

Guidance Document

G1170

Premises: Emergency Response Works

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MAYOR OF LONDON



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1 Purpose

The Purpose of this Guidance is to describe the arrangements used within APD (Premises and structures area) to deal with Emergency response, from the notification of an incident through to the management, control and communication to ensure that there is a minimum delay and disruption to LUL's business

2 Scope

This Guidance applies to all the emergency response Works ensuring that the requirements of the following listed documentation and LONDON UNDERGROUND Standards are followed and met:

W0001.A2	Minor Works
G136.A2	Control of works on LU Premises
S1538	Assurance
LUL Working Manual – Na100 Incident Management Procedure	

3 Guidance

This Guidance is applicable to all personnel who work in the Asset Performance (AP) and carrying out any Emergency response duties and any related engineering works on or adjacent to LU Premises.

3.1 Work Generation

Reported incidents are generated via the Fault Report Centre (FRC) or as a request for assistance from the Duty Operations Manager (DOM).

3.2 Premises and structures Group

On notification of an incident or a request from the DOM, the Premises and Structures duty engineer shall attend site and assess the situation. The P&S Duty Engineer shall arrange for an emergency response from the authorised contractors at his disposal.

The P&S Duty engineer shall update the APCC and Liaise with the Building Surveyor on the current situation and actions taken.

The BS/SE if agree with the actions taken and scope of the remedial works, shall issue a Notice to Proceed.

The BS/SE shall inform the Premises/Structures engineer of the agreed solution to the incident and at the first available opportunity raise an incident Notification Form. (INF)

The BS initiates a retrospective BCG notification confirming that the remedial works have been undertaken in accordance with LU Standards and using approved materials