

Emergency management in Cardiff

A practical guide



Emergency management in Cardiff

Introduction

It is very unlikely that any of us will ever be caught up in an emergency or disaster, but by being informed and prepared we can significantly reduce risk to life and property in an emergency.

To reduce the impact of an incident in Cardiff, the Emergency Management Unit co-ordinates the planning and preparation of council resources in order to provide an appropriate response to any major emergencies it might face.

What is a major incident?

For the purposes of emergency management, an incident is defined as:

*“An event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more emergency responders agencies”
(Cabinet Office, 2016)*

A major incident can be caused by a severe storm, transport accident or terrorist act, to name just a few.

What is emergency management?

Emergency management is the development of plans/arrangements to guide Cardiff Council in the event of a major emergency.

If a major emergency occurs, the council's available resources will be used to support the emergency services and mitigate the effects of the incident. Cardiff Council have regular meetings with their partner organisations in emergency management to be able to achieve this.

Who is responsible for emergency management?

The UK Government and the devolved administrations are working hard to make sure that the UK is as prepared as it can be in the event of an emergency. The Civil Contingencies Act 2004 brought about significant changes to the way in which we prevent, plan for, and respond to emergencies.

Organisations classified under the Act as category one responders, which includes the emergency services, local health boards, hospital trusts as well as local authorities are all responsible for...

- Assessing local risks to inform emergency preparedness
- Making arrangements in order to prevent and respond to emergencies
- Making business continuity arrangements
- Making arrangements to warn and inform the public about emergencies
- Sharing information and co-operating with other organisations to improve emergency response.

As an additional duty under the Act, local authorities are responsible for promoting business continuity management within the local community. It is vital that all organisations write and maintain emergency plans.

Local authorities also have a responsibility to prepare for emergencies as described in the:

- Control of Major Accident Hazard Regulations 1999.
- Radiation (Emergency Preparedness Public Information) Regulations 1999.
- Major Accident Hazard Pipeline Regulations 1996.

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What are the main responsibilities of Cardiff Council during an emergency?

Cardiff Council has a significant role to play in a major emergency and will need to devote staff and resources to help minimise the effects on the local community.

Some staff will undertake specific tasks during an incident, in relation to evacuation, shelter, welfare, information and support; whilst others will continue with their routine duties, as the overall aim is to deliver business as usual with minimal interruptions.

Councillors will also have a key role to play in an emergency. They will be a hub for advice and information to the local communities.

The primary functions of Cardiff Council are to...

- Support the emergency services
- Support and care for the local and wider community
- Use resources to mitigate the effects of the emergency
- Co-ordinate the response of organisations other than the emergency services
- Take the lead role in rehabilitating the community and restoring the environment after the emergency

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What is the role of the Emergency Management Unit?

The Emergency Management Unit has two specific functions; preparing for and responding to emergencies.

Preparing for Emergencies

To help the Council prepare for emergencies in Cardiff, the Emergency Management Unit...

- Maintains the Cardiff Risk Register
- Develops plans to prevent/ reduce the risks identified
- Assist the Council in making arrangements for warning and informing the public about emergencies
- Assists the Council in making business continuity arrangements and promoting business continuity to local businesses
- Ensure that the Council are an integral part of the South Wales Local Resilience Forum

Responding to Emergencies

The Emergency Management Unit has a 24 hour response function, and in the event of an incident, an emergency management officer will liaise with the emergency services and assist with the co-ordination of council resources to provide an appropriate response.

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Additionally...

The Emergency Management Unit is also an integral part of event safety in Cardiff, providing advice as part of the...

- Safety Advisory Group
(Advices on events in sports grounds)
- Events Liaison Panel
(Advices on events in open spaces)

What type of incident does the Emergency Management Unit plan for?

The Emergency Management Unit participates in the production of plans/arrangements for...

- Severe weather
- Chemical incidents
- Pipeline emergencies
- Coastal pollution
- Heliports
- Transport incidents
- Safety at sports grounds
- Safety at major public events
- Harbours

...to name but a few

Where can I get further information?

For further details on emergency management in Cardiff...

EVAC Cardiff: <http://www.evaccardiff.co.uk/>

Or Contact Us

Address: Cardiff Emergency Management Unit
Room 151
City Hall
Cardiff
CF10 3ND

Email: emergencymanagement@cardiff.gov.uk

Web: <http://www.cardiff.gov.uk/evaccardiff/>

Tel: 02920 871838