Emergency Plan / Critical Incident Plan
for
North Northamptonshire

March 2021

IF THERE IS AN EMERGENCY IN PROGRESS PLEASE GO TO Emergency Response Plan for North Northamptonshire Council FOR IMMEDIATE RESPONSE GUIDANCE

Document Control

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V0.1	All	First Draft	09.02.21
V0.2	All	Minor amendments, added role of LA	19.02.21
V0.3	10.1	Reference to Council's constitution added	04.03.21

Associated Plans (plans that are likely to be used in conjunction with this plan)

North Northamptonshire Emergency Response Plan
LRF Multi-Agency Response Manual
Emergency Control Centre Plan
North Northamptonshire Business Continuity Policy
LRF Media Plan

Contents

1.0   Introduction

1.1   The Requirement for a Plan

1.1.1   This Emergency Plan fulfils the requirements of the Civil Contingencies Act 2004 (CCA) which places a statutory duty upon Local Authorities to prepare for and respond to emergencies.

1.1.2   The chief requirement of the Act in respect of Emergency Planning is to maintain plans to ensure that, if an emergency occurs or is likely to occur, each Category 1 responder body can deliver its functions so far as necessary or desirable for the purpose of:
- preventing the emergency
- reducing, controlling or mitigating its effects, or
- taking other action in connection with it.

1.1.3   In Northamptonshire, the Local Resilience Forum (LRF) which is based on the geographic area covered by Northamptonshire Police provides the framework for such consistency and cooperation.

1.2   Definition of responders

1.2.1   Responders are defined into two categories: into two categories, category 1 and category 2.

Category One (Core responders), typically:
Emergency services (Police, Fire, Ambulance)
Local authorities
Health bodies (NHS Commissioning Board, Public Health England, Directors of Public Health, and the majority of NHS provider organisations)
Government agencies (Environment Agency)

Category Two (Cooperating responders), typically:
Utilities
Transport
Health bodies (Clinical Commissioning Groups)
Government agencies (Health & Safety Executive)

1.3   Duties required by the Act

1.3.1   The duties that responders are required to perform can be summarised under the following headings. Category Two Responders are only required to satisfy points 6 and 7 below:

1. Risk assessment
2. Business continuity management
3. Emergency planning
4. Maintaining public awareness and arrangements to warn inform and advise the public
5. Provision of advice and assistance to the commercial sector and voluntary organisations (Local authorities only)
6. Cooperation
7. Information Sharing

1.4   The Role of the Local Authority

1.4.1   Local authorities are one of the main bodies representing the community and their role in emergency response and recovery largely reflects this. They have a wide range of functions that are likely to be called upon in support of the emergency services during emergency response and recovery.

1.4.2   The local authority will play an enabling role in close collaboration with a wide range of bodies who are not routinely involved in emergency response. In particular, the local authority will work with partners to:

- Maintain critical service provision
- Provide immediate shelter and welfare for survivors not requiring medical support and their families and friends via Evacuation, Rest, Humanitarian and other Centres to meet their immediate to short term needs
- Provide medium to longer-term welfare support of survivors
- Communicate relevant updates to the public for information and reassurance
- Exercise the functions of the Director of Public Health
- Co-ordinate the activities of the various voluntary sector agencies involved and spontaneous volunteers
- Lead the recovery effort and coordinate related multi-agency activity
- Facilitate the remediation and reoccupation of sites or areas affected by an emergency
- Liaise with the coroner's office to provide emergency mortuary capacity in the event that existing mortuary provision is exceeded; and,
- Provision of other Local Authority functions to support the emergency response and recovery as required.

2.0   Aim

2.1   The aim of this plan is to facilitate an effective and co-ordinated Council response during an emergency, to control, mitigate or prevent the impact of an emergency/incident on its communities and/or the environment.

3.0   Objectives

3.1   The objectives of this plan are to:

- Detail command and control structures
- Detail arrangements for its activation
- Identify activation and escalation procedures
- Outline recovery and debriefing processes

4.0   Definition of Emergency / Major Incident

4.1   The Civil Contingencies Act 2004 (Part 1) defines an "emergency" as

- an event or situation which threatens serious damage to human welfare in a place in the United Kingdom,
- an event or situation which threatens serious damage to the environment of a place in the United Kingdom, or

- war, or terrorism, which threatens serious damage to the security of the United Kingdom.

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

Source: Emergency Preparedness Chapter 1 paragraph 1.14 – 1.15

4.3 For the purposes of this plan, however, an emergency / major incident includes lesser incidents that involve some or all of the following:

- Causes serious harm to the people, community and/or environment of North Northamptonshire
- Significant resources are required to respond effectively to the incident
- Actual or potential disruption to public service is incurred or likely to be
- Compromises the ability of North Northamptonshire Council (NNC) to deliver its prioritised activities
- A co-ordinated response over and above day to day working practices is required

5.0 Management, Control and Co-ordination

5.1 *Levels of Command – Overarching Response Structure*

5.1.1 The generic command structure, nationally recognised, accepted and used by the police, other emergency services and partner agencies, is based on the gold, silver, bronze hierarchy of command and can be applied to the resolution of both spontaneous incidents and planned operations.

5.1.2 The terms gold, silver and bronze are used in each single agency. However, the hierarchy of the terms strategic, tactical and operational refers to a multi-agency co-ordination group.
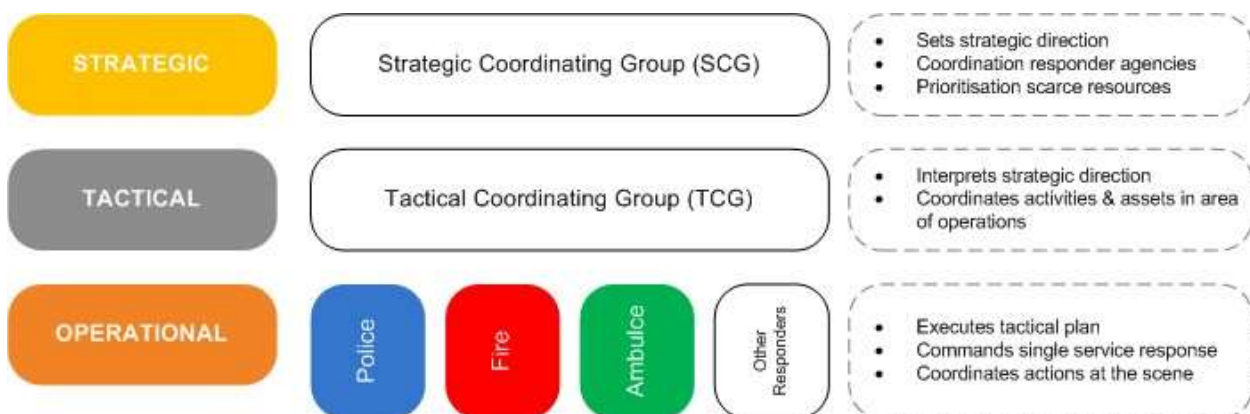
5.1.3 During an incident, responding agencies will assume a structure of command that will govern the process of dealing with the incident. The following command and control structure is adopted:

STRATEGIC – SINGLE AGENCY GOLD

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TACTICAL – SINGLE AGENCY SILVER

OPERATIONAL – SINGLE AGENCY BRONZE

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These are titles and functions that will be adopted across all responding agencies. These titles are not rank related.

5.1.4   There are a number of roles and responsibilities within the plan which are described below in section 6 and the Council should be represented at any Strategic Coordinating Group (Gold level) and Tactical Coordinating Group (Silver level) meetings.

5.2   Principles of joint working

5.2.1   During major emergencies it has been consistently proven that preparation and joint working is the key to an effective response. The Joint Emergency Services Interoperability Programme (JESIP) was developed to provide emergency services with a framework to respond together as effectively as possible. Council responders will need to link into this when attending multi-agency meetings.

5.2.2   The Joint Doctrine – The Interoperability Framework has been introduced for the emergency services called the Joint Emergency Services Interoperability Programme (JESIP). Its purpose is to provide emergency service commanders with a framework to respond together as effectively as possible, and Council responders will need to link into this when attending multi-agency meetings.

5.2.3   There are 5 joint working principles which can be applied to any type of multi-agency Incident where organisations need to work together more effectively. The 5 joint working principles are as follows:

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Co-locate
Co-locate with commanders as soon as practicably possible at a single, safe and easily identified location near to the scene.

Communicate
Communicate clearly using plain English.

Co-ordinate
Co-ordinate by agreeing the lead service. Identify priorities, resources and capabilities for an effective response, including the timing of further meetings.

Jointly understand risk
Jointly understand risk by sharing information about the likelihood and potential impact of threats and hazards to agree potential control measures.

Shared situational awareness
Shared Situational Awareness established by using METHANE and the Joint Decision Model.

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6.0   Roles & Responsibilities in the Plan

6.1   *Duty Gold Officer*

6.1.1   The Head of Paid Service will designate officers to undertake the role of Gold Officer. In doing so they will be delegated authorities to take action to avert or eradicate the effects or potential effects of an emergency.

6.1.2   Decisions shall be made and recorded in accordance with the Constitution and in particular the Officer Scheme of Delegation

6.1.3   The designated gold officer will assess any incident or developing situation and determine whether an Emergency/Critical Incident should be declared and managed in accordance with this plan. This decision will be appropriately documented and the Leader of the council notified (please see section 7.2 regarding Activation Procedure).

6.1.4   The Duty Gold Officer is the individual who has overall responsibility for coordinating the council's response at a strategic level. The Duty Gold Officer will be contacted by the Emergency Planning Officer who will offer advice and guidance. The Duty Gold Officer has the authority to request the assistance of other Directors and Assistant Directors in response to an emergency/critical Incident.

6.1.5   Once an emergency has been declared the Duty Gold Officer will do the following:
- Determine strategy and decide on the range of assistance to be provided based on the circumstances and needs of the Council or other organisations involved in the emergency
- Identify and commit relevant council staff and resources to address the immediate needs of the incident
- Redirect the activity of any service area if required
- Represent and make decisions on behalf of North Northamptonshire Council within the multiagency strategic coordinating group (SCG)
- Ensure expenditure incurred in connection with the incident is only up to thresholds outlined in the financial procedures rules of the constitution or any revised threshold set by the Executive in connection with the emergency; and
- To make any proportionate and justifiable decision necessary in connection with the emergency where the urgency of such a decision does not allow for reference elsewhere.
- Ensure elected members are informed
- Coordinate the public information and media response
- Direct actions across the organisation to effectively manage the situation

6.1.6   The Duty Gold Officer may be asked to make a number of decisions, in general terms these decisions will fall into the following areas:

Priorities	Setting strategic objectives in order of priority
Parameters	Setting acceptable standards and success criteria, including ratifying tactical plans
Command Structure	Determining who is in charge of what and when in order to best achieve the objectives

Resources and logistics	Determining what resources will be made available to tactical commanders and financing these resources

6.1.7 The Duty Gold Officer will provide a full account of actions and decisions they have taken in connection with the emergency to the Leader of the Council or Executive Committee within the timescales and as such intervals as determined by the Leader.

6.2 Emergency Management Team (EMT)

6.2.1 In an emergency / critical incident the EMT will be formed and chaired by the Chief Executive (or their nominated representative). The EMT will make all the strategic decisions for the continued provision of the council's services, and the recovery from the incident. The strategy will set out the high-level overview of the NNC response and, as such, does not get drawn into tactical or operational details. The EMT will take information, situation reports, and any other intelligence and use this to guide their decisions as the incident develops. Members of the EMT may include Directors, Assistant Directors and other specialist staff as appropriate to the incident. This group will be supported by a loggist to record actions and decisions made.

6.2.2 The roles and responsibilities of this group will be to:
- Maintain overall strategic management control of the council response to an incident
- Set the strategic direction for managing the incident, including dealing with the media, providing a media spokesperson and approval of media statements in conjunction with any multi agency press statements, and provide information to central government agencies when requested
- Providing the tactical (Silver Duty Officer) with aims and objectives to determine the priorities of the response
- Provide support to the tactical (Silver Duty Officer) through the provision of resources
- Ensuring effective liaison between all services and agencies
- Identifying and deciding any financial issues and any potential impacts on the delivery of council services
- Briefing the Leader of the Council and other elected members on the incident where necessary
- Determining the plans for the recovery of the organisation and community

6.3 Silver Duty Officer

6.3.1 The Silver Duty Officer will command and coordinate the overall tactical response in compliance with the strategy, and is the tactical commander of the incident. The main functions of the silver duty officer are as follows:
- Determine tactics and objectives necessary to achieve the overall strategy set by the EMT or Duty Gold Officer
- Ensuring that the actions of the Council are coordinated with other responders
- Utilising the resources of the Council and determining the most appropriate use and allocation of them based upon the information available
- Providing the operational (bronze) managers & staff with support and direction as necessary. This includes staff undertaking roles such as Incident Liaison Officers and Reception Centre Managers
- Attend any Tactical Coordinating Group (TCG) meetings

- Provide appropriate updates to and briefings to EMT and/or Duty Gold Officer, including seeking clarifications where necessary
- Ensuring appropriate consideration is given to the safety and welfare of staff members and the public
- Assisting in the development of recovery strategies

6.4   Emergency Planning Duty Officer

6.4.1   North Northamptonshire maintains a 24-hour response to emergencies. For emergencies not managed by a single service or as part of "day to day" provision for such events, the Council's first point of contact is the Emergency Planning Duty Officer who is on standby 24/7. The primary role of the Duty Emergency Planning Officer is essentially to coordinate information and manage the initial response to the emergency/incident.

6.5   Incident Liaison Officer (ILO)

6.5.1   It may be necessary to send a Council representative to a multi-agency command location. This will normally be an ILO. They will be deployed to a rendezvous point (RVP) or directly to a place of forward control, which could be referred to as a forward control point (FCP).

6.5.2   On arrival at the RVP or point of forward control the ILO will need to undertake the following duties:

- Report to the Incident Commander
- Seek a safety briefing from the appropriate officer
- Represent the Council at the scene
- Assess the situation and report back as directed in their initial briefing
- Advise the emergency services on our resource capacities
- Relay requests for assistance from the emergency services
- Send regular situation reports
- Keep, and document operational records as required

6.6   Emergency Control Centre (ECC)

6.6.1   During any major incident the activation of an ECC should be considered. The aim of an ECC is to deliver effective incident management by providing a framework for controlling and coordinating the response of the authority to an incident or an emergency. It allows for better co-ordination and management of the emergency and ensures the steady flow of information from and to the scene.

6.6.2   The ECC process should provide the organisation with situational awareness and the following objectives are important in delivering this:

- To provide a scalable and flexible tactical capability that aligns with, and supports the authorities' response across all levels
- To provide a central point of contact for incident related communication and when required, call handling capability.
- To manage information through a system that includes collection, collation and effective dissemination.
- To bring together and/or coordinate directorate and service area representation within a managed incident support team.

- To assess needs and identify and task the resources likely to be required in the operational response.

6.6.3 The Emergency Control Centre plan provides more detail on the process and procedures involved and the locations available for an ECC.

6.7 Emergency Control Centre Manager (ECCM)

6.7.1 Usually performed by a silver commander, their task will involve delivering effective incident management by running the framework for controlling and co-ordinating our response to an incident. The ECCM will ensure the facility is ready for use as soon as practicable following the decision to use it.

6.7.2 The ECCM should ensure Emergency Control Operators are briefed on:

- The details of the incident and provide important updates relevant to their role
- Their roles and responsibilities

6.8 Emergency Control Operator

6.8.1 The primary functions performed by this role are handling information and maintaining situational awareness with the support and direction of the Duty Emergency Planning Officer and/or Silver Duty Officer.

6.9 Loggist

6.9.1 This officer is required to record actions, decisions made and other relevant information usually at a management or co-ordinating group meeting convened in response to the incident. The Council must ensure that an accurate record of its actions is maintained and preserved, thereby providing a reliable, transparent source of evidence to justify its actions in the response to an incident during any subsequent debriefs, investigations, public inquires, civil and criminal prosecutions. The record can also be used to accurately identify areas of good practice and where improvements may be required.

6.10 Reception Centre Manager

6.10.1 A Reception Centre may be set up for a variety of reasons or to serve particular categories or groups of people affected by an emergency or incident. A trained Reception Centre Manager will be required to manage those using and resourcing the Centre.

6.10.2 Information on reception centres available in North Northamptonshire can be found on Resilience Direct.

6.11 Elected Members

6.11.1 Elected members provide a vital interface with the communities they serve and are well placed to pass on information to and from local people should a serious incident occur. In the early stages of an emergency or critical incident there is little direct action an elected member can take, and officers of the Council must be allowed to get on and manage the situation. In the first instance the Leader of the Council, relevant portfolio holder and ward member will be advised of the situation by the

EMT. Wider communication of the incident to other Elected Members will be decided on by the EMT.

6.11.2 Elected Members may be approached to give media statements and interviews. Elected Members should refrain from speaking to the media direct, unless guided to do so by the Council's Communications Team, as this could have a detrimental effect on the community and overall emergency response.

6.11.3 Some of the overall actions for Elected Members will include, but not limited are:
- To have direct communication with their constituents
- To provide consistent and accurate messages to the community
- To act as a conduit between the Council and the community in allaying fears, explaining strategy and providing feedback
- To act as spokesperson for the Council, when appropriate
- To provide representation to areas of operation as appropriate
- Be briefed by whatever appropriate method of the media briefs being released to the press to avoid confusion / ambiguity
- Keep a log of any significant involvement for official records and enquiries

7.0 Activation and Mobilisation

7.1 Trigger for Activation of the Plan

7.1.1 The following may trigger the activation of this plan:

- A major incident that affects the North Northamptonshire area is declared by a partner organisation
- An delegated officer within North Northamptonshire Council (see section 6.1.1) considers it necessary or desirable in order to effectively prevent, reduce, control or mitigate the impact of an incident or potential incident.

7.2 Activation procedure within the Council

7.2.1 An emergency can be declared by a delegated officer of the Council (see section 6.1.1).

7.2.2 It is important that any incident which could affect a Service Area / Directorate is immediately reported to the Assistant Director and/or Director so the appropriate response can be implemented.

7.2.3 The incident should be assessed against the definition of an emergency / major incident (see section 4) and where it meets the definition or has the potential to it should be communicated to the Corporate Leadership Team as soon as possible for communication to the rest of the organisation.

7.2.4 Where an incident requires a response by the Council, the Emergency Planning Duty Officer should be contacted immediately.

7.2.5 When an emergency / major incident is declared the Corporate Leadership Team and the Leader of the Council should be informed at the earliest opportunity.

7.3 Activation procedure by an external organisation

7.3.1 If an emergency is declared by an external organisation the Emergency Planning Duty Officer will notify the Gold Duty Officer for the day. They will brief the Gold Officer on the incident who will determine the appropriate level of response and issues instructions as necessary.

7.4 Situational Awareness

7.4.1 Whoever receives the initial report should use the mnemonic METHANE (see section 7.4.3 below) to assist them with collecting the information required, and to be in a position to achieve and share situational awareness. The use of the mnemonic METHANE is widely recognised and may usefully assist in the taking and giving of information throughout the incident response.

7.4.2 The following information should be recorded:

- The name and contact details of the person spoken to and those of the person you may have been asked to contact
- Confirmation of the action you have been asked to complete and the timescales this is set against
- Who else has been informed and what has been asked of them

7.4.3 METHANE – the following mnemonic should always be used when collecting and passing information in the initial stages, between all relevant responders to establish effective situational awareness.

M	MAJOR INCIDENT	Has a major incident or standby been declared? (Yes / No - if no, then complete ETHANE message)	Include the date and time of any declaration.
E	EXACT LOCATION	What is the exact location or geographical area of the incident?	Be as precise as possible, using a system that will be understood by all responders.
T	TYPE OF INCIDENT	What kind of incident is it?	For example, flooding, fire, utility failure or disease outbreak.
H	HAZARDS	What hazards or potential hazards can be identified?	Consider the likelihood of a hazard and the potential severity of any impact.
A	ACCESS	What are the best routes for access and egress?	Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it.
N	NUMBER OF CASUALTIES	How many casualties are there, and what condition are they in?	Use an agreed classification system such as 'P1', 'P2', 'P3' and 'dead'.
E	EMERGENCY SERVICES	Which, and how many, emergency responder assets and personnel are required or are already on-scene?	Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector, may be required.

7.5 Record Keeping

7.5.1 It is important that information received in the initial alert stage and in any subsequent exchange is recorded immediately. The information recorded must be accurate and retained as it may be needed in the future.

7.5.2 If an Emergency Control Centre is activated then incident management forms that are a part of that process should be used.

7.6 Emergency Stand Down

7.6.1 The decision to stand down an incident within the Council should be made between the EMT and Duty Gold Officer with advice sought from the Duty Emergency Planning Officer. The decision should be based upon whether there is an on-going need for a coordinated response of council services to the incident. Consideration should be given as to whether the reason for declaring the emergency are still applicable. This decision should be communicated to all parties. Ending the emergency does not mean that there is no longer any work to do, but that control of the situation has been regained, and all actions fall within the scope of the normal procedures of the council.

7.6.2 It may be that the decision to stand down an emergency is taken in conjunction with other partner agencies through the Strategic Coordination Group and/or Tactical Coordinating Group which the Council will contribute to. Although the emergency may have been stood down the Council may still be involved in recovery following the incident.

8.0 Recovery

8.1 Recovery is an integral part of the emergency management process. It can be characterised as the process of rebuilding, restoring, and rehabilitating the community once the immediate responses to save life, property and recover evidence have concluded. Multi-agency recovery operations should start as soon as possible after the onset of an emergency – ideally in tandem with the response itself.

8.2 In the aftermath of a major emergency, the principle concerns of the Council will be:
- Ongoing Business Continuity management
- Further support to the emergency services
- Continue normal support and care for the local and wider community
- Use resources to mitigate the effects of the emergency
- Co-ordinate the response by organisations other than the emergency services
- Recovery allows for the exploration of opportunities afforded by emergencies
- Establishing what happened
- Identifying improvements
- Applying lessons learned

8.3 The return to normality should also comprise of actions that take steps to adapt systems, services, and infrastructure to meet future needs in the event of a future emergency.

9.0　The Debrief Process

9.0.1　To ensure that the Council identifies and learns lessons from the incident debriefs should be undertaken. These follow two formats. In addition there may be a multi-agency debrief.

9.1　Hot Debrief

9.1.1　This takes place immediately after the incident has ended, usually at the scene. The hot debrief process allows for all responders – those present at the scene and those operating away from the scene – to discuss and share lessons learnt and ask questions. Many debrief processes may happen simultaneously depending upon the location of various responders and the various teams that may be operating at the site. A debrief involving all responders may also take place as they come together at the end of an incident. The hot debrief process ensures that support and information is shared amongst responders and allows learning points to be recorded for future reference and inquiry. It also allows for staff to take the opportunity to identify any further help and support that they themselves may require as a result of the incident. The hot debrief also allows for any safety issues or actions requiring immediate introduction of new systems to avoid similar mistakes occurring.

9.2　Cold Debrief

9.2.1　A cold debrief does not take place immediately after the event but at a time and place after and away from the incident scene. Holding a cold debrief allows incident responders and those involved with the incident to reflect upon the incident management and to consider other factors involving the emergency. A debrief that takes places a little while after an incident also ensures that personal issues that the event may have triggered can be identified.

9.3　Multi Agency Debrief

9.3.1　Northamptonshire Local Resilience Forum has a debrief procedure and after a major emergency this may be put into place to capture the LRFs response to the incident. Key pertinent points from Council's internal debrief and any issues for other organisations can be taken to this debrief.

10.0　Financial considerations

10.1　Emergency Expenditure

10.1.1　Emergency expenditure in a business continuity or emergency planning incident shall be undertaken in line with the financial procedure rules contained within the Council's constitution.

10.1.3　Full recording and documentation of decisions taken and expenditure incurred is crucial and procedures must be put in place to ensure this happens. This may support any claims for cost recovery that follow in the aftermath of the incident.

10.2 The Bellwin Scheme

10.2.1 The Bellwin scheme is a scheme of emergency financial assistance to help local authorities meet uninsurable costs they incur when dealing with the aftermath of an emergency in their area. Authorities are expected to have budgeted for a certain amount of emergency expenditure, so relief is paid only when such expenditure goes beyond what the Government thinks it is reasonable to expect them to have budgeted for.

10.2.2 When the scheme is activated each local authority can claim for eligible costs above a set threshold.

10.2.3 Bellwin is regularly activated in times of emergency to make financial assistance available to local authorities. Further information is available from www.gov.uk.

10.3 Mutual Aid

10.3.1 During an incident it is a possibility that the need for council resources required is beyond those available. As a result mutual aid might be requested from West Northamptonshire Council. Such requests maybe in the form of the provision of personnel and / or resources.

11.0 Media & Communications

11.1 Following declaration of an emergency / critical incident, the Council's communications team will coordinate public information messages and may, if circumstances dictate, establish a Media and Communications Cell to act as a Single Point of Contact for any media enquiries.

11.2 It is essential that staff, elected members and the public are kept informed with timely and accurate information that they may need to act upon for their safety and wellbeing, and that they are offered reassurance. Any delay between an incident occurring and the public reaction to the incident must be minimal.

11.3 Following the declaration of a critical incident, the Northamptonshire LRF Media Plan will be activated, the objectives of which are to
- Provide a multi-agency framework in which media enquiries can be efficiently and constructively handled
- Establish key roles and responsibilities
- Enable exchange of information between Communications Officers (COs) of the various agencies involved
- Help control the flow of information and prevent a breakdown in communications
- Provide a focal point for information gathering

11.4 The agencies involved will exercise flexibility in deciding which aspects of the plan to activate. Some major incidents may not require the whole plan to be put into operation.

12.0 Training and Exercising

12.1 The Civil Contingencies Act 2004 requires all emergency plans be exercised regularly to ensure the plan is relevant and fit for purpose. All those persons with a nominated role in this plan will be identified and involved in appropriate briefing, training and exercises at regular intervals.

12.2 The Council has a training prospectus detailing the courses required for each role in the emergency plan. The prospectus also details dates of training and exercising through the year.

13.0   References & Glossary

13.1   References

- The Civil Contingencies Act 2004
- Emergency Preparedness Chapter 1: Introduction (revised March 2012) – Cabinet Office
- Borough Council of Wellingborough Emergency Plan
- North Northamptonshire Safety and Resilience Partnership (NNSRP) Emergency Plan and Emergency Response Plan
- Northamptonshire County Council Critical Incident PlanVersion 4.3
- Historic North Northamptonshire Safety and Resilience Partnership (NNSRP) Emergency Planning documents
- Joint Emergency Services Interoperability Principles

13.2   Glossary

ECC	Emergency control centre
ECCM	Emergency control centre manager
FCP	Forward control point
EMT	Emergency Management Team
ILO	Incident Liaison Officer
JESIP	Joint Emergency Services Interoperability Principles
RVP	Rendezvous point
SCG	Strategic Coordinating Group
TCG	Tactical Coordinating Group