



Isle of Man Government

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EMERGENCY PLANNING MANUAL

INTRODUCTION

Disasters usually strike suddenly and unexpectedly. Many agencies have a part in dealing with disaster and its aftermath, and the effectiveness of the total response will depend on how well the emergency services, Government agencies and other responders have harmonized their preparations.

No single organisational arrangement will be appropriate to each and every disaster, nor will a single organisational blueprint for planning meet every need. The key to an effective response is to apply sound basic principles to the problem in hand.

Disasters have a variety of effects on society and the environment. Because of the geographical position of the Island, it has to be accepted that if disaster strikes unexpectedly it will in the initial period have to be dealt with by a local integrated response, linking the expertise of the emergency services with the skills and resources available within the Island. No single agency within the Island, or in fact the UK have the skills and resources which may be needed.

In the United Kingdom, the Civil Contingencies Act places a legal duty on a wide range of responders to have integrated plans in place to deal with a range of potential emergencies.

This manual has been produced to give generic advice to respond to an emergency, but does not replace existing 'single-service' guidance on preparedness and response which many organisations have prepared.

This manual adopts the principles of Integrated Emergency Management, and also works to the principles of the Civil Contingencies Act (UK) as a best working guide. It takes into consideration and supports The Isle of Man Community Risk Register.

In 2011, following restructuring within The Department of Home Affairs, the Isle of Man Constabulary assumed responsibility for all emergency planning on the Island.

Emergency Planning is now led by a Strategic Group, which directs an Emergency Planning Tactical Group which is chaired by a Police Superintendent. This in turn directs two local resilience forums – an Emergency Services Resilience group, and a Utilities Resilience group, which are chaired by the Isle of Man Government Emergency Planning Officer. These groups mirror the local resilience forums referred to in UK legislation, and work closely to the integrated emergency management structure.

This manual, which is intended to be used for both guidance and advice has been produced following full consultation with all agencies who may be expected to participate in the response to any disaster which may affect our Island, and assist in keeping communities safe and assure a swift return to normality following any incident which may occur.

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SECTION 1

INTRODUCTION

1.1 AIM

The aim of this Plan is to provide a framework within which all the Emergency Services, Government Departments, Statutory Authorities and Voluntary Organisations can plan their detailed responses to any emergency or major incident which may be declared within the Isle of Man.

1.2 MAJOR INCIDENT

A Major Incident is any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, Government Departments or Authorities for:

- The rescue, initial treatment and transport of a large number of casualties;
- The movement either directly or indirectly of large numbers of people;
- The handling of a large number of enquiries likely to be generated, both from the public and the news media, usually to the Police;
- Any incident that requires the large scale combined resources of two or more of the Emergency Services or Government Departments;
- The mobilisation and organisation of the Emergency Services and supporting organisations e.g. Government Departments, the Emergency Planning Unit and Voluntary Organisations to cater for the threat of death, serious injury or homelessness to a large number of people.

1.3 OBJECTIVES

Objectives of this plan are to:

- Ensure that each agency prepares its own detailed Plans within the agreed outline responsibilities.
- Enable the council of Ministers to execute their responsibilities effectively, along with Government Departments and Statutory Boards.
- Ensure that adequate measures are implemented for the care of members of the public affected by an emergency.
- Minimise the effect of any emergency on the community.
- Enable the continued operation of public order, common law and essential areas of Government.
- Re-establish normal conditions at the earliest opportunity.
- Document the overall response showing the integrated planning and response intention.

1.4 PURPOSE

This Plan is provided to document the integrated planning and response intention, so that all responders are aware of both their, and others, capability in response to a major incident.

1.5 DISTRIBUTION

The Plan will be distributed to all responders and will be made available on the Isle of Man Government intranet service. A responder for the purposes of this document is defined as any person, whatever their role, whom could be expected or could anticipate being in a position where they would play an active part in any phase of a major incident.

SECTION 2

2.1 INTEGRATED EMERGENCY MANAGEMENT

Any response to an emergency must be a combined and co-ordinated operation whilst utilising well ordered routines and systems. This planning manual, therefore, focuses on the effects of an incident and managing the response to it, not the cause. The Island's Emergency Plans are built on carefully rehearsed procedures and the activities of different departments are integrated and co-ordinated through specific Major Incident Plans and the outline responsibilities.

Where this document refers to an agency, it refers to the Emergency Services, Government Departments and Boards and Voluntary Bodies.

2.2 There are five main concepts. Each concept will require differing arrangements:

- **Assessment**

All Government Departments and other organisations will examine their own areas, activities and responsibilities and conduct appropriate risk assessments of potential threats or hazards.

These risk assessments will identify measures which will prevent an emergency occurring in the first place, identify key vulnerabilities along with identifying where joint arrangements with other Departments or Agencies should be.

- **Prevention**

This phase encompasses measures which are adopted in advance of a Major Incident which seek to prevent an incident occurring or to reduce its severity.

- **Preparedness**

This is 'the insurance policy' and includes, for example, planning, warning and the preparation of a Resource Register and stock piles. An essential part of planning is an assessment of hazard/risk, detailed later in the manual. Business Continuity Plans form part of this process, as does regular training and exercises.

- **Response**

The initial response to an Island emergency aims to deal with the first effects. The initial response will normally be provided by the Island's emergency services, followed as necessary, by other appropriate agencies. It must be recognised, however, that slower onset or less localised emergencies (e.g. fuel shortages, cessation of transport lines, foot and mouth disease, some health issues) will present many agencies with an immediate threat. In assessing and planning appropriate response frameworks for both sudden impact and slower onset Island emergencies, identification will be made of trigger points which will prompt an agency to activate its emergency management arrangements and consider the impact it may have on other departments.

- **Recovery**

This phase will encompass those activities necessary to provide a rapid return to normality, both for those affected by the crisis and the personnel providing these services.

2.3 These five phases are the basis of Integrated Emergency Management and will form the template upon which other, Department specific plans are built, therefore, creating greater resilience to a broad range of disruptive challenges.

- 2.4 Island emergencies will not respect departmental or organisational boundaries and their consequences could have wide spread ramifications. All agencies will, therefore, be aware of the importance of their contribution to the integrated response and disseminate their potential capabilities to others who may need them.
- 2.5 The need for formal Mutual Aid agreements with other local and off-Island agencies is also considered within the planning process. All options for maintaining critical services during the response and throughout the response must be explored. Formal agreements made in advance can streamline the response in an emergency.
- 2.6 Whilst maintaining the flexibility of the Island's Emergency Plan and other associated plans, it is recognised the following features as being common to a variety of different eventualities.
- Provide an immediate response to any incident which will be locally led.
 - The basic objectives of a combined response will be similar on each occasion.
 - The same basic management structure will apply when responding to most situations.

Common Objectives

All Agencies responding to a major incident will all work to the following common objectives:

- Saving and protecting life
- Relieving suffering
- Protecting property
- Preventing escalation of the Major Incident
- Maintain critical services
- Safeguarding the environment
- The establishment of liaison involving all sections of the emergency services to facilitate a joint co-ordinated approach
- Protection and preservation of scene
- Joint response to media
- Facilitate investigations and enquiry
- Promotion of self-help and recovery
- Evaluate the response and lessons to be learned.

These common objectives should be achieved in conjunction with the primary roles and responsibilities of each Emergency Service.

These can be summarised as follows:

The Police

The Police co-ordinate the activities of all those responding at and around the scene of a disaster, which must be treated as the scene of crime and preserved accordingly until formally confirmed otherwise. The Police will oversee investigations as necessary and will be responsible for gathering and processing casualty information. The Coroner of Inquests will, in conjunction with the Police, be responsible for investigating the cause of deaths arising from an incident and on his behalf the Police will have responsibility for identifying and removing the dead.

The Fire & Rescue Service

The Fire & Rescue Service's first concern is to rescue people trapped in wreckage or debris and to prevent further escalation of the disaster by tackling fires and dealing with other immediate hazards. The Fire & Rescue Service will be responsible for the safety of all those working within their inner cordon. Consideration must be given to the environmental impact of the Major Incident.

The Ambulance & Paramedic Service

The Ambulance & Paramedic Service seeks to save life through effective emergency treatment at the scene of a disaster and by transporting the injured – according to priority of treatment – to Hospital. They will activate an Incident Officer and, where necessary, an Emergency Medical Team.

Isle of Man Coastguard

The Isle of Man Coastguard have responsibility for providing adequate manpower and equipment to respond to any life saving situation on or near the coastline of the Island. This role includes mobilising, organising and dispatching resources to combat marine pollution in conjunction with the U.K. Marine Pollution Control Unit (MPCU).

Her Majesty's Coastguard

Has responsibility for initiation and co-ordination of civil maritime search and rescue within Manx territorial waters.

Civil Defence

Provide a corps of volunteers, trained in a range of skills, which can be called upon to assist the other emergency services, when required and provide a link with other voluntary agencies.

Isle of Man Government Departments and Statutory Authorities

Their role is to support the Emergency Services in their immediate response and in the recovery phase, whilst maintaining all other essential services.

The Emergency Planning Unit, as well as having a duty to co-ordinate the response of voluntary organisations, also act as facilitators to the Chief Secretary.

Military Aid - See **Annex A** concerning Military Aid for the Isle of Man in a major incident, for other than Coastguard/Air/Sea Rescue purposes. This can be arranged through the Emergency Planning Unit

MILITARY AID TO THE CIVIL AUTHORITIES

INTRODUCTION

42 (NORTH WEST) BRIGADE/NO. 10 REGION UK OPERATIONS/INTEGRATED EMERGENCY MANAGEMENT – REGIONAL AND LOCAL CONTACTS

Introduction. 42(NW)Brigade is a regional brigade under command of Headquarters 2nd Division. The Brigade is the military headquarters with responsibility for Tri-service planning and co-ordination of UK Operations in the North West of England. A list of contacts is maintained by this Headquarters, and the Island's Emergency Planning Unit.

UK Operations and Military Aid. Military planning for graduated responses to meet a wide range of contingencies in the UK in peace, tension/crisis and war is conducted under the umbrella title of 'UK Operations', whilst the activities of civilian agencies is encompassed within Integrated Emergency Management. UK Operations encompass Military Aid to the Civil Authorities (**MACA**). MACA may be requested because the Armed Forces structure, organisation, skills, equipment and training can be of benefit in time of emergency to fill capability gaps. However, it should be understood that the Armed Forces are funded for defence purposes and the responsibility for dealing with civil emergencies clearly lies with IOM Government. With the exceptions of Search and Rescue and Explosive Ordnance there are no standing arrangements to provide a Service response of a particular nature to meet a civil contingency or emergency.

Types of MACA

MACA consists of three types of military operations:

Military Aid to the Civil Power. MACP is the provision of military assistance to the Civil Power in its maintenance of law, order and public safety, using specialist capabilities or equipment, in situations beyond the capability of the Civil Power

Military Aid to other Government Departments. MACGD is the assistance provided by the Armed Forces on urgent work of national importance or in maintaining supplies and services essential to life, the health and safety of the community

Military Aid to the Civil Community. MACC consists of three types of aid:-

Category A – Assistance in times of emergency such as a natural disaster or major accident

Category B – Routine assistance for special projects or events of significant value to the civil community.

Category C - Attachment of volunteers to appropriate organisations.

Principles of MACA

The provision of MACA is guided by three principles:

1. Military Aid should only be provided where the need for someone to act is clear and where other options have been discounted by the Civil Responders. The use of mutual aid, other agencies and the private sector must be otherwise considered as insufficient or be unsuitable
2. The Civil Authority lacks the required level of capability to fulfil the task and it is unreasonable or prohibitively expensive to expect it to develop one.
3. The Civil Authority has a capability, but the need to act is urgent and it lacks readily available resources.

Funding arrangements

MACA activity is, with few specific exceptions, not funded within the M of D budget, and is conducted on a repayment basis. There are three main charging levels, 'Full Costs, 'Marginal Costs' and 'Waive Cost'. No charge is made, if life is at risk, or in other exceptional circumstances.

Indemnity

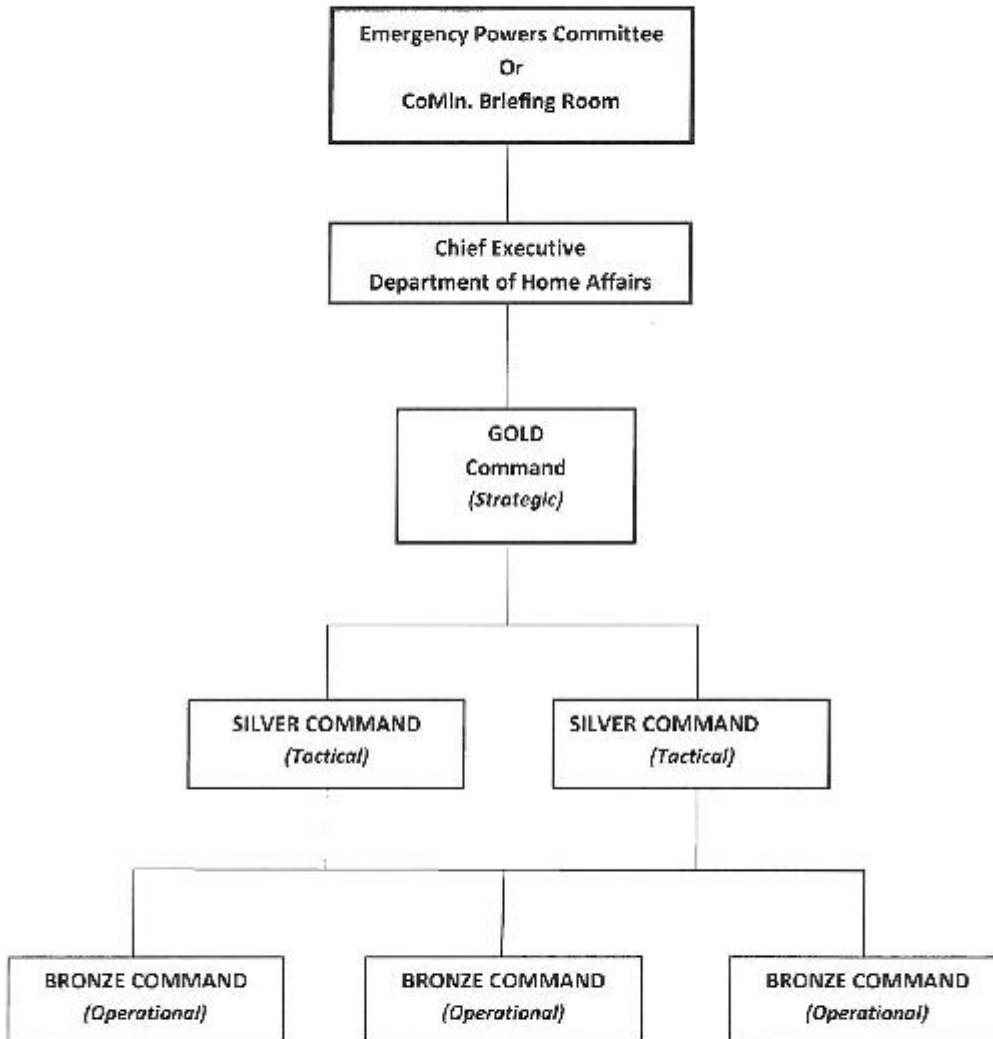
M of D may wish to be indemnified against potential claims arising from the assistance required. Any indemnity should be supported by proof of an adequate insurance policy. As the result of an emergency situation, where an organisation is seeking assistance, that organisation will be required to give oral undertaking to sign an acceptance of liability as soon as possible.

Request procedures

For MACA requests, a generic template help by the Emergency Planning Unit should be completed and forwarded to Headquarters 42 (NW) Brigade.

SECTION 3

COMMAND, CONTROL AND CO-ORDINATION



- 3.1 In order to achieve a combined and co-ordinated response to a major incident the capabilities of the emergency services must be closely linked with Government Departments and other services. The agreed framework ensures that all involved parties understand their role in a combined response and how the differing levels of management arrangement inter-relate.
- 3.2 The framework for this linkage must work irrespective of the cause or nature of the incident, but remain flexible to individual circumstances. The framework allows:
- a) Each agency to tailor its own response plans to interface with the plan of others;
 - b) Ensures all parties involved understand their role in the combined response;
 - c) Explain how the differing levels of management arrangements relate to each other;
 - d) Retains flexibility of options to suit local circumstances.

- 3.3 The management of the response can be divided into three levels:

Operational – (Bronze)
Tactical – (Silver)
Strategic – (Gold)

The requirement to implement one or more of these management levels will be very dependent on the nature of the incident, but normally incidents will be handled at the operational or Bronze level, only moving on to the tactical or strategic level should this prove necessary.

- 3.4 In its planning, each agency will need to recognise the three management levels, Bronze, Silver and Gold and the functions to be undertaken. This will allow the integration of management processes across agency boundaries. It is not intended that the management levels necessarily predetermine the rank or seniority of the individual discharging the functions. If any one agency activates its major incident plans, then it may be necessary for others to start to activate their own plans in order to facilitate liaison.
- 3.5 It is characteristic of the command and control chain that it tends to be created from the bottom up. At the start of any incident, for which there has been no warning, the Bronze level will be activated first, with the other levels coming into being with the escalation of the incident, or a greater awareness of the situation.

3.6 **Bronze (operational level)**

On arrival at the scene of an incident, the emergency services will take appropriate immediate measures and assess the extent of the problem, under the command of their respective supervisory officers. They will concentrate on their specific tasks within their areas of responsibility and act on delegated responsibility from their parent organisations until other levels of command are established. ALL THIS TAKES PLACE AT OPERATIONAL LEVEL AND IS THE NORMAL DAY-TO-DAY ARRANGEMENT FOR RESPONDING TO ANY INCIDENT. It has to be stressed that the senior officers present from each service **must** liaise fully and continually together to ensure an efficient and combined effort. The WHOLE COMMAND AND CONTROL SYSTEM RELIES ON THIS INITIAL LIAISON. The Police will normally act as the co-ordinator of this response at the scene.

These arrangements will usually be adequate for the effective resolution of most incidents. However, for more serious incidents – requiring significantly greater resources – it may be necessary to implement an additional level of management.

3.7 **Silver (Tactical Level)**

Or tactical level of management is introduced in order to determine priority in allocating resources, to plan and co-ordinate when a task will be undertaken, and to obtain other resources as required. Most, but not all of the tactical functions will be discharged, close to the scene of the incident. A mobile command unit should be considered for this purpose to provide an area where representatives from each service can meet to co-ordinate their joint response. Some agencies will prefer to operate from their administrative offices, but will normally send a liaison officer to the scene to liaise with the tactical commanders. Planning must also take into account that there may be a number of individual scenes or in fact, no actual scene to attend, for example, where the incident is at sea or off-island.

When more than one agency is operating at the Silver Level, there must be consultation between the various incident officers. The Tactical or Silver Commanders should not become involved with the activities at the scene being discharged by the Incident Officers, but concentrate on the overall general management. In order to effect co-ordination, an inter-agency meeting should be held at regular intervals, attended by each Silver Commander and normally chaired by the Police.

If it becomes apparent that extraordinary resources or expertise beyond the level of the Silver Commanders are required, or should there be the need to co-ordinate more than one incident/scene, where Silver Command has been established, it may be necessary to implement a strategic level of management, known as Gold Command.

3.8 **Gold (Strategic Level)**

The purpose of this level of management is to establish an overall policy within the response to a 'Major Incident'. A strategic co-ordinating group may be established which will ensure that priorities by Silver Commanders are met, as well as setting out plans for a return to normality once the incident has been brought under control.

It will be normally be a Police responsibility to establish and chair the Gold Command, however, due to the nature of some major incidents other agencies may wish to initiate its formation and chair the group e.g. for Public health threat. Chairmanship may, at some stage be passed to another agency (e.g. from Police to the Medical Officer of Health or Department of Infrastructure, Chief Executive, to manage the recovery phase). Gold Command is normally made up from a nominated senior member from each agency involved in the response. Each person must be able to make executive decisions in respect of the resources of their agency and have the authority to seek the aid of other agencies in support of their role. In addition, a Government Liaison Officer may be invited to attend. Their role will be explained later in this document.

3.9 Ideally, Gold Command should be based at an appropriate pre-planned location, which will normally be Civil Defence Headquarters, Douglas

3.10 **The Chief Minister and the Council of Ministers**

The role of the Chief Minister in time of emergency is clearly established in the Council of Ministers directive of March 1989.

From this document stems responsibility for ensuring that the principles of 'Duty of Care' and allied codes of practice are adhered to and fully implemented. Closely associated with all Emergency Operations is the inevitable financial commitment.

There are two distinct ways in which a major incident or a serious emergency would be dealt with, within the Isle of Man.

The Emergency Powers Act 1936 has never been invoked and in all likelihood will not be invoked in the future, unless there is a very serious incident of great magnitude which would directly affect the well-being of the Isle of Man.

Initially, on being informed of a major incident, both the Minister of Home Affairs and The Chief Secretary will attend the Lecture Rooms at Civil Defence Headquarters, "Homefield", 88 Woodbourne Road, Douglas, which they will use as their meeting rooms. On arrival, the Minister will contact the senior officer in Gold command to be fully briefed on the incident. As a result of this briefing if they deem it necessary, both the Minister of Home Affairs and the Chief Secretary will obtain suitable persons to sit on a committee. The make-up of this committee would vary, depending on the nature of the incident. This committee will be known as The Emergency Powers Committee. The Minister of Home Affairs will ensure that both The Chief Minister and The Council of Ministers are kept fully apprised of the situation.

The second way in which a major incident could be dealt with is if it is obvious from initial reports, or as a situation develops to grave magnitude it is obvious that The Emergency Powers Act may need to be invoked, the following actions will take place:

The Chief Minister and The Council of Ministers will be briefed by The Emergency Powers Committee. This location will then become known as the Council of Minister Briefing Room. (C.O.M.B.R.)

C.O.M.B.R. would remain operative if it was deemed a state of emergency was to be declared. *(See following paragraph State of Emergency)*

As an incident progresses, some of which could be of a very prolonged timescale, it could be that The Chief Minister holds full Council of Ministers meetings in Government Office. The political involvement in C.O.M.B.R. may then permanently or temporarily be discontinued and appropriate Chief and Senior Officers continue to operate. The control of C.O.M.B.R. in this case would be passed to The Chief Secretary, who will keep The Chief Minister and the Council of Ministers fully apprised of the situation.

Roles of Politicians in a Major Incident

The initial management of a major incident lies in the hands of the emergency services, with each service having command of their own personnel. Command roles will depend on the nature of the incident although it is accepted that normally the Senior Police Officer will have overall control of the incident, except within the inner cordon where the Fire Service is responsible for the health & safety of all personnel.

The role of senior political members will be restricted in the initial stages of an incident and will probably be limited to receiving progress reports.

As the incident develops, the emergency services may well need to call upon additional resources, for example, invoking Mutual Aid arrangements with North West Regional Emergency Services or requesting Military Aid.

Where existing Mutual Aid Agreements are in place, the principles of invoking Mutual Aid will be specified and agreed in advance, political involvement will be limited to being notified that the Agreement is being invoked and support for any extraordinary costs being incurred.

Where Agreements are not in place, such as ad hoc requests for assistance or any non-standard deployment of Military Aid (i.e. excluding explosive ordinance disposal (EOD) or Search & Rescue (SAR) responses) then individual Operational Commanders may be asked to sign indemnities and undertakings with potentially huge financial implications.

Where it is possible that expenditure at a major incident may lead to significant expenditure not anticipated with a Department's normal budget, The Treasury has issued a letter of comfort for such circumstances which requires *"If an Emergency Service Chief considers that resources, additional to those currently available, are going to be required to deal with a major incident he should advise his Minister accordingly and seek his Minister's support for whatever action is intended"*.

In a grave or prolonged emergency, political involvement is both inevitable and essential.

State of Emergency

Where specific emergency powers are required, the Attorney General maintains a library of draft regulations which can be tailored to the specific needs of the emergency. The Attorney General's Chambers can also draft ad hoc regulations if required. For any emergency regulations to come into effect a State of Emergency has to be declared by the Governor in Council and then the regulations are made and signed, copies then being lodged with the General Registry and these must be submitted through the Clerk of Tynwald's Office for eventual approval by Tynwald within fourteen days.

The 'Governor in Council' is the Lieutenant Governor acting on the advice of and with the concurrence of the Council of ministers. The Council of Ministers is currently unable to delegate its authority to recommend that the Governor declares a State of Emergency – a quorum of 6 Ministers is required.

SPECIFIC ROLES IN A MAJOR INCIDENT

Chief Minister

Declares State of Emergency

Minister for Home Affairs

In absence of The Chief Minister, declares State of Emergency

Attends COMBRA (Council of Ministers Briefing Room – Boardroom at Civil Defence HQ) and convenes and Chairs Emergency Planning Committee.

Other Ministers

If invited by The Chief Minister or Minister for Home Affairs declaring the State of Emergency or otherwise convening the Emergency Powers Committee, form the Emergency Powers Committee.

Other Members of Tynwald

Constituency welfare matters. Support of emergency services.

The Chief Secretary

Principal Advisor to Emergency Powers Committee, attends COMBR (Boardroom at Civil Defence HQ, or other location supplied by Chief Secretary's Office

Provides secretariat for minuting meetings and communicating decisions.
Advises CoMin/COG of decisions taken.

Advises Chairman when Emergency Powers Committee can be stood down.

Chief Financial Officer

Financial Advisor to Gold Command and Emergency Powers Committee if it is formed.

Chief Executive, Department of Home Affairs

If Emergency Powers Committee activated acts as Liaison Officer – link between Gold Command and Chief Secretary (who will attend COMBR)

If Emergency Powers Committee not activated, attends Gold Command if invited by Gold Commander, who is normally Chief Constable – depends on nature of incident and advice required.

Other Chief Executives

Attends if invited to Gold Command by Gold Commander – depends on nature of incident and advice required.

Attend if invited to COMBR by Chairman – depends on nature of incident and advice required.

Finance Officer, Department of Home Affairs

Attends Gold command if invited, to document financial implications of policy decisions taken. Provides regular updates to Chief Financial Officers. In the absence of C.E.O. from DHA, Finance Officer will act as his Deputy and liaise between Gold Command and Chief Secretary

Policy Decision making loggist

Throughout an emergency, many decisions will be made at differing levels. It is important that not only the decisions are recorded, but also the reasons why specific decisions were made at a particular time. The decisions will be recorded in a manner that could be produced to any inquiry that may occur following the emergency.

It is the responsibility of the Chief Secretary to provide secretarial support for COMBR.

A number of staff throughout Government are trained loggists, and they can be called on to provide loggist support for both Silver and Gold Commanders. The list of trained loggists is held by Emergency Planning Unit.

SECTION 4

COUNCIL OF MINISTERS' DIRECTION ON EMERGENCY PLANNING

1. EMERGENCIES

1.1 The term emergency covers a wide range of incidents or situations ranging from small scale events falling within the purview and competence of a single service through to a disaster which might require the mobilisation of a substantial portion of the resources of the Island (and whatever external resources are available) and which might, in an extreme situation, necessitate a declaration of a state of emergency.

1.2 The term disaster is commonly understood by the general public as meaning a great misfortune or calamity. In the context of emergency planning, a useful working definition of a disaster is any event (happening with or without advance warning) causing death or injury, damage to property or the environment or disruption to the community, which because of the scale of its effects cannot be dealt with by the emergency services and the insular authorities as part of their day-to-day responsibilities.

1.3 A substantial emergency, whether or not it qualifies as a disaster, will normally require a combined response (i.e. a response involving several services) and will comprise of two phases:

- The Relief Phase and ;
- The Recovery Phase.

The two phases are of indeterminate length and the transition from Relief Phase to Recovery Phase is likely to be gradual.

1.4 The Relief Phase

Immediately following the emergency, the relevant emergency services will be mobilised. Ordinarily, the Police will assume overall control, but this will depend on the nature of the emergency. The Relief Phase is concerned with questions of life-saving, rescue and containment of the emergency and it ends when all rescues have been effected, life threatening circumstances have been needed, the emergency has been contained and the situation stabilised. Other Government services may be involved and these may include hospital services, environmental health services, specialist advice and labour and equipment provided from various sources. These services are likely to be mobilised at the request of the Emergency Services.

1.5 The Recovery Phase

The Recovery Phase follows the Relief Phase, albeit that the Relief Phase may not have finished. It is concerned with the aftercare of individuals affected by the emergency, restitution of public services and the restoration of normality. The aim so far as possible will be to make use of existing Departmental resources and structures but calling, in appropriate circumstances, on local authorities, voluntary organisations, businesses and community interests. In the largest-scale and longest-lasting emergencies, a political structure may need to be put in place to ensure appropriate liaison, co-ordination and direction.

1.6 Transition

There should be a smooth running transition from the Relief Phase to the Recovery Phase. Liaison between those responsible for recovery and the emergency services needs to be established and must continue through the Relief Phase to assist with the planning of the Recovery phase. As relief gives way to recovery, so those with recovery responsibilities will take overall control. The Recovery Phase will continue until the emergency is declared over and Departments with ongoing responsibilities will finish any residual tasks.

2. Emergency Plans

- 2.1 The aim of emergency planning is to provide those who may have to become involved in responding to an emergency with:
- A framework within which they can plan their response, and
 - Guidance in the event of an emergency occurring.
- 2.2 The range of emergencies with which the Island might be confronted is such, both in scale and type, which no single plan aimed at meeting all possibilities, would be conceivable. The Island's approach to emergency planning is thus based upon a series of plans prepared at Department or Divisional level which might be regarded as components of an overall plan and different components, selected as appropriate, can be combined to meet each situation as it arises.
- 2.3 Under this concept, each division of a Department has a plan which can stand on its own if the emergency involved only that division and each Department has a plan which involves its various divisions, but which can stand alone if the situation involves only that Department. These individual component plans for divisions and Departments can be combined across Departmental boundaries to respond to a wider emergency or the circumstances of a developing situation.
- 2.4 This concept ensures that every part of government which may be called upon to respond to an emergency has in position a plan of response which will address:
- Interruptions in its own services and;
 - The contribution it can make to a combined Government response.
- 2.5 The content of each plan will necessarily vary according to the role to be performed by the part of Government to which it refers. Nevertheless, each plan should include a number of key components, viz:
- The responsibilities of the Department or Division;
 - Arrangements for the mobilisation of the Department or Division (both in and out of working hours);
 - An inventory of the resources of the Department or Division;
 - A list of contents within other Department or Divisions and the voluntary organisations and local authorities and private companies which may be able to assist.
- 2.6 Guidance to Departments and Divisions in the preparation of Emergency Plans may be sought from the Emergency Planning Unit.

2.7 One copy of each Departmental and Divisional Emergency Plan must be lodged with the Emergency Planning Unit and updated as necessary. This is a responsibility of the Department or Division concerned.

2.8 In addition to the Department or Division plans, there is a need for:

2.8.1 A number of major plans, each of which is intended to provide a combined response to an identified potential emergency and which can be exercised regularly and activated readily. The potential emergencies for which plans will be prepared will be identified by the Minister for Home Affairs and the Emergency Planning Unit will be responsible for ensuring that the plans are prepared. These plans will include responses to:

- Nuclear Accident
- Serious Chemical Accident
- Air Disaster
- Maritime Disaster
- Major Fire
- Major Explosion
- Major Flooding
- Serious Outbreak of Disease
- Acts of Terrorism such as Aircraft 'Hijack' or taking of hostages
- Industrial disputes threatening the life of the Island e.g. shipping.

2.8.2 An Isle of Man Government Emergency Planning Manual to assist those responsible for responding to a major emergency (particularly those not routinely involved in emergency planning). The Isle of Man Government Emergency Planning Manual will be prepared by the Emergency Planning Unit.

It will be a feature of a number of these major plans and the Isle of Man Government Emergency Planning Manual that they will involve the establishment of facilities and centres specifically necessary for dealing with the emergency which will require the identification and training of staff for functions outside their normal responsibilities.

2.9 All Departments are required to co-operate with the Emergency Planning Unit in the production of major plans and the Isle of Man Government Emergency Planning Manual.

2.10 Within the plans which are developed for providing a combined response to emergencies, it will normally be the case that the initial response will be by the emergency services. These include, depending on the circumstances:

Police
Fire & Rescue Service
Ambulance & Paramedic Service
Coastguard
Civil Defence

Unless there are clear and obvious reasons to the contrary, the Police will assume operational command of the response.

It is the responsibility of other Government Departments to provide or facilitate:

- The total support of the emergency services and those engaged in the Relief Phase.
- A wide range of support services for the community.
- The recovery and return to normality of the community.
- Normal services at an appropriate level during the emergency.

3. Central Co-ordination and Control

3.1 Most emergencies will be dealt with by the emergency services, perhaps with a limited involvement of support services from Departments under the direction of line management, and relevant Ministers where appropriate, as an extension of normal responsibilities. However, where an emergency becomes sufficiently grave or is sufficiently prolonged, there will be a need for central co-ordination and control to deal with support services, media attention and recovery. A decision to establish central co-ordination will be taken by The Chief Minister or by the Minister for Home Affairs in the absence of The Chief Minister). Ordinarily, it will be the Chief Constable or a Minister whose Department is involved in the emergency who will recommend to The Chief Minister the need for central co-ordination in any given situation.

3.2 Central co-ordination will involve the establishment of *an Emergency Powers Committee which may or may not recommend the invocation of a State of Emergency under The Emergency Powers Act 1936 as amended.*

(This Committee is described in Section 3 of the Isle of Man Government Emergency Planning Manual)

3.3 The Emergency Powers Committee will facilitate response and direction and implement such Emergency Powers as are deemed necessary in accordance with the provisions of The Emergency Powers Act 1936 as amended.

3.4 Council of Ministers Briefing Room

As part of the planning for the central co-ordination of Government's response to an emergency, The Emergency Planning Unit will plan and prepare a Council of Ministers Briefing Room (COMBR) from which, if required, the *Emergency Powers Committee* can exercise political and management control of Government's response.

4. Emergency Powers

4.1 By virtue of The Emergency Powers Act 1936, the Governor in Council may, by proclamation, declare a state of emergency in a part of or in respect of the whole of the Island. The Governor in Council may also make emergency Regulations. A recommendation that a state of emergency be declared would normally be made initially by the *Emergency Powers Committee meeting upon a recommendation from the Chief Constable or Chief Fire Officer.*

5. Training, Exercising and the Review of the Plans

5.1 Training

It is the responsibility of Departments to ensure that staff are sufficiently aware and trained as regard their roles and functions within Departmental and Divisional plans in an emergency. The Emergency Planning Unit is available to assist and advise in the provision of training, where this is considered necessary.

In the case of major plans where specific facilities and centres may need to be established and where responsibilities may need to be identified and specific training given (see para. 2.8(1) above), it will be the responsibility of the designated management of such facilities and centres, with the advice of the Emergency Planning Unit, to ensure that sufficient and competent staff are available.

5.2 Exercising

The key to ensuring that plans are adequate and that those involved understand their roles within any plan lies in holding exercises, either table-top or in the field. It will be the responsibility of the Emergency Planning Unit to arrange at least one exercise each year using either one of the major plans as a basis or constructing an alternative scenario which causes those involved to use the Civil Emergencies Planning Manual.

Departments will conduct their own exercises using their own Department or Divisional plans.

5.3 Review of Plans

In order to ensure that all emergency plans remain up to date and relevant, each plan:

- should be amended as required by changes in circumstances, personnel or resources and ;
- should be reviewed systematically by its authors not less frequently than annually.

The Civil Emergencies Planning Manual shall be systematically reviewed annually by the Emergency Planning Unit.

SECTION 5

THE EMERGENCY POWERS ACT 1936

Arrangement of Sections

1. Short title.
- 2A. Meaning of 'emergency'.
2. Definitions.
3. Issue of proclamations of emergency.
4. Emergency regulations.
5. Commencement of Act.

Received Royal Assent: 28 May 1936

Passed: 9 June 1936

GENERAL NOTES

- 1. The maximum fines in this Act are as increased by the Fines Act 1986 and by the Criminal Justice (Penalties, Etc.) Act 1993 s 1.**
- 2. References to hard labour are to be construed in accordance with the Custody Act 1995 Sch 3 para 1.**

AN ACT

to make exceptional provision for the protection of the community in cases of emergency.

1 Short title

This Act may be cited as 'The Emergency Powers Act, 1936'.

2A Meaning of 'emergency'

- (1) In this Act '**emergency**' means-
 - (a) an event or situation which threatens serious damage to human welfare in the Island or of a part of the Island;
 - (b) an event or situation which threatens serious damage to the environment of the Island or of a part of the Island; or
 - (c) war, or terrorism, which threatens serious damage to the security of the Island or a part of the Island.
- (2) For the purposes of subsection (1)(a) an event or situation threatens damage to human welfare only if it involves, causes or may cause-
 - (a) loss of human life;
 - (b) human illness or injury;
 - (c) homelessness;
 - (d) damage to property;
 - (e) disruption of a supply of money, food, water, energy or fuel;
 - (f) disruption of a system of communication;
 - (g) disruption of facilities for transport; or
 - (h) disruption of services relating to health.

- (3) For the purposes of subsection (1)(b) an event or situation threatens damage to the environment only if it involves, causes or may cause-
 - (a) contamination of land, water or air with biological, chemical or radio-active matter; or
 - (b) disruption or destruction of plant life or animal life.
- (4) The Governor in Council may by order-
 - (a) provide that a specified event or situation, or class of event or situation, is to be treated as falling, or as not falling, within any of paragraphs (a) to (c) of subsection (1);
 - (b) amend subsection (2) so as to provide that in so far as an event or situation involves or causes disruption of a specified supply, system, facility or service-
 - (i) it is to be treated as threatening damage to human welfare; or
 - (ii) it is no longer to be treated as threatening damage to human welfare.
- (5) An order under subsection (4) may make consequential amendment of this Act.
- (6) An order under subsection (4) shall not come into operation unless it is approved by Tynwald.
- (7) The event or situation mentioned in subsection (1) may occur or be inside or outside the Island.

[S 2A inserted by Criminal Justice, Police and Courts Act 2007 s 44.]

2 Definitions

In this Act unless the context otherwise requires the following words and expressions shall have the meanings severally assigned to them, that is to say:-

'community' includes a substantial portion of the community;

[Definition of 'community' inserted by Emergency Powers (Amendment) Act 1989 s 2.]

'strike' means the cessation of work by a body of persons employed in any trade or industry acting in combination, or a concerted refusal, or a refusal under a common understanding of any number of persons who are, or have been so employed, to continue to work or to accept employment;

'lock-out' means the closing of a place of employment or the suspension of work, or the refusal by an employer to continue to employ any number of persons employed by him in consequence of a dispute, done with a view to compelling those persons, or to aid another employer in compelling persons employed by him, to accept terms or conditions of or affecting employment.

3 Issue of proclamations of emergency

- (1) If at any time it appears to the Governor in Council that an emergency has arisen or is likely to arise, the Governor in Council may by proclamation (in this Act referred to as a 'proclamation of emergency'), declare that a state of emergency exists.

[Subs (1) substituted by Criminal Justice, Police and Courts Act 2007 s 45.]

- (2) No proclamation of emergency shall be in force for more than one month without prejudice to the issue of another proclamation at or before the end of that period.

- (3) Any proclamation of emergency may be revoked at any time by the Governor in Council.
[Subs (3) amended by Governor's General Functions (Transfer) Act 1980 Sch 1.]
- (4) Where a proclamation of emergency has been made, a copy thereof shall forthwith be sent by prepaid post to each member of Tynwald.

4 Emergency regulations

- (1) Where a proclamation of emergency has been made, and so long as such proclamation is in force, it shall be lawful for the Governor in Council, by Order, to make regulations for securing the essentials of life to the community and for the protection of the economic position of the community, and those regulations may confer on any persons in the employ of the public service of the Isle of Man such powers and duties as the Governor in Council may deem necessary for the preservation of the peace, for securing and regulating the supply and distribution of food, water, fuel, light and other necessities for maintaining the means of transport, communications and the supply of services and for any other purposes essential to the public safety and the life of the community and may make such provisions incidental to the powers aforesaid as may appear to the Governor in Council to be required for making the exercise of those powers effective:

Provided that no such regulation shall make it an offence for any person or persons to take part in a lock-out or strike, or peacefully to persuade any other person or persons to take part in a lock-out or strike.

[Subs (1) amended by Governor's General Functions (Transfer) Act 1980 Sch 1 and by Emergency Powers (Amendment) Act 1989 s 1.]

- (2) Any regulations so made shall be laid before Tynwald within seven days after they are made, and shall not continue in force after the expiration of seven days from the time when they are so laid unless a resolution is passed by Tynwald providing for the continuance thereof with or without amendment.
- (3) The regulations may provide for the trial, by a High-Bailiff or other person appointed by the Governor in Council for such purpose who shall have the powers of a High Bailiff of persons guilty of offences against the regulations; so, however, that the maximum penalty which may be inflicted for any offence against any such regulations shall be imprisonment with or without hard labour for a term of three months or a fine of £5,000, or both such imprisonment and fine, together with the forfeiture of any goods or money in respect of which the offence has been committed:

Provided that no such regulation shall alter any existing procedure in criminal cases, or confer any right to punish by fine or imprisonment without trial.

[Subs (3) amended by Governor's General Functions (Transfer) Act 1980 Sch 1.]

- (4) The regulations so made shall have effect as if enacted in this Act, but may be added to, altered, or revoked by regulations made in like manner and subject to the like provisions as the original regulations.
- (5) The expiry or revocation of any regulations so made shall not be deemed to have affected the previous operation thereof, or the validity of any action taken thereunder, or any penalty or punishment incurred in respect of any contravention or failure to comply therewith, or any proceeding or remedy in respect of any such punishment or penalty.

5 Commencement of Act

This Act shall come into operation when the Royal Assent thereto has been by the Governor announced to Tynwald and a certificate thereof has been signed by the Governor and the Speaker of the House of Keys.

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SECTION 6

Outline Responsibilities

This section sets out the outline emergency responsibilities of the many Government and Voluntary Agencies. It is expected that each respondent will manage its resources to enable it to respond to any disaster or emergency within broad outlines and to have undertaken the appropriate detailed planning activity.

6.1 Isle of Man Constabulary

- Co-ordinate the activities of all responders at the scene through the Silver commander without affecting the specific responsibilities or statutory duties or other services.
- Despatch units to the scene of any major incident, carry out initial reconnaissance and make situation reports.
- Establish a Silver control in the form of either premises or a suitable mobile unit near to the scene and establish communications with Bronze Commander and Gold Command (probably situated in the Emergency Services Joint Control Room ESJCR).
- Maintain a log of events and action taken at the scene.
- Maintain control and security of an incident site, providing for access and egress of other emergency services personnel.
- Take steps to ensure the preservation of evidence for the purpose of any future investigation and as appropriate conduct the investigation.
- Establish a Rendezvous Point and holding area for vehicles and resources called to the site.
- With other Services, determine the need for evacuation and, if necessary, undertake this to an Evacuation Assembly Point at or near to site.
- Provide a small team of secondary response officers suitably dressed and equipped with Personal Protective Equipment (PPE) against some Chemical, Biological, Radiological and Nuclear (CBRN) threats and hazards.
- Evaluate risks and arrange for advice and warning to the public as necessary.
- Establish a Casualty Bureau. Notify national and local press of telephone number.
- Provide liaison officers at key locations.
- Provide Hospital Documentation Team.
- Provide Press Liaison Officer, and take responsibility for briefing press
- If possible, arrange for CCTV to attend site.
- Provide traffic management strategy.

- Provide officers to act on behalf of the coroner of Inquests.
- Provide officers to assist staff at any emergency mortuary facility.
- Provide body identification manager.
- Ensure all human remains are correctly labelled and collected on site.
- Arrange provisions of Family Liaison Officers.
- Liaise with IOM Fire & Rescue Service, IOM Coastguard, Civil Defence concerning hill search.
- Provide Crime/Scene Investigation

6.2 **Isle of Man Fire & Rescue Service**

- The rescue and extrication of trapped casualties.
- Prevent further escalation of the incident by the incident by tackling fires, containing and stabilising released chemicals and dealing with other hazardous situations.
- Liaise with Police regarding the provision of an inner cordon around the immediate area to enable the Fire & Rescue Service to exercise control of entries.
- Undertake dynamic risk assessments within the incident site and advise other Emergency Services of appropriate access and egress points. Supervise access to the incident area and ensure the safety of all personnel within the inner cordon.
- Any situation that is or is suspected to be the result of terrorist action will remain under the control of the Police. The Senior Fire Officer present will liaise closely with the Police and take advice on when it is safe to continue operations.
- Establish a Fire & Rescue Silver Control which will liaise with Police and Ambulance Silver Controls.
- Provide Senior Officer attendance at Gold Command.
- Advise all relevant services on contamination and restrict movement within suspected contaminated areas. In conjunction with the Ambulance Service, make provision for mass decontamination of casualties.
- Liaison with Police to arrange CCTV coverage of incident site.
- Liaison with Ambulance Service with regards to providing assistance at Ambulance holding points and priority evacuation of injured persons and assist Police with removal of fatalities.
- Carry out salvage operations as appropriate.
- Participate in investigations as appropriate and prepare reports and evidence of any subsequent enquiry.
- Standby during the non emergency recovery phase to ensure continued safety at and surrounding area of incident site if necessary.

- Liaise with Police, IOM Coastguard, Civil Defence concerning hill search.

6.3 **Isle of Man Ambulance and Paramedic Service**

- Declaration of Major Incident
- Communication of Major Incident alert to receiving hospital(s).
- In conjunction with ESJCR, ensure adequate resources are despatched to the scene.
- Ensure managerial resources are despatched to ESJCR and Gold Command.
- Take command of all ambulance resources (including voluntary assets).
- Establish Incident Command/officer (Silver).
- Compile log of all key decisions.
- Take responsibility for safety of all Health Service personnel at the scene.
- Ensure regular liaison between other agencies on scene (e.g. Fire/Police Commanders).
- Ensure regular liaison/communication between the scene and ESJCR/Gold Command.
- Responsibility for establishing key points at scene:
 - Casualty Clearing Station.
 - Casualty Loading Point.
 - Ambulance Parking Point.
- Ensure timely Triage is conducted at scene using pre-determined categories.
- Ensure appropriate patient treatment is carried out at scene prior to transportation.
- Ensure provision for appropriate transportation methods to receiving hospital(s).
- Ensure that all ambulance personnel are appropriately de-briefed following a major incident.

6.4 **Health and Social Care**

- Department of Health and Social Care will declare a Major Incident for Health Services
- To implement those parts of hospital contingency plans and procedures relating to:
 - A major emergency involving casualties.
 - The immediate protection of patients and protective measures in respect of plant, premises and essential equipment in the event of an actual or potentially hazardous situation.
- To provide Mobile Surgical Team(s), complete with appropriate supplies and equipment, in response to specific requests from the Ambulance Incident Officer.

- To maintain communications, via Joint Control Room, with the Ambulance Incident Officer at the scene of an emergency to liaise on matters relating to casualty evacuation.
- To inform the Chief Executive, Department of Health and Social Care, or a nominated deputy of Noble's Hospital's involvement in a major emergency.
- To establish a hospital Major Incident Management Centre to act as the focal point for the co-ordination of the Hospital's response and for the consolidation and necessary dissemination of information.
- To activate facilities and procedures for the gross decontamination of casualties who self-present at the Hospital, prior to entry to the Accident and Emergency Department in the event of an emergency known to, or suspected of, involving hazardous substances.
- To activate procedures for the safe custody of the personal effects and property of casualties and, as appropriate, liaise with the Police on any requirements associated with procedures for the recording and preserving of items of evidence.
- To consult and liaise with special reference laboratories, specialist Hospitals and centres and consultant colleagues regarding the treatment or relocation of casualties.
- To alert the Blood Transfusion Service to the possibility of increased demand.
- To assume the leading role in the acquisition of additional resources of all natures required by the Hospital in response to the emergency, as necessary calling on the assistance of other Health Trusts in the United Kingdom.
- To assess the potential and make the necessary arrangements for the accelerated discharge or relocation of patients to increase bed availability for casualties or minimise any risk to which in-patients may be exposed.
- In the event of the implementation of the accelerated discharge or relocation of patients, to co-ordinate the notification of relatives, respective General Practitioners and, as may be appropriate, Social Care.
- To receive and provide facilities, including telephone for the Police Hospital Liaison Officer and ensure the speedy transmission of details to the Hospital Liaison Officer concerning the identity, general condition and location of casualties.
- To receive relatives and friends of casualties and provide appropriate facilities, including access to telephones.
- To receive accredited representatives of the news media, organise periodic briefings and press releases and provide appropriate facilities, including access to telephones.
- To establish a volunteer reception of members of the voluntary aid societies or individual volunteers, offering their services, confirming skills and allocating them to supporting roles as may be required.
- In the event of a prolonged emergency, to organise relief for the Mobile Team(s) deployed by the Hospital.
- Maintain a Major Incident Support Group who can provide psychological support to victims of trauma whether they are victims or responders of a Major Incident

- Where appropriate, to maintain liaison with the Director of Public Health on Noble's Hospital's immediate response to the emergency, implementing any contingency measures in accordance with the Director of Public Health's instructions and, as may be appropriate, seeking advice or assistance in relation to further action that may have to be taken.
- To determine the appropriate time for the declaration of a Hospital 'Stand Down' following receipt of the Ambulance Service message: "Scene Evacuation Complete" or a notification that an actual or potentially hazardous situation has ceased.
- To determine priorities for the work of the Hospital immediately following the incident.
- With the declaration of a 'Stand Down', to notify the Chief Executive of the D.S.C. or a nominated deputy, of all matters of significance e.g. the number of casualties treated, number of admissions and any discharge or relocation of patients.
- In liaison with Emergency Planning Unit and Civil Defence, maintain plan and readiness for running of Rest Centres, if required.
- Depending on emergency, have a 24hr call-out response for Duty Social Worker.
- Co-ordinate role of Third Sector responders to an emergency

6.5 **Isle of Man Public Health Directorate**

- To identify risks to the health of the public
- To receive from the Police or other Government/Statutory body, any assessments of risks which may adversely affect the health of the public on the Isle of Man.
- To alert identified Government Officers to the emergency, continually assess the level of threat to the Island's public health and disseminate information and instructions as appropriate.
- To receive notification of, or communicate the need for the implementation of emergency procedures by Noble's Hospital.
- To liaise with the WHO, HPA, SCIEH and NHS with respect to actual or potential support required in response to the emergency situation.
- To obtain specialist information and provide advice as required to:
 - CBRN Team (the Emergency Planning Team)
 - The Isle of Man Constabulary
 - The Fire & Rescue Service
 - The Emergency Planning Officer
 - The Manx Utilities Authority
 - Other Government Departments:
 - Department of Infrastructure

- Department of Health and Social Care
 - Department of Environment, Food & Agriculture
 - Government Analyst
 - Chief Veterinary Officer
 - Occupational Health and Safety Service
 - Primary Care Services
 - Private Sector
- To receive from the Isle of Man Police any local evacuation requirements in response to an actual or potential threat and assess the health implications for individuals and the community to assist with any evacuation.
 - To assess the effect of emergency measures on special groups of individuals pre-term neonates, dialysis patients etc and co-ordinate contingency plans for these services.
 - To review requirements to activate additional immediate care facilities e.g. the use of 'Emergency Medical Centres'.
 - To advise General and Dental Practitioners, Community Health Services, Pharmacists, nursing and residential homes of any local threat and give instructions for required actions in response to the level of threat.
 - To prepare media releases advising the public about public health issues and appropriate actions required to promote safety relevant to the emergency.
 - To assess and review control measures including therapies e.g. specific antidotes for nerve agents; prophylaxis for exposure of radiation; quarantine and/or vaccine availability for communicable diseases.
 - To consult with and liaise with the Government Analyst, HPA and other relevant authorities (e.g. Port Health Authorities) regarding communicable diseases, chemical or radiation incident.
 - To Chair the Health Advice Team and advise the Gold Command and any other agency during an emergency.
 - To undertake an audit and submit a post incident report.

6.6 **Department of Infrastructure – Operations Division**

The Works Division provides the civil engineering 'direct labour' organisation for the Department of infrastructure and, therefore, has a number of works gangs and trades to call on to assist in any emergency. It has considerable civil engineering skills and equipment including tracked vehicles and excavators, all-terrain vehicles and four wheel drives. The Division has a wide range of skills including Civil and Mechanical Engineers as well as trades such as Blacksmiths (Elders and Fabricators), Electricians and Electronic Engineers, Plumbers, Joiners, Painters and general Labourers (Chainsaw Operators). The Division also operates the only Diving Team on the Isle of Man.

The Division maintains an ability to provide for a wide range of emergency responses that require construction or civil engineering type responses. It can also provide mobile, general labour under control through Tetra radio. It can also provide site cabins, huts and toilet facilities.

The means of arranging for assistance from the Works Division is via the Duty Officer on 672000 (or in working hours, Ellerslie Control Room on 850000)

In a major emergency the Division will seek to:

- Bring together an 'emergency' divisional management team to be responsible for co-ordinating the actions of the division and for contact with the main emergency co-ordination centre.
- Provide a Liaison Officer at the main emergency co-ordination centre.
- Provide a Senior Divisional Officer to take charge of the work force at the scene of the emergency(s) who will be easily identified.
- Maintain a means of communicating with all works gangs.
- Look after the welfare and health & safety of all works gangs and other employees.
- Provide an asset list of resources available.
- Arrange such additional resources/assistance as may be required from commercial sources.
- Maintain a log of all actions and expenditure.
- Brief Chief Executive, Minister and Members as required.
- Agree press statements with other Divisional Heads about Department involvement in an emergency.
- Produce a report of divisional activities and recommendations on completion of the emergency.

6.7 **Department of Infrastructure – Harbours Division**

- Manage all Island Ports and coastline below high water mark.
- Utilise resources to co-ordinate any marine search and rescue.
- Manage marine pollution, stranding, salvage, flooding, sinking, fire, security or passenger related incident occurring around any port or within Manx Territorial Waters.
- Receive all emergency information through Marine Operation Centre, Douglas.
- Arrange for response and support activities of Isle of Man Coastguard and Harbour staff.
- Provide manpower to assist as necessary.
- Provide marine craft to assist as necessary.
- Provide a Liaison Officer to attend Gold Control, if required.
- Liaise with the Isle of Man Fire & Rescue Service in any fire/chemical incident in or on Department property.

- Liaise with the Isle of Man Constabulary in any security/crime incident in or on Department property.
- Liaise with appropriate U.K. Authorities.
- Maintain a log of all actions taken.
- Make a report on completion of emergency.
- Provide Bronze Commander.
- Ensure liaison with Commanders from other emergency services.
- Provide manpower to assist in any emergency situation.
- Maintain a log of all actions.
- Make a report on completion of emergency.

6.8 **Department of Infrastructure – Isle of Man Coastguard**

- Respond to search and rescue situations in area of coastline.
- Liaise with Police, IOM Fire & Rescue Service and Civil Defence concerning hill and inland search.
- Liaise with UK and Irish Coastguard authorities via Marine Operation Centre.
- Respond to suspicious object reports on beaches.
- Respond to flooding and marine pollution emergencies.
- Manage helicopter support from UK and Ireland.
- Provide a presence in Gold Command, if required.
- Ensure liaison with Commanders from other Emergency services.
- Provide manpower to assist in any emergency situation.
- Maintain a log of all actions.
- Make a report on the completion of emergency.

6.9 **Department of Infrastructure – Airports Division**

To produce and maintain an Emergency Plan in accordance with the requirement of CAA publication CAP168.

Specifically:

- To instigate the appropriate category of emergency and carry out the associated alerting action required to ensure all services are aware of the incident.
- To be responsible for the initial response to the incident as far as Fire Fighting and Rescue is concerned and to manage the incident until the attendance of a senior officer of the IOM Fire & Rescue Service.
- To make available the Airport Meeting Room as an 'Airport Incident Control' for the use of all responding services.
- To make available the Departure Lounge Building as a Casualty Clearing Station.
- To make available designated areas of the Terminal Building for the reception of relatives and the Media.
- To provide a representative at the subsequent Police co-ordinating committee in the event of a protracted incident.
- If necessary, to impose Restriction of Flying Regulations in the vicinity of the incident or for any incident, whether aviation related or not, within Isle of Man Territorial Airspace.
- The Airport Duty Manager will be responsible for ensuring that the Department of Infrastructure, Chief Executive, is aware of all details of the major incident.
- To make the Airport available outside of normal operating hours in the event of a major incident on the Island or any incident which may affect National Security or National Interest.

Full details of the airport response are contained in the Isle of man Airport emergency Orders.

- Maintain contact and support to Meteorological Office who provide 24/7 weather warnings of severe weather conditions likely to effect the response to any incident or event within the Island

6.10 **Emergency Planning**

- Manage central Government's Emergency Plans.
- Ensure Emergency Services and supporting agencies are fully aware of all relevant Government Plans.
- Attend major emergencies and organise any support required to Emergency Services.
- Co-ordinate annual combined Emergency Services exercises to ensure their joint readiness to act in concert with all relevant departmental and support agencies.
- Ensure the readiness of Civil Defence to act in support of Emergency Services.
- To provide, where requested, emergency planning support for Government Agencies, including provision of a 'Gold Command' suite at 88 Woodbourne Road if required, alongside the meeting rooms for COMBR

- Liaise with IOM Fire & Rescue, Coastguard and Police concerning hill search.
- Provide assistance/advice to Chief Secretary/COMBR in times of emergency.
- Maintain and manage Public Warning Sirens.
- Manage lists of Government Departments Business Continuity Plans
- Manage and maintain lists of key personnel likely to be responders to an emergency

6.11 **Department of Home Affairs – Communications Division**

Emergency Services Joint Control Room

- To provide a Communications Centre for call-taking, dispatch and logistical support for the Emergency Services on a 24/365 basis.
- To ensure all matters requiring emergency or routine response are dealt with expeditiously and in a professional manner.
- To receive information of an incident and mobilise the appropriate resource in accordance with pre-arranged contingency plans.
- To provide initial information to designated personnel within each Emergency Service for internal cascade for call out purposes.
- To adhere to Major Incident Guidelines as provided by the Emergency Planning Officer and Emergency Services in the form of Standard Operating Procedures.
- To maintain an 'event log' of the unfolding situation, on the ESJCR CAD system prior to, or independent of, any subsequent logs commencing at 'forward control' points.
- To resource additional staff to cope with the extra demand on ESJCR.
- To provide a 'Silver Control' facility, if required within Communications House for tactical management of Major Incidents/Events by designated Emergency Service Commanders or their nominated Deputies and, if appropriate, other public utilities.
- To provide dedicated 'Operations Rooms' within Communications House for use by Police, Fire and Ambulance and Civil Defence

To provide a fall-back facility should it become necessary to evacuate the ESJCR building, such facility to become the temporary 'communications centre' until such time as the ESJCR becomes fully operational again.

6.12 **Manx Utilities Authority – (Electricity)**

- During any emergency MUA will endeavour to maintain an electricity supply to their customers, ensure the safety of the public and make every effort to protect the plant and equipment of the M.U.A.

- MUA will set up and maintain an Emergency Control Centre to ensure the speedy and accurate passage of information between the public, the engineering staff and ESJCR.
- The Emergency Director or person with delegated authority will interpret those calls and assess the implications on the electricity supply system and the safety of the public.
- When and where affected, the MUA will declare an incident or system emergency in accordance with the following definition:

An Emergency will arise when it is no longer possible to deal with the situation using normally available resources within a reasonable time. Examples of this are severe weather damage, natural disaster – flooding, gas escape/explosion, environmental issue, loss of assets or buildings, loss of supply, fatality or major injury or a situation that may attract outside interest.

- MUA will provide any relevant expertise to assist in the handling of an emergency and will include representation at the ESJCR or Gold Command upon request by the Emergency Powers Committee.
- MUA will provide advance notification to the Emergency Planning Officer of any actual or potential problems which could lead to any major disruption of supply.

Manx Utilities Authority (Water and Sewerage)

- Provide accurate and timely information which defines affected areas of water disruption, including the severity and likely duration of the interruption to normal services.
- Declare a major incident and liaise with emergency services if situation is dictates
- Restore any unplanned disruption to the network operation as soon as possible
- Restore any unplanned disruption to the treatment operation as soon as possible
- Arrange emergency analysis of samples via the Government Laboratory
- Arrange emergency transportation of samples
- Provide timely and accurate scientific information and advice to support remedial action decisions
- Provide alternative bottled water supplies
- Arrange for tanks and tinkered water supplies
- Arrange for separate water deliveries to sensitive populations
- In conjunction with Public Health Department, announce 'boil water' and 'water safe to drink' notifications.

6.13 Department of Environment, Food and Agriculture

- To provide appropriate senior management attendance in the Emergency Control Centre.
- To provide appropriate officer representation at meetings of any relevant advisory group, as convened through the Emergency Planning Committee.
- To provide on behalf of Government, the co-ordination of matters relating to the protection of the Island's land, freshwater and sea resources and the implementation of activities required in respect of these matters.
- To provide appropriate manpower/plant/equipment/support to assist other Government Departments with opening of public highways following severe storms or similar events.

- To provide information regarding recovery measures required by local industry and commerce subsequent to and part of the emergency response.
- To provide technical support and assistance to Government specifically in the areas of animal health including Aquaculture, Zoonotic disease, Public Health, Plant Health, Agriculture, Wildlife, Environment, Marine Environment, Fisheries and Forestry.
- To provide scientific advice/interpretation, particularly in relation to emergencies such as a Nuclear Accident or Serious Chemical Incident, including 'translation' of technical information e.g. from external bodies.
- To advise on significant air, water or land pollution incidents.
- To provide specific advice on the public health aspects of chemical incidents; where necessary in liaison with Newcastle University Chemical Incident Service.
- To advise on any Agriculture or Aquaculture counter-measure required and implement those as directed.
- To provide information to enable an assessment of the location and types of agricultural foodstuffs within the Island.
- To provide information to aid Agriculture, Horticulture and Aquaculture industries in the protection of their stocks.
- To liaise and make arrangements with and support Departments or external organisations in respect of responses associated with animal, plant and allied human issues.
- To respond to infectious disease and food poisoning outbreaks.
- To implement any necessary response within Agriculture, Aquaculture or animal or plant related incident.
- To provide airborne radiation monitoring data from fixed monitoring stations (Douglas, Ramsey & Snaefell).
- To provide food safety testing (chemical, microbiological and radiological).
- To provide drinking water quality testing (chemical, microbiological).
- To provide other material testing.
- To act as the conduit to the UK Government Decontamination Service for all chemical, radiological or biological incidents involving serious contamination.

6.14 **Isle of Man Treasury**

- To provide appropriate senior management attendance in any designate Emergency Centre and also to provide proper representation at meetings of any advisory groups.
- To make the necessary financial arrangements to support the Island's activities.
- To provide staff resources, where available, in support of other Departments.

- To make arrangements for liaison and support between the Island and appropriate organisations in respect of finance.
- To provide any necessary reports on finance and expenditure as appropriate.
- To ensure that the integrity of the Government's computer infrastructure is maintained to enable all aspects of service to continue without critical interruption.

6.15 **Department of Economic Development**

- In liaison with the Emergency Planning Unit, maintain a plan which can be activated in times of an emergency if a large scale evacuation is undertaken and the National Sports Centre or Villa Marina and Gaiety Theatre Complex be used as a Rest Centre.
- In consultation with Gold Command, if operations permit, supply buses for transport if required.

6.16 **Department of Education and Children**

- In the event of an emergency evacuation, open schools if necessary to provide emergency shelter.
- In the event of an emergency provide mini buses and driver if required.

6.17 **Manx Telecom**

- To provide for appropriate senior management attendance in Gold Command.
- The provision of such additional lines and other telecommunications equipment as may be necessary to link any Emergency Centre (ESJCR or COMBR) to outside agencies.
- The provision of staff to locate and repair faults as requested by the Emergency Planning Officer.
- To make arrangements for liaison with British Telecom or any other outside agency, to ensure adequate communication links with the outside world.
- Upon receipt of a verified written instruction from the Chief Constable, Emergency Planning Officer or Chief Executive of the Department of Home Affairs or such other person authorised by a Police Gold Commander, to invoke the Access Overload Control (ACCOLC) Scheme for mobile telephone users on a specified transmitter site, group or sites or Island wide as instructed, or the Government Telephone Preference Scheme for fixed telephone lines. The costs of invoking these procedures will be met by Government under the terms of their licence which gives the Emergency Planning Officer the power to issue directions to Manx Telecom.

6.18 **Motorsport Medical Services**

At the request of Duty Ambulance Officer, Motorsport Medical Services will arrange the following:

- Implement a 'call-out' system for members and ambulances with qualified personnel.
- Maintain communication during an emergency.
- Deploy members and ambulances as requested depending on the circumstances.
- To support the work of the Medical Incident Officer.

6.19 **St. John Ambulance**

At the request of the Duty Ambulance Officer, St. John Ambulance will arrange the following:

- To implement a 'call-out' system for members and ambulances crewed with qualified personnel.
- Deploy members and ambulances as requested, according to circumstances prevailing.
- To support the work of the Medical Incident Officer and assist with staffing of emergency medical centres.
- To provide welfare services as appropriate.

6.20 **British Red Cross**

At the request of the Duty Ambulance Officer, British Red Cross will arrange the following:

- To implement a 'call-out' system for members and ambulances crewed with qualified personnel.
- Deploy members, ambulances and minibuses as requested, according to circumstances prevailing.
- To support the work of the Medical Incident Officer and assist with staffing of emergency medical centres.
- To provide welfare services as appropriate.

6.21 **Salvation Army**

At the request of the Emergency Planning Officer, the Salvation Army will:

- Provide catering facilities and limited accommodation depending on the circumstances.
- Provide welfare services as appropriate.

6.22 **Samaritans**

At the request of the Emergency Planning Officer, the Samaritans will arrange the following:

- Implement a call-out system for members.
- Provide welfare services as appropriate.
- Provide a limited number of staff to man a telephone 'help-line' in either their premises or other specified premises, depending on the circumstances.

SECTION 7

SEARCH AND RESCUE

7. Activated by: Fire

Police
Coastguard

Organisations with responsibilities:

Fire

Police
IOM Coastguard
H.M. Coastguard
Ambulance
Emergency Planning/Civil Defence

7.1 Introduction

Search and rescue procedures will vary according to the nature and scale of an emergency, but may involve the following operations:

- Search and rescue of persons trapped or injured within hazardous environments e.g. fire situations, collapsed buildings, crashed transport, flood, old mine workings, toxic gas clouds etc.
- Search and rescue of persons lost or of unsound mind and wandering in remote areas.
- Search and rescue at sea or on the Island's coastline.
- Search for and recovery of bodies, wreckage, personal possessions etc.
- Search and recovery of hazardous materials e.g. radioactive debris and sources, toxic chemicals, suspect bombs washed ashore etc.

Control

7.2 Where a search involves two or more elements of the Emergency Services co-ordination at the appropriate level or the Missing from Home Protocol Control can be established close to the scene of the search and rescue.

7.3 On land, co-ordination at the appropriate level will be in the hands of the Police.

7.4 In a marine environment i.e. from open sea to cliff top, the control and co-ordination of the search and rescue operation will be in the hands of the Marine Operations Centre with certain technical exceptions e.g. where persons are believed trapped in a motor vehicle over a cliff edge, when the Fire & Rescue Service would assume control of the rescue.

7.5 Where the incident involves fire, toxic gas, collapsed buildings, crashed transport, floods or the like, the Fire & Rescue Service will take the leading role in the rescue of casualties:

- Direct and control operations for the extinction of the fire;

- Direct and control rescue operations within the inner cordon, where appropriate, using the resources of any other Government Department and Agency with specialist expertise;
- Provide appropriate guidance and procedures with regard to working practices and control access and egress from the inner cordon to ensure the safety of operational personnel and the public;
- Provide technical data to other Emergency Services.

7.6 IOM Coastguard has responsibility for providing adequate manpower and equipment to respond to any life saving situation on or near the coastline of the Isle of Man.

7.7 H.M. Coastguard has responsibility, by agreement, for the initiation and co-ordination of civil maritime search and rescue within Manx territorial waters.

Support Agencies

7.8 Annex 'A' lists a number of Government Departments and Agencies who may be required to assist in search and rescue operations. The Silver Control and Bronze Control will alert and co-ordinate their deployment.

Resources

7.9 Requests for the urgent supply of heavy plant lifting gear etc should be made in the first instance to the Department of Infrastructure. The location of additional resources to assist with search and rescue may be obtained by reference to the Island's Emergency Planning Resources Index, currently under development.

Emergency Personnel Reception Centre

7.10 Should large numbers of rescuers/searches need to attend the scene of the emergency the Police may require an Emergency Personnel Reception Centre to be established. The Centre would provide an assembly, briefing point and refreshment area.

Further details of the establishment of an Emergency Personnel Reception Centre can be found in the manual – Reception Centres.

SEARCH AND RESCUE AGENCIES

FIRE SERVICE	Control of the rescue operation within the inner cordon and the use of other Government Departments or Agencies with specialist expertise who may assist in conducting the rescue.
FIRE SERVICE FROM HEIGHTS	The Fire & Rescue Service maintain a small team with specialist training and equipment to provide rescue from heights e.g. tower cranes, radio masts.
HILL SEARCH TEAMS	Teams from the Civil Defence volunteers, Fire & Rescue Service and Coastguard have been trained in hill search techniques.
POLICE	Overall co-ordination of inland search using search co-ordinators. Provision of Police Dog Handlers.
IOM COASTGUARD	IOM Coastguard has responsibility for providing adequate manpower and equipment to respond to any life saving situation on or near the coastline and on the cliffs of the Isle of Man. Link with Maritime & Coastguard Agency Counter Pollution Branch
HM COASTGUARD	H.M. Coastguard has responsibility, by agreement, for the initiation and co-ordination of civil maritime search and rescue within Manx territorial waters and Maritime & Coastguard Agency Counter Pollution Branch.
SEARCH DOGS	Can be called out via ESJCR. Trained to search large areas of open ground.
R.N.L.I.	Rescue at sea and in coastal waters.
AMBULANCE SERVICE	Paramedics from the Ambulance Service may be available to accompany hill search teams and cliff/tower rescues.
EMERGENCY PLANNING/CIVIL DEFENCE	Supportive role to other Emergency Services with trained volunteers for hill search, 4x4 L/Rovers, specialist stretchers, lighting, field catering, Island resource index of plant. Management of Rest Centre/Survivor Evacuee centre/Friends and Relative Centre and Emergency Personnel Rest Centre.
MILITARY AID TO THE CIVIL COMMUNITY	Access to Military Aid for the IOM in an emergency (beyond that which is provided for Coastguard Air/Sea Rescue purposes) can be arranged through the Emergency Planning Unit and Chief Secretary from Military Liaison at Preston in certain circumstances. Details are held by The Emergency Planning Unit, Civil Defence.

MANX MINES RESEARCH
GROUP See Contact List.

CAVE AND UNDERGROUND
AND MINES RESCUE National Emergency call-out number: 01609 768011/768195 Call-out arranged
by ESJCR.

SECTION 8

CASUALTIES AND EMERGENCY MORTUARIES

8.	Activated by:	Ambulance Police Fire
	Organisations with responsibilities:	Ambulance Police Police Casualty Enquiry Bureau Fire & Rescue Service Coroner of Inquests Coastguard Hospitals Doctors Dept. of Health and Social Care The Counselling Service Emergency Planning/Civil Defence Rushen Ambulance St John Ambulance Hogg Motorsport Red Cross The Samaritans Salvation Army CRUSE Interdenominational Religious Support

8.1 Introduction

In respect of the Ambulance Service 'Code Green' is for a major call-out.

In the context of this Plan, the term 'casualty' refers to persons involved in a Major incident who have been:

- Killed;
- Injured;
- Trapped;
- Uninjured survivors;
- Evacuated or sheltered for their own safety;
- Rendered homeless.

- 8.2 The responsibility to provide help and support to surviving casualties is assumed by a wide range of Departments and Voluntary Organisations which includes:
- Police, Police Casualty Enquiry Bureau, Fire, Ambulance, Coastguard.
 - Hospitals and Doctors and The Counselling Service.
 - Voluntary Organisations e.g. Red Cross, St John Ambulance, Rushen Ambulance, The Salvation Army, CRUSE, The Samaritans, Interdenominational Religious Support etc.
- 8.3 In addition to plans maintained by the above, the following sections of the General Plan may be activated to deal with multiple casualties:
- **Command and Control** – The Emergency Services will establish BRONZE, SILVER and possibly GOLD Controls. If the scale of the incident requires an Emergency Powers Committee, this will be established to support the Emergency Services and Government action.
 - **Disaster Fund** – It may be decided to establish a Disaster Fund to administer public donations.
 - **Media** – Arrangements may be necessary to protect the privacy of those affected and to minimise the danger of inaccurate or conflicting media statements being issued. *See Section 11*
 - **Reception Centres** – Reception Centres may be required for evacuees, survivors, friends and relatives and emergency personnel.
 - **Search and Rescue** – Support for a large scale search and/or rescue operation may be needed.
 - **Welfare** – Welfare and spiritual assistance may be required at the scene, hospital, mortuary and reception centres.

Police Casualty Enquiry Bureau

- 8.4 Should a Major Incident occur resulting in a significant number of casualties, the Police will contact Greater Manchester Police control room and arrange for them to open their Police Casualty Enquiry Bureau, following NW Regional protocol which will:
- Collate and maintain records of the identity and location of all casualties.
 - Deal with inquiries from the public concerning the whereabouts and wellbeing of friends and relatives. A special telephone number will be issued for this purpose.
 - Arrange identification and notification of next of kin concerning the location of the dead and injured.
- 8.5 The Police Casualty Enquiry Bureau will be the authoritative source of information concerning the whereabouts of casualties. ALL such inquiries received must be referred to the Police Casualty Enquiry Bureau.
- 8.6 **NO** information regarding deaths, injuries or survivors resulting from an incident may be released other than through the Police or with their express agreement.

Emergency Mortuary

- 8.7 Standard Police procedures for removal of the dead will apply unless the number of fatalities exceeds normal mortuary capacity and thus there is a requirement for the establishment of An Emergency Mortuary. The Coroner of Inquests may require to examine bodies in situ, before removal to a Mortuary.
- 8.8 Suitable buildings for use as an Emergency Mortuary have been identified. They will be established with support from the Emergency Powers Committee.

A flow chart detailing the procedure is at Annex 'A'.

Facilities needed at an Emergency Mortuary are listed at Annex 'B'.

Note: The Emergency Planning Unit maintains an agreed, detailed plan and location for the establishment of an Emergency Mortuary.

**ACTIVATION PROCEDURE FOR
EMERGENCY MORTUARY**

The Senior Police Officer in Gold Command, following an incident, where it is known, or anticipated there will be numbers of bodies, in excess of the numbers which can be stored at Nobles (IOM) Hospital – (approximately 28, depending on circumstances) will liaise with The Coroner.

It will be the responsibility of The Emergency Planning Unit to activate and have initial liaison with Kenyon Disaster Recovery Service.

Kenyon Disaster Recovery Service are retained on contract by the Isle of Man Government. Kenyon's can assist Government to manage the immediate and long term consequences of emergencies involving loss of life. The service is worldwide and irrespective of the numbers of victims or the cause of the emergency.

They can provide expert assistance in the fields of search and recovery of human remains, all mortuary processes, including three disaster field mortuaries, forensic identification, world-wide repatriation, comprehensive personal effect management including search, inventory and return to families, liaison with local and international agencies and full logistics support.

Kenyon's would immediately deploy a first response team for assessment of the incident, followed by all necessary personnel requested by Government following liaison with Gold Command.

ESTABLISHMENT OF AN EMERGENCY MORTUARY

The likely locations remain confidential, but known to the police and the Emergency Planning Unit.

The police and the Emergency Planning Unit hold copies of the Emergency Mortuary Major Incident Plan which provides details for the operation of the emergency mortuary. The Police maintain copies of all essential documentation.

The operation and management of the emergency mortuary will be undertaken by Kenyon International Emergency Services.

The following facilities should be available for the duration:

- Easy access, discreet unloading, away from public gaze.
- Purpose made cadaver trays and suitable trolley type support at good working height.
- Space and good ventilation.
- Good lighting
- Impervious flooring (or use of plastic sheeting).
- Hot and cold water with hose and drain points.
- Identification and interview rooms.
- Telephone, toilets, parking, refreshment facilities.
- Refrigeration, consider using refrigerated mobile containers.
- Mobile generators as required.
- Quiet room for relatives/friends.
- Viewing Room.
- Property store.
- Pathologists/Odentologists Room.
- Staff room.
- Shower and wash room.
- Efficient standards of hygiene and waste disposal.
- Reference should be made to any Interdenominational Religious Support Plan.

SECTION 9

EVACUATION/SHELTERING (and Warning to the Public)

9. Activated by: Police, Fire, Bronze Control
Emergency Planning Unit
- Organisations with responsibilities: Fire
Police
Coastguard
Ambulance Service
Dept. Health and Social Care
Dept. Environment, Food and
Agriculture
Dept. Education and Children
Dept. Infrastructure

9.1 In an emergency, where the safety of members of the public may be put at risk by a particular hazard, evacuation and/or sheltering will be considered by the Police or Fire & Rescue Service. Normally the Police will seek advice from other responding Emergency Services, Departments and Government Agencies concerning measures detailed in this section.

9.2 Evacuation and/or sheltering will normally also require use of the following:

- Warning the public
- Reception Centres
- Command and Control
- Welfare

EVACUATION

Aim

9.3 To organise the movement of people from an area where they may be at risk and provide temporary accommodation.

Activation

9.4 To determine whether an evacuation can be conducted with reasonable safety, consideration must be given to:

- The nature of the hazard
- Characteristics of the area threatened by the Major Incident.
- The number of evacuees including any particularly vulnerable people (hospital patients, children in schools etc).

- The time available to carry out an evacuation in safety.
- Availability of transport.
- The degree of risk to evacuees moving within and from the threatened area must be balanced against the adequacy of requesting persons to remain indoors with windows closed.

9.5 The Police, where appropriate in liaison with the Fire Service, will be responsible for deciding whether it is safe to order an evacuation, or whether sheltering would be more appropriate.

Evacuee Reception Centre(s) Selection

9.6 Isle of Man Government Schools and leisure facilities operated by Department of Economic Development are available as Evacuee Reception Centre(s), details are held in the Emergency Planning Unit. Other facilities such as church halls, community centres and the like may be suitable for short term shelter but are unlikely to provide the facilities necessary for stays of more than a few hours.

If evacuation is required, the Police will take account of accessibility, type of school or other premises and available facilities.

The Civil Defence will establish the routine and initial manning of the Evacuee Reception Centre(s).

NOTE: The establishment of Reception Centres is dealt with separately.

9.7 If evacuation of the Prison is required, the Prison Governor will take account of the degree of security required for the various categories of detainees when advising Police which of the available premises should be used as Evacuation Reception Centres. Police and Court cells will be used to accommodate those detainees whose escape would pose a threat to the public. In extreme circumstances transfer to off-Island Prison may become necessary. This will be co-ordinated through the UK Prison Service's Gold Command.

Clearance of Area

9.8 The Police are responsible for requesting the removal to safety of all persons within an area at risk. They will, with the assistance of the Emergency Planning Unit:

- Select suitable routes to be used by evacuees to the Evacuee Reception Centre(s). whenever possible, evacuees are to be asked to use their own transport. All evacuees will be required to register at the Evacuee Reception Centre(s), EVEN if they are intending to stay with relatives etc., house hold pets may accompany evacuees.
- Establish road check points and take such steps as are reasonably practicable with available manpower to stop re-entry and take measures to safeguard property.
- Designate evacuee assembly points where those persons without transport may assemble.
- Organise transport from evacuee assembly points using Department of Infrastructure, (Bus Ellen Vannin) and/or Civil Defence minibuses.
- Identify special 'at risk' establishments e.g. schools, sheltered accommodation and make special arrangements for their evacuation, anticipate disabled needs. Where possible move staff and occupants together, consider assistance from St. John Ambulance and Red Cross volunteers.
- Issue public warning messages via local radio stations using prepared messages.
- Give as much advance warning as possible to sheltered accommodation in order that reassurance can be given to residents about to be evacuated.

9.9 With regard to the evacuation of the Isle of Man Prison, the Prison Governor will be responsible for deciding whether to order an evacuation. He/she will:

- Organise transport from the Prison using Department of Infrastructure (Bus Ellen Vannin);
- Identify special 'at risk' categories of detainees e.g. females, juveniles, vulnerable prisoners and make special arrangements for their evacuation;
- Provide Prison staff to escort the evacuation.

Bomb Threats: Evacuation

9.10 All Government personnel should be fully conversant with the Government Bomb Threat Policy as circulated and repeated in shortened form on the back page of the Internal Telephone Directory.

The responsibility for evacuating not just Government premises but, in fact, any premises and mounting searches of such buildings rests with the management or occupiers concerned. The Senior Police Officer attending the premises will point out this fact to the person in charge and make a note of the management decision reached on whether to evacuate or not.

Where public areas are concerned, adjacent to the scene of the bomb threat e.g. public highways, Police attending the location of such a threat will alert members of the public to take appropriate action.

End of Emergency

9.11 The **Silver/Gold** Control will determine when it is safe for the public to return to their homes; such a decision may require extensive consultation with:

- Agencies responsible for providing safety advice e.g. Water, Electricity and Gas Companies.
- The Fire & Rescue Service;
- Department of Environment, Food and Agriculture and the Department of Health (e.g. completion of temporary repairs and provision of alternative accommodation).
- Department of Infrastructure (clearance of roads)

The Prison Governor will determine when it is safe for detainees to return to the Prison; such a decision may require extensive consultation with:

- Agencies responsible for providing safety advice e.g. Water, Electricity and Gas Companies.
- The Fire & Rescue Service;
- Department of Environment, Food and Agriculture and the Department of Health (e.g. completion of temporary repairs to the Prison).

Sheltering

Aim

9.12 To protect members of the public from external hazards such as airborne chemicals, radiation, or explosion by advising them to remain indoors until the hazard has passed.

Principles

9.13 Members of the public who have been advised to shelter should:

- Not attempt to leave the area or collect children from school (the school will shelter children in their care);
- Go indoors immediately;
- Close all doors and windows;
- Turn off any appliances which may draw air into the building e.g. air conditioners and certain types of heating systems;
- Damp down any open fires and, if possible, block off chimneys;
- Tune into local radio stations for Police instructions;
- Do not use the telephone unless requiring urgent help.

- Where explosion is a possible hazard, the following additional steps should also be taken:
 - Close all curtains and blinds to reduce the risk from flying glass;
 - Shelter in a room furthest from the possible source of explosion;
 - Extinguish all sources of ignition.

Where sheltering has been advised because of the presence of toxic gases, it is vital that the buildings are ventilated as soon as it is safe to do so after the hazard has passed. Persons in shelter may also be advised to go outdoors in order to avoid being further affected by any gas that may have seeped inside.

Activation

9.14 Sheltering should be implemented:

- When it affords the best perceived means of protecting the public;
- When the population cannot be evacuated safely in the time available;
 - As a precaution;
 - In areas adjoining an evacuation zone;
 - Where the possible effects of an emergency are unclear.

Introduction of Sheltering

9.15 The Police will:

- Issue Public Warning Messages via local radio stations and, if possible by Police Officers using loud hailers and/or personal contact. The public warning siren system may be used to alert specified areas or to provide an all-Island warning to "go in, stay in, tune in" to local radio stations.
- Contact special 'at risk' establishments such as schools, hospitals and those for the elderly or disabled by telephone and advise them to take steps to shelter.
- Establish road check points to prevent unauthorised entry to the area.
- Through the Emergency Planning Unit, activate an Evacuee reception Centre(s) to accommodate residents from the affected area.
- Obtain technical advice and meteorological forecasts in order to assess the potential risk to surrounding areas and, if appropriate, evacuate or prepare to shelter people within these areas.
- Establish a **Bronze** Control close to the affected area where Police, Fire, Ambulance etc will assemble until it is safe to enter the affected area.
- If practicable, arrange for chemical/radiation monitoring of the area by suitably trained, protected personnel, if required.

Blank

Warning the Public

Introduction

9.16 This section contains draft Public Warning Messages and Media Statements to be developed and issued urgently, by the Police to the media in order to warn members of the public of a possible risk to their safety and to inform them of immediate actions to be taken. These messages will normally be issued by the Police in consultation with Fire Officers and technical personnel relevant to the danger from BRONZE Control or SILVER Control. In exceptional circumstances such Public Warning Message and Media Statements will be issued by the police in isolation. Other means by which the Police will warn the public may include the use of the Island Warning Siren System. This network consists of 31 siren sites that can be activated, individually or in unison, in the event of a major emergency in order to alert the public that they need to take precautions.

The quickest way to communicate with large numbers of people is via local radio stations. Manx Radio, 3FM and Energy FM have agreed to interrupt their normal programmes in order that important information and instructions can be relayed in an emergency.

The Warning Siren System will be periodically tested with the 'all clear' tone, which is a continuous steady tone (as used by some fire stations to call out their personnel). Tests will usually take place at 11am on the first Saturday in January, April, July and October.

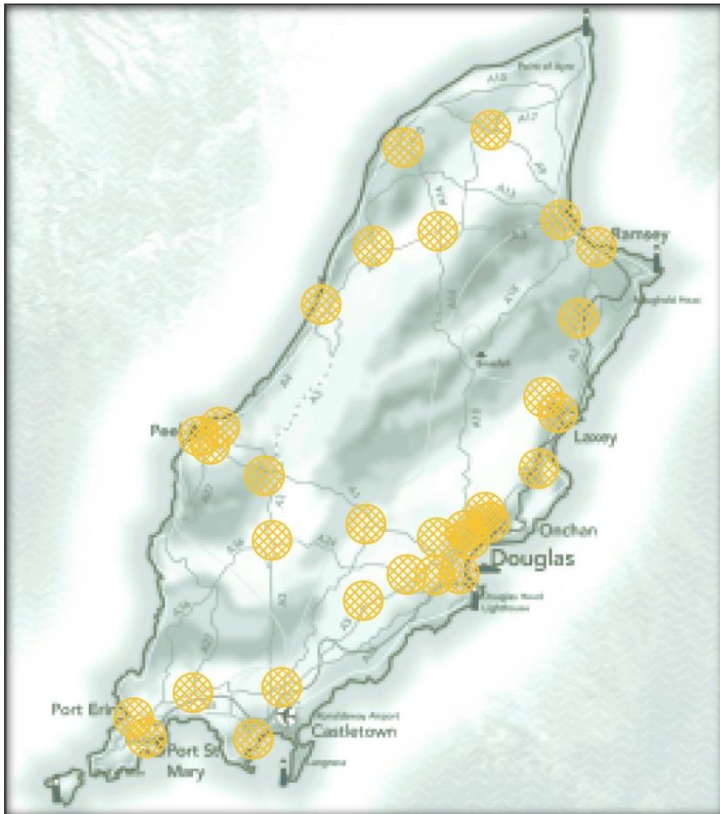
The Public Warning

To alert the public of imminent danger, the sirens will sound a rising and falling note for approximately 3 minutes. Local radio stations will interrupt their programmes to give specific details of the threat. The message given to the public is GO IN, STAY IN, TUNE IN and to keep a radio on at all times, until the 'all clear' is sounded.

The All-Clear

When the immediate danger has passed, the sirens will sound a steady note for approximately 15 seconds.

9.17 Location of Sirens



Authority to Operate Public Warning Siren System

9.18 Alert

The following post holders are authorised to order the activation of the Warning Siren System:

Chief Executive, Department of Home Affairs
Chief Constable
Deputy Chief Constable
Superintendent
Chief Inspector
Chief Fire Officer
Deputy Chief Fire Officer
Emergency Planning Officer
Commandant, Civil Defence

They will authorise operation of one of the three levels:

- Specific siren site;
- Area comprising a number of sirens;
- All Island.

If the request comes by telephone, the request will be verified by ringing back the officer concerned before the siren(s) are activated. Requests via TETRA will be accepted without further verification. The sirens will be activated in the 'alert' mode, on the ESJCR system, this is the option entitled 'warble'.

The ESJCR will ascertain from the officer requesting the activation what advice is to be given to the public. If staff resources permit, contact will then be made by ESJCR staff to local radio stations in the following order:

- Manx Radio;
- Energy FM;
- 3FM.

The alerters of the Emergency Planning Officer will be activated if they did not request the sirens to be operated. They will contact the ESJCR to ascertain the nature of the emergency. If the local radio stations have not been briefed by ESJCR staff the EPC will contact them.

All Clear

When the incident is resolved, the same officers are authorised to order the 'all clear' to be sounded. This will usually be at the same level (specific siren, area or All-Island) as that of the original alert. On the ESJCR system, this is the option entitled 'continuous'.

The sirens will be tested periodically, usually at 11am on the first Saturday in January, April, July and October using the 'all-clear' signal.

Procedures

- 9.19 There could be times when the siren system is not used and the public will be warned using Public Warning Messages and Media Statements which will be used on local radio.
- 9.20 Where the situation demands it similar Public Warning Messages may be carried by TV Stations.

Public Warning Messages/ Media Statements

9.21 The following Public Warning Messages and Media Statements are contained in this section:

INITIAL INCIDENT WARNING	ANNEX B
SHELTERING	C
POST SHELTERING	D
EVACUATION	E
POST EVACUATION	F
GENERAL WARNING	G

Public Warning Message / Press Statement

INITIAL INCIDENT WARNING

Public Warning Message/Press Statement

INITIAL INCIDENT WARNING

To be issued as an urgent public warning
on radio/TV and made available to the press

STATEMENT No.

◆ **THERE HAS BEEN** _____
(Brief Description of incident)

◆ **AT:** _____
(Time and Date)

THE *POLICE/*FIRE/*OTHER AGENCY ARE ATTENDING AND ARE INVESTIGATING WHETHER THERE IS ANY RISK TO THE PUBLIC.

◆ **AS AN IMMEDIATE PRECAUTIONARY MEASURE, ANYONE LIVING OR WORKING IN THE FOLLOWING AREAS SHOULD GO INDOORS, CLOSE WINDOWS, SWITCH OFF VENTILATION FANS, AND LISTEN TO LOCAL RADIO FOR FURTHER INFORMATION AND ADVICE.**

◆ **DO NOT ATTEMPT TO LEAVE THE AREA UNLESS TOLD TO DO SO BY THE POLICE.**

◆ **NO FURTHER DETAILS ARE YET AVAILABLE AS TO THE CAUSE OF THE INCIDENT OR ITS FULL EFFECTS BUT A FURTHER STATEMENT WILL BE ISSUED IN ONE HOUR.**

* Delete as appropriate.

Date.....Issue Time.....Authorising Officer.....

Expiry Time.....

NOTE TO REPORTERS

All Press Statements are being recorded.
Tel.....
These numbers must NOT be released to the Public.

ANNEX C

Public Warning Message/Press Statement

SHELTERING

To be issued as an urgent public warning on radio/TV and made available to the press

STATEMENT No.

◆ **THIS IS AN URGENT POLICE MESSAGE. A SERIOUS INCIDENT HAS OCCURRED AT**

AND IT IS POSSIBLE THAT THE FOLLOWING AREAS MAY BE AFFECTED BY

IF YOU ARE IN THE FOLLOWING AREAS

◆ **EVERYONE IN THESE AREAS MUST GO INDOORS IMMEDIATELY, CLOSE WINDOWS, AND SWITCH OFF VENTILATION FANS. DO NOT USE THE TELEPHONE UNLESS YOU NEED URGENT HELP SO THAT THE LINES CAN BE KEPT FREE FOR THE EMERGENCY SERVICES. FURTHER INSTRUCTIONS WILL BE BROADCAST ON MANX RADIO. DO NOT GO OUTSIDE OR ATTEMPT TO LEAVE THE AREA, UNLESS TOLD TO DO SO BY THE POLICE. YOU WILL BE SAFER INDOORS.**

Date.....Issue Time.....Authorising Officer.....

Expiry Time.....

NOTE TO REPORTERS

All Press Statements are being recorded.

Tel.....

ANNEX D

Public Warning Message/Press Statement

POST-SHELTERING

To be issued as an urgent public warning
on radio/TV and made available to the press

STATEMENT No.

- ◆ **THIS IS AN URGENT MESSAGE. THE INCIDENT IN (AREA)
IS NOW UNDER CONTROL, AND THE FOLLOWING AREAS ARE SAFE:**

(AREA) _____

(AREA) _____

(AREA) _____

(AREA) _____

(AREA) _____

- ◆ **YOU ARE NOW ADVISED TO:** _____

Date.....Issue Time.....Authorising Officer.....

Expiry Time.....

NOTE TO REPORTERS

All Press Statements are being recorded.

Tel.....

These numbers must NOT be released to the Public.

ANNEX E

Public Warning Message/Press Statement

EVACUATION

To be issued as an urgent public warning
on radio/TV and made available to the press

STATEMENT No.

- ◆ THIS IS AN URGENT POLICE MESSAGE. A SERIOUS INCIDENT HAS OCCURRED IN <SITE> AND THE EMERGENCY SERVICES HAVE BEEN ADVISED THAT SOME AREAS AROUND THE SITE MAY BE AFFECTED BY

- ◆ AS A PRECAUTIONARY MEASURE, THE POLICE HAVE NOW REQUESTED AN EVACUATION OF THE FOLLOWING AREA(S)

* ANY PEOPLE OUTSIDE THESE AREAS WHO ARE SHELTERING SHOULD CONTINUE TO DO SO

- ◆ IF YOU ARE IN THESE AREAS YOU SHOULD GO IMMEDIATELY TO THE NEAREST OF THE FOLLOWING EVACUATION RECEPTION CENTRE(S)

- ◆ IF POSSIBLE USE YOUR OWN TRANSPORT AND USE THE FOLLOWING ROADS

Public Warning Message/Press Statement

EVACUATION

- ◆ **IF YOU ARE BEING EVACUATED, DO NOT TRY TO COLLECT CHILDREN FROM SCHOOL; THEY WILL BE TAKEN DIRECTLY TO THE EVACUATION RECEPTION CENTRE(S) WHERE YOU CAN BE REUNITED WITH THEM. IF YOU HAVE SPACE IN YOUR VEHICLES, PLEASE TAKE NEIGHBOURS WHO HAVE NO TRANSPORT. IF YOU HAVE NO TRANSPORT, WALK IMMEDIATELY TO THE FOLLOWING ASSEMBLY POINTS WHERE BUSES WILL BE AVAILABLE.**

AREA _____ ASSEMBLY POINT _____

AREA _____ ASSEMBLY POINT _____

AREA _____ ASSEMBLY POINT _____

- ◆ **DO NOT DELAY TO COLLECT PERSONAL POSSESSIONS, EXCEPT IMPORTANT MEDICINES. HOUSEHOLD PETS CAN BE TAKEN. IF YOU WISH TO GO TO FRIENDS OR RELATIVES YOU MAY DO SO, BUT YOU MUST REGISTER AT THE EVACUATION RECEPTION CENTRE FIRST SO THAT THE POLICE KNOW WHERE YOU CAN BE CONTACTED.**
- ◆ **IN ORDER THAT LINES CAN BE KEPT FREE FOR THE EMERGENCY SERVICES, DO NOT USE THE TELEPHONE OTHER THAN TO SUMMON URGENT ASSISTANCE. FURTHER INSTRUCTIONS AND ADVICE WILL BE BROADCAST ON LOCAL RADIO.**
- ◆ **BEFORE YOU LEAVE TURN OFF OR EXTINGUISH ALL FIRES, HEATERS AND COOKERS.**
- ◆ **IF POSSIBLE, PLEASE CHECK THAT YOUR NEIGHBOURS HAVE HEARD THIS WARNING MESSAGE.**

Date.....Issue Time.....Authorising Officer.....

Expiry Time.....

NOTE TO REPORTERS

All Press Statements are being recorded.

Tel.....

These numbers must NOT be released to the Public.

ANNEX F

Public Warning Message/Press Statement

POST-EVACUATION

To be issued as an urgent public warning
on radio/TV and made available to the press

STATEMENT No.

◆ **THIS IS AN URGENT MESSAGE. THERE IS NO LONGER A POSSIBILITY OF MEMBERS OF THE PUBLIC BEING AFFECTED BY THE INCIDENT IN <AREA>**

◆ **PEOPLE WHO LIVE IN THE FOLLOWING AREA:-**

- (AREA) _____
- (AREA) _____
- (AREA) _____
- (AREA) _____

ARE NOW FREE TO RETURN HOME.

◆ YOU ARE ADVISED TO: _____

Date.....Issue Time.....Authorising Officer.....

Expiry Time.....

NOTE TO REPORTERS

All Press Statements are being recorded.

.

ANNEX G

Public Warning Message/Press Statement

To be issued
*** AS AN URGENT PUBLIC WARNING ON RADIO/TV**
*** TO THE PRESS**

STATEMENT No.

* Delete as appropriate

Date.....Issue Time.....Authorising Officer.....

Expiry Time.....

NOTE TO REPORTERS

All Press Statements are being recorded.

Tel.....

These numbers must NOT be released to the Public.

SECTION 10

RECEPTION CENTRES

10. Activated by: Police
Emergency Planning Unit
- Organisations with responsibilities: Police
Fire
Emergency Planning Unit/Civil Defence
Government Departments
Voluntary Organisations

Aim

10.1 The provision of temporary shelter, refreshments and a registration system for:

- Survivors and evacuees;
- Friends and relatives;
- Emergency personnel.

Types feeding arrangements for survivors and/or evacuees who have been moved away from the scene of an emergency.

- Survivors/Evacuees Reception Centre – to provide registration, sheltering and feeding arrangements for survivors and/or evacuees who have been moved away from the scene of an emergency;
- Friends and Relatives Reception Centre – to provide an assembly point where friends and relatives of victims who have travelled to the Island scene of an emergency, can be received and arrangements made to meet their special needs;
- Emergency Personnel Reception Centre – to provide an assembly point where members of the Emergency Services, off-Island teams and local Volunteers who are in attendance at the scene of an emergency can be briefed, deployed and given refreshments.

Selection and Establishment of Reception Centres

10.3 Most of the Island's schools are available to be used as Reception Centres, as also are a variety of halls; the Emergency Planning Unit maintains lists of all available schools, together with 24 hour key holders and details of their potential capacities and guidance for their selection.

10.3.1

Police will decide which premises will be used as a Reception Centre in conjunction with the appropriate Department, taking account of accessibility and the kind of facilities required. The Emergency Planning Unit will assist in the establishment of the Reception Centre. In the case of non-school premises, the Emergency Planning Unit will liaise with the body controlling the premises.

Survivor/ Evacuee Reception Centres

10.4 The following organisations may be required to assist with the establishment of Survivors and Evacuees Reception Centres.

10.4.1 The Police may:

- Activate the Police Casualty Enquiry Bureau;
- Alert the Emergency Planning Unit that one or more Reception Centres are required and their proposed locations;
- Ensure Ambulance control alerted;
- Send a Police Registration Officer to each Reception Centre;
- Provide security at the Reception Centre(s).

10.4.2 The Emergency Planning Unit may:

- Emergency Planning Officer to liaise with voluntary organisations with a view to immediate support;
- In the case of premises being selected, assist the Police to open the Reception Centre;
- Convey a Reception Centre Emergency Box (held at Civil Defence Headquarters) to the chosen premises;
- Provide initial manning of Reception Centres with Civil Defence Volunteers. Once the Reception Centre is open a running log of events must be maintained for the duration of the reception Centres.
- Assist the Police with registration in terms of completion of Survivor/Evacuee Casualty Enquiry Bureau form (blue);
- Contact Social Services and request the attendance of a Welfare Team to take over the running of the Reception Centre;
- Inform the Chief Secretary;
- Establish Fax links between Reception Centre and the Police Casualty Bureau;
- Provide emergency blankets, sleeping bags and sleeping mats.
- Alert in anticipation of animals being brought to the Reception Centre the Department of Environment, Food and Agriculture – Animal Health Section's Veterinary Officers, Environmental Health Division, Dog Wardens and the appropriate animal welfare organisations (MSPCA).

- Regularly reporting back to the Government Emergency Response Centre Management Team.

10.4.3 The Department of Education and Children may assist with the provision of Community Minibuses and possibly drivers in the form of Youth and Community Leaders.

10.4.4 Schools Meals Service may, as soon as practicable, relieve the Civil Defence Catering Team in the provision of meals and refreshments.

10.4.5 St. John's Ambulance and Red Cross may, at the request of the Police or Emergency Planning Unit, provide general welfare support and First Aid at the Reception Centre. Assistance with transportation to and from the Reception Centre particularly of the elderly or infirm will be of great value.

10.4.6 The Government Chief Secretary will be frequently apprised by the Emergency Planning Officer of any particular problems connected with the smooth running of the Reception Centre(s).

10.4.7 Director of Social Care may:

- Provide a Management Team for the Reception Centre(s);
- Ensure liaison between the Management Team and the Government Emergency Response Centre;
- In the case of a school being used as a Reception Centre liaise with the Director of Education regarding the needs of school children who would ordinarily be attending the school premises temporarily being used as a Reception Centre.

10.4.8 In the event of the evacuation of the Prison, the Department of Home Affairs may:

- Provide a Management Team and Prison staff to man the Reception Centre(s);
- Ensure liaison between the Management Team and COMBR;
- Liaise with the Prison Service of England and Wales as to the transfer of detainees to England.

Registration

It is vital that all survivors and evacuees report initially to a Survivor/Evacuee Reception Centre for registration, even if they are intending to stay with friends or relatives.

The Police Registration Officer, assisted by Civil Defence Volunteers, will register survivors and evacuees.

This information will be passed by completed Survivor/Evacuee (Blue Forms).

Reception Centre Management

Facilities required in Survivors/Evacuee Reception Centres will depend upon the number and type of survivors and evacuees and anticipated length of their stay.

Household Pets

The Department of Environment, Food and Agriculture – Animal Health Section Veterinary Officers or Environmental Health Division will be responsible for the control of all household pets at Reception Centres.

In order to provide effective control and care of animals within the Survivor/Evacuee Reception Centre, the Manager may need to consider the provision of assistance from the Environmental Health Department, MSPCA and Dog Wardens.

Friends and Relatives Reception Centre

Introduction

10.5 The Police will discourage attendance of friends and relatives at the scene or an emergency until they are required to assist Police enquiries which may include identification of bodies and property.

Where significant numbers of friends and relatives have travelled to the Island to visit the scene and to assist the Police, appropriate hotel accommodation should be earmarked in anticipation of their arrival.

For friends and relatives both from within the Island and off-Island facilities must be prepared to cope with the following:

- Discreet briefing sessions from the Emergency Services;
- Police documentation and interviews;
- Supportive psychological and welfare arrangements;
- Assistance with local transportation connected with Hospital, Mortuary or other visits;
- Briefings by Government personnel or companies directly or indirectly involved;
- Light refreshments and supportive contact from Voluntary Welfare Organisations.

Establishment of Friends and Relatives Reception Centre.

10.5.1 The Police will:

- Alert the Emergency Planning Unit, Ambulance Service that a Friends & Relatives Reception Centre is required at a given location;
- Send a Police Liaison Officer to the Reception Centre;
- Ensure the Casualty Enquiry Bureau is advised of this Reception Centre and that the Management Team is briefed to copy their registration forms of friends and relatives from the Reception Centre to the Casualty Enquiry Bureau;

- Informal all relevant Departments and organisations when the Reception Centre has been established.

10.5.2 The Emergency Planning Unit will:

- Liaise with the Police and the Chief Secretary over the location and funding of the Reception Centre;
- Covey Reception Centre Emergency Box to Reception Centre, the contents of which will assist in registering those who attend the Reception Centre;
- Liaise with the Chief Secretary and the Government Emergency Powers Committee to appoint a management Team and the placing of the appropriate Social Care Department staff to assist in the discreet and effective management of the facility;
- The Reception Centre's Management Team will take the necessary steps to advise all friends and relatives, resident and non resident of the need to register with the Reception Centre. This may involve the provision of transport from Ronaldsway Airport and the Sea Terminal to the Reception Centre.

10.5.3 Red Cross, St. John's Ambulance and other voluntary organisations will be requested to provide appropriate supportive assistance at the Reception Centre.

Emergency Personnel Reception Centre

Introduction

10.6 The function of this Reception Centre is to provide close to BRONZE Control, a facility where Police, Fire, Coastguard, Prison crews and possibly Ambulance Service crews, can assemble for briefing and debriefing and possibly short periods of respite from the crisis in hand.

Schools or public halls will normally be the most suitable premises but marquees may have to suffice for an Emergency Personnel Reception Centre. Attention to parking facilities is essential.

Establishment

10.6.1 The Reception centre will be established at the request of BRONZE Control by the Emergency Planning Unit.

10.6.2 Civil Defence catering Team will initially provide refreshments, lighting and heating but where prolonged support is needed, meals will come from the Schools Meals Service.

10.6.3 Police Special Constables to provide security of the Reception Centre with particular briefing to exclude media unless expressly authorised.

EMERGENCY PLANNING UNIT'S RECEPTION CENTRE BOX

Short Term Equipment

The following equipment may be required to establish a Reception Centre:

- Reception Centre Emergency Box: Boxes are stored by the Emergency Planning Unit for immediate use and contain:
 - signs, various self adhesive wall signs and desk signs;
 - arm bands and badges to identify Reception Centre personnel;
 - stationery, Fax paper, including Registration Cards, action/message pads, amendment lists, special registration lists and Fax headings, cloakroom tickets, black pens, Registration Cards*, Fax Message Forms*, School Registration Lists*, Special Group Registration Lists*, Temporary Absence Lists*, Amendment List*.
 - Notices: 'How to Register', card index boxes, cards and guides, Megaphone (separately supplied by the Emergency Planning Unit), 'Faxed' stamp, 'Registered' stamp.
 - *See specimen forms at ANNEX C.
- rolls of barrier tape.
- Information display stands, school equipment may be adapted for the display of public information statements;
- Seating;
- Facilities to provide light refreshments and hygiene;
- Additional telephone facilities;
- Books, magazines, games/toys for children and TV with aerial.

Long Term Equipment

For periods exceeding 6 hours, including overnight stays, the following may be required:

- Camp beds and/or mattresses, blankets, pillows sourced from the Emergency Planning Unit;
- Catering facilities (provision of simple meals) Civil Defence Catering Team/School Meals Service.

Fire Precautions

For the safety of all present at Reception Centres, the following general rules should be followed:

- a member of staff should remain 'on watch' if the building is used to provide a mass sleeping accommodation;
- where no emergency lighting exists, a supply of torches or other alternative lighting should be obtained, stocks of emergency lights are held by the Emergency Planning Unit;
- all emergency exits should be unlocked before the building is occupied;
- if practicable use only ground floor rooms.

Communications

- The Reception Centre's Management Team will be required to maintain regular contact with the Police Casualty Enquiry Bureau and the Government Emergency Response Centre.
- The Emergency Planning Unit will provide a radio network at the Reception Centre.

GUIDANCE NOTES FOR RECEPTION CENTRE REGISTRATION STAFF

INITIAL ACTIONS

- (a) As soon as possible, position staff at the entrance to issue a cloakroom ticket to each individual as they arrive. Do not give tickets to inquirers or those arriving to collect people who should remain outside the premises. The counterfoils will be used to provide a continuous record of numbers of survivors and evacuees. The counterfoil must be endorsed on the departure of a survivor or evacuee from the Reception Centre.
- (b) If school parties arrive, give the Teacher a cloakroom ticket for each child. Use this procedure for other special groups such as residents of Sheltered Housing etc.
- (c) Assign staff the following duties:

REGISTRATION	}	See following explanation
ENQUIRIES		
FAX/FILING		
RECEPTION/EXIT CONTROL		

ALL DOCUMENTATION IN BLACK INK as it makes for better Fax and photocopies. CONSIDER FAXING WHITE PHOTOCOPIES OF BLUE FORMS MARKED 'BLUE FORM' AS THIS TRANSMITS VERY MUCH FASTER THAN A FORM ON BLUE CARD.

REGISTRATION

1. Assemble those within the Reception Centre and explain the Registration procedure. Repeat as new survivors or evacuees arrive.
Display notices: How to Register.
2. If possible organise a special desk to process those who were visiting or working in the area and those who do not wish to stay in the Reception Centre and who wish to leave the Reception Centre quickly.
3. When Registration Cards have been completed, they will be brought to the Registration Desk. Check details with the bearer. A CHECK LIST of questions which should be asked is below. ALL CARDS MUST BE LEGIBLE AND IN BLACK INK.
4. Anyone who wishes to leave immediately should indicate their destination address at Section C. If the card has been completed correctly, stamp their cloakroom ticket 'REGISTERED' and withdraw it upon departure.
5. Refer any difficulties including School Parties, Old Folk's Homes, etc., to the Enquiry Desk.
6. Late arrivals who have already been registered as an absent resident at an address, should complete a new card. Do not amend the previous card. Do not include other occupants.

Registration questions

"Do you live in the evacuated area?"

If the answer is "YES":

- A. Have you put your home address.
- B. Have you listed everyone who normally lives in your house.
- C. Which of the people at Paragraph B are here now.
- D. Are you leaving the Reception Centre now.

If YES, please give the address of where you are going.

"Do you live in the evacuated area?"

If the answer is "NO":

- A. Have you put your home address.
- B. Are you leaving the Reception Centre now

If YES, please give the address of where you are going.

REGISTRATION INSTRUCTIONS

Read out Sections 1 and 4 in all cases and Section 2 or 3, as appropriate.

Section 1

In order that your friends and relatives can know where you are if they ask about you, a Police Casualty Enquiry Bureau has been introduced.

It is vital that your details are registered with the Police Casualty Enquiry Bureau.

Registration Cards are available at: *(or have an assistant(s) hand round blank cards)*. I will now explain how to fill them in. Teachers in charge of school groups or other special group leaders, should go to the enquiry desk where specific instructions will be given.

Section 2

Evacuees

If your house is in the area which has been evacuated, the householder must enter the address and give details of everyone who lives at that address, even if they are not here now. Temporary residents should also be included. If you were working in or visiting the area evacuated, each of you must fill in your own card giving your home address and your name and date of birth only. If any of you wish to leave this Reception Centre immediately, enter the address you are going to. Please help others to fill in their cards, as necessary. Kindly use the black ball point pens provided.

Section 3

Survivors

Please write your home address on the card. Do not enter all occupants resident at that address. Write your name and address. Please help others to fill in their cards, especially older folk and children.

Section 4

Please use one of the black biros provided and use block capitals, then take it to the registration desk. Even though you want to leave the Reception Centre quickly, it is very important that you register first. Remember to put your destination in the space. If you have already registered and decide to leave, see the staff at the door who will record your departure.

ENQUIRIES

- a) Deal with general enquiries and difficult cases referred from the Registration Desk.
- b) Record any offers of temporary accommodation on a Message Form and pass details to suitable survivors/evacuees.
- c) School children: assist teachers in charge of school parties to list ALL children and teachers who attend their school, in black ink on a School Registration List (the school/class register will assist if they have brought it). Mark whether pupils and teachers are present in the Reception Centre.
- d) Special Groups: assist those in charge of Special Groups (e.g. old people, handicapped) to complete, in black ink, a Special Group Registration List of those who are resident at an establishment in the evacuated area. Non residents, such as day care patients etc., should be assisted to complete an individual Registration Card in the normal manner.
- e) Staff and leaders of Special Groups should register on individual cards if they are non resident and on the Special Group Registration list if they are resident.

RECEPTION/EXIT CONTROL

- a) Receive survivors/evacuees as they arrive at the Reception Centre and issue a cloakroom ticket to each individual in order to identify the total number of persons present. For School parties, give the teacher a cloakroom ticket for each child. Use this procedure for other special groups. Do not give tickets to inquirers or those arriving to collect people.
- b) Ensure that late arrivals, who may have already been registered by someone else and marked absent, are registered.
- c) If anyone wishes to leave immediately after registration, they will have had their cloakroom ticket stamped 'REGISTERED' at the Registration Desk. Collect these tickets on departure.
- d) If persons who have already registered, decide later to leave the Reception Centre: fill in their name(s), registered home address and destination address in black ink on the Amendment List as they depart.

- e) For persons wishing to leave temporarily, i.e. for a matter of hours, record their details in black ink on a 'Temporary Absence List'. Check they have registered before they leave. When they return, insert the time in the 'Time In' box, on the 'Temporary Absence List'.

FAX/FILING

- a) The Police will collect completed Registration Cards as frequently as possible.
- b) Collect the following forms on a regular basis (not necessarily when they are completely full).
 - i) School Registration lists;
 - ii) Special Group Registration Lists;
 - iii) Amendment Lists.
- c) Check all Registration Cards and Lists have been completed legibly in black ink.
- d) Using a black pen, number the front of each Registration Card starting from 1, and prefix with a letter to identify the Reception Centre if more than one is to be used. (Keep a record of which number you are up to so that later cards can be numbered sequentially).
- e) Establish contact with the Police Casualty Enquiry Bureau at Police Headquarters and check they are ready to receive transmission of cards or lists.
- f) If the Fax machine has FINE and/or DARKER modes, switch these on.
- g) Fax all cards (both sides if necessary) and lists, to the Police Casualty Enquiry Bureau, preceding each batch with a Message Form indicating quantity following.
- h) Special care must be taken when a Registration Card has been completed on the back; Fax the cards in the following order:
 - i) Front of the card;
 - ii) REVERSE SIDE OF THE PREVIOUS CARD FOLLOWS and
 - iii) Reverse of the card.
- i) Maintain close contact with the Police Casualty Enquiry Bureau to confirm that the cards and lists being received are legible.
- j) If a card has not been Faxed satisfactorily, The Police Casualty Enquiry Bureau will quote the Number of the card to be repeated/rewritten.
- k) Stamp all cards and lists 'FAXED' immediately after transmission.
- l) File the cards in the index boxes alphabetically using the first surname, line 1. Store the lists with the index boxes.
- m) No additions or alterations may be made to a card or a list once it has been Faxed to the Police Casualty Enquiry Bureau.

RECEPTION CENTRE STATIONERY

REGISTRATION CARDS

FAMILY REGISTRATION CARDS

AMENDMENT LIST

SCHOOL REGISTRATION LIST

SPECIAL GROUP REGISTRATION LIST

TEMPORARY ABSENCE LIST

Supplies of each item are contained in Reception Centre Emergency Box

SECTION 11

MEDIA/ COMMUNICATION STRATEGY

Activated by :

Police
Chief Secretary for the Chief Minister
Fire
Ambulance
IOM Coastguard
Government Departments
Government Agencies
Communications Unit
PR Officers Group

11.1 Introduction

Under normal circumstances, the detailed systems and mechanisms that protect and sustain the Island generally go unnoticed. However, in the middle of an emergency, they are likely to become of intense interest.

Communication during such emergencies can directly influence events. At best, poor communication can exacerbate emotion and undermine public trust and confidence, and at worst, incite high tensions, misinformation, and create additional problems to be resolved.

Good communication can rally support, calm a nervous public, provide much needed information, encourage cooperative behaviours, and potentially help save lives.

As part of the ongoing evaluation of emergency procedures by the Government's Emergency Planning Office, it has been determined that a common communication strategy is required.

This Strategy outlines Government's approach to widespread communication in the event of an incident or emergency and all Department's Boards and offices are requested to adopt this strategy within their own emergency and business continuity planning procedures.

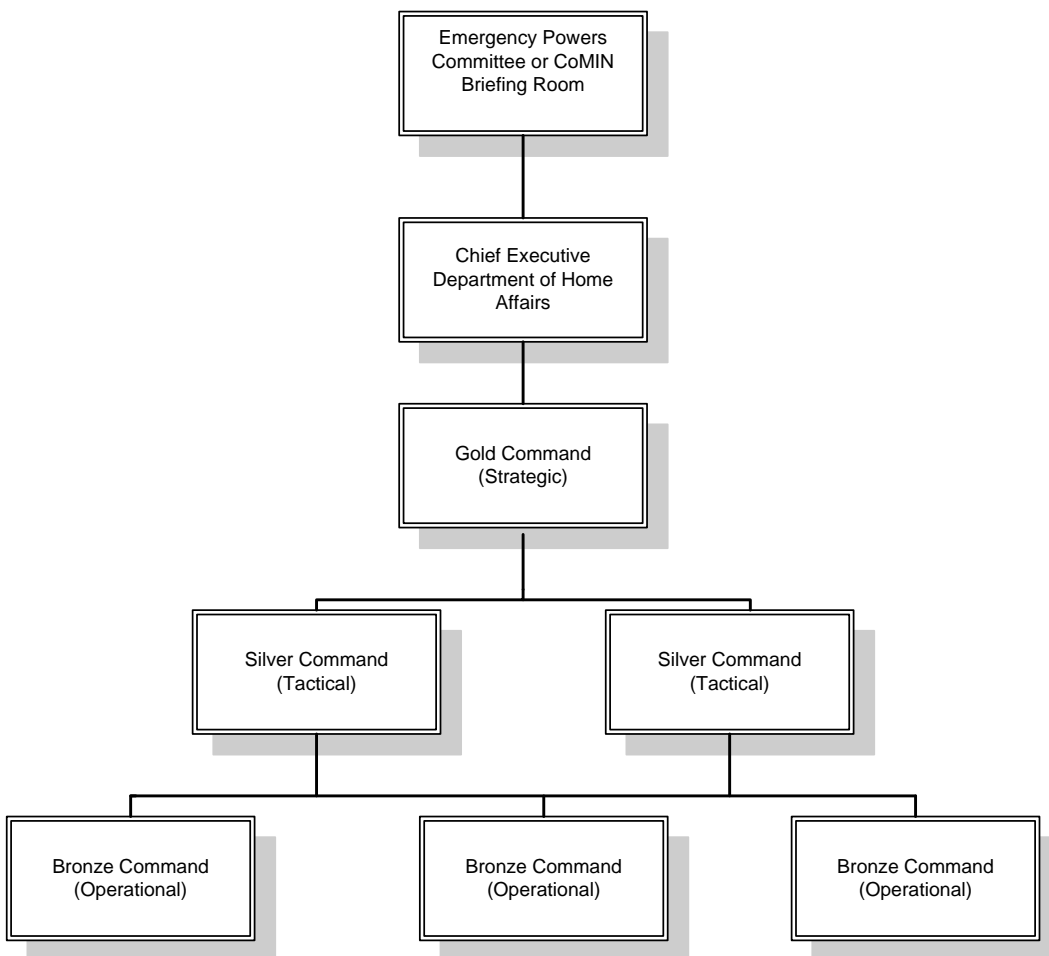
This Strategy makes three assumptions:

- That each Department, Board and Office has a nominated Public Relations / Communications Officer in accordance with Government's programme for strengthening Communication Services and that all PR Officers will become familiar with media handling and the use of social media to ensure that as far as any organisation's formal response is concerned, circulated information is as accurate and appropriate as the situation allows.
- That each Department, Board or office has Business Continuity Plans/ Emergency response plans in place and that they will be expanded to include the guidelines contained within this strategy.
- That there is an understanding of the different levels of incident from the daily operational incidents that mostly go unnoticed by the general public to those requiring Strategic Leadership i.e. "Gold Command" emergencies.

11.2 Levels of Incident

The term emergency can cover a wide range of incidents or situations ranging from small scale incidents, normally dealt with by individual Departments, Boards or offices through to disaster circumstances requiring the mobilisation of emergency services and island wide resources.

The agreed framework, below illustrates how the emergency services link with Government Departments and other services and assists all involved parties to understand their role in a combined response.



The majority of incidents will be dealt with operationally (or at the bronze level), utilising local Emergency Response and Business Continuity Plans. However for those incidents which are escalated requiring emergency service management, the framework must work irrespective of the cause or nature of the incident.

The aim of this strategy is to work within this framework and to outline procedures for the control and co-ordination of the release of information during any incident that requires communication, particularly with the public;

11.3 Emergency Powers Committee

If a Government Emergency Planning Committee is established it will be responsible for issuing statements on behalf of the Chief Minister and the non-emergency Departments of Government and on non-operational matters.

11.4 Gold Command

In Circumstances of national emergency or major incidents, coordinated by Gold Command, contacts with the media shall be confined to media spokespersons under the direction of the Gold Command Centre in conjunction with the Communications Unit.

Lead operational agencies in such circumstances e.g. electricity, water, etc who are required to issue statements to the media which cover any aspect of the emergency must prepare such statements for issue by the Gold Command spokesperson.

The Gold Command representative or the Emergency Powers Committee (if established) is responsible for deciding whether the volume of media enquiries justifies the establishment of a Media Briefing Centre.

11.5 Silver Command

In situations coordinated by Silver Command, contacts with the media shall be confined to media spokespersons under the direction of the Silver Command centre in conjunction with the communications unit.

As with Gold Command incidents, lead operational agencies in such circumstances e.g. electricity, water, etc who are required to issue statements to the media which cover any aspect of the emergency must prepare such statements for issue by the Silver Command spokesperson.

11.6 Bronze Command

Depending on the nature on the incident, Bronze command incidents may be coordinated by emergency services or operational agencies. In these circumstances contacts with the media are likely to be via the PR Officers in conjunction with the communications unit.

Until there has been time to fully assess any incident and its implications, statements from all agencies given to the media must be limited to minimum statements of fact.

This strategy will help to ensure that communication in the event of an emergency on the Island will be heard, understood and remembered.

PREPARED MEDIA STATEMENTS

AIDE MEMOIRE FOR EMERGENCY MEDIA STATEMENTS

These prepared media statements are intended to enable the rapid release of information to the media. They are NOT intended to be used for every statement made; clearly there will be information for release, such as details of the nature of the incident for which it is not possible to prepare a statement in advance. An Aide Memoire follows to assist in the preparation of such statements.

N.B.: Separate plans for specific events/installations contain prepared statements produced in accordance with principles contained in this Annex.

- a) Give details of the time and place of the incident.
- b) Give a brief description of what happened: e.g.
"an explosion has occurred....."
"a civilian aircraft has crashed....."
- c) Give such specifics as are available e.g.
"flight 1234 from Manchester to....."
"there have been 12 confirmed fatalities....."
- d) Make every effort to co-operate with the media. Avoid at all costs saying *"no comment"* as this invites media speculation. Good media relations are essential to minimise inaccurate reporting.
- e) Try to give some idea of the scale of the incident. If you do not, the media will assume the worst.
- f) Ask that people listen to local radio stations for further details and/or advice.
- g) Direct all media enquiries to the Police Media Officer.
- h) Say where and when further information will be available (Recommended update every hour).

EMERGENCY TELEPHONE NUMBER

From: Police Media Officer
Police Headquarters
Douglas

Statement Number:

1. An emergency telephone number is now available for inquiries concerning people who may have been affected by

2. The telephone number is:

3. The fax number is:

Date:..... Issue Time:..... Expiry Time:.....

Authorising Officer:.....

ESTABLISHMENT OF PUBLIC INFORMATION CENTRES

From: Police Media Officer
Police Headquarters
Douglas

Statement Number:

1. Due to the volume of local public inquiries arising from the (emergency at)

A Public Information Centre has been established at the following location:

2. *(Include if appropriate)*
Inquiries about people who may have been injured, rendered homeless or otherwise affected, should continue to be directed to the Police Casualty Enquiry Bureau, telephone number:

3. Copies of all media statements to:
 - a) Chief Minister’s Office/Chief Secretary;
 - b) Government Emergency Response Centre (if established).

Date:..... Issue Time:..... Expiry Time:.....

Authorising Officer:.....

EMERGENCY MORTUARY

From: Police Media Officer
Police Headquarters
Douglas

Statement Number:

1. The bodies of those who died in the _____ disaster/emergency, have been taken to an emergency mortuary in order that identification and forensic examination can take place.
2. Relatives should not go to the mortuary unless specifically requested to do so by the Police. The Police will make arrangements with relatives as to when bodies can be released for burial.
3. All inquiries about friends and relatives should be directed to:

Telephone:

4. Under no circumstances will the media be admitted to the mortuary.

Date:..... Issue Time:..... Expiry Time:.....

Authorising Officer:.....

FRIENDS AND RELATIVES RECEPTION CENTRE

From: Police Media Officer
Police Headquarters
Douglas

Statement Number:

1. Friends and relatives of victims of the _____ disaster/emergency who have travelled to the Isle of Man have been offered accommodation at:

Telephone:

2. Police and welfare organisations are present at the Reception Centre to assist friends and relatives who may wish to visit or who may require advice and information.

Date:..... Issue Time:..... Expiry Time:.....

Authorising Officer:.....

WELFARE

From: Isle of Man
Director of Social Services
Douglas

Statement Number:

1. Following the disaster/emergency at _____
the Isle of Man Government's Emergency Plan has been activated.

2. A Welfare Co-ordination Team has now been established to consider all welfare arrangements connected with the emergency in support of the Police. At present the Team and support administration staff are located at:

3. A telephone help line has now been established to offer help and assistance to those affected by the emergency.

Telephone:

Date:..... Issue Time:..... Expiry Time:.....

Authorising Officer:.....

ESTABLISHMENT OF A MEDIA BRIEFING CENTRE

1.1 Purpose

The purpose of a Media Briefing Centre is to provide a focal point to which the media can apply for information and formal statements which have been authorised for publication. As part of its function, the Media Briefing Centre will also advise the Government Emergency Briefing Centre concerning:

- a) Relations with the media, including details of the volume and type of enquiries being made;
- b) The extent of media coverage, including details of what is being broadcast.

2.1 Establishing the Media briefing Centre

The SILVER or GOLD Control and the Government Emergency Briefing Centre (if established) is responsible for deciding whether the volume of media enquiries justifies the establishment of a Media Briefing Centre.

2.2 The facilities of the Media Briefing Centre may include the following:

- a) Secretarial assistance for the Police Media officer and Government Media Liaison Officer;
- b) Assistance with logging, filing, maintaining displays or authorised media statements;
- c) Manning communications equipment to deal with local and international calls by telephone and Fax;
- d) The distribution by hand and mail of media statements;
- e) The monitoring of press, radio and TV coverage and the making of video/DVD copies of main coverage.

3.1 Layout

The Media Briefing Centre should be divided into three functional areas:

- a) Media Area: to provide accommodation and facilities for media representatives to prepare their reports and to receive informal briefings from Media Briefing Centre staff.
- b) Briefing Area: in which formal briefings and media conferences will be held and in which radio and TV interviews can be conducted.
- c) Staff Room: to provide office accommodation for those manning the Media Briefing Centre. This room will also serve as a media office for the receipt of telephone media enquiries.

4.1 Authorisation of Media Statements

All statements to the media must be co-ordinated in order to avoid the risk of issuing conflicting information. This will be the responsibility of the Police Media Officer, who will rely upon the co-operation of all agencies involved. The Government Emergency Briefing Centre (if established) will issue authorised statements of a non-operational nature, copies of which will be passed to the Media Briefing Centre.

4.2 Authorities with statutory duties e.g. Manx Electricity Authority, Water Authority etc, may issue statements directly to the media in order to fulfil their statutory responsibilities. In doing so, however, they will consider whether other agencies are likely to be affected. If practicable, statements may be deferred until affected agencies and the police Media Officer and the Government Media Liaison Officer have been consulted.

5.1 **Statement Distribution**

Statements for release must be dated, timed, numbered consecutively and attributed. Duplicates must be posted on the Media Briefing Centre notice boards, handed out to media representatives present at the Media Briefing Centre and additional copies should be available in the media area.

6.1 **Frequency of Statements**

The Media briefing Centre must provide on-going situation reports and information, arrange media conferences, interviews and filming sessions and bear the main burden of dealing with the media. Failure to provide a regular flow of information may risk the development of media speculation which might cause public alarm and adversely affect management of the incident.

7.1 **Conduct of Media Conference**

The composition of panels for media conferences may vary but would normally comprise of the following:

- a) Chief Minister or Chief Secretary and/or Departmental Minister and/or Head of Authority;
- b) Representatives of Police, Fire, ambulance;
- c) Company representative;
- d) Other agencies representatives s appropriate.

7.2 The proceedings of the media conference will be recorded by the Police Media Officer for future reference. If possible, a shorthand typist should also be present, to enable rapid preparation of a transcript of the conference.

EMERGENCY TELEPHONE NUMBER

From: Police Media Officer
Police Headquarters
Douglas

Statement Number:

1. An emergency telephone number is now available for inquiries concerning people who may have been affected by:

2. The telephone number is:

The Fax number is:

Date:..... Issue Time:..... Expiry Time:.....

Authorising Officer:.....

Indicate here the confidential (press use) VOICEBANK telephone number:

ESTABLISHMENT OF PUBLIC INFORMATION CENTRES AT POLICE STATIONS

From: Police Media Officer
Police Headquarters
Douglas

Statement Number:

1. Due to the volume of local public inquiries arising from the disaster/emergency at:

A Public Information Centre has been established at the following Police Station(s):

2. *(include if appropriate)*

Inquiries about people who may have been injured, rendered homeless or otherwise affected, should continue to be directed to the Police Casualty Enquiry Bureau. Telephone number:

3. Copies of all media statements to:

- a) Chief Minister's Office/Chief Secretary;
- b) Government Emergency Briefing Centre (if established)

Date:..... Issue Time:..... Expiry Time:.....

Authorising Officer:.....

Indicate here the confidential (press use) VOICEBANK telephone number.

DISASTER FUND – See also Section 12

(This form should be prepared bearing in mind the information contained in 'Disaster Appeal Scheme' by the British Red Cross, a copy of which is held by the Emergency Planning Unit. This Scheme has been reviewed and agreed by the Attorney General and it is believed that many pitfalls can be avoided if the advice therein is followed)

From: Police Media Officer
Police Headquarters
Douglas

Statement Number:

1. Following the disaster at:

The Chief Minister (or whoever)

Has/have decided to launch an appeal fund to assist those affected by the disaster. The appeal will be known as the:

Appeal Fund.

- 2 *This Appeal is set up as a fund, the entire benefit of which will be used for those injured or bereaved in the disaster or their families and dependants as the Trustees think fit.

This Fund will NOT be a charity.

- 2a *This Appeal is to set up a fund for those injured or bereaved in the disaster and their families and dependants. The Trustees will have discretion how and to what extent to benefit individual claimants. The fund will not itself be a charity but any surplus will be applied for such charitable purposes as the Trustees think most appropriate to commemorate those who died.

*Delete as necessary.

3. *The Trustees of the fund will be:

- 1.
- 2.
- 3.
- 4.

Or

3a *The names of the Trustees will be announced as soon as possible.

**Delete as necessary*

4. The fund will be located in (National Westminster Bank PLC, Douglas)

Sort Code:

5. Donations may be sent to the fund by the following means:

- a) *By post to the (name bank)
- b) *By post to:
- c) *At any UK Bank through the central clearing bank's disaster fund arrangements;
- d) *Through credit card donations by telephoning:
- e) *At any Post Office quoting Girobank Transcash account number:

6. In order to keep costs to a minimum, donations underwill not be acknowledged unless specifically requested.

7. It is hoped and intended that the Trustees will be able, at an early date, to begin distribution. As soon as the Deed has been executed, a copy will be available at the Attorney General's Chambers. Anyone who has contributed to the appeal before reading the announcement may, if he/she feels that it does not meet the purposes for which he/she has made his/her contribution, apply to have his/her contribution refunded, any such application should be made to the Government Advocate no later than:

After which date all contributions made will be added to the appeal fund.

Date:..... Issue Time:..... Expiry Time:.....

Authorising Officer:.....

TEMPORARY MORTUARY

From: Police Media Officer
Police Headquarters
Douglas

Statement Number:

1. The bodies of those who died in the _____

Disaster/emergency have been taken to a temporary mortuary at:

In order that identification and forensic examination can take place.

2. Relatives should not go to the mortuary unless specifically requested by the Police.

The Police will make arrangements with relatives as to when bodies can be released for burial.

3. All inquiries about friends and relatives should be directed to:

(Telephone)

4. Under no circumstances will the media be admitted to the temporary mortuary.

Date:..... Issue Time:..... Expiry Time:.....

Authorising Officer:.....

FRIENDS AND RELATIVES RECEPTION CENTRE

From: Police Media Officer
Police Headquarters
Douglas

Statement Number:

1. Friends and relatives of victims of the

Disaster/emergency who have travelled to the Isle of Man have been offered accommodation at:

(Telephone)

2. Police and welfare organisations are present at the Reception Centre to assist friends and relatives who may wish to visit or who may require advice and information.

Date:..... Issue Time:..... Expiry Time:.....

Authorising Officer:.....

WELFARE

From: Director of Social Care
Douglas
Isle of Man

Statement Number:

1. Following the disaster/emergency at

The Isle of Man Government's General Emergency Plan has been activated.

2. A welfare co-ordination team has now been established to consider all welfare arrangements connected with the emergency in support of the Police. At present the team and support administration staff are located at:

3. A telephone helpline has now been established to offer help and assistance to those affected by the emergency.

Telephone:

Date:..... Issue Time:..... Expiry Time:.....

Authorising Officer:.....

SECTION 12

DISASTER FUND

12. Activated by: Chief Minister

Organisations with responsibilities: Emergency Planning Unit

Refer to: 'DISASTER APPEAL SCHEME' (UK)
Researched and produced by the British Red Cross

This is a full draft Plan of action and comprehensive set of advice notes.

Reviewed and recommended by the Attorney General,
Mr T W Cain, November 1991.

Copy held by the Emergency Planning Unit.

BRITISH RED CROSS DISASTER APPEAL SCHEME

The British Red Cross disaster Appeal Scheme – the DAS, inaugurated in 1991 and now updated to 1999, is a comprehensive guide to setting up a post-disaster appeal fund or funds with national-level support, especially that of the retail banks and the Post Office. It includes a Charitable Trust Deed, approved by the Charity Commissioners for England and Wales and by the Attorney General of the Isle of Man, as well as a Discretionary (non-charitable) Trust Deed and Trust Deeds for use in Scotland.

A constantly updated copy of this Scheme is held by the Emergency Planning Officer.

BRITISH RED CROSS

DISASTER APPEAL SCHEME (UNITED KINGDOM)

FORM-AT-A-GLANCE

Setting-up Appeal Funds

In the wake of a major disaster – look up your DISASTER APPEAL SCHEME (DAS). Particularly note Section 2 – Legal and:

Supplement 1 – Discretionary (non-charitable) Trust Deed

Supplement 2 – Charitable Trust Deed

Implementation of the DAS

To initiate national level support for a Disaster Appeal Fund or Funds, for 24 hour contact. The number is:

020 7235 5454

**BRITISH RED CROSS
9 Grosvenor Crescent
London
SW1X 7EJ
(0171 235 5454)**

SECTION 13

ALLIED DEPARTMENT PLANS

- Animal Disease – Rabies, Foot and mouth – Plan prepared by DEFA
- Plans for the integrated response to the pollution of the Island's Inland Controlled Waters' i.e. water sources on the Island and points of discharge into the sea, have been prepared by DEFA and others.
- National Oil Pollution Contingency Plan (offshore) has been prepared by the Department of Infrastructure and is regularly validated by the IOM Coastguard.
- The Isle of Man Airport (DOI) have prepared Emergency Orders for Ronaldsway Airport and these are validated by 'field' and 'table-top' exercises.
- An Emergency Mortuary Plan has been prepared by the Emergency Planning Unit
- Nobles Hospital – Major Incident Plan.
- Pandemic Flu Plan has been prepared by Public Health.
- Douglas Harbour and Sea Terminal Plan – D of I
- Electricity. and Gas pipe-line prepared by MUA
- Water and Sewerage – plan prepared by MUA
- Plans for opening of Rest Centres following evacuation have been prepared by Civil Defence and Department of Social Care.
- Emergencies concerning gas – prepared by Manx Gas
- South Quay – prepared in partnership with Manx Petroleum
- Ellen Vannin Fuels (Peel)- prepared in partnership with EVF
- Winter Preparedness – prepared by D of I
- Civil Nuclear Plan – prepared by Government Analyst