UIC CODE 201

1st edition, March 2003

Original

R

Carriage of dangerous goods - Emergency planning guidance for rail marshalling yards

Transport de marchandises dangereuses - Gares ferroviaires de triage - Guide pour la réalisation des plans d'urgence
Transport gefährlicher Güter - Leitfaden für die Notfallplanung in Rangierbahnhöfen

UNION INTERNATIONALE DES CHEMINS DE FER
INTERNATIONALER EISENBAHNVERBAND
INTERNATIONAL UNION OF RAILWAYS

Documents
Document Sharing Hub

Full document details: UIC 201 2003

Leaflet to be classified in Volume:

II - Freight Traffic

Application:

With effect from 1 January 2003
All members of the International Union of Railways

Record of updates

1st edition, March 2003 First issue

The person responsible for this leaflet is named in the UIC Code

Documents
Document Sharing Hub
Full document details: UIC 201 2003

Contents

Summary **1**

1 - Requirements and guidance **2**

1.1 - Purpose 2
1.2 - Scope 2
1.3 - European Community Directives 2
1.4 - Railways 2
1.5 - Wider responsibilities and involvement 4
1.6 - Background 4

2 - General considerations **5**

2.1 - Why? 5
2.2 - Who? 5
2.3 - How? 6
2.4 - When? 8
2.5 - Use 8
2.6 - Information 9

3 - Emergency plan production **11**

3.1 - Plan preparation 11
3.2 - Contents of the plan 11
3.3 - Checklist for Emergency Plans 15

4 - Environmental aspects of emergency planning **17**

5 - Preparedness - Emergency services **18**

6 - Training and testing **19**

6.1 - Training 19
6.2 - Testing 20
6.3 - Consultation 23

Documents
Document Sharing Hub
Full document details: UIC 201 2003

7 - Review, update, reporting and records 24

7.1 - Review 24
7.2 - Reporting 25
7.3 - Investigation 25
7.4 - Exchange of information 25
7.5 - International systems 25
7.6 - Records 25
7.7 - Audit 26

8 - Public authority and community awareness 27

8.1 - Need 27
8.2 - Consultation 27

9 - Working with the media 28

Appendix A - Background 30

Appendix B - Examples of particular risks in marshalling yards 34

Appendix C - Organisations to be consulted 35

Appendix D - Emergency plan - Summary of aspects to be considered 36

Appendix E - Hazard identification and risk assessment 38

Appendix F - Safety management 41

Appendix G - Environmental considerations 42

Appendix H - Equipment 46

Appendix I - Exercise organisation 47

Appendix J - Model on-site emergency-plan content 50

Glossary 52

List of abbreviations 54

Bibliography 55

Documents
Document Sharing Hub
Full document details: UIC 201 2003

Summary

The International Union of Railways (UIC) was established on 20 October 1922 at the International Paris Conference. Its remit was to unify and improve the establishment of operating conditions for the railways in an international traffic perspective, i.e. as the rail transport standardisation body. Since that date, the UIC has kept on growing and now consists of 137 member bodies from almost a hundred countries from the five continents in many areas of competence. At UN, the UIC has observer status.

The UIC aims at developing international cooperation between rail enterprises and promoting worldwide the merits of international rail transport services. It maintains and develops the overall coherence of the rail system and implements engineering, operational and commercial interoperability requirements. The UIC represents railway interests in lobbying and influencing decision-makers and the general public.

The Community of European Railways (CER) was created in 1988 to represent the interests of the rail organisations of the EU countries as well as some other countries in Europe in dealings with the European Union's authorities.

Within the UIC/CER, the Policy Coordination Group for the Transport of Dangerous Goods (Groupe de Synthèse) was set up in 1995 and entrusted by the UIC Freight Commission with the task of co-ordinating and leading initiatives with the aim of promoting the safe carriage of dangerous goods by rail.

In this context, the publication "Emergency Planning Guidance for Rail Marshalling Yards" has been produced. This has been undertaken in the group in close cooperation with the CER and in consultation with the European Commission (DG ENV and DG TREN) as part of the follow up to the new *SEVESO Directive known as SEVESO II*, after excluding from the scope of the directive the issue of marshalling yards. The follow-up work was based on the "broadly equivalent" principle introduced by the European Commission.

Whereas the railways in Europe have generally developed their own emergency planning arrangements, this guidance document has been drawn up with the objective of providing for a consistent approach by European railways in formulating their emergency plans for marshalling yards. It takes into account the continuing reorganisation of the railways and the varying arrangements for dealing with emergencies by the relevant Government bodies in different countries.

Documents
Document Sharing Hub

Full document details: UIC 201 2003

1 - Requirements and guidance

1.1 - Purpose

This guidance document can be used together with other guidance and national requirements, to establish a realistic and efficient common framework by all railway undertakings (see Glossary - page 52), railway infrastructure managers (see Glossary - page 52) and yard operators (see Glossary - page 52) for developing and implementing policies and practices for emergency (see Glossary - page 52) planning for marshalling yards (see Glossary - page 52) handling dangerous goods (see Glossary - page 52). It is intended to complement existing legislative regulations and the detailed emergency planning arrangements of each railway undertaking, infrastructure manager or yard operator.

Although this document has a railway audience, for clarity of the overall requirement it does identify considerations and actions that are the responsibility of other external organisations such as the emergency services (see Glossary - page 52) and local authorities. The precise allocations of responsibilities may vary between different countries.

1.2 - Scope

This guidance is intended primarily for the implementation of emergency plans in marshalling yards.

It can also be applied to any aspect of rail operation e.g. for locations handling transhipments such as combined transport.

1.3 - European Community Directives

European Community Seveso II Directive (96/82/EC) requires the application of major accident (see Glossary - page 52) hazard controls to fixed installations (see Glossary - page 52). The extent of the controls, applied by national legislation, depends on the dangerous substance held and the quantities involved. Rail marshalling yards are excluded from *Article 4(c) of the Seveso II Directive* (with the exception of locations covered by the Directive). In considering what is excluded from the *Seveso II Directive* it was noted that *Council Directive 96/49EC* identified intermediate temporary storage as "stops necessitated by the circumstances of transport".

A Council Declaration required a follow up and, if necessary, a Commission proposal for marshalling yards. The review identified the need for further attention in the area of planning for rail emergencies in marshalling yards.

1.4 - Railways

1.4.1 - Organisation

This guidance recognises that railways in different countries are subject to different legal structures, organisations and cultures. For example a railway may be a public authority, a private entity or some combination of the two. It may be managed as an integrated activity or divided into activities such as infrastructure provision, infrastructure management, rolling-stock maintenance and train operation.

Documents
Document Sharing Hub
Full document details: UIC 201 2003

1.4.2 - Carriage of dangerous goods

The rail carriage of dangerous goods takes place within a total rail operation subject to comprehensive safety management systems. These will set out the policy and principles for accident prevention, preparedness and response should accidents occur, review, feedback and safety improvement through system change. More specific safety management systems will address marshalling yard operation and the implication of dangerous goods that can be present. Senior management commitment is an essential input to the management systems for achieving high standards of control and safety in marshalling yards. See also Appendix F - page 41.

In European rail transport, the *RID Framework Directive* (see List of abbreviations - page 54) ensures that RID is applied not only to international transport but also to national transport. RID, with effect from 1 January 2004, states that internal emergency plans shall be set up for the movement of dangerous goods in marshalling yards. The emergency plans shall ensure that in the case of accidents or incidents (see Glossary - page 52) in marshalling yards, all the parties cooperate in a coordinated manner and that the consequences of an accident or incident on human life or on the environment (see Glossary - page 52) are minimised to the greatest possible extent. This requirement shall be considered to have been fulfilled if the guidance in this UIC leaflet is applied.

This commonality of approach includes guidelines for common criteria for the various aspects of rail operation in the transport of dangerous goods supported by appropriate expertise and competencies. This can cover aspects such as identification of those dangerous goods, operational procedures, information sources, documentation, notification of movement, competency of personnel and reporting of incidents.

Railway undertakings and railway infrastructure managers must have sufficient appropriate expertise and competency in their area of responsibility relating to the acceptance and safe carriage of dangerous goods. These are aspects such as securing loads and labelling, the properties of dangerous goods, train operation and emergency response arrangements.

All parties in the transport chain should ensure the availability of easily accessible information and tracking systems, such that each dangerous goods consignment can be easily identified and located, and its hazards (see Glossary - page 52) known to enable the application of appropriate controls. These tracking systems may sensibly be a shared arrangement with rail and other organisations each providing some aspect of the necessary system and data.

The provision of dangerous goods safety advisers, in accordance with *European Directive 96/35* provides an additional risk prevention safeguard.

1.4.3 - Economic implications

Rail operations represent an important economic asset. Any actions which reduce the competitive position of the rail mode can have considerable implications not only for the railway undertaking or infrastructure manager but also for the wider economic interest of the region and country where an accident occurs. There may also be implications for other countries. The circumstances of an accident may be such that it affects the ability of an organisation to continue in business either in part or totally.

Safety and environmental protection is a basic requirement for the management of the railways. Economic advantage must not be achieved at the cost of safety or in terms of poor preparation for accidents that may occur.

Documents
Document Sharing Hub
201
R
Full document details: UIC 201 2003

1.4.4 - Emergency plans

The measures identified in this guidance are those considered most effective and already largely implemented in European railways, e.g. safety management systems. In addition recommendations contained in documents listed in the Bibliography (page 55) have been considered.

It recognises the need for rail organisations involved to work with each other and with the other organisations with whom they interface such as emergency services, public authorities and industry.

In addition the UNEP (see List of abbreviations - page 54) programme "Awareness and Planning for Emergencies at Local Level (APELL)" (see List of abbreviations - page 54), also provides important guidance relative to the preparation of response plans for dealing with accidents involving dangerous goods. In so doing, it recognises that appropriate preparedness should lead to a better understanding of the hazards involved and thus to preventative actions.

Assistance for improving the response to emergencies involving dangerous goods should, when required, be provided both nationally and internationally, recognising that for maximum effectiveness such assistance should include a long-term commitment.

1.5 - Wider responsibilities and involvement

This guidance focuses on emergency planning for marshalling yards. However the contribution to safe operation by all organisations involved in the transport chain is important. Essential pre-requisites for the safe transport of dangerous goods are the proper identification of the hazards, as well as correct filling, proper containment, packaging, packing, segregation and separation, securing, marking, labelling, placarding and documentation, in accordance with international and national regulations. These operations generally take place outside the control of railway undertakings, railway infrastructure managers and yard operators. For a safe, effective response to incidents and accidents and also to ensure environmental protection it is essential that every care be taken by those responsible for such actions and that arrangements exist for all relevant information to be passed to those involved in the transport chain of which rail forms one link.

In addition, railway undertakings, railway infrastructure managers and yard operators should make arrangements to cooperate with each other and to assist and encourage their customers and industry to help each other and the railway organisations, to provide mutual assistance when an incident or accident occurs involving dangerous goods. Customers and industry may also provide specialist dangerous goods advice to ensure an effective response.

1.6 - Background

Appendix A - page 30 details the background to the development of this emergency planning guidance.

Documents
Document Sharing Hub
201
R
Full document details: UIC 201 2003

2 - General considerations

This point identifies the various considerations for effective emergency planning and relates these to marshalling yards involved with the carriage of dangerous goods. More specific considerations follow in point 3 - page 11.

2.1 - Why?

2.1.1 - In all cases where an accident could occur which could result in serious harm to people or the environment, proper emergency planning will assist in minimising the consequences. Good planning will also optimise the use of resources.

2.1.2 - The emergency plan should principally address the response during the emergency phase, the first few hours after the accident occurs. This is the phase of an accident response, particularly the first hour when key decisions which will greatly affect the success of any mitigation measures, must be made quickly under considerable pressure. Therefore, a detailed understanding of the likely sequence of events and appropriate countermeasures is of great benefit for all those who, it is foreseeable, may have a role to play.

2.1.3 - In the event of an inquiry following a major accident, the emergency plan will be useful to demonstrate that the parties concerned had done all that was reasonable for them to do to prepare for such an event.

2.1.4 - Emergency planning is part of an overall strategy for preventing and minimising the effects to people and the environment of accidents in marshalling yards. There are three basic parts of the strategy:

- Prevention and control: Application of appropriate controls based on an assessment of the principal hazards, risks and possible consequences so as to minimise the likelihood of an accident (see point 2.6.1 - page 9).
- Identification and location: Knowledge of dangerous goods in marshalling yards.
- Mitigation: Even with the best controls, accidents will never be totally eliminated: so the effects of any that do occur should be minimised. Emergency planning is one of the principal steps to achieving this.

2.2 - Who?

2.2.1 - Marshalling yard emergency plans (on-site plans) are the responsibility of the yard operator. Off-site emergency plans (see Glossary - page 52) are the responsibility of the competent authority or organisation designated in that country. It is their duty to ensure that the plans are prepared and are adequate for the purposes. In both cases the exchange of information between the planner and all the other organisations with an interest is essential to the planning process. This calls for extensive consultation.

2.2.2 - Many organisations are likely to have a role in the emergency response or could be affected (e.g. railway undertakings or occupiers of adjacent premises) and should be involved in the preparation of the emergency plan. On occasions their interests will overlap or even conflict. Co-operation is essential and compromise may sometimes be necessary. Competent representatives of

Documents
Document Sharing Hub
Full document details: UIC 201 2003

the principal organisations which could have a role to play in an emergency should meet as a strategic co-ordinating group to develop the plan and the testing regime.

2.2.3 - Those responsible for preparing marshalling-yard emergency plans should consult the following bodies:

- emergency services,
- local authorities,
- other responsible public and other authorities.

The exact consultation requirements depend on each country's structure for emergency planning and accident response. Appendix C - page 35 identifies example consultees.

2.2.4 - Railway undertakings, railway infrastructure managers and yard operators should establish arrangements to ensure safe railway operation at the interfaces between them and facility (see Glossary - page 52) operators. The interface arrangements should be agreed with all concerned. Arrangements should also be made to ensure safe and effective emergency management. The arrangements should be regularly checked for application and effectiveness.

2.3 - How?

2.3.1 - The mechanism for producing emergency plans needs to be structured to ensure that when activated the plan produces an adequate response to an accident.

2.3.2 - The principal objectives of emergency plans are:

- containing and controlling accidents so as to minimise the effects, and to limit damage to people, the environment and property;
- implementing the measures necessary to protect people and the environment from the effects of accidents;
- communicating the necessary information to the emergency services, local authorities and as necessary industry and the public concerned in the area.

The response arrangements contained in emergency plans will lead into any follow-up action necessary for the restoration and clean up of the environment following an accident.

2.3.3 - Key components of the emergency planning process are:

- identification of the principal sources, types and scale of potential accidents (reference scenarios),
- establishment of the principal objectives of the emergency response measures,
- identification of the procedures, roles and resources (by the party responsible for their use) required to achieve the response,
- identification of the organisations and key post holders involved,
- identification of the expertise, arrangements and capabilities of the organisations and individuals that are relevant to the procedures and the roles needed,

Documents
Document Sharing Hub
201
R
Full document details: UIC 201 2003

- determination of how all the responses will be coordinated including any sub-plans, e.g. any standing arrangements with the emergency services and local authorities,

- allocation of the responsibilities for the response and associated components (may be required by legislation),

- identification of the means to ensure the plans will be put into effect as intended.

2.3.4 - Emergency plans should be based on the local situation at each marshalling yard, the foreseeable emergencies that may arise and the arrangements for dealing with those emergencies. Emergency plans should be based on the significant accidents foreseen as reference scenarios for the activity concerned. The degree of planning should be proportional to the likelihood of the accident occurring. The on-site emergency plan will include details of arrangements for dealing with the reference scenarios. The requirements will vary according to circumstances and will take account of the size and complexity of the marshalling-yard operation, the number of people employed, the availability of resources, the location of the site and the dangerous goods involved. The types and quantities of dangerous goods involved can vary on a day-by-day basis but annual data can be used to inform the planning process.

2.3.5 - The emergency plan should be an aspect of the overall safety management system which comprises suitable and coordinated arrangements that will ensure that all the necessary people, resources and information will be available and brought into action to deal in an appropriate manner with the foreseen accidents.

2.3.6 - The various parts of the overall emergency plan may be regarded as sub-plans. They need to be effectively co-ordinated during the planning process.

2.3.7 - Some components are primarily about the response, for example:

- initial rail safety responses - protection and initial rail countermeasures,

- when and how to call the emergency services,

- who will take charge at each stage of the response and what they will be responsible for,

- relevant procedures for the response,

- availability of resources including specialised equipment (see Appendix H - page 46 for examples of equipment),

- where and how to get information,

- how the emergency responders will be identifiable, where they will rendezvous and how they will communicate with the yard operator.

2.3.8 - Other components will be primarily about making the plan work, for example:

- training for emergency planners,

- training for people with roles to play in connection with the plan,

- how plan components will be tested,

- how plan components will be updated,

Documents
Document Sharing Hub
201
R
Full document details: UIC 201 2003

- how plan components will be reviewed and revised to take account of changes or lessons learned.

2.3.9 - Emergency plans should be documented. The documentation should be a record of agreements and procedures which cover all the appropriate people and organisations, necessary resources and the accident scenarios considered.

2.3.10 - Plans should be as concise as possible but not at the expense of essential detail.

2.3.11 - A large part of the emergency plan preparation is about the exchange of information and ideas between people and organisations. Serious consideration should be given to the most effective way of carrying this out for the circumstances of a particular emergency plan. There are numerous possible approaches. In addition to the use of telephone, letter, e-mail and fax there are:

- steering and working groups,
- emergency-planning working groups,
- meetings of a selection of the organisations involved,
- discussion or focus groups,
- briefing/review meetings.

2.4 - When?

2.4.1 - For a new marshalling yard the emergency plans should be prepared before operation starts. Sufficient time should be allowed for consultation with all involved both on the railway and with external agencies such as the emergency services and the local authority. This will enable any necessary off-site plans, i.e. those prepared by local authorities/emergency services, to be drawn-up in parallel and the plans to properly interface.

2.4.2 - Many marshalling yards already exist and this guidance is intended to enable a consistent approach by railway undertakings, railway infrastructure managers and yard operators when reviewing and updating their emergency plans.

2.5 - Use

2.5.1 - Emergency plans are live documents. They should be kept up-to-date and put into effect without delay whenever needed and all those with agreed roles and responsibilities should carry them out when, where and how agreed.

2.5.2 - The principles outlined in the plan should be followed during training, testing and in the event of an actual accident. It is helpful to include checklists in the plan as a guide to rapid informed decision-making and as a series of reminders for individuals.

2.5.3 - The plan should contain or identify the means of access to all the information that may reasonably be expected to be required by those responding to an emergency. The procedures that it contains for individual jobholders should be simple and straightforward, not be contradictory, and enable maximum flexibility of response. A plan for a large or complex marshalling yard will contain a great deal of information and procedures and will, therefore, contain considerable complexity to ensure that there is appropriate flexibility.

Documents
Document Sharing Hub

Full document details: UIC 201 2003

2.5.4 - The plan should include arrangements for:

- alerting and warning those involved:
  - alerting and contacts both in and outside working hours,
- ensuring provision of information to the public who might be affected by an accident,
- operational response:
  - bringing together the people who would have to deal with accidents to assess the possible consequences and manage a coordinated response,
  - identifying site-specific data needed to enable decisions to be made in responding to an accidents, e.g. access, fire fighting.

2.6 - Information

2.6.1 - In developing an effective emergency plan it is necessary to obtain considerable information.

The key pieces of information that will be required are:

- What hazards are present in each marshalling yard?

  The dangerous goods, the potential, their location, their properties and their potential effects on people and the environment. If feasible information on the reactions of dangerous goods released, their interaction with other dangerous goods which may be present in the marshalling yard and their behaviour in fires should be included, or sources of specialist assistance and reference provided.

  Given the potential range of dangerous goods that may be present in a rail marshalling yard, it is appropriate to concentrate on those representing a major hazard e.g. Class 1 Explosives, Class 2 Gases and Class 3 Flammable Liquids. Considering these on single wagon basis for flammable goods will give a credible reference scenario as it will for toxics where one wagon (see Glossary - page 52) is unlikely to impact on others.

  Appendix B - page 34 gives examples of particular risks in marshalling yards including mechanisms for release.

  Appendix E - page 38 outlines methods of hazard analysis.

- Recognition that the number of dangerous goods consignments on hand can vary. Recognition that the basis for planning may not be the actual situation when an accident occurs.

- What events could lead to a release of dangerous goods?

- What are the sources of accidents?

- How likely and how potentially serious are the events?

- What are the possible extent and consequences of a release of dangerous goods to personnel, other people and the environment?

Documents
Document Sharing Hub
201
R
Full document details: UIC 201 2003

- How far from the source will these releases be harmful to personnel, other people and the environment; what level of harm and under what circumstances?

- What are the probabilities of these consequences being realised?

2.6.2 - In addition, the emergency planners will need information on:

- how the hazards are already controlled - availability of specialist staff and special equipment,

- how the initial rail response is implemented, what is controlled and what resources including initial response deployed,

- any special characteristics which may require a response different from the routine,

- what systems and resources are already in place for dealing with different circumstances, and how far they go towards satisfying the response needed (see Appendix H - page 46),

- what further capabilities are available from other organisations potentially involved in the response or who could be called.

2.6.3 - The fire service requires specific information for the development of its arrangements for dealing with an accident. Yard operators need to cooperate as much as possible with the fire service in the collection of this information. Some aspects are identified in point 6 - page 19.

Documents
Document Sharing Hub
Full document details: UIC 201 2003

3 - Emergency plan production

3.1 - Plan preparation

It is necessary to identify the name of the person or position responsible for preparation of the emergency plan. The plan needs to recognise the process that will involve the yard operator for:

- preparation of the plan,
- coordination of the planning process, planning meetings and review arrangements,
- liaison with local authority emergency planners and those of other agencies and neighbours,
- recognition within plans of any legal obligations,
- confirmation of responsibilities to those concerned, in writing,
- controlled distribution of plans or suitable extracts to all those involved,
- ensuring that the date and source of the plan with responsibility for preparation, updating and issue, is identified.

3.2 - Contents of the plan

3.2.1 - Scope and purpose of plan

The plan should identify:

- the physical area covered by the plan,
- the purpose - the yard operator's complete response to an accident involving dangerous goods in the marshalling yard.

3.2.2 - Planning scenarios

The plan should identify:

- the significant possible accidents foreseen (as reference scenarios),
- the intended strategy for dealing with these accidents to control the circumstances and limit the consequences. The response strategy and associated considerations are developed in more detail in the following points.

3.2.3 - Initiation of the plan

There needs to be a robust arrangement in place for ensuring identification of an incident or accident, and initiation of the response plan.

Documents
Document Sharing Hub
201
R
Full document details: UIC 201 2003

The emergency plan should identify who (and deputies) has the responsibility for initiating the plan, who should be told and how this is done. The plan should also identify:

- the arrangements for alerting the emergency services and local authorities and when this should be done,

- the type of information they will require with the initial advice, in what form, to whom and by whom,

- how subsequent liaison and more detailed information will be handled as it becomes available,

- any arrangements agreed with local authorities and emergency services for public warning.

3.2.4 - Support personnel

The plan should identify personnel by name and position with roles to play in the emergency response together with their responsibilities.

3.2.5 - Accident site management - Overall command and control

The plan must clearly identify who has the lead responsibility for overall management of the circumstances of the rail site e.g. whether the yard operator or the emergency services. This lead overall responsibility may change as the response develops and the process for change must clearly be stated and agreed by those agencies with and identified involvement in the planned response. Round-the-clock appropriate management arrangements should be established to carry out the necessary functions.

3.2.6 - Rail aspects of control and coordination

Overall responsibility for managing and coordinating the rail aspects of the accident will need to be identified with roles, responsibilities and relationships with external agencies clearly specified. The means of discharging their responsibility, e.g. through a site incident controller leading a strategic coordinating group should be clearly set out. The person selected to carry out this role will need to have a thorough knowledge of the overall situation.

A clearly documented system for deputising should be established.

3.2.7 - Response considerations

The following are aspects that will need addressing at a senior level in a predetermined order. The responsibility for taking these actions needs to be clearly understood and identified in plans. Not all will be undertaken by the yard operator:

1. Ensuring that rail immediate operational safety controls have been applied; confirming that the emergency services have been summoned and, if appropriate, that the off-site emergency plan has been initiated.

2. Depending upon circumstances hence the level of response needed:

   - ensuring that the key personnel have been mobilised,
   - ensuring that operational control continues to be available for those parts of the site outside the areas directly affected including continued operation of the marshalling yard,
   - reviewing and assessing developments, as appropriate, to assist prediction of the most likely development of the accident, hence the appropriate response,

Documents
Document Sharing Hub
201
R
Full document details: UIC 201 2003

- seeking specialist advice/assistance on the hazards presented by the dangerous goods involved,
- ensuring, in liaison with the emergency services, that casualties are located and are receiving adequate attention ; ensuring arrangements are being made to look after relatives of those missing, dead or injured,
- establishing contacts as appropriate with agencies able to give prior information on impending changes in weather conditions,
- liaising with appropriate external agencies, senior officers of fire, ambulance and police services and with the appropriate environment and regulatory agencies to provide appropriate advice on possible effects on areas outside the site.

3. Other responsibilities that need to be managed are:

- ensuring that emergency services have been alerted,
- ensuring that appropriate site alarms have been sounded and, where this is a plan requirement, the public has been informed,
- closing down and evacuation of areas of the marshalling yard that are likely to be affected,
- evacuation of the injured and non-essential personnel to assembly/shelter areas,
- taking initial measures for rescue, until the arrival of the emergency services, when control will normally be passed over to a senior fire officer,
- setting up a communication point with appropriate communications equipment for contact with the emergency services or other established control centres,
- ensuring that all personnel are accounted for,
- managing site and personnel safety in liaison with other agencies,
- organising relief for personnel involved as the response progresses,
- identifying all rail vehicles, their location and, for dangerous goods, UN Number (see List of abbreviations - page 54), hazard identification and class,
- providing, as necessary, details of the infrastructure involved e.g. culvert, drains. etc.,
- giving advice and information, as requested, to the emergency services at the scene (primarily fire service),
- keeping the emergency services/other established control centres informed of all significant developments,
- seeking mutual aid or support,
- controlling rail and road movements within the establishment,
- arranging for an on-going record to be kept of the emergency and the responses undertaken to mitigate its effects to provide evidence of the decisions made, the mitigatory action taken and to ensure that lessons can be learned from the response to the emergency,
- ensuring that full consideration is given to the preservation of evidence and initiation of investigation,
- catering to the welfare needs of site personnel, for example, through provision of food and drinks, relief and the ability to keep relatives informed,
- establishing liaison with the media and issue information and statements as appropriate in conjunction with the emergency services (see also point 9 - page 28),
- controlling the rehabilitation of affected areas after the emergency,
- caring for those involved during and after the emergency.

3.2.8 - Emergency Control Centre

The principal facility that should be considered in the on-site emergency plan is the emergency control centre (ECC), the place from which operations to manage the response to the emergency are directed and coordinated. The ECC should have good communication links with the site incident controller, all other installations on the site as well as communication to appropriate points off-site, e.g. emergency services headquarters. This centre will require facilities to record the development of the incident, to

Documents
Document Sharing Hub
201
R
Full document details: UIC 201 2003

assist management and decision-making on the appropriate method of control. The equipment involved may be on-site or off-site. The responsibility for provision of facilities, equipment and maintenance needs to be determined by the yard operator in conjunction with the other organisations who will be involved in the response.

Emergency control centres will generally have to contain:

1. equipment for adequate external (off-site) communications. This will include telephones and fax machines; at least one of each should be an ex-directory number or should only allow out-going calls and faxes, to avoid overloading with communications from concerned neighbours, relatives and the media. PCs with e-mail should also be provided;

2. equipment for adequate internal (on-site) communications. This may be via an internal telephone system, radio links, mobile telephones or some other means;

3. site plans, maps and records to show clearly the location of:

   - rail layout, sidings and main lines, and rail equipment risks e.g. traction current supplies,
   - the areas where hazardous materials for maintenance, etc. are stored e.g. fuel tanks (volume),
   - safety equipment,
   - fire water supplies, the routing of fire water mains and the location of any additional sources of water,
   - drains and outfalls to watercourses,
   - any other fire fighting equipment,
   - access points to the site and the on-site road system,
   - rendezvous points and locations for casualty treatment centres,
   - area of marshalling-yard control i.e. scope of plan,
   - the site relative to the surrounding community, identifying any vulnerable populations, developments (for example, hospitals, nurseries and schools) or environmental features to assist external planning,
   - vehicle parks,
   - site plans which can be marked up to show the development of the response and the deployment of emergency response resources, areas evacuated and other related information to assist the emergency services,

4. facilities to ensure that a record is kept of all messages sent and received,

5. access to data on all those present on the site at the time of the incident,

6. contact numbers (home phone, mobile or pager numbers) for all personnel with a role to play in the response to the incident. Use of automated phone call systems.

Careful consideration should be given to the location of the ECC, taking into account the location of the sources of major accidents in the marshalling yard. Consideration should be given to designing the ECC to remain operational in all but the most severe circumstances. For large marshalling yards or where a toxic release is a reasonably foreseeable accident scenario it may be appropriate to set up two control centres to ensure that, under most circumstances, one will be available should the other be disabled.

Documents
Document Sharing Hub
201
R
Full document details: UIC 201 2003