



ROYAL AIR FORCE HALTON EMERGENCY RESPONSE PLAN

Version 3.2

Dated 20 Feb 25

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ERP Amendments

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Glossary of Abbreviations

Abbreviation	Definition
AFM	Airfield Manager
AR&TF	Aircraft Recovery & Transportation Flight (RAF)
ATO	Ammunition Technical Officer
BCP	Business Continuity Plan
BOI	Board of Inquiry
BRONZE Cdr	BRONZE Commander
CBRN	Chemical, Biological, Radiological & Nuclear
CDOC	Combined Defence Operations Centre
CDP	Crash and Disaster Plan
DASC	Defence Aviation Safety Centre
DCDSDO	Deputy Chief of Defence Staff Duty Officer
DCOS	Deputy Chief of Staff
DFTS	Defence Fixed Telephone System (Exchange)
DMO	Duty Medical Officer
DPO	Duty Provost Officer
DSE	Duty Station Executive
EAP	Emergency Assembly Point
EHO	Environmental Health Officer
EOD	Explosive Ordnance Disposal
FAFV	First Aid Fire Vehicle
FCP	Forward Control Point
FOB	Flying Order Book
Gd Cdr	Guard Commander
HAC	Halton Aero Club
ICO	Incident Communication Officer
ICP	Incident Control Point
IO	Inquiry Officer
ERP	Emergency Response Plan
JES	Joint Emergency Services
JSP	Joint Service Publication
MAA	Military Aviation Authority
MCO	Media and Communications Officer
MGR	Main Guardroom
MMMF	Man Made Mineral Fibres (formerly CFCM - Carbon Fibre Composite Material)
MPGS	Military Provost Guard Service
MRP	MAA Regulatory Publication
OAC	Operator Assistance Centre
OIC	Officer In Charge
OO	Orderly Officer
OOH	Out of Hours
PCM	Post-Crash Management
PEM	Post-Emergency Management

RAFGSA	RAF Gliding and Soaring Association
RAFGSA CGC	RAFGSA Chilterns Gliding Centre
RAF HMC	RAF Halton Microlight Club
RAFP	Royal Air Force Police
RAFRLO	Royal Air Force Regional Liaison Officer
RSU	Repair and Salvage Unit
RVP	Rendezvous Point
SFSO	Station Flight Safety Officer
SGF	Station Guard Force
SSHEA	Station Safety Health and Environment Advisor
Sy Flt	Security Flight
TGO	Training Group Orders
TVP	Thames Valley Police
VPN	Virtual Private Network (MOD telephone network)
Wg	Wing
WOME	Weapons, Ordnance, Munitions and Explosives

Section 1 – ERP Overview

Introduction

1. The RAF Halton Emergency Response Plan (ERP) should be consulted for the response to a major incident/emergency, particularly where the first responders require immediate Joint Emergency Services (JES) assistance to control an incident or emergency on the RAF Halton estate.

Aim

2. The ERP aim is to stabilise events and minimize loss of life and damage to property, whilst preserving evidence for any subsequent inquiry. If necessary, The Stn XO will implement the RAF Halton Business Continuity Plan to ensure core Stn functions continue.

Initial Activation

3. Following any incident requiring activation of the ERP, individuals are to:
- a. Call 999 on any mobile telephone and call 01296 656211 (MGR), or;
 - b. Call 222 on any Service telephone and call 01296 656211 (MGR).
4. Providing there are no hazards to the responder, then immediate aid should be provided at the scene using first aid medical and fire-fighting skills learned during annual training (where applicable).
5. Initially, Sy Flt staff will deploy to the scene and take control of the incident or assist the JES if they are already in attendance. Sy Flt are responsible for ensuring the Stn XO is notified of the incident¹.

Roles & Responsibilities

6. Once initial activation actions are under way, key ERP stakeholders may be activated. The nature and severity of the incident will determine which of the following roles are required:
- a. **Sy Flt.** Throughout the response period, the security of RAF Halton must not be compromised and remains the responsibility of OC Sy Flt. Sy Flt will normally have responsibility for the onsite command and control of the military contribution to the incident response, excluding aircraft accidents which will be coordinated by OC Airfield Ops Flt (or the Duty Airfield Manager in their absence). ERP Aide Memoires

¹ The Stn XO is the Stn Exec POC for activation of the ERP, both during and outside of normal working hours.

for the MPGS Ops Rm and Sy Flt NCO are provided at Annex A and B respectively. An ERP Aide Memoire detailing the MPGS Security Flt response for dealing with a gas leak / incident is provided at Annex G.

b. **OC Airfield Ops Flt.** In the event of an aircraft incident, OC Airfield Ops Flt, or the Duty Airfield Manager in their absence, will coordinate the incident response. The Airfield ERP in Section 2 provides a detailed overview for managing aircraft incidents at RAF Halton. An ERP Aide Memoire for Airfield Staff is also provided at Annex C.

c. **RAF BRONZE Cdr.** If the incident severity is assessed to be sufficient, an RAF BRONZE Cdr will be appointed by the Stn XO. The RAF BRONZE Cdr is the senior incident representative for the RAF but is subordinate to the JES BRONZE Cdr who normally retains overall control. The RAF BRONZE Cdr, recognisable by a jacket, and normally the Sy Flt Guard Cdr, should proceed to the incident site and coordinate onsite activity. The RAF BRONZE Cdr ERP Aide Memoire at Annex D provides an overview of the duties required.

d. **RAF SILVER Cdr.** If the incident severity is assessed to be sufficient, an RAF SILVER Cdr (normally a Stn Exec) will be appointed by the Stn Cdr / Stn XO. The RAF SILVER Cdr may be tasked to set up a SILVER HQ within SHQ to coordinate the wider Command and Control of Service pers involved in the incident. The role is responsible for providing a link between the RAF BRONZE Cdr and wider Stn functions. Outside of normal working hours, the Stn XO should be contacted in the first instance.

e. **RAF SILVER Cmd Liaison Officer (LO).** An RAF SILVER Cmd LO is only required if the incident requires a JES SILVER Cmd – this would be instigated by the JES. The role is normally delivered by the Regional RAF Liaison Officer (RAFLO). However, the Stn Cdr or Stn XO may also act as RAF SILVER LO if required. The LO should be prepared to report to the JES SILVER HQ with a MODNET enabled laptop if activated.

f. **Orderly Officer (OO) Responsibilities.** The OO, if activated, acts as the out of hours link between the BRONZE Cdr and the rest of the Stn to provide additional resources and facilities. The OO should remain at the MPGS Control Room and only proceed to the incident if requested by the BRONZE Cdr. During normal working hours, the OO may be tasked to support the SILVER HQ.

g. **Cordon Duties.** If the emergency/incident site requires a cordon, either during the emergency or immediately after it, the Stn will meet the requirement. A member of Airbase staff will be nominated as the 'Cordon Cdr'. Initially, any available members of Sy Flt will proceed to the scene and assist with cordon control under the Cordon Cdr. Longer-term, additional cordon members may be drawn from the Stn Exceptional Guard Force, or the wider Stn as required. The Cordon Cdr is to inform the BRONZE Cdr of the declared Forward Control Point (FCP) and is to ensure that it is staffed by a member of the cordon guard who has been briefed on their duties. All

access to the site must be recorded on a Scene Attendance Log, in a format approved by TVP. A Cordon Control Aide Memoire is provided at Annex E.

h. **Chaplaincy.** It is acknowledged that not all Station emergencies / incidents will require Chaplaincy support. The RAF SILVER HQ will normally notify the Senior Chaplain and brief them on any support required. The Senior Chaplain is to:

- (1) Brief the Chaplaincy Team, notify Chaplaincy Services or call-in local clergy as required.
- (2) In consultation with SILVER HQ/BRONZE Cdr, deploy the Chaplaincy Team as required.
- (3) Maintain communication with SILVER HQ and the HR Casualty Cell.

7. **Media Handling.** For any major incident, the RAF Halton Media Communications Officer (MCO) is to contact the Directorate of Defence Public Communications via HQ AIR. Thames Valley Police have a Multi-Agency Media Plan and will normally lead with on-site media engagement. The MCO will act in a supporting role, arranging facilities and providing resources as required. All Public Relations enquiries are to be directed to OC BSS on 01296 656406.

8. **Evacuation of Staff and Survivor Centre.** Should it be necessary for RAF Halton staff to be evacuated from their place of work or domestic accommodation, or to provide shelter for survivors of an emergency, the RAF BRONZE Cdr or Duty Staff are to consider the immediate use of the following facilities for temporary shelter and welfare relocation:

- a. Dining Rooms of all messes.
- b. Burton Drill Facility.
- c. Burnett or Finlay Gyms.
- d. New Workshops.

9. **Emergencies Involving Utilities.** Where the emergency/incident involves Stn utilities, the points of contact are as follows:

- a. For electricity, water, or gas, the point of contact is through Station Services Sqn (SSS) during working hours or OOH through the Main Guardroom on Ext 6211. The individual response required on discovering a gas leak is summarised at Enclosure 2. An ERP Aide Memoire detailing the MPGS Security Flt response for dealing with a gas leak / incident is provided at Annex G.
- b. Problems with telephones are to be notified on Ext 6347 / 6200 or in person at C4i in Building 82.

Command and Control

10. The Stn Cdr of RAF Halton retains overall C2 of all RAF Halton personnel deployed in response to an incident whether on or off base. The RAF SILVER LO and RAF BRONZE Cdr are nominated to provide a coordinating function on the Stn Cdrs behalf. The JES Cdr, likely to be the Civil Police, has overall command of the incident itself.

11. **Handover of Control.** After all initial actions have been carried out, a positive handover of control is then to be made from the RAF BRONZE Cdr to an appointed Inquiry Officer (if applicable), who will then retain control until the incident is closed. The handover should include a comprehensive brief on all relevant incident information.

Communications

12. **Useful Telephone Numbers.** Contact details for Station ERP stakeholders can be found via the [Station Telephone Directory](#). HQ 11 Gp CDOC also maintain a comprehensive [contacts list for external stakeholders](#).

13. **Management Radio Network “Airwaves” and Callsigns.** The Sy Flt Duty NCO is to make available “Airwaves” radios for trained personnel only. A list of frequencies and callsigns assigned to the RAF Halton ERP are at Annex G.

14. **Internal Communications.** Sections should use their cascade systems to disseminate information as required.

15. **External Communications.** In all cases, serious Station incidents requiring activation of the ERP should be reported using the 5W Format² to the following HQ AIR stakeholders at the earliest opportunity³:

- a. 11 Gp CDOC⁴.
- b. AOC 2 Gp via PSO.
- c. AOC 22 Gp via PSO (for incidents involving AvTA pers / flying incident involving Halton-based aircraft).

Hazardous Substances

16. Specialist advice on the handling of hazardous substances can be obtained from the Stn SSHEA during normal working hours, and RAFCAM Duty EHO (07730 766701)

² Who, What, Where, When, Way Ahead.

³ Stn Cdr Halton (or the Stn XO / OC Ops Sqn in their absence) will normally coordinate 2 / 11 Gp reporting for incidents requiring activation of the ERP. Comdt AvTA (or OC AvTA / COS AvTA in their absence) will normally elevate to AOC 22 Gp.

⁴ [RAF Incident Reporting SOP refers.](#)

outside of normal working hours. The Airfield Emergency Response Plan at Section 3 provides guidance on substances specific to aircraft incidents.

Post Incident Management

17. Once the initial response actions following an incident have been completed (e.g. the fire extinguished, casualties evacuated, and the area made reasonably safe) the site must be secured for Post Incident Management (PIM) until investigations and any subsequent inquiries have been completed.

18. **Trauma Risk Management (TriM).** TriM procedures should be activated through the RAF SILVER Cdr or Stn Execs as required. All personnel that have had close involvement with the incident should be offered access to the TriM support system.

19. **Post Incident Management (PIM) Phase.** The PIM Phase continues until the site is released by either the JES or the Inquiry Officer, on the authority of the Service Inquiry (if applicable), and once the site has been made safe and completely cleared of wreckage.

Section 2 – RAF Halton Rendezvous Points and Crash Gates

Joint Emergency Services (JES) access to Stn - Rendezvous Points (RVPs).

1. Stn RVPs and Crash Gates (CG) facilitate ease of access to the unit, details of the appropriate RVP will be passed to the JES via the initiating METHANE report from unit. In the event of an aircraft incident, JES will be directed to the most appropriate Crash Gate location for accessing the airfield site. The Sy Flt is to deploy an individual to the nominated RVP/CG, to act as an escort for the JES vehicles to direct them to the incident site. The following photos identify the 2 RVP locations:

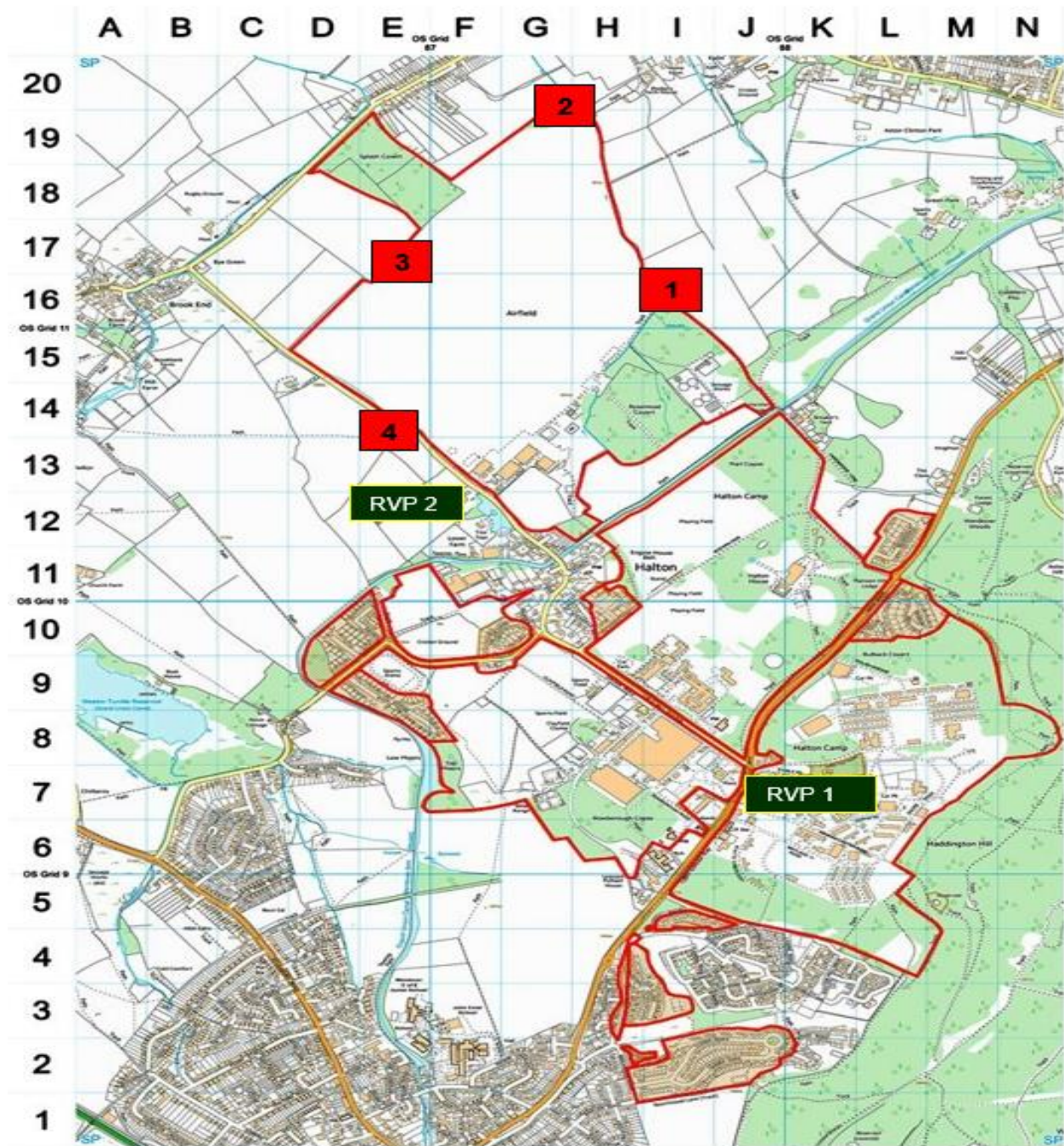


Figure 1. RVP 1 – RAF Halton Main Guard Room (adjacent to Main Point).



Figure 2. RVP 2 – RAF Halton Airfield.

2. **RAF Halton Crash Gates and Rendezvous Point Map.** The following map provides details of all CG and RVP for RAF Halton:



Gate	Grid Reference	What 3 Words
Crash Gate 1	SP 87661 11132	dignitary.retraced.crisis
Crash Gate 2	SP 87372 11856	forehand.hissing.shapes
Crash Gate 3	SP 86851 11194	edges.rank.estuaries
Crash Gate 4	SP 86847 10716	overhear.fidget.finds
RVP 1	SP 87847 09265	Shrimps.permanent.pythons
RVP 2	SP 87188 10401	flicks.haunt.outer

Section 3 – Airfield Emergency Response Plan

References:

- A. [Manual of Aircraft Post-Crash and Incident Management \(MAPCIM\).](#)
- B. [JDP-02 The Defence Contribution to Resilience and Security.](#)
- C. [RAF Halton Aerodrome Order Book.](#)

1. Aircraft accidents involving military-registered aircraft will be dealt with under the regional PCM responsibilities described in Reference A. As very few military aircraft are Free From explosives⁵, the Aircraft Post-Crash Management (APCM) Decision Matrix at the bottom of this Section aims to provide guidance / advice from Weapons SMEs to inform risk analysis, whilst assisting decision making in what may be a highly dynamic situation.
2. Civilian-registered aircraft are the responsibility of the JES. However, Halton-based civilian-registered aircraft may receive a PCM response; each situation will be evaluated, and an appropriate response initiated.
3. In all cases, Initial Emergency Response (IER) will be provided to any aircraft on RAF Halton airfield by Airfield Ops. RAF Halton will only assist with off-Stn civilian aircraft incidents if asked by the JES Cdr and permission is granted through RAF Halton's chain of command in accordance with Reference B. The Airfield Ops team will use the IER fire vehicle and equipment to respond to any aircraft incident on the airfield iaw Reference C.
4. **Airfield Users.** There are 3 flying clubs established at Halton, each comprises a mixture of syndicated club and privately owned ac. The airfield is also used by visiting military and civilian ac:
 - a. **Chilterns Gliding Club.** Flying activity can take place on any day of the week but is usually at weekends and on some Wednesdays.
 - b. **Halton Aeroplane Club.** Flying activity takes place throughout the week and at weekends, operating conventional single-engine light aircraft up to a maximum of 4 seats.
 - c. **Halton Microlight Club.** Flying activity takes place throughout the week and at weekends, operating conventional construction single engine microlight aircraft up to a maximum of 2 seats. Several microlights are fitted with rocket-assisted ballistic parachutes with warning stickers on the requisite panels – treat with extreme caution.
 - d. **Visiting Aircraft.** The Airfield Manager (AFM) / OC Airfield Ops Flt will arrange for the arrival/departure of pre-notified visiting military and civilian aircraft during airfield opening hours. Military aircraft visiting outside of airfield opening hours will be notified to the MGR; visiting civilian aircraft are not permitted outside airfield opening hours.
5. **Minor Airfield Incident.** The term 'Minor Airfield Incident' refers to an airfield incident that does not require wider RAF or JES support. In the case of a minor aircraft incident,

⁵ Air Weapons, Flares, Cartridges, pyrotechnics, Aircraft Assisted Escape Systems & squibs

wreckage can only be removed if either the Defence Accident Investigation Branch (DAIB) or Air Accident Investigation Branch (AAIB) have been consulted, and there is no further action required from the sponsor authority Military Aviation Authority (MAA), Civilian Aviation Authority (CAA) or [Joint Aircraft Recovery and Transport Squadron \(JARTS\)](#). This must be confirmed and recorded in the Airfield Ops Log (e.g., Telecon timed at xxxx on date dd/mm/yy).

6. **Actions in the Event of an Airfield Incident.** In the event of an aircraft incident, the person making the initial response may not be a member of the airfield operating staff. Consequently, the Airfield Management Team should be notified by the Duty Sy NCO and the following actions taken:

a. **OC Airfield Ops Flt / Duty Airfield Manager (AFM).** OC Airfield Ops Flt or the Duty Airfield Manager will normally act as the Air Incident Cdr (Mil). They should follow the actions at Annex C (ERP Aide-Memoire for Airfield Staff) once activated.

b. **IER Commander.** As part of normal airfield operations, the IER response will be the Airfield Manager (IER 1), supported by IER 2 when nominated (when the amount/type of flying requires a 2-person response). Upon receipt of the incident details, they are to deploy to the upwind incident site with:

- (1) First aid fire equipment.
- (2) Crash Tool Kit held in trailer toolbox.
- (3) A VHF radio (130.425MHz) callsign "Crash One".

b. Personnel responding to the incident are to be aware of potential hazards present at the incident site (See Para 9) and approach from a safe direction to a safe distance from which to operate fire extinguishers. There is to be no unauthorised entry to the scene.

c. **Gate Detail (GD).** Two personnel (potentially MPGS due to lack of pers at the airfield) are to be nominated and briefed to act as GD. The GD is to be equipped with comms and proceed to the nominated station entry gate to control access and direct the Sy Flt/JES to OC Airfield Ops Flt / Duty AFM with a short summary of the situation. The GD is to inform OC Airfield Ops Flt / Duty AFM of the arrival of any JES unit and remain at the entry gate until replaced or stood down.

d. **OC Airfield Ops Flt.** OC Airfield Ops Flt or another nominated qualified representative will act as the link between the Station, a Service Inquiry (if convened) and higher authorities as required. OC Airfield Ops Flt (or another suitably SQEP Stn nomination will attend any incident, with a photographer, and will coordinate progression of any of additional Flight Safety issues.

7. **Airfield Command & Control.** Control over airfield activities is delegated as follows:

a. OC Ops Sqn is the nominated Aerodrome Supervisor (Recreational Flying) (AS(RF)) and is responsible to the Stn Cdr for provision of a safe operating

environment and oversight of RAF Halton Aerodrome.

- b. OC Airfield Ops Flt and the Duty AFM provide onsite management of airfield activities on behalf of the AS(RF). OC Airfield Ops Flt is the nominated Station Flight Safety Officer.
- c. During any incident on the airfield in which firefighting and/or rescue is being carried out, the incident is under the control of the IER Fire Vehicle Commander, likely to be the Duty AFM. Once in attendance, the JES Senior Fire Officer or medical officer (for medical only emergency incidents) will normally take control.
- d. Control of access to the airfield and provision of emergency facilities required by the IER Cdr are to be co-ordinated by the Air Incident Cdr (Mil) until the arrival of the RAF / JES BRONZE Cdr. Civilian Police will normally retain Command and Control of the situation, however the Air Incident Cdr (Mil) may retain command if the situation is appropriate and Civ Pol are happy for them to do so.
- e. **Airfield BRONZE Control.** The default area for Airfield incidents for BRONZE Control will be Building 281 – Ops Flt (known as “Hector’s House”).

8. **Hazardous Substances Precautions.** Specialist advice on hazardous substances can be obtained from [JARTS](#) at Boscombe Down. Further information on MMMF is contained in the Aircraft Hazards database, available from [JARTS](#). Air Incident and Cordon Cdrs are to ensure that their teams involved in aircraft incidents are briefed on and adhere to the safety precautions when dealing with the following hazardous substances:

a. **Fuel.** Fuels have different characteristics with varying flash points. However, all fuel types present hazards due to their flammability and constitute a significant risk in accident situations. Fuels can also present hazards through the inhalation of vapour and due to skin contact. Therefore, effective control measures should be established to reduce the risk of exposure through all these routes. The larger the aircraft, the higher volume of fuel that can be carried. The following fuels are common to most aircraft accidents:

- (1) **Aviation gasoline (AVGAS)** is used in piston engine aircraft.
- (2) **Motor gasoline (MOGAS)** is road vehicle petrol used in some aircraft engines.
- (3) **Aviation turbine fuel (AVTUR)** is used in jet or turbo-prop aircraft.

b. **Damaged structures.** Accident-damaged aircraft present a variety of hazards including sharp and jagged edges, unstable or weak structures, and retained energy (pressurised, or spring/cartridge assisted components).

c. **Weapon systems.** Military aircraft should be suspected of carrying some form of military pyrotechnics or weapons until confirmed otherwise. The MOD can confirm carriage of any weaponry quickly and will be able to direct suitably trained personnel to the accident site to assist.

d. **Ballistic Recovery Systems (BRS).** Some light/microlight aircraft may be fitted with a rocket activated BRS. BRS may be manufactured or installed by a variety of companies, and warning signs / company logos can be variable in appearance. At RAF Halton the Ikarus C42 and Eurostar SL aircraft are fitted with BRS, which should be treated as live following an accident/incident. A typical safety distance is **30m** from the aircraft fuselage, but this varies according to aircraft type and BRS model.

e. **Fire & Impact Damaged Materials.** Many of the materials used in aircraft construction can produce harmful gases, vapour and particulates when subjected to the extreme effects of air accidents. Control measures for all burnt materials should include limiting exposure, suppression of particulate with water or fluids, and where required, the use of Personal Protective Equipment (PPE). To avoid contamination by either the dust or fumes, especially when the aircraft is on fire, the on-scene Cdr is to ensure that only personnel in full protective breathing apparatus are permitted downwind of the crash site. Due to the risk of abrasions and puncture wounds from sharp strands of damaged MMMF material, medical personnel are not to use their hands to remove wreckage to gain access to casualties; this task should be performed by appropriately protected firefighters. The following may be present during an aircraft incident:

- (1) **Aluminium** - used in aircraft structures.
- (2) **Magnesium** - used in components such as wheels and gearboxes.
- (3) **Other metals and alloys** - used in engines and systems.
- (4) **Composite materials** (carbon, glass, and other fibres in a resin matrix), also known as MMMF, are used in major parts of the structure in more modern aircraft. When burnt or impact damaged these often produce free fibres which are an irritant. Almost all aircraft/gliders at RAF Halton contain composite materials.

f. **Electrical systems.** Electrical batteries and emergency power supplies present hazards due to their electrical potential, because of their chemical content, and due to heat and fire caused should an internal short circuit occur. Lead acid and Gel batteries may explode on short circuit and Lithium Polymer (LiPo) batteries catch fire on short circuit. Systems should be isolated as early as possible.

9. **Protective Equipment.** Personnel controlling cordons at crash sites with the above hazards are to wear the PPE items listed below whenever possible. However, personnel may initially set up the cordon without these items providing they remain upwind of the crash site, especially if fire is involved, as contaminants can be carried a significant distance by the wind. A stock of the following items is held by Stn Supply and may be demanded by the Air Incident Cdr (Mil):

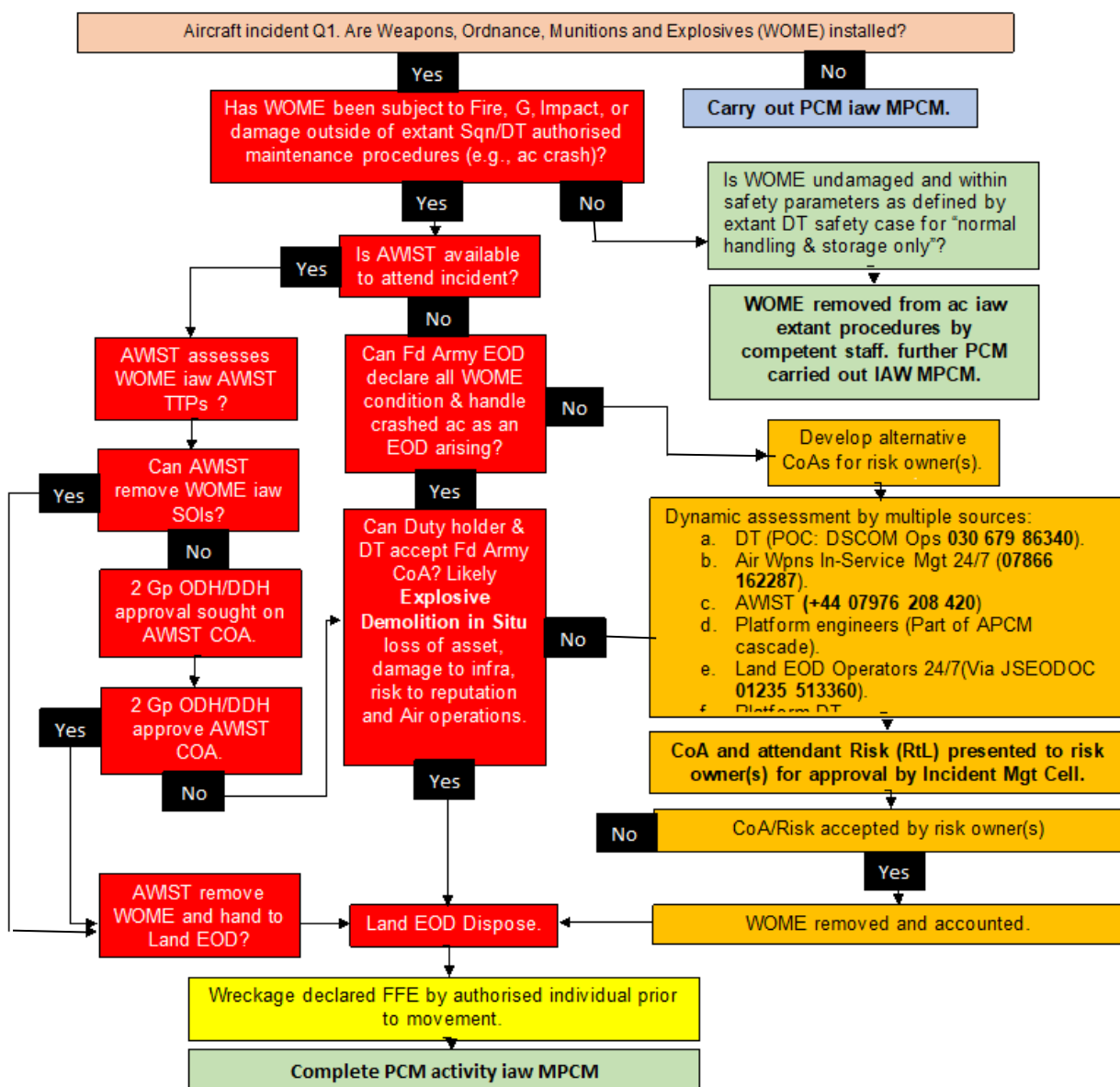
- a. General Service Respirator fitted with in-date activated charcoal canisters. Trg canisters are not to be used.
- b. Coverall, Impermeable, Disposable, Coated, Black (22G/ 9784555 to 4557) or NBC Smock and Trouser (time expired but otherwise serviceable items are

acceptable).

- c. Gloves. Cloth, Working, Cold/ Wet, Sheepskin, Brown (22G/ 9760002 to 0006).
- d. Boots, Knee, Rubber, Mans (22D/ 9425933 to 5945).

Aircraft PCM Decision Matrix

10. This decision aide is prepared for inclusion into Platform Crash Plans and for action by the Unit Incident Management Team (or equivalent organisation). It is intended to facilitate decision making in what may be a highly dynamic situation and provides call out numbers for agencies which can provide advice and guidance to those charged with developing and enacting PCM activities in relation to an armed ac incident or accident on behalf of and in agreement with the applicable risk owner.



Section 4 – Security Emergency Response Plan

Security Emergency Response Plan

1. The RAF Police [Joint Contingency Plan \(JCP\)](#) provides command actions to be utilised in conjunction with the Post Terrorist Incident Procedures, which detail actions to be carried out in the event of a terrorist incident. The Plan provides an overview of the following:

- a. **Initial Actions.** Declaring a major incident activates a predetermined strategic and tactical response for each Emergency Service (ES) and other responding agencies.
- b. **Emergency Evacuation and Assembly Points.** As a result of a terrorist threat or incident, it may be necessary to evacuate pers and account for them at an emergency assembly point.
- c. **Command and Control.** Dependent on the size and location of the incident, the level of command and control will be determined with differing responsibilities.

2. In addition, the [Counter Terrorist and Incident Management Plan](#) is designed to assist the Stn in maintaining an operational capability during peacetime, transition to war and war. The Plan provides an overview of the following:

- a. **The Counter Terrorist Response Level (CTRL) System.** Designed to give a staged response to the terrorist threat in order to enhance defences and to deter an attack.
- b. **Unit-Counter Terrorist Measures.** The staged response to the threat based on the CTRL in force. MPGS and Stn Guard Force (SGF), when employed, are responsible for co-ordinating peacetime measures against threats to security.
- c. **Focal Point.** A nominated Focal Point is designed to allow quick passage of information concerning suspected terrorist activity within each military district.
- d. **Post Terrorist Incident Procedures.** Provides actions on advice for:
 - (1) Information required by the Civil Police for a terrorist related incident.
 - (2) Discovery of a suspect IED.
 - (3) IED explosion.
 - (4) A Proxy Bomb Attack.
 - (5) A Mortar Attack.
 - (6) A Telephoned Bomb Threat.
 - (7) A Suspect Postal Bomb.
 - (7) A Marauding Terrorist Firearms.

- (8) A Suicide Bomber.
- (9) Dealing with Undocumented Immigrants / Stowaways.
- e. **Op CITADEL.** Actions on the response to an armed attack or the presence of an armed intruders within the station perimeter.
- f. **CBRN Incident Plan.** Actions on a CBRN attack.
- g. **Op WIDEAWAKE.** Activity to search for suspicious objects.
- h. **Op ROUNDUP.** Actions to response to suspected intruders/unidentified persons.
- i. **UAV Activity.** Actions to UAV activity and reporting.

Annex A to
20250220-Stn Emergency Response Plan V3.2-OS
Dated 20 February 2025

Emergency Response Plan Aide Memoire for MPGS Ops Room

Serial	Details	@Time
INCIDENT	Is there Fire / Road Traffic / Aircraft / Public Order / IED?	
LOCATION	On Camp / Off Camp / Co-ordinates / What 3 Words	
FIRST RESPONSE	RAF Halton Ambulance? Airfield Fire Buggy?	
INITIAL CONTACT	Call 999 or 222 if not already called.	
M E T H A N E	USE THIS TELEPHONE MESSAGE FORMAT	
Major Incident? Exact Location Type of Incident Hazard Access Number of Casualties Emergency Services	On receipt of direct call or emergency message from the OAC concerning serious incident, emergency, or disaster at, or around, RAF Halton, ask the caller for details of as much of the following as is available: Major Incident? Does it require more than 1 Emergency Service? Exact Location? Use Crash Map if possible. Type of Incident? Explosion, Crash, Building Collapse, etc... Hazards? Present, potential, or suspected hazards? Access? Routes to the incident that are safe to use. Number of Casualties? Type and/or severity of casualties. Emergency Services? Either those that are required or are present	
Flying Related	<u>IF NO AIRFIELD STAFF ON DUTY</u> contact: 1. Deputy Chief of Defence Staff Duty Officer (DCDSO) on 9621 88938 or 0207 2188938. 2. Air Accident Investigation Branch (AAIB) on 01252 512299 for civil accidents or Defence Accident Investigation Branch (DAIB) on 01980 348622 for military accidents. 3. Call 11 Gp CDOC (24 hours) 95221 4826 for any serious incidents / death.	
Control of Entry	Brief Where ICP located / Contact details / Radio Callsign	
Brief To BRONZE Cdr (Duty RAFP NCO)	Read from above your actions / times and pass contact details / <u>Assist</u> JES BRONZE	
Notes		

Annex B to

File reference 20250220-Stn Emergency Response Plan V3.2-OS

20 February 2025

Emergency Response Plan Aide Memoire for Police Flt

Serial	Action	@Time
1	Follow RAF Halton SOPs but ensure that the following actions are completed and are recorded as being so.	
2 M E T H A N E	On receipt of direct call or emergency message from the OAC concerning serious incident, emergency, or disaster at, or around, RAF Halton, ask the caller for details of as much of the following as is available: Major Incident? Does it require more than 1 Emergency Service? Exact Location? Use Crash Map if possible Type of Incident? Explosion, Crash, Building Collapse, etc. Hazards? Present, potential, or suspected hazards? Access? Routes to the incident that are safe to use. Number of Casualties? Type and/or severity of casualties. Emergency Services? Either those that are required or are present.	
3	If the emergency message concerns a crash or incident at, or around, the airfield, record as much of the following additional information as possible: a. Aircraft. (Types, Registrations and Persons on Board). b. Position of crash (use grid on crash map at Annex B). If the incident is off the airfield give approx. location/near a suitable landmark.	
4	Notify which RVP to use at RAF Halton (e.g., "RAF Halton RVP1 Main Gate, or RVP2 The Airfield") Inform RMC – 07773 976356 Inform Duty Fire Warden 07773 960250 If an aircraft crash is reported inform the Airfield Manager on 077715 22083, OC Airfield Ops Flt on Ext 6666 or OC Ops Sqn on 07929078501 (outside of normal working hours contact the Stn XO on 07770685122).	
5	Dispatch mobile patrol to RVP and a mobile patrol to scene of incident to assess the situation and take initial control if required. Note that JES may have arrived before mobile patrol, and they will take control.	
6	Inform the following in priority order as noted, using the numbers on the duty board or the list below: Annotate responsibility to individual to provide regular updates to Stn Cdr	

	a. In normal working hours • OC Sy Flt – 6825 • MPGS Cdr – 6211 • Stn Cdr – 6445 • Orderly Officer – 07773 960181 • SSHEA if pollution or fuel spill involved – 6640 / 6026 • OC Ops Sqn / OC Airfield Ops Flt if involving an aircraft crash – 6212 • Media Communications Officer - 6406 • Senior Chaplain (for a major incident) - 6521 • RAFRLO London & South-East - 07770 721494 • Air Cmd 11 Gp CDOC - 95221 4826 b. Out of normal working hours • OC Sy Flt – 6514/ 07773 959470 • MPGS Cdr – 6211/6216 • Stn XO – 07770 685122 • (Stn XO will call the Stn Cdr) - 07795 641997 • Orderly Officer - 07773960181 • RAFRLO London & Southeast - 07770 721494 • Air Cmd 11 Gp CDOC - 95221 4826	
7	Remain in the Control Room to co-ordinate the RAF Halton emergency response communications and function as a communications focal point for JES.	

Annex C to

File reference 20250220-Stn Emergency Response Plan V3.2-OS

20 February 2025

Emergency Response Plan Aide Memoire for Ops Sqn / Airfield Ops Staff

Serial	Details	@Time
INCIDENT	Is there Fire / Road Traffic / Aircraft / Public Order / IED?	
LOCATION	On Camp / Off Camp / Co-ordinates / What 3 Words	
FIRST RESPONSE	Airfield Fire Buggy?	
INITIAL CONTACT	Call 999. Call 222 if able – Followed by MPGS 01296 656211	
M E T H A N E	<u>USE THIS TELEPHONE MESSAGE FORMAT</u>	
Major Incident?	Does it require more than 1 Emergency Service?	
Exact Location	Using Crash Map/What 3 Words if possible	
Type of Incident	Explosion, Crash, Building Collapse, etc...	
Hazard	Present, potential, or suspected hazards?	
Access	Routes to the incident that are safe to use.	
Number of Casualties	Number, type and/or severity of casualties.	
Emergency Services	Either those that are required or are present	
Airfield Ops	<u>AIRCRAFT ACCIDENTS ONLY</u> contact: 1. Deputy Chief of Defence Staff Duty Officer (DCDSDO) on 9621 88938 or 0207 2188938. 2. Air Accident Investigation Branch (AAIB) on 01252 512299 for civil accidents or Defence Accident Investigation Branch (DAIB) on 01980 348622.for military accidents. 3. Call 11 Gp CDOC (24 hours) 95221 4826 for any serious incidents / death.	
Control of Entry	Send any available persons to staff the airfield gate if required. Await arrival of MPGS or RAFP.	
Brief To BRONZE Cdr (Duty RAFP NCO)	Read from above your actions / times and pass contact details / <u>Assist</u> JES BRONZE	
Notes	MAPCIM Chapter 2 Annex B provides a comprehensive list of contact details for APCIM first responders.	

Annex D to

File reference 20250220-Stn Emergency Response Plan V3.2-OS

20 February 2025

Emergency Response Plan Aide Memoire for RAF Halton Bronze Cdr

SERIAL	ACTION	@TIME
1.a	Report to OC Sy Flt or SNCO for briefing on the incident (if RAFP).	
1.b	Report to Duty RAFP NCO and/or Gd Cdr for briefing on the incident (all other pers).	
2	Proceed directly to the incident site by the quickest means possible, donning the RAF BRONZE Cdr jacket (in ICP pack up) en route ("Incident BRONZE" Cdr's jacket is kept in Building 281, Airfield Ops).	
3	On arrival at the incident, confer with the senior SGF member present and assume command of the military resources or scene if no JES are present.	
4	Leave casualties in situ to await extraction by the JES unless life is threatened, or it is unsafe to do so.	
5	Set up an ICP at the most appropriate site from which to co-ordinate rescue activities and appoint ICP Controller.	
6	Initiate initial Cordon, appoint Cordon controller whilst awaiting cordon team.	
7	Consider the need for AIRWAVE radios and if required request them, through Thames Valley Police, under the national <u>IBIS scheme</u> . Must request the TVP Airwave Tactical Advisor when you ring TVP. (seek guidance from duty RAFP where required).	
8	If required, contact COMSEC Custodian to determine whether airframe/vehicle is carrying Cryptographic equipment onboard. If the airframe/vehicle is from RAF Halton, COMSEC Custodian will carry out the procedure in accordance with JSP 490. In the event of an airframe/vehicle from RAF Halton not being involved in an incident in the Halton area, the RAF Halton COMSEC Custodian will provide advice and assistance as required.	
9	On the arrival of the JES, brief them fully on the incident; hand over control of the incident to the senior JES officer present but retain control of the military resources. Remain available to provide advice and assistance as required.	
10	If required, contact the Airfield Mgr to arrange for aerial photographs to be taken of the incident site.	
11	Brief all personnel at the scene on the precautions to take regarding toxic fumes from burning building or aircraft. Ensure any personnel required to approach a burning building or aircraft do so from upwind.	
12	Ensure that METHANE format reports are regularly sent to the SGF Guard Cdr. This information will then be logged.	
13	If the JES depart before the RAF Halton Inquiry Officer (IO) arrives on site, accept command of the incident back from the JES.	
14	Once you are content that the emergency response phase is completed and ready for handover to the IO, ensure that the IO receives a comprehensive brief. Contact Duty RAFP to ensure that DSCU & CI Ops are informed of incident and details are passed to IO if not already completed.	

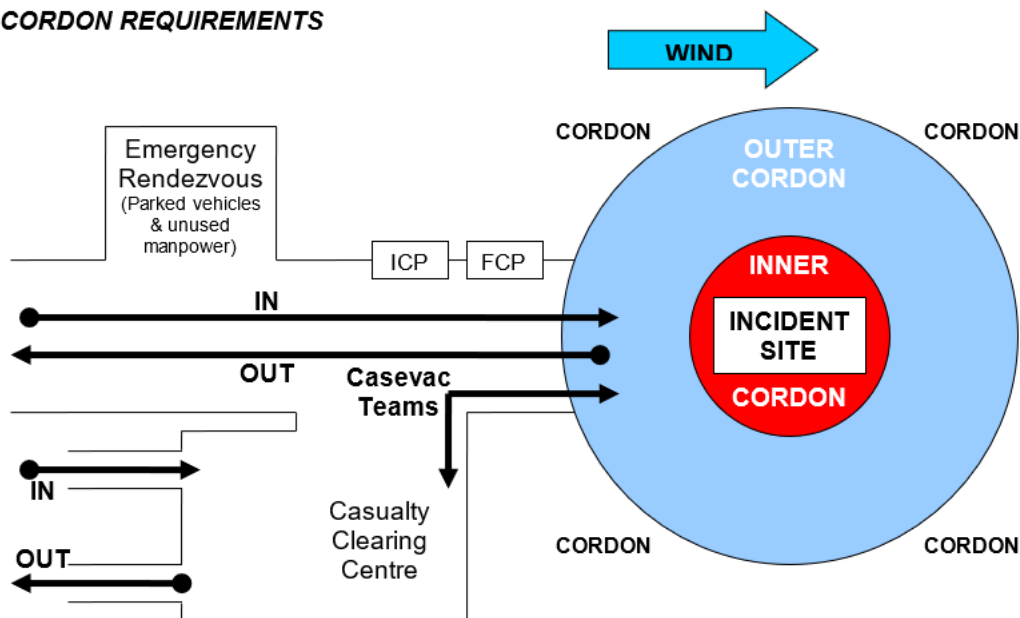
Annex E to

File reference 20250220-Stn Emergency Response Plan V3.2-OS

20 February 2025

ERP Aide Memoire for Cordon Control – Incident Site Layout and Control of Access

CORDON REQUIREMENTS



Exact locations for the RVP, CCC, ICP and FCP will be dictated by the BRONZE Cdr depending on the circumstances of the incident.

1. **Inner Cordon.** The Inner Cordon is the area where the rescue or incident is taking place. Whilst rescue / firefighting / investigation activities are taking place, overall command and control is the responsibility of the BRONZE Cdr. This may be RAF-led in the first instance, but command will normally be handed over to the JES BRONZE Cdr on arrival at the incident.
2. **Outer Zone.** The Outer Cordon surrounds the entire incident and is placed sufficiently far from any hazards to safeguard cordon personnel, and members of the public and media who gather to observe the incident. The BRONZE Cdr has overall command and control of the outer cordon. The IED Outer Cordon Radius dimension guidelines are 400 metres, but the [Joint Contingency Plan \(JCP\)](#) provides more detail based on the specific nature of the threat / incident. Mortar attack will require the base plate position, the line of flight and the mortar bomb strikes or blinds to be cordoned.
3. Should it be easier to use existing features to assist with the cordon, such as a fenced field, the cordon can be extended to make use of the feature.
4. Wreckage etc. is to be left undisturbed. Human remains may be covered but not disturbed or removed until authorised by the coroner. A search is to be initiated outside the initial cordon to find any additional wreckage or objects: other cordons should be set up or the main cordon expanded as necessary.

5. **Safety Precautions.** Many modern materials contain a threat to health from fumes when burning and from their debris in the form of solids, dust, or vapour particles. All modern gliders/aircraft at RAF Halton must be treated as containing MMMF during incidents. Cordon requirements should prevent personnel encountering solid particles and to a lesser extent from fumes. The safety precautions to be observed by all involved in an aircraft incident are captured within the Airfield Emergency Response Plan at Section 3 to the RAF Halton ERP.

6. **Control of Access.** Entry and exit through the outer cordon is to be strictly controlled through the Forward Control Point (FCP), which should ideally be sited next to the Incident Control Point (ICP). Access through the cordon is to be restricted to fire and rescue personnel, unless specific clearance has been given to an individual by the BRONZE Cdr. All access through the cordon should be logged at the FCP and anyone seeking entry should be directed to this point.

7. **The FCP.** The FCP is the communications centre for the incident site. All individuals are to report to the Cordon Cdr who may direct them to the BRONZE Cdr for a brief on tasking requirements. Personnel waiting at the FCP are to do so quietly, and regardless of rank, obey the Cordon Cdr.

8. **The ICP.** The ICP is the command centre for all actions at the incident site, and is located near the FCP. Only personnel authorised by the Cordon Cdr are to approach the ICP. On arrival at the ICP all flashing lights are to be switched off and radios turned down. Vehicle keys should be left in the ignition and, where possible, drivers should remain with their vehicles. Vehicles will be parked under the direction of the Cordon Cdr.

Cordon Guard Duties

9. All entry into the outer zone is to be via the FCP, unless a significant danger to life or property exists, or common-sense dictates otherwise.

10. Cordon Guards are to question the need for access to the incident, and permit access iaw the authorised access list. All entry is to be recorded on the Scene Attendance Log.

11. Ensure that the public and members of the Services are protected from any hazards at the site.

12. Ensure the security of wreckage, classified equipment/ documents, and of Service equipment at the site.

13. Be aware that you may be in the public eye and should act accordingly.

14. If approached by members of the public or the media, be polite and respectful but enquiries are to be answered as follows:

Question	Answer
Why are you here?"	Answer in the case of an aircraft crash: <i>"I am here to protect the site of an aircraft incident for protection of the public and to ensure the site is preserved for any potential investigation"</i>
	Answer for other incident: <i>"I am here to protect the site of an incident to ensure the protection of the public and that the site is preserved for any potential investigation "</i>
	All other enquiries: <i>"I'm afraid I am unable to elaborate, please contact the Station Media Communications Officer at RAF Halton (01296 656406), they will be able to give you more advice".</i>

Annex F to

File reference 20250220-Stn Emergency Response Plan V3.2-OS

20 February 2025

Radio Network Frequencies and Callsigns Allocation

RAF HALTON – AIRWAVES CALLSIGN MATRIX					
SUNRAY	RAVEN	OSPREY	SEAGULL	BUZZARD	19
Stn Cdr	Stn XO	OC Ops Sqn	OC Airfield Ops Flt & Airfield Mgr	OC RAFP & SSyO	FS RAFP & DSSyO
INCIDENT & CORDON COMMANDERS					
12	13	14	15	16	
ICP Cdr	Cordon Cdr	RVP Cdr	EAP Cdr	FCP Cdr	
ROYAL AIR FORCE POLICE					
20 RAFP Control	21 HAL RAFP	22 HWY RAFP	23 RAFP PS	24 RAFP Bridge	
RAF Police Control Room	21 HAL LE Mgr A LE 1 B LE 2 C LE 3 D LE 4	22 HAL LE Mgr A NCO 1 B NCO 2 C NCO 3 D NCO 4	23 HAL PS Mgr A PS 1 B PS 2	24 Shift IC A NCO 1 B NCO 2 C NCO 3 D NCO 4	
VCP'S & SPARE					
25-28 VCPs	30 Spare		31 Spare		
25 Airfield 26 Swann Rd 27 Finlay Gate 28 Bonham Carter	30 A B C D		31 A B C D		
MILITARY PROVOST GUARD SERVICE					
33-33B MPGS HQ	34 A Shift MPGS	35 B Shift MPGS	36 C Shift MPGS	37 D Shift MPGS	
Control Main Guard Room 33 MPGS Plt Cdr 33A MPGS SNCO 1 33B MPGS SNCO 2	34 IC A 2IC B Pte C Pte D Pte E Pte F Pte G Pte	35 IC A 2IC B Pte C Pte D Pte E Pte F Pte G Pte	36 IC A 2IC B Pte C Pte D Pte E Pte F Pte G Pte	37 IC A 2IC B Pte C Pte D Pte E Pte F Pte G Pte	
EXCEPTIONAL GUARD					
40 Ex Grd Cdr	41 A Shift Exp	42 B Shift Exp	43 C Shift Exp	44 D Shift Exp	
40 Exp Grd Cdr	41 IC A B C D	42 IC A B C D	43 IC A B C D	44 IC A B C D	
MEDICAL					
STARLIGHT	STARLIGHT 1	MEDIC 1	MEDIC 2	RMC	
Senior Medical Officer	Duty Medical Officer	Ambulance	RAF Medic	Med Control	
OTHER USERS (NOT FOR USE DURING MAJOR INCIDENT)					
Foxtrot 1 Fire Warden					
AIRWAVE TERMINALS WILL NOT BE ISSUED TO ANY PERSONNEL WHO HAVE NOT CONDUCTED THE MANDATORY TRAINING					

Annex G to

File reference 20250220-Stn Emergency Response Plan V3.2-OS

20 February 2025

Emergency Response Plan Aide Memoire for MPGS Ops Room (Gas Leak / Incident)

Serial	Details
INCIDENT	Gas escape • Mains gas distribution network • Bulk LPG store • Cylindered gasses
LOCATION	Within Station boundary
FIRST RESPONSE	MPGS QRF
INITIAL CONTACT	Call the Regional Prime Contractor Helpdesk on 0800 004 2010 .
M E T H A N E	USE THIS TELEPHONE MESSAGE FORMAT
Upon receiving a direct call or emergency message concerning a gas escape within the Station boundary, take the following details in METHANE format:	
Major Incident	Does the incident require more than 1 Emergency Service?
Exact Location	As much detail of the incident location such as: • Closest Building's Number and/or Name • What3Words • Station Crash Map
Type of Incident	What type of Gas Escape if known: • Mains gas distribution network • Bulk LPG (291) • Cylindered Gases
Hazard	Any present, potential, or suspected hazards: • Fire ○ Have, all source of ignition been eliminated? ▪ Personal Electronic Devices (PED) such as mobile phones, vapes and radios. ▪ Naked Flames such as cigarettes and lighters. ▪ Fixed electrical equipment such as light switches. • Explosion: ○ Have all personnel been evacuated upwind to a minimum distance of 30m? ○ Has the area been ventilated such as opening all windows?
Access	• Has a Basic cordon (minimum 30m) restricting both vehicles and personnel from entering the incident location? • Are there any obstructions on route to the incident? • Is the gas escaping onto main roads which may require closure? • Inform the reporting person that no vehicles situated within the cordon are to be started.

Number of Casualties	- Are there any personnel who are unconscious? - Are they within the cordon? - Are there any personnel who have been injured?	
Emergency Services	- Have any emergency services been called or have arrived? - Are any further emergency services required? - On completion of reporting call contact required emergency services.	
Serial	Details	@Time
Deploy QRF	Deploy the QRF to the incident location in order to: THE QRF MUST NOT DRIVE THROUGH THE GAS ESCAPE LOCATION OR LEAVE THEIR VEHICLE RUNNING WHILE MAINTAINING THE CORDON. - Upon the QRF arriving they are to confirm with the reporting person: - All personal have evacuated to safe distance (minimum 30m) - Details of Injured personnel and/or casualties. - Their contact details. - Take over control of incident cordon. - Where necessary, close all roads within the cordon. - Administer first aid to injured personnel if required. - Give initial SITREP to Guard Commander. - Where it is safe to do so, utilising spill kits to block drains and gullies. - Continue to give SITREPs to the Guard Commander.	
Call AP	Call the Regional Prime Contractor Helpdesk on 0800 004 2010 .	
After receiving initial SITREP, Inform all relevant people	Gate Sentries - Location of incident - Any inbound emergency services	
	Duty RAF Police - Incident details - Their requirement to assist with the incident.	
	Station Duty Officer Incident details.	
	Affected Sqn / Flt Cdr (during normal working hours only) Incident details.	
	If location is on the Airfield inform the Duty Airfield Manager on 07771522083 Incident details.	
Set up a rendezvous location for emergency services	Upon confirming a suitable rendezvous point for emergency response inform the QRF of: - The rendezvous location - All escort requirements. - Details to inform responding emergency services.	

Inform Stn personnel using text messaging service	Using the following template: "There is a suspected GAS LEAK at <Insert Location>, a cordon is in force. All personnel are to remain clear of the location until further notice. The Station Emergency Response Plan has been activated."	
Until emergency response takes control of the incident	Continue to monitor the incident through QRF SITREPs: • Has the incident change? ○ Does the cordon need to be extended? ○ Are further emergency services required?	
Post Incident	Inform SSHEA on the next working day	

Enclosure 1 to

File reference 20250220-Stn Emergency Response Plan V3.2-OS

20 February 2025

Unit Spillage Response Plan

1. The following link provides access to RAF Halton's [Unit Spillage Response Plan](#) with actions that personnel should take to deal successfully with an oil spillage and possible resultant fire water / foam run off occurring on RAF Halton. Adhering to these actions will prevent, contain, and minimise pollution to the environment if a spillage occurred.

Enclosure 2 to

File reference 20250220-Stn Emergency Response Plan V3.2-OS

20 February 2025

Gas Escape Emergency (Individual Response)

