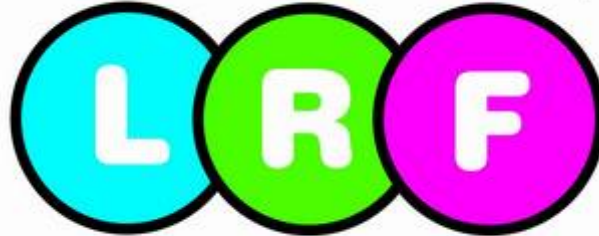


Devon • Cornwall • Isles of Scilly



Local Resilience Forum

# STAC (SCIENCE & TECHNICAL ADVICE CELL) PLAN



PREPARING FOR EMERGENCIES

## LRF STAC Plan

All items in this document are classed as open under the Freedom of Information Act unless otherwise stated. All closed items include the relevant Freedom of Information Act exemption.

<b>Title of document:</b>	Devon, Cornwall & IOS STAC Plan
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<b>Lead Agency:</b>	HPA
<b>Review Date:</b>	

## Revision History

Revision Date	Version no	Summary Of Change	Changes Made By	Authorised By	Date
April 2008	d1.0	Draft Version 1 to Public Health and Devon, Cornwall and Isles of Scilly (DCIoS) LRF partners for comment	Dr Brian Gutteridge Charlie Pallot		
July 2008	d 2.0	Draft Version 2 to DCIoS LRF for adoption	Charlie Pallot		
March 2009	v1.0	Final Document Version 1 to DCIoS LRF Chief Officers Group	Charlie Pallot		
Sept 2009	v2.0	Version 2	Charlie Pallot		

## Distribution

Name	Department	Organisation

This Plan is owned by the Devon, Cornwall and Isles of Scilly LRF, maintained, and updated by the LRF Health Emergency Management Group Subgroup. All users are asked to advise the Secretariat of any changes in circumstances that may materially affect the plan in any way.

Details of changes should be sent to:

Devon, Cornwall and Isles of Scilly Local Resilience Forum Secretariat

Email [lrf@devonandcornwall.pnn.police.uk](mailto:lrf@devonandcornwall.pnn.police.uk)

## FOREWORD

The explosions at Buncefield oil terminal in December 2005 and the fire at the Andoversford chemical works in Gloucestershire a year later highlighted weaknesses in arrangements for providing co-ordinated scientific and technical advice to Gold Commanders and other responders in an emergency and some uncertainty over responsibilities for the provision of such advice.

On 16 April 2007 new guidance was issued to local responders on the establishment of a Science and Technical Advice Cell (STAC) within the multi-agency Strategic Co-ordination Centre (SCC) in the event of an emergency where there is likely to be a requirement for co-ordinated scientific or technical advice.

The STAC will subsume the role previously undertaken by the Health Advisory Team (HAT) (also known as the Joint Health Advisory Cell) at the SCC. The establishment of other groups and cells within the SCC, such as the Recovery Working Group, should not be affected and should continue to execute their roles. The STAC will, of course, provide these groups with advice as required.

In a Counter Terrorist Incident there are existing arrangements set out in the Home Office Counter Terrorist Contingency Planning Manual for the provision of specialist advice to the Police Gold Commander and the appointment of a Senior Scientific Advisor to advise on response measures. Their focus is primarily within the 'hot zone' and immediate surrounding area. Those agencies with statutory function to perform will also be involved and will provide advice into the SCG, through the STAC, where appropriate, to consider wider scientific and technical issues affecting the response outside the 'hot zone'.

The full STAC guidance is available at:

[http://www.dh.gov.uk/en/Policyandguidance/Emergencyplanning/DH\\_073846](http://www.dh.gov.uk/en/Policyandguidance/Emergencyplanning/DH_073846)

This plan provides guidance to the Devon Cornwall and Isles of Scilly Local Resilience Forum and local responders on the establishment of a STAC within the Police Gold Control (Strategic Coordinating Group) at Middlemoor or other appropriate location. A STAC will be formed at the request of the Police Incident Commander at Gold, or by either the Regional Director of Public Health or the Regional Director of the Health Protection Agency when there is likely to be a requirement for coordinated scientific or technical advice to be provided in response to an incident.

A STAC is an important part of the public health response at the strategic level providing advice to the Gold Commander on the health consequences of the incident. This document details the activation and management of a STAC within Devon, Cornwall and the Isles of Scilly.

This plan has been written in close liaison with the Devon, Cornwall and the Isles of Scilly Local Resilience Forum (LRF), Primary Care Trusts, Health Protection Agency and agencies who may be called upon to respond to form a STAC.

I am satisfied that this plan issues sufficient guidance to enable a STAC to be formed to provide guidance to the Police Incident Commander at Gold and the Strategic Coordinating Group (SCG) on scientific and technical issues relating to a major incident. The HPA South West Health Emergency Planning Adviser (HPA SW HEPA) will, in consultation with the LRF Planning Group and Health Subgroup, conduct an annual, or earlier if required, review of this plan.

Name: Debra Laphorne

Signature:



Position: Director of Public Health  
Plymouth Teaching PCT and  
Plymouth City Council

Date:

1<sup>st</sup> September 2009

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**VERSION CONTROL AND DOCUMENT ADMINISTRATION**

The DCIoS LRF STAC Plan is managed by the:

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**Document Management**

The HPA SW HEPA is responsible to the Devon, Cornwall and the Isles of Scilly Local Resilience Forum (LRF), for ensuring that procedures outlined in this plan are current, complies with national guidance relating to forming a STAC and that the plan is annually reviewed, or earlier if required.

**Issuing Authority**

The plan is issued on the authority of the Directors of Public Health and the Director of the South West Peninsula Health Protection Unit and will be in Acrobat Portable Document Format (PDF) format. PDF will allow the user to quickly access required sections/paragraphs and enable operational staff to access the plan electronically. Permission is granted to copy and print the contents of the document.

**Bibliography**

Civil Contingencies Secretariat (2005) Civil Contingencies Act 2004: a short guide (revised) [online] Available: <http://www.ukresilience.info> (5th July 2007).

Civil Contingencies Secretariat (2007) Provision of Scientific and Technical Advice to the Strategic Coordinating Centre during a Major Incident: Guidance for Local Responders [online] Available: [http://www.ukresilience.info/news/stac\\_guidance.aspx](http://www.ukresilience.info/news/stac_guidance.aspx) (5th July 2007)

Devon, Cornwall and Isles of Scilly Local Resilience Forum (2008) Devon, Cornwall and Isles of Scilly Combined Agency Emergency Response Protocol (CAERP)

South Western Ambulance Service Resilience Department (2006) South Western Ambulance Service NHS Trust Major Incident Plan

Avon and Somerset Local Resilience Forum (2007) Science and Technical Advice Cell Arrangements

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**Abbreviations**

The following is a list of abbreviations used in this document:

AQC	Air Quality Cell
AWE	Atomic Weapons Establishment
CAS Number	Chemical Abstract Number - Unique numerical identifiers for chemical compounds
CBRN	Chemical, Biological, Radiological & Nuclear
CHEMET	Chemical Meteorology
CHaPD	Chemical Hazards and Poisons Division
CCDC	Consultant in Communicable Disease Control
CCFB	Cornwall County Fire Brigade
CloSPCT	Cornwall and Isles of Scilly Primary Care Trust
COBR	Cabinet Office Briefing Room
COMAH	Control of Major Accident Hazards (COMAH) Regulations 1999
DCIoS LRF	Devon, Cornwall and Isles of Scilly Local Resilience Forum
Defra	Department for the Environment, Food and Rural Affairs
DSFRS	Devon and Somerset Fire and Rescue Service
DPCT	Devon Primary Care Trust
DPH	Director of Public Health
Dstl	Defence Science & Technology Laboratories
EA	Environment Agency
EHO	Environmental Health Officer
FSA	Food Standards Agency
GDS	Government Decontamination Service
GOSW	Government Office South West
GTA	Government Technical Advisor
HAZMAT	Hazardous Materials
HPA	Health Protection Agency
HPA SW HEPA	Health Protection Agency South West Health Emergency Planning Adviser
HSE	Health & Safety Executiv
LRF	Local Resilience Forum
NERC	Natural Environmental Research Council
NHS	National Health Service
PACRAM	Procedures & Communications in the event of a release of Radioactive Material
PCT	Primary Care Trust
PDF	Portable Document Format
PH	Public Health
PTPCT	Plymouth Teaching Primary Care Trust
POC	Point of Contact
RCCC	Regional Contingencies Committee
RDPH	Regional Director for Public Health
RHEPA	Regional Health Emergency Planning Adviser
RIMNET	Radioactive Incident Monitoring Network
SWAST	South Western Ambulance Service NHS Trust
SWSHA	South West Strategic Health Authority
SCC	Strategic Coordinating Centre
SCG	Strategic Coordinating Group
STAC	Science & Technical Advice Cell
TCT	Torbay Care Trust

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**SECTION 1****INTRODUCTION****AIMS**

1. The aim of this plan is to outline the arrangements for the provision of appropriate health (both public and environmental), scientific and technical advice during a major incident.

**OBJECTIVES**

2. The main objectives of this document are to provide a framework outlining:
  - a. The terms of reference for the Science & Technical Advice Cell (STAC)
  - b. Procedures for establishing a STAC.
  - c. Membership of the STAC and roles and responsibilities
3. Section 2 identifies the procedures for establishing a STAC, including:
  - a. Notification, activation and escalation of the STAC
  - b. Convening STAC meetings
  - c. Communication requirements
  - d. How the STAC can obtain additional expert advice
  - e. What advice the STAC will provide and how
  - f. Requirements for keeping records of meetings and key decisions
  - g. Resilience issues.
4. These arrangements cover major incidents where there is a requirement to provide co-ordinated scientific and technical advice through the STAC.
5. The procedures also outline the mechanism for the provision of advice during smaller scale incidents and how these may be escalated to activate the STAC arrangements.

**BACKGROUND**

6. In major incidents where strategic decisions are required regarding the management of the incident, including deployment of resources, management of populations, the provision of information and the restoration of normality, Gold Command, encompassing the Strategic Co-ordinating Group (SCG), is likely to be established to agree high-level objectives to guide the multi-agency response. If required, health, scientific and technical advice will be provided through the STAC, which brings together experts from all agencies to provide advice to the Gold Commander.

**ROLES AND RESPONSIBILITIES****Role of the STAC**

7. The purpose of the STAC is to ensure the Gold Commander receives the best possible advice based on the available information in a timely, coordinated and comprehensible fashion. The main responsibilities of the STAC are to:
  - a. Provide a common source of health, scientific and technical advice to the Gold Commander and other members of the SCG to ensure the health of the public and that of the responders is protected.
  - b. Monitor and co-ordinate the responding science and technical community to deliver on the SCGs high level objectives and immediate priorities
  - c. Agree any divergence from agreed arrangements for providing scientific and technical input

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- d. Pool information available and arrive at a common view on the scientific and technical merits of different courses of action
- e. Provide a common brief to the technical lead from each agency represented in the Cell on the extent of the evidence base available, how the situation might develop and the likely effects of various mitigation strategies
- f. Identify other agencies/individuals with specialist advice who could be invited to join the Cell to provide specialist advice
- g. Liaise with national specialist advisors from agencies represented in the Cell and, where appropriate, the wider scientific and technical community to ensure the best possible advice is provided
- h. Ensure advice presented locally and nationally is consistent
- i. Ensure a practical division of effort among the scientific response to avoid duplication and overcome any immediate problems arising
- j. Maintain a written record of issues raised by the SCG, decisions made and rationale.

**Coastal Pollution Incidents – Environment Group**

8. In the event of a major coastal pollution incident when a significant threat to the marine and coastal environment is considered likely, The MCA National Contingency Plan requires that an Environment Group (EG) be set up to provide environmental and health advice to the responding agencies. The Environment Group includes representatives of the relevant statutory nature conservation body, environmental regulator, Government fisheries department, NHS and the Health Protection Agency
9. The EG fulfils a similar role to a STAC and would consist of broadly similar representation, therefore to avoid duplication of effort it is essential that at the outset of an emergency agreement is reached as to whether an Environment Group or a STAC is to be established.

**LEADERSHIP**

10. In the early stages of an incident, initial Public health advice will normally be coordinated by the Health Protection Unit or out of hours the person “second” on call for Health Protection in the Peninsula.
11. The STAC, when formed, will initially be chaired by the DPH, CCDC or other public health professional. When appropriate, an alternative chair may be nominated e.g. from a specialist agency and will be agreed by the STAC members.
12. As the incident progresses, the focus is likely to move away from health protection to concerns about the wider environmental impacts and recovery issues. At this stage, it may become more appropriate to hand over the chair of the STAC to an organisation with specialist knowledge and expertise with regard to the nature of the incident, for example the Local Authority or the Environment Agency. The decision to change the chair should be clearly documented and the reasons logged in the Chair’s incident log or STAC minutes.

**CHAIR AND STAC ADVISOR / DEPUTY CHAIR RESPONSIBILITIES**

13. A crucial role within the STAC is an effective and impartial chair. This role is imperative in ensuring the STAC discusses the issues put to it in a way that will facilitate appropriate advice is compiled, recorded and delivered back to the requesting body, specifically the SCG.
14. The STAC chair is identified as being a senior HPA/NHS public health specialist, a senior Environment Agency professional or a professional from an appropriate scientific or technical agency/organisation. The chair must be experienced in chairing large meetings with complex agendas (A training programme has been developed for STAC chairs and members).
15. The Chair is responsible for the operation of the Cell and the role must continually be fulfilled and for this reason a STAC Advisor / Deputy Chair must be appointed to each STAC (they need to be trained to the same level as the STAC Chair) who can either take over the chairing of the STAC

when the Chair attends the SCG. A handover referencing the discussions in the STAC during their absence and also any updates from the SCG is imperative when the Chair and Deputy meet.

### Competencies and Skills Framework

<b>STAC Chair and STAC Advisor / Deputy Chair</b>	
<p><b>Role:</b></p> <ul style="list-style-type: none"> <li>• Determine STAC membership</li> <li>• Convene and Chair STAC meetings as required/requested</li> <li>• Lead service delivery of the Cell.</li> <li>• Set the agenda for the preliminary and subsequent STAC meetings</li> <li>• Take ultimate responsibility for the STAC</li> <li>• Where appropriate take advice and tasking to and from the SCG</li> <li>• Attempt to reach consensus within the STAC or</li> <li>• Ensure that advice is provided to the SCG with appropriate caveats reflecting concerns, which are at odds with general opinion</li> </ul>	<p><b>Profile:</b></p> <ul style="list-style-type: none"> <li>• Senior HPA/NHS public health specialist</li> <li>• Senior EA professional</li> <li>• Senior professional from an appropriate scientific or technical agency/organisation</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to impartially chair complex meetings</li> <li>• Ability to manage the operation of the Cell.</li> <li>• Practical knowledge of major incident/public health emergency response</li> <li>• Practical knowledge of operating at an SCG</li> <li>• Ability to formulate risk assessments</li> <li>• Ability to summarise complex information</li> </ul>	<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Major incident command and control</li> <li>• STAC roles and responsibilities and members</li> <li>• SCG awareness/training</li> <li>• Effective meeting management and chairing skills</li> <li>• Legal issues surrounding major incidents and accountability of advice</li> <li>• Risk management</li> <li>• Structured briefing and handover</li> </ul>

### STAC MANAGER RESPONSIBILITIES

- The role of the STAC Manager is equally important in delivering an effective STAC. This role will ensure that the STAC has an appropriate and consistent staffing levels ensure the appropriate management of information and see the key information and decisions are logged.
- The STAC Chair will appoint the STAC Manager. The person should be a senior member of staff from the HPA, NHS or Environment Agency with an understanding of the management of major incidents and the functions and operation of a STAC.

### Competencies and Skills Framework

<b>STAC Manager</b>	
<p><b>Role:</b></p> <ul style="list-style-type: none"> <li>• Ensure the effective management of the STAC</li> <li>• Ensure the appropriate staffing of the STAC and continuity</li> <li>• Ensure appropriate facilities and technology</li> <li>• Ensure effective information and records management</li> <li>• Ensure key information/decisions are logged appropriately</li> </ul>	<p><b>Profile:</b></p> <ul style="list-style-type: none"> <li>• Senior HPA/NHS manager</li> <li>• Senior EA manager</li> <li>• RHEPA</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Practical knowledge of major incident/public health emergency response</li> <li>• Practical knowledge of operating in emergency operations centres or a STAC</li> <li>• Practical knowledge of information management in an emergency</li> <li>• Ability to manage systems in an emergency situation</li> </ul>	<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Major incident command and control</li> <li>• STAC roles and responsibilities</li> <li>• Legal issues surrounding major incidents and accountability of advice</li> <li>• SCG awareness/training</li> <li>• Information management</li> <li>• Importance of log/record keeping in an incident</li> <li>• Effective meeting management and chairing</li> </ul>

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	<p>skills</p> <ul style="list-style-type: none"> <li>• Legal issues surrounding major incidents and accountability of advice</li> <li>• Producing/formulating situation reports (sitreps)</li> <li>• Structured briefing and handover</li> </ul>
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**STAC LOGGIST (Administrator) RESPONSIBILITIES**

- The Chair will ensure that a STAC Loggist is appointed and they will be responsible for logging and documenting the activities of the STAC. This is another vital role in ensuring that not only can the STAC members refer back to previous issues but also that there is a robust audit trail. The STAC may be required to generate briefs, situation reports or other external documents that will need to be produced in a timely and professional manner.
- The STAC Loggist is identified as being a senior administrator from an appropriate organisation.

**Competencies and Skills Framework**

<b>STAC Loggist(s)</b>	
<p><b>Role:</b></p> <ul style="list-style-type: none"> <li>• Ensure the appropriate handling of documentation, emails and telephone calls</li> <li>• Take the minutes of formal STAC meetings and log key decisions</li> </ul>	<p><b>Profile:</b></p> <ul style="list-style-type: none"> <li>• Senior Administrator</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Understanding of major incident/public health emergency response</li> <li>• Understanding of operating in an emergency operations centre or a STAC</li> <li>• Understanding of information management in an emergency</li> <li>• Ability to record information in an incident environment</li> </ul>	<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Major incident command and control</li> <li>• STAC roles and responsibilities</li> <li>• Information management</li> <li>• Log/record keeping in an incident</li> <li>• Producing/formulating situation reports (sitreps)</li> </ul>

**STAC MEMBER (TECHNICAL/SCIENTIFIC) RESPONSIBILITIES**

- A list of core and possible auxiliary members is shown in Table 1. This matrix suggests the organisations that may be required at the STAC. The actual membership will be determined as a result of the nature and scale of the incident. Additionally, as the emergency progresses, the membership may change to represent the shifting focus of the response or nature of the hazards.
- However, it is recognised that relevant Local, Regional and National experts will require a baseline knowledge and understanding of the STAC in order to input in a meaningful and relevant manner. The experts may come from a number of different organisations and should therefore be provided some form of common training.

**Competencies and Skills Framework**

<b>STAC Member (Scientific/Technical)</b>	
<p><b>Role:</b></p> <ul style="list-style-type: none"> <li>• Deliver expert advice and opinion</li> <li>• Contribute to discussion and decisions</li> <li>• Contribute to formal risk assessments</li> <li>• Provide a gateway to other experts and services</li> </ul>	<p><b>Profile:</b></p> <ul style="list-style-type: none"> <li>• Expert in appropriate field</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to give expert and authoritative advice during an incident chair complex meetings</li> <li>• Ability to formulate risk assessments</li> <li>• Ability to summarise complex information</li> </ul>	<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Major incident command and control</li> <li>• STAC roles and responsibilities</li> <li>• Legal issues surrounding major incidents and accountability of advice</li> <li>• Risk management</li> <li>• Structured briefing and handover</li> </ul>

**TABLE 1: MEMBERSHIP MATRIX**

Role Organisation/Agency		Core	CBRN incident	Industrial Accident	Severe Weather	Flooding	Human Disease	Animal Disease	Nuclear Accident	Structural Hazards
Advice	Agency									
Chair	PCT/HPA	✓								
Gold Liaison	PCT/HPA	✓								
Environment Health	Local Authority EHOs	✓								
Specialist Chemical	CCFB/DSFRS/HPA CHaPD		✓	✓		✓				
Other HAZMAT	CCFB/DSFRS		✓	✓		✓			✓	
Decontamination	SWAST		✓	✓						
Environmental Protection	Environment Agency	✓								
Site Specific	Operator/Owner	✓								
Health & Safety	HSE		✓	✓	✓		✓	✓	✓	
Food Safety	FSA		✓	✓		✓	✓	✓	✓	
Power Supply	E.g. Western Power Dist.		✓	✓	✓	✓	✓		✓	✓
Water Supply	E.g. South West Water		✓	✓	✓	✓	✓		✓	✓
Meteorological	Met Office		✓	✓	✓	✓			✓	
Animal Health	Defra Animal Health					✓	✓	✓		
Radiological Contamination	Defra/ HPA RPD		✓						✓	
CBRN	Dstl/AWE		✓							
Decontamination	GDS		✓	✓	✓	✓	✓	✓	✓	
Structural Engineering	Local Authority Civil Engineering		✓	✓	✓	✓			✓	✓
Natural Environment	Natural England					✓	✓	✓		
Road Infrastructure	Highways Agency			✓	✓	✓				✓

Given the geography and topography of the DCIoS LRF area and the resulting travel time, early notification of the STAC formation to members and their request for attendance is advisable.

It should also be noted that the above matrix is provided as a guide to the membership and therefore not exhaustive. Omission of an organisation or “expert” does not indicate that their attendance either directly at a STAC or via teleconference will not be requested by the Chair.

## MEMBERS' RESPONSIBILITIES

22. The functions of a number of the organisations included in the matrix are outlined in Section 3. but as part of the STAC all members will:
- Attend the STAC meetings as requested by the Chair or ensure that they are otherwise represented, for example by a deputy or using teleconferencing facilities
  - Represent the views and positions of their respective agencies with regards to the provision of appropriate health, scientific or technical advice
  - Liaise with their own agencies regarding aspects of the incident where further advice or specialist knowledge is required
  - Endeavour to reach consensus with other STAC members and, where this is not possible, record and reflect any serious concerns and ensure that they are reflected in the advice given to the SCG
  - Ensure that arrangements exist to cover their own personal resilience, including shift rotas and debriefings etc
  - When required nominate/elect the STAC Chair
  - Alert the HPA SW HEPA of any changes to contact or callout details or changes to organisational roles and responsibilities. See Page 2 for contact details.

## THE ARMED FORCES

23. The Armed Forces do not play a permanent role in local civil protection. Nevertheless, experience shows that they can be useful, even essential during the response phase, whether contributing to the response to a local incident or as part of the local response to a regional or national emergency. It is therefore important that the STAC maintain close links with the armed forces and this is best done by following the arrangements detailed in the DCIoS CAERP Para 3.11

## SINGLE POINT OF CONTACT

24. There will be identified Single Point of Contact (SPOC) within each organisation whose role will be to support the STAC arrangements. SPOCs will be responsible for ensuring that this plan is distributed to key appointments within their organisation and that they are aware of their roles and responsibilities to support the Devon Cornwall and Isles of Scilly STAC.

## LOGGIST (ADMINISTRATIVE SUPPORT)

25. The Chair will ensure a Loggist (administrative support) for the STAC. Normally this will be from their organisation, but upon appointment of the STAC manager arrangements can be made to identify additional support.

## TRAINING

26. Training for the Chairs, STAC Advisors (Deputy Chairs) and members will be provided annually in accordance with the proposed HPA STAC Training Strategy, which is commissioned and funded by the Department of Health. Nominations for this training will be co-ordinated by the South West Strategic Health Authority via the local PCTs Training will also be through testing of the STAC plan during LRF exercises and arranged Gold awareness sessions.

## EXERCISING

27. As indicated in the training section above the arrangements detailed within this plan will be tested annually and as a component of a DCIoS LRF exercise rather than testing it in isolation.

## REFERENCES

Civil Contingencies Secretariat (2005) *Civil Contingencies Act 2004: a short guide (revised)* [online] Available: <http://www.ukresilience.info> (5th July 2007)

Civil Contingencies Secretariat (2007) *Provision of Scientific and Technical Advice to the Strategic Coordinating Centre during a Major Incident: Guidance for Local Responders* [online]  
 Available: [http://www.ukresilience.info/news/stac\\_guidance.aspx](http://www.ukresilience.info/news/stac_guidance.aspx) (13th April 2007)

**SECTION 2**

**PROCEDURES**

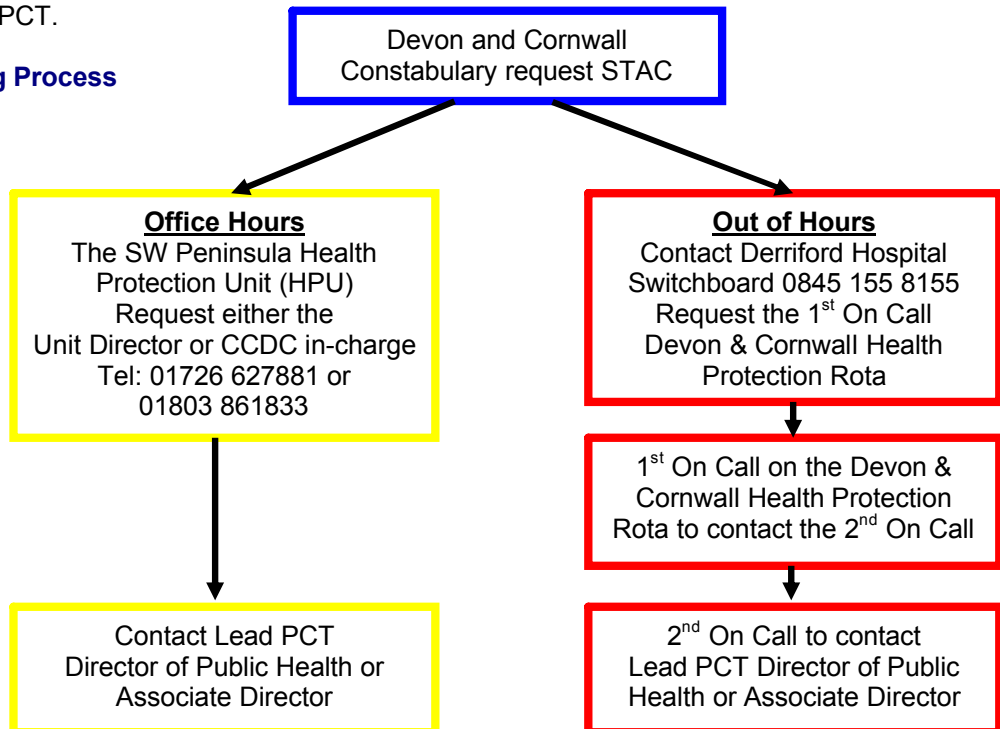
**NOTIFICATION**

1. Notification of a Major Incident (Stand-by / Declared) to “Health” in Devon, Cornwall and the Isles of Scilly will be initiated following the arrangements outlined in the South Western Ambulance Service NHS Trust Major Incident Plan, co-ordinated by the Clinical Hub West located in Exeter.
2. The STAC, itself, will be activated upon request of the Police Incident Commander or by the Regional Director of Public Health or the Regional Director of the Health Protection Agency as the result of a large-scale incident. Activation may also be deemed necessary because of the escalation of a smaller scale incident, when there is likely to be a requirement for co-ordinated scientific or technical advice to be provided in response to an incident.
3. In the early stages of an incident, initial Public health advice will normally be coordinated by the SW Peninsula Health Protection Unit or out of hours the person second on call for Health Protection in the Peninsula. The duty public health professional will brief the DPH, or nominated deputy if available or the PCT Duty Director, and together they will agree the Chair arrangements. See Section 1, Paragraphs 10 - 12.

**ACTIVATION**

4. A STAC can be activated by:-
  - i) The Police Strategic Commander requesting the establishment of a STAC. The request to form a STAC will be communicated by the Police to:  
In office hours (0900 to 1700 hours Mon - Fri) Contact the SW Peninsula Health Protection Unit (HPU)  
Out of hours: Contact the 1<sup>st</sup> On-call for public health via the Devon & Cornwall Health Protection Rota.
  - ii) A senior public health professional recognises the requirement of a STAC due to the potential impact on the health of the local population for an actual or evolving event and recommends to the Gold commander that one is established.
  - iii) The call out for the STAC will be carried out by the SW Peninsula HPU together with the Lead PCT.

**Fig. 1: Initial Alerting Process**



5. The Chair should identify a STAC Advisor (Deputy Chair) and a STAC manager at an early stage to assist with the arrangements for establishing and maintaining the STAC.
6. Working with the SCC Management Team and the STAC Manager the Chair will identify an appropriate venue to convene a physical STAC meeting or, if more appropriate, use teleconferencing. Any decisions will need to consider the nature and location of the incident and the facilities available.

## ESCALATION

7. Where a single incident is of such scale that it affects a number of LRFs, or where multiple incidents across the region require the activation of more than one STAC, there may be a need to convene a single Regional STAC (or even a National STAC). The Regional DPH or Regional Director HPA will take this decision.

## MEETINGS

### Venue(s)

8. See Table 2 for pre-identified venue(s) and Appendix 1 for map(s). However it should be noted that as the STAC provides advice to the Gold Commander its geographical proximity to the incident or Gold Command is therefore not crucial, providing the Gold liaison is able to discharge their function.
9. As previously indicated initial discussions between STAC members may be conducted using telephone/teleconferences. A physical STAC will be located at the Strategic Co-ordination Centre, Police HQ at Middlemoor, Exeter, unless advised otherwise. The Police will allocate office space for the STAC (currently rooms G9 and G10), which may be reviewed once the size of the Cell is determined. A member of the SCC Management Team will ensure facilities are available and that Cell members are briefed regarding security and operational issues within the building. Attendees should carry formal identification at all times and bring with them equipment necessary to support the STAC. Notification of arrival procedures will be issued at the time of request to attend the STAC.

**Table 2: Pre-identified Venue(s)**

Agency	Address	Telephone	OS Grid Ref
Devon and Cornwall Constabulary Headquarters	Middlemoor, Exeter EX2 7HQ	0845 2777444	SX 957921

## INITIAL AGENDA

10. A draft agenda for the initial STAC meeting is provided in Appendix 2 but may require altering as the incident develops.

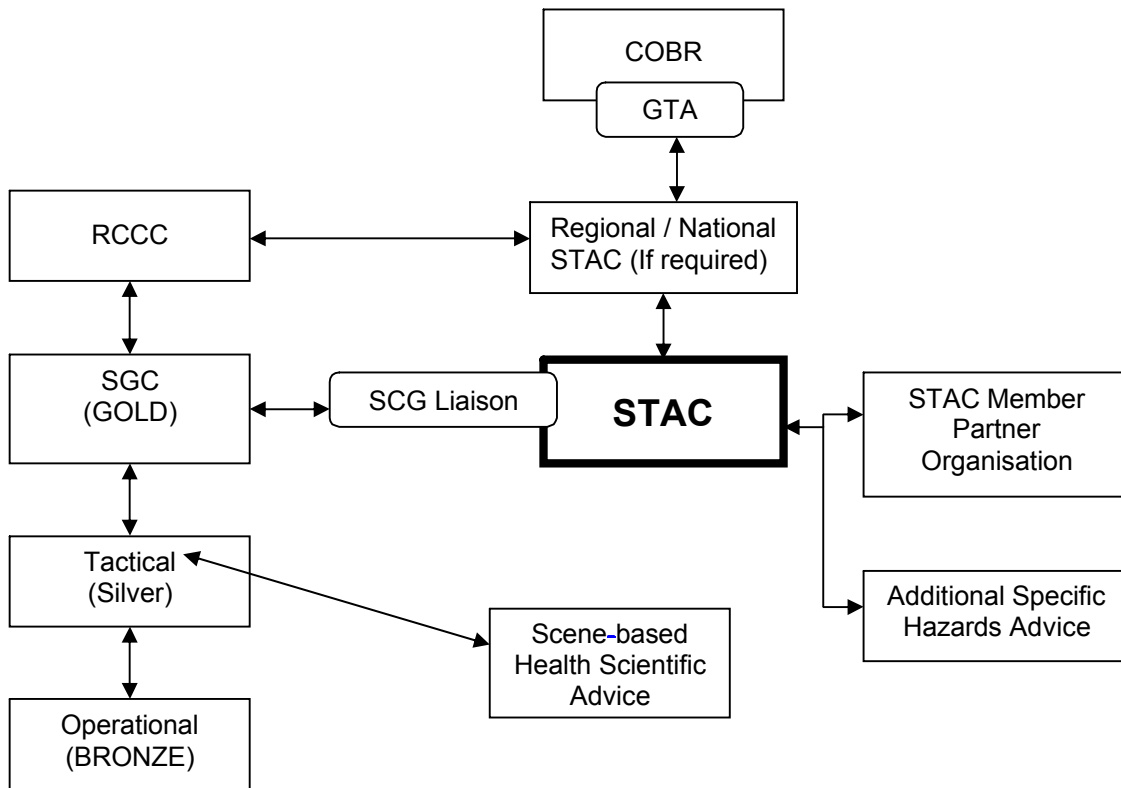
## COMMUNICATIONS

### Liaison

11. The STAC will primarily provide information and advice to the Gold Commander. As the incident moves to the recovery phase, the STAC may also need to provide information and advice to the

Strategic Recovery Group and associated teams. Channels of communication are shown in Figure 1 below.

**Fig. 2: Channels of Communication**



**TELECOMMUNICATIONS AND IT**

- 12. Upon the establishment of the Strategic Coordinating Centre (SCC) a SCC Management Team will form and they will be able to advise STAC members on the arrangements for telephone, teleconferencing facsimile and IT arrangements.

**OBTAINING ADDITIONAL ADVICE**

**Plume Prediction and Meteorological Advice**

- 13. The Met Office can provide the emergency services with meteorological forecasts, advice and specialist services for any nuclear or chemical release into the atmosphere. The STAC should ensure that Met Office advice is obtained and forwarded appropriately.
- 14. Procedures & Communications in the event of a release of Radioactive Material (PACRAM) is a system used for nuclear incidents as part of the Government departments and agencies, which deal with nuclear releases.
- 15. CHEMET is primarily used for chemical incidents. Experienced forecasters at nominated Met Office regional offices will give immediate verbal indication of expected weather conditions and the anticipated behaviour of any plume. Shortly afterwards, usually within 15 minutes, a more detailed forecast and map of areas at risk can be faxed through to the emergency services. The situation is then constantly monitored and updates are provided until the emergency is over.

## LRF STAC Plan

16. Additionally, a web-based information system called FireMet has been developed to complement CHEMET as a means of assisting the Fire & Rescue Services to identify a safe approach to a chemical, biological, radiological and nuclear (CBRN) or hazardous material (HAZMAT) incident. This resource can be accessed via CCFB, DSFRS and HAZMAT Officers.

**SPECIFIC HAZARDS ADVICE**

17. The STAC can tap into specific scientific advice that may not be directly represented by the group membership. In particular, the HPA can obtain specific advice through their specialist divisions:
- The **Chemical Hazards & Poisons Division (CHaPD)** provides advice for chemical incidents
  - The **Centre for Infection (Cfi)** provides advice for biological incidents
  - The **Radiological Protection Division (RPD)** provides advice for nuclear and radiological incidents.
18. CCFB and DSFRS have access to the National Chemical Emergency Centre (NCEC) for chemical incidents, which is staffed by a team of qualified chemists with training in chemical health and safety and emergency response. The NCEC can provide access to the CHEMDATA database of pure and trade name chemicals. CCFB and DSFRS are also involved in the New Dimension programme which includes the preparation, receipt and local implementation of specialist equipment. These capabilities include:
- Mass decontamination to deal with CBRN threats
  - Hazardous materials detection, identification and monitoring (H-DIM) including HAZMATID, Hapsite, Dräger tubes, Exploranium radioactive isotope monitoring and other specialist detection equipment.

**PROVIDING ADVICE****Initial Message**

19. For most incidents the initial advice to the public will normally be to 'Go In, Stay In, Tune In' that is, to shelter as this will offer some protection from most hazards. This advice is recognised and used around the world and was developed by the independent National Steering Committee on Warning and Informing the Public as being the best general advice to give people caught up in most emergencies. The initial message will be decided by the Gold Commander in consultation with the initial public health advice available.

**STAC Advice during the Response Phase**

20. Once convened, either by teleconference or by physically meeting, the STAC will need to provide the SCG with scientific and technical (which includes public health) advice. Consideration will need to be given to further measures to limit public exposure to any hazard and the risk the hazard poses to the public and the environment. The STAC will need to consider what public statements should be issued from the SGC in accordance with the LRF Media Plan (includes warning and informing the public) regarding the care of persons exposed to the hazards, including reassurance where no or minimal risk exists.
21. Where an incident occurs that crosses a border of responsibility for many of the same organisation the STAC will need to be mindful of this and ensure there is agreement from those affected that one will take the lead role. For example the STAC will only call on one Chief Environmental Health Officer who will provide advice on behalf of all the affected local authorities. This will eliminate the duplication of effort and enable a greater resilience should the incident become protracted and should persist into and during the recovery phase.

**STAC Advice during the Recovery Phase**

22. When the acute phase of the incident is over, the Police may transfer control of the incident to another Agency e.g. to the Local Authority for recovery and remediation. At this point the command

LRF STAC Plan

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centre may transfer from Police HQ to a Local Authority control room but there is still likely to be a need for specialist scientific and technical advice and there may still be public health implications to be considered.

23. The STAC will need to discuss and agree the specialists required to maintain their input into the recovery phase. Other organisations involved in the STAC may similarly be required to provide further advice to the Lead Agency e.g. the Local Authority.
24. The decision to stand down the STAC will be taken by the Chair in consultation with either the Police Strategic Commander or for example the Local Authority Chief Executive if in the recovery phase.

**RECORDS**

25. Minutes of all STAC meetings should be recorded, as they may be required for subsequent debriefs and/or investigations. A copy of the official advice provided to the SCG and its rationale, should be recorded by the nominated STAC administrator/loggister for similar reasons, but also in case the message needs to be repeated. Supporting documentation also needs to be recorded and attached to, or referenced in the official minutes.

**RESILIENCE****Facilities & Infrastructure**

26. The nature of emergencies means that there may be disruptions to essential services and communications infrastructure. As such, there should be sufficient resilience in the venues selected to ensure continuance of service. These matters should be resolved prior to the requirement to form a STAC and once a STAC is requested will be overseen by the STAC manager.

**Personal Resilience**

27. The STAC relies on individual experts from a number of fields to provide scientific and technical advice (including public and environmental health) to the SCG. Major incidents can continue for a significant amount of time, with inevitable pressures on experts and support staff.
28. The Chair will need to ensure that the STAC manager establishes and manages rosters to enable the STAC to be staffed over long periods of time. It is the responsibility of each organisation responding to ensure that the welfare of their staff is maintained and that they liaise closely with the STAC manager to assist with this.

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**SECTION 3****SUMMARY OF ROLE AND RESPONSIBILITIES****INTRODUCTION**

1. The following paragraphs are taken from the Civil Contingencies Secretariat document - Provision of Scientific and Technical Advice to the Strategic Co-ordinating Centre during a Major Incident: Guidance for Local Responders. It provides guidance on the roles and responsibilities for appointments and agencies attending or supporting the STAC

**DIRECTION OF NHS RESOURCES**

2. Health Gold will undertake the strategic direction of NHS resources.

**SPECIALIST PUBLIC HEALTH ADVICE**

3. The Director of Public Health (DPH) is responsible for the health of the population within their geographic area and therefore for ensuring the public receive appropriate advice on what to do in the event of an emergency. This responsibility can be discharged by ensuring that appropriate advice from the HPA is made available to the public either directly or via a third party. Primary Care Trusts are Category 1 responders and can direct health resources from across the local National Health Service (NHS), this excludes those resources of the ambulance service.
4. The Health Protection Agency (HPA) has a statutory duty to protect the community against infectious disease and other dangers to health, prevent the spread of infectious disease, and provide assistance on public health issues to responders such as the NHS, other Category 1 responders, the Devolved Administrations, and the wider general public. The HPA will give advice on public health threats and may, where appropriate, make this advice public. While the Agency has some sampling and testing capability, this would not necessarily be deployed during an incident.

**LOCAL AUTHORITY ADVICE**

5. Scientific Services have a specific role to support the Fire & Rescue Service but will also support a local authority EHO and the STAC. Their role is to interpret and collate available information relating to chemicals and their effect within the incident area and/or the wider environment. Following any monitoring including the collection and analysis of any samples, they will provide positive and user-friendly advice.
6. Environmental Health Practitioners have statutory powers to deal with public health issues such as environmental protection, noise, and food-safety, control of infectious disease and occupational health & safety. Their role may include identifying hazards and assessing risks, advising on the immediate and on-going safety of the area, contamination issues, environmental monitoring and sampling, and the provision of information and advice.

**SITE SPECIFIC INFORMATION**

7. The site operator (for COMAH sites) is responsible for providing timely and accurate information on substances stored on an affected premises and the risk they pose to the public and others. Information will be contained in Off-Site Emergency Plans for these sites (copies held by local responders) and regulatory/advisory bodies, such as the Health & Safety Executive, Environment Agency, Health Protection Agency and Local Authority Environmental Health Departments/ Functions, should assist SCG members to assess the local and wider implications for public health and the environment.

**HEALTH & SAFETY OF RESPONDERS & OTHER EMPLOYEES AFFECTED BY THE EMERGENCY**

8. Employers (e.g. site operators and Cat 1 responders) must ensure the health and safety of their employees. The Fire & Rescue Service will manage the gateways to the inner cordon, but individual services will maintain the responsibility for their own personal health & safety.
9. The Health & Safety Executive (HSE) has statutory responsibility for ensuring that people's health &

safety in the workplace is protected, drawing on advice from, and giving advice to, other agencies (e.g. HPA) as necessary. This will include advice on how responders might fulfil their duty of care obligations to workers, responders and others involved in the response to an emergency. The HSE is also able to undertake necessary sampling and testing for harmful substances arising from an affected workplace once the Fire & Rescue Service or other competent authority has advised that the site, or parts of it, is safe to enter.

## **FOOD SAFETY**

10. The Food Standards Agency (FSA) has statutory responsibility for ensuring the safety of the food chain (excluding tap water) and for advising the public on food safety matters. The FSA may undertake testing, sampling and analysis of an area affected by potentially hazardous substances to determine the consequences for the food chain and take any necessary actions to protect public health.

## **ENVIRONMENTAL PROTECTION**

11. The Environment Agency (EA) has primary responsibility for the environmental protection of land, water and air in England and Wales. The EA can advise on the prevention and/or mitigation of the effects of pollution, the proper disposal of hazardous substances and waste and the restoration and monitoring of the environment following an incident. The Agency can undertake sampling and testing of material collected by ground level monitoring stations or deployed teams.
12. In the event of an incident where there is a need to perform air monitoring the EA will co-ordinate and chair a *virtual* group entitled The Air Quality Cell (AQC). Permanent members of this group are the EA, HPA, Met Office and FSA others including the Local Authorities or MCA will be invited to participate at a local level during an incident. The target is to have the cell set up in 2 hours and have monitoring on site within 3 hours (4 hours out of hours) from the time that the agency is advised of the incident either via their incident hotline 0800 807060 or the Emergency Services lines.

## **PUBLIC WATER SUPPLY**

13. Water Companies are responsible for ensuring the safety of the public water supply.
14. Defra, through the Drinking Water Inspectorate and Water Supply Regulation Division is responsible for notifying other stakeholders of actual/potential water supply emergencies and providing advice/support as necessary to ministers, water companies and responders. The Inspectorate maintains a contract for 24/7 testing of water samples collected by water companies to identify contamination by chemical or biological agents.

## **METEOROLOGICAL INFORMATION**

15. The Met Office is the lead agency for the provision of meteorological information, and the issue of plume dispersion information (but not the content of the plume). The Met Office may also be able to make available in conjunction with the Natural Environmental Research Council an airborne sampling capability to support the multi-agency response.

## **ANIMAL WELFARE**

16. Defra and its agencies including the Animal Health, the Veterinary Laboratories Agency, and the Central Science Laboratory, are responsible for providing advice on animal welfare, and the management of animal and plant disease outbreaks.

## **RADIOLOGICAL CONTAMINATION**

17. The MET office has the operational management of Radioactive Incident Monitoring Network (RIMNET) system which monitors the fallout from overseas nuclear accidents. In the event of a civil nuclear site accident having or considered likely to have off-site effects, the Department of Energy and Climate Change (DECC) would appoint a Government Technical Adviser (GTA) to provide independent advice on what actions should be taken to protect the public.

## **TERRORIST USE OF CBRN MATERIAL**

## LRF STAC Plan

18. MOD technical experts from the Defence Science & Technology Department (Dstl) or Atomic Weapons Establishment (AWE) would deploy on behalf of the Home Office and in support of the Police, as part of the Government response to a terrorist incident involving (or suspected of involving) chemical, biological, radiological or nuclear material. The teams would provide advice on handling any device as well as identifying and advising on the material involved and appropriate countermeasures that might be taken during the initial response phase. They would also undertake the plume modelling. Advice and support may also be provided during the recovery phase.

**DECONTAMINATION**

19. Decontamination of casualties and other persons affected by a CBRN incident is a clinical intervention undertaken by the Ambulance Service and assisted by the Fire & Rescue Service.
20. The Government Decontamination Service (GDS) (an executive agency of Defra) does not have a statutory function but provides advice and guidance on decontamination of buildings, infrastructure, mobile transport assets and the open environment following CBRN or significant HAZMAT incidents. This includes access to the GDS Supplier Framework that contains details of contractors with decontamination capability. The GDS ensure ready access to those services if the need arises.

**EQUALITY AND DIVERSITY STATEMENT**

21. STAC members must be aware of the importance of delivering services, which meet the needs of different communities within Devon, Cornwall and the Isles of Scilly. The Cell has both a legal and moral responsibility to ensure that advice given to the Gold Commander complies with the requirements of the Equality and Diversity legislation and meets the general duties laid down under the Race, Gender and the Disability Equality Legislation. The Cell must also recognise the importance of taking into account all six equality strands e.g. Race, Disability, Gender, Age, Sexual Orientation, Religion and Belief and ensuring that these needs are considered.

**APPENDIX 1**

**STAC PRE PLANNED LOCATION MAP**

**Devon and Cornwall Constabulary**

RVP 1004 08/03



Police headquarters, Middlemoor is located on the B3181 adjacent to Middlemoor roundabout in Exeter.

Entry for visitors is via the main (front) entrance until 7pm. After 7pm please use the Barton Road (rear) entrance, to find this take the Pinhoe exit from the roundabout, keep in the right hand lane and take the first junction right towards Honiton. The college entrance is on your right.

1. In accordance with the SCC Plan all staff requested to attend the STAC will be advised at the time of activation what the arrangements are including where the STAC will be convened, how to access the site and who to make contact with on arrival.

**APPENDIX 2****DRAFT FIRST STAC MEETING AGENDA**

The following provides guidance on the agenda items for the first STAC meeting.

**FIRST STAC MEETING AGENDA**

**Incident:**

**Time:**

**Location/Type of Meeting e.g. Teleconference:**

1. Introductions
2. Check membership establishing attendance at meeting or via telephone-conference and identifying any missing agencies
3. Set Terms of Reference \* and Ground Rules\*\* for STAC meetings.
4. Situation report:
  - 4.1 Confirm facts of the incident
  - 4.2 Action already taken / agency updates
  - 4.3 Command and control arrangements in place
  - 4.4 Time of next Multi-agency Co-ordination (Gold) meeting:
5. RISK ASSESSMENT; to identify current knowledge and actions, identify STAC roles, tools and processes to ensure increasing comprehensive process and deadlines for next meeting.
  - 5.1. Hazard identification: identify all hazards including those arising from initial control actions (e.g. evacuation or shelter).
  - 5.2. Hazard assessment: identify the relevant possible health effects and safety levels
  - 5.3. Exposure assessment: identify all potential exposed populations and sub-groups, including emergency responders and off-site situation e.g. healthcare facilities.
  - 5.4. Risk characterisation: establish current and proposed systems for data collection on those exposed or concerned about exposure.
    - Fatalities
    - Casualties
6. RISK MANAGEMENT:
  - 6.1 Summarise response so far by emergency services and public health
  - 6.2 Requests to Police Incident Commander, Strategic Coordinating Group (SCG)
  - 6.3 Review Scientific, Environmental and Public Health information and advice for those:
    - Already exposed – can more be done?
    - At risk of exposure – can more be done?
7. RISK COMMUNICATION:
  - 7.1 Summarise advice to SCG – only one definitive answer must be reached, and presented to SCG
8. Summarise risk analysis tasks for next meeting:
9. Roster arrangements for STAC (Identify early on, resilience arrangements for all agencies to have staff rotate through the STAC)
10. What requests for advice? (SCG Liaison)

## LRF STAC Plan

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11. Priorities for each agency present
  12. What action needs to be taken
  13. Advice to next Multi-agency Co-ordination Group (Gold) meeting
  14. Media statement
  15. Recovery issues
  16. Set times when STAC will convene

**\*Terms of Reference**

- To undertake a comprehensive risk analysis process of the scientific, environmental and public health consequences / impact of the incident and provide a single point of scientific advice to the SCG
- To have representatives from all appropriate advisory bodies to provide the above advice
- To respond to scientific and technical queries from the SCG
- To provide clarification on scientific advice to tactical groups (silver) as requested
- To agree with the SCG on public messages / advice given to public on health / public protection messages and provide expert media spokesperson(s) as requested / required
- To identify possible long term human health and social and environmental impacts for consideration in the recovery phase and assess the need for longer term surveillance systems.

**\*\*Ground rules for STAC meetings**

- The STAC will be chaired initially by a health representative (HPA or PCT); the initial meeting of the STAC will consider which organisation is most appropriate to chair the group, and these arrangements will be reviewed as the incident progresses (e.g. move from acute response to recovery)
- Members of the group will provide advice based on their field of expertise – all views will be considered, and the group will aim to reach a consensus. Where there are divergent views amongst members of the group, these will be documented and the reasons for taking a particular view explained.
- The STAC advisor will present the views of STAC to the SCG
- Members of the STAC will be courteous, listen to the views of others / allow them to speak / not talk over other members
- Members of STAC will make arrangements with their own organisation to sustain the presence at STAC (rotas / shifts etc) and ensure that the Chair is aware of arrangements.

**APPENDIX 3****ACTION CARDS**

<b>STAC CHAIR</b>	
<b>Role</b>	
<ul style="list-style-type: none"> <li>• Coordinate the necessary scientific, environmental and public health advice to input into the strategic management of the incident</li> <li>• Agree clear public health messages via SCG to be given to the public and incident responders especially health care professionals</li> <li>• Manage the development, and provision, of a STAC which will usually be held at the Strategic Coordination Centre</li> <li>• In consultation with the Gold Commander decide which organisations will be required at the STAC</li> </ul>	
<b>In Advance</b>	
<ul style="list-style-type: none"> <li>• Ensure familiarity with the STAC Plan</li> <li>• Understand role in activating STAC response and inviting STAC members</li> <li>• Undergo training and participate in exercises in relation to Plan</li> </ul>	
<b>When Alerted</b>	
<ul style="list-style-type: none"> <li>• Record who has called you and a contact number</li> <li>• Immediately liaise with the SCG</li> <li>• Agree with SCG any actions to be taken e.g. which specialists and organisations need to be contacted and agree STAC membership.</li> <li>• Complete, as far as possible, the initial incident report form in appendix B.</li> <li>• If required, ascertain where the Strategic Coordination Centre is being established and make your way to this location.</li> <li>• Obtain any information on security arrangements for accessing the Gold/Strategic Command - remember to bring your official identification card with photo ID</li> </ul>	
<b>When Established</b>	
<ul style="list-style-type: none"> <li>• Ensure as much detail on the incident is obtained as possible</li> <li>• Consider whether the initial STAC membership may need to be broadened</li> <li>• Act as the Chair when STAC convenes, holding regular formal STAC meetings and overseeing the smooth running of the cell</li> <li>• Establish and agree Terms of Reference to the STAC.</li> <li>• Liaise closely with Gold and COBR, as appropriate</li> <li>• Keep a log of activities and decisions</li> </ul>	
<b>After the Incident</b>	

<ul style="list-style-type: none"> <li>• Contribute to the post-incident debriefing</li> <li>• Contribute to the report of the incident</li> </ul>	
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<b>STAC ADVISOR [Deputy Chair]</b>	
<b>Role</b>	
<ul style="list-style-type: none"> <li>• Represent the STAC at the SCG meetings.</li> <li>• Represent the STAC at media briefings supported by the STAC communication lead</li> </ul>	
<b>In Advance</b>	
<ul style="list-style-type: none"> <li>• Understand the role of STAC</li> <li>• Ensure familiarity with the STAC Plan</li> <li>• Understand role in activating STAC Response</li> <li>• Undergo training and participate in exercises in relation to Plan</li> </ul>	
<b>When Alerted</b>	
<ul style="list-style-type: none"> <li>• Record who has called you and a contact number</li> <li>• Immediately liaise with the SCG</li> <li>• Complete, as far as possible, the initial incident report form in appendix 4.</li> <li>• If required ascertain where the Strategic Coordination Centre is being established (Map(s) are in the Appendix 1) and travel to this location.</li> <li>• Obtain any information on security arrangements for accessing the Gold/Strategic Command - remember to bring your official identification card with photo ID</li> </ul>	
<b>When Established</b>	
<ul style="list-style-type: none"> <li>• Ensure as much detail on the incident is obtained as possible – Use the Initial Incident Report Form (Appendix 4)</li> <li>• Represent STAC on Gold Co-ordinating Group meetings</li> <li>• Keep a log of activities and decisions</li> </ul>	
<b>After the Incident</b>	
<ul style="list-style-type: none"> <li>• Contribute to the post-incident debriefing</li> <li>• Contribute to the report of the incident</li> </ul>	

<b>STAC MEMBER</b>	
<b>Role</b>	
<ul style="list-style-type: none"> <li>• To provide expert advice and support to the STAC Chair</li> <li>• To liaise with parent organisation</li> </ul>	
<b>In Advance</b>	
<ul style="list-style-type: none"> <li>• Ensure familiarity with the STAC Plan</li> <li>• Understand the role of STAC</li> <li>• Undergo training and participate in exercises in relation to Plan</li> </ul>	
<b>When Alerted</b>	
<ul style="list-style-type: none"> <li>• Ascertain where the Strategic Coordination Centre is being established (Maps are in the Appendices) and travel to this location</li> <li>• Obtain any information on security arrangements for accessing the Gold/Strategic Command - remember to bring your official identification card with photo ID</li> <li>• Take Emergency Plans, laptop inc. mains cable, mobile phone and charger</li> </ul>	
<b>When Established</b>	
<ul style="list-style-type: none"> <li>• Report to the STAC Chair</li> <li>• Attend STAC meetings and support STAC Chair</li> <li>• Carry out tasks as agreed STAC Chair</li> <li>• Contact parent organisation to agree suitable relief's and change-over times</li> <li>• Keep a log of activities and decisions</li> </ul>	

<b>STAC Manager</b>	
<b>Role</b>	
<ul style="list-style-type: none"> <li>• To establish a STAC at the request of the Gold Commander</li> <li>• To support the STAC Chair as necessary</li> <li>• To alert STAC members at the request of the STAC Chair</li> </ul>	
<b>In Advance</b>	
<ul style="list-style-type: none"> <li>• Ensure familiarity with the STAC Plan</li> <li>• Understand role in activating STAC Response</li> <li>• Undergo training and participate in exercises in relation to Plan</li> </ul>	
<b>When Alerted</b>	
<ul style="list-style-type: none"> <li>• Ensure as much detail on the incident is obtained as possible – Use the Initial Incident Report Form (Appendix 4)</li> <li>• Record who has called you and a contact number</li> <li>• Immediately contact the PCT and HPA on-call public health rotas</li> <li>• Agree with STAC Chair any actions to be taken e.g. which specialists and organisations need to be contacted and agree STAC membership.</li> <li>• Contact STAC members as requested by the STAC Chair.</li> <li>• Ascertain where the Strategic Coordination Centre is being established. (Map(s) of police are in Appendix 1)</li> <li>• Obtain any information on security arrangements for accessing the Gold/Strategic Command - remember to bring your official photo ID card</li> </ul>	
<b>When Established</b>	
<ul style="list-style-type: none"> <li>• With STAC Chair consider whether the initial STAC membership may need to be broadened</li> <li>• Act as the 'staff officer' to the Chair when STAC convenes and overseeing the smooth running of the cell</li> <li>• Liaise closely with Gold and COBR, as appropriate</li> <li>• Contact other STAC trained personnel to agree suitable relief's and change-over times</li> <li>• Keep a log of activities and decisions</li> </ul>	
<b>After the Incident</b>	
<ul style="list-style-type: none"> <li>• Contribute to the post-incident debriefing</li> <li>• Contribute to the report of the incident</li> </ul>	

<b>STAC LOGGIST (Administrator)</b>	
<b>Role</b>	
<ul style="list-style-type: none"> <li>• To support the STAC Chair by taking notes of STAC meeting</li> <li>• To log requests for information made to the STAC</li> <li>• To log the decisions made by the STAC</li> </ul>	
<b>In Advance</b>	
<ul style="list-style-type: none"> <li>• Ensure familiarity with the STAC Plan</li> <li>• Understand role in the STAC Response</li> <li>• Undergo training and participate in exercises in relation to the STAC plan</li> </ul>	
<b>When Alerted</b>	
<ul style="list-style-type: none"> <li>• Ascertain where the Strategic Coordination Centre is being established. (Map(s) of police are in the Appendix 1) and travel to that location</li> <li>• Obtain any information on security arrangements for accessing the Gold/Strategic Command - remember to bring your official photo ID card</li> </ul>	
<b>When Established</b>	
<ul style="list-style-type: none"> <li>• Keep a log of questions made to the STAC, including time made</li> <li>• Keep a log of the discussions and decisions made by the STAC. Include time and date.</li> <li>• Keep a log of those attending the STAC and when.</li> </ul>	
<b>After the Incident</b>	
<ul style="list-style-type: none"> <li>• Contribute to the post-incident debriefing</li> <li>• Contribute to the report of the incident</li> </ul>	

**APPENDIX 4****INITIAL INCIDENT REPORT FORM (for use by the STAC Chair, STAC Advisor / Deputy Chair and STAC Manager)**

<b>Form completed by :</b>		<b>Date:</b>	
		<b>Time:</b>	
<b>Section 1)</b>			
<b>Informant:-</b>			
Surname:		Forename:	
Position:		Organisation:	
Contact address:			
Telephone:		Fax:	
Mobile Telephone:		E.mail:	
Date of Notification:		Time: 24 hours	
<b>Section 2)</b>			
<b>Initial information gathering:-</b>			
Nature of Incident			
Date of Incident			
Date of Incident		Time of Incident 24 hours	
Is the incident contained <input type="checkbox"/> or continuing? <input type="checkbox"/>			
If contained how long did the incident last?			
Is the media involved? <input type="checkbox"/> No <input type="checkbox"/> Yes			
If yes, give detail			

**Section 3)  
Location of Incident**

Building

Road/Street

Town

County

Postcode

National Grid Reference

Site Telephone Number

Fax Number

Other locating information if exact address unknown.

Chemical  Go to Section 4

Radiation  Go to Section 5

Fire  Go to Section 6

**Otherwise go to Section 7**

**Section 4)****For Incident involving Chemicals (solid, liquid or gas)**

Chemical substances involved:

(For additional substances uses additional sheets -section 9)

Substance 1Confirmed  Suspected 

Name Identification (UN) No.

CAS No. (if known)

Manufacturer amount (kg)

Is chemical affecting:

air physical state

water physical state

food physical state

soil physical state

other physical state

Has toxicology been requested?

Verbal information obtained Yes  No  Faxed information obtained Yes  No 

Has 'area at risk' information been requested from CHEMET (by police or fire services)?

What decontamination facilities are available?

Has advice on sheltering or evacuation been given to the public? Yes  No 

If yes give detail

Has biological sampling been considered? Yes  No Has environmental sampling been considered? Yes  No

**Further Chemical substances involved:**Substance 2Confirmed  Suspected 

Name Identification (UN) No.

CAS No (if known)

Manufacturer amount (kg)

Is chemical affecting:

Air physical state

Water physical state

Food physical state

Soil physical state

Other physical state

Has toxicology been requested? Yes  No 

Verbal information obtained.

Faxed information obtained.

**Go to Section 7**

**Section 5)  
For Incident involving RADIATION**SubstanceConfirmed  Suspected 

Name

Are emergency reference levels exceeded?

Is assistance being provided to police under NAIR scheme?

Are monitoring facilities available at the accident site?

What decontamination facilities are available?

Have radioactivity levels been measured? No  Yes 

If yes give details

Has advice on sheltering or evacuation been given to the public? No  Yes 

If yes give details.

Has environmental sampling been considered?

**Go to Section 7****Section 6)  
For Incident involving FIRE**

Nature of fire/building

Are bulk chemicals stored in or near the building? Yes  No **If yes - identify chemicals using Section 4.**Does the building material contain asbestos? Yes  No 

Has 'area at risk' information been requested from CHEMET (by police or fire services)?

Yes  No

**Section 7)****Health Impact:**

Are there any fatalities? No  Yes  If yes how many?

Are there any casualties? No  Yes  If yes how many?

Are there any adverse health effects being reported? No  Yes   
If yes please give details

Is the ambulance service involved? No  Yes

Which hospitals are involved?

What population is at risk?

Number exposed

Number with symptoms.

Number attending GPs

Number attending A&E

Number admitted to hospital

**Section 8)****Management of incident to date:**

Are the emergency services on the scene? Police  Fire  Ambulance

Coastguard

What control/containment measures have been taken?

What is the status of the incident and what levels of command have been initiated? (Has any organisation declared a major incident?)

What are the communication systems in place and the contact points with non-health service organisations?

**Section 9)****Actions**

Have you been asked to carry out any actions?

Have you requested any actions to be taken?

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