

REPORT TO: Policy and Resource Committee - 23 March 2009

REPORT ON: Hazardous Materials Emergency Plan - 2009

REPORT BY: Depute Chief Executive (Support Services)

REPORT NO: 187 - 2009

1.0 PURPOSE OF REPORT

1.0 The purpose of this report is to introduce members to the Dundee City Council Hazardous Materials Emergency Plan.

2.0 RECOMMENDATIONS

2.1 The Policy and Resources Committee is asked to note the contents of this report.

3.0 FINANCIAL IMPLICATIONS

3.1 Dundee City Council retains the services of a specialist company to assist with responding to hazardous material incidents. Braemar Howells Ltd has earned a worldwide reputation for the quality and effectiveness of their response to environmental tasks. The retention cost of £1000 per annum is a small fraction of the initial and ongoing costs associated with providing this service internally.

4.0 MAIN TEXT

4.1 Background

The Civil Contingencies Act 2004 (the Act) established a new legislative framework for civil protection across the UK. The Contingency Planning (Scotland) Regulations 2005 describe how the provisions of the UK Act are to be implemented in Scotland. This legislation imposed new duties on public sector and other relevant organisations to ensure that effective arrangements are in place both for dealing with emergencies and for the delivery of services in the event of disruption.

4.2 Civil contingencies planning in Scotland is based on the concept of resilience, underpinned by integrated emergency management. Resilience is defined as the ability “at every relevant level to detect, prevent and, if necessary, to handle and recover from disruptive challenges”.

4.3 Integrated Emergency Management (IEM)

Integrated emergency management (IEM) is about preparing flexible and adaptable arrangements to ensure effective management of a multi-agency response to any crisis, whether it is an emergency as defined in legislation or any other disruptive event which affects our communities.

4.4 All Council emergency plans are being developed following the principles of IEM. The focus is on the effects of an incident rather than the cause and preparation, planning, response and recovery is undertaken as an extension of normal day to day activities by all departments and services.

4.5 The Emergency Planning Officer has developed and introduced a generic emergency response and recovery plan which provides a framework to allow Dundee City Council to respond effectively to any major civil emergency or any lesser incident requiring a multi agency response.

4.6 Whilst the generic plan provides the framework for initial response and recovery, additions in the form of specialist plans are required to deal with specific hazards or areas that require specialist attention.

4.7 Hazardous Material Emergency Plan

Hazardous materials can be described as oils, chemicals, biological or radiological materials released into the environment from naturally occurring events, maritime incidents, industrial accidents, road traffic accidents, terrorism or illegal dumping of hazardous materials.

4.8 It is essential that we have a well thought out and familiar plan which provides the guidance and information necessary for Dundee City Council staff and supporting agencies to respond quickly and efficiently to the needs of our communities and the natural and built environment when faced with the threat of contamination from the accidental or deliberate release of hazardous materials.

4.9 The plan will be tested to ensure that it is fit for purpose through a series of training sessions directed at staff who have a role and responsibilities within the plan.

5.0 POLICY IMPLICATIONS

5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major implications.

6.0 CONSULTATIONS

6.1 The Chief Executive, the Depute Chief Executive (Finance), The Director of Leisure and Communities, The Head of Finance, The Head of Waste Management and the Head of Environmental Health and Trading Standards were consulted in connection with this report.

7.0 BACKGROUND PAPERS

7.1 None.

PATRICIA MCILQUHAM
DEPUTE CHIEF EXECUTIVE (SUPPORT SERVICES)
Date: 26 February 2009

HAZARDOUS MATERIALS

EMERGENCY RESPONSE/RECOVERY PLAN

1. INTRODUCTION.....	4
Scope and Intent	4
Objectives	5
2. RESPONSE PROCEDURES	5
General.....	5
Emergency Notifications	5
Emergency Services.....	5
Dundee City Council Emergency Planning.....	6
Dundee City Council Emergency Co-ordination.....	6
Braemar Howells Ltd.....	6
3. RECOVERY	7
4. POST INCIDENT REPORTING.....	7
ANNEX A - KEY CONTACTS	8
BRAEMAR HOWELLS CALL OUT PROCEDURE FOR POLLUTION INCIDENTS	9

1. INTRODUCTION

Scope and Intent

1.1 This Hazardous Materials Emergency Response/Recovery Plan is designed to guide the Council response to and recovery from spills or discovery of oil or other hazardous materials (Hazmat) within the Dundee City Council boundaries. This includes the discovery, identification, notification, evaluation, and initiation of immediate and appropriate on-scene action for incidents including, but not limited to the release of hazardous materials resulting from naturally occurring events, maritime incidents, industrial accidents, road traffic accidents, terrorism or illegal dumping of hazardous materials.

1.2 It has been prepared on the basis that the Waste Management Department and Environmental Health and Trading Standards take the lead in the event of a pollution incident in accordance with the Dundee City Council Generic Emergency Plan.

1.3 Dundee City Council retains the services of a specialist company to assist with responding to such incidents. Braemar Howells Ltd has earned a worldwide reputation for the quality and effectiveness of their response to environmental tasks. They will be called out and operate in accordance with their standard operating procedures. A summary of Braemar Howells Ltd pollution response procedures is enclosed.

1.4 Terrorist related incidents involving hazardous materials are referred to as CBRN (Chemical, Biological, Radiological and Nuclear) incidents. The Tayside Strategic Co-ordinating Group CBRN Plan will be invoked when dealing with incidents of this nature. Dundee City Council will take their lead from Tayside Police and Tayside Fire and Rescue and this plan will be adapted to the circumstances.

1.5 Braemar Howells Ltd are members of the National CBRN Working Group and have technical specialists who can also assist with and advise on CBRN incidents as part of the emergency services response or as part of Dundee City Councils Site Clearance strategy.

1.6 This plan can also be used for pollution incidents where the public are not in immediate danger and the scale of the incident does not necessarily require a response by the emergency services. Incidents of this nature are to be referred to the key contacts listed at **Annex A** during working hours and the Council Emergency Contact procedure is to be used during silent hours. Where the scale of the incident and impact on the general public is unknown, dial 999 and initiate the emergency callout arrangements.

Objectives

1.7 Dundee City Council objectives for response to Hazmat emergencies are to:

- Protect the safety and health of the public.
- Protect the safety and health of Council employees.
- Protect natural resources and the environment from the impact of hazardous materials.
- Ensure that the most technically qualified personnel are available to assist the Incident Commander.

2. RESPONSE PROCEDURES

General

2.1 This plan is to be used in conjunction with the following supporting plans and procedures where necessary:

- Tayside Strategic Co-ordinating Group (SCG) Manual Section 4 - Emergency Response Arrangements.
- Dundee City Council Generic Emergency Plan.
- Tayside SCG Site Clearance Plan.
- Tayside SCG CBRN Plan.
- Tay Area Oil Pollution Plan.
- Braemar Howells Ltd Operating Procedures.

Emergency Notifications

2.2 The Police are normally the first to receive information of an emergency and alert other services using the appropriate call out procedures. However notification may also come from one of the other emergency services or another source.

Emergency Services

2.3 The Tayside Strategic Co-ordinating Group and in particular the Emergency Services follow well rehearsed procedures for responding to a major incident and will call on the resources of Dundee City Council when necessary and appropriate in accordance with current plans.

2.4 Tayside Fire and Rescue are skilled, trained and equipped to respond to Hazmat incidents to protect people and the natural and built environment. After the incident has been made safe or declared unsafe to enter, Tayside Fire and Rescue will work in partnership with Dundee City Council and specialist contractors to ensure that hazardous materials are no longer a threat to local communities and/or the natural and built environment.

Dundee City Council Emergency Planning

2.5 If a call is received that there has been a Hazmat incident, the Emergency Planning Officer will take the following action:

- Start an incident log.
- Find out all available information on the incident from Tayside Fire and Rescue Control Room.
- Co-ordinate immediate assistance as requested by the emergency services.
- Call out Braemar Howells Incident Response Team. **08700 73 77 66 73**
- If necessary, call out the Council Emergency Co-ordination Team in accordance with the Dundee City Council Generic Emergency Plan.
- Advise the Emergency Co-ordination Team throughout the incident.
- Prepare the Post Incident Report for the incident. This report will include as a minimum:
 - A written statement of the incident summarising the spill/release, actions taken and recommended future monitoring (if needed).
 - All Hazardous Materials Initial Incident Report forms.
 - All contract documents that may have been required to help contain the spill/release and/or cleanup and removal of the hazardous material.
 - Maps, sketches, or photographs of the incident.
 - All hazardous waste manifests.
 - All other documents pertinent to justifying actions taken at the site.

Dundee City Council Emergency Co-ordination

2.6 The Dundee City Council initial response to any Hazmat incident will be managed in accordance with Tactical Environmental Response/Recovery Team responsibilities as detailed in the Council Generic Emergency Plan.

Braemar Howells Ltd

2.7 Braemar Howells Ltd will deploy an appropriate Incident Response Team to the incident location in accordance with their current operating procedures and formal agreement with Dundee City Council.

2.8 They will carry out containment, clean up and removal of contamination and contaminated waste material duties as directed by Dundee City Council.

2.9 During the Site Clearance phase Braemar Howells Ltd Strategic and/or Tactical level management will operate from the Dundee City Council Emergency Centre. The level of command required will be dependant on the scale of the incident.

3. RECOVERY

3.1 Dundee City Council will take the lead role with the cleanup operation and removal/disposal of all hazardous materials in accordance with established Recovery arrangements. They will form a Site Clearance Group and work with Braemar Howells Ltd and other partners to complete necessary site cleanup and disposal.

4. POST INCIDENT REPORTING

4.1 Reports can and will be used as legal documents in court cases involving hazardous materials. They **MUST** be precise.

ANNEX A - KEY CONTACTS

Emergency Planning Officer:

John Handling

Tel: 01382 434264

Mob: 07951380174

Leisure and Communities

Gary Robertson

Tel: 01382 307466

Waste Management

Kenny Kerr

Tel: 01382 432788

**Environmental Health and
Trading Standards**

Frank Feechan

Tel: 01382 436221

Braemar Howells

Gary Thomson

Mob: 07734216934

24 Hour Response: 08700 73 77 66 73



BRAEMAR HOWELLS

BRAEMAR HOWELLS CALL OUT PROCEDURE FOR POLLUTION INCIDENTS

