

COMMUNITY OVERVIEW & SCRUTINY COMMITTEE – 13TH MARCH 2003

EMERGENCY PLANNING ROLE AND RESPONSIBILITIES MODEL

- EMERGENCY PLANNING AND RESPONSE TEAM

Members of the response team would have a role in both the overall co-ordination and management of a response to major emergencies and in the co-ordination of the activities particular to their functional areas. They would be responsible for preparing advice to carry forward policies, determining priorities, assessing need, planning work, reviewing progress and adjusting plans, as deemed necessary, both as a team member and as an individual manager.

Each Emergency Planning and Response Team member would have particular responsibilities related to their functional work area, which are listed below. Team members would be responsible for maintaining close contact with Operational Managers within their function, establishing the vital working relationships required at times of crisis, ensuring that they are prepared to respond to emergencies at any time, and mobilising appropriate staff in a major emergency.

- COMMUNICATIONS MANAGER

The Communications Manager would be responsible for a range of activities that encompass 'communications' in its broadest sense, the provision of equipment, dissemination of information and interpersonal contact. In general the responsibilities would include:

- Communications equipment and links between all operational centres of activity within and outwith the District, permanent and ad-hoc.
- Administrative systems - information handling systems, logging and record keeping.
- Financial systems - expenditure recording and control.
- Office services - secretarial, administrative and clerical.
- Co-ordination and administration of media services.
- Information gathering, collation, assessment and dissemination.
- Liaison with the community.

- Elected Member's services.
- Meeting arrangements, formal and ad-hoc.
- VIP visit co-ordination.
- Appeals/trust fund administration.
- Debriefing arrangements.
- EMERGENCY SUPPORT MANAGER

The Emergency Support Manager would be responsible for providing the resources to enable those responding to emergencies to undertake their essential activities whilst releasing them of the burden of procurement. This team member will endeavour to supply any vital resource, (the "fixer"), but in general, responsibilities would include:

- Providing supplies, materials, food and fuel.
- Arranging transport of all kinds.
- Providing plant, equipment and tools.
- Procuring operational accommodation for the response including heating, lighting, ventilation and cleaning.
- Allocating manpower and staffing required in excess of a partner's own resources.
- Salvage.
- Allocating scarce resources.
- Securing services not otherwise generally available.
- WELFARE MANAGER

The Welfare Manager would be responsible for providing caring services to the community and those engaged in major emergency response. This role would provide for the essential physiological and psychological needs of the community and its supporters who are engaged in responding to emergencies. In general the responsibilities would include:

- Providing shelter and rest facilities.
- Providing sustenance.

- Caring for evacuees and management of rest centres.
- Services for individuals, families and the community including:
 - practical assistance, clothing, furniture and grants
 - comforting, counselling and psychological support
 - personal advice and information
 - temporary housing and re-housing
 - support for victims and the bereaved
 - lateral support
 - linking with other agencies
- Longer term support for the recovery of the community, and for any staff.
- Public Health advice in partnership with the PCT
- WORKS MANAGER

The Works Manager would be responsible for maintaining or, if necessary, restoring, the physical conditions to make communities habitable. In addition, the role provides practical support for those responding to major emergencies. In general, the responsibilities would include:

- Immediate repairs and maintenance of essential services.
- Establishment of diversionary routes.
- Provision of manpower, plant, equipment and expertise in engineering, construction and building.
- Control of environmental pollution.
- Cleansing, disposal and sanitation.
- Burial - if necessary
- Technical and safety advice and assistance.
- Clearing up and restoration.
- Design and construction of emergency building or engineering works.