented at the LRF by another, the representative must have the authority to take part in LRF decision-making from those whom they represent, and must keep them informed.

The involvement of Category 2 responders is explained in the guidance to be more limited than that of Category 1 responders. They will participate in the LRF process on a 'right to attend; right to be invited' basis, but are not expected to attend every meeting. The guidance makes it clear that demands made on Category 2 responders should not have the effect of placing Category 1 responsibilities on them 'by the back door'.

The guidance also encourages responders to co-operate outside the LRF framework.

The guidance anticipates that subgroups will be formed within LRFs to undertake specific areas of work and to allow members' resources to be used most effectively. The number and composition of these subgroups will be decided locally. The guidance also suggests how and at what level various responders should be represented on LRFs and their subgroups.

Within the West Mercia LRF the following groups have been established;

- General Working Group
- Risk Assessment Group
- Risk Scrutiny Group
- Communications Group
- Category 2 Liaison Group

There will be a need for other groups to be formed to address other aspects of the legislation, for example, planning, training, exercises and business continuity are areas where it is clear that groups will need to be established and these will be formed when required.

Regulation 8 allows Category 1 responders to perform their duties jointly, or for one Category 1 responder to arrange for another one to perform its duties under the Act on its behalf.

The Regulations make provisions for where there are more than one Category 1 responder in an LRF area subject to the same duties (e.g. where there is more than one local authority in an LRF area or more than one fire authority – Shropshire and Hereford and Worcester), the Category 1 responders may identify a 'lead responder' to perform a duty within an LRF area for all the Category 1 responders in that LRF area.

Regulation 32 provides that in relation to the duty to warn and inform the public, a lead responder must be identified. **Regulations 10 and 11** require consultation, co-operation and information-sharing between lead and non-lead responders.

Regulation 12 excludes from the scope of the duties under the Act those areas relating to accidents and emergencies where duties are already imposed under the Control of Major Accident Hazards (COMAH) Regulations, the Pipelines Safety Regulations and the Radiation (Emergency Preparedness and Public Information) Regulations.

RISK ASSESSMENT

Regulation 13 restricts a Category 1 responder's duty to assess risk, to those risks which may affect the geographical area within which the particular Category 1 responder's functions are exercisable. **Regulation 14** also empowers Ministers to issue guidance about the likelihood and anticipated impact of an emergency occurring.

Regulation 15 requires LRF members to co-operate with each other in maintaining a community risk register setting out the LRF's assessment of risks facing its community.

Regulation 16 states that LRFs must provide Category 1 responders in neighbouring LRF areas with a copy of the community risk register. LRFs in England must also provide copies to the Secretary of State.

Category 1 responders must also provide information regarding risks to other Category 1 responders. This information is vital where the failure to provide risk information prevents another Category 1 responder from discharging their functions, if an emergency of the type envisaged by the risk occurs. There are also implications if as a result of the provision of the information they have to take action to prevent or mitigate the effects of the emergency. *An example would be a significant risk at an industrial plant, which if the risk materialised would have an effect on a mobilising centre.*

The Government is anxious to ensure that risk assessment is carried out in a consistent manner at national, regional and local level so that information on risks is consistent and can be easily shared, and that community risk registers can be informed by generic national risk assessment. In order that this goal is achieved Chapter 4 of the guidance encourages LRFs to adopt a uniform, six-step process as set out in the guidance, for risk assessment.

RISK ASSESSMENT GUIDANCE

Chapter 4 of the Act provides comprehensive guidance which is designed to assist in assessment of the likelihood of specific risks occurring and their impact if they do occur.

The guidance requires the assessment to:

- Establish the context;
- Identify threats and hazards;
- Analyse risks;
- Evaluate risks;
- Determine whether or not to accept risks; and
- Treat risks.

EMERGENCY PLANNING, BUSINESS CONTINUITY MANAGEMENT AND WARNING AND INFORMING THE PUBLIC.

Regulation 19 requires Category 1 responders to have regard to any relevant risk assessment carried out under the Act, and **Regulation 20** requires them to consider within the plans how they will warn and inform the public.

Regulations 21, 22 and 29 states that responders may maintain generic and/or specific plans but it also requires them to consider whether any multi-agency plans are required.

Regulation 23 places a requirement on Category 1 responders to have regard to the relevant activities of voluntary organisations operating within their area. An example would be the Red Cross or WRVS.

Regulation 24 requires Category 1 responders to include in their plans, procedures for determining how and by whom the decision that an emergency has occurred will be made.

Regulations 25 and 31 require that any plans include arrangements for training and exercising staff.

Regulation 26 states that if the Secretary of State issues guidance or a risk assessment to a Category 1 responder, the responder must consider whether to revise their plan(s).

An important aspect of the work of the LRF is that Category 1 responders must have regard to the importance of not unnecessarily alarming the public (**Regulations 27 and 30**).

Category 1 responders have a choice in that they may, either identify a lead responder for warning and informing the public in advance, or may adopt procedures under which the lead responder may be identified when an emergency is likely to occur or has occurred. The arrangements may also determine how lead responsibility may change from one responder to another (**Regulation 32**). Lead and non-lead responders must consult, inform and collaborate with each other (**Regulations 33 and 34**).

In making the plans to warn and inform the public, Category 1 responders must have regard to the warning and informing plans of other Category 1 responders, for example the Meteorological Office, the Secretary of State, or the Food Standards Agency. This is included in the regulations to try and avoid duplication of other agencies' warning and informing arrangements (**Regulation 35**).

THE PURPOSE OF AN EMERGENCY PLAN

Chapter 5 of the guidance points out that the purpose of an emergency plan is to ensure that those dealing with an emergency on behalf of the community:

- Know their role;
- Are competent to carry out that role;
- Have access to necessary resources and facilities; and
- Have confidence that their partners in response are similarly prepared;

As well as ensuring that the community they serve is aware of what might happen and has confidence in the emergency responders.

It outlines a cycle for developing, exercising and reviewing plans involving the elements of:

- Taking direction from risk assessment;
- Setting objectives;
- Determining actions and responsibilities;
- Agreeing and finalising plans:
The 'consult' phase;
- Issuing and disseminating plans;
- Training key staff;
- Exercising; and
- Maintaining and reviewing plans:
The 'embed' phase.

It also explains the different types of plans (generic plans, specific plans and single-agency or multi-agency plans) and sets out good practice in presenting plans, embedding them in responder organisations and training and exercising staff in the plans.

The Act requires Category 1 responders to maintain plans to ensure that they can continue to exercise their functions (and not just their emergency response functions) in the event of an emergency, and states that they must have regard to risk assessments of both internal and external risks when developing and reviewing their business continuity plans.

Training should ensure that relevant members of staff know what is expected of them and have the skills and knowledge required to enable them to discharge their responsibilities.

The Chapter 6 of the guidance offers advice on best practice in business continuity planning and how best to deliver business continuity management.

It draws attention to the Business Continuity Institute's five-stage business continuity management cycle:

- Understanding recovery priorities;
- Determining the appropriate strategies to mitigate loss;
- Developing the response;
- Establishing a business continuity culture in the organisation; and
- Exercising and maintaining plans.

In Chapter 7, the guidance explains that responders' duties to communicate with the public under the Act are based on the belief that a well-informed public will be better able to respond to an emergency and to minimise its impact. Accordingly, the Act includes two distinct legal duties:

- To warn the public of risks before an emergency; and
- To keep it informed during an emergency (although the guidance points out that for effective planning these need to be seen as an integrated package).

The guidance states that communications arrangements should be appropriate to the message and the kind of audience (e.g. victims; local people, friends and relatives; the news media) and responders need to plan their communications and to test that they are effective. It gives advice on what information is needed, and when, and examples of public information on hazards and risks produced both nationally and locally, such as travel advice provided by the Foreign and Commonwealth Office, and flood warnings, or information disseminated in the vicinity of COMAH (Control of Major Accident Hazards) sites.

BUSINESS CONTINUITY ADVICE

The duty to provide business continuity advice falls only on principal local authorities. **(The Fire Authority is not classed as a principle local authority and, therefore, this part of the act does not apply to SFRS).** In discharging the duty to give advice and assistance to those carrying on commercial activities and to voluntary organisations, local authorities must have regard to the relevant community risk register (**Regulation 38**). Authorities must provide advice and assistance to their local business community, and **may** give advice and assistance to individual local businesses (**Regulation 39**). In this context ‘local’ means members of the public who carry on commercial activities who are resident in the local authority’s area.

An important aspect to note within the regulations is that authorities **may** refer business to a business continuity consultant, thereby reducing the workload.

Similar provisions apply in respect of voluntary organisations (**Regulation 40**), except that authorities need only perform the duty in relation to those voluntary organisations which they consider appropriate. In determining whether it is an appropriate voluntary organisation, an authority must consider the activities carried out by the voluntary organisation and, in particular, the extent to which it carries out activities which contribute to the prevention, reduction, control or mitigation of emergencies, or to social welfare. It may also consider the size and nature of the organisation.

Regulation 41 requires authorities to co-operate with each other in the discharge of this duty, and allows them to discharge the duty jointly or delegate it to another authority. As with warning and informing the public, authorities must have regard to other agencies’ arrangements for providing this advice, and need not unnecessarily duplicate those arrangements (**Regulation 43**).

Regulation 44 contains the power to charge for provision of this advice, but authorities may only cover their costs.

Chapter 8 of the guidance expands on the duties in the Act and regulations, with particular reference to:

- Clarifying what organisations need to know, based on risk assessments;
- Delivering a programme of advice and assistance, which may include generic advice and assistance, or advice targeted to a particular audience, and gives examples on ways to proffer generic advice;
- Identifying and engaging other external partners such as representative groups, professional bodies and commercial business continuity management providers; and
- Targeting advice.

INFORMATION SHARING

Regulations 47 and 48 deal with procedures for information sharing, and provide that a responder seeking information under the Act must give reasons why the information is required.

The body receiving a request for information under the Act must comply with it (**Regulations 49 and 50**), unless the information requested is sensitive information. Sensitive information is defined in **Regulations 45 and 46**, and broadly encompasses information whose release would be contrary to the interests of national security, or would endanger public safety, or would significantly harm the business interests of the person to whom the information relates.

A responder must not publish or disclose any sensitive information (**Regulation 51**), except where express consent to its publication has been given by a Minister, or (in relation to information which is commercially sensitive) by the person to whom it relates.

Regulation 52 addresses the issues of the use and security of sensitive information.

The Act is based upon the presumption that all information should be shared, this is found in Chapter 3 of the guide and that the information-sharing provisions of the Act should be seen as the fall-back rather than the first option.

REGIONAL VARIATIONS FOR LONDON AND WALES

Chapter 9 deals with the specific arrangements for London where LRFs are not based on the police area but on groupings of boroughs. London's local authorities will also be supported in discharging their duties under the Act by the London Fire and Emergency Planning Authority (LFEPA), which is required under Regulation 55 to take the lead in co-ordinating pan-London planning, support the operation of the London LRFs and maintain community risk registers.

There is also a London Regional Resilience Forum which is responsible for multi-agency co-operation at the city-wide level.

Chapter 11 provides information on the arrangements in Wales and the role of the National Assembly. The Wales Resilience Forum provides multi-agency strategic advice on civil protection and emergency planning at an all-Wales' level, and the National Assembly for Wales has a team dedicated to supporting multi-agency co-operation in Wales, and engaging with the UK government on issues relating to civil protection and emergency preparedness.

MONITORING AND ENFORCEMENT

Chapter 13 of the guidance makes it clear that Government does not plan to establish a new inspectorate to carry out this monitoring, but to rely on existing audit and inspection regimes. The Act introduces a power for Ministers to monitor the discharge of the civil protection duties imposed by the Act. Self-assessment is seen as an increasingly important tool in performance monitoring, and the guidance contains a self-assessment checklist linked to the provisions of the Act.

This reliance on existing inspection regimes has led to the inclusion in the comprehensive performance assessment (CPA) of consideration of 'safer and stronger communities' and the development of CPA key lines of enquiry regarding *Emergency Preparedness*.

THE ROLE OF THE VOLUNTARY SECTOR

Chapter 14 of the guidance explains that the voluntary sector has an important role to play in supporting the statutory services in responding to some emergencies, and Category 1 responders are encouraged to consult and co-operate with relevant voluntary organisations in discharging their duties under the Act. This includes building the voluntary sector into planning, training and exercising to respond to emergencies.

The guidance suggests four models which Category 1 responders may follow when engaging the voluntary sector. These are:

- Engagement through having a voluntary sector representative on the LRF;
- Establishing a voluntary sector subgroup of the LRF;
- Bilateral links with voluntary bodies, based on functions; and
- Bilateral links based on capabilities.

The West Mercia LRF has adopted the option of forming a sub-group.

The guidance lists some of the key roles which voluntary organisations can offer in an emergency, including welfare, social and psychological aftercare, medical support, search and rescue, transport and communications.

THE REGIONAL LEVEL

Although not addressed either in the Act or in regulations, the Government has established regional resilience teams in each of the Government Offices (GOs) for the regions and has created a Regional Resilience Forum (RRF) for each of the English regions as the main focus of regional inter-agency co-operation. The RRFs will act as mediums of communication between central government and LRFs. The guidance (Chapter 17) sets out recommended core membership of RRFs, whose main functions relate to:

Reference	Author	Status	Date	Page
OPS1PT4	J Cameron	New	09/06	15 of 16

- Compilation of an agreed regional risk map;
- Policy initiatives emanating from local and central government;
- Facilitation of information-sharing;
- Sharing of lessons learned from emergencies elsewhere in the UK and overseas;
- Support for the preparation of multi-agency plans; and
- Co-ordination of multi-agency exercises.

The guidance envisages the establishment of subgroups to carry out specific areas of work for the RRF.

Chapter 18 of the guidance addresses the issue of planning at the regional level and states that each region must produce a generic emergency response plan to ensure that the regional tier is prepared to respond. The Government Office of the West Midlands (GOWM) has established the West Midlands Regional Resilience Forum and the membership and meeting frequencies have been agreed. The regulations also require that it has its own business continuity plans to ensure that it can support regional responses to emergencies. Other areas of activity include regional capability co-ordination plans covering the co-ordination of local response and the support of local government responses.

TERMINOLOGY

A net result of the introduction of the Act and the setting up of new structures required to discharge the requirements of the Act has seen an explosion in the number of abbreviations and a new set of terminologies now being used. As a consequence when officers are attending meetings with other agencies often the terminologies used can become confusing and make it difficult for them to fully participate in the meetings. To assist officers a Glossary of Terms and Abbreviations is at Appendix A.

GLOSSARY OF TERMS AND ABBREVIATIONS

ATSAC	ACPO (TAM) Strategic Advisory Centre	Advisory group which provides advice to Forces, on request, in the event of multiple incidents
AWE	Atomic Weapons Establishment, Aldermaston	AWE provides scientific control at all levels during nuclear incidents. Also provides specialist personnel for diagnostic, containment, disablement, radiological protection and communications.
BRAHMS	Portable Secure Speech Equipment	
BURT	Back-up Response Team	
CAM	Chemical Agent Monitor	
CBIED	Chemical or Biological Improvised Explosive Device	
CBRN	Chemical, Biological, Radiological or Nuclear	
CCA	Civil Contingencies Act	The Civil Contingencies Act is an Act of Parliament being introduced in stages, with the final stage implementation in May 2006. The Act will directly impact on Emergency Planning in all areas, placing statutory obligations on the police and other agencies to plan, train, exercise and work together to form an integrated emergency response and updates Emergency Power legislation.
CCS	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.
CNI	Critical National Infrastructure	
CT	Counter Terrorist / Counter Terrorism	

DCMC	Defence Crisis Management Centre	Ministry of Defence crisis management group located in Whitehall
DERA	Defence Evaluation and Research Agency	
DRA (FH)	Defence Research Agency, Fort Halstead	
DSTL	Defence Scientific Technical Laboratory Chemical, Biological Sciences Porton Down	An establishment of the Defence Evaluation and Research Agency (DERA) dealing with effective detection of, and protection, from chemical and biological agents.
DYMAMIC	Special Field Telephone designed for negotiations	
ECM	Electronic Counter Measures	Actions to prevent or reduce terrorist's effective use of the electro-magnetic spectrum. It may include jamming, deception or manipulation.
EOD	Explosives Ordnance Disposal	Overarching team used to describe military Conventional Munitions Disposal and Improvised Explosive Device Disposal.
EPDS	Emergency Personnel Decontamination Station	
ER	Emergency Response	An Emergency Response (ER) is a plan of action that, given certain agreed circumstances, can be initiated by the Gold Commander without further consultation. It is normally a response to a deterioration in the situation requiring immediate Special Forces action to prevent significant loss of life.
FCO	Foreign and Commonwealth Office	
FCP	Forward Control Point	The Control Point nearest the incident responsible for immediate direction, deployment and security.
FSC	Forward Scientific Controller	The Scientific Officer deployed to the Forward Working Area

FWA	Forward Working Area	Encompasses all areas including the Incident Suite, which contains equipment and personnel taking part in the operation.
GLO	Government Liaison Officer	A Home Office Terrorism Prevention Unit representative who provides the liaison between the COBR and Gold Commander, and offers advice on how to achieve strategic objectives sought by the Government. Also leads the GLT.
GLT	Government Liaison Team	Membership of the GLT depends upon the circumstances of the incident, but will normally include Security Service and Foreign & Commonwealth Office representatives.
GC	Gold Commander	The overall Incident Commander responsible for formulating strategy and with particular regard to known intelligence.
GOWN	Government Office West Midlands	Regional Government link between Local Government and Central Government
HCMF	Health Control Monitoring Force	RAF response capability, responsible for area and personnel radiation monitoring
ICP	Incident Control Point	The point from which the management of the incident is controlled and co-ordinated. The central point of conduct for all specialists and emergency services engaged on the site.
IED	Improvised Explosive Device	An explosives device fabricated by terrorists
IIC	Incident Information Centre	Also known as Casualty Bureau. Its purpose is to provide the initial point of control for the receiving and assessment of information, relating to persons believed involved in an emergency.
IND	Improvised Nuclear Device	A nuclear device fabricated by terrorists

IRT	Immediate Response Team	The scientific, immediate response element of the Technical Response Force, that provides advice to the police and military.
JHAC	Joint Health Advice Cell	Provides co-ordinated health advice on CBRN materials to the Gold Commander and the Strategic Co-ordinating Group.
JSEODOC	Joint Services Explosive Ordnance Disposal Operations Centre	The Operations Centre at Didcot that tasks and co-ordinates the Explosive Ordnance Disposal Response within Great Britain (with the exception of the Metropolitan Police area).
LRF	Local Resilience Forum	Multi-agency forum with a statutory requirement under the Civil Contingencies Act to plan and exercise emergencies.
MACA	Military Aid to the Civil Authority	The overarching term covering all categories of aid, which the MoD may provide to the civil authorities
MACP	Military Aid to the Civil Power	Assistance to the civil power usually, but not exclusively, involving the provision of direct assistance in the maintenance of law and order, normally using specialist capabilities or equipment, in situations beyond the capacity of the civil power. It includes Counter Terrorist (CT) and Non-CT Explosives Ordnance Disposal.
MIR	Major Incident Room	The role of the MIR is to facilitate the assimilation and indexing of intelligence and evidence made available to the Senior Investigating Officer.
MLO	Military Liaison Officer	Police officers appointed to establish and maintain effective lines of communication between police and the military.
MOD	Ministry of Defence	
NARO	Nuclear Accident Response Organisation	Organisation that responds to accidents involving military nuclear weapons and military reactor accidents
NCC	News Co-ordination Centre	Government news co-ordination centre. Available to advise Gold Commanders dealing with media enquires.

PBIED	Person Borne Improvised Explosive Device	
PDS	Personnel Decontamination Station	
POLSA	Police Search Advisor	
PPE	Personal Protective Clothing	The suit and respirator used to protect an individual from chemical and biological agents, and, to a limited extent, radiation.
PST	Police Search Team	
RARDE	Royal Armament Research Defence Establishment	
RVP	Rendezvous Point	
SCC	Strategic Co-ordinating Centre	Overall command of an incident will be exercised from the SCC which has facilities for co-ordinating the different aspects of the incident.
SCC(C)	SCC Commander	Office in Charge of the SCC
SIO	Senior Investigating Officer	Police Senior Detective Officer appointed by the Gold Commander to assume responsibility for all aspects of the police investigations
SMC	Senior Military Commander	An officer appointed by HQ Land who command the military elements of the Technical Response Force, advises the Gold Commander on military aspects of the operation and arranges other military support as required.
SSA	Senior Scientific Advisor	An AWE scientist appointed to advise the Gold Commander on the technical progress of a nuclear or radiological situation and its implications.
TAG	Technical Assessment Group Porton Down	A group of senior staff at CBD, Porton Down that will be the focal point for all chemical and biological advice.

TRF	Technical Response Force	A body, comprising military and scientific elements, trained and equipped to assess and neutralise a chemical, biological, radiological or nuclear device, and to provide continuous hazard prediction. Its composition may vary according to the nature of the incident .
TSU	Technical Support Unit	
VBIED	Vehicle Borne Improvised Explosive Device	