

Out of Hours - Duty Emergency Manager	
Role	To be the lead officer to coordinate the initial response to an emergency happening or likely to happen outside normal office hours and, where necessary, support the Emergency Planning Team in the initial stages of an emergency during office hours.
Responsibilities	
1	To be available and able to respond to calls from the out of hours contact centre over the following periods: <ul style="list-style-type: none"> • 1700 to 0830 the following day (Mon – Thurs) • 1630 on Fri – to 0830 on following Monday • Public and Bank Holidays. During the periods of on call.
2	Notify any issues in relation to covering the period of duty to the OOH EP Coordinator in order that swaps can be undertaken.
3	Using Openscape transfer the duty phone to the next person on call and phone them to check the line works and to provide a handover covering the following points: <ul style="list-style-type: none"> • Checking they know they are on call; • Hand over any issues on going; • Alert them to any emerging risks.
4	To receive calls form the Out of Hours Contact Centre, and on occasions directly from the Emergency Services in accordance with the Out of Hours Manual.
5	To respond to specific requests from the OOH Contact Centre in order to provide advice to them as what to do or to take responsibility for the call. The later normally will relate to a number of specific issues including considering, coordinating and responding to: <ol style="list-style-type: none"> a. Traveller issues on Council Land b. Issues relating to Building Control/Structural Engineer Requests. c. Incidents which are happening or likely to happen – this could be flooding, storms, major transport incidents, site specific incidents e.g. AWE, PSD or other Major Incidents d. Supporting the activation of other events relating to the Council e.g. Death of a Senior Royal.
6.	To be able to respond to any specific out of hour emergencies and use DEM Tactical Plan to coordinate the response and/or act as a LA Liaison Officer (LALO (Bronze)).
7	Activate and coordinate the following using DEM Tactical Plan which may include: <ol style="list-style-type: none"> a. The Emergency Planning Team and other DEMS in order to support the response; b. the Emergency Control Centre; c. Local Authority Liaison Officers (if not the DEM) d. Other Council assets as necessary e. Notify other agencies as necessary f. Activate Mutual Aid as necessary
4	To 'attend' teleconferences which may be as a result of: <ul style="list-style-type: none"> - forecast bad weather, flooding, - an ongoing event, carrying on from the office hour response, - a no notice event e.g. major incident, activation of a plan with multi-agency

	coordination required.
5	When the Emergency Operations centre has been set up and is appropriately staffed, a formal handover of control of the incident should be made and this fact should be logged. Any logs of information taken up to this point should be sent by FAX to the Emergency Operations Centre.
6	Maintain a log of all calls and actions in the DEM Log Book
7	Have all appropriate issued equipment available to respond.
8	Ensure information and plans are uploaded and stored securely
9	Attend quarterly DEM meetings
9	The responsibilities will normally fall to the Emergency Planning Team during Office Hours in the first instance however, if none of the Emergency Planning Team, or the Managers are available in the office or contactable in any way then the DEM will be requested to support the response

Qualifying Staff	Officers with relevant basic Emergency Response qualifications and experience as detailed below.
Qualifications, Experience and other pre-requisites.	<p>In order to undertake this pivotal role in an emergency then the following qualifying factors must be considered:</p> <ol style="list-style-type: none"> a. Normally a third tier manager and/or b. Have a minimum of 2 yrs experience of Local Government c. Have a minimum of 1 yrs experience of West Berkshire Council d. Have a good working knowledge of all the Directorates and Services provided by the Council e. Have relevant approvals and experience under the financial regulations to authorise emergency payments f. Have undertaken the following training: <ol style="list-style-type: none"> i. Introduction to Crisis Management and maintained knowledge by way of at least 2 training sessions per year ii. ECC & annual refresher training iii. ResilienceDirect Training iv. Local Authority Liaison Officer Training or similar v. Undertake specific training as and when requested by the Service Manager – Emergency Planning vi. Take part in relevant exercises to maintain competencies g. To be within a reasonable distance from the main Council Offices and at a maximum no further than 60 minutes travel time to these offices. h. To be in a fit and proper condition to be able to respond in full and if necessary drive to the EOC./Location i. Have business insurance on their car insurance policy j. The Duty Emergency Manager will not be on out of hour's duty for their own service at the same time as being the Duty Emergency Manager. k. Be willing to sign up for a one year period (April to March) on the Duty Emergency Manager Roster. (each year being reviewed in September) l. Be willing to be available for duty at least one full week in 6.

WBDC OOH Duty Emergency Management
 October 2018 - Version 5

Payment	<p>Payment will be based on a week period being on call. Annex A is the claim form which identifies the payment available and how it is structured.</p>
Management of the System	<ul style="list-style-type: none"> • Management of the system will be by the OOH EP Coordinator • A draft roster will be prepared on an annual basis in December. • All swaps will be the responsibility of the person requesting the swap and confirmed to the OOH EP Coordinator • Updated rosters will be supplied as they are amended. • The OOH EP Coordinator will coordinate the payments submitting to EPM in advance of 8th of each month.
Equipment	<p>The equipment necessary for this role to be provided by the Council include:</p> <ul style="list-style-type: none"> • Mobile Phone (MTPAS activated) • Mobile phone charger. • DEM Log book. • Reflective Jacket • Hard Hat • Safety Boots • OS maps <p>Access to OOH documents and plans via:</p> <ul style="list-style-type: none"> - Secure USB - C Drive of laptops - I Drive (limited access) - Resilience Direct