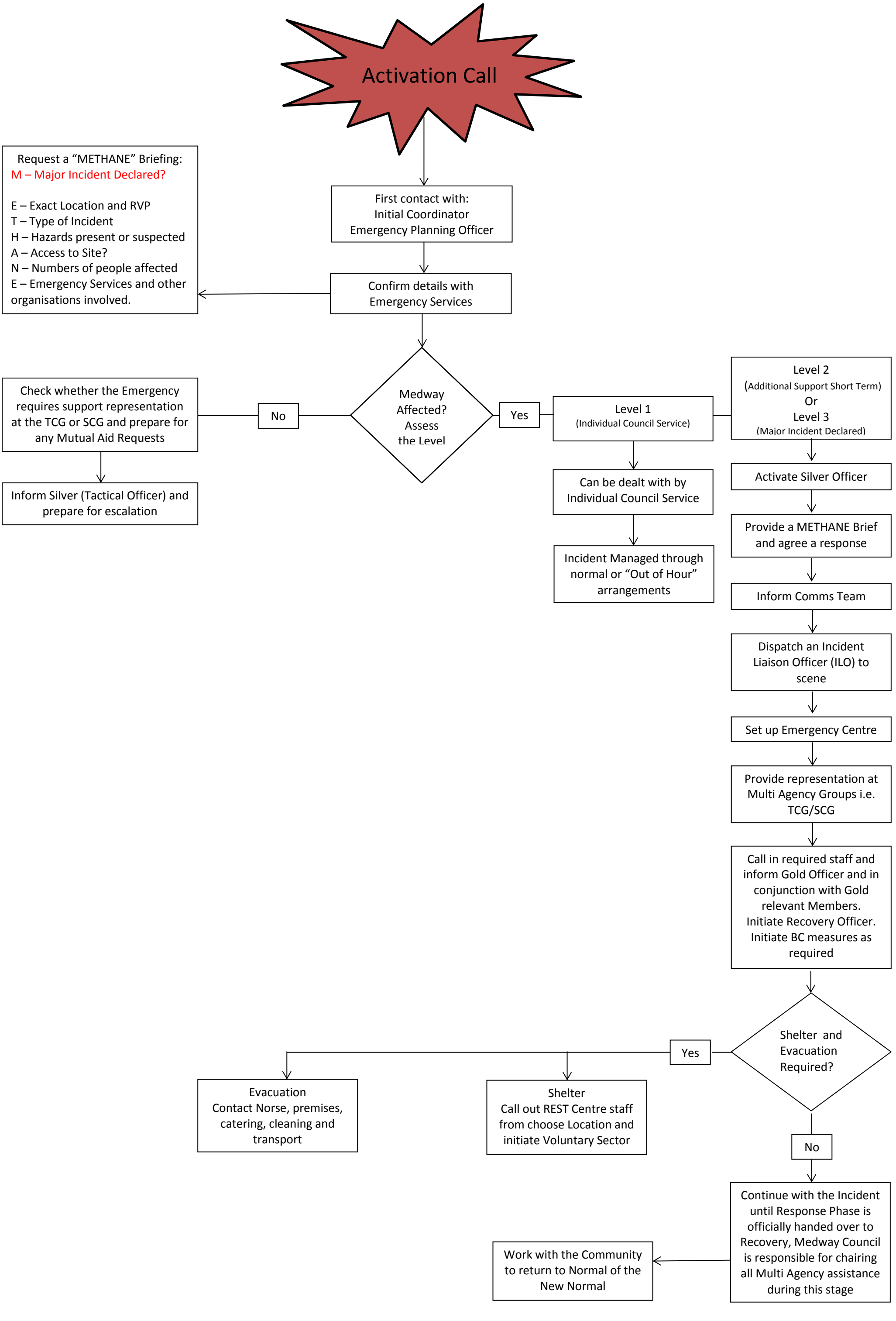
Appendix B


Activation Call
First contact with:
Initial Coordinator
Emergency Planning Officer
Confirm details with
Emergency Services
Request a "METHANE" Briefing:
M – Major Incident Declared?
E – Exact Location and RVP
T – Type of Incident
H – Hazards present or suspected
A – Access to Site?
N – Numbers of people affected
E – Emergency Services and other organisations involved.
Medway
Affected?
Assess
the Level
No
Check whether the Emergency requires support representation at the TCG or SCG and prepare for any Mutual Aid Requests
Inform Silver (Tactical Officer) and prepare for escalation
Yes
Level 1
(Individual Council Service)
Can be dealt with by Individual Council Service
Incident Managed through normal or "Out of Hour" arrangements
Level 2
(Additional Support Short Term)
Or
Level 3
(Maior Incident Declared)
Activate Silver Officer
Provide a METHANE Brief and agree a response
Inform Comms Team
Dispatch an Incident Liaison Officer (ILO) to scene
Set up Emergency Centre
Provide representation at Multi Agency Groups i.e. TCG/SCG
Call in required staff and inform Gold Officer and in conjunction with Gold relevant Members.
Initiate Recovery Officer.
Initiate BC measures as required
Shelter and Evacuation Required?
Yes
Evacuation
Contact Norse, premises, catering, cleaning and transport
Shelter
Call out REST Centre staff from choose Location and initiate Voluntary Sector
No
Continue with the Incident until Response Phase is officially handed over to Recovery, Medway Council is responsible for chairing all Multi Agency assistance during this stage
Work with the Community to return to Normal of the New Normal