

1871 (Rugeley) Squadron Air Training Corps

Squadron Disaster Orders

Modified: January 2016
Review Date: January 2017

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Issue: 1 January 2016

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Squadron Disaster Order A (Premises)

In case of a major incident, this plan is to be implemented immediately.

1. A major incident is defined as any incident which causes the Squadron Headquarters building (SHQ) to be totally destroyed or to be damaged to such an extent that normal occupation and operation of the premises is rendered impossible.
2. In such a case, the first person alerted to or in attendance at the SHQ is to assume command and control in respect of all Squadron and Corps matters, until relieved by a senior person (the incident officer). Due respect for any emergency service personnel in attendance is to be strictly observed. No independent action is to be taken without authority from the senior officer from any emergency service in attendance in such a capacity.
3. Annex A to these instructions contains telephone numbers of relevant ATC personnel who are to be informed of any major incident at the earliest practical opportunity. The order of informing is to follow the normal chain of command, i.e. CO (or DCO), WSO, Wing ExO, Wing Commander and thence via Region to HQAC. Each level of command is to inform the next level. Non-availability of an individual is not to cause any delay in reporting; if such a situation arises simply contact the next formation.
4. The final decision on what action regarding the informing of cadets and the subsequent arrangements rests solely with the Squadron Commander or his officially appointed deputy (Annex A refers) although the views of the CWC Chair will be considered.
5. In case of a major incident, there will be three distinct stages. The first is the immediate securing of the premises. This will be carried out in co-operation with local Police. All sensitive items are to be secured away from the SHQ. Weapons and ammunition should be handed into Police custody (and a signature obtained). These will be stored at (name local Police Station, or services base) until arrangements can be made through RAF channels. If necessary, in extreme circumstances, staff must be prepared to be organised into a 24-hour rota in order to guard the SHQ. **UNDER NO CIRCUMSTANCES ARE CADETS TO BE USED FOR THIS PURPOSE.** Staff will remain on-site in pairs at all times.
6. Stage two concerns the informing of cadets and the setting up of an alternative site for parading. Staff will be tasked to contact cadets as directed by the incident officer. Notices will be posted on site as required to advise personnel turning up, hitherto unaware of the situation, directing them as to what action is to be taken.
7. Stage three will be the securing of a long-term replacement of the SHQ. Stage three also covers such tasks as insurance claims and replacement of missing/damaged/destroyed items of equipment. The relevant paperwork for Squadron owned items is kept with the Treasurer. This action is to be carried out under the direct control of the CO and CWC Chair.

Squadron Disaster Order B (Personnel)

Guidance for staff regarding an incident involving the injury of a cadet or staff.

8. The administrative procedure for any incident involving the injury of a cadet is the same regardless of where such an incident occurs. It is vital therefore that blank accident forms (and cadet permission slips where applicable) accompany groups on activities away from the SHQ, along with all vital equipment (such as first aid kits, survival packs, emergency telephones etc.). This collection of items is to be known as the incident pack. No activity may proceed without the relevant pack being present.

9. For the purposes of clarity 'away from the SHQ' is defined as any place that is not within two minutes walking distance from the office telephone when the Squadron is open. At any time, an activity takes place around the SHQ when it is effectively shut (e.g. when it is being used merely as a rendezvous point), it will be regarded as being away from the Squadron.

10. Immediately upon an injury occurring the senior person present is to assume control of the situation. It is the responsibility of this person to ensure that adequate first aid is rendered to the casualty. This is to be carried out by the most suitably qualified person present (preferably by someone with a recognised certificate, i.e. Red Cross or St John's). In the event of such action being required, or there being the slightest doubt otherwise, professional assistance from a recognised ambulance/paramedic organisation is to be summoned. Such organisations are restricted to the appropriate county/district ambulance service, British Red Cross or St John's Ambulance Service.

11. If and when the casualty is removed to a place of treatment away from the scene, e.g. to a hospital Casualty Unit/Accident and Emergency Department, it is vital that a member of staff of the same sex as the casualty accompanies them. This member of staff is to remain with the casualty at all times, regardless of age, until he/she is released into the custody of the next of kin or is returned to duty. Medical staff are only responsible for administering medical assistance to the cadet; ATC staff are acting in Loco Parentis and retain responsibility for general welfare. It is also essential that the accident form be taken along as well. This is to be completed by the accompanying staff in conjunction with the senior medical person who treated the casualty. This must be done at the time of treatment. Staff are to assist medical personnel as requested but to keep in mind their responsibilities regarding the cadet.

12. The final decision on what action regarding the informing of cadet's next of kin rests with the senior person present. Due regard for the seriousness of the injury and time of day (or night) is to be taken. The notification of the Commanding Officer, if not present, is to be carried out at the earliest opportunity.

13. In the event of interest from the press/TV etc. all such matters are to be referred immediately to the Commanding Officer (or Deputy) at once regardless of time of day/night. Never be discourteous to the press, refer them politely to the chain of command.

14. In the event of serious injury to a cadet it is vital that the chain of command is informed immediately. In these circumstances a direct report to the Duty Officer at RAF Cranwell is permitted to be made simultaneously.

NOTES:

1. These plans are to be issued to all staff and a copy is to made available to all personnel on the unit.
2. All staff are to familiarise themselves with these orders.

Original signed

Date: 1 January 2016

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