



Emergency Planning Policy

This document is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Policy Statement

Throughout this policy we use the term 'emergency', by emergency we mean:

- **an event or situation which threatens serious damage to human welfare.** Under the Civil Contingencies Act 2004 (CCA2004), *'An event or situation threatens damage to human welfare if it involves, causes or may cause loss of human life, human illness or injury, homelessness, damage to property, disruption of supply of money, food, water, energy or fuel, disruption of a system of communication, disruption of facilities for transport or disruption of services relating to health;*
- **an event or situation which threatens serious damage to the environment.** Under the Civil Contingencies Act 2004 (CCA2004), *'an event or situation threatens damage to the environment if it causes or may cause contamination of land, water or air with biological, chemical or radioactive matter or disruption or destruction of plant life or animal life';* and
- **war, or terrorism, which threatens serious damage to the security of the UK.**
(Cabinet Office Expectations and Indicators of Good Practice Set for Category 1 and 2 Responders).

The purpose of this policy is to:

- Ensure that North Yorkshire Police (NYP) is fit for purpose by providing a structured approach to Integrated Emergency Management (IEM) within NYP and to facilitate an effective professional and structured response to any emergency regardless of the cause in line with the:
 - Civil Contingencies Act 2004 (CCA2004) and associated publications entitled Emergency Preparedness and Emergency Response and Recovery
 - College of Police APP Civil Emergencies
 - Joint Emergency Services Interoperability Principles (JESIP) Joint Doctrine
- Ensure skills required by NYP officers and staff to deal with any emergency triggering a major incident in North Yorkshire is managed and has the capacity to provide resilient resources to respond to an emergency within North Yorkshire or to aid, through mutual aid other police forces as required.

- Where relevant to co-operate with other agencies through the North Yorkshire Local Resilience Forum (NYLRF) to anticipate, plan, prevent, reduce, control, mitigate or respond to emergencies, upholding the JESIP Principles through the sharing of key information and promote joint working.

Promote engagement of the North Yorkshire Local Resilience Forum (NYLRF) and NYLRF Response to Major and Critical Incidents (RMCI) process to ensure a consistent multi-agency approach to a response, a common notification and reporting structure and a joint situational awareness across North Yorkshire and the City of York.

Scope

This policy applies to all NYP officers and staff who respond to, and are responsible for the planning, management and resolution of emergency incidents.

This policy is supported by the NYP dedicated Major Incident Procedure and the two should be read in conjunction.

Governance Framework

The Civil Contingencies Act 2004 (CCA2004) establishes a consistent level of civil protection activity throughout the UK.

The CCA2004 and accompanying non-legislative measures, delivers a single framework for civil protection in the United Kingdom (UK). The CCA2004 is separated into two substantive parts: Part 1; Local arrangements for civil protection and Part 2; Emergency powers.

Part 1 of the CCA2004 and supporting regulations and statutory guidance entitled Emergency Preparedness and Emergency Response and Recovery, establish a clear set of roles and responsibilities for those involved in emergency preparation and response at the local level. The CCA2004 divides local responders into two categories: Category One and Category Two, imposing a different set of duties on each.

Category One responders are those organisations at the core of the response of most emergencies (e.g., Emergency Services (Police), Local Authorities, National Health Service (NHS) bodies). NYP is a Category One responder and subject to the full set of civil protection duties:

- Assess the risk of emergencies occurring and use this to inform contingency planning
- Put in place emergency plans that aim to address common consequences.
- Put in place business continuity management (BCM) arrangements.
- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency.
- Share information with other local responders to enhance co-ordination.
- Co-operate with other local responders to enhance co-ordination and efficiency.

Category Two responders are made-up of co-operating and private sector bodies. They are less likely to be involved in much of the planning process but will be heavily involved in incidents that affect their sector e.g., Health and Safety Executive, utilities, transport and telecommunications companies.

Additionally, the CCA2004 identifies **Co-ordinating Bodies** e.g., military, voluntary sector, these are agencies who do not have any duties under the CCA2004 however they are expected to uphold duties associated with their own legislation and co-operate with the Category One and Two agencies as required.

Throughout this policy NYP applies and considers the following:

- JESIP Joint Doctrine
- National standard for policing major incident resolution, set out in the College of Policing (COP) APP section Civil Contingencies Major Incident.
- Human Rights Act 1998
- NYLRF Response to Major and Critical Incidents (RMCI)
- Health and Safety at Work Act 1974 and Police (Health and Safety) Act 1997 to ensure:
 - Securing the health, safety and welfare of persons at work.
 - Protecting persons other than persons at work against risks to health or safety arising out of or in connection with the activities of persons at work.
- The National Risk Assessment (NRA) is the classified and detailed cross government assessment of the risks facing the UK and is the basis of the public National Risk Register (NRR)
- The National Risk Register (NRR) publicly available assessment of the likelihood and potential impact of the range of threats and hazards the UK could face
- NYLRF Community Risk Register (CRR)
- Counter Terrorism Security Advisors (CTSAs) input, through Counter Terrorism Police North East (CTPNE) to consider terrorist threat and identify local critical sites within North Yorkshire that might be vulnerable to terrorist or extremist attack.
- Legislation as required, the key ones being:
 - Control of Major Accident Hazards (COMAH) Regulations 2015
 - Pipelines Safety Regulations 1996
 - Radiation (Emergency Preparedness and Public Information) Regulations 2019

Process

1.0 Integrated Emergency Management NYP and Multi-Agency

- 1.1 The CCA2004 aims to establish a consistent level of civil protection activity across the UK and sets out arrangements to ensure Category One and Category Two responders are working in an intergraded way to respond to emergencies, termed: Integrated Emergency Management (IEM). IEM comprises six fundamental activities:

Integrated Emergency Management (IEM) Activities	
1. Anticipation	The Gov.uk publication Emergency Preparedness deals with the first four of these activities, described as the pre-emergency elements of IEM.
2. Assessment	
3. Prevention	
4. Preparation	
5. Response	The last two activities are dealt with in the Gov.uk publication Emergency Response and Recovery.
6. Recovery	

1.2 NYP as a Category One responder must comply with the responsibilities laid out in the CCA2004, either as a single agency or where appropriate in partnership with other responders. Emergency Planning manage IEM within the NYP and North Yorkshire.

1.2 Within North Yorkshire and the City of York, the North Yorkshire Local Resilience Forum (NYLRF) exists as a non-statutory body to uphold the mandatory requirements under the CCA2004.

All responders, through the forum have a collective responsibility to plan, prepare and communicate within a multi-agency environment and NYLRF coordinates this multi-agency activity and promotes the JESIP principles for joint working across North Yorkshire. NYLRF is based on geographical areas of responsibility, that mirror the local policing areas and is made up of all the Category One, Two and other Co-ordinating Bodies within these boundaries.

Joint working is achieved by NYLRF maintaining a secretariat led governance structure to manage the activity and achieve local resilience objectives, through the collaborative working groups of which a police representative will always be involved. These groups include:

- NYLRF Executive Group - Attended by ACC
- NYLRF Coordination Group - Attended by Emergency Planning and SU
- NYLRF Risk Assessment Group - Attended by Emergency Planning and CI
- NYLRF Training and Exercising Group - Attended by Emergency Planning and CI
- NYLRF Emergency Planning Group - Attended by Emergency Planning and CI
- Organisational Resilience Group - Attended by Emergency Planning and Suitable NYP representative
- Community Resilience Group - Attended by Emergency Planning and suitable NYP representative
- Communications Group - Attended by a suitable NYP representative

Key pieces of work delivered by NYLRF include the compilation of agreed risks for North Yorkshire through the Community Risk Register (CRR) and delivery of multi-agency exercises and training events. All NYLRF groups meet at least annually to progress activity, and during major incident response times NYLRF maintains the Response to Major and Critical Incidents (RMCI) process. The RMCI defines how North Yorkshire agencies will work and communicate together and promote a consistent multi-agency response to any emergency impacting North Yorkshire and those declared as a major incident. Within the RMCI there is an agreed notification system 'RMCI Notification' this is an email and/or text notification to alert all partners of a potential/major incident. The notification uses the JESIP M/ETHANE model to inform a distribution list and can initiate the establishment of required Operational (OCG), Tactical (TCG) and Strategic Coordination Groups (SCG). **NYP is**

identified as the default lead agency for any major incident or until a lead agency is subsequently agreed and would be required to provide chairs for OCG/TCG/SCG.

2.0 Civil Emergency Risk Management and Horizon Scanning

2.1 Understanding the risks that could cause an emergency within North Yorkshire and enable IEM to be applied in response to the risk assessment is a key activity. Risk assessment is the review process that follows three key steps:

1. **Contextualisation** involves defining the nature and scope of the risk and agreeing how the risk management process will be undertaken
2. **Risk evaluation** covers the identification of those threats and hazards that present significant risks, analysis of their likelihood and impacts, and the combination of these values to produce overall risk scores.
3. **Risk treatment** involves deciding which risks are unacceptably high, developing plans and strategies to mitigate these risks, and then testing the plans and any associated capabilities.

2.2 Nationally, the National Risk Assessment (NRA) is a classified and detailed cross government assessment of the risks facing the UK is maintained. The risks are grouped into categories:

- Natural hazards
- Diseases
- Major Accidents
- Societal Risks
- Malicious Attacks

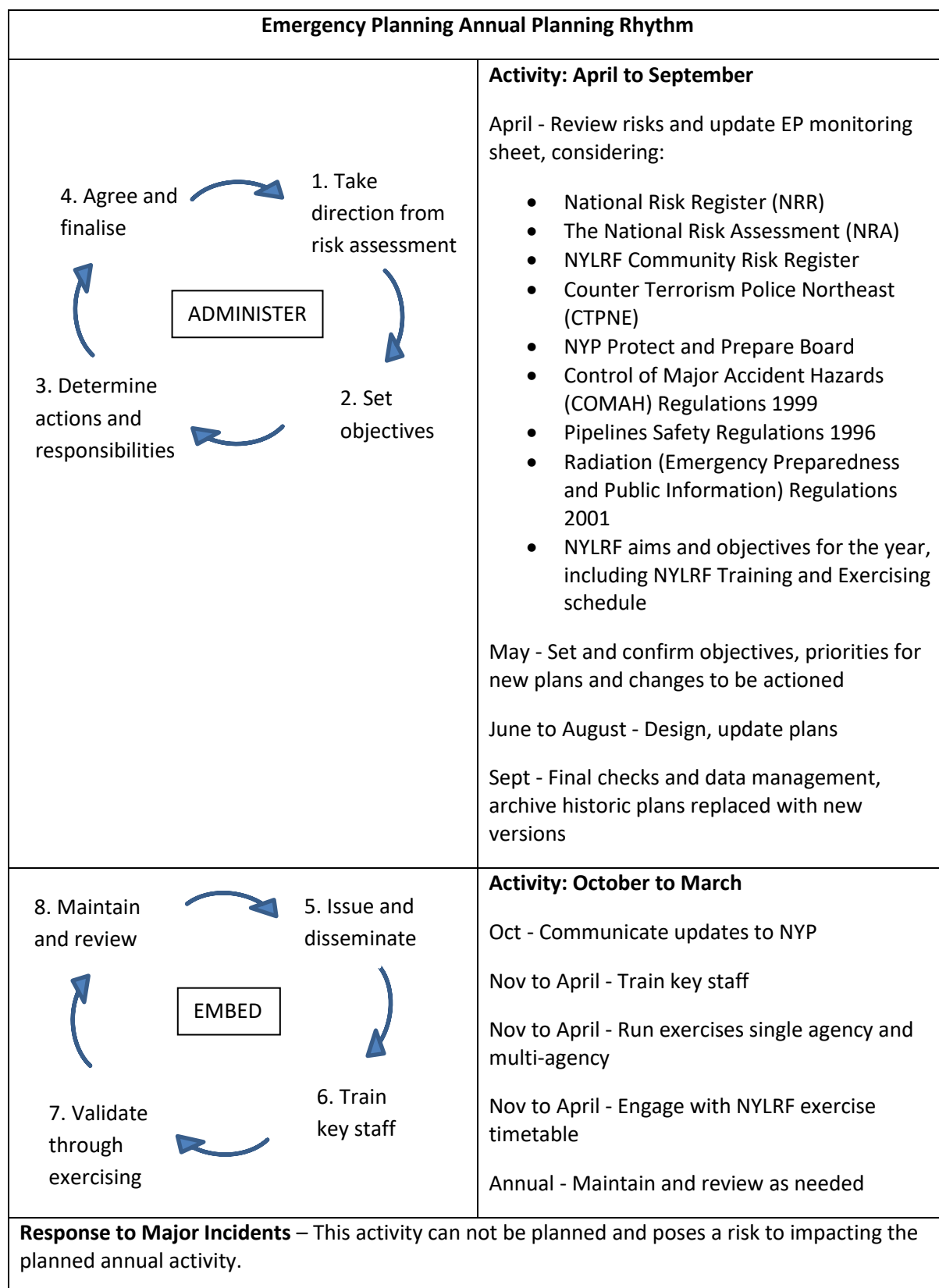
2.3 The NRA assessment is used to produce the:

- National Risk Register of Civil Emergencies 2017 (NRR) located on gov.uk, this is the public facing cross government assessment of the risks facing the UK and provides an updated assessment of the likelihood and potential impact of the civil emergency risks that may directly affect the UK over the next 5 years.
- Locally, NYP with other Category One and Two responders within NYLRF maintain a North Yorkshire Community Risk Register (CRR) with the collective aim of understanding the types of risks North Yorkshire could experience and enable IEM to take steps in response to the risk assessment.

2.4 Within NYP, IEM risk monitoring is managed through the Emergency Planning Team. The process determines required plans to be created and held by NYP with the aim of supporting any emergency and major incident response when dealing with an identified risk. All risks and associated activity are logged within the Emergency Planning Monitoring Sheet.

3.0 NYP EPU rolling annual battle rhythm

3.1 To support the IEM activity NYP Emergency Planning aim to achieve the annual cycle shown below:



4.0 Police Major Incident Response

4.1 Within NYP the response to a Major Incident is set out within the Major Incident Procedure and is based on the national standard for police major incident response and resolution from the College of Policing (COP) APP Civil Contingencies Major Incident sets out the process steps for successful major incident resolution.

4.2 A major incident is defined in the Lexicon of UK civil protection terminology and referred to in the CCA2004 and COP APP Guidance:

- ***Any event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agencies.***

4.3 Declaring a major incident can be done by a single emergency service, or Category One responder as defined by the CCA 2004.

4.4 Situations that trigger the use of the emergency planning procedure may also trigger the Business Continuity Management Procedure.

4.5 Following a major incident a single and multi-agency debrief should take place to review actions taken and decision made and to make recommendations for improvement. Unless there are agreed reasons for not doing so, these debrief findings may be shared on the JESIP Joint Organisational Learning (JOL) Platform.

5.0 Policy Responsibilities and IEM Governance

IEM Governance in NYP	
Role	Responsibility
Chief Officer Team (COT)	• Ensure NYP complies with legislation and national guidance relating to civil contingencies and major incidents. • Ensure NYP has appropriate resources; accommodation and equipment to support responses to major incidents/emergencies at all command levels and including support to multi-agency command rooms. • Adhere to the Major Incident Procedure, where appropriate take command at gold/strategic level. • To be aware of the NYLRF Response to Major and Critical Incidents (RMCI) process. • Where appropriate, take part in training/exercises to support emergency plans/ major incident responses, police and multi-agency. • Provide strategic representation with NYLRF, regional and national civil contingencies forums as appropriate.
Head of Operational Training, Planning & Logistics	• Ensure resource capability to uphold IEM as defined within this policy is maintained and achieved.

	• Provide Strategic/Tactical representation within NYLRF, regional and national civil contingencies forums as appropriate. • Holds the role of chair for the NYLRF Co-ordination Group. • Ensures appropriate NYP representation on required NYLRF subgroups is provided. • Promote the NYLRF Response to Major and Critical Incidents (RMCI) process.
Chief Inspector Operational Training, Planning & Logistics	• Support NYP IEM annual planning activity to: ○ Feb/March - Review and sign off on key working plans and agree training and exercise prioritise
Operations and Contingency Planning Inspector	• Support NYP IEM annual planning activity to: ○ Feb/March - Review and sign off on key working plans and agree training and exercise prioritise • Management of IEM responsibilities within Operations and Contingency Planning dept
Emergency Planning Officers	• The management of IEM within NYP as defined within this policy • Maintenance of Major Incident Procedure • The management and co-ordination of NYP emergency plans and guidance, both specific and generic. • Co-ordinating and representing NYP in formulating and consulting multi-agency emergency plans and procedures. • Maintaining and updating all relevant emergency plans and making them accessible to NYP staff. • Co-ordinating/delivering relevant training to support NYP and multi-agency emergency plans and major incident responses, ensuring NYP has staff with the right skills, specialist and generic, to resolve such incidents. • Co-ordinating and/or arranging exercises for staff to enhance the necessary skills to respond to major incidents, gain familiarity with emergency plans and in doing so test the plans themselves. • Engaging with partners in training and the exercising of multi-agency plans. • Ensuring NYP has adequate accommodation, equipment and resources to support operational needs when responding to emergencies and/or major incidents through making recommendations and representations at appropriate levels. • Arranging and co-ordinating appropriate NYP representation at NYLRF, regional and national police and multi-agency meetings in respect of emergency planning matters. • Providing advice to staff at all levels (Gold (Strategic), Silver (Tactical), Bronze (Operational) and first responder) when dealing with major incidents.

	Working with Neighbourhood Policing Teams (NPTs) on local issues when required.
<u>Roles within NYP with Responsibility</u>	
Role	Responsibility
All Operational Policing Commanders/Heads of Department	- Adhere to the Major Incident Procedure - To be aware of the NYLRF Response to Major and Critical Incidents (RMCI) process. - Where appropriate, participate in training/exercises to support emergency plans, major incident responses both police focused and multi-agency.
All First Line Supervision	- Adhere to the Major Incident Procedure - To be aware of the NYLRF Response to Major and Critical Incidents (RMCI) process and promote to all operational staff. - Take initial command of incident ensuring safety of public and responders. - Ensure NYP plans and guidance are considered as required. - Ensure you and staff under your supervision are aware of NYP's plans and procedures for emergencies/major incidents and have undergone any appropriate training available. - Participate in exercises and training as directed.
All First Responders	- Adhere to the Major Incident Procedure - Be aware of the NYLRF Response to Major and Critical Incidents (RMCI) process. - Be aware of emergency plans and major incident guidance and seek advice from FCR staff where required. - Participate in training and exercises for major incidents/emergency plans as directed.
All Force Control Room	- Adhere to the Major Incident Procedure - Be aware of the NYLRF Response to Major and Critical Incidents (RMCI) process. - Be aware of where to find and how to access emergency plans and guidance for responses to major incidents, including those linked to STORM and on the Emergency Planning Source Page. - To use those plans and guidance to assist and support operational staff dealing with the incident. - Participate in training and exercises as directed.

Linkages

Subsidiary Linked Procedures:

Major Incident Procedure
Business Continuity Management Procedure
Business Continuity Incident Management Procedure
Operations and Events Planning Procedure
Family Liaison Officer Procedure
Major and Serious Crime Attendance Procedure
Major Crime Resourcing Procedure
Police Search Advisors (POLSA) Procedure

Other Documents:

Code of Ethics
Communications Policy
Health and Safety Policy
Equality and Diversity Policy
Gov.UK Civil Contingencies Act 2004
Gov.UK Emergency Preparedness
Gov.UK Emergency Response and Recovery
COP APP Guidance on Civil Emergencies
COP APP Guidance Police Role in Major Incidents
COP APP Guidance on Operations Command and Control
COP APP Community Impact Assessments
COP APP National Briefing and Debriefing Model
JESIP (Joint Emergency Services Interoperability Principles) Doctrine
NYLRF Response to Major and Critical Incidents (RMCI)
NYLRF Plan 2021-2024