

## Section B

### Incident Response Planning Issues

*Focus: Facility Managers- Property owners-Employers- IRT*

#### Foreword

**This module provides Strategic guidance to Incident Response Teams or duty holders in defending buildings and protecting occupants. The generic information is utilised in conjunction with site specific or business survival plans generally. The duty holder is shown how to plan and respond to risk and hazards, controls or mitigation from various disaster scenarios assessed from horizon scanning. Planning for defence and reaction is the theme and the syllabus covers both engineering controls and the development of IRT (*Incident Response Teams*). Although the focus is on terrorist CBR (*chemical biological radiological*) events, building defence and occupant safety, the general module will provide the delegate with risk reduction and mitigation information & techniques for disaster defence and preparedness.**

- 1) Health & safety Legislation**
  - a) Overview
  - b) H&SW 74 MHSW 99 CAWR2002
  - c) Specific responsibilities
  - d) Necessity
  
- 2) Responsibilities**
  - a) **Duty of care**
    - i) Tenants
    - ii) Employees
    - iii) Visitors
  
- 3) IRT Objectives**
  - a) Prevent or control hazards or damage
  - b) Reduce the risk
  - c) Control the event
  - d) Mitigate
  - e) Protect colleagues/occupants
  
- 4) Selecting IRT Teams**
  - a) **Awareness**
    - i) Important & Significant duties
    - ii) Specific role
  - b) **Physical condition**
    - i) medical
  - c) **Reliability & availability**
  - d) **Training**
    - i) **PPE**
      - (i) Types and limitations
      - (ii) Suitability
      - (iii) Don & Doffing
      - (iv) Personal decontamination
  
    - ii) **Equipment**
      - (i) Effective Use

- e) **Safety**
  - i) Personal
  - ii) Others
  
- 5) **Equipment Requirement**
  - a) Assessment
  - b) Type and suitability
    - i) PPE
    - ii) Air Filtration devices
    - iii) Blanking materials
    - iv) Sealing materials
    - v) Communication equipment
  - c) Effectiveness
  - d) Budget
  
- 6) **Dynamic Assessments**
  - a) Training and roll play
  - b) Shortfalls and remediation protocol
  - c) Rolling Risks
  - d) Updating plans and response issues
  - e) Communication
  - f) Education
  
- 7) **Strategic Planning**
  - a) Role identification
  - b) Task definition
  - c) Safety
  - d) Route to completion
  - e) Method
  
- 8) **Incident Response Team Actions**
  - a) **Security**
    - i) Need to Know only
    - ii) Internal event procedures
    - iii) External event procedures
    - iv) Unified approach
  
  - b) **Response**
    - i) Plan location
    - ii) Equipment location
    - iii) Accessibility issues
    - iv) Route
  - c) **Timing**
    - i) Speed
    - ii) Pear shape procedures
    - iii) Triage
  - d) **Duties**
    - i) Known and rehearsed
    - ii) Pear shape procedures
  
- 9) **Method Statements**
  - a) Task identification
    - i) Description & method
  - b) Training
  - c) Nominated persons

- d) Risk assessment undertaken
- e) Risks controlled or reduced

**f) Risk & Hazard assessments**

- i) Standard
- ii) Dynamic
- iii) Rolling

**g) COSHH awareness**

**h) Damage Inspection Techniques**

- i) Fire
- ii) Water
- iii) Smoke
- iv) CBR
- v) Support Issues

**10) Plan Parameters & Input**

- a) Test
- b) Audit
- c) Review
- d) Updates

**11) Terrorism CBR Specific**

- a) Generic or specific planning
- b) Number of plans required
- c) Storage and dissemination
- d) Activation and authority
- e) Speed & urgency
- f) Budget
- g) Test
- h) Audit
- i) Review

**12) Soft Engineering**

- a) **Centralised controls**
- b) **Access to controls**
- c) **Authority to activate**

**13) Assessment of Building controls**

- a) **Ventilation**
  - i) Ductwork
  - ii) AHU
  - iii) Temperature
  - iv) Controls
- b) **Stack effect**
- c) **Laminar & turbulent air flow**
- d) **Lifts & Control factors**
- e) **Building leakage**
  
- f) **Plan invocation**
  - i) accessibility

- ii) authority
- iii) override facility or possibility

**14) Controls**

- a) Zoning
  - i) Follow site specific plans
    - (i) Module G
  - ii) Improvisation

**15) Multi Tenancy Problems**

- a) Counter response
- b) Loss of component
- c) Invasion

**16) Communications**

- a) Warning Notification procedures
  - i) Covert
  - ii) Overt
- b) ACOL
- c) Loss of IT & Telephones
- d) Inter house

**17) Evacuation**

- a) Raising alarm
- b) Routes out
- c) Guidance & Assistance
- d) Primary assembly points
- e) Secondary assembly point
  - i) Reasoning
  - ii) No assembly
- f) Incident Response Team
  - i) Notification
  - ii) Assessments
  - iii) Actions
  - iv) Evacuation
- g) Secondary devices

**18) Movement to Evacuation**

- a) Safe movement procedures
- b) Controls
- c) Security issues
- d) Trespassers

**19) Resilience Planning**

- a) Storage and accessibility of resources
- b) Accessibility & condition
- c) Movement of stock to enclosure

**20) Shelter in place**

- a) Raising alarm
- b) Direction route
- c) Management & security

**21) Fire & Explosion events**

- a) Defence and mitigation
- b) Contamination assessment
- c) Hazards and risk

**22) Natural Disaster**

- i) Flooding
- ii) Prevention or Control
- iii) Risk management
- iv) Mitigating controls
- v) Health issues

**23) Asbestos**

**a) Typical problems**

- i) Fire & flood events
- ii) Explosion
- iii) Contractor actions
- iv) Awareness
  - (i) Legal requirements Reg 4 MAWR
  - (ii) Types of Survey
  - (iii) Limitations
  - (iv) Duties

**24) The disaster scene and delay**

- a) Consequences
- b) Primary damage
- c) Secondary damage
- d) Mitigation