

Derry City & Strabane District Council

Integrated Emergency Management Plan



Derry City & Strabane
District Council

Comhairle Chathair
Dhoire & Cheantar
an tSratha Báin

Derry Cittie & Stràbane
Destrìck Cooncil

Version Control

Date	Description	Page No(s)	Issue No
Dec 2015	Integration of IEP to New Derry City and Strabane District Council Structure	All	1

Contents

Introduction and Background Information to Emergency Planning and Business Continuity.....	4
Aims and Objectives of Plan.....	6
Flow Chart 1: Alert and Activation Phase	7
Flow Chart 2: Emergency Management Team Response Phase	8
Flow Chart 3: Activation of BCP.....	9
Flow Chart 4: Stand Down Phase.....	10
Appendix 1: Incident Notification Record Form/Situation Report	11
Appendix 2: Initial Appraisal of Situation.....	13
Appendix 3: Activation of Emergency Plan	14
Appendix 3A Decision not to activate Emergency Plan.....	15
Appendix 4: Attend Emergency Management Centre.....	16
Appendix 5: Convene Emergency Management Team Meeting.....	17
Appendix 6 (a): Layout of Emergency Management Centre Derry	18
Appendix 6 (b): Layout of Emergency Management Centre Strabane.....	19
Appendix 7: Emergency Management Team Agenda	20
Appendix 8: Departmental Briefing for EMT	22
Appendix 9: Council Call Out Arrangements	23
Appendix 10: Derry City & Strabane District Council Organisational Chart	24
Appendix 11: Duties of Key Officers	25
Appendix 12: Protocol for Multi-Agency Co-ordination of Local Level Response and Recovery	33
Appendix 13: Escalation Protocol Flow Diagram	39
Appendix 14: Implications for Neighbouring Authorities – Assessment Form..	41
Appendix 15: Stand Down Phase & Agenda	43
Appendix 16: Log & Time Sheets & Secondment Authorisation	44
Appendix 17: Contact Details for Support Staff	47
Appendix 18: Contact Details for Agencies.....	49
Appendix 19: Contact Details for NI Councils	53
Appendix 20: Press Contacts.....	55
Appendix 21: Derry City and Strabane District Council Elected Members.....	58

Introduction and Background Information to Emergency Planning and Business Continuity

“**Emergency** means an event or situation which threatens serious damage to human welfare in a place in UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK”

(Northern Ireland Civil Contingencies Framework (NICCF) 2005)

An emergency may be covered by the definition, whether or not it occurs in Northern Ireland, provided it has consequences in Northern Ireland.

A response to an emergency is required:

- a) The emergency appears likely to seriously obstruct the council’s ability to perform its functions;
- b) Where the council:
 - i) It necessary or desirable to act to prevent, reduce, control, or mitigate the emergency’s effects, or otherwise take action; and
 - ii) Be unable to so act without changing the deployment of its resources or acquiring additional resources.

Therefore, an emergency may be:

- a) Any abnormal incident or emergency within the Council District where other agencies will require Council assistance in the response phase.
- b) Any abnormal incident or emergency within the Council District which requires co-ordination by the Council’s Chief Executive in the recovery phase.
- c) Any incident or emergency which grossly reduces Council’s capacity to carry out normal business.
- d) Any incident or emergency relating to Council statutory duties which, because of the scale of its effects, cannot be dealt with by the appropriate department or service as part of their day to day activities.
- e) A major incident or emergency within another Council area with the potential for consequential impacts within this Council District.

Examples of possible emergencies include incidents involving:

- Aviation/Train/Major Transport Accidents
- Chemical, Biological, Radiological or Nuclear agents (CBRN)
- Epidemic/Pandemic
- Severe Weather
- Food alerts
- Fuel shortage
- Nuclear accident
- Acts of Terrorism
- Web and Internet Alerts

Business Continuity Management

Business Continuity Management is a management process that helps manage the risks to the smooth running of an organisation or delivery of a service, ensuring that the business can continue in the event of disruption. It enables an organisation to anticipate, prepare for, prevent, respond to and recover from disruptions, whatever their source and whatever aspect of the business they affect. (NICCF, 2005)

Derry City and Strabane District Council (DC&SDC) Business Continuity planning process shares many characteristics with the process of planning to respond to external emergencies. Its implementation will enable DC&SDC to deliver services in response to an emergency and also to maintain critical services to the public during a period of disruption.

This requires the identification of each department's vulnerabilities to business interruption and arrangements to reduce risk and mitigate the effects of any disruptions. Departmental plans for recovery of service delivery if such disruptions do occur have been developed for each Directorate within the Council.

Aims and Objectives of the Integrated Emergency Management Plan

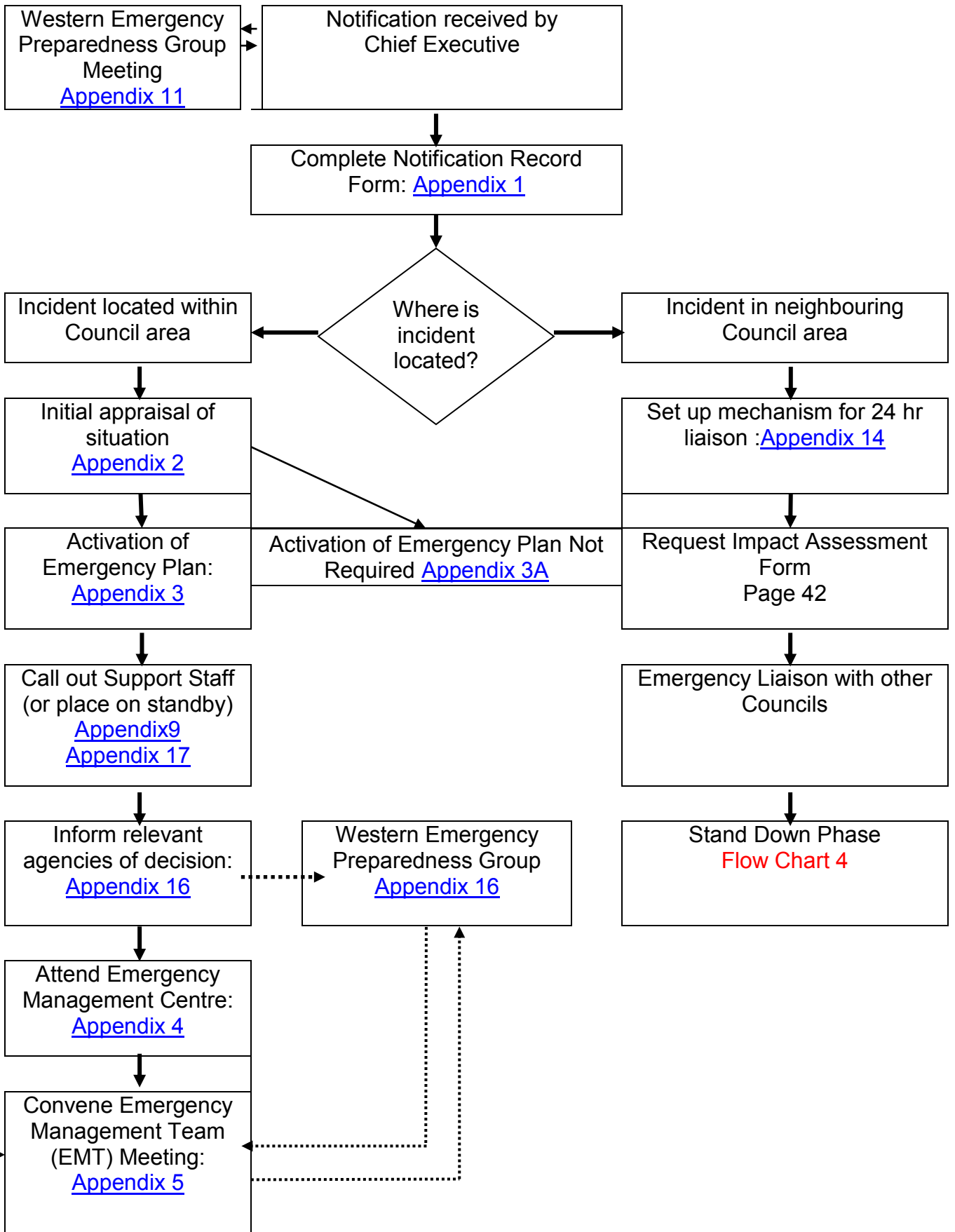
Aim

The definitions of an emergency, whether within Article 29 of the Local Government (Northern Ireland) Order 2005 or the more specific definition contained in the NICCF, address the consequences of an emergency, rather than its cause or source. Therefore, DC&SD's plan does not define responses for specific situations, but rather aims to ensure that organisational arrangements are in place that will allow decisions to be made for an appropriate response with a minimum of delay, regardless of the type of emergency.

Objectives

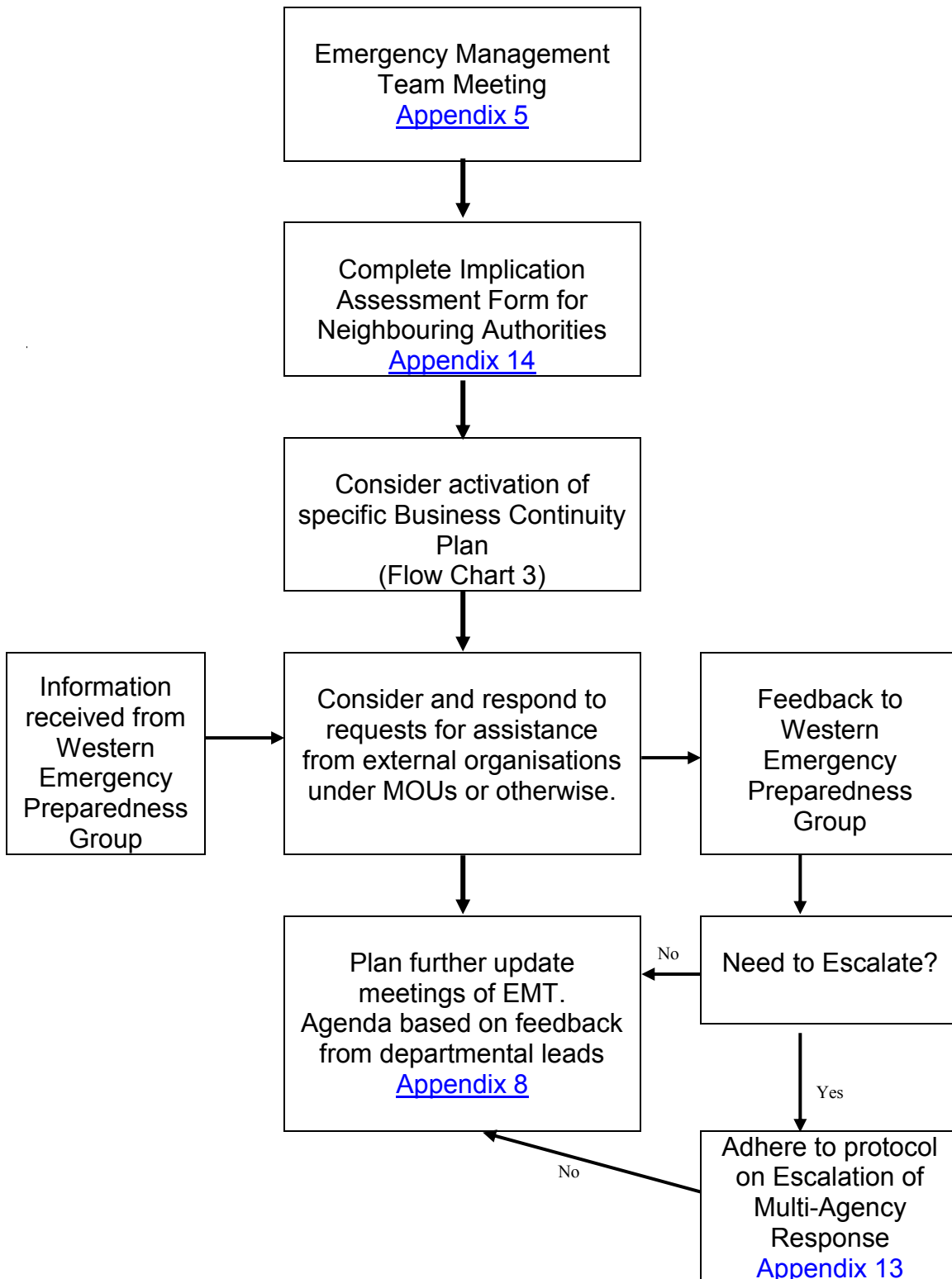
- Give guidance on the circumstances in which the Council will activate its plan.
- Establish a team which will allow decisions to be made regarding the Council's role in the emergency and to direct assistance to the affected community and emergency services.
- Provide a procedure which will ensure that the Council can respond quickly by mobilising staff, equipment and facilities.
- Detail the roles and responsibilities of the key officers.
- Provide a mechanism for liaising with other agencies and facilitating the co-ordination of the services provided by these other agencies.
- Provide a means to ensure that our non-critical services are reinstated as soon as possible.
- In the event of an emergency occurring the action to be taken by the Council is outlined in detail in the flow charts and appendices which follow.

Flow Chart 1: Alert and Activation Phase

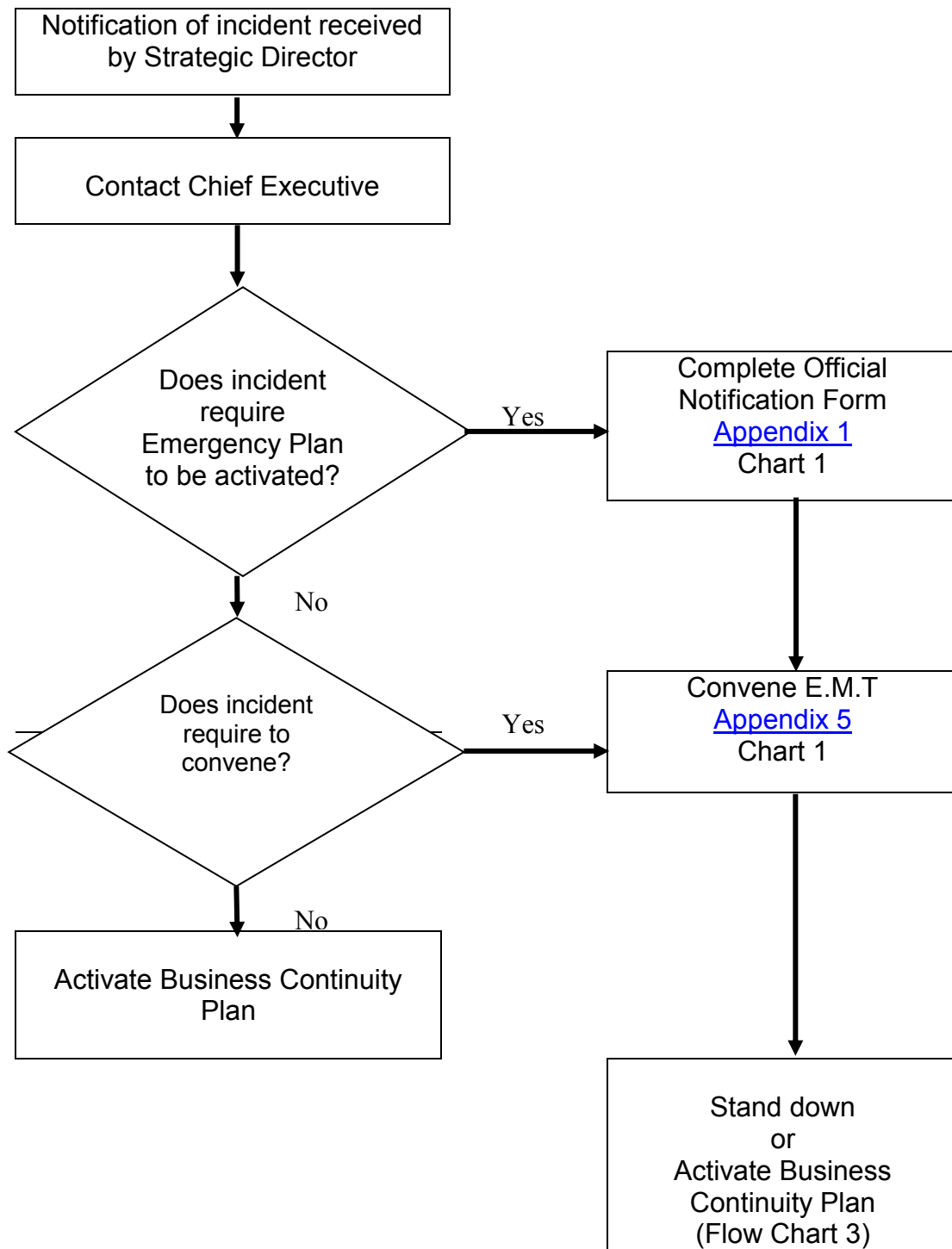


See Chart 4

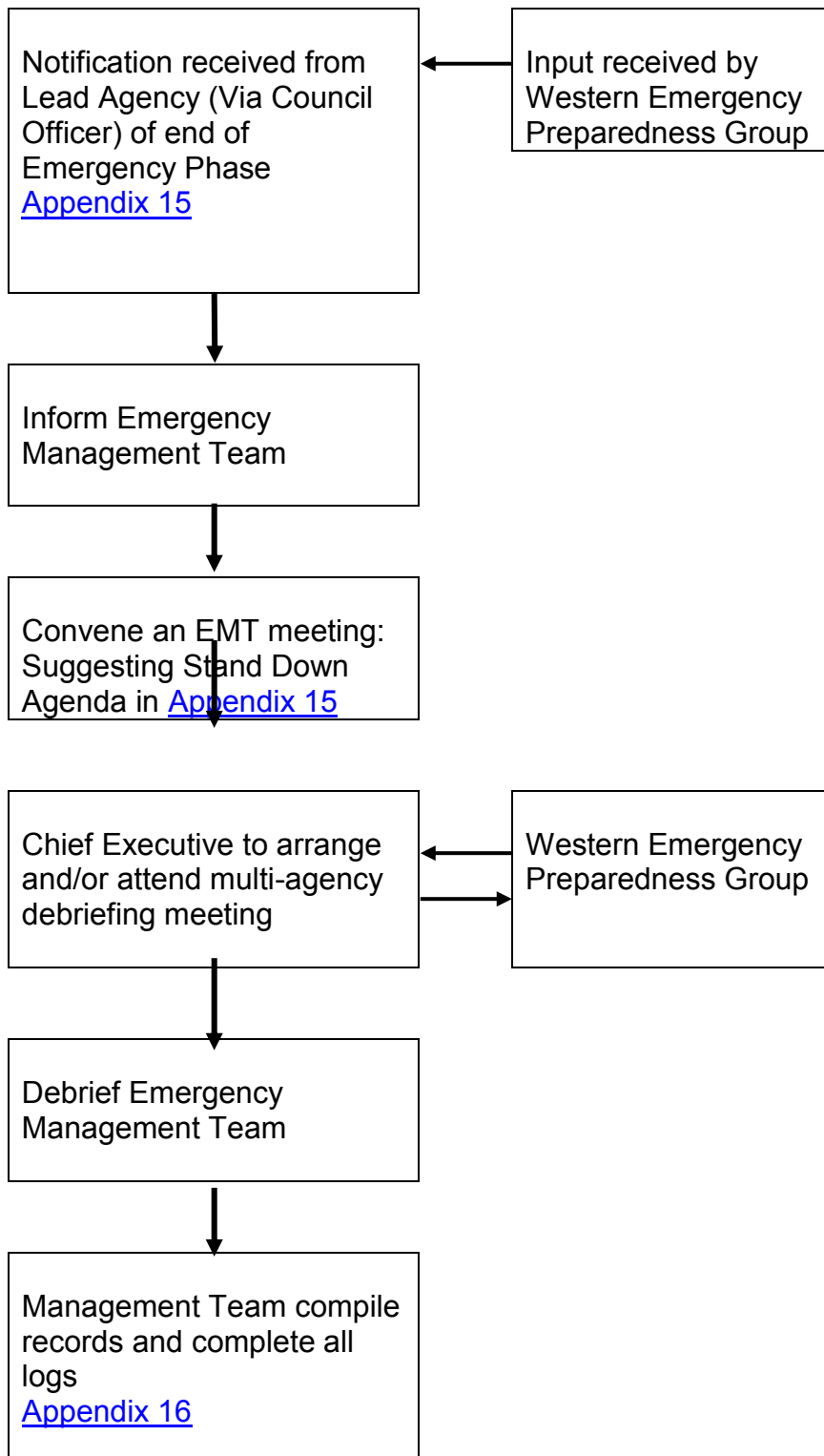
Flow Chart 2: Emergency Management Team Response Phase



Flow Chart 3: Activation of BCP



Flow Chart 4: Stand Down Phase



Appendix 1: Incident Notification Record Form/Situation Report

Ref Number _____

INITIATING AGENCY..... DATE/TIME

OFFICER RESPONSIBLE.....

CONTACT DETAILS.....

a) The nature of the incident.	
b) The location of the incident	
c) Date and time of occurrence	
d) Available estimate of the severity. e.g. Casualty numbers, environmental contamination issues, extent of areas affected, areas at risk	
e) Response Phase Lead	
f) The location from which the response will be co-ordinated e.g. Police Silver Command or Sub-regional Multi-Agency Group Contact details for lead agency	
g) Other Organisations and Agencies involved Key contact details	

<p>h) Identified objectives and priorities</p>	
<p>i) Immediate support required. E.g. provision of accommodation, personnel, equipment or other support.</p>	
<p>j) Information available regarding access to designated buildings, safe routes etc.</p>	
<p>k) Estimate of duration of response phase</p>	
<p>l) Key information for public.</p>	
<p>Other Important Information:</p>	

Appendix 2: Initial Appraisal of Situation

Chief Executive assesses the situation by speaking with key officers, i.e. Strategic Directors, Heads of Service Lead Officers and the Emergency Planning Officer.

If the incident is occurring within Derry City & Strabane District Council area:

- Establish extent of emergency by making contact with appropriate agencies [Appendix 18](#)
- Place Emergency Management Team and Key Holders on stand-by [Appendix 17](#).
- Decision to activate Emergency Plan – Appendix 3.
- Decision not to activate Emergency Plan go to Appendix 3A

If the incident is not within council's boundaries go to [Appendix 14](#)

Appendix 3: Activation of Emergency Plan

- On the Chief Executive's decision, Derry City and Strabane District Council's Emergency Management Team (EMT) members are to be contacted and requested to report to the Emergency Management Centre, (EMC) [REDACTED] [REDACTED] Appendix 6(a) or the [REDACTED] Derry Road, Strabane, Appendix 6 (b) (or other nominated location). The members of the EMT are highlighted in bold in [Appendix 17](#) .
- Each member of the EMT should contact their nominated departmental support staff and request they report to the EMC, or place them on stand-by. Contact Details are included in specific Business Continuity Plans.
- Priority is to be given to setting up Emergency Management Centre as a functioning centre [Appendix 6](#).

If necessary:

- The Chief Executive may decide to inform neighbouring district councils about the details of the emergency and that Derry City and Strabane District Council's emergency plan has been activated.
- The Chief Executive may want to inform other agencies of this development and the location of the emergency management centre. This may be done via the local co-ordination protocol.

Appendix 3A Decision not to activate the Emergency Plan

There may be occasions where emergency events do not require the full activation of the Council's Integrated Emergency management Plan, but require a reduced and more localised focus of council and other responding agencies resources. These situations may include the assistance to deploy sandbags to a small number of properties in danger of flooding or the opening of an Emergency Support Centre to accommodate members of the public who have been evacuated from their homes due to an emergency event.

Other emergencies may include providing Council resources to assist with the gritting or snow removal from pathways or the temporary relocation of Council staff to other work locations to maintain critical services due to normal building unavailability.

These types of emergency events may require the activation of one or more of the following:

- Activation of The Emergency Support Centre protocol.
- Activation of the WHSCT Social Services.
- Activation of a Community Resilience Plan.
- Provision of Sand bags as per DAERA MoU.
- Provision of Clearing Designated City Centre Pathways of snow and ice.
- Activation of Council's Departmental Business Continuity Plans

It should be noted that any of the above arrangements may also be required during the full activation of Council's Integrated Emergency Management Plan.

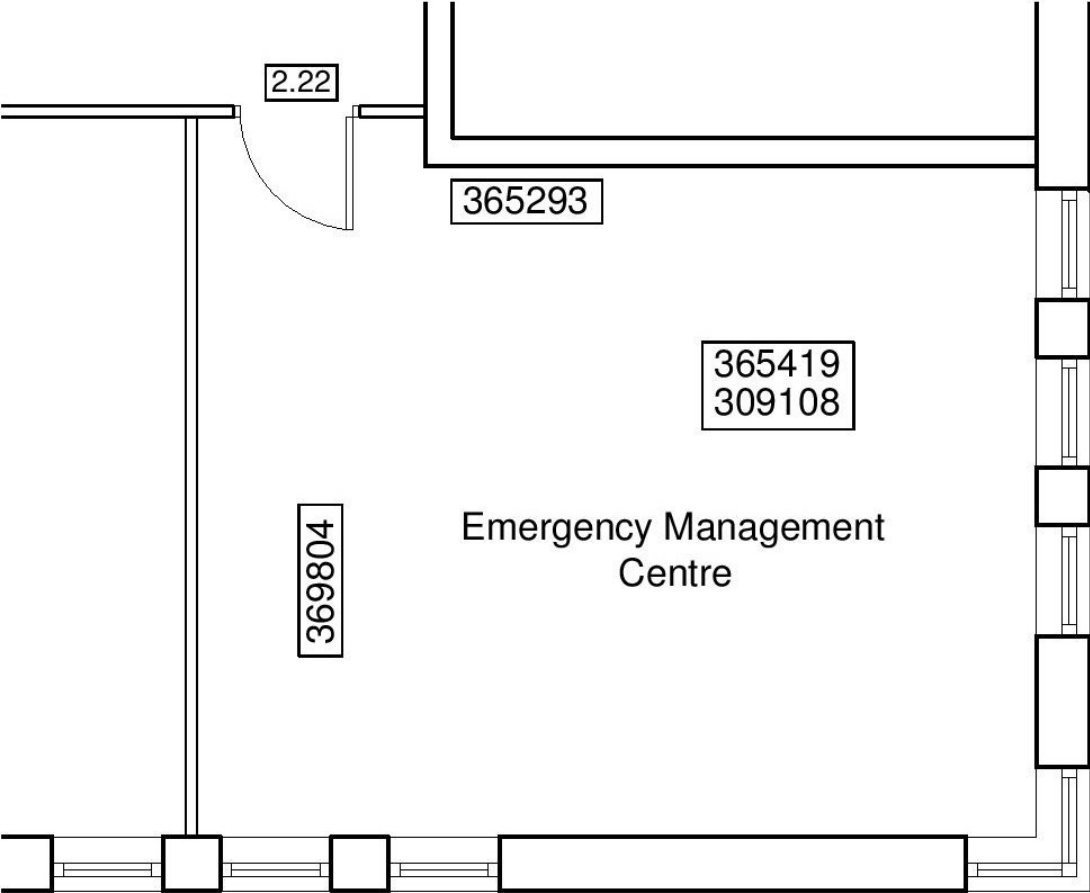
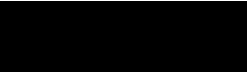
Appendix 4: Attend Emergency Management Centre

- Emergency Management Centre to be set up using the layout provided in [Appendix 6 \(a\)](#) & 6 (b).
- Folders and stationery to be distributed from the Emergency Planning grab box within the Emergency Management Centre.

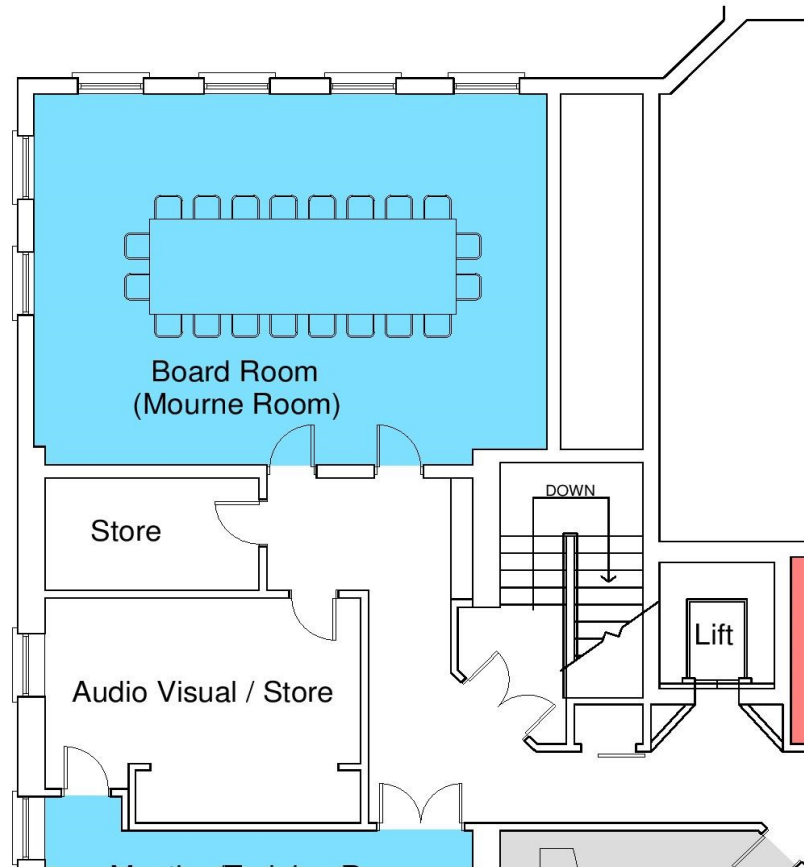
Appendix 5: Convene Emergency Management Team Meeting

- First meeting of Emergency Management Team to be convened. Suggested agenda attached as [Appendix 7](#)
- Circulate log sheets, departmental folders and stationery (all stored in Emergency Planning grab box within Emergency Management Centre) to all EMT members.

Appendix 6 (a): Layout of Emergency Management Centre



Appendix 6 (b): Layout of Emergency Management Centre



Appendix 7: Emergency Management Team Agenda

1) Roll Call

2) Initial briefing

- a) Nature of the incident.
- b) Location of the incident
- c) Date and time the incident occurred.
- d) Estimate of the severity of the incident.
- e) Lead Agency and location of relevant Management or Response Centres activated by lead/other agencies.
- f) Location from which the response will be co-ordinated, i.e. Police Silver Command or a Multi-Agency Emergency Management Team.
- h) Immediate support required in relation to provision of buildings, personnel or equipment.
- i) Information available regarding access to offices or designated buildings, safe routes etc.
- j) Safety of the pre-designated Council Emergency Management Centre, or any alternative.
- k) Reminder of roles and responsibilities of members of Emergency Management Team.
- l) Emphasize need to record all communications, decisions made and resources committed or received together with any records of expenditure.
- m) Ensure all members have Log Sheets and Time Sheets ([Appendix 16](#)).

3) Plan Immediate Action

- a) Has Department for Communities LGPD been notified?
- b) Have all necessary organisations been contacted.
- c) Overview of the current situation within each department and the likely effects of the incident on service delivery. Circulation of Department Briefing Templates for completion by the EMT. These are included in [Appendix 8](#). Consider what statutory duties may arise out of the emergency.
- d) Review any request for support at this stage and assess likelihood for forthcoming requests.

- e) Consider redeployment of staff – check authorisation, training and insurance for staff redeployment.
- f) Confirm liaison mechanisms and communication with Multi-Agency Management Centre and/or, Lead Agency.
- g) Agree actions required and address management responsibility, taking in account staffing issues, buildings (relocation and repair), equipment and documents that may be required.
- i) Requirements for secondees. [Appendix 14](#) includes an authorisation template for staff from other councils
- j) Public Relations considerations: Assess the need for public information. Does a Public Advice Centre (in liaison with other agencies) need to be set up? Press Contact Details are attached in [Appendix 18](#). Does the Marketing and Communications Officer need to liaise with other Agencies PR Officers?
- k) Are all relevant documentation available to the EMT e.g. – impact assessment logs, order books (Finance) etc.?

4) Prepare Implications Assessment for Neighbouring Authorities – Template included in [Appendix 14](#)

5) Consider optimum method of communicating actions of EMT with Councillors.

6) Notify time of next EMT Meeting.

Appendix 8: Departmental Briefing for EMT

Issue	Comments
Personnel	Implications for staff - Any casualties/sickness absence Current Locations (Re-located) Loss of expertise
Property	Scale of Damage Estimated time, until normality can be restored Alternative accommodation
Equipment	Equipment Loss (General) Any Key equipment (Essential)
Business Functions	Which Critical Functions are affected or at risk?
Current Involvement	What resources are required to assist with the incident?
Impact Assessment	Financial/regulatory/reputation impacts to service delivery. Effects on suppliers and contractors
Areas of Concern	Staff Level Work Place Key equipment Inter Dependencies

Appendix 9 Council Out of Hours Call Out Arrangements (Proposed)

A dedicated mobile phone number shall be made available to emergency services and other interested parties to be activated in the event of an emergency.

This number shall be diverted to the Officer on call for that particular week running from Monday to Monday.

The Officer on call shall make themselves available to answer any call from this number during this period for 24 hours of each day.

It may be necessary for an officer to attend the scene of the emergency, a meeting of responding agencies or any activated Emergency Support Centre; this need not be the particular officer on call.

Upon receiving a call via the emergency phone number the Officer on Call shall notify all members of the Management Team and the Council's Emergency Planning Officer via SMS with details of the emergency, and if assistance is required.

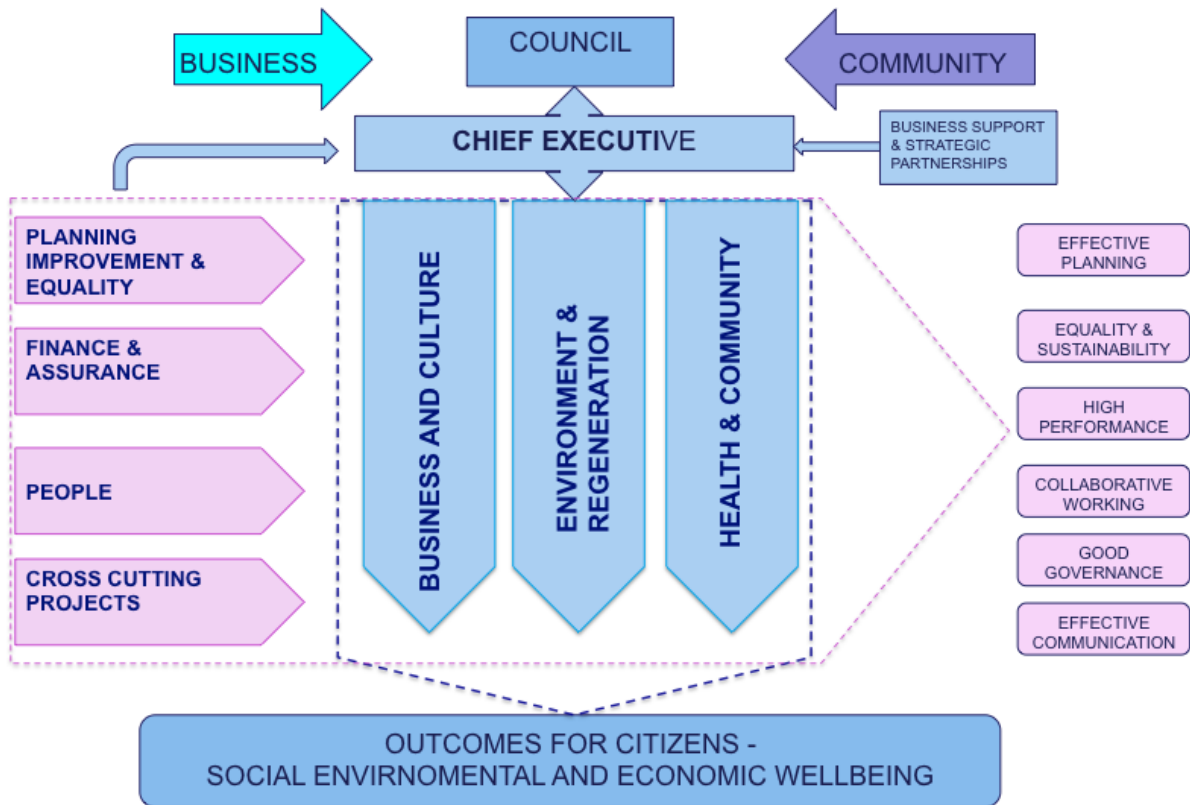
They will decide which centre is most appropriate for the emergency event given the information provided by PSNI, regarding numbers of people affected and their specific needs.

They will contact the appropriate manager of the centre and request that the centre is opened, manned and heated. They shall then contact Social Services and appraise them of the situation and request attendance.

When the emergency is stood down by the Lead Responding Agency the Officer on Call shall notify the Management Team as soon as is reasonably practicable.

A report of any incidents for the week shall be discussed at the Management Team meeting of the following week.

Appendix 10 Derry City & Strabane District Council Organisational Chart



Appendix 11: Duties of Key Officers

Chief Executive

- The Chief Executive will assume overall responsibility for the response of Derry City & Strabane District Council to a developing incident. This responsibility shall be delegated to the Directors in the event of the Chief Executive's unavailability.
- On receipt of notification of an incident the Chief Executive will determine the appropriate level of response required and will make arrangements for on-going review of the situation in liaison with the relevant Director.
- The Chief Executive will liaise with lead agencies to decide on the most appropriate Emergency Management Centre to be activated and, in the event of activation of the Council's Integrated Emergency Management Plan, will:
 - Place key staff on stand-by as necessary.
 - Nominate a member of the Emergency Management Team to attend Silver Command or equivalent headquarters during the response phase as a liaison officer between other agencies and the Council's Emergency Management Team.
 - Lead the Emergency Management Team during the response phase and convene a Council Meeting as soon as practicable to adequately brief Elected Members.
 - Where there is a risk to or consequences for, neighbouring council areas liaise with the Chief Executives of those councils.
 - On conclusion of the response phase, he will convene a multi-agency recovery team to collate information from all parties regarding the emergency and its effects.

The Business & Culture Director

- On activation of the Council's Integrated Emergency Management Plan the Director will contact the following support staff:
 - The Head of Service for the Improvement Unit.
 - The Head of Human Resources.
 - The ICT Manager.
- The Director, with the assistance of the ICT Manager and other staff members as necessary at this stage, will ensure that the Emergency Management Team is provided with necessary facilities, equipment and support.
- Printers, faxes and photocopiers need not be moved into the EMC provided necessary network connections for printers are operative and the location is secure.

The Head of Service for Culture is responsible under the direction of the Director for provision of information to the public and press and will:

- Contact the Police Silver Command or other Lead Organisation, the Department of the Environment Local Government Policy Division and as many media contacts as are appropriate to confirm accurate and up-to-date details of the incident.
- Determine –
 - The level of media interest.
 - Direct contact numbers for the media. (Suggested list attached in [Appendix 20](#))
 - Any information which the public require.
 - Location, lead agency and planned duration of use of any established media briefing centre. Establish availability for use of

these centres into the recovery phase. If not, it will be her duty to set one up.

- With the approval of the Chief Executive/Director, the Head of Service will brief the following as often as necessary;
 - The press,
 - Department For Communities Local Government Policy Division,
 - Neighbouring Councils and
 - The general public.

- Details of all press releases will be documented and agreed by each relevant organisation prior to its release to the press.

- The Head of Service for Culture will decide on how best to relay the information to the public. The range of options include the following:
 - The police.
 - PA system, volunteers, or community groups.
 - Council helpline manned by staff.
 - Direct press statement to a level of media which will reach those affected in the required time.
 - Internet, Teletext or Local Radio.
 - Distribution of leaflets.
 - Social Media

Lead Demographic Services & improvement Officer shall ensure that the key holders of Council facilities are available to open the designated building and make all necessary arrangements available for the Emergency Management Team to respond to any emergency event.

Digital Services Manager shall ensure that all ICT systems are available at all times including out of normal working hours and that ICT staff are available to assist the EMT during emergency events.

The Environmental & Regeneration Director

The Director will:

- Assist the Chief Executive in coordinating the Council's response to the emergency and provide professional advice to the Chief Executive.
- Ensure that Council fulfils its legal obligations under the N.I Civil Contingencies Framework and maintain critical services to the public and businesses. In the absence of the Director, these and the subsequent roles shall transfer to the Heads of Service within the Directorate.
- Manage the department where there is a statutory duty or where the Director's expertise is relevant to public protection.
- Will manage the work of the Building Control Department in relation to Dangerous Buildings Legislation.
- Make available a team of operational staff including drivers who can be raised quickly to respond to emergencies. The Strategic Director will also provide a list of names addresses and telephone numbers of contractors and suppliers who have been selected by annual tender for Derry City & Strabane District Council.

The Health & Community Director

The Director will:

- Ensure that Leisure Facility Managers make a 24-hour key holder available for all Council buildings which may be used as Emergency Rest Centres, Survivor Reception Centres or Friends and Relatives Reception Centres.

- Ensure premises that are required in an emergency are opened and fully staffed as soon as possible.
- Provide liaison between facilities management, the EMT and other agencies as necessary during the period of use of any Council buildings for purposes associated with the emergency incident. In the absence of the Director, these and the subsequent roles shall transfer to the Head of Service in this Directorate.
- Liaise with neighbouring Directors of Environmental Health to ensure access to support staff as planned within MOU or otherwise.

The Lead Finance Officer

The Lead Finance Officer will:

- Track and record expenditure in relation to the major incident.
- Send a copy of the completed accounts relating to the incident to the Local Government Policy Division as soon as possible.
- Ensure that any questions regarding the apportionment of costs incurred during an emergency will not impede action in responding to particular situations but should be recorded and resolved after the event.

The Lead Assurance Officer

The Lead Assurance Officer shall:

- Check the insurance position of Council staff employed in duties outside the norm for the post and of any other persons carrying out work for the Council because of their specialist skills, knowledge or equipment.

The Lead Human Resources Officer

The Lead HR Officer will arrange the following:

- Keep records of staff deployed in support of the Council and those seconded to or supporting other organisations, their hours worked within the emergency or incident and rates of pay.
- Where records indicate excessive hours being worked by individuals, she will ensure that the appropriate Strategic Director / Lead Officer / EMT is aware of the situation.
- Be responsible for recording details of staff from other organisations that may be seconded to the Council and that they are appropriately authorised.
- Advise on any personnel issues regarding the selection of Council staff to carry out work either for the Council or other organisations.
- Ensure current details of appropriate support or counselling agencies are available that may be required.

The Emergency Planning Officer

- The EPO will manage the Council's Emergency Management Centre, having overall responsibility for preparation, planning and operation of the administration of the centre when required. .
- The EPO will ensure that staff set up the room as soon as possible after notification and will arrange for movement of additional equipment, furniture and stationery to meet the requirements shown on the plan for the facility

- The Emergency Management Centre in the designated building will be provided with equipment and communications links. Copies of current Integrated Emergency Management Plan and other associated plans shall be provided in both electronic and hard copy format.

The EPO will check on a six monthly basis that each potential management centre has the following items and equipment available.

- Generator (to be tested and put on standby at the outset of any emergency).
- PC's, laptops and printers can be located and set up effectively
- Landline telephones (as specified in layout plan) to move to call-points designated on plans)
- Telephone Extension cables.
- Electrical extension leads and 6-gang socket outlets
- Ensure adequate stationery is available. This includes:
 - Marker boards with flip chart pads
 - A4 paper.
 - A supply of notepads
 - Action and Communication logs
 - Pens including large marking pens
 - Copies of Emergency Plan. These are stored in each Departmental folder contained in the EMC Grab Box
- Catalogue and retain in a safe and secure area all original records, communication logs, and notes relating to the incident.
- Give any neighbouring council that requests a copy of records, communication logs or notes relating to an incident so that it can maintain records and process its own expenditure.
- Provide advice and guidance to the Council's EMT on procedures and operation of resources.
- Coordinate the activation of the Scheme of Emergency Financial Assistance.

- Organise debriefing and emergency events. Ensure all lessons learned are collated and integrated into existing arrangements, debriefings and incorporate agreed changes into the Integrated Emergency management Plan, manuals and procedures.

During and emergency the EPO shall;

- Determine the current and recovery issues facing each agency present at Silver Command.
- Compile a register of all losses to the community including housing, roads, services, amenities etc.
- Attempt to anticipate when the emergency services will stand down their response.
- Collate contact details of all agencies present at Silver Command to ensure comprehensive attendance at the Multi-Agency Recovery Forum, to be convened by the Chief Executive.

APPENDIX 12: PROTOCOL FOR MULTI-AGENCY CO-ORDINATION OF LOCAL LEVEL RESPONSE AND RECOVERY

Introduction

1. The term emergency within this Protocol is defined as:
 - An event or situation which threatens serious damage to human welfare, the environment or the security of Northern Ireland or the UK as a whole. (NI Civil Contingencies Framework - refreshed 2011)
2. In Northern Ireland emergencies are classified as follows:
 - Local Level – emergencies where the outcomes are such that the response can be delivered entirely by organisations operating locally/sub-regionally, or
 - Strategic Level – emergencies where the extent or severity of their impact is such that strategic level intervention and co-ordination by central government is required.
3. The purpose of this Protocol is to set out arrangements to facilitate the multi-agency response to, and recovery from, local level emergencies.
4. The terms of this Protocol are complementary to those of the separate but associated 'Protocol for the Escalation of the Response from the Local to the Strategic Level', and follow the principles of DOE Circular LG 07/06 which provided guidance to District Councils in Northern Ireland in relation to emergencies. That guidance was specifically developed to assist Councils in the discharge of discretionary functions adopted under Article 29 of the Local Government (Northern Ireland) Order 2005.

5. The document sets out arrangements for:
 - multi-agency assessment of an anticipated or developing situation;
 - co-ordination of the multi-agency response and recovery; and
 - Inter-agency communication and compilation of an accurate and up to date information picture for the developing situation.
6. It is anticipated that these arrangements will usually be delivered on a sub-regional basis, based on the boundaries of the Sub regional Civil Emergency Preparedness Groups, but can be delivered regionally for local level type issues.
7. The document does not set out the detail of internal arrangements within individual organisations, but rather focuses on the multi-agency effort.

Multi-Agency Assessment

8. It is important that when an issue is anticipated or developing which has the potential for multi-agency impacts it is monitored and assessed on a multi-agency basis to determine the need to activate arrangements to co-ordinate the multi-agency response / recovery.

Alert

9. Where a lead agency anticipates an issue within its sector with the potential for multi-agency impacts, it will alert all relevant response partners who may be required to provide support or assistance should an emergency develop. In most instances these partners will comprise those organisations that are represented within the Sub Regional Civil Emergencies Preparedness Group for that area.

10. In response to an alert from the lead agency, or from another emergency responder or essential service provider anticipating an issue, depending on circumstances at the time either PSNI or the relevant District Council CEO/Emergency Planning Co-ordinator (EPCO) can convene multi-agency conference calls / meetings to monitor and assess the developing situation. The relevant District Council will be the one within whose area the emergency has occurred. Alternatively where the emergency impacts on more than one District Council within the sub-region; or where it is unclear which District Council should co-ordinate; this function will be delivered by an agreed Council Chief Executive or the EPO. A key outcome from these conference calls/meetings will be the determination of the need to establish full multi-agency co-ordination of the emergency response /recovery.

Multi-agency Co-ordination

Activation

11. Where a Lead Agency, District Council, EPO, other emergency responder or an essential service provider becomes aware of an emergency with multi-agency impacts a sub-regional multi-agency emergency response group may be convened.
12. Where the emergency services (first responders) do not clearly have a primary role in responding to the incident the response group would normally be convened by the relevant EPO and be chaired by the District Council Chief Executive. (The District Council Chief Executive may delegate the role of chair to the EPO). However, where the first responders have a primary role in the response, PSNI can convene and chair the multi-agency response group.
13. Where another emergency responder organisation, e.g. PHA would more appropriately chair the multi-agency response group, this would be determined by agreement.

Responsibilities

14. Response to Local Incidents. The PSNI will co-ordinate the multi-agency response group where the incident poses a threat to life. In all other circumstances the co-ordination role will be assumed by the relevant District Council unless it is more appropriate for another member of the multi-agency group to do so.
15. Where PSNI is co-ordinating the multi-agency response group the District Council may identify a need during the response phase, to co-ordinate the contributions of responding organisations not directly concerned with the main strands of the response. Where this occurs, the District Council, via the EPO, will determine the most advantageous means of providing the necessary co-ordination of these organisations, while also reporting the activities, developments and support available at that level into the consideration and agreed actions of the main multi-agency response group.
16. Response to tactical level sub-regional Incidents. Where incidents affect a wider area than single or conjoined council areas and risks to life are limited to discrete locations within the affected area, it may be appropriate for PSNI to coordinate the response in those areas where the risk to life occurs, whilst agreeing that the coordination of the multi-agency response to the wider, lower-risk, incident may fall to local government or other agreed appropriate agency.
17. A multi-agency response group may seek advice from departments, agencies and organisations with specialist knowledge and skills to inform response plans and prioritise actions. Sub-groups of the multi-agency response group may be formed for this purpose.
18. Recovery. In principle the recovery phase of an incident will be chaired and coordinated by a District Council. In the initial phases of an emergency, the multi-agency response group will co-ordinate any necessary recovery issues in parallel with the response. Where the PSNI is co-ordinating the initial response and recovery issues, the handover of co-ordination responsibility to

the District Council for the recovery phase can occur by agreement at the most appropriate juncture. Where multi-agency co-ordination is already being provided by the District Council then they will retain this responsibility for the recovery phase to completion.

19. The convening of a multi-agency response / recovery group in no way overrides or affects the policy and operational responsibilities of the constituent organisations.

Membership

20. The range of agencies required to participate in the multi-agency response group will vary according to the nature, scale and scope of the incident. In determining the appropriate membership of the group, the EPO will immediately facilitate liaison between representatives of the lead agency, PSNI and the District Council who will collectively decide on the initial membership. In the majority of circumstances membership will consist of those individuals represented within the Sub Regional Civil Emergency Preparedness Group. Other agencies may also be required to participate and these will be contacted as soon as possible on activation of the protocol

Communication

21. To facilitate the timely activation of the multi-agency response, PSNI and the EPCOs will maintain robust and up to date contact arrangements for all relevant organisations that may be required to participate in the multi-agency group. These contact directories will contain contact details for all members of the Sub Regional Civil Emergency Preparedness Group and of other organisations that may be required to attend the sub-regional multi-agency response group. Additional details of national and regional, departmental and agency contacts and of key contacts in adjoining SCEPGs will be held by the EPCO and be available at a regional level
22. In order to ensure full, clear and accurate communication of the initial nature of the incident, the lead agency should in the first instance complete and distribute the Incident Report template attached at Appendix 1.

23. Following this, upon activation of a multi-agency response group the co-ordinating organisation will ensure completion of the remainder of the Incident Notification/Situation Report composite Situation Report with input from all participating organisations. Appendix 1. This template should be used regardless of the medium through which communications are taking place between Group members.

24. The multi-agency group will agree the best means and frequency of communication, the appropriate distribution lists for the aide memoire (Annex C), incident log (Annex D), situation reports (Annex E) and any other working documents. In addition and as necessary, they will also agree the communication of essential information and/or support requirements to any strategic co-ordination mechanism forum that may have been activated, e.g. the NI Central Crisis Management Arrangements (NICCMA).

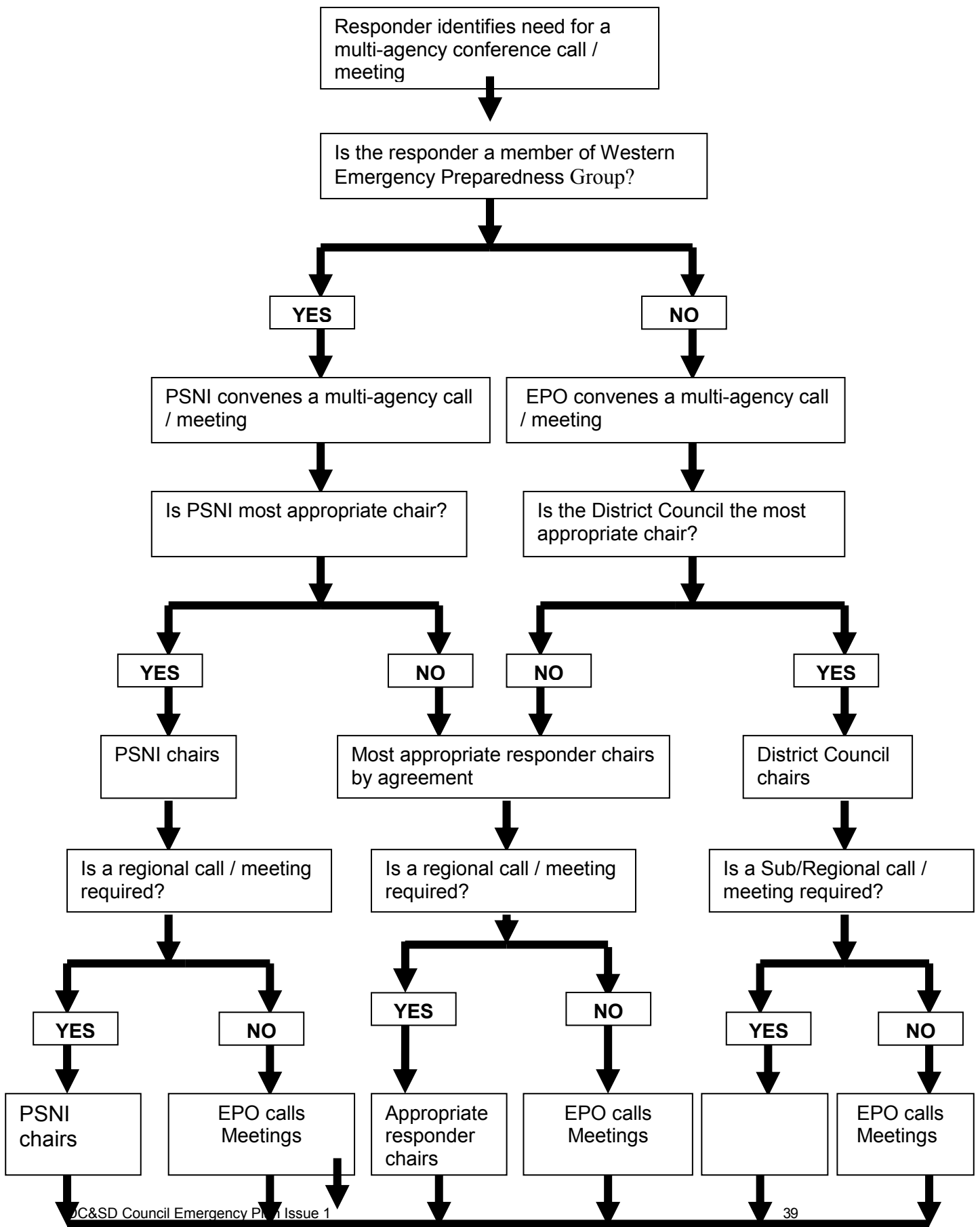
Handover and Stand-down Arrangements

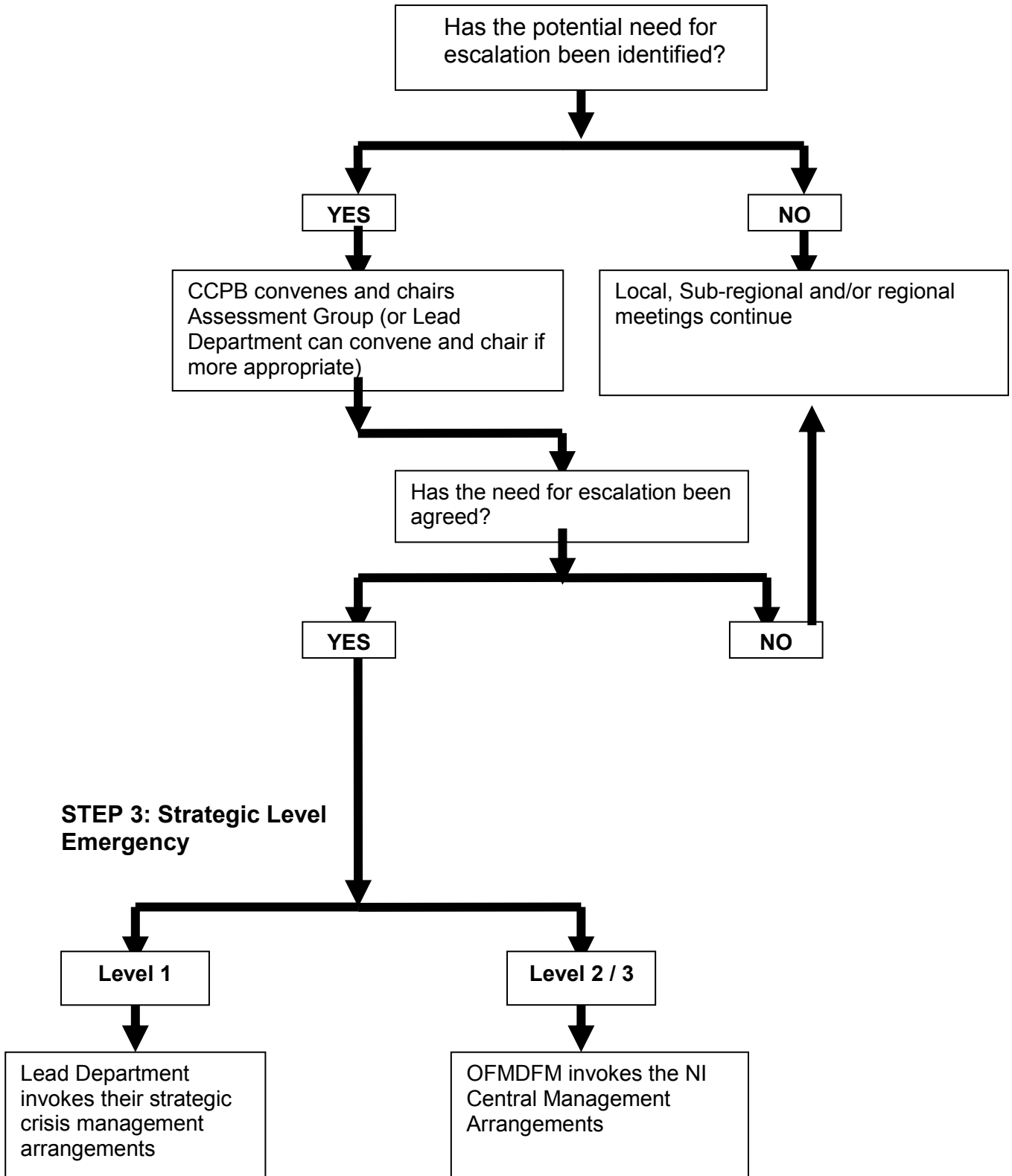
25. The responsibility for chairing the multi-agency group may be passed by agreement to another organisation at any stage within an emergency where it becomes apparent it is more appropriate for that organisation to deliver the function. This is most likely to be the case in the transition from response to recovery where PSNI has been chairing the multi-agency group in the response phase and is handing over to the relevant District Council for the recovery phase.

26. The multi-agency group co-ordinating the response / recovery will stand-down following agreement amongst members that the group is no longer required to manage the multi-agency effort.

Appendix 13: Escalation Protocol Flow Diagram

STEP 1: Local Level Emergency





Appendix 14: Implications for Neighbouring Authorities – Assessment Form

- Request an impact assessment form from the neighbouring council.
- Set up mechanism for 24 hour liaison at Chief Executive level. [Appendix 19](#) provides details of contact numbers of neighbouring councils. The Chief Executives of affected and neighbouring councils will ensure that arrangements are in place for contact via a direct landline telephone number, a mobile number and a fax number for his/her office, home or Council Emergency Management Centre as appropriate.
- On receipt of the implications assessment from a neighbouring council the Chief Executive must consider appropriate action such as offering/providing assistance to the affected Council/s. The Chief Executive may also wish to place key staff on stand-by to assist or to monitor situation for their own requirements or consider the need to activate Integra Derry City and Strabane District's Integrated Emergency Management Plan

Impact Assessment Form

Originating Authority

Date/Time of completion.....Released by name).....

a) Initial view of extent of emergency. Geographical limits, human and economic impacts.
b) Single contained incident or likely to have longer term or wider geographical impacts?
c) Likelihood of involvement of neighbouring authorities either also affected or requested to provide support.
d) Potential implications for neighbouring authorities
e) Initial estimate of long-term social and economic effects for this council and neighbouring authorities.

Appendix 15: Stand Down Phase & Agenda

The Council Representative attending Silver Command or the Multi-Agency Emergency Management Centre will advise the Chief Executive when the Lead Organisation/Emergency Services plan to stand down their response and will:

- (a) Keep the Chief Executive informed of transitional liaison activities with other agencies.
- (b) Inform the Chief Executive when the incident moves from response to recovery.
- (c) Present an initial recovery report to the Chief Executive.

The suggested agenda for the stand-down meeting is as follows:

- 1) Situation report at stand-down of Council Emergency Management Team.
- 2) Consider need for continued activation of Departmental Business Continuity Plans. Determine continuing need for any support staff to act outside normal duties. Agree mechanisms and arrangements.
- 3) Inform all staff of stand-down and any residual arrangements
- 4) Inform Neighbouring Councils and Local Government Policy Division. If necessary prepare costs of responding to incident.
- 5) Arrange time for debriefing of Council's Emergency Management Team.
- 6) Ensure that staff are debriefed by their Director/Head of Service/Lead Officer and collate feedback.
- 7) Chief Executive or his representative to attend any Police or multi agency debriefing meeting.

Name: Job Title: Week Ending:			FOR OFFICE USE ONLY				
Day	Details of Work Carried out	Actual Hours Worked	Over-time	Bonus Rate	Bonus Hours	Total	Chargeable to
MON..							
TUE.							
WED.							
THU.							
FRI.							
SAT.							
TOTAL							

Certified correct

Officer Authorisations for Staff Seconded From Other Councils

Derry City and Strabane District Council

This is to certify that

.....
(Officer's Name)

.....
..... (Present Position)

with.....
(Present Employer)

Has been appointed by Derry City and Strabane District Council (which has activated its Emergency Plan) to support the Council's staff for the duration of the emergency.

The said officer is hereby authorised by resolution of Derry City and Strabane District Council to carry out all the duties of an officer of the department to which he/she is attached.

For identification purposes this officer will also carry his/her employer's authorisation with a photograph affixed thereto.

Signed
Chief Executive

Signed
Authorised Officer

Date

Appendix 18: Contact Details for Agencies

Name	Organisation	Title	Email Address	Office Number	Mobil
	BT	Emergency Planning			
	DoC Local Government Policy Division	Emergency Planning			
	DoC Local Government Policy Division	Emergency planning			
	Floodline	Incident Manager			
	Floodline	Incident Manager			
	Floodline	On Call Incident Manager			
	Floodline	Flood Reporting			
	NI Water	Customer Field Manager Network Sewage			
	NI Water	Network Sewage Area Manager			
	Northern Ireland Ambulance Service	Emergency Planning			

Name	Organisation	Title	Email Address	Office Number	Mobil
[REDACTED]	Northern Ireland Electricity	Emergency Planning	[REDACTED]		[REDACTED]

Name	Organisation	Title	Email Address	Office Number	Mobile
[REDACTED]	NIHE,	District Manager	[REDACTED]		
[REDACTED]	NIHE	District Manager	[REDACTED]		
[REDACTED]	NIHE	Maintenance Manager	[REDACTED]		
[REDACTED]	Northern Ireland Housing Executive, Regional	Emergency Planning	[REDACTED]		
[REDACTED]	Northern Ireland Water	Emergency Planner	[REDACTED]		
[REDACTED]	PSNI, Foyle (F District)	Emergency Planning	[REDACTED]		
[REDACTED]	Rivers Agency	Emergency planning	[REDACTED]		
[REDACTED]			[REDACTED]		
[REDACTED]	Rivers Agency,	Deputy Area Engineer	[REDACTED]		
[REDACTED]	Department for Infrastructure NI	Roads Sections Engineer	[REDACTED]		

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]				[REDACTED]
[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]				

[REDACTED]

[REDACTED]

Appendix 19: Contact Details for NI Councils

Name	Council	Address	E- mail address	Contact Tel No
	Antrim & Newtownabbey District Council	Antrim Civic Centre 50 Stiles Way Antrim BT41 2UB		
	Ards and North Down Borough Council	Town Hall The Castle Bangor BT20 4BT		
	Armagh, Banbridge and Craigavon District Council	Craigavon Civic & Conference Centre PO Box 66 Craigavon, Co Armagh BT64 1AL		
	Belfast City Council	Belfast City Hall Belfast BT1 5GS		
	Causeway Coast and Glens District Council	Civic Headquarters Cloonavin 66 Portstewart Road Coleraine BT52 1Ey		
John Kelpie	Derry City and Strabane District Council	90 Strand Road Derry BT48 7NN		02871 253253 [Redacted]

Name	Council	Address	E- mail address	Contact Tel No
				██████████
	Fermanagh and Omagh District Council	The Town Hall 2 Townhall St Enniskillen Co Fermannagh BT74 7BA	██████████@fermanaghomagh.com	
	Lisburn City and Castlereagh District Council	Island Civic Centre Lagan Valley Island Lisburn BT27 4RL	██████████@lisburncastlereagh.gov.uk	
	Mid and East Antrim Borough Council	The Braid 1-29 Bridge Street Ballymena BT43 5EJ	██████████@midandeantrim.gov.uk	
	Mid Ulster District Council	Dungannon Office Circular Road Dungannon BT71 6DT	██████████@midulstercouncil.org	
	Newry, Mourne and Down District Council	District Council Offices O'Hagan House Monaghan Row Newry BT35 8DJ	██████████@nmandd.org	

[Redacted]

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	editor@ulsterherald.com	Tuesday 2pm
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]@ulsterherald.com	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]@ulsterherald.com	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]@ulsterherald.com	
Omagh Today	[Redacted]	[Redacted]	[Redacted]	[Redacted]@omaghtoday.com	Fortnightly publication
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]@omaghtoday.com	
Irish News	[Redacted]	[Redacted]	[Redacted]	[Redacted]@irishnews.com	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]@irishnews.com	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]@irishnews.com	
Belfast Telegraph	[Redacted]	[Redacted]	[Redacted]	newseditor@belfasttelegraph.co.uk	10 am
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]@belfasttelegraph.co.uk	
Newsletter	[Redacted]	[Redacted]	[Redacted]	[Redacted]@newsletter.co.uk	10 am
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]@ipress.co.uk	

[Redacted]

[Redacted]

	(News Editor) News desk 			newsdesk@newsletter.co.uk _____@newsletter.co.uk For photos: pictures@newsletter.co.uk	
Press Association				_____@pressassociation.com _____@pa.press.net	
Irish Independent				_____@independent.ie _____@ni.media.com	
Irish Times				_____@irishtimes.com	
Radio Foyle				_____t@bbc.co.uk _____@bbc.co.uk foyle.newsroom@bbc.co.uk	
Q102				news@qradionetwork.com	
Highland Radio				news@highlandradio.com _____s@highlandradio.com	
UTV				newsroom@utvplc.com _____@utvplc.com	
RTE				newsbelfast@rte.ie	
Q101	news@q101west.fm sport@q101west.fm				

BBC (West)			 @bbc.co.uk	
BBC			ni_news@bbc.co.uk	
Downtown Radio			news@downtown.co.uk	
U105 Radio			news@u105.com	
Fermanagh Herald			editor@fermanaghherald.com	
Impartial Reporter		I	info@impartialreporter.com @impartialreporter.com editorial@impartialreporter.com	
Independent on Sunday.			 @msn.com @independent.ie	
Londonderry Sentinel			 @londonderrysentinel.co.uk @londonderrysentinel.co.uk	Monday 4 pm
Derry Journal		y	 @jpress.co.uk editorial@derryjournal.com	Monday 10.00 am Thursday 10.00am
Derry News			 @derrynews.net	

Appendix 21: Derry City and Strabane District Council
Elected Members 2016/17

Party	Name	Address	Telephone Nos.
DUP	Alderman Hilary McClintock	c/o Mayor's Office, Harbour House, Harbour Square, Derry, BT48 6AF	028 71376508 (B) 07787949735 (M)
SDLP	Councillor Jim McKeever	6 Tamneyreagh Park, Eglinton, Co. Derry BT47 3WD.	07812203362 (M)
DUP	Alderman Maurice Devenney	19 Rosslea, Newbuildings, Co. Londonderry BT47 2AQ.	07916009985 (M)
DUP	Alderman Allan Bresland	41 Millhaven, Sion Mills, Strabane, Co. Tyrone BT82 9FG.	028 81658579 (H) 07711129452 (M)
UUP	Alderman Mary Hamilton	Ermah House, 13 Rosstown Park, Londonderry BT47 5NR.	028 71311984 (H) 07980885392 (M)
DUP	Alderman Rhonda Hamilton	75 Bearney Road, Strabane, Co. Tyrone BT82 8QT.	028 81659725 (H) 07925241366 (M)
UUP	Alderman Derek Hussey	38 Garvetagh Road, Castlederg, Co. Tyrone BT81 7QH.	028 81679921 (H) 07774246223 (M)
DUP	Alderman Thomas Kerrigan	104 Kilclean Road, Castlederg, Co. Tyrone BT81 7LD	028 81671848 (H) 07710425780 (M)
DUP	Alderman David Ramsey	40 Gortin Manor, Newbuildings, Londonderry, BT47 2TF	028 71343856 (H) 07725623897 (M)
DUP	Alderman Drew Thompson	61 Sperrin Park, Waterside, Londonderry, BT47 6NG.	028 71311037 (H) 028 71349594 (B)
DUP	Alderman Graham Warke	c/o Member Services, Council Offices, 98 Strand Road, Derry BT48 7NN.	07975709326 (M)
SDLP	Councillor John Boyle	3 Caradale Park, Derry BT48 0NU.	028 71263154 (H) 07748192198 (M)
SF	Councillor Kevin Campbell	53 Lislane Drive, Derry, BT48 9TU	028 71281900 (B) 07912433893 (M)
SF	Councillor Karina Carlin	1 Fountain Street, Strabane, Co. Tyrone BT82 8JQ.	07795167556 (M)
IND	Councillor Sean Carr	8 Abbey Park, Derry BT48 9DS.	028 71263388 (H) 07751189051 (M)
SF	Councillor Michael Cooper	30 Norburgh Park, Derry, BT48 0RQ	028 71377551 (B) 07743175709 (M)
SDLP	Councillor Shauna Cusack	7 Lowry's Lane, Derry BT48 0LS.	07919962169 (M)
SDLP	Councillor Angela Dobbins	22 Belvoir Park, Culmore, Derry BT48 8PQ.	07709147751 (M)
IND	Councillor Gary Donnelly	c/o Member Services, Council Offices, 98 Strand Road, Derry BT48 7NN.	07802648444 (M)

SF	Councillor Sandra Duffy	80 Oakbridge Park, Derry BT48 8PY.	028 71354740 (H) 07800506328 (M)
SF	Councillor Paul Fleming	19 Rose Court, Waterside, Derry BT47 2DU.	07923390605 (M)
IND	Councillor Paul Gallagher	21 Springhill Park, Strabane, Co. Tyrone BT82 8BY.	07872638565 (M)
SDLP	Councillor Tina Gardiner	17b Deanfield, Limavady Road, Derry, BT47 6HY.	07916785507 (M)
SF	Councillor Tony Hassan	64b Racecourse Road, Derry BT48 8DS.	028 71359747 (B) 07702758674 (M)
SDLP	Councillor Hugh (Gus) Hastings	17 Clonmeen Drive, Strathfoyle, Derry BT47 6UR.	028 71860341 (H) 07890967667 (M)
SF	Councillor Christopher Jackson	16 Tamneymore Park, Derry, BT47 2EG.	028 71349357 (H) 07841697856 (M)
SF	Councillor Colly Kelly	5 Oakland Park, Derry, BT48 9UG	07845277117 (M)
SF	Councillor Dan Kelly	100 Hollyhill Road, Knockinarvoer, Glenmornan, Co. Tyrone, BT82 0HY.	07518696233 (M)
SDLP	Councillor Patsy Kelly	31 Melmount Gardens, Strabane, Co. Tyrone BT82 9EB.	028 71884955 (H) 07887520355 (M)
SF	Councillor Patricia Logue	c/o Member Services, Council Offices, 98 Strand Road, Derry BT48 7NN.	07851313583 (M)
SF	Councillor Caoimhe McKnight	64b Racecourse Road, Derry, BT48 8DS	07701397798 (M)
SF	Councillor Eric McGinley	Flat 1/17a Lawrence Hill, Derry BT48 7NJ.	07592326195 (M)
SF	Councillor Kieran McGuire	29 Crilly Park, Killeter, Castlederg BT81 7DX	07971008246 (M)
SF	Councillor Maolíosa McHugh	89 Castlefin Road, Castlederg, Co. Tyrone BT81 7EE.	028 81670538 (H) 07724484840 (M)
SF	Councillor Ruairi McHugh	74 Hillview Park, Castlederg, Co. Tyrone, BT81 7PR	07751576632 (M)
SDLP	Councillor Jim McKeever		
SF	Councillor Brian McMahan	9 Church Court, Strabane, Co. Tyrone BT82 8RH.	07845717148 (M)
IND	Councillor Darren O'Reilly	1 Osborne Street, Derry, BT48 0HR.	07742555195 (M)
SDLP	Councillor Martin Reilly	161 Waterfoot Park, Caw, Derry, BT47 6SY.	028 71360700 (B) 07812162488 (M)
IND	Councillor Warren Robinson	c/o Member Services, Council Offices, 98 Strand Road, Derry BT48 7NN.	07835810968 (M)
SDLP	Councillor Brian Tierney	46 Glencaw Park, Derry, BT48 8LR	07731309734 (M)

