

## GWENT POLICE

### MAJOR INCIDENT PREPAREDNESS POLICY



#### SUMMARY

**'STAFF ARE REMINDED THAT THIS SUMMARY IS STRICTLY AN OVERVIEW OF THE KEY ELEMENTS OF THE DOCUMENT AND FOR A MORE COMPREHENSIVE EXPLANATION THE WHOLE OF THE DOCUMENT SHOULD BE READ'**

The policy of Gwent Police is to ensure that arrangements are in place in order that the Force is able to efficiently and effectively respond to major incidents within the Force Area, or where it is required to provide assistance in such situations to other Police Forces.

Gwent Police will follow National Policy in the way it prepares for Major Incidents, including Cabinet Office Guidance 'Emergency Preparedness', 'Emergency Response & Recovery' and the ACPO [\(2009\)](#) Emergency Procedures Manual.

The procedure guidance to this policy will cover the internal arrangements and processes for ensuring our preparedness for dealing with Major Incidents and can be found on the Force intranet policies site.

In conjunction with our procedure there are agreed levels of service between Gwent Police and other category one responders in an emergency situation. These are set out in the Gwent Major Emergency [Response](#) Arrangements (GMERA) document. This is a joint agency document available from the Emergency Planning department (and maintained jointly by the members of the Gwent Local Resilience Forum). This document supports our ability to meet those agreed arrangements.

[Click here for the above documents.](#)

[http://intranet/support/uniform\\_ops/osd/eplanning](http://intranet/support/uniform_ops/osd/eplanning)

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE.**

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## **1.0 Policy Identification Page**

This policy has been drafted in accordance with the principles of Human Rights Legislation. Public disclosure is approved

**Policy Title: Major Incident Policy**

**Reference: 315/1 a issue [2](#)**

**Underlying Document: Major Incident Plan**

**Policy Ownership: Superintendent Operational Support**

**Portfolio/Business Area Owner: Chief Officer Operational Support**

**Policy Written By: Emergency Planning Department**

**Department Responsible: Emergency Planning Department**

**Policy Lead: Emergency Planning Department**

**Links to other Policies/Procedures: Major Incident Procedure, Business Continuity Policy and Procedure, Critical Incident Policy Business, Event Planning, Information Security, Data Protection, Health and Safety, Press and Public Relations, Race Equality Scheme, Freedom of Information, Independent Advisory Group, Critical Incidents, Inclement weather, Part Time Working / Job sharing, Working away from police premises, Sickness Management, Fairness at Work, Personal Safety Training, Firearms, Operation Orders, Road Death Investigation, Missing Persons, Security Alert States, Sudden Deaths, NIM Policy, Crime recording, Osman Warnings, Airwaves Policy.**

**Policy Implementation Date: 18<sup>th</sup> December 2007 Major Incident Preparedness Group. [Reviewed May 6<sup>th</sup> 2010](#)**

**Policy Review Date: 2 years from date of implementation**

## 2.0 Policy Statement & Intentions

### 2.1 Principle & Scope of Policy

The principle of this policy is to ensure we are prepared to effectively and efficiently deal with major incidents. The scope of the document relates to incidents that fall within the definition of an “emergency” or a “major incident” (see sec3.4)

### 2.2 Aims of Policy

The aim of this policy is to provide a structure on which the Force can plan its response should a major incident occur within the Force area, or should the Force be asked to provide assistance to another Force in the event of a major incident elsewhere. It is important to note that this policy describes the *preparation for a major incident*, *not* how to deal with an incident after it has occurred.

## 3.0 Introduction

### 3.1 Origins/Background Information

Gwent Police have a legal requirement to undertake specific roles and functions in the event of a major incident, many involving or in conjunction with other agencies.

To ensure the Force meets these requirements a clear Force structure of major incident response, in line with national guidance, must be in place with plans and operating procedures drafted so all staff have guidance on their role in such an incident

Such procedures link existing national guidance and outline clear accountability for roles and responsibilities and provide the basis for planning to manage and respond to a major incident.

### 3.2 Motivators/Driving Forces

To ensure that Gwent Police can fulfil its duties and meet its legal requirements effectively and efficiently in the event of a major incident or emergency.

To ensure all staff, at whatever level, have an awareness of their role when responding to a major incident and provide a means to audit essential functions to ensure Force preparedness.

### **3.3 The Legal Basis and Legitimate Aims**

Compliance with The Civil Contingencies Act 2004 and associated guidance 'Emergency Response and Recovery' and 'Emergency Preparedness'  
ACPO Emergency Procedures  
Police Act 1996 - Efficient and Effective Police Force  
Human Rights Act - Right to Life Article 2  
Health and Safety Act

### **3.4 Definitions**

**Wherever the term 'major incident' or 'emergency' are used within this policy, they should be regarded as having the following meanings;**

#### **Definition of a Major Incident**

"A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- (a) the initial treatment, rescue and transport of a large number of casualties;
- (b) the involvement either directly or indirectly of large numbers of people;
- (c) the handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- (d) the need for the large scale combined resources of two or more of the emergency services;
- (e) the mobilization and organization of the emergency services and supporting organizations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people."

#### **Definition of an Emergency**

The Civil Contingencies Act 2004 defines an Emergency as "an event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK"

The definition is concerned with consequences, rather than with cause or source. Therefore, an emergency inside or outside the UK is covered by the definition, provided it has consequences inside the UK.

Whilst the phrases 'major incident' and 'emergency' have different definitions the terms are often used interchangeably, (a fact recognised in *Emergency Preparedness*, glossary page 220) and this policy can be applied equally to either.

## **4.0 Implications of the Policy**

### **4.1 Financial Implications**

The majority of resources that will be required by this policy and accompanying procedure are already in place. This policy and procedure seeks to formalise their structure and ensure they will be able to work together during a major incident.

Failure to adopt a policy and procedure that complied with current legislation will leave the organisation open to civil and criminal litigation.

### **4.2 Human Resources/Training**

Training of key staff is a requirement of the Civil Contingencies Act. Training is a standing agenda item on the force Major Incident Preparedness Meetings. Some training may be provided internally, and some specialist / more advanced training will be covered by outside agencies (e.g. Gold Command and senior level training, National Policing Improvement Agency MOMI Management of Major Incident training, and other arrangements as deemed necessary by the lead of each specialism. )

Additional strategies will be required to raise general awareness of the policy and procedure throughout the organisation.

[An NCALT training package is available to all members of staff in respect of Major Incident Procedures via the Force Intranet](#)

It is not envisaged that the implementation of the policy and procedure will require the employment of additional staff.

### **4.3 Strategic Plan Links**

The aim of this policy is to ensure public confidence and satisfaction in the event of a major incident in the way we deliver our service.,

### **4.4 Partnership Links**

The agreed levels of service between Gwent Police and other category one responders in an emergency situation are set out in the Gwent Major Emergency [Response](#) Arrangements (GMERA) document. This is a joint agency document available from the Emergency Planning department (and maintained jointly by

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the members of the Gwent Local Resilience Forum). This procedure supports our ability to meet those agreed arrangements.

### **4.5 Diversity**

In the application of this policy consideration must be given to the possible social impact of this policy on the community. An [equality](#) impact assessment is a requirement to ensure all issues are considered. This is also a requirement of the Gwent Police Race Equality Scheme. [Equality](#) impact assessments must be undertaken before and after the application of this policy.

Under the Race Relations (Amendment) Act 2000 Gwent Police is required to undertake proactive work to meet the General Duty of :

- Eliminating unlawful racial discrimination;
- Promoting equality of opportunity;
- Promoting good relations between people of different ethnic groups.

The General Duty is outlined in Section 71 (1) of the Act, and must be met **in its entirety**.

Monitoring must be undertaken to ensure that there is no adverse impact either positive or negative upon any one particular social group or individual. The results of monitoring must be analysed and be available for publication, and appropriate changes made.

All individuals using this policy must be aware of the potential impact that this procedure has on the individuals to whom it is applied. The following strands of diversity and their corresponding pieces of legislation must be considered when answering these questions.

- Welsh Language Act 1993
- Race – Race Relations Act 1976
- Race Relations Amendment Act 2001
- Disability - Disability Discrimination Act 2005
- Gender – Sex Discrimination Act 1975
- Equal Pay Act 1970
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2003

### **4.6 Consultation**

Police Authority  
Chief Officers

[Head of Service Area](#) and [D](#)epartmental Heads

Information Security Officer/Data Protection  
Superintendents Association  
Police Federation  
UNISON (Trade Union)  
Force Solicitor  
Freedom Of information Officer  
Gwent Police Women's Association  
Gwent Black Police Association  
Gwent Police Gay Support Network  
Gwent Disability Network

## **5.0 Human Rights Consideration Certification**

### **5.1 Auditing for potential interference and discrimination**

Q1. What articles of the Human Rights Act 1998 may be engaged?

Article 1, Article 3, Article 6, Article 8, Article 9, Article 10, Article 11, Article 14

Q2. Where individual rights are engaged what is the potential to discriminate against the parties involved?

Enquiries may be intrusive and there is always the potential to discriminate but if this policy is implemented in a proportionate manner it is unlikely that any infringement of the individuals rights will occur but:

" In the application of this policy the Force will not discriminate against any persons regardless of sex, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under article 14 of the European Convention on Human Rights ".

### **5.2 Key Human Rights Principles**

Q1. What is the legal basis for your policy?

Section 3.3. refers

Q2. Does the policy provide details of what could be considered as a legitimate aim for the potential interference with an individual's rights, through the exercising of this policy? Restrictions on the rights protected in articles 8 - 11 in the Human Rights Act will be compatible with the convention only if they are aimed at protecting one of the interests listed in articles 8(2), 9(2), 10(2) and 11(2) respectively. The interest protected are broadly the same and generally include:

1. National Security
2. Public Safety
3. The protection of health or morals

4. The prevention of disorder or crime; and the protection of the rights of others.  
**This policy aims to comply with the above principles.**

### **5.3 Rights, Publication, Audit and Inspection**

Q1. What rights to make representation and appeal process are available?

Anyone who feels that a member of Gwent Police staff has behaved incorrectly or unfairly has the right to make a complaint. Initial action should be taken in one of the following ways:

- Complaint to senior officer
- Visit a local Citizens' Advice Bureau.
- Contact a solicitor.
- Appeal to IPCC

Persons who wish to make representations regarding the operation of this policy should contact the Superintendent OSD.

Gwent Police staff who feel they have grounds for concern in relation to the implementation of this policy may:

- Pursue concerns through their line manager.
- Pursue a grievance formally through the Fairness At Work Procedure
- Seek advice from their staff association or trades union.

Q2. Apart from the Gwent Police Publication Scheme how is the policy made available to the public?

The policy is disclosable to the public. Where copies of this policy are requested they can be made available from the Superintendent OSD

Q3. What internal review and audit process is in place or is proposed?

This policy has been drafted in accordance with the principles and rights contained within the Human Rights Act 1998. It will be reviewed and continuously assessed in the light of any relevant changes and developments in the application of the Act.

Q4. What external independent scrutiny is recommended?

Independent scrutiny can be where required conducted by the Police Authority and Her Majesty's Inspector of Constabulary.

### **5.4 Certification of Compliance**

Consideration has been given to the compatibility of this policy with the Human Rights Act by the policy officer; with particular reference to the legal basis of its

precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

### **5.5 Legal Vetting**

**There are no issues in this policy under ECHR, which cannot be resolved. This policy has been vetted.**

### **6.0 Promotion and Distribution**

In order to highlight the existence of this policy to staff there will be the following :

- GO entry following ratification
- Publication on the Force Intranet and internet

### **7.0 Monitoring / Review**

The '**Major Incident Preparedness Group**' will be responsible for ongoing and interim monitoring and review of this procedure. This Group is chaired by the Chief Supt Ops Support and includes various senior roles throughout the service.

The principles of the Race Relations Amendment Act and Disability Discrimination Act must be adhered to in that any recognisable adverse impact should be identified and appropriate action taken.