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# Guide to the regulation on municipal preparedness duty

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## PREFACE

The municipalities play a central role in civil protection. The municipalities are responsible for developing safe and robust local communities, for protecting the population, and for helping to maintain vital societal functions. This role is given through the provisions on municipal preparedness.

In accordance with the provisions on municipal preparedness, the municipalities should integrate civil protection as a part of day-to-day activities

and follow a holistic approach for civil protection. The provisions also clarify the role of the municipalities as local coordinators in civil protection.

Municipal preparedness duty was implemented 1 January 2010 through changes in the Norwegian Civil Defence Act. The provisions on municipal preparedness duty were maintained through the Civil Protection Act of 25 June 2010 on municipal preparedness duty, civil protection and the Norwegian Civil Defence (Civil Protection Act).

The requirements in the Civil Protection Act are specified in the Regulation relating to the municipal preparedness duty and in the corresponding Regulation on the application of the Civil Protection Act in Svalbard and on the preparedness duty for Longyearbyen local government<sup>1</sup>.

This is a guide to the two aforementioned regulations. The guide is based on experiences acquired from local, regional and national work in the field of municipal preparedness. It facilitates common frameworks and understanding of the specific provisions relating to municipal preparedness duty. When there are other guides relevant to the provisions in question, reference is made to these.

This guide replaces the Guide to the Act on municipal preparedness duty of 2012.

We hope the guide will contribute to a common understanding of the requirements relating to municipal preparedness and will clarify the relationship between municipal preparedness and other civil protection work and emergency planning in the municipality.

The Norwegian Directorate for Civil Protection (DSB), April 2018



Cecilie Daae

<sup>1</sup> Regulation 22 August 2011 relating to municipal preparedness and Regulation 18 December 2012 on application of the Civil Protection Act on Svalbard and on preparedness duty for Longyearbyen local government.





CHAPTER

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# 01

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Introduction

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## INTRODUCTION

### FROM CIVIL EMERGENCY PLANNING TO CIVIL PROTECTION

The municipalities have always had important civil protection tasks, particularly in terms of protecting the population. In the 1990s, civil emergency planning (civil protection) was modified. This entailed that emergency responses to political crises impacting security and war were to be continued. In addition, emergency resources were to target undesired events in peacetime. New planning prerequisites, principles and working methods were adopted for the development of civil protection efforts. Current legislation for municipalities and other civil protection stakeholders are a follow-up to this transformation.

The municipalities were subject to a statutory municipal preparedness duty through the law in force at the time, the Civil Protection Act of 2010. The preparedness duty was maintained through the Civil Protection Act of 25 June 2010 on municipal preparedness duty, civil protection and the Norwegian Civil Defence (the Civil Protection Act). The municipal preparedness duty comprises the duties given in Sections 14 and 15 of the act. These are specified in the *Regulation relating to the municipal preparedness duty and in the Regulation on the application of the Civil Protection Act in Svalbard and on the preparedness duty for Longyearbyen local government* (See Appendix 1).

Civil protection is defined as: *"Society's ability to protect itself against, and manage, incidents that threaten fundamental values and functions and that put lives and health in danger. Such incidents may be caused by nature, by technical or human error, or by intentional acts."* (Report to the Storting 10 (2016–2017) Risk in a Safe and Secure Society –

Civil protection is affected by the values we must protect and their vulnerabilities, the dangers and threats we face and our ability to prevent and deal with them. For the municipalities, follow-up of the municipal preparedness duty involves seeing the values of and challenges to civil protection in a holistic perspective. The goal is to build safe and robust communities through cooperation between public, private and voluntary civil protection stakeholders.

The governor of Svalbard and the county governor are given supervisory authority over Longyearbyen and the municipalities' compliance with the municipal preparedness duty (Civil Protection Act Section 29 and Regulations Section 10).

### TARGET GROUPS

The main target groups for this guide are **the municipalities and Longyearbyen local government**.

Another target group is **external stakeholders** who are responsible for civil protection in their own fields of expertise. Their participation and involvement are of great importance for a holistic development of civil protection.

A third **target group** is the county governors. They are the supervisory authority and have an important guidance role for the municipalities in the municipal preparedness effort.

*"For the municipalities, follow-up of the municipal preparedness duty involves seeing the values of and challenges to civil protection in a holistic perspective. The goal is to build safe and robust communities through cooperation between public, private and voluntary civil protection stakeholders."*

### THE OBJECTIVE OF THE GUIDE

The guide aims at contributing towards a common understanding of the requirements of the municipal preparedness duty and at facilitating the municipality's efforts to comply with these requirements.

By elaborating on the regulatory provisions and the underlying framework, this guide is intended to contribute towards an understanding of how the civil protection efforts should be oriented.

Another objective is to clarify the relationship between municipal preparedness and other work involving civil protection and emergency planning in the municipality.

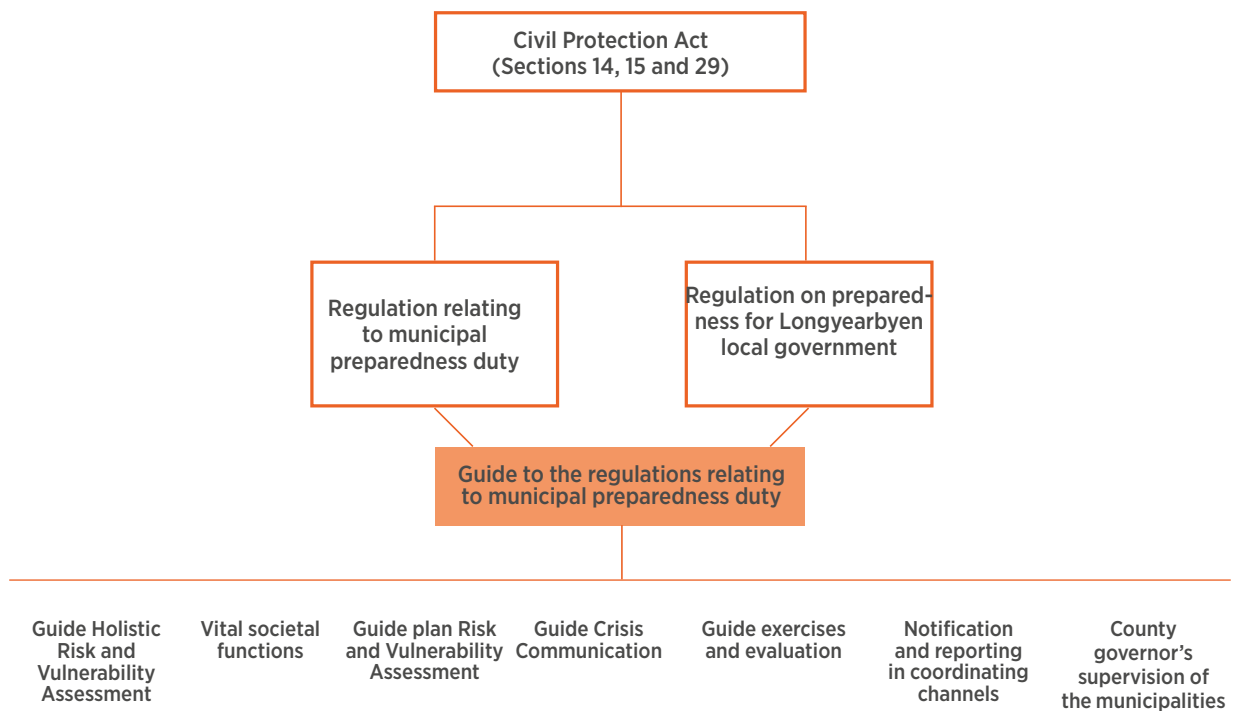
**STRUCTURE OF THE GUIDE**

Chapter 2 describes the frameworks for civil protection and municipal preparedness duty. These frameworks are important to be able to understand the orientation of the regulations.

In Chapter 3, the individual articles in the regulation are reviewed.

Veilederen er et oppslagsverk. Den foreligger kun i elektronisk versjon.

DSB has created several guides related to the various instruments that the preparedness duty encompasses. In addition, there are several papers and reports relevant to the municipality's work on civil protection, see Figure 1. Links to these documents are collected in Appendix 3.



**FIGURE 1.** Laws, Regulations, guide to regulations and other guidance etc. Beredskap i tre nivåer.



CHAPTER

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# 02

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Frameworks for  
civil protection  
and municipal  
preparedness duty

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## FRAMEWORKS FOR CIVIL PROTECTION AND MUNICIPAL PREPAREDNESS DUTY

The provisions on municipal preparedness duty assign the role of local coordination to the municipality through statutory duties. These duties consist in the municipality's use of special means to promote

- A comprehensive and systematic civil protection effort (see Chapter 2.2)
- A cross-sectorial perspective.
- Cooperation with other civil protection stakeholders (see Chapter 2.3).

Examples of such means include holistic risk and vulnerability assessment (holistic RVA) and comprehensive contingency plans.

Coordinating responsibility<sup>2</sup> entails that the municipality takes a leading role, invites other civil protection stakeholders to join the effort and facilitates collaboration on the means to be implemented. Coordinating responsibility does not otherwise entail any changes in the distribution of responsibilities. The principle of responsibility is fixed (see Chapter 2.1).

The municipality must facilitate a civil protection effort that

- Protects the population and helps maintain vital societal functions.
- Provides an overview, knowledge and awareness of civil protection challenges and the impacts these will have on population and local communities.

Reduces risk and vulnerability through preventive work.

- Ensures good preparedness and crisis manageability.
- Ensures cooperation and coordination with internal and external civil protection stakeholders in the municipality.

The provisions relating to municipal preparedness duty target undesired events that challenge the municipality, whether in peacetime, during a political security crisis, or in armed conflict. In the case of the so-called "day-to-day incidents", that is, accidents and incidents in the course of an ordinary day, these are handled with responses from the emergency and rescue services. We find the requirements for municipalities pertaining to security procedures and preparedness for handling "day-to-day incidents" in other regulations (see Appendix 2).

Although the spotlight targets undesired events that challenge the municipality, good prevention and good basic emergency planning are the prerequisites for proper civil protection.

The three levels are illustrated in Figure 2. In practice, there will be gradual transitions between the levels. "Day-to-day incidents" can be those that escalate to a new level.



**FIGURE 2.** Three-level preparedness. Systematisk samfunnsikkerhetsarbeid

<sup>2</sup> At the regional level, the county governor has a corresponding coordinating role. At the national level, the coordinating role is delegated to the Ministry of Justice and Preparedness (JD). The Directorate for Civil Protection and Emergency Planning (DSB)

One area exemplifying this is climate change: Initially minor incidents may eventually occur more frequently and in increased scope. Another aspect associated with these levels is that "day-to-day incidents" may occur in parallel with a political security crises, or with armed conflict.

## 2.1

### CIVIL PROTECTION PRINCIPLES

Civil protection and emergency planning in Norway is based on the principles of similarity, proximity, responsibility and cooperation<sup>3</sup>. The principles clarify that the civil protection stakeholders have a responsibility to develop robust, vital societal functions, have proper emergency planning, and cooperate with others so as to deal with and normalize the situation. Municipal preparedness duty is also based on these principles.

#### PRINCIPLE OF RESPONSIBILITY

The stakeholder that is responsible on a daily basis for a given area is also responsible for civil protection in this area. The principle of responsibility entails a duty to maintain important functions and tasks within the stakeholder's own area in the event an undesired event should occur.

The major challenges involving civil protection run across sectors, subject areas, levels of management and stakeholders. This requires good arenas for collaboration and coordination.

#### PRINCIPLE OF SIMILARITY

When dealing with an undesired event, the municipality's organization should be as similar as possible to the mainstream organization. Experience and knowledge of the organization gained through daily work is a good springboard to effective crisis management.

#### PROXIMITY PRINCIPLE

An undesired event should be handled at the lowest possible level, such as in the impacted place, in the municipality or in the affected organization.

#### PRINCIPLE OF COOPERATION

All civil protection actors have an independent responsibility to ensure the best possible cooperation with relevant stakeholders and organizations in terms of prevention, emergency planning and crisis management.

## 2.2 HOLISTIC AND SYSTEMATIC CIVIL PROTECTION

The Regulation on municipal preparedness duty aims to ensure that the municipality's civil protection efforts are *holistic and systematic*.

#### HOLISTIC CIVIL PROTECTION

Holistic civil protection involves interdisciplinary management of undesirable incidents through *overview and knowledge, prevention, emergency planning, crisis management and normalization* (cf. the civil protection chain<sup>4</sup>). The figure on the next page shows a distribution of these phases, and the specific articles in the regulation that can be associated with the individual phases.

*"Regulation on local governmental preparedness aims to ensure that the municipality's civil protection effort will be holistic and systematic."*

<sup>3</sup> Report to the Storting 10 (2016–2017) Risk in a Safe and Secure Society – Civil Protection.

<sup>4</sup> See further discussion of the civil protection chain in Report to the Storting 10 (2016–2017).

## FRAMEWORKS FOR CIVIL PROTECTION AND MUNICIPAL PREPAREDNESS DUTY



FIGURE 3. Holistic civil protection work

### SYSTEMATIC CIVIL PROTECTION

Municipal preparedness duty requires that the municipality work systematically to ensure civil protection. The requirement for systematic work applies regardless of whether the municipality is exposed to undesired events. Systematic work and good internal quality assurance routines ensure

that civil protection efforts are updated and developed in line with the municipality's challenges.

The systematic work can be illustrated by the model below (see Figure 4), including references to the appropriate articles of the regulation.

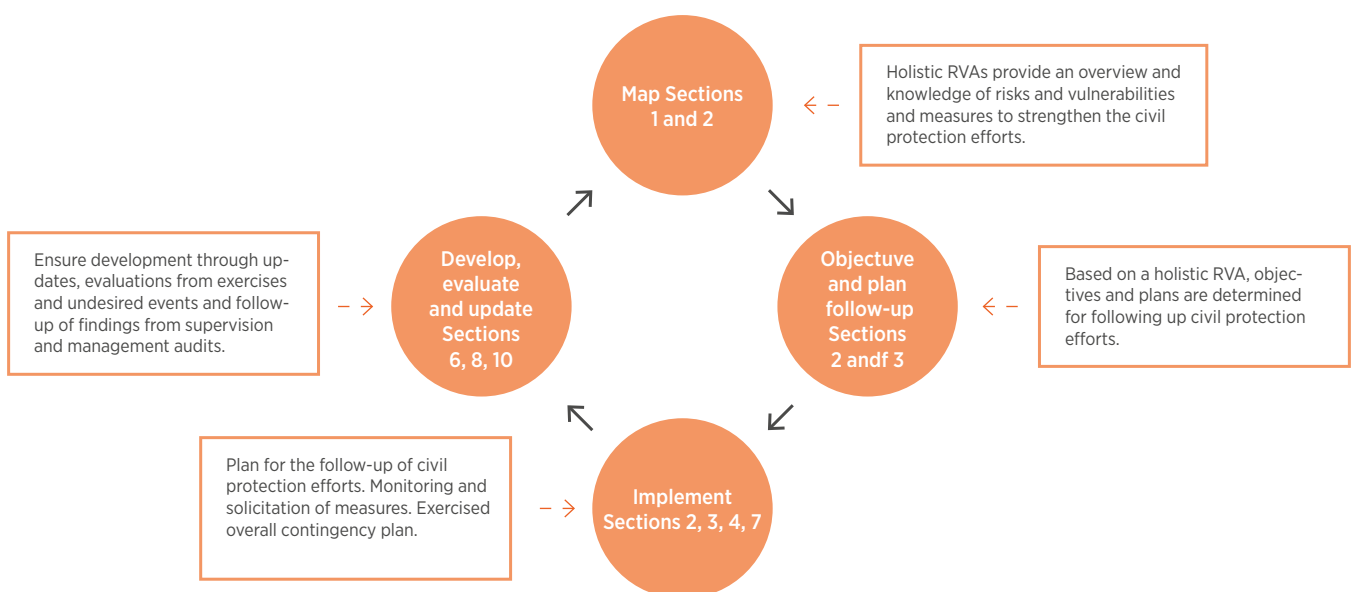


FIGURE 4. Systematic civil protection



## 2.3

### OTHER CIVIL PROTECTION REQUIREMENTS IN THE MUNICIPALITY

There are several regulations that apply for the municipalities as local authorities and a public entity, and on other stakeholders having roles and responsibilities in civil protection. The municipality must create venues for cooperation so as to ensure that civil protection efforts are carried out in a holistic way.

#### THE MUNICIPALITY AS LOCAL AUTHORITY AND PUBLIC ENTITY

As the local authority, the municipality has the responsibility for civil protection in the fields of

- health and care (Health Preparedness Act, infectious Disease Control Act, Radiation Protection Act, Public Health Act, Municipal Health and Care Service Act)
- Social services (Social Services Act and Health Preparedness Act)
- Fire and rescue service (Fire and Explosion Prevention Act)
- Acute contamination (Pollution Control Act)
- Planning and land use management (Planning and Building Act)
- Port management (Harbour and Fairway Act)
- Civil defence (Civil Protection Act)
- Follow-up of measures in the civil emergency preparedness system<sup>5</sup>
- Assistance to the business community in trade preparedness (Business and Industry Preparedness Act)

Appendix 2 provides an overview of the regulations that stipulate requirements for the civil protection work. A list of selected guides in this context is found in Appendix 3.

There are also requirements for civil protection in services/functions where the municipality may be the owner. These include services such as

- Schools and kindergartens (Public Health Act, the Regulation on environmental health in schools and kindergartens etc. and the circular on emergency planning against serious intentional incidents in schools and kindergartens)
- Waterworks (Health and Social Preparedness Act, Public Health Act and Drinking Water Regulations)

In addition, many municipalities stipulate safety and emergency planning requirements for organizers of various events, for example in the fields of culture and sports.

#### THE LOCAL AUTHORITY AS THE DRIVING FORCE BEHIND OTHER CIVIL PROTECTION STAKEHOLDERS

In addition to the municipality itself, there are several other stakeholders that are of crucial importance to the municipality's civil protection. The municipality will facilitate cooperation and has an influential role in terms of these stakeholders.

Examples of such civil protection stakeholders include:

- Energy and grid companies
- Providers of services in tele-communication, groceries, fuel and transport services
- Emergency medical service and hospitals
- Police
- Norwegian Public Roads Administration
- Avinor
- Norwegian Coastal Administration
- The Norwegian Armed Forces
- Norwegian Civil Defence
- Voluntary organizations
- Major accident responders and enterprises obligated to provide industrial protection
- Dam owners

<sup>5</sup> In the event of political security crises or armed conflict, the civil preparedness system (CPS) may be activated. Both the county governor and national authorities may assign tasks/measures to the municipality that need to be integrated and coordinated in the master contingency plan.

For these stakeholders, emergency planning requirements are given in their own discipline's legislation, or on the basis of their own administrative responsibilities (cf. the principle of responsibility and similarity ref. Chapter 2.1). Below are a few examples:

- The police are responsible for averting losses and damage in accident situations and coordinating the efforts of emergency and rescue service providers. The police can also get assistance from the Civil Defence and the Armed Forces.
- Emergency medical services and hospitals are responsible for ensuring the provision of emergency-care functions in situations involving mass injuries.
- The Norwegian Directorate of Immigration (UDI) has the responsibility for responding to mass arrivals of refugees.
- The dam owner has a duty to alert when there is a risk of a dyke break.
- Energy and grid companies are responsible for maintaining production and distributing energy.

Enterprises located in a municipality (both the municipality itself and others) may also have a responsibility related to the municipality's civil protection, for example through HSE regulations - the regulations for environmental health and the Infectious Disease Control Act.

Examples include:

- Enterprises prone to major accidents and others who transport, store or manufacture explosives and hazardous substances are responsible for keeping the risk to their own employees and to the population of the area at an acceptable level, and for having an emergency response to undesired events.
- Organizers have emergency planning responsibilities for participants attending their events.
- Upper secondary schools, colleges and university etc. are responsible for safety and emergency planning for their own employees and students.
- Transport businesses (such as shipping companies, airlines, railways and bus companies) are responsible for passengers and any others who may become victims, and may also have to take responsibility for relatives of travellers as well as their own employees.

When an undesired event occurs, these businesses have an independent responsibility deriving from their own sectorial and administrative responsibilities, or as a business that is itself afflicted. In an emergency phase, it is nevertheless possible that the municipality will have to contribute by providing care and protection, ref. Norwegian Social Services Act.

### MUNICIPAL PREPAREDNESS COUNCIL

In order to consolidate all the civil protection stakeholders in the municipality, the Directorate for Civil Protection and Emergency Planning recommends that the municipality establishes an emergency council. Many municipalities already have an emergency council.

The municipal emergency council will be an important venue for the municipality to ensure its role as coordinator. The emergency council often comprises management-level stakeholders from the political and administrative staff in the municipality, representatives from private and public civil protection stakeholders as owners of critical infrastructure and vital societal functions, local businesses, voluntary organizations, the police, the Civil Defence and the Armed Forces. The emergency council will play a key role in the work of conducting a holistic RVA, master contingency plans and exercises.

CHAPTER

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# 03

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About the articles

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## ABOUT THE ARTICLES

In this chapter, we will review the articles of the regulation on municipal preparedness duty. Each article will be described based on the purpose of the article and key concepts in it. Reference will also be made to other articles in the regulation and other statutory rules of importance. When relevant, we will also elaborate on certain topics.

The requirements of the regulation on municipal preparedness and regulations regarding the preparedness of Longyearbyen local government are essentially the same. However, numbers of sections in the regulation for Longyearbyen local government are offset until section 6 (see Appendix 1 for an overview). This guide follows the numbering of the regulation on municipal preparedness duty.

### SECTION 1. PURPOSE

*The regulation shall ensure that the municipality safeguards the general public's safety and security. The municipality shall work systematically and comprehensively on civil protection across sectors in the municipality, with a view to mitigating the risk of loss of life, or damage or injury to health, the environment and material assets.*

*The duty covers the municipality's role as the authority within its geographic area, as a centre of operations and as a driving force towards other stakeholders.*

The statutory objective clarifies the framework for municipal preparedness duty (see Chapter 2).

The clause underscores who and what are encompassed and how the municipality shall be in compliance with municipal preparedness.

The clause points to the municipality's various roles as an operation, as local planning and administrative authority and as the owner of vital societal functions. The municipality is also the local authority having a coordination mandate and plays an important role in motivating other civil protection stakeholders within the municipality's geographical area.

### The Population

The population are the people who reside and dwell in the municipality.

### Systematic and holistic

See Chapter 2.2 and further mention in Section 3.

## SECTION 2. HOLISTIC RISK AND VULNERABILITY ASSESSMENT

*The municipality shall conduct a holistic risk and vulnerability assessment, including mapping, systematizing and assessing the probability of adverse events that may occur in the municipality, and how these can affect the municipality.*

*The holistic risk and vulnerability assessment shall be anchored in the municipal council.*

*At a minimum, the assessment shall include:*

- a. existing and future risk and vulnerability factors in the municipality*
- b. risks and vulnerabilities outside the municipality's geographic area that may affect the municipality*
- c. how different risk and vulnerability factors can affect each other*
- d. special challenges related to critical societal functions and the loss of critical infrastructure*
- e. the municipality's ability to maintain its operations when exposed to an adverse event and the ability to resume its operations after the event has occurred*
- f. the need for alerting the population and evacuation*

*The municipality shall ensure that relevant public and private stakeholders are invited to work on the preparation of the risk and vulnerability analysis.*

*Where there is a need for further analyses of details, the municipality shall undertake further assessments or encourage other relevant stakeholders to implement them. The municipality shall encourage relevant stakeholders to implement preventive and mitigating measures.*

The provision elaborates the Civil Protection Act Section 14, first paragraph. This states that *“The municipality is required to assess which adverse events may occur in the municipality, the probability of these events occurring, and how their possible occurrence may affect the municipality. The results of this work must be assessed and collated in a holistic risk and vulnerability assessment.”*

One of the basic tools of the municipal preparedness duty is a holistic risk and vulnerability analysis (holistic RVA). The holistic RVA shall be the basis for the municipality’s civil protection efforts. The article sets minimum requirements for the content of the holistic RVA. It also requires that the municipality involve relevant actors in the work.

In addition to the requirements of this article, requirements are made for following up the holistic RVA (Sections 3, 4 and 7), updating and developing of the municipalities’ holistic RVAs (section 6), and that findings from evaluations performed after exercises and adverse events must be followed up with necessary changes in the holistic RVA (Section 8).

**Undesirable events**

The starting point for a holistic RVA is the potential future occurrence of undesired events that challenge municipalities, the population and vital societal functions. The following criteria should be utilized to identify undesired events:

- Events with substantial consequences.
- Events affecting multiple sectors/areas of responsibility and that require coordination
- Events that exceed the municipality’s capacity to respond through the use of ordinary procedures and rescue services
- Events that create great fear/concern in the population

**Holistic Risk and Vulnerability Assessment**

Helhetlig ROS skal bidra til at utfordringer, The holistic RVA will help ensure that challenges, consequences and mutual dependencies are seen in context. DSB’s *“Guide to a holistic risk and vulnerability assessment in the municipality”* describes the holistic RVA step by step.

*A holistic RVA is a process in three main steps: pplanning (description of the municipality),*

*implementation (risk and vulnerability assessment) and follow-up (examine Sections 2, 3, 4, 6, 7 and 8).*

The risk and vulnerability assessment itself includes the following:

1. The undesired events that might occur in the future.
2. The probability that an undesired event will occur
3. System vulnerability that affects the likelihood and consequences of the undesired event.
4. Uncertainty associated with the assessment of the incident.
5. The consequences that the incident will potentially cause
6. Proposals for new measures and improvement of existing measures

**Approval of the RVA in the Municipal Council**

The holistic RVA is an important tool for the municipality’s civil protection efforts. This is why it is required that the holistic RVA be approved in the municipal council. The municipal council should be involved in both at the start of work and when the analysis is available.

The municipality’s political and administrative leadership should communicate clearly what can be accepted as risks and vulnerabilities and the objectives and strategies they have to strengthen civil protection in the municipality (Section 3).

**Minimum requirements for a holistic RVA:**  
Existing and future risk and vulnerability factors (Section 2 a)

The holistic RVA must encompass both existing and future risk and vulnerability factors. Such factors may be related to:

- Physical and natural conditions
- Societal conditions (e.g. international, social, demographic and economic conditions, communications and transport, commercial enterprises, vital societal functions and infrastructure).

In assessing future risk and vulnerability factors, it is important to consider changes in such factors, such as plans for future development and the impacts of climate change.

## ABOUT THE ARTICLES

### Risks and vulnerabilities outside the municipality's geographic area that may affect the municipality (Section 2b)

The holistic RVA must include an assessment of factors outside the geographical boundaries of the municipality which may have an impact on civil protection. These may include, for example, the risk of handling hazardous materials near the municipality's borders, natural hazards that would be able to impact larger geographical areas and undesired events in other municipalities or countries that affect the municipality's inhabitants.

In particular, undesired event affecting vital societal functions could have consequences in a municipality, even though the event takes place outside the municipality's borders. Examples of this include power failure, lack of drinking water and closed roads.

Særlig vil uønskede hendelser som berører kritiske samfunnsfunksjoner kunne få konsekvenser i en kommune, selv om hendelsen skjer utenfor kommunens grenser. Eksempler på dette er bortfall av energi, mangel på drikkevann og stengte veier.

### How different risk and vulnerability factors can affect one another. (Section 2c)

The holistic RVA must include an assessment of how different risk and vulnerability factors affect one another. Emphasis should be placed on:

1. How undesired events affect vital societal functions (such as how flooding can affect trafficability on the road network).
2. The relationship between undesirable events and any accompanying events (such as strong winds that lead to power outages).
3. How the failure of one or more vital societal functions affects other vital functions (for example, a power outage that causes consequences for water and wastewater services).

### Special challenges associated with vital societal functions and loss of critical infrastructure (Section 2 d)

#### Examples of vital societal functions:

- Supplies of food and medicines
- Attending to the need for shelter and heat
- Supply of energy
- Supply of fuel
- Access to electronic communication
- Supply of water and wastewater management
- Accessibility for people and goods
- Follow-up of particularly vulnerable groups
- Necessary health and care services
- Emergency and rescue services
- The municipality's crisis management and crisis response

The holistic RVA must include special challenges linked with vital societal functions and the loss of critical infrastructure. Critical societal functions are those functions that society must maintain to ensure the population's basic needs are met. Critical infrastructure refers to the technical installations that ensure deliveries to vital societal functions.

DSB has prepared an overview of the functions that are vital for civil protection, see "*Vital societal functions*". I DSBs "*Guide to holistic risk and vulnerability assessment in the municipality*", the list is adapted to the municipality. When working with the holistic RVA, the municipality must consider whether these vital functions are adequate and relevant.

### The municipality's ability to maintain its operations and to resume its operations after the incident has occurred (Section 2 e)

The holistic RVA must include assessments of the municipality's ability to maintain and restore its operations. In this assessment, the following should be taken into consideration:

- Which vital societal functions may be affected by the undesired events and whether the municipality is able to maintain its activities during the incidents.
- What consequences a potential cessation will have for other societal functions.
- Whether the vital societal functions will be able to resume operations after the incidents have occurred.

In this respect, it is specified that the holistic RVA must include a vulnerability assessment. When the municipality considers vulnerabilities, Sections 2 c) and d) must be seen in connection with one another. The assessments also concern whether special resources, measures and procedures are necessary in the master contingency plan (Section 4).

The need to alert the population and evacuation. (Section 2 f)

The holistic RVA should contain an assessment of the need to alert the population and to evacuate.

*Population Alerts involve using established infra-structures to quickly alert those who are believed to be affected, in order to reduce the impact of the incident.*

The need to alert the population is assessed in light of:

- the impact that the undesired events are predicted to have.
- the extent to which these consequences can be reduced by alerting the population or using some other form of communication.

If the municipality believes there will be a need to alert the population, this is followed up by taking action in compliance with existing national procedures, or by determining whether other stakeholders are required to alert the population. Such stakeholders may be operations that constitute a special risk, such as dam owners and enterprises prone to major accidents (see the Civil Protection Act Section 16). An optional population alert plan will be part of the master contingency plan (§ 4 d).

The purpose of evacuation is to move affected people to safety and provide for their basic needs.

When the holistic RVA includes “*the need for evacuation*”, this means in practice evaluating the need for and scope of an potential evacuation. The results of the assessment are followed up in the follow-up plan and in the plan for evacuation in the master contingency plan (see Sections 3 and 4 d).

The *police* are responsible for evacuating, that is, for deciding to evacuate and for ensuring that the affected persons are moved to safety (see the Norwegian Police Act Section 27), whereas it is the responsibility of the municipality to ensure that the evacuated

persons’ basic needs are met (See the Social Services Act Section 16).

If the municipality evaluates the security policy scenario, such assessment will be seen in relation to the municipality’s civil protection duties, including requirements for evacuation in wartime and under the threat of war. (see the Norwegian Civil Protection Act Sections 17-19)

The municipality’s duties in conjunction with assisting evacuation pursuant to Section 16 of the Radiation Protection Act should also be considered in this context.

**Invite and stimulate relevant public and private stakeholders**

The municipality will make provisions for a broad process in the work with a holistic RVA. In addition to involving the municipality’s political leadership, administration and its own sector areas, the municipality shall invite external shareholders to share in the work (see Chapter 2.3 and read more in the Guide to a holistic RVA).

The municipality also has a coordinating and motivational role in getting stakeholders to follow up on the findings from the holistic RVA.

**Preventive and damage-mitigating measures**

In the holistic RVA, initiatives can be identified that may help to strengthen civil protection in the municipality. These may include measures that

- prevent undesired events
- strengthen preparedness and crisis manageability
- enhance knowledge of risks and vulnerabilities in the municipality, such as the need for more detailed analysis in land-use planning or in the municipality’s other areas of activity
- ensure the updating and follow-up of civil protection efforts in line with municipal development

These measures are consolidated in the plan for follow-up of civil protection efforts (Section 3 a). The plan is processed at municipal management level.

The method for conducting a holistic RVA is developed regularly. This also applies to the use of concepts. Preventive and damage-mitigating measures are currently often described as likelihood and consequence-limiting measures.

## ABOUT THE ARTICLES

### SECTION 3. COMPREHENSIVE AND SYSTEMATIC CIVIL PROTECTION AND EMERGENCY PLANNING EFFORTS

*På bakgrunn av den helhetlige risiko- og sårbarhetsanalysen skal kommunen:*

- a. *formulate long-term goals, strategies and priorities, and a plan for following up civil protection and emergency planning work.*
- b. *consider conditions that should be integrated into plans and processes in compliance with the Act of 27 June 2008 No. 71 relating to planning and the processing of building applications (Planning and Building Act)*

The provision is a system requirement. It makes it mandatory for the municipality to base their civil protection efforts on a holistic RVA. This is not a requirement for a separate system, but a goal that the work should be *holistic and systematic* (Section 1). See further mention of this in Section 2.2.

The provision elaborates Section 14 second paragraph of the Civil Protection Act, which states that “ *the risk and vulnerability assessment shall be the basis for the municipality’s work relating to civil protection and emergency planning, including the development of plans pursuant to the Norwegian Act of 27 June 2008 No. 71 relating to planning and processing of building applications (the Planning and Building Act)*”.

The Civil Protection Act (Section 14) and the Regulation relating to municipal preparedness duty (Sections 3, 4 and 6) ensure that the municipality’s work on civil protection is integrated into the master plan and management system regulated by the Planning and Building Act (PBA).

In line with Section 14 of the Civil Protection Act, long-term objectives, strategies, priorities and the plan for follow-up are to be considered part of the holistic RVA and must comply with the stated requirements regarding updates, revisions and necessary changes (Sections 6 and 8). Read more about follow-up of the holistic RVA in the [Guide for a holistic RVA in the municipality, Chapter 4.](#)

Section 3 a) stipulates requirements that make it easier to integrate civil protection efforts into plans and processes in accordance with the Planning the Building Act. At the same time, it is not required that work in conjunction with municipal preparedness duty must be part of planning in accordance with the PBA.

#### **Long-term goals, strategies and priorities**

*Long-term goals* are developed based on the holistic RVA and should reflect how the municipality aims to work to strengthen civil protection. The long-term goals should be rooted and well-known in the municipality. The goals give the municipality something to strive for and something to evaluate the results up against.

Goal achievement and the status of measures can be assessed in conjunction with the updating of the holistic RVA (Section 6).

*Strategies* are statements of policy choices and the way the municipality will work to attain the long-term goals. The strategic choices in the area of civil protection can provide guidance for the municipality, for example in the areas of business development, land use and adaptation to climate change. The municipality follows up on strategic choices through prioritizing measures in the plan for following up civil protection efforts.

#### **Plan for follow-up of civil protection efforts**

In the follow-up plan, the municipality’s plan for strengthening civil protection on the basis of the holistic RVA is described. The plan should include long-term goals, strategies and prioritized measures. Such measures will include:

- Measures to strengthen civil protection in terms of prevention, preparedness and crisis management. The measures should support the municipality’s coordinating role, the role as local authority and the role as motivator.
- Measures that ensure systematic work in terms of revisions, updates and follow-up of findings from supervision and evaluations of exercises and events.

In chapter 4 of [the Guide to a holistic RVA in the municipality](#), there is an example of content in a follow-up plan.



The regulation does not require follow-up of findings from a holistic RVA beyond the stipulation that a follow-up plan must be made, and that a master contingency plan must exist <sup>66</sup>. However, the municipality may be responsible for following up findings from a holistic RVA through statutory requirements within other sectors of responsibility (e.g. fire, health and social and societal planning). The municipality can also, based on its own goal of strengthening civil protection, follow up findings from the holistic RVA with concrete actions. DSB anbefaler at plan for oppfølging blir et sentralt dokument i kommunens arbeid, og "navet" i det systematiske samfunns-sikkerhetsarbeidet (se kapittel 2.2).

**Integration into plans and processes according to the Planning and Building Act (PBA)**

The municipality itself determines the content of the plan pursuant to the PBA. Section 3 b) of the Regulation assigns to the municipality the duty of assessing whether findings from the holistic RVA, objectives, follow-up plans and the master contingency plan should be integrated and followed up in plans and processes pursuant to the PBA.

DSB recommends that civil protection efforts be integrated into plans pursuant to PBA. The adoption of such an approach renders civil protection efforts visible in the context of the municipality's other responsibilities. Provisions are also made to promote civil protection in plans pursuant to PBA (see PBA Section 3-1 h) in line with the municipal community's development.

Findings from the holistic RVA should also be taken into account in spatial planning, for example, through measures such as more detailed assessments in the risk and vulnerability assessment concerning plans for development (see PBA Section 4-3). Read more about this in Chapter 4 [Guide to a holistic RVA](#).

For Longyearbyen local government, integration into plans and processes is limited to an assessment of whether conditions should be integrated into land-use planning (see Svalbard Environmental Protection Act, Chapter VI).

DSB's guide "[Civil protection in municipal land-use planning](#)" provides a more detailed description of how civil protection is ensured through plans pursuant to the PBA. This aims at helping to ensure:

- The individual's safety in terms of life, health and property.
- To safeguard the community's ability to function technically, financially and institutionally, and to prevent a development that threatens key prerequisites for these.

*The municipality shall be prepared to deal with undesired events and shall prepare a master contingency plan based on the comprehensive risk and vulnerability assessment. The municipality's master contingency plan shall coordinate and integrate other contingency plans in the municipality. It shall also be coordinated with other relevant public and private crisis and contingency plans.*

*At a minimum, the contingency plan shall include:*

- a. a plan for the municipality's crisis management that provides information about who constitutes the municipality's crisis management team and their responsibilities, roles and powers, including who is authorized to convene the crisis management team.
- b. a notification list for stakeholders who have a role in the municipality's crisis management. The municipality shall inform everyone on the notification list about their role in the crisis management.
- c. a list of resources containing information about the resources the municipality itself has at its disposal and the resources that are available from other stakeholders in the event of undesired events. The municipality should, in advance, enter into agreements with relevant stakeholders concerning assistance during crises.
- d. evacuation plans and a plan for alerting the population based on the holistic risk and vulnerability analysis.
- e. a plan for crisis communication with the population, media and own employees.

*The contingency plan can be prepared as an implementation section of the municipal sector plan in accordance with the Planning and Building Act.*

<sup>66</sup> Proposition 91 L 2009 – 2010 PT. 11.4.3) "The bill does not in itself require the follow-up measures (beyond the requirement for the preparation of the overall contingency plan) if, through the risk and vulnerability analysis, defects and deficiencies are revealed in the municipality. Such measures to reduce vulnerability and enhance civil protection are subject to regulation by respective sector legislation.

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### SECTION 4. BEREDSKAPSPLAN

The article stipulates that the municipality must have a master contingency plan and a prepared crisis organization adapted to meet the municipality's civil protection challenges.

The provision elaborates on Section 15 second paragraph of the Civil Protection Act: *"The municipality shall prepare a contingency plan based on the risk and vulnerability analysis pursuant to Section 14. The master contingency plan shall contain an overview of the measures the municipality has prepared to deal with adverse events. As a minimum, the contingency plan shall include a plan for the municipality's crisis management, alert lists, a list of resources, evacuation plan and plan for providing information to the population and the media"*.

The master contingency plan must be up-to-date at all times and adapted to the municipality's challenges (Section 6). The plan shall be exercised (Section 7), and findings from evaluations of exercises and undesired events are to be followed up with necessary changes in the master contingency plan and other emergency plans (Section 8).

#### Overall contingency plan

The master contingency plan is one of the most important instruments in the municipality's follow-up of municipal preparedness duty. The plan is to help the municipality conduct its crisis management when undesired events occur.

In the regulation, the term *master* contingency plan is used. This is to distinguish it from the municipality's many service areas and the requirements made to municipal authorities to have contingency plans (see Chapter 2.3). A list of selected requirements is found in Appendix 2.

The plan should have a generic approach (all hazard approach<sup>7</sup>) so that it reflects the municipality's coordinating role and is applicable for dealing with various types of undesired events. In addition, the master contingency plan should coordinate and integrate the municipality's and other stakeholders' contingency plans.

<sup>7</sup> The generic approach/all hazard approach entails that the master contingency plan has a general design and is thus transferable from situation to situation (different types of incidents).

The master contingency plan should, as a minimum, include the plan for the municipality's crisis management (Section 4 a), an alert list (Section 4 b), an overview of resources (Section 4 c), evacuation plan (Section 4 d), plan for alerting the public based on the holistic RVA (Section 4 d) and the plan for crisis communication (Section 4 e).

In addition, the master contingency plan may contain special procedures/emergency readiness measures made on the basis of findings in the holistic RVA. Examples of such procedures/measures may include:

- Crisis management's own preparedness to respond to undesired events when they occur (such as a breakdown in electronic communications).
- Cooperation with other stakeholders when dealing with an undesired event, including collaboration with the business community on commercial preparedness.
- Procedures/emergency measures associated with other contingency plans. One example might be findings associated with emergency water supplies. The municipality as owner of the waterworks may find it most expedient to develop measures in the contingency plan pertaining to drinking water to ensure this.
- Follow-up of particularly vulnerable groups.
- Special preparedness measures for efficient handling of certain types of events to which the municipality is exposed (e.g. handling floods and power outages).

#### Coordinate and integrate other contingency plans

DSB recommends that the municipality draw up the master contingency plan in collaboration with other civil protection shareholders. In this way, overviews of plans, responsibilities, roles, and resources are established mutually. A good venue for such a partnership would be the municipal emergency council (see Chapter 2).

Figure 5 illustrates the master contingency plan and its relationship with other selected contingency plans in the municipality. The master contingency plan is not intended to be a collection or reproduction of all the individual plans, but rather provide a structure that shows the correlation between the master contingency plan and contingency plans within different service sectors.

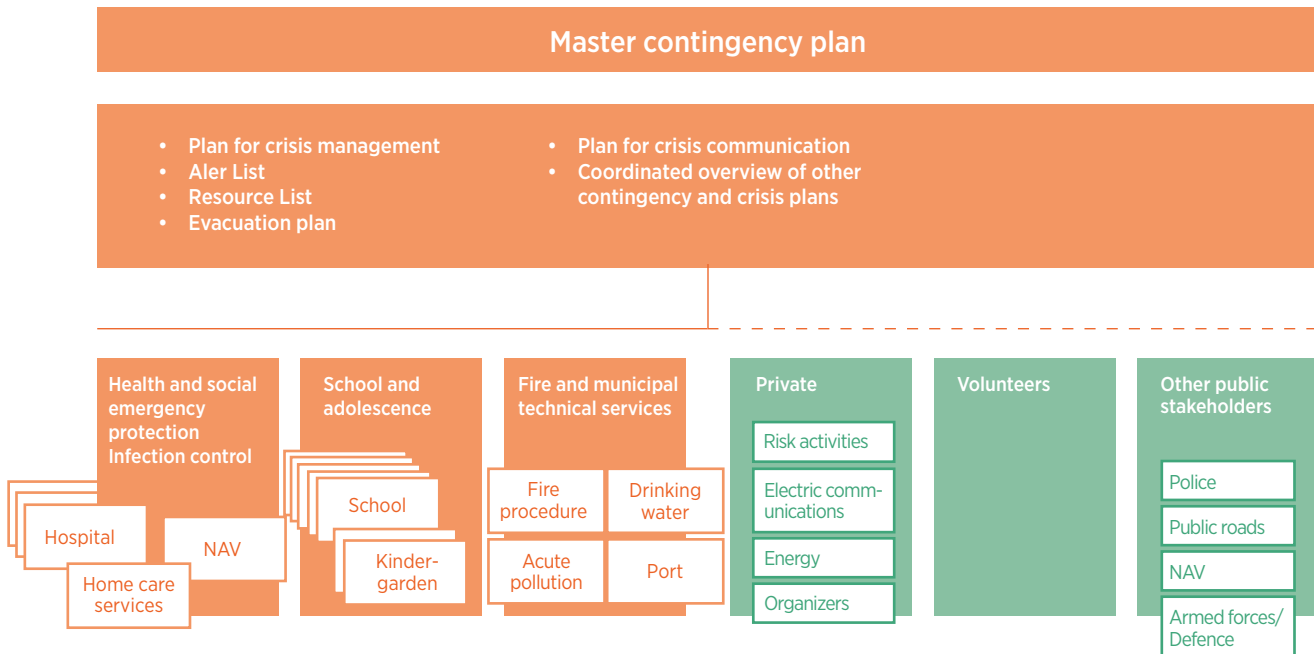


FIGURE 5. Master contingency plan and other contingency plans.

In addition to the municipality’s various contingency plans, there will also be contingency plans developed by other relevant stakeholders to be coordinated with the master contingency plan. For example, the following may have own contingency plans:

- the Police, the Public Roads Administration, the Coastal Administration, the Armed Forces, Civil Defence, upper secondary schools and university colleges, hospitals etc.
- Contingency plans for vital societal functions such as food supplies, drugs, fuel, transportation services, energy, electronic communications, etc.
- Risk businesses like major accident-prone enterprises and others who store and handle hazardous substances, dam owners, organizers of large events and the travel industry.
- Private providers in the field of training, social, health and care services.
- Voluntary organizations and others.

Several of the plans that are coordinated under the master contingency plan may require graded, classified treatment under the Norwegian Security Act.

**Minimum requirements to the master contingency plan:**

Plan for the municipality’s crisis management (§ 4 a)

The master contingency plan shall contain a plan for the municipality’s crisis management. Such a plan provides information about:

- Who constitutes the municipality’s senior management when dealing with undesired events, along with their roles and responsibilities.
- Prepared authorizations and procedures to establish and operate the crisis management team throughout the management of undesired events.

The municipality’s senior management constitute the crisis management team. In line with the responsibility and similarity principle (see Chapter 2), it is the municipality’s day-to-day leadership who constitute the municipality’s management team when dealing with undesired events. Responsibility and organization derive from the frameworks and authorizations according to the Norwegian Local Government Act Sections 6 and 23. The municipality should assess whether there is a need to ensure security clearances for key personnel on the crisis management team.

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In the plan for crisis management, it shall be stated who has the decision-making authority to convene the crisis management team.

In the plan, the allocation of roles and responsibilities should be described. Pre-prepared authorizations must exist in order to act quickly in an acute situation.

The crisis management team should have access to the necessary technical systems such as computer equipment, conferencing equipment, television, video, telephones and emergency support tools.

The municipality's crisis management team is to be regarded as a vital societal function that is to be sustained throughout any incident and duration, in peacetime, in political security crises and in armed conflict. Through the holistic RVA, the need may be detected for appropriate contingency measures to ensure that the function of crisis management is maintained. Such procedures/measures for self-preparedness may, for example, encompass adequate staffing, emergency power, alternative communication systems and premises.

### More specific information on the crisis organization

The municipality's crisis organization is basically the municipality's crisis management team. Crisis management may decide to establish a crisis organization that includes support functions in a crisis staff, emergency planning within the municipality's areas of responsibility (see Chapter 2.3) and special functions. Special functions, for example, may include:

- psychosocial crisis team,
- emergency team at individual schools, nursing homes and the like

The municipality's crisis organization



The municipality's crisis management team can be expanded with support personnel and sector professionals, depending on the nature and scope of the undesired event. In this way, the municipality can build a crisis organization tailored to its own needs.

The crisis management team should be prepared for the following:

- To quickly decide the implementation of measures within the municipality's responsibilities, such as Information to the population, the establishment of an evacuation centre and a psychosocial support team.
- Be the municipality's face to the world and ensure good communication with the population, own employees and the media (§ 4 e).
- To ensure coordination of the local management through contact with internal and external civil protection stakeholders.
- Provide sufficient resources to handle undesired events in line with agreements (§ 4 c). In special needs
  - discuss priorities and distribution of scarce resources in consultation with other civil protection stakeholders and neighbouring municipalities, when applicable.
  - Communicate any resource needs to the county governor and/or other regional civil protection stakeholders.
- If necessary, take the initiative to clarify which stakeholders are responsible for crisis management.
- Monitor the situation and maintain a dialogue with internal and civil protection stakeholders affected by the undesired event.
- Develop and disseminate an *overall situational perception* based on information from the areas of responsibility in the municipality that are affected, as well as other affected stakeholders (see Figure 6).
- Regularly orient relevant political bodies when dealing with long-term adverse events.
- Make sure that reports are sent to the county governor via the coordination channel, see "Guidelines for notification and reporting via the coordination channel".
- Ensure necessary replacements and staffing of emergency management in situations where the permanent members are absent.

It may be appropriate to establish a crisis staff to support the municipality's crisis management. With a crisis staff, emergency management will be able to benefit from key personnel, employees responsible for crisis communication and a professional and administrative support apparatus for good decision making and efficient management.

If the municipality chooses to pursue the idea that crisis management should have the support of a crisis staff, the plan for crisis management should clearly describe the tasks of the crisis management team and the tasks of the staff.

The tasks of the crisis staff might include:

- Alerting internally and externally cf. Policies and routines (§ 4 b).
- Monitoring the situation and maintaining a dialogue with internal and civil protection stakeholders affected by the undesired event.
- Developing and disseminating an overall situational perception based on information from the areas of responsibility in the municipality that are affected, as well as other affected stakeholders (see Figure 6).
- Keeping the crisis management oriented about the development of the event.
- Advising crisis management on possible action.
- Following up on the actions of the crisis management.
- Attending to tasks related to emergency communication if no emergency communication staff is established (§ 4 e).

- Serving an administrative and practical support function for crisis management.
- Providing catering and appropriate rotation of personnel in the municipality's crisis organization.
- Making log entries and situation reporting according to set guidelines and procedures, preferably by using emergency support tools.

Alert list (§ 4 b)

The master contingency plan should contain an alert list. The alert list is a list of contact information for the personnel who play a role in the municipality's crisis organization. It also contains contact information for other relevant civil protection stakeholders that the municipality will need to quickly contact in conjunction with crisis management.

It is the municipality's responsibility to ensure that all those listed in the municipality's alert list are familiar with this. They should also be familiar with their intended role in crisis management and should have received the required training (Section 7).

Resource list (Section 4 c)

The master contingency plan should contain a resource list. The resource list should provide information about the municipality's and other civil protection stakeholders' skills and resources that are potentially available for dealing with adverse events. Resource needs are often mapped through the holistic risk and vulnerability assessment. It may be useful to coordinate the resource list with the alert list (§ 4 b).



FIGURE 6. Understanding of the situation

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It is recommended that the municipality enter into agreements with relevant stakeholders for assistance if undesirable incidents should occur. The purpose of such an agreement is that the municipality can ensure that the stakeholders in question can make the necessary resources available.

The resource list should show access to resources that can help the municipality maintain its services, its own crisis organization, and protect the population. These might include resources necessary to ensure that basic needs are met, to provide care for vulnerable groups, and to receive evacuees. The resource list should not be so detailed that it will be difficult to keep updated.

When there is limited access to resources when dealing with an undesired event, the municipality can cooperate with other civil protection stakeholders in mapping needs for assistance and clarifying how resources can be acquired. Among other things, regional civil protection stakeholders such as the county governor, the Civil Defence and the business community could be tasked with supporting the municipality in such a situation.

### Evacuation plan (Section 4 d)

The master contingency plan must contain an evacuation plan. The evacuation plan shall contain prepared measures to meet the basic needs of the affected persons during adverse events.

Through the holistic RVA, the municipality will have assessed the content and scope of the evacuation plan (§ 2 f).

It is the responsibility of the police to evacuate, i.e. to decide the evacuation and to ensure that affected persons care moved to safety (see Section 27 of the Police Act). The evacuation may take place voluntarily, or as a compulsory evacuation. The municipality's mission is to care for the evacuees. The municipality may also offer catering for the persons affected by an event, even they the police have not decided to evacuate.

The police have issued a *"Guide for police management of dependents and evacuees in major events"*. In the guide, the municipality's organization and

operation of a centre for evacuated persons and next of kin is listed as an expectation:

- The municipality shall have procedures for establishing a centre for evacuated persons and next of kin along with an operations apparatus.

In this conjunction, the municipality can cooperate with non-governmental organizations, religious and faith communities as well as with the business community.

- Relevant tasks are:
  - To make available necessary venues, personnel, materials and security.
  - To offer catering to evacuees, affected persons and next of kin.
  - To ensure the availability of healthcare personnel.
  - To offer psychosocial care, conversations and support to those involved.
  - To offer interpreting services, where applicable.
  - To make means of transport and communications available when needed.
  - To maintain contact with the municipality's crisis management.
- Description of responsibilities and procedures for updating, exercises and the like in line with master contingency plan requirements.

This should be incorporated into the municipality's evacuation plan.

The requirement for an evacuation plan must be seen in conjunction with the demands of the municipality's emergency planning pursuant to Section 16 of the Social Services Act and tasks to assist evacuation in the event of nuclear accidents (The Radiation Protection Act). When a threat of war is immanent, the municipality may have to assume more comprehensive tasks, if for example, it is assigned the status of receiving municipality for evacuees from war zones. In such a situation, the Civil Defence may conduct the evacuation under authorization from the Government (Section 17 Civil Protection Act).

### Plan for alerting the population based on the holistic RVA (Section 4 d)

The requirement entails following up on any need for population alerts identified through the holistic RVA, and that is not being attended to through existing arrangements<sup>8</sup> (Section 2 f).

The municipality shall consider and, optionally, decide (Sections 2 f) and 3) to establish a plan for alerting the population. Alerting the population involves using established infrastructures to quickly notify all or the part of the population that is, or may be, affected by an undesired event.

As a general rule, it is *the police* who initiate population alerts. This is done by means of broadcasts on NRK P1, via the Civil Defence Hurricane warning system, national warning system for mass dispatch of text messaging (Cell Broadcast) and/or via the Norwegian Water Resources and Energy Directorate (NVE) mountain avalanche warning system.

If the municipality chooses to establish a separate population warning system, a population warning plan should include:

- A description of roles, responsibilities, implementation routines.
- Plans for exercises.
- Agreements for alerting the population.
- Coverage levels and limitations of the warning system.

#### Plan for krisekommunikasjon (§ 4 e)

The plan for crisis communication is a crisis management tool for communication with the population, media and own employees during undesired events. In the plan, there should be procedures for cooperating with other civil protection stakeholders so that crisis communication from the municipality is *perceived as being as coordinated and holistic* as possible.

The plan for crisis communication should describe the distribution of roles and responsibilities, facilities and procedures for the municipality's work with crisis communication. It is important to plan for appropriate rotation of personnel during lengthy events.

DSB has issued a "*Guide for crisis communication*". The guide is aimed at several target groups and is a good starting point for the municipality's work on the plan for crisis communication.

If, on the basis of the holistic RVA, the municipality has decided particular actions in crisis communication, this must be stated in the crisis communication plan. This might be, for example, information in several different languages and information about emergency preparedness at home (the population's own readiness).

#### **Master contingency plan as the action part to the municipality's sector plan**

The master contingency plan can be a self-contained document, but can also be integrated into plans and processes pursuant to the PBA. This is on a par with findings from the holistic RVA, long-term goals and plan for follow-up of civil protection work (Section 3).

If the municipality chooses to make a master contingency plan the action part of a municipal plan, this also regulates at what level the municipality is to make simple decisions. It entails that the municipal council will adopt the plan (see PBA Section 11-15). In this thus the municipal council which will also decide who should be part of the municipality's crisis management, and delegate responsibilities, roles and powers (see the Local Government Act Section 6).

#### **SECTION 5. INTER-MUNICIPAL COOPERATION**

*Where practical, cooperation should be established between municipalities on local and regional solutions to preventive and contingency-related tasks with the aim of achieving the best possible utilization of overall resources. Each municipality shall have its own contingency plan and holistic risk and vulnerability assessment in accordance with the regulation.*

Challenges in terms of civil protection do not necessarily conform to local municipal borders (§ 2 b). To cooperate regarding such challenges, and at the same time to be able to benefit from larger and more robust professional environments, cooperation is strongly encouraged to solve civil protection tasks. The provision is a follow-up of Sections 14 and 15 of the Civil Protection Act and the preparatory work<sup>9</sup> of

<sup>8</sup> The requirement of the municipality for a plan for alerting the population does not have a legal basis under Sections 14 and 15 of the Civil Protection Act, but does have one in the regulation.

<sup>9</sup> Proposition 91 IN 2009–2010.

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the statute, where cooperation between the municipalities is recommended.

At the outset, this article does not apply to Svalbard, but DSB encourages cooperation between the Svalbard local council and municipalities on the mainland.

This provision describes potential cooperation in the holistic RVA and the master contingency plan. For example, when:

- The municipalities have virtually equal risk and vulnerability scenarios.
- Potential adverse events are not limited to a municipality (such as failure of vital societal functions).
- The municipalities already cooperate on key emergency planning tasks and resources, and further cooperation can contribute to better utilization of resources.

Examples of areas where municipalities can cooperate include:

- A joint process for implementing the holistic RVA. Neighbouring municipalities often face the same challenges, and an event in one municipality may have consequences for another. It will often be the case that several municipalities wish to invite the same external stakeholders into the assessment process, and that collaboration in the preparation of the assessment will result in a more efficient use of resources.
- Cooperation on various types of measures to reduce common risks and vulnerabilities.
- Cooperation to develop both subject-specific contingency plans and the master contingency plan.
- Cooperation to practise the master contingency plan.

Both in the work of the holistic RVA, the master contingency plan and sector-specific contingency plans, one will encounter issues and challenges that extend across individual municipal borders.

When municipalities choose to cooperate, it is important that each municipality participates and ensures that the process is adequately rooted in its own municipality (Sections 2 and 4).

### **Own municipal emergency planning and holistic risk and vulnerability assessment**

Each municipality will have independent documents for the holistic RVA and master contingency plan. The documents must meet statutory and regulatory requirements. DSBs *Guide to a holistic RVA* describes this in more detail.

## SECTION 6. UPDATING/REVISING

*The risk and vulnerability assessment is to be updated concurrently with the revision of council sub-plans, cf. Act of 27 June 2008 No. 71 on Processing of Planning and Building applications (Planning and Building Act) Section 11-4 first paragraph and, incidentally, for changes in the risk and vulnerability scenario.*

*The municipality's contingency plan is to be updated at all times, and is revised once a year at a minimum. The plan shall state who is responsible for updating the plan and when the plan was last updated.*

The provision elaborates on Section 14 third paragraph of the Civil Protection Act stating that the "Risk and vulnerability assessment is to be updated concurrently with the revision of council sub-plans, cf. Act of 27 June 2008 No. 71 on the planning and processing of building applications (Planning and Building Act) Section 11-4 first paragraph, and otherwise upon changes in the risk and vulnerability scenario", and Section 15 third stating that "The contingency plan should be updated and revised at least once per year. The municipality shall ensure that the plan is regularly practised".

There are requirements that both the holistic RVA and the master contingency plan must be quality assured, updated and revised as part of the systematic civil protection effort (Chapter 2.2). Requirements for routine updating and maintenance may be included in the follow-up plan, or as separate procedures in the holistic RVA and the master contingency plan respectively. See, in addition, the mention of the requirements for updating and development under Sections 2, 3 and 4.

Requirements for updating the holistic RVA are given in Section 14 of the Civil Protection Act. This requirement also requires auditing of long-term objectives, strategies, priorities and the follow-up plan (§ 3).



See for more detailed description of this in [the Guide to a holistic RVA](#).

**The holistic RVA must be updated:**

- When the risk and vulnerability scenario changes. The updating of the holistic RVA is important so that the municipality has a plan basis for civil protection work that is in line with developments.
- In the preparatory works of the Civil Protection<sup>10</sup> Act, the threshold for changes in the risk and vulnerability scenario has been lowered. Examples include the establishment of reception centres for asylum seekers or industrial enterprises in which hazardous substances are handled.
- Concurrently with the revision of municipal sub-plans. This entails that the municipality, every four years in conjunction with the new municipal plan strategy, must consider the planning needs for the period (see PBA Sections 11-4, 10-1). In this context, it is assessed whether the holistic RVA also needs to be revised.
- When evaluations of exercises and undesired events provide grounds for making necessary changes in the holistic RVA (Section 8).
- If supervisory inspections (Section 10), self-monitoring and performance auditing (Local Government Act) reveals that the holistic RVA is not in compliance with statutory requirements.

An updated holistic RVA must be rooted in the municipal council (Section 2). An up-to-date holistic RVA also leads to the need for revision of long-term goals and the follow-up plan for civil protection efforts (Section 3 and Civil Protection Act Section 14).

The following requirements are in force for auditing and updating **the master contingency plan**:

- It must be *up-to-date* at all times. It should clearly state who is responsible for updating the plan, the frequency updates are to be carried out and when the plan was last updated (Section 6).
- It is *to be revised at least annually* (Section 6). Revision of the master contingency plan means an annual review and changes with subsequent updating and processing by the municipality's senior management.
- In the event of *changes in the plan basis through the holistic RVA and follow-up plan* (Sections 4 and 6),

the master contingency plan must be updated.

- When *evaluations of exercises and undesired events* provide grounds for making necessary changes, the master contingency plan must be updated (Section 8).
- If the master contingency plan is adopted as the action part of the municipal sub-plan, it shall comply with the provisions of Section 11-4 relating to annual revision (Section 4, PBA).
- If supervisory inspections (Section 10), self-monitoring and performance auditing (Local Government Act) reveals that the master contingency plan is not in compliance with statutory requirements.

**SECTION 7. EXERCISES AND TRAINING**

*The municipality's preparedness plan shall be exercised every other year. The scenarios for the exercises should be taken from the municipality's comprehensive risk and vulnerability analysis. The municipality shall hold exercises together with other municipalities and relevant stakeholders where the chosen scenario and form of exercise render this expedient. The municipality shall have a training system that ensures that everyone with an intended role in the municipality's crisis management possesses sufficient qualifications.*

The provision specifies Section 15 third paragraph of the Civil Protection Act, which states that the "Contingency plan shall be updated and revised at least once a year. The municipality shall ensure that the plan is regularly practised".

The provision shall ensure that the municipality's crisis management is poised to fulfil its duties in dealing with adverse events (Section 4). Through exercises, the municipality can test and further develop its contingency plans and crisis management organization, provide training to those involved in the municipality's crisis organization and discover the strengths and weaknesses of its civil protection efforts.

DSB has created a "[Guide in planning, implementation and evaluation of exercises](#)". The guide consists of a basic book and several methods booklets. Various exercises are presented, along with the practice forms that are appropriate to use and when to use

<sup>10</sup> Proposition 91 IN 2009–2010.

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them. The guide is based on large-scale exercises for large organizations with access to many resources. The municipality can adopt the process the guide describes, but take a practical approach so as to adapt the exercise to the municipality's needs and to the resources available.

Veilederen tar utgangspunkt i store øvelser for store virksomheter med tilgang på mye ressurser. Kommunen kan ta utgangspunkt i den prosessen veilederen beskriver, men ha en praktisk tilnærming til å tilpasse øvelsen til kommunens behov og tilgjengelige ressurser.

The municipalities should plan, implement and evaluate exercises in collaboration with internal and external stakeholders. Important exercise items might include:

- Clarifying roles and responsibilities—both within the municipality's own organization, between the municipality and external stakeholders and between the external actors.
- Establish an understanding of the situation
- Distribute resources across stakeholders to properly represent the population.
- Crisis communication

### **The master contingency plan is to be practised every second year**

The master contingency plan should be practised in order to achieve learning, understanding and development. This entails that the crisis management team and all or parts of the municipality's other emergency organization (Section 4) practise the plan together, preferably with external stakeholders as well.

It is required that the master contingency plan be practised a minimum of every second year. This is to ensure the continuity and maintenance of the municipality's emergency preparedness. The requirement regarding frequency relates to participation in the exercise, not to the municipality itself arranging the practice event. The minimum requirement does not, of course, preclude the municipality from practising more frequently.

### **Scenarios**

The scenarios for the exercises should be taken from the municipality's holistic risk and vulnerability assessment. Scenario in this context refers to identifying potential adverse events (Section 2) and the course of these events<sup>11</sup> as described in the municipality's holistic RVA. In the follow-up plan (Section 3), reference can be made to a practice plan that specifies the possible undesired events for which exercise scenarios will be developed, when the exercises should be carried out and who will participate in the exercise.

The regulation does not regulate the choice of exercise form to be used. The practice form should be chosen based on practice goals, resources, and whether it is an exercise that involves only crisis management, or if there is a need to involve stakeholders other than those in the municipality in the practice.

### **Training system**

The regulations require the municipality to have a training system. The reason for this is that employees who are intended for a role in the municipality's crisis management will receive sufficient training to enable them to properly fulfil the assigned role.

The alert list (Section 4 b) can be used as an overview of the personnel who are part of the training system. Training is provided primarily in conjunction with exercises, but it may also be provided in the form of internal education. The municipality must document its training system. This can be done, for example, through the follow-up plan and/or in the municipality's competence plan.

External civil protection stakeholders are responsible for training their own personnel.

## SECTION 8. EVALUATION AFTER EXERCISES AND UNDESIRED EVENTS

*The municipality shall evaluate its crisis response following any exercises and adverse events. Where the evaluation provides grounds for such, the necessary changes shall be made to the risk and vulnerability assessment and contingency plans.*

<sup>11</sup> See the assessment form in the Guide for a holistic RVA.

The provision specifies Section 14 third paragraph of the Civil Protection Act stating that the *“Risk and vulnerability assessment is to be updated concurrently with the revision of council sub-plans, cf. Act of 27 June 2008 No. 71 on the planning and processing of building applications (Planning and Building Act) Section 11-4 first paragraph, and otherwise upon changes in the risk and vulnerability scenario”, and Section 15 third stating that “The contingency plan should be updated and revised at least once per year. The municipality shall ensure that the plan is regularly practised”.*

The provision is formulated to clarify that experiences and learning through exercises and adverse events are important to further develop the civil protection efforts. Evaluation and learning are also important elements of the municipality’s holistic and systematic work on civil protection (see Chapter 2.2).

The municipality can create a general procedure for evaluating events and exercises, see proposals in Appendix 4. This proposal may be a starting point for further elaboration based on the municipality’s needs. In order to measure development in the civil protection work, the municipality can also systemize knowledge and input regarding improvements from evaluations over time.

In line with the county governor’s civil protection instructions<sup>12</sup>, the county governor and the district governor of Svalbard can also take the initiative to evaluate following exercises and adverse events to ensure learning and further development of civil protection work.

The evaluation of an exercise should be attended to already during the planning phase of the exercise. The goals of the exercise must be formulated such that it is possible to assess goal achievement in retrospect. Evaluation criteria should be created based on the purpose and goals of the exercise.

For larger exercises, it will be advantageous if the municipality appoints its own people to conduct the evaluation work. The person assigned to evaluate the exercise should work with those who plan the

exercise, so that there is a correlation between exercise goals and the evaluation criteria.

It is recommended that those who have participated in the exercise assemble to review first impressions immediately following completion of the exercise. The goal is to obtain the participants’ immediate perceptions of the exercise. Their experiences will be helpful in working with the evaluation report.

For more details on how exercises can be evaluated, refer to the DSB’s *“Guide for planning, implementation and evaluation of exercises”*.

After undesired events for which the municipality has established a crisis management team, the municipality should evaluate crisis management. Evaluation of events is necessarily a somewhat different process than that of evaluating exercises. If you evaluate more stakeholders than yourself, we recommend that all stakeholders be included in the evaluation.

Evaluations of both exercises and events should focus on the following:

- In which phases of the overall civil protection work it is relevant to make improvements (See Figure 3).
- Specific measures for improvements in
  - holistic RVA
  - plan for follow-up of civil protection efforts, including preventative measures
  - master contingency plan and other contingency plans in the municipality
- Who is responsible for following up the input for improvements.

Often the municipality itself will be responsible for the follow-up of the evaluation. Where the improvement input applies to other stakeholders involved, the municipality, through its role as facilitator, should inform the external participants of the findings from the evaluation. The municipality should also have procedures for the way the evaluations are processed in the council’s management.

If the evaluation of exercises and adverse events reveals weaknesses in the holistic RVA and contingency plans (both in the master contingency plan,

<sup>12</sup> Instructions dated 19 June 2015 for the county governor and Svalbard district governor’s work with civil protection, emergency planning and crisis management.

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along with any procedures, and in other contingency plans), changes should be made in the plans.

Evaluations of exercises and adverse events may also reveal new challenges. In such cases, the municipality must consider whether these constitute major changes in the risk and vulnerability scenario so that the holistic RVA must be revised (section 6), or whether it is sufficient to make adjustments in the assessment and in the follow-up plan.

### SECTION 9. DOCUMENTATION

*The municipality shall be able to document in writing that the requirements of the regulations have been met.*

It is required that the municipality is able to document in writing that the requirements in the regulations have been met. This entails that the municipality must be able to document how the various municipal policy instruments in the preparedness duty (the holistic RVA, follow-up plan, master contingency plan, exercises, training system and evaluations, etc.) are followed up. The municipality must also be able to document how the policy instruments are updated and further developed.

This is an important provision that provides the foundation for the municipality's systematic work, self-monitoring and administrative auditing. In addition, the provision ensures that the municipality documents its compliance with the municipal preparedness duty. This in turn forms the basis for the county governor's supervision.

### SECTION 10. SUPERVISORY AUTHORITY

*Fylkesmannen fører tilsyn med lovligheten av kommunens oppfyllelse av plikter etter denne forskriften. Tilsynet skal følge bestemmelser i kapittel 10A i lov 25. september 1992 nr. 107 om kommuner og fylkeskommuner (kommuneloven).*

The provision assigns supervisory authority to the county governor. It specifies the requirements of the Civil Protection Act Section 29, third paragraph, which states that "For supervision of the legality of the municipality's fulfilment of duties under

Sections 12, 13, 14, 15, 20 and 21, Chapter 10 A in the Act of 25 September 1992 No. 107 relating to municipalities and county administrations (Local Government Act) shall apply".

The county governor and district governor of Svalbard will follow the municipalities' compliance with the provisions on the municipal preparedness duty. This is done among other things through supervision.

Supervision is to be in accordance with the provisions of Chapter 10 A. DSB has created a separate [Guide for the county governors and Svalbard district governor's supervision of municipal preparedness duty.](#)

The county governor has also been invested with supervisory authority pursuant to the Business and Industry Preparedness Act. This involves investigating whether the municipality follows up its duty to assist business and industry in planning, preparing and implementing business preparedness tasks through compliance with Section 15 of the Civil Protection Act.

The municipalities must follow up findings from the governor's supervision so that civil protection efforts are in compliance with statutes and regulations and are adapted to the local community.



## APPENDIX 1: MUNICIPAL PREPAREDNESS DUTY IN STATUTES AND REGULATIONS

| CIVIL PROTECTION ACT (SECTIONS 2, 14, 15 AND 29)  | REGULATIONS RELATING TO MUNICIPAL PREPAREDNESS DUTY   | REGULATION RELATING TO THE APPLICATION OF THE CIVIL PROTECTION ACT IN SVALBARD AND ON PREPAREDNESS DUTY FOR LONGYEARBYEN LOCAL GOVERNMENT  |
|---|---|--|
| <p>SECTION 2 The local ambit of the law For Svalbard, Jan Mayen and dependent territories applies to the extent and with the local adaptations decided by the Crown.</p> <p><i>The law does not apply to activities in marine areas in connection with investigations for, extraction and exploitation of natural deposits on the seabed or its underground in internal Norwegian waters, the Norwegian territorial waters and the part of the continental shelf that is subject to Norwegian dominion.</i></p> |   | <p><b>SECTION 1 Application of the Civil Protection Act for Svalbard</b></p> <p><i>The Act of 25 June 2010 No. 45 relating to Municipal Emergency Preparedness Duty, Civil Protection Measures and the Civil Defence, Sections 14, 15 and 29, apply for Svalbard. The municipality's duties under Sections 14 and 15 of Longyearbyen are incumbent on Svalbard local government. The reference in Section 14 second paragraph to the Plan and Building Act shall be understood as referring to the Svalbard Environmental Protection Act as set forth in the regulations herein. The duty of section 14 third paragraph on the updating of the risk and vulnerability assessment concurrently with the revision of municipal sub-plans under Section 11-4 first paragraph of the Planning and Building Act is not applicable to Longyearbyen local government.</i></p> |
|   | <p><b>SECTION 1 Purpose</b></p> <p><i>The regulation shall ensure that the municipality safeguards the general public's safety and security. The municipality shall work systematically and comprehensively on civil protection work across sectors in the municipality, with a view to mitigating the risk for the loss of life, or damage or injury to health, the environment and material assets.</i></p> <p><i>The duty covers the municipality's role as the authority within its geographic area, as a centre of operations and as a driving force in terms of other stakeholders.</i></p> | <p><b>SECTION 2 Purpose</b></p> <p><i>The regulation shall ensure that the municipality safeguards the general public's safety and security. Longyearbyen local government shall work systematically and comprehensively on civil protection across municipal sectors, with a view to mitigating the risk for the loss of life, or injury or damage to health, the environment and material assets.</i></p> <p><i>The duty covers Longyearbyen local government's role as the authority within its geographic area, cf. Section 33 of the Svalbard Act, as a centre of operations and as a driving force in terms of other stakeholders.</i></p>   |

| CIVIL PROTECTION ACT<br>(SECTIONS 2, 14, 15 AND 29)  | REGULATIONS RELATING TO<br>MUNICIPAL PREPAREDNESS<br>DUTY  | REGULATION RELATING TO THE<br>APPLICATION OF THE CIVIL<br>PROTECTION ACT IN SVALBARD<br>AND ON PREPAREDNESS DUTY<br>FOR LONGYEARBYEN LOCAL<br>GOVERNMENT   |
|--|--|--|
| <p>Section 14. Municipal preparedness duty – risk and vulnerability assessment</p> <p><b><i>The municipality is required to map the undesired events that may occur in the municipality, assess the probability of these events occurring and how their possible occurrence may affect the municipality. The results of this work must be assessed and collated in a holistic risk and vulnerability assessment. The risk and vulnerability assessment shall be applied to the municipality's work on civil protection and emergency planning, including the preparation of plans pursuant to Act of 27 June 2008 No. 71 relating to planning and the processing of building applications (the Planning and Building Act). The risk and vulnerability assessment is to be updated concurrently with the revision of council sub-plans, cf. Act of 27 June 2008 No. 71 on Processing of Planning and Building applications (Planning and Building Act) Section 11-4 first paragraph and, incidentally, for changes in the risk and vulnerability scenario. The Ministry may issue regulations with further provisions on the implementation of the risk and vulnerability assessment.</i></b></p> | <p><b>SECTION 2 HOLISTIC RISK AND VULNERABILITY ASSESSMENT</b></p> <p><i>The municipality shall conduct a holistic risk and vulnerability assessment, including mapping, systematizing and assessing the probability of adverse events that may occur in the municipality, and how these can affect the municipality.</i></p> <p><i>The holistic risk and vulnerability assessment shall be rooted in the municipal council.</i></p> <p><i>At a minimum, the assessment shall include:</i></p> <ul style="list-style-type: none"> <li><i>a. existing and future risk and vulnerability factors in the municipality.</i></li> <li><i>b. Risk and vulnerability outside the municipality's geographic area that may affect the municipality.</i></li> <li><i>c. how different risk and vulnerability factors can affect each other.</i></li> <li><i>d. special challenges related to critical societal functions and the loss of critical infrastructure</i></li> <li><i>e. the municipality's ability to maintain its operations when exposed to an adverse event and the ability to resume its operations after the event has occurred.</i></li> <li><i>f. the need to alert the population and evacuation.</i></li> </ul> <p><i>The municipality shall ensure that relevant public and private stakeholders are invited to work on the preparation of the risk and vulnerability assessment.</i></p> <p><i>Where there is a need for further analyses of details, the municipality shall undertake further analyses or encourage other relevant stakeholders to implement them. The municipality shall encourage relevant stakeholders to implement preventive and mitigating measures.</i></p> | <p><b>SECTION 3 Holistic risk and vulnerability assessment</b></p> <p><i>Longyearbyen local government shall conduct a holistic risk and vulnerability assessment, including mapping, systematizing and assessing the probability of adverse events that may occur in the Longyearbyen land-use plan area and how these can affect the plan area and Longyearbyen local government.</i></p> <p><i>The holistic risk and vulnerability assessment shall be rooted in the local government.</i></p> <p><i>At a minimum, the assessment shall include:</i></p> <ul style="list-style-type: none"> <li><i>a. existing and future risk and vulnerability factors in Longyearbyen land-use area.</i></li> <li><i>b. risks and vulnerabilities outside the Longyearbyen land-use plan area which may have an impact on the Longyearbyen land-use plan area or Longyearbyen local government.</i></li> <li><i>c. how various risk and vulnerability Factors may affect each other.</i></li> <li><i>d. special challenges related to critical societal functions and the loss of critical infrastructure</i></li> <li><i>e. Longyearbyen local government's ability to maintain its operations when exposed to an adverse event and its ability to resume operations after the event has occurred</i></li> <li><i>f. the need to alert the population and evacuation.</i></li> </ul> <p><i>Longyearbyen local government shall ensure that relevant public and private stakeholders are invited to work on the preparation of the risk and vulnerability assessment.</i></p> <p><i>Where there is a need for further analyses of details, Longyearbyen local government shall undertake further analyses or encourage other relevant stakeholders to implement them. Longyearbyen local government shall encourage relevant stakeholders to implement preventive and mitigating measures.</i></p> |

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| <p><b>CIVIL PROTECTION ACT<br/>(SECTIONS 2, 14, 15 AND<br/>29)</b></p> | <p><b>REGULATIONS RELATING TO MUNICIPAL<br/>PREPAREDNESS DUTY</b></p>  | <p><b>REGULATION RELATING TO THE<br/>APPLICATION OF THE CIVIL<br/>PROTECTION ACT IN SVALBARD<br/>AND ON PREPAREDNESS DUTY<br/>FOR LONGYEARBYEN LOCAL<br/>GOVERNMENT</b></p>  |
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|  | <p><b>SECTION 3 Holistic and systematic civil protection and emergency planning efforts</b></p> <p><i>Based on the holistic risk and vulnerability assessment, the municipality shall:</i></p> <ul style="list-style-type: none"> <li>a. formulate long-term goals, strategies and priorities, and a plan for following up civil protection and emergency planning work.</li> <li>b. consider conditions that should be integrated into plans and processes in compliance with the Act of 27 June 2008 No. 71 relating to planning and the processing of building applications (the Planning and Building Act).</li> </ul> | <p><b>SECTION 4 Holistic and systematic civil protection and emergency planning efforts</b></p> <p><i>Based on the holistic risk and vulnerability assessment, Longyearbyen local government shall:</i></p> <ul style="list-style-type: none"> <li>a. formulate long-term goals, strategies and priorities, and a plan for following up civil protection and emergency planning work.</li> <li>b. consider factors that should be integrated into plans and processes in compliance with the Svalbard Environmental Protection Act Chapter VI</li> </ul> |
|  | <p><b>SECTION 5 Cooperation between municipalities</b></p> <p><i>Where practical, cooperation should be established between municipalities on local and regional solutions to preventive and contingency plan-related tasks with the aim of achieving the best possible utilization of overall resources. Each municipality shall have its own contingency plan and holistic risk and vulnerability assessment in accordance with the regulation.</i></p>  |  |
|  | <p><b>SECTION 6 Updating/revision</b></p> <p><i>The risk and vulnerability assessment is to be updated concurrently with the revision of council sub-plans, cf. Act of 27 June 2008 No. 71 on Processing of Planning and Building applications (Planning and Building Act) Section 11-4 first paragraph and, incidentally, for changes in the risk and vulnerability scenario.</i></p> <p><i>The municipality's contingency plan is to be updated at all times, and is revised once a year at a minimum. The plan shall state who is responsible for updating the plan and when the plan was last updated.</i></p>         | <p><b>SECTION 6 Updating/revision</b></p> <p><i>Longyearbyen local government's risk and vulnerability assessment is to be updated at least every four years and otherwise in the event of changes in the risk and vulnerability scenario.</i></p> <p><i>The municipality's contingency plan is to be up-to-date at all times, and is revised once a year as a minimum. The plan shall state who is responsible for updating the plan and when the plan was last updated.</i></p>  |
|  | <p><b>SECTION 8 Evaluation after exercises and undesired events</b></p> <p><i>The municipality shall evaluate its crisis response following any exercises and adverse events. Where the evaluation provides grounds for such, the necessary changes shall be made to the risk and vulnerability analysis and contingency plans.</i></p>  | <p><b>SECTION 8 Evaluation after exercises and undesired events</b></p> <p><i>The municipality shall evaluate its crisis management following any exercises and adverse events. Where the evaluation provides grounds for such, the necessary changes shall be made to the risk and vulnerability assessment and contingency plans.</i></p>  |



| CIVIL PROTECTION ACT<br>(SECTIONS 2, 14, 15 AND 29)   | REGULATIONS RELATING TO<br>MUNICIPAL PREPAREDNESS DUTY   | REGULATION RELATING TO THE<br>APPLICATION OF THE CIVIL<br>PROTECTION ACT IN SVALBARD<br>AND ON PREPAREDNESS DUTY<br>FOR LONGYEARBYEN LOCAL<br>GOVERNMENT  |
|---|--|---|
|   | <p><b>SECTION 9 Documentation</b><br/> <i>The municipality must be able to document in writing that the requirements in the regulation have been fulfilled.</i></p>  | <p><b>SECTION 9 Documentation</b><br/> <i>Longyearbyen local government must be able to document in writing that the requirements in the regulation have been fulfilled.</i></p>  |
| <p><b>Section 15. Municipal preparedness duty – contingency plan for the municipality</b><br/> <i>The municipality shall prepare a contingency plan based on the risk and vulnerability analysis pursuant to Section 14.</i></p> <p><i>The master contingency plan shall contain an overview of the measures the municipality has prepared to deal with adverse events.</i></p> <p><i>As a minimum, the contingency plan shall include a plan for the municipality's crisis management, alert lists, resource overview, evacuation plan and plan for providing information to the population and media.</i></p> <p><i>The contingency plan shall be updated and revised at least once a year. The municipality shall ensure that the plan is regularly practised.</i></p> <p><i>The Ministry may issue regulations with further provisions on the contents of the contingency plan and other requirements under this provision.</i></p> | <p><b>SECTION 4 Contingency plan</b><br/> <i>The municipality shall be prepared to deal with undesired events and shall prepare a master contingency plan based on the comprehensive risk and vulnerability assessment. The municipality's master contingency plan shall coordinate and integrate other contingency plans in the municipality. It shall also be coordinated with other relevant public and private crisis and contingency plans.</i></p> <p><i>At a minimum, the contingency plan shall include:</i></p> <ul style="list-style-type: none"> <li>a. <i>plan for the municipality's crisis management that provides information about who constitutes the municipality's crisis management team and their responsibilities, roles and powers, including who is authorized to convene the crisis management team.</i></li> <li>b. <i>a alert list for stakeholders who have a role in the municipality's crisis management. The municipality shall inform everyone on the alert list about their role in the crisis management.</i></li> <li>c. <i>A resource list containing information about the resources the municipality has at its disposal and the resources that are available at other stakeholders in the event of adverse events. The municipality should enter into advance agreements with relevant stakeholders concerning assistance during crises.</i></li> <li>d. <i>evacuation plans and plan for alerting the population based on the comprehensive risk and vulnerability analysis.</i></li> <li>e. <i>plan for crisis communication with the population, media and own employees.</i></li> </ul> <p><i>The contingency plan can be prepared as an implementation section of the municipal sector plan in accordance with the Planning and Building Act.</i></p> | <p><b>Section 5 Contingency plan</b><br/> <i>Longyearbyen local government shall be prepared to deal with undesired events and shall prepare a master contingency plan based on the holistic risk and vulnerability assessment.</i><br/> <i>Longyearbyen Local government's master contingency plan must be coordinated and integrated with other contingency plans for the plan area. It shall also be coordinated with other relevant public and private crisis and contingency plans.</i></p> <p><i>At a minimum, the contingency plan shall include:</i></p> <ul style="list-style-type: none"> <li>a. <i>a plan for the Longyearbyen local government's crisis management that provides information about who constitutes Longyearbyen local government's crisis management team and their responsibilities, roles and authorizations, including who is authorized to convene the crisis management team.</i></li> <li>b. <i>an alert list for stakeholders who have a role in the municipality's crisis management. Longyearbyen local government shall inform everyone on the alert list about their role in the crisis management.</i></li> <li>c. <i>a list of resources containing information about the resources Longyearbyen local government itself has at its disposal and the resources that are available from other stakeholders in the event of undesired events. Longyearbyen local government should, in advance, enter into agreements with relevant stakeholders concerning assistance during crises.</i></li> </ul> |

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| CIVIL PROTECTION ACT<br>(SECTIONS 2, 14, 15 AND 29) | REGULATIONS RELATING TO<br>MUNICIPAL PREPAREDNESS DUTY   | REGULATION RELATING TO THE<br>APPLICATION OF THE CIVIL<br>PROTECTION ACT IN SVALBARD<br>AND ON PREPAREDNESS DUTY<br>FOR LONGYEARBYEN LOCAL<br>GOVERNMENT  |
|---|--|---|
|   | <p><b>SECTION 5 Cooperation between municipalities</b><br/>Where practicable, cooperation should be established between municipalities on local and regional solutions to preventive and contingency plan-related tasks with the aim of achieving the best possible utilization of overall resources. Each municipality shall have its own contingency plan and holistic risk and vulnerability assessment in accordance with the regulation.</p>  | <p>a. evacuation plans and plan for alerting the population based on the comprehensive risk and vulnerability analysis.<br/>b. a plan for crisis communication with the population, media and own employees.</p>  |
|   | <p><b>SECTION 6 Updating/revision</b><br/>The risk and vulnerability assessment is to be updated concurrently with the revision of council sub-plans, cf. Act of 27 June 2008 No. 71 on Processing of Planning and Building applications (Planning and Building Act) Section 11-4 first paragraph and otherwise in the event of changes in the risk and vulnerability scenario.</p> <p>The municipality's contingency plan is to be updated at all times, and is revised once a year as a minimum. The plan shall state who is responsible for updating the plan and when the plan was last updated.</p> | <p><b>SECTION 6 Updating/revision</b><br/>Longyearbyen local government's risk and vulnerability assessment is to be updated at least every four years and otherwise in the event of changes in the risk and vulnerability scenario.</p> <p>The municipality's contingency plan is to be up-to-date at all times, and is revised once a year as a minimum. The plan shall state who is responsible for updating the plan and when the plan was last updated.</p>  |
|   | <p><b>§ 7 Øvelser og opplæring</b><br/>Kommunens beredskapsplan skal øves hvert annet år. Scenarioene for øvelsene bør hentes fra kommunens helhetlige risiko- og sårbarhetsanalyse. Kommunen skal øve sammen med andre kommuner og relevante aktører der valgt scenario og øvingsform gjør dette hensiktsmessig.</p> <p>Kommunen skal ha et system for opplæring som sikrer at alle som er tiltenkt en rolle i kommunens krisehåndtering har tilstrekkelige kvalifikasjoner.</p>  | <p><b>SECTION 7 Exercises and training</b><br/>The municipality's contingency plan must be practised every other year. The scenarios for the exercises should be taken from the municipality's comprehensive risk and vulnerability assessment. Longyearbyen local government shall hold exercises together with other municipalities and relevant stakeholders where the chosen scenario and form of exercise render this expedient.</p> <p>Longyearbyen local government shall have a training system that ensures that everyone with an intended role in the municipality's crisis management possesses sufficient qualifications.</p> |
|   | <p><b>SECTION 8 Evaluation after exercises and undesired events</b><br/>The municipality shall evaluate its crisis response following any exercises and adverse events. Where the evaluation provides grounds for such, the necessary changes shall be made to the risk and vulnerability assessment and contingency plans.</p>  | <p><b>SECTION 8 Evaluation after exercises and undesired events</b><br/>Longyearbyen local government shall evaluate its crisis management following any exercises and adverse events. Where the evaluation provides grounds for such, the necessary changes shall be made to the risk and vulnerability assessment and contingency plans.</p>  |

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|--|---|--|
|  | <p><b>§ 9 Dokumentasjon</b><br/> <i>The municipality shall be able to document in writing that the requirements of the regulations have been met.</i></p>   | <p><b>§ 9 Dokumentasjon</b><br/> <i>Longyearbyen local government must be able to document in writing that the requirements in the regulation have been fulfilled.</i></p>   |
| <p><b>Civil Protection Act Section 29 Supervision</b></p> <p><i>The ministry designates who is to supervise the provisions laid down or pursuant to this Act. In this context, it may be determined that for particular entities, the organization or institution itself will organize and supervise its own protection measures, cf. Section 23.</i></p> <p><i>Regulatory agencies responsible in the relevant sector should supervise pursuant to the provisions in Sections 24a, 24b, 24c and 24d.</i></p> <p><i>For supervision of the legality of the municipality's fulfilment of its duties under Sections 12, 13, 14, 15, 20 and 21, Chapter 10 A of the Local Government Act apply.</i></p> | <p><b>SECTION 10 SUPERVISORY AUTHORITY</b><br/> <i>The County Governor shall supervise the legality of the municipality's fulfilment of its duties under this regulation. The supervision shall follow the provisions of Chapter 10 A of the Act of 25 September 1992 No. 107 relating to municipalities and county administrations (Local Government Act).</i></p> | <p><b>SECTION 10 SUPERVISORY AUTHORITY</b><br/> <i>The District Governor shall supervise the legality of Longyearbyen local government's fulfilment of its duties under this regulation. The supervision shall follow the provisions of Chapter 10 A of the Act of 25 September 1992 No. 107 relating to municipalities and county administrations (Local Government Act).</i></p> |

## APPENDIX 2: CIVIL PROTECTION REQUIREMENTS FOR MUNICIPALITIES

### The municipality as local coordinator for civil protection and emergency planning

- Act of 25 September 1992 relating to municipalities and counties (Local Government Act) <https://lovdata.no/dokument/NL/lov/1992-09-25-107?q=kommuneloven>
- Act of 25 June 2010 on municipal readiness, civil protection and Norwegian civil defence (Civil Protection Act) <https://lovdata.no/dokument/NL/lov/2010-06-25-45?q=sivilbeskyttelsesloven>
- Regulation of 22 August 2011 on Municipal Preparedness Duty <https://lovdata.no/dokument/SF/forskrift/2011-08-22-894>
- Regulation of 18 December 2012 relating to the application of the Civil Protection Act on Svalbard and concerning the preparedness duty for Longyearbyen local government <https://lovdata.no/dokument/SF/forskrift/2012-12-18-1293>

**The municipality is regarded as the local planning authority** and shall see to it that the concern for civil protection is followed up in plans in compliance with the Plan and Building Act

- Act of 27 June 2008 No. 71 on planning and processing of building applications (Plan and Building Act) <https://lovdata.no/dokument/NL/lov/2008-06-27-71?q=plan-og-bygningsloven>
- Act of 15 June 2001 relating to the protection of the environment in Svalbard (Svalbard Environmental Protection Act) <https://lovdata.no/dokument/NL/lov/2001-06-15-79?q=svalbardmiljoloen>
- Regulation of 19 March 2017 relating to technical requirements for building works (Technical Regulations) <https://lovdata.no/forskrift/2017-06-19-840>
- Regulations of 3 June 2016 No. 569 on measures to prevent and limit the consequences of major accidents in enterprises in which hazardous chemicals are present (the Major Accident Regulations) <https://lovdata.no/dokument/SF/forskrift/2016-06-03-569>
- National expectations for regional and civic planning, Royal Res. of 12 June 2015, KMD 2015 [National expectations for regional and civic planning-regjeringen.no](http://Nationalexpectationsforregionalandcivicplanning-regjeringen.no)

### The municipality's duty to assist business and industry with contingency duties

- Act of 16 December 2011 No. 65 on business and industry preparedness (Business and Industry Preparedness Act) <https://lovdata.no/dokument/NL/lov/2011-12-16-65>

### The municipality's civil defence duties

- Act of 25 June 2010 on municipal readiness, civil protection and Norwegian civil defence (Civil Protection Act) <https://lovdata.no/dokument/NL/lov/2010-06-25-45?q=sivilbeskyttelsesloven>

**The local authority in the areas of health, social and care matters** is obliged to help in accidents and other acute situations, to prepare a contingency plan for protection against infectious disease and for the health and care services or social services they will provide or for which they are responsible:

- The Act of 23 June 2000 No. 56 on health and social preparedness (Health Preparedness Act) <https://lovdata.no/dokument/NL/lov/2000-06-23-56?q=helseberedskapsloven>
- Act of 18 December 2009 No. 131 on Social Services in the Norwegian Labour and Welfare Administration (Social Service Act) <https://lovdata.no/dokument/NL/lov/2009-12-18-131?q=sosialtjenesteloven>
- The Act of 16 June 2006 No. 20 on labour and welfare administration (NAV Act) <https://lovdata.no/dokument/NL/Law/2006-06-16-20?q=Navloven>
- The Act of 24 June 2011 No. 30 about municipal health and care services, etc. (Health and Care service) <https://lovdata.no/dokument/NL/lov/2011-06-24-30?q=helse-og-omsorgstjenesteloven>
- Act of 24 June 2011 relating to public health (Public Health Act) <https://lovdata.no/dokument/NL/lov/2011-06-24-29?q=folkehelseloven>
- Act of 5 August 1994 on Protection against infectious Diseases (Infection Protection Act) <https://lovdata.no/dokument/NL/lov/1994-08-05-55?q=smittevernloven>
- Act of 12 May 2000 No. 36 on radiation protection and the use of radiation (Radiation Protection Act) [https://lovdata.no/dokument/NL/lov/2000-05-12-36/KAPITTEL\\_4#KAPITTEL\\_4](https://lovdata.no/dokument/NL/lov/2000-05-12-36/KAPITTEL_4#KAPITTEL_4)
- Regulations of 23 June 2001 No. 881 on contingency planning and contingency work requirements etc. pursuant to the Health and Social Preparedness Act <https://lovdata.no/dokument/SF/forskrift/2001-07-23-881>

- Regulations of 20 March 2015 No. 231 on the requirements and organization of the municipal pre-hospital medicine service, ambulance services, emergency medical report service, etc. (Emergency Medicine Regulation) <https://lovdata.no/dokument/SF/forskrift/2015-03-20-231>

#### **The municipality's fire preparedness**

- Lov 14. juni 2002 nr. 20 om vern mot brann, eksplosjon og ulykker med farlig stoff og om The Act of 14 June 2002 No. 20 relating to the prevention of fire, explosion and accidents involving hazardous substances and the fire service (Fire and Explosion Prevention Act) <https://lovdata.no/dokument/NL/lov/2002-06-14-20>
- Regulation No. 729 on the organization and dimensioning of fire brigades (dimension regulations) <https://lovdata.no/dokument/SF/forskrift/2002-06-26-729>
- Regulations of 3 June 2016 No. 569 on measures to prevent and limit the consequences of major accidents in enterprises in which hazardous chemicals are present (the Major Accident Regulations). <https://lovdata.no/dokument/SF/forskrift/2016-06-03-569>
- Regulation No. 922 on the handling of explosive substances (regulations on fireworks and pyrotechnics) <https://lovdata.no/dokument/SF/forskrift/2002-06-26-922?q=fyrverkeri>
- Regulation of 15 June 2017 No. 844 on civil handling of explosive substances (explosive regulation) <https://lovdata.no/dokument/SF/forskrift/2017-06-15-844?q=eksplosiv>
- Regulation of 17 December 2015 No. 1710 on fire prevention <https://lovdata.no/dokument/SF/forskrift/2015-12-17-1710>
- The fire and rescue system is part of the local rescue service, see the organizational plan for the emergency and rescue services <https://lovdata.no/dokument/INS/forskrift/2015-06-19-677>

#### **For necessary preparedness against minor cases of acute contamination.**

- Act of 13 March 1981 concerning protection against pollution and concerning waste (Pollution Control Act) <https://lovdata.no/dokument/NL/lov/1981-03-13-6?q=Forurensningsloven>

**The municipality's administrative responsibility as local port authority** within the municipality's planning authority area, unless otherwise stipulated in the port and territorial statutes. This may entail that the municipality, as the port owner, may be the port security authority with requirements for approved security and an anti-terrorism contingency plan.

- Act of 17 April 2009 relating to harbours and fairways (Harbour and Fairways Act) <https://lovdata.no/dokument/NL/lov/2009-04-17-19?q=havneloven>

#### **The municipality is usually the owner of the waterworks and is obliged to have preparedness for the drinking water supply**

- Act of 24 June 2011 relating to public health (Public Health Act) <https://lovdata.no/dokument/NL/lov/2011-06-24-29?q=folkehelseloven>
- The Act of 23 June 2000 No. 56 on Health and Social Preparedness (Health Preparedness Act) <https://lovdata.no/dokument/NL/lov/2000-06-23-56?q=helseberedskapsloven>
- Regulation of 22 December 2016 on water supply and drinking water (drinking water regulation) <https://lovdata.no/dokument/SF/forskrift/2016-12-22-1868>
- Regulations of 23 June 2001 No. 881 on contingency planning and contingency work requirements etc. pursuant to the Health and Social Preparedness Act <https://lovdata.no/dokument/SF/forskrift/2001-07-23-881>

#### **The municipality is the owner of schools and local supervisory authority and is responsible for environmentally oriented protection of health, including preparedness in schools and kindergartens.**

- Act of 24 June 2011 relating to public health (Public Health Act) <https://lovdata.no/dokument/NL/lov/2011-06-24-29?q=folkehelseloven>
- Regulation of 1 December 1995 No. 928 on environmental health in schools and kindergartens etc. <https://lovdata.no/dokument/SF/forskrift/1995-12-01-928?q=Miljørettet helsevern>
- Circular I-6/2015 on preparedness against serious intentional events in schools and kindergartens <https://www.regjeringen.no/no/dokumenter/rundskriv-i-62015/id2410457/>

## APPENDIX 3: RELEVANT GUIDES AND OTHER SOURCES

### Municipal preparedness duty

- Report to the Storting 10 (2016-2017–2017) Risk in a Safe and Secure Society – Civil Protection. <https://www.regjeringen.no/no/dokumenter/meld.-st.-10-20162017/id2523238/>
- Proposition 91 L (2009-2010) Act relating to Municipal Emergency Preparedness, Civil Protection and the Norwegian Civil Defence <https://www.regjeringen.no/no/dokumenter/Prop-91-L-2009-2010/id597939/>
- Guide to a holistic risk and vulnerability assessment (holistic RVA) in the municipality DSB 2014 <https://www.dsb.no/veiledere-handboker-og-informasjonsmaterieill/veileder-til-helhetlig-risiko--og-sarbarhetsanalyse-i-kommunen/>
- Assessment form: [https://www.dsb.no/globalassets/dokumenter/risiko-sarbarhet-og-beredskap/pdf-er/analy-seskjema\\_helhetlig\\_ros.pdf](https://www.dsb.no/globalassets/dokumenter/risiko-sarbarhet-og-beredskap/pdf-er/analy-seskjema_helhetlig_ros.pdf)
- Guidance for the county governor's supervision of municipal preparedness duty, DSB 2015 <https://www.dsb.no/veiledere-handboker-og-informasjonsmaterieill/veiledning-for-fylkesmannens-tilsyn-med-kommunal-beredskapsplikt/>
- Guide for risk and crisis communications, DSB 2016 <https://www.dsb.no/lover/risiko-sarbarhet-og-beredskap/veileder/veileder-krisekommunikasjon/>
- Vital societal functions, DSB 2017 <https://www.dsb.no/rapporter-og-evalueringer/samfunnets-kritiske-funksjoner/>
- Guide for planning, implementation and evaluation of exercises, DSB 2016
  - Basic book: Introduction and principles <https://www.dsb.no/veiledere-handboker-og-informasjonsmaterieill/grunnbok-oving/>
  - Methods booklet: Full-scale exercises <https://www.dsb.no/veiledere-handboker-og-informasjonsmaterieill/metodehefte-fullskala/>
  - Methods booklet: Game exercises <https://www.dsb.no/veiledere-handboker-og-informasjonsmaterieill/metodehefte-spillovelse/>
  - Methods booklet: Discussion exercises <https://www.dsb.no/veiledere-handboker-og-informasjonsmaterieill/metodehefte-diskusjonsovelse/>
  - Methods booklet: Functions exercise <https://www.dsb.no/veiledere-handboker-og-informasjonsmaterieill/metodehefte-funksjonsovelse/>
  - Methods booklet: Evaluation of exercises (link to appear here)
- Guidelines for notification and reporting in coordinating channels <https://www.dsb.no/lover/risiko-sarbarhet-og-beredskap/andre-dok/Guidelines-for-warning-and-reporting-on-coordination-channel/>
- Police guide for evacuees and dependents centre, National Police 2014 <http://www.hobbiten.net/Filer/Mulighetsstudie/Veileder%20-%20Politiets%20h%C3%A5ndtering%20av%20p%C3%A5r%C3%B8rende%20og%20evakuerte%20ved%20store%20hendelser.pdf>

### Prevention through planning

- Civil protection in the municipality's area of planning, DSB 2017 <https://www.dsb.no/veiledere-handboker-og-informasjonsmaterieill/samfunnsikkerhet-i-kommunenes-arealplanlegging/>
- The Climate assistant – a guide in how to attend to civil protection and climate adaptation in planning pursuant to the Plan and Building Act, DSB 2015 <https://www.dsb.no/veiledere-handboker-og-informasjonsmaterieill/klimahjelperen/>
- Guide on security of major accident-prone enterprises, DSB 2017 <https://www.dsb.no/veiledere-handboker-og-informasjonsmaterieill/veileder-om-sikkerheten-rundt-storulykkevirksomheter/>
- Major accident enterprises and governmental follow-up of these: <https://www.dsb.no/lover/farlige-stoffer/andre-publikasjoner/viktig-informasjon-om-storulykeforskriften/>
- FAST: Database that provides list of hazardous substance facilities in maps. <https://www.dsb.no/lover/farlige-stoffer/artikler/fast--anlegg-og-kart/>
- The Norwegian Water Resources and Energy Directorate (NVE) guidelines- Flood and avalanche hazards in land-use plans [http://publikasjoner.nve.no/retningslinjer/2011/retningslinjer2011\\_02.pdf](http://publikasjoner.nve.no/retningslinjer/2011/retningslinjer2011_02.pdf)

**Electronic communications emergency planning**

- Guides on robust electronic communications for municipalities  
[https://www.nkom.no/teknisk/sikkerhet-og-beredskap/r%C3%A5d-til-brukere/veileder-for-virksomheter/attachment/24866?\\_ts=156db7821fd](https://www.nkom.no/teknisk/sikkerhet-og-beredskap/r%C3%A5d-til-brukere/veileder-for-virksomheter/attachment/24866?_ts=156db7821fd)

**Health and social preparedness:**

- Guide for psychosocial actions in emergencies, accidents and disasters Norw.DirHlth 2016  
<https://helsedirektoratet.no/Lists/Publikasjoner/Attachments/1166/Mestring.-samhorighet-og-hap-veileder-for-psykososiale-tiltak-ved-kriser-ulykker-og-katastrofer-IS-2428.pdf>
- National Health Preparedness Plan, Ministry of Health and Care Services 2014  
[https://www.regjeringen.no/contentassets/261879a38c3e438d82ab4729e0661cf1/nasjonal\\_helseberedskaps-plan\\_020614.pdf](https://www.regjeringen.no/contentassets/261879a38c3e438d82ab4729e0661cf1/nasjonal_helseberedskaps-plan_020614.pdf)
- Guide for health and social preparedness in the municipalities, Directorate of Health 2009  
<https://helsedirektoratet.no/retningslinjer/rettleiar-om-helse-og-sosialberedskap-i-kommunane>
- Guide on tasks and division of roles after accidents and disasters. Ministry of Justice and Public Security 2002  
[https://www.regjeringen.no/globalassets/upload/kilde/jd/bro/2002/0001/ddd/pdfv/146969-helhetlig\\_omsorg\\_norsk\\_v.pdf](https://www.regjeringen.no/globalassets/upload/kilde/jd/bro/2002/0001/ddd/pdfv/146969-helhetlig_omsorg_norsk_v.pdf)
- Planning basis for municipal nuclear preparedness, Norwegian Radiation Protection Authority 2017  
<http://www.nrpa.no/fler/cef3a9b08f.pdf>

**Preparedness in schools and kindergartens**

- Serious events in kindergartens and educational institutions - Guide for contingency planning),Norwegian Directorate for Education and Training, 2016  
<https://www.udir.no/kvalitet-og-kompetanse/beredskap-og-krisehandtering/alvorlige-hendelser-i-barnehager-og-utdanningsinstitusjoner--veiledning-i-beredskapshandtering/>

**The municipality's fire preparedness**

- Guide to the dimensioning regulations  
<https://www.dsb.no/lover/brannvern-brannvesen-nodnett/veiledning-til-forskrift/veiledning-til-forskrift-om-organisering-og-dimensjonering-av-brannvesen/>
- Guide on handling fireworks, last updated April 2017  
<https://www.dsb.no/lover/farlige-stofer/veiledning-til-forskrift/veiledning-til-forskrift-26.-juni-2002-nr.-922-om-handtering-av-eksplosjonsfarlig-stof-handtering-av-fyrverkeri/>
- Guide to the regulations on fire prevention  
<https://www.dsb.no/lover/brannvern-brannvesen-nodnett/veiledning-til-forskrift/veiledning-til-forskrift-om-brannforebygging/>

**Emergency preparedness in the drinking water supply**

- Guide to drinking Water Regulations, Food Safety Authority 2017  
[https://www.mattilsynet.no/om\\_mattilsynet/gjeldende\\_regelverk/veiledere/veiledning\\_til\\_drikkevannsforskriften.25091](https://www.mattilsynet.no/om_mattilsynet/gjeldende_regelverk/veiledere/veiledning_til_drikkevannsforskriften.25091)
- Increased safety and preparedness in the water supply-from RVA to operational preparedness, Food Safety Authority 2017  
[https://www.mattilsynet.no/mat\\_og\\_vann/vann/vannforsyningssystem/sikkerhet\\_og\\_beredskap\\_i\\_vannforsyningen.1929](https://www.mattilsynet.no/mat_og_vann/vann/vannforsyningssystem/sikkerhet_og_beredskap_i_vannforsyningen.1929)

**Harbour Preparedness**

- General guidelines for the preparation of harbour protection plans Acc. European Union's Security Directive 2005/65, Norwegian Coastal Administration  
<http://kystverket.no/globalassets/havner/havnesikring/retningslinjer-for-utarbeidelse-av-havnesikringsplan.pdf>

## APPENDICES

### **Emergency preparedness against acute contamination**

<http://kystverket.no/Beredskap/ansvar-og-roller/Kommunal-beredskap/>

### **Safety at large events**

<https://www.dsb.no/veiledere-handboker-og-informasjonsmaterieell/veileder-for-sikkerhet-ved-store-arrangementer/>



## APPENDIX 4: CHECKLIST – HIGHLIGHTS FOR EVALUATIONS OF EXERCISES AND UNDESIREED EVENTS

Below are the main features that it may be helpful to review in conjunction with evaluation work. The items have a general design and must be adapted to the individual municipality's needs.

### Planning:

- What is the purpose of the evaluation?
- Who orders the evaluation and how should the results be presented and documented?
  - Have other stakeholders completed/initiated an evaluation of the same event/exercise?
- How and who will use the evaluation results?
- Who will be responsible for following up the results of the evaluation and how should learning points be integrated into the municipality's civil protection work?
- What are the key evaluation questions?
- What is the object of the evaluation?
  - Who and what should be examined and what are the various persons' of interest role/status?
- What are the basic requirements?
  - Information on requirements and status of the municipality's civil protection work
- When should it be evaluated (before, during and/or after)?
- What method(s) should be used?
- What are the framework conditions?
  - Time frame and budget
  - Who will conduct the work

### Evaluation Report

The evaluation report should be designed so that findings are used as the basis for learning and development in the municipality's civil protection efforts. The report can, for example, include:

1. Purpose
  - Purpose
  - What and who should be evaluated (main theme)
2. Description of the context
  - Account of the situation, event or exercise
  - Description of the stakeholder scenario
3. Identification and description of requirements or goals that are the basis for the evaluation
  - What should one do or what objectives are established
4. Evaluation of requirements and achievement of goals
  - Fulfilled/achieved or no requirement identified in step 3
5. Assessment of goal/objective attainment
  - Why did it work (or not work)?
  - What causal factors emerge?
  - Describe both what worked well, and what did not work
  - Are there any measures that could have prevented or mitigated the consequences?
6. Conclusions, recommendations and measures
  - Substantiate the likelihood that the proposed measures are effective
  - Plan for who will follow up recommendations and measures
  - The municipality's various roles in the follow-up of findings from the evaluation



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