

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Friday, 5 September
at 1.00 pm

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 BY MEMBERS**
3. **MINUTES**
 - 3.1 To confirm the minutes of the meeting held on 11 June 2008
 - 3.2 To confirm the minutes of the meeting held on 18 June 2008
4. **REPORT OF CHIEF EMERGENCY PLANNING OFFICER**
 - 4.1 Reported Incidents / Cleveland Communications Strategy - *Chief Emergency Planning Officer*
 - 4.2 4th European Congress on Disaster Management – *Chief Emergency Planning Officer*
 - 4.3 NHS Graduate Placement – *Chief Emergency Planning Officer*
 - 4.4 Restructuring of the Emergency Planning Unit – *Chief Emergency Planning Officer*
5. **ANY OTHER BUSINESS**
6. **DATE AND TIME OF NEXT MEETING**

Wednesday, 10 December 2008 at 1.00 pm

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

11 June 2008

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

Present: Councillor Barry Coppinger (Middlesbrough BC)
Councillor Terry Laing (Stockton-on-Tees BC)

Officers: Denis Hampson, Chief Emergency Planning Officer
Stephen Barber, Assistant Chief Accountant
Sarah Bird, Democratic Services Officer

1. Apologies for Absence

Councillor David McLuckie (Redcar and Cleveland BC)
The Mayor, Stuart Drummond (Hartlepool BC)

2. Adjournment of Meeting

As the meeting was inquorate, the Chair agreed that the meeting be adjourned to be reconvened at a later date.

CHAIR

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

18 June 2008

The meeting commenced at 1.00 pm at Police Headquarters, Ladgate Lane, Middlesbrough

Present: Councillor Barry Coppinger (Middlesbrough BC) - Chair
The Mayor, Stuart Drummond (Hartlepool BC)
Councillor Terry Laing (Stockton-on-Tees BC)
Councillor Dave McLuckie (Redcar & Cleveland BC)

Officers: Denis Hampson, Chief Emergency Planning Officer
Sarah Bird, Democratic Services Officer

3. Apologies for Absence

None

4. Confirmation of Minutes of Meetings held on 5 March 2008 and 7 May 2008

The minutes were accepted as an accurate account.

Matters Arising

Ambulance Control Room

Members expressed concern at the ongoing proposed transfer of the Tees Control Room of the North East Ambulance Service from its present location at Police Headquarters, Ladgate Lane, Middlesbrough to Bernica House, Hebburn, Tyne and Wear. An upcoming meeting of the Tees Valley Joint Health Scrutiny Forum was to be held to discuss this and the Chief Executive of the Police Authority would be present to put forward the issue of available accommodation at Police Headquarters. Plans for a new Police Headquarters had included the provision of space for ambulance call takers. The MP for Stockton South would also be present to put forward her views. This Scrutiny Forum has the power to ask the Secretary of State for a review of any decision and therefore it was important to register concerns. It was agreed that the Chief Emergency Planning Officer should attend the meeting in order to re-present the views of the Emergency Planning Joint Committee.

Air Support Unit

The committee was informed of the current situation with the air support

unit. The combined consortium of Durham, Cleveland and Northumbria Forces currently had two air support units, one based at Durham Tees Valley and another at Newcastle but the Durham and Northumbria Forces had given notice to end this agreement on 31 March 2009 and intended to have one helicopter to cover the region, based in Newcastle. After extensive discussion between the three Forces, Cleveland decided to withdraw from the consortium and asked for the assets to be divided between the three Forces. From 31 March 2009 Cleveland would then operate its own helicopter from the Stockton part of Durham Tees Valley Airport although as yet there had been no proposal agreed by the Durham and Northumbria Forces.

5. Revenue Outturn Report and Annual Return to Audit Commission for 2007/2008 – Chief Financial Officer

The Chief Emergency Planning Officer presented details of the Emergency Planning Revenue Outturn and Annual Return to the Audit Commission for the Cleveland Emergency Planning Joint Committee for the year 2007/2008.

The authorities' contributions to the joint services were calculated according to an agreed arrangement based on population, supplemented by contributions 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.

Additional income was received during 2007/2008 from charges made to those local companies subject to the Control of Major Accident Hazard (COMAH) Regulations 1999, although this was less than anticipated. It was explained that COMAH plans written generated an income of £3,000 whereas plans reviewed were merely £1,000.

The expenditure of £491,708 was in line with budget and the shortfall in income of £11,105 was met through a contribution from the accumulated reserves of the Unit that were build up for this purpose. This reduced the available reserves. Details of expenditure and income were outlined in the report.

Decision

The members approved the 2007/2008 revenue outturn and 2007/2008 Audit Commission return.

6. Results of the Performance Indicators 2007/2008 – Chief Emergency Planning Officer

The report was presented to inform the Joint Committee of the results and progress made on achieving the performance indicators (PIs) set down in the 2007/08 Annual Plan of the Cleveland Emergency Planning Unit.

The indicators are set in order to manage and continually improve the service and performance and determine if the unit is meeting its aims and objectives. The reported detailed the progress made towards achieving those PIs during the period from 1 April 2007 to 31 March 2008.

There was a total of 20 PIs for that year and all had been achieved either in full or part. Most of the indicators had several targets within them.

Discussion took place on a number of the indicators including achieving the requirements of the Beacon status award in conjunction with the Improvement and Development Agency. The target of giving 2 presentations at national seminars/conferences had been exceeded.

The number of plans produced/reviewed for COMAH establishments had been met with 8 plans being reviewed and 1 new plan produced. This had led to the drop in expected income as less income was received for a review, rather than the production of a plan.

The compliance with the Pipeline Safety Regulations through the review and writing of emergency response plans for hazardous pipelines had been only partially achieved as 3 ethylene pipeline plans had been reviewed, however no plans had actually been tested. It would be statutory from April 2009 to carry out testing of the plans so this would result in more work for the unit.

The Chief Emergency Planning Officer stated that he was monitoring the need for an extra member of staff and would bring the business case for this to a future meeting. He agreed that the Beacon Status had generated a large amount of work but had given the department kudos.

Decision

The report was received by the members.

7. Emergency Planning Unit Annual Plan 2008 – 2009 – Chief Emergency Planning Officer

The plan was presented to inform the four Local Authorities of the service that the Emergency Planning Unit intends to deliver on behalf of the four Cleveland unitary local authorities for the twelve month period from 1 April 2008 to 31 March 2009.

- 2.1 The principal aims of the Emergency Planning Unit are to:
- Ensure the councils meet their statutory duties under primary legislation, in particular those as required by the:
 - Civil Contingencies Act 2004;
 - Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005;
 - Control of Major Accident Hazard Regulations 1999

- (COMAH);
- Pipeline Safety Regulations 1996;
- Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPIR)
- Work with local partner agencies, particularly those defined as category 1 responders under the Civil Contingencies Act, to provide and maintain robust and resilient multi-agency response capabilities.

The workload of the EPU has increased particularly through the work emanating from the duties under the Civil Contingencies Act and Local Resilience Forum and there is little, if any, spare capacity to absorb further work that may be generated by new legislation or government initiatives. The need for additional staff will be reviewed as time progresses and if considered necessary, a further report will be brought to the Committee

The Performance Indicators were set at a similar level to the previous year.

Discussion then took place about the effects that the Tall Ships 2010 would have as there was expected to be a massive influx of visitors to Hartlepool for the event.

Decision

The Members noted the report and endorsed the 2008-2009 Annual Plan.

8. Reported Incidents/Cleveland Communications Strategy – Chief Emergency Planning Officer

The Chief Emergency Planning Officer presented the report which detailed the incidents reported, weather and flood risk warnings received and communications strategy faxes received and dealt with by the Cleveland Emergency Planning Unit for the 12 month period between 1 April 2007 and 31 March 2008. There had been 36 early warnings of severe weather, 19 flash warnings of severe weather, 4 heatwave alerts, 136 blue faxes and 27 incidents of note.

Reports were also given of 2 flash warnings, 36 blue faxes and 8 incidents of note which had occurred during period from 1 April 2008 until 31 May 2008. A number of other incidents of a minor nature were also reported to the EPU, some of which were dealt with by the Duty Officer 'out of hours'.

Discussion took place about the recent fuel dispute by Shell tanker drivers. The Chief Emergency Planning Officer stated that there had been several meetings with Government Office North East to ensure that the region was able to deal with any eventuality and an incident log had been set up at Police Headquarters. There were 72 petrol stations in Cleveland, 5 of which were Shell and these 5 would run out of fuel by the Sunday of the dispute. The public had appeared to heed the advice not to panic buy fuel.

Decision

Members noted the report.

The meeting concluded at 2.10 pm

CHAIR

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date: 5th September 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, severe weather and flood risk warnings received and communications strategy faxes received and dealt with by the Cleveland Emergency Planning Unit. The report covers the period between 1st June and 12th August 2008.
- 1.2 To inform Members that the EPU is taking part in a pilot extreme rainfall scheme that the Met Office is trialing.

2. FLOOD and WEATHER WARNINGS

- 2.1 During this period the Emergency Planning Unit received a total of 14 warnings relating to adverse weather conditions:
 - 7 early warnings of heavy rain
 - 1 early warning of severe gales
 - 5 warnings of extreme rainfall
 - 1 Heat wave warning (1st June)
- 2.2 There were no flood warning messages received from the Environment Agency.
- 2.3 The extreme rainfall warning scheme has been developed as a result of a recommendation in the Pitt Report following last years serious flooding. The pilot scheme is designed to give early and/or immediate warnings of extreme rainfall which has the potential to cause surface water flooding. This is flooding caused by the amount of rain water that falls in one area in a short space of time and to which the drainage systems cannot cope and thus flooding occurs. It may also occur due to rivers and streams already being full due to persistent rain.

- 2.4 This scheme is in addition to the traditional Flood Warnings issued by the Environment Agency. However these flood warnings only warn of flooding that is caused from rivers, streams and becks overflowing and the sea overtopping.
- 2.5 Consequently there may be times in the future when the EPU receives both a warning of extreme rainfall from the Met Office and a Flood Warning from the Environment Agency for the same location/area.

3. COMMUNICATIONS STRATEGY

- 3.1 During the period the Emergency Planning Unit received and dealt with 36 'blue' faxes which had 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 This is a total of 76 blue faxes in the first four and a half months of 2008/09 and is over half the total for the whole of 2007/08 (136). Of these 76 faxes, a third were received and dealt with by the Duty Emergency Planning Officer outside normal office hours.
- 3.3 All were blue faxes which are for information only but where appropriate, the local authorities were advised and therefore able to 'field' questions from either the media or the public.
- 3.4 There were no red faxes issued.

4. INCIDENTS OF NOTE (1ST June 2008 to 12TH August 2008

- 4.1 In the past 2½ months there have been 4 incidents of note in which the Emergency Planning Unit became involved and on some occasions saw the deployment of staff to the scene or Incident Command Rooms to represent the Local Authority.
- 2nd June – 250m long sewage and debris slick in Tees Bay which came ashore on the beach towards the South Gare. Environmental Health and Protection staff from the Council attended and cleared up the beach.
 - 11th July – White powder found on the eastbound carriageway of the A66 from Newport to Tees Dock Road. The powder mixed with rainwater and formed a slippery foam. Offending tanker traced to Tees Dock and substance found to be a form of concentrated soap which was non toxic. Signage placed out to slow traffic due to the slippery road surface.

- 17th July – House fire in early hours of morning in Palmerston Street, Stockton necessitated road closures and evacuation of nearby residents. Residents placed in bed and breakfast accommodation overnight and later re-housed.
- 8th August – Large fire at Thompsons Scrapyard, Grangefield Road, Stockton. At height of blaze, 12 fire appliances in attendance. Surrounding roads closed and nearby residents advised to close all doors and windows and go inside due to dense smoke.

4.2 A number of other incidents of a minor nature were also reported to Cleveland Emergency Planning Unit, some of which 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: 12th August 2008

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date: 5th September 2008
Subject: **4th European Congress on Disaster Management**

1. Purpose of Report

- 1.1 To inform Members of the Emergency Planning Joint Committee that the Chief Emergency Planning Officer has been invited to attend the 4th European Congress on Disaster Management as a speaker.
- 1.2 To report that the Chief Emergency Planning Officer has tentatively accepted the invitation.

2. Background

- 2.1 This conference has been held annually for the past 3 years and in 2008 is being held in Bonn, Germany on the 8th and 9th October. In 2007 it attracted 1147 delegates from across Europe.
- 2.2 The conference is organised by the German Federal Office for Civil Protection and Disaster Assistance; the German Federal Technical Relief Agency and the newspaper Behorden Spiegel.
- 2.3 The main topic will be “Disaster Management in Europe: Information – Coordination – Operation” and the Chief Emergency Planning Officer has been asked to give a 20-30 minute presentation and be part of a panel to consider the ‘capabilities of training and exercising’. Other panel members will be the Chief of the Czech Army Disaster Management Service; the Head of Civil Protection, Bern, Germany; Commander of the Protection School of the Bundeswehr, Germany and the Head of the Mannheim Fire Department, Germany.
- 2.4 Training and exercising is the topic that the Chief Emergency Planning Officer has spoken on at six conferences across the UK following the awarding of Beacon status to the council for emergency planning.

- 2.5 There is only one other speaker from the UK at the conference who is a Chief Fire Officer speaking on European Fire Fighting Cooperation.
- 2.6 It is understood that the invitation has arisen following a member of the organising committee hearing the Chief Emergency Planning Officer deliver a presentation at a conference earlier this year.
- 2.7 This is a prestigious conference that attracts delegates from Ministries, the European Commission, Disaster Management and Emergency Planning authorities and Industry from across Europe and beyond.
- 2.8 Indications are that travel and hotel accommodation costs will be met by the organisers, with only some ancillary costs being met locally. These would be met from the training budget of the Emergency Planning Unit.
- 2.9 A copy of the programme has been downloaded from the Conference website and is attached at appendix 'A'.

3. Recommendation

- 3.1 That the attendance of the Chief Emergency Planning Officer at this conference as a Speaker be noted.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report dated: 12th August 2008

4th European Congress on Disaster Management

2008: Disaster Management in Europe: Information – Coordination – Operation

1.147 delegates from 47 nations participated in the 3rd European Congress on Disaster Management in 2007.

In his speech Guido Bertolaso, Head of the Italian Civil Protection Authority, explained the Italian Disaster Response strategies.

Time for bilateral meetings: BBK-President Christoph Unger (left) and Paul Victor Dobre, State Secretary of the Interior from Romania.

Indoor Exhibition: The delegation from India informed itself at the booth of 3M about the latest developments for personal protection and pandemic response.

High-Ranking Discussion: Introduced by German MP Petra Heß, four Ministers discussed the climate change and disaster management.

Outdoor Exhibition: THW -Members presented a water purification system.

About the Conference

The "European Congress on Disaster Management" is a Conference of the Federal Office for Civil Protection and Disaster Assistance (BBK), the federal Technical Relief Agency (THW) and the newspaper Behörden Spiegel.

The Conference has developed itself since its first meeting in 2005 to an important date in the calendars of the European institutions, which are responsible for civil protection and disaster management. Apart from European institutions delegations from all regions of the world participate in the conference - in 2007 altogether 1.147 participants from 47 nations came to Bonn, to discuss "European Strategies and Perspectives for Disaster Management".

The two-days congress is divided into a main programme with four key topics, supported by international experts from Ministries, the European Commission, Disaster Management Authorities and the leadership level of international Industries and is completed by ten Panel Sessions. In these specialized forums national and European Parliamentarians, Heads of Units, Response Forces and representatives from Industries take part.

Topics 2008

The 4th European Congress on Disaster Management will discuss the topic "Disaster Management in Europe: Information – Coordination - Operation". Thus the conference will put its emphasis on the three crucial items, which are the base for each operation.

Information

The first main topic “information and information management” will deal with the relevant points of the required information for operations as well as their evaluation.

Interoperability of the national and European institutions will be discussed in the main programme and in the Panel Sessions.

Coordination

In operations dozens of organizations operate in a unique area. These Organisations are responsible for the Disaster Management or have a supporting role. The organisations’ coordinative capabilities are e.g. tested in the German “LÜKEX Exercises” in regular intervals. In addition, in international operations sufficient coordination and cooperation of the forces is crucial for a successful work.

Operation

Among others the Monitoring and Information Centre (MIC) of the European Commission is decisive for a strengthened European Disaster Management. It coordinates the requests of national authorities and passes them on to appropriate partner organizations of the member states. Furthermore the technical equipment for Disaster Management Authorities will be a topic at the conference.

The Organizers

The Federal Office of Civil Protection and Disaster Assistance (BBK) was established on 1st May 2004 within the remit of the Federal Ministry of the Interior. Germany now has a central organisational element working to ensure the safety of the population, combining and providing all relevant tasks and information in a single place.

Federal Technical Relief Agency (THW) Whether young or old – c. 80,000 people are convinced that it’s a good idea to spend some of their free time offering technical assistance to others, wherever they may be in the world. Maybe you’ll catch the bug and see how fascinating it can be to help others. Here you can learn about the legal duties of Germany’s state disaster protection organization, gain an overview of the technology it uses, and learn about its partner organizations at home and abroad. Form your own picture of the relief organization where modern management tools are just as relevant as team spirit and reliability.

Behörden Spiegel Since 24 years the Behörden Spiegel is Germany’s best known nationwide Newspaper for public services. In its monthly issues the newspaper informs its 104.000 readers about the latest developments in the public sector. Disaster Management has its own category in the Newspaper.

4th European Congress on Disaster Management

2008: Disaster Management in Europe: Information – Coordination – Operation

Programme

Wednesday, October 8

08:00 Opening of the Exhibition

Session I: Information

08:45 **Welcome to the Conference**

Albrecht Broemme, President, THW

Christoph Unger, President, BBK

R. Uwe Proll, Editor in Chief, Behörden Spiegel

Reimar Scherz, Conference Chairman

09:00 **Future political Initiatives for a European Disaster Management**

Dr. Christian Ehler, Member of the European Parliament, Brussels

09:30 **Discussion Round**

Information Management for European Disaster Management

Chairman: Dr. Christian Ehler, Member of the European Parliament, Brussels

Introduction:

Albrecht Broemme, President, Federal Technical Relief Agency, Bonn

Speakers:

Dr. Wolfram Geier, Head of Section II – Emergency Planning, Protection of critical Infrastructures, BBK, Bonn

Brigadier General Friedrich-Wilhelm Kriesel, Commander, Bundeswehr Strategic Reconnaissance Command, Rheinbach

Delilah Al Khudhary, Institute for Security and Civil Protection, Joint Research Centre, Ispra

Guy Weets, Chairman, Public Safety Communication forum Europe

N.N., Sponsor

11:00 Coffee Break

11:30 **An Information Model for coordinated Disaster Management in Europe**

Delilah Al Khudhary, Institute for Security and Civil Protection, Joint Research Centre, Ispra

12:00 **Industry Note**

N.N., Sponsor

12:30 **Civil use of military reconnaissance Satellites**

Dr. Fritz Merkle, Member of the Board, OHB Systems, Bremen

13:00 Luncheon

14:15 **Disaster Management in Europe – results of the trio council presidency and future perspectives**

Regimantas Ciupaila, Minister of the Interior, Latvia

Dragutin Mate, Minister of the Interior, Slovenia

Rui Pereira, Minister of the Interior, Portugal tbc

Dr. Wolfgang Schäuble, Minister of the Interior, Germany

Dr. Guusje Ter Horst, Minister of the Interior, Netherlands

16:00 Coffee Break

16:30 **Panel Sessions I-V**

18:00 Coffee Break

18:30 **Natural disasters in South-East Asia – lessons learned and perspectives**

Prof. Dr. Nizamuddin Dato Zainaddin, University of Utor, Malaysia

19:00 **A Road Map: Integration of the Community Disaster Volunteers with the Provincial Disaster Management System**

Zeynep Sanduvac Turkmen, Istanbul Seismic Risk Reduction and Emergency Preparedness Project

19:30 Reception / Buffet

21:00 End of the first day of the conference

Thursday, October 9

08:30 Opening of the Exhibition

Session II: Coordination

09:00 **The EU Community Mechanism**

Esmé Dobson, European Commission

09:30 **Supporting Risk and Disaster Management from Space – The Role of UN-SPIDER**

Dr. Joerg Szarzynski, Senior Expert, UN-SPIDER, Bonn

10:00 **Cross Border simulation for the training of Disaster Management Forces**

Oliver Bruzek, Director Marketing International, CAE

10:30 **NATO's Role in Disaster Response in the Framework of NATO Civil Emergency Planning**

Guenter Bretschneider, Head of the Euro-Atlantic Disaster Response Coordination Centre (EADRCC), NATO, Brussels

11:00 Coffee Break

11:15 **Discussion Round: Coordination Operations? Strategies and international perspectives**

Gerold Reichenbach, MoP, Berlin

Introduction:

Christoph Unger, President, Federal Office for Civil Protection and Disaster Assistance, Bonn

Speakers:

Esmé Dobson, MIC, European Commission, Brussels

Guenter Bretschneider, Head of the Euro-Atlantic Disaster Response Coordination Centre (EADRCC), NATO, Brussels

Brigadier General Giovanni Manione, EU-Military Staff, Director CiMiC

Volker Strotmann, Head of Unit Operations, Federal Technical Relief Agency, Bonn

Ralf Küsters, CEO, Safe-Tec

N.N., Sponsor

12:45 Luncheon

Session III: Operation

13:30 **Joint operation – a challenge for personal and logistics**

Amer A. Daoudi, Chief Logistics Service, WFP, Rome

14:00 **Operation logistics from the industry perspective**

N.N., Sponsor

14:30 **Preparedness in the EU- the module system of the European Union**

Steffen Schmidt, Senior Officer, Danish Rescue Services

15:00 Coffee Break

15:30 **Panel Sessions VI-IX**

4th European Congress on Disaster Management

2008: Disaster Management in Europe: Information – Coordination – Operation

Panel I

Information systems and portals

Chairman: Thomas Peter, Virtual OSOCC, Austria

Speakers:

Esmé Dobson, MIC, European Commission, Brussels

Bernhard Corr, Head of Section I.4, DeNIS, BBK

Delilah Al Khudhairy, European Commission, Joint Research Centre, Ispra

Panel II

Logistic Support of the Disaster Management

Chairman: Dieter Feuerstein, Head of Section Logistics, THW

Speakers:

Amer A. Daoudi, Chief Logistics Service, WFP, Rome

Julia Drechsel, University Duisburg-Essen

Harm Bastian Harms, Head of Section Logistics, The Johanniter

Guenter Bretschneider, Head of the Euro-Atlantic Disaster Response Coordination Centre (EADRCC), NATO, Brussels

Panel III

Warning, Alerting and Information of the Citizens

Chairman: Gerrit Möws, Head of Section I.3 –

Alerting of the Citizens, BBK, Bonn

Speakers:

Gary Gleason, Lecturer, Polytechnic Institute in Leiria, Portugal

Urs Hösli, Head of Section Training, Department of Defence, Civil Protection and Sport, Switzerland

N.N., Journalist, German News Agency (dpa)

Holger Poser, Head of Section Disaster Management, Hamburg

Panel IV

Protection of Critical Infrastructures

Chairman: Dr. Monika John-Koch, Head of Section II.3,

Critical Infrastructures, BBK

Speakers:

Stefan von Holtey, Federal Ministry of the Interior tbc

Dirk Reinermann, Federal Office for Information Security

Daniel Arzani, Federal Ministry of Transport, Building and Urban Affairs

Panel V

Education, Simulation and Training

Chairman: Stephan Brüss, Behörden Spiegel

Speakers:

Ralf Karschow, Manager Business Development, CAE

N.N., THW

Panel VI

European Support Missions

Lessons learned and Lessons to be learned

Chairman: Klaus Buchmüller, THW Operations Section

Speakers:

Stephan Mack, Federal Technical Relief Agency

Steffen Schmidt, Danish Emergency Management Agency

Thomas Peter, United Nations

Panel VII

European Firefighter Cooperation –

Planning, Operation and Equipment

Chairman: Wilfried Gräßling, Head of Berlin Fire Department tbc

Speakers:

Barry Dixon, Director Operational Response, Chief Fire Officers Association, UK

Dr. Roland Goertz, Head of the Karlsruhe Fire Brigade

Prof. René Hagen, Netherlands Fire Protection Academy, Arnheim tbc

Jean-Pierre Hein, President, Luxembourg Fire Fighter Association tbc

Athanasios Kontakostas, Athen Fire Brigade

Dr. Hans-Dieter Nüßler, Head of Aachen Fire Department

Jochen Stein, Head of Bonn Fire Department

Panel VIII

NBC – Protection for Disaster Management

Capabilities, Technologies, Training

Chairman: Thomas Meuter, Behörden Spiegel

Speakers:

Dennis Hampson, Home Office, Chief Emergency Planning Unit, CBRN, United Kingdom

Dr. Marc Kenzelmann, Head of Unit NBC Protection, Federal Office for Civil Protection, Bern

Colonel Henry Neumann, Joint Support Command, Cologne

Thomas Schmitt, Head of Mannheim Fire Department

Panel IX

Public Private Partnerships

Cooperation Concepts for Disaster Management

Chairman: Dr. Martin Schellenberg, Head of German PPP Union

Speakers:

Rolf Haselhorst, Head of TUIS Task Force of the Chemical Association

Ulrich Cabelka, Base Fire Brigade Ludwigshafen

N.N., Sponsor

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee

Report from: Chief Emergency Planning Officer

Date: 5th September 2008

Subject: **NHS Graduate Placement**

1. Purpose of Report

- 1.1 To inform Members of the Emergency Planning Joint Committee of the proposals being considered by the Chief Emergency Planning Officer Unit to restructure the Cleveland Emergency Planning Unit.
- 1.2 To inform Members that the restructuring is being conducted to ensure maximum effectiveness and efficiency of the Unit, at a time of increasing workloads and commitments.

2. Background

- 2.1 The Strategic Business Plan 2008 – 2011 and the Annual Plan 2008 – 2009 of the Emergency Planning Unit both identified the increasing workload of the EPU and the increased emphasis on emergency planning from central Government through the Cabinet office and Civil Contingencies Secretariat.
- 2.2 As previously reported, the Cleveland Emergency Planning Unit has fewer staff than any of its neighbouring emergency planning units and many other units across the country. Officer has been approached by a person who is currently on a 2 year NHS Graduate Management Training Scheme to undertake a placement with the Emergency Planning Unit. During the 2 year training scheme, the graduate undertakes three placements, two being within the NHS and the third, called a flexi placement, with an external agency of their choice but with links to the NHS and hospitals.
- 2.3 The student, Mark Sewell, 37 years old, resides in Great Lumley near Chester-le-Street and is an ex-paramedic with the North East Ambulance Service based in Durham. He considers that a secondment to the Cleveland EPU will provide him with experience of business, planning,

training and exercising processes which could be applicable to healthcare services. He is also expected to undertake project work.

- 2.4 He is presently undertaking a 10 month placement within the James Cook University Hospital at Middlesbrough working under the direction of Professor Bramble. He then undertakes the 2 month flexi placement before commencing a 9 month placement at the University Hospital of North Tees. The last three months of his scheme are undertaken writing up his dissertation which will lead to the awarding of an MSc degree in Public Health and Leadership.
- 2.5 The Chief Emergency Planning Officer has agreed, following consultation with the Human Resources Department of Hartlepool Borough Council that the graduate will spend his flexi placement with the Emergency Planning Unit. This placement would be from 1st September to 30th October 2008.
- 2.6 There will be no cost to the Emergency Planning Unit as all wages and expenses are paid by the NHS. The NHS scheme indemnifies the EPU and Council against any claims if he was injured etc whilst on his placement.
- 2.7 It is considered that the Emergency Planning Unit has very good links with the Acute Trusts / hospitals and there is great benefit to the EPU from having this person seconded to the Unit. He will be given two small projects to undertake which would be to our mutual benefit, as well as shadowing members of the EPU team.
- 2.8 The two projects that he will undertake are:
 - (a) Review of the Cleveland Co-ordination Scheme
 - (b) Prepare the multi-agency STAC exercise, together with the Health Protection Agency.
- 2.9 Risk assessments and workplace assessments are being carried out and an induction session will be provided.

3. **Recommendation**

- 3.1 That the placement of this NHS Graduate with the EPU be noted.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report dated: 12th August 2008

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date: 5th September 2008
Subject: **Restructuring of the Emergency Planning Unit**

1. Purpose of Report

- 1.1 To inform Members of the Emergency Planning Joint Committee of the proposals being considered by the Chief Emergency Planning Officer to restructure the Cleveland Emergency Planning Unit.
- 1.2 To inform Members that the restructuring is being conducted to ensure maximum effectiveness and efficiency of the Unit, at a time of increasing workloads and commitments and to assist with the retention of staff.

2. Background

- 2.1 The Strategic Business Plan 2008–2011 and the Annual Plan 2008–2009 of the Cleveland Emergency Planning Unit both identified the increasing workload of the EPU and the increased emphasis on emergency planning from central Government through the Cabinet Office and Civil Contingencies Secretariat.
- 2.2 As previously reported, the Cleveland Emergency Planning Unit has fewer staff than any of its neighbouring emergency planning units and many other units across the country. Compared to other emergency planning units and taking into account the large number of risks within the Cleveland area, it is clear that staff within the Cleveland EPU have a greater workload than most of its counterparts.
- 2.3 Therefore there is a need to ensure that whilst the workload is evenly spread, the EPU has sufficient staff to undertake the ever increasing demands being placed upon it.
- 2.4 The work of the Unit is now being scrutinised more than ever, with central Government departments assessing plans and procedures, for example

the Cabinet Office auditing the Pandemic Flu Plan. This is in addition to 'normal' auditing processes conducted through the CPA process, the Audit Commission as external auditors and the council's own internal auditing procedures.

- 2.5 Staff within the EPU are skilled, knowledgeable and professional in their specialist field of work. It is accepted that any new person recruited into the field of emergency planning start on a steep learning curve and it takes up to two years to equip them with the skills and attributes necessary. It also necessitates attendance at a number of training courses, most of which are external to the council's training programmes, and frequently take place at the national Emergency Planning College near York. The fees for such courses are expensive, for example a 3 day course, which is the norm, costs around £600 - £700. Examination of training records of staff show that on average £5,000 is used to enable a new emergency planning officer attend the basic relevant courses to enable them to undertake the role.
- 2.6 Therefore the retention of staff of the right calibre is essential, but the demands placed upon officers within the Cleveland EPU together with the results from the recent job evaluation process exacerbate this need. These are the predominant issues that have led to a large changeover in staff over the past 3 years. Staff are being recruited and are receiving the appropriate training but then leaving after 12 to 18 months. Exit interviews conducted of staff leaving the EPU have highlighted these reasons for leaving and all have left to undertake more senior roles with their new employers. The knowledge, work ethic and experience they gain whilst with the EPU appears to be an asset other employers are seeking.
- 2.7 Therefore to achieve our future strategy, there must be the organisational structure and capacity in place to enable the EPU to deliver, hence the proposed restructuring of the Unit.
- 2.8 The Deputy Chief Emergency Planning Officer is to take early retirement in the near future and this coupled with three other members of staff leaving has created an opportune time to restructure.
- 2.9 The proposed structure will also assist with succession planning.

3. **Proposed Restructure**

- 3.1 The current structure of the EPU and the proposed restructure are shown at appendix 'A'. The proposed structure creates a more flattened structure.

3.2 Loss of Post of Deputy Chief Emergency Planning Officer and creation of Principal Emergency Planning Officer post

3.2.1 When the Deputy Chief Emergency Planning Officer retires, that post will be lost. A new Principal Emergency Planning Officer post will be created from within the existing Senior EPO posts, reducing the present Senior EPO positions to three. The holder of the new post would continue with his/her present role but have additional responsibilities to deputise for the Chief Emergency Planning Officer in his absence and supervise the emergency planning officers. This post would attract a salary at pay band 12.

3.3 Creation of a new post of Training & Exercising Officer (Senior Emergency Planning Officer)

3.3.1 A new post of an Exercise and Training Officer would be created that would reduce the burden upon the Principal and Senior Emergency Planning Officers who are responsible for services to the four Councils. It will allow them to concentrate more upon the priorities and other issues / requirements as identified in the EPU Annual plan.

3.3.2 This post is also essential due to increased commitment to train staff and exercise all plans, either local authority or LRF plans, together with industry related plans, for example COMAH and REPIR plans.

3.3.3 Due to the industrial nature of the Cleveland area and the chemical sites and nuclear power station being governed by regulations which place an onus on the local authority to test and exercise plans, a great deal of Senior Emergency Planning Officer time is presently taken up with training and exercising issues relating to industry.

3.3.4 The post would attract salary at pay band 10 and provide a hierarchy of posts and pay bands.

3.3.5 The difference between pay bands of the 3 Senior Emergency Planning Officers (band 11) and the Senior EPO (Training & Exercising Officer) (band 10) is that the Senior Emergency Planning Officers have responsibility for their respective local authorities, including financial, control centre and planning responsibilities whilst the Training & Exercising SEPO has a specific training role.

3.4 Creation of a new Emergency Planning Officer post

3.4.1 An additional emergency planning officer post would be created to assist with many of the work-streams of the EPU, but in particular would undertake the duty of business continuity promotion to medium and small

sized businesses and the voluntary sector, a duty placed on local authorities by the Civil Contingencies Act and Regulations. This duty is presently being undertaken as part of the duties of the Deputy Chief Emergency Planning Officer.

3.4.2 Post would attract salary at pay band 9, the same as the existing EPO posts.

3.5 Potential creation of a new post of Civil Contingencies Officer

3.5.1 Creation of this post will be entirely dependant upon the outcome of the review of the Civil Contingencies Act which is expected in early Spring 2009. If as expected, the LRF becomes a statutory body, funding for this post would come from either a grant from central government or be met from all Category 1 Responders. It would depend upon funding requirements specified within the new Act or Regulations but funding should not fall upon the Local Authorities.

4. **Financial Implications**

4.1 Loss of Deputy CEPO post (top of pay band 12) will provide salary savings, plus on-costs, i.e. superannuation and national insurance.

4.2 At least 5% saving in management time for Deputy CEPO and also 5% saving in management time in relation to Senior EPOs and EPOs.

4.3 Creating the post of Principal EPO from one of the existing SEPO posts will add two increment points to the post (£1600) which denotes additional responsibility.

4.4 New Training & Exercising post at pay band 10 instead of present SEPO's on top of bay band 11 will create savings.

4.5 Additional income would be generated by:

- ❖ Increased charges to Industry for production and/or review of COMAH and Pipeline plans
- ❖ Charging Pipeline Operators for plans and exercises as from April 2009 following expected changes to Pipeline Safety Regulations.
- ❖ Increase in exercises performed with industry (chargeable)
- ❖ Increase in training provided to external agencies (chargeable)
- ❖ Running of a seminar bi-yearly to external audience

4.6 It is intended that the new structure will have a stabilising influence on the EPU and has the support of existing staff. It should assist with the retention of staff, thereby significantly reducing associated costs with recruitment and retention.

- 4.7 By retaining staff, training and development costs of up to £5,000 per new staff, per year will be saved, together associated costs, for example, £3,000 advertising fees, £300 for personal protective equipment, enhanced CRB checks, ICT costs, etc.
- 4.8 Financing of the restructure, including increasing the establishment of the EPU by one officer, will be met through efficiencies within the EPU, loss of the Deputy Chief Emergency Planning Officer post, increased income generation and some Beacon status money.
- 4.9 There will be no additional financial implications upon the local authorities.

5. Recommendation

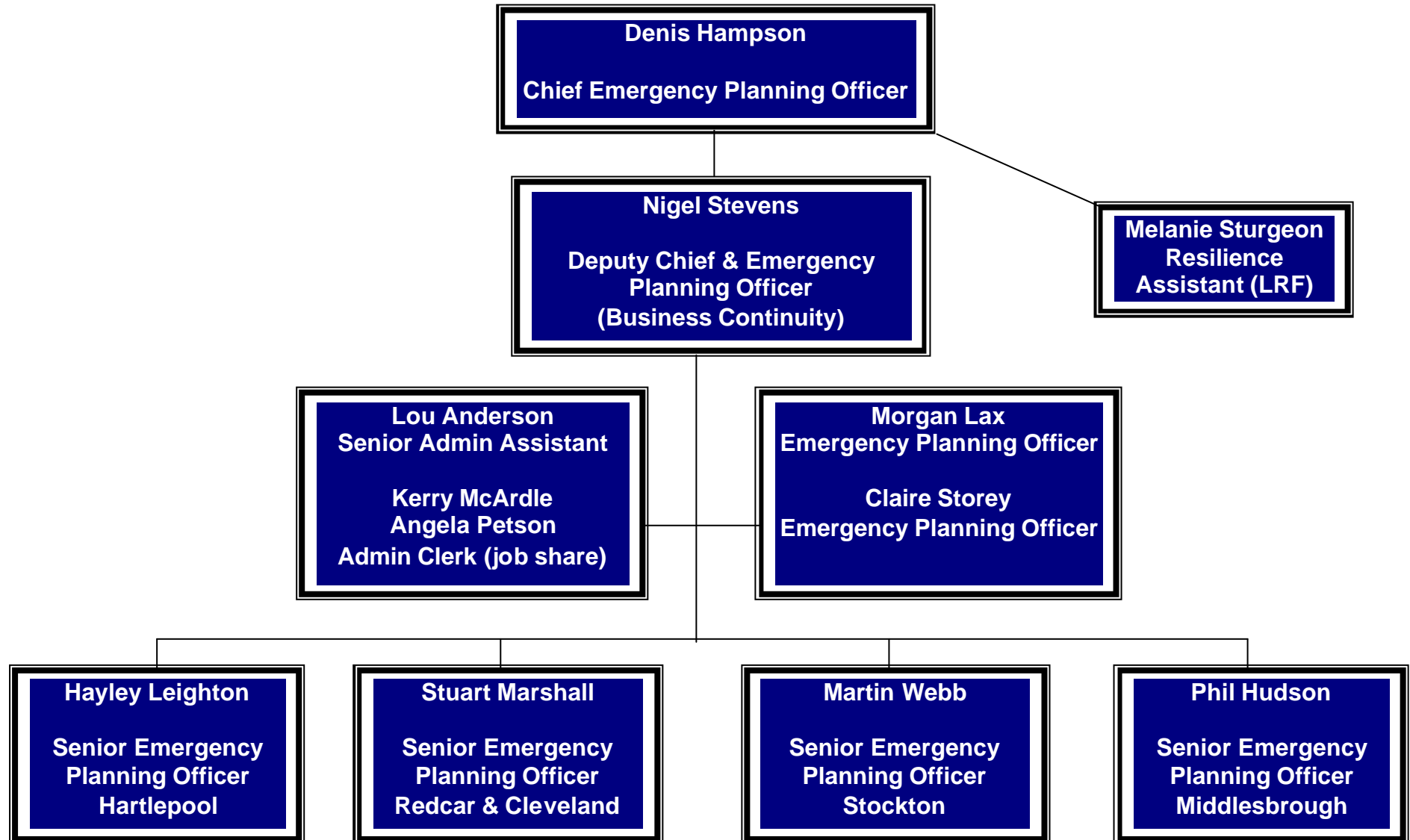
- 5.1 That the proposed restructure be endorsed.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report dated: 13th August 2008

PRESENT STRUCTURE

Appendix 'A'



PROPOSED STRUCTURE (as from October 2008)

