

Out of LFB deployment

New policy number: **847**
 Old instruction number:
 Issue date: **10 December 2013**
 Reviewed as current: **17 April 2020**
 Owner: **Assistant Commissioner, Operational Policy**
 Responsible work team: **Technical Rescue**

Contents

- 1 Introduction 3
- 2 National deployment 3
- 3 Mobilisation procedure 4
- 4 Deployment assembly point (DAP) 5
- 5 Roles and responsibilities 5
- 6 Types of response 7
- 7 Convoy management 9
- 8 Communications - radio talk-groups and mobile phones 9
- 9 Personnel and welfare arrangements 10
- 10 Fuel 11
- 11 Mechanical breakdown or defect 12
- 12 Deployment considerations 12
- Appendix 1 – National deployment flowchart 15
- Appendix 2 – Deployment considerations 20
- Appendix 3 – Deployment commander aide memoire 22
- Appendix 4 – Deployment welfare officer aide memoire 23
- Appendix 5 – Deployment assembly points (DAP) 24
- Appendix 6 – Convoy aide memoire 25

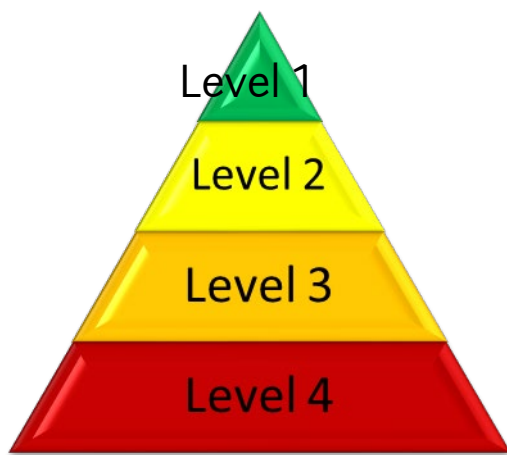
Review date: **17 April 2023** Last amended date: **28 August 2024**

| | |
|--|----|
| Appendix 7 – Water rescue type B team | 26 |
| Appendix 8 – Defra flood rescue credentialing form..... | 27 |
| Appendix 9 – Nominated contact form | 28 |
| Appendix 10 – Motorway and prime road services..... | 29 |
| Appendix 11 - Procedures for use of out of LFB deployment credit cards | 33 |
| Document history..... | 35 |

1 Introduction

- 1.1 This policy provides guidance about the out of London deployment of London Fire Brigade's (LFB) personnel, vehicles and equipment to support other Fire and Rescue Services (FRS) as part of a national deployment. It does **not** cover international deployment as carried out by UK - International Search and Rescue Teams (UK-ISAR) or mutual aid mobilisations of LFB resources across the London border into the home counties.
- 1.2 National deployment is covered under The National Mutual Aid Protocol for Serious Incidents (Fire Service Circular 42-2006).
- 1.3 Whilst this policy provides a framework for the LFB's response to this type of deployment, each mobilisation must be carefully considered in terms of the appropriate level of resourcing for the nature, duration and geographic location of any incident.

Levels of response



Level 1 - The incident is dealt with by resources deployed on the initial predetermined attendance (LFB).

Level 2 – The incident is dealt with by resources solely deployed by the impacted FRS.

Level 3 – The incident is dealt with by resources deployed by the impacted FRS, supported by mutual aid from neighbouring FRSs.

Level 4* – The incident is dealt with by resources deployed by the impacted FRS, supported by mutual aid assistance from FRSs from anywhere in the country.

* Obtained with the assistance of and co-ordinated by the Fire and Rescue Service's National Coordination Centre (FRSNCC).

- 1.4 The FRSNCC was established to co-ordinate the mobilisation of National Resilience (NR) assets in collaboration with local FRS control centres. In the event of an incident that may have national implications, not least the co-ordination of national resources, the FRSNCC will assist local FRS Mobilising Centres (MC) to mobilise the required assets.
- 1.5 This policy will cover the mobilisation to incidents that would be deemed a level four* response, as described above. These can be considered as incidents which require the mobilisation of National Resilience assets UK wide and will be described as 'national deployments' (in line with National Resilience protocols).

2 National deployment

Definition

- 2.1 A national deployment is when attendance is on a greater scale than that required for cross-border incidents and may require large numbers of resources beyond those available to the impacted region, often for an extended period of time.
- 2.2 All requests for deployment of LFB resources to locations outside of London that are not covered by section 13-16 (assistance in discharge of functions) of the Fire and Rescue Service's Act 2004

will fall within the definition of a national deployment under The National Mutual Aid Protocol for Serious Incidents (Fire Service Circular 42-2006).

3 Mobilisation procedure

- 3.1 Requests for a national deployment will be made via the FRSNCC.
- 3.2 For the purpose of this procedure, NR assets are:
 - Detection, Identification and Monitoring (DIM).
 - High Volume Pumps (HVP).
 - Hose Unit (HU).
 - Mass Decontamination (MDU).
 - Urban Search and Rescue (USAR).
 - Flood Response Boats (FRB).
 - Emergency Response Boat (ERB) Type "B" team (see appendix 7).
 - USAR canines*.
 - Prime movers (PM).
 - Robe and disrobe units.
 - Enhanced Logistics Support (ELS).
 - National Tactical Advisors (Tac Ad's).

* USAR canine teams are contracted in by LFB from Police and other FRS.
- 3.3 LFB London Operations Centre (LOC) will inform Resource Management Logistics (RML) of any national deployment. RML will then inform the officer of the day, the duty Deputy Assistant Commissioner (DAC) and the London National Resilience Assurance Team (NRAT) officer.
- 3.4 The duty DAC will then contact FRSNCC to confirm the following points:
 - The request is compliant with the definition of a national deployment.
 - The type of incident, such as mass decontamination, collapsed structure or major pumping.
 - The type and quantity of resources requested.
 - Any special access arrangements or rendezvous point instructions.
 - Any LFB-specific protocols that may affect the mobilisation.
 - The name and contact telephone number of the persons making the request and the affected Fire Rescue Service's representative.
- 3.5 Once these facts have been confirmed RML will contact the duty Assistant Commissioner (AC) and inform them of the request and provide the information detailed above.
- 3.6 If the duty AC decides that the request is valid they will contact the Commissioner or other available Director to establish an appropriate LFB response.
- 3.7 Based upon the current operational activity within London and/or any emerging threats, the Commissioner or director will either authorise, modify or decline the request for deployment of LFB resources outside London.
- 3.8 Once the duty AC has given permission to commit resources to an incident they will decide whether to mobilise assets immediately, phased or in convoy.
- 3.9 Once permission has been granted to deploy resources the duty Resource Support Officer (RSO) will be paged to contact LOC to be provided with details of the resources required.
- 3.10 The RSO will then arrange for the required resources to be deployed to the agreed Deployment Assembly Point (DAP).

- 3.11 National Tac Ad's, as listed in the asset register in 3.2 above, are officers with a specialist expertise, deployed nationally to provide advice at strategic and tactical level. LFB has senior officer Tac Ad's qualified to provide advice on flood rescue, HVP, inter agency liaison, USAR and CBRN(E).
- 3.12 There is no requirement for LFB to maintain a constant duty rota for these Tac Ad's. The request for one to be deployed will be made to LFB LOC from FRSNCC . The officer's deployment is purely voluntary and is subject to LFB agreeing the release of the Tac Ad from LFB duties and maintaining the necessary officer cover in London.
- 3.13 Some LFB personnel are contracted to provide a recall capability, to deploy and work over an extended incident having opted out of the European Working Directive as part of that contract. These include USAR Advisors (UA) and USAR Responders (UR). UR's are also contracted to respond to national flood incidents.
- 3.14 Other than the roles detailed above no other LFB personnel have a contracted obligation to deploy on a national basis or opt out of the working time regulations 1998. Therefore any other deployment is made on a purely voluntary basis with the agreement of those staff involved.
- 3.15 Those staff who volunteer must be made aware that they could be working for an extended period with work and relief intervals falling outside of the extant LFB relief policy. However LFB deployment commanders should try as far as is practicable to rotate deployed crews in line with the LFB policy for relief and work intervals Policy number 772 – reliefs at incidents.
- 3.16 In addition to any of the above the LFB may mobilise its own command support team comprising of support vehicles and senior officers.
- 3.17 There is no obligation by the impacted FRS to provide recompense for any LFB assets mobilised beyond those requested.

4 Deployment assembly point (DAP)

- 4.1 A number of suitable fire stations have been identified as rendezvous points, known as Deployment Assembly Points (DAP). These locations were selected on the basis that:
- They are easily accessible.
 - They have the space in, or adjacent to the station, in which the response can be marshalled.
 - Their proximity to the motorway network surrounding London.

Refer to appendix 5 for the list of stations and addresses.

5 Roles and responsibilities

Assistant commissioner (AC)

- 5.1 Once the duty AC has agreed that a national deployment will be provided, they may ask the duty DAC to attend RML to support the management of the mobilisation.
- 5.2 The duty AC will nominate an appropriate senior officer to be deployment commander.
- 5.3 The duty AC will also:
- Authorise the mobilisation of the requested resources and decide whether this should be made as either an immediate, phased or convoy response.
 - Nominate LFB fire station(s) to be used as the DAP (Appendix 5), where required.
 - Determine level of management and support arrangements, in line with Policy number 699 – London Fire Brigade strategic response arrangements (Gold Command).

- Consider need for additional personnel at RML to support any deployment functions.

Deployment commander

- The deployment commander is responsible for the overall coordination of any LFB national deployment and will need to receive a briefing from the duty AC either in person or by telephone on the nature, type and method of mobilisation to be employed.

An aide memoire for the responsibilities of the deployment commander are contained in Appendix 3

Deployment welfare officer

- 5.4 The deployment welfare officer is a role nominated by, and reporting to, the deployment commander. The primary role of the welfare officer is the management of the deployed personnel's welfare.

An aide memoire for the responsibilities of the deployment welfare officer are contained in Appendix 4.

Team leader

- 5.5 The team leader(s), as the name suggests, will lead a team during the period of deployment and will either:
- Be nominated by the deployment commander, they will be briefed either before deployment or on arrival at the Strategic Holding Area (SHA) dependant on the nature of the deployment.
 - Travel directly, with their team, to the host FRS SHA for briefing and deployment e.g. a type "B" deployment.
- 5.6 Dependant on the nature, size and complexity of the deployment, the most senior officer deployed could be a SC.
- 5.7 Therefore the functions of the deployment commander, deployment welfare officer and team leader, at a small scale deployment, could be carried out by the same officer.

Resource management logistics

- 5.8 RML will provide support to the duty AC and deployment commander to ensure that any response is mobilised in a timely, safe and effective manner.
- 5.9 RML will remain the main point of contact, for both deployed personnel and nominated contacts, throughout the entire deployment.
- 5.10 Once personnel are deployed they will provide additional support to the deployment commander or individually deployed Tac Ad to ensure the deployed personnel's welfare needs are met.
- 5.11 RML will also be responsible for contacting and/or mobilising, via Brigade Control, the following as appropriate:
- The LFB station to be used for DAP purposes.
 - London's National Resilience Assurance Team (NRAT) Officers.
 - Officer Of the Day (OOD).
 - Operations Support Centre (OSC) duty officer.
 - Babcock Training Duty Manager.
 - Training Assurance and Business Relationships Team (TABR) Duty Manager.

- 5.12 RML/OOD should check strategic resource (SR) commitments of appliances and inform relevant internal/external stakeholders if commitments would not be met so that a suitable alternative can be sourced.

Resource support officer (RSO)

- 5.13 The RSO will liaise with FRSNCC regarding the request for national assets.
- 5.14 Determine the assets required for the deployment and page the relevant personnel to ascertain their availability and deal with any issues relating to personnel who are unable to deploy, including emergency standbys and return of personnel to base stations.
- 5.15 Once the duty AC has given permission to commit resources to an incident the RSO will page the required personnel, and provide them with the relevant details, this will include the designated DAP.
- 5.16 The RSO will ensure that all necessary specialist equipment and Out of Area bags are deployed to the DAP in preparation for the deployment.
- 5.17 Once it has been confirmed that all assets are in attendance at the DAP and are ready to be deployed, the RSO will confirm that FRSNCC has been informed.
- 5.18 The RSO will ensure that Establishment and Performance Team (EPT) is informed regarding the details of all personnel deployed and the length of deployment (if known). This is to ensure that STaRS is updated to reflect the deployed personnel's non availability.
- 5.19 Ensure that the completed "national deployment individual contact details forms" to RML.
- 5.20 Assist with the procedures of use of out of LFB deployment credit card.

6 Types of response

- 6.1 Any request for mutual aid will be made to LFB LOC by the FRSNCC.
- 6.2 Upon receipt of a request for a national deployment the duty AC will liaise with the Commissioner or Director and decide whether to mobilise assets as an "immediate", "convoy", or "phased" response.
- 6.3 This will be coordinated in conjunction with the RSO.

Immediate response

- 6.4 Where the attendance is an individual officer or involves less than four appliances, including any specialist and/or support vehicles, all elements of the response may be mobilised either:
- directly from their base stations to the designated destination;
 - or via the DAP;
 - This will depend upon the nature of the deployment and the specialist equipment/personnel required.
- 6.5 The individuals who are to be deployed will be contacted by the duty RSO to confirm their availability for a national deployment.
- 6.6 Individuals will be informed of the nature and location of the deployment, under normal circumstances. The location will initially be to the DAP, where they will be assembled prior to the national deployment.

- 6.7 Unless, as described in 6.4 above, the decision has been made to deploy the required resources directly to the incident.
- 6.8 Officers will be informed whether they are being deployed in the Deployment Commander, Welfare or Team Leader roles. In reality the deployed officers may be required to rotate these roles, or carry out all three, when at the incident.
- 6.9 All deployed personnel must ensure that they have the following personal issue equipment (where relevant):
- Fireground radio.
 - Personal issue hand lamp.
 - All issued PPE (relevant to the deployment), either water rescue or USAR PPE.
 - Personal toiletries (including towel and underwear).
- 6.10 All personnel must confirm arrival at the DAP with the RSO.
- 6.11 If deploying without a DAC the appointed deployment commander is to arrange with RML, via the RSO, to have money issued to them from the emergency fund held at RML (collected or delivered by a designated senior officer where required).
- 6.12 Each DAC has a named out of LFB deployment credit card to purchase items or services that support the welfare of the personnel who have been deployed outside of the London Fire Brigade. (see appendix 10).
- 6.13 The duty RSO will arrange for specialist equipment and the required number of out of area bags, for the deployment, to be delivered to the DAP, or make arrangements, as necessary, for individuals to collect these items.
- 6.14 Once it is confirmed that all team members have arrived, at the DAP, and are correctly equipped, the deployment commander is to contact FRSNCC, via landline, and confirm:
- The route to the strategic holding area (SHA).
 - Their national call sign and the Airwave national talk group that they have been allocated.
 - The method to be used to maintain contact with FRSNCC throughout the journey, this will normally be via Airwave radio.
- 6.15 On arrival the deployment commander or individually deployed Tac Ad, is to book in with the Enhanced Logistics Support (ELS) at the designated SHA and contact the RSO.
- 6.16 During the deployment the deployment commander main point of contact with the LFB is the duty AC.

Convoy response

- 6.17 All the procedures for the recall of personnel remain as above with contact being via the RSO to confirm their availability to deploy out of the LFB area.
- 6.18 The purpose of using a convoy, when moving large groups of vehicles, is to ensure that they reach their intended destination together as quickly and as safely as possible.
- 6.19 Where the attendance involves four or more appliances, all elements of the response will assemble at a designated DAP and then travel together as a convoy.
- 6.20 Convoys containing a large number of vehicles are considered difficult to manage. Therefore, convoys containing more than eight will be divided into sub convoys.

- 6.21 Where a convoy response has been agreed, a 'deployment commander of appropriate senior officer role will be designated by the duty AC, where appropriate. The deployment commander will have overall responsibility for the deployment of all LFB resources.
- 6.22 For large deployment of LFB resources, the deployment commander will delegate responsibility for the management of the convoy to sub/convoy commanders. These will be positioned at the front of their respective sub convoy.

Phased response

- 6.23 All the procedures for the recall of personnel remain as above with contact being via the RSO to confirm their availability to deploy out of the LFB area.
- 6.24 A phased response may comprise of more than four LFB vehicles but will have time-critical elements, like those required for mass-decontamination, flood response or USAR type incidents.
- 6.25 Additionally, a phased response may contain assets and/or resources that would slow down an immediate response by their nature, size or location. Therefore, all LFB assets will not be required to travel in a fully supported convoy.

7 Convoy management

- 7.1 Contact should be made between LFB and Metropolitan Police Service (MPS), via LOC and MPS control, at the earliest opportunity by the deployment commander, to establish a safe route to the incident.
- 7.2 Whilst it is unlikely that the MPS will provide a physical escort for the convoy they will be able to assist with the development of a designated convoy route. Furthermore, they will be able to notify other Police Authority's traffic units that LFB appliances will be passing through their area.
- 7.3 Dependent upon available resources, other Police Authorities may be able to offer assistance by providing traffic officers and/or by co-ordinating traffic management infrastructure. For example electronic warning signs, lane closures.
- 7.4 The individual elements of a convoy response may travel under emergency response conditions, utilising warning lights and sirens, to the designated DAP as per Policy number 813 - Authority to drive brigade vehicles.
- 7.5 Once the individual elements of the convoy response have received briefings and made any other necessary preparations they will continue their journey to the impacted FRS' area under convoy procedure (See Appendices 2 and 7 response guidance).

8 Communications - radio talk-groups and mobile phones

- 8.1 For a national deployment, FRSNCC will allocate a national talk-group. This will be decided upon on the day and communicated to LFB appliances via their mobilising message. Officers and Tac Ads deploying as individuals should request this information from LFB Control when booking mobile.
- 8.2 If there is a need to establish communications, the following information should be taken into account:
- National resilience appliances are equipped with a comprehensive on-board communications suite which includes Airwave main-scheme and mobile telephone capability.
 - LFB appliances are equipped with Airwave main scheme radios.

- LFB senior officers' (SC to AC) are issued with an Airwave hand held radios, mobile phones and chargers.
 - All personnel should bring their issue hand held fire brigade radio.
 - It is the responsibility of all LFB personnel to take their own spare batteries.
 - OSC hold 1 x multi-bay fireground radio charger and 1 x multi-bay Barrie charger which should be mobilised as required, dependent on deployment.
- 8.3 When mobilised to the DAP, prior to deployment, appliances are to book 'Status 2' with LFB control. No further status changes will be required to LFB Control until the appliance returns to LFB area and normal mobilising is resumed.
- 8.4 Whilst en-route all LFB assets are to change to the national talk-group. Upon arrival at the incident ground or SHA appliances and/or officers will inform FRSNCC that they are in attendance.
- 8.5 The FRSNCC will be informed of the operational talk group in use by the host brigade for the incident being attended. This information will be included in the mobilising message. Any changes to the operational talk group will be communicated to the FRSNCC by the host brigade, and this information passed to the oncoming resources via radio and their MDT.

9 Personnel and welfare arrangements

- 9.1 When deployed on a national deployment, personnel are to ensure that they carry their LFB identity cards with them at all times.
- 9.2 It is likely that a national deployment will be for an extended duration and that LFB personnel will be away from home for a period beyond that of normal duty times. Through consultation with the impacted FRS an estimated time of deployment will be provided as soon as practicably possible.
- 9.3 Whenever possible, deployed LFB personnel are to ensure that they take an additional set of clean/dry Personal Protective Equipment (PPE) from the station reserve stock. If it is not possible to source a second set of PPE from existing stations' stock then RMC are to be notified prior to departure for the incident.
- 9.4 When deployed, personnel will be provided with an 'out of area' bag with the contents allocated in three size ranges, small, medium and large, and include:
- Sleeping bag, pillow and liner.
 - Change of clothes.
- Note:** Personnel are required to provide their own toiletries and underwear.
- 9.5 Out of area bags will be ordered from the OSC by the RSO. If an Tac Ad is deploying as an individual officer they should ensure that, if required, they mobilise via OSC to secure an out of area bag.
- 9.6 When LFB deployed personnel report for duty they are to ensure that uniform is worn and standards of personal appearance are maintained in line with Policy number 320 – Wearing of uniform and personal appearance.
- 9.7 In circumstances where LFB personnel are deployed 'out of area' for either full or partial duration of an incident, arrangements will be made by the Deployment Commander and RML management team to ensure that:
- Any deployment takes into account individual personal circumstances and factors which may be considered to preclude an individual's ability to respond beyond their normal duty times.

- Contact is established and maintained with one person nominated by each deployed individual (see appendix 8 - Nominated contact forms).
- Adequate welfare arrangements are provided to support deployed personnel.
- Deployed personnel are relieved within a reasonable timescale and provided with adequate rest periods and facilities in between periods of work, it is the responsibility of the deployment commander to ensure wherever practicable deployed LFB crews rotate between rest and work periods in line with the extant LFB policy for work and relief intervals Policy number 772 – Reliefs at incidents.
- On return from deployment, personnel are afforded adequate rest prior to reporting for duty.
- Appropriate remuneration is paid for additional hours worked for **all** deployed personnel. This is achieved via the normal method for claiming casual overtime. Policy number 430 - Casual overtime duty, leave and allowances and public holiday rates – operational staff.

Nominated contacts

- 9.8 Wherever possible, facilities will be made available to allow personnel to make personal domestic and/or welfare arrangements prior to leaving their base station and throughout the duration of the deployment; this may include the controlled and reasonable use of personal mobile telephones.
- 9.9 Prior to any national deployment, personnel will be given the opportunity to nominate one individual as their contact. The nominated contact will be informed of the deployment, it's likely duration and be notified of any personal message that personnel wish to pass.

Drivers' rest periods

- 9.10 Whilst a number of FRS grade staff (LFB) and operational drivers are exempt from regulations governing driving hours, it should be remembered, in the interest of safety and personal welfare, that drivers must not drive for more than 4.5 hours continuously, and more than 10 hours in total in any 24 hours period.
- 9.11 Driving for a substantial time or distance to an incident or in convoy requires a high level of concentration and can be very tiring. It is therefore essential that drivers take regular rest breaks. These will be determined at the convoy briefing stage having taken into account anticipated travel distance, anticipated weather and road conditions and the number of drivers available.
- 9.12 A driving time of between 2–4 hours, dependant of road and weather conditions, followed by a rest break of 30 minutes must be adhered to. Any decision, however, must have regard to prevailing driving conditions, weather, operational imperatives and any other relevant circumstances, such as the number of drivers available.
- 9.13 Each appliance must have two drivers in order to ensure that driving will be shared during the journey en-route to and returning from the impacted FRS.
- 9.14 If it is not possible to provide more than one driver the deployment commander must take into account travel distance and other relevant conditions to determine reasonable driver rest periods.

10 Fuel

- 10.1 Appliances should be fully fuelled prior to leaving the DAP, or base fire station, for the affected FRS area. This can be achieved either by using the resilience fuel stocks held at some DAP fire stations or by using local commercial service stations.

- 10.2 In the case of an immediate response it may be necessary to refuel en route and this should be carried out with the minimum of delay. Therefore, appliance commanders are to ensure that respective fuel cards are taken on any vehicles that are deployed out of area.
- 10.3 In the case of a convoy response refuelling should, as far as possible, be planned as follows:
- Into the route at a maximum of 100 mile intervals.
 - To take place at motorway or major road service areas (suitable locations and contact details of motorway services stations are provided in Appendix 10).
- 10.4 Where possible, the management of the selected service areas should be notified in advance by RML of the estimated time of arrival (ETA) of a Fire and Rescue Service convoy and the vehicle numbers, so as to ascertain if there is available parking accommodation for their arrival (Appendix 9).
- 10.5 Where possible, vehicles should be marshalled and parked in their sub convoy configuration. Vehicles must not be left unattended at any time.
- 10.6 20 x fuel cards are held in the RML safe. These will be collected along with the corporate credit card by the deployment commander, or other senior officer in their absence, and distributed to individual vehicles as required.

11 Mechanical breakdown or defect

- 11.1 In the event of a vehicle breakdown or mechanical defect, all vehicles in the (sub) convoy should come to a halt where safe to do so. The (sub) convoy commanders should inform the deployment commander of the halt. The remaining (sub) convoys should proceed to their destination.
- 11.2 If the affected appliance can be quickly repaired (maximum ten minute delay) then the vehicles of the (sub) convoy should wait, and all vehicles move off together. The (sub) convoy commander should inform the deployment commander that all vehicles have resumed their journey.
- 11.3 If it is evident that the affected vehicle requires repair or recovery the crew, with the exception of the driver and one other, will proceed on the remaining vehicles of the (sub) convoy.
- 11.4 The (sub) convoy commander will confirm the vehicle breakdown with the Deployment Commander. The Deployment Commander will inform RMC, by mobile telephone, of the breakdown so they can arrange recovery via the Duty Transport Officer (informing them of type of vehicle, fleet number, nature of defect and vehicle location).

In the event that vehicles are not travelling in convoy and suffer mechanical breakdown/defect then extant reporting procedures should be used.

12 Deployment considerations

Arrival

- 12.1 On arrival at the SHA (this could be the RVP or incident) the deployment commander should inform both the Enhanced Logistics Support (ELS) and FRSNCC that they have arrived safely.
- 12.2 From this point on the deployment commander should work within the impacted FRS' incident command structure but still provide regular, planned, updates to LFB.
- 12.3 Updates to LFB should include the following information:
- Outline of activities being undertaken by LFB personnel or other resources.
 - Future resource implications to LFB.

- Estimated duration of deployment.
 - Any welfare issues.
 - Report on any safety events or other Health and Safety matters.
- 12.4 For protracted incidents, where it is envisaged that LFB crews will remain away from their place of work for an extended period, it is reasonable to expect the impacted FRS to make adequate provision for food, drink and/or accommodation for LFB personnel.
- 12.5 At times, in order to lessen the burden upon the impacted FRS, it may be necessary for the Deployment Commander and individual Tac Ads deploying to make interim arrangements and claim remuneration retrospectively. On such occasions, the guidelines set out within Policy number 514 -Subsistence and public transport expenses should be considered.
- 12.6 When it is not possible, due to deployment circumstances, to work within Policy number 514, it is expected that the Out of LFB deployment credit card, or emergency funds, will be used to provide accommodation, food, spare clothing and consumable items for personal welfare and hygiene for deployed staff.
- 12.7 The deployment commander should make reasonable efforts to follow the limits of expenditure wherever possible. However it is accepted in the circumstances of some deployments this will not be practicable and these limits may be exceeded where this is justified by prevailing circumstances.
- 12.8 To assist the deployment commander, RSO can also be utilised for the facilitation and organisation of subsistence arrangements.

Reliefs

- 12.9 The expected duration of a deployment will vary according to its type and the specific circumstances of the incident. Liaison between LFB, the impacted FRS and/or FRSNCC will establish what the likely total duration of the deployment and whether LFB reliefs are necessary.
- 12.10 The effectiveness of teams and individuals will be reduced over time at protracted incidents. Therefore, deployment commanders should give early consideration to the formulation of a suitable relief plan, working in conjunction with the ELS.
- 12.11 Once requested by the impacted FRS, through FRSNCC, Brigade LOC will be responsible for planning ordering and deploying LFB reliefs to the host FRS.
- 12.12 The optimum time to implement reliefs will be a balance between the need to maintain operational continuity, staff welfare and the impact upon LFB operational readiness.
- 12.13 Further information in relation to the planning and ordering of reliefs can be found in Policy number 772 – Reliefs at Incidents.

Post incident

- 12.14 When incidents are closed down, or LFB attendance is no longer required, it is the responsibility of the commander of the last LFB appliance to leave to make a physical check of the incident ground to ensure that no LFB equipment or resources are left behind.
- 12.15 If it is necessary for LFB equipment to be left behind after the last LFB appliance has left, this should be recorded on operational equipment incident handover sheet (F6176) in accordance with LFB Policy number 724 - Appliance inventories and operational readiness and sent to RML. The appliance commander should also ensure the impacted FRS' IC is aware that LFB resources have been left in situ so that appropriate arrangements can be put in place to manage their use, security and retrieval at the end of the incident.

- 12.16 Following any incident at which LFB crews worked within the impacted FRS's command structure, a Performance Review of Operations (PRO) or Performance Review of the Command function (PRC) will be arranged in accordance with Policy number 985 - Operational safety management - knowledge skills and competence – NOG.
- 12.17 An entry should be made onto the NRAT Toolkit, for the purpose of sharing the findings with other FRS's.
- 12.18 As appropriate, occupational health support and surveillance follow ups should be provided. Staff should be supported and monitored to identify whether they are experiencing any adverse affects and to check whether they would benefit from accessing counselling and trauma support services.
- 12.19 Where the scale and nature of the incident makes it justified, arrangements must be made for personnel to make a contemporaneous written record of their actions. This information may be used to assist in any internal or external investigations or enquiries such as a Coroner's Court or public enquiry.

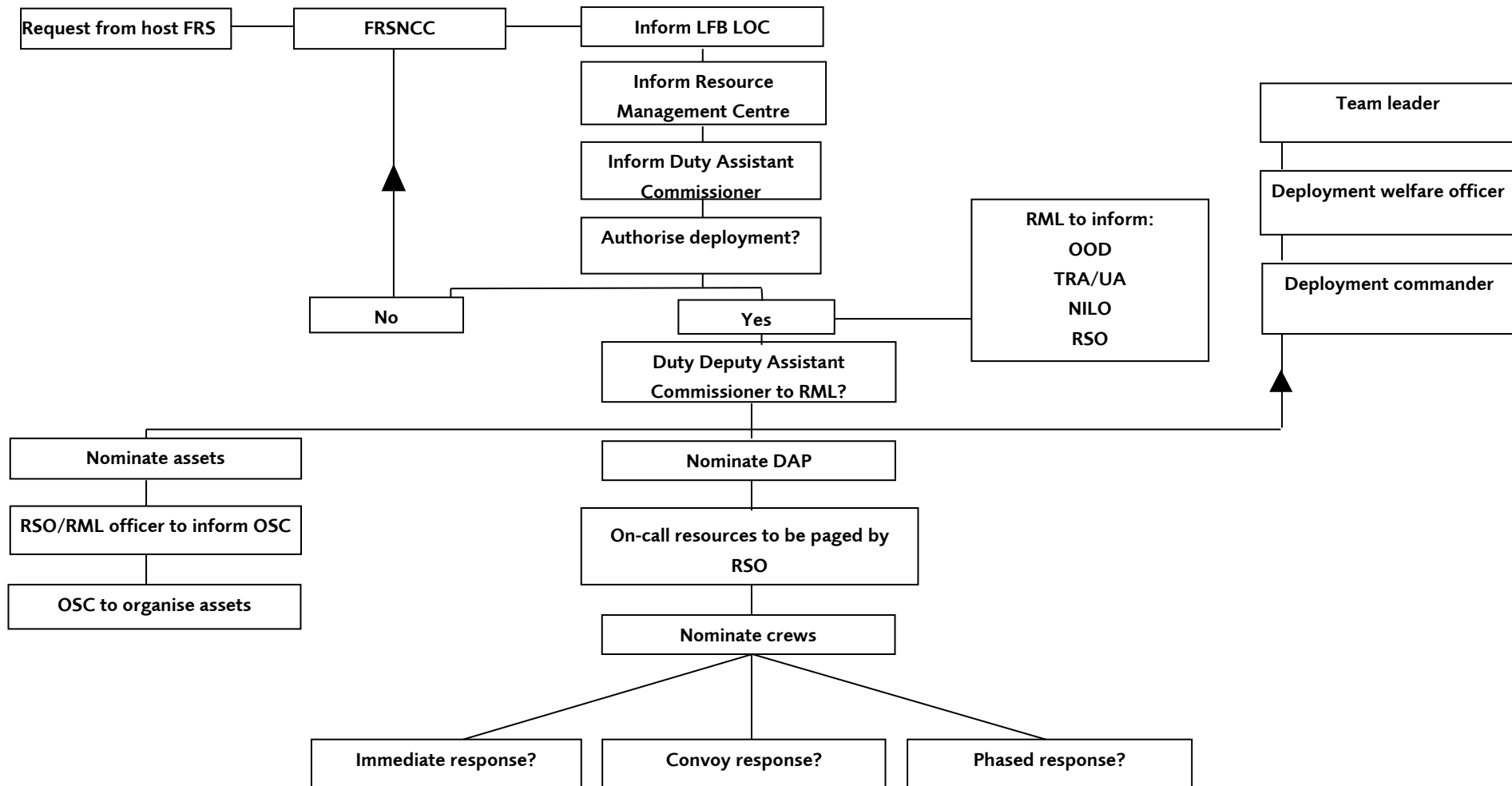
Return journey

- 12.20 With the exception of the use of audible warning devices and blue lights, the provisions covered by mobilisation arrangements should apply to the return journey from the impacted FRS area back to London.

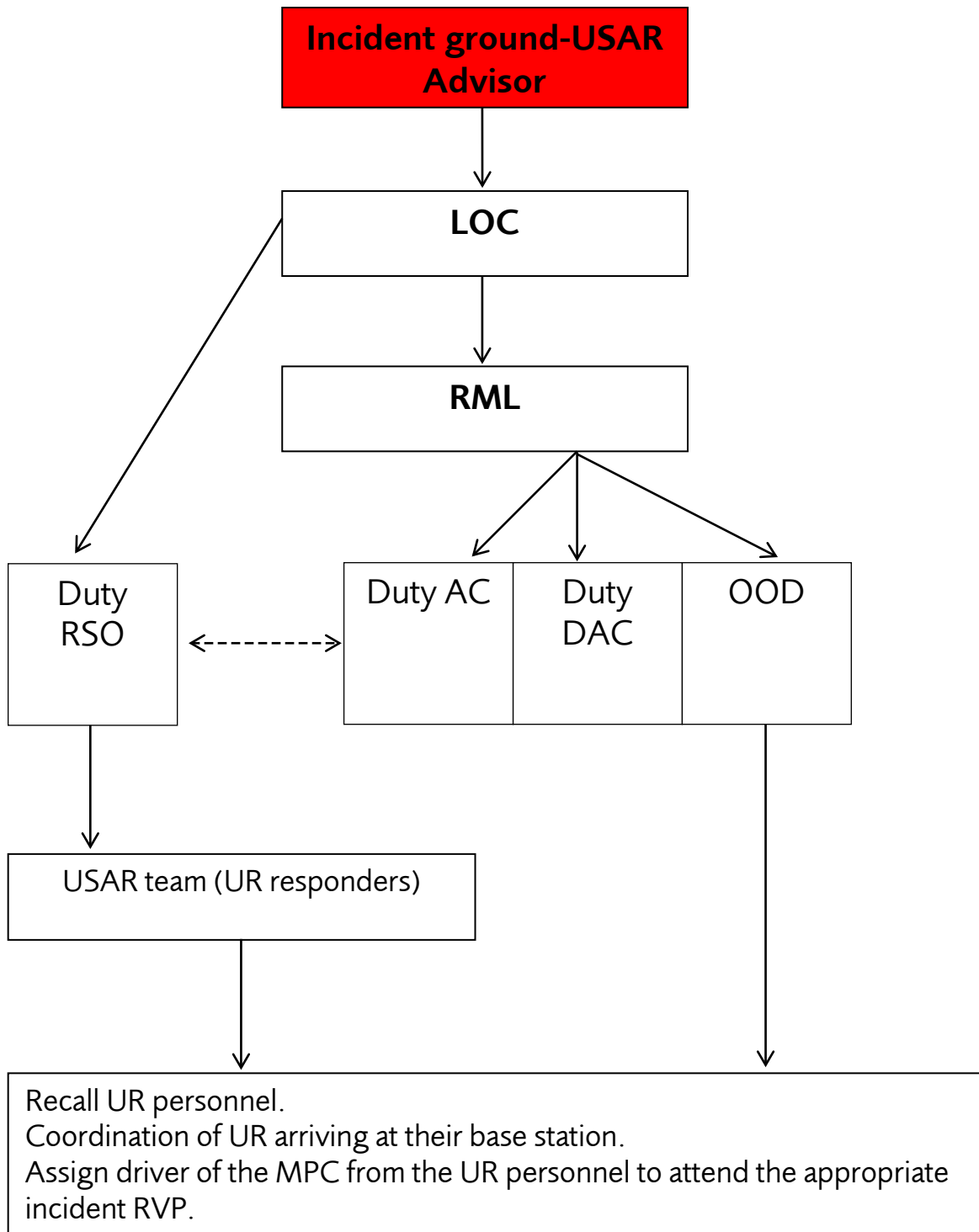
Return to normal duty

- 12.21 LFB personnel who have been deployed out of London for an extended duration must be provided with a reasonable rest period prior to returning to normal duty. This period of rest should be decided in the interim by the Duty AC, with both the Assistant Commissioner, Fire Stations and Assistant Director, People Services being informed at an appropriate time.
- 12.22 When resources are deployed from the OSC it is the responsibility of the OSC manager to ensure sufficient operational resilience is in place to manage normal business activities and any additional deployment.

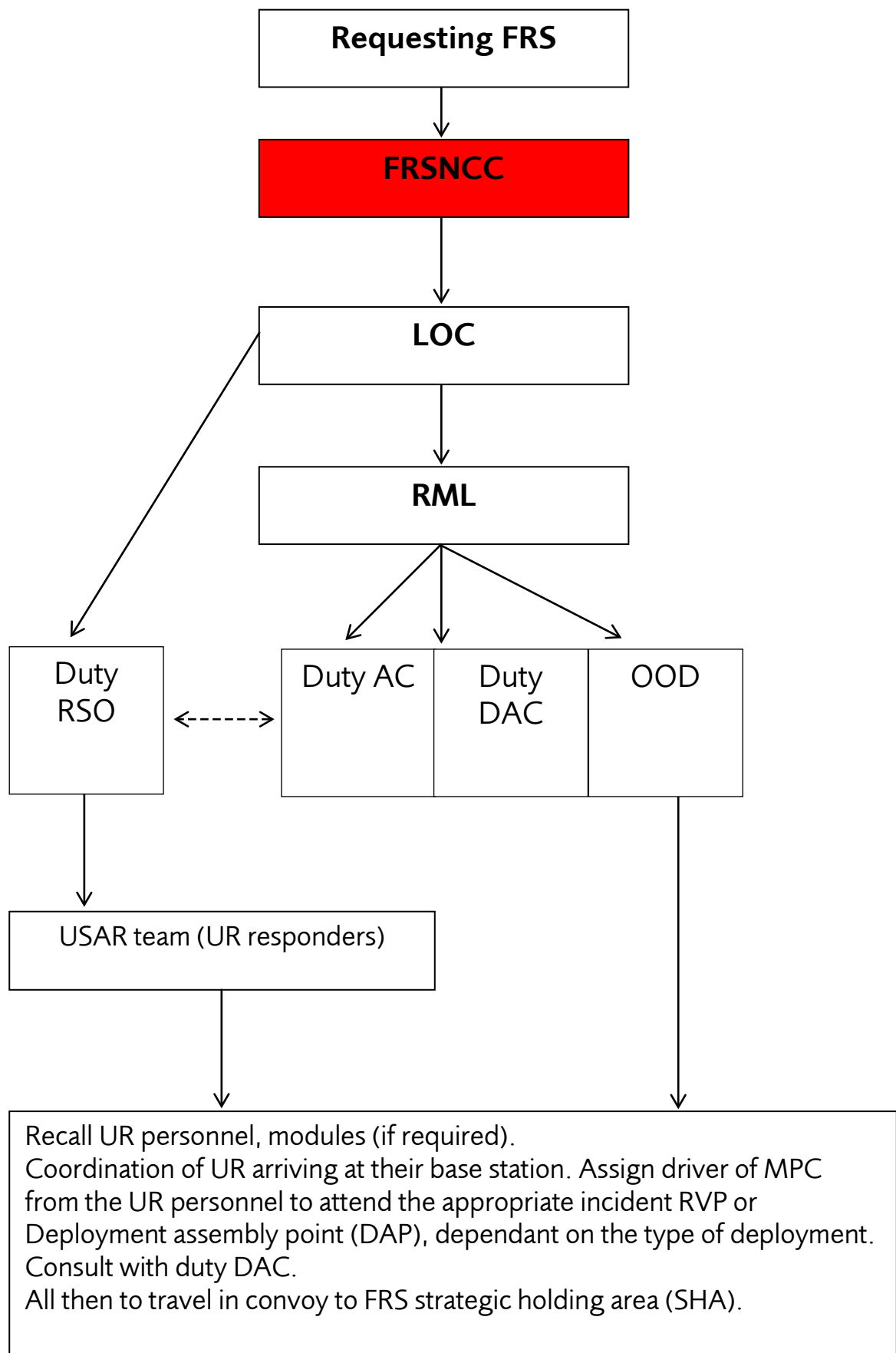
Appendix 1 – National deployment flowchart



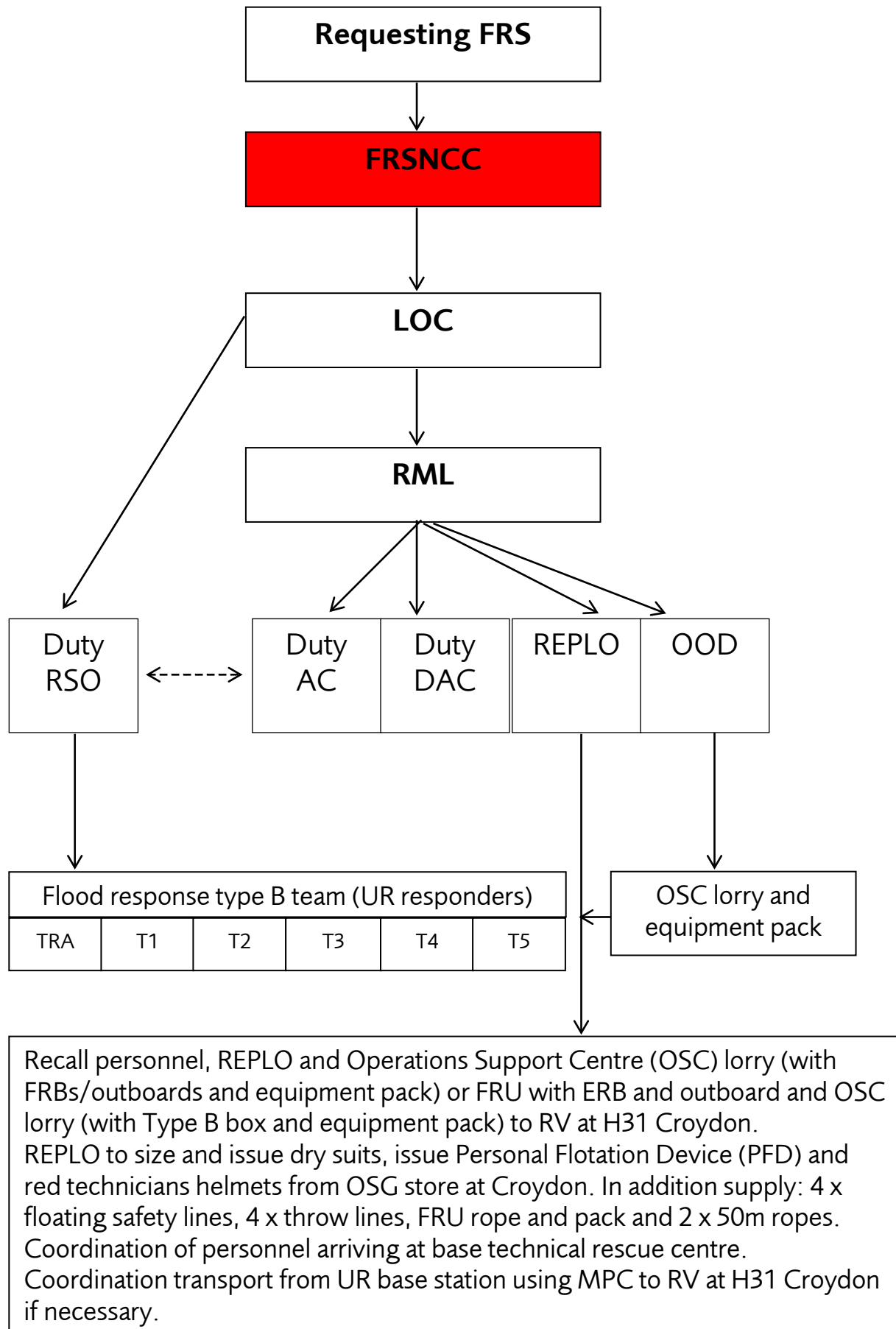
USAR recall mobilisation (within London)



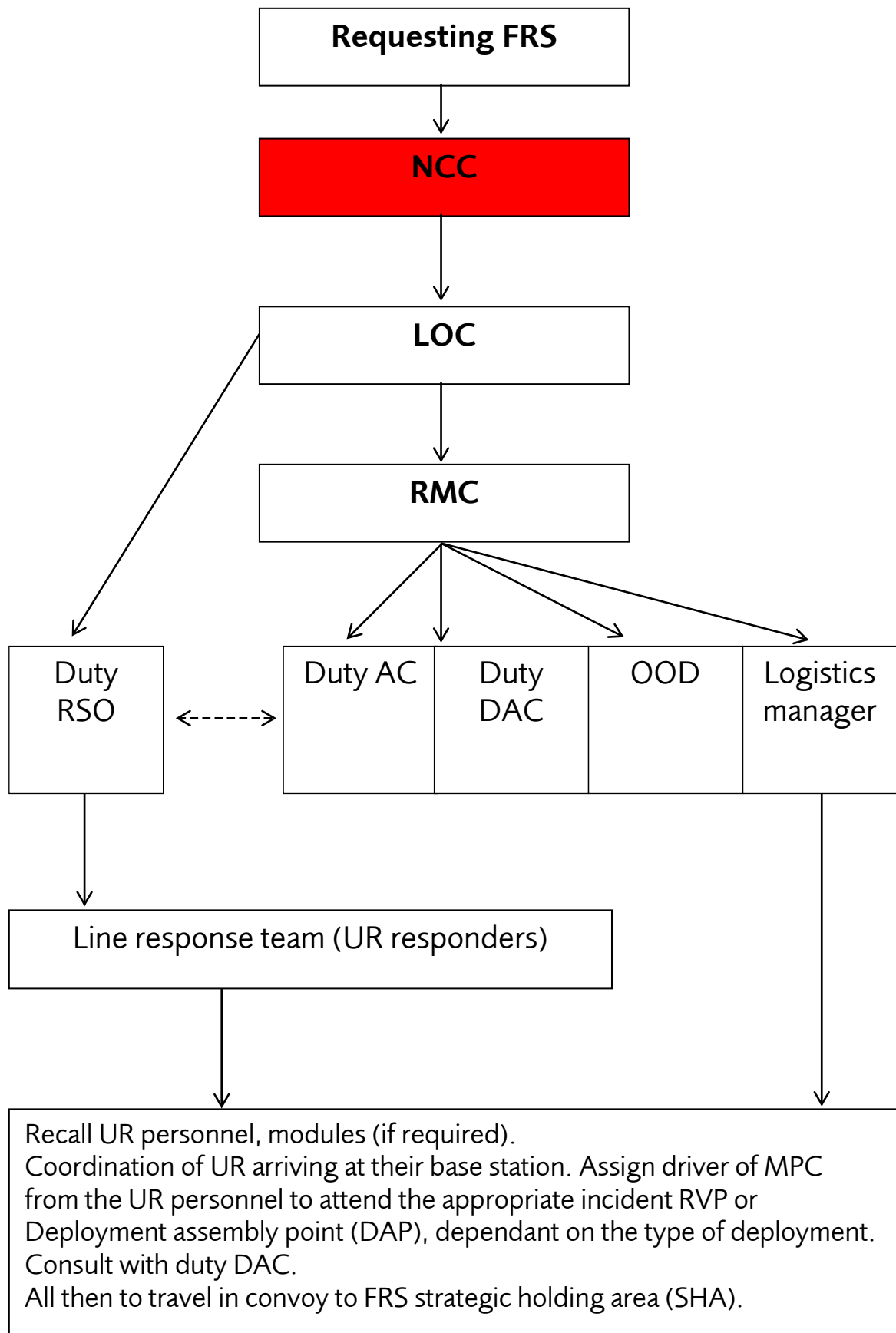
USAR recall mobilisation (national)



Flood response team mobilisation (national)



Line rescue capability mobilisation (national)



Appendix 2 – Deployment considerations

Deployment assembly points (DAP)

A number of LFB fire stations are designated as suitable DAP.

Immediate response

In circumstances where the attendance is time-critical, or involves:

- Specific equipment.
- 1 – 4 vehicles.

The Duty AC may wish to consider authorising immediate deployment in which case the attendance will proceed directly from their base station(s) to their designated destination, or via the DAP, depending on the specific requirements of the deployment.

Convoy response

The individual appliances of the convoy response will initially report to the DAP. The appliances will then form a convoy for onward travel to the Strategic Holding Area (SHA)

Route planning

The Deployment Commander is responsible for ensuring that convoy's intended route from the DAP to its final destination is planned and communicated in detail prior to convoy departure. Any routes chosen should make maximum use of motorways and dual carriageways.

RML and FRSNCC should be informed of the convoy's proposed route.

Briefing

The Deployment Commander should ensure that all personnel are briefed prior to convoy departure. The Convoy briefing should include:

- Name and roles of the Deployment Commander.
- Convoy destination and purpose.
- Anticipated duration of deployment.
- Convoy identity.
- Composition of the convoy.
- Composition of the sub convoys.
- Position of vehicles within the sub convoys.
- Communications method to be used.
- Planned route, speeds, timings, and stops en-route.
- Arrangements for en-route refuelling.
- Nomination of officers as Sub – Convoy Commanders, if required.

The sub convoy commanders should confirm understanding with their respective appliance commanders/drivers.

Vehicle speed, spacing and warning devices

All vehicles will travel with dipped headlights turned on and at the speed determined by the deployment commander. Maximum speed should be set to take into account the ability of the slowest vehicle to maintain speed on inclines and declines.

Visual and audible warning devices may be used but this option should be discussed with the MPS (if available), prior to departure.

Separation of Vehicles

If a vehicle becomes separated from its sub convoy it should attempt to contact its sub-convoy Commander.

If a vehicle becomes completely separated from the convoy the appliance commander should attempt to contact the deployment commander for instructions.

If a vehicle becomes separated and can not be contacted then the remainder of the convoy/sub convoy should continue to make it's way to the next designated stop and await instructions unless advised otherwise by the deployment commander.

If a vehicle is unable to establish contact with the deployment commander the appliance commander should, where possible, make its way to the next designated stop in order to meet/wait for the remainder of the convoy.

If, upon arrival, contact has not been made with the convoy/sub convoy or the deployment commander then the appliance commander is to contact RML by telephone for instructions.

Appendix 3 – Deployment commander aide memoire

The deployment commander is responsible for the overall management of any out of area deployment. They will report to RML or make contact by telephone to receive a briefing from the duty AC on the nature, type and method of mobilisation to be employed.

Other duties of the deployment commander include:

- Nominate a Welfare Officer.
- Nominate Team Leaders, where appropriate.
- Ensure that all individual contact details, using "National Deployment Individual Contact Details Form", are collected.
- Collect the fuel cards for appliances.
- Ensure in possession of Out of LFB deployment credit card.
- Identify the appropriate DAP station and communicate to LFB Control.
- Ensure that all personnel are briefed prior to departure and confirm acceptance.
- Liaise with MPS to decide best route and method of travel (consider requesting attendance of MPS Traffic Officer to DAP via NILO).
- Maintain contact with FRSNCC (and/or affected Fire Rescue Service) to gather all relevant and any developing information on the incident and any particular information affecting the route or incident SHA (note: an escalating or dynamic incident may result in this changing from the initial notification).
- Liaise with the Resource Support Officers to ensure that all personnel have nominated contacts. They are to ensure that those nominated contacts are informed of the deployment and are provided with timely updates (see Appendix 8 - Nominated Contact forms).
- Liaise with affected Fire Rescue Service and any deployed LFB command officers to ensure safe systems of work for deployed personnel and resources.
- Liaise with the Deployment Welfare Officer/ELS to ensure adequate welfare arrangements, work/relief rota for deployed personnel and suitable accommodation.
- Liaise with affected Fire Rescue Service and RML to establish arrangements to ensure that personnel do not exceed their deployed hours.
- Sole accountability when using of the out of LFB credit card for welfare expenditure not provided by the host FRS.
- Provide a daily situation report to the LFB duty AC/DAC.

If deploying without a DAC the appointed deployment commander is to arrange with RML, via the RSO, to either:

- Have money, issued to them, from the emergency fund held at RML (collected or delivered by a designated senior officer where required).
- Or use petty cash from the station designated as the DAP, informing RML so that the station can be reimbursed.

If a convoy response is to be mobilised the deployment commander, unless otherwise directed by duty AC, will travel with the convoy.

Appendix 4 – Deployment welfare officer aide memoire

Welfare officer

The welfare officer's responsibility is the welfare of deployed LFB personnel and includes:

- Record the names of all personnel deployed
- Liaise with the deployment commander at DAP.
- Establish and maintain contact with RML.
- Establish and maintain contact with a team leader/welfare officer within affected Fire Rescue Service.
- Deal with any individual health and welfare issues that arise.
- Liaise with LFB Occupational Health Services, Counselling and Trauma Services and Equalities Unit via RML if required*.

***Note** this may require follow-up action once the deployment has returned to LFB

Appendix 5 – Deployment assembly points (DAP)

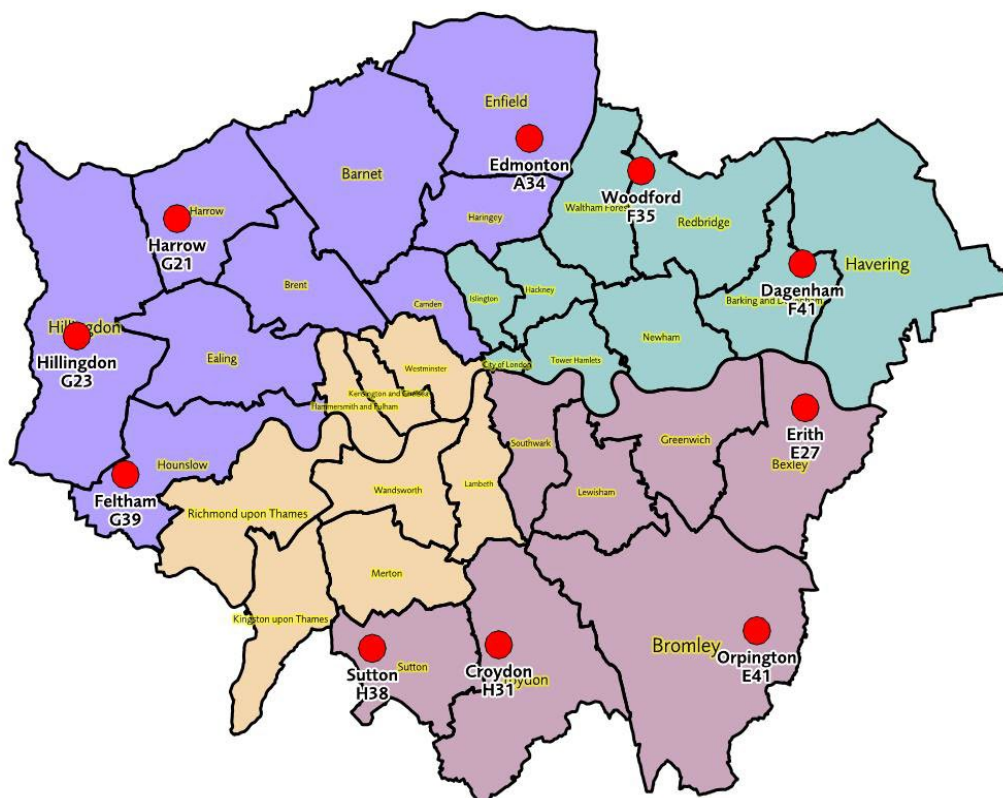
Ten fire stations have been strategically selected as DAP's. These stations have been selected based upon the following points:

- Geographical location within London.
- Ability to accommodate a minimum of six LFB appliances/vehicles.
- Access to major trunk roads/motorways.

It is the responsibility of the Deployment Commander to identify the most appropriate station on the day of request. This needs to be communicated to LFB Control so that LFB assets can be mobilised.

| Station | Call sign | Address |
|------------|-----------|--|
| Croydon | H31 | 90 Old Town, CR0 1AR |
| Dagenham | F41 | 70 Rainham Road North, RM10 7ES |
| Edmonton | A34 | 99 Church Street, N9 9AA |
| Erith | E27 | 52 Erith Road Belvedere Kent, DA17 6HR |
| Feltham | G39 | 101 Faggs Road, TW14 0LH |
| Harrow | G21 | 500 Pinner Road, HA5 5RW |
| Hillingdon | G23 | Uxbridge Road, UB10 0PH |
| Orpington | E41 | Avalon Road, BR6 9AX |
| Sutton | H38 | 43 St Dunstons Hill, SM1 2JX |
| Woodford | F35 | 2 Snakes Lane, IG8 0BS |

Note: Before mobilising to DAP station, the station must be contacted to ensure the station is still suitable (e.g. no construction works in the yard).



© Crown Copyright and database rights 2013 Ordnance Survey 100016817
Produced by Information Management 1 Created on - 08/05/2013 1 Queries ext. 30373

Appendix 6 – Convoy aide memoire

Communications

- Main scheme radio talk-group to be identified prior to leaving.
- Communication between vehicles within a sub convoy may be carried out using hand-held UHF radios on Channel 9, or on one of the mobile-to-mobile (M2M) talk-groups on the digital main-scheme radio. Appliance and officer call-signs are to be used for identification.
- Communications between sub convoy Commanders and the Deployment Commander may be by mobile telephone, or point-to-point call using digital main-scheme radio.

Speed, spacing and warning devices

- Motorways – 100 metre gap, unless inappropriate due to road conditions e.g. traffic queues.
- A-road – 50 metre gap, unless inappropriate due to road conditions e.g. traffic queues
- B-road – safe distance.
- Use dipped headlights at all times.
- Visual and audible warnings to be used on MPS advice.

Mechanical breakdown

- All vehicles in convoy/ sub convoy to come to a halt.
- Convoy/sub convoy Commander inform Deployment Commander.
- Minor repair (less than 10 minutes) all vehicles wait.
- More than 10 minutes, leave driver and one other with vehicle to await recovery.
- Other sub convoys to continue.

RTA/Injury/Illness

- All vehicles in convoy/sub convoy come to a halt.
- Protect scene, carry out necessary actions.
- Convoy/sub convoy commander inform deployment commander.
- As soon as practicable, rest of convoy/sub convoy to proceed.

Arrival

On arrival at the SHA the deployment commander should report to the Enhanced Logistical Support (ELS) for a briefing and further instructions. From this point on the Deployment Commander should work within the local incident command structure but give regular, planned updates as required to LFB.

Appendix 7 – Water rescue type B team

| Team Type B – Water & Flood Rescue Boat Team | | | | |
|--|--|---|--|---|
| Capability | Logistics (Minimum requirements) | Team Structure (7 persons) | Competencies of responder personnel (Minimum no. required) | Incident Command System |
| Technical water rescue Search operations within the water environment. Powerboat rescue operations In-water operations Flood response | <ul style="list-style-type: none"> Be available 24 hours a day. Facility for financing supplies and consumables when mobile or on scene. Team to be sustainable with rations for initial 8 hours (from arrival). 24 litres of drinking water. Team to be available for up to 72 hours deployed from arrival at MASHA. | One team manager Two team commanders Four team members NB: Team manager is for support and welfare considerations and can support up to five teams/assets operating from one MASHA | Four Module 4 Two Module 3 To include: <ul style="list-style-type: none"> Four basic first aid qualified Two advanced first aid qualified All team responders: <ul style="list-style-type: none"> Minimum 18 years old Trained in manual handling Basic health and safety training Physically fit to complete the role | All team members to be trained in JESIP awareness and the Flood Rescue Concept of Operations for flood incident management. |
| Team Type B - Equipment | | | | |
| Transport | Communications | First aid equipment | Decontamination | Navigation |
| Vehicle(s) suitable to carry personnel, equipment & welfare needs | <ul style="list-style-type: none"> Handheld communications for all team members, spare batteries and charger (all waterproofed). Mobile phone (waterproofed) with team commander and team manager | <ul style="list-style-type: none"> 1x basic first aid kit 1x advanced first aid kit 1x basket stretcher (or suitable equivalent) | <ul style="list-style-type: none"> Anti-bacterial hand gel Anti-bacterial face wipes Anti-bacterial equipment spray | Handheld GPS system with street mapping facility |
| Boat | PPE | Technical Equipment | Testing | Data logging |
| Minimum capacity to drive upstream against 10 mph flow whilst carrying six persons prop guarded. Ancillary equipment: <ul style="list-style-type: none"> Means to light the vessel for navigation purposes to comply with IRPCS Anchor Fuel containers Lifelines Attachment points for tethers Four paddles Towing equipment suitable for boat | <ul style="list-style-type: none"> Full PPE for all team members + 1x redundancy kit Drysuit Buoyancy Aid, BS EN 393 or ISO 12402 pt 5 (with 70N Minimum) Correctly coloured helmets PAS 028:2002 Footwear Gloves Knife Whistle Thermal layers Personal lighting: Forward white light (i.e. head torch) Solid red light on helmet (enough for three x 12 hours of night operations, with spares) | <ul style="list-style-type: none"> 1x 50m canyon line 1x set of technical rescue equipment to achieve efficient 3:1 mechanical advantage and 4-point tethering of boat 80x solid blue lights/light sticks 30x solid green lights/light sticks 80x resealable waterproof bags 4x throw line bags x 20m minimum 4x throw line bags x 15m minimum Scene lighting Search lighting Hand tool kit to enable basic fault finding and maintenance whilst deployed 6x wading poles 4x adult casualty flotation devices | All equipment should be suitably maintained, inspected, tested and certified in accordance with manufacturers' guidelines and current legislation. | Suitable means of logging incident briefings and deployment information. |

Appendix 8 – Defra flood rescue credentialing form



Department
for Environment
Food & Rural Affairs

ELS 13



NFCC
National
Resilience

Defra Flood Rescue Credentialing Form

| | | | |
|------------------|---------------------------------------|--------|--------|
| Team Name | Eg: Derbyshire Fire B1 / Derby MRT C1 | | |
| Team Type | Type B | Type C | Type D |
| Call Sign | | | |

| Role | Name | Mobile No | Call sign |
|----------------|------|-----------|-----------|
| Team Manager | | | |
| Team Commander | | | |
| Team Commander | | | |

| | | | | |
|---------------------------------|------------------|------------|--------------|-----|
| Communications available | Airwave issi No. | VHF Marine | VHF Land SAR | UHF |
|---------------------------------|------------------|------------|--------------|-----|

| | | |
|-----------------------------------|----------------|----------|
| BOAT DETAILS | Eg: Raft, Sled | |
| Type (incl. construction) | | |
| Length | | |
| Draft | | |
| Engine size | | |
| Prop guarded? | Yes / No | Yes / No |
| Boat capacity (people) | | |
| Boat load capacity (kg) | | |
| Night Capable (nav lights) | Yes / No | Yes / No |
| Slipway needed? | Yes / No | Yes / No |

Appendix 9 – Nominated contact form

Please nominate 1 contact only - your contact can cascade information to others if required.

Your nominated contact will be informed that you are being deployed to an incident outside of London and the likely duration of the deployment.

Your nominated contact will also be provided with regular updates and informed of any relevant change in circumstances that will affect the duration of the deployment.

| Your Details | |
|--|--|
| Name: | |
| Pay Number: | |
| Current Posting: | |
| Stand-by Station (if appropriate): | |
| Contact Telephone Number: | |
| Vehicle Call Sign: | |
| Deployment Location: | |
| Nominated Contact Details | |
| Name: | |
| Contact Telephone number: | |
| Address: | |
| Message: | |
| Additional Persons to be Informed by Nominated Contact: | |
| Completing Officer's Details | |
| Name: | |
| Contact Telephone Number: | |
| Date: | |

Appendix 10 – Motorway and prime road services

England

| Motorway | Junction | Name | Operator |
|----------|----------|---------------------------|-------------------------|
| A1 (M) | | Durham | Road Chef Motorways Ltd |
| A1 (M) | | Washington | Moto Hospitality Ltd |
| A1 (M) | 10 | Baldock | Extra MSA Group |
| A1 (M) | 17 | Peterborough | Extra MSA Group |
| A14/M11 | | Cambridge | Extra MSA Group |
| M1 | 2 - 4 | London Gateway | Welcome Break |
| M1 | 11 - 12 | Toddington | Moto Hospitality Ltd |
| M1 | 14 - 15 | Newport Pagnell | Welcome Break |
| M1 | 15 - 16 | Rothersthorpe | Road Chef Motorways Ltd |
| M1 | 16 - 17 | Watford Gap | Road Chef Motorways Ltd |
| M1 | 21 - 22 | Leicester Forest East | Welcome Break |
| M1 | 23A | Donington Park | Moto Hospitality Ltd |
| M1 | 25 - 26 | Trowell | Moto Hospitality Ltd |
| M1 | 28 - 29 | Tibshelf | Road Chef Motorways Ltd |
| M1 | 30 - 31 | Woodall | Welcome Break |
| M1 | 38 - 39 | Woolley Edge | Moto Hospitality Ltd |
| M2 | 4 - 5 | Medway | Moto Hospitality Ltd |
| M3 | 4 - 5 | Fleet | Welcome Break |
| M4 | 2 - 3 | Heston | Moto Hospitality Ltd |
| M4 | 11 - 12 | Reading | Moto Hospitality Ltd |
| M4 | 14 - 15 | Membury | Welcome Break |
| M4 | 17 - 18 | Leigh Delamere | Moto Hospitality Ltd |
| M5 | 3 - 4 | Frankley Services | Moto Hospitality Ltd |
| M5 | 7 - 8 | Strensham | Road Chef Motorways Ltd |
| M5 | 13 - 14 | Michaelwood | Welcome Break |
| M5 | 19 | Gordano | Welcome Break |
| M5 | 21 - 22 | Sedgemoor (Northbound) | Welcome Break |
| M5 | 21 - 22 | Sedgemoor (Southbound) | Road Chef Motorways Ltd |
| M5 | 24 | Bridgwater | Moto Hospitality Ltd |

| Motorway | Junction | Name | Operator |
|-----------------|-----------------|-------------------------------|-----------------------------------|
| M5 | 25 - 26 | Taunton Deane | Road Chef Motorways Ltd |
| M5 | 28 | Cullompton (Northbound) | McDonalds |
| M5 | 30 | Exeter | Moto Hospitality Ltd |
| M6 | 3 - 4 | Corley | Welcome Break |
| M6 | 10A - 11 | Hilton Park | Moto Hospitality Ltd |
| M6 | 14 - 15 | Stafford (Northbound) | Moto Hospitality Ltd |
| M6 | 14 - 15 | Stafford (Southbound) | Road Chef Motorways Ltd |
| M6 | 15 - 16 | Keele | Welcome Break |
| M6 | 16 - 17 | Sandbach | Road Chef Motorways Ltd |
| M6 | 18 - 19 | Knutsford | Moto Hospitality Ltd |
| M6 | 27 - 28 | Charnock Richard | Welcome Break |
| M6 | 32 - 33 | Lancaster | Moto Hospitality Ltd |
| M6 | 35 - 36 | Burton-in-Kendal (Northbound) | Moto Hospitality Ltd |
| M6 | 36 - 37 | Killington Lake (Southbound) | Road Chef Motorways Ltd |
| M6 | 38 - 39 | Tebay | Westmorland Motorway Services Ltd |
| M6 | 41 - 42 | Southwaite | Moto Hospitality Ltd |
| M11 | 8 | Birchanger Green | Welcome Break |
| M18 | 5 | Doncaster North | Moto Hospitality Ltd |
| M20 | 8 | Maidstone | Road Chef Motorways Ltd |
| M25 | 5 - 6 | Clacket Lane | Road Chef Motorways Ltd |
| M25 | 9-10 | Cobham | Extra Motorway Services |
| M25 | 23 | South Mimms | Welcome Break |
| M25 | 30 - 31 | Thurrock | Moto Hospitality Ltd |
| M27 | 3 - 4 | Rownhams | Road Chef Motorways Ltd |
| M40 | 8 | Oxford | Welcome Break |
| M40 | 10 | Cherwell Valley | Moto Hospitality Ltd |
| M40 | 12 - 13 | Warwick | Welcome Break |
| M42 | 2 | Hopwood Park | Welcome Break |
| M42 | 10 | Tamworth | Moto Hospitality Ltd |
| M48 | 21 | Severn View | Moto Hospitality Ltd |
| M56 | 14 | Chester | Road Chef Motorways Ltd |

| Motorway | Junction | Name | Operator |
|----------|----------|----------------|-----------------------------|
| M61 | 6 - 8 | Bolton West | First Motorway Services Ltd |
| M62 | 8 - 9 | Burtonwood | Welcome Break |
| M62 | 18 - 19 | Birch | Moto Hospitality Ltd |
| M62 | 25 - 26 | Hartshead Moor | Welcome Break |
| M62 | 33 | Ferrybridge | Moto Hospitality Ltd |

Scotland

| Motorway | Junction | Name | Operator |
|----------|----------|------------------------------------|-------------------------|
| A74 (M) | 22 | Gretna | Welcome Break |
| A74 (M) | 16 | Annandale Water Johnstonebridge | Blue Boar |
| A74 (M) | 13 | Abington | Welcome Break |
| M8 | 5 | Harthill | Road Chef Motorways Ltd |
| M74 | 6 | Hamilton (North Bound) | Road Chef Motorways Ltd |
| M74 | 5 | Bothwell (South Bound) | Road Chef Motorways Ltd |
| M90 | 6 | Kinross | Kinross |

Wales

| Motorway | Junction | Name | Operator |
|----------|----------|-----------------------|-----------------------------|
| M4 | 23 | Magor | First Motorway Services Ltd |
| M4 | 30 | Cardiff Gate | |
| M4 | 33 | Cardiff West | Moto Hospitality Ltd |
| M4 | 36 | Bridgend | Welcome Break |
| M4 | 47 | Penllergaer, Swansea | Moto Hospitality Ltd |
| M4 | 49 | Pontardulais, Swansea | Road Chef Motorways Ltd |

Head office

| | | |
|--|---|---------------|
| Extra MSA Group | Head Office, 8 Castle Hill Lincoln LN1 3AA | 01522 518700 |
| First Motorway Services Ltd | M4 Motorway Newport Gwent NP6 3YL | 01633 881 887 |
| Westmorland Motorway Services Ltd | Low Chapel Orton Penrith Cumbria | 015396 24511 |
| Road Chef Motorways Ltd | Gloucester Green Barnet Way Gloucester GL4 3GG | 01452 623300 |
| McDonalds Restaurants Ltd | Golden Arches House 6 Victoria Road Sutton Coldfield B72 1SY | 0121 253 3500 |
| Moto Hospitality Ltd | PO Box 218 Toddington Bedfordshire LU5 6QG | 01525 873 881 |
| Welcome Break Group Ltd | 2 Vantage Court Tickford street Newport Pagnell MK16 9EZ | 01908 299700 |

Appendix 11 - Procedures for use of out of LFB deployment credit cards

Out of LFB deployment credit card facility

Each Deputy Assistant Commissioner (DAC) is an authorised cardholder (in name) of an out of LFB deployment credit card. Its primary use is to purchase items or services to support the welfare of the personnel who have been mobilised outside of the London Fire Brigade area, which the host Fire and Rescue Service is unable to provide.

Credit card use

- Where appropriate, the deployment DAC should consider using existing agreements before using the out of LFB deployment credit card for goods or services. Advice is available from LFB Procurement department via contractssection@london-fire.gov.uk or **extension 31163** to find out if there are existing arrangements which may be used.
- As in accordance with Policy number 514 - Subsistence and public transport expenses, all purchases must have a supporting receipt and, where practicable, a VAT receipt. These should be given to the Finance and Administration team for expenditure authorisation and to satisfy internal auditing purposes.
- The out of LFB deployment credit cards have a credit limit of £10,000. If this limit is reached the DAC should inform finance and administration to ensure that they still have the available funds. However, this does not mean that the limit will be extended without question. Cash should only be withdrawn as a last resort and only when the card is not acceptable to a company by itself. A maximum of £1000 cash can be withdrawn daily from an ATM and it should be receipted to cross reference against spend.
- When a card balance statement is received by the DAC's, all items on the statement should be checked and authorised and then be sent to the Finance and Administration Team along with receipts.
- The out of LFB deployment credit cards are not to be used to purchase alcohol.

Loss or theft of card

- In the event of the loss or theft of the card, the DAC cardholder must inform the Royal Bank of Scotland (RBS) (Card Administrator) immediately on **0370 01 01 152**; this number is available 24 hours a day 7 days a week. Once this has been done the cardholder should then contact LFB Finance and Administration team on **extension 31353** (leave voicemail if out of office hours) to inform them of the loss/theft and your actions.

Card security

- It is the responsibility of the DAC cardholder to ensure that the card is kept in a safe place at all times. The card and PIN must be kept separately.
- It is important that the cardholder remains alert to the illegal use of the card or serial number.
- There is always the risk of fraudulent transactions by others (including suppliers) and statements must be monitored carefully and any suspicious transactions reported immediately to the Finance and Administration Team. In the event of this being breached the DAC cardholder must contact the RBS card administrator immediately on **0370 01 01 152** and then LFB Finance and Administration team on **extension 31353**.

Important - user acceptance

By being an out of LFB deployment credit card holder, the DAC is accepting sole responsibility for the use of the card, and that any inappropriate card usage, (see the Brigade expenses page on hotwire), will be investigated and could lead to disciplinary action. Submitting and/or authorising invalid claims is a breach of the London Fire Commissioner's disciplinary rules. Fraud, or other acts of dishonesty, is potentially gross misconduct, and therefore may result in summary dismissal (see Policy number 0392 – Discipline (conduct) procedure).

In addition fraud cases may be referred to the Brigade's internal audit service which is managed by the Mayor's Office for Policing and Crime (MOPAC), in accordance with Policy number 0568 - Counter fraud and corruption policy, and response plan.

If you have any further queries or questions regarding the Out of LFB Deployment credit card please contact:

- Finance and Administration Team **extension 31353**
- Operational Procedures (Resource Support Officer) **extension 31011**

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

| | | | | | | | |
|-----|----------|------|--------------|-------|----------|----|----------|
| EIA | 11/04/13 | SDIA | H - 10/04/13 | HSWIA | 26/06/19 | RA | 15/08/19 |
|-----|----------|------|--------------|-------|----------|----|----------|

Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

| Page/para nos. | Brief description of change | Date |
|--|--|------------|
| Page 27 | Subject list and FOIA exemptions tables. | 29/10/2014 |
| Throughout | Procedural changes throughout document. Please reread to familiarise yourself with policy content. | 09/07/2015 |
| Page 10, para 9.4 Page 15, appendix 1 | Removed training shoes from contents of out of area deployment bag. Amended deployment flow chart. | 24/08/2015 |
| Page 10, para 8.5 | Paragraph added to reflect current practise for nominating and communicating operational talk group used for resources at scene. | 09/09/2015 |
| Page 4, para 3.10 | Convoy Assembly Point (CAP) changed to Deployment Assembly Point (DAP). | 20/04/2016 |
| Throughout Page 32, App10 | Corporate credit card changed to out of LFB deployment credit card. L3 (USAR level 3) changed to UR (USAR responders). Out of London deployment credit card. | 23/06/2016 |
| Pg 8 para 6.9 pg 10 para 9.4 | Change to personal toiletries to include face flannel and towel. Removed towel from contents of out of area bag. | 21/10/2016 |
| Throughout | Reviewed as current with minor changes throughout . Acronyms explained. | 21/12/2016 |
| Throughout | London Fire and Emergency Planning Authority, now replaced with London Fire Commissioner. Advisory and Counselling updated to Counselling and Trauma Services. | 19/11/2018 |
| Title | Mutual aid removed from sub title | 23/01/2019 |
| Page 34 | Assessment dates added. | 16/08/2019 |
| Throughout | Reviewed as current with minor amendments made throughout. Role to rank changes made. Brigade Distribution Centre (BDC) changed to Operations Support Centre (OSC). Protection Equipment Group (PEG) changed to Operations Support Group (OSG). | 17/04/2020 |
| Page 14, para 12.21 | Head of Operations, Prevention and Response (OP&R) and Human Resource Management (HRM) changed to Assistant Commissioner, Fire Stations and Assistant Director, People Services. | 17/04/2020 |

| Page/para nos. | Brief description of change | Date |
|-----------------------|---|-------------|
| Throughout | Cross references updated. | 15/09/2022 |
| Page 33 | Reference to cancelled policy removed and replaced with link to hotwire page. | 23/06/2023 |
| Throughout | Radio channels updated from 1 to 9. | 29/09/2023 |
| Page 26 | Appendix 7 updated and new Appendix 8 added. | 28/08/2024 |

Subject list

You can find this policy under the following subjects.

| | |
|---------------------|--------------------------|
| National mutual aid | Out of London deployment |
| Cross border | National deployment |
| | |
| | |

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

| Considered by: (responsible work team) | FOIA exemption | Security marking classification |
|--|-----------------------|--|
| | | |
| | | |
| | | |
| | | |