

departments and external partners who may be involved in an emergency. The EPU and / or Room 36 at Lime Tree House would be used for this purpose.



The Emergency Management Team (EMT) would be called out to provide strategic level decisions for the authority, supported by an Emergency Core Group (ECG), who would staff the EMC.

Should they be required, Emergency Rest Centres (ERCs) will be set up, providing shelter, registration, catering, sleeping accommodation and basic medical assistance.

Any necessary evacuations and the short and long-term recovery phases will be co-ordinated by the EMT supported by the EPU team.

The unit also works closely with Volunteer Organisations who can provide additional assistance with transport, communications, registration, catering, first aid, befriending and welfare.

## 5. Recovery

The Civil Contingencies Act places upon the authority a duty to assist the community in the short and long term recovery phase to enable it to return to normality. Arrangements are already in place to assist with this function.

If you require any further information or advice, please call:

24 hr Emergency - 01259 452000

Emergency Planning Officer - 01259 452537

Assistant Emergency Planning Officer - 01259 452546

EPU Fax: 01259 215694

email: [emergencyplanning@clacks.gov.uk](mailto:emergencyplanning@clacks.gov.uk)

[www.clacksweb.org.uk/council/emergencyplanning](http://www.clacksweb.org.uk/council/emergencyplanning)



*Flooding south of Alva*



PREPARING FOR EMERGENCIES

# Emergency Planning Unit



## The Role of the Emergency Planning Unit

The Emergency Planning Unit (EPU) is responsible for co-ordinating our response to any emergency that may require the mobilisation of Clackmannanshire Council's staff or resources. This must be done in the most effective and cost efficient way whilst allowing the council to carry out its normal functions.

## The Five Main Functions of the EPU

### 1. Risk Assessment

The EPU carries out annual risk assessments of any threats to the authority area. These threats range from natural to man made hazards. The risks are then prioritised and, if deemed to be of sufficient concern, a specific Major Emergencies Operational Procedure (MEOP) is produced. These MEOPs supplement the generic corporate plan.

The unit is constantly developing contingency plans against various hazards and threats that may affect the county through severe weather, river flooding, major hazard pipeline failure, chemical and oil pollution as well as a variety of other potential causes.



### 2. Planning

The Civil Contingencies Act that became law in November 2005 places statutory duties upon local authorities to plan for a whole range of emergencies.

The role of the EPU is to produce corporate emergency plans that are generic and therefore flexible enough to permit us to respond to any kind of emergency. The unit also produces statutory plans required under other legislation.

### 3. Training & Exercising

Training is provided for all staff that may be required for an emergency response.

All levels of personnel from directors at strategic level, heads of service and managers at tactical level to front line operational level staff need to be made fully aware of the demands which an emergency incident can put upon resources and staff so they can appreciate the need for pre - planning.

This can be undertaken via seminars or tabletop exercises without the need for full field events. However, the benefits of running 'real time' exercises are considerable and should be considered when validating or updating procedures.



### 4. Operations

The emergency planning officers' main function is alerting, advising and monitoring the emergency.

They are also available to signpost to external relevant emergency services and provide general advice on emergency procedures. It is important for emergency planning officers to observe what is happening during an emergency so as to ensure adjustment to plans where this would improve any future response.



The initial call would be received through the Clackmannanshire 24 hour emergency contact number, where the appropriate response would be put into action, using the authority's MEOPs manual and action cards. A member of the EPU would be informed of the incident at the earliest opportunity, together with the appropriate member of the Corporate Management Team (CMT).

The level of emergency management response would be assessed with the possible initiation of the Emergency Management Centre (EMC). This being the focal point for the gathering and dissemination of information between

