

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

WEDNESDAY 5 MARCH 2008

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 (Chair)

Stockton Borough Council:-

Councillor T Laing

Redcar and Cleveland Borough Council:-

Councillor D McLuckie

1. APOLOGIES FOR ABSENCE
2. TO RECEIVE ANY DECLARATIONS OF INTEREST
3. MINUTES
 - 3.1 To receive the minutes of the meeting held on 7 November 2007 (*attached*)

4. **ITEMS FOR DECISION / INFORMATION**

- 4.1 Strategic Business Plan 2008 - 2011 – *Chief Emergency Planning Officer*
- 4.2 Learning Lessons from the 2007 floods – *Chief Emergency Planning Officer*
- 4.3 Multi-Agency Exercise Calendar 2008-09 – *Chief Emergency Planning Officer*
- 4.4 Community Risk Register – *Chief Emergency Planning Officer*
- 4.5 Scientific and Technical Advice Cell (STAC) – *Chief Emergency Planning Officer and Chief Financial Officer*
- 4.6 Recovery Plan – *Chief Emergency Planning Officer*
- 4.7 Reported Incidents / Cleveland Communications Strategy – *Chief Emergency Planning Officer*
- 4.8 Annual Return to Audit Commission – *Chief Emergency Planning Officer*

5. **ANY OTHER ITEMS THE CHAIR CONSIDERS ARE URGENT**

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

7 November 2007

The meeting commenced at 9.30 a.m. in the Emergency Planning Unit,
Middlesbrough

Present:

Councillor Barry Coppinger (Middlesbrough BC)
The Mayor, Stuart Drummond (Hartlepool BC)
Councillor Terry Laing (Stockton-on-Tees BC)
Councillor David McLuckie (Redcar and Cleveland BC)

Officers: Denis Hampson, Chief Emergency Planning Officer.
Stephen Barber, Assistant Chief Accountant
David Cosgrove, Principal Democratic Services Officer

1. Appointment of Chair

That Councillor Barry Coppinger (Middlesbrough Borough Council) be elected Chair of the Committee.

Councillor Coppinger in the Chair

2. Apologies for Absence

None.

3. Declarations of interest by members

None.

4. Confirmation of the minutes of the meeting held on 3 November 2006

Confirmed.

5. **Emergency Planning Annual Plan** (*Chief Emergency Planning Officer*)

Purpose of report

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

Issue(s) for consideration by Committee

The plan (attached as Appendix A to the report) set out the aims and objectives of the Cleveland Emergency Planning Unit (EPU) 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.

The Plan sets out the framework upon which the EPU will deliver its services and shows what the Unit intended to achieve and how. The Plan would also be used as a monitoring tool to determine whether or not the EPU was achieving its aims and objectives through the provision of a number of performance indicators. As such, the plan would be used to help drive the work programme of the EPU and its staff and would also identify training and development needs.

The annual plan identified a number of specific objectives and key work-streams that were being undertaken during 2007-08 to support the overall aims of the Emergency Planning Unit which were intended to enhance the capabilities, together with the reputation, of the EPU. Whilst all these issues were important, three strands were 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 was 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 was 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.

Members were very supportive of the excellent work being undertaken by the EPU, particularly the achievement of Beacon Status. Members

questioned what benefits the status brought; were they purely kudos or was there some financial benefit. The Chief Emergency Planning Officer indicated that there was a small amount of finance associated with the award though the main benefit was the large amount of kudos the award brought a small team such as the EPU in Cleveland. This had its down side in the large amount of additional pressures placed on the Chief Emergency Planning Officer through attendance at events and presentations to other authorities. There was a dis-benefit in that it also brought kudos to the staff in the unit who then became more 'personally' marketable and the EPU had lost five members of staff in the past year. The Cleveland EPU was small with only eight staff and this had quite a significant effect. Other EPU's were larger, Darlington's had eleven staff for example, and many could offer higher salaries. It was hoped that job evaluation may address some of these issues, though if not, the Chief Emergency Planning Officer feared he may find more staff leaving for higher paid posts.

The Committee stated that it was very appreciative of the excellent work undertaken by the Unit, particularly in achieving Beacon Status and requested that the Chief Emergency Planning Officer pass on their congratulations to all staff on this outstanding achievement.

Decision

That the report be noted and the 2007- 08 Annual Plan endorsed.

6. Progress of Performance Indicators 2007/08 *(Chief Emergency Planning Officer)*

Purpose of report

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

Issue(s) for consideration by Committee

This report detailed the progress made towards achieving the performance indicators during the period 1st April to 30th September 2007. Of the twenty indicators, the Chief Emergency Planning Officer reported that fifteen were on target to be met. The remaining five targets were unlikely to be met fully, though in most cases this was due to the possible failure of only one element of the PI, sometimes that were outside the control of the EPU. For example, the multi-agency training indicator was unlikely to be met due to the Environment Agency withdrawing from an exercise due to internal reorganisation.

Members were keen to see the EPU have PI's that set challenging targets rather than simply a set of 'tick-box' targets. The Chief Emergency Planning Officer indicated that the targets set by the EPU itself did include an element of 'stretch'. Some of the externally set targets though did cause some concern. One new target set by central government was for 'the prevention of terrorism'. It was unclear how a local authority service was to

achieve such an aim as no detailed guidance had been supplied.

The Committee requested that future reports on the PI's also 'grade' in some way the targets. Members asked if the more essential targets could be shown in a format that distinguished them from the desirable targets and reflected the EPU's priorities.

Decision

That the report be noted and that future reports on Performance Indicators reflect the Emergency Planning Unit's priorities.

7. Beacon Status for Emergency Planning (*Chief Emergency Planning Officer*)

Purpose of report

To inform Members of the Joint Committee of the ongoing commitments and work of the Emergency Planning Unit following the awarding of Beacon status.

Issue(s) for consideration by Committee

The report set out the background to the Cleveland Emergency Planning Unit's bid for Beacon Status, the process of assessment and the work undertaken since the status was awarded. The Chief Emergency Planning Officer indicated that due to the size of the Unit much of this work had fallen down to him. The Unit had gained a significant amount of kudos from the award and was showing itself to be a national leader in many aspects of the work of emergency planning.

Decision

1. That the report be noted and the Committee particularly acknowledge the hard work undertaken by the Cleveland 'team' to achieve Beacon status.
2. That the continuing workloads and pressures that being awarded Beacon status have placed on the small team of emergency planning professionals within the EPU be noted.

8. Multi-Agency Exercise Calendar and Progress Report (*Chief Emergency Planning Officer*)

Purpose of report

The report informed Members of the multi agency exercise and training calendar for 2007-08 that has been prepared with strategic partners; provided an overview of the multi-agency exercises that took place during 2006-2007; and outlined the significant lessons learned and issues that were being addressed as a result of the exercises conducted.

Issue(s) for consideration by Committee

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. 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.

A multi-agency exercise and training calendar for 2007-08 has been produced by the Exercise Planning Group and was in operation. A copy was submitted as Appendix 'A' to the report. It shows a mixture of major live play, small scale, and tabletop 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.

Decision

1. That the report be noted and the exercise calendar endorsed.
2. The Committee acknowledged 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.

9. Emergency Planning Outturn 2006/2007 (*Chief Emergency Planning Officer and Chief Financial Officer*)**Purpose of report**

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

Issue(s) for consideration by Committee

The report provided 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. 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

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. 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.

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.

The Assistant Chief Accountant reported that there are no major items to draw to Member's attention.

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.

Decision

That the report be noted.

10. Recommendations – Buncefield Investigation *(Chief Emergency Planning Officer)*

Purpose of report

To inform Members that the Independent Investigation Board chaired by Lord Newton of Braintree had 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.

Issue(s) for consideration by Committee

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. The Chief Emergency Planning Officer had reported these findings to the Cleveland Local Resilience Forum and future work on various aspects has been agreed by the LRF.

The report set out an overview of the recommendations of the report

produced by Lord Newton together with the Chief Emergency Planning Officer's comments on how they affected the Cleveland area and how prepared the EPU was for the particular issues raised. There were some controversial issues raised within the recommendations and these were being worked through both nationally and locally.

Decision

1. That the Committee endorses the report and acknowledges the additional workloads that implementing these recommendations will have on the Emergency Planning Unit.
2. In respect of specific recommendations of the Investigation Board, the Committee endorsed the following actions:
 - (a) Recommendation 8 - that the current EPU arrangement for re-issuing 'Regulation 14' letters to the public in the Public Information Zone on a three-yearly basis be endorsed.
 - (b) Recommendation 15 – that the current EPU arrangements for the publication of a full and an abridged version of the off-site plans be endorsed.
 - (c) Recommendation 15 – that the EPU liaise more closely with their counterparts in Durham and Darlington and North Yorkshire.
 - (d) Recommendation 19(b) – that the current arrangements be endorsed.

11. Exercise Jordan (*Chief Emergency Planning Officer*)

Purpose of report

To brief Members on the recent Nuclear Installations Inspectorate (NII) Level 2 exercise, codename 'Jordan' held on 11 July 2007 and to outline the main issues/lessons learned that emerged during the exercise. The report also informed Members of the recommended actions designed to improve off-site emergency preparedness arrangements for Hartlepool Power Station as detailed in the REPPIR plan.

Issue(s) for consideration by Committee

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.

Decision

1. That the Emergency Planning Consultative Committee (EPCC) of the Power Station takes ownership of the actions necessary to move

forward on the lessons learned. It was noted that Emergency planners from the EPU are active participants of the EPCC.

2. That the Hartlepool Power Station Off-Site REPIIR Plan is reviewed by the Emergency Planning Unit to ensure that lessons learned following the exercise are incorporated into the plan to ensure that the off-site emergency arrangements are subject to continuous improvement.

12. National Capabilities Survey 2008 *(Chief Emergency Planning Officer)*

Purpose of report

To inform Members that the Civil Contingencies Secretariat were to conduct a new national capabilities survey, similar to the one carried out in 2006.

Issue(s) for consideration by Committee

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.

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 eleven of the twelve categories. The below average category was 'Urban Search and Rescue' which was the responsibility of the Fire Brigade.

Decision

1. The Committee noted that the 2008 survey would appear within the next two months and it would be larger and much more detailed than previously, with more than 500 questions and was, therefore, likely to be extremely time consuming to complete.
2. 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 would ensure that collective views are put forward and a united response submitted.
3. That the Chief Emergency Planning Officer completes the survey on behalf of the four local authorities.
4. The Committee noted 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.

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

Purpose of report

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

Issue(s) for consideration by Committee

During the six month period from 1st April to 30th September 2007 the Emergency Planning Unit has received seven Flash weather warnings, all in respect of heavy rain and twenty early warnings of severe weather, mostly heavy rain. In the same period, there have been thirteen Flood Watch and one 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. All clear messages have also been received in respect of the weather warnings and flood watch messages.

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 Heat wave Plan prepared in each local authority.

Forty-nine 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

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. The Chief Emergency Planning Officer indicated that this was the lowest number of communications within a six month period for two years.

The report went on to give brief details of eight 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. Members drew particular attention to the incident on 11th July 2007 of the bus crash involving schoolchildren on Catcote Road, Hartlepool. The Mayor, Stuart Drummond, of Hartlepool Borough Council stated that the people that were first on the scene of the accident had shown considerable courage in staying with the victims of the accident and asked if there were any awards or acknowledgements of their bravery that they could be nominated for. The Chief Emergency Planning Officer indicated that there were a small number of awards and he would discuss

this further with the Mayor.

Decision

That the report be noted.

14. National Recovery Working Group (*Chief Emergency Planning Officer*)

Purpose of report

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 and to inform members of some of the topic areas that the Working Group is considering.

Issue(s) for consideration by Committee

The Chief Emergency Planning Officer reported that 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.

To assist the group, a number of stakeholders meetings were 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 had been requested to send up to four 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. The stakeholder's consultation event held on 16th August 2007 in Manchester was attended by four members of the Cleveland Local Resilience Forum (LRF), including the Director of Neighbourhood Services at Hartlepool BC and the Deputy Chief Emergency Planning Officer. The themes and topics considered by the Working Group at this event were included at Appendix 'A' to the report.

Decision

That 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 be noted.

15. Regional Capabilities Mass Fatalities Plan (*Chief Emergency Planning Officer*)

Purpose of report

To inform the Joint Committee of the work that had 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.

Issue(s) for consideration by Committee

The Chief Emergency Planning Officer reported that 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 that has been reviewed within the last two years. The Regional Team intended to take the draft plan to the next Regional Resilience Forum in September 2007 for approval, subject to any final amendments.

Decision

That the report be noted and the Committee supports 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.

CHAIR

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 5th March 2008
Subject: **STRATEGIC BUSINESS PLAN 2008 - 2011**

1. PURPOSE OF REPORT

- 1.1 To present to Members of the Cleveland Emergency Joint Committee, the Strategic Business Plan for the three years 2008 - 2011.

2. BACKGROUND

- 2.1 The plan is prepared to inform the four unitary local authorities of the services that the Cleveland Emergency Planning Unit intends to deliver on their behalf over the forthcoming three years.
- 2.2 It provides details of what the Unit is doing now and the work-streams and priorities it will deliver over the next three years and beyond and how the Unit will do it. It sits alongside the Annual Plan which is produced on an annual basis. The work-streams will specifically ensure that the authorities meet their statutory requirements in respect of the Civil Contingencies Act, the Control of Major Accident Hazard Regulations (COMAH) and other legislation.
- 2.3 The plan reflects the changing priorities within emergency planning, much of which is resulting from national and local trends and risks, with many being a direct consequence of the Civil Contingencies Act and the greater emphasis being placed by Central Government on national and regional resilience structures. The plan has taken into account this new focus and the risks and challenges that lie ahead.
- 2.4 Members will be aware that the CEPU on behalf of the four local authorities gained Beacon Status for Emergency Planning in 2007 and this highlights the large amount of good practice that exists within the EPU, together with the new initiatives we are consistently developing.
- 2.5 As the Cleveland Emergency Planning Unit is a central unit working on behalf of and to the four Councils, the other main aim of the strategic plan is to acknowledge the budget requirements of the CEPU over the next three years. This enables the Chief Emergency Planning Officer to plan ahead and set objectives and key work-streams for the Unit.

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- 2.6 However, through efficiencies and improvements within the CEPU, the Chief Emergency Planning Officer has set out a nil growth budget for 2008-09 and it will be the same as the current year. Thereafter it is proposed that there will be an 2% increase in each of the following two years to meet pay rises and non-pay inflation. However the actual increase is just over 3% per year for 2009-10 and 2010-11 when salary increments and projected resultant increases in superannuation and national insurance contributions are included. Salary costs amount for over 75% of the total budget. The overall figure shows an increase of 6.38% over the three year period of the plan, an average increase of 2.12% per year over the period of the plan. The current apportionment arrangements regarding the contributions from the four authorities will continued as per previous years.
- 2.7 Over the past three years the workload of the CEPU has increased tremendously, especially since the introduction of the Civil Contingencies Act and there is little, if any spare capacity to absorb further work that may be generated by new legislation or government initiatives. However, the need for additional staff is not being proposed but that may need to be reviewed as time progresses and if considered necessary, a further report will presented.
- 2.8 It is considered that the present joint emergency planning unit , which is seen nationally as best practice, delivers real benefits in terms of value for money, knowledge and expertise, together with the deliverance of integrated emergency management and response arrangements. Certainly over the next 3 years, the Emergency Planning Unit intends to continue to enhance its capabilities, together with its reputation and through the Beacon Status award, the CEPU will continue to share its achievements and best practices with others across the country.
- 2.9 It is the intention of the CEPU, working in partnership with other Category 1 responders involved in emergency and resilience 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. This includes having appropriate 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.
- 2.10 The plan is attached at appendix 'A'

3. RECOMMENDATION

- 3.1 That Members endorse the report and endorse the Strategic Business Plan for 2008 - 2011.

Report Author: Denis Hampson

20th February 2008

CLEVELAND EMERGENCY PLANNING UNIT



**THE CHALLENGES OF
EMERGENCY PLANNING**

**STRATEGIC BUSINESS PLAN
2008 - 2011**



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**CLEVELAND EMERGENCY PLANNING UNIT
STRATEGIC BUSINESS PLAN
2008 - 2011**

EXECUTIVE SUMMARY

The Cleveland Emergency Planning Unit (CEPU) is the central unit delivering a comprehensive civil contingencies and emergency planning service to the four constituent unitary local authorities of Hartlepool, Middlesbrough, Stockton-on-Tees and Redcar and Cleveland. It is financed through a joint arrangement with Hartlepool Borough Council being the 'lead' authority. The unit is co-located in the annex to Middlesbrough Fire Station, together with the Cleveland Police Emergency Planning Unit and Emergency Planning Officers from Cleveland Fire Brigade and the North East Ambulance Service. The premises are leased by the CEPU from the Fire Brigade.

The primary aims of the CEPU are to ensure through their activities that:

- There is an effective response to all major incidents and emergency situations regardless of their cause, and
- That the Local Authorities meet their statutory duties under primary legislation, including the Civil Contingencies Act and the Control of Major Accident Hazard (COMAH) Regulations.

Through the work of the Emergency Planning Unit, the local authorities are at the forefront of the preparedness for emergencies, working in partnership with other Category 1 responders. The building of frontline responders' capabilities to effectively plan for and respond to emergencies is a crucial element of the local resilience activity that is undertaken by the CEPU on behalf of the four councils, with the objective to ensure safer communities through effective emergency planning.

Nationally, regionally and locally, there is greater emphasis being placed upon emergency planning and civil protection, with the Local Resilience Forum being seen at the helm. The public need to be better prepared so they can sustain their own safety and that of their families and their neighbours, with an essential pre-condition being that they are aware of the risks in their area and know how they can protect themselves. A well informed public are considered to be better able to deal with the consequences of an emergency.

This increased emphasis on emergency planning is being reflected in the expectations and work being placed on emergency planners through the Civil Contingencies Secretariat in central Government, the need for regional plans and the greater involvement of the Regional Resilience Team at Government Office for the North East. The present CPA programme, new national performance indicators and Audit Commission performance measures that will be examined through external audits of local authorities are all seeking

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evidence of the commitment by local authorities towards emergency and resilience planning.

The Cleveland Emergency Planning Unit delivers a valuable service to the four authorities and continues to develop through sustainable improvement, thus providing an emergency planning function that is fit for purpose to meet the changing local, regional and national needs. This plan details the role, aims, objectives and structure of the CEPU, together with the future priorities and work programme that the CEPU intends to deliver. It will continue to deliver value for money with prioritisation of available resources based on risk. An important feature of the CEPU is the partnership arrangements that it embraces and the CEPU will continue to support and build upon existing arrangements, whilst developing new or enhanced partnerships as appropriate.

The CEPU will build upon the Beacon award achieved in March 2007 on behalf of the four local authorities. The Beacon assessment team confirmed that there "is a unique and vibrant partnership between the authorities and a wide range of bodies in the public, private and voluntary sector and excellence was demonstrated in all areas". The CEPU will strive to maintain this outstanding achievement, whilst demonstrating to others the outstanding areas of best practice that is apparent in the Cleveland area.

Following a period of relative stability, the past 12 months has seen a significant changeover in staff (60%) but it is hoped that this will now stabilise and the CEPU will have the experienced staff and organisational capacity to deliver and achieve the strategic aims and objectives set. Presently the CEPU has the least number of staff when compared with any of the neighbouring emergency planning units, albeit in an area with arguably the most risks, but this highlights that the CEPU provides excellent value for money.

A realistic budget is proposed for the next 3 years, shared by the four 'Cleveland' local authorities' based upon population. The formula represents an equitable apportionment based on the risks and work performed in each of the local authorities. Efficiencies and improvements to working practices will allow a nil growth budget for 2008-09. The budgetary requirements for the following 2 years (2009-10 and 2010-11) are projected on likely inflation costs of 2% and taking into consideration potential efficiency savings. This budget and projections allow figures to be built into budgetary systems for the next three financial years. The projected budgets and reserves held should cater for any presently unknown demands that may be placed upon the CEPU by new legislation or external pressures, particularly from Government Office.

The present arrangements of a joint emergency planning unit covering all four authorities is seen nationally as 'best practice' and will continue to provide real benefits in terms of value for money and the deliverance of integrated emergency management and response.

Denis Hampson
Chief Emergency Planning Officer

17th January 2008

1. INTRODUCTION

1.1 Any serious or major incident, or even something that may be classed at the time as relatively minor, has the potential to impact dramatically on the commercial, economical, societal and/or environmental wellbeing of the Cleveland area and its communities. The consequences of such incidents can be far-reaching and long lasting and a local authority is likely to be at or near the forefront of the response and aftermath of any such incident.

1.2 The 'Mission Statement' of the Cleveland Emergency Planning Unit is therefore:

“Disasters or major emergencies can strike suddenly, unexpectedly and anywhere. We will therefore 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.”

1.3 That mission statement drives our strategic aim which is to achieve an effective response to all major incidents and emergency situations regardless of their cause and have an effective and efficient emergency planning structure that ensures the local authorities meet both their statutory and non-statutory obligations towards emergency planning.

1.4 To ensure that the impact of any emergency situation is reduced or mitigated against, the CEPU continues to provide a comprehensive emergency planning service to the four local authorities in the former County of Cleveland area. That role has been enhanced since 2005 by the enactment of the Civil Contingencies Act and Regulations which created a set of statutory requirements for local authorities to fulfill, together with a number of other organisations known as Category 1 responders.

1.5 The civil protection duties that fall on Category 1 responders are:

- Ensuring co-operation between emergency responders;
- Ensuring their is information sharing between emergency responders;
- Completing regional and local risk assessments and the production of a Community Risk register that is available to the public;
- Emergency Planning arrangements;
- Business Continuity management;
- Maintaining public awareness and arrangements to warn, inform and advise the public.

Additionally, a seventh duty applies to local authorities alone:

- Promotion of business continuity management to the commercial sector, particularly small and medium sized enterprises and voluntary organisations.

AGENDA ITEM: 4.1

- 1.6 The Emergency Planning Unit is working with its professional partners, particularly the emergency services, health community, Environment Agency and Health and Safety Executive, to ensure plans, protocols, processes and procedures are in place to comply with statutory requirements under the Act but also to meet other legislation. A dedicated emergency planner is dealing with the requirement to promote business continuity.
- 1.7 There are also new pressures due to the increased threat, real or otherwise, of both terrorism and pandemic flu. Further, public perception is that they expect a local authority to have plans in place, both to respond effectively to any emergency whilst also importantly continuing with their normal functions.
- 1.8 Therefore, to meet the challenges and demands of both the present and future requirements, there is the need for the CEPU to:
 - Be a committed and resourceful unit with a competent and motivated workforce;
 - Have the correct structure with the right staffing levels;
 - Have the right tools, including ICT, to do the job;
 - Have the financial resources to be effective;
 - Ensure there is clarity of purpose;
 - Make 'Cleveland' a safe place by ensuring that:
 - Risks are identified and mitigation action is taken and/or control measures are put in place to alleviate or reduce those risks;
 - Plans are produced and reviewed;
 - Plans are tested and exercised;
 - Appropriate staff are identified within the local authority and their roles and responsibilities are known to them and they receive the right training.

2. WHAT WE ARE ALREADY DOING

- 2.1 Whilst this strategic business plan covers the next three years 2008 - 2011 and lays out the framework upon which the CEPU will deliver its services to the four local authorities and what we intend to achieve, it builds upon our existing work-streams, roles and strategy. What the CEPU does now in 2008 will still be very relevant in 2011 and beyond and none of the present duties and roles are unlikely to diminish, although priorities may change. The present and future role of the CEPU demands strong leadership committed to the management of change and achieving efficiencies.
- 2.2 We work towards achieving our strategy based around six principle aims:
 - Act to minimise the actual or potential impact of major incidents on the local authority and community.

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- Improve the local authority's overall response to incidents.
- Provide major incident response plans.
- Provide and develop staff training and exercising.
- Develop links and partnerships with other agencies in respect of emergency planning, both locally and nationally.
- Ensure local authority emergency plans, policies and protocols are effective and robust.

The aims and objectives of the CEPU are shown at appendix 'A'.

2.3 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, particularly the emergency services. It is involved in numerous arrangements that creates and provides close working and co-operation, including:

- Local Resilience Forum, of which the Chief Emergency Planning Officer provides the secretariat function
- Local Resilience Working Group, chaired by the Chief Emergency Planning Officer.
- Cleveland Media Emergency Forum, chaired by the Chief Emergency Planning Officer.
- Exercise Planning Group
- Temporary Mortuary Group
- Voluntary Agency's Group

A flowchart showing all the groups and the full extent of the links and involvement that the CEPU has with partner agencies and others is shown at appendix 'B'.

2.4 Cleveland, frequently through the inherent risks associated with the chemical and nuclear industry has developed a good reputation within the wider emergency planning community and in other agencies including the Health & Safety Executive and Cabinet Office. Several protocols and guidance documents produced by emergency planners in Cleveland have been accepted as national best practice. These include:

- The Cleveland Communications Strategy which is strongly featured in the public service strategy document entitled "Connecting in a Crisis" published by the BBC through the Cabinet Office.
- Template and Guidance Documents for the testing and exercising of plans under the Control of Major Accident Hazard Regulations (COMAH).

2.5 As well as ensuring that their statutory obligations under the Civil Contingencies Act and Regulations are met, due to the industry and geographical location of Cleveland, a sizeable portion of the present work of the CEPU is ensuring that the local authorities also meet their statutory obligations under:

AGENDA ITEM: 4.1

- Control of Major Accident Hazard Regulations, 1999 (COMAH)
 - Pipelines Safety Regulations 1996
 - Radiation (Emergency Preparedness & Public Information) Regulations 2001 (Nuclear industry)
- 2.6 The Duty Officer scheme is an important function of the CEPU and operates on a 365 day x 24 hour basis and provides a single point of contact for the emergency services and other agencies e.g. Environment Agency, Met Office, Food Standards Agency in respect of advise and for alerting and activating the local authority in the event of an incident. The CEPU acts as a filter for the local authorities, making judgements on the extent of the need for local authority involvement, whether it be for information purposes only or action is required. The Duty Officer uses their wealth of experience, local knowledge and expertise in making such decisions.
- 2.7 The emergency planner will also act as an advisor to the Chief Executive and/or senior council officers during any incident and where appropriate attend 'Silver Command' and act as the local authority liaison officer. The Chief Emergency Planning Officer is likely to attend 'Gold Command'.
- 2.8 A fundamental aspect of the emergency planners role is to ensure that a local authority is equipped to respond appropriately to incidents, thus providing confidence and re-assurance, both internally within the council and externally to other agencies public they are involved with. This role also encompasses the function of ensuring service areas/departments of the council have adequate plans with requisite numbers of staff trained in their roles and responsibilities.
- 2.9 The CEPU has produced its own internet website and also the website for the Local Resilience Forum which are used to provide information and guidance. The CEPU site is well used with over 65,000 unique "hits" being recorded in 2007 and is used as an information gateway for the public.

3. WORK-STREAMS AND PRIORITIES OVER THE NEXT 3 YEARS AND BEYOND

- 3.1 As stated in paragraph 2.1 the present work and priorities will not diminish and should be viewed alongside the issues raised in this section.

The role and workload of the CEPU on behalf of the four local authorities has significantly increased in recent years and it is anticipated that this will become a feature. This is primarily as a result of:

- Implementation of the Civil Contingencies Act in April 2005, together with its accompanying Regulations and Guidance;

- Need to make the public more aware of emergency planning issues, the risks in their area and help them to be better prepared to meet the challenges faced when dealing with an emergency (new national performance indicator for 2008 – NI37);
- Terrorism or the threat of terrorism;
- Cleveland Local Resilience Forum
- National and Regional requirements and influence
- New Auditing and Performance Review of emergency planning and civil protection issues within the CPA regime and by the Audit Commission and others.

3.2 Civil Contingencies Act

The seven statutory duties placed upon local authorities by the Civil Contingencies Act are predominantly being undertaken by the CEPU on their behalf and are the primary driver of much of the work of the unit. These duties are:

3.2.1 Risk Assessment

Achievement of a risk assessment in relation to all the hazards and threats that might give risk to an emergency and how that risk could impact upon the local geographical area and the delivery of services by the local authority and other responders. The assessment should show what actions have been taken to mitigate the hazard or threat from occurring and the response mechanisms to such risks

Through this risk assessment process, a Community Risk Register has been produced giving details of all assessments completed and is available to the general public. These risk assessments and the Community Risk Register have created a whole new dimension for emergency planning officers, ensuring that emergency planning is risk based. They are constantly being reviewed, requiring close working with particular service areas of the local authorities and partner agencies.

3.2.2 Emergency Planning

Development of risk based major incident response plans which incorporate the responsibilities and functions to control or mitigate the effects of the emergency is an essential role of the CEPU. The primary plans that the CEPU produce and review are:

- A Borough Emergency Response Plan for each of the four councils
- Rest Centre Plans
- Severe Weather and Flood Response Plans

This duty has shown the requirement to produce additional plans, for example, humanitarian assistance plans and town centre evacuation plans, and these will be completed in the next 12 months.

Once plans are written, they need to be subject to regular review and must be tested and exercised. Therefore an integral part of emergency planning is the identification of appropriate staff and the training of those staff.

New plans are required in respect of 'vulnerable people' and diverse communities with special consideration being given to how they will be affected by specific emergencies and how they will be assisted during and after the event.

3.2.3 Co-operation

The Act imposes a duty on all Category 1 and Category 2 responders to co-operate and work together to address the full range of civil protection duties across their respective organisational boundaries. The CEPU will continue to strive towards maintaining and improving upon existing partnership arrangements, thus ensuring good co-operation is achieved. However, there is a need for it to be further enhanced at the risk assessment, continuity planning and some emergency planning phases.

Compliance with this duty is greatly assisted by the CEPU being already co-located with the emergency planning teams from the Police, Fire and Ambulance. That arrangement has already allowed close working and co-operation to prosper.

Further work is needed to establish and/or enhance co-operation with category 2 responders.

The flowchart at appendix 'B' shows the full extent of the links and involvement that the CEPU has with partner agencies and others.

3.2.4 Information Sharing

All Category 1 responders have a duty to share information so as to allow emergency / civil contingency planning to be completed. This aspect is not always easy due to the sensitivities and security tag attach to some information. Good information sharing presently exists between the Category 1 responders in Cleveland i.e. emergency services and local authorities, but this duty has created additional workloads.

The duty to seek information from and share it with Category 2 responders e.g. utility company's, is more problematic as information may have commercial implications and sensitivities. This duty will continue to be managed sensitively.

More information is being placed on the Geographical Information System (GIS) utilised within the CEPU and that facility is allowing such information to be more easily available and retrievable.

3.2.5. Provision of Warning and Informing the Public

Local authorities are required to provide public education about risks and emergency plans and have arrangements in place to warn the public when an emergency occurs, to provide information about the progress of an emergency and advice on what to do.

More action is required on media plans and protocols, including mutual aid arrangements and the pre-identification of “lead communicator” to a range of emergencies. Local authorities will also need to develop the facility of ‘help lines’ for utilisation in an emergency situation.

The Cleveland Communications Strategy developed by the CEPU gives this area a distinct advantage over many others but it is in need of review and enlargement to meet new demands. Additional systems may need to be introduced to operate in tandem with it.

3.2.6 Internal Business Continuity Planning

The CEPU will continue to work with and within local authorities to ensure that business continuity plans are produced for their own services but also in respect of emergency planning to:

- ensure they can deliver their emergency response capability;
- ensure they can continue to provide their normal services whilst responding to the emergency and
- ensure plans are reviewed, tested and exercised on a yearly basis.

3.27 Provision of Business Continuity Advice and Guidance to Commercial Bodies and the Voluntary Sector

The CEPU has fully taken on this duty on behalf of the four local authorities and has produced plan templates, advice and information literature, held seminars and workshops and assisted a number of voluntary sector and small businesses to achieve plans for their own organisation. A strategy has been developed identifying what businesses need to know, the means of delivery and targeting the message to its audience. However, most small and medium sized enterprises do not see business continuity as a priority and achieving this duty is slow, but will continue.

The CEPU has produced its own business continuity plan.

3.3 Cleveland Local Resilience Forum

The Chief Emergency Planning Officer provides the secretariat function to the LRF, which under legislation is seen as the principal mechanism for multi-agency co-operation between category 1 responders. The LRF is not a statutory body but it is a statutory process and through the work of the Chief Emergency Planning Officer, the CEPU is at the forefront of what the LRF does and is a primary driver of the LRF process.

LRF work is an increasing but necessary feature of the work-streams within the CEPU, providing the effectively delivery of many of the duties under the Civil Contingencies Act and the strategies of the LRF, especially those that need to be developed in a multi-agency environment. 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.

The Category 1 responders have recently agreed to fund a part-time person to support the LRF secretariat functions carried on within the CEPU. This person will primarily be an administrator, but should ensure processes and audit trails are evident.

3.4 Working with Industry

The Cleveland area is home to the largest group of chemical sites in the country and second largest grouping in Europe. Most sites fall under the requirements of the Control of Major Accident Hazard Regulations and the Pipeline Safety Regulations. Cleveland has 37 top tier sites and eight major pipeline operators. These regulations place a number of statutory requirements upon the local authority, for example to produce off-site emergency response plans, warn and inform the public in the public information zones around the chemical sites and to test and exercise plans.

The CEPU fully undertake all the local authority responsibilities under these regulations (apart from planning consent), including the testing and exercising of plans and procedures. This work-stream places significant demands on the unit, especially in respect of time and commitment.

The Hartlepool Nuclear Power Station necessitates a significant commitment from the CEPU, especially in terms of plan production, the testing and exercising of both on and off-site plans and expertise to be able to respond to incidents at the power station and provide advise to chief officers.

3.5 National Priorities

The CEPU will continue to undertake work to plan for and provide resilience arrangements in respect of priorities that central government consider relevant and form part of the Governments national risk strategy. The present main priorities are:

- (a) Terrorism and the threat of Terrorism**
- (b) CBRN**
- (c) Pandemic Flu.**

The resilience capabilities work programme emanating from the Government is determining that these threats must be planned for, with stand alone plans and these plans will be exercised. This has created the need to develop further plans on mass contamination and mass casualties and the CEPU is involved in working as a partner agency on several of these issues.

3.6 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 over the next two years. The Chief Emergency Planning Officer has been appointed the Chair of the Safety Advisory Group for the event and he with other members of the CEPU will be active members of both the Safety Advisory Group and the Event Technical Task Group, as well as an advisory role in other task groups.

3.7 Promoting Emergency Planning

To meet the requirements of both the Civil Contingencies Act, non legislative obligations and the new National Performance Indicator introduced for 2008 onwards (NI 37), the CEPU will continue to develop initiatives to ensure the public are made aware of emergency planning issues, so they are better prepared to protect themselves. Existing Council surveys methods will be used to gather information from the public.

Additional plans, protocols and procedures need to be worked upon to ensure the public are more aware about risks and prepared to respond to emergencies. This will involve publicity, advise information/leaflets, road shows, seminars, school visits, etc.

3.8 Regional Influence

The Regional Resilience Team within the Government Office for the North East under the direction of a Deputy Director, together with a Regional Resilience Forum, is increasingly placing additional demands on the CEPU. The regional remit is to determine what the region needs to have in place to combat a major incident that affects more than one 'sub region' or which has a regional dimension, and consequently the CEPU is increasing becoming involved with assisting in the development of regional plans and protocols, together with attendance at a myriad of meetings that sit alongside such planning. Such plans will include 'cross border' involvement in such projects as removal of large quantities of rubble; contamination of premises, contaminated debris, mass evacuation, etc.

3.9 Auditing and Monitoring of Performance

Recent activities provide evidence of the Governments' stated aim that they will robustly audit the Civil Contingencies Act and emergency planning and civil contingencies arrangements through the CPA regime and other auditing processes conducted by the Audit Commission, other external Auditors and also internal Auditors.

The CEPU will continue the development of performance monitoring and review processes to ensure the emergency planning requirements placed on the local authority are met, leading to positive assessments by external assessors, notably CPA or Audit Commission. The CEPU will work closely with departments in each local authority tasked with performance review procedures.

3.10 Joint Emergency Planning Committee

The executive Joint Emergency Planning Committee which meets quarterly is kept abreast of activities within the CEPU through reports from the Chief Emergency Planning Officer and their involvement with training events. Members of the committee are proactive in enhancing the profile of emergency planning.

3.11 Impact on the Functions of the CEPU

The duties and work-streams as outlined will undoubtedly continue to place additional workloads on the staff within the CEPU and there is likely to be resultant additional financial implications in respect of ICT, training, stationary and equipment. Other aspects of the functions include:

- Identification and training of more staff in emergency response procedures.
- Greater co-operation and liaison with all Category 1 and Category 2 responders.
- Greater sharing of information with responder bodies.
- Improvements to systems and processes to warn and inform the public, before, during and after an emergency.
- Creation of media plans and protocols, including 'helpline' provision.
- Production and delivery of public educational programme in respect of risks, preparedness and what to do in an emergency.

It is foreseen that the roles and responsibilities of the CEPU will continue to expand over the next 3 years but there are enormous benefits that emanate from having a joint Emergency Planning Unit and will ensure we continue to build resilience in the local area. Benefits of the joint unit include:

- Greater communication and involvement between all partners involved in emergency planning. This leads towards more 'joined up thinking' and engenders greater trust and confidence.
- Enhanced partnerships leading to greater collaboration, sharing of knowledge, expertise and a fuller integrated response to incidents.
- Developing improved protocols, linking into standard operating procedures and sharing best practice.
- Risk assessing to enable plans to be produced and reviewed with control measures identified to mitigate against major incidents.
- Horizon scanning and greater consultation to identify potential issues so that appropriate mitigation can be planned.

4. STAFFING AND STRUCTURE of the CEPU

4.1 The structure is:

- A Chief Emergency Planning Officer (Head of Emergency Planning)
- A Deputy Chief and Emergency Planning Officer
- Four Senior Emergency Planning Officers, each with dedicated responsibility to one of the local authorities
- Two Emergency Planning Officers
- A Senior Administration Officer and Two Administrative Assistants (job share). The Administrative Assistant works 50% of time for Cleveland Police Emergency Planning Unit.
- A Resilience Forum Assistant (part time) – this post is wholly financed from contributions from member organisations of the Cleveland Local Resilience Forum

4.2 The Cleveland Emergency Planning Unit has fewer staff than any of its neighbouring emergency planning units and most other units within the country. When compared to the numbers of staff in other emergency planning units in the North East and the risks associated with those areas against the numbers of emergency planners and risks within the 'Cleveland' area, it is clear that staff in Cleveland have a greater workload than many of their counterparts.

With the existing work commitments, there is little spare capacity within the CEPU to absorb further work which may be generated by new legislation or Government requirements unless staff numbers are increased. However, the need for additional staff is not being proposed at this time, but should there be a further expanse of work being created by the Civil Contingencies Act and from other directions i.e. terrorism or regionally, additional staff may become necessary. The structure is shown at appendix 'C'.

4.3 Staff within the Unit are skilled, knowledgeable and professional in their specialist field of work. Staff retention is essential as experienced emergency planners are difficult to recruit and it takes new staff between 18 months and 2 years in the role within Cleveland to undertake the role

AGENDA ITEM: 4.1

effectively. However, the salary grades of officers in the CEPU are on average two points lower than their counterparts in other units and this presents a potential risk when seeking to attract the right calibre of applicant when posts become vacant or to retain existing staff.

- 4.4 The Deputy Chief and Emergency Planning Officer has primary responsibility for business continuity promotion as required by the Civil Contingencies Act.
- 4.5 Individual Senior Emergency Planning Officers have primary responsibility for one of the four councils and work between the CEPU and the designated Borough.
- 4.6 The two Emergency Planning Officers have lead responsibilities for several specific aspects of emergency planning, for example, the Community Risk Register, CBRN plans, Diseases of Animal plans and the Warn and Inform arrangements.
- 4.7 All emergency planners are actively involved with the writing of plans and the testing and exercising of those plans required to ensure compliance with the COMAH Regulations. 'Cleveland' has thirty seven (37) top tier sites which is the largest amount of such sites covered by a single emergency planning unit in the country. This part of the work of the CEPU is a huge burden.
- 4.8 As mentioned at 2.5, the CEPU operates a Duty Officer scheme for the benefit of the local authorities.
- 4.9 All the Emergency Planning Officers work to a three monthly work schedule agreed with the Chief Emergency Planning Officer that is structured to meet the aims and objectives and performance indicators as set out in the annual plan.
- 4.10 Clearly having a Joint Emergency Planning Unit serving all four local authorities is a great advantage, provides economies of scale, helps to stop duplication of effort, assists in co-operation and information sharing and greatly assist in undertaking many of the duties. Secondly, having the Emergency Planning Unit co-located with the emergency planners from the Police, Fire and Ambulance provides a distinct advantage over those authorities who do not have such a facility.
- 4.11 To achieve our future strategy, there must be the organisational capacity to deliver, with staff being professional, dedicated and possessing the requisite attributes and competencies, including being pro-active in their duties. They must be able to make professional judgements on behalf of the local authorities.

5. BUDGET REQUIREMENTS FOR THE CEPU 2008 - 2011

- 5.1 In line with joint arrangements for emergency planning, Hartlepool Borough Council as the lead authority administers the CEPU budget,

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including the financial contributions towards the CEPU from the four local authorities.

- 5.2 Funding for emergency planning mainly derives from contributions from the four local authorities which are allocated resources from Government through the annual grant settlement.
- 5.3 Contributions are recovered from Cleveland Police and the North East Ambulance Service to meet costs associated with the shared accommodation at the Emergency Planning Unit and the half salary of an administrative assistant.
- 5.4 The offices occupied by the CEPU are leased, at a favourable rent, from the Cleveland Fire Brigade.
- 5.5 The non-salary budget for the CEPU has been kept at below inflation figures over the past 3 years. Over 75% of the budget is used to meet salary costs.
- 5.6 The CEPU is seeking a nil growth contribution from the four authorities for 2008/09, with contributions totally £445,999 being the same as for 2007/08. This means a decrease in 'real terms', with increases in salary costs and inflation being met from increased financial management and efficiencies.
- 5.7 The CEPU budgetary requirement for 2008/09 from the four local authorities is £445,999 which cover salary increments, pay rises and non-pay budget inflation at 2%.
- 5.8 The district contributions are based on population figures and apportioned at £0.41 of Band D council tax. This formula was agreed by the Chief Finance Officers and has been used over the past three years. It provides an equitable and robust principal for apportionment based on the risks and work performed in each of the local authorities. As previously agreed by the Chief Finance Officers, this same principal will be used in future years to fix the impact at a standard amount based on band D council tax.

Therefore the district contributions for 2008/09 are:

Hartlepool	£ 76,679
Middlesbrough	£121,161
Redcar and Cleveland	£108,165
Stockton-on-Tees	£139,994

- 5.9 The CEPU budget for 2009-10 and 2010-11 based on projected increases of 2% each year which will cover pay rises, salary increments and inflation are shown at appendix 'D'. This rise is below projected inflation figures, thus building in efficiency savings.

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- 5.10 Money from reserves will be used to cater for presently unaccounted for demands that may be placed on the CEPU by new legislation or external pressures e.g. additional demands from Government Office for the Regions.
- 5.11 The Chief Finance Officer in each of the local authorities will need to make provision for the allocation of financial resources to the host authority (Hartlepool) to meet the agreed budget of the CEPU.

Appendix 'A'

AIMS AND OBJECTIVES of the CLEVELAND EPU

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, as amended
 - (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.

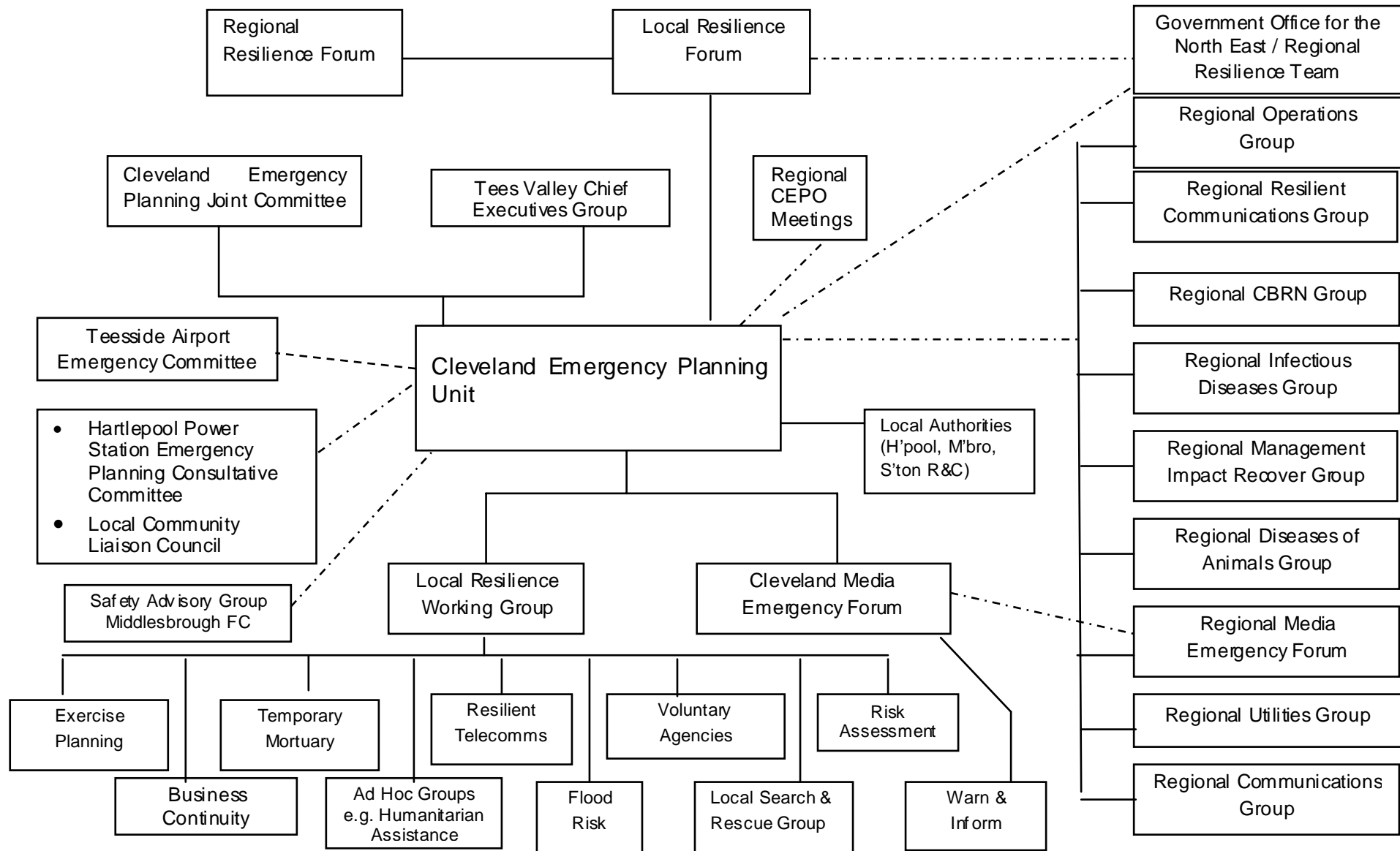
- We will act with integrity, openness and respect to all users of our service.
- We accept responsibilities that flow from our work.
- We will continually strive to improve our service and performance.
- We will foster good working relationships with the emergency services, together with other agencies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

CULTURE

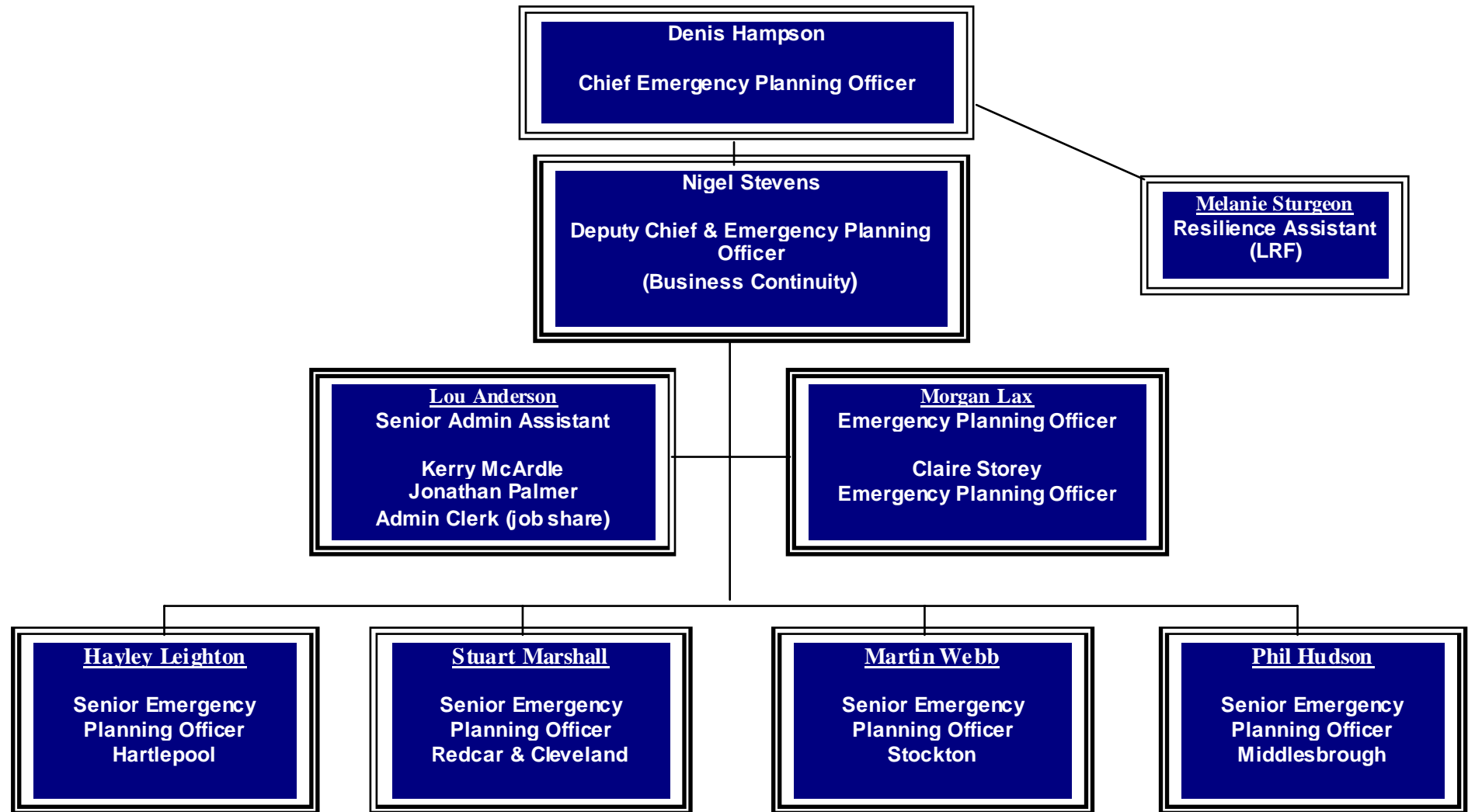
Culture is “the way things are done”. Within the Emergency Planning Unit our culture is based upon the following principles:

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

Appendix 'B'



STRUCTURE



BUDGET 2008-09

2008/09 Budget	£465,198
Less Police/NEAS contributions	(19,199)
	<hr/>
Contributions from local authorities	£445,999
Individual local authority contributions:	
Hartlepool	£ 76,679
Middlesbrough	£121,161
Redcar and Cleveland	£108,165
Stockton-on-Tees	£139,994

PROJECTED BUDGET 2009-10

2008/09 Budget	£465,198
2009/10 Salary increases: (includes increments, N.I., superann, car allowance & projected pay rise (2%))	£ 14,614
Non pay budget inflation @ 2%	£ 2,040
	<hr/>
	£481,752
Less Police/NEAS contributions	(19,582)
Total budget to be met by the four local Authorities.	£462,170
Individual local authority contributions:	
Hartlepool	£ 79,447
Middlesbrough	£125,572
Redcar and Cleveland	£112,076
Stockton-on-Tees	£145,075

PROJECTED BUDGET 2010-11

2009/10 Budget	£481,752
2010/11 Salary increases: (includes increments, N.I., superann, car allowance & projected pay rise (2%))	£ 12,373
Non pay budget inflation @ 2%	£ 2,288
Less Police/NEAS contributions	(19,973)
Total budget to be met by the four local Authorities.	£476,440

Individual local authority contributions:	
Hartlepool	£ 81,900
Middlesbrough	£129,448
Redcar and Cleveland	£115,536
Stockton-on-Tees	£149,554

Report to: **Emergency Planning Joint Committee**
From: **Chief Emergency Planning Officer**
Date: **5th March 2008**
Subject: **Learning Lessons from the 2007 floods**

1. Purpose of the Report

- 1.1 To inform Members of the interim report entitled “Learning Lessons from the 2007 Floods” by Sir Michael Pitt which was published in December 2007 following his review of the severe floods in 2007.
- 1.2 To inform Members of the fifteen recommendations in the report and inform them of the Cleveland position in respect of the recommendations and further action being undertaken by the Cleveland Local Resilience Forum, the Emergency Planning Unit and other agencies.
- 1.3 To inform Members of the other significant points that are highlighted within the report but which do not form part of the recommendations and report on the Cleveland position in respect of these issues and further action being undertaken by the Cleveland Local Resilience Forum and others.

2. Background

- 2.1 The three months from May to July 2007 were the wettest since records began and saw severe flooding occur in several parts of the country, notably in South Yorkshire, Gloucestershire and the Humber area. The floods have been linked to the deaths of 13 people. They resulted in damage to approximately 48,000 homes and 7,000 businesses. Many people in the worst affected areas are still living in temporary accommodation whilst their homes are repaired. Power and water supplies were lost, railway lines, eight motorways and many other roads were closed or disrupted and large parts of the country were brought to a standstill.
- 2.2 Sir Michael Pitt was commissioned by the Government in August 2007 to carry out a review of the flood related emergencies which had occurred. There are three main objectives his review and subsequent interim report were:
 - To identify issues which need urgent action

- To set out the direction for the remainder of the Review
- To provide a document for consultation before the final report is published next summer.

2.3 Due to the severity of the emergencies and potential of future risks from flooding, the main purpose of the Pitt review is to learn lessons from the floods and consider actions that can be implemented to help the country adapt and deal more effectively with future flooding incidents.

3. **Main findings**

3.1 Flood risk is here to stay. However, Pitt concludes that the effects of the floods and the high level of risk involved could have been considerably reduced by:

- stronger local leadership of flood risk management;
- better clarification of roles;
- more effective co-operation between response organisations;
- improved protection of the infrastructure, particular the critical infrastructure, and
- wider and deeper public engagement.

3.2 The Government's Environmental Risks Working Group considers that the interim report by the Pitt Review provides a comprehensive account of events before, during and after the 2007 floods. It acknowledges that the recommendations are to the point and very much needed, although it concludes that some of the recommendations are not new and will therefore require significant changes in cultural, social, economic and political beliefs if actions are to be achieved. However there is a sense that the findings from the report will lead to positive change in the UK.

3.3 The report has made 15 urgent recommendations and these are shown at appendix 'A', but a close reading of the report highlights a number of other issues and these are shown at appendix 'B'. These issues are worthy of further consideration by relevant resilience groups as many of these issues are relevant to flood and risk planning in the Cleveland area. However, the existing flooding and adverse weather plans held by both the local authorities and the emergency services do already address many of the points shown.

3.4 None of the recommendations are directly made to the Local Authorities, although some of the other significant issues are. Locally the recommendations refer to the Local Resilience Forum of which the four local authorities are prominent members and to which the Chief Emergency Planning Officer provides the secretariat function. Under the Civil Contingencies Act the planning for and response to major incidents and emergencies is seen as a multi-agency function, with the emergency services and the local authorities seen at the forefront.

4. Recommendations

- 4.1 That Members note the recommendations made in the Pitt report and acknowledge the actions being undertaken by the Cleveland LRF as shown at appendix 'A'.
- 4.2 That Members note the issues raised within the Pitt report which are shown at appendix 'B' and note the actions that are being undertaken by/through the Local Resilience Forum or Groups.
- 4.3 That Members note from the discussion points shown in Appendices 'A' and 'B' that the Cleveland area already have processes, plans and systems in place that address several of the recommendations and many of the other significant points/issues raised by Sir Michael Pitt in his report.
- 4.4 That Members note that each local authority has an adverse weather and flooding plan and are active participants in the Cleveland Adverse Weather Protocol.
- 4.5 That Members note that the Emergency Planning Unit held a multi-agency training day at Police Headquarters on 5th February 2008 attended by over 80 participants on the theme of adverse weather and flooding (Exercise Soak). A number of key staff from each of the four local authorities took part.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report Date: 21st February 2008

Recommendations of the Pitt Report	Decision Points	Action Agreed	Target Date
<p>Recommendation 1: The Review recommends that more frequent and systematic monitoring of groundwater levels at times of high risk should be undertaken by the Environment Agency, which should begin as soon as possible to predict and mitigate further serious ground water flooding from this winter onwards.</p>	<p>The LRF is:</p> <ul style="list-style-type: none"> (a) Seeking feedback from the Environment Agency on what arrangements they have in place in respect of monitoring of ground water levels across the Cleveland area. (b) Obtaining information from the Environment Agency how information on ground water levels, including predictions during potential flood events is provided to other category 1 responders? (c) To have details provided by the EA included in future adverse weather protocols and plans. 	<p>The Environment Agency to report back to the LRF meeting on 15 May 2008.</p>	<p>Report to LRF Meeting on 15/05/08</p>
<p>Recommendation 2: The Review recommends that the Environment agency, supported by local authorities and water companies, should</p>	<p>The LRF is:</p> <ul style="list-style-type: none"> (a) Seeking information from the Environment Agency on how it intends to work with 	<p>Environment Agency to report into local Flood Risk Group who should then report to the LRF.</p>	<p>Report to LRF meeting on 04/09/08</p>

<p>urgently identify areas of highest risk from surface water flooding where known, inform Local Resilience Forums and take steps to identify remaining high risk areas over the coming months.</p>	<p>the four councils and two water companies to identify areas of high risk from surface water flood. (b) To have this information fed into the local Flood Risk Group so it can be taken into account in future plans.</p>		
<p>Recommendation 3: The Review recommends that the Environment Agency should urgently develop and implement a clear policy on the use of temporary and demountable defences.</p>	<p>Environment Agency to report to the LRF on their policy on the use of temporary and demountable defences as it affects the Cleveland area.</p>	<p>Environment Agency to produce a briefing paper for the LRF.</p>	<p>Report to LRF meeting on 04/09/08</p>
<p>Recommendation 4: The Review recommends that all Local Resilience Forums urgently review their current local arrangements for water rescue to consider whether they are adequate in light of the summer's events and their local community risk registers.</p>	<p>The Emergency Planning Unit is currently undertaking work in respect of water rescue and is liaising with the emergency services and other agencies, including the RNLI.</p>	<p>The Chief Emergency Planning Officer to provide a report to the next meeting of the LRF.</p>	<p>Report to LRF meeting on 15/05/08</p>
<p>Recommendation 5: The Review recommends that all local Resilience Forums should undertake an urgent review of designated rest centres and other major facilities to ensure either</p>	<p>Each of the Local Authorities have a number of designated rest centres in each of their areas and the rest centre plans are subject to yearly review.</p>	<p>The Chief Emergency Planning Officer to provide a report to the next meeting of the LRF which details all Rest Centres and facilities currently available.</p>	<p>Report to LRF meeting on 15/05/08</p>

<p>that they have necessary levels of resilience to enable them to be used in the response of flooding and other major emergencies, or that alternative arrangements are put in place</p>			
<p>Recommendation 6: The Review recommends that the Cabinet Office, with other departments, should urgently consider the costs, benefits and feasibility of establishing arrangements for the urgent acquisition of supplies during a major emergency, including the use of call-off contracts or the creation of national or regional stockpiles of equipment and consumables.</p>	<p>Currently it is incumbent upon LA and other Category 1 responders to have equipment e.g. sandbags and other consumables available.</p> <p>The LRF have asked the Regional Resilience Team to report on how the Government intend to implement this recommendation.</p>	<p>Regional Resilience Team Leader to provide a report to a future LRF meeting.</p>	<p>Report to LRF meeting on 04/09/08</p>
<p>Recommendation 7: The Review recommends that the Department of Health guidance clarifying the role and accountabilities of organisations involved in providing scientific and technical advice during a major accident should be implemented as soon as possible and understood by Gold Commanders.</p>	<p>The new STAC arrangements and plan were agreed at the last LRF following consultation between Health Protection Agency and other Category 1 responders.</p>	<p>As agreed at the last LRF meeting, an exercise including implementation of the STAC plan will be scheduled into the exercise planning calendar for late 2008 / early 2009</p>	<p>Exercise to be completed by 31/03/09</p>

<p>Recommendation 8: The Review recommends that the guidance currently under preparation by Cabinet Office to provide local responders with advice on the definition and identification of vulnerable people and on planning to support them in an emergency should be issued urgently.</p>	<p>Work is already being undertaken by the Emergency Planning Unit and Health Community in respect of the identification of vulnerable people.</p>	<p>Chief Emergency Planning Officer to report to a future LRF meeting on the outcome of this work and plans that should be adopted across Cleveland.</p>	<p>Report to LRF meeting on 04/09/08</p>
<p>Recommendation 9: The Review recommends that, in order to effectively fulfil its Lead Department role for flood risk management and emergency response, DEFRA needs to urgently develop and share a national flood emergency framework.</p>	<p>This recommendation will necessitate work being carried out by DEFRA.</p> <p>The EA have been requested to advise the LRF on how DEFRA propose to develop a national framework and how this will link into plans and protocols already in place within Cleveland.</p>	<p>Environment Agency to provide a report to a future LRF meeting.</p>	<p>Report to LRF meeting on 04/09/08</p>
<p>Recommendation 10: The Review recommends that Category 1 responders should be urgently provided with a detailed assessment of critical infrastructure in their areas to enable them to assess its vulnerability to flooding.</p>	<p>Whilst this is already a feature of the work being undertaken by the Risk Sub Group reviewing the community risk register, information on much of the critical infrastructure is not available to them due to potential security implications.</p>	<p>Regional Resilience Team Leader to provide a report to a future LRF meeting.</p> <p>Risk Sub Group to continue with current review of the Community Risk Register and identify any perceived gaps in knowledge of the critical infrastructure within</p>	<p>Report to LRF meeting on 04/09/08</p>

	The LRF have requested the Regional Resilience Team to report to the LRF on how the Government proposes to address this recommendation and allow more information on critical infrastructures to be made available to the Risk Group.	Cleveland.	
Recommendation 11: The Review recommends that the Environment Agency should work urgently with telecommunications companies, consulting the information Commissioner as necessary to facilitate the roll –out of ‘opt-out’ telephone flood warning schemes to all homes and businesses liable to flooding, including homes with ex-directory numbers.	The LRF have requested the Environment Agency to provide a briefing paper to the LRF on how they intend to address this issue within the Cleveland sub region.	Environment Agency to provide a report to a future LRF meeting.	Report to LRF meeting on 04/09/08
Recommendation 12: The Review recommends that Local Resilience Forums urgently develop plans to enhance flood warnings through ‘door-knocking’ by local authorities based on an assessment of the postcode areas likely to flood.	The LRF are still considering this recommendation but it is felt that neither the Local Authorities, Police or Environment Agency got the resources to undertake a general ‘door knocking’ response should the need arise?	Members of the EPJC may wish to consider this issue further.	05/03/08

	However, door knocking would be undertaken in respect of premises identified as housing vulnerable persons.		
<p>Recommendation 13: The Review recommends that Local Resilience Forums urgently make arrangements to involve local media representatives in the local preparedness and response support to their public information role.</p>	Through the Cleveland Media Emergency Forum, the media are already involved in this process and there are good links between Category 1 responders and their public relations departments and the media.	To be referred to the Cleveland Media Emergency Forum to determine any further action necessary.	For action at next Media Forum meeting in April
<p>Recommendation 14: The Review recommends that members of the public make up a flood kit including key personal documents, insurance policy, emergency contact numbers (including local council, emergency services and Floodline – 0845988 1188), torch, battery or wind up radio, mobile phone, rubber gloves, wet wipes or antibacterial hand gel, first aid kit and blankets.</p>	The Emergency Planning Unit through the Z card and recent preparation for emergencies poster/leaflet are already encouraging the public to be prepared and have an emergency bag in their homes.	Emergency Planning Unit to continue to promote this initiative through further publications	Ongoing commitment by the EPU.

<p>Recommendation 15: The Review recommends that members of the public increase their personal state of readiness and resilience to floods by following the Environment Agency's practical advice, where appropriate, as summarised below:</p> <ul style="list-style-type: none"> • Make sure you have adequate insurance. Flood damage is included in most buildings insurance but do check your home & contents are covered. • Access the EA's website to check flood risks to property; this can be followed by advice from the Agency, for example whether the property in question is protected to some degree by physical defences. • Contact the EA to be registered on their flood warning direct scheme (however, this does not apply to surface water flooding or sewage flooding and people should also make sure they remain alert to weather forecasts). • Keep vital possessions, such as financial and legal documents and items of sentimental value, upstairs or stored as high as possible in waterproof containers and have plans in place to move items at short notice. 	<p>The Emergency Planning Unit through the Z card and recent preparation for emergencies poster/leaflet are already encouraging the public to be prepared and have an emergency bag in their homes.</p> <p>Further, the Environment Agency's practical advice leaflets and also their website advise members of the public to increase their personal state of readiness and resilience to floods.</p>	<p>The Emergency Planning Unit and Environment Agency to continue to promote these initiatives and ensure further publications feature advice on how to be prepared to deal with flooding incidents.</p> <p>This recommendation to be remitted to the Cleveland Media Emergency Forum to consider what further initiatives can be undertaken to address this recommendation.</p>	<p>For future action as shown.</p>
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<ul style="list-style-type: none">• Make a list of other useful numbers you may need – your local council, the emergency services and your floodline quick dial number.• Make sure you know where to turn off your gas, electricity and water. If you are not sure, ask the next person who checks your meter when they next visit. Mark the tap or switch with a sticker to help you remember.			
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Other Significant Issues from the Pitt Report

Issues extracted from the Pitt Report	Discussion Point / Considered Action	Action / Timescale
1. The Government requires a single definitive set of flood advice.	Take due cognizance of the actions agreed at appendix 'A' of this report, whilst awaiting proposals and future guidance from Government	On-going
2. The Pitt report considers that a website is created containing all information on flooding.	The Cleveland Emergency Planning Unit on behalf of the LRF will place useful information and guidance on flooding, particularly the issues highlighted in recommendation 15, on both the EPU and LRF websites.	EPU to complete by 31/03/08
3. Further research into flood prediction should be a priority, subject to feasibility and cost effectiveness.	This is an action upon DEFRA and the Environment Agency, subject to commitment by the Government.	No further local action required at this time
4. Progress must be made within the next few years to ensure that flood risk planning and management are in place including public warnings and emergency response.	This area of work already occurs within the Cleveland area through the Flood Risk Group and other groups. Each local authority has an adverse weather and flooding plan which dovetail to the Major Incident Response Plans.	Note the ongoing commitment by Category 1 responders
5. Building regulations need to incorporate flood resistance and resilience measures into new development.	Through the new Planning Policy Statement (PPS) 25 on development and flood risk, there is stronger consideration by the EA and Local Authority Planning Departments of flood risk at all stages of	Chief Emergency Planning Officer to hold discussion with the Principal

	the planning process.	Planning Officer in each authority. Members of the EPJC may wish to refer this point to Councillors who are Members of Planning Committees
6. Local authorities should adopted a leadership and scrutiny role that oversees flood risk management within their area.	For consideration by the Cleveland Emergency Planning Joint Committee as to how this should be taken forward.	05/03/08
7. The report poses the question “Are forecasting, modelling and warning systems linked together?”	This is a subject for the Met office and the EA to consider and take appropriate action.	No local action required.
8. Currently there is no organisation with responsibility to respond to groundwater flooding. This is a gap which urgently needs to be addressed.	The Government have intimated that it is likely that the Environment Agency will be given this responsibility in the future.	No local action required.
9. Local authorities must promote business continuity and encourage businesses to have flood resilience and resistance measures in place. Business continuity guidance should reflect the benefits of such	This work is already undertaken by the Emergency Planning Unit on behalf of the four local authorities and advice and guidance given to businesses does contain a strong element of flood resilience. This is also reflected in the literature given to businesses	Note the ongoing work being undertaken by the EPU

measures.	and in the advice on business continuity shown on the EPU website.	
10. Are local authorities thinking longer term and considering what further adaptation and resilience strategies are required to protect the community	<p>The LRF have referred this issue into both the Flood Risk Group and the Local Resilience Working Group so that local authority representatives can address this finding.</p> <p>The Major Incident and other Plans of both the local authorities and other Category 1 responders already contain resilience strategies, but additional consideration may identify further adaptation or measures.</p>	Groups to report back to the LRF by 31/12/08
11. Are there agreed protocols in place between responders? This includes setting out responsibilities for assessing the potential impact of a specific severe weather event and triggering an appropriate multi agency response.	These issues are catered for within Cleveland by the existing Adverse Weather protocol which was drawn up by the EPU and approved by the LRF two years ago. The protocol provides triggers which should ensure that there is a multi agency response.	LRF members are to remind staff within their respective agencies of the protocol.
12. The LRF should consider the police and local authority as the primary point of contact for the met office advisors before and during an emergency ensuring a focused use of this valuable resource at a critical time.	This is already a feature of the procedures which exist within Cleveland. The point of contact for the Met Office Advisor are the Emergency Planning Managers for the Police, Fire and Local Authority.	No further local action is required.
13. Do the LRF have generic plans in place to respond to emergencies?	Each category 1 responder in Cleveland already has generic response plans, overseen by the	No further local action is required.

	Emergency Planning Unit	
14. Do the key responders have flood plans in place?	Police, Fire and Local Authorities in Cleveland have adverse weather plans, which include flooding.	No further local action is required.
15. Do Category 1 responders have collectively agreed arrangements for assessing the impact of flooding?	Whilst there are no written arrangements for assessing the impact of flooding, it is considered that through the implementation of the Adverse Weather protocol which should bring all the major players together at a Command level / Senior Co-ordination Group, this should occur.	Members to note the protocol already in place within Cleveland.
16. Are sufficient portable toilets/wet wipes available if required?	What is "sufficient"? Local authorities and other Category 1 responders retain a small number of portable toilets but the majority would need to be hired in at the time of the incident. Contact details of providers are retained within the local authorities and EPU..	No further action is required.
17. It was noted that at times media organisations struggled to engage with emergency responders during the floods and were therefore unable to get the information required to meet the need of public concern.	Through the existing Cleveland Communications Strategy and Media Plans held by category 1 responders this should be more positive within Cleveland. However it is suggested that the issue be referred to the Cleveland Media Emergency Forum for further deliberation.	Item being placed on agenda of the Cleveland Media Emergency Forum Meeting in April 2008

<p>18. Dangers of contaminated water were not understood by the public. This highlights a need for well signposted, easily accessible flood related health advice.</p>	<p>The LRF have requested that the Health Protection Agency bring a future report to the LRF detailing how and what advice would be given to the public on this issue.</p>	<p>Report to LRF meeting on 15/05/08</p>
<p>19. There is a demand for personalised warning information that is tailored to target vulnerable communities.</p>	<p>The LRF have requested that the Environment Agency bring a future report to the LRF detailing if and how such warnings/information is/can be given in the future.</p>	<p>Report to LRF meeting on 04/09/08</p>
<p>20. Do infrastructure providers attend LRF's?</p>	<p>Most infrastructure providers are category 2 responders and may attend LRF meetings as and when appropriate.</p> <p>The LRF Secretariat is to write to all Category 2 responders:</p> <ul style="list-style-type: none"> (a) reminding them of their obligations under the Civil Contingencies Act; (b) seeking any future agenda item from them. 	<p>To be completed by the Chief Emergency Planning Officer by 15/05/08</p>
<p>21. The government has a key role in providing the framework for a consistent proportionate and risk based approach across and within infrastructure sectors and encompass a range of opinions for reducing vulnerability. Improved contingency planning for failure is the best option based around three core functions:</p> <ul style="list-style-type: none"> • Assessing critically 	<p>This issue lies at the heart of recommendation 10.</p>	<p>Action as per recommendation 10</p>

<ul style="list-style-type: none"> • Assessing vulnerability • Considering options of mitigation. 		
<p>22. Are plans in place for the loss of drinking water?</p>	<p>The two Water Companies are to be asked to attend the next LRF meeting and provide a briefing paper on this issue. The amount of drinking water required during the height of the flooding in Gloucestershire created massive logistical and demand problems for Severn Trent Water.</p>	<p>Attendance at LRF Meeting on 15/05/08 or 04/09//08 by Water Company representatives.</p>

CLEVELAND EMERGENCY PLANNING UNIT

REPORT TO: Emergency Planning Joint Committee
REPORT FROM: Chief Emergency Planning Officer
DATE: 5th March 2008
SUBJECT: MULTI-AGENCY EXERCISE CALENDAR 2008-09

1. PURPOSE OF REPORT

- 1.1. To inform the Members of the Emergency Planning Joint Committee of the multi agency exercise and training calendar for 2008-09 that has been prepared with strategic partners.
- 1.2. To provide Members with an overview of the multi-agency exercises which have taken place during 2007-2008 and those that will occur over the period 2008-09.
- 1.3. To inform the Members of the significant lessons learnt and areas of concern identified as a result of the exercises conducted.

2. BACKGROUND

- 2.1 A Senior Emergency Planning Officer from the Emergency Planning Unit 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 Coastguard, 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, working in conjunction with the emergency services and operators, to ensure that off-site emergency response plans prepared by the Emergency Planning Unit under the Control of Major Accident Hazard Regulations are regularly tested and exercised. Therefore many of the exercises scheduled each year relate to exercises involving the chemical industry, this also

AGENDA ITEM: 4.3

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

- 2.4 In addition all Category 1 Responders as defined in the Civil Contingencies Act have a statutory duty under the Act to ensure that the plans maintained for use in the event of an emergency are fit for purpose.
- 2.5 A multi-agency exercise and training calendar for 2008-09 has been agreed by the exercise planning group and 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 tested. The calendar also gives details of a number of training days to multi-agency audiences.
- 2.6 It is anticipated that there will be further additions to the calendar as the year progresses.
- 2.7 Emergency Planning Officers will conduct other training and exercising within each of the local authorities purely for the local authority and these are not entered onto the calendar. An example of this training would be setting up the Borough Emergency Centre or testing call out procedures.
- 2.8 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.
- 2.9 It is also important to recognise the commitment required by agencies under statutory obligations to ensure compliance with both the REPIR and COMAH Regulations. A review into how COMAH is tested and exercised is presently being conducted and involves the emergency planners from the Emergency Planning Unit and the chemical industry.
- 2.10 It is acknowledged that exercises are resource intensive and can be difficult to sustain. However it is also essential to ensure that the chemical site operators continue to benefit from face to face contact with responders in a live scenario. The review will attempt to find a realistic solution to meet the needs of all parties, including the statutory bodies, i.e. HSE.
- 2.11 The "Exercising with Industry" guidance document will be amended following the COMAH review and the revised document will be available by April 2008
- 2.12 Following every exercise, a debrief process is undertaken to identify good or problematic issues that arose during an exercise. This debrief process is conducted according to the Cleveland Multi-Agency Debrief

Protocol. Over the past few months, this protocol has been revised and the new version will be made available on the Emergency Planning Unit website. The new version includes the report formats and approved questions and should lead to a more consistent approach.

3. Exercises in 2007-2008 and proposed for 2008-2009

3.1 The following table outlines the number and type of exercises conducted in the previous two years and planned for the period 1st April 2008 – 31st March 2009. Specific details on individual exercises can be obtained from the exercise planning group.

Table 1: Summary of exercises conducted in CLRF April 2006 - March 2007 and proposed April 2007-March 2008.

		2006-2007	2007-2008	2008-2009
Training Events	Industry	14	2	22
	Local Authority inc BCP	6	5	20
	Multi Agency	5	4	3
COMAH	Small Scale	7	2	3
	Table Top	2	9	3
	Major Live Play	11	7	4
Other	Local Authority Rest Centres	2	4	4
	Multi-Agency Training Days	4	4	4
	Multi-Agency Table Top	2	3	2
	Reppir	5	9	12
	Schools Out	5	4	4
Total		63	53	65

4. Issues

4.1 The following issues are re-occurring themes in exercises and several were again highlighted in Exercise Soak which was held at Police Headquarters on 5th February. Whilst some are being dealt with through the ongoing review of COMAH, others are being addressed through the Local Resilience Forum, but are provided to Members for information to demonstrate that lessons are learned and acted upon.

- a) Coordination of information from multiple points into the command structure, for example, from call centres into silver command.

Action being taken by the Local Resilience Forum

- b) Mutual aid arrangements between category 1 responders.

Action being taken by the Local Resilience Forum

- c) Coordination of resources, e.g. during an incident where resources are stretched who has priority in accessing resources.

Action being taken by the Local Resilience Forum

- d) The need for a coordinated approach to ensure best value is obtained by exercises for the LRF.
The review of COMAH currently being undertaken by the Exercise Planning Group will address this issue and consider where benefits and economies of scale can be achieved i.e. carrying benefit from the testing of one plan to other plans.

- e) Resourcing of exercises is becoming increasingly stretched and there is a need to maintain effective testing and training.

Again this will feature in the review of COMAH currently being undertaken.

- f) 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.

Actions are being undertaken by agencies Emergency Planning Officers and Health and Safety Teams to highlight the issues of working in hazardous areas and the need to conform to sites safety. Additionally when involved in exercises, the site operators are being encouraged to have pre-deployed health and safety staff in hazardous areas to ensure compliance with site rules and intervene as appropriate.

5. RECOMMENDATION

5.1 That the report be noted

5.2 The schedule of exercises for 2008 – 09 are supported by the Emergency planning Joint Committee.

Report Author: Denis Hampson
Chief Emergency Planning Unit

Date: 21st February 2008

AGENDA ITEM : 4.3

**CLEVELAND EMERGENCY PLANNING UNIT
Exercise Calendar 2008 – 2009 Last Updated 20th February 2008**

MONTH	EXERCISE	EXERCISE TYPE	Agency Lead
April 8 th	ConocoPhillips	Major Live Play COMAH	Martin Webb (LA)
May 15 th 21 st	Degussa British Energy Hartlepool Power Station	Small Scale COMAH Site Ex (Counter terrorism demo)	Martin Webb (LA) Police
June 13 th 18 th TBC	Baker Petrolite Wilton International (Artenius) Redcar Schools Out	Small Scale COMAH Major Live Play, LA Training	Hayley Leighton (LA) Stuart Marshall (LA) Stuart Marshall (LA)
July 9 th	MOD	Multi agency training day	Dave Ditchburn (Police)
August			
September 3 rd 10 th 17 th 17 th 24 th 24 th	British Energy Hartlepool Power Station British Energy Hartlepool Power Station Koppers British Energy Hartlepool Power Station PX TGGP British Energy Hartlepool Power Station	Table Top Table Top Table Top Table Top Small Scale COMAH Table Top	Police / Phil Arnold (BE) Police / Phil Arnold (BE) Martin Webb (LA) Police / Phil Arnold (BE) Martin Webb (LA) Police / Phil Arnold (BE)
October 1 st 7 th 13 th 15 th 17 th – 19 th 29 th	British Energy Hartlepool Power Station ConocoPhillips Elementis Chromium Health Exercise ‘Merlin Aware’ British Energy Hartlepool Power Station	Table Top (Police only) Table Top COMAH Table Top COMAH Multi agency training day Military Exercise Site Exercise (all Emergency Services)	Police / Phil Arnold (BE) Hayley Leighton (LA) Martin Webb (LA) Matthew Drinkwater (HPA) Peter Metcalfe/Chris Green Phil Arnold (BE)
November 4 th 5 th 13 th 26 th	SCC Training Day Nuclear Recovery Exercise Petroplus (North Tees) Tall Ships	Multi agency training day Hartlepool Borough Council Major Live Play COMAH Multi agency Training day	BE / HPA Hayley Leighton Martin Webb (LA) Hayley Leighton / Dennis Finn
December 3 rd	British Energy Hartlepool Power Station	Level 1 Exercise (All Emergency Services)	Phil Arnold (BE)
January 28 th	Univar	Table Top COMAH	Phil Hudson (LA)
February 18 th	Humanitarian assistance & Recovery	Multi agency training day	Hayley Leighton (LA)
March 11 th 18 th	DOW (Seal Sands) CLRF	Major Live play COMAH Flu Pandemic Tabletop	Martin Webb (LA) HPA and LA (DH)

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 5th March 2008
Subject: **Community Risk Register**

1. Purpose of the Report

- 1.1. To inform the Members of the Emergency Planning Joint Committee as to the current situation regarding the Cleveland Community Risk Register.
- 1.2. For members to consider the new format of the Community Risk Register.

2. Background

- 2.1 The Civil Contingencies Act 2004 places a duty on all Category 1 responders to produce and publish risk assessments, for any emergency, that may affect their area. Part of the duty is to provide an overview of these risk assessments for the public and other bodies.
- 2.2 The Cleveland Emergency Planning Unit, supported by the Risk Group, is presently carrying out a review of the risks and the initial risk register which was approved by the LRF in early 2006 and published on the EPU website thereafter. This complies with civil contingencies guidance which states that each risk should be reviewed from "time to time".
- 2.3 Within the current Cleveland Community Risk Register, each identified risk consists of four pages, together with a further two risk assessment sheets which contain the evidence behind the risk score. Presently there are 77 risks on the register.
- 2.4 The review has shown that there is much duplication across the register; it has been completed in Microsoft Access which is not user friendly; the format can appear confusing especially to the public who may read it and it is difficult to administer. An example is provided in Annex A.

- 2.5 As part of the review, it is intended to produce the next version of the Cleveland Community Risk Register in a different format but which will fit with the guidance document “Emergency Preparedness”.
- 2.6 It is considered that the new risk register produced in the new format will be more user friendly, more concise and in an accessible format that is more easy to administer. An example of the proposed new format is shown at appendix ‘B’. The same published information would be presented as in the old style register, but now shown in a more concise and accessible format.
- 2.7 The background evidence to each of the risks which is not available to the public, will be retained in its present format as it uses the format and forms given in guidance documents.
- 2.8 The current risk assessment work-stream has shown that all the risks identified nationally and regionally have been assessed, although some are being re-assessed as part of the review. This provides evidence that the Local Authorities are compliant with the requirements of the Civil Contingencies Act and Regulations.
- 2.9 However, the risk register is being enhanced with the inclusion of the assessments of the locally identified risks which fall outside definitions of the risks identified nationally. These local risks will be included in the new revised version of the risk register that will be completed by end of March 2008.

3. Recommendations

- 3.1 Members note the ongoing review of the register.
- 3.2 Members endorse the new format for the Community Risk Register.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report dated: 21st February 2008

Quote Local Risk Ref: TA14

Date Reviewed: 04-Sep-07

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Sub Category	Railway: Rolling stock fire	Local Risk Reference	TA14
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National Risk Reference	HL11(a)
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Description	Risk of a major railway rolling stock fire within the Cleveland area, involving fatalities and injuries to persons.
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Lead Agency		Additional risk treatment required					
Cleveland Fire & Rescue		Consider the use of air quality facilities for affected areas. Additional assessment for Marshalling yard in Thornaby.					
Agency / Person 1	Completed 1	Detailed Tasks inc timeline 2	Agency / Person 2	Completed 2	Detailed Tasks inc timeline 3	Agency / Person 3	Completed 3
Sean O'Malley Tracy Hall							
Further Comments 1				Further Comments 2			

--	--	--	--

Rating

Health	Social	Economic	Environmental	Local Likelihood
3	3	2	3	3

Prioritisation

Explanation	Consequences	Review Timescale	Cost	Public Perception	Overall Mean	Score (cost/perception/mean)
2	2	3	2	2	2.2	2.07

AGENDA ITEM: 4.4

Comah Site	Top Tier	Lower Tier	Health Rating	Social Rating	Economic Rating	Environmental Rating	Local Likelihood Rating
			3	3	2	3	3

Annex B. Proposed New Risk Register Format.

	Local Ref'	National Ref'	Hazard Category	Hazard Sub Category	Outcome Description	Likelihood	Impact	Lead	Existing/ Required Control Measures	Review Date	Risk Rating	Risk Priority
1.	HD 04	H 22	Human Disease (HD)	Influenza: Higher end mortality rate	Serious epidemic of greater severity than usual seasonal flu. Weekly GP consultations likely to exceed 400,000 of population at peak.	Unlikely 3	Moderate 3	Health Agency	Annual DH Influenza Vaccine programme. Public information from DoH on self help/medication. Winter planning within Health. Temporary Mortuary Plan. Under Review		High 9	
2.	HD 06	H 24	Human Disease (HD)	Emerging Infectious diseases (EID)	Causing between 240-2,000 hospitalisations	Rare 2	Minor 2	Health Agency	World wide surveillance in place. DoH & HPA have plans and protocols in place. Under Review		Low 4	
3.	HD 07	H 46	Human Disease (HD)	Biological Substance	Biological substance release during an unrelated work activity or industrial process e.g. legionella release due to improperly maintained building environmental control systems	Unlikely 3	Moderate 3	Health Agency	Known diseases with appropriate treatment regimes are in place. Control and prevention of the disease is through treatment of the source of infection i.e. the contaminated water system. Under Review		High 9	
4.	IAEP 01	HL 6	Industrial Accident and Environmental Pollution (IAEP)	Major air quality incident	Pollution incident, uncontrolled emission from an industrial facility leading to persistent and / or extensive effect on air quality, major damage and possible major health hazard to human health	Unlikely 3	Moderate 3	Environment Agency	Continuous review of training on dealing with large scale major industrial fires and mitigation of effects on the environment. Multi-agency exercises involving large scale major industrial fires. Emergency Incident Plan and Incident Management Systems		High 9	

CLEVELAND EMERGENCY PLANNING UNIT

REPORT TO: Cleveland Local Resilience Forum
REPORT FROM: Chief Emergency Planning Officer
DATE: 5th March 2008
SUBJECT: **SCIENTIFIC AND TECHNICAL ADVICE CELL (STAC)**

1. PURPOSE OF THE REPORT:

- 1.1 To inform Members that the Emergency Planning Unit and Health Protection Agency on behalf of the Local Resilience Forum have produced a STAC plan in response to the requirement and guidance issued by the Civil Contingences Secretariat. That requirement was for the establishment of a new group that will co-ordinate scientific or technical advice and provide advice within Gold Command / Strategic Co-ordinating Group during a major incident.
- 1.2 To advise Members that the STAC replaces the current HAT (Health Advisory Team) arrangements.

2. BACKGROUND

- 2.1 Recent incidents, for example at Buncefield and Andoversford had highlighted weaknesses in arrangements for providing co-ordinated scientific and technical advice at Gold Command in an emergency and which agency was responsible for the provision of such advice.
- 2.2 Consequently, a review led by the Cabinet Office agreed the need for the establishment of a STAC that will work in a similar manner to the previous HAT arrangements but to include more scientific and technical advice.
- 2.3 Importantly the STAC will provide timely and co-ordinated advice both during the response and recovery phases of a major emergency, although it is anticipated that the initial focus of the STAC will be the provision of public health advice but as the incident progresses it will provide other appropriate scientific and technical specialist advice. The STAC should bring together technical experts to advise on a variety of specialist areas of response and will also be involved with advice to the Recovery Working Group, particularly when there is likely to be wider health and environment consequences.
- 2.4 The role of the STAC is to ensure timely co-ordinated scientific, technical, environmental and public health advice to the SCG during the response to an emergency. It will:

AGENDA ITEM: 4.5

- provide a Single Point of Scientific Advice (SPOSA) to the Gold Commander and other members of the SCG on the scientific, technical, environmental and public health consequences of the incident;
 - monitor and corral the responding science and technical community to deliver on Gold's high-level objectives;
 - agree any divergence from agreed arrangements for providing science and technical input;
 - pool available information and arrive, as far as possible, at a common view on the scientific and technical merits of different courses of action;
 - provide a common brief to the technical lead from each agency represented in the cell on the extent of the evidence base available, and how the situation might develop, what this means, and the likely effect of various mitigation strategies;
 - agree with the Gold Commander the advice to be given to the public on the health aspects of the incident and advice on actions to protect the public, including the consequences of any evacuation or contamination policies;
 - Provide clarification on advice provided to the SCG to a single nominated point of contact within a multi-agency Silver Command.
- 2.5 The attached plan at appendix 'A' has been produced by the HPA North East and the Chief Emergency Planning Officer / Secretariat of the Cleveland LRF. The plan covers the requirements laid out in the guidance from the Civil Contingencies Secretariat, including identification of the core and ad hoc membership of the STAC.
- 2.6 There is still ongoing discussion between the Department for Business, Enterprise and Regulatory Reform (BERR), the Cabinet Office and the Nuclear Inspectorate Division within HSE in respect of how the new STAC arrangements apply in the nuclear dimension. Following a nuclear incident, a Government Technical Advisor (GTA) is appointed by the Minister and will attend Gold Command and presently this role has not been taken into account in the STAC arrangements produced nationally. BERR is the lead government department responsible for nuclear safety and nuclear emergency preparedness. The STAC plan will be amended to show the outcome of these discussions.
- 2.7 In respect of the plan shown in Appendix 'A', the "Prepare for Emergencies" logo and maps showing location of Police Headquarters have been removed purely for the purpose of this report but will appear in the full published version of the plan.
- 2.8 The STAC plan will be reviewed on an annual basis by the HPA in consultation with the Chief Emergency Planning Officer / LRF Secretariat, but individual agencies are required to ensure notification of any changes to membership and contact details are provided as they occur.
- 2.9 The plan will be subject to an exercise in late 2008 / early 2009 but no date has yet been set.
- 2.10 The same plan template will be used across the North East.

3. RECOMMENDATIONS

- 3.1 That Members' note the plan
- 3.2 That Members' note how the plan will involve the Local Authorities and link into major incident response plans and procedures.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Date: 21st February 2008

Science and Technical Advice Cell Plan

*The plan has been prepared on behalf of the
Cleveland Local Resilience Forum
and the
Regional Director of Public Health*

If you have been asked to attend a STAC and have not read this plan before, go directly to the action cards in Appendix 1-5. Read your action card, and make your way to the Strategic Coordination Centre: Map can be found in Appendix 6.

November 2007

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- 10 Summary of expertise available from LA, EA and Met Office
- 11 Glossary of terms and acronyms

ACKNOWLEDGEMENTS

This plan draws upon the content of the London Joint Health Advisory Cell (JHAC) Plan and the Regional Health Emergency Planning Department - Health Protection Agency London.

The plan supersedes the North East Health Advice Team Information Pack & Operational Plan, January 2006.

The plan will be held by the Health Protection Agency North East having been endorsed by the Cleveland Local Resilience Forum.

PREFACE

The explosions at the Buncefield oil terminal in December 2005 and Andoversford chemical works a year later highlighted weaknesses in arrangements for providing co-ordinated scientific and technical advice to Gold Commanders and other responders in an emergency, and some uncertainty over responsibilities for the provision of such advice.

On 16 April 2007 new guidance was issued to local responders on the establishment of a Science and Technical Advice Cell (STAC) within the multi-agency Strategic Co-ordination Centre (SCC) in the event of an emergency where there is likely to be a requirement for co-ordinated scientific or technical advice.

The STAC will subsume the role previously undertaken by the Health Advisory Team (HAT) (also known as the Joint Health Advisory Cell) at the SCC. The establishment of other groups and cells within the SCC, such as the Recovery Working Group, should not be affected and should continue to execute their roles. The STAC will, of course, provide these groups with advice as required.

In a Counter Terrorist Incident there are existing arrangements set out in the Home Office Counter Terrorist Contingency Planning Manual for the provision of specialist advice to the Police Gold Commander and the appointment of a Senior Scientific Advisor to advise on response measures. Their focus is primarily within the 'hot zone' and immediate surrounding area. Those agencies with statutory function to perform will also be involved and will provide advice into the SCG, through the STAC, where appropriate, to consider wider scientific and technical issues affecting the response outside the 'hot zone'.

The full STAC guidance is available at:

http://www.dh.gov.uk/en/Policyandguidance/Emergencyplanning/DH_073846

1.0 INTRODUCTION

This Science and Technical Advice Cell (STAC) Plan has been prepared on behalf of the Cleveland Local Resilience Forum and the Regional Director of Public Health. The plan outlines the role of a STAC and sets out how a STAC will be established in the North east region.

2.0 GOLD AND SILVER COMMAND

2.1 Gold and the Strategic Co-ordination Centre¹

In the event of a major incident / emergency the police will implement command levels and open control facilities to effect co-ordination of responding agencies.

In such an incident the Strategic Coordinating Group (SCG) will operate within the Strategic Co-ordination Centre (SCC) and will encompass all relevant agencies including a STAC if appropriate to incident response.

Multi-agency Silver / Tactical commanders will be appointed and incident co-ordination, at this level, undertaken at silver control.

The SCG will determine policy and framework within which the Silver / Tactical commanders will operate but the actual determining priority in allocating resources and planning and co-ordinating when tasks will be undertaken will be the responsibility of the Silver / Tactical commanders.

2.2 The location of the STAC

If an incident, at Gold level, requires science and technical advice a STAC will be formed. Under most circumstances it will be located within the SCC control facilities, in a police building, with sufficient room and equipment to function. A Police Liaison Officer will be made available to assist the STAC.

In the event of an incident that requires more than one SCG, the original STAC will remain in place. Science and Technical advice to the other SCG/s will be provided via this original STAC. Where a Regional Civil Contingencies Committee (RCCC) is established the Chair of the RCCC should liaise with the Gold Commanders and STAC Chair regarding the possible relocation of the STAC.

2.3 Location of Silver / Tactical command

Silver / Tactical commanders in most incidents will be at or near the scene, however where a widespread release is involved the most appropriate location may be remote from the scene at a control centre within a police building. This will enable commanders to achieve an overview of the incident and incident aggravating factors and consequences.

Where an incident involves several scenes dependent on scale, cross boundary influences, incident connection etc. there could be one or more multi-agency Silver / Tactical commanders and or control centres.

3.0 THE ROLE OF THE STAC

The role of the STAC is to ensure timely coordinated scientific, technical, environmental and public health advice to the SCG during the response to an emergency. It will:

- Provide a Single Point of Scientific Advice (SPOSA)² to the Gold Commander and other members of the SCG on the scientific, technical, environmental and public health consequences of the incident
- Monitor and corral the responding science and technical community to deliver Gold's high-level objectives
- Agree any divergence from agreed arrangements for providing science and technical input
- Pool available information and arrive, as far as possible, at a common view on the scientific and technical merits of different courses of action
- Provide a common brief to the technical lead from each agency represented in the cell on the extent of the evidence base available, and how the situation might develop, what this means, and the likely effects of various mitigation strategies
- Agree with the Gold Commander the advice to be given to the public on the health aspects of the incident and advice on actions to protect the public, including the consequences of any evacuation or containment policies
- Provide clarification on advice provided to the SCG, to a single, nominated, point of contact within a multi-agency Silver Command

3.1 The relationship between STAC and Silver

During an incident to ensure individual agency requirements are understood and integrated science and health advice achieved, there needs to be a close relationship between the STAC and the multi-agency Silver.

² Once a STAC is requested by the Gold Commander it should assimilate and supersede any other groups providing scientific, technical, environmental and public health advice, and become the Single Point of Scientific Advice to the Gold Commander.

Though Gold will set policy, to achieve this policy Silver will need to have clarity on advice and question issues around advice to enable them to direct operational resources. In simple terms agencies within Silver / Tactical command will need direct contact with and close liaison to the STAC.

To ensure that Silver are able to seek clarification on advice provided to Gold by the STAC the multi-agency Silver, should nominate a single point of contact to liaise with the STAC. The name, role and contact details of the single point of contact should be provided to the STAC Chair.

4.0 ACTIVATION OF THE STAC

The Health Protection Agency (HPA) will act on behalf of the Regional Director of Public Health (RDPH) when establishing a STAC. A request for the establishment of a STAC will be passed by the Police to North East Ambulance Service Control. NEAS control will contact the Regional Health Emergency Planning Advisor (R/HEPA) on call rota who will contact the appropriate Health Protection Agency and Primary Care Trust, public health on call rotas and arrange for the provision of a STAC Chair and STAC Advisor. The STAC Chair will task the R/HEPA with contacting representatives of the organisations that they wish to be represented at the STAC.

A STAC may be called by the Police:

1. Following the formation of a Gold/ Strategic Command,
2. Following the formation of a Silver/Tactical command prior to the formation of a Gold/Strategic command,
3. Pre-emptively to support intelligence led by the appropriate police force actively or,
4. Following a recommendation from a senior public health professional (i.e. National Health Service Regional Director of Public Health or the Health Protection Agency Regional Director.)

5.0 MEMBERSHIP OF THE STAC

The range of relevant specialists needed to ensure comprehensive and authoritative advice will vary, depending on the nature of the incident. Membership is likely to include but not be limited to:

STAC Chair	STAC Advisor
Communications Lead	Secretariat / Staff Officer support
Loggist	Police Liaison Officer
Relevant emergency service technical advisors (e.g. Fire Service HAZMAT officer);	Government Technical Advisor (in the event of a civilian nuclear site accident)

Health Protection Agency	Primary Care Trust and/or Strategic Health Authority Director of Public Health
Environment Agency	Food Standards Agency
Health and Safety Executive	Local Authority Environmental Health Officer
Met Office	COMAH/ Nuclear Site Operator;
Government Decontamination Service	Operational partners of the Department for Environment, Food, and Rural Affairs (Defra)
Other agencies invited to address sector specific issues, such as the Utilities or transport operators	

In consultation with the Gold commander the STAC Chair, will decide who will be invited to the STAC and task the R/HEPA with contacting them.

A list of organisations who may contribute to the STAC and their contact details can be found in Appendix 7.

6.0 ROLES WITHIN THE STAC

In the initial stages of any emergency the immediate concern is likely to be the risk to human health from the substances involved and any possible mitigation measures required. Therefore, the STAC Chair and the STAC Advisor will initially be provided by the Health Protection Agency and the Primary Care Trust. As the incident develops these roles may be reallocated to suit the requirements of the response.

6.1 The function of the STAC Chair will be to:

- Coordinate the necessary scientific, environmental and public health advice to input into the strategic management of the incident
- Agree clear public health messages via SCG to be given to the public and incident responders especially health care professionals
- Manage the development, and provision, of a STAC which will usually be held at the Strategic Coordination Centre
- In consultation with the Gold Commander decide which organisations will be required at the STAC

6.2 The function of the STAC Advisor will be to:

- Represent the STAC at the SCG meetings.
- Represent the STAC at media briefings supported by the STAC communication lead

6.3 The role of STAC Members will be to:

- Provide expert advice and support to the STAC Chair
- Liaise with their parent organisation

6.4 The role of the R/HEPA will be to:

- Establish a STAC at the request of the Gold Commander
- Support the STAC Chair as necessary
- Alert STAC members at the request of the STAC Chair.

6.5 The role of the Loggist will be to:

- Support the STAC Chair by taking notes of STAC meeting
- Log requests for information made to the STAC
- Log the decisions made by at the STAC

**7.0 SCIENTIFIC, ENVIRONMENTAL AND PUBLIC HEALTH ADVICE
PRIOR TO THE STAC**

Prior to the activation of the STAC scientific, environmental and public health advice is available to responders by individual organisations through existing channels:

- Public Health Advice (including specialist chemical and radiation advice) can be accessed via North East Ambulance Service,
- Environmental Advice from the Environment Agency and Local Authority Environmental Health Officers and,
- Meteorological advice including a CHEMET (atmospheric dispersion model) can be requested from the Meteorological Office, via the Fire Service.

An accurate record of questions asked and answers provided (including time, date, contacting organisation and reasons for advice) should be kept and brought to the first STAC meeting to ensure that all members of the STAC are aware of advice given so far.

ACTION CARDS

STAC CHAIR

Role

- Coordinate the necessary scientific, environmental and public health advice to input into the strategic management of the incident
- Agree clear public health messages via SCG to be given to the public and incident responders especially health care professionals
- Manage the development, and provision, of a STAC which will usually be held at the Strategic Coordination Centre
- In consultation with the Gold Commander decide which organisations will be required at the STAC

In Advance

- Ensure familiarity with the STAC Plan
- Understand role in activating STAC response and inviting STAC members
- Undergo training and participate in exercises in relation to Plan

When Alerted

- Record who has called you and a contact number
- Immediately liaise with the RHEPA TEAM
- Agree with RHEPA Team any actions to be taken e.g. which specialists and organisations need to be contacted and agree STAC membership.
- Complete, as far as possible, the initial incident report form in appendix B.
- Ascertain where the Strategic Coordination Centre is being established (Maps are in the Appendices) and make your way to this location.
- Obtain any information on security arrangements for accessing the Gold/Strategic Command - remember to bring your official identification card with photo ID (e.g. passport/driving licence)

When Established

- Ensure as much detail on the incident is obtained as possible
- Consider whether the initial STAC membership may need to be broadened
- Act as the Chair when STAC convenes, holding regular formal STAC meetings and overseeing the smooth running of the cell
- Establish and agree Terms of Reference to the STAC.
- Liaise closely with Gold and COBR, as appropriate
- Keep a log of activities and decisions

After the Incident

- Contribute to the post-incident debriefing
- Contribute to the report of the incident

ACTION CARDS

STAC ADVISOR

Role

- Represent the STAC at the SCG meetings.
- Represent the STAC at media briefings supported by the STAC communication lead

In Advance

- Understand the role of STAC
- Ensure familiarity with the STAC Plan
- Understand role in activating STAC Response
- Undergo training and participate in exercises in relation to Plan

When Alerted

- Record who has called you and a contact number
- Immediately liaise with the RHEPA TEAM
- Complete, as far as possible, the initial incident report form in appendix B.
- Ascertain where the Strategic Coordination Centre is being established (Maps are in the Appendices) and travel to this location.
- Obtain any information on security arrangements for accessing the Gold/Strategic Command - remember to bring your official identification card with photo ID (e.g. passport/driving licence)

When Established

- Ensure as much detail on the incident is obtained as possible – Use the Initial Incident Report Form (Appendix)
- Represent STAC on Gold Co-ordinating Group meetings
- Keep a log of activities and decisions

After the Incident

- Contribute to the post-incident debriefing
- Contribute to the report of the incident

ACTION CARDS

STAC MEMBER

Role

- To provide expert advice³ and support to the STAC Chair
- To liaise with parent organisation

In Advance

- Ensure familiarity with the STAC Plan
- Understand the role of STAC
- Undergo training and participate in exercises in relation to Plan

When Alerted

- Ascertain where the Strategic Coordination Centre is being established (Maps are in the Appendices) and travel to this location
- Obtain any information on security arrangements for accessing the Gold/Strategic Command - remember to bring your official identification card with photo ID (e.g. passport/driving licence)
- Take Emergency Plans, laptop, mobile phone and charger with you

When Established

- Report to the STAC Chair
- Attend STAC meetings and support STAC Chair
- Carry out tasks as agreed STAC Chair
- Contact parent organisation to agree suitable relief's and change-over times
- Keep a log of activities and decisions

³ Examples of the expertise that STAC members can provide can be found in Appendix 10

R/HEPA**Role**

- To establish a STAC at the request of the Gold Commander
- To support the STAC Chair as necessary
- To alert STAC members at the request of the STAC Chair

In Advance

- Ensure familiarity with the STAC Plan
- Understand role in activating STAC Response
- Undergo training and participate in exercises in relation to Plan

When Alerted

- Ensure as much detail on the incident is obtained as possible – Use the Initial Incident Report Form (Appendix B)
- Record who has called you and a contact number
- Immediately contact the PCT and HPA on-call public health rotas
- Agree with STAC Chair any actions to be taken e.g. which specialists and organisations need to be contacted and agree STAC membership.
- Contact STAC members as requested by the STAC Chair.
- Ascertain where the Strategic Coordination Centre is being established. (Maps of police are in the Appendices)
- Obtain any information on security arrangements for accessing the Gold/Strategic Command - remember to bring your official photo ID card

When Established

- With STAC Chair consider whether the initial STAC membership may need to be broadened
- Act as the 'staff officer' to the Chair when STAC convenes and overseeing the smooth running of the cell
- Liaise closely with Gold and COBR, as appropriate
- Contact other STAC trained personnel to agree suitable relief's and change-over times
- Keep a log of activities and decisions

After the Incident

- Contribute to the post-incident debriefing
- Contribute to the report of the incident

ACTION CARDS

LOGGIST

Role

- To support the STAC Chair by taking notes of STAC meeting
- To log requests for information made to the STAC
- To log the decisions made by the STAC

In Advance

- Ensure familiarity with the STAC Plan
- Understand role in the STAC Response
- Undergo training and participate in exercises in relation to the STAC plan

When Alerted

- Ascertain where the Strategic Coordination Centre is being established. (Maps of police are in the Appendices) and travel to that location
- Obtain any information on security arrangements for accessing the Gold/Strategic Command - remember to bring your official photo ID card

When Established

- Keep a log of questions made to the STAC, including time made
- Keep a log of the discussions and decisions made by the STAC. Include time and date.
- Keep a log of those attending the STAC and when.

After the Incident

- Contribute to the post-incident debriefing
- Contribute to the report of the incident

Cleveland Police Force Headquarters,
Ladgate Lane, Middlesbrough, TS8 9EH

Map on this page will show location of Ladgate Lane

Contact Details of Agencies Providing Scientific and Technical Advice in an Emergency

Individual organisations are responsible for alerting the HPA when their contact details change

Information Type	Organisation	Contact Details
Public Health Advice	Primary Care Trust / Organisation	Tees Primary Care Trusts
Provision of STAC Chair and/or Advisor and Loggist		Refer to on call rotas
Health Protection Advice	Health Protection Agency	In hours (0900- 1700) R/HEPA on call via NEAS
Provision of STAC Advisor and / or Chair, R/HEPA and Loggist		Health Protection Team County Durham and Tees Valley (0191 333 3372) Out of Hours R/HEPA on call via NEAS HPU on call page via (07699 392 154)
Environmental Protection Flood Management Provision of STAC Chair / Advisor	Environment Agency	24/7 Regional Communication Centre 0113 231 2420
Meteorological Info. Modelling & Monitoring: o CHEMET o PACRAM o RIMNET	Met. Office	24/7 EMARC (Environment Monitoring and Response Centre) 01392 886095
Environmental Health Advice	LA Environmental Health Officer via Emergency Planning / Civil Contingencies Unit	Cleveland 0900-1700 - 01642 221121 1700-0900 - 01642 821 007
Food Safety	Food Standards Agency	In hours 020 7276 8737 Out of hour 020 7270 8960
Public Water Supply	Northumbria Water	24/7 Control Room 0800 40 80 432
Animal Welfare	Animal Health	Pager 08700 55 55 00

Agenda Item: 4.5

Quote group number 874665 for on-call Vet

08458 503 513

(N.B. emergency number only)

Decontamination
Advice

GDS

Haz Mat Advice

Fire Service

Site Specific
Information

Site Operator

Contactable via the Police at SCG

Contactable via the Police at SCG

INITIAL INCIDENT REPORT FORM (for use by the STAC Chair, STAC Advisor and R/HEPA)

Form completed by :

**Date:
Time:**

1) Informant:-

Surname:

Forename:

Position:

Organisation:

Contact address:

Telephone:

Fax:

Mobile Telephone:

E mail:

Date of Notification:

Time:

24 hours

2) Initial information gathering:-

Nature of Incident

Date of Incident

Time of Incident

24 hours

Is the incident contained or continuing?

If contained how long did the incident last?

Is the media involved? No Yes

If yes, give detail

3) Location of Incident

Building

Road/Street

Town

County

Postcode

National Grid Reference

Site Telephone Number

Fax Number

Other locating information if exact address unknown.

- | | | |
|-----------|--------------------------|-----------------|
| Chemical | <input type="checkbox"/> | Go to Section 4 |
| Radiation | <input type="checkbox"/> | Go to Section 5 |
| Fire | <input type="checkbox"/> | Go to Section 6 |

Otherwise go to Section 7

4) For Incident involving Chemicals (solid, liquid or gas)

Chemical substances involved:

(For additional substances uses additional sheets -section 9)

Substance 1

Confirmed Suspected

Name Identification (UN) No.

CAS No. (if known)

Manufacturer amount (kg)

Is chemical affecting:

air physical state

water physical state

food physical state

soil physical state

other physical state

Has toxicology been requested?

Verbal information obtained Faxed information obtained

Has 'area at risk' information been requested from CHEMET (by police or fire services)?

What decontamination facilities are available?

Has advice on sheltering or evacuation been given to the public? No Yes

If yes give detail

Has biological sampling been considered?

Has environmental sampling been considered?

AGENDA ITEM: 4.5

Further Chemical substances involved:

Substance 2

Confirmed Suspected

Name Identification (UN) No.

CAS No (if known)

Manufacturer amount (kg)

Is chemical affecting:

Air physical state

Water physical state

Food physical state

Soil physical state

Other physical state

Has toxicology been requested?

Verbal information obtained.

Faxed information obtained.

Go to Section 7

5) For Incident involving RADIATION

Substance

Confirmed Suspected

Name

Are emergency reference levels exceeded?

Is assistance being provided to police under NAIR scheme?

Are monitoring facilities available at the accident site?

What decontamination facilities are available?

Have radioactivity levels been measured? Give details

Has advice on sheltering or evacuation been given to the public? No Yes
If yes give details.

Has environmental sampling been considered?

Go to Section 7

6) For Incident involving FIRE

Nature of fire/building

Are bulk chemicals stored in or near the building? Yes No

If yes - identify chemicals using Section 4.

Does the building material contain asbestos? Yes No

Has 'area at risk' information been requested from CHEMET (by police or fire services)?

Yes No

AGENDA ITEM: 4.5

7) Health Impact:

Are there any fatalities (how many)? No Yes If yes how many?

Are there any casualties? No Yes If yes how many?

What is the main health effects being reported?

Is the ambulance service involved? No Yes

Which hospitals are involved?

What population is at risk?

Number exposed

Number with symptoms.

Number attending GPs

Number attending A&E

Number admitted to hospital

8) Management of incident to date:

Are the emergency services on the scene? Police Fire Ambulance
Coastguard

What control/containment measures have been taken?

What is the status of the incident and what levels of command have been initiated? (Has any organisation declared a major incident?)

What are the communication systems in place and the contact points with non-health service organisations?

9) Actions

Have you been asked to carry out any actions?

Have you requested any actions to be taken?

AGENDA FOR FIRST STAC MEETING

1. Introductions
2. Check membership – (Missing agencies?)
1. Set Terms of Reference * and Ground Rules** for STAC meetings.
2. Review current situation:
 - The Incident event
 - Agency Updates
 - Casualties
 - Population exposed
 - Population at risk of exposure: now and later
 - Information on the cause
 - Response so far: emergency services and public health
 - Requests to Police Incident Commander, Strategic Coordinating Group (SCG)
3. Review Scientific, Environmental and Public Health information and advice for those:
 - i) Exposed – can more be done?
 - ii) At risk of exposure – can more be done?
4. Summarise advice to SCG – only one definitive answer must be reached, and presented to SCG
5. Allocate tasks
6. Roster arrangements for STAC (Identify early on, resilience arrangements for all agencies to have staff rotate through the STAC)
7. Set times when STAC will convene

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* Draft Terms of Reference

- To consider the scientific, environmental and public health consequences / impact of the incident and provide a single point of scientific advice to the SCG
- To have representatives from all appropriate advisory bodies to provide the above advice
- To respond to scientific and technical queries from the SCG
- To provide clarification on scientific advice to tactical groups (silver) as requested
- To agree with the SCG on public messages / advice given to public on health / public protection messages and provide expert media spokesperson(s) as requested / required

** Draft ground rules for STAC meetings

- The STAC will be chaired initially by a health representative (HPA or PCT); the initial meeting of the STAC will consider which organisation is most appropriate to chair the group, and these arrangements will be reviewed as the incident progresses (e.g. move from acute response to recovery)
- Members of the group will provide advice based on their field of expertise – all views will be considered, and the group will aim to reach a consensus. Where there are divergent views amongst members of the group, these will be documented and the reasons for taking a particular view explained.
- The STAC advisor will present the views of STAC to the SCG
- Members of the STAC will be courteous, listen to the views of others / allow them to speak / not talk over other members
- Members of STAC will make arrangements with their own organisation to sustain the presence at STAC (rotas / shifts etc) and ensure that the Chair is aware of arrangements.

SUMMARY OF EXPERTISE AVAILABLE

Appendix 10

ENVIRONMENT AGENCY

AGENDA ITEM: 4.5

The Environment Agency can:

- Assess the risk of the incident in order prevent or minimise the impact to people and the environment
- Gather technical information from internal sources to facilitate multi-agency decision-making
- Notify, warn or advise relevant stakeholders
- Ensure remedial action is undertaken in an approved, professional and competent manner and not, in general, to do the work ourselves

There are a number of resources that the Environment Agency can provide to the incident response:

- Rostered staff that can provide support to multi-agency incident management
- GIS datasets of environmental receptors
- Environmental toxicology advice
- Air quality modelling (plume dispersal from known point sources)
- Air quality monitoring (interim arrangements) - applies only where there is a release of hazardous materials, not going out to sea and where the release will take place for at least 6 hours
- Technical assessment centre (providing advice on the environmental impact of fall-out from nuclear incidents and radiation releases)
- Water and waste sampling (we would not take samples where there is any potential risk to employees and we only have limited personal protective equipment)
- Specialist waste contractor - the GDS should be used a point of contact for advising on the use of competent contractors. The Agency would only use the contract (for incidents within its remit) as a last resort
- Pollution alleviation equipment – the Agency has a range of vehicles, oil spill equipment (containment booms, absorbent booms and pads), pumps, containment structures (9000 litre Fast Tanks) and river aeration facilities. We only hold a limited amount of equipment – the Agency has a list of accredited companies from UK Spill for significant oil spills. Our staff would not enter the 'hot' or 'warm' zone

SUMMARY OF EXPERTISE AVAILABLE

Appendix 10

LOCAL AUTHORITY

Environmental Health Practitioners / Officers can:

- Represent the local authority
- Investigate infectious disease outbreaks working to HPA Consultants in Health Protection and involvement with some animal disease e.g. Rabies
- Inform the STAC on local arrangements
- The EHO/ EHP would have knowledge of local meteorology (from awareness of pollution), food premises (including food factories), other commercial premises, historical contaminated land issues and knowledge of waste or other sites
- Some EHO/ EHP's will also be designated officers of the Food Standards Agency under the Food and Environmental Protection Act
- Act as a channel to the local authority to obtain information and assistance on environmental health as the STAC required
- Provide input into the advice provided by the STAC to the public, community leaders (such as Councillors) and members of the responding workforce
- Liaise with the Government Decontamination Service, (local authorities would normally lead on decontamination on the advice of the GDS)
- An EHO/ EHP tasked with attendance at a STAC would have investigative skills, experience of communication with a wide audience, project management skills and familiarity with risk assessment in a variety of settings

SUMMARY OF EXPERTISE AVAILABLE

Appendix 10

MET. OFFICE

The Met. Office contribution to STAC will be:

- To ensure the STAC are aware of all the meteorological factors which could impact on the incident
- To ensure consistency of meteorological information, and that all responders within 'Gold' are able to utilise this information
- Where required, to interpret this information for the responders
- To source other scientific advice available from the Met Office and to act as a point of contact between the Met Office and responders. This will free up responder's resources to enable them to utilise their specific skills effectively
- Respond to weather related media enquiries
- If required and appropriate, to arrange for routine forecasts and other information to be supplied to aid in the recovery phase
- To assist in the audit trail by documenting all meteorological requests and responses

GLOSSARY

Appendix 11

CAS Number	Chemical Abstract Number Unique numerical identifiers for chemical compounds
CBRN	Chemical, Biological, Radiological and Nuclear
CEO	Chief Executive Officer
CHEM ET	Chemical Meteorology - Atmospheric dispersion model provided by the Met Office
COBR	Cabinet Office Briefing Room (pronounced COBRA)
COMAH	Control of Major Accident Hazards
DEFRA	Department of Environment Food and Rural Affairs
DPH	Director of Public Health
EHO	Environmental Health Officer
EHP	Environmental Health Practitioner
GDS	Government Decontamination Service
GONE	Government Office North East
HAT	Health Advisory Team
Hazmat	Hazardous Materials
HEPA	Health Emergency Planning Advisor
HPA	Health Protection Agency
HPU	Health Protection Unit
JHAC	Joint Health Advisory Cell
NAIR	National Arrangements for Incidents Involving Radioactivity
NEAS	North East Ambulance Service
PACRAM	Procedures and Communications for the Release of Radioactive Material (Met. Office)
RCCC	Regional Civil Contingencies Committee
RDPH	Regional Director of Public Health
RHEPA	Regional Health Emergency Planning Advisor
RIMNET	Radioactive Incident Monitoring Network
SCC	Strategic Coordination Centre
SCG	Strategic Coordination Group

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SHA	Strategic Health Authority
SPOSA	Single Point of Scientific Advice
STAC	Science and Technical Advice Cell

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee

From: Chief Emergency Planning Officer

Date: 5th March 2008

Subject: **Recovery Plan**

1. Purpose of the Report

- 1.1 To inform Members of the Emergency Planning Joint Committee of the production of the Cleveland Recovery Plan that incorporates the changes following the work of the National Recovery Steering Group and the issue of a national template.

2. Background

- 2.1 The Cleveland Emergency Planning Unit first produced a Recovery Plan in 2005 which was prior to the National Recovery Steering Group being established. Following the work by the Steering Group, guidance and a national template were issued in November 2007. Both documents were found to be very similar in content to the existing Cleveland Recovery Plan. However, pertinent extracts have been taken from the guidance notes issued with the template and incorporated into the relevant paragraphs of the Cleveland recovery plan thus ensuring that national guidelines are followed.
- 2.2 One major change introduced following the National Working Group is that the title of the Recovery Working Group will change and be known as the Recovery Co-ordinating Group (RCG). The national template also identifies a number of work groups that report into the RCG, these range from Health & Welfare to Finance & Legal, and details of these proposed working groups, including terms of reference, membership and chairmanship, have been included in the Cleveland Recovery Plan as an annex to the plan.
- 2.3 A new local addition to our plan is a Recovery Checklist, shown within an annex (annex 'M'). A similar checklist has been successfully used recently during COMAH exercises across Cleveland, proving to be very useful. The first page deals with issues such as company process & activity, the local

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surrounding area and the main hazards the site presents. The checklist also directs the reader to the relevant pages and paragraphs within the plan (without the need to revert back to the contents page), thus providing further information on a specific subject heading.

- 2.4 Emergency Planners and staff from other category 1 responders and various agencies have been consulted on the plan and their comments and views have been taken into account during the writing of the plan.
- 2.5 A full copy (83 pages) is available to Members of the Emergency Planning Joint Committee should they wish.
- 2.6 It is proposed that the plan be published on the Cleveland Emergency Planning Unit web site. No confidential details are contained in the plan.

3. **Recommendations**

- 3.1 The Cleveland Local Resilience Forum notes the changes to the plan and that it follows the national template.
- 3.2 That the plan is endorsed.
- 3.3 That the plan be placed on the CEPU website.
- 3.4 That the plan is reviewed 6 monthly and updated yearly or after invocation of the plan to ensure all lessons learnt from incidents / usage are included.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Recovery Plan Author: Nigel Stevens
Deputy Chief Emergency Planning Officer

Report date: 21st February 2008

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date: 5th March 2008
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 four month period between 1st November 2007 and 22nd February 2008

2. FLOOD and WEATHER WARNINGS

- 2.1 During the four month period the Emergency Planning Unit has received 13 Flash weather warnings, relating to blizzards, gales, heavy snow, dense fog or icy roads. There has also been 7 early warnings of severe weather in respect of gales and snow.
- 2.2 In the same period, there have been 6 Flood Watch and 2 Flood Warning messages issued by the Environment Agency, both in respect of potential fluvial and coastal flooding. Both flood warnings were issued for Lustrum Beck at Stockton, the first on New Years Day and the second on 21st January, but later downgraded to a flood watch. Slight overtopping was experienced in the "normal" places but no homes were flooded.
- 2.3 All clear messages have also been received in respect of the weather warnings, flood warnings and flood watch messages.

3. COMMUNICATIONS STRATEGY

- 3.1 31 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.

4. INCIDENTS OF NOTE

4.1 There have 10 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:

- 9th November 2007 – North Sea Tidal Surge alert. Staff from Redcar & Cleveland Borough Council deployed at Redcar Sea Front, Saltburn and Skinningrove. National alert and COBRA was established.
- 24th November 2007 – Middlesbrough Town Centre – Town centre evacuated following suspect suitcase being found. Bomb Disposal attended and suitcase found to contain clothing. Incident lasted 3 hours. Police Command Room opened.
- 27th November 2007 – road tanker left the Seal Sands Access Road and crashed into roadside fence. Vehicle was en-route to Vopak to collect cargo of chemicals and so there was no leak or spillage of chemicals.
- 11th December 2007 – Rectory Lane, Guisborough. Chemical spillage of ethyl chloride.
- 14th December 2008 – incident of animal disease Bluetongue at a farm in Great Ayton but Diseases of Animal staff alerted.
- 4th January 2008 – Vertellus Chemicals, Seal Sands. Explosion in a vessel and flash fire. Chemical involved was toluene. One person received serious burns to face and hands. Incident contained on site.
- 11th January 2008 – suspect package in Middlesbrough Town Centre. Premises evacuated and three persons arrested. One person charged with criminal offences. Bomb Disposal carried out controlled explosion of package.
- 11th January 2008 – closure of Middlesbrough bus station following report of bomb being left in the bus station which was evacuated and searched, but nothing located. Hoax.
- 2nd February 2008 – During heavy gales a jack up barge previously moored off the South Gare broke its moorings and was washed onto the beach between Redcar and Marske.
- 4th February 2008 – Last Orders public house, Zetland Road, Middlesbrough. Suspect package – pub and area evacuated and Bomb Disposal team attended. Hoax.

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'.

5. RECOMMENDATION:

5.1 That Members note the report

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report dated: 21st February 2008

CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE

Report to: Cleveland Emergency Planning Joint Committee

Report from: Chief Financial Officer

Date: 5^h March, 2008

Subject: Annual Return to Audit Commission for 2006/2007

1. PURPOSE

1.1 To provide details of Annual Return to the Audit Commission for the Cleveland Emergency Planning Joint Committee for the year 2006/2007.

2. BACKGROUND

2.1 The Audit Commission has notified Hartlepool Borough Council that smaller relevant bodies in England must complete an annual return summarising their annual activities at the completion of each financial year. Smaller relevant bodies are those defined in the Accounts and Audit Regulations 2003. This committee, as a joint committee of more than 1 authority, falls within the definition of a smaller relevant body and must therefore complete a return.

2.2 The return is a paper document that must be completed and signed by the appropriate responsible Officers and Members. The Audit Commission requested that a completed return should be sent to them in advance of this meeting and a version signed by the Committee Chair has been returned. They require a final version, including a minute reference that this committee has approved the return. A copy of the return will be circulated at the meeting. The return covers: -

- A summary statement of accounts
- An annual governance statement
- An annual internal audit report

3. RECOMMENDATION

3.1 That Members approve the statement of accounts and annual governance statement.