

Railway Group Standard

GO/RT3118

Issue One

Date October 2008

Incident Response Planning & Management

Synopsis

This standard identifies interface requirements for enabling a consistent, comprehensive and structured process for rail incident response planning and management.

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Documents

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Issue record

Issue	Date	Comments
One	04 October 2008	Original document

Superseded documents

The following Railway Group documents are superseded, either in whole or in part as indicated:

Superseded documents	Sections superseded	Date when sections are superseded
GO/RT3471 – Incident Response Planning	All Sections	06 December 2008
GO/RT3472 – Incident Management & Evidence Gathering	All Sections	06 December 2008

GO/RT3471 ceases to be in force and is withdrawn as of 06 December 2008.

GO/RT3472 ceases to be in force and is withdrawn as of 06 December 2008.

Supply

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Part 1 Purpose and Introduction

1.1 Purpose

- 1.1.1 This document mandates requirements for interface issues concerning the planning and management of co-ordinated responses to incidents.

1.2 Introduction

1.2.1 Background

- 1.2.1.1 In accordance with the Railways and Other Guided Transport Systems (Safety) Regulations 2006 (ROGS), duty holders (as defined in those regulations) have a statutory duty to ensure that accidents, incidents, near misses and other dangerous occurrences are reported, investigated and analysed and that necessary preventative measures are taken. The same regulations also require the production of plans for such events and for duty holders to co-operate as basic elements of their respective safety management systems.
- 1.2.1.2 This document has been created as a result of the merging of two Railway Group Standards: GO/RT3471 Incident Response Planning and GO/RT3472 Incident Management and Evidence Gathering to form one, comprehensive document that covers interface requirements between infrastructure managers (IMs) and railway undertakings (RUs).
- 1.2.1.3 The requirements in this document have been clarified and simplified from those in the superseded documents. They have been written to reflect 'real world' situations that were worked through in stakeholder workshops during the initial drafting phases of the document, and refined to support specific, clearly expressed interface issues. Much of the content of the non-exhaustive lists of supporting information, previously contained within the requirements of the two RGS documents that this one replaces, has been transferred to the new guidance document GO/GN3518 Guidance on Incident Response Planning & Management.

1.2.2 Principles

- 1.2.2.1 The requirements of this document are based on the following principles:
- a) That the current edition of the Network Rail published and controlled document 'Network Rail National Emergency Plan' (NRNEP) will be used by all duty holders as the source document for providing general organisation, context, terminology, role identification, and a complete overview to aid the creation of all co-ordinated incident response plans.
 - b) That all roles described in this document may have links and wider responsibilities to others (including those that are the responsibility of single duty holders and external parties, such as the emergency services and authorised investigation bodies), which are explained and stated more fully in the NRNEP.

1.2.3 Related requirements in other documents

- 1.2.3.1 The following Railway Group Standards contain requirements that are relevant to the scope of this document:
- a) GO/RT3119 Accident and Incident Investigation

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- b) GO/GN3519 Guidance on Accident and Incident Investigation
- c) GE/RT8000 Rule Book module M5 (Managing accidents).

1.2.4 Supporting documents

- 1.2.4.1 This Railway Group Standard is supported by GO/GN3518 RSSB Guidance Note – Guidance on Incident Response Planning & Management.

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Part 2 Requirements for Incident Response Planning & Management

2.1 Joint requirements for infrastructure managers and railway undertakings

2.1.1 Incident response plan preparation requirements

- 2.1.1.1 Infrastructure managers and railway undertakings shall liaise for the purpose of providing information for use in the development, drafting, production and maintenance of incident response plans.
- 2.1.1.2 Infrastructure managers and railway undertakings shall liaise and reach a decision on the roles each organisation will take in the event of an incident.
- 2.1.1.3 Infrastructure managers and railway undertakings shall liaise and reach a decision on how the location of an incident will be identified.
- 2.1.1.4 Infrastructure managers and railway undertakings shall liaise and reach a decision on how items of equipment, facilities and boundary interfaces will be managed in the event of an incident.
- 2.1.1.5 Infrastructure managers and railway undertakings shall liaise to discuss risks presented by their respective neighbours that might affect activities during the course of an incident.
- 2.1.1.6 Infrastructure managers and railway undertakings shall liaise and reach a decision on how common parts of the incident site and associated public areas will be treated in the event of an incident.

2.1.2 Production of harmonised incident response plans

- 2.1.2.1 Infrastructure managers and railway undertakings shall liaise to produce harmonised incident response plans that accord with their respective areas of operation.

2.1.3 Testing of incident response plans

- 2.1.3.1 Infrastructure managers and railway undertakings shall liaise with each other to test the effectiveness of incident response plans.
- 2.1.3.2 Infrastructure managers and railway undertakings shall hold periodic exercises to test incident response plans with the participation of the emergency services.

2.1.4 Review and maintenance of incident response plans

- 2.1.4.1 Infrastructure managers and railway undertakings shall hold regular consultation meetings with each other in order to:
 - a) Reach a common understanding on the procedures to be adopted within each incident response plan.
 - b) Identify any changes to circumstances and changes to risks.
- 2.1.4.2 Infrastructure managers and railway undertakings shall liaise with each other whenever changes affecting an interface are required to an