

# Emergency Action Plan

## South England FD

# Emergency Action Plan

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# Emergency Action Plan

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## Introduction

1. Planning for emergencies is something that we all do regularly. A common approach for most managers to take is: 'if this happens, then we will do this'. However this is generally a short-term approach, and is usually the result of a recent emergency action.
2. The aim of this emergency action plan is to provide contingency planning for the all the land managed by the Forestry Commission in South England Forest District. Each incident or event outlines in the content will:
  - Identify the potential **risks and hazards** that could lead to an emergency occurring
  - Describe how the district is **prepared** for each potential risk and the ways in which the district is protecting itself against emergency events.
  - Describe the **resources** at the districts disposal that could be employed in the event of an emergency.
  - Detail the procedures that will be followed in **response** to an emergency.

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## Emergency Action Planning

3. The actions required for emergency planning are defined in the processes below, by incident/event phases:

<b>Preparedness</b>	<ul style="list-style-type: none"><li>• Actions defined in this document</li><li>• Training</li><li>• Monitoring of reporting systems (see below)</li></ul>
<b>Prevention</b>	<ul style="list-style-type: none"><li>• Actions integrated in the following documents:<ul style="list-style-type: none"><li>➤ Forestry Design Plans (FDP)</li><li>➤ Operational Site Assessments (OSA or Ops 1)</li><li>➤ Facility Plans:<ul style="list-style-type: none"><li>□ Section 4 – Severe Weather, and</li><li>□ Appendix B – Site specific Risk Assessments (SSRA)</li></ul></li><li>➤ Job and Site Specific Risk Assessments</li><li>➤ Tree Safety Plans (OGB 1)</li><li>➤ Waste Management (OGB 34)</li><li>➤ Planning for the Unexpected (OGB 17)</li><li>➤ AFAG Guides</li><li>➤ Contract Risk Assessments</li></ul></li></ul>
<b>Response</b>	<ul style="list-style-type: none"><li>• Actions defined in this document</li><li>• Actions defined in other supporting or reference documents</li></ul>
<b>Recovery</b>	<ul style="list-style-type: none"><li>• Reporting systems:<ul style="list-style-type: none"><li>➤ General public accident reporting</li><li>➤ RIDDOR</li><li>➤ S121 and S122 Fire Log and Fire Report</li><li>➤ Sub Compartment Data Base (SCDB)</li></ul></li><li>• Reviews and Improvement Planning</li></ul>

## Response Teams and Roles

### Guidance

The emergency action plan provides guidance on the critical roles that need to be covered in the event of a major incident. Section 5.1 Response Teams in '*OGB 17 Planning for the Unexpected*' gives further details but in SE England with a disparate forest estate and staff base it is more critical to establish the key roles and responsibilities for the individuals than a more extensive multiple team response.

### Incident Response (Incident Leader and Team)

4. Defined as those managing the incident or event and dealing with operational aspects. The incident will be co-ordinated by the senior FC member of staff (normally the Beat Forester) on site as **Incident Leader**, who will co-ordinate the **Incident Team**. Ideally this will be staff with the appropriate skills, knowledge and responsibilities for the given incident. For major incidents this may include a member of the management team.

Key responsibilities include:

- assessment of the incident
- co-ordination with emergency services if appropriate.
- deployment of FC resources
- Health & Safety management (risk assessment)
- Communications within the incident team and the wider FC team, with the emergency services and media if appropriate.
- Provision of welfare
- Recording of information

For a major incident the Incident Leader should delegate responsibility for key roles to appropriate staff. Senior managers shouldn't immediately assume responsibility of an incident if an already appointed Incident Leader has full control, they should offer support and guidance assuming delegated responsibility for tasks as directed by the Incident Leader.

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## *Communications with the Media*

5. For a major incident a member of staff may need to communicate with the media. The Forest District Manager or District Foresters ideally should undertake this role. Where it is appropriate **Forestry Commission England Press Officers should be informed before** any interviews or announcements.

## *Incident monitoring and wider team communications*

6. It is important that communications and significant incidents / events are communicated back to one of the District offices. Depending on the incident or event it should be conducted by a member/s of the District Office. Office based staff have a critical role in supporting an incident whether this be in recording information, co-ordinating relief staff or resources, welfare arrangements, contact with other agencies and are often the first point of contact for the FC.

A single member of staff should assume responsibility at the office base for communications with the Incident Leader. Their role will be to support the incident remotely and it is essential they record the relevant information including:

- the nature of the incident
- date & start time
- location and assembly points, if appropriate.
- staff in attendance
- other agencies involved
- injuries and fatalities
- resources deployed

In liaison with the Incident Leader the office base staff member should keep other teams and staff members apprised of the situation, including incident team families when it is likely staff will remain on site outside of normal working hours.

## Working with other agencies and emergency services

### General

7. Forestry Commission staff have a detailed knowledge of land management as well as an in-depth understanding of the estate. Additionally they have contact details and working relationship with adjoining landowners, managers, contractors and partners. This information can be critical when working with other agencies and the emergency services. It is important that staff make this resource aware to other agencies and the emergency services in a clear but appropriate manner.

### Fire and Rescue Service

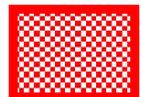
#### *Fire and Rescue Services in attendance.*

8. When the Fire and Rescue Service are in attendance the Incident Commander (IC) is in control of the incident. On attending an incident Forestry Commission staff should report to Command Support personnel.
9. Staff should provide, if requested, their contact details and should support the aims and objectives of the Incident Commander, Command Support personnel or Sector Commanders. Fire and Rescue Service staff are identified using the following coloured tabards:

- Incident Commander – **White** tabard with **red** trim



- Command Support personnel – **Red** and **white** checked tabard.



- Sector Commanders – **Yellow** tabard with **red** at the top



## 1. Forest Fire

### Emergency Risks and Hazards

10. Due to the highly populated nature of the South of England, the proximity of residential housing and major infrastructure to many of the districts woodland blocks, there is a risk that serious fire will occur again in the FD e.g. Swinley Forest Fire of 2011. The risk of forest fire will vary for each woodland block depending on its location, weather conditions and the time of year. Fortunately the composition of many of our woodlands being mature and varied in species with a high deciduous content reduces the fire risk significantly across a large area of the estate. However the fire risk remains significant in a few specific areas (e.g. woodlands and open forest in New Forest, Purbeck and Thames Basin Heaths).

### Preparedness

#### *Firebreaks*

11. Forest roads and rides are the only permanent fire and fuel breaks in the District. Operational and conservation priorities determine which rides are included in the annual ride-mowing programme. There is no ride maintenance specifically for fire and/or fuel breaks or fire access operations as its is integrated within forest management. Given the generally low fire risk in the District, with exception being the New Forest, Purbeck and Thames Basin Heaths, the current level of ride maintenance is deemed adequate for fire protection.

#### *Water supplies*

12. The District will provide advice to the Fire Service on stream locations and other possible water points, if requested. In practice very few natural sources of water exist within woodlands that are suitable for fire fighting purposes. Fire hydrants are the most likely source of water to fight forest fires. The emergency services are aware of the locations of fire hydrants.

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## *Fire Patrols*

13. No formal patrols are operated. The public, staff and contractors usually report fires directly to the emergency services within a short time of ignition and this has helped to reduce the impact of fires within the District. At times of extreme fire danger, patrols can be instigated at the discretion of the duty Forester or Forest District Manager.

## *Fire Plan*

14. The Fire Plan, held at the District Office and Forest Offices, gives further details on organisational issues in the prevention and fighting of forest fires.

## *Fire Mapping*

15. The District will provide Fire Maps using the Hampshire Fire and Rescue Service's Site Specific Risk Information (SSRI) template. These maps highlight hazards, habitats and other features at risk from forest fires.

## *Liaison and partnership working*

16. For areas at specific risk (i.e. woodlands with significant heathland habitats) from fires Beat Foresters should liaise with Fire and Rescue Services and adjacent landowners, ideally using Wildfire Groups.

## *Response*

17. On becoming aware of a forest fire, members of staff must contact emergency services if they are not already aware of the incident. The duty fire officer should be made aware of the incident as soon as possible. Close liaison will be carried out with the District Forester for Recreation and beat managers. The decision to close woodlands or formal facilities will be taken as circumstances require. If a formal facility is closed then that facility must remain closed until the area has been declared safe by the fire brigade and an inspection and any necessary remedial work completed. All inspections of facilities must be recorded in the facilities inspection folder.
18. Further details of Forest Fire response procedures can be found in the district Fire Plan.

## 2. Serious Accidents

### Emergency Risks and Hazards

19. Given the high level of public use of the forests and woodlands in FD, there is a likelihood that, at some stage, there will be an accident involving a member of the public which will require assistance from emergency services. Due to the diverse range of people who use the woodlands and the wide range of activities that take place in them, serious accidents could occur as a result of numerous scenarios including –
- Injury from slips, trips and falls
  - Cycling accident
  - Horse riding accident
  - Dog attack
  - Collision with motor vehicle (authorised or other)

### Preparedness

20. There are a range of precautionary measures by which FC ensures the safety of the public, its contractors and employees, for example through the active management of CROW closures, the use of the permissions system and facility inspections and by erecting signage to warn the public of forest operations. Specific measures for emergency response include:
- Providing contractors with emergency contact numbers as part of the Forest District's contract documentation.
  - Regularly checking that contractors and FC staff have access to first aid kits, via FC and industry safety standard checklists (e.g. AFAG). All FC vehicles are required to carry first aid kits, which are to be regularly checked as per the District resumption system.
  - Regularly conducting risk assessments for forest operations, in particular identifying where lone working will occur, and the means for detecting and reporting accidents for lone workers.
  - FC staff working alone during evenings and weekends are required to follow the procedures set out in the Lone Working Plan (see Appendix 8), with a fail-to-safe emergency response being activated or the use of Guardian 24.
  - Ensuring all FC staff working alone have access to a mobile phone (FC or private depending on usage) and emergency contact lists.

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## Response

21. The first priority of any staff member becoming aware of an incident, after giving on site assistance if appropriate, is to notify the relevant emergency service either directly or via the District Office, whichever is quickest. The District Office staff will maintain a record of the incident.
22. The Environment Agency Emergency Hotline must be advised in the event of a large hazardous substance spill, or any spill that enters a watercourse.
23. If a contractor working on FC land is the first person to detect a serious incident, they are expected to directly contact the emergency services. Prior to commencing work the FC contract manager will provide the contractor with an emergency contact list showing emergency contact numbers. Once notified, the emergency services are responsible for managing the incident, with the role of FC being to offer support in the form of local knowledge, specialised vehicles and equipment. The designated person at the local office will keep records and also communicate with the incident staff considering their welfare, e.g. contacting families, providing food and drinks and monitoring hours worked etc.
24. It is critical that emergency services have ready access to woods managed by FC. The number of high security metal barriers in the FD has increased over the last few years in response to heightened security risks, creating potential problems for emergency services. Where appropriate keys will be issued to all emergency services to ensure they can respond and assist if a serious accident occurs. If a serious accident has occurred as a result of a failure or fault in a Forestry Commission facility then that facility must be closed until an inspection and remedial work has been completed. All inspections of facilities must be recorded in the facilities inspection folder.

## 3. Raves and Unauthorised Encampments

### Emergency Risks and Hazards

25. Illegal rave parties and unauthorised encampments occur regularly in the District. These encampments can result in noise pollution, vandalism, fire, personal injury and littering.

### Preparedness

26. It is District policy to deter illegal / unauthorised access through working closely with local police and other organisations and by erecting metal barriers at the entrances to vulnerable woods. These barriers are permanently locked. Access to woodland car parks can be restricted by steel security barriers, which have been installed where appropriate and are locked closed when we have advanced warning of a rave.

### Response

27. It is primarily the responsibility of the Environmental Health Office of Local Authorities to respond to rave parties. FC will pass on any information received from the public to the Local Authority and the Police. FC will also, if requested by either body, jointly attend and investigate raves. If a rave has occurred near a formal facility then that facility must be closed until an inspection and any necessary remedial work has been completed. All inspections of facilities must be recorded in the facilities inspection folder.

## 4. Missing Persons, Lost Child and Suspected Child Abuse

This section refers almost exclusively to missing children, whilst it's the most likely scenario, vulnerable adults are also a higher risk category.

### Emergency Risks and Hazards

28. Children, vulnerable young people and adults, both accompanied and unaccompanied are frequent visitors to the woodlands across the District. There is a risk that at some point in time a person will go missing somewhere in the forest district.

### Preparedness

29. The forest district will minimise instances where people become lost by ensuring that all formal visits (e.g. school parties) are well planned, organised and run in accordance with good practice for such events. Risk Assessments for such visits will include procedures to minimise the risk of children becoming lost or abused.
30. Recreation staff should annually review the FD child protection policy and ensure that they are up to date of the current policy and procedures.
31. All work experience personnel and volunteers will be supervised by FC staff who have been CRB checked and have a clean disclosure. FC led Education and community group visits will be led by such members of staff or supervised volunteers. Groups undertaking self-led visits must make their own assessment of risk and make suitable arrangements to minimise it.
- We will avoid situations where one adult is alone with one child (16 or under) or vulnerable adult. There will at all times be either two adults, or in the case of work experience two students, with contingency plans in place for alternatives arrangements should either one adult or student only become available.
  - FC staff and volunteers who lead education groups, or otherwise have regular contact through their jobs with children will be required to obtain a CRB disclosure.
32. Beats and Core Recreation Centres will ensure that Missing and Lost persons are considered in their emergency plans.

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## Response

### *Missing Person*

33. On events **led by the Forestry Commission** a risk assessment will have been prepared detailing the response to the risk of children going missing. The step will be for the Forestry Commission leader to contact the district office to arrange for one or more members of staff to come out to look for the missing child whilst the Forestry Commission leader stays with the group. If after one hour (or less if dusk is approaching) the child has not been found then the incident should be reported to the office as a formal missing child incident. This will stimulate a report to the local police, and the mobilisation of as many Forestry Commission staff as are reasonably available.
34. In the case of accidents education staff should assist in transport and/or movement of children and the contacting of relevant people. They should not be taking overall responsibility as the school teachers hold that position.
35. If a **missing person is reported to the office, or a Forestry Commission member of staff, as missing in the woods** then the caller must be asked to inform their local police. If the police are already involved then the Forestry Commission employee should ascertain the names / contact details of the officers dealing with the incident so any Forestry Commission response is co-ordinated with any police searching activity. In this situation liaison with the person who reported the missing child and / or the police is critical to ensure that any search is being directed in the right areas, and is not going on after the child has turned up.

### *Search procedure*

- **Aim** – to undertake a systematic and co-ordinated search of the wood/s concerned.
- **Incident Leader and Team** – the search will be co-ordinated by the senior FC member of staff (normally the Beat Forester).
- **Planning** – A map will be used to record all areas searched, times and who by. It is advised that staff search in pairs and define a Rally Point to re-group after completing their searches.
- **Description** – ensure that a clear and accurate description of the missing person is made using the FD Lost Person Report. This includes:
  - age,
  - gender,

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- name,
- description (including clothing, distinguish features etc.),
- reason why they went missing,
- physical or mental health issues,
- their relationship to the missing person
- and address and contact details).
- **On-site Communications –**
  - **Mobile phone** and **radios** should be used, but consideration must be made of woods and areas with poor signal reception.
  - **Inform the District Office** of the situation and provide all relevant information.
  - **A rendezvous point/s should be defined** so that search teams can re-group at specific times if mobile or radio communications are poor.
- **In the case of an organised event** – the group leader (schoolteacher etc) will then be asked to contact the parents of the child to ensure they are kept informed of the situation.
- **Police in attendance** – the first action of the Incident Leader will be to update the police on the situation, the areas already searched etc. The search leader should be ready to pass control of the operation over to the police. The Incident Leader should ensure that a list of all staff and volunteers on the search is kept, and that all of them are contacted and advised that the search has been successful or called off.
- **Decision to call off a search** – will be made by the Police and not by the Search Leader. If a search is prolonged the Incident Leader will need to make provision for staff to be stepped down for rest breaks.

## *Suspected Child Abuse*

36. See HQ issued guidance on response procedures.

## 5. Electrocution and gas pipe leak

### Emergency Risks and Hazards

37. The district contains many overhead power lines and underground cables, along with main pressure gas pipelines. Due to the comprehensive level of management activities that are undertaken by the district, including, ground preparation and drainage works, there is a risk that an accident could occur as a result of electrocution or explosion from digging activities.
38. There is a risk that an Electrocution could result from contact being made with an overhead powerline by either a machine or a tree that is in the process of being felled.

### Preparedness

39. Through our Risk Assessments for site specific jobs we will ensure all contractors and staff know of any overhead and underground services. Prior to making any excavation CAT scanning will be completed to check for underground services. Staffs are aware of the contact numbers of the relevant bodies for Gas and Highways agencies.

### Response

40. The priority of any staff member on becoming aware of this type of accident is to assist on site if possible, e.g. First Aid, and then to contact the emergency services.
41. If an electrocution has taken place be aware that the line may still be live and therefore the victim may also have current passing through his/her body.
42. The Officer in charge will stay on site and communicate to the main office. The Officer will collect information and complete an incident report. If an incident occurs near a formal facility or office building, the area must be evacuated until the emergency services declare the area as safe.

Scottish & Southern Emergency Number: 08000 727282  
EDF Emergency Number: 0800 783 88 66

National Grid Electric: 0800 40 40 90  
National Gas Leak Emergency Number 0800 111 999

## 6. Windblown Trees

### Emergency Risks and Hazards

43. Individual windblown trees occur fairly regular throughout the district. Due to the highly populated nature of FD there is potential for trees to fall onto residential properties or main/minor roads. Multiple windblow is rare in FD and in recent years has occurred only in localised areas usually after recent thinning or as a result of extreme weather conditions e.g. the 1987 storm. There is a risk that multiple windblow could occur in the future and this risk may increase in the future if incidents of extreme weather such as high winds and flash floods occur as a result from climate change.

### Preparedness

44. The Forest District will minimise instances where single trees may be blown down by implementing the tree safety policy as detailed in OGB 1.

### Response

45. It is the responsibility of the Area Forester to make the decision on who stays on site and who remains at a contact centre and to make the decision to close forests and woodland parks in order to minimise the risk of accidents occurring. It is important that staff at the district office receive all the information and contact the various contractors and staff to help out. The staff on the ground relay information to the office as to what is happening.

46. An incident report is kept at the office. If the decision has been made to close a forest or formal facility then that facility must remain closed until an inspection and any necessary remedial work has been completed. All inspections of facilities must be recorded in the facilities inspection folder and any felling of potentially dangerous trees recorded in the hazardous tree inspection folder.

## 7. Suicide Attempts

### Emergency Risks and Hazards

47. The secluded nature of many of the forest car parks and open spaces in the District may lend them to be viewed as possible locations for suicide attempts. There is a risk that District staff could be the first on the scene of an attempted or successful suicide attempt.

### Preparedness

48. As a matter of course the Forest District will be vigilant; particularly where vehicles have been left for some time in out of the way places. The Police searching for suspected suicide attempts are likely contact staff for local information and site knowledge. Members of the public may report suspicious circumstances.

### Response

49. The priority of any staff member is to inform the emergency services and keep the public away from the incident. Ideally this task is undertaken in a subtly using a low-key approach.
50. Following any incident line managers should consider welfare support for the member(s) of staff involved.

## 8. Escaped animals, Disease to animals in forest or Major outbreak of disease to tree species

### Emergency Risks and Hazards

51. There is potential for animals to escape from neighbouring property in to the Forestry Commission estate which may lead to injury to staff or members of the public.
52. Major outbreak of tree disease is a risk that should be taken seriously and the possibility of a major outbreak has been highlighted recently by the spread of diseases such as red band needle blight and sudden oak death.

### Preparedness

53. The Forest District will minimise instances where possible by regularly checking fencing liabilities on our estate through boundary inspections and recording.
54. The Forestry Commission estate is inspected and worked regularly and signs of tree disease will be highlighted during this ongoing work. The Forest District will respond to any reports by FC Research or other interested parties. The Forest District Details of this are given in District Memorandum No. 18 - Tree Safety.
55. The beats in the New Forest the Notifiable Animal Disease Contingency Plan will be reviewed annually and maintained.

### Respond

#### *Escape of Animals or serious health issues*

56. The importance here is that a member of staff, normally a District Forester at the office, is in overall charge. He then directs other staff, including Beat Foresters, to check on the ground.
57. In the event of a serious outbreak of tree disease, the Area Manager must contact representatives of Forest Research as quickly as possible to

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determine the appropriate course of action to minimise damage and prevent further spread.

58. For animal disease outbreaks in New Forest the Notifiable Animal Disease Contingency Plan will be put into action.

## 9. Terrorist attack or bombs, major protests or major disaster at Visitor Centres or large-scale events

### Emergency Risks and Hazards

59. The number of people visiting the woodlands across the forest district has greatly increased in recent years. Improvements made in recent years to high profile recreational sites such as Alice Holt Forest has resulted in large numbers of people using key sites concentrated around small areas. An accident or terrorist attack at one of these key sites has the potential for large-scale damage and destruction and possible loss of life.

### Preparedness

60. Forest district staff will be made aware of the potential for terrorist activity and will be briefed on the subject by representatives of police. Staff will be regularly reminded of the need for vigilance at the annual all staff meeting and encouraged to report any suspicious activity to police. District staffs are equipped with mobile phones and within the key visitor sites, with walkie talkies, to enable rapid response and effective communication.

### Response

61. Formal facilities and visitor centres will be evacuated should a warning of a terrorist attack or bomb be received. These facilities will remain closed until the police declare the area as safe. Following a major disaster there is a likelihood that media presence will result. It is the responsibility of FC staff and contractors to assist the Media by directing them to a District Forester or the FMD at the main office for any media response. Staff who have not received media training will not respond to media enquiries without FMD approval.

## 10. Severe weather

### Emergency Risks and Hazards

62. There is a very real risk that an emergency will occur in the district as a direct result of a period of extreme weather. This includes:
- Snow and icy conditions
  - Drought and heatwaves (leading to fires)
  - Storms and High Winds (leading to windblow)
  - Flooding and heavy rainfall
63. Prolonged dry and hot weather may lead to members of staff or visitors suffering from heat stroke or severe sunburn. A long dry period of weather also has the potential to significantly increase the risk of a serious fire occurring. Severe weather in the winter may include periods of snowfall which could increase the risk of injury and accidents, whilst strong winds may result in windblow or damage to buildings.
64. Beats Foresters should ensure that facility have appropriate actions for inspections during severe weather are defined in Section 4 of the Facility Plans.

### Preparedness

65. Field staffs are issued with protective clothing to protect them against wet and cold weather. Sunblock is issued to staff as required and drinking water made available. Staff should ensure that they have an up to date versions of the District telephone contact numbers.
66. All staff should be aware of short and long-term weather forecasts during periods of extreme weather and travel alerts. Upon a relevant weather warnings staff should alert others to the situation by appropriate means. Given staff may be working in the field or unable to use computers electronic mail may not the most effective approach.

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## Response

### *General*

67. The priority is ensuring safety of staff, contractors and the public using reasonable means. Beat Forest should ensure that facilities, that are a risk from severe weather events, are checked **only once it is safe to do so**. Staff should only travel if it is urgent or safe their local area. Staff travelling outside the District for work should consider the situation beyond (see travel plans guidance)
68. It is the responsibility of the Beat Forester, or in the case of sustained events the Forest Managing Director or District Forester, to make the decision as to which staff stays on site. The Beat Forest or Park Manager will decide when to close forests and woodland parks in order to minimise the risk of accidents occurring.
69. It is important that staff at the District Office receives all the details and contact the various contractors and staff to help out. If the decision has been made to close a forest or formal facility then that facility must remain closed until an inspection and any necessary remedial work has been completed. All inspections of facilities must be recorded in the facilities plan folder and any felling of potentially dangerous trees recorded in the hazardous tree inspection folder.
70. Any staff authorised to remain at work must have safety cover working to the lone workers procedure if appropriate.
71. District Office closures are reported by 'ALL STAFF' electronic mail from the Forest Managing Director or District Forester. If this is not possible Forestry Commission National (Bristol) and Head Quarters (Edinburgh) should be informed.

### *Individual, sporadic or freak weather events (one day)*

72. Such events may cause limited disruption and may effect communications with District and Area Office (i.e. 1987 storm). Staff should ensure that line managers are aware of their location and travel plans. Staffs are advised not to enter sites during freak weather events until it is safe to do so.

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## *Catastrophic or sustained events (over several days)*

73. Such events may cause considerable disruption and can close the District Office (Queens House) and Forest Offices. Staff should be advised to stay at home and contact their line managers. Staff is responsible to be contactable during such events in case of changes/incidents.

## 11. Providing First Aid to the Public

The Forestry Commission follows Health and Safety Executive guidance on the provision of First Aid to the public. Further guidance can be found in Forestry Commission intranet under the Safety, Health and Environment web page: *Forestry Commission Policy on Providing First Aid to the Public*.

### Emergency Risks and Hazards

74. Despite the high number of users across the Public Forest Estate in South of England only a small number of individuals are injured, most not seriously.
75. Appendix 5 defines South England FD woodlands terrain types, risk assessment of first aid needs of the public as well as the training provision and number of first aiders.

### Preparedness

#### *Training*

76. According to Appendix 5 staff will receive training appropriate to their sites needs.
77. The Recreation Manager is responsible for ensuring that a First Aid Record of Provision (Appendix 2 of FC policy defined above) are annually reviewed or updated after staff changes. This information will be completed for each site and recorded at District Office.

#### *First Aid Kits*

78. First Aid Kits will be appropriate to the level of training provided to staff and the number of visitors. No defibrillators are to be provided. The table below defines the locations and number of kits.

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<b>First Aid Kit</b>	<b>Locations</b>	<b>Number</b>
Personal	All outdoor personal and pool vehicles	As appropriate
Office	Lyndhurst, Bucks Horn Oak, Wareham, Ringwood, Micheldever and Eartham	1 per Office
Outdoor	Bucks Horn Oak and Lyndhurst	1 per Site or Project event

## *Emergency Procedure*

79. The FD will ensure each site has an appropriate emergency plan, taking into consideration other on-site businesses, seasonal events and facilities. The plan should complement first aid training procedures.

## *Response*

### *General*

80. Staff should respond to incidents as detailed in their emergency plans and first aid training.

81. Staff should ensure that they collect appropriate details about those involved in the incident and how they occurred, to ensure that the General Public Accident Reporting is completed. Details may include a range of media (Photographs etc.) but staff must ensure that they respect the sensitivity of the individuals involved.

## 12. Pollution Incidents

The Forestry Commission will follow its Pollution Control Plan.

### Emergency Risks and Hazards

82. To date the Forest District has no had a major pollution incident

83. Pollution hazards are identified in OGB 35 Waste Management

### Preparedness

#### *Pollution Control Plan and Card*

84. Read the Pollution Control Plan and ensure all prevention measures are in place.

85. The competent person should complete Pollution Control Cards as defined in OGB 17 or Appendix 1

#### *Pollution Spill Kits*

86. Ensure that the appropriate spill kits are located in assessable and prominent places.

#### *Training and pollution drills*

87. Staff must attend appropriate training course to ensure that they are able to effectively response to pollution incidents

88. Annually undertaken and record pollution drills to ensure staff are well practiced in response to an incident.

### Response

89. Follow the Emergency Procedure detailed in the Pollution Control Plan.

90. Staff should complete the Pollution Incident Card in OGB 17 or Appendix 1a.

# Emergency Action Plan

## **Appendix 1: Pollution Control Card**

<http://alpacorn.forestry.gov.uk:7777/pls/portal/docs/PAGE/ECONNECT/OPERATIONAL%20SUPPORT%20UNIT/OGB/PLANUNEXP/EMERGENCY%20POLLUTION%20CONTROL%20CARD.DOC>

## **Appendix 1a: Pollution Incident chart**

<http://alpacorn.forestry.gov.uk:7777/pls/portal/docs/PAGE/ECONNECT/OPERATIONAL%20SUPPORT%20UNIT/OGB/PLANUNEXP/A%20POLLUTION%20INCIDENT.DOC>

## **Appendix 2: Forest Enterprise District staff contact phone numbers**

<T:\IT\OME IT\Telephones>

## **Appendix 3: The Forestry Commission Child Protection Policy**

<T:\Recreation\Child Protection Policy>

## **Appendix 4: Guardian 24 guidance notes**

Site and determine factors	Risk Rating	Provision and Number of First Aiders	Terrain Type	User self reliance	Level of support from land manager	First Aid provision
Low visitor numbers. All FC woodlands in SEFD except New Forest, Moors Valley and Alice Holt Forest	Low	EWAF	Rural terrain	Minor	Moderate	May be expected
High visitor numbers New Forest, Moors Valley and Alice Holt Forest	Low	FAW & EWAF At least 1 EFAW when Forest is open	Rural terrain	Minor	Moderate	May be expected
	Low	FAW & EWAF At least 1 EFAW when Forest is open	Urban terrain	Minimal	Major	Some expectation
Low visitors Projects and Education Service	Low	EWAF and training specific to children's needs	Small-events led by FC	Minimal	Major	Some expectation