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CLEVELAND LOCAL RESILIENCE FORUM

SITE CLEARANCE PLAN



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PLAN ADMINISTRATION

List of Abbreviations

CBRN	Chemical Biological Radioactive and Nuclear
CCA	Civil Contingencies Act
CCS	Civil Contingencies Secretariat
CEPU	Cleveland Emergency Planning Unit
CLRF	Cleveland Local Resilience Forum
DEFRA	Department for Environment, Food and Rural Affairs
DfT	Department for Transport
EA	Environment Agency
EPO	Emergency Planning Officer
GDS	Government Decontamination Service
HART	Hazardous Area Response Team
HSE	Health and Safety Executive
HPA	Health Protection Agency
LA	Local Authority
NEAS	North East Ambulance Service
PCT	Primary Care Trust(s)
RCG	Recovery Coordination Group
SBCO	Senior Building Control Officer
SCG	Strategic Coordination Group

Contacting CEPU

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Exercising and Review

It is crucial that each responder is clear of their role and responsibility throughout the incident in order to establish the most efficient response to any event requiring a site clearance operation. Training should take place prior to exercising the plan. Lessons identified and amendments should contribute to plan reviews.

Essential to the effective use of this document is embedding, exercising and evaluation.

This plan will be reviewed on a two-yearly basis on behalf of the CLRF by CEPU staff.

List of consultees

North East Ambulance Service
Cleveland Emergency Planning Unit
Tees Primary Care Trusts
Cleveland Police
DEFRA
Cleveland Fire Brigade
Health Protection Agency
Department for Communities and Local Government Resilience Team North
Environment Agency
H.S.E

List of distributees

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INTRODUCTION

1. SCOPE OF THE PLAN

This plan covers all types of incident requiring a site clearance function, be they naturally occurring, accidental or as a result of a terrorist attack.

This plan has been written in accordance with the Civil Contingencies Act (CCA) 2004. This plan takes into account guidance issued by the Civil Contingencies Secretariat on the development of a Site Clearance Capability in England and Wales.

2. PURPOSE OF PLAN

2.1 Aims and Objectives

The aims of this plan are to:

- Provide a co-ordinated approach to the management of the safe removal of debris from the scene of a major incident, whether contaminated or not;
- Outline the priorities for site clearance;
- Outline the roles and responsibilities of key organisations, and
- Outline the process of managing the clearance process.

Site clearance does not begin when the incident is over. Rather, it starts from the beginning of the response phase when the focus is on rescue and clearing access routes to and from incident.

This plan should be used in conjunction with the Cleveland Major Incident Recovery Plan to aid in the recovery phase of an incident.

The objectives are:

- The safe rescue of trapped and injured persons,
- The recovery of fatalities and / or human remains,
- Facilitating criminal and other investigations,
- The recovery of personal and other items of value,
- The safe removal and disposal of rubble and other debris,
- Facilitating the recovery process and restoration of normality,
- Ensuring environmental impacts from site clearance are appropriately controlled,
- Ensuring environmental recovery is handled appropriately, and
- Maintaining, so far as is practicable, normal services at an appropriate level.

2.2 Risk Rating

This plan has been produced in line with the Community Risk Register (CRR). The below list (not exhaustive) identifies those risks in Cleveland where a site clearance operation may be needed should the hazard occur.

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Hazards identified relating to this plan	Risk Ratings for the particular hazard(s)
Local Accident involving transport of Hazardous Chemicals	Very High
Major Localised Flooding due to rapid accumulation	Very High
Flood Defence Failure (Yarm)	Very High
Localised Coastal / Tidal Flooding (Skinningrove)	Very High
Localised Coastal/ Tidal including Flood Defence Failure (Port Clarence)	Very High
Large Scale Public Protest	High
Targeted Disruptive Protests	Medium
Industrial Explosion and Major Fires	Medium
Fire / explosion at LPG/LNG terminals or gas storage sites	Medium
Fire/explosion at onshore Ethylene pipe / storage site	Medium
Accidental Release of Radioactive Material from Incorrectly Handled/disposed of Sources	Very High
Localised fire/explosion at Fuel Distribution Site / Tank Storage	High
Bridge Collapse	Low
Building Collapse	Low
Land Movement	Low
Aviation Accident	Low
Storms & Gales	High
Acts of Terrorism	Severe

From the list it can be seen that a site clearance operation in Cleveland may include the following;

- Removal of large amounts of rubble and debris
- Assessment of structural damage / stability
- Decontamination and sorting of debris
- Dealing with debris contaminated by flood water and / or sewage
- Evidence recovery if declared a 'crime scene'
- Removal of deceased body or body parts

Given the variety of impacts it is therefore clear that no single approach will be appropriate in all circumstances and that expert knowledge from partner agencies / industry will be required to inform the site clearance process.

3. RELATED PROCEDURES

3.1 Cleveland Police Emergency Procedures Policy and Model Response Structure

Cleveland Police Emergency Procedures Policy and Model Response Structure provide a generic framework of response including response and command levels and identified key specialist roles. The guide provides actions and considerations for response and outlines a structure that other responding agencies can link to, to ensure an effective response.

3.2 Local Authority Specific Emergency Plans

Each Local Authority has a Major Incident Response Plan and associated plans for dealing with identified risks shown within the Cleveland Community Risk Register. These plans outline the response to those specific emergencies. Contact details for key responders are established for each Local Authority. Staff who have identified roles and responsibilities within the plans are trained and the plans exercised on a regular basis, with priority given to those with the highest calculated risks.

3.3 Cleveland Fire Brigade Major Incident Procedures

Provides role and responsibility information for relevant personnel, therefore allowing an effective and efficient response.

3.4 NEAS Major Incident Plan

This plan provides a generic response to all incidents under the hazards concept. The plan provides action cards that allow officers arriving on scene to undertake a variety of key roles to ensure the command infrastructure is in place, therefore allowing an effective and efficient response.

3.5 The Cleveland Incident Recovery Plan

This framework outlines the phases of recovery and the actions that should be taken by various agencies during the process. This document is intended to make up the bulk of each of the Cleveland Local Authorities individual plans for recovery, with some area specific information added by each LA.

3.6 STAC Plan

The plan outlines the role of a STAC and sets out how a STAC will be established in the North East region. There are some notes on the role and responsibilities of a S.T.A.C. to be found in section 6 of this document.

3.7 Cleveland Police Media Plan

The Cleveland Police Media and Communications Co-ordinator will provide a specific lead on media aspects for the force through the media plan. The media plan recognises the interests of the media without compromising the ability of Category 1 and 2 responders to handle the incident effectively. The plan acknowledges the role of the media as a channel of information, communication, reassurance and appeal.

3.8 Cleveland Temporary Mortuary / Dealing with Excess Deaths Plan

These plans set out the procedures to be followed when a temporary mortuary facility is required due to a mass fatalities incident arising in Cleveland.

3.9 Cleveland / North East CBRN CONOPS

This is designed to cover the response to a deliberate or accidental release of CBRN material.

3.10 Cleveland Evacuation and Transportation Plans

The primary purpose of these documents is to define the roles and responsibilities of the key agencies involved in the response to an incident where evacuation of an area is required.

3.11 The Bellwin Scheme

The Bellwin Scheme operates under Section 155(4) of the Local Government and Housing Act 1989 and allows Ministers to make additional revenue support to local authorities to assist with the immediate, and unforeseen costs in dealing with the aftermath of emergency incidents.

4. ACTIVATION

In the event of an incident the emergency services (usually Police) will make the Local Authority aware of the situation and lead on the initial response under their coordination function. Command levels, together with a strategic Coordination group (SCG), will be established if appropriate.

On recognition of significant site clearance issues, a Site Clearance group may be requested to be formed under Gold or Silver command, dependant on the situation and this may occur under the response or recovery phases.

The 'site recovery' primacy, in relation to nature of the incident, site and content to be recovered, if declared a 'crime scene', will rest with the police, with the Senior Investigating Officer, Senior Identification Manager (if deceased involved) and the Scene Evidence Recovery Manager providing a lead and focus around decisions associated with the site.

Membership of a Site Clearance Group will vary with the specific incident but is likely to include;

- Local Authority
 - Structural Engineer / Senior Building Control Officer
 - Senior Emergency Planning Officer
 - Highways Manager
 - Health and Safety Manager
 - Procurement Officer
 - Financial Management
- Fire Brigade Liaison
- Police - Senior Investigating Officer, Senior Identification Manager (if deceased involved) and the Scene Evidence Recovery Manager or Police liaison as appropriate

- Environment Agency
- Health and Safety Executive
- Health Protection Agency
- Government Decontamination Service (GDS)
- Food Standards Agency (FSA)
- Site Owner
- Site Owners Insurers

Additional information on the roles of these members is included in section 6.

It is recognised that initially the emergency services will lead on site clearance to aid the response and life saving phases. If the site is declared a crime scene or involves deceased bodies or body parts, the police will retain primacy and direct site clearance with the assistance of the Local Authority. Thereafter it can be expected that the Local Authority will take the lead as the response becomes more recovery focused.

The Local Authority will make key responders and, if required, private agencies aware of the situation and request representation on the group accordingly. From the onset of an incident, a multi-agency Recovery Coordination Group (RCG) should be set up to aid in the recovery of the incident following a request from the SCG.

An important part of the work of the RCG, in the response phase of the incident, is to develop a recovery strategy and inform the SCG of this to ensure decisions made by the SCG assist / aid the medium to long term recovery. The Chair, or nominated deputy from the RCG, should be a member of the SCG to ensure the communication flows between these two Groups work effectively.

5. SITE CLEARANCE KEY ISSUES

- Priorities
- Managing the clearing process
- Public information & media handling
- Accountability

5.1 Priorities

A key priority is the nature of the incident and site required to be cleared and the determination of the site being declared a crime scene or if it involves deceased. If so the police will retain primacy and site clearance direction will be directed via the Senior Investigating Officer, the Senior Identification Manager (if deceased involved) and the Scene Evidence Recovery Manager.

The priorities for site clearance will be scenario specific, with any prioritisation having regard to the normal function of affected structures, their location, the extent of damage and the risks they present as well as health and other factors.

Therefore it is essential that time and resources are put into identifying the impact of the incident prior to investing resources in the clearance. An impact assessment will need to be undertaken by the RCG to assess the impact of the incident on and to

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the local community (its residents, businesses, infrastructure, environment etc.) as soon as possible. This will need to be regularly updated.

Regarding multiple sites, the following table allows some prioritisation. Any recommendations regarding prioritisation should be reported to the Recovery Coordination Group as soon as practicable (for priorities regarding multiple sites which have been contaminated see Appendix 7).

Priority	Criteria
P1	Buildings / structures in or under which people are believed to be trapped
P2	Buildings / structures whose use is essential (e.g. hospital, airport, or a suitable location for on-site medical facilities)
P3	Buildings / structures or locations critical to forensic / evidential investigation or whose space is required for bodies to be stored
P4	Buildings / structures on a main arterial route or close to a major public thoroughfare
P5	Buildings / structures in imminent danger of collapse – with priority given to dwellings to allow re-occupation or the cleaning of watercourses, drainage and stagnant water to prevent disease
P6	Damage assessment of other affected buildings / structures that may have suffered hidden / latent damage but are not in need of immediate attention.

5.2 Managing the Clearing Process

5.2.1 Managing the Clearing Process

During the response phase the Police and Fire Brigade will coordinate the clearing process until all bodies / evidence have been recovered, including any contractors involved. It is important to note that a site declared as a crime scene will remain as such and under the control of the police until they (the police) declare otherwise. Thereafter the main clearing process will be coordinated by the LA.

5.2.2 Equipment needs & suppliers

A wide range of services and equipments may be needed depending on the type of the incident. Needs should be recognised and arranged for as soon as possible. For a list of possible contractors / suppliers see appendix 5.

5.2.3 Mutual aid agreements

Local Authorities have mutual aid agreements in place between the 4 local authorities within Cleveland for facilitating resources in the event of an incident. The emergency services can call on additional resources through existing procedures.

5.2.4 Arrangements for site security

Initially, overall site security will be undertaken by the police. They will lead on this until it has been established that the scene is no longer a crime scene, though during the rescue phase no person will be given authority to gain access to the inner cordon / rescue zone without the authority of the on-site Fire Brigade Commander. Police will handover responsibility of site security to the LA after the site has been declared no longer a crime scene.

5.2.5 Health and Safety on site

During the response phase the Fire Brigade will initially undertake a dynamic risk assessment to avoid any unnecessary risk to personnel and to determine their actions. They will have the initial lead for Health and Safety within the inner cordon. However, the responsibility for Health and Safety on anyone entering the inner cordon lies with the individual agencies and not the Fire Brigade.

Once the bulk debris clearance phase begins, overall responsibility for Health and Safety lies with the LA. If the site is under LA control, Health and Safety Officers will perform an overall risk assessment of the site, including appraisals of any risk assessments done by any other agencies. If control of the site is given over to sub-contractors, the LA must perform an appraisal of the risk assessment done by the contractors before any work can commence. It is important to note that Health and Safety is not just a concern while at the site but also at any landfill sites / temporary storage / forensic sites.

5.2.6 Permanent disposal and / or temporary storage sites

The Environment Agency will advise and regulate on landfill sites and capacities, considering waste type, handling, on-site storage / treatment and alternatives for landfills. Lead agency needs to decide on intermediate clean / dirty temporary sites to be used as a sorting site for evidence / human remains. Environment Agency will advise on suitability.

5.2.7 Potential markets for recovered materials

Using recyclers, processors and brokers etc will cut down disposal costs and reduce demand for landfill capacity. The Environment Agency will give advice on waste treatment. (N.B. materials remain property of building/site owner who has 3 days to claim).

5.2.8 Arrangements for handling of hazardous / contaminated materials

Guidance can be found from publications from government and Environment Agency website. GDS can assist in planning for and facilitating effective decontamination www.defra.gov.uk/environment/risk/cbrn/gds/index.htm.

5.2.9 Consider need for disposal of animal by-products / carcasses

Defra's preferred hierarchy of disposal options in this situation for animal by-products is by;

- Rendering,
- Permitted commercial landfill sites,
- Commercial fixed plant incineration.

If incineration and rendering capacity has been exhausted and licensed landfill capacity is limited, it may be necessary to consider on-farm burials. If all other options have been exhausted (including air curtain burners and mobile incinerators), only then will pyre-burning be considered. Environment Agency and DEFRA will give further advice on waste management.

5.2.10 Arrangements for handling bodies and human remains

The Senior Investigating Officer, Senior Identification Manager (if deceased involved) and the Scene Evidence Recovery Manager will determine scene management. Disaster Victim Identification (DVI) process to be undertaken by police disaster victim recovery teams on behalf of Her Majesty's Coroner.

5.2.11 Arrangements & recovery of personal items and sensitive business documents

Protocols will need to be established relating to documents and items, both sensitive & personal, in respect of collection, sorting, storing and return. Any items that may be considered evidence will be managed by the Police until investigations have been completed.

5.2.12 Transportation of Debris

Equipment for the transport of debris will be incident specific depending on the materials involved. Transport companies used must be able to demonstrate that the staff involved are suitably trained to handle the specific debris, including any dangerous goods. Waiting spaces, fuelling and maintenance of contract vehicles during the bulk clearance phase will need to be decided upon at the time. The Department of Transport are able to offer advice (see Actions). Segregating the different types of waste will make the disposal process easier.

5.2.13 Voluntary Organisations

The Cleveland Emergency Planning Unit has a Service Level Agreement (SLA) with the WRVS under which they will provide staff and support to the local authority at the scene or rest centre. Other voluntary organisations that may need to be alerted (e.g. St. Johns Ambulance, Raynet, Red Cross, etc.) can be contacted by the CEPU. The voluntary agencies may be able to assist with the welfare issues associated with staff deployed on a protracted incident e.g. feeding at site.

5.2.14 Arrangements for providing continuity of services

It is essential that staff are rotated adequately and well rested to provide a normal level of service both for response and recovery.

5.3 Public Information & Media Handling

All press releases by agencies to be co-ordinated through the media-briefing room at Police Headquarters on Ladgate Lane. Queries on site to be directed to one point of contact, preferably a trained press officer.

5.4 Accountability – Monitoring & Debriefing

Good record keeping allows for lessons to be identified for all responders who may be involved in future emergencies. It allows all agencies to ensure that audit trails of decisions made, actions taken and expenditure incurred are in place from the onset of an incident. This log will be kept & updated by an assigned person for each agency. All expenditure should be recorded and forwarded to the Recovery Coordination Group.

6. ROLES AND RESPONSIBILITIES

6.1 Cleveland Police

- In consultation with other responders, take measures to protect the public. This may be achieved by external evacuation or internal sheltering (working in accordance with the Cleveland Local Resilience Forum Evacuation Protocol).
- Undertake their principle role of co-ordination to ensure an effective multi-agency response.
- Secure, protect and preserve potential scene of crime, until it is established as otherwise, and control sightseers.
- Where terrorist action is suspected as the cause of an incident, take additional measures to protect the incident site and carry out searches for secondary devices.
- Where the incident is suspected to be of terrorist nature the National Co-ordinator for Terrorist activity will play a lead role in the strategic management of the potential scene of crime and deployment of special Investigative resources.
- Where crime is suspected, following the initial phase, manage and co-ordinate the evidential / forensic examination at both scene and bulk debris examination site.
- Usually establish the SCG and chair it initially, passing this over in the recovery phase to the LA or other relevant agency.
- If decontamination of people is required during the crisis phase the Police will assist the Ambulance and FRS.

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- On behalf of Her Majesty's (HM) Coroner, control the Disaster Victim Identification process of the dead.
- In consultation with the LA, Environment Agency and HSE, have responsibility for the establishment, management and security of the forensic area at the landfill site.
- In consultation with other departments or agencies as necessary, authorise the onset of site clearance.
- Control all access and exit points to the outer cordon. Police should look at reducing the size of the cordon as soon as is practicable.
- Control the release of vehicles and other items of value when safe and appropriate to do so, on proof of ownership.
- Be responsible for co-ordinating the response to media enquiries and arrangements at the scene of an incident (Working in accordance with Cleveland Resilience Media Protocol).

6.2 Cleveland Fire Brigade

- Extinguish fires, protect life and property from fire, rescue and protect people from serious harm.
- Deploy the Urban Search and Rescue Group (USAR).
- Provide advice in relation to HAZMAT incidents.
- Take responsibility, in liaison with LA Building Control, for managing any structural collapses that could be caused by natural disaster (earthquake, subsidence, floodwater), accidental (explosion, impact, fire) and deliberate (terrorist attack, bomb).
- Assist with the management of hazardous materials and protection of the environment during the response phase of an incident.
- Assist in the determination of evacuation, building safety, road closures.
- Be a conduit for scientific advice in relation to hazardous materials incidents.
- Assist with salvage and damage control.
- Provide and manage a 'Gateway' into an inner cordon for accountability of personnel within the cordon. The responsibility for the health and safety of personnel working within the inner cordon remains with individual agencies and not the Fire Brigade.

6.3 North East Ambulance Service (NEAS)

- Save life together with the other emergency services.

- Provide treatment, stabilisation and care of those injured at the incident site.
- Determine the hospital(s) to which any injured persons should be taken.
- Provide medical support to those involved in clearing the incident site.
- Undertake emergency decontamination.
- In a site clearance operation, NEAS may be required to deploy its Hazardous Area Response Team (HART), in particular, its Urban Search And Rescue (USAR) paramedics. USAR paramedics are specially equipped with the latest technology and specific training to safely locate, stabilise, treat and rescue casualties from dangerous environments such as collapsed buildings etc.

6.4 Local Authority

- Oversees the recovery to the overall incident.
- Maintains liaison links with all key responders.
- Provides information on contractors.
- Call on mutual aid arrangements with neighbouring authorities.
- Initial preparation, testing and periodic review of plans for responding to incidents requiring the exercise of a site clearance capability.
- Ensuring lessons identified are reflected in revised plans.

6.5 Local Authority (Procurement)

- Identify contractors / suppliers required to deal with the site clearance operation.

6.6 Local Authority (Highways / Transportation)

- Pre-identification of local and regional critical transport routes in co-operation with the relevant agency i.e. Highways Agency.
- Arranging parking and passes for vehicles involved in the transport and storage of debris and equipment.
- Diversion of major traffic arteries in consultation with the Police and Highways Agency.

6.7 Local Authority (Public / Environmental Health)

- Liaison with DEFRA and Environment Agency over suitable decontamination methods, debris removal methods and disposal sites.

- Assessment of public health risks in association with HPA.

6.8 Local Authority (Structural Engineer / Building Control / Surveyor)

- A Senior Structural Engineer or Senior Building Control Officer should be appointed to take lead responsibility for on-site management of the site clearance operation including risk assessments of affected structures commissioning the demolition/shoring up of dangerous structures.
- If no suitable persons are available within the authority then the LA should look at engaging a specialist advisor with civil engineering / surveyor skills to advise on use of appropriate equipment and act as an intelligent customer in contract negotiations.
- Maintenance of relevant plans of public buildings such as hospitals, libraries, airports and arrangements for their release, including out of normal working hours, and on-site management in the event of an incident.
- Officer to divide incident into sectors and appoint senior surveyors to provide single point of contact.
- Senior surveyors to play lead in determining works required, size and nature of the problem, priorities and deployment of contractors as required.
- In consultation with the police and others as necessary, giving advice on the issue of access passes to the site following handover to the responsible LA.

6.9 Local Authority (Financial Management)

- Pursue claims for assistance through the Bellwin Scheme (this will be done as a whole for the response, recovery and site clearance).
- Where there is no obvious owner of a damaged building, costs of site clearance fall with the LA.
- Establishment of systems for emergency expenditure.
- Maintenance of comprehensive and accurate financial records of costs incurred.
- Liaison with the insurance industry, particularly loss adjusters and encouraging those with insurance to make appropriate claims.
- Putting in place effective arrangements for dealing with the receipt, accounting for and distribution of public or other donations.

6.10 Department for Communities and Local Government Resilience Team North

The Department for Communities and Local Government Resilience Team North primary role in an Incident is to assist the flow of information between Local Responders and Central Government. The team will only facilitate a regional response if required, due to the scale of the incident.

This role will involve:

- Advising central departments on the likely consequences/wider implications of an incident and the availability of support within the region and wider area.
- Supporting / providing the Government Liaison Officer at Gold Command.
- Disseminating information, advice and instructions from Central Government to Local Partners.
- Providing appropriate local information and briefings to the Civil Contingencies Secretariat, Lead Government Department officials and press officers.
- Supporting local responders in communicating information to other LRFs and assisting with mutual aid requests.

6.11 Department for Environment, Food and Rural Affairs (DEFRA)

- During any situation where animal by-products are present, Animal Health would be responsible for provision of advice, guidance (and if necessary licensing or service of notices) to those responsible for the clean-up and any responders who were involved. This would of course need to be alongside the local authority and the Environment Agency as part of the wider waste disposal issue.
- Has responsibility for waste management policy and ensuring implementation of European Directives concerning waste.
- Under the provisions of the Environment Protection Act 1990, the Secretary of State, has powers of direction to order the transportation and acceptance of waste in an emergency.

6.12 Government Decontamination Service (GDS)

- To provide advice, guidance and assistance on decontamination related issues to responsible authorities in their contingency planning for CBRN and HAZMAT incidents and assist with regular testing and validation of arrangements that are in place.
- To identify and assess the ability of specialist contractors in the private sector to carry out decontamination operations in such circumstances and ensure that responsible authorities have access to those arrangements if the need arises. If required the Service will also help co-ordinate decontamination operations.
- To work with Government departments, responsible authorities, specialist suppliers and research organisations to improve decontamination technologies and capabilities.
- To advise central Government on the national capability for the decontamination of buildings, infrastructure, mobile transport assets and the open environment, be a repository of information, and a source of expertise in the event of a CBRN

incident or major release of HAZMAT materials. The GDS will regularly review the UK's capability gaps.

- In an emergency caused by CBRN or HAZMAT release, GDS will have the capability to:
 - Provide strategic advice on decontamination to national response machinery.
 - Provide advice on decontamination approaches, strategies and capabilities to strategic co-ordinating machinery, whether police or LA-led, as part of an over-arching multi-agency Recovery Strategy.
 - Provide practical assistance in formulating the decontamination element of the Recovery Strategy.
 - Provide advice, guidance and help in securing contracts and managing them.
 - Address and resolve operational issues arising from the deployment of specialist suppliers to the recovery phase of a CBRN or HAZMAT incident.

6.13 Department for Transport (DfT)

- Has lead responsibility for policy on transport of dangerous goods and regulation of drivers' hours and is able to offer advice on the circumstances in, and process by, which legislative and other requirements may be relaxed or disapplied.
- Maintains strong links with industry associations who may be able to provide links to haulage companies with appropriate vehicles.

6.14 Environment Agency

- Has responsibilities for the protection of air, land and water.
- Will respond to environmental incidents within its remit on a 24/7 basis.
- Have regulatory responsibilities on matters affecting the environment. These include management of hazardous waste, discharges to air from processes the Agency regulates, flood risk management and navigation on certain inland waterways, estuaries and harbours.

The Environment Agency will provide regulatory and pollution prevention advice on:

- The accumulation and disposal of waste (whether or not contaminated).
- Permits for the discharge of liquid waste to controlled waters.
- The disposal of controlled wastes on land or to landfill.
- The handling, on-site storage, treatment and disposal of contaminated materials (liquid and solid).
- Location of decontamination facilities.
- Post-incident clean-up of contaminated sites.

- The suitability of disposal sites to the multi-agency commander during the initial response phase of an incident and to the LA during the recovery phase of an incident.

The Environment Agency will advise on some aspects of site clearance, in particular where to take the waste and how best it could be transported. This will vary depending on the nature of the incident. If the waste is considered hazardous, then it may require special disposal and transportation and close liaison with the receiving waste site which may well be outside the Local Authority area where the incident has occurred. The Agency can also advise on any special precautions needed to deal with any waste during the incident.

6.15 Health and Safety Executive (HSE)

- Provide specialist advice on the risks to workers and others at the incident site.
- Advise on decontamination plans and systems of work proposed to carry out decontamination.
- Take any necessary action regarding relaxation from, dis-application of, or enforcement of health and safety legislation at an incident site, transportation phase and at end point / landfill.
- Advise on safe systems of work for testing whether decontamination is successful.

6.16 Military

- Military support can be sought to support the civil authorities, though it cannot be guaranteed and should not therefore be assumed to be available during contingency planning. It should also be borne in mind that the Armed Forces have no specialist training in rescue or site clearance and that, in almost every instance, civil resources vastly exceed military resources in both quantity and availability.
- The MOD will not agree to the provision of support if there is an alternative in the civil sector, nor will they agree to undertake specialist tasks without appropriate prior training.
- Where life is in imminent danger, local commanders are authorised to provide general duties support drawing on resources available at the time. This support can be requested by the emergency services during the initial response phase through the Regional Brigade or Army District Headquarters or the Joint Regional Liaison Officer (JRLO).
- When life is not in immediate danger, all requests for Armed Forces support require prior approval by a Defence Minister, and must be directed to the MOD.
- Normal practice is to charge the full cost for the provision of services that fall outside the normal activities of a publicly funded Department or Agency. MOD follows this practice. Under some circumstances costs can be reduced if a task

can be combined with normal MOD activity. Charges are generally waived in cases where urgent support is provided in response to an imminent danger to life.

- Provide advice on MOD sites that could, by arrangement, be used to temporarily store equipment and waste.

6.17 Utility Companies (Electricity, Gas, Water, Telecommunications)

- The utility companies can be mobilised by any of the emergency services and will normally be co-ordinated by the Police in the first instance.
- They are able to control gas, water, telecommunications and electrical supplies.
- A request for 'power off', 'line closures' or 'service restoration' should be passed through the appropriate infrastructure control via emergency services control rooms. This control will confirm that the request has been carried out.
- Telecoms – Emergency Services and LAs have 24 hour access to the respective service provider by using the British Telecommunications (BT) National Emergency Linkline. In the event of an emergency these controls will mobilise the resources requested.
- Water companies are tightly regulated under the Water Act Security and Emergency Management Direction, which requires them to liaise with partners and to respond to emergencies.

6.18 Health Protection Agency (HPA)

- Provide public health support and advice to NHS organisations, particularly Primary Care Organisations and their Regional Directors of Public Health , and other agencies involved in responding or managing the incident at a local, regional and national level;
- Provide impartial and authoritative advice to health professionals, other agencies and the public in monitoring long term effects of an incident;
- Support the management of incidents and support the co-ordination of the NHS response through attendance at control centres, SCGs, Silver etc;
- The HPA local and regional teams will act as the gateway to specialist health advice at local, regional and national levels
- Provide specialist input to incident management teams including Science and Technical Advice Cell (STAC) if called;
- Provide public health advice and support to PCT's in monitoring the long-term health effects of an incident.

6.19 Site / Building Owner

- Responsible in most cases for meeting the costs of site clearance.
- Expected to work in close conjunction with and, wherever appropriate, under the direction of the responsible LA, to facilitate the clear up and recovery process.
- Provide the Environment Agency with details of the history of the building (presence of oil, gas, chemicals, asbestos etc).
- Liaise with insurers and loss adjusters.
- Commission contractors to carry out work.
- Be responsible for maintaining site security after responsibility has been relinquished by the Police and the LA.
- Be responsible for establishing that the building is safe for re-occupation by obtaining verification from the leading authority.
- Maintain a communication strategy to inform employees and key stakeholders of developing information.

6.20 Science and Technical Advice Cell (STAC)

- Provide a Single Point of Scientific Advice (SPOSA) to the Gold Commander and other members of the SCG on the scientific, technical, environmental and public health consequences of the incident. (Once a STAC is requested by the Gold Commander it should assimilate and supersede any other groups providing scientific, technical, environmental and public health advice, and become the Single Point of Scientific Advice to the Gold Commander).
- Monitor and corral the responding science and technical community to deliver Gold's high-level objectives.
- Agree any divergence from agreed arrangements for providing science and technical input.
- Pool available information and arrive, as far as possible, at a common view on the scientific and technical merits of different courses of action.
- Provide a common brief to the technical lead from each agency represented in the cell on the extent of the evidence base available, and how the situation might develop, what this means, and the likely effects of various mitigation strategies.
- Agree with the Gold Commander the advice to be given to the public on the health aspects of the incident and advice on actions to protect the public, including the consequences of any evacuation or containment policies.
- Provide clarification on advice provided to the SCG, to a single, nominated, point of contact within a multi-agency Silver Command.

7. KEY PHASES OF SITE CLEARANCE

The need to undertake site clearance can arise at all stages of an incident. In the early stages this is most likely to be required to facilitate search and rescue activity. In the later phases the prime focus is facilitation of recovery and restoration. The diagram below outlines the flow of phases.

<p>EMERGENCY RESPONSE</p>	<ul style="list-style-type: none"> • Each partner fulfils their roles and responsibilities as outlined in the Civil Contingencies Act 2004. • Police establish cordons. • Fire and Rescue undertake search and rescue operation. • NEAS provides focus for medical resources. • LA to play lead role on assessing structural stability and coordinates procurement of equipment / contractors.
<p>SITE PRESERVATION (INVESTIGATION)</p>	<ul style="list-style-type: none"> • Site is protected by being made secure (Police and LA liaison). • Site Clearance, if declared a crime scene, will focus around: - <ul style="list-style-type: none"> (i) Deceased (ii) Evidence Under specific Police guidance <ul style="list-style-type: none"> • All agencies carry out their particular investigations • Evidence (photographs, videos, plotters) is taken of the site. • Sifting of the site (for body parts / sensitive items) may have to be carried out. • Debris may be moved to a safe holding area where examination of debris can be carried out.
<p>SITE STABILISATION</p>	<ul style="list-style-type: none"> • Lead responsibility is usually passed to the LA from the emergency services – only when all evidence and deceased recovered. • Close working with the Strategic and Tactical Recovery Groups occurs at this stage. • A progressive reduction in the size of the cordon should be a high planning priority. • Building / Site owners are allowed back into sites/buildings to salvage.
<p>BULK DEBRIS & CLEARANCE</p>	<ul style="list-style-type: none"> • Once investigations are complete clearance can commence. HOWEVER site clearance may be directed by police in relation to recovery of all site, and all aspects of site i.e. debris, deceased, evidence etc • Site is no longer classed as a crime scene. • Most construction, excavation and demolition is carried out in this phase. • Close working relations between site clearance sub groups and recovery sub groups is highly important.

APPENDICES

APPENDIX 1 POLICY STATEMENT ON PLAN VALIDATION

For the plan to be valid, it must be accepted as the stated policy for the organisations included. For this to happen, the key players in each organisation must have an awareness of the plan. This is achieved by their consultation in the plan and sign-off.

The publication of the plan will be raised in the Local Resilience Forum. Key players will also raise awareness of the plan within their own organisation by the appropriate methods.

The plan is to be considered in any appropriate training and exercises identified from the Community Risk Register. The plan will also be considered in each organisation's internal training schedules.

The Cleveland Emergency Planning Unit (CEPU) will coordinate any revision of the plan, which may be a result of lessons identified from experience of emergencies or lessons learned from exercises. Members of the Cleveland Site Clearance Group, representing organisations within the plan, will contact CEPU with any revisions of the plan, which may be a result of restructuring and other changes in organisations, their procedures and technical systems identified in the plan or changes in key personnel.

Once the plan is amended with any revisions, CEPU will issue the plan as soon as practicable.

APPENDIX 2 POSSIBLE MEMBERSHIP FOR SITE CLEARANCE GROUP

Local Authority

- Chief Executive
- Relevant Service Directors
- Borough Coordination Officer whilst the Emergency Centre is still operational

Housing Associations as relevant

Cleveland Police

- SIO
- SIM
- SERM

Cleveland Fire Brigade

NHS

- Primary Care Trust (to represent NHS at strategic level)
- North East Ambulance Service
- Health Protection Agency

Relevant Government Departments / Agencies

- Environment Agency
- Government Decontamination Service
- Food Standards Agency
- Department for Communities and Local Government Resilience Team North
- Health and Safety Executive
- DEFRA
- Civil Contingencies Secretariat
- Department for Transport
- Highways Agency

Utility Companies

- CE Electric
- Northern Gas distributors / United Utilities
- Northumbrian Water
- British Telecom

Representatives of the Voluntary Organisations

- WRVS
- St. John Ambulance
- British Red Cross Society
- RSPCA

Commercial interests

- COMAH site Operators
- Pipeline Operators

Transport

- Network Rail
- Arriva / Stagecoach

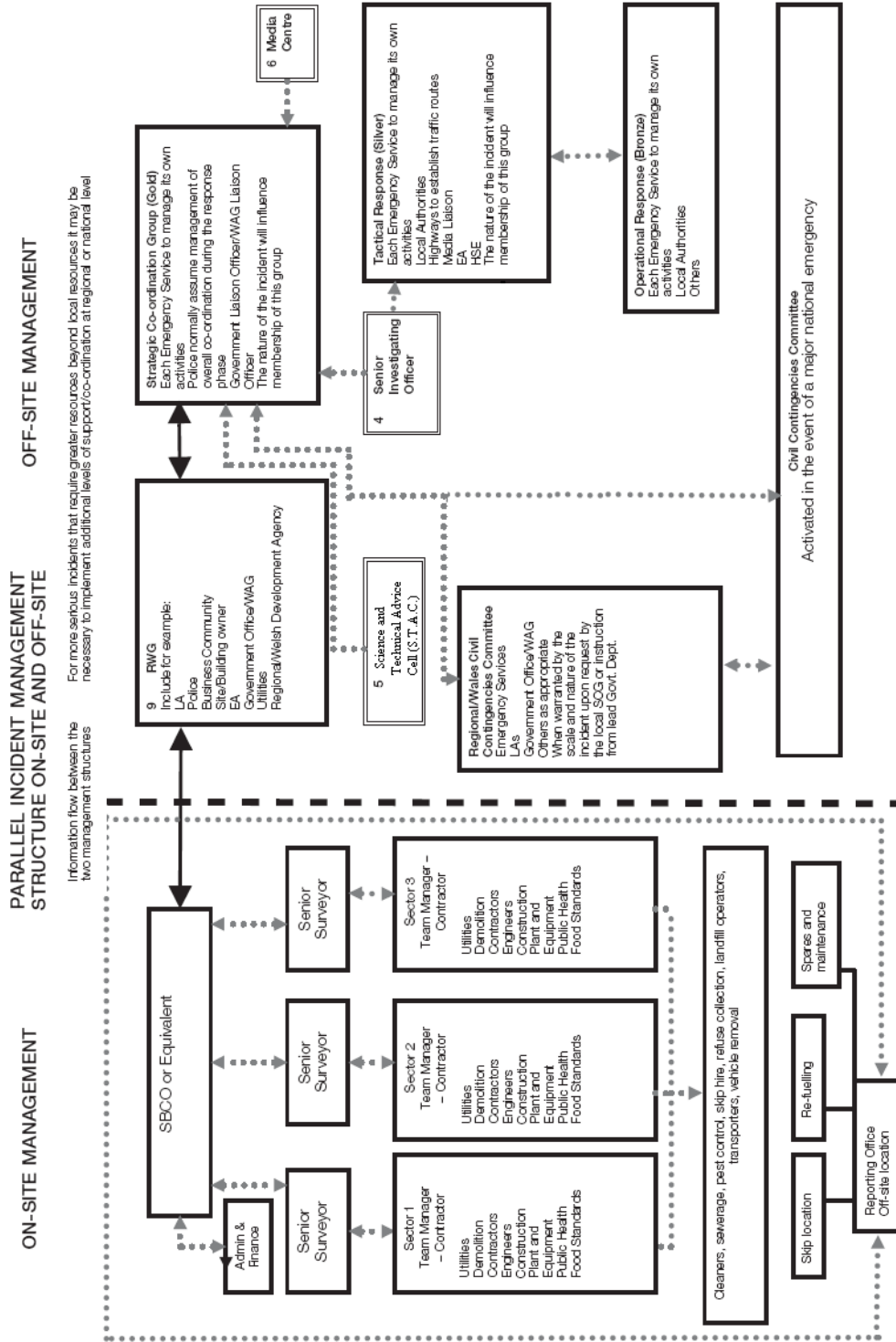
Others

- Site owners and insurers.

APPENDIX 3

INCIDENT MANAGEMENT STRUCTURE

Incident Management Structure



APPENDIX 4 BELLWIN SCHEME EMERGENCY FINANCIAL

The Bellwin Scheme is a financial support mechanism provided by Central Government through the Department of Communities and Local Government to LAs to assist with expenditure incurred in dealing with natural and other disasters. It provides one of the key resource bases to prevent incidents placing undue and unpredictable burdens on local taxpayers (ODPM 2004).

The 1989 Local Government and Housing Act defines the terms under which Communities and Local Government are prepared to make emergency financial assistance available to LAs.

The Scheme is brought into operation when an emergency or disaster involving destruction of or danger to life or property occurs and one or more local authorities incur expenditure in connection with taking immediate action to safeguard life or property or to prevent suffering or severe inconvenience in their area or among its inhabitants.

Costs, which are the responsibility of one local authority, cannot be claimed by another to take advantage of a lower Bellwin threshold.

There is no automatic entitlement to a grant, Ministers decide on an individual case basis.

There is a limit set whereby LAs are required to have spent 0.2 per cent of their calculated annual budget on works. The grant is normally paid at a rate of 85 per cent of eligible expenditure above the threshold. The threshold applies to the whole financial year not to each incident within the financial year.

All eligible incidents should be reported in writing within one month even if spending is not likely to exceed the threshold. This is to ensure that in the event of a further incident earlier spending will be taken into consideration in calculating the threshold for the grant.

Full guidance to the scheme and details of thresholds can be found at <http://www.local.communities.gov.uk/finance/bellwin.HTM>

APPENDIX 5 SERVICES

The list below is by no means exhaustive.

Hazardous Landfill Sites (Cleveland):

Name: Port Clarence Landfill (can take a wide range of wastes)

Company: Augean North

Location:

Port Clarence Landfill,
Huntsmen Drive,
Stockton-on-Tees.
TS2 1NE

Name: Teesport No. 3 Landfill (can take a wide range of wastes)

Company: Impetus Waste Management

Location:

Teesport,
Grangetown,
Middlesbrough.
TS6 6UG

Demolition & waste removal:

Company: Tyne Tees Demolition LTD (licensed Asbestos removers, and also undertake demolition and salvage work)

Location:

Beaumont Way,
Aycliffe Industrial Est,
Newton Aycliffe.
DL5 6SN

Contact Number: 01325 308080 or 01325 788352

Company: J MacMaster Demolition LTD (licensed Asbestos removers, and also have past experience of working within the chemical industry)

Location:

31 Arthur Street,
Redcar,
TS10 1BW

Contact Number: 01642 463772 or 01642 915701

Company: C.L. Prosser & Co LTD (provides demolition work, skip hire, recycling and some hazardous waste disposal)

Location:

Normanby Wharf,
Dockside Road,
Middlesbrough,
Cleveland.
TS3 8AT

Contact Number: 01642 241166 or 01642 909831

Company: Longhill Environmental LTD (wide range of waste removal, have mobile technical teams that can identify chemicals and arrange appropriate containers needed).

Location:

Hartlepool Innovation Centre,
Venture Court,
Queens Meadow Business Park,
Hartlepool.
TS25 5TG

Contact Number: 01429 239595

Fencing Contractors:

Company: Peart Fencing Contracts.

Location:

Baltic Works,
Baltic Street,
Hartlepool.
TS25 1PW

Contact Number: 01429 598021

Company: Brian Noble Fencing

Location:

South View Farm,
Great Busby,
Middlesbrough.
TS9 7AX

Contact Number: 01642 680981

APPENDIX 6 ESTABLISHMENT OF TEMPORARY SITE FOR STORAGE, FORENSIC INVESTIGATION AND SORTING

Local Environment Agency representatives must be consulted on the suitability of temporary sites for this purpose. Environmental issues to be considered during the identification and use of temporary sites include:

- Using, where possible a suitable licensed waste management site (in consultation with site owner);
- Where waste is contaminated with radioactivity, undertake an appropriate radiological assessment and use a site authorised under the Radioactive Substances Act 1993;

Where an authorised site is unavailable, the following issues should be considered:

- **Sensitive environmental receptors**

Select site away from sensitive environmental features, e.g. watercourses, groundwater source protection zones, conservation sites (e.g. Sites of Special Scientific Interest).

- **Buildings**

Where possible store waste inside covered buildings which incorporate aerial emission containment/ dust suppression.

- **Drainage**

Store waste on impermeable pavements with sealed drainage systems (to trap surface water and firefighting run-off) and monitoring points.

- **Segregate wastes**

To reduce fire risk and make it easier to sort waste for future transfer.

- **Vehicles**

Any vehicles used to transport waste must be leak proof. Separate requirements for transport of radioactively contaminated material are needed.

- **Flooding**

Choose sites away from floodplain.

- **Records**

Records of waste in/out of the site need to be maintained.

Other key considerations include:

- **Capacity**

A balance needs to be struck between the level of assessed hazard and volume of rubble or other debris for which temporary capacity may be required.

- **Security**

On the assumption that a 24/7 security presence will be required suitable domestic arrangements will be required to support this i.e. staff rest areas, toilets/showers. A building of modular construction will suit this purpose.

- **Access**

Whether the site is accessible by a variety of transport modes:

- Road

class of road access e.g. trunk road etc and risk of flooding that could prevent access to the site.

- Rail

distance from nearest railway station, whether station has freight handling facilities and access, and distance and location of nearest bulk railhead.

- River/Canal

whether site is accessible by navigable waterway, availability of suitable vessels to transport rubble/debris by water, and whether operational wharf is located or could be constructed at the site.

- Air

whether there is a hard core base helicopter pad at the site or suitable area for one to be constructed (if considered essential).

- **Designated forensic/sorting area**

Consideration should be given to inclusion of facilities for such tasks as:

- sorting and examination of large items, e.g. steel girders

- searching and sifting of larger debris/rubble

- searching and sifting of smaller debris/rubble.

As a consequence of recovery there will be a need to establish areas where items can be processed (examined and recorded) and stored, either temporarily or for the longer term pending the outcomes of investigation or identification processes.

- **Materials Recycling Facility**

This structure could provide a covered zone sheltered from the elements and with controlled access.

- **Examination and storage buildings**

These could be modular in construction, with discrete areas for the following processes:

- Pathologist/forensic archaeologist/Disaster Victim Identification (DVI) examination;

- Cold storage (i.e. refrigerated lorry) for body parts;

- Forensic examination and photography;

- Forensic and DVI administration;

- Forensic and property storage; and

- Drying area for wet exhibits.

- **Rest, briefing and decontamination buildings**

Again these could be of a modular construction close to but separate from other buildings with a 'dirty side' rest area divided by a decontamination area on the other side of which should be a clean rest area with briefing facilities.

- **Equipment required in recovery areas**

Including:

- Large items – Heavy lifting/moving/cutting plant to manipulate items for examination and storage
- Larger debris/rubble – A heavy duty conveyer belt system with grader facility for finer debris. Two JCBs to load conveyer and move out, debris of no significance
- Smaller debris/rubble – Conveyer belt examination system and sifting machines.

- **Storage area**

Ideally consisting of 'dexion' type racking on which plastic forensic storage boxes could be stored and a forklift truck to assist in transit of items on site.

- **Establishment of pre and post-incident ground and other conditions**

Before, during and after completion of site activity, ground and aerial photographs should be taken, important features such as structures, fences, and landscaping should be noted. Representative soil samples should be taken as well as water samples from existing wells, streams etc. The site should be checked for volatile organic compounds. Consideration should also be given to the possible need to install a form of protective barrier on the site surface for environmental and/or health and safety reasons.

APPENDIX 7 PRIORITIES REGARDING MULTIPLE SITE CONTAMINATION

While the GDS can advise on the decontamination of sites / materials, it may not be possible to initiate action on multiple sites simultaneously. The following allows some considerations when determining priority for multiple site contamination.

1. Evidence of high and immediate risk to the public?
 - High measurements of contaminants at venue. High measurements of contaminants at other, linked, venues.
2. Can access to the venue / item / area be easily restricted?
 - Hotel rooms / public toilets etc. which can be easily locked / cordoned off.
3. What do we know about the contamination and how would the public be exposed?
 - Is the contamination fixed/mobile (i.e. can it be easily spread around). Level of contamination. Extent and pattern of contamination. How likely are people to be exposed? What kind of area is the contamination in? Are vulnerable groups likely to be exposed?

It should be noted that, as new sites are identified, it may be necessary to review priorities on existing sites depending on the circumstances.

Further guidance can be found in “The Decontamination of buildings and infrastructure exposed to Chemical, Biological, Radioactive and Nuclear (CBRN) substances or materials,” published by the Cabinet Office.

APPENDIX 8 CONTACT DETAILS

Cleveland Fire Brigade:

Headquarters Switchboard: 01429 872311
Headquarters Fax/phone: 01429 871502

Cleveland Police:

Headquarters: 01642 326326

DEFRA:

North East Switchboard (9-5): 0191 2013300
Animal Health (North East): 01912295400

Environment Agency (EA):

General Enquiries Line: 08708506506
Freephone Hotline- Priority Line: 0800807060 (best for emergencies)

Government Decontamination Service (GDS):

Office Business: 08458503513
Private 24 Hours: 020727208960

More contacts can be found in the Cleveland Emergency Planning Unit duty officer's phone book.