

EMERGENCY PLANNING

1 SCOPE

The content of this document applies to all persons responsible for the developing and maintaining the emergency plan, on or around Network Rail Managed Station premises, irrespective of the organisation for which they work.

This procedure applies to all Network Rail Managed Stations, with the exception of St Pancras Thameslink Station. This is covered by the St Pancras International Station Emergency Plan.

For the purpose of this document the term “station(s)” shall refer to Network Rail Managed Stations.

2 PURPOSE

The purpose of this procedure is to direct the management of emergency situations in a manner which minimises risk and loss and allows for controlled recovery of the situation to normal working.

The procedure's purpose is achieved by mandating the development and periodic review of a station-specific Emergency Plan to a nationally consistent template.

3 DOCUMENT MANAGEMENT

Network Rail Managed Station Local Document Controllers will be responsible under the direction of the Station Manager for:

- The issue of the Emergency Plan to all relevant persons in a controlled manner.
- The issue in a controlled manner, of any necessary amendments.

4 EMERGENCY PLAN PRODUCTION RESPONSIBILITIES

Responsibilities for the production are outlined below and in the flow chart in **Form FS-23A**.

4.1 Operational Security & Continuity Planning Manager

The Operational Security & Continuity Planning Manager must:

- Arrange for an emergency plan template to be produced and implemented in a co-ordinated manner.
- Arrange for the Emergency plans throughout Network Rail Managed Stations to be kept under review.

4.2 Area General Manager / Route General Manager

The Area General Manager / Route General Manager has overall responsibility for the ownership and control of the Emergency Plan and the implementation of the actions detailed therein.

The Area General Manager / Route General Manager must:

- Appoint Station Managers as Local Emergency Planning Co-ordinators.
- Make the Station Manager at each station responsible for coordinating all relevant parties involved in all activities detailed in this document.

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4.3 Station Managers

Station Managers must arrange for:

- The Emergency Plan to be developed consistent with the national template provided in this procedure and maintained relevant to the station including its physical form, staffing, use and local surroundings.
- The Emergency Plan to be developed in co-ordination with all the station stakeholders, and in consultation with the Security and Emergency Planning Specialist.
- A risk review meeting to be held to determine the types of emergency the station plan should cover and records maintained.
- Local emergency arrangements to be inserted in the appropriate section of the emergency plan template **Form FS-23B**.
- Local arrangements to be documented including identification of teams and their individual responsibilities, command and control relationships with other organisations, emergency contact numbers etc.
- The plan to be briefed to Network Rail, station contractors and relevant Train Operator employees who are expected to implement elements of the Emergency Plan.
- The Emergency Plan to be communicated to all affected parties including other organisations.
- Shift Station Managers and nominated deputies to be competent in the role of the Station Incident Officer. This competency must be renewed every two years and competency records kept for audit purposes.
- The station specific plan to be reviewed every 12 months, and at any other time deemed appropriate, to cater for any amendments to the station, its operation or use, defects or errors identified or lessons learned from implementation of the plan. All such reviews must be documented, even if no amendments are made.
- For Emergency boxes to be sited at strategic locations as detailed in this standard.
- Regular representation at the Railways Emergency Planning and Co-ordinating Committee (REPACC) chaired by the Security and Emergency Planning Specialist.

4.4 Other Network Rail Managers

Premises Managers (i.e. Station Manager, Manager of a shop unit etc.) have a responsibility to their employees, contractors and other persons on their premises to make them aware of the emergency arrangements and the relevant action they may be required to implement.

Premises managers also have a responsibility to appoint a sufficient number of competent evacuation wardens to adequately cover the evacuation needs for their premises during the hours they are occupied.

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4.5 Emergency Examples

Examples of emergencies to be covered by the emergency plan can be found in **Form FS-23C**. These identified situations are a non-exhaustive list that must be addressed in the Station Emergency Plan as a minimum. A risk review meeting with the relevant stakeholders must be convened to identify the emergencies applicable to the station and if any additional emergencies should be considered. Arrangements must be put in place to address these identified emergencies by the station management team.

4.6 Testing of Emergency Plans

All plans must be regularly tested and a programme of planned evacuations and tabletop exercises scheduled for each financial year. The programme must take account of any mandatory requirements such as **The Fire Precautions (Sub-surface Railway Stations) England Regulations 2009 Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005**.

The frequency of exercises will be based on risk although each location must carry out a minimum of one planned evacuation and one tabletop exercise per financial year as required by Network Rail Health & Safety management System. For sub-surface stations the requirement is increased to a minimum of two live exercises and one tabletop exercise per financial year. Actual events may be used instead of the planned live exercise provided the event adequately tests the emergency plan and a multi agency debrief are carried out. It is the responsibility of the Station Manager to follow any actions arising from the debrief to a satisfactory conclusion within the allotted timescales and notes to support this debrief and actions are maintained.

A structured debrief should be conducted after each exercise, as soon as reasonably practical, either by the Station Manager or a Shift Station Manager other than the one involved in the event with assistance from the Security & Emergency Planning Specialist. Actions / amendments to the plan should be completed by the Station Manager and a copy of the debrief report forwarded to the Security & Emergency Planning Specialist and Security and Safety Risk Specialist.

Emergency Plans must be amended to take account of lessons learned from any exercises or emergency.

Guidance on aspects of running and organising live and tabletop exercises can be obtained from the Security & Emergency Planning Specialist or Security and Safety Risk Specialist.

5 INCIDENT COMMAND STRUCTURE

A three-tier structure is applied to the management of rail response to an incident. This basic structure will apply whatever the severity of the incident. However, not all of the structure will be implemented for each incident. The detailed response depends on the circumstances of the incident; arrangements may vary depending on the level of liaison required with the emergency services. These tiers are defined as Strategic (Gold) Tactical (Silver) and Operational (Bronze).

5.1 Gold (Strategic)

The role of the personnel in the Gold location is to be responsible for the strategic management of the incident. Gold is led by the Rail Incident Commander (RIC), and would normally be situated at Network Rail Route Control.