

CORPORATE PROCEDURE

EMERGENCY RESPONSE/ ESCALATION PROCEDURE

1 Aims of the procedure

The purpose of this Corporate Procedure is to provide all employees of Neath Port Talbot County Borough Council (NPTCBC) with guidance on how to respond to an emergency event so as to minimise the risk and consequences to life and property.

Within NPTCBC an emergency/ crisis is defined as being an event that could lead to lives or property being at risk and or including an environmental impact.

2 Responsibilities

2.1 Corporate Directors

Corporate Directors will be responsible for the overall implementation of this Corporate Procedure.

2.2 Heads of Service

Heads of Services will be responsible for the overall implementation of this Corporate Procedure. Heads of Service will ensure the provision of the necessary resources and information to ensure that all officers undertake adequate consultation and communication with all relevant stakeholders during time of crisis.

2.3 Managers/ Team Leaders/ Headteachers

Within each directorate, Managers/ Team Leaders/ Headteachers will be responsible for ensuring that mechanisms are in place for consulting and communicating with staff on aspects of the emergency response programme, this should also include consultation with other relevant stakeholders who may have an interest in emergency response.

Each Manager/ Team Leader/ Headteacher of NPTCBC shall ensure that he/she communicates with their colleagues, line managers and any other council officer as required when the need arises.

3 Consultation with External Organisations.

There are occasions where council officers/ other employees are required to consult with external bodies:-

- Emergency Services inc, Coastguard and RNLI
- Voluntary groups
- Other government agency groups
- Local businesses
- Focus groups
- Other legislative enforcement bodies:-
- Media

Where there is a need to ensure that these groups are consulted, the management of the responding directorate must ensure that adequate time is provided within the emergency response to make meeting with these groups practical.

Consultations with any external body shall be controlled through an individual appointed by the Chief Executive.

4 Emergency response

Following an emergency/ crisis, the following actions are to be taken depending on the seriousness or potential seriousness of the outcome; advice should be obtained from the Corporate Health and Safety Manager and Corporate Health and Safety Officer as may be appropriate. These actions may also have to be carried out in conjunction with the relevant Manager/ Team Leader/ Headteacher.

Category 1 event (minor)

Category 1 type events are typically representative of near miss, no lost time or damage type incidents, although consideration within this category should also include minor injury, lost time less than 1 day or minor property damage (less than £1000). In such circumstances there will be no need to secure the scene of the incident although the manager/ team leader/ headteacher must be contacted immediately. If necessary further guidance can be obtained from the Corporate Health and Safety Officers.

Inform the Neath Port Talbot Council press office of the incident and provide them with details that can be issued to the media if the request a statement from the Council.

Category 2

Category 2 type events are typically representative of lost time more than 1 day, less than 3 days, property damage greater than £1000, RIDDOR reportable injuries and dangerous occurrences. In such circumstances the Corporate Health and Safety Officer and relevant manager/ team leader/ headteacher shall be informed immediately by phone. Any such accident should then be reported to the Corporate Health and Safety Manager so that a decision can be made on further escalation where appropriate.

Inform the Neath Port Talbot Council press office of the incident and provide them with details that can be issued to the media if the request a statement from the Council.

Category 3

Category 3 type events are typically representative of multiple/ major injuries, incident that could result in negative public/ press interest and or fatalities. Following a fatality and or some major incidents the scene will be secured immediately by the Police so as to prevent any unauthorised access. In such circumstances the corporate health and safety manager and relevant head of service shall be informed immediately by phone, where upon the following action shall be taken:

- Notification of event to the Chief Executive
- Notification of event to the relevant Corporate Director
- Notification of event to NPTCBC Corporate Communications and Marketing Manager, including out of hours.
- Ensure the enforcement authorities are notified HSE Incident Contact Centre - 0845 300 9923
- Handover the information to the appropriate person for pre-prepared press statement.

NPTCBC's ability to deal successfully with an emergency depends on taking prompt action, following agreed procedures and advising the relevant authorities at the outset of the event.

Each emergency event needs to be assessed as it occurs and the best method of dealing with such an eventuality cannot be fully pre-determined. However basic procedures can be planned for in advance so as to deal with the initial stages of the event, such as pre- written press statements.