Local Incident Response Team Leader Workshop

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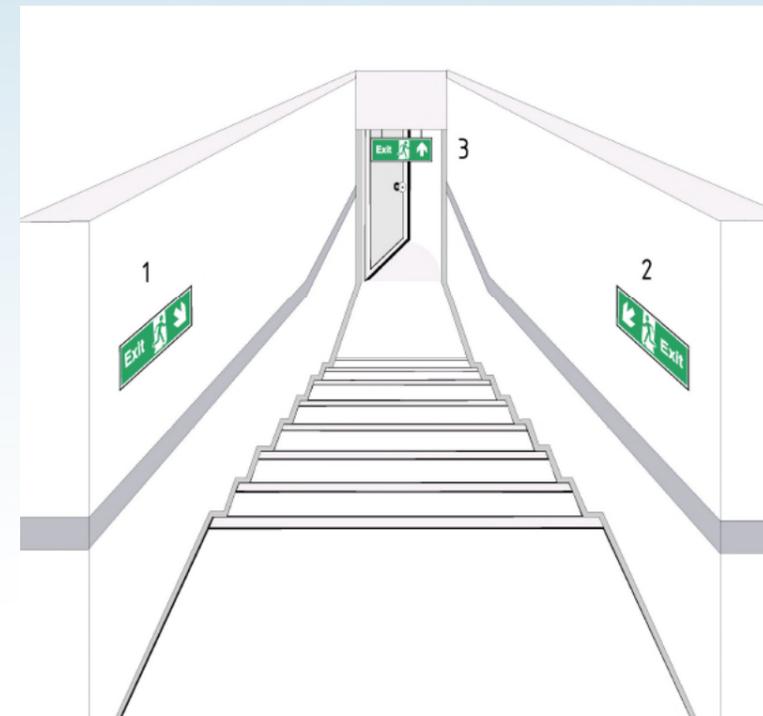
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Briefing overview

1. LIRT and its structure
2. Major Incident Team;
3. The Evacuation Tag System;
4. How to use the Evacuation Tag System;
5. LIRT roles;
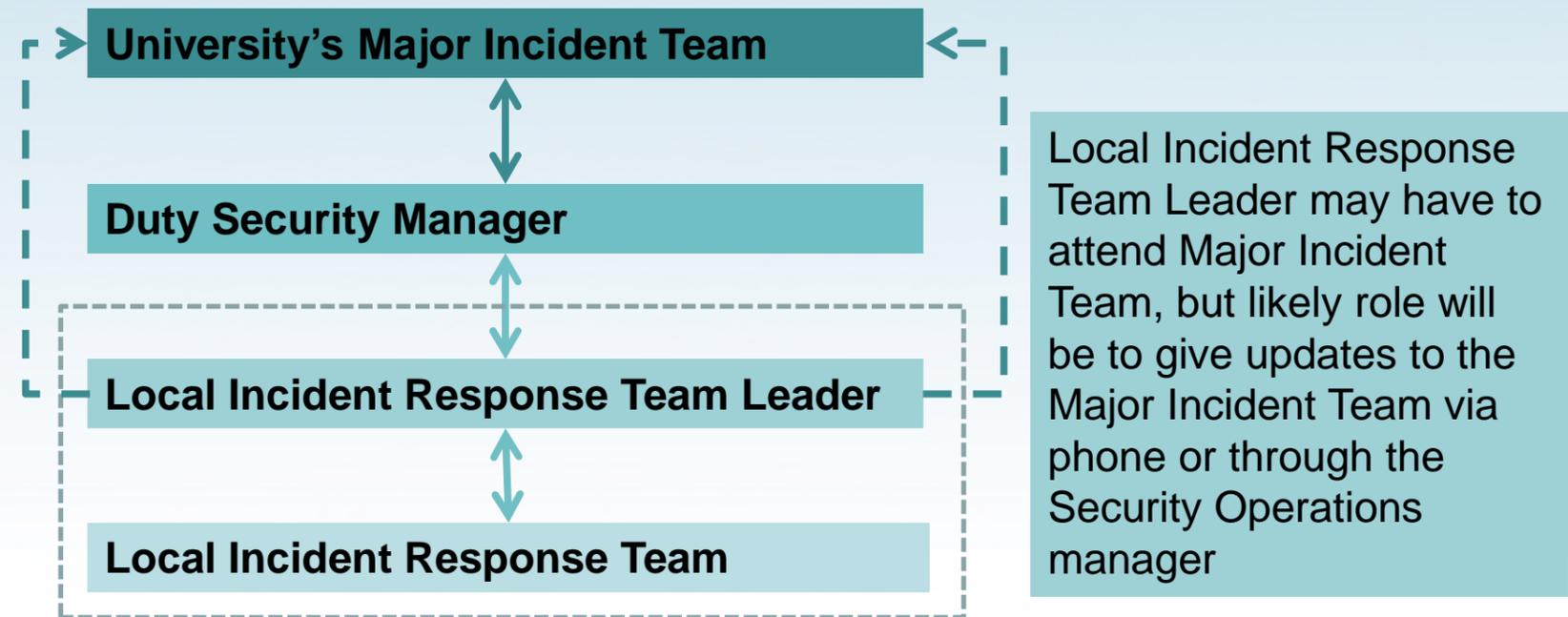6. LIRT Leader;
7. Exercise;

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LIRT

- The formation of Local Incident Response Teams has received backing at both institutional and departmental level. The main benefits are:

    - The Tag System improves ability to determine the extent to which a building has been evacuated in a number of scenarios;

    - Increases resilience around those tasked with responding to and managing evacuations;

    - Improves our ability to resolve an incident efficiently, limiting disruption;

    - Compliments the University's evolving emergency planning and business continuity measures.

- The Evacuation Tag System represents a variation to the existing procedures.

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LIRT Structure

University's Major Incident Team

Duty Security Manager

Local Incident Response Team Leader

Local Incident Response Team

Local Incident Response Team Leader may have to attend Major Incident Team, but likely role will be to give updates to the Major Incident Team via phone or through the Security Operations manager

Major Incident Team (MIT)

Who is it?

When will they get involved?

Working with them…

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MIT

What is it?

The Major Incident Team will be bought together in the event or situation that threatens serious damage to staff and/or student welfare or the Warwick environment.

Members of the MIT will be responsible for:
- Ongoing assessment of scale, duration and impact of the incident
- Establishing priorities
- Allocation of resources
- Management of the bronze team
- Communications including media statements
- Initiation of emergency call centres
- Liaison with external agencies e.g. Health and Safety Executive
- Initiation of Business Continuity Planning

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Major Incident Team (MIT)

Operational (Bronze)	Tactical (Silver)	Strategic (Gold)
Incident Responders	Major Incident Team	Senior Management Team
Onsite – The LIRT, Security Services, Security Operations Manager, Other specialists e.g. Fire Safety Adviser	Co-ordination Centre. Pre-planned and equipped. – The Deputy Registrar, Heads of Estates, Security, Health and Safety etc..	Board room level – The VC and Registrar's teams

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MIT

When will they get involved?

As a LIRT Leader have in mind your Departmental Incident Management Plan if you are aware of it.

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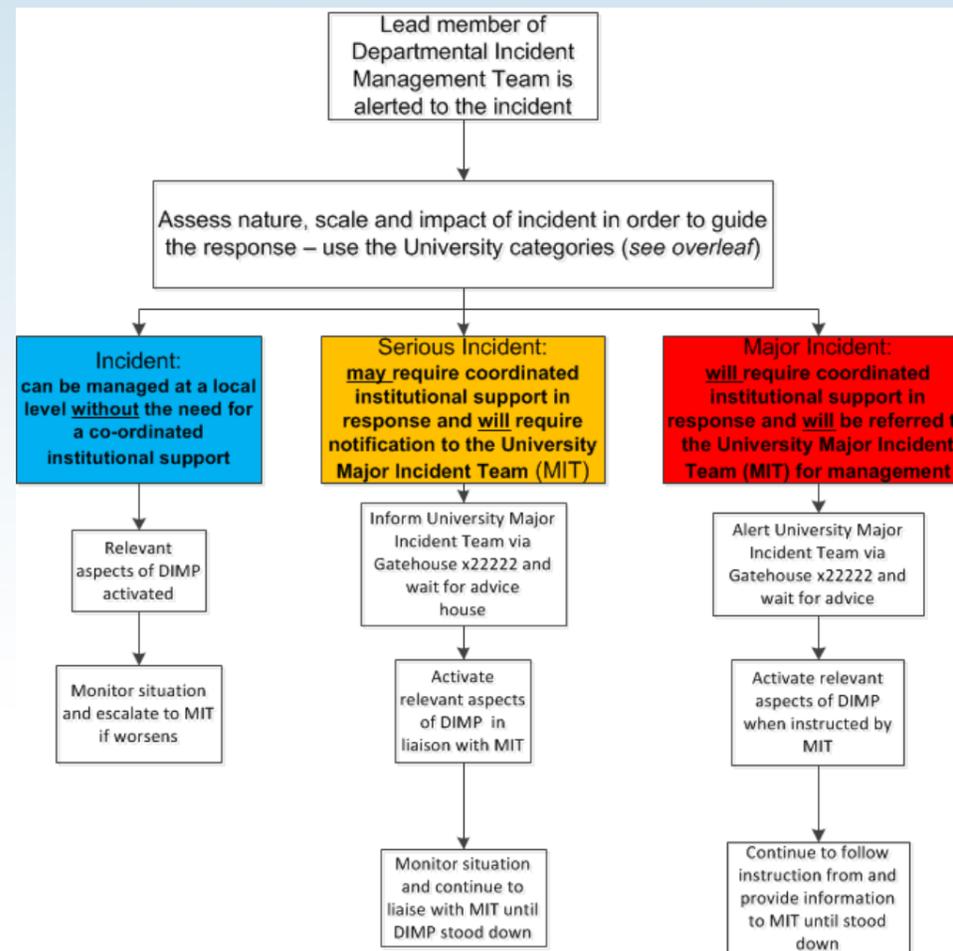
MIT

Working with them…

If you are liaising with MIT they require factual and non-emotive information.

If the incident is lab based then have appropriate technical staff close to hand to provide support.
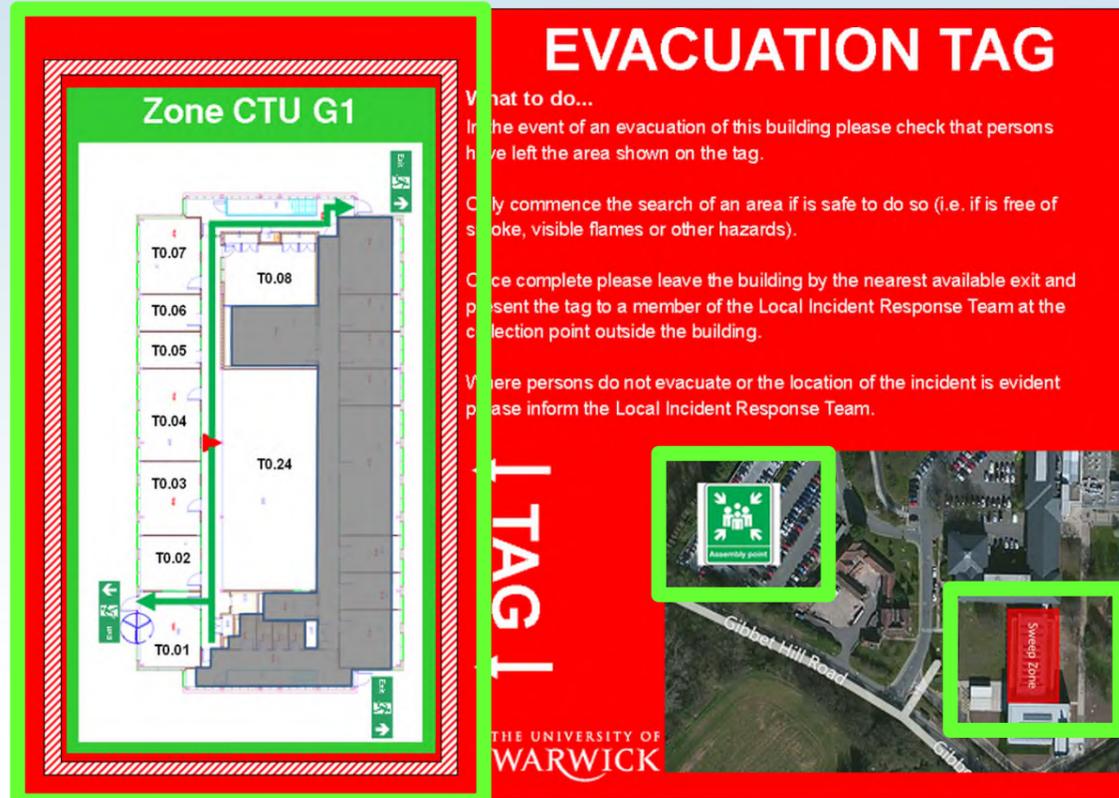
If you are providing information on likely time frames for re-occupation or incident resolution, then remember to be realistic and do not commit to timings which you cannot be certain will be achieved.

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The Evacuation Tag System

- The next six slides are reminder of how the evacuation tag system works to support the sweep of the building and how it should be operated by staff and post graduate students who are not LIRT members;

- LIRT Leaders do not sweep areas;

- It is not the intention to have LIRT members sweeping areas apart from some specific areas.

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The Evacuation Tag System

- Each zoned area has a fixed back plate within it, featuring:
    1. The tag;
    2. The location of the assembly point;
    3. The approximate location of the sweep zone in the wider context of the site.

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The Evacuation Tag System

The front:

- The tag shows the area it covers;

- Where the tag is located;

- Has a unique identifying reference;

- The emergency exits from that floor;

- Any staff member or post graduate student has the ability to sweep the zone identified on the tag;

- The individual with the tag then evacuates the building and presents the tag immediately to the Local Incident Response Team.

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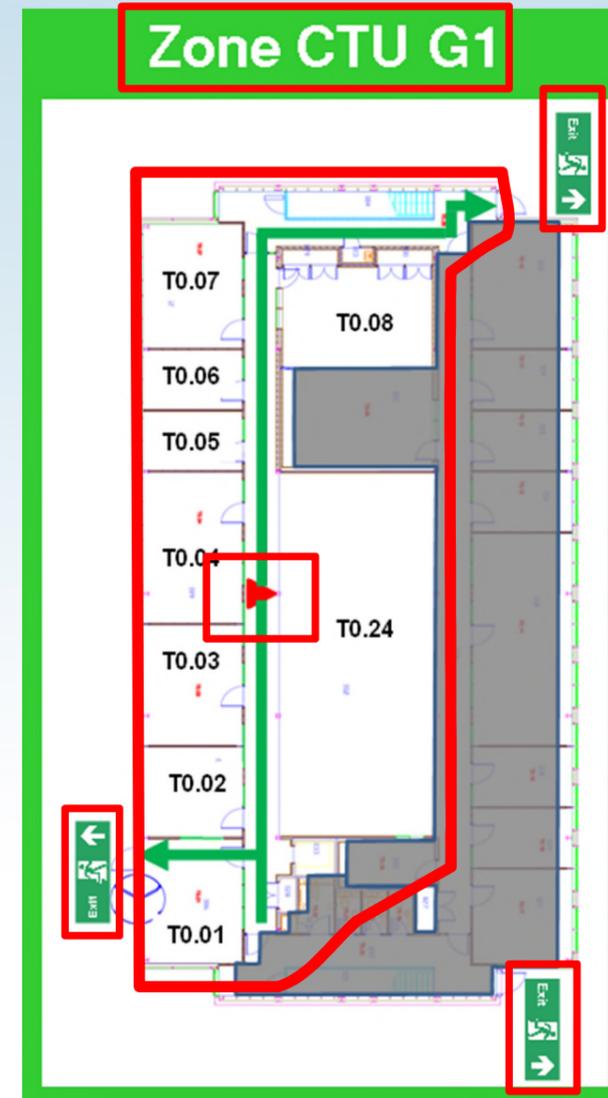
The Evacuation Tag System

The rear:

- The tag lists the rooms covered;
- Basic guidance on sweeping
- The unique identifying reference;

Zone CTU G1

HAZARD LOCATION / ZONE PARTIALLY EVACUATED

What to do...

In the event of an evacuation of this building please check that persons have left the area shown on the reverse of the tag.

Only commence the search of an area if is safe to do so (i.e. if is free of smoke, visible flames or other hazards).

Once complete please leave the building by the nearest available exit and present the tag to a member of the Local Incident Response Team at the collection point outside the building.

Where persons do not evacuate or the location of the incident is evident please inform the Local Incident Response Team.

Rooms to be Searched:

T0.01	T0.06
T0.02	T0.07
T0.03	T0.08
T0.04	T0.24
T0.05	T0.25

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How to use the Evacuation Tag System
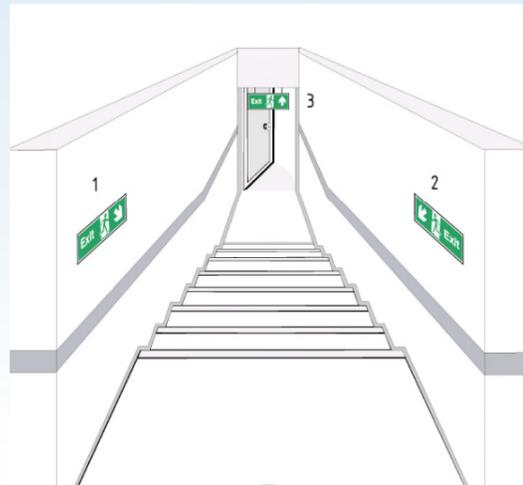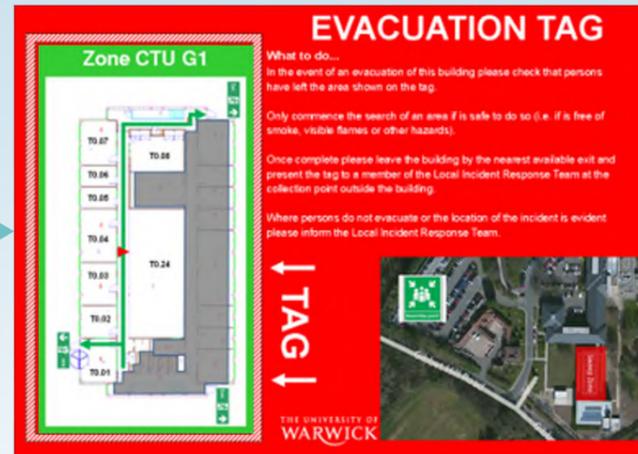
How to use the Evacuation Tag System

- Tags for areas which have been or attempted to have been swept are placed at a central collecting board to build a picture of the areas which have been successfully evacuated and those which may have not;

- The Sweeper should be prepared to give further information to the Local Incident Response Team when they present the tag:
  - Indications of any fire or hazards;
  - Rooms not searched;
  - People still in the building (including those in refuges).

Clinical Trials Unit

Zone CTU G1
HAZARD LOCATION / ZONE PARTIALLY

CTU S1

Zone CTU G2

Zone CTU F1

Zone CTU F2

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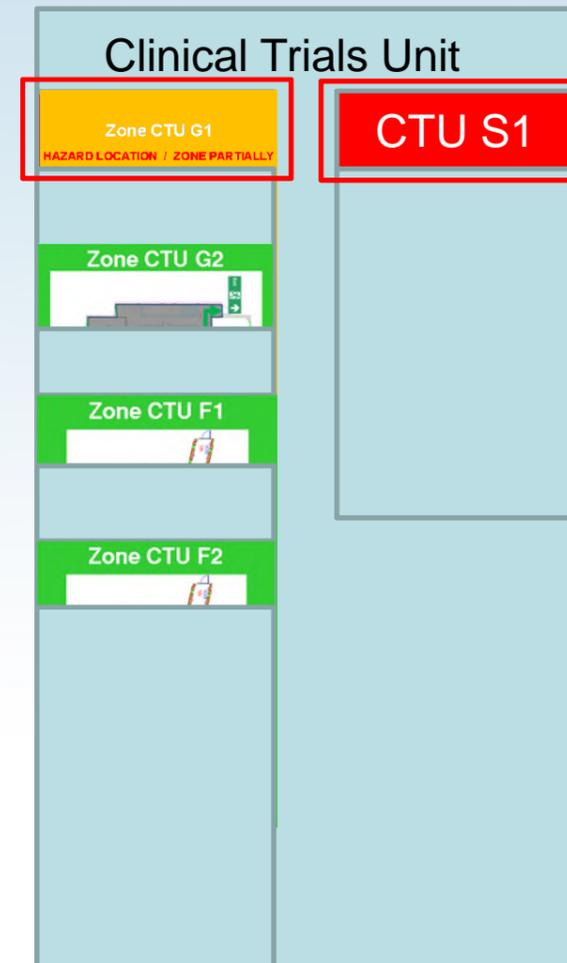
Safety if you are sweeping

- We are not wanting you to be a group of have ago heroes;

- This is a voluntary role and your actions are proportionate to this;

- Your own senses are generally better than any automated system at defining what is going on around you – use them.
    - If you see smoke/fire;
    - Smell smoke, or;
    - Hear fire?

    Then abandon your sweep and exit the building.

    If you have got the tag great, if not, do not worry. Please report anything of concern at the tag collection board.

- Locked doors? Work on the basis if it is locked it is empty

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Role of the LIRT Leader

Oversight of the coordination of the immediate response to the incident.

- Overseeing the tag collection and assembly of people at the assembly point;

- If resources allow allocate people to manage traffic and prevent re-entry;

- Liaise with responding security and emergency services;

- Assess with other groups the safety of the building to re-occupy;

LIRT are expected to follow your instructions

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Role of the LIRT Leader

The response to an incident is managed in three phases:

1. **Emergency Response Phase:**

   - Overseeing the evacuation;
   - Fact finding;
   - Managing displaced persons;
   - Escalation.

2. **Business Continuity Phase**:

   - Understand the likely implications;
   - Mitigate.

3. **Recovery Phase**:

   - Co-ordinate the safe re-entry;
   - Returning to full functionality .

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Role of the LIRT Leader

	Phase	Task
1	Emergency Response	✓ Notifying Security Services of the incident; ✓ Receiving tags to identify areas evacuated and location of the incident; ✓ Ensuring occupants are using the assembly point; ✓ Identifying the location of the incident; ✓ Controlling vehicle movements; ✓ Identify key staff to provide specific high quality information; ✓ Liaising with the responding emergency services.

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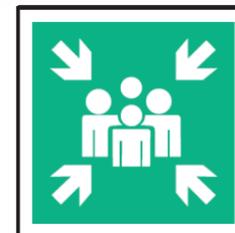
Exercise

The following four slides present scenarios around the 'emergency response' phase, which you may have to make decisions about. With each scenario are reasonable ways in which the particular scenario could be resolved

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Please consider how you would look to resolve the following:

Q. You are aware that the assembly point is being affected by the smoke which has caused the evacuation in the first place?

A. If assembly point is heavily affected by smoke then direct people out of the smoke, if they have not done so already will be beneficial. Avoid asking them to simply disperse as you cannot communicate/update them. Alternative Locations for them to assemble could be:
  – CP 1a;
  – Rear of B-Block depending on the incident;
  – Between D-Block and B/C Block.

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Please consider how you would look to resolve the following:

Q. The assembly point is not being used by people who have evacuated. There is a sizeable group of 200 people stood under the link bridge between BMRI and the Medical teaching building. The rest of the occupants have decided to ignore the LIRT Team instruction and have gone back to main campus?

A. Ideally they should be directed to the assembly point if it is unaffected by the incident. We should not need to worry from an evacuation perspective as the tag system becomes our indication of the extent to which the building has been evacuated.
   – Is our group in danger from the incident. i.e. stood in smoke/immediate vicinity to where you believe the incident is? If so attempt to move them on.
   – If not then you could tolerate them staying in that position?

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Please consider how you would look to resolve the following:

Q. People have been stood at the assembly point in adverse weather for over 15 minutes. What could be done to address this?

A. Is the incident going to be resolved imminently? In the time it can take to move people to the dry the majority of evacuations will be resolved. Simple false alarm should take a maximum of fifteen minutes to resolve and should not require consideration for alternative accommodation to be made.

- – Depending on the location of the incident the covered part of CP1a would be an option utilising LIRT to manage traffic. Lecture/CTU Atrium/cafe spaces could be used if free, or a combination of all.
- – People not part of/or dependant on the department could be asked to move on.

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Please consider how you would look to resolve the following:

Q. Should all vehicle movement be restricted on the Gibbet Hill campus from the point the fire alarm activates to the point the building is deemed safe to re-occupy?

A. Significant traffic on Gibbet Hill Road as a result of the LIRT preventing access might delay the arrival of Security Services:
   – Vehicles turning on to the site could be pulled over alongside the farmhouse so that they clear Gibbet Hill Road, but do not progress too far;
   – Small vans and vehicles could be directed to turn and leave site at the rear of MCB/CTU;
   – However, If a fire is evident then get LIRT to stop access to all but emergency traffic onto the site once Security Services have responded.

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Role of the LIRT Leader

The response to an incident is managed in three phases:

	Phase	Task
2	Business Continuity	✓ Deploying designated staff to prevent re-entry to the building; ✓ Assess the scale and likely disruption from the incident; ✓ Identify critical equipment/ infrastructure to be considered for salvage; ✓ Keep occupants at the Assembly Point informed of progress towards re-occupying the affected area;
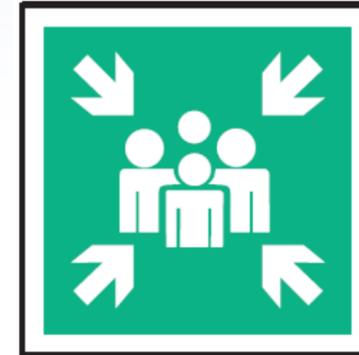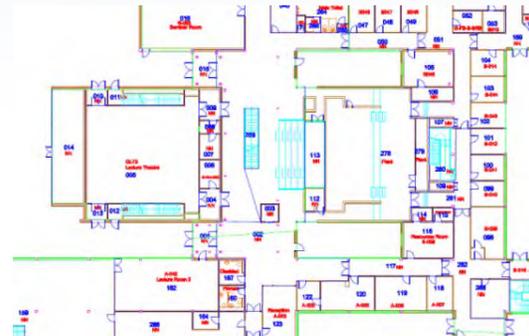
Role of the LIRT Leader

The response to an incident is managed in three phases:

	Phase	Task
3	Recovery	✓ Managing the re-entry of occupants: ✓ Start re-occupation with occupants most remote from the Assembly Point.

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Exercise

The following slide presents a scenario around the 'Recovery' phase, which you may have to make decisions about. With each scenario are reasonable ways in which the particular scenario could be resolved

Please consider how you would look to resolve the following:

Q. In consultation with Security Services what should be in place before a building is safe to re-occupy?

A. The following aspects should be functioning in a safe state as a minimum:
   – Ensuring the Fire Detection and Alarm is operational i.e. it could respond to a detector or manual call point activations;
   – Utilities are operational and safe;
   – Containment facilities have not been breached;
   – The affected area can be secured i.e. green break glass units are reset.

If in doubt confirmation about the functionality of the above can be gained by getting assistance from Estates by calling Ext (024765) 22567 stating the urgency of the response required.

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Thank you

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