<SITE NAME>

CONTROL OF MAJOR ACCIDENT HAZARDS REGULATIONS 2015 (COMAH)

SITE-SPECIFIC EXTERNAL EMERGENCY PLAN

SITE ADDRESS:

<SITE TRADING NAME
SITE POSTAL ADDRESS
SITE POST TOWN
SITE POST CODE>

LOCAL AUTHORITY: <ADMINISTRATIVE AREA IN WHICH THE SITE IS BASED>
ORDNANCE SURVEY GRID REFERENCE: <12 figure Grid Reference (Easting/Northing)>

CONTACT DIRECTORY:
All contact details are contained in the COMAH Contact Directory in Section 11 or they can be made available electronically on disc.

Site specific External Emergency Plan (Template) V2.0
OFFICIAL SENSITIVE
Preface

This section should give a general description of the site, location, operations & associated hazards.
CONTENTS

SECTION 1: ACTIVATION ...................................................................................................... 3
This plan will be activated without delay when: ............................................................... 3
Responsibility for activating the plan ................................................................................... 3
How the plan will be activated ............................................................................................. 3
Plan activation diagram – site activation............................................................................. 5

SECTION 2: KEY ACTIONS .................................................................................................... 6
<Site Name> ............................................................................................................................ 6
Humberside Fire & Rescue Service ..................................................................................... 7
Humberside Police .................................................................................................................. 9
Ambulance Service (YAS and EMAS) ................................................................................ 11
HM Coastguard ...................................................................................................................... 13
Public Health England (North Yorkshire and Humber Health Protection Team) .. 14
NHS England – North (Yorkshire and Humber) ........................................................... 15
East Riding of Yorkshire Council....................................................................................... 17
Hull City Council................................................................................................................... 18
North East Lincolnshire Council ....................................................................................... 20
North Lincolnshire Council................................................................................................ 21
Environment Agency............................................................................................................. 22
Associated British Ports (ABP) – (only to be used in plans located on or in the close vicinity of the docks)........................................................................................................ 23
Yorkshire Water ................................................................................................................... 24
Anglian Water ........................................................................................................................ 25
Northern Powergrid ............................................................................................................. 26
Network Rail .......................................................................................................................... 27

SECTION 3: SITE INFORMATION ...................................................................................... 28
Details of dangerous substances held on site ................................................................. 28
Harmful Effects of the dangerous substances held on site ........................................... 28
Other hazardous substances on site................................................................................. 28
Details of site operational hours and staffing.................................................................. 28
Details of site access and egress........................................................................................ 29
Location of on-site rendezvous points (RVP) ................................................................. 29
Location of on-site emergency control centre.................................................................... 29

SECTION 4: OFF-SITE INFORMATION ............................................................................. 30
Location of the off-site Rendezvous Point (RVP)............................................................. 30
Location of the off-site Emergency Control Centre.......................................................... 30
Location of the multi-agency Tactical Co-ordination Group............................................. 30
Location of the Emergency Services Marshalling areas.................................................... 30
Location of off-site helicopter landing zones for casualty evacuation............................. 31
Domino sites .......................................................................................................................... 31
Additional information ........................................................................................................ 31
Off-Site Hazards from a Major Incident........................................................................... 31
Flood Risk to the site ........................................................................................................... 31
## SECTION 1: ACTIVATION

This plan will be activated without delay when:

- A major accident occurs; or
- An uncontrolled event occurs which could be reasonably expected to lead to a major accident.

A major accident is:

'...An occurrence such as a major emission, fire or explosion resulting from uncontrolled developments in the course of the operation of any establishment and leading to serious danger to human health or the environment (whether immediate or delayed) inside or outside the establishment, and involving one or more dangerous substances' as defined in the regulations, irrespective of the quantities involved. Details of dangerous substance on site can be found in Section 3.

### Responsibility for activating the plan

The following <Site Name> personnel are responsible for activating the plan:

- <Job Title(s) of company personnel who can activate the plan>

### How the plan will be activated

A member of <Site Name> personnel must make a single '999' telephone call to each of the following emergency services:

Please note that the order that the calls are made will be dependent on the nature of the incident.

- Humberside Fire and Rescue Service
- <Name of local Ambulance Service>
- Humberside Police
- HM Coastguard
When making each ‘999’ telephone call, <Site Name> must provide the following information to each emergency service:

**This is <Site Name>**

**We are an Upper Tier COMAH site and are activating the External Emergency Plan**

**Full address and postcode <insert address & postcode>**

**12 Figure Grid reference**

**Details of the incident**

<If relevant to the site insert where calls will be made from e.g. from the ECC or alternative if site not manned 24 hours>

If it appears to any of the designated authorities that:

- A major accident has occurred; or
- An uncontrolled event has occurred which could be reasonably expected to lead to a major accident

and <Site Name>’s personnel have not activated this plan because they have been unable to or unwilling to do so then that designated authority can activate this plan by making a 999 call to each emergency service following the guidance above.

Alternatively they can contact Humber Emergency Planning Service (HEPS) and request that the <Site Name> External Emergency plan is activated, stating clearly the reason for the request

**This means of activation is likely to involve a delay in notification and should only be used in exceptional circumstances.**

In the event that there is no clear decision regarding the activation of the External Emergency plan, any of the key responders should consider calling a teleconference using the Multi-Agency teleconferencing facility. This can be used to allow urgent multi-agency discussions to be held between partners, in response to an event which is, or has the potential to become a declared emergency.
Plan activation diagram – site activation

The following diagram shows how the Site activates the plan and how the information from the 999 calls is cascaded.
# SECTION 2: KEY ACTIONS

## <Site Name>

Ensure that the activation section of this External Emergency Plan has been completed.

Ensure that an on-site Rendezvous Point (RVP) is identified and communicated to the emergency services. (The on-site Rendezvous Point (RVP) is the point on the site where responders who have to deal with the site incident will initially attend and where the site operator will be expected to provide a competent person, if applicable).

### LIST OF SITE OPERATORS KEY ACTIONS

- <Insert list here>

- <For all sites on or in close proximity to the docks (Hull or Immingham) insert the following standard wording to cross-reference the Port Emergency Plan:

  Associated British Ports has a Port Emergency Plan for <name>Docks.

  ABP can cascade warning messages to tenants on the Docks and have some control over the area surrounding this site.

  ABP will also have a management presence in the Docks’ Marine Control Centre. >

  [If the site has any domino sites insert the following:

  - Contact <domino site name(s)> to inform them of the incident.

  - At an appropriate time contact the HSE to inform them of the incident.]
Humberside Fire & Rescue Service

- Consider the requirement to declare an emergency in accordance with the Local Resilience Forum Emergency Procedures Manual (EPM)

- Carry out a dynamic risk assessment for the incident with the site operator (if available) and determine what resources are required in the first instance to deal with the incident.

- Establish site perimeter as initial Inner Cordon.

- Establish a Forward Control Point & put in place a command structure for dealing with the incident. In line with JESIP Protocols

- Carry out the rescue of casualties (following dynamic risk assessment)

- Prevent further escalation of the incident by intervention, fighting fire, dealing with released chemicals and other hazardous substances.

- Ensure the safety of all those working within the inner cordon.

- The assessment of hazards including the gathering and provision of information (Chemdata; NCEC) to other agencies to support decision making.

- Carry out the Detection, Identification & Monitoring of hazardous substances using specialist resources (personnel & equipment).

- Obtain chemical plume prediction (FireMet; Chemet.)

- Identify potential contamination resulting from firefighting actions e.g. fire run-off water; firefighting foam

- Appoint a Tactical Commander who will attend the designated Tactical Co-ordination Group

- Provide support to Ambulance Services in the decontamination of large numbers of casualties.

- Assist with body recovery where required.

- Establish liaison with:
  - Operator
  - Police
  - Ambulance Service
  - Public Health England (for advice on public health issues)
- HM Coastguard
- The Local authority
- Environment Agency

- Advise on in-house sheltering and evacuation if appropriate.

- Liaise with the Environment Agency on environmental issues, put measures in place where possible to mitigate the effects of the incident on the environment.

- Standby during non-emergency recovery phase to ensure the continued safety at and surrounding the incident site as necessary.

- Participate in investigations as appropriate.

- Obtain information regarding the incident from the Site Operator
  - establish initial contact on arrival
  - establish on-going contact in the Site Operations Control Room
  - establish if a shut-down of the site processes is possible/necessary
Humberside Police

The primary areas of Police responsibility are:-

- Saving of life in conjunction with other emergency services
- Protection of property
- Scene preservation.

Following the notification of an incident the Police’s Key actions are as follows:-

- Force Incident Manager should ensure strict control of deployment. Prevent self-deployment.
- Ensure clear lines of Communication have been established with the site and other responding agencies
- Consider the requirement to declare an emergency (Declared Emergency as defined in the Local Resilience Forum Emergency Procedures Manual).
- Ensure a safe approach route to the Onsite RVP has been identified and following a dynamic risk assessment deploy staff as necessary to act as Site Liaison Officers
- Select location of Off-site Rendezvous Point for responding agencies (which will also be a marshalling area in the first instance). See Section 4.1 and appoint a Bronze Commander to take command of RVP.
- Implement Road Closures and Cordons as necessary
- Depending upon the nature of the incident consider the need to contact Highways England
- Inform Operations Planning
- Inform Humber Emergency Planning Services (HEPS)
- Consider using Air Support if available
- Appoint a Tactical commander
- Assist with the coordination of responding agencies
- Tactical Commander to Identify a Location for the Tactical Co-ordination Group. If necessary, and to request the attendance of :-
  - Fire & Rescue Service,
  - Ambulance service,
  - HM Coastguard
- Local authority Forward Liaison Officer FLO
- Site Representative

- Inform Media Officer to assist with the dissemination public information issued by the company.

- With other agencies consider the need to evacuate taking into account the prevailing circumstances and advice.

- With other responding agencies, consider the need to collate casualty information

- If necessary on behalf of HM Coroner take appropriate action to assist with the identification of any deceased.

- Conduct an investigation in conjunction with other investigative bodies or competent authorities.

- Following the decision to declare the ‘All Clear’, assist in the dissemination of the message to the public.
## Ambulance Service (YAS and EMAS)

Consider the requirement to declare an emergency in accordance with the Local Resilience Forum Emergency Procedures Manual (EPM)

### Emergency Operations Centre
- Consider following Card 16/17 of the Critical Incident Activation Guidance (CIAG) for COMAH incidents *(Pre-determined activation of specialist resources and briefs for key staff and external partners)*

### First Resource On Scene
- Park at the designated Rendezvous Point (RVP) or as near to the scene as safely permits, upwind and uphill of the incident and adjacent to Police and Fire controls.
- Assume the role of Operational Commander until relieved by a designated Ambulance Commander.
- Don appropriate PPE
- Stay focussed on your role **DO NOT ATTEMPT TO RESCUE OR TREAT CASUALTIES**
- Assess the scene and pass a METHANE(S) message to EOC
  - **M** – My call sign/Major Incident Declared/Standby
  - **E** – Exact location
  - **T** – Type of incident
  - **H** – Hazards present or potential
  - **A** – Access/egress to scene
  - **N** – Number of estimated casualties
  - **E** – Emergency Service present or required
  - **S** – Start a log
- Ascertained requirement for specialist teams e.g. SORT, MERIT, HART, BASICS, Air Support and specialist equipment.
- Liaise with other Emergency Services, initially identify/agree
  - **RVP**
- Ambulance Parking and Ambulance Control Point
- Location of Casualty Triage, collection and clearing points
- Ambulance Loading points
- Area Decontamination
- Prepare a brief for the Ambulance Commander

**Operational Commanders**

- Work to the principles of JESIP
  - Co-location *(Police/Fire commanders)*
  - Communication *(face to face/Emergency services Talk groups)*
  - Co-ordinate *(Inc. health resources on scene)*
  - Jointly risk assess *(responders/site operators)*
- Shared situational awareness *(responders/site operators)*
**HM Coastguard**

Consider the requirement to declare an emergency in accordance with the Local Resilience Forum Emergency Procedures Manual (EPM).

- Broadcast to shipping; make them aware of any toxic/dangerous fumes drifting over the River Humber/East Yorkshire and North East Lincolnshire Coast and give appropriate advice.

- Report to Counter Pollution Branch any spillage of oil or chemicals.

- Take any necessary follow-up action.

- Inform Vessel Traffic Services if required and obtain details of any vessels in the vicinity.

- Advise Air Traffic Control Centres (civilian and military) of the possibility of a toxic cloud which could impact on any air operations within the vicinity of the site.

- Provide ground-to-air communications for declared rescue helicopters.

- Provide overall co-ordination of rescue on River Humber and assist Police on River Trent, River Ouse and River Hull.

- Send a Liaison Officer to the Tactical Co-ordination Group.

- Inform the MCA press office and pass contact details for the Incident media cell.

- <For inland waters that may be affected by any toxic cloud advise the River navigation authority so that they can take appropriate action to warn vessels transiting the area.>


Public Health England (North Yorkshire and Humber Health Protection Team)

Public Health England’s (PHE) North Yorkshire and Humber Health Protection Team (HPT) will be supported by the Centre for Radiation, Chemical, and Environmental Hazards (CRCE) and will work closely with NHS England, health providers and other agencies in responding to incidents.

- Contact Humberside Fire and Rescue Control Room to ascertain details of the incident.

- Inform NHS England – North (Yorkshire & the Humber) on call

- Consider the need to declare an emergency, (if not already declared) in liaison with NHS England and Ambulance Service and in accordance with the Local Resilience Forum Emergency Procedures Manual.

- Liaise with sub-national and national levels of PHE (including CRCE)

- Supported by CRCE, provide health advice to the public and other agencies, e.g. about the toxic effects of released chemicals and actions to be taken to protect the public’s health.

- Provide expert input to the Tactical Co-ordination Group or Strategic Coordinating Group to advise on health aspects of the incident

- If required, convene a Science and Technical Advice Cell (STAC) normally chaired by Consultant in Communicable Disease Control (CCDC).

- Provide public health and incident specific health-related information to GPs, hospital staff and health provider staff during the incident.

- Advise Police Commanders on the health considerations of a decision, e.g. evacuation versus sheltering decision (through the STAC or otherwise).

- Consider the need for an Air Quality Cell in conjunction with the PHE-GIS and the Environment Agency.

- Supported by PHE Communications Officers, prepare health protection components of agreed media statements. Liaise with police and NHS England leads on this.

- Liaise with other agencies to ensure an appropriate response in the recovery phase, continuing to access and provide expert health advice.
NHS England – North (Yorkshire and Humber)

NHS England is responsible for co-ordinating the wider NHS response during all phases of an incident; it will work closely with Public Health England (PHE) who will provide the expert health protection advice.

- Consider the need to declare an emergency, (if not already declared) in liaison with the PHE and Ambulance Service and in accordance with the Local Resilience Forum Emergency Procedures Manual.

- Consider the need to activate NHS England’s Incident Response Plan. This will facilitate the on-going co-ordination of the wider NHS response during all phases of the incident.

- Provide input to a Tactical Co-ordinating Group if convened (potentially by teleconference)

- Provide input at a Strategic Coordinating Group (Director from NHS England’s on call rota).

- If required, convene the Scientific and Technical Advice Cell (STAC), to be chaired by a Consultant in Communicable Disease Control (CCDC).

- Supported by PHE, advise Police Commanders on the health considerations of a decision, e.g. evacuation versus sheltering (through the Scientific and Technical Advice Cell (STAC) or otherwise).

- Assist PHE to assess the risk to the population.

- Cascade information (including that provided by PHE) to GPs, hospital staff and Primary Care Organisations staff during the incident.

- Liaise with all agencies including Acute Hospitals, the Ambulance Service and Primary Care Organisations.

- Liaise with other agencies to ensure an appropriate response in the recovery phase.
### Acute Hospitals

- Receive and treat injured patients.
- Provide decontamination for self-presenting patients.
- Provide mobile team to site if requested by the ambulance service.
- Implement internal major incident plan if required.

### Community Health Providers

- Provide health care to displaced populations (including rest centres).
- Ensure critical services continue to be provided to the population in the affected area.
### Appoint a Control Centre Manager to co-ordinate the Local authority’s incident response

- Ensure that `<site name>` has activated the External Emergency plan
- If informed by one or more of the key responding organisations that a major accident has occurred or an uncontrolled event which could reasonably be expected to lead to a major accident has occurred at `<Site Name>` and `<Site Name>`’s personnel have not activated this plan then arrange for the HEPS Duty Officer to trigger the plan as outlined in the Activation Section.

- Work through the Control Centre Manager Initial Actions Checklist to:
  - Deploy a Forward Liaison Officer to the Tactical Co-ordinating Group if required
  - Open any rest centres immediately required by the incident (these include):
  -
  - Arrange a control team briefing *
  - Brief Corporate Management Team
  - Appoint a Recovery Manager if the event is likely to have a significant impact on the community such as:
    - Leaving a community without basic resources and essential services
    - Causing a high demand on Local authority services beyond the response phase
    - Damaging infrastructure such as utilities, education provision, roads etc.
    - Leaving a number of businesses unable to trade
    - Causing a significant long term downturn impact on tourism

*If you do not consider it necessary to convene a Control Team at this point remember to always involve:

- Communications Team and Resource Strategy for media / web / parish council alerts
- Customer Services for CSC / Call Centre updates
- Democratic Services for elected member updates

- X,Y and Z Ward Councillors should be notified of the emergency
- X,Y and Z Town / Parish Council should be notified of the emergency

(cross reference to Community Section)

- If it appears that the incident may also affect any other Humber area authorities, then consider informing those Local authority’s

- `<if an incident on site has the potential to trigger an oil pollution incident at sea or in the Humber add a prompt to contact the oil pollution officer for advice>`
**Hull City Council**

**Appoint an Incident Manager to co-ordinate the Local authority’s incident response**

- Ensure that <site name> has activated the External Emergency plan

- If informed by one or more of the key responding organisations that a major accident has occurred or an uncontrolled event which could reasonably be expected to lead to a major accident has occurred at <Site Name> and <Site Name>’s personnel have not activated this plan then arrange for the HEPS Duty Officer to trigger the plan as outlined in the Activation Section.

- Work through the Incident Manager Actions to:
  - Deploy a Forward Liaison Officer to the Tactical Co-ordinating Group if required
  - Open any rest centres immediately required by the incident
  - Arrange an Incident Team briefing *
  - Brief Corporate Strategy Team
  - Appoint a Recovery Manager if the event is likely to have a significant impact on the community such as:
    - Leaving a community without basic resources and essential services
    - Causing a high demand on Local authority services beyond the response phase
    - Damaging infrastructure such as utilities, education provision, roads etc.
    - Leaving a number of businesses unable to trade
    - Causing a significant long term downturn impact on tourism

*If you do not consider it necessary to convene an Incident team at this point remember to always contact the following:

- Communications Team to manage media /web enquiries, and staff communications.
- Customer Services for CSC Call Centre updates
- Housing and Neighbourhoods Service Area Management Team Representative to notify them of the incident, and also for initial elected member communications
- Town Clerk for further elected member updates
- CST and agree who will update the Leader

- If there are evacuees, refer to the Rest Centre Guidance. Your initial point of contact is a Neighbourhoods and Housing Service Area Representative.
- The nearest Leisure centre to this site is:
  - The Councils Leisure centres Woodford, Costello and Ennerdale are the three main rest centres however if these are not suitable more are available in the Rest Centre Guidance.

(cross reference to Community Section – please remove parish/town council section if a Hull Specific plan?)

- If it appears that the incident may also affect any other Humber area authorities, then
consider informing those Local authority’s

| • <if an incident on site has the potential to trigger an oil pollution incident at sea or in the Humber add a prompt to contact the oil pollution officer for advice> |
## North East Lincolnshire Council

### Appoint an Incident Manager to co-ordinate the Local authority’s incident response

- Ensure that `<site name>` has activated the External Emergency plan
- If informed by one or more of the key responding organisations that a major accident has occurred or an uncontrolled event which could reasonably be expected to lead to a major accident has occurred at `<Site Name>` and `<Site Name>`’s personnel have not activated this plan then arrange for the HEPS Duty Officer to trigger the plan as outlined in the Activation Section.

### Work through the Incident Manager Initial Actions Checklist to:

- Deploy a Forward Liaison Officer to the Tactical Co-ordinating Group if required
- Open any rest centres immediately required by the incident
- Arrange a Co-ordination Team briefing *
- Brief Local authority Leadership Team
- Appoint a Recovery Manager if the event is likely to have a significant impact on the community such as:
  - Leaving a community without basic resources and essential services
  - Causing a high demand on Local authority services beyond the response phase
  - Damaging infrastructure such as utilities, education provision, roads etc.
  - Leaving a number of businesses unable to trade
  - Causing a significant long term downturn impact on tourism

*If you do not consider it necessary to convene a Co-ordination Team at this point remember to always involve:

- Communications Team to manage media involvement and communicating with staff
- Corporate Services to ensure appropriate customer service involvement
- Legal & Democratic Services to ensure Ward Members and Parish Councils are briefed. (it may be easier for you to contact members / parishes directly in small incidents)

### The nearest rest centres to this site are:
- X, Y and Z Ward Councillors should be notified of the emergency
- X, Y and Z Town / Parish Council should be notified of the emergency

(cross reference to Community Section)

- If it appears that the incident may also affect any other Humber area authorities, then consider informing those Local authority’s

- `<if an incident on site has the potential to trigger an oil pollution incident at sea or in the Humber add a prompt to contact the oil pollution officer for advice>`
**North Lincolnshire Council**

### Appoint an Incident Manager to co-ordinate the Local authority’s incident response

- Ensure that `<site name>` has activated the External emergency plan

- If informed by one or more of the key responding organisations that a major accident has occurred or an uncontrolled event which could reasonably be expected to lead to a major accident has occurred at `<Site Name>` and `<Site Name>’s personnel have not activated this plan then arrange for the HEPS Duty Officer to trigger the plan as outlined in the Activation Section.

- Work through the Incident Manager Initial Actions Checklist to:
  - Deploy a Forward Liaison Officer to the Tactical Co-ordinating Group if required
  - Open any rest centres immediately required by the incident
  - Arrange a Control Team Meeting *
  - Brief Strategic Emergency Management Team
  - Appoint a Recovery Manager if the event is likely to have a significant impact on the community such as:
    - Leaving a community without basic resources and essential services
    - Causing a high demand on Local authority services beyond the response phase
    - Damaging infrastructure such as utilities, education provision, roads etc.
    - Leaving a number of businesses unable to trade
    - Causing a significant long term downturn impact on tourism

*If you do not consider it necessary to convene a Co-ordination Team at this point remember to always involve:

- Communications Team to manage media involvement and communicating with staff
- Customer Services (Customer Contact Centres / Local Links)
- Legal and Democratic Services for elected member and Town and Parish Council updates.
- Corporate Safety

- The nearest primary rest centres to this site are:
- X,Y and Z Ward Councillors should be notified of the emergency
- X,Y and Z Town / Parish Council should be notified of the emergency

(cross reference to Community Section)

- If it appears that the incident may also affect any other Humber area authorities, then consider informing those Local authority’s

- `<if an incident on site has the potential to trigger an oil pollution incident at sea or in the Humber add a prompt to contact the oil pollution officer for advice>`
**Environment Agency**

Consider the requirement to declare an emergency in accordance with the Local Resilience Forum Emergency Procedures Manual (EPM).

- The Agency's initial action will be to establish communications channels and to gather information on the response required of the Agency.

- Inform the Incident Tactical Commander of the contact number for the Agency / incident room that will manage the incident and the contact details for the lead officer.

- If the Agency needs to deploy any staff to the scene a call will be made to the Police Control Room to obtain authorisation to enter the Police cordons.

- Send a Liaison Officer to the Tactical Co-ordination Group

- Help identify who and what in the environment is at risk. What are the potential off site consequences in terms of impact on air, land and water

- Warn water abstractors who may be at risk.

- Notify other organisations that might be affected (such as the Food Standards Agency, Natural England, Public Health England, Internal Drainage Board, <name> Water Company etc. in accordance with Incident Management Procedures.

- Discuss mitigation measures with the emergency services and/or the site operator to minimise environmental impacts.

- Take appropriate pollution mitigation action, depending on the circumstances of the incident

- Investigate the source and cause of pollution and collect samples and other evidence in relation to offences under environmental legislation.

- Consider the need for an Air Quality Cell in conjunction with PHE-CRCE.
Associated British Ports (ABP) – (only to be used in plans located on or in the close vicinity of the docks)

- Consider the requirement to declare an emergency in accordance with the Port Emergency Plan.

- Alert ABP Security to assist the Emergency Services with access to the port area.

- Inform VTS Humber of the incident.

- Provide the Emergency Services details of port services and give assistance were possible.

- Alert dock tenants and users, particularly other port COMAH sites, of the emergency incident.

- Update Emergency message through dock emergency information free phone number 0800 7835 154

- Send liaison to the Tactical Co-ordination Group.

- Assist with the Emergency Services in controlling port activities which may be affected by the incident and evacuations if required.
Yorkshire Water

Upon notification by Humberside Fire & Rescue Yorkshire Water Services will:

- respond in accordance with this plan and operational procedures;
- alert the relevant departments. Depending upon the circumstances these could include:
  - Service Delivery
  - Industrial Waste
  - Sewerage/Client
  - Sewage Treatment
  - Water Quality
  - Public Relations
- if required and provided it is safe to do so, instruct a trade effluent officer and or emergency personnel to attend site to maintain a safe sewerage network;
- within its capabilities, provide water to deal with the incident as and when necessary, requests for which should be made via the duty manager;
- advise the fire service, environment agency and local authority of the impact upon water and sewerage services and any areas where localised problems may exist;
- monitor by sampling and assessing the effects of any discharges to sewers arising from the accident;
- maintain communications with the emergency services and other organisations involved;
- provide scientific and technical information as and when required;
- in conjunction with the appropriate organisations carry out any protective or remedial measures as and when possible;
- assist the police to deal with the media on questions relating to water services.
Upon notification by Humberside Fire & Rescue, Anglian Water Services will:

- respond in accordance with this plan and operational procedures;
- alert the relevant departments. Depending upon the circumstances these could include:
  - Operational Management Centre
  - Trade Effluent Scientists
  - SPES Contractor Partners
  - Water Quality
  - Press Office
- if required and provided it is safe to do so, instruct a trade effluent officer and or emergency personnel to attend site to maintain a safe sewerage network;
- within its capabilities, provide water to deal with the incident as and when necessary, requests for which should be made via the duty manager;
- advise the fire service, environment agency and local authority of the impact upon water and sewerage services and any areas where localised problems may exist;
- monitor by sampling and assessing the effects of any discharges to sewers arising from the accident;
- maintain communications with the emergency services and other organisations involved;
- provide scientific and technical information as and when required;
- in conjunction with the appropriate organisations carry out any protective or remedial measures as and when possible;
- assist the police to deal with the media on questions relating to water services.
**Northern Powergrid**

Northern Powergrid runs the only major electricity distribution network that provides power to customers in the North East, Yorkshire and north Lincolnshire. The Company has responsibility to inspect, maintain and repair its assets, respond to emergencies on its electricity network and restore supplies as quickly as possible in the event of a failure.

Further details of the Company response to an emergency can be found in the Northern Powergrid Strategic and Tactical Commanders Partner Information Leaflet which can be obtained from the Company’s emergency planning team. Northern Powergrid retains copies of some External Emergency Plans at our 24/7 Operations Centre and has access to others on Resilience Direct which can be referred to when notified of an incident.

Any issues with the electricity connection assets at the particular site should be covered under the Internal Emergency Plan and notified by and coordinated with the site operator.

When notified of an incident, Northern Powergrid will:

- Assess any potential impact on their electricity network and inform any staff working in the affected area
- Take any appropriate mitigation steps required to safeguard the electricity network and assets
- Make safe and repair any damaged electricity network assets
- Restore electricity supplies as quickly as possible in the event of an interruption
- Coordinate any response with other responding agencies including attendance at any multi–agency command and coordination groups
- Offer advice to partners as required
### Network Rail

- Network rail is the owner, operator and maintainer of the national railway
- Network rail manages the signalling, overhead lines, level crossing and operates many of the larger stations (18 in all) such as Kings Cross, Leeds, Edinburgh and Birmingham new street.
- Network rail staff form the basis of the emergency response to incidents on the Network.
- Network rail is a designated category two responder
- Network rail is the lead agency for the rail incident response

The industry operates the three tier (Gold, Silver, Bronze) incident command structure and has incorporated the JESIP principles into its response procedure.

Network Rail should be directly informed that a COMAH incident is taking place by Humberside Fire & Rescue. In the event that access to railway tracks is required, Humberside Fire & Rescue Control may communicate directly with Network Rail Control, if a Mobile Operations Manager cannot attend site immediately.

Only Network Rail Control can initiate any restrictions on rail traffic upon receipt of request or advice from the Emergency Services.

In the event that Network Rail has personnel working in proximity to the site, these will be advised of the procedures to adopt by the responding Emergency Services via Network Rail Control.

### Initial Response

- Network Rail (Route control manager GOLD) would initially assign a mobile operations manager (MOM, Silver) to the Multi-Agency Control Point or the location specified by the Silver Commander and will liaise directly with the emergency services. Their role would be to assist the emergency services on site in a variety of roles dependant on the incident that had occurred.

- The MOM would then report to the Route Control Manager based at our local Control Centre, the RCM would then liaise directly with either the Network Rail emergency control centre or alternatively with the emergency services on site if required.

- Once the emergency services had left the scene the MOM and RCM would then class the scene as an engineering site, the site would then be passed over to a recovery team (Bronze).
### SECTION 3: SITE INFORMATION

In addition to other sources of information, responding organisations/agencies should refer to the following site-specific details when responding to a major accident at <Site Name>.

#### Details of dangerous substances held on site

The dangerous substances held on site are as follows:

- <details of the dangerous substances including quantities and classification including CAS numbers where available>

  [This should only include COMAH Substances]

  [Provide a link to any maps giving locations/quantities etc. of dangerous substances]

#### Harmful Effects of the dangerous substances held on site

The harmful effects of the dangerous substances held on site are as follows:

- <details of the harmful effects of the dangerous>

  [This should include health and environmental information]

Further information is contained in the Safety Data Sheets (SDS) which are stored at / available from:

- <location of the SDS and procedures for outside agencies obtaining this information>

#### Other hazardous substances on site

- <details of any other hazardous substances including CAS numbers where available>

Other substances held on site – details of location / quantity]

#### Details of site operational hours and staffing

This box may include any or all of the following:

- <Details of site operational hours and staffing issues which may be of help to the
emergency services when reaching the site>
<Operational hours>
<Number of staff during working hours/Number of staff during non-working hours>
<Number of staff at risk/potential casualties during an incident>

<table>
<thead>
<tr>
<th>Details of site access and egress</th>
</tr>
</thead>
<tbody>
<tr>
<td>The site access and egress points are as follows:</td>
</tr>
<tr>
<td><strong>Primary</strong></td>
</tr>
<tr>
<td>&lt;details of all primary access and egress routes to the site&gt;</td>
</tr>
<tr>
<td><strong>Secondary</strong></td>
</tr>
<tr>
<td>&lt;details of all secondary access and egress routes to the site&gt;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of on-site rendezvous points (RVP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The on-site Rendezvous Point (RVP) is the point on the site where responders who have to deal with the on-site incident will initially attend and where the site operator will be expected to provide a competent person, if applicable.</td>
</tr>
<tr>
<td>The on-site Rendezvous Points are as follows:</td>
</tr>
<tr>
<td>&lt;details of on-site rendezvous points&gt;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of on-site emergency control centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>The location of &lt;Site Name&gt; on-site Emergency Control Centre has been identified as follows:</td>
</tr>
<tr>
<td>&lt;details of on-site Emergency Control Centre&gt;</td>
</tr>
</tbody>
</table>
**SECTION 4: OFF-SITE INFORMATION**

In addition to other sources of information, responding organisations/agencies should refer to the following site-specific details when responding to a major accident at <site name>.

### Location of the off-site Rendezvous Point (RVP)

As the incident develops, the off-site Rendezvous Point (RVP) will be established under the control of a Police Officer. All emergency, specialist and voluntary services will be directed there, as appropriate.

Suggested off-site Rendezvous Points are:

- <details of off-site rendezvous points>

The Police Force Duty Officer will decide which of the above locations is the most suitable to be used. If neither of the suggested locations are suitable then the Police Force Duty Office will designate another location.

[Cross-reference to relevant maps]

### Location of the off-site Emergency Control Centre

The location of <Site Name>’s off-site Emergency Control Centre is:

<details of off-site emergency control centre>

### Location of the multi-agency Tactical Co-ordination Group

The location of the Tactical Co-ordination Group will be identified as the safest and most appropriate location from which tactical command can be managed.

### Location of the Emergency Services Marshalling areas

The location of the Fire & Rescue Service marshalling area is:

- <details of fire & rescue service marshalling area>
### Location of off-site helicopter landing zones for casualty evacuation

Locations cannot be pre-identified: individual pilots will determine them at the time, following a dynamic risk assessment.

### Domino sites

The competent authority identifies Domino establishments as: “establishments where the risk or consequences of a major accident may be increased because of the geographical position of establishments, proximity of establishments to each other or inventories of dangerous substances held by establishments” (See Regulation 24.1)

The following establishments are classed as domino sites by the joint Competent Authority in respect of <Site Name>:

- <names & address (es) of any domino site(s).>

### Additional information

The following additional information has been provided by the site operator:

- <any additional information that the site operator wishes to be included.>
- It is particularly useful for sites to describe any environmental monitoring or modelling capabilities and explain how this information will be made available to responders (including remote stakeholders)

### Off-Site Hazards from a Major Incident

Details of the hazards resulting from major accident hazard scenarios taken from the site safety report. (key hazards that are likely to be a risk to health, environment, life. Worst case / most likely scenarios)

- <sites to list key hazards>

### Flood Risk to the site

Details of the flood risk to the site including any mitigation measures or plans that are in place to reduce the likelihood of a COMAH accident occurring.

- Positions of those who are in receipt of flood warning direct messages
- Include any information regarding defences, secure installations etc
- Include a flood risk map showing likelihood of flooding / inundation
SECTION 5: COMMUNITY INFORMATION

In addition to other sources of information, responding organisations/agencies should refer to the following site-specific details when responding to a major accident at <site name>.

**Town & Parish councils within the vicinity of the site (Remove for Hull Plans)**

The following Town and Parish councils are located within the vicinity of the <site name> site.

- Names of parish & town councils
- Contact information

The following Town & Parish councils hold Community emergency plans, in the event of a localised emergency the Community Emergency Plans will be activated by a nominated emergency team member

Map of sites and Parish / Town council (cross reference to map section) – add extra map into section

**Vulnerable Locations**

The following vulnerable locations are within 2 KM’s of <site name>:

- Schools
- Care and nursing homes
- Other
- Add GIS layer
### SECTION 6: INFORMATION AVAILABLE TO THE PUBLIC PRIOR TO AN INCIDENT

In addition to other sources of information, responding organisations/agencies should refer to the following site-specific details when responding to a major accident at <site name>.

#### Public Information Zone (PIZ)

The Public Information Zone (PIZ) for <Site Name> is <distance> from <location and/or national grid reference>.

The PIZ is based upon analysis of the Hazardous Substances Consent granted to the company by the Local authority <Name of Local authority>, Hazardous Substance Authority.

The overall PIZ is that area within the outer contour shown on the map.

For classification, the Inner, Middle and Outer zones, defined by the contours, represent sub-divisions and are used by HSE when advising Local Planning Authorities (LPAs) on planning applications. When consulted by LPAs, HSE use the zones to determine the risk to people in the proposed development and then classify the application into one of four ‘sensitivity levels’. This classification is determined by factors such as numbers of persons at the development, their sensitivity (vulnerable populations such as children, old people etc.) and the intensity of the development. Advice to the LPA is based on a combination of the level of risk/hazard and the Sensitivity Level.

For Information, the measure of risk/hazard level described above is given on the map as either ‘cpm’ (chances per million per annum) or ‘tdu’ (thermal dose units).

<Insert PIZ map supplied by HSE, found on HSE Extranet pages>

#### What the public has been advised to do via the information issued beforehand

The information issued beforehand advises the public to:

- <details of the information issued prior to an accident> example of info?

#### When the information was issued to the public

The above information is issued to the public on an <Annual / 3yearly basis>
### How the information was disseminated to the public

The above information disseminated to the Public using the following means:

- <details of how the information was disseminated, post, electronic>
- Humber Chemical Focus website [www.goinstayintunein.org](http://www.goinstayintunein.org) (not for all sites only those who have signed up to this method)
- Link available on the HEPS website?

### Who received the information outside of the Public Information Zone (PIZ)

The above information was disseminated outside of the Public Information Zone to the following:

- <details of any recipients located outside the public information zone.>
## SECTION 7: WARNING AND INFORMING THE PUBLIC DURING AN INCIDENT

In addition to other sources of information, responding organisations/agencies should refer to the following site-specific details when responding to a major accident at <SITE NAME>.

<table>
<thead>
<tr>
<th>How the public will be notified of an incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Site Name&gt; have the following procedures in place to notify the public of an incident:</td>
</tr>
<tr>
<td>• &lt;Details of how the public will be notified of an incident, include site sirens etc.&gt;</td>
</tr>
<tr>
<td>• Useful to include mention of additional arrangements for any hard to reach or non-typical areas (e.g. traffic passing through, allotments, caravan sites etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How the public will be kept informed during an incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Site Name&gt; has the following procedures in place to keep the public informed during an incident:</td>
</tr>
<tr>
<td>• &lt;Details of how the site will keep the public informed during an incident.&gt;</td>
</tr>
</tbody>
</table>

A Multi-Agency communications cell will collectively prepare and issue messages accordingly, Social Media links (facebook / twitter) will also be kept up to date relaying accurate information about the incident.

Include information about:

- How will the site use social media? <site to complete>
- What # handles, preset messages etc will be used?
- Who is responsible for Social Media from the various organisations?
<table>
<thead>
<tr>
<th>How the public will be notified of the ‘ALL CLEAR’</th>
</tr>
</thead>
<tbody>
<tr>
<td>When the Tactical Co-ordinating Group considers it is applicable, the decision to issue an ‘All Clear’ will be made by the responding agencies when it is deemed the immediate danger is under control.</td>
</tr>
<tr>
<td>Note: ‘All Clear’ signifies that a COMAH major accident no longer presents a continuing risk to life for surrounding communities. However, some Category 1 organisations may continue to provide an on / off site response as part of bringing the accident under control and mitigating any environmental impact.</td>
</tr>
<tr>
<td>The methods chosen to notify the ‘All Clear’ for <strong>&lt;Site Name&gt;</strong> will be dependent on the nature and extent of the incident and the public perception of it.</td>
</tr>
<tr>
<td>Notwithstanding that the site has been declared clear, the Tactical Commanders, together with the Local Authority’s representative (and possibly representatives from the site operator) should consider the effect of the incident on the public, and any measures necessary to manage the aftermath, and the return to normality, before standing down.</td>
</tr>
</tbody>
</table>
## SECTION 8: WORKING WITH THE MEDIA

### Working with the media

In the response to any accident (in accordance with Regulations 17, 18 & 26 in the COMAH Regulations 2015): <Site Name> and the local authority has the responsibility to warn and inform the public within the PIZ (see Section 6). This is likely to involve direct liaison with the media. <Site Name> are also likely to talk directly to the media to manage their own reputational issues.

The responding organisation's engagement with the media will be as identified in the Humber LRF Communications Plan where lead responders have been identified to co-ordinate the media response to the consequences of an emergency, a potential emergency, or an event that would benefit from joint working. The lead responder will co-ordinate the initial media response to the incident in its early stages.

The organisation leading the media response will endeavour to work with the <Site Name> media lead to co-ordinate activities wherever possible.

### <Site Name> media strategy

The media contact for <Site Name> is <details of the site’s media officer>.

- <Site Name> has nominated <details of the site’s media briefing centre> as the Media Briefing Centre.
- Is there a backup option? Consider

The <Site Name> media officer should liaise with lead media responder to ensure a co-ordinated response to the media.
SECTION 9: COMMUNITY RECOVERY

In addition to other sources of information, and in particular, the Humber Local Resilience Forum Recovery Protocol, responding organisations/agencies should refer to the following site-specific details when responding to a major accident at <site name>.

<site name> care and welfare

To support the community following an incident, <site name> will consider:

- Consider making available the <site name> Emergency Management Welfare Team and <site name> Occupational Health Staff to support the community following an incident.
- Nominating an appropriate member of staff to participate in Multi-Agency Recovery Group meetings.

Multi-agency response to recovery

When the emergency has been brought under control and enters the recovery phase the lead responder will hand over the co-ordination to an appropriate organisation to lead on the recovery efforts.

The emergency is thought to have entered the recovery phase when:

- there is no known further risk to life
- there are no serious public order or crime prevention issues which impact on the co-ordination of the recovery phase.
- all responding organisations are now operating response activities at a level, which does not necessitate a Strategic Co-ordination Group or Tactical Co-ordination Group to co-ordinate and facilitate their activity.
- there are no known scenarios which may give rise for the requirement to reinstate the Strategic Co-ordination Group or Tactical Co-ordination Group in the foreseeable future in relation to the incident.

It is anticipated that in most cases one of the following organisations will lead on recovery following handover from the lead responder:

- The Local authority’s will lead multi-agency recovery work when the majority of the impacts are welfare, community or economic based
- Directors of Public Health, NHS England, Primary Care Organisations and Public Health England will work in partnership to coordinate the multi-agency recovery work when the majority of the impacts are health related.
- The Environment Agency on environmental issues will lead multi-agency recovery work when the majority of the impacts are environmental.

The lead recovery organisation will identify a suitable location for hosting the Recovery Co-ordination Group (usually be at the lead organisation’s headquarters).

It is the responsibility of the lead recovery organisation to determine the format, frequency and attendance of Recovery Meetings and in particular, to decide whether co-ordination is best managed through a multi-agency or single agency group. There is no requirement for these meetings to be multi-agency if this is not considered necessary by the lead organisation. However, the lead organisation should always consider:

- how <Site Name> can be engaged in the recovery process
- how all Category 1 and 2 responders could be involved in the recovery work
- holding a regular multi-agency recovery meeting (e.g. weekly) of all Category 1 responders to update / involve them on recovery activities

All responding organisations will make every effort to co-ordinate all interactions with the public, so that where ever possible there is only one interaction made and thereby avoiding unnecessary contact / distress.

### Local authority Recovery Phase

The Local authority will lead multi-agency recovery work when the majority of the impacts are welfare, community or economic based. It is likely that the recovery to the majority of significant emergencies, such as flooding, severe weather or industrial accident, will be led by the Local authority.

Recovery arrangements will be initiated by the incident / control centre manager and a dedicated Recovery Manager will usually be appointed when it is deemed that the emergency has the potential to create a significant impact to the community, such as

- leaving a community without basic resources and essential services
- causing a high demand on Local authority services beyond the response phase
- damaging infrastructure such as utilities, education provision, roads etc.
- leaving a number of businesses unable to trade

A Recovery Co-ordination Group will be formed to manage the recovery phase, and will decide whether this is a multi-agency or a single agency group, depending on the nature of the emergency and the elements of recovery required.

### Public Health England and NHS England

Site specific External Emergency Plan (Template) V2.0  Page 39
• Provide expert health advice
• Monitor health effects, both physical and mental, in the short and long term
• Liaise with health providers (both community and hospital) to ensure appropriate treatment is provided as necessary
• Advise on long term health risks
• Provide health advice to other agencies
• Provide health advice to the public (including media management)

Environment Agency Recovery Phase REVIEW

The Environment Agency will continue to assist partners as the incident moves from emergency response to recovery. Where the impacts have been environmental only, an Environmental Restoration Group will be formed to manage the recovery phase. The make-up of the group will be dependent on the nature of the emergency and the elements of remediation/restoration required. For all COMAH events, the operator will be expected to play a significant role in environmental restoration.

The Environment Agency will:
• Support and advise on environmental restoration as part of the multi-agency recovery.
• With partners, consider needs for ongoing environmental monitoring and assess impact on ground and surface waters, land quality and sensitive receptors.
• Fulfil regulatory duties, including issuing permits and taking enforcement action where appropriate;
• Ensure that remedial actions are carried out in an approved, professional and competent manner,

<site name> insurance / financial support

• The <site name> Emergency Management Team will consider the insurance/financial support to be made available to the community to support the community following an incident.
### SECTION 10: ENVIRONMENTAL INFORMATION & RECOVERY

In addition to other sources of information, responding organisations/agencies should refer to the following site-specific details when responding to a major accident at <site name>.

<table>
<thead>
<tr>
<th><strong>Site-specific measures to protect the environment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Details of any planned and agreed measures to protect the environment&gt;</td>
</tr>
<tr>
<td>&lt;Details of any site containment measures&gt;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Site key actions for the management of environmental clean-up and restoration</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;site name&gt; will take the following key actions for the management and clean up of the environment:</td>
</tr>
<tr>
<td>&lt;Details of any specific measures to manage the clean up and restoration of the environment&gt;</td>
</tr>
<tr>
<td>&lt;Details of organisations to be consulted&gt;</td>
</tr>
</tbody>
</table>
**Details of any environmentally sensitive areas**

The following areas are sensitive around <site name>:

<table>
<thead>
<tr>
<th>Surface Water Drainage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Controlled Fresh Waters</td>
</tr>
<tr>
<td>Tidal Waters</td>
</tr>
</tbody>
</table>

The following map shows the extent of each designation.

The risk to specific environmental features will vary depending on the time of year. Expert advice should always be sought prior to any incident response activity.

**Details of land use**

The use of land around <site name> has been identified as follows for which particular protective measures may have to be implemented:

**Hazards to the environment**

The hazards to the environment around <site name> are as follows:

**Predicted environmental effects of an accident**

The predicted environmental effects of an accident at <site name> are as follows (if any):
<table>
<thead>
<tr>
<th>Contact Category</th>
<th>Contact Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Contact</td>
<td>John Doe</td>
<td>555-1234</td>
</tr>
<tr>
<td>External Contact</td>
<td>Jane Smith</td>
<td>555-5678</td>
</tr>
<tr>
<td>Technical Support</td>
<td>Mike Johnson</td>
<td>555-9876</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Sue Williams</td>
<td>555-4321</td>
</tr>
<tr>
<td>SECTION 13: ADDITIONAL INFORMATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This section can now be used as an appendix if appropriate.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>