

## **Module 4 Civil Contingencies Act Syllabus**

Written by Jeff Charlton 08700 789 999

**Please call for course dates and cost [tech@999team.org](mailto:tech@999team.org)**

### ***Focus: (LA) Emergency Planners***

#### **Forward**

The module is designed to assist the Local authority in discharging their obligations to inform the public under the CCA. The module focuses on the practical aspects of wide area and individual disaster scenarios from natural, usual disasters and specifically terrorist CBR events. The course moves from planning and mitigating controls through to recovery and contractor and contract management, clearance and event closure and can be used as a reference in Emergency planning and contractor guidance, control.

#### **1) Health & safety Legislation**

- a) Overview
- b) Specific responsibilities
- c) Specific Legislation
- d) Necessity

#### **2) Responsibilities with specific focus on Requirements & liability from CCA**

- a) Typical Responsibilities from
  - (1) CBR Accidental Release
  - (2) Flooding & Natural disasters
  - (3) Terrorist CBR or Explosive event
  - (4) Building Health Related SARS Avian Flu-Legionella
- b) CCA Requirements
  - i) Legal requirement to provide decontamination services
- c) Client expectations
- d) Insurance limitations & payments
- e) Liability issues Duty to provide (useful) information to public
- f) Contract & Contractors outline
- g) GDS & support
- h) Expectations of interested parties
- i) No insurance (low cost solutions)

#### **3) Police & Blue Light Issues**

- a) CCA Civil contingencies act
- b) Terrorist Act
- c) Increased authority
- d) Blue Light Response issues to
  - i) Internal single event
  - ii) Wide area (dirty bomb type) event
- e) Perimeter controls
  - i) Zone controls
  - ii) Movement restrictions
- f) Decontamination issues
  - i) Mass decontamination
  - ii) Personal decontamination
  - iii) Travel to decontamination centre
  - iv) Belongings and keys, money
- g) Blue Light Manpower resources and deployment

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### **4) Your Current Business Continuity Plan**

- a) Catastrophic & Devastating event plans
- b) Networking capability
- c) Emergency Funding/resources
- d) Bi- party agreements
- e) Audit
- f) Testing

### **5) Scenario Planning**

- a) Internal events
- b) External wide area disasters
- c) Resources
- d) Mitigation
- e) Recovery
- f) Planning for Isolated Disasters
- g) Planning for Terrorism

### **6) Gold Silver Bronze Hierarchy**

- a) (Dependency failure points)
  - i) Limitations
  - ii) Location
  - iii) Multi dependency
  - iv) Reserves and shortages

### **7) Choice & use of contractors**

- a) Qualifying competence
  - i) Standard forms
- b) Suitability
- c) Compliance with legal obligations & responsibilities
- d) Transfer of responsibility issues
- e) Availability issues and contract terms
- f) Resources & availability
- g) Terms and Conditions
- h) Network partners
  - i) Special skills
  - ii) Labour
  - iii) Specific competence issues
- i) Escalation procedures
- j) Contact details
- k) Security clearance issues
- l) Data Protection Act
- m) Skill set availability
- n) Dependency elements
- o) Open market issues
- p) CCA and diversion of resources
  - i) Earmarked Labour
  - ii) Equipment
  - iii) Resources

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### **8) Incident Emergency Call out Protocol**

- a) Gathering information by (senior permanent competent employees)
  - i) Police
  - ii) Fire Service
  - iii) GDS
  - iv) Client
  - v) Obtaining Passes/Entry Permits
- b) Nominated Advice sources
- c) Risk & Hazard assessments
- d) Choice of PPE
- e) Establishing Decontamination procedure
- f) Medical support issues
- g) Buddy Buddy procedures
- h) Communication procedures
- i) Inspection
- j) Mitigating control assessments
- k) Triage assessments Pre Inspection details
- l) Report to client & develop plan

### **9) Contract Specifications**

- a) Confirmed information
- b) CDM
  - i) Designer
  - ii) Planning Supervisor
  - iii) Principle Contractor
- c) Management Tree
- d) Hazard & risk information
- e) Access routes to information
  - i) acceptance
- f) Attributable resources
- g) Desired or expected results
- h) Time line proposals
- i) Cost estimate or contract parameters
- j) Dispute resolution procedures
  - i) Fast track procedures

### **10) Day rate or Quotation**

- a) Pricing Schedules & variation orders
- b) Shortfalls and benefits
- c) Monitoring
- d) Value for money
- e) Contractor penalty and reward issues
- f) Stage payment criteria

### **11) Insurance and long tail liability issues**

- a) Contractor insurance limitations
- b) Building Insurance Issues & limitations
- c) Liability issues from contractors
- d) Liabilities of LA
- e) Civil & Criminal liabilities
- f) Negligence liabilities
- g) Long tail liability claims
- h) Uninsured loss (assessment & procedures)
- i) Pool Re issues
  - (i) Damage or contamination

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- (ii) Terrorist event classification
- (iii) All risks or some risks
- (iv) Clearance and inspection issues
  - 1. Buildings closed until clearance certification
- (v) Loss of revenue, rent

### **12) Contamination control, mitigation**

- a) Control procedures
  - i) Incident Response Teams
  - ii) Minimal equipment requirement
  - iii) Special training requirement
  - iv) Engineering controls
  - v) Security
  - vi) Education
  - vii) General employee awareness training
- b) Route In route out
- c) Initial leaving contractor decontamination procedure
- d) Positive & Negative Pressure use
- e) Building Air locks
- f) Flying heads
- g) Filter specification
- h) Zoning
- i) Sealing sections of buildings
- j) External Encapsulation
- k) Security

### **13) Triage & mitigation**

- a) Triage assessments
- b) Environmental engineering control factors
- c) Lock down of contamination
- d) Temporary safety controls

### **14) Removal techniques explained**

- a) Source removal
- b) Absorption
- c) Dilution
- d) Transformation
- e) Neutralisation
- f) Chemical
- g) Mechanical
- h) Electronic

### **15) Site management and inspection techniques**

- a) Identification of contamination
- b) Government agency responsibility
- c) Your responsibilities
- d) Control of contaminated area
- e) Cross contamination issues
- f) Site operation design & planning
- g) Dynamic Quality control
- h) Covert inspection techniques
- i) Overt inspection values
- j) Waste disposal
  - i) Protocol
  - ii) Certification

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- iii) Route plan
- iv) Emergency actions
- k) Site safety
- l) Perimeter safety and security
- m) Audit

### **15) Site Visit Safety**

- a) Prophylactic care
- b) PPE
  - i) Personal competence
  - ii) Escort Facility
- c) Site induction records
- d) Equipment certification
- e) Decontamination procedures
- f) Tool box talk
- g) Self assessments
- h) Record keeping
- i) Audit

### **16) Parameters for Decontamination**

- a) Temperature
- b) Humidity
- c) Time
- d) Concentration & Dilution
- e) Persistence of contaminate
- f) Hazard reduction level
- g) Time line

### **17) Clearance issues**

- i. Specific areas
- ii. Whole site
- iii. Sectional
- iv. External problems

### **18) Recontamination problems**

- a. Primary aerosols
- b. Secondary aerosols
- c. Secondary events
- d. Traffic & visitors
- e. Malicious act
- f. Resolution

### **19) Monitoring and clearance issues**

- a) Remote Recording of site conditions
- b) Protocol & Records
- c) Covert inspection
- d) Use of markers
- e) Acceptable levels
- f) Safe Levels
- g) Total clearance
  - i) Static clearance
  - ii) Disruptive clearance
  - iii) Intrusive inspection
  - iv) Non intrusive
- h) Public acceptance

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- i) Accountability
- j) Transfer of Responsibility issues

### **20) Hypothesis for clearance and safe re-entry**

- a) Prove no contamination is present
- b) Prove contamination is present
- c) Types of sampling
- d) Sampling regimes, pros –cons

### **21) Management of site employees**

- a) Technician Identification
- b) Medical certification
- c) Prophylactic care certification
- d) Competence certification
- e) Induction certification
- f) PPE Documentation
- g) Documents

### **22) Quality Control Protocols**

- a) Typical applications and necessity
  - i) Examples of failure
  - ii) List benefits
  - iii) Domino effect (explanation)
- b) Identification of Q/C parameters
  - i) Importance
  - ii) Significance
- c) Measurement techniques
- d) Accountability
- e) Monitoring and compilation of site records
  - i) Equipment certification
  - ii) Personnel documentation
  - iii) H&S legislative requirements
- f) Record keeping
- g) Audit records
- h) Proof

### **23) Contractor ALARM Points**

- a) Scope drift
- b) Falsification of results (awareness)
- c) Falsification of records and documentation
- d) Recording keeping issues
- e) Your Responsibilities ref documentation
- f) Liability issues
- g) Multiple contractor use
- h) Mixed Site personnel
- i) Self regulation
- j) Evidence gathering & record keeping

### **24) Site management and inspection techniques**

- a) Insurance issues, (payment Pool Re)
- b) Cross contamination issues
- c) Trace markers
- d) Remote recorders
- e) Final controls (completion closure)
- f) Scientific clearance

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### **25) Inspection & monitoring techniques**

- a) Final Clearance inspection parameters & Goal
- b) Quality control techniques
  - i) Dynamic assessments
  - ii) Third party confirmation
  - iii) Monitoring techniques
  - iv) Records
  - v) Audit

### **26) Sampling as QC Requirement**

- a) Sampling Frequency
- b) Recording environmental conditions
- c) Training for sampling role
- d) Sample types
  - i) Tape lifts
  - ii) Culture plates
  - iii) Aero –cassettes
  - iv) Bulk
  - v) Swab
  - vi) Wipes
  - vii) Zumer canistersDesorption tubes and IR MS
- e) Enhanced sampling approach
  - i) Acid, Base or solvent release
  - ii) Surfactant
  - iii) Extraction techniques
  - iv) Air movement

### **27) Waste Management Compliance**

- a) Legal requirements
- b) Site waste storage facility and clearance procedures
  - i) Collection responsibility
  - ii) Bagging
  - iii) Signage
  - iv) Record keeping
- c) Waste carriers licence
- d) Chain of Custody notes
- e) Government Notification requirements
- f) Identified waste disposal site
- g) Route Planning
- h) Transportation Criteria
  - i) Type of vehicle
  - ii) Training of driver for emergencies
  - iii) On board response equipment
  - iv) Vehicle Display boards
- i) Certification
- j) Records
- k) Audit procedures

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### **28) Work Completion**

- a) Total or sectional
- b) Independently and in Unison
  - i) Benefits and Shortfalls
- c) Third Party inspection
- d) Review of documentation
- e) Review of quality control procedures for compliance
- f) Independent Clearance
- g) Types of clearance criteria agreed prior to work commencement
  - i) 1<sup>st</sup> Clearance *Working Site*
  - ii) 2<sup>nd</sup> Clearance *Removal of Negative pressure*
  - iii) 3<sup>rd</sup> clearance *Removal of barriers containment*
  - iv) 4<sup>th</sup> clearance *Equipment removal or disposal*
  - v) 5<sup>th</sup> Final Clearance *Third Party Certification*

### **29) Disaster Recovery Planning**

- a) Components & Parameters of the DR Plan
  - i) Buildings
  - ii) Building services
  - iii) Business critical components
  - iv) Triage procedures
  - v) Restoration parameters
  - vi) IT & Communications
  - vii) Fire-Flood –water damage, explosion
  - viii) Supply Chain considerations
- b) Asbestos & COSHH regulated substances
  - i) Risk & Hazard Assessments
- c) Communications
  - (a) Cascade contacts
  - (b) Suppliers
- d) DR Team selection
- e) Invocation timing
- f) Insurance issues
  - i) Loss adjusters
  - ii) Loss assessors
  - iii) Increased cost of working
  - iv) Cover types
- g) Time line to pay out

### **30) Flood Events**

- a) Planning and defence issues (Property)
- b) Essential resources (loss & resourcefulness)
- c) Health & Safety issues
- d) Flood water hazards
- e) Removing contaminates and water
- f) Drying Buildings quickly
- g) Restoration techniques
- h) Measurement techniques
- i) Contractor Issues
- j) Insurance issues

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### **31) Fire & Explosion events**

- a) Defence and mitigation
- b) Hazards and risk
- c) Restoration
- d) Measurement
- e) Contractor issues
- f) Insurance issues
  - i) Planning for Natural Catastrophe
  - ii) Plan Testing objectives
  - iii) Management & upkeep

### **32) Business Continuity Planning**

- a) Parameters and legal responsibilities
- b) **Business Continuity Planning (Conventional)**
  - i) Critical analysis
  - ii) Core risks
  - iii) Supply Chain
  - iv) Five point BC plans
    - 1. Denial of access
    - 2. Loss of data
    - 3. Loss of skills
    - 4. Loss of function
    - 5. Loss of information

### **33) BCI Business Continuity Template**

#### **1. Programme Initiation and Management**

Establish the need for a Business Continuity Plan (BCP), including obtaining management support and organising and managing the programme to completion time and budget limits.

#### **2. Risk Evaluation and Control**

Determine the events and environmental surroundings that can adversely affect the organisation and its facilities with disruption as well as disaster, the damage such events can cause, and the controls needed to prevent or minimise the effects of potential loss. Provide cost-benefit analysis to justify investment in controls to mitigate risks, within agreed upon time and budget limits.

#### **3. Business Impact Analysis**

Identify the impacts resulting from disruptions and disaster scenarios that can affect the organisation and techniques that can be used to quantify and qualify such impacts. Establish critical functions, their recovery priorities, and inter-dependencies so that recovery time objective can be set.

#### **4. Developing Business Continuity Strategies**

Determine and guide the selection of alternative business recovery operating strategies for recovery of business and information technologies within the recovery time objective, while maintaining the organisation's critical functions.

#### **5. Emergency Response and Operations**

Develop and implement procedures for responding to and stabilising the situation following an incident or event, including establishing and managing an Emergency Operations Centre to be used as a command centre during the emergency.

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### **6. Developing and Implementing Business Continuity Plans**

Design, develop, and implement the Business Continuity Plan that provides recovery within the recovery time objective.

### **7. Awareness and Training Programs**

Prepare a program to create corporate awareness and enhance the skills required to develop, implement, maintain, and execute the Business Continuity Plan.

### **8. Maintaining and Exercising Business Continuity Plans**

Pre-plan and co-ordinate plan exercises, and evaluate and document plan exercise results. Develop processes to maintain the currency of continuity capabilities and the plan document in accordance with the organisation's strategic direction. Verify that the Plan will prove effective by comparison with a suitable standard, and report results in a clear and concise manner.

### **9. Public Relations and Crisis Communication**

Develop, co-ordinate, evaluate, and exercise plans to handle the media during crisis situations. Develop, co-ordinate, evaluate, and exercise plans to communicate with and, as appropriate, provide trauma counselling for employees and their families, key customers, critical suppliers, owners/stockholders, and corporate management during crisis. Ensure all stakeholders are kept informed on an as-needed basis.

### **10. Co-ordination with Public Authorities**

Establish applicable procedures and policies for co-ordinating response, continuity, and restoration activities with local authorities while ensuring compliance with applicable statutes or regulations.

### **34) Communication**

- a) Employees
- b) Clients
- c) Shareholders
- d) Press
- e) Suppliers
- f) **Hot Sites & Back ups**
  - i) Types of support
  - ii) Contracts
  - iii) Failure cause & effect
  - iv) Travel & location
  - v) Total support loss

### **35) The need for an Unconventional approach to Terrorism & CBR Planning**

- i) Planning for Reaction & Response
- ii) Planning Defence & Resilience
- iii) Foresight & Risk reduction
- iv) Mitigation & Control techniques

### **36) Terrorist CBR specific issues (*Opposite to Accepted principles*)**

- a) Supply Chain Issues
- b) Identifying high gearing risk to asset
- c) Reducing disaster potential by inspection & audit
- d) Plan Testing
- e) Reporting & modification

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### **37) Resilience**

- i) Government advice**
- ii) Blue light response**
- iii) Time lines**
- iv) Safe havens**
- v) Interdependencies**

### **38) Records & Audit**

- a) Template forms**
- b) Management systems**
- c) Procedures**
- d) Timelines and agreements**

### **39) Your Day in Court**

- a) Defending your actions**
- b) Proving your defence**