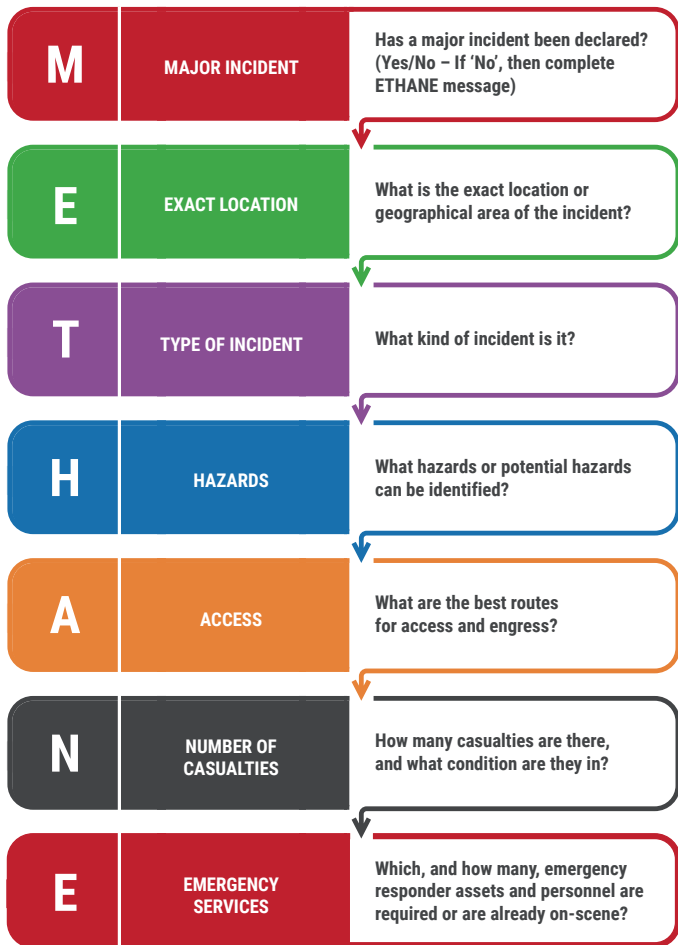


AIDE MEMOIRE



Principles

CO-LOCATE

Co-locate with other responders as soon as practicably possible at a single, safe and easily identified location.

COMMUNICATE

Communicate using language which is clear, and free from technical jargon and abbreviations.

CO-ORDINATE

Co-ordinate by agreeing the lead organisation. Identify priorities, resources, capabilities and limitations for an effective response, including the timing of further meetings.

JOINTLY UNDERSTAND RISK

Jointly understand risk by sharing information about the likelihood and potential impact of threats and hazards, to agree appropriate control measures.

SHARED SITUATIONAL AWARENESS

Establish shared situational awareness by using M/ETHANE and the Joint Decision Model.

Joint Decision Model



Decision Controls

A) WHY ARE WE DOING THIS?

- What goals are linked to this decision?
- What is the rationale, and is that jointly agreed?
- Does it support working together, saving lives, reducing harm?

B) WHAT DO WE THINK WILL HAPPEN?

- What is the likely outcome of the action; in particular, what is the impact on the objective and other activities?
- How will the incident change as a result of these actions, what outcomes do we expect?

C) IN LIGHT OF THESE CONSIDERATIONS, IS THE BENEFIT PROPORTIONAL TO THE RISK?

- Do the benefits of proposed actions justify the risks that would be accepted?

D) DO WE HAVE A COMMON UNDERSTANDING AND POSITION ON:

- The situation, its likely consequences and potential outcomes?
- The available information, critical uncertainties and key assumptions?
- Terminology and measures being used by all those involved in the response?
- Individual organisation working practices related to a joint response?
- Conclusions drawn and communications made?

E) AS AN INDIVIDUAL:

- Is the collective decision in line with my professional judgement and experience?
- Have we, as individuals and as a team, reviewed the decision with critical rigour?
- Are we, as individuals and as a team, content that this decision is the most practicable solution?

Joint Understanding of Risks

IDENTIFY HAZARDS

**CARRY OUT A DYNAMIC
RISK ASSESSMENT (DRA)**

IDENTIFY TASKS

APPLY RISK CONTROL MEASURES

**HAVE AN INTEGRATED MULTI-AGENCY
OPERATIONAL RESPONSE PLAN**

RECORD DECISIONS

This begins with the initial call to a control room and continues as first responders arrive on scene. Information gathered by individual agencies should be disseminated to all first responders, control rooms and partner agencies effectively.

Individual agencies carry out dynamic risk assessments, reflecting the tasks and objectives to be achieved, the hazards identified and the likelihood of harm from those hazards. The results should then be shared with all agencies involved.

Each individual organisation should identify and consider their specific tasks, according to their role and responsibilities. These tasks should then be assessed in the context of the incident.

Each organisation should consider and apply appropriate control measures to ensure any risk is as low as reasonably practicable. The hierarchy of control should be considered when agreeing a co-ordinated control measure approach: Elimination, substitution, engineering controls, administrative controls, and personal protective clothing and equipment.

The outcomes of the hazard assessments and risk assessments should be considered when developing this plan, within the context of the agreed priorities for the incident. If the activity of one organisation creates hazards for a partner organisation, a solution must be implemented to reduce the risk to as low as reasonably practicable.

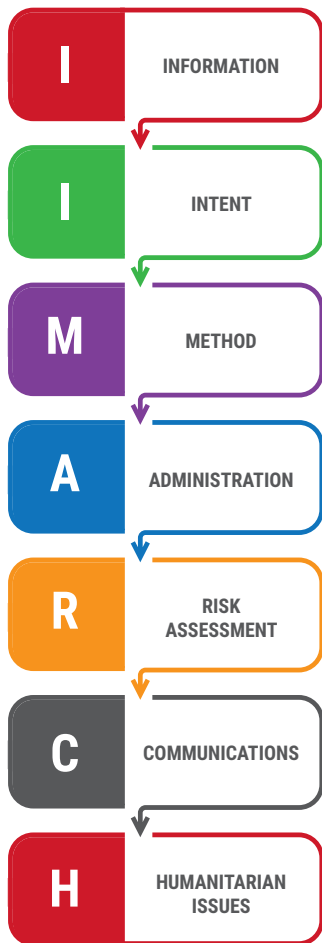
The outcomes of the joint assessment of risk should be recorded, together with the jointly agreed priorities and the agreed multi-agency response plan, when resources permit. This may not be possible in the early stages of the incident, but post-incident scrutiny focuses on the earliest decision-making.

Information Assessment

Interoperability will be enhanced if information is assessed for:

- **Relevance:** In the current situation, how well does the information meet the needs of the end user?
- **Accuracy:** How well does the information reflect the underlying reality?
- **Timeliness:** How current is the information?
- **Source reliability:** Does previous experience of this source indicate the likely quality of the information?
- **Credibility:** Is the information supported or contradicted by other information?

IIMARCH



JOINT DOCTRINE: A Short Guide



The application of simple principles for joint working are particularly important in the early stages of an incident, when clear, robust decisions and actions need to be taken with minimum delay, often in a rapidly changing environment.

REFER TO PRINCIPLES DIAGRAM

The co-location of responders should occur as soon as reasonably practicable.



Responder organisations should consider and not discount sources of local or specialist knowledge, as they may be able to provide information about the incident or the location.



Failing to make a decision and consequently doing nothing is a risk and has potential life-threatening consequences.

REFER TO JOINT DECISION MODEL DIAGRAM




A working strategy should set out what responders are trying to achieve.




A common understanding of relevant powers, policies and procedures is essential, to ensure that the activities of responder organisations complement rather than compromise each other.




Regulations are in place about the sharing of data; however, this should not prevent responders sharing relevant information in order to save lives and reduce harm.




Interoperable voice communications between responders should be implemented as soon as possible to enable the development of shared situational awareness.




People should start from a position of considering the risks and harm if they do not share information.



The declaration of a major incident must be shared with other organisations as soon as possible.



Recording of decisions is critical and where possible should be undertaken by a trained loggist.



Where lines of communication are established between control rooms, these should remain open until such time that a joint agreement is reached that they are no longer required.

**REFER TO
M/ETHANE
DIAGRAM**



It is essential that responder organisations have robust debrief procedures at a local level, which include ways to identify any interoperability lessons and raise them to the national level via JOL Online.



Have you identified any learning?

CONSIDER:

What worked well and what didn't work well?

What do I need to feed into my local de-brief procedures?

- Joint hot de-brief (where possible)
- Single service de-brief
- Multi-agency de-brief

To continually improve joint working the national Joint Organisational Learning (JOL) arrangements have been established to capture, share and act on interoperability lessons from past events. Lessons meeting the criteria below should be submitted:

- relate to emergency response interoperability from any of the agencies involved;
- had an impact on the effectiveness of at least two of the responding agencies;
- impeded successful interoperability;
- are known recurring issues; and/or
- if resolved could benefit other agencies therefore may have national impact.