

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

WEDNESDAY 7th NOVEMBER 2007

AT 9.30am

AT THE EMERGENCY PLANNING UNIT,
MIDDLESBROUGH FIRE STATION,
PARK ROAD SOUTH MIDDLESBROUGH

MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-

Hartlepool Borough Council:-

The Mayor, Stuart Drummond

Middlesbrough Borough Council:-

Councillor B Coppinger

Stockton Borough Council:-

Councillor T Laing

Redcar and Cleveland Borough Council:-

Councillor D McLuckie

1. APPOINTMENT OF CHAIRMAN
2. APOLOGIES FOR ABSENCE
3. TO RECEIVE ANY DECLARATIONS OF INTEREST
4. MINUTES
 - 4.1 To receive the minutes of the meeting held on 3rd November 2006 (*attached*)

5. **ITEMS FOR DECISION / INFORMATION**

- 5.1 Emergency Planning Annual Plan – *Chief Emergency Planning Officer*
- 5.2 Progress of Performance Indicators 2007/08 – *Chief Emergency Planning Officer*
- 5.3 Beacon Status for Emergency Planning – *Chief Emergency Planning Officer*
- 5.4 Multi-Agency Exercise Calendar and Progress Report – *Chief Emergency Planning Officer*
- 5.5 Emergency Planning Outturn 2006/2007 – *Chief Emergency Planning Officer and Chief Financial Officer*
- 5.6 Recommendations – Buncefield Investigation – *Chief Emergency Planning Officer*
- 5.7 Exercise Jordan – *Chief Emergency Planning Officer*
- 5.8 National Capabilities Survey 2008 – *Chief Emergency Planning Officer*
- 5.9 Reported Incidents / Cleveland Communications Strategy – *Chief Emergency Planning Officer*
- 5.10 National Recovery Working Group – *Chief Emergency Planning Officer*
- 5.11 Regional Capabilities Mass Fatalities Plan – *Chief Emergency Planning Officer*

6. **ANY OTHER BUSINESS**

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

3 November 2006

The meeting commenced at 10.00am at the Emergency Planning Unit, Middlesbrough.

Present:

Councillor David Coleman (Stockton BC) (In the Chair)
Councillor Eric Empson (Redcar and Cleveland BC)
The Mayor, Stuart Drummond (Hartlepool BC)

Officers Denis Hampson, Emergency Planning Officer.
David Cosgrove, Principal Democratic Services Officer/

32. Apologies for Absence

Councillor Coppinger (Middlesbrough BC).

33. Declarations of interest by members

None.

34. Confirmation of the minutes of the meeting held on 10 May 2006

Confirmed.

35. Progress on Performance Indicators (*Chief Emergency Planning Officer*)

Purpose of report

To inform the Joint Committee of the progress being made on achieving the performance indicators set down in the 2006/07 Annual Plan of the Cleveland Emergency Planning Unit.

Issue(s) for consideration by the Committee

This report detailed the progress made towards achieving those performance indicators during the period 1st April to 30th September 2006. (6 month period). There were a total of 18 performance indicators for 2006/07 and good progress had been made on most of them. Currently 14 of these

performance indicators were on target and the Chief Emergency Planning Officer is confident that they will be fully achieved by the end of the current fiscal year. The Chief Emergency Planning Officer reported that three (3) other indicators were currently being worked upon and unless circumstances changed, it was likely that they would be achieved.

It was likely that one indicator would not meet the targets set; indicator 11. Despite approaches by the Emergency Planning Officers, no Elected Members have been booked onto courses at the Emergency Planning College, although several have expressed initial interest.

Of the cross-cutting performance indicators, the Chief Emergency Planning Officer reported that the sickness statistics had been quite significantly affected by the sickness of just two members of staff who had both had periods in hospital followed by recuperation. These two members of staff accounted for 37 of the 40 days sickness within the EPU. The Chair acknowledged that small teams such as this could be very significantly affected by only one or two people being on long term sickness absence.

Decision

That the report be noted.

36. Feedback Results – Prepare for Emergencies Leaflet (Z Card) *(Chief Emergency Planning Officer)*

Purpose of report

To inform Members of the Joint Committee of the positive feedback received through Local Authority Viewpoint and Citizen Panel surveys on the Prepare for Emergencies Leaflet (Z card).

To inform Members of the arrangements being made to follow up this initiative with a similar information leaflet in 2007.

Issue(s) for consideration by the Committee

In March 2006, the Prepare for Emergencies leaflet (Z card) was delivered to every home in the Cleveland area (220,000). The leaflet provided information about how the public could protect themselves in the event of a serious emergency.

Whilst anecdotal evidence was received by Emergency Planners that the leaflet had been well received, the Chief Emergency Planning Officer sought empirical evidence as to whether the leaflet had been a successful venture. He obtained agreement with each of the four Local Authorities to use the Viewpoint / Viewfinder / Citizens Panel surveys as the vehicle to consult with a representative sample of the population in each council area. Results had been received from three of the four Councils and across the board, they showed that the leaflet had been very well received and had been retained in a significant number of households.

To follow up on the success of the leaflet and to keep the emergency planning message in the minds of householders, the Emergency Planning Unit were working with a commercial company to produce a calendar/poster for 2007. The poster would be double sided, each side showing a six month calendar, together with emergency planning information and advice. The cost of producing this poster, which will be in colour, is financed through the sale of advertising space around the edge of the poster. It will be distributed to all homes in each of the council areas. No cost will fall upon the Emergency Planning Unit and there is agreement that the Chief Emergency Planning Officer will approve the advertisements to ensure no unsuitable advertisers secure space on the poster. This poster is seen as an economical way of ensuring the message delivered through the "Prepare for Emergencies" leaflet is not lost but is kept in the public's attention, whilst also promoting the work of the Emergency Planning Unit and the Units' website.

Decision

1. That the report be noted.
2. That the new initiative of the poster/calendar be supported.

37. Results of National Capabilities Survey *(Chief Emergency Planning Officer)*

Purpose of report

To inform Members of the Joint Committee of the results of the national capabilities survey which was carried out earlier this year, as they relate to the 'Cleveland' area.

Issue(s) for consideration by the Committee

The 2006 national capabilities survey is part of the work of the Civil Contingencies Secretariat within the Cabinet Office and aims to provide a systematic assessment of current UK resilience capabilities, as a basis for deciding nationally, regionally and locally what are the next steps needed to enhance UK resilience further.

The survey in the form of a questionnaire was sent to the Police Service, Fire and Rescue Services, Environment Agencies, Local Authorities and HM Coroners across the country. A separate survey was conducted by the Department of Health to gain related information from the NHS, including the Ambulance Service.

The survey was analysed on a Local Resilience Forum basis and thus in the North East, the Cleveland LRF was compared against the Northumbria LRF area and the Durham and Darlington area. Within Cleveland, the survey was completed by Cleveland Police, Cleveland Fire, the Environment Agency and the Emergency Planning Unit on behalf of the four local authorities. Unfortunately, the survey was not returned by HM Coroners.

The Chief Emergency Planning Officer reported that when compared against

the national scores, Cleveland was above the national average in eight of the twelve capabilities, equal with the national average in a further two capabilities and below the national average in only two. The two capabilities where Cleveland scored below the national average were Urban Search and Rescue and Site Clearance. The Chief Emergency Planning Officer believed that the overall scores had been affected by the lack of a return by the Coroners Office. The results did, however, show the hard work that had been undertaken by the EPU over recent years and would help to develop future work programmes. One of the features the Chief Emergency Planning Officer believed had assisted in the high scores achieved in Cleveland was the coordination between the various agencies in preparing their responses to the government's questionnaire.

Decision

1. That the report is noted and the Joint Committee particularly notes the excellent emergency planning and resilience work that is undertaken within the Cleveland area which has resulted in the good results highlighted by this survey.
2. That the Chief Emergency Planning Officer feeds the results into the Cleveland Local Resilience Working Group and the Cleveland Media Emergency Forum to inform future planning work.

38. Emergency Planning Outturn 2005/06 *(Chief Emergency Planning Officer and Chief Financial Officer)*

Purpose of report

To provide details of the Cleveland Emergency Planning Unit budget outturn for 2005/06.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer reported that the report provided details of the 2005/2006 outturn position for the Cleveland Emergency Planning Unit. In previous years the Unit was principally funded from Government Grant, but from 2005/2006 each of the local authorities was allocated resources for Emergency Planning through the general government grant funding settlement. Consequently the unit is now mainly funded from the four authorities' contributions, which are calculated using an agreed formula, based on the principle that Band D taxpayers in each district should pay the same amount for the Emergency Planning Service.

Total expenditure in 2005/2006 was £453,500 and this was fully funded from the contributions from the districts, Cleveland Police and TENYAS plus the COMAH recharges and other minor income sources. Full details are set out in Appendix A to the report.

The only item the Chief Emergency Planning Officer drew to Member's attention was line 13 – Office Running Cost and Supplies – where there was an adverse variance of £13,000. This mostly arose from the cost of the

Z-cards project, whereby Emergency Response information was distributed to all homes in the area. The project was part funded from sponsorship income. The prudent management of other expenditure budgets allowed savings to be achieved to fund the remaining balance.

In total at outturn there was unused funding of £600 and this has been transferred to the Emergency Planning Reserve established to support the service and fund budget pressures over the medium term.

Decision

That the report be noted.

39. Beacon Status Application *(Chief Emergency Planning Officer)*

Purpose of report

To inform Members of the Joint Committee that the Emergency Planning Unit, on behalf of the four local authorities, had made an application to be awarded Beacon status. The application had been made jointly with Cleveland Police and Cleveland Fire Brigade.

To inform Members that the 'Cleveland' application had been short-listed for the award and the EPU would now be subject to a visit by a panel of assessors on 1st December 2006, which would be followed by a presentation to the full awards panel in London in January 2007. The results would be made at an awards ceremony in London in March 2007.

Issue(s) for consideration by the Committee

At a Tees Valley Chief Executives' Meeting in May 2006, it was decided that the Cleveland Emergency Planning Unit on behalf of the four 'Cleveland' authorities would make application for Beacon Status. Due to the unique nature of the Unit, it was agreed that it would be a joint application covering all four authorities. Upon examining the criteria for a bid, the Chief Emergency Planning Officer considered that any application was more likely to be successful if the bid was joined with the Police and Fire Brigade. Having sought and obtained approval from the Local Authority Chief Executives for this approach, the Chief Emergency Planning Officer then received agreement from Cleveland Police and Cleveland Fire Brigade for those organisations to join together with the local authorities in a joint application.

The central theme of the application has centred around the multi-agency co-located emergency planning unit which is a unique phenomenon, as such a Unit does not exist anywhere else in the country. This approach has ensured that partnership working is strong and vibrant with excellent co-operation and sharing of knowledge and information. This close partnership does enhance the delivery of emergency planning both internally and externally to which all participants are engaged and it also provides economies of scale.

Whilst the time frame for completing the application had been very tight, it was submitted by the deadline of 23rd June 2006.

The Chief Emergency Planning Officer reported that on 12th October 2006 he was informed by the I&DeA (Improvement and Development Agency) that the application had been short-listed. It was understood that there were 29 original applications and only twelve had been short-listed. However, it is anticipated only six or seven applicants will receive the final award.

Feedback had been received on the application and the Assessors had indicated areas in which they wished to see further evidence. Whilst the next formal stage would take place on Friday 1st December when three Assessors would visit 'Cleveland', work had already commenced to gather further evidence and prepare the agenda and strategy required to impress the Assessors during their three hour visit. The Chief Emergency Planning Officer indicated that it would be extremely beneficial if one or two members of the Joint Committee were present at this meeting to speak to the assessors.

The Assessors had stated that it would be essential that we provide strong evidence of robust and well developed Business Continuity Management arrangements if the application is to stand any chance of receiving Beacon status. Whilst we have excellent multi-agency emergency planning arrangements and procedures in place, the Chief Emergency Planning Officer considered that this may be our 'Achilles heel'.

Following the visit, the Cleveland 'team' would be invited to make a presentation to the Advisory panel in London in January 2007. This would be the final opportunity to demonstrate why the local authorities, police and fire brigade in Cleveland should be awarded Beacon status. The team would have a maximum of 15 minutes to make a presentation and then answer questions from the panel for a further 45 minutes. Ministers would then announce their decisions in respect of all 10 Beacon themes at an Award Ceremony in London on 20th March 2006.

The members of the Joint Committee indicated their full support for the Beacon Status bid and the Chair requested that the Committee's congratulations on the bid be circulated to all the staff in the unit. All the Members present indicated their availability to attend the meeting with the assessors.

Decision

That the report be noted and that the Emergency Planning Unit staff and all those involved in the development of the Beacon Status bid from the Police and Fire Brigade be congratulated on the excellent work undertaken.

40. Civil Contingencies Act – Implementation Plan *(Chief Emergency Planning Officer)*

Purpose of report

To inform Members of the Joint Committee of the progress on the multi-agency implementation plan for the Civil Contingencies Act.

Issue(s) for consideration by the Committee

The Civil Contingencies Act 2004 placed statutory duties upon all Category 1 responders, with a requirement upon the Local Resilience Forum (LRF) to oversee that these duties are met. The duties of the local responders that need to be fulfilled to be compliant with the legislation are:

- LRF structures are in place and working effectively to address multi-agency planning and to have co-operation and information sharing mechanisms in place between Category 1 and 2 responders.
- Category 1 responders to have business continuity plans in place.
- Community Risk Register to be produced (and published as appropriate).
- Emergency plans to be in place and published as appropriate.
- Agreed arrangements for public awareness and for warning and informing.
- Local Authorities to provide advice and assistance to businesses and voluntary organisations on business continuity management.

The initial implementation plan was first approved by the LRF on 25th August 2005 and two progress reports had been presented since that date. Much of the work necessary to meet the duties under the Act is undertaken by the Local Resilience Working Group and the Cleveland Media Emergency Forum and their sub groups. Good progress was being made on meeting the targets and milestones in the implementation plan and the plan, as detailed in appendix A to the report, had been updated to identify progress made.

Decision

That the report be noted and Joint Committee acknowledges the work undertaken to achieve the outcomes, much being accomplished by staff of the Emergency Planning Unit.

41. LRF Handbook / Guide *(Chief Emergency Planning Officer)*

Purpose of report

To inform the Joint Committee of the production of a Cleveland Local Resilience (LRF) Handbook / Guide which has been produced by the Chief Emergency Planning Officer and which is intended to be a single reference document for use by all category 1 and 2 responders, as identified under the Civil Contingencies Act.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer, in his role as the Secretariat to the LRF considered it would be beneficial to produce a single reference document which would contain:

- Details of the LRF, including terms of reference and membership
- Details of all Category 1 and 2 Responders in the Cleveland area
- Details of the two multi-agency groups – the Local Resilience Working

Group and the Cleveland Media Emergency Forum – which facilitate integrated emergency and contingency work on behalf of the LRF, including terms of reference, aims and objectives and membership details

- Details of Sub Groups which work to the two multi-agency groups, including terms of reference and membership of the sub groups
- Details of the LRF Implementation Plan that ensures work streams are directed towards ensuring compliance with the requirements of the Civil Contingencies Act and Regulations.

Therefore, during the summer period of 2006, the Chief Emergency Planning Officer produced a handbook which has been presented to and approved by the LRF. However, whilst the handbook is a primary guidance document for LRF members, it is considered that it also provided Members of the Emergency Planning Joint Committee with an excellent briefing document which contains useful information about the groups and sub groups which are undertaking work on emergency planning and resilience issues.

It is considered that the booklet should be placed on the Cleveland Emergency Planning Unit website for public information. Copies of the handbook were handed to the members of the Joint Committee at the meeting.

The handbook is “owned” by the Chief Emergency Planning Officer on behalf of the LRF and will be reviewed on an annual basis. It has been forwarded to the Regional Resilience Team / Regional Resilience Forum for information and as an example of good practice.

Decision

1. That the report be noted and the production of the handbook is welcomed as a useful guidance tool.
2. The handbook is placed on the EPU website.

42. Reported Incidents / Cleveland Communications Strategy *(Chief Emergency Planning Officer)*

Purpose of report

To inform the Emergency Planning Joint Committee of the incidents reported, weather and flood risk warnings received and communications strategy faxes received and dealt with by the Cleveland Emergency Planning Unit.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer reported on the flood and weather warnings, the faxes issued by the operators or agencies involved with the strategy for the six month period between 1st April 2006 and 30th September 2006. The report also gave a brief outline of the incidents of note for the same period. Members of the Joint Committee questioned the Chief Emergency Planning Officer of several of the incidents reported.

Decision

That the report be noted.

43. Pandemic Influenza and Antiviral Distribution Planning *(Chief Emergency Planning Officer)***Purpose of report**

To inform members of the Joint Committee of the draft plans that are being produced by the Cleveland Emergency Planning Unit in conjunction with the four 'Cleveland' Primary Care Trusts (PCT's) that will be implemented should there be the need to distribute antiviral medication in the event of a pandemic flu outbreak or mass vaccination. The report also informed Members of issues that are yet unresolved, most of which require national resolution and guidance.

Issue(s) for consideration by the Committee

Planning for an outbreak of pandemic influenza is part of the business continuity planning arrangements being worked upon by each of the four local authorities. Emergency Planning Officers are assisting with this work but are not leading on it. Such planning is necessary to ensure that the local authority can continue to deliver and sustain their critical and/or essential services whilst they have a significant number of their workforce absent because of the pandemic.

The Civil Contingencies Secretariat in the Cabinet Office are recommending that such plans are in place by the end of 2006 and at the latest by the time of the national exercise in February 2007. Plans for dealing with Pandemic Influenza will also have been the focus of Exercise Cold Play scheduled for 1st November 2006, held at Police Headquarters. The Health Protection Agency (North East) and the Chief Emergency Planning Officer are facilitating this exercise and the CEPO updated the Joint Committee on the exercise at the meeting.

Part of the local planning has focussed on how best to distribute antiviral medicines [osteltamivir (tamiflu)] during a pandemic. A multi-agency working group, chaired by Dr Peter Heywood from Middlesbrough PCT has been working on this issue for several months and whilst there are still a number of health issues needing to be resolved, a draft workable plan has been developed. The Chief Emergency Planning Officer had, on behalf of the Joint Committee and the LRF, been a part of that group.

A Tees Mass Vaccination Plan is also being produced by the Working Group and is in the draft stage. It will be used for the vaccination of people in respect of pandemic flu, but it is unlikely that a vaccine will be available during the first wave of a pandemic as it will need to be developed to combat the particular strain of flu. Therefore vaccination for pandemic influenza is likely to occur between the first and second waves of the pandemic. As such, normal routes for vaccinating persons will be used wherever possible e.g. doctors surgeries,

community hospitals, health premises, etc. However, the planning also considers the use of the same centres that have been identified for use as antiviral distribution centres.

The planning for mass vaccination is not just concerned with pandemic flu but for a variety of diseases should there be an epidemic involving a particular disease, including measles, smallpox, meningitis, etc. More clinicians and nursing staff would be necessary at vaccination centres to facilitate and manage the process and there may be the need for mass medical screening.

Decision

1. The report be noted.
2. That the Joint Committee confirms its support the planning being undertaken.
3. That the Chief Emergency Planning Officer report on progress of the planning arrangements at future meetings of the Joint Committee.

44. Buncefield – Lessons Learned (*Chief Emergency Planning Officer*)

Purpose of report

To inform Members that the Chief Emergency Planning Officer represented the Cleveland Local Resilience Forum (LRF) at a seminar in June 2006 given by responders to the Buncefield incident in Hertfordshire.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer reported on the seminar which involved all the agencies involved in the Buncefield incident which was now being acknowledged as the largest fire in Britain since the second world war. The report set out details of the site, the incident itself and the responses of the various agencies. The presentations by the agencies on the lessons learned through the incident were briefly set out, though it was acknowledged that the local agencies would be 'following through' on these for some years to come.

The Chief Emergency Planning Officer indicated that in light of the risks present in the Cleveland area, he could not identify any significant areas where there were any deficiencies in the plans that had been established. One area that had come to light and was one that was effectively new to all the representatives at the seminar was how to deal with the significant amount of waste water created when fighting the fire. This would be one area that needed to be addressed on a site specific basis as the contaminants that could be present would differ depending on the fire or incident being tackled.

Decision

That the report be noted.

45. Evacuation Planning *(Chief Emergency Planning Officer)*

Purpose of report

To inform Members of the Joint Committee of the planning that is currently being undertaken in respect of evacuation, both within 'Cleveland' and also by the Regional Impact Management and Recovery Group.

To inform Members of the "Transport for Evacuation" plan that has been produced by the Emergency Planning Unit.

Issue(s) for consideration by the Committee

Evacuation is not a new concept for emergency planners and within the Cleveland area over recent years, predominantly as a result of flooding, a number of small scale evacuations have taken place successfully. However the Civil Contingencies Act placed a new emphasis on the need to have robust evacuation plans. It is considered that such plans should dovetail with the major incident response plans of respective organisations.

In any decision to evacuate, or not to evacuate, the over-riding priority must be the safety of the public and the emergency responders. Evacuation is by no means an easy option and may not be the safest option in many cases. Buildings can provide significant protection against most risks and therefore the public staying in their homes or places where they are when the emergency occurs can be the safest option. Therefore, robust but flexible plans were needed to deal with any major emergency where evacuation is/may be necessary.

Each of the chemical sites within the Cleveland area which are classed as top tier sites under the COMAH regulations have an off-site emergency response plan, part of which considers the potential evacuation of persons caught up in a major incident at that chemical site.

In any evacuation situation, it would invariably be the Police who would recommend whether or not to evacuate and define the area. They would also control the evacuation. The local authority will assist through implementation of the 'Transport for Evacuation' plan to transport persons away from the scene and the provision of Rest Centres. Many persons were likely to 'self evacuate' and move away from the scene and go to relatives or friends elsewhere.

Over recent months, an Emergency Planning Officer had produced a Transport for Evacuation Plan which provides details of transport undertakings who have agreed that they can/will assist during an evacuation and numbers of vehicles and drivers they can provide and in what timescale, etc. It also includes the rail operators. This plan had been developed in liaison with the emergency services and the transport sections of the local authorities.

The report attached at appendix 'A' to the main report from the Police Emergency Planning Officer, set the scene of the present planning process in

respect of the planning for the evacuation of town centres and gives details of meetings held recently with Town Centre Managers.

Running in tandem with this ongoing work within Cleveland is work being undertaken by the Regional Impact Management Recovery Group. The group is chaired by the Chief Executive of Hartlepool Borough Council but the focus on evacuation planning is being led by the Deputy Chief Constable of Durham Constabulary. The primary aim of the group is to develop plans to cover the potential evacuation of people over a wider area and which for instance could see people from Cleveland being evacuated into Durham or vice versa. Thus, one of the objectives will be to seek agreement across local authority areas for one local authority to house in “their” Rest Centres persons from outside their local authority area – a kind of “buddy” system.

Decision

That the report and the Transport for Evacuation Plan be noted.

D COLEMAN

CHAIRMAN

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 7th November 2007
Subject: **EMERGENCY PLANNING ANNUAL PLAN**

1. PURPOSE OF REPORT

- 1.1 To present to Members of the Cleveland Emergency Joint Committee the Annual Plan prepared for 2007-08.
- 1.2 To briefly review the 2006-07 Annual Plan.

2. BACKGROUND

- 2.1 The plan (attached as **Appendix A**) is prepared to provide awareness of the aims and objectives of the Cleveland Emergency Planning Unit and the service that will be delivered by the Unit on behalf of the four unitary local authorities of Hartlepool, Middlesbrough, Stockton-on-Tees and Redcar & Cleveland.
- 2.2 It sets out the framework upon which the EPU will deliver its services and shows what the Unit intended to achieve and how we will do it. It will also be used as a monitoring tool to determine whether or not we are achieving our aims and objectives through the provision of a number of performance indicators. As such, the plan will be used to help drive the work programme of the EPU and its staff. It will also identify training and development needs.
- 2.3 The plan reflects the changing priorities within emergency planning resulting from national and local trends and risks, with some as a direct consequence of the Civil Contingencies Act and the greater emphasis being placed by Central Government on national and regional resilience structures. The aims and objectives and performance indicators for 2007-08 of the Emergency Planning Unit have taken into account this new focus and the risks and challenges that lie ahead.
- 2.4 The annual plan identifies a number of specific objectives and key work-streams that are being undertaken during 2007-08 to support the overall aims of the Emergency Planning Unit which are intended to enhance the capabilities, together with the reputation, of the EPU. Whilst all these issues are important, three strands are at the forefront of the work of the Unit in 2007-08. They are:

- Firstly, the developing role of the Cleveland Local Resilience Forum (LRF), particularly in the area of risk assessment and overseeing that the requirements of the Civil Contingencies Act are met by the four local authorities and other local responders. This work is being driven by the Chief Emergency Planning Officer who personally provides the secretariat function to the Cleveland LRF.
- Secondly, the need to promote business continuity within the community and particularly with small and medium sized enterprises, especially those that may be involved in any response to a major incident. An example of this work can be demonstrated by the seminar ran jointly by the EPU and the Teesside PCTs for the providers of Nursing and Care Homes and Domiciliary Care Providers. It is also intended to run a one day conference in the spring of 2008.
- Thirdly, through the awarding of Beacon status, sharing the achievements and best practices that exist in Cleveland with others across the country.

2.5 It is the intention of the CEPU, working in partnership with other Category 1 responders involved in emergency and contingency planning, especially the emergency services, to ensure that the local authorities have the appropriate levels and standards of preparedness to be able to effectively respond to any major incident. Part of this work will be to ensure that the local authorities have the appropriate levels and standards of preparedness, with plans and procedures in place, including departmental/service area response plans in each council and with roles and responsibilities of staff clearly identified. The effectiveness of these plans and staff will be tested through a number of exercises within each of the four boroughs, together with training events.

2.6 Whilst 2006-07 saw the Cleveland Emergency Planning Unit move progressively forward, delivering a full work programme on behalf of the local authorities, the current year is presenting new challenges, an increasing workload and a full but varied work schedule that will be delivered through the aims, objectives and realistic but meaningful performance indicators set in the Annual Plan. The performance of the EPU will be judged and monitored against these indicators as the year progresses.

3. **BRIEF REVIEW - 2006-07**

3.1 Looking back at 2006-07, the Unit performed well in striving to meet the aims and objectives and there was success in all but one of the performance indicators, with targets exceeded in some cases. However the indicator in respect of the average number of days lost to sickness was not achieved (target of 8 days – actual 11.15 days), due principally to the long term sickness of two member of staff.

3.2 There were also been a number of notable achievements during the year which reflect the standard and professionalism of the CEPU staff, including:

- The structure, format and content of the emergency response plans produced by the CEPU for compliance with the COMAH Regulations (COMAH) are seen as national best practice by the Competent Authority and which are promulgated to other users;
- The introduction of multi-agency training days received excellent feedback. Five events took place with different scenarios, including ones based on a serious fire and explosion at a school, serious flooding and a serious fire on board a passenger ferry.
- The usage of the Unit's website has shown remarkable progress with over 5000 unique 'hits' being recorded monthly. The website was given a 'facelift' to ensure it was more user friendly and informative and it is linked to the website of the Cleveland Local Resilience Forum;
- The Major Incident Procedures Manual is acknowledged as a primary source document and this is reflected in the large number of times it has been downloaded from the EPU web site;
- The Prepare for Emergencies leaflet (Z card) was produced and distributed to the vast majority of households across the Cleveland area. Evidence from questionnaires highlighted that this initiative was highly successful, with the public liking and understanding the content and importantly over 75% said they had retained the leaflet;
- The Community Risk Register was launched at the beginning of the year and has been enhanced since that time to become an informative document for the public about the risks in our area and what is in place to mitigate against those risks;

3.3 Again, like previous years, during 2006-07 there were numerous small incidents, many of which had the potential to escalate into major emergencies but through planning, preparation and training by all concerned, the effects of those incidents were minimised.

4. **RECOMMENDATION**

4.1 That Members note the report and endorse the 2007- 08 Annual Plan.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report date: 23rd August 2007

ANNUAL PLAN

Cleveland Emergency Planning Unit



April 2007 – March 2008



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INTRODUCTION

Welcome to the Annual Plan for the Cleveland Emergency Planning Unit (CEPU) for the period 1st April 2007 to 31st March 2008.

The CEPU from its base in Middlesbrough provides a comprehensive resilience and emergency planning service to the four unitary local authorities of Hartlepool, Middlesbrough, Stockton-on-Tees and Redcar & Cleveland. This plan provides details about the Unit; its work; what we intend to achieve over the forthcoming twelve months, and how we will do it. It will enable us to monitor our activities to determine whether or not we are achieving our aims and objectives and ensure that we achieve continuous improvement in our service delivery. It will also help drive the individual work programmes of officers within the CEPU, reflecting new priorities and commitments and be used to identify any appropriate training and development needs.

The CEPU is committed to the aims of:

- preparing the councils to fulfil their duties as required by the Civil Contingencies Act 2004 and
- working with local partner responders in the 'Cleveland' area to provide and maintain robust and resilient multi-agency response capabilities.

Therefore we are committed to real outcomes in preparation for an emergency so that the public will be well served by their local authorities prior to, during and after an emergency. The Civil Contingencies Act defines an "emergency" as:

- an event or situation which threatens serious damage to human welfare;
- an event or situation which threatens serious damage to the environment;
- war or terrorism which threatens serious damage to the security of the UK

This definition sets out a whole range of possible incident scenarios for which we must plan and prepare and includes not just serious or major incidents but also something that may be classed initially as relatively minor but which has the potential to impact dramatically on the commercial, economical, societal and/or environmental wellbeing of the area and its communities. The consequences of any such incident have no respect for local authority boundaries, can be far-reaching and long lasting and the local authority will be at or near the forefront of any response and the aftermath of any such incident.

Whilst this plan is about looking forward to what we shall do during the year 2007-08, it also gives me the opportunity to reflect upon what has been an excellent year for the Emergency Planning Unit. The past year has seen us move progressively forward, culminating in March 2007 with being awarded Beacon status for emergency planning on behalf of all four local authorities, together with Cleveland Police and Cleveland Fire Brigade. The award which identifies excellence and innovation in local government exists to share good practice so that authorities and their partners can learn from each other and deliver high quality services to all across the emergency planning sector. This award and other significant outcomes reflect the standard and professionalism of all staff within the CEPU.

Whilst there are a number of significant achievements, the following are worthy of particular note:

- The usage of the Unit's website has shown remarkable progress with over 5000 unique 'hits' being recorded monthly. The website was given a 'facelift' during the year to ensure it was more user friendly and informative and is now linked to the website of the Cleveland Local Resilience Forum that an Emergency Planning Officer has created;
- The Major Incident Procedures Manual is acknowledged as a primary source document and this is reflected in the large number of times it has been downloaded from the CEPU web site;
- The Prepare for Emergencies leaflet (Z card) was produced and distributed to the vast majority of households across the Cleveland area. Evidence from questionnaires highlights that this initiative was highly successful, with the public liking and understanding the content and importantly over 75% said they had retained the leaflet in a handy place;
- The Community Risk Register was launched at the beginning of the year and has been enhanced since that time to become an informative document for the public about the risks in our area and what is in place to mitigate against those risks but also builds into the planning programme for emergency planners;
- The structure, format and content of the emergency response plans produced by the CEPU for compliance with the Control of Major Accident Hazard Regulations (COMAH) is seen as national best practice by the Competent Authority and which are promulgated to other users;
- The introduction of multi-agency training days has received excellent feedback. Five events have taken place with different scenarios, including ones based on a serious fire and explosion at a school, serious flooding and a serious fire on board a passenger ferry.

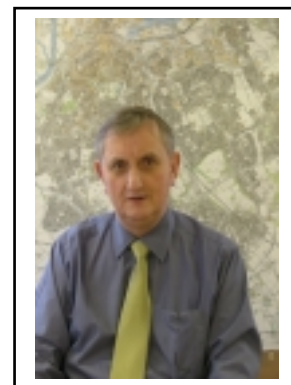
Again, like previous years, there have been numerous incidents, two of which had the serious potential to become major emergencies, but through planning, preparation and training by all concerned, these incidents were effectively dealt with and any effects minimised.

More information about the Cleveland Emergency Planning Unit can be found on the web site at: www.clevelandemergencyplanning.info

Denis Hampson

Chief Emergency Planning Officer

April 2007



MISSION STATEMENT



Disasters or major civil emergencies can strike suddenly, unexpectedly and anywhere. We will therefore assess the risks, plan and prepare on behalf of the Local Authorities to ensure that our response is effective, efficient and protects the public from the effects of emergencies.

THE YEAR AHEAD – 2007/08

Much of what we did over the previous twelve months will still be very relevant over the forthcoming year and beyond and it is unlikely that any of the duties and roles previously performed will diminish, although priorities have changed. Importantly, the role and workload of the CEPU on behalf of the four local authorities continues to increase, predominantly as a result of the Civil Contingencies Act and resultant capabilities programmes being created from and by the Civil Contingencies Secretariat of Government and this trend is expected to continue.

The primary aims of the Emergency Planning Unit are:

- To provide a comprehensive and effective resilience and emergency planning service to the four local authorities'
- To achieve an effective response to all major incidents and emergency situations regardless of their cause, with appropriate staff identified and trained to fulfil response and recovery tasks
- To ensure emergency response plans, including Major Incident Response Plans and plans relating to rest centres, adverse weather and flooding, in each Council are produced, reviewed, tested and exercised
- To ensure the local authorities' meet their statutory obligations and duties under primary legislation, including:
 - The Civil Contingencies Act 2004;
 - The Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005;
 - The Control of Major Accident Hazard Regulations 1999 (COMAH)
 - The Pipelines Safety Regulations 1996
 - The Radiation (Emergency Preparedness & Public Information) Regulations 2001
- To ensure communities are well prepared to respond to emergency incidents, with systems in place to warn and inform the public prior to, during and after an emergency.

These primary aims are supported by a number of objectives which are set out in later pages of this plan.

Due to the industrial makeup of this area, the work undertaken in respect of COMAH and Pipeline Safety Regulations is demanding, particularly in respect of time and commitment. Detailed off-site emergency response plans need to be produced and thereafter audited through a rigorous testing and exercising regime.

Priorities for 2007-08

A number of specific objectives and key work-streams will be undertaken during 2007-08 to support the overall aims of the Emergency Planning Unit that will

enhance the capabilities and reputation of the CEPU and work towards ensuring that the public are well served by the local authorities in the emergency planning sector. Whilst concentrating upon the tasks outlined below, we will continue to deliver on other primary aims and tasks which are no less important.

Partnership Working

A major part of our work will be to liaise and work with other partners on a day to day basis as the CEPU continues to provide a focal point for emergency management, best practice and advice throughout the local area. Much of our success depends upon this partnership working, both within the local authorities and also on behalf of them. The agencies we liaise with are many and varied and include the emergency services, voluntary sector, health, coastguard, harbour authority, military, environment agency, health and safety executive and regional and national government.

Beacon Status

The awarding of Beacon status has determined that a major feature of our work over the next fifteen months will be to share our achievements and best practice with others across the country. This will be achieved through a variety of ways including presentations at national conferences; involvement in learning exchanges; the creation and delivery of a seminar at the Emergency Planning College; development of the marketing and promotion of our learning activities that includes articles and other material for beacon purposes, and working closely with national bodies on emergency planning issues, including the Civil Contingencies Secretariat and the Improvement and Development Agency.

Evacuation Planning

We will strive towards ensuring that the local authorities have the appropriate levels and standards of preparedness, with plans and procedures in place and tested, together with appropriate staff identified and trained in their roles and responsibilities. This will also require greater involvement with regional resilience planners to ensure a regional approach to incidents, should they go beyond our boundaries, so they can be dealt with effectively.

A major thrust of this work will be in respect of evacuation planning, both for town centres and residential areas but also in respect of mass evacuation across a larger area. Emergency planners will work alongside the Police to develop and/or enhance our existing plans to ensure local areas can be evacuated swiftly and effectively. Part of the planning for areas around potential hazards, for example, large chemical sites, will be to zone those areas so that evacuation assembly points are pre-identified, access/egress routes are planned and rest centres are known. Mass evacuation planning will include the regional resilience team and neighbouring police forces and local authorities.

Vulnerable People

Together with the Voluntary Sector, Health Agencies, Utility Companies and others, work will be undertaken to attempt to identify where vulnerable persons reside, the extent of their vulnerability and what extra resources would be required to assist them in the event of an emergency. Expectations are that a comprehensive database may be created, however due to data protection issues, this may not be achievable but should result in details being known of which agency has got what knowledge, how it is kept, accessibility, etc, and a protocol for sharing such information in the event of an emergency including contact details.

Voluntary Sector

The voluntary sector has an important role to play in supporting the Category 1 responders in response to many emergencies. It is therefore vital that we enhance our knowledge of all the voluntary agencies that may be able to assist both the local authorities and the emergency services during an emergency. We will build upon the work already undertaken to actively engage with voluntary groups to ensure that we are aware of the kinds of service the voluntary sector can offer and ensure their services are included in our local planning arrangements. This will include them being involved more closely with the training and exercise regime operated within Cleveland. The voluntary sector could also provide valuable assistance in the work that will be undertaken in respect of vulnerable people.

Business Continuity

The promotion of business continuity planning and management, particularly amongst small and medium sized enterprises, will be aggressively progressed, including awareness raising activities, the production of advice literature to assist them and the production of a template that they can use to develop their own plan, thus helping them to help themselves in the event of an emergency. We will organise and run a one day conference and in conjunction with the Primary Care Trusts hold a seminar in relation to domiciliary care providers, residential and nursing home providers and associated caring agencies. We will assist the business continuity champions in the local authorities to prepare plans for their councils and service areas/departments to ensure they can deliver their emergency response capability, whilst continuing to provide their normal services as far as practicable whilst responding to the emergency.

Local Resilience Forum

Through the role performed by the Chief Emergency Planning Officer as the Secretariat to the LRF, work will be undertaken to enhance the functions and performance of the forum which is seen as the principal mechanism for multi-agency co-operation and information sharing and the effective delivery of the duties placed upon Category 1 responders under the Civil Contingencies Act. The strategies of the LRF will be delivered through the Cleveland Local Resilience Working Group and the Cleveland Media Emergency Forum and their sub groups. Emergency planners will actively participate in and undertake work and responsibilities associated with these groups and sub groups.

Tall Ships' Race

The delivery of the Tall Ships' Race in 2010 will require a vast amount of planning and detailed development and commitment of resources over a wide range of tasks. Whilst the race will centre on Hartlepool, it is clear that the event will have a knock on effect across the whole of the area and emergency planners will have a significant involvement in the planning process. Work has already commenced and will gather momentum during the year with members of the CEPU being active members of both the Safety Advisory Group and the Event Technical Task Group, as well as an advisory role in other task groups.

Auditing and Monitoring

Greater scrutiny and inspection of our functions is occurring involving both internal and external auditors and other agencies to determine how effectively

emergency planning is being delivered. Internal control measures and review procedures will be developed to compliment existing processes.

ORGANISATIONAL STRUCTURE

Cleveland Emergency Planning Unit (CEPU) has existed in its present format following local government reorganisation in 1996 and is the central unit that provides a comprehensive emergency and resilience planning service to the four unitary authorities of Hartlepool Borough Council, Middlesbrough Borough Council, Redcar & Cleveland Borough Council and Stockton-on-Tees Borough Council.

It is financed through a joint arrangement with Hartlepool Borough Council being the 'lead' authority. The performance and effectiveness of the CEPU is overseen by the Emergency Planning Joint Committee which is an Executive Committee that comprises of either the Mayor or an Executive Councillor from each local authority. The Chief Emergency Planning Officer also reports to the Tees Valley Chief Executive's Group.

The CEPU is co-located with the Emergency Planning Unit of Cleveland Police in offices within the boundary of Middlesbrough Fire Station that are leased from Cleveland Fire Brigade. Emergency Planning Officers from the Cleveland Fire Brigade and the North East Ambulance Service (NEAS) are also based within the Unit. The Cleveland Police Emergency Planning Unit consists of an Inspector, Sergeant, two Constables and a civilian support officer. Their offices are designated and equipped as the Fallback Control Room should communication facilities fail at either Police or Fire Brigade Communications Centres.

One of its primary functions of the CEPU is to undertake work with and on behalf of the four local authorities to ensure they meet their statutory requirements under the Civil Contingencies Act 2004. The Act provides a single framework for emergency preparedness, civil protection and emergency powers in the United Kingdom, focusing on local arrangements and statutory roles and responsibilities of the Local Authority, as well as for other local responders. Each of the four local authorities is classed as a Category 1 responder, together with the emergency services, Environment Agency and health agencies.

While the duties of responders are detailed on the face of the Civil Contingencies Act, the detail of what those duties mean and how they should be performed is delivered through the Civil Contingencies Act (Contingency Planning) Regulations 2005. The Act and Regulations are supported by a number of guidance documents issued by the Cabinet Office, the principle ones being "Emergency Preparedness" and "Emergency Response and Recovery" which set out how emergency planning and civil protection duties should be carried out by local authorities and other responders.

Consequently, the CEPU undertakes a wide range of duties, working towards the seven statutory civil protection requirements under the Act. These are:

- The production of a Community Risk Register following a process of risk assessment in relation to hazards and threats that might give rise to an

emergency and how that risk could impact upon the area and the delivery of services by the local authority and other responders.

- Emergency planning and preparedness, including the production of a major incident response plan for each local authority and other specific plans, for example, plans relating to flooding, evacuation, rest centres, that are fit for purpose and have been tested through exercises.
- Co-operation between all category 1 and 2 responders and voluntary agencies to address the full range of civil protection duties across respective organisational boundaries.
- Information sharing between responders ensuring knowledge and information is shared openly and constructively.
- Provision of arrangements to inform the public of the risks in their area and how they can prepare themselves if involved in a major incident and have warning arrangements in place to inform the public before, during and after a major incident.
- Advising the local authority on aspects of business continuity planning and management.
- Promoting business continuity to voluntary organisations and businesses, particularly medium and small enterprises, by the provision of advice and assistance about business continuity management and planning. This duty under the Act is solely a requirement upon the local authority and not other responders.

To assist us to comply with our duty to plan for a wide range of civil protection scenarios across the 'Cleveland' area, the CEPU has developed numerous links with partnership agencies including the emergency services, 'health' agencies, Environment Agency and the Hazardous Installations Division of the Health and Safety Executive. Co-location of the CEPU with emergency planners from the emergency services' assists immensely in this respect. This arrangement is unique to Cleveland and presents a professional image of emergency planning, raises the profile of the service and provides an environment conducive to integrated emergency management.

Emergency Planning Officers are intrinsically linked with a wide variety of groups or sub groups, often as chair person, which drive work associated with emergency and contingency planning. These include:

- Cleveland Local Resilience Forum (LRF). The Chief Emergency Planning Officer provides the Secretariat function to this forum.
- Local Resilience Working Group chaired by the Chief Emergency Planning Officer.
- Cleveland Media Emergency Forum chaired by the Chief Emergency Planning Officer.
- Cleveland Exercise Planning Group chaired by a Senior Emergency Planning Officer.
- Temporary Mortuary Group jointly chaired by the Head of the Police Emergency Planning Unit and the Chief Emergency Planning Officer.
- Voluntary Agency's Group chaired by a Senior Emergency Planning Officer.

The flowchart on the next page on page 12 illustrates the extent of the links and involvement that the CEPU has with regional and local partner agencies and organisations that create and provide close working and co-operation.

At a North East regional level, the Chief Emergency Planning Officer is a member of the Regional Resilience Forum with the Chief Executive of Hartlepool Borough Council who represents all councils within the region. Emergency Planners from across the region are represented by the Chief Emergency Planning Officer on the Regional Media Emergency Forum (RMEF). The Senior Emergency Planning Officer with responsibility for Middlesbrough is also a member of the RMEF and acts as the vice chair of the forum.

STAFFING

The CEPU is a central unit, comprising of a team of 10 staff:

- Chief Emergency Planning Officer (Head of the Emergency Planning Unit)
- Deputy Chief Emergency Planning Officer who has specific responsibilities in respect of promoting business continuity across all four local authority areas.
- Four Senior Emergency Planning Officers, each with primary responsibility for one of the four Borough Councils.
- Two Assistant Emergency Planning Officers who assist the Senior Emergency Planning Officers but also have specific roles in respect of the emergency response plans for the chemical sites and pipelines which are regulated by the Control of Major Accident Hazard Regulations (COMAH) and the Pipeline Safety Regulations.
- A Senior Administrative Assistant provides the administrative support to the Unit, together with an Administrative Assistant whose post is shared on a 50% basis with the Police Emergency Planning Unit.

A chart showing the structure appears on page 13.

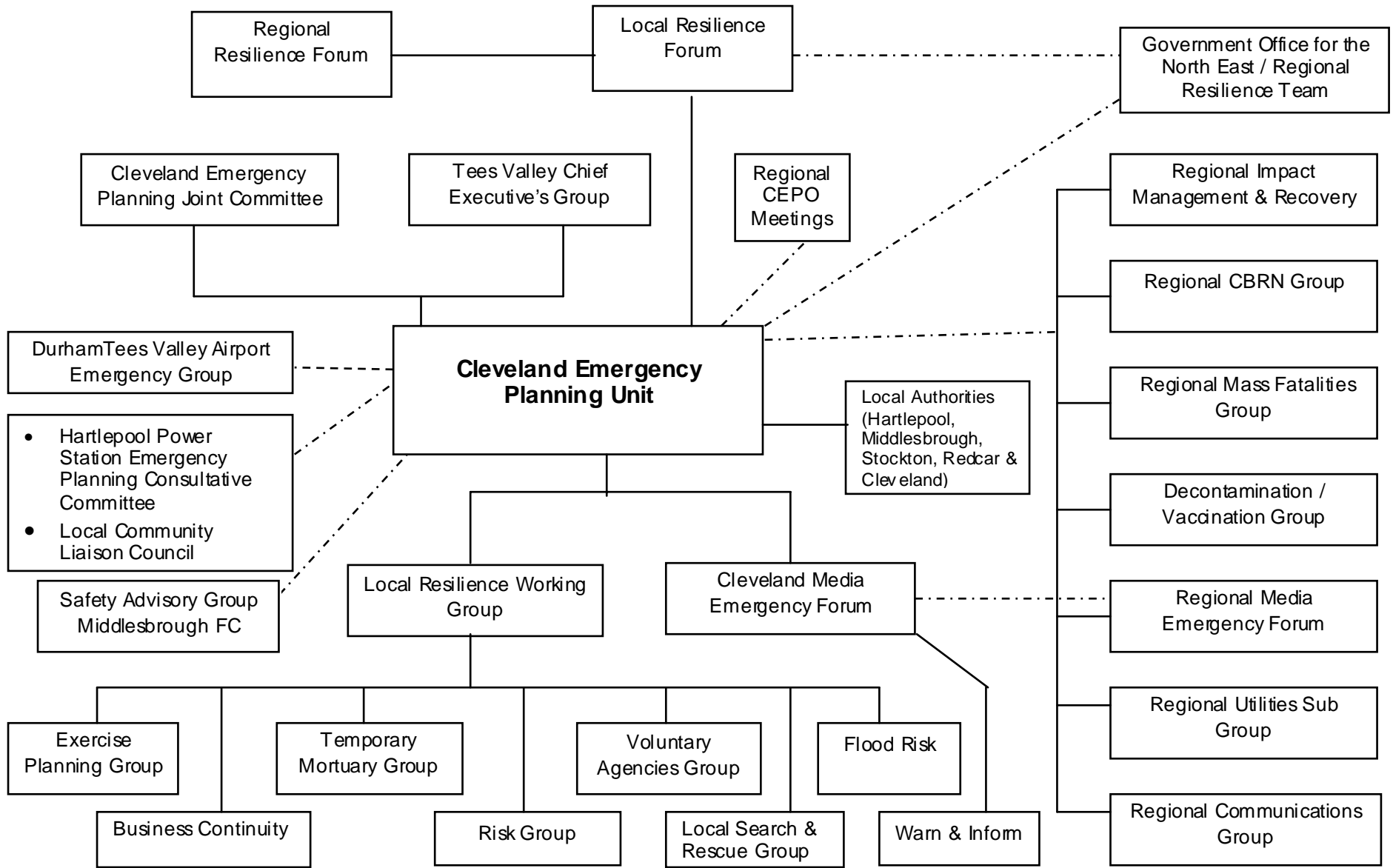
Clearly having a Joint Emergency Planning Unit serving all four local authorities is a great advantage in providing economies of scale and helping to stop duplication of effort. It greatly assists in meeting the co-operation and information sharing aspects of our work and in undertaking many of the duties under the Civil Contingencies Act.

Duty Officer

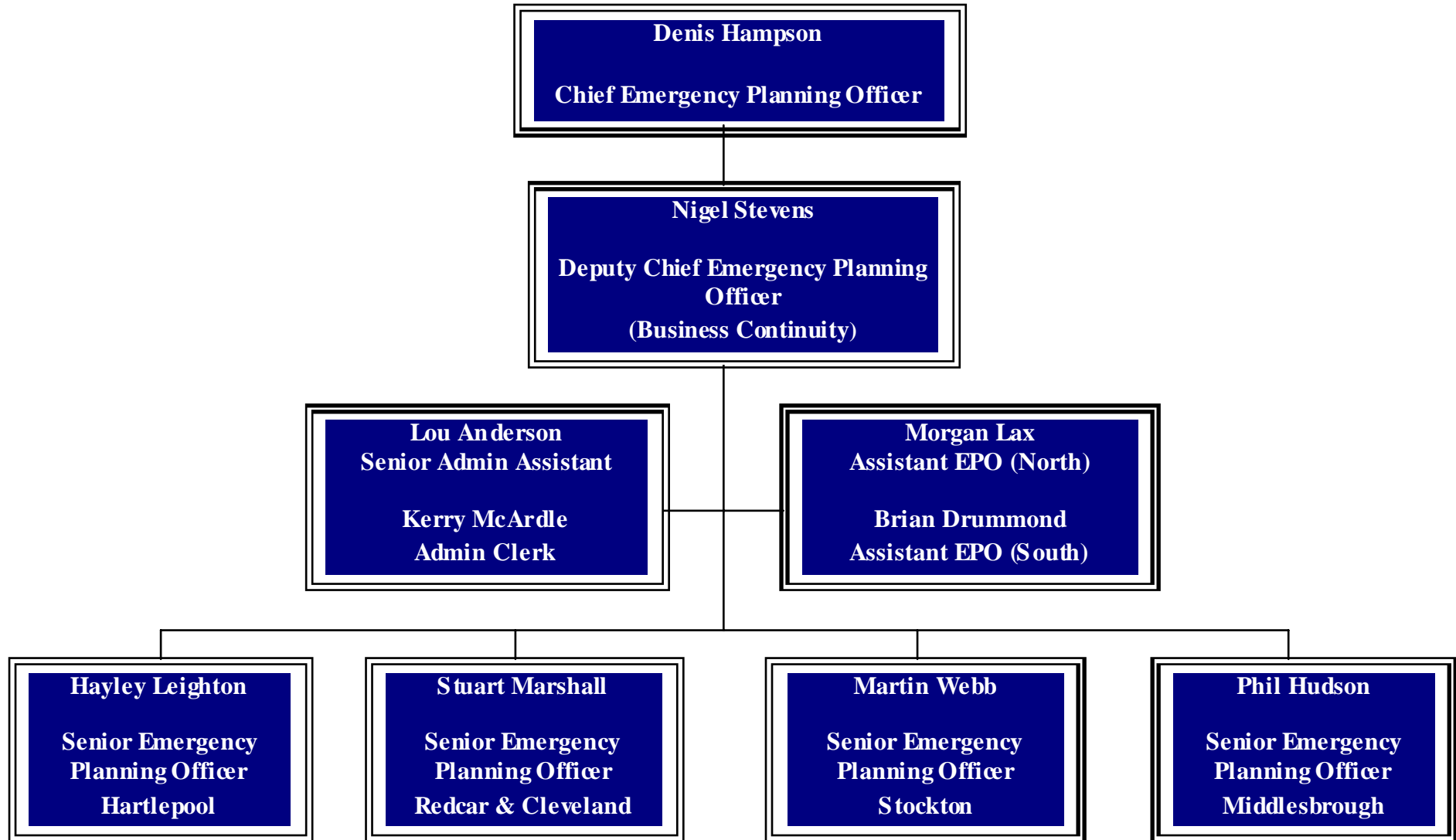
The CEPU provides an out of hours “Duty Officer” arrangement. Operating on a 365 days/24 hour basis, it provides a single point of contact between the emergency services, other agencies, for example the Environment Agency and Food Standard Agency, and the four authorities for alerting and activating them in the event of an incident or major emergency.

Location

A map showing the location of the Unit and providing directions is available for downloading purposes on the website of the Cleveland Emergency Planning Unit.



STRUCTURE



AIMS and OBJECTIVES

AIMS

The primary aims of emergency planning are:

1. To provide a comprehensive and effective resilience and emergency planning service to the four local authorities'.
2. To achieve an effective response to all major incidents and emergency situations regardless of their cause.
3. To ensure emergency response plans are produced, reviewed, tested and exercised.
4. To ensure the local authorities' meet their statutory obligations and duties under primary legislation, including:
 - (a) The Civil Contingencies Act 2004;
 - (b) The Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005;
 - (c) The Control of Major Accident Hazard Regulations 1999
 - (d) The Pipelines Safety Regulations 1996
 - (e) The Radiation (Emergency Preparedness & Public Information) Regulations 2001
5. To ensure communities are well prepared to respond to emergency incidents.

To achieve these aims we must also:

- Ensure we have planned and prepared an organised and practical response by the Emergency Planning Unit and Councils we service.
- Effectively contribute to the combined response of all the emergency services and other agencies.
- Have plans that are sufficiently flexible to deal with a range of situations that may increase in significance, duration and complexity.
- Be able to respond to incidents that are outside the normal experience of the local authority.
- Ensure that appropriate staff are identified, have the knowledge and expertise to enable them to respond effectively to a major emergency and receive the right training.
- Ensure the provision of a facility (emergency control centre) within each local authority from which co-ordination of an emergency would take place.
- Be an integral part of the Cleveland Local Resilience Forum structure.

OBJECTIVES

We will work towards a number of objectives, thus contributing to the achievement of the aims of the Emergency Planning Unit and the Local Authorities. Our primary objectives are:

- To ensure that the emergency planning service provided meets the needs of the four local authorities.
- To develop and review the emergency planning arrangements and response plans within the local authorities.
- To assess hazards and risks and plan accordingly, ensuring those risks are adequately represented in the Community Risk Register and the awareness of the public is raised to the risks within their area.
- To ensure that Emergency Planning Officers and appropriate local authority personnel receive appropriate training that allows them to develop the necessary knowledge and expertise, thereby enabling them to respond effectively to incidents.
- To establish, consolidate or improve partnerships with the emergency services and other agencies, particularly Category 1 and Category 2 Responders under the Civil Contingencies Act.
- To provide a robust and effective Secretariat function to the Cleveland Local Resilience Forum.
- To meet the statutory obligations placed on Local Authorities in respect of civil protection.
- To develop a robust and effective assessment and monitoring regime.
- To provide information to the general public on responding to and dealing with emergencies, thus ensuring they are better prepared for and can protect themselves and others in the event of a major incident.
- To ensure communication strategies and procedures are in place to deal with major incidents and service continuity planning.
- To provide an effective duty officer scheme, thereby ensuring an Emergency Planning Officer is always available.
- To ensure Senior Managers and Elected Members are informed of emergency planning and procedures and identified risks.
- To promote business continuity management within the local authorities but also to businesses and voluntary organisations through the provision of provide advice and assistance.

ETHOS

The characteristic spirit of the Cleveland Emergency Planning Unit is epitomized by our values and culture.

VALUES

To provide a professional and efficient service we will follow a number of core values that will be applied to all our activities.

- We will act with integrity, openness and respect to all users of our service.
- We accept responsibilities that flow from our work.
- We will continually strive to improve our service and performance.
- We will foster good working relationships with the emergency services, together with other agencies and stakeholders involved in the emergency planning process.
- We are conscientious, hard working, loyal and positive in all our tasks.

CULTURE

Culture is “the way things are done”. Within the Emergency Planning Unit our culture is based upon the following principles:

- A “can do” organisation.
- Team working and collaboration.
- Effective partnership working.
- Empowerment of staff.
- Openness to new ideas and initiatives.

PERFORMANCE INDICATORS

To help manage and continually improve our performance and service and determine if we are meeting our aims and objectives, it is important that we have in place a number of performance indicators through which we can monitor and review our progress.

These indicators are all linked to our aims and objectives and to the priority themes for our service planning discussed in the “The Year Ahead” section. The indicators also help staff to be clear about their own objectives and targets, allowing them to assess how well they are personally performing in meeting both their own and the Units’ objectives and targets.

Also included is a number of “cross cutting indicators” used to monitor performance against the Neighbourhood Services Department of Hartlepool Borough Council. The Emergency Planning Unit is a division within that department of Hartlepool Borough Council who are the “host” / lead authority.

NO	INDICATOR	OUTCOME	2007/08 TARGET
1	Develop and review emergency planning arrangements in each local authority	<ul style="list-style-type: none"> • To ensure each authority has an effective and up to date Major Incident Response Plan • To ensure departments / service areas have effective plans which are an integral part of the Councils Major Incident Response Plan • Staff are aware of their roles and responsibilities 	<ul style="list-style-type: none"> • Each Local Authority MI Response Plan to be reviewed at least once • Review 75% of key elements of departmental / service area plans
2	Meet requirements of the Beacon status award, in conjunction with the Improvement & Development Agency (ID ^e A)	<ul style="list-style-type: none"> • Promote the best practices of Cleveland to other local authorities across the country • Meet the objectives of the emergency planning Beacon's learning and improvement strategy 	<ul style="list-style-type: none"> • Give 2 presentations at national seminars / conferences • Produce at least 2 case studies to be disseminated through the Beacon forum • Provide quarterly reviews to ID^eA
3	Number of plans produced/reviewed for COMAH establishments	<ul style="list-style-type: none"> • Meet statutory duties under the Control of Major Accident Hazard Regulations • Ensure Operator, Emergency Services Local Authority and other responders effectively deal with incidents • Validity of plans produced to satisfaction of Competent Authority 	8

NO	INDICATOR	OUTCOME	2007/08 TARGET
4	Provide an efficient duty officer scheme – 24/7x365	<ul style="list-style-type: none"> • Best Value • Ensure Local Authority are alerted to incidents so they can respond effectively 	98%
5	Rest Centre procedures and exercises	<ul style="list-style-type: none"> • To ensure staff, especially social services & voluntary agencies are better equipped to respond to incidents 	One exercise or training programme undertaken in each Council
6	Provision of an effective Cleveland Community Risk Register	<ul style="list-style-type: none"> • To ensure the local authorities' have identified and prioritised emergency risks in their area • Allows the public to be made more aware of the risks that could lead to a major incident • Provision of Project Leader who will chair the Risk Sub Group and further develop the community risk register 	<ul style="list-style-type: none"> • Complete & incorporate 10 local risks into CRR • Put risk register on web site and review 6 monthly • Hold 4 meetings of Risk Sub Group to monitor and review the register • Report to Local Resilience Forum annually
7	Conduct / participate in multi-agency exercises under COMAH / Pipelines / REPPIR Regulations	<ul style="list-style-type: none"> • To ensure those involved are better prepared to respond • Ensure plans work in practice • Lessons learned and required actions are taken forward 	10 COMAH exercises & 1 level two Nuclear exercise

NO	INDICATOR	OUTCOME	2007/08 TARGET
8	Provision of effective internet websites for both the Cleveland Emergency Planning Unit and the Cleveland Local Resilience Forum (LRF)	<ul style="list-style-type: none"> • Improved interaction with public / customers • Provision of system to inform the public of the risks associated with the area, allowing them to take any preventative actions felt appropriate • Provide focal point for public to gain information on emergency and civil contingencies planning 	<ul style="list-style-type: none"> • Web site reviewed at least every 28 days • New 'cover story' on CEPU website on a quarterly basis • Project leader to place new items on website within 5 days of receipt.
9	Provide information to the public / residents on responding to and dealing with emergencies	<ul style="list-style-type: none"> • To ensure everyone is more aware of emergency and contingency planning so they are better prepared and aware • Provision of advice and guidance • Assist in meeting the statutory requirements of the Civil Contingencies Act 	<ul style="list-style-type: none"> • Produce 3 pieces of information material • Material made available on CEPU and LRF websites • Briefing note to category 1 & 2 responders twice yearly
10	Time to complete an off-site emergency plan under the Control of Major Accident Hazard Regulations (COMAH), Pipeline Safety Regulations or Radiation (Emergency Preparedness & Public Information) Regulations (REPPIR)	<ul style="list-style-type: none"> • Meet statutory duties under the COMAH Regulations/Pipeline Safety Regulations /REPPIR • Ensure plans are in place to assist the Operator, Emergency Services, Local Authority and other responders to deal effectively with incidents 	40 working days (from commencement of writing plan to sending draft out for consultation)

NO	INDICATOR	OUTCOME	2006/07 TARGET
11	Training of Local Authority and Emergency Planning Unit staff	<ul style="list-style-type: none"> • Best Value • Staff better able to respond effectively to incidents • Ensure effective use of resources 	<ul style="list-style-type: none"> • 8 local authority staff to attend external courses • 20 local authority staff in each Council to receive “in house” training • Hold 4 Local Authority Exercises • Emergency planning staff to receive average of 3 days of training • Provision of 3 multi-agency training days
12	Increase awareness of emergency planning and the Civil Contingencies Act within the local authorities	<ul style="list-style-type: none"> • Best Value. • Crucial to ensure effective deliver & improvement of service • Provide awareness that Elected Members and Council employees can impart to persons within their community • Public through awareness are better prepared to protect themselves and their property and understand the reality of situations / emergencies. 	<ul style="list-style-type: none"> • Seminar for Elected Members to be held in each Local Authority • EPU Display Boards to be on show in Council buildings for 3 months • 1 Elected Members to attend Emergency Planning College • Internal briefing note to category 1 & 2 responders twice yearly • Minimum of three EMRT meetings to be held

NO	INDICATOR	OUTCOME	2007/08 TARGET
13	Ensure compliance with the Pipeline Safety Regulations through the review and writing of emergency response plans for hazardous pipelines	<ul style="list-style-type: none"> • Ensure Operator, Emergency Services, Local authority and other responders react effectively to incidents. • Comply with statutory requirements 	<ul style="list-style-type: none"> • Review and/or test 2 plans
14	Effective partnership working on a multi-agency basis across the Tees Valley area, with particular reference to the Cleveland Local Resilience Forum	<ul style="list-style-type: none"> • Sharing information and knowledge • Improve liaison, knowledge and understanding assisting agencies to work more closely • Dissemination of minutes to interested parties • Provision of an effective Local Resilience Forum through the CEPO as Secretariat to the LRF • Meet requirements of the Civil Contingencies Act 	<ul style="list-style-type: none"> • 4 meetings of the Local Resilience Forum • 4 meetings of the Local Resilience Working Group • 4 meetings of the Media Emergency Forum • 4 Ad hoc meetings • Meet the milestones and targets set in the LRF implementation plan for the Civil Contingencies Act
15	Increase involvement of the 'voluntary sector' in emergency planning	<ul style="list-style-type: none"> • Best Value • Improve liaison, knowledge and understanding between all parties • Meets central government guidance 	<ul style="list-style-type: none"> • Hold 3 meetings with Voluntary Agencies • Involve one or more agencies in 2 exercises • 4 training sessions / presentations to or with Voluntary Agencies

NO	INDICATOR	OUTCOME	2007/08 TARGET
16	Promote Business Continuity Management to medium and small enterprises (SME's)	<ul style="list-style-type: none"> • Meet requirements of the Civil Contingencies Act • Promotes awareness to the wider community • Provision of shared information • Greater community involvement • SME's are more able to recover from the effects of an emergency 	<ul style="list-style-type: none"> • Continue working relation with Tees Valley Business Link & North East Chamber of Commerce • Produce 4 pieces of literature for dissemination to SME's • Form and hold 4 meetings of a Business Continuity Sub Group • Hold seminar / conference for SME's • Create working relations with PCTs
17	Meetings with Partnership Agencies and Organisations within the North East region	<ul style="list-style-type: none"> • Sharing information • Improve liaison, knowledge and understanding, thereby assisting agencies to work more closely • Dissemination of minutes to interested parties 	<ul style="list-style-type: none"> • 3 meetings with Regional Resilience Team (GONE) • 8 meetings with regional operations groups e.g. CBRN, Media, Utilities • 4 Ad hoc meetings
18	Business Continuity Plan for the Emergency Planning Unit	<ul style="list-style-type: none"> • Meet requirements of the Civil Contingencies Act guidance • Ensure staff can react effectively to an incident affecting the EPU • Best Value 	<ul style="list-style-type: none"> • Complete review of the plan for the CEPU • Conduct an exercise involving the plan

NO	INDICATOR	OUTCOME	2007/08 TARGET
19	(a) Invoices received in Emergency Planning Unit processed & sent to finance section for payment. (b) Submission of requests for invoices for exercises and/or plans	<ul style="list-style-type: none"> • Best Value • Improve the internal administrative working of Emergency Planning Unit • Effective cost recovery 	<ul style="list-style-type: none"> • Invoices processed/sent within 5 days • EPO's to provide costing within 7 days of exercise or plan completion
20	Circulation of minutes of meetings and other information received within the unit	<ul style="list-style-type: none"> • Good administrative practice • Allows information to be shared • Actions are identified and dealt with • Timely circulation of relevant information on emergency planning issues 	<ul style="list-style-type: none"> • Circulated within 8 working days of meeting date • Circulation of other material within 5 days

CROSS CUTTING INDICATORS

NO	INDICATOR	NEIGHBOURHOOD SERVICES DEPARTMENT 2007/08	EPU 2007/08
1	Percentage of appraisals carried out within the Emergency Planning Unit	100%	100%
2	Average number of days training per employee within the EPU	3	3
3	Average number of days lost to sickness within the EPU	10.19	10.00

NOTES

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date: 7th November 2007
Subject: **PROGRESS ON PERFORMANCE INDICATORS
2007/08**

1. PURPOSE OF REPORT:

To inform the Joint Committee of the progress being made on achieving the performance indicators set down in the 2007/08 Annual Plan of the Cleveland Emergency Planning Unit.

2. BACKGROUND:

- 2.1 To manage and continually improve our service and performance and determine if the Emergency Planning Unit is meeting its aims and objectives, a number of realistic and meaningful performance indicators have been set through which we could monitor and review our progress and performance.
- 2.2 This report details the progress made towards achieving those performance indicators during the period 1st April to 30th September 2007. (6 month period)
- 2.3 Administrative processes enable the performance indicators to be effectively monitored and the indicators are also a standing item on the agenda for the monthly team meeting. They also form part of the discussions on the three monthly work programme individually agreed between each of the Emergency Planning Officers and the Chief Emergency Planning Officers.
- 2.4 There are a total of 20 performance indicators for 2007/08 and satisfactory progress is being made on most of them. Currently 15 of these performance indicators (shown as ☺ on the chart below) are on target and provided the current staffing is maintained in the EPU, the Chief Emergency Planning Officer considers that they are likely to be achieved by the end of the current fiscal year.
- 2.5 Five (5) other indicators, shown as (☹), are currently being worked upon but unless circumstances change, there is every likelihood that some will not be achieved. Due to staff changes and work pressures, the targets for multi-agency training days, review of

departmental/service area plans and members seminars may fall short of the target. Also part of indicator 12 in respect of the Media Forum will not meet the target set as the September meeting was cancelled due to lack of agenda items but other commitments of EPU staff prevented them from seeking out agenda items.

- 2.6 Emergency Planners are striving to achieve the target in respect of the COMAH plans (indicator 3) to ensure that the statutory duty of the local authority are met. The Emergency Planning Unit is liaising closely with the Health and Safety Executive to produce or review the necessary plans and there is confidence that this target will be achieved.
- 2.7 Progress to date on achieving the indicators provides evidence of the commitment of the staff within the Emergency Planning Unit to meeting the targets set, several of which were strengthened and enhanced from the previous year, especially to meet new requirements under the Civil Contingencies Act and the additional commitments being consistently placed upon staff by the Regional Resilience Team within the Government Office for the North East.
- 2.8 Staff within the EPU are working extremely hard to meet the targets, despite the 50% turnover in emergency planning officers over the past 8 months. These changes in staff have placed extra pressure on the small team of dedicated staff and may change the final outcome of some of the indicators which are at present on target. Most of the turnover has occurred through other employers, including local authorities, offering better salaries than those presently offered to members of the Cleveland EPU. The forthcoming results of the job evaluation process are awaited with interest.
- 2.9 There are three cross cutting indicators which compare points of the Emergency Planning Unit with the Neighbourhood Services Department of Hartlepool Borough Council. The EPU is presently in line with or better than those for the Department in respect of all three indicators.
- 2.10 The recommendations from the Buncefield enquiry could, dependant upon the resultant reviews, impact upon some of the current indicators.




3 RECOMMENDATION:




- 3.1 That Members note the report




Report Author: Denis Hampson
Chief Emergency Planning Officer



Date: 5th October 2007





PERFORMANCE INDICATORS 2006/07

NO	INDICATOR	OUTCOME	2007 / 08 TARGET	PROGRESS
1 	Develop and review emergency planning arrangements in each local authority	<ul style="list-style-type: none"> To ensure each authority has an effective and up to date Major Incident Response Plan To ensure departments / service areas have effective plans which are an integral part of the Councils Major Incident Response Plan Staff are aware of their roles and responsibilities 	<ul style="list-style-type: none"> Each Local Authority MI Response Plan to be reviewed at least once Review 75% of key elements of service area / departmental plans 	Meeting target for MI Response plans, with Hartlepool and Middlesbrough already completed. Target for service area/departmental plans has been affected by staff changes and is currently below target.
2 	Meet requirements of the Beacon status award, in conjunction with the Improvement & Development Agency (ID ^e A)	<ul style="list-style-type: none"> Promote the best practices of Cleveland to other local authorities across the country Meet the objectives of the emergency planning Beacon's learning and improvement strategy 	<ul style="list-style-type: none"> Give 2 presentations at national seminars / conferences Produce at least 2 case studies to be disseminated through the Beacon forum Provide quarterly reviews to ID^eA 	Meeting target, but expectations of the Development & Improvement Agency are far greater than target set.
3 	Number of plans produced/reviewed for COMAH establishments	<ul style="list-style-type: none"> Meet statutory duties under the Control of Major Accident Hazard Regulations Ensure Operator, Emergency Services Local Authority and other responders effectively deal with incidents Validity of plans produced to satisfaction 	8	Slightly below target. Three plans produced to date and others being worked upon.




NO	INDICATOR	of Competent Authority OUTCOME	2007 / 08 TARGET	PROGRESS
4 	Provide an efficient duty officer scheme – 24/7 x 365	<ul style="list-style-type: none"> • Best Value • Ensure Local Authority are alerted to incidents so they can respond effectively 	98%	On target
5 	Rest Centre procedures and exercises	<ul style="list-style-type: none"> • To ensure staff, especially social services & voluntary agencies are better equipped to respond to incidents 	One exercise or training programme undertaken in each Council	On target Hartlepool completed through Ex Jordan. Middlesbrough trained with WRVS Redcar & Cleveland – exercise schedule for late October 07 Stockton – scheduled for February 08
6 	Provision of an effective Cleveland Community Risk Register	<ul style="list-style-type: none"> • To ensure the local authorities' have identified and prioritised emergency risks in their area • Allows the public to be made more aware of the risks that could lead to a major incident • Provision of a Project Leader who will chair the Risk Sub Group and further develop the community risk register 	<ul style="list-style-type: none"> • Complete & incorporate 10 local risks into CRR • Put risk register on web site and review 6 monthly • Hold 4 meetings of Risk Sub Group to monitor and review the register • Report to Local Resilience Forum annually 	On Target <ul style="list-style-type: none"> • 4 local risks completed and incorporate into register. Others ongoing. • Website reviewed March – next review October 07. • Register is under constant review – two risk groups held, but there is a need to generate more interest within some

NO	INDICATOR	OUTCOME	2007 / 08 TARGET	PROGRESS
				agencies • Report will be given to LRF in Dec 07
7 	Conduct / participate in multi-agency exercises under COMAH / Pipelines / REPPiR Regulations	<ul style="list-style-type: none"> To ensure those involved are better prepared to respond Ensure plans work in practice Lessons learned and required actions are taken forward 	10 COMAH exercises & 1 level 2 Nuclear exercise	On target • 6 COMAH exercises completed • Exercise Jordan completed
8 	Provision of an effective internet website for both the Cleveland Emergency Planning Unit and the Cleveland Local resilience Forum (LRF)	<ul style="list-style-type: none"> Improved interaction with public/customers Provision of system to inform the public of the risks associated with the area, allowing them to take any preventative actions felt appropriate Provide focal point for public to gain information on emergency and civil contingencies planning 	<ul style="list-style-type: none"> Web site reviewed at least every 28 days New 'cover story' on CEPU website on a quarterly basis Project Leader to place new items on website within 5 days of receipt 	On target. Number of new articles, particularly around business continuity added to website. Number of dedicated 'hits' significantly increased.
9 	Provide information to the public / residents on responding to and dealing with emergencies	<ul style="list-style-type: none"> To ensure everyone is more aware of emergency and contingency planning so they are better prepared and aware Provision of advice and guidance Assist in meeting the statutory requirements of the Civil Contingencies Act 	<ul style="list-style-type: none"> Produce 3 pieces of information material Material made available on CEPU and LRF websites Briefing note to category 1 & 2 responders twice yearly 	On target • 2 Business Continuity items produced and put on website. • Briefing note on Hartlepool bus crash produced and circulated.
10	Time to complete an off-site emergency plan under the Control of Major Accident Hazard	<ul style="list-style-type: none"> Meet statutory duties under the COMAH Regulations/Pipeline Safety Regulations /REPPiR 	40 working days (from commencement	Meeting target.

		their property and understand the reality of situations / emergencies.	<ul style="list-style-type: none"> 1 Elected Member to attend Emergency Planning College Minimum of 3 EMRT meetings to be held 	<ul style="list-style-type: none"> attended EPC On target to meet EMRT requirements
NO	INDICATOR	OUTCOME	2007/08 TARGET	PROGRESS
13 	Ensure compliance with the Pipeline Safety Regulations through the review and writing of emergency response plans for hazardous pipelines	<ul style="list-style-type: none"> Ensure Operator, Emergency Services, Local authority and other responders react effectively to incidents. Comply with statutory requirements 	<ul style="list-style-type: none"> Review and/or test 2 plans 	On target. Three ethylene pipeline plans under review and will be completed by December 07.
14 	Effective partnership working on a multi-agency basis across the Tees Valley area, with particular reference to the Cleveland Local resilience Forum	<ul style="list-style-type: none"> Sharing Information Improve liaison, knowledge and understanding, thereby assisting agencies to work more closely Dissemination of minutes to interested parties Provision of an effective Local Resilience Forum through the CEPO as Secretariat to the LRF 	<ul style="list-style-type: none"> 4 meetings of the Local Resilience Forum 4 meetings of the Local Resilience Working Group 4 meetings of the Media Emergency Forum 4 Ad hoc meetings Meet milestones & targets set in LRF implementation plan for the Civil Contingencies Act 	<ul style="list-style-type: none"> LRF meeting target being met LRWG target being met Media Forum target will not be met – September meeting cancelled due to lack of agenda items Number of ad hoc meetings held LRF plan on target – being monitored by the LRF
15	Increase involvement of the 'voluntary sector' in emergency	<ul style="list-style-type: none"> Best Value Improve liaison, knowledge and 	<ul style="list-style-type: none"> Hold 3 meetings with Voluntary 	On target 2 meetings held with

		<ul style="list-style-type: none"> Dissemination of minutes to interested parties 	regional operations groups e.g. CBRN, Media, Utilities <ul style="list-style-type: none"> 4 Ad hoc meetings 	increasing.
18 	Business Continuity Plan for the Emergency Planning Unit	<ul style="list-style-type: none"> Meet requirements of the Civil Contingencies Act Ensure staff can react effectively to an incident affecting the EPU Best Value 	<ul style="list-style-type: none"> Complete a review of the plan for the CEPU Conduct an exercise involving the plan. 	Plan being reviewed – after which it will be exercised. Target expected to be achieved.
NO	INDICATOR	OUTCOME	2007/08 TARGET	PROGRESS
19 	(a) Invoices received in Emergency Planning Unit processed & sent to finance section for payment. (b) Submission of requests for invoices for exercises and/or plans	<ul style="list-style-type: none"> Best Value Improve the internal administrative working of Emergency Planning Unit Effective cost recovery 	<ul style="list-style-type: none"> Invoices processed/sent within 5 days EPO's to provide costing within 7 days of exercise or plan completion 	<ul style="list-style-type: none"> Target being achieved Target on costings being met.
20 	Circulation of minutes of meetings and other information received within the unit	<ul style="list-style-type: none"> Good administrative practice Allows information to be shared Actions are identified and dealt with Timely circulation of relevant information on emergency planning issues 	<ul style="list-style-type: none"> Circulated within 8 working days of meeting date Circulation of other material within 5 days 	The target time is being achieved. The date when minutes are circulated is shown in 'footer' at bottom of pages of minutes.

CROSS CUTTING INDICATORS

NO	INDICATOR	NEIGHBOURHOOD SERVICES DEPARTMENT 2006/07	EPU 2006/07	PROGRESS
1 	Percentage of appraisals carried out within the Emergency Planning Unit	100%	100%	All appraisals for 2007 have been completed
2 	Average number of days training per employee within the Emergency Planning Unit	3	3	Fully expect to meet target.
3 	Average number of days lost to sickness within the Emergency Planning Unit	10.19	10.00	On target at present, but sickness levels are starting to rise. Results of job evaluation could have an impact.

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 7th November 2007
Subject: **Beacon Status for Emergency Planning**

1. Purpose of the Report

1.1 To inform Members of the Joint Committee of the ongoing commitments and work of the Emergency Planning Unit following the awarding of Beacon status. Primarily this work is being undertaken on behalf of the four local authorities by the \Chief emergency planning Officer.

2. Background

2.1 The Beacon Scheme was set up to help authorities achieve high standards across a wide range of services. The scheme aims to raise standards by promoting best practice and providing opportunities for authorities to aspire to be the best, to learn from and work with the best. Emergency planning was one of 10 themes chosen in Round 8 of the Beacon scheme. It was the first time that emergency planning had been a Beacon theme.

2.2 The local authority Chief Executives' agreed that the Cleveland Emergency Planning Unit would on behalf of the four 'Cleveland' authorities make application for Beacon Status due to the unique nature of the EPU. However, upon examining the criteria for a bid, the Chief Emergency Planning Officer considered that any application was more likely to be successful if the bid was made jointly with the Police and Fire Brigade. He sought and obtained approval from all parties for this approach.

2.3 The three central themes of the Cleveland application were:

- The multi-agency co-located emergency planning unit which is a unique phenomenon, as such a unit does not exist anywhere else in the country. The Unit enhances the delivery of emergency planning both internally and externally and provides economies of scale.
- Strong and vibrant partnership working with excellent co-operation and sharing of knowledge and information.

- Effective communication strategies. The case study submitted was on the “Prepare for Emergencies” – Z card - as it is considered that a well informed public is better able to respond effectively to an emergency and thus minimise the impact of that emergency on the community.
- 2.4 Following submission of the ‘bid document’, the Cleveland application was one of 12 applications nationally to be short-listed by the I&D^{EA} (Improvement and Development Agency) on behalf of the Department of Local Government and Communities. Further work then ensued in support of the bid and a formal visit by the assessors to the Emergency Planning Unit took place in December 2006.
- 2.5 Following this visit, the Cleveland ‘team’ were invited to make a presentation to the Advisory panel in London in January 2007 as the final opportunity to demonstrate why our bid should be successful.
- 2.6 The conclusion was that the ‘Cleveland bid was successful and Beacon status was awarded at a ceremony in London on 21st March 2007.
- 2.7 Feedback from the Assessors was very good, with a overall score of 6 (outstanding) being awarded. The overall statement from the Assessors read:
“We can confirm that there is a unique and vibrant partnership between the applicant authorities and a wider range of bodies in the public, private and voluntary sector. The authorities demonstrated excellence in all areas and were outstanding in others. There is much that authorities across the country could learn from this partnership and what it has achieved – particularly in terms of community and business engagement. The assessment team therefore recommends that Beacon status be awarded.”
- 3. Beacon Work Completed or in Progress**
- 3.1 The central theme is that Beacon authorities will export their knowledge and best practice to others so that other authorities can learn from their experiences.
- 3.2 Bi-monthly meetings are held with the Improvement and Development Agency as well as a national meeting for all Beacon authorities to share best practice, ideas and information.
- 3.3 The four ‘Northern’ Beacons (Humberside, Rotherham, Nottingham and Cleveland) have appointed a Beacon Co-ordinator to perform many of the admin, liaison and arrangement functions necessary for the Beacons to perform actions collectively. The Northern Co-ordinator is based at Rotherham and bi-monthly meetings are held with the Northern Beacons. The same arrangements have been created for the ‘Southern Beacons’ (Essex, Gloucestershire and Hertfordshire) with a Southern co-ordinator based in Essex. The co-ordinator provides

quarterly progress reports to the Department of Local Government and Communities on our behalf.

- 3.4 Promotional literature has been produced by the co-ordinators which gives details of what the Beacons can offer to other authorities and the strengths of each of the Beacons. This has been distributed across the country to all non Beacon local authorities and other agencies. There is also additional publicity for the Beacons and their work on the Improvement and Development Agency website and the Cleveland EPU website.
- 3.5 Within Cleveland, the awarding of Beacon status has led to increases in workloads which have been absorbed within the EPU. However, this has put strains on existing workloads and some slippage in other work-streams has occurred. Much of the Beacon work lies with the Chief Emergency Planning Officer.
- 3.6 Having Beacon status has generated a raft of enquiries from other local authorities and emergency planners, resulting in many of the Cleveland EPU protocols and policy and procedural documents being sent far and wide. The EPU website has seen a rise in persons downloading documents including our Annual Plan, Major Incident Response plan and the Exercising and Testing documentation. Maybe surprisingly, many enquirers have been interested in the performance indicators shown in the annual plan. The concept of the Joint Unit has also been the subject of many enquiries. HSE have also been directing emergency planners towards Cleveland in respect of the COMAH planning and exercising arrangements.
- 3.7 Several agencies and authorities have been visitors to the EPU over the past six months to discuss how emergency planning is delivered in Cleveland. These include West Yorkshire Fire Brigade and Bradford Council.
- 3.8 The Chief Emergency Planning Officer has attended a number of conferences or events where he has given presentations or been involved in workshops, including:
 - Presentation to the Business Continuity Expo at the London Excel Arena.
 - Presentation at the 'Our Friends in the North' event organised by the Government Office for the North East.
 - Guardian Civil Contingencies Forum in London – title of presentation "Making Emergency Planning Everyone's Responsibility".
 - Emergency Planning Society Conference in Torquay (3 day event). Led on three workshops.
 - Dealing with Disasters Conference held at the University of Northumbria in conjunction with the University of Teesside.

- 3.9 The Beacons are presently planning nine events which will occur in the first six months of 2008. Each event will be held in different parts of the UK including Scotland and Northern Ireland. Cleveland will lead on three specific topics/workshops at each event, these being “Warning and Informing Arrangements, Testing and Exercising of Plans, particularly COMAH plans and Incident Management and Control. Paul Joyce, Director, Cleveland Fire Brigade and Inspector Peter Metcalfe of Cleveland Police will assist the Chief Emergency Planning Officer with the delivery of these events/workshops.

4. Recommendation

- 4.1 The report is noted.
- 4.2 Members acknowledge the hard work that was undertaken by the Cleveland ‘team’ to achieve Beacon status
- 4.3 Members note the continuing workloads and pressures that being awarded Beacon status have placed on the small team of emergency planning professionals within the EPU.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report date: 20th September 2007

CLEVELAND EMERGENCY PLANNING UNIT

REPORT TO: Emergency Planning Joint Committee

REPORT FROM: Chief Emergency Planning Officer

DATE: 7th November 2007

SUBJECT: **MULTI-AGENCY EXERCISE CALENDAR & PROGRESS REPORT**

1. PURPOSE OF REPORT

- 1.1. To inform Members of the Emergency Planning Joint Committee of the multi agency exercise and training calendar for 2007-08 that has been prepared with strategic partners.
- 1.2. To provide Members' with an overview of the multi-agency exercises that took place during 2006-2007.
- 1.3. To inform Members' of the significant lessons learned and issues which are being addressed as a result of the exercises conducted.

2. BACKGROUND

- 2.1 A Senior Emergency Planning Officer from the Cleveland Emergency Planning Unit (CEPU) chairs a multi-agency exercise planning group that meets quarterly. Membership of the group includes Emergency Planning Officers from the Emergency Services and Cleveland Emergency Planning Unit. Other attendees include representatives from the Maritime and Coastguard Agency, Health Protection Agency, Acute Hospitals, Meteorological Office and Primary Care Trusts, as and when appropriate.
- 2.2 The meeting in the latter part of the year considers the exercises for the forthcoming year, whilst other meetings consider the progress of exercises, any issues with planning of those exercises and the action points that arise from exercises that have taken place. An important feature is to address any re-occurring themes or issues highlighted in exercises.
- 2.3 The Local Authority has a legal responsibility under the Control of Major Accident Hazard Regulations (COMAH), working in conjunction with the emergency services and operators, to ensure that off-site emergency response plans prepared by the CEPU are regularly tested and exercised. Therefore many of the exercises scheduled each year relate to exercises involving the chemical industry, but this also allows

the command and control functions and response arrangements of the emergency services to be exercised.

- 2.4 In addition, all Category 1 responders under the Civil Contingency Act have a duty to ensure that the plans maintained for use in the event of an incident are fit for purpose.
- 2.5 A multi-agency exercise and training calendar for 2007-08 has been produced by the Exercise Planning Group and is in operation. It is attached at **Appendix 'A'**. It shows a mixture of major live play, small scale and table top exercises. Through these exercises several plans or elements of plans held by the agencies involved will be able to be tested. The calendar also gives details of a number of training days to multi-agency audiences.
- 2.6 Emergency Planning Officers conduct other training and exercising within each of the local authorities, purely for the local authority, for example, training for response and emergency centre staff, testing of call out arrangements and the establishment of emergency centres.
- 2.7 To assist with the process of recording the significant issues learned and priorities/actions to be taken forward, the Exercise Planning Group has developed a Register that provides a monitoring and auditing process of exercises and ensures actions resulting from exercises are followed up.
- 2.8 The exercise calendar places a large commitment on agencies under the statutory obligations of both REPIR and COMAH. Further, 2007 has seen an increase in exercising due to the requirements of the nuclear power station and there is an increasing commitment to regional and national exercises.
- 2.9 To ensure that the level of exercises does not become unsustainable in terms of resource usage, the Chief Emergency Planning Officer has recently set up a small working group to consider how we can work smarter in delivering exercises, particularly under the COMAH Regulations. The group consists of emergency planners and some Safety Health and Environment Managers from the chemical Operators, as it is acknowledged that it is essential to ensure that the industrial operators continue to benefit from face to face contact with responders in a live scenario whilst also ensuring the local authorities meet the needs of all parties and their statutory requirements.

3. Exercises in 2006-2007

- 3.1 The following table outlines the number and type of exercises conducted in the 12 month period 1st April 2006 to 31st March 2007.

3.2 Summary of exercises conducted in Cleveland between April 2006 and March 2007.

Training Events	Industry	14
	Local Authority inc BCP	6
	Multi Agency	5
COMAH	Small Scale	7
	Table Top	2
	Major Live Play	11
Other	Local Authority Rest Centers	2
	Multi-Agency Training Days	4
	Multi-Agency Table Top	2
	Reppir	5
	Schools Out	5
Total		63

4. Significant lessons learned

4.1 A number of lessons were learned as a result of the exercises and events held. Many of them have led onto actions being undertaken to improve things for the future. Points actioned include:

- a) Improvements to emergency centres of the COMAH Operators, including logging, communications systems, information accessibility and familiarity with local roles and responsibilities.
- b) Training and exposure to exercises to rectify a lack of familiarity with LRF procedures identified amongst some senior staff in various organisations and industry.
- c) Learning to acknowledge the increasing role of international corporate response arrangements within industry. These bodies can lack familiarity with UK laws and local procedures.
- d) The value in the “cross exercising” of plans e.g. scenarios combining oil spill/pollution and COMAH scenarios, resulted in a clearer understanding and definition of the roles and responsibilities of agencies.
- e) Restoration and recovery plans being more effectively exercised as participants feel that there is significant value to be gained.
- f) Additional use of Voluntary Groups who are able to provide significant resources and bring expertise to the running of specific events.
- g) The running of COMAH exercises with a greater focus on the offsite effects as oppose to the immediate onsite response. This is being achieved by ensuring that exercises are driven from a number of points i.e. that information is not solely gained from bronze.

5. Issues being addressed which “belong” to multi-agencies

- 5.1 The following issues have been identified as in need of being resolved in a multi-agency environment, outside the scope of the Exercise Planning Group.
- a) Co-ordination of information from multiple points into the command structure;
 - b) Clearer understanding of mutual aid arrangements that exist and what resources and equipment are available to others through mutual aid;
 - c) Co-ordination of resources, e.g. during an incident when resources are stretched, who has priority? e.g. first call on voluntary groups;
 - d) Resourcing of exercises is becoming increasingly stretched and there is a need to maintain effective testing and training,
 - e) Familiarity of responding staff with the health and safety implications of working in hazardous locations such as COMAH plants e.g. use of mobiles, the need to adhere to PPE requirements and signage.

6. RECOMMENDATION

- 6.1 That Members’ note the report and endorse the exercise calendar.
- 6.2 That members’ acknowledge the time and commitment by staff within the Emergency Planning Unit to ensuring plans are appropriately tested and exercised, thus ensuring that the statutory requirements of the local authorities under the Civil Contingencies Act and the COMAH and REPPiR Regulations are met.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report date: 28th September 2007



EXERCISE & EVENT DIARY 2007 / 2008

Current at 28th September 2007

GLOSSARY OF TERMS

BE – British Energy
COMAH – Control of Major Accident Hazard Regulations 1999
EPO – Emergency Planning Officer
HPA – Health Protection Agency
L.A. – Local Authority
MCA – Maritime & Coastguard Agency
MLP – Major Live Play Exercise
NEAS – North East Ambulance Service
NII – Nuclear Installations Inspectorate
REPPiR – Radiation (Emergency Preparedness & Public Information) Regulations 2001
SS – Small Scale Exercise
NEAS –North East Ambulance Service
TT –Table Top Exercise

Amendments and Additions forward any additions or amendments to;
Stuart Marshall – 01642 221121, stuart.marshall@hartlepool.gov.uk

MONTH	LOCATION DETAILS	EXERCISE / EVENT TYPE	DETAILS / SPECIFIC ELEMENTS TO BE TESTED	Agency Lead
January 2007				
24 th	British Energy (Hartlepool Borough Council)	Full Site Exercise	Statutory REPPiR Exercise	British Energy
25 th	Education Development Centre, Stockton-on-Tees BC	Training Event	Multi-Agency Training Event focussing on regional flooding for all Category 1 Responders facilitated by Environment Agency, Police, Fire Brigade, NEAS and Local Authority EPO's.	L.A. (AG)
26 th	Eston Town Hall, Redcar & Cleveland Borough Council	Training Event	Seminar / Exercise for Local Authority staff focussing on R&C's Corporate Major Incident response Plan and familiarisation of the Boroughs Emergency Centre.	L.A. (SM)
February 2007				
7 th	Rainbow Leisure Centre, Middlesbrough	Training / Exercise	Walk through Rest Centre Exercise, including training element for participants.	CEPU
14 th	British Energy (Hartlepool Borough Council)	Full Site Exercise	Statutory REPPiR Exercise.	British Energy
14 th	Civic Centre, Middlesbrough Borough Council	T.T.	Table Top exercise for MBC's Corporate Management team.	L.A. (PH)
19 th	Elected Members Training, Ladgate Lane.	Training	Elected Members Seminar (police, fire and local authority representatives, speakers from range of agencies, case study).	L.A. (SG)
March 2007				
7 th	Haltermann Limited, Billingham Site (Stockton-on-Tees Borough Council)	MLP	Statutory COMAH exercise.	L.A. (AG)
21 st	KOPPERS UK (Stockton-on-Tees Borough Council)	SS	Statutory COMAH exercise.	L.A. (AG)
April 2007				
4 th	Hartlepool Nuclear Power Station	MLP	Site Exercise	British Energy
May 2007				
15 th	ConocoPhillips	TT	Statutory COMAH Exercise	L.A. (SG)

16 th	Hartlepool Nuclear Power Station Site Exercise	MLP	Site Exercise	British Energy
30 th	Elementis Chromium	TT	Statutory COMAH Exercise.	L.A. (?+SM)
June 2007				
07 th	Baker Petrolite	SS/CP	Statutory COMAH Exercise	L.A. (SG)
27 th	Hartlepool Nuclear Power Station	MLP	Security Demonstration	British Energy
28 th	Wilton International Invista	MLP	Statutory COMAH Exercise	L.A. (SM)
July 2007				
11 th	Hartlepool Nuclear Power Station	MLP	Level 2 Exercise	L.A. SM+NS
August 2007				
16 th	SABIC North Tees	MLP	Statutory COMAH Exercise	
September 2007				
04 th	Business Continuity Seminar	Seminar	Based upon a case study, range of speakers etc	LA (N.S.)
12 th	Dow Haltermann (Seal Sands Site)	TT	Statutory COMAH Exercise	L.A. (PH)
21 st	EPG Meeting		Reps from LA and emergency services	
October 2007				
3 rd	Hartlepool Nuclear Power Station	MLP	Site Exercise (pre-level 1)	British Energy
11 th	Project Argus	TT	Stockton Library	NS DD
16 th	Highways Agency	TT	Severe weather exercise led by highways agency	L.A. MW
17 th	ConocoPhillips Main Site	MLP	Statutory COMAH Exercise	L.A.
23 rd	Vopak	TT	Restoration and Recovery	SCUK
26 th	Eston Town Hall, Redcar & Cleveland Borough Council	Training Event	Seminar / Exercise for Local Authority staff focussing on R&C's Corporate Major Incident response Plan and familiarisation of the Boroughs Emergency Centre.	L.A. (SM)
November 2007				
02 nd	EPG Meeting		Reps from LA and emergency services	
6 th	LEC Training Day	Training	Local Emergency Centre Training, Ladgate Lane	CPS/HPA/BE
13 th	Forward Commanders Course	Training	Police HQ Ladgate Lane	CPS (KM)
14 th	Terra Nitrogen (Billingham Site)	MLP	Statutory COMAH Exercise	L.A.
20 th	Lucite international	TT	Restoration and Recovery	SCUK

27 th	Company Rep training sessions	Training	2 Company representative introductions. Ladgate Lane.	CPS (KM)
21 st	Hunts man Tioxide Greatham	TT	Statutory COMAH Exercise EPOs from agencies to act as advisors	SCUK (AB)
27 th	Stockton Borough Council	TT	Internal Exercise	LA (MW)
30 th	EPG Meeting		Reps from LA and emergency services	
December 2007				
5 th	Hartlepool Pow er Station	MLP	Level 1 NII Demo	
12 th	Dow Haltermann Limited Middlesbrough	TT	Statutory COMAH Exercise	L.A. (PH)
21 st	EPG Meeting		Reps from LA and emergency services	
January 2008				
23 rd	Hartlepool Nuclear Pow er Station	MLP	Site Exercise	British Energy
25 th	EPG Meeting		Reps from LA and emergency services	
30 th	Vertellus Specialities	MLP	Statutory COMAH Exercise	LA
February 2008				
05 th	TBC	TBC	Multi-Agency Training Day, flooding to be led by the Environment Agency.	EA (C.A.)
06 th	Hartlepool Pow er Station	MLP	Site Exercise	British Energy
13 th	Dow Haltermann (Billingham Site)	TT	Statutory COMAH Exercise	L.A.
20 th	Hartlepool Nuclear Pow er Station	MLP	Charlie 27 Nuclear onsite exercise	British Energy
27 th	Exercise Montgomery	MLP Demo	Haz mat incident at PD Teesport.	CPS M.D.
TBC	Stockton Borough Council	MLP	Internal Exercise	LA (MW)
March 2008				
5 th	Hartlepool Pow er Station	MLP	Site Exercise	British Energy
6 th	Simon Storage	MLP	Statutory COMAH Exercise	LA
TBC	BASF	SS/CP	Statutory COMAH Exercise	LA
13 th	MOD/CPS	MATD	CCA MOD aw areness raising	CPS DD

Requests received for 2008-2009				
Summer 08	BP Cats	SS/MLP	Statutory COMAH exercise	MW
Spring 2008	Degussa Fine Organics		Statutory COMAH exercise	

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee

Report from: Chief Emergency Planning Officer and Chief Financial Officer

Date: 7th November, 2007

Subject: Emergency Planning Outturn 2006/2007

1. PURPOSE

- 1.1 To provide details of the Cleveland Emergency Planning Unit outturn for the year 2006/2007.

2. BACKGROUND

- 2.1 This report provides details of the 2006/2007 outturn position for the Cleveland Emergency Planning Unit. The funding for the Unit mainly derives from contributions from the four local authorities, which are allocated resources from the Government through the annual grant settlement.

- 2.2 The authorities contributions to the joint services are calculated according to an agreed arrangement based on population. For 2006/2007 the contributions were as follows: -

Hartlepool	£73,050
Middlesbrough	£115,567
Stockton-on-Tees	£133,272
Redcar & Cleveland	£103,127

- 2.3 The contributions from the authorities were supplemented by contributions from Cleveland Police and Tees & North Yorkshire Ambulance Service (TENYAS), to meet costs associated with the shared accommodation at the Emergency Planning Unit and the half salary of an administrative assistant.
- 2.4 Additional income was received during 2006/2007 from charges made to those local companies that are subject to the Control of Major Accident Hazard (COMAH) Regulations 1999. The total income received from all sources in 2006/2007 was £473,600.

3. **2006/2007 OUTTURN**

3.1 Total expenditure in 2006/2007 was £468,332 and this was fully funded from the contributions from the districts, Cleveland Police, TENYAS and the COMAH recharges. Details are attached at **Appendix A**.

3.2 There are no major items to draw to Member's attention.

3.3 The £5,118 unused funding has been transferred to the Emergency Planning Reserve established to protect the service against future budget pressures and provide for contingencies.

4. **RECOMMENDATION**

4.1 That Members note the report.

Appendix A

EMERGENCY PLANNING - REVENUE OUTTURN REPORT 2006/2007

Line No	Description of Expenditure	2006/07 Approved Budget	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E
		£ 000's	£ 000's	(E=D-C) £ 000's
	EMERGENCY PLANNING EXPENDITURE			
1	Salaries	264.1	261.5	(2.6)
2	National Insurance	24.2	22.5	(1.7)
3	Superannuation	47.8	41.8	(6.0)
4	Other Employee Costs	47.2	48.2	1.0
5	Audit Fee	0.4	-	(0.4)
6	Insurance & Liability Costs	0.8	0.8	0.0
7	Telephone Systems/Calls/Communication Links	5.0	7.5	2.5
8	Office Running Costs / Supplies	28.4	23.5	(4.9)
9	Gas / Electricity / Water / Oil	11.1	11.6	0.5
10	Cleaning / Maintenance	4.6	4.6	-
11	Rent	6.9	6.9	-
12	Transport	10.2	16.3	6.1
13	Admin Recharges	17.1	19.3	2.2
14	Third Party Payments	4.3	4.0	(0.3)
15	TOTAL EMERGENCY PLANNING EXPENDITURE	472.1	468.5	(3.6)
	EMERGENCY PLANNING INCOME			
16	Local Authority Contributions	(425.0)	(425.0)	-
17	Cabinet Office ECN Telephone Line Recharges	(0.1)	(0.2)	(0.1)
18	Cleveland Police Authority/TENYAS Service Contributions	(18.5)	(27.7)	(9.2)
19	Fee - COMAH Regulations	(28.5)	(17.8)	10.7
20	Fee - Training/Tuition	0.0	(2.9)	(2.9)
21	Total Emergency Planning Income	(472.1)	(473.6)	(1.5)
22(15+21)	Gross Outturn	0.0	(5.1)	(5.1)
23	Transfer to Reserve Account	0.0	5.1	5.1
24	Net Outturn	0.0	0.0	(0.0)

Report to: Emergency Planning Joint Committee

From: Chief Emergency Planning Officer

Date: 7th November 2007

Subject: **Recommendations – Buncefield Investigation**

1. Purpose of the Report

- 1.1 To inform Members of the Emergency Planning Joint Committee that the Independent Investigation Board chaired by Lord Newton of Braintree has produced a report entitled “Recommendations on the Emergency Preparedness for, Response to and Recovery from Incidents” which sets out a number of recommendations which need to be considered by a number of agencies.
- 1.2 To inform Members that the Chief Emergency Planning Officer has compared these recommendations against the policies, practices and procedures that already exist in Cleveland in light of the chemical industry that we have (37 top tier sites). It will be noted that much of our present work reflects favourably with the recommendations in the Buncefield Report.
- 1.3 To inform Members that the Chief Emergency Planning Officer has reported these findings to the Cleveland Local Resilience Forum and future work on various aspects has been agreed by the LRF.

2. Background

- 2.1 The report sets out recommendations to improve both planning for emergencies and the effectiveness of the response to emergencies at Buncefield-like sites and other high-hazard industrial facilities regulated under the COMAH regime. The Independent Board expect that the recommendations will be fully implemented throughout the UK and they anticipate that the Competent Authority (HSE and Environment Agency) will ensure there is consistency of approach.
- 2.2 Members will recall that the Buncefield incident caused no fatalities, perhaps fortuitously, but it had a huge impact on local residents and businesses, as well as on communities further away. The huge scale of the devastation, plus the extent of the work required to enable full recovery, highlighted the need to learn all we can from the experience. The incident provided insights into what might have happened but did not, particularly in respect of potential impacts on public safety and health, and on the environment.

- 2.3 Whilst the recommendations address Buncefield-type sites (depots that store and transfer petroleum products on a large scale), the Investigation Board rightly considers that many of the lessons from this incident can be applied beyond fuel storage and distribution, including matters that should be addressed at the national level and should be carefully considered by all those with a responsibility for COMAH sites with a potential for violent explosions or large complicated fires. More generally, the Investigation Board encourages high-hazard industries such as the COMAH Operators on Teesside, the Competent Authority and Category 1 and 2 responders to consider the broader relevance of their findings.
- 2.4 The Board expects their recommendations to be implemented throughout the COMAH and Civil Contingencies Act sectors, including at LRF level, and elsewhere within the emergency planning community.
- 2.5 The recommendations are grouped under the following four headings:
- Assessing the potential for a major incident (Recommendation 1)
 - Managing a major incident on site (Recommendations 2–9)
 - Preparing for and responding to a major incident off site (Recommendations 10–26)
 - Recovering from a major incident (Recommendations 27–32)

3. The Recommendations of the Buncefield Report

- 3.1 Recommendation 1: *“Operators of Buncefield-type sites should review their emergency arrangements to ensure they provide for all reasonably foreseeable emergency scenarios arising out of credible major hazard incidents, including vapour cloud explosions and severe multi-tank fires that, before Buncefield, were not considered realistically credible. The Competent Authority should ensure that this is done”.*

Clearly this recommendation falls on the Site Operator and the HSE to consider whether the current worse credible accidents are realistic but once they have completed this work, it will be incumbent upon the Emergency Planning Unit on behalf of the Local Authorities to ensure that any new credible/worst case scenarios are included in the off-site plan and are planned for. Other responder agencies, particularly the Emergency Services, will also have to plan to be able to respond to a number of changed scenarios.

This however may affect the national and regional risk registers and will undoubtedly mean changes will be needed to the Cleveland Community Risk Register and it may also affect the risk registers of the individual responder agencies.

- 3.2 Recommendation 2: *“The Competent Authority should review the existing COMAH guidance on preparing on-site emergency plans. This*

guidance needs to reflect the HSE's Hazardous Installations Directorate (HID)7 Chemical Industries Division inspection manual used by inspectors to assess the quality of the on-site plan in meeting the COMAH Regulations. In particular, reference should be made to the need to consult with health advisors and emergency responders”.

Whilst this recommendation is aimed at the HSE, it emphasises the need for the Operator to consult with the Emergency Planning Unit and 'Health' when they are developing and writing the on-site plan.

This has not always been done in the past, but it is a feature that Emergency Planning Officers continually strive to ensure happens.

- 3.3 Recommendation 3: *“For Buncefield-type sites, operators should review site emergency plans to reflect the revised guidance on preparing on-site emergency plans as per Recommendation 2. The Competent Authority will need to check that this is done”.*

Again a recommendation aimed at the HSE and Operators and does not directly impact upon the Emergency Planning Unit.

- 3.4 Recommendation 4: *“Operators should review and where necessary revise their on-site emergency arrangements to ensure that relevant staff are trained and competent to execute the plan and should ensure that there are enough trained staff available at all times to perform all the actions required by the on-site emergency plan”.*

A recommendation for the Operators of COMAH establishments. However, there may be a need for staff from the Emergency Planning Unit and Emergency Responders to become involved in some of this training, for example, providing training on command structures (Gold, Silver and Bronze) and the roles and responsibilities of Category 1 responders.

To a certain extent this already occurs within Cleveland, but it is considered this will increase in the future and place additional workloads upon the staff within the Emergency Planning Unit.

- 3.5 Recommendation 5: *“For Buncefield-type sites, operators should evaluate the siting and/or suitable protection of emergency response facilities such as the emergency control centre, firefighting pumps, lagoons or manual switches, updating the safety report as appropriate and taking the necessary remedial actions”.*

Once COMAH Operators have complied with this recommendation, there will be a requirement to review all the off-site emergency plans within Cleveland and update them to reflect any changes.

Within Cleveland, these issues are already a feature of our off-site planning and therefore any amendments resulting from the review

should be able to be accommodated easily within the present format and structure of the plans that the Emergency Planning Unit produces.

- 3.6 Recommendation 6: *“Operators should identify vulnerable critical emergency response resources and put in place contingency arrangements either on or off site in the event of failure at any time of the year and make appropriate amendments to the on-site emergency plan. This should include identifying and establishing an alternative emergency control centre with a duplicate set of plans and technical information”.*

Once the Operators have complied with this recommendation, again there will be a requirement to review all the off-site emergency plans within Cleveland and update them to reflect any changes. Emergency Planners will need to ensure that all plans identify a fall-back MECC (ECC) and through exercises ensure the fall-back MECC (ECC) holds duplicate sets of response plans, etc.

Much of this work has already been completed within Cleveland and our off-site plans all identify a fall-back MECC, but there will be implications in respect of the additional exercising of these facilities.

- 3.7 Recommendation 7: *“For COMAH sites, if the operator relies on an off-site Fire and Rescue Service to respond, the operator’s plan should clearly demonstrate that there are adequate arrangements in place between the operator and the service provider. The Competent Authority will need to check that this is done”.*

It will be incumbent upon the Fire Brigade to ensure this recommendation is complied with. However, within Cleveland, the Fire Brigade already work closely with Operators to ensure robust arrangements are in place and these are part of the major live play exercises which take place with the COMAH sites.

- 3.8 Recommendation 8: *“COMAH site operators should review their arrangements to communicate with residents, local businesses and the wider community, in particular to ensure the frequency of communications meets local needs and to cover arrangements to provide for dealing with local community complaints. They should agree the frequency and form of communications with local authorities and responders, making provision where appropriate for joint communications with those bodies”.*

This recommendation reflects much of what already occurs within Cleveland. However, some Operators undertake this requirement without involving the Local Authority and therefore in the future, Emergency Planning Officers will more strongly advise Operators that it should be a joint effort.

Whilst the current regulations state that these arrangements for communicating with the public (Regulation 14 letters) should be

reviewed every 3 years and reissued every 5 years, it is the practice in Cleveland, promulgated by the Emergency Planning Unit and accepted by most Operators, that the information will be reviewed and reissued at 3 yearly intervals. The EPU keeps a record of all such communications and put a copy in an annex to the off-site plan, a practice praised by the HSE.

- 3.9 Recommendation 9: *“The Competent Authority should review the COMAH guidance to assist operators in complying with Recommendation 8 and should work with the Cabinet Office to integrate the COMAH guidance and the CCA Communicating with the public guidance, so that communications regarding COMAH sites are developed jointly by the site operator and the local emergency responders”.*

This recommendation advocates what already occurs in Cleveland through a partnership approach with the COMAH Operators. This is identified through all but one of the Operators being a member of the Cleveland Communications Strategy. The strategy, in conjunction with BBC Tees (formerly Radio Cleveland) is the cornerstone of how we warn and inform the public during an emergency and how each Operator works to the strategy is part of their off-site plan.

- 3.10 Recommendation 10: *“The Cabinet Office should initiate a review of the arrangements to identify a minister (and their devolved counterparts) and their role to complement and support the emergency responders following a major incident to ensure national arrangements work as intended and there is continuity of government attention throughout the response and recovery phases. The review should include communications, public reassurance, the interface with planning for a return to social normality (Recommendation 27), and arrangements to ensure that recommendations made following major incidents are implemented”.*

This recommendation relates to Central Government and should not impinge upon local arrangements.

- 3.11 Recommendation 11: *“The Civil Contingencies Secretariat, working with the Competent Authority, should ensure that COMAH emergency arrangements are fully integrated with those under the CCA with the aim of ensuring that major hazard events are dealt with consistently at all levels, from on site to national, in terms of planning, shared resources, and practical arrangements. The review should include, but not be limited to, confirmation that:*
- *response arrangements take account of devolved responsibilities;*
 - *lead responsibility in government for ensuring emergency response arrangements at COMAH sites is dealt with consistently under COMAH and CCA;*
 - *procedures and guidance are suitably aligned; and*

- *deployment of emergency equipment considers both COMAH and CCA sectors and sites”.*

It is a recommendation for the Civil Contingencies Secretariat (CCS) to consider. The CCS intend to review the Civil Contingencies Act in the near future. During the production of the present Act, the legislators ensured that the COMAH Regulations stood outside the Civil Contingencies Act whereas this recommendation suggests they should be integrated. Either way, it should make no difference as to how responders in Cleveland operate to ensure plans are written, are as robust as they can be and they are regularly exercised.

- 3.12 Recommendation 12: *“Communities and Local Government should complete and, where necessary, initiate an assessment of the need for national-level arrangements to provide, fund and maintain, emergency response equipment (such as high volume pumps, firefighting foam and specialist pollution containment equipment). The review could also consider criteria for allocation and use of this equipment across the UK”.*

This calls for an assessment nationally of equipment. As the Fire Brigade are the holders of the “New Dimensions” equipment they could become involved in the assessment, otherwise this recommendation is unlikely to have any impact within Cleveland.

- 3.13 Recommendation 13: *“The Civil Contingencies Secretariat should review guidance to responders on assessing the extent of the impact of an incident at a COMAH site to ensure appropriate scales of response and resources are provided, at local, regional or national levels”.*

Whilst this recommendation relates to the CCS, it will no doubt involve Local Authorities through their national representatives/bodies. However it is suggested that the HSE and EA are in a better knowledge and experience position to review this guidance, rather than the CCS.

- 3.14 Recommendation 14: *“The Civil Contingencies Secretariat, working with the Competent Authority, should arrange for national guidance to local authorities to be prepared, addressing as a minimum the areas covered in Recommendation 15. Guidance should also address the competencies required for emergency planners, and be clear on the resources that may be demanded for an effective emergency planning function. The guidance should be a living document, ie periodically updated in the light of new knowledge of handling major emergencies”.*

HSE are currently reviewing their internal guidance on how they should advise local authorities, check the off-site plan and determine if plans are being tested and exercised appropriately and the public are being provided with adequate information. The Chief Emergency Planning Officer was one of a small number of emergency planners asked to

comment upon the draft internal policy document being drafted by HSE which is intended to provide guidance to HSE Inspectors. Part of the best practice given in this draft guidance document follows the Cleveland model and uses the Cleveland Off-site plan template, the Testing and Exercising matrix and the Support Document.

The CCS, Emergency Planning College and EPS are currently researching a list of core competences required of emergency planners. The Chief Emergency Planning Officer has had sight of the initial findings of the research and the present person specification used for emergency planning officers within Cleveland compares favourably to the findings.

- 3.15 Recommendation 15: *“Local authorities should review their off-site emergency response plans for COMAH sites in line with the revised guidance produced in response to Recommendations 13 and 14, and in the case of fuel storage sites, to take account of explosions and multi-tank fire scenarios. The aim is to ensure plans contain the key information from relevant COMAH safety reports (without compromising the safety reports’ confidentiality), which should be provided by site operators following their reviews of arrangements under Recommendation 1.*

The review should include but not be limited to the following:

- a) input from trained and competent emergency planners following clear guidance;*
- b) working in conjunction with Regional Resilience Forums, and their equivalents in Scotland and Wales, in preparing their off-site emergency plans to understand potential impacts on the Region. The Local Resilience Forum structure encourages multi-agency co-operation and information sharing within a county. The Regional Resilience Forum and their equivalents, should determine where further consultation is applicable and determine how this is done within and across regions;*
- c) working in conjunction with neighbouring local authorities in developing their off-site emergency plans and involving these authorities in training and in emergency exercises;*
- d) extending co-operation beyond the statutory consultation distance (CD) supplied by HSE to take into account the worst possible impact of a major incident, in effect re-calibrating the public information zone, which conventionally aligns with the CD*
- e) considering with other primary responders the fitness for purpose of the plans for the different tiers of the command and control structure (gold/silver/bronze);*
- f) taking account, with appropriate expert input, of the local environment to identify what would be at risk and to identify the potential consequences.*

CCS and the Competent Authority, as the enforcing authority under COMAH, should ensure the reviews are carried out”.

- (a) It is suggested that emergency planners in Cleveland have the appropriate competences and are trained. This is supported by the achieving of Beacon status in 2007.

The Emergency Planning Unit will review the plans once any new guidance is issued. However, as stated in the response to recommendation 14, the guidance being presently drafted by HSE takes into consideration much of the practices and procedures performed in Cleveland.

- (b) The Joint EPU already provides multi-agency co-operation and information sharing as advocated in this recommendation. Further through the Chief Emergency Planning Officer acting as the Secretariat to the LRF, information sharing is further enhanced and there are good links in existence between the CEPU, LRF and Regional Resilience Team.
- (c) Whilst the four local authorities within Cleveland work in conjunction in respect of emergency planning, it is recognised that the EPU could work closer with our neighbours in Durham and Darlington and North Yorkshire. However, this is a “two way street”.
- (d) The off-site plans in Cleveland already contain key information from the Operator’s safety case, but we are also mindful of the security implications surrounding certain types of information being put in plans. Therefore for the past 2 years, the EPU has produced two copies of each plan, a full version for the Operator, Competent Authority, Local Authority and Emergency Services and an abridged version for other recipients, for example, hospitals and the utility companies.

Extendibility i.e. where the incident may go beyond the boundary of the PIZ / CD, is already taken into account in the planning within Cleveland and this is reflected in the Borough Major Incident Response Plans and associated plans, for example Rest Centre plans, which dovetail with the COMAH plans.

- (e) Within Cleveland, effective multi-agency training occurs and involves other primary responders, thereby ensuring persons are familiar with the command and control structure. Cleveland Police and the Emergency Planning Unit organise multi-agency training with representatives from the COMAH Operators, particularly involving the Company Representative at ‘Silver’ which assists them to become familiar with gold/silver/bronze concepts etc.
- (f) Expert input of the local environment is already in place within Cleveland through the involvement with INCA in our consultation processes.

- 3.16 Recommendation 16: *“HPA, HPS and NPHS (National Public Health Service) Wales, EA, SEPA and EHSNI (Environment and Heritage Service Northern Ireland) should provide local contact details to local authorities and Local Resilience Forums (LRFs) to facilitate emergency plan development. This will ensure local authorities have clear consultation routes for the public health and environment aspects of their off-site emergency plans”.*

Within Cleveland we have a robust consultation process in respect of all COMAH planning and also the REPIR plan, with contact details being held within the EPU. The HPA and EA are both consultees for all our plans. The HPA and EA are members of both the LRF and Local Resilience Working Group and also several sub groups e.g. warn and inform and risk assessment.

- 3.17 Recommendation 17: *“Local authorities should ensure their off-site emergency plans give due consideration to meeting the welfare needs of responders, including arrangements to provide food and drink and toilet and washing facilities, on all shifts. This will also need to include guidance on rest breaks and the provision of accommodation for responders from outside of the local area. Plans should make provision for the contribution of the volunteer community in attending major incidents in the welfare and other supporting roles”.*

This recommendation is controversial – whilst it does not give the local authorities the responsibility for meeting the welfare needs of responders, this recommendation could be inferred in that way. It is considered that each agency should be responsible for the welfare of its own staff and staff assisting through mutual aid arrangements. Certainly the plans can show that consideration of welfare needs must be made but it is contended that responding agencies should ensure that their contingency plans address these issues.

The Cleveland plans do already take into consideration the contribution that the Voluntary Sector will bring to a major incident and the four Borough Emergency Plans show the arrangements under the service level agreement that the EPU has on behalf of the four authorities with the WRVS for welfare services. The EPU also has an effective Voluntary Sector sub group.

- 3.18 Recommendation 18: *“In reviewing their off-site emergency arrangements for COMAH sites, revised in accordance with our recommendations, local authorities should identify the facilities, resources and actions that are critical to successfully respond to an emergency and should provide contingencies for Buncefield-type sites. Local authorities should review and where necessary revise emergency arrangements to ensure that relevant staff are trained and competent and that there are enough trained staff and resources to perform the actions required by the emergency plan at all times”.*

This recommendation reflects the performance indicators within the EPU Annual Plan and the work-streams of Emergency Planning Officers. It is a fundamental need for the local authorities to have appropriate staff identified within each of the local authorities and for the emergency planning officers to give/get them the necessary training.

3.19 Recommendation 19: *“Local authorities should ensure their revised off-site emergency arrangements for COMAH sites are tested within 12 months of production. Exercise scenarios based on real incidents should be compiled by CCS and the Competent Authority and available for multi-agency exercise development:*

- (a) *All Category 1 responders should ensure their staff are trained within six months of production to deliver the emergency response.*
- (b) *Local authorities should arrange for councillors and elected members to have awareness training regarding their role in planning for, responding to and recovering from emergencies to effectively represent their communities”.*

Cleveland has a robust testing and exercising regime. The Joint Committee is appraised annually of the exercise calendar and lessons learned.

- (a) Whilst staff are regularly trained, it is considered that not all staff will be trained within 6 months.
- (b) This recommendation reflects a PI of the EPU that elected members receive awareness training. The EPU intend to deliver sessions in each of the four local authorities over the next 12 months. Members may recall that a multi-agency presentation was given to elected members from all four authorities and members of the Police Authority at Police Headquarters in early 2007. Members of the Joint Emergency Planning Committee are encouraged to attend the Elected Members course at the Emergency Planning College in Easingwold, near York.

3.20 Recommendation 20: *“Local Resilience Forums and devolved equivalents should assess and advise operators, local authorities and the Competent Authority on the effectiveness of communications with residents, local businesses, duty-holders and the wider community in the event of a major incident. The assessment should use an agreed standard in line with CCA2004 guidance Communicating with the public and include arrangements with local media to avoid conflicting advice being received, and to ensure key messages are transmitted”.*

This is a recommendation specifically for Local Resilience Forums.

Within Cleveland, it is contended that this recommendation is already met through our current arrangements, particularly through the Communications Strategy and the Cleveland Media Emergency Forum.

A representative from BBC Tees is an active member of the Media Forum.

Further, the EPU works with the COMAH Operators to ensure compliance with the requirements of the regulations in respect of advising the public (regulation 14 letters) and other sites that might be affected (regulation 17 – ‘domino’ letters/arrangements)

The EPU has also been active in providing advice to the public through the production of the “Prepare for Emergencies” (Z card) leaflet which was distributed to every home within Cleveland in 2006. It is intended that this project will be repeated again in late 2008/early 2009.

3.21 Recommendation 21: *“The CCS should conclude their review of arrangements for obtaining and using air quality data in an emergency. This revision of arrangements should be delivered no later than 2008. The review should include:*

- *agreement on clear notification procedures;*
- *agreement on roles and responsibilities for collecting air quality data;*
- *arrangements to disseminate the above to all responders and include them in emergency plans;*
- *agreement on performance standards for quality and delivery;*
- *consideration for the provision of local meteorological stations in the vicinity of COMAH sites, which can provide local wind direction and speed.*

Defra should ensure that financial or resource restraints do not hinder the delivery of a robust air monitoring capability”.

This recommendation requires the CCS to review arrangements. The EA are also reviewing their protocols regarding air monitoring. Any review needs to ensure that data collected can be interpreted to responders in simple clear English.

The EPU will place any new arrangements into the off-site plans once these arrangements have been agreed and established by the CCS/Defra/EA.

3.22 Recommendation 22: *“The Civil Contingencies Secretariat and Department of Health should clarify the different roles for providing health advice at Strategic Co-ordinating Group (Gold Command and Control Centre) to local responders. Local agreements should be in place in advance to allow health agencies to decide quickly who will do what in any incident so that the SCG chair receives the support they need. Different arrangements will exist in devolved areas and planning should take account of these. Information relevant to public health arising from the incident at the major hazard site in question should be available at the outset to enable health responders to give accurate, useful advice when first needed”.*

This is not seen as an issue within Cleveland due to the current relations with the 'health community' and their involvement in various multi-agency exercises, including the nuclear level II exercises and Exercise Green Goblin. However, it has been agreed by the LRF that this recommendation should form part of the present review of the STAC arrangements being performed by the HPA on its behalf.

- 3.23 Recommendation 23: *“The operators of industrial sites where there are risks of large explosions and/or large complicated fires should put in place, in consultation with fire and rescue services at national level, a national industry–fire service mutual aid arrangement. The aim should be to enable industry equipment, together with operators of it as appropriate, to be available for fighting major industrial fires. Industry should call on the relevant trade associations and working group 6 of the Buncefield Standards Task Group to assist it, with support from CCS. The COMAH Competent Authority should see that this is done”.*

This recommendation requires consultation at a national level. However, locally through the Mutual Aid Group chaired by Cleveland Fire Brigade, some arrangements already exist within Cleveland, and unlike most parts of the country, Sembcorp Utilities based on the Wilton Site provide fire response on several sites and could provide mutual aid to others, as they did at Buncefield.

- 3.24 Recommendation 24: *“Fire and rescue authorities and their equivalents in Wales, Scotland and Northern Ireland should review the availability of materials and equipment nationally and determine if they are sufficient to respond to and manage major incidents. Critical interface components, such as foam equipment couplings used by the FRS, should be capable of use both by the FRS and with any industry the authority may call upon. The administrations of Scotland and Wales should be involved in such a review as responsibility for the FRS is devolved. Communities and Local Government and equivalent administrations should see that this is done”.*

This recommendation is for Fire Authorities to consider on a national basis.

- 3.25 Recommendation 25: *“The recommendations in the Hertfordshire Fire and Rescue Service report into the lessons learned from the Buncefield fires that are widely applicable, should be put into effect where it is practical to do so as soon as possible. Communities and Local Government ministers, in cooperation with the Civil Contingencies Secretariat and equivalent administrations, should see that this is done”.*

For the Fire Service to take on board the lessons learned.

- 3.26 Recommendation 26: *“The Civil Contingencies Secretariat should review the procedures and arrangements in government offices in the*

English regions for deploying liaison staff to ensure effective communications between central government and Gold Command (Strategic Control Group) in a major emergency. The review should ensure that communications are managed in a way which minimises the demands on Gold Command and maximises efficiency. It should also ensure that the necessary level of human and technical resources can be sustained over a significant period if required by the demands of the response and recovery phases. The review should be conducted with the equivalent administrations to ensure equivalent improvements in communication arrangements for incidents in devolved areas”.

Arrangements already exist in Cleveland for this to occur. The roles and responsibilities of GONE are written into the COMAH off-site plans, including their attendance, when appropriate, at “Gold”. The EPU has effective lines of communication with the Regional Resilience Team at GONE and will inform them when a major emergency occurs, including those on a COMAH site. An example of the involvement of GONE was the attendance of the Regional Resilience Director in the SCG for the recent nuclear exercise (Jordan).

- 3.27 Recommendation 27: *“The Cabinet Office should confirm formally, to avoid any doubt, where lead ministerial responsibility lies for the recovery phase following a major incident until the affected community has regained social normality. We believe responsibility should lie, in most foreseeable situations, with Communities and Local Government (or its successors, or in the case of Scotland and Wales, its devolved administration counterparts) supported as necessary by other central departments. In the event it is agreed that another minister should assume this role in a specific situation, the transfer of responsibility should be made clear. Emergency arrangements should take full account of the need to ensure recovery starts as soon as possible, including a smooth handover of lead ministerial responsibility where appropriate”.*

This recommendation is supported and should assist with clear lines of communication from the SCG to central government.

The recovery phase of any major incident should commence as soon as practicable. Current planning being undertaken in respect of a Cleveland Recovery Plan, being lead by the Deputy Chief & Emergency Planning Officer, will assist with the recommendation.

- 3.28 Recommendation 28: *“Local authorities should ensure that recovery plans dovetail with off-site emergency response plans and the Regional Economic Strategy (and devolved equivalents) to ensure that all relevant organisations are involved at an appropriately early stage”.*

The current Recovery Plan does meet this recommendation and the present review of the plan will reflect this requirement.

- 3.29 Recommendation 29: *“Communities and Local Government should review options for government support to communities affected by a disaster and produce practical recommendations without delay. The review should consider the merits and mechanisms for providing immediate, short-term financial assistance to affected communities, for instance through establishing special status, and how long the period of special treatment should last. The lead minister for recovery that we ask to be confirmed in Recommendation 27 should have responsibility for controlling special funding provided for recovery. Suitable indicators of social and economic well-being should be adopted to assist in the monitoring of the recovery. The equivalent administrations should be involved in the review to ensure that appropriate financial support arrangements are put in place in their areas”.*

This recommendation is supported. Recent events (flooding) have identified that changes may be needed to the present Belwin scheme.

- 3.30 Recommendation 30: *“Central government should give urgent consideration to support to assist in the recovery of the area around Buncefield, including to both help restore business confidence and attract new workers and new employment. The aim would be to apply to the Buncefield area the principles of our recommendations right away. The Secretary of State for Communities and Local Government should see this consideration takes place”.*

This recommendation is supported.

- 3.31 Recommendation 31: *“The Health Protection Agency and equivalent health bodies (HPS, NPHS and DHSSPS (Department of Health, Social Services and Public Safety, Northern Ireland)) should agree a framework for continued co-ordination of health impact assessment and response after the acute incident response phase stands down”.*

Whilst it is considered that this framework already exists within the North East, this recommendation is supported.

- 3.32 Recommendation 32: *“The Environment Agency (in consultation with SEPA and the Northern Ireland Environment and Heritage Service) should complete, as quickly as possible, its review of methodologies for assessing the potential harm to the environment arising out of credible major incidents at COMAH sites, and from the emergency response scenarios attaching to them. The objective is to improve information provided to aid planners and emergency responders. The work should align with the arrangements introduced for the Scientific and Technical Advice Cell (STAC)”.*

This recommendation is supported. However it must be stated that within Cleveland, good liaison and consultation arrangements already exist between the Category 1 responders, especially members of the EPU, with the Environment Agency locally. The EA representative is an

active member of both the LRF and Local Resilience Working Group. In the event of an incident, the EA are quickly notified and attend either/both the scene and SCG and have in the past been able to provide information. An EA representative also attends the quarterly meetings of the COMAH Operators Safety Health and Environment Meetings where emergency planning and response issues are considered.

4. Consideration of the Buncefield Recommendations by the Cleveland Local Resilience Forum

- 4.1 A report was taken to the meeting of the Cleveland Local Resilience Forum on 27th September 2007 by the Chief Emergency Planning Officer. It was agreed by the LRF that to ensure that the Buncefield recommendations would be met, further work should be undertaken by the Local Resilience Working Group which is chaired by the Chief Emergency Planning Officer. Group members will consider the recommendations of the Investigation Board and take them forward in a local context in the operational sphere.
- 4.2 LRF agreed that respective agencies would address the welfare type issues relating to Recommendation 17 within their contingency planning arrangements.
- 4.3 LRF agreed that respective agencies would consider Recommendation 19(a) in conjunction with their present training policies.
- 4.4 LRF endorsed the current practices and procedures that exist within Cleveland in respect of Recommendation 20.
- 4.5 LRF requested the HPA to consider Recommendation 22 in conjunction with the work being undertaken to formulate membership and terms of reference for the STAC.
- 4.6 LRF requested the Fire Brigade to advise them at the next LRF meeting what if any actions need to be taken or are being taken to meet Recommendations 7, 23, 24 and 25.
- 4.7 LRF requested the EA representative to advise them at the next meeting on actions being considered to meet Recommendation 32.
- 4.8 LRF agreed that any changes to the credible major hazard incidents and foreseeable emergency scenarios as a result of the review recommended by the Investigation Board (recommendations 1 and 11) would be referred to the LRF Risk Sub Group for inclusion in the review of the Community Risk Register. The Risk Group will need to take account of any improvements in mitigation.

5. Recommendations for Consideration by the Emergency Planning Joint Committee

- 5.1 That Members' endorse the report.
- 5.2 Members acknowledge the additional workloads that implementing these recommendations will have on the Emergency Planning Unit.
- 5.3 In respect of specific recommendations of the Investigation Board, members are asked to consider and endorse the following actions:
 - 5.3.1 Recommendation 8 - endorse the current EPU arrangement for re-issuing regulation 14 letters to the public in the PIZ on a 3 yearly basis.
 - 5.3.2 Recommendation 15 – endorse the current EPU arrangements for the publication of a full and an abridged version of the off-site plans.
 - 5.3.3 Recommendation 15 – the EPU to liaise more closely with their counterparts in Durham and Darlington and North Yorkshire.
 - 5.3.4 Recommendation 17 – that Members' consider this recommendation and if felt appropriate, make representation to the Local Government Association.
 - 5.3.5 Recommendation 19(b) – that Members' endorse the current arrangements.

Note:

The full report can be viewed / downloaded from the website:
www.buncefieldinvestigation.gov.uk

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report dated: 2nd October 2007

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 7th November 2007
Subject: **Exercise Jordan**

1. Purpose of the Report

- 1.1 To brief Members of the Emergency Planning Joint Committee regarding the recent Nuclear Installations Inspectorate (NII) Level 2 exercise, codename 'Jordan' held on 11 July 2007.
- 1.2 To inform Members of the main issues/lessons learned that emerged during the exercise.
- 1.3 To inform Members of the recommended actions designed to improve off-site emergency preparedness arrangements for Hartlepool Power Station as detailed in the REPPIR plan.

2. Background and Exercise Overview

- 2.1 Exercise "JORDAN", one of a series of Level 2 Exercises to test the off-site emergency arrangements for British Energy's power stations, was held on 11th July 2007. The event was based on Hartlepool Power Station and was a demonstration to the Regulator, the Nuclear Installations Inspectorate (NII), that the operator's arrangements are adequate, as required under Condition 11 of the Nuclear Site Licence. The exercise also served as a test of the Hartlepool off-site response plan, as required under the Radiation (Emergency Preparedness and Public Information) Regulations (REPPIR) and the Hartlepool Borough Council emergency response plan.
- 2.2 The exercise scenario involved a release of radioactivity based on an Advanced Gas Cooled Reactor design base reference accident requiring a series of countermeasure decisions to protect the population in affected sectors of the Detailed Emergency Planning Zone. Consideration was also given to aspects such as the need for restriction of food stuffs, media strategy/public information and recovery management.

- 2.3 The exercise was focused on the Hartlepool Strategic Co-ordination Centre (SCC) at Cleveland Police HQ, the Emergency Centre at Hartlepool Power Station and the Central Emergency Support Centre (CESC) at Bamwood. The Borough Emergency Centre at Hartlepool Borough Council and a Survivor Reception Centre with decontamination facility at the Bridge Community Centre, Burbank Street, Hartlepool were also established.
- 2.4 The exercise commenced at approximately 0750 hours, with the declaration of an Off-Site Nuclear Emergency at the Power Station site following at 0810 hours. This initiated the set-up of the site emergency control centre. The exercise ran until approximately 1600 hours, during which time driving inputs were fed in from the power station and from within the SCC.
- 2.5 The Regulator considered the exercise to be a demonstration of the off-site emergency arrangements for Hartlepool Power Station, and a valuable demonstration for British Energy of the co-ordination of emergency procedures in the SCC and CESC in support of Hartlepool Power Station.
- 2.6 The exercise enabled all participating agencies to gain valuable experience in the operation of their emergency arrangements for responding to a radiological-based event.
- 2.7 A formal multi-agency debrief was held at the Power Station on 13th September 2007 in the presence of the Inspector from the NII. This will result in a formal exercise report being published in late October 2007, which will be endorsed for issue by the Chief Emergency Planning Officer as the EPU is the author of the Off-site Plan.
- 2.8 A review of the Off-site Plan produced under REPPIR will be undertaken over the next 6 months by the Cleveland Emergency Planning Unit and will incorporate the lessons learned into the review.

3. Main Issues Arising/ Key Lessons Learned

- 3.1 The exercise identified a number of areas (affecting more than one participating agency) that require future action to improve procedures; the key ones being:
 - Review and agree terms of reference and membership for the Scientific and Technical Advice Cell (**STAC**) in the event of a nuclear emergency to provide clarity on role, membership and responsibilities. This may be different to the membership and terms of reference for non-nuclear emergencies.
 - Review the **message handling system** within the Senior Co-ordination Centre (SCC) to simplify communications and avoid duplication.

- Review arrangements to supply ongoing **Information to the Public** in the event of a nuclear emergency.
- Review nuclear emergency **Cascade / Callout Procedures** to ensure that all required agencies receive notification.

4. Recommendations

- 4.1 Members to note the report.
- 4.2 Members agree that the Emergency Planning Consultative Committee (EPCC) of the Power Station takes ownership of the actions necessary to move forward on the lessons learned. Emergency planners from the EPU are active participants of the EPCC.
- 4.3 Members agree that the Hartlepool Power Station Off-Site REPPIR Plan is reviewed by the Emergency Planning Unit to ensure that lessons learned following the exercise are incorporated into the plan. This should ensure that the off-site emergency arrangements are subject to continuous improvement.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report date: 3rd October 2007

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 7th November 2007
Subject: **National Capabilities Survey 2008**

1. Purpose of the Report

1.1 To inform Members of the Emergency Planning Joint Committee that the Civil Contingencies Secretariat are to conduct a new national capabilities survey, similar to the one carried out in 2006.

2. Background

2.1 The programme has been announced for the delivery of the National Capabilities Survey (NCS) in 2008 which is being undertaken by Central Government who consider that assessing our current level of resilience is a critical part of the Government's programme to make the country more resilient to disruptive events.

2.2 The Feedback from the 2006 survey indicated that there was a lack of engagement with responders early on in the project. Therefore, the Civil Contingencies Secretariat (CCS) have put together the NCS 2008 Local Responder Working Group made up of representatives from key responder groups including the LGA, ACPO and CFOA to assist in ensuring project objectives and desired outcomes are achieved and providing comment on the development of project documentation, questionnaires and the dissemination method.

2.3 In addition, a Government Departmental Working Group and a Senior Civil Service Steering Group have been put in place to set the strategic direction of the NCS 2008 and ensure it meets its objectives.

2.4 The CCS report that development work for the 2008 survey is almost complete, with questions already drafted. Presently there is a pilot of the survey being conducted to test both the questions and the website. Cleveland is not involved in this pilot project.

2.5 The results from the last survey in 2006 in respect of the agencies (Local Authorities, Police, Fire and Environment Agency) across Cleveland were very positive and showed the area to be at or above the national average in 11 of the 12 categories. (Urban Search and Rescue was shown as below the average score)

3. The 2008 Survey

- 3.1 The survey will be divided into three strands; essential services, government and local response. The survey will go to over 1000 responders within these groups. The survey will be made up of around 500 questions, although not all questions will go to all responders.
- 3.2 The Local Response Strand will go to all Category 1 responders. They will be questioned on their business continuity management, emergency and resilience planning and their plans within each of the functional capability work-streams.
- 3.3 The 2008 survey will for the first time, contain questions which focus specifically on the work of the Local Resilience Forum (LRF) partnership and these will be issued to the LRF Secretariat (Chief Emergency Planning Officer).
- 3.4 The Government Strand will go to government departments and regional government offices. The Essential Strand will go to the Gas, Electricity, Telecoms, Transport, Health and Water sectors. The Financial Sector and Food sector will provide responses via alternate surveys.
- 3.5 The 2008 Survey will be disseminated in November 2007 for completion in January 2008. For the first time, the survey will be disseminated and responses collated via an online survey system that the CCS state will offer advanced filtering and help capabilities that were not available through the excel based system used in 2006. Apparently, there will still be an opportunity to provide paper responses if desired.

4. Results of the National Capabilities Survey 2008

- 4.1 In respect of this region, once all results are received and Lead Government Department's have undertaken a sanity check of the information, the Government Office for the North East and the Local Resilience Forum (LRF) will be given the individual evidence applicable to their areas together with regional benchmark comparators for their areas (up to 'restricted'), so that they can take forward work to enhance resilience.
- 4.2 Subsequently, once agreed by Ministers, the Devolved Administrations, Government Offices in the English Regions and LRFs will be given national benchmark comparators and areas of best practice (up to 'restricted'). Additionally, an unclassified report containing consolidated data will be made available publicly via the UK Resilience website.

5. Use of the National Capabilities Survey 2006 results

- 5.1 The CCS report that the results of the NCS 2006 have and are being used in many areas of Central Government resilience work and also at the local and regional levels, for example, the production of the regional Mass Fatalities Plan.
- 5.2 The CCS and Lead Government Departments have used the NCS results, amongst other sources, to collate evidence of the key gaps in resilience capabilities to inform a risk-based analysis of resilience priorities across government and has been used to develop an agreed statement of national priorities for future investment in resilience.
- 5.3 The 2006 survey showed that compliance with regards to the Civil Contingencies Act was high in relation to many areas but indicated some local responders required support in implementing some duties, notably risk assessment, communicating with the public, business continuity management and advice and assistance to businesses and voluntary sector. This was not a feature within the Cleveland LRF area.
- 5.4 The CCS proffer the following examples of where the 2006 survey has lead to further developments nationally:
 - CCS launched a programme of work to identify and disseminate good practice and to develop guidance where necessary. For example, the practitioner guidance on communicating with the public (the 'Ten Step Cycle') was issued in June 2007 and a promotional leaflet and toolkit is being produced to help local authorities meet their duty to provide advice and assistance to businesses and voluntary organisations. Additionally, the UK Resilience website has been enhanced to allow local responders to gather information on a range of duties under the Act.
 - The results of the regional component have been used to inform the capability analysis for the regional response capability workstream, the review of GO tasking, 2007 business planning and the proposals for ensuring resilient communication.
 - The results have helped the Home Office (which leads on CBRN Resilience) to assess plans for and exercises relating to CBRN response capabilities including the general availability of specialist personnel and equipment across the country, so ensuring that there are sufficient resources in key strategic locations to provide optimum national coverage and a rapid response to any CBRN incident. The 2006 results will be used as a baseline measure to ascertain progress since that survey was completed.
 - Developing the Flood Resilience Index to identify areas that have the greatest flood risk and mapping the current level of preparedness against this. The Environment Agency is working with Communities and Local Government (CLG) to further populate a Geographical Information System (GIS) with the latest flood risk information. In December 2006, the Environment Agency finished updating a National Flood Risk Assessment (NaFRA) data set that

takes into account the condition of flood defences, water levels and velocity as well as extensive modelling of different types of flooding.

6. Recommendation

- 6.1 That Members' note that the 2008 survey will appear within the next two months and it will be larger and much more detailed than previously, with more than 500 questions. It is therefore likely to be extremely time consuming to complete.
- 6.2 The Members agree that the Chief Emergency Planning Officer in his role as the LRF Secretariat should co-ordinate the activities around the survey to ensure all recipient agencies within Cleveland (a) complete the survey and (b) share views and comments before submission. This should ensure that collective views are put forward and a united response submitted.
- 6.3 That Members' agree, as with the two previous surveys (2003 and 2006), that the Chief Emergency Planning Officer will complete the survey on behalf of the four local authorities.
- 6.4 That Members' note that the section/questions relating to the work of the LRF will be completed by the Chief Emergency Planning Officer in his capacity as the LRF Secretariat in consultation with LRF Members to provide a consolidated response.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report dated: 5th October 2007

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date: 7th November 2007
Subject: **REPORTED INCIDENTS / CLEVELAND COMMUNICATIONS STRATEGY**

1. PURPOSE OF REPORT:

- 1.1 To inform Members of the Emergency Planning Joint Committee of the incidents reported, weather and flood risk warnings received and communications strategy faxes received and dealt with by the Cleveland Emergency Planning Unit.
- 1.2 This report covers the six month period between 1st April 2007 and 30th September 2007

2. FLOOD and WEATHER WARNINGS

- 2.1 During the six month period from 1st April to 30th September 2007 the Emergency Planning Unit has received 7 Flash weather warnings, all in respect of heavy rain and 20 early warnings of severe weather, mostly heavy rain.
- 2.2 In the same period, there have been 13 Flood Watch and 1 Flood Warning messages issued by the Environment Agency, both in respect of potential fluvial and coastal flooding. The flood warning was issued for Lustrum Beck at Stockton on 22nd June, but later downgraded to a flood watch.
- 2.3 All clear messages have also been received in respect of the weather warnings and flood watch messages.
- 2.4 Four 'level 1 heat wave' (lowest level) messages were received during the six month period, predominantly during the early part of June when the country experienced a period of hot weather. These messages link into the Heatwave Plan prepared in each local authority.

3. COMMUNICATIONS STRATEGY

- 3.1 49 faxes have been issued by the Operators or Agencies involved with the strategy. They range from information about:
 - Unexpected alarms sounding which can be heard off site

- Excessive flaring
 - Small releases of chemicals.
 - Unexpected fumes / smoke from chimneys / plants
- 3.2 All were blue faxes which are for information only but the local authorities were advised and therefore able to 'field' questions from either the media or the public.
- 3.3 This is the lowest number of communications within a six month period for two years. During the two previous six month periods there were 134 and 190 communication strategy faxes received. This may be a sign that fewer small scale incidents are occurring.

4. INCIDENTS OF NOTE

- 4.1 There have 8 incidents of note which have involved the Emergency Planning Unit and on some occasions seen the deployment of staff to the scene or Incident Command Rooms to represent the Local Authority. These were:
- 17th April 2007 – New Road, Guisborough – structurally unsafe building. Scene made safe and road closed.
 - 27th April 2007 – Eversley Walk, Pallister Park - 48 residents evacuated from their homes due to resident in nearby building threatening to blow herself/home up. Residents temporarily cared for locally.
 - 10th May 2007 – Church Street, Guisborough – explosion and fire in underground cable duct which cause extensive power cut across area for a number of hours.
 - 4th June 2007 – Old Station Road South Bank – large fire in auto spares yard. 10 fire appliances attended at height of blaze. Surrounding roads closed for several hours and traffic diversions implemented.
 - 11th July 2007 – Catcote Road, Hartlepool – bus crash involving school children. Health major incident declared. Incident overseen from Command Room at Ladgate Lane.
 - 5th August 2007 – Jubilee Road, Eston – Vehicle crashed into block of flats. Local Authority structural engineer and road closures/local diversions involved.
 - 6th August 2007 – Billingham Chemical Site – large fire on derelict office block. Concern over fire affecting nearby chemical plant. Staff put on standby.
 - 4th September 2007 - St Paul's Road, Hartlepool - Vehicle crashed into house. Local Authority structural engineer and road closures/local diversions involved.

- 4.2 A number of incidents of a minor nature were also reported to Cleveland Emergency Planning Unit, many of these were dealt with by the Duty Officer 'out of hours'.
- 4.3 Over the two periods of severe flooding elsewhere in the country (mid June and mid July) and the terrorist incident at Glasgow Airport, the Emergency Planning Unit Duty Officer was required to disseminate information from central Government and also act as the collator of information locally to pass up to central Government through the Government Office for the North East.

5. RECOMMENDATION:

- 5.1 That Members note the report

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report dated: 1st October 2007

Report to: Emergency Planning Joint Committee

From: Chief Emergency Planning Officer

Date: 7th November 2007

Subject: **National Recovery Working Group**

1. Purpose of the Report

- 1.1 To inform members of the existence of the National Recovery Working Group that was established in January 2007 to produce guidance to Category 1 responders in dealing with recovery aspects of emergencies.
- 1.2 To inform members of some of the topic areas that the Working Group is considering.
- 1.3 To inform members that a stakeholder's consultation event was held on 16th August 2007 in Manchester to which four members of the Cleveland Local Resilience Forum (LRF) attended, including the Director of Neighbourhood Services, Hartlepool BC and the Deputy Chief Emergency Planning Officer.

2. Background

- 2.1 Following a number of high profile incidents nationally, the Civil Contingencies Secretariat who are part of the Cabinet Office were requested by HM Government to produce more comprehensive guidance to support local responders in dealing with the recovery aspects of emergencies. A Working Group under the chairmanship of Kathy Settle, Head of Regional Resilience at the Government Office for the North West was appointed with core membership from a wide range of Government Departments and other organisations.
- 2.2 The work of the Working Group is to:
 - Feed into the revision of the Emergency Response and Recovery guidance
 - Make recommendations to Lead Government Departments where gaps in support or advice are identified
 - Provide web-based advice on how and where local responders can obtain assistance or advice on recovery issues.
- 2.3 To assist the group, a number of stakeholders meetings are being held across the country to provide feedback on the work that has been done so far and ensure further work meets the needs of the Category 1 responder organisations. Each LRF were requested to send up to 4 people to these events who are or will be involved in the planning for

recovery or have either practical or strategic level knowledge of recovery issues.

- 2.4 The meeting for the North West, Yorkshire and Humber and the North East was held in Manchester on Thursday 16th August. Themes and topics considered by the Working Group at this event are included at **Appendix 'A'**.
- 2.5 The Deputy Chief Emergency Planning Officer has been working on the production of a local Recovery Plan over recent months, which is now at a final draft stage. Awareness of what is being considered nationally has been of benefit to him and other officers within the Emergency Planning Unit. He is taking due cognizance of the findings of the National Recovery Working Group when completing the local Recovery Plan.
- 2.6 Whilst the Recover Plan is being written by the Emergency Planning Unit, it will be a multi-agency document that will describe the roles and responsibilities of particular agencies and organisations during the recovery phase.
- 2.7 It is now anticipated that the Cleveland Recovery Plan will be completed by November 2007 when it will be distributed for consultation to interested parties before being presented to the Cleveland LRF.
- 2.8 The Cleveland Recovery Plan will be presented to the next meeting of the Emergency Planning Joint Committee.

3. Recommendations

- 3.1 That Members note the ongoing work of the National Recovery Working Group and the work being undertaken by the Emergency Planning Unit as the lead agency on the production of the Cleveland Recovery Plan.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Date: 24th August 2007

Appendix 'A'

Themes and Topics under consideration by the National Recovery Steering Group for inclusion in National Guidance

Issues grouped against the headings of Generic, Economic, Infrastructure, Humanitarian Aspects, and Environmental.

The colour references are purely for working purposes and will not be shown in the final version of the guidance.

Recovery Home Page

General text will include when recovery starts, the phases of recovery and how overseas incidents could affect people in and/or the environment of the UK. Thus we may need to have a recovery phase without ever having a 'response'.

Generic Issues

Pink 2) Recovery Structures and Processes

- Benefits of Recovery Plans and links to Business Continuity Plans
- Contents and Examples
- Overseas incidents affecting people in and/or environment of the UK
- Recovery Working Group and sub-groups
- Membership (including possible Chairs)
- Terms of Reference
- Scientific and Technical Advisory Cell (STAC)
- Handover from Response to Recovery, including criteria for handover
- Processes and paperwork
- "Return to Normality" - What does this mean? Can we / do we want to return to the same position as before?

Pink 9) Training and exercising

Pink 8) Data protection and data sharing, linking to existing CCS guidance

Pink 5) Mutual Aid

- Assess what work is going on in the UK in respect of mutual aid arrangements, focussing on both response and recovery
- Include support from voluntary sector

Pink 7) Military Aid

- No risk to life so only provided if costs covered
- Mechanisms for obtaining support

Yellow 5) Working with the media

- Using the media to disseminate messages

- Advice to those affected by incidents on how to handle the media

Yellow 6) VIP visits and involvement

- Benefits of visits
- Feedback following visits to show something is happening

Pink 4) Impacts on Local Authority performance targets

- Consider likely changes in LA targets and the need to have mechanisms to obtain relaxations on targets / relaxations on audit assessments

Green 1) Inquiries

- Advice on processes and how they work, including likely timescales
- Differences between inquiries / inquests, etc
- Impact on the community of an inquiry

Green 2) Investigations and Prosecutions

- How they work, including processes and timescales
- Advice to local responders about implications of prosecutions on recovery activities and the impact any prosecution could have on the local community
- Role of investigatory bodies, eg. Rail Accident Investigation Board

Green 3) Coroner's Inquests

- Advice on what they are, the processes and how they work, including likely timescales they work
- Advice to local responders involved in inquests
- Impact on the community of an inquest

Pink 6) Recovery debriefs and lessons identified processes

- Timeline for recovery debriefs
- Processes – encouraging record keeping
- Encourage community involvement in debrief process

Humanitarian aspects

Yellow 1) Needs of individuals - health

- Identification of people needing support and/or health monitoring
- Wider health and social services support
- Needs of responders, including personal insurance issues

Yellow 2) Needs of individuals - other

- Identification of people needing support
- Humanitarian Assistance Centres
- Needs of responders, including personal insurance issues
- Maintaining community networks during displacement
- Security / safety of people

Yellow 4) Financial support for individuals

- Public appeals / charitable funds
- Compensation to victims and their families
- Personal insurance
- Access to benefits
- Persons made homeless

Green 5) UK nationals normally resident in the UK returning from overseas incidents

- Impacts on local responders
- How to pick up on smaller-scale incidents

Green 6) UK nationals not normally resident in the UK returning from overseas incidents

- Support requirements
- Impacts on local responders
- How to pick up on smaller-scale incidents
- How to deal with non-UK nationals also evacuated at the same time

Green 4) Foreign nationals involved in UK emergencies

- Impact on local responders
- How to access details of relevant embassies
- Immigration impacts

Green 7) Body recovery, identification, repatriation

- General guidance on procedures – repatriating or receiving remains

Yellow 3) Community engagement (including community tensions, public participation and ownership of recovery activities)

- Public reassurance and confidence
- Separate out audiences, eg. residents, businesses, etc
- Self-help groups
- Public Meetings / workshops
- Helplines and information on websites
- Overseas incidents affecting people in and/or environment of the UK

Yellow 8) Commemoration

- Anniversaries and Memorial Services
- Permanent memorials

Economic Issues

Pink 3) Financial aid to Local Authorities / public bodies

- Outline mechanisms for payment (eg. LA grants, supplementary transport grant, etc) – Bellwin not applicable for recovery
- Cannot commit government to providing funding, but use case studies to give examples of how money has been given in the past

Orange 3) Economic and business recovery

- Identification of businesses needing support
- Methods of assessing needs
- Business Continuity arrangements
- Financial aid and other support to businesses, eg. role of business support organisations, availability of emergency payments
- Advice on availability and use of temporary premises
- Impact on property and land values
- Loss of businesses from the area and unemployment issues
- Loss of customers due to disruption to services and loss of public confidence
- Loss of supply chain organisations
- Image of the area – physical appearance, promoting the area via media and tourist boards, etc
- Rebuilding staff confidence – link to Yellow 1
- Move from recovery to regeneration (using incident as an opportunity to make things better) – overlap

Infrastructure Issues**Pink 1) Access to and security of sites**

- For insurance assessors (ACPO/ABI MoU re. access for insurance assessors)
- For businesses, Utilities and Contractors
- To public buildings
- By affected residents
- Security of empty properties
- In contaminated areas

Orange 2) Utilities and transport

- Link to Category 2 responders generic framework document and putting in links to regional documents where these exist

Blue 2) Repairs to domestic properties

- Insurance advice to LAs
- Public health issues
- Cost recovery
- Link to displaced people topic sheet

Blue 1) Damaged public assets

- Business continuity / insurance
- Impact of loss of infrastructure on delivery of services, eg. closed schools (rebuilding, impacts on exams, etc), damage to evidence for use in criminal trials
- Links to financial support topic sheet
- Listed buildings

Blue 4) Site clearance

Orange 1) Dealing with insurance issues

- 'Scenario' focussed
- 'Occupier pays' principal
- Household and businesses
- Processes and timescales – impact of prosecutions, etc – need for emergency payments
- Handling the uninsured
- Handling insurance assessors – co-ordination and co-operation
- Impact on local responders? Do insurers have needs of local responders, eg. to confirm damage did take place, etc

Environmental Issues

Blue 5) Environmental pollution and decontamination

- Of buildings, vehicles and open spaces
- Responsibilities for decontamination
- Clean-up – how safe is safe?
- Food safety
- Long term environmental monitoring
- Who pays?

Blue 6) Dealing with waste

- Non-contaminated waste
- Contaminated waste
- Transportation of waste
- Ownership of waste

Grey 1) Animal health and welfare

Report to: Emergency Planning Joint Committee

From: Chief Emergency Planning Officer

Date: 7th November 2007

Subject: **Regional Capabilities Mass Fatalities Plan**

1. Purpose of the Report

- 1.1 To inform the Joint Committee of the work that has been undertaken by the Cleveland EPU with the Regional Resilience Team to produce a regional mass fatalities plan which dovetails with the Cleveland Temporary Mortuary Plan.
- 1.2 To inform members that the Regional Team intend to take the draft plan to the next Regional Resilience Forum in September 2007 for approval, subject to any final amendments.

2. Background

- 2.1 Work on producing a regional plan has been ongoing for the past two years. It has been time consuming as numerous points have needed clarification from HM Government together with additional guidance and the need to ensure that the plan would dovetail and support the Cleveland Temporary Mortuary Plan which has been reviewed within the last two years.
- 2.2 The plan is designed as a practical high level guide to facilitate a multi-agency response to dealing with emergencies in the North East that give rise to mass casualties where local temporary mortuary / mass fatality plans are not able to cope with the scale of the emergency. It has been formulated around a multi-agency concept of operations and is aimed at ensuring that early identification of trigger events will lead to early communication between agencies to enable an integrated response to such an event. It should develop responses that are able to manage the incident, involving clear chains of command, co-operation and information sharing.
- 2.3 A primary role in the activation of the plan in the Cleveland area will be the local Mass Fatalities / Temporary Mortuary Activation Group who will meet to take stock of the incident(s) and its implications for the area and the sub region and/or region as a whole. The group will also decide whether or not to activate the regional plan or particular elements of it e.g. body storage facilities, and agree the arrangements for funding the deployment of the plan and any of the national equipment.

- 2.4 The Group members are:
- HM Coroner (for the area where the incident has taken place)
 - Police Gold Commander
 - Local Authority Chief Executive for the council area where the incident has taken place
 - Lead Pathologist
 - Police Senior Investigation Officer
 - Chief Emergency Planning Officer
 - Government Office Resilience Team Officer
- 2.5 Once the plan has been activated, the relevant Local Authority will establish a Finance Group under the chair of a Senior Finance Officer to monitor and approve ongoing expenditure, working in conjunction with the Mass Fatalities Co-ordination Team. The Finance Group will also contain a Senior Finance Officer from Cleveland Police.
- 2.6 Once the decision has been taken to activate the regional plan or parts thereof, the HM Coroner will chair a Mass Fatalities Co-ordination Team whose role, inter alia, will be to oversee the deployment of the national emergency mortuary equipment and to take on-going strategic decisions in respect of that deployment.
- 2.7 Representatives from the Cleveland Temporary Mortuary Group, including the HM Coroners have been consulted on the production of the regional plan and provided significant inputs. The Chief Emergency Planning Officer has provided significant wording that is a feature of this plan.
- 2.8 The final draft of the plan was version 10 which indicates the level of change, discussion and consultation that has taken place the production of this plan. The Chief Emergency Planning Officer and members of his team have on behalf of the local authorities examined the document in detail and the main thrust and content of the plan are to be commended. The plan will remain a “living” document which will allow it to be amended as appropriate, especially to reflect changes in guidance, practices or procedures.
- 2.9 A copy of the plan is held within the Emergency Planning Unit for Members of the Joint Committee to peruse should they wish.
- 2.10 There will be various training implications arising from the plan, as a cornerstone of any plan is that all agencies have knowledge of both their own roles and responsibilities but also those of other responding agencies so that an integrated approach is taken. The plan will also need to be tested through a table top exercise within the next 18 months and I shall put this into the work plan for 2008-09.

3. Recommendation

- 3.1 That Members note the report and support the actions taken by the Chief emergency Planning Officer to ensure this plan is workable in our area and dovetails with the Cleveland Temporary Mortuary Plan.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Date: 23rd July 2007