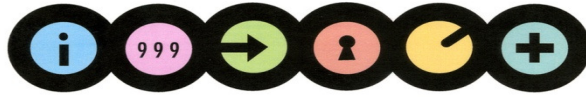


*Bournemouth Dorset & Poole
Local Resilience Forum*



Plan Prepare Respond Recover

RECOVERY PLAN

Title of document:	BDPLRF Recovery Plan
Owned by:	BDPLRF Recovery Capabilities Group
Lead Organisation:	Dorset County Council Emergency Planning Service
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Revision History

Revision Date	Version No	Summary of Change	Changes made by	Authorised by	Date

Distribution

Name	Organisation
Business Management Group Members	BDP LRF
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National Resilience Extranet	All Members

This Plan is owned by the Bournemouth, Dorset and Poole Local Resilience Forum (BDP LRF) and is maintained and updated by the Recovery Capabilities Group. All users are asked to advise the DCC EPS of any changes in circumstances that may materially affect the plan in any way.

Details of changes should be sent to:

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1. Recovery - General Information

Introduction

This Plan has been produced and developed by Dorset County Council Emergency Planning Service on behalf of the Bournemouth Dorset and Poole Local Resilience Forum utilising the guidelines found within the National Recovery Plan Guidance Template and the Emergency Response and Recovery guidance along with extensive multi-agency consultation.

Disasters and emergencies can strike suddenly anytime, anywhere; they disrupt whole communities and peoples lives. They may be caused by failure of essential services or technological failures, the extremes of nature or a terrorist attack. The emergency may occur overseas but impact on our residents or nationals, or the environment of the UK.

It is in this context, with the requirement for physical, psychological and economic restoration, that recovery is conducted. This can be defined as the process of **rebuilding, restoring and rehabilitating** the community following an emergency or disaster, continuing until the disruption has been rectified, demands on services have been returned to normal levels, and the needs of those affected have been met.

(Emergency Response and Recovery Guidance, HM Government)

The most affected Local Authority is best placed to lead and co-ordinate the Recovery Phase through the Recovery Co-ordinating Group (RCG) and will be responsible for ensuring that the community is progressed to a 'new normality' and identify any opportunities that go beyond 'recovery' and could achieve longer-term regeneration and economic development.

The challenges posed by the recovery process will depend on the nature, severity and scale of the emergency. Every recovery process will be different and in order for it to be fully effectual it will need to facilitate multi-agency collaboration.

It is critically important that all sectors of the community are engaged and this should include the commercial and the voluntary community providers.

The recovery process may be relatively short term or could last years but will continue until the disruption has been rectified, demands on services have returned to normal levels, and the needs of those affected have been met.

The implementation of this Strategic Recovery Plan is linked to the appropriate Capabilities Workstream Plans. The Lead Government Department (LGD) for Recovery planning is the Civil Contingencies Secretariat.

2. Recovery – Purpose and Principles

Purpose

The purpose of this Plan is to provide a **Strategic Overarching Framework** that provides a simple but effective guide for designated personnel and agencies tasked with implementing the recovery process within the Recovery Co-ordinating Group and Sub Groups that may be established.

It is recognised that where a community experiences a major incident, there is a need to enhance and support the individual, family and community structures which have been disrupted; this plan is intended to assist this process.

Principles

To support the community in its ability to overcome and adapt to the circumstances resulting from a major incident, it is essential that it is engaged and to an extent manages its own recovery. Therefore the following principles should be observed:

- The recovery process should be considered from the moment the emergency begins; therefore it is recommended that the Recovery Co-ordinating Group (RCG) is to be set up as soon as practicable.
- The RCG should be a standing item on the Strategic Coordinating Group Agenda until such time as the handover from SCG to the RCG.
- Recovery is an enabling and supportive process, which allows individuals, families and communities to attain a proper level of functioning through the provision of information, specialist services and resources.
- Effective recovery requires the establishment of planning and management arrangements which are accepted and understood by all those involved in the process.
- Recovery management arrangements will be most effective when they recognise the complex, dynamic and protracted nature of recovery processes and the changing needs of affected individuals, families and groups within the community over time.
- The management of recovery is best approached from a community development perspective and experience has shown that this is most effective when conducted at the local level with the active participation of the affected community and a strong reliance on local capacities and expertise. The private sector and the wider community will also play a crucial role throughout the process.
- Recovery management is most effective when agencies involved in human welfare have a major role in all levels of decision making which may influence the well being and recovery of the community.

- Planning and management arrangements are most effective where they are supported by training programmes and exercises which ensure that the agencies and groups involved in the recovery process are properly prepared for their role.
- Recovery is most effective where recovery management arrangements provide a comprehensive and integrated framework for managing all potential emergencies and where assistance measures are provided in a timely, fair and impartial manner and are sufficiently flexible to respond to a diversity of community needs.

3. Recovery Strategy.

At the start of the recovery process it is vital that the Bournemouth, Dorset and Poole Local Resilience Forum Recovery Co-ordinating Group develop and agree a clear strategy using the following key objectives:

- Ensuring that a Community Impact Assessment is carried out as soon as possible and is regularly updated. See Fig 1 (page 8)
- A concise and balanced recovery action plan is developed that can be quickly implemented and involves all participating agencies and fits the needs of the incident.
- The community is fully involved and updated of the recovery strategy and the delivery process.
- All agencies work closely with the communities and those directly affected, including the monitoring and protection of public health.
- Utilities and transport networks throughout the affected area are brought back into use as soon as practicable.
- Temporary facilities are correctly managed to allow, as far as practicable, normal life to be maintained.
- A pro-active and integrated framework of support to businesses is established.
- All affected areas are restored where possible, to an agreed standard so that they are 'suitable for use' for their defined future purpose.
- Environmental protection and recovery issues are co-ordinated.
- Information and media management of the recovery process is co-ordinated and managed proactively.
- Early development of protocols for political involvement and liaison are established.



Fig1. Impact Assessment diagram.

When carrying out an Impact Assessment (IA) consider the following:

1. Identify the purpose and type of IA
2. Define the area and timeframe of the IA
3. Obtain information about the people, properties, jobs and activities at risk
4. Identify the type of impacts.
5. Collate and present the results.

Targets

As part of the recovery strategy, it is recommended that various targets or milestones for the recovery are established and agreed.

It is essential that the community is consulted and actively involved in establishing these targets.

They provide a means of measuring progress with the recovery process, and may assist in deciding when specific recovery activities can be scaled down.

Suggested targets/milestones could include some of the following:

- All utilities are restored and fully functional.
- Demands on public services returned to manageable levels.
- Transport infrastructure is running normally.
- The supply chain and local businesses are trading normally.
- Vulnerable people have been identified and are being supported.
- Environmental issues including waste clearance have been identified.
- Tourism in the area has been re-established.

4. Recovery Structures

Depending on the type and location of the emergency the most appropriate Dorset Local Authority will lead the Recovery process.

In an emergency that crosses a Local Authority boundary or cross county borders then the Chief Executives of those affected areas will decide who will lead and chair the RCG. To ensure all affected LA's will have adequate representation at the RCG the appointment of a vice or deputy chair from the other LA's may be appropriate.

It will be for the RCG to decide which sub groups are convened; this will depend on the type of incident/emergency.

The Sub Groups have been divided in to **Advisory** and **Enabling**.

Advisory Groups:

Finance and Legal

***Science and Technical Advice Cell**

***Communications Media, Public Relations Warning and Informing**

*The STAC and *Communications Sub Groups will transition from the Strategic Co-ordinating Group (SCG) to the RCG as the incident dictates.

Enabling Groups:

Health

Humanitarian Assistance

Infrastructure and Environment

Business and Economic

Community

The BDPLRF structure for managing the recovery is shown below.

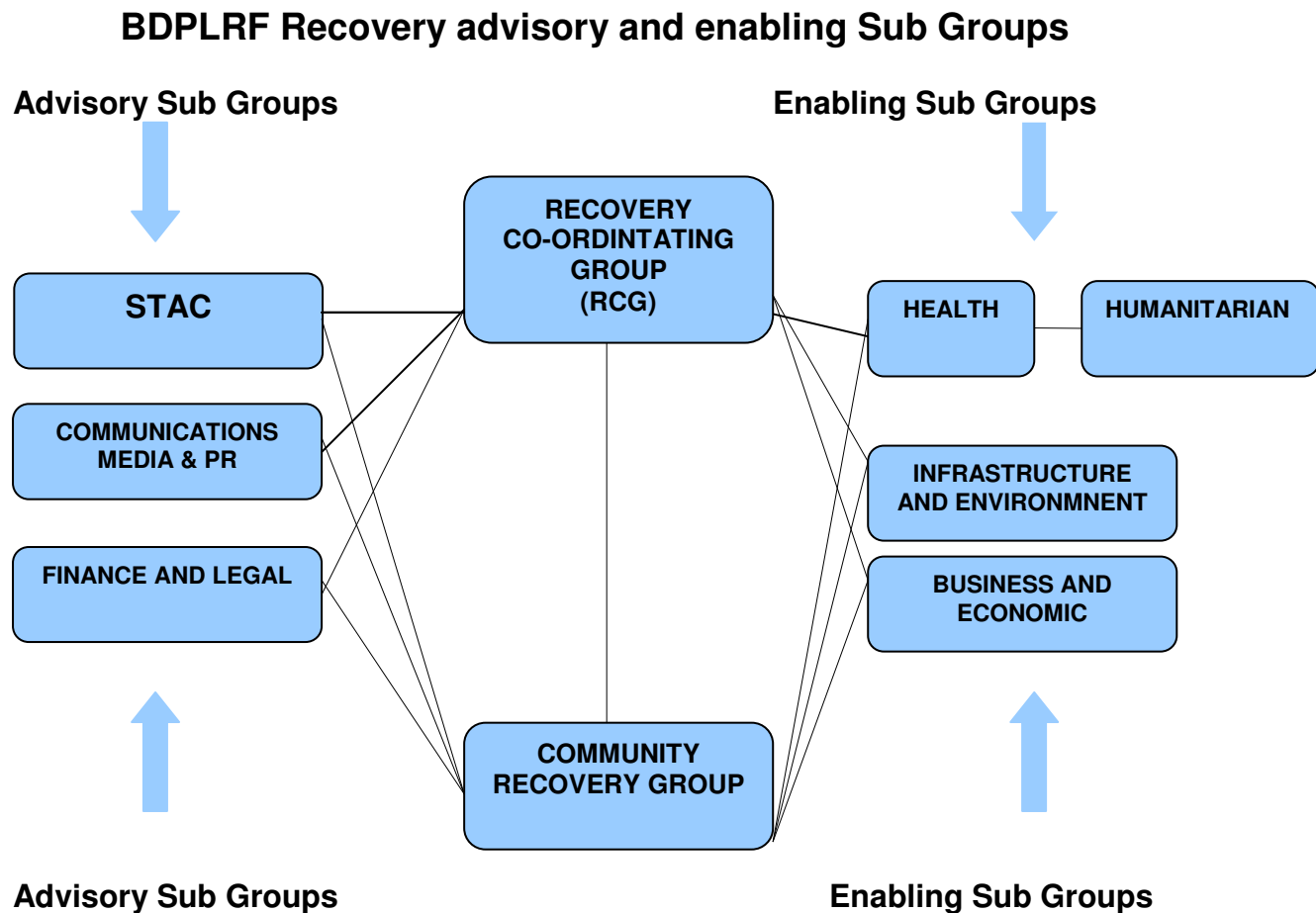


Fig 2. BDPLRF Recovery Advisory and Enabling Sub Groups

Detailed Terms of Reference (ToRs) for these groups, including guidance on membership and issues that may arise, are shown in the Annexes.

In the initial stages of the emergency, it is always advisable to begin with a large group and then scale it down if the demand decreases.

An early assessment should be made of the responding organisations' capacity and resources, and mutual aid protocols activated as required.

5. Activation of the Recovery Coordinating Group (RCG)

The activation of the RCG will be initiated by the Strategic Coordinating Group (SCG) at the first meeting and should be formed as soon as practicable so that a good working liaison between the two groups is established.

A liaison officer from the RCG is to be nominated to sit on the SCG whilst it is active to ensure the dialogue flows between the two groups effectively.

During the response phase it is essential that the RCG develop a strategy and inform the SCG of this to ensure that decisions made by the SCG do not impinge on the medium and long term recovery process.

Care is to be taken in case of duplicating membership when the SCG and RCG are operating in tandem.

Depending on the type of emergency it will be decided at the inaugural RCG meeting which Sub Groups will be required to convene and their location.

6. Location and Operation of the RCG

During the Response phase of a major incident the SCG may be located at Dorset Police HQ Winfrith. It is recommended that the RCG (located within the Strategic Co-ordinating Centre Winfrith) is located in the same vicinity with the SCG (Training Block Conference Room Winfrith) during the early stages when both groups are running simultaneously.

The Lead Recovery Officer from the affected Local Authority needs to manage this progression carefully and instil the importance of agencies being closely linked.

If it is a local incident then the affected Unitary, Borough or District may host the RCG. If more than one is involved it will be the Chief Executives of the affected areas who will decide on its location.

For a Dorset-wide incident the County Emergency Centre in Dorchester may be activated as this has the infrastructure to deal with a large scale emergency. If there is a cross-border incident it will be the Chief Executives of the affected Counties to decide on the RCG location, and may fall to the most affected County.

The frequency of RCG meetings will be determined by the group depending on the severity and demands of the emergency. In the early stages, the RCG may meet two or three times a day, but this is likely to reduce over time, maybe to once or twice a week.

The RCG and the Sub Groups involved in the response must keep detailed records of what is done and why. Whatever the pressures to deal with new problems and relegate record keeping to a lesser priority, the importance of contemporary records cannot be overstated. A suggested initial agenda for the RCG can be found in the Terms of Reference at Annex A. Minutes should show:

- Information received
- Instructions given from whom
- Priorities
- Action taken by whom

- The reasons why and when

Record keeping will demand a heavy commitment in terms of administration staff, but it is vital that it is done properly; to ensure a comprehensive audit trail for preparing reports for subsequent inquiries, litigation and potential insurance claims, there needs to be clear audit trails with comprehensive records of timings, notifications, decisions, actions and expenditure.

7. Handover – Response to Recovery Phase

It is essential that all agencies are aware of the implications and arrangements for handover from the response to recovery phase.

A formal meeting should be held as soon as practicable from the start of the emergency. Membership at this meeting should, as a minimum, include the Strategic Co-ordinating Group Chair and the affected local authorities, and will consider:

- The criteria to be used to assess when the handover can take place from the Strategic Co-ordinating Group, chaired by the Police to the Recovery Co-ordinating Group, chaired by the Local Authority. The suggested criteria are shown in Annex K
- A formal handover process is to be followed and the handover certificate is shown in Annex L
- Communications to other responding agencies and the community about the handover.
- Funding issues have been resolved and put in place if required.
- In some circumstances it is possible that Response and Recovery activity is undertaken in parallel initially (e.g. pan Dorset flooding)

8. Impacts of Emergencies

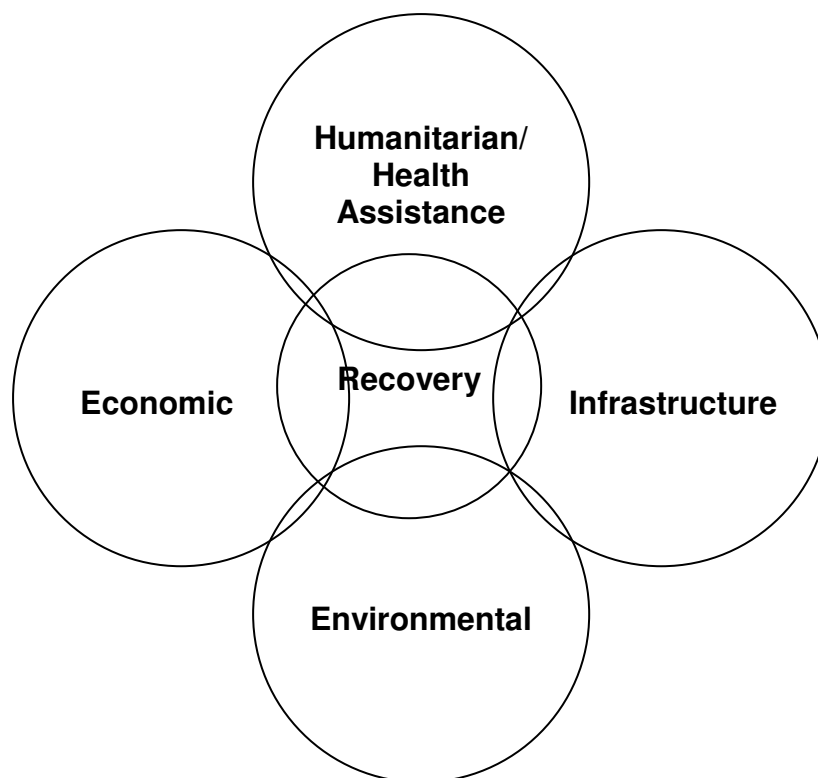
The impact of disasters goes well beyond those directly affected, affecting people such as onlookers, family and friends of fatalities, the injured or survivors, response and recovery workers, and the wider community, as well as the economy and businesses, physical infrastructure, and the environment.

Emergencies will affect the local community in a myriad of different ways. The RCG needs to recognise **who** is affected and **how** the emergency has affected them.

To understand how emergencies affect individuals and their communities – and thus prioritise and scope the recovery effort – it is important to understand how emergencies impact upon the environment they live and work in.

On page 13 is a conceptual framework for understanding these impacts and the steps that may need to be taken to mitigate them. There are four interlinked categories of impact that individuals and communities will need to recover from. The nature of the impacts – and whether and at what level action needs to be

taken – will depend in large part on the nature, scale and severity of the emergency itself.



Some examples of the types of issues that may be faced are as follows

Humanitarian Assistance	Physical impacts (including individuals' health, housing, financial needs)
	Psychological impacts
	Deaths
	Community displacement
Economic	Economic and business recovery
Infrastructure	Disruption to daily life
	Disruption to utilities / essential services
	Damage to residential properties and security of empty buildings
Environmental	Pollution and decontamination
	Clean up and Waste disposal
	Natural resources and habitats

More information on carrying out an impact assessment can be found in the National Recovery Guidance on the UK Resilience website:

An Impact Assessment diagram can be found on page 8 fig1.

Elected Members and Parish Councils can play a critical role in the impact assessment process, identifying problems and vulnerabilities in their community that may require priority attention and feeding them back to the RCG and the relevant Sub Group. They also have an important role in disseminating credible information and advice back to the community, assisting to maintain community

cohesion and providing public reassurance. Further information on the role of Elected Members in the recovery process can be found in Annex M

It is vital that following the impact assessment process, which may be repeated numerous times, any resulting actions are accurately captured and progress monitored. The template for a Recovery Action Plan is shown in Annex N.

9. Stand-Down of the RCG

The length of time that the RCG is required to continue meeting will vary according to the nature and scale of the emergency. Some major incidents may have long term issues to consider, such as health and environmental monitoring. The RCG will stand-down once there is no longer the need for regular multi-agency co-ordination and the remaining issues can be dealt with by individual agencies as a part of their normal day to day business.

Depending on the recovery issues being addressed, it may be possible for some of the RCG Sub Groups to close prior to the main RCG standing down.

The RCG Chair in consultation with the RCG and Sub Group chairs will decide when it is appropriate to stand the group down, the needs and requirement of the community are vital to this decision and should be consulted.

The decision to stand-down the RCG will be communicated to all agencies involved by the RCG Chair / Secretariat.

10. Evaluation and De-Brief of Initial Recovery Phase

It is very important that all issues identified during the recovery phase are captured and actioned as necessary.

This is vital in reviewing plans, processes and protocols within the BDPLRF area. A final debrief report should be produced which captures all these issues.

Issues of regional and national significance, or requiring regional or national action, can be taken to the Regional Resilience Forum.

The affected areas within the BDPLRF should take the opportunity to share the debrief report widely amongst all responders and agencies so 'lessons learnt' can be discussed and the Recovery Plan updated as required. Consideration should be given to submitting a case study for inclusion in the National Recovery Guidance.

The details of how to submit case studies, along with the template can be found with the guidance on the UK Resilience website.

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BDPLRF Recovery Coordinating Group (RCG)

Terms of Reference

Purpose

- To provide strong strategic leadership and direction for all aspects of the multi-agency recovery effort.
- To provide the broad overview of the major incident and represent each agency's interests and statutory responsibilities.
- To co-ordinate the guidance and advice of the activated Sub Groups and deciding on the strategy, priorities and implementation of that strategy.
- Ensures the co-ordination and delivery of consistent messages to the public and media.
- To determine an exit strategy and practical timescale to hand back for local governance.

Role

- To decide the overall recovery strategy, including communications, clean up, health, welfare, economic and business recovery.
- To ensure there is a consistent dialogue with the SCG and feed in the recovery issues as necessary.
- To set up the appropriate Sub Groups and ensure that all relevant stakeholders are involved as required by the emergency.
- To produce impact assessments and updates on the incident.
- To ensure funding, procurement processes and other assistance as required are in place to support the restoring, rehabilitation and rebuilding of the community.
- To agree an exit strategy criteria and a realistic timescale.
- To minimise fear and alarm and provide reassurance to the public.
- To be aware of the handover from response to recovery criteria Annex K.
- To be aware of the Recovery Topic Sheets available at Annex O.

Chair and Secretariat

The Chair will be a Strategic Officer of the most affected Borough and District or Unitary. The Chair will also appoint a Secretariat from the affected Local Authority to maintain records of minutes of all RCG meetings and actions.

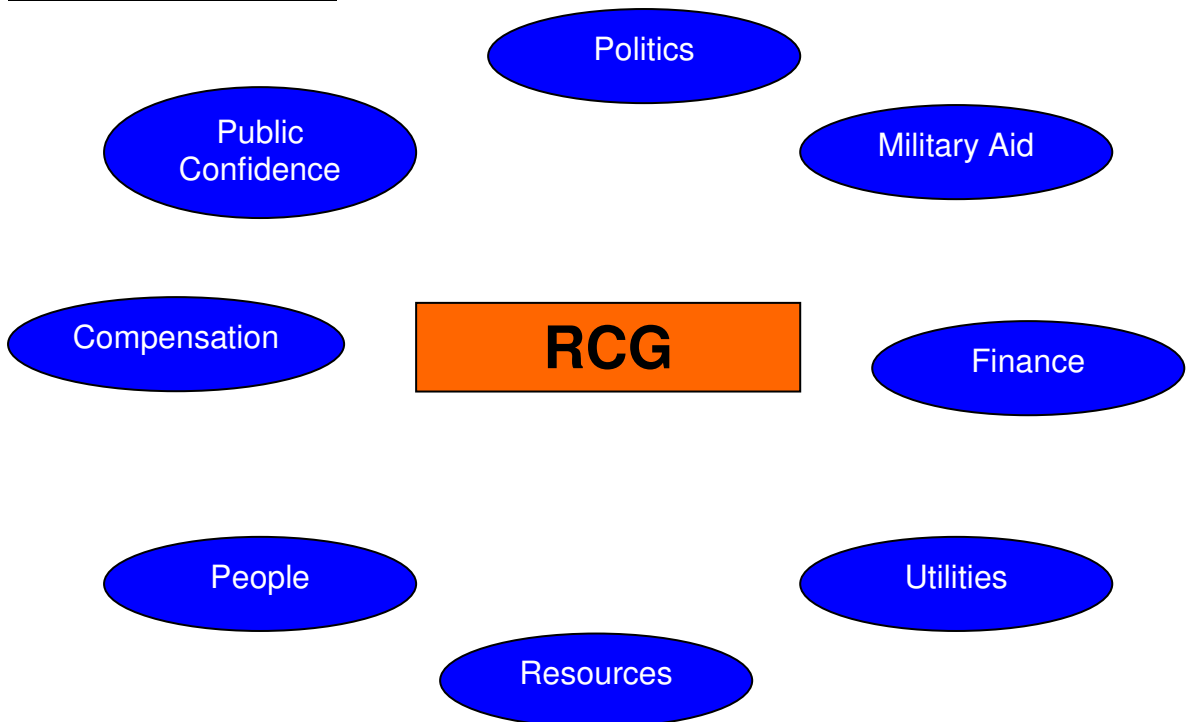
Membership

Senior representatives, who have the authority to make executive decisions on behalf of their organisation, will attend as required from the following:

- Dorset County Council / Borough and Districts / Unitaries

- Chairs of activated Sub Groups
- Environment Agency (EA)
- Food and Environment Research Agency (FERA)
- Primary Care Trust (PCT)
- Health Protection Agency (HPA)
- Scientific and Technical Advisory Cell (STAC)
- Social and psychological Care
- Department for Environment, Food and Rural Affairs (DEFRA)
- Health and Safety Executive (HSE)
- Utility Companies
- Transport providers
- Maritime and Coastguard Agency (MCA)
- Dorset Police
- Dorset Fire and Rescue Service
- Ministry of Defence (MOD)
- Natural England (NE)
- Site Operator/Contractor
- Voluntary Community Organisation Representatives
- Government Decontamination Service

Issues to consider:



Questions	Actions
What are the main issues impacting on the community?	Assess the overall impact on the community Assess the priorities
What are the vital first steps to normality?	Ensure utilities and transport are restored
What resources are required?	Assemble available resources Decide what financial support is available and from whom.
Mutual Aid?	Consider established cross border mutual aid protocols
What are the needs of the community?	Establish and assist with the formation of the Community Recovery Enabling Group as required. Supporting the establishment of public appeals, anniversaries and memorials
What community initiatives are already underway?	Promotion of community self-sustainability Promotion of community confidence Involvement of Area Committees Recommend a criteria for provision of services to those in need

Proposed Agenda for Initial RCG Meeting

The following is a suggested list of points for the initial agenda of the RCG meeting:

- Introductions
- Endorse Terms of Reference
- Membership
 - Responsibilities and authority
 - Other agencies that may be required
- Briefing/progress report, including the latest community impact assessment and the Strategic Co-ordinating Group strategy
- Immediate actions / or urgent issues related to the emergency
- Agree recovery strategy and long term location of RCG
- Deciding what Enabling Sub Groups are required and how best to engage them and ensuring they have an Action Plan (Annex N)
- Agree detailed objectives and targets
- Agree “end state” - for handover to local governance
- Recovery action plan formulation and delegation of tasks
- Priorities for action
- Any other issues
- Schedule of meetings

Notes or minutes of the meeting must be taken as well as the maintenance of a key decision / action log.

The affected Local Authority should supply support staff for this function.

Guidance for BDPLRF Recovery Group Chairs

Chairs of the Recovery Co-ordinating Group and the active Sub-Groups need to co-ordinate the operation of multi-agencies involved in the recovery operation within their Group/Sub Group. In order to achieve this, they should:

- Consider appropriate membership of the group.
- Appoint a Recovery Co-ordinator/Secretariat to support the Group/Sub Group and appoint a deputy.
- The RCG Chair is to consider the most appropriate location for the RCG after the handover from the SCG.
- Ensure Secretariat keeps comprehensive records/minutes of all meeting and decisions made.
- Consider security clearance issues if necessary. (If key members of a group have previously been identified and require Security Clearance consider obtaining it beforehand)
- Fully understand the remit of their role and educate members of the group, including ensuring adequate training is provided if required. (this is to include mentoring from agencies that have gone through similar emergencies in the past)
- Attend the relevant courses at the Emergency Planning College and the appropriate Dorset Emergency Planning Service prospectus courses.
- Ensure the group is aware of the full recovery structure, and are conversant with the Recovery Plan and what groups are in place and their remits.
- Assign a communications lead within each Sub Group.
- Ensure action planning and reporting mechanisms are in place to provide regular reports on recovery operations to the RCG and other relevant Sub Groups, and to any other organisations that have a role or interest in the recovery process.
- Identify areas where decisions need to be made beyond existing policies and procedures, and advise on recommended options to the RCG.
- Ensure that essential information is disseminated so that all concerned are aware of the steps being taken during the recovery process. For each decision made or piece of information produced / received, consider:
 - What might be the knock-on effect of this decision / information?
 - Who else needs to be aware of this?
 - Does the group need to do any more work as a result of this?
 - Does someone else need to carry out an action?

- Provide a debrief report at the closure of the Group / Sub Group detailing the expenditure committed, actions taken, lessons learnt, and any recommendations

Community Recovery - Enabling Sub Group

Terms of Reference

Purpose

To reflect the communities concerns, feelings, initiatives and assisting in the compilation of the Community Impact Assessment.

Role

The group is non executive and shall, as far as possible, work on the basis of consensus to:

- Reflect community concerns, feelings and initiatives and bring these to the attention of the Recovery Co-ordinating Group.
- Assist in informing the wider community of discussions and progress of the Recovery Co-ordinating Group.
- Liaison with the Business Community and taking their concerns to the Business and Economic Enabling Sub Group.
- Actively engaging the community in the recovery process.
- Assist in the organisation of public meetings.
- Consult the relevant Topic Sheets in Annex O.

Chair and Secretariat

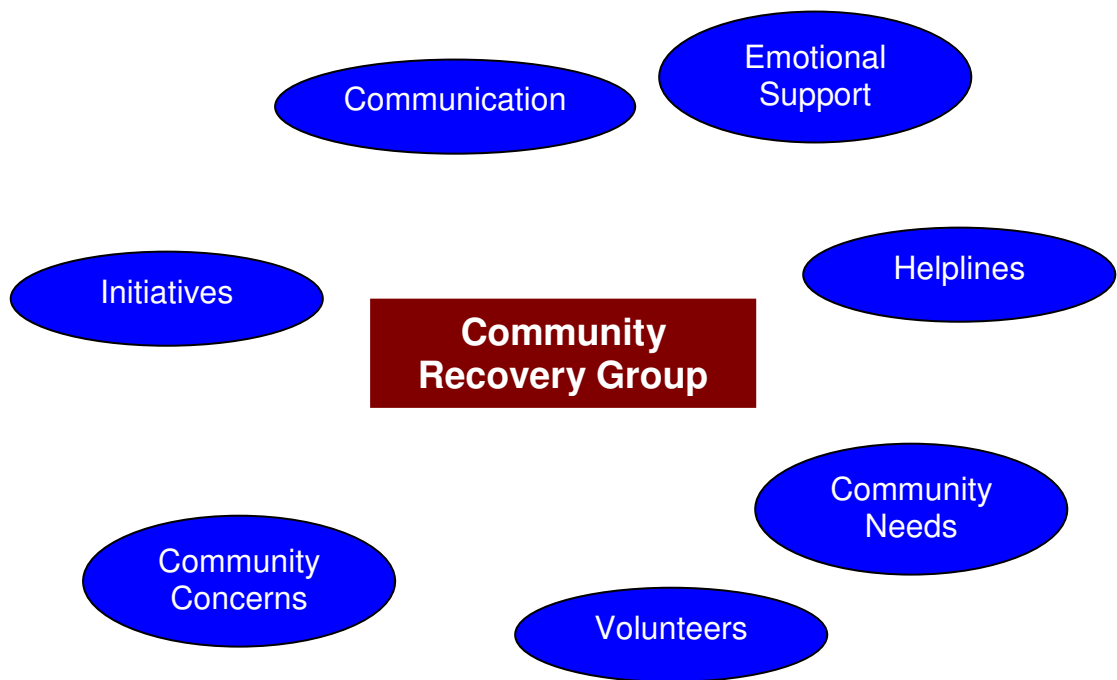
Chaired by an appropriate Elected Member and the Secretariat will be provided by the relevant Local Authority.

Membership

Representatives to attend as required from:

- Parish and/or Town Council Representatives.
- Local Elected Members for Dorset County.
- Local Elected Members for the affected Unitary/District/Borough.
- Residents associations.
- Tenants associations.
- Local schools.
- Local businesses.
- Religious faith groups.
- Disaster Fund Manager.
- Representative from the Recovery Co-ordinating Group.
- Dorset Police – Community Policing Officers & Safer Neighbourhood Team.
- Existing District/Borough/Unitary Strategic Partnership Groups.

Issues to consider:



Questions	Actions
<ul style="list-style-type: none"> • What are the main community concerns? • What are the needs of the community? • What community initiatives are already underway? • What is the “end state” that is desirable both for community and achievable by the resources available to the RCG? 	<ul style="list-style-type: none"> • Assess the overall impact on the community • Supporting the establishment of public appeals, anniversaries and memorials • Promotion of community self-sustainability utilising local capacity and expertise • Promotion of community confidence • Involvement of Area Committees • Recommend a criteria for provision of services to those in need

Health - Enabling Sub Group

Terms of Reference

To facilitate the Recovery response for health and psychological care and liaise with the STAC as required.

Purpose

- To co-ordinate the provision of the full range of practical health assistance, support.
- Liaise with the Humanitarian Sub Group as to referrals requiring counselling, which could be supported/linked with existing Health structures.
- Contribute specific information to the Warning and Informing strategy.
- Bring together the relevant Health expertise.

Role

- Prepare a health monitoring and protection strategy.
- Collation of data on affected persons.
- Maintain normal Health Service.
- Establish extra health services as requested by the RCG and Sub Groups.
- Ensure public are informed about any health implications.
- Identification and assistance of vulnerable persons.
- Co-ordinate with the Humanitarian Sub Group on the implementation of a psychological care regime.
- Consult the relevant Topic Sheets in Annex O.

Chair and Secretariat

Chaired by an appropriate health representative who will be nominated by the Strategic representative of the Primary Care Trust or the Director of Public Health, this may be a Consultant.

Membership of this group will be instigated by the appointed chair.

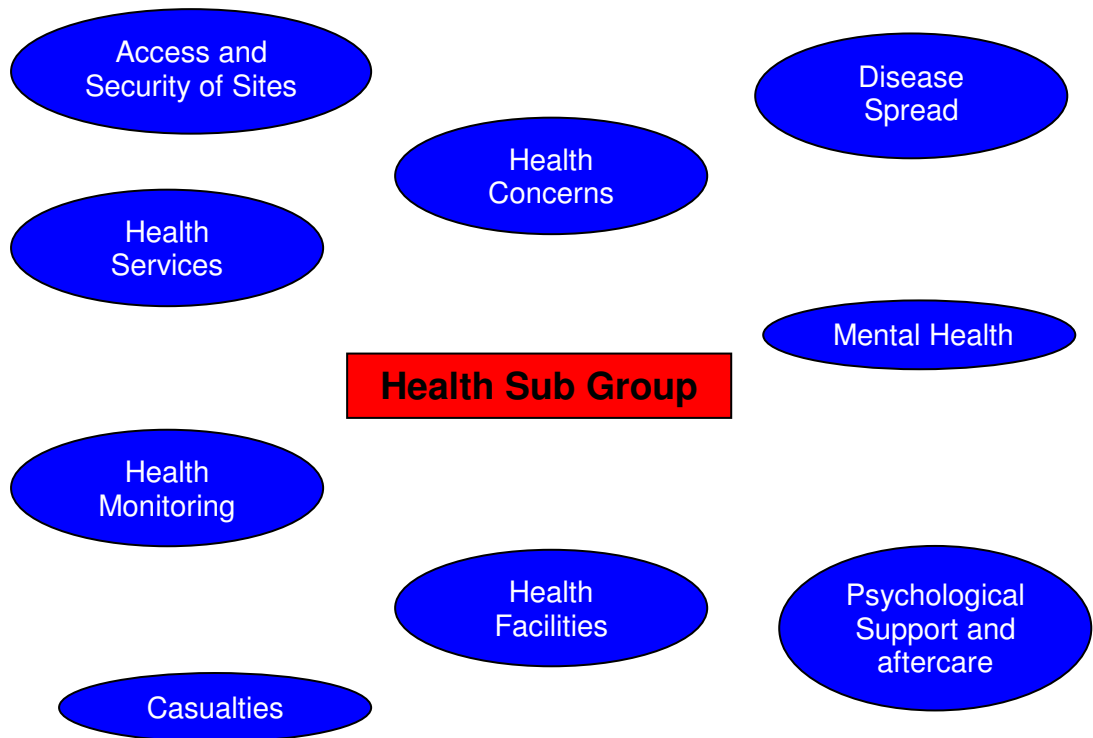
Membership

Representatives as required from:

- County/District/Unitary Council, including:
 - Adult Social Care
 - Children's Services
 - Environmental Health
- NHS Dorset
- NHS Bournemouth

- Dorset Health Care University NHS Foundation Trust
- South Western Ambulance Service NHS Trust
- Dorset County Hospital NHS Foundation Trust
- Royal Bournemouth & Christchurch Hospitals NHS Foundation Trust
- South West Health Protection Agency
- Dorset & Somerset Health Protection Unit
- STAC liaison officer

Issues to consider:



Questions	Actions
<ul style="list-style-type: none"> • What injuries have been caused to people (numbers / seriousness / medical treatment / sufficient facilities)? • Has the mass fatalities plan been implemented? • What are the parameters of who receives help? 	<ul style="list-style-type: none"> • Co-ordinate health assistance by the various agencies available including the voluntary community sector • Establish database of affected people by collating from all relevant sources • Assess impact on health related services • Publicise changes to health related services during any period of disruption • Use existing databases and information to establish those most at risk • Assess impact on vulnerable individuals / establishments Impact on community care for vulnerable • Impact of bed release following hospital emergency plan execution. • Source psychological support • Source long term health monitoring if necessary • Continue implementation of longer term aspects of the mass fatalities plan if necessary

Humanitarian Assistance - Enabling Sub Group

Terms of Reference

To facilitate and address the non - health needs of the people who are affected by the emergency directly and indirectly.

The Humanitarian Assistance Capabilities Group will also be approached to provide the appropriate membership and expertise for this Sub Group.

Purpose

- To co-ordinate the welfare requirements of the Community.
- Enable the community easy access to the required assistance.
- Signposting existing sources of assistance.

Role

- Provide welfare assistance to those affected.
- Allocation of welfare tasks to the appropriate agencies.
- Co-ordinating appropriate temporary accommodation in the event of evacuation.
- Co-ordinate the voluntary community sector contribution.
- Supporting the community and the diverse needs of its population.
- Collation of data on affected persons.
- Initiate monitoring of individual and Community Needs Impact Assessments.
- Co-ordinate with the Health Sub Group on the Implementation of a psychological care regime.
- Consult the relevant Topic Sheets in Annex O.

Chair and Secretariat

Chaired by Local Authority Head of Adult Social Care or Local Authority Housing Officer the secretariat will be supplied by the Local Authority. A Liaison Officer is to be nominated so that close links with the Health Sub Group can be maintained.

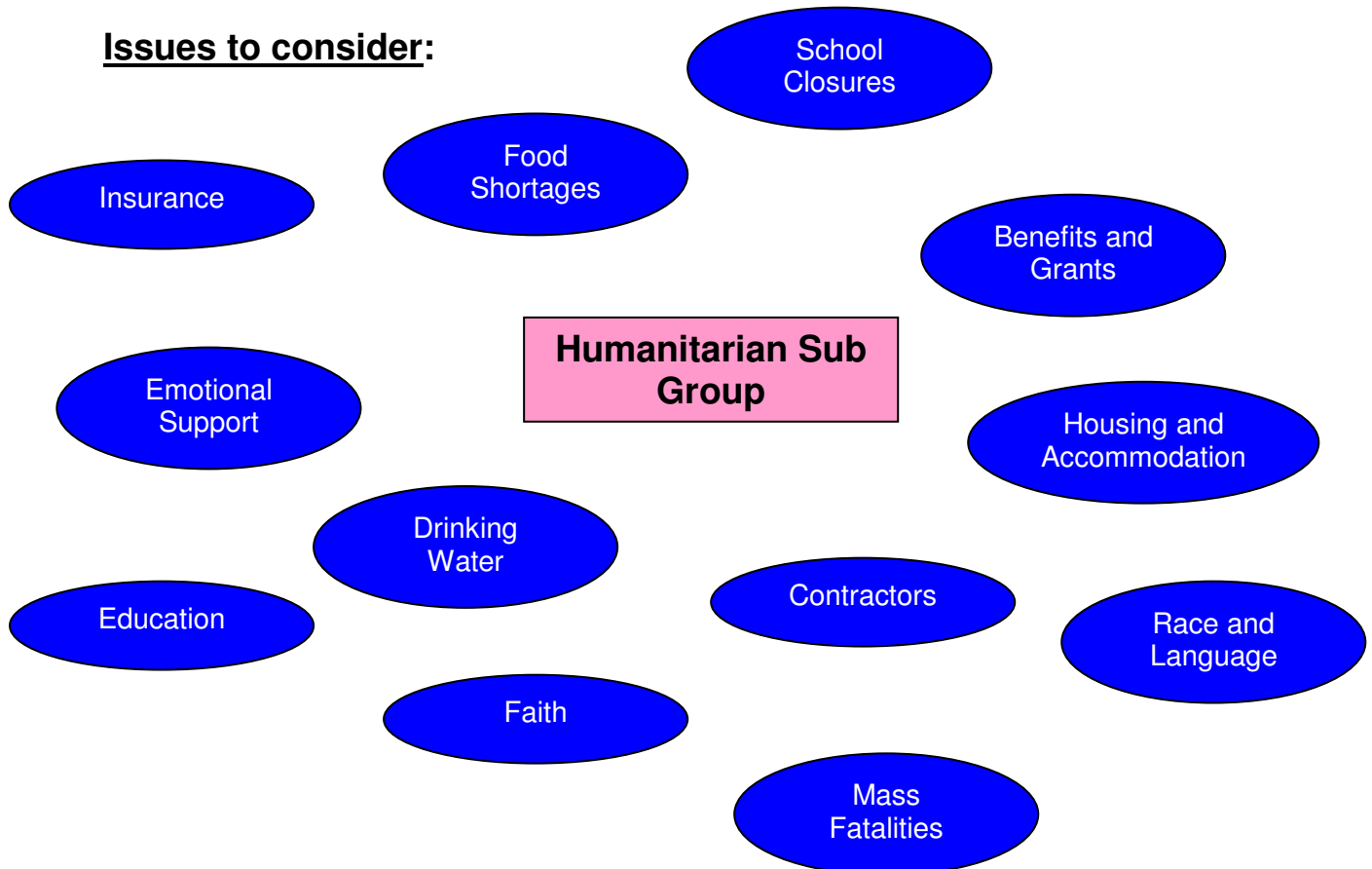
Membership

Representatives as required from:

- Dorset County Council – affected Unitary/Borough or District Council:
- Adult Services
- Children's Services
- Environmental Health Officer
- Emergency Accommodation Officer

- Food Standards Agency
- Benefits Agencies
- Voluntary Community Sector
- Dorset Police (Casualty Bureau)
- Housing Officers.
- District/Borough/Unitary Benefits Officers.
- District/Borough/Unitary Taxation Officers.

Issues to consider:



Questions	Actions
<ul style="list-style-type: none"> • Has temporary accommodation been provided as a result of evacuation? • Are there any implications for the food chain? • Have any emergency feeding arrangements been implemented? • Have any material aid, e.g. clothing & bedding been provided? • Has a Humanitarian Assistance Centre been set up? • Has public help line been set up? • Has a victim's support group been formed? • Have interpretation services been used? • Has Memorandum of Understanding (MOU) assistance been provided by other Local Authorities / Agencies? • Have volunteers/agencies been used? • Has a Responder Welfare Centre (RWC) been considered? • Have Duty of Care protocols been put in place for volunteers? • Has the appeal fund been implemented? • Have vulnerable persons been identified? 	<ul style="list-style-type: none"> • Establish database of affected people by collating from all relevant sources • Use existing databases and information to establish those most at risk • Assess impact on vulnerable individuals / establishments • Impact on community care for vulnerable • Continue implementation of longer term aspects of the Mass Fatalities plan if necessary • Enforcement of countermeasures • Establishment of exclusion / isolation zones • Assess if long term temporary or permanent accommodation is required. • Assessment of any long term material aid, e.g. essential household items. • Co-ordination of donated goods / materials (includes storage, management & distribution) • Recognition of the effect on faith communities • Support arrangement for funerals • Financial assistance for: <ul style="list-style-type: none"> ○ Loss of income to individuals / community ○ Displaced individuals / families ○ Loss of work • Assistance with insurance and advice services • Assistance with legal aid

Business and Economic - Enabling Sub Group

Terms of Reference

Purpose

- Assess the economic implications for the affected area and provide assistance.
- Enable businesses affected by the emergency to resume trading as soon as possible.

Role

- To support affected businesses and employees.
- To devise an economic recovery strategy.
- To provide economic and regeneration support.
- Provide a link to representatives of local business and government led agencies.
- Consult the relevant Topic Sheets in Annex O.

Chair and Secretariat

Chaired by the Director of Corporate Services or equivalent from the most affected Local Authority.

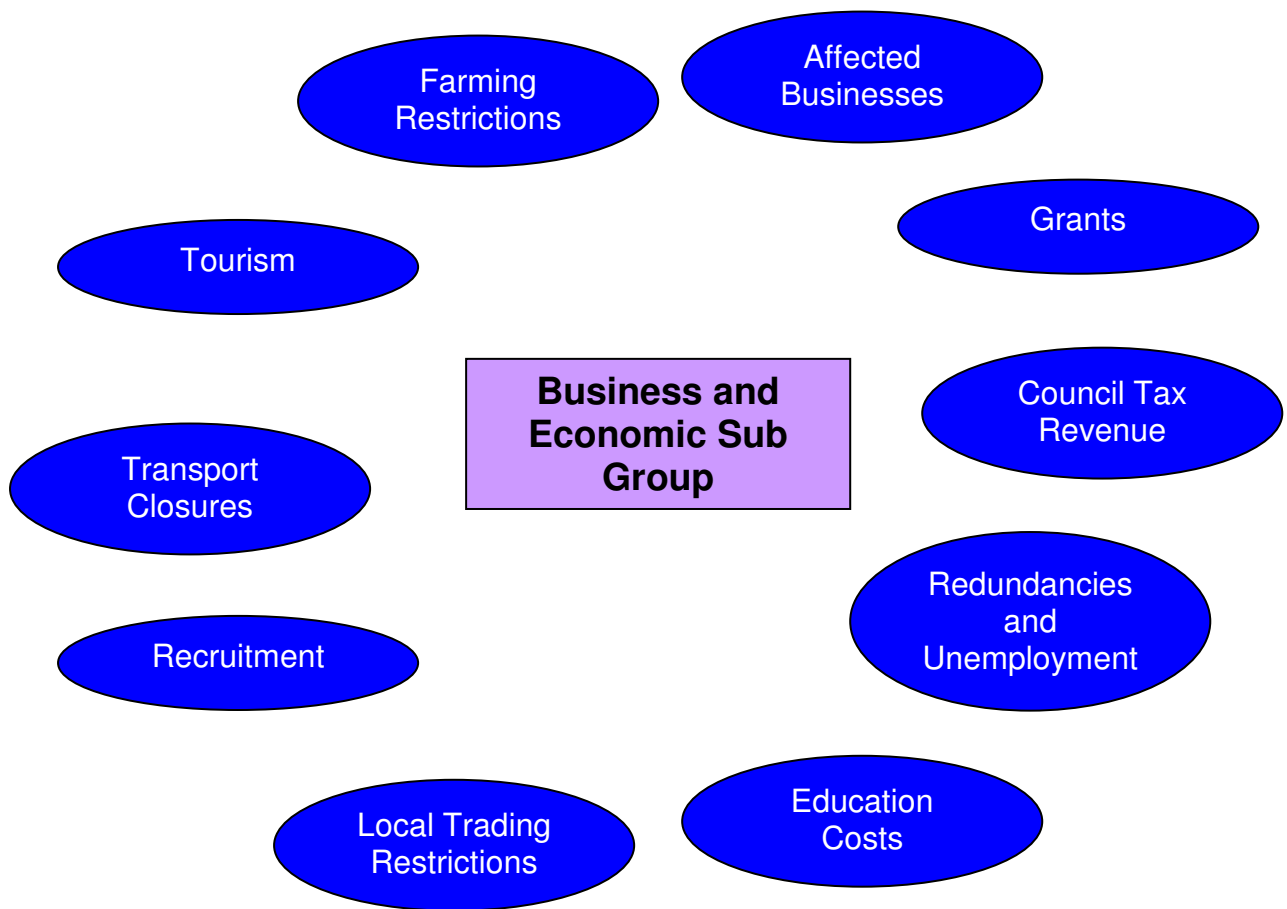
Secretariat is to be provided by the organisation providing the chair.

Membership

Representatives as appropriate from:

- County/Unitary/ District/Borough
- DCC Group Leader (Economic Development)
- Elected member/s
- Jobcentre Plus
- Business Link
- Local Business Forums/Networks
- Dorset Chamber of Commerce
- Skills Funding Agency
- Destination Dorset
- Trade Unions
- Trade Associations/Retail Forums
- Association of British Insurers
- Dorset Economic Partnership

Issues to consider:



Questions	Actions
<ul style="list-style-type: none"> • Has there been any temporary or permanent closure of operations or business? • Has any businesses had to move to temporary premises? • Are any of the workforces displaced from their homes? • Are any affected areas within regeneration areas? • Has there been an impact on the tourist industry? • What is the implications post contamination? • How do we manage public expectations? 	<ul style="list-style-type: none"> • Evaluate the viability of the affected areas previous economic base – impact on its main business sector(s) trading operations and environment, accessibility for customers and suppliers, and to essential services. • Assistance to businesses affected to enable them to resume normal business as quickly and effectively as possible; including Business Continuity advice for any future incidents. • Consider establishment of relevant schemes to assist businesses including, for example, access to interest free loans from third parties, grants or rent for alternative premises. • Promotion of the area as ‘open for business’ • Facilitate access to buildings and an early return as possible to premises. • Identify alternative premises, potentially for long periods of time, using Industrial and Commercial Property Registers and local agents. Assess impact of the workforce accessing the temporary premises – including consideration as to whether transport needs to be provided - or alternatively, if the workforce have been displaced from their homes, the workforce accessing the usual / temporary business premises. • Assistance with advice services. • Provision of information to the business community affected - via a single enquiry number/help-line service, drop in centre, website and / or leaflets as appropriate. • Assisting in building the confidence in the business community within the area and to internal and external investors / customers. • Assistance with litigation issues – subject to resources available.

Environmental and Infrastructure - Enabling Sub Group

Terms of Reference

Purpose

Use expertise, resources and monitoring data to give practicable options for cleanup, repair and replacement.

Role

- To develop a remediation strategy for submission and agreement by the RCG.
- Review integrity of key assets and prepare strategy for reinstatement where required.
- To implement the agreed RCG strategy.
- Consider independent monitoring to ensure community confidence.
- Liaise closely with the STAC.
- Monitor site security issues.
- Consult the relevant Topic Sheets in Annex O.

Chair and Secretariat

Chaired by and Secretariat supplied by the Local Authority Head of Environmental Services.

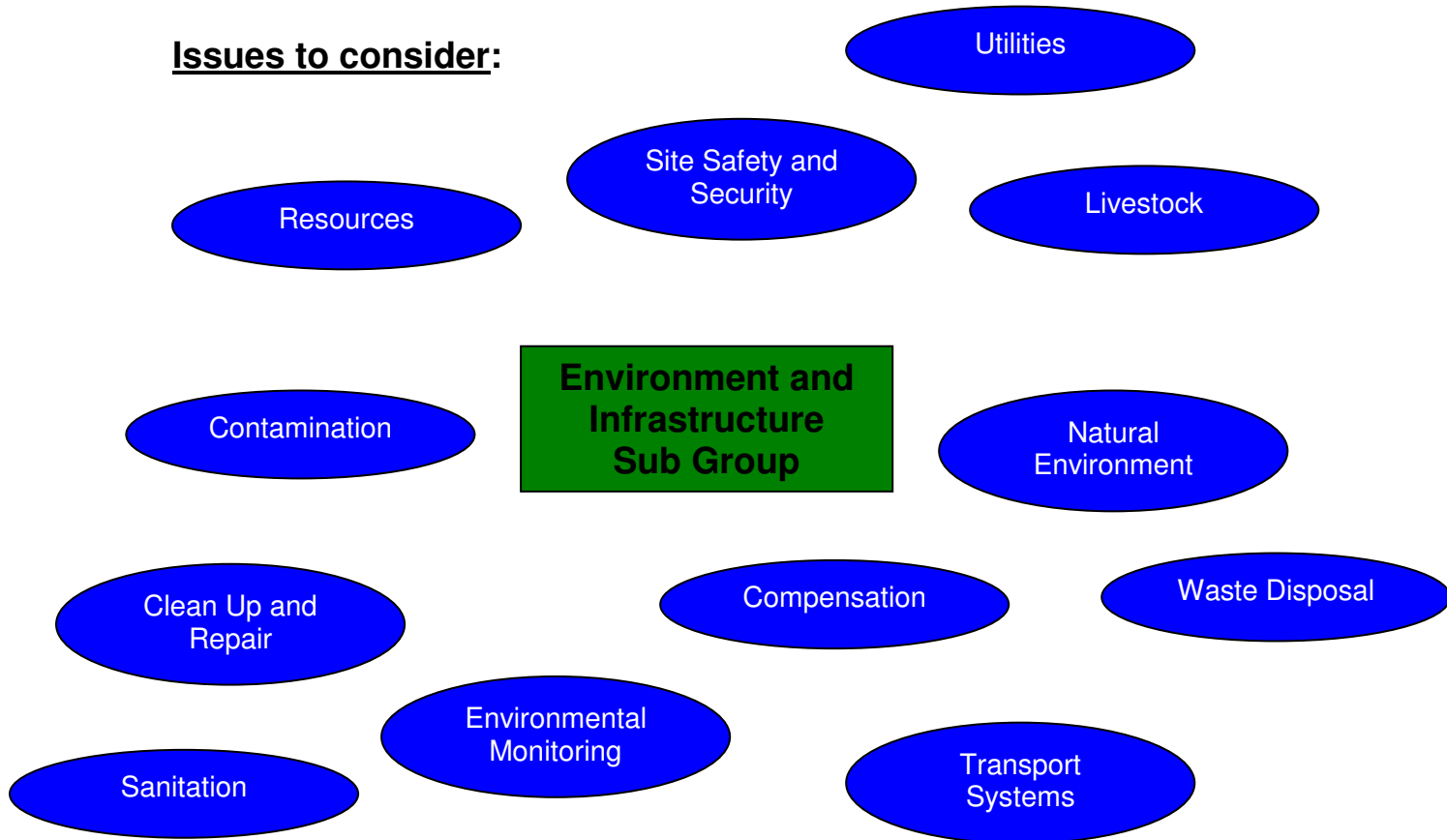
Membership

Representatives as appropriate from:

- Dorset County Council and the affected Unitary/Boroughs or Districts
 - Waste Management
 - Highways
 - Geographic Information System (GIS)
 - Health and Safety
 - Environment Health
 - Trading Standards
- Environment Agency
- Health Protection Agency
- Police or nominated security contractor
- Utility and Transport organisations
- Natural England
- Highways Agency
- Animal Health
- National Trust /English Heritage /Dorset Wildlife Trust

- Appointed contractors
- Government Decontamination Service
- Passenger Transport Executive
- Building Control and Dangerous Buildings
- Dorset Fire and Rescue Service

Issues to consider:



Questions	Actions
<ul style="list-style-type: none"> • What structural and safety assessments have been carried out on: <ul style="list-style-type: none"> ○ Essential services / assets (electricity, gas, water, sewerage & telecommunications) ○ Transport infrastructure ○ Council properties (including educational facilities, sports centres / leisure facilities, community facilities) ○ Residential properties ○ Commercial premises ○ Health infrastructure (hospitals, health centres, GP Surgeries) ○ Religious buildings • Are there any hygiene issues with sanitation, clean water or food? • Are there any issues with disposal of dead, diseased or maimed stock? • Have any flood defences been affected? • Are there any environmental assessment/evaluations? • Does the emergency involve hazardous/CBRN material? • Is there a need for decontamination? • Is there a need for any isolation zone / security restrictions or containment of material? • What remedial work has been carried out? • Has a strategy been decided on dealing with waste? • What are the financial / resource costs to responders? • What animal health surveillance processes have been put in place? • Manage re-entry? What are the implications of post contamination? • Managing public expectations? 	<ul style="list-style-type: none"> • Develop strategy on how community will be involved in physical rehabilitation • Identification of ownership of land, premises and infrastructure • Prioritise sites for attention • Identify and procurement of resources / plant required • Identify use of local capacities and expertise so as to reduce reliance on external sources and switch community status from passive to active, helping to promote a positive psychological outlook. • Compile assessments of level and nature of damage to essential services / assets, building / structural, transport, health and educational infrastructure • Ensure any relevant monitoring is carried out and results used • Commission remedial work (building to make safe, demolition, decontamination and clear up of waste/debris). For essential services / assets, building / structural, transport, health and educational infrastructure, consider: <ul style="list-style-type: none"> ○ Temporary structures ○ Redesign ○ Repair ○ Rebuilding • Restoration of utilities and services • Consider planning permission for new build, repairs to listed / graded buildings. • Identify whether compulsory purchase orders are required • Identify any potential future prevention / mitigation aspects • Consider location and reconstruction requirements for memorial structure(s) • Agree an end point for clean up

Finance and Legal – Advisory Sub Group

Terms of Reference

Purpose

- To assess the financial and legal implications for the affected area and provide advice to the RCG and Sub Groups.

Role

- To have knowledge of Local and National funding streams and financial packages available during the Recovery phase.
- To have extensive knowledge of the LA insurance policies.
- To scrutinise all recovery work expenditure from all of the activated Sub Groups and report to RCG.
- To consider any litigation, criminal, or public enquiry issues.
- Consult the relevant Topic Sheets in Annex O.

Chair and Secretariat

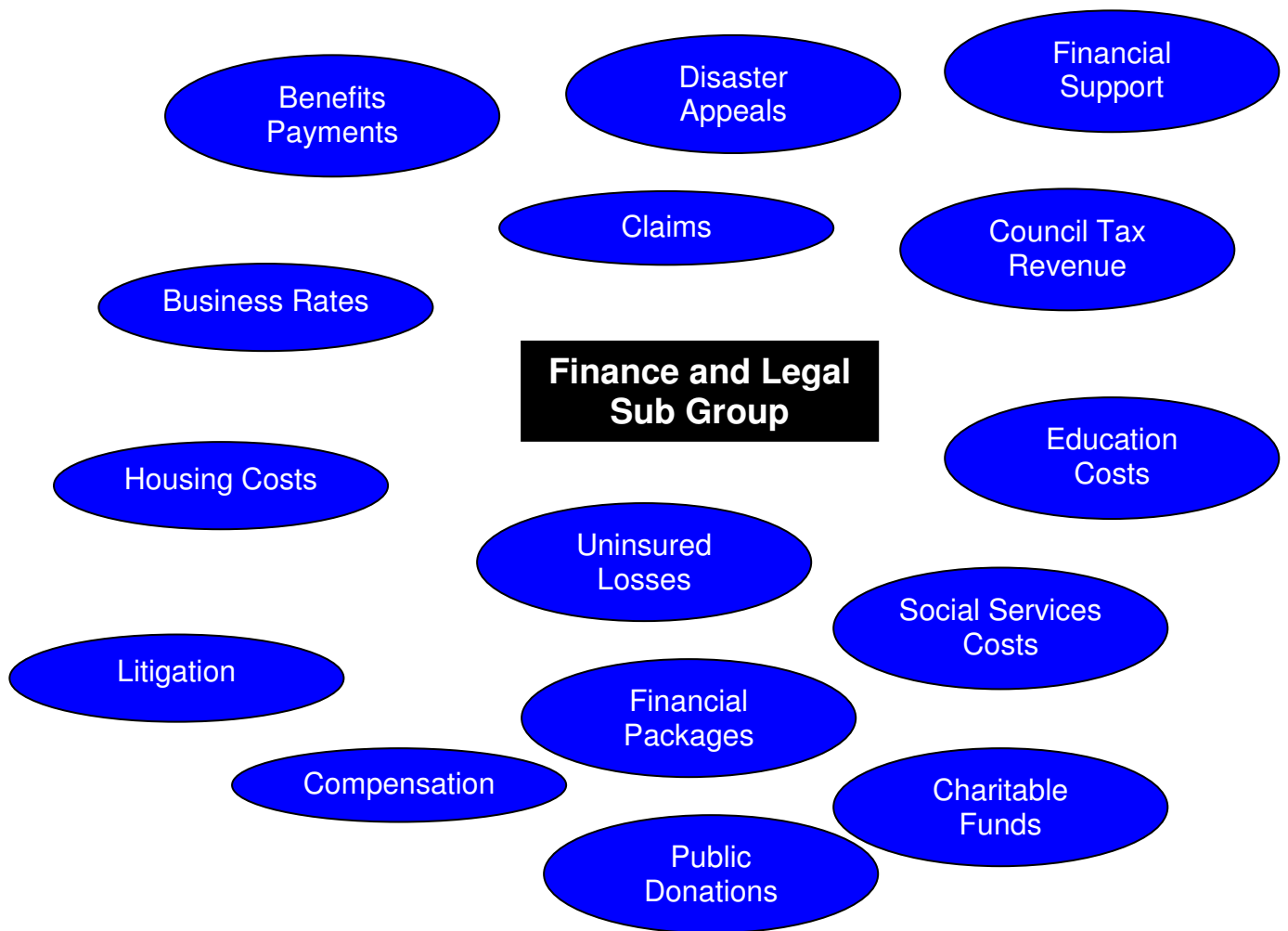
Chaired by a Senior Financial Manager or Solicitor of the affected local Authority. Secretariat will be provided by the organisation providing the chair.

Membership

Representatives from:

- Dorset County Council and the affected Borough and District /Unitaries, representatives are to include:
 - Finance Officers
 - Legal Officers
 - Dorset Police

Issues to consider:



Questions	Actions
<ul style="list-style-type: none"> • What are the financial implications of the decisions being made? • What are the legal implications of the decisions being made? • Is there any legislation that the RCG ought to be aware of? • Are there any legislative barriers to the proposed actions? • What are the financial and legal implications of any mutual aid arrangements? Are these acceptable? • Is any central government assistance required? • Are there likely to be any claims made against any public bodies? • Is there likely to be an inquiry? • Are there likely to be any investigations or criminal prosecutions? 	<ul style="list-style-type: none"> • It is essential that accurate, auditable records are maintained • Compile any business cases required and submit to central government or others • Advise the RCG on legislation issues • Advise the RCG on the financial implications of their decisions and proposed actions • Advise on the implications of business rate relief • Advise on the implications of council tax relief • Support the processing of any claims made, if relevant • Co-ordinate the compilation of material for inquiries

Science and Technical Advice Cell (STAC) – Advisory Sub Group**Terms of Reference****Purpose**

The STAC brings together technical experts operating under the direction of the Strategic Co-ordinating Group (SCG) during the response phase and the RCG after the transition from response to recovery. The STAC will advise on issues such as the impact on the health of the population, public safety, environmental protection and sampling and the monitoring of contaminants.

Responsibility

- To provide a common source of science and technical advice to the SCG and RCG and the Environment and Infrastructure Enabling Sub Group.
- To co-ordinate and provide specialist scientific and technical advice.
- To monitor and include the responding science and technical community to deliver on the RCG's high-level objectives and immediate priorities.
- To agree any divergence from existing arrangements for providing science and technical input.
- To pool available information and arrive, as far as possible, at a common solution on the scientific and technical merits of different courses of action.
- To provide a common brief to the technical lead from each agency on the extent of the evidence base available, and how the situation might develop, what this means, and the likely effect of various mitigation strategies.
- To identify other agencies or individuals with the appropriate specialist advice who should be invited to join the STAC.
- To liaise with national specialist advisors from agencies represented in the cell and, where warranted, the wider scientific and technical community to ensure the best possible advice is provided.
- To liaise between agencies represented in the cell and their national advisors to ensure consistent advice is presented locally and nationally.
- To maintain a written record of decisions made and the reasons for those decisions.

Chair and Secretariat

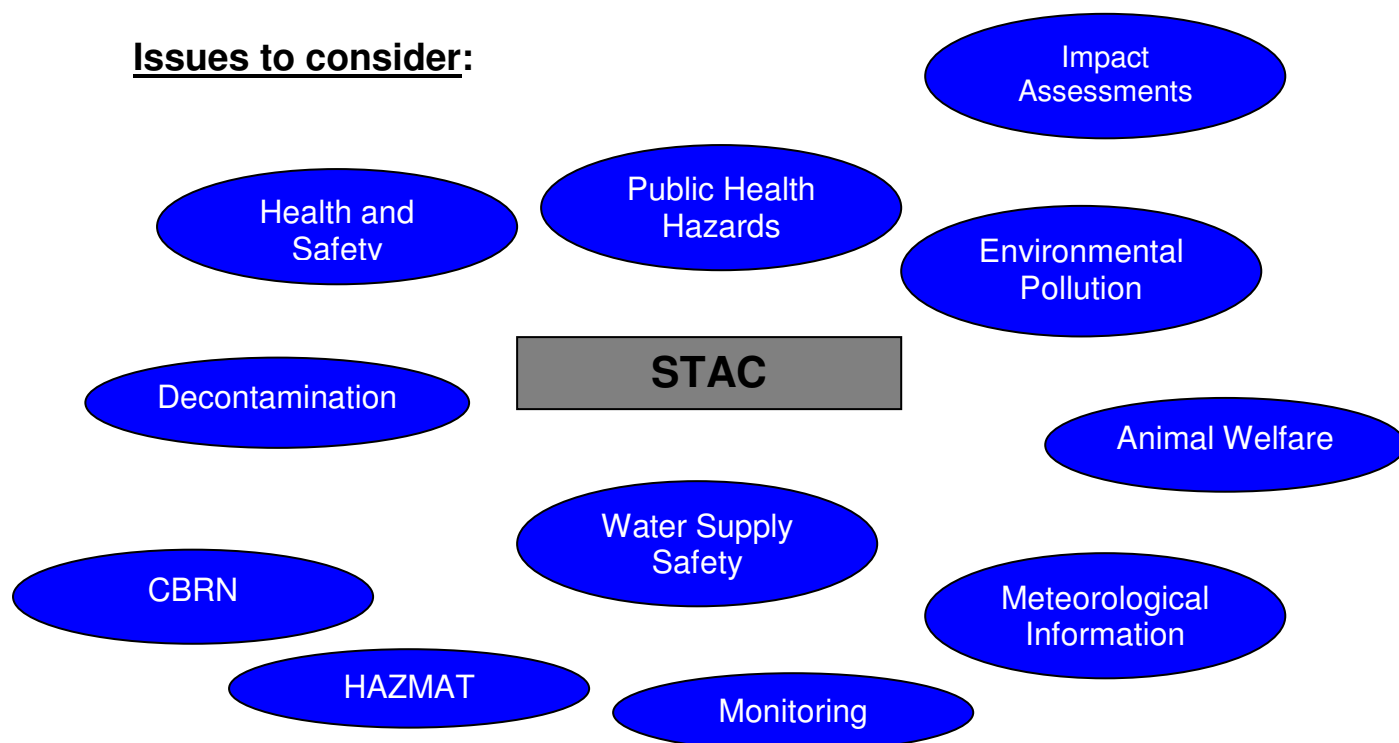
This will be chaired by the most appropriate Senior Specialist. In the initial stages of an emergency, the immediate concern will be the risk to human health; therefore the Chair is to be a Public Health specialist from the NHS, this may change as the recovery phase progresses. The Secretariat will be provided by the organisation providing the initial Chair.

Membership

Representatives likely to include but not limited to:

- Relevant emergency service technical advisors
- Health Protection Agency
- Primary Care Trust
- Health and Safety Executive
- Food Standard Agency
- Food and Environment Research Agency
- Department for Environment, Food and Rural Affairs (DEFRA)
- Environment Agency
- Local water company and Drinking Water Inspectorate
- Utility Companies
- Met Office
- Business, Innovation and Skills - Government Technical Adviser
- Defence Science and Technology Laboratory (Dstl)
- Atomic Weapons Establishment (AWE)
- Government Decontamination Service
- LA Environmental Health Officer
- Site Operator
- SCG Liaison
- Building Control Officers and Engineers
- Dorset Fire and Rescue

Issues to consider:



Communications, Media and Warning/Informing – Advisory Sub Group

Terms of Reference

This will be the same group that supports the SCG and will seamlessly transition from the Response to the Recovery phase.

Purpose

- To ensure that communication and consultation with communities is clear consistent and effective.

Responsibility

- Continue and expand upon the work of public consultation and media teams set up during the response phase.
- Ensure the public partners and media are fully informed and consulted.
- Ensure that all information is jargon free and in appropriate format for identified audiences and stakeholders.
- Ensure key messages are transmitted to key audiences, staff and stakeholders through the most appropriate channels.
- Oversee the communications output of all active sub groups.
- Manage local, regional and national communications issues.
- Allow communities to make informed decisions.
- To formulate an overall Communications Strategy.
- To ensure consistency of message.
- To react to negative media stories and misinformation.
- Assist in organising public meetings.
- Manage press conferences.
- Consult the relevant Topic Sheets in Annex O.

Chair and Secretariat

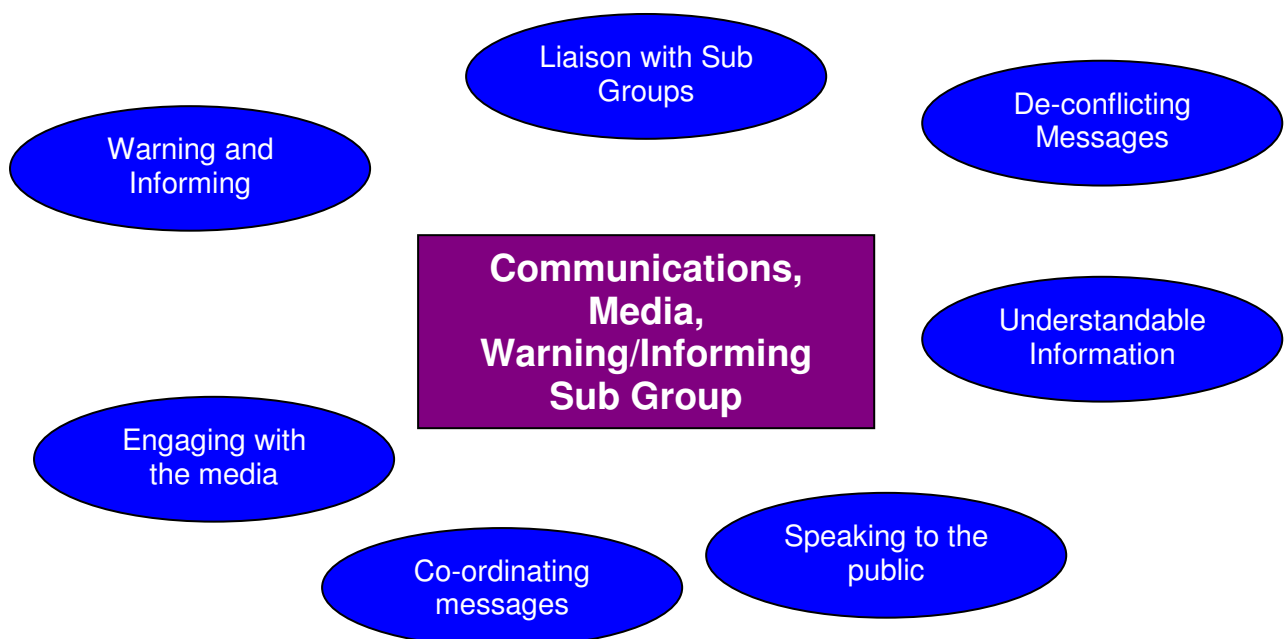
The Chair of the Warning and Informing sub group may, at the request of the presiding organisation with overall primacy, migrate to the communications lead for whatever organisation is taking the lead role. It would be at the discretion of the lead agency as to whom would take the communications lead.

Membership

Representatives / press officers from:

- Dorset County Council and the affected Borough and Districts / Unitaries
- Dorset Police
- Dorset Fire and Rescue Service
- Liaison officers from RCG and activated Sub Groups
- Primary Care Trust
- Site Operator
- Tourist Board
- Local Media

Issues to consider:



Questions	Actions
<ul style="list-style-type: none"> • Has the Dorset Media Plan been implemented? • Have any of the following been put into operation: <ul style="list-style-type: none"> ○ Cross agency media centre ○ Public information hotlines <ul style="list-style-type: none"> ▪ For local residents ▪ For relatives ▪ Businesses ○ Public information points/drop in centres ○ Regular printed bulletins/newsletters ○ Websites/WebPages/e-bulletins specific to the emergency ○ Interpretation/translation facility ○ Alert schemes? • What is the viability of these continuing into recovery stage? • List of all media who have to date expressed an interest in emergency? • Were any specific issues raised during response stage that has implications for communication during recovery? • Has the Media Advisory Group been established • Has the handover from lead response organisation to the local authority been publicised? 	<ul style="list-style-type: none"> • Co-ordinate communications across all recovery groups, including attending meetings if resources permit • Consider longer-term strategy: <ul style="list-style-type: none"> ○ Key target audiences, including those inside and outside of the area ○ Key messages, with a focus on public/business reassurance and rebuilding area's image. ○ Mechanisms to ensure cross agency working and consistency of message. ○ Key spokespersons, both overall and for specific aspects of the recovery period. • The communications strategy should consider: <ul style="list-style-type: none"> ○ Media relations/information programme, including media information about the handover itself ○ Resources needed to deliver the above and maintain mainstream/ongoing communications work ○ Web content/presence ○ Public information Helplines ○ Publications/printed materials ○ Exhibition/display materials ○ Drop in/information centres ○ Interpretation and translation ○ Public forums/meetings ○ Information points. • Have the following key groups been informed and kept in communication with: <ul style="list-style-type: none"> ○ Residents ○ Key business partners ○ Elected members ○ Staff in all agencies <p>Consider use of "trusted" individuals to get the message across, including those from the communities affected.</p>

Recovery Roles and Responsibilities of Organisations Involved in Recovery

The roles and responsibilities of the key organisations likely to be involved in recovery are listed below. Within a particular geographic area, there may be other local organisations that can support the recovery effort. In addition, there may be other specialist national and regional organisations that, whilst not normally involved in recovery, might have a role depending on the impacts of a particular emergency.

All agencies should be conversant with the BDPLRF Recovery Plan and the supporting Capabilities Workstream Plans that have a recovery process.

Animal Health

Animal Health will:

- Ensure that farmed animals in Great Britain are healthy, disease-free and well looked after.
- Implement government policies aimed at preventing - or managing - outbreaks of serious animal diseases.
- Support the farming industry.
- Protect the welfare of farmed animals.
- Safeguard public health from animal borne disease.
- Ensure the protection of public health by ensuring that dairy hygiene and egg production standards are met.

Business Link South West

Business Link South West provides information, advice and support to businesses and individuals. Rather than providing all the advice and help itself, it signposts customers to the expert help they need.

Business Link will fast-track customers to support and advise on the following:

- Start Ups
- Finance and Grants
- Taxes
- Employing people
- Health and Safety
- IT and e-commerce
- Sales and Marketing
- International Trade
- Business Continuity and Disaster Recovery.

Citizens Advice Bureau (CAB)

The CAB will provide free information and advice to help people resolve their legal, monetary and other problems.

Department for Environment Food and Rural Affairs (DEFRA)

The DEFRA is a Government Department

- Protect animal welfare
- Minimise the impact of the emergency on food production, farming and fishing industries
- Advise on the disposal of contaminated carcasses
- Provide the Radiation Incident Monitoring Network (RIMNET) for radiological incidents

Department for Communities and Local Government DCLG Resilience and Emergencies Division (South)

DCLG Resilience (South) have replaced the Government Offices South West (GOSW) and will provide the following:

- On call out of hours arrangements. There are 2 out of hours emergency phone numbers to contact a member of the **RED**:

030 344 42718 or 030 344 42799

- The Government Liaison Role - that supports Strategic Co-ordination Group members and ensures that Ministers have up to date briefings on which to base decisions at COBR .
- The resilience team will work closely with local resilience forum members ensuring Government Departments understand the issues affecting the local area, and communicates any difficulties responders may be experiencing
- Act as a critical friend – ‘positive and honest’ - offering advice and support for local planning activities – ‘barrier buster’
- Provide a support mechanism – continuing to help local partners develop an appropriate response capability, brokering advance mutual aid agreements between areas
- Build on, maintain and develop links between Local Responders, CCS and the Lead Government Departments
- Support cross boundary strategies and inter-LRF working - explore thematic similarities, whilst ensuring a close fit with needs of Government and of local responders in a national emergency – share good ideas & good practice
- Support Local and National Exercises - helping to ensure lessons learnt are effectively shared across the relevant partnerships

Dorset Chamber of Commerce

The Dorset Chamber of Commerce is a private organisation with a paid membership. It is not, therefore, a recognised responder.

However, local members of the Chamber of Commerce can receive the following support:

- Making new business contacts
- Legal Expenses
- Insurance
- Business Helpline
- HR Advice
- Health & Safety service
- Payment services
- Risk Insurance.

Dorset County Council /Bournemouth / Boroughs and Districts

Will provide:

- Chair of the RCG and provide other Officers and Secretariat to assist as required.
- Lead on providing support to the local community working with community groups and residents.
- Deal with any highways issues involved (in conjunction with the Highways Agency as required) such as road closures, clean up, etc
- Implement, with the support from other agencies, a communications strategy.
- Deal with the implications of any school closures or school children that have been affected by the emergency.
- Provide Environmental Health advice.
- Lead the waste management for the recovery process including sourcing specialist contractors to dispose of toxic waste.
- Co-ordinate the support from the voluntary community sector.
- Co-ordinate the local political involvement.
- Provide humanitarian assistance.
- Provide alternative accommodation for displaced persons.
- Work with utilities suppliers to co-ordinate the restoration of the utilities services.
- Geographical Information Services (GIS) and Support.

Dorset Fire and Rescue Service (DFRS)

DFRS will:

- Arrange for specialist advice, people and equipment to identify substances and provide information on appropriate action to protect health.
- In consultation with the Environment Agency contain a substance in order to limit its harmful effect on the environment.
- Provide a long term urban search and rescue capacity if required.

- Provide a Community Fire Safety Role

Dorset Police

The Police will:

- Ensure that the Recovery Co-ordinating Group (RCG) is convened as early as possible during the actual response phase to an emergency/major incident.
- Be represented on the RCG in order to ensure that local issues can be addressed.
- Give feedback to the RCG regarding implications for the police service that any proposed recovery strategy or measure may entail, in particular with regards to:
 - Body recovery, identification and forensic examinations (DVI)
 - Security issues
 - Traffic management at funerals, memorial services, etc
 - Public order at funerals, memorial services, etc.
 - Community Policing issues
 - Casualty Bureau issues
- If Family Liaison Officers are deployed, a Family Liaison Manager may join the RCG (or liaison to the FLO Manager should be sought) in order to liaise closely with the RCG regarding investigative and individual recovery issues.
- If an emergency mortuary has been established, the Senior Identification Manager may join the RCG.

Environment Agency (EA)

The Environment Agency are an Executive Non-departmental Public Body responsible to the Secretary of State for Environment, Food and Rural Affairs, they have powers for pollution prevention and control in 'controlled waters' which includes all rivers, estuaries and coastal waters up to 3 miles offshore. They will:

- Lead on pollution incidents to water, land and air. Prevention, control and monitoring of environmental impact.
- During flooding events, focus is on operational issues such as issuing flood warnings and operating its flood defence assets to protect communities at risk. At the recovery phase the focus is on continued provision of public information.
- Investigation and enforcement of environmental offences.
- Monitor water quality.

They will also provide advice/support on:

- Hazardous Waste disposal.
- Chemical, Biological, Radiation and Nuclear (CBRN) decontamination waste disposal.
- Recovery after nuclear and non-nuclear radiation events.

Faith Groups

Religious leaders enjoy close and regular contact with communities, their voice is highly respected and they can be vital in influencing change.

Faith Groups have a role in:

- Recognising the spiritual dimension of life and death.
- A ministry of care and comfort to relatives and others caught up in the disaster.
- To support others as requested by Family Liaison Officers.
- Providing a ministry with Hospital Chaplains in hospitals.
- Providing a ministry at temporary mortuary facilities.
- To organise local church services as required by the community.
- To assist with the organisation of memorial services.

Food and Environment Research Agency (FERA)

FERA's over arching purpose is to support and develop a sustainable food chain, a healthy natural environment, and to protect the global community from biological and chemical risks.

Their role is to provide robust evidence, rigorous analysis and professional advice to Government, international organisations and the private sector.

Climate change, food security and environmental sustainability are presenting the UK and indeed all other countries around the world, with significant, complex and often interrelated challenges. The Food and Environment Research Agency plays a vital role, increasingly on a world stage, in anticipating the issues, assessing the risks and gathering the evidence to guide policy response.

To meet these challenges The Food and Environment Research Agency brings together expertise in:

- policy issues - particularly relating to seed, plant and bee health
- inspection services necessary to ensure protection for seeds, crops and horticulture
- multi disciplinary science to rapidly diagnose threats, evaluate risk and inform policy in food and environmental areas
- responding to and recovering from unforeseen or emergency situations

Food Standards Agency (FSA)

The Food Standards Agency is an independent Government department set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food.

They will:

- Ensure any food products that are suspected or known to be contaminated do not enter the food chain
- Enforce countermeasures that are put into place during the emergency phase and withdraw them as quickly as possible

- Advise together with the EA, on the safe disposal of food that has been affected by the emergency.

Government Decontamination Service (GDS)

The Government Decontamination Service (GDS) increases the UK's capacity to resist and recover from deliberate and accidental releases of chemical, biological, radiological and nuclear (CBRN) materials, and from major accidental releases of hazardous materials (HAZMAT).

- Provide advice and guidance to support those responsible for the decontamination of buildings, infrastructure, mobile transport assets and the open environment following a CBRN or major Hazardous Material incident.
- Ensure that responsible authorities have ready access to the services of the specialist decontamination companies on the GDS approved list.

Health and Safety Executive (HSE)

The Health and Safety Executive protect people's health and safety by ensuring that risks in the workplace are properly controlled. They regulate health and safety in nuclear installations, mines, factories, farms, hospitals, schools, offshore gas and oil installations, and other workplaces. They also regulate the safety of the gas grid, railway safety, and many other aspects of the protection of both workers and the public.

Their remit encompasses the workplace health and safety of other responding agencies, including the emergency services. In addition, its Chemical, Biological, Radiological and Nuclear experts can provide relevant specialist or technical advice to support recovery from emergencies, especially, but not exclusively, those events that involve major hazard industrial sites.

Health Protection Agency (HPA)

The HPA will:

- Provide impartial expert advice on health protection and provide specialist health protection services.
- Respond to health hazards and emergencies caused by infectious disease, hazardous chemicals, poisons or radiation.
- Support and advise other organisations with a health protection role.

Highways Agency (HA)

On Trunk Roads the HA will:

- Operate and manage traffic on the strategic road network that it is responsible for.
- Put in place traffic management and implement diversion routes on the whole of the strategic road network that it manages.
- Set strategic and or other signage to provide drivers with up to date information for instance on diversions.

- Provide the latest travel information on HA Information Line (HAIL), HA Web Site Traffic England, Traffic radio and various other HA communication channels.
- Survey damaged roads and bridges.

Highways Authority (DCC)

Dorset County Council as Highways Authority (except Trunk Roads) will:

- Operate and manage traffic on the highway network except for trunk roads.
- Agree diversion routes for the whole of the strategic network and implement traffic management arrangements as required.
- Provide the latest travel information through the local media and Dorset For You website.

Insurance Industry

Following an emergency, the insurance industry will provide the following:

- Facts and figures about whom and what is covered by household and business insurance.
- Specific guidance on the issues likely to arise after a flood or terrorist event
- Details of the protocol between the insurance industry, the police and other emergency responders on communication and co-operation after a major event.
- Key contact details of the organisations that represent the insurance industry.

The ABI (Association of British Insurers) represents the collective interests of the UK's insurance industry. The Association speaks out on issues of common interest; helps to inform and participate in debates on public policy issues; and also acts as an advocate for high standards of customer service in the insurance industry. The Association has around 400 companies in membership. Between them, they provide 94% of domestic insurance services sold in the UK. ABI member companies account for almost 20 per cent of investments in the London stock market.

National Health Service

The NHS will:

- Co-ordinate the acute, mental health, community and primary care role during the recovery stage.
- Provide care and advice to evacuees, survivors and relatives, including replacement medication.
- Establish with local authority facilities for mass distribution of counter-measures, for example vaccinations and antibiotics.
- Provide support, advice and leadership to the local community on health aspects of an incident.
- Support screening, epidemiology and long term assessment and management of the health effects of an incident.

- Maintain liaison with and co-ordinate the response with the SHA or equivalent.

Meteorological Office (Met Office)

The Met Office will provide:

- Weather and flood forecasting.
- Weather advice to assist plume modelling during pollution events
- Air Quality checks.
- Weather advice to assist in mapping the airborne spread of diseases.

Voluntary Community Sector

The nature, range and scale of services offered by them may alter depending upon the context of the emergency situation at the time. The voluntary community sector can provide support in a number of generic areas specifically:

- Welfare.
- Social and psychological aftercare.
- Medical support.
- Search & Rescue.
- Transport.
- Communications.
- Documentation.
- Training & exercising.

Handover from Response to Recovery

The criteria for the transition from response to recovery should be agreed between the Chairs of the Strategic Co-ordinating Group and the Recovery Co-ordinating Group.

This could be a phased event depending on the nature and extent of the emergency.

Items to consider are:

- The emergency is contained and there is no significant risk of resurgence.
- Public safety measures are in place and working effectively.
- Recovery Co-ordinating Group and Sub Groups are firmly established and pro-active.
- The County Emergency Centre or any other location is functioning effectively and has the necessary:
 - Resources
 - Communications
 - Media co-ordination support
- Individual organisations are functioning effectively with adequate:
 - Resources
 - Communications
 - Management of outstanding issues
 - Funding issues

BDPLRF Handover Certificate

**Upon this Status Certificate being signed by the Local Authority and Dorset Police, the Control for dealing with the Recovery of the
..... emergency is to be taken over by Council.**

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

1. There is no known further risk to life in relation to this specific emergency.
2. The circumstances dictate it more appropriate for the Control to rest with in that the phase is clearly now one of recovery.
3. There are no serious public order or crime prevention issues which impact on the overall strategic co-ordination of the recovery phase.
4. Dorset Fire and Rescue Service together with South Western Ambulance Service Trust are operating at a level which does not necessitate a Strategic Co-ordinating Group to co-ordinate and facilitate their activity.
5. There are no known scenarios, which may require the reinstatement of the Strategic Co-ordinating Group in relation to this emergency in the foreseeable future.
6. Council is satisfied that it has in place the infrastructure and processes to take over co-ordination from Dorset Police.

Name:

Post/Title:

Signed: County/Borough/District/Unitary*

Name:

Post/Title:

Signed: Dorset Police

Date and Time Signed:

*Delete as appropriate

Roles of Elected Members

The Elected Members of the affected community have an important role to play in assisting and supporting the recovery process. They have a duty as representatives of the local population to gather and make known the concerns of their community and feed them into the recovery process. This is achieved mainly through the Community Recovery Enabling Sub Group.

They also have a very important role in disseminating credible information and advice back to the populace.

As civic leaders, elected members are usually involved with many other aspects of the communal life through such things as School Governing bodies, local charities and various community groups. They can be a valuable source of help and specialist advice.

They have a role as:

- Possible Chair of the Community Enabling Sub Group.
- The focus for community concerns.
- Identifying problems and vulnerabilities of their community that may require priority attention and feeding them back to the relevant recovery group.
- A knowledge bank of local personalities and resources.
- Encouragement and support to recovery teams working within their community.
- Enhancing local community liaison.
- Visiting people affected and giving them reassurance and support.
- Consultation on the rebuilding and regeneration of the community.
- Assisting with the media in getting messages to the community.
- Assisting with VIP visits.
- Liaising with other elected representatives.
- Assisting and possibly chairing the debrief sessions with the community.

They will ultimately authorise actions affecting the Local Authority's functions, so they will need to be kept well informed with accurate and up to date information to enable them to make credible and well informed judgements.

Template for a Recovery Action Plan

All active Recovery Sub Groups are to maintain an Action Plan; they will be collated for review at the Recovery Co-ordinating Group meetings.

To aid this review, it is recommended that:

- The Status / Progress column is colour coded (Red / Amber / Green) to quickly highlight how each action is progressing. This will enable the Recovery Co-ordinating Group meetings to focus on the Red and Amber actions if time is limited.
- Each action is given a Priority Rating where:

E = Essential

I = Important

D= Desirable

This will assist in focusing the efforts of the numerous partner agencies that are involved in the recovery process, and will enable the RCG meetings to focus on the Essential and Important actions if time is limited.

Action	By Whom	By When	Status / Progress	Priority Rating
			<i>[insert text then colour code box Red, Amber or Green to reflect progress with action]</i>	<i>[label each action E, I or D]</i>

Topic Sheets

The following topic sheets can be found in the National Recovery Guidance on the UK Resilience website.

It is good practice for all members of the RCG and Sub Groups to be aware and read the appropriate Topic Sheets.

Generic Issues

- Coroner's Inquests
- Data protection and sharing
- Impacts assessments
- Impacts on local authority performance targets
- Inquiries
- Investigations and prosecutions
- Military Aid
- Mutual Aid
- Recovery evaluation and lessons identified processes
- Recovery structures and processes (including Recovery Plan Guidance Template)
- Training and exercising
- VIP visits and involvement
- Working with the media

Humanitarian aspects

- Commemoration
- Community cohesion
- Community engagement
- Displaced communities and ability to travel safely
- Food/water and other essential material for distribution
- Financial support for individuals
- Foreign nationals
- Mass fatalities
- Needs of people - health
- Needs of people – non-health
- Non-resident UK nationals returning from overseas incidents
- UK residents affected by overseas incidents

Economic Issues

- Economic and business recovery
- Financial impact on local authorities

Infrastructure Issues

- Access to and security of sites
- Damaged school buildings
- Dealing with insurance issues
- Historic environment
- Repairs to domestic properties
- Site clearance
- Transport (to include highways/bridges etc)
- Utilities

Environmental Issues

- Animal health and welfare including the disposal of live stock carcasses¹
- Dealing with waste (including silt; contaminated sandbags; contaminated personal affects and property from affected buildings)
- Industrial site waste that has contaminated the land
- Has saline water intruded into fresh water Site of Special Scientific Interest Sites or water courses that might impact on fresh water, farmland or animals?
- Environmental pollution and decontamination

¹ It is the responsibility of the owner to arrange collection and disposal. Where the owner is not identified, responsibilities are as follows:

- Minor Water Courses – Riparian Owner
- Defined Water Courses – Environment Agency
- Highways – Unitary and County Council
- Public Land – Unitary and District Council
- Private Land – Landowner
- Foreshore – Unitary And District Council

Glossary of Terms

ABBREVIATION	TERM	DESCRIPTION
ABI	Association of British Insurers	The ABI (Association of British Insurers) represents the collective interests of the UK's insurance industry. The Association speaks out on issues of common interest; helps to inform and participate in debates on public policy issues; and also acts as an advocate for high standards of customer service in the insurance industry.
AWE	Atomic Weapons Establishment	AWE plays a crucial role in the defence of the United Kingdom, by providing and maintaining the warheads for the country's nuclear deterrent. They are a centre of scientific and technological excellence, with some of the most advanced research, design and production facilities in the world.
BIS	Business, Innovation and Skills	BIS brings all of the levers of the economy together in one place from skills and higher education to innovation and science to business and trade.
BTP	British Transport Police	BTP is the national police force for the railways providing a policing service to rail operators, their staff, and passengers throughout England, Wales and Scotland.
CBRN	Chemical, Biological, Radiological or Nuclear	CBRN Capabilities Workstream Strategic Plan - sponsored by DFRS
CCC/COBR	Civil Contingencies Committee (Commonly Known as the Cabinet Office Briefing Room)	Situated in Whitehall, it determines Government policy and strategy in relation to an emergency and formulates and co-ordinates the Government response. It can also arrange for specialist assistance to the Police.
CPNI	Centre for the Protection of National Infrastructure	CPNI provides integrated security advice (combining information, personnel and physical) to the businesses and organisations which make up the national infrastructure. Through the delivery of this advice,

ABBREVIATION	TERM	DESCRIPTION
		they protect national security by helping to reduce the vulnerability of the national infrastructure to terrorism and other threats.
COMAH	Control of Major Accident Hazards	1999 Regulations. Applies mainly to the chemical industry, but also to some storage activities, explosives and nuclear sites, and other industries where threshold quantities of dangerous substances identified in the Regulations are kept or used.
DCLG Resilience (South)	Department for Communities and Local Government	Has replaced Regional Resilience Teams. Will still provide support and a GLO.
Dstl	Defence Science and Technology Laboratory	An Agency of the Ministry of Defence (MOD) and exists to supply impartial scientific and technical research and advice to the MOD and other government departments.
ECC	Emergency Control Centre	Usually at the Local Authority HQ.
FERA	The Food and Environment Research Agency	Their over arching purpose is to support and develop a sustainable food chain, a healthy natural environment, and to protect the global community from biological and chemical risks.
FLO	Family Liaison Officer	A Police Officer allocated responsibility for one or more families of the deceased.
FSA	Food Standards Agency	A non-ministerial Government department which acts to protect the public's health and consumer interests in relation to food.
GDS	Government Decontamination Service	DEFRA agency responsible for providing advice and guidance to responsible authorities on CBRN-related decontamination issues.
GLO	Government Liaison Officer	During a non-terrorist emergency, the DCLG Resilience (South) will act as the GLO, facilitating two way communications between Central Government and local responders and provision of support. Would lead the Government Liaison Team (GLT). During a terrorist emergency, the GLO will be a Home Office

ABBREVIATION	TERM	DESCRIPTION
		<p>representative who provides the liaison between Central Government and the Police Strategic Commander. He / she also offer advice on how to achieve strategic objectives sought by the Government. Would lead the Government Liaison Team (GLT) which would include a Government Office representative.</p> <p>During the recovery phase, the GLO role in liaising with the RCG would usually be taken by the Government Office.</p>
GLT	Government Liaison Team	<p>The GLT depends upon the circumstances of the emergency.</p> <p>During a non-terrorist emergency, the RRT GLO may be supported by other officials from the Government Office and / or from Central Government Departments.</p> <p>During a terrorist emergency, the Home Office GLO will normally be support by the Security Service and a representative of the Foreign and Commonwealth Office, as well as a representative from the Government Office.</p>
HA	Highways Agency	<p>Operates and maintains the motorways and all purpose trunk roads and provides the Traffic Officer Service on the motorways. In a recovery situation they would be discharging Cat 2 role under the CC Act 2004 in support of the activities of the LRFs in managing a recovery phase.</p>
HPA RPD	Health Protection Agency - Radiation Protection Division	<p>Part of the Health Protection Agency. The statutory functions are: by means of research and otherwise, to advance the acquisition of knowledge about the protection of mankind from radiation hazards and to provide information and advice to persons with responsibilities in the UK in relation to the protection from radiation hazards either of the community as</p>

ABBREVIATION	TERM	DESCRIPTION
		a whole or a particular sections of the community.
HSE	Health and Safety Executive	Britain's Health and Safety Commission (HSC) and the HSE are responsible for the regulation of almost all the risks to health and safety arising from work activity in Britain.
H A C	Humanitarian Assistance Centre	<p><i>Humanitarian assistance</i> (as defined by Anne Eyre, 2007) refers to those activities aimed at meeting the needs of people affected by emergencies. In particular this includes:</p> <ul style="list-style-type: none"> • those elements of planning, training and exercising aimed at meeting people's practical and emotional needs; • response activities focussing on meeting people's needs during and immediately after emergencies; and • The co-ordination and provision of psychological and social aftercare for those affected in the weeks, months and years that follow.
JRLO	Joint Regional Liaison Officer	Responsible for tri-service co-ordination of UK Operations (including MACA) in the region.
LGA	Local Government Association	The LGA is a voluntary membership body with 422 member authorities covering every part of England and Wales. Together they represent over 50 million people and spend around £113 billion a year on local services. They include county councils, metropolitan district councils, English unitary authorities, London boroughs and shire district councils, along with fire authorities, police authorities, national park authorities and passenger transport authorities
LGD	Lead Government Department	Where Central Government co-ordination is needed, a designated LGD will be made responsible for the overall management of the Central Government response.

ABBREVIATION	TERM	DESCRIPTION
LRF	Local Resilience Forum	Forum of Category 1 and 2 responders within a local police area for the purpose of facilitating co-operation in line with the Civil Contingencies Act 2004.
MACA	Military Aid to the Civil Authorities	The overarching term covering all categories of aid, which the Ministry of Defence, (MOD) may provide to the civil authorities.
MACC	Military Aid to the Civil Community	Consists of the 3 categories of aid: Category A – Assistance in an emergency such as natural disaster where there is immediate danger to life; Category B – Routine assistance for projects and events; Category C – Individual assistance by volunteers in the social services field.
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 Terrorism (CT) and non CT Explosive Ordnance Disposal (EOD).
MAGD	Military Aid to the Other Government Departments	Involves the use of the Armed Forces in the maintenance of essential supplies in a national emergency.
MBC	Media Briefing Centre	
MCA	Maritime and Coastguard Agency	Responsible for maritime search and rescue, and dealing with maritime pollution (to sea and shoreline).
MEF	Media Emergency Forum	National Forum on working protocols and the resilience of communications systems.
MLO	Military Liaison Officer	A military officer, appointed by the regional military headquarters, embedded within a civilian authority's command and control structure to provide an immediate point of contact.

ABBREVIATION	TERM	DESCRIPTION
MOU	Memorandum of Understanding	A mutual protocol for assistance between Local Authorities and partner agencies.
PCT	Primary Care Trust	Covering all parts of England - control of local health care while Strategic Health Authorities monitor performance and standards.
RCCC	Regional Civil Contingencies Committee	A committee which meets during an emergency when a regional response or other action at the Regional level is required.
RCG	Recovery Co-ordinating Group	The decision making body for the recovery phase once handover has taken place from the Police. Takes advice from its Sub Groups, decides the strategy and ensures implementations of strategy and the rebuilding of public confidence.
REPPIR	Radiation Emergency Preparedness and Public Information Regulations 2001	Lays down the safety standards for the protection of the health of workers and the general public against the dangers arising from ionising radiation. Also partly implement the Public Information Directive by subsuming the Public Information for Radiation Emergencies Regulations 1992 (PIRER) on informing the general public about health protection measures to be applied and steps to be taken in the event of an emergency.
RIMNET	Radioactive Incident Monitoring Network	The national radiation monitoring and nuclear emergency response system.
RNC	Regional Nominated Co-ordinator	Principle function will be to facilitate the co-ordination of activities under emergency regulations as defined in the Civil Contingencies Act 2004.
RWC	Responder Welfare Centre	Set up as required for Responders and volunteers involved in a protracted Recovery phase.
RRF	Regional Resilience Forum	A multi-agency forum comprising chief officers of Category 1 and 2 Responder organisations established to provide strategic direction to multi-agency planning at the regional level.

ABBREVIATION	TERM	DESCRIPTION
SCC	Strategic Co-ordinating Centre	The function of the SCC is to provide support to the Strategic Co-ordinating Group and to co-ordinate the response to the emergency or major incident.
SCG	Strategic Co-ordinating Group	Multi-agency group that sets the policy and strategic framework for emergency response and recovery Work at the local level.
SIM	Senior Identification Manager	Police Officer responsible for managing the victim identification Process.
SIO	Senior Investigating Officer	Police Officer responsible for the investigation into the incident, gathering all available evidence in conjunction with other investigative bodies where appropriate.
STAC	Science and Technical Advice Cell	A sub group of the SCG and RCG led by an appropriate person from the health community (HPA or DPH), together with other relevant organisations to provide strategic direction, co-ordination and assessment of health, scientific and environmental protection issues.

For more information on the common agreed definitions and terminology used in Integrated Emergency Management activities refer to the Civil Protection Lexicon: www.cabinetoffice.gov.uk/cplexicon