

# EMERGENCY PLANNING JOINT COMMITTEE

## AGENDA

Tuesday 6<sup>th</sup> December 2005

AT 10.00am

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:-**

Councillors B Coppinger

**Stockton Borough Council:-**

Councillors D Coleman

**Redcar and Cleveland Borough Council:-**

Councillors E Empson

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES**

To receive the minutes of the meeting held on 25<sup>th</sup> August 2005 (*attached*)

3. **ITEMS FOR DECISION / INFORMATION**

3.1 Progress on Performance Indicators (*Chief Emergency Planning Officer*)

3.2 London Bombings – 7<sup>th</sup> July 2005 (*Chief Emergency Planning Officer*)

- 3.3 Community Risk Register (*Chief Emergency Planning Officer / Chief Financial Officer*)
- 3.4 Information to the Public – Z Cards (*Chief Emergency Planning Officer*)
- 3.5 Pandemic Flu (*Chief Emergency Planning Officer*)
- 3.6 Reported Incidents / Cleveland Communications Strategy (*Chief Emergency Planning Officer*)

# **EMERGENCY PLANNING JOINT COMMITTEE**

## **MINUTES AND DECISION RECORD**

25th August, 2005

### **Present:**

The Mayor, Stuart Drummond, Hartlepool Borough Council  
Councillor Barry Coppinger, Middlesbrough Borough Council  
Councillor David Coleman, Stockton-on-Tees Borough Council

Officers: Denis Hampson, Chief Emergency Planning Officer  
David Cosgrove, Principal Democratic Services Officer,  
Hartlepool Borough Council

### **1. Appointment of Chairman**

RESOLVED - That Councillor David Coleman be appointed Chairman for this Municipal Year.

COUNCILLOR COLEMAN IN THE CHAIR

### **2. Apologies for Absence**

Councillor Eric Empson, Redcar and Cleveland Borough Council.

### **3. Declarations of interest by members**

None.

### **4. Confirmation of the minutes of the meeting held on 24th March, 2005**

Received.

## **5. Monitoring by Audit Commission** (*Chief Emergency Planning Officer*)

### **Purpose of report**

To inform the Joint Committee of the results of the initial assessment by the Audit Commission and completion of the Self Assessment Checklist by the Chief Emergency Planning Officer on behalf of the four local authorities.

### **Issue(s) for consideration by the Committee**

In late 2004, the Audit Commission had issued a draft self assessment checklist for local authority emergency planners. The aim of the checklist was to help planners consider where they most needed to focus and improve locally to meet the Civic Contingencies Act. In March, 2005 the local office of the Audit Commission had approached the Emergency Planning Unit and requested that the self assessment checklist be completed so that an interim review of emergency planning arrangements could be performed. This was seen as part of the consultation process by the Audit Commission towards involving emergency planning/civic protection as more of a priority area in the assessment process for 2006.

Subsequent to the completion of the checklist, the Chief Emergency Planning Officer had two half day meetings with the representatives of the Audit Commission to clarify issues, answer further questions and provide additional written documentation in support of the information given. As a result of this work the Audit Commission identified seven key issues which were set out in Appendix A to the report which had emerged from the interim review. The Chief Emergency Planning Officer gave a brief overview of the seven key issues and indicated that work had already commenced and in many cases was well progressed in dealing with the seven key issues.

The Joint Committee discussed in some detail various issues arising from the Audit Commission's interim review. These covered issues such as the preparation of a risk register and community risk register, business continuity management, ICT disaster recovery plans and improved structures for responding to emergencies. The Chief Emergency Planning Officer highlighted to Members that emergency planning would form part of the Corporate Performance Assessment (CPA) structure from 2006 onwards. The Audit Commission representatives had not given any indication of the scoring for the Emergency Planning Unit following their review, but the general impression received was favourable.

### **Decision**

That the report and the key issues emerging from the interim review of arrangements put in place to respond to the Civil Contingencies Act be noted.

## **6. Local Resilience Forum** (*Chief Emergency Planning Officer*)

### **Purpose of report**

The report set out the functions of the Local Resilience Forum (LRF) as given by the Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005. The report set out the likely impact of the new LRF upon local authorities and the Emergency Planning Unit.

### **Issue(s) for consideration by the Committee**

One of the new legal duties under the Civil Contingencies Act was for local responders to co-operate together on civil contingencies and emergency planning issues. The creation of a Local Resilience Forum was seen within the Regulations and accompanying guidance as the principal mechanism for facilitating multi-agency co-operation, especially between Category 1 and Category 2 Responders. However, the LRF was not a statutory body.

A Cleveland Local Resilience Forum had been formed and took over much of the remit of the previous Senior Co-ordinating Group. The guidance considered that it was best practice that the LRF be based on a Police Force area and the Chairmanship should fall under the Chief Police Officer. Sean Price, Chief Constable of Cleveland Police had been appointed as the Chair of the Cleveland LRF with Derek Bonnard, Assistant Chief Constable as his deputy.

The report included a list of Category 1 and Category 2 Responders as determined by the Regulations and these were set out at Appendix A to the report. A key element of the Regulations was that Category 1 Responders attend meetings of the LRF or arrange to be effectively represented and that they should be represented by individuals who have the right combination of seniority and expertise to be able to speak with authority. Organisations needed to be represented where their involvement in local protection was likely to be discussed. Category 2 Responders had a right to attend meetings, particularly when they could add value to the proposed agenda for a meeting. The detailed membership of the Cleveland Local Resilience Forum was set out at Appendix B. Terms of Reference for the Forum were also set out at Appendix C to the report. The Chief Emergency Planning Officer also indicated that he had been appointed as the Secretariat support to the LRF. Mr Hampson would also Chair the Local Resilience Working Group and the Cleveland Media Emergency Forum.

Members noted that the Chief Executives of the four local authorities were the appointed representatives to the LRF. Members asked if the Chief Executives were attending these meetings or sending deputies. The Chief Emergency Planning Officer indicated that for the majority of meetings the Chief Executives were sending deputies, usually an Officer at Director or Chief Officer level who had emergency response responsibilities within his

authority. It was also reported that the Chief Executive for Hartlepool Borough Council, Paul Walker, was appointed as the Association of North East Councils (ANEC) representative to the Regional Resilience Forum and attended those meetings with the Chief Emergency Planning Officer.

### **Decision**

That the report be noted.

## **7. Civil Contingencies Act 2004 - Proposed Implementation Plan** (*Chief Emergency Planning Officer*)

### **Purpose of report**

The report informed the Joint Committee of the proposed multi-agency implementation plan for the Civil Contingencies Act.

### **Issue(s) for consideration by the Committee**

The report informed Members of the sub-groups established under the Local Resilience Working Group and the Cleveland Media Emergency Forum which would undertake work identified from seven statutory duties imposed by the Act. A proposed implementation timetable was set out at Appendix A to the report.

### **Decision**

That the report be noted.

## **8. Emergency Planning Unit Budget Outturn 2004/05** (*Chief Emergency Planning Officer and Chief Financial Officer*)

### **Purpose of report**

The report set out details of the unaudited outturn for the Cleveland Emergency Planning Unit for 2004/05.

### **Issue(s) for consideration by the Committee**

In 2004/05, as in previous years, the Government had provided a ringfenced grant to enable local authorities to provide emergency and civil contingency planning. In accordance with the Cabinet Office Regulations the grant would be audited by the Audit Commission before 31st December, 2005.

In line with the joint arrangements for emergency planning, the grant for all four unitary authorities had been paid to Hartlepool Borough Council as the lead authority and amounted to £279,575 in 2004/05. The local contribution

had been limited to £24,960 for several years apportioned on the basis of population. In addition to the district contributions and grant, contributions were also recovered from Cleveland Police and Tees East & North Yorkshire Ambulance Service to meet costs associated with the shared accommodation at the Emergency Planning Unit and the half salary of an Administrative Assistant. During the year income of £19,940 was generated from COMAH Plans Production which was used to fund 75% of the Assistant Emergency Planning Officer post with the remaining 25% being funded from the 2004/05 budget.

The total unaudited expenditure for 2004/05 was £350,800 as set out in the outturn statement at Appendix A to the report. Total funding of £352,500 was received from the Cabinet Office Grant, Cleveland Police Authority and Ambulance Service Contributions, Local Authority District Contributions and COMAH Plans/Exercise Income, resulting in a net surplus of £1,700. This amount was being transferred to the Emergency Planning Reserve established to support the service as a result of the Civil Defence Grant being abolished in 2005/06.

In relation to the 2005/06 budget the Chief Emergency Planning Officer commented that since the former grant regime had been ended, emergency planning funding now formed part of the general grant to local authorities from Central Government. This amount was no longer ring fenced, though locally the Chief Executives and Chief Financial Officers of the four Borough Councils had agreed a three year funding commitment for the Emergency Planning Unit with contributions from the four Borough Councils based on a formula derived from the number of Band D properties in each area.

### **Decision**

That the Emergency Planning Unit Outturn 2004/05 be noted.

## **9. Investors in People** (*Chief Emergency Planning Officer*)

### **Purpose of report**

The report informed the Joint Committee that the Unit had been re-awarded the Investors in People Award following a reassessment on 13th July, 2005.

### **Issue(s) for consideration by the Committee**

The Unit had originally been assessed and given the Investors in People Award in September, 2000 and was successfully reassessed in July, 2002. In early 2005, the standards for achieving the Investors in People Award were revised with the intention that the new standard would be implemented from January, 2006. The reassessment of the EPU was carried out on 13th July, 2005 by an assessor from "Assessment North East Ltd" and the Unit had been informed that it had met the revised standard and thereby continued to meet Investors in People.

The Chairman and the Committee Members requested that the Chief Emergency Planning Officer pass on their congratulations to all the staff of the Unit on being re-awarded the Investors in People Award.

### **Decision**

That the report be noted.

## **10. Performance Indicators 2004/05** (*Chief Emergency Planning Officer*)

### **Purpose of report**

The report set out the results of the Performance Indicators set out in the 2004/05 Annual Plan for the Cleveland Emergency Planning Unit.

### **Issue(s) for consideration by the Committee**

A review of the 17 performance indicators set in the Annual Plan showed that 12 had been fully achieved and in some instances exceeded the targets set. A further three indicators were largely achieved and continuing work in 2005/06 had seen or would see these indicators fully achieved, however, for 2004/05 the indicators were seen to be not achieved.

Two further indicators were not achieved, Indicator 7 “Rest Centre Procedures and Exercises” and Indicator 8 “Emergency Response Plans to Hazardous Pipelines Reviewed and/or Rewritten”. Only three emergency response plans for hazardous pipelines were reviewed and rewritten but work stream arrangements were in place for the two remaining plans to be reviewed by October 2005. Indicator 7 related to rest centre training and exercising and whilst a new registration procedure was developed and implemented and voluntary sector personnel trained appropriately, emphasis needed to be refocussed on training more local authority staff and exercising the plans.

Two of the cross cuttings indicators which compared points of the Emergency Planning Unit with the Neighbourhood Services Department of Hartlepool Borough Council were fully achieved. However, the indicator relating to the average number of days lost through sickness was double the target number. Whilst 7 of the 8 staff had a total of 21.5 days sickness - an average of less than 3 days per person - the long term absence of one member of staff (143 days) greatly distorted the figures and showed that one long term absentee in a service area with only a small number of staff could adversely affect this performance indicator.

### **Decision**

That the report be noted.



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

### **Purpose of report**

To update the Joint Committee of the reported incidents, weather and flood risk warnings received and communications strategy faxes received and dealt with.

### **Issue(s) for consideration by the Committee**

The Chief Emergency Planning Officer updated Members at the meeting on the incidents reported to the Emergency Planning Unit. Since the last meeting of the Joint Committee there had been 13 flash weather warnings and 9 early warnings of severe weather, mostly in respect of heavy rain. There had been 10 flood watch messages and 4 flood warnings issued by the Environmental Agency. The warnings had been respect of Lustrum Beck at Stockton and/or Skinningrove. All such messages had been followed by all clear messages.

In relation to the communication strategy the Chief Emergency Planning Officer reported that 91 faxes had been issued by the operators of agencies involved with the strategy. They ranged from noise from alarm systems to excessive flaring and small releases of chemicals. All but two were 'blue' faxes (information only), the 2 'red' faxes (serious incidents) related to the major fire at Lingdale and the explosion at Corus.

The Chief Emergency Planning Officer also reported that there had been seven incidents of note which involved the Emergency Planning Unit and saw the deployment of staff to the scene or incident command rooms to represent the local authority. Details of the seven incidents were set out for Members information.

Members questioned if in relation to the 91 faxes issued by the operators or agencies involved with the communications strategy if this was average for the time period concerned. The Chief Emergency Planning Officer indicated that this was an "average" period.

### **Decision**

That the report be noted.

DAVID COLEMAN

CHAIRMAN

**CLEVELAND EMERGENCY PLANNING UNIT**

**REPORT TO:** Emergency Planning Joint Committee  
**REPORT FROM:** Chief Emergency Planning Officer  
**DATE:** 6<sup>th</sup> December 2005  
**SUBJECT:** PROGRESS ON PERFORMANCE INDICATORS

**1. PURPOSE OF REPORT:**

To inform the Joint Committee of the progress being made on achieving the performance indicators set down in the 2005/06 Annual Plan of the Cleveland Emergency Planning Unit.

**2. RECOMMENDATION:**

That Members note the report

**3. BACKGROUND:**





- 3.1 To manage and improve our service and performance, a number of realistic and meaningful indicators were devised through which we could monitor and review our progress and performance. This report details the progress made towards achieving those performance indicators during the period 1<sup>st</sup> April to 31<sup>st</sup> October 2005. (7 months)
- 3.2 Administrative processes enable the performance indicators to be effectively monitored and the indicators are also a standing item on the agenda for the monthly team meeting. They also form part of the discussions on the three monthly work programme individually agreed between each of the Emergency Planning Officers and the Chief Emergency Planning Officer.
- 3.3 The number of indicators was increased from 17 to 20 for 2005/06 and good progress is being made on all indicators. Currently 15 of these performance indicators (shown as ☺ on the chart below) are on target and the Chief Emergency Planning Officer is confident that they will be fully achieved by the end of the year 2004/05.
- 3.4 The other 5 indicators (☹) are currently being worked upon and unless circumstances change, there is every likelihood that they will be achieved. It is not foreseen that at this stage that any of the performance indicators will not meet the targets set.






- 3.5 Progress to date on achieving the indicators provides evidence of the commitment of the staff within the Emergency Planning Unit to meeting the targets set, several of which were strengthened and enhanced from the previous year, especially to meet new requirements under the Civil Contingencies Act.
- 3.6 The three cross cutting indicators which compare points of the Emergency Planning Unit with the Neighbourhood Services Department of Hartlepool Borough Council are in line with or better than those for the Department.





Report Author: Denis Hampson






Date: 11<sup>th</sup> November 2005



## PERFORMANCE INDICATORS

NO	INDICATOR	OUTCOME	2005 / 06 TARGET	PROGRESS
1 	Time to complete an off-site emergency plan under the Control of Major Accident Hazard Regulations (COMAH), Pipeline Safety Regulations or Radiation (Emergency Preparedness & Public Information) Regulations (REPPIR)	<ul style="list-style-type: none"> <li>Meet statutory duties under the COMAH Regulations / Pipeline Safety Regulations / REPPIR</li> <li>Ensure plans are in place to assist the Operator, Emergency Services, Local Authority and other responders to deal effectively with incidents</li> </ul>	40 working days  (from commencement of writing plan to sending draft out for consultation)	Meeting target.
2 	Number of plans produced/reviewed for COMAH establishments	<ul style="list-style-type: none"> <li>Meet statutory duties under the Control of Major Accident Hazard Regulations</li> <li>Ensure Operator, Emergency Services Local Authority and other responders effectively deal with incidents</li> </ul>	15	On target. 8 plans produced up to 31.10.05 and 9 more plans are under production. Plan for Elementis Chromium placed 'on hold' due to company restructuring.
3 	Produce an efficient duty officer scheme – 24/7x365	<ul style="list-style-type: none"> <li>Best Value</li> <li>Ensure Local Authority are alerted to incidents so they can respond effectively</li> </ul>	98%	On target. Duty Officer has to date always been contactable & responded.
4 	Submission of requests for invoices for exercises/plans	<ul style="list-style-type: none"> <li>Effective cost recovery</li> <li>Best Value</li> </ul>	EPO's to provide details within 7 days of exercise / plan being completed	Whilst the target for the EPU is being met, submission of the final invoice is sometimes delayed due to awaiting submission of data from emergency services.
5	Production of a Community Risk Register	<ul style="list-style-type: none"> <li>To ensure the local authorities' have identified and prioritised emergency risks in their areas</li> <li>Allows the public to be made more aware of</li> </ul>	70% completed	Ahead of schedule. Multi agency sub group chaired by EPO established to produce register on behalf



		the risks that could lead to a major incident		of the LRF.
<b>NO</b>	<b>INDICATOR</b>	<b>OUTCOME</b>	<b>2005 / 06 TARGET</b>	<b>PROGRESS</b>
<b>6</b> 	Provision of an effective internet website for the Cleveland Emergency Planning Unit	<ul style="list-style-type: none"> <li>Improved interaction with public/customers</li> <li>Provision of system to inform the public of the risks associated with the area, allowing them to take any preventative actions felt appropriate</li> </ul>	Web site reviewed at least every 28 days	On target but due to technical difficulties by the service provider the site was "down" for 3 weeks in October 2005.
<b>7</b> 	Conduct/participate in exercises under COMAH / Pipelines Regulations / REPPiR Regulations	<ul style="list-style-type: none"> <li>To ensure those involved are better prepared to respond</li> <li>Ensure plans work in practice</li> <li>Lessons learned and required actions are taken forward</li> </ul>	20 exercises	12 exercises conducted to date and further 10 scheduled, so target is likely to be met. Exercise Planning Group is being restructured to ensure 3 <sup>rd</sup> outcome is achieved.
<b>8</b> 	Rest Centre procedures and exercises	<ul style="list-style-type: none"> <li>To ensure staff, especially social services &amp; voluntary agencies are better equipped to respond to incidents</li> </ul>	One exercise or training programme undertaken in each council	Programmes are being arranged but have not yet taken place. Target should be achieved.
<b>9</b> 	Major Incident Response Plan and Departmental / Service area plans are developed and reviewed in each local authority	<ul style="list-style-type: none"> <li>To ensure each authority has an effective and up to date plan</li> <li>To ensure departments / service areas have effective plans which are an integral part of the Councils Major Incident Response Plan</li> <li>Staff are aware of their roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Each Local Authority MI Response Plan to be reviewed at least once</li> <li>75% of all departmental / service area plans produced or reviewed</li> </ul>	Progress is being made in reviewing each of the MI Response Plans and the target should be achieved. However work on departmental service plans is being slowed by other priorities e.g. business continuity plans, pandemic flu.

10 	Production of information material for the general public	<ul style="list-style-type: none"> <li>To ensure everyone is more aware of emergency and contingency planning so they are better prepared and aware</li> <li>Provision of advice and guidance</li> </ul>	<ul style="list-style-type: none"> <li>3 pieces of material to be produced</li> <li>Material available on CEPU website</li> </ul>	MI Procedures Manual produced and placed on website. Z card information leaflet and business continuity leaflets being prepared for distribution in early 2006
<b>NO</b>	<b>INDICATOR</b>	<b>OUTCOME</b>	<b>2005 / 06 TARGET</b>	<b>PROGRESS</b>
11 	Emergency Response Plans for Hazard Pipeline(s) reviewed and/or rewritten	<ul style="list-style-type: none"> <li>Ensure Operator, Emergency Services, Local Authority and other responders react effectively to incidents</li> <li>Meet statutory duties under the Pipelines Safety Regulations 1984</li> </ul>	5	4 plans reviewed and rewritten. A further plan is currently being reviewed and scheduled to be completed by January 2006.
12 	Meeting with Partnership Agencies within the Tees Valley area	<ul style="list-style-type: none"> <li>Sharing information</li> <li>Improve liaison, knowledge and understanding assisting agencies to work more closely</li> <li>Dissemination of minutes to interested parties</li> </ul>	<ul style="list-style-type: none"> <li>4 meetings of the Officer Working Group</li> <li>4 meetings of the Emergency Media Forum</li> <li>4 Ad hoc meetings</li> </ul>	At least 2 meetings of each group have been held and others are programmed in for remainder of year.
13 	Meetings with Partnership Agencies and Organisations within the North East Region	<ul style="list-style-type: none"> <li>Sharing Information</li> <li>Improve liaison, knowledge and understanding, thereby assisting agencies to work more closely</li> <li>Dissemination of minutes to interested parties</li> </ul>	<ul style="list-style-type: none"> <li>3 meetings with Regional Resilience Team (GONE)</li> <li>8 meetings with regional operations groups e.g. CBRN, Media, Utilities</li> <li>4 Ad hoc meetings</li> </ul>	Involvement with Regional Resilience agencies e.g. GONE, HPA, continues to grow and this is ensuring that the target will be achieved.
14	Increase awareness of emergency planning and the Civil Contingencies Act within the local authorities	<ul style="list-style-type: none"> <li>Best Value. Crucial to ensure effective deliver &amp; improvement of service</li> <li>Provide awareness that Elected Members and Council employees can impart to persons within their community</li> </ul>	<ul style="list-style-type: none"> <li>Seminar to be held in each Local Authority for Elected Members</li> <li>EPU Display Boards to be on show in</li> </ul>	Presently behind target but seminars have been held and further are planned. 3 elected members have attended


			<p>Council buildings for 2 months</p> <ul style="list-style-type: none"> <li>Attendance at Emergency planning College of 2 Elected Members</li> </ul>	<p>the EPC. The EPU display boards have been displayed in Middlesbrough and it is intended they will go on display within the other boroughs.</p>
<b>NO</b>	<b>INDICATOR</b>	<b>OUTCOME</b>	<b>2005 / 06 TARGET</b>	<b>PROGRESS</b>
<b>15</b> 	Training of Emergency Planning personnel	<ul style="list-style-type: none"> <li>Best Value</li> <li>Ensure effective use of resources</li> </ul>	3 days of training per employee	On target. Additional training opportunities have been provided to staff due to the Civil Contingencies Act.
<b>16</b> 	Training of Local Authority staff	<ul style="list-style-type: none"> <li>Best Value</li> <li>Staff better able to respond effectively to incidents</li> </ul>	<ul style="list-style-type: none"> <li>8 staff to attend external training courses</li> <li>20 staff to receive "in house" training</li> <li>4 Local Authority Exercise</li> </ul>	5 local authority staff have attended courses at the Emergency Planning College or other external providers e.g. MCA. Other staff and courses still need to be identified. 'In house' training and exercises are on-going and scheduled in for the remainder of the year.
<b>17</b> 	Invoices received in Emergency Planning Unit processed & sent to finance section for payment	<ul style="list-style-type: none"> <li>Best Value</li> <li>Improve the internal administrative working of Emergency Planning Unit</li> </ul>	5 days	On target. The average performance is presently 4 days
<b>18</b> 	Positive action initiative(s) in respect of Equality & Diversity	<ul style="list-style-type: none"> <li>Supports corporate initiatives</li> <li>Provide a wider understanding within the community of emergency planning</li> </ul>	3 staff to attend appropriate course(s)	Through the need for new members of staff to receive this training, this target has been achieved.

19 	Increase involvement of the Voluntary Sector in emergency planning	<ul style="list-style-type: none"> <li>• Best Value</li> <li>• Improve liaison, knowledge and understanding between all parties</li> <li>• Meets central government guidance</li> </ul>	Hold at least 2 meetings	Meeting structure was formalised in early 2005 and 2 meetings have been held. The Voluntary Sector have been involved in 2 exercises and are now represented on the Cleveland LRF.
<b>NO</b>	<b>INDICATOR</b>	<b>OUTCOME</b>	<b>2005 / 06 TARGET</b>	<b>PROGRESS</b>
20 	Completion and circulation of minutes of meetings	<ul style="list-style-type: none"> <li>• Good administrative practice</li> <li>• Allows information to be shared</li> <li>• Actions identified are dealt with</li> </ul>	Circulated within 8 days of meeting date	The target time is being achieved. The date minutes are circulated is shown in 'footer' at bottom of pages of minutes.

### CROSS CUTTING

<b>NO</b>	<b>INDICATOR</b>	<b>EPU 2004/5</b>	<b>NEIGHBOURHOOD SERVICES 2004/5</b>	<b>PROGRESS</b>
1 	Percentage of appraisals carried out within the Emergency Planning Unit	100%	100%	All appraisals were carried out in May / June 2005 and training development plans reviewed in November.
2 	Number of days training for employees within the Emergency Planning Unit	3	3	On target;
3	Average number of days lost to	10.00	10.29	On target – presently,



	sickness within the Emergency Planning Unit			only 6 days have been lost to sickness this year by the whole team.
---	---	--	--	---

**CLEVELAND EMERGENCY PLANNING UNIT**

**REPORT TO:** Emergency Planning Joint Committee  
**REPORT FROM:** Chief Emergency Planning Officer  
**DATE:** 6<sup>th</sup> December 2005  
**SUBJECT:** LONDON BOMBINGS - 7<sup>th</sup> JULY 2005

**1. PURPOSE OF REPORT:**

- 1.1 To inform the Joint Committee of the attendance by the Chief Emergency Planning Officer and other members of the Cleveland Local Resilience Forum at a conference in London relating to the lessons learned from the bombings which occurred on 7<sup>th</sup> July 2005.
- 1.2 To examine the lessons learned and consider what impact and/or implications they may have in the Cleveland area.

**2. RECOMMENDATION:**

That Members note the report

**3. BACKGROUND:**

- 3.1 A conference was held at the Guildhall in London on 5<sup>th</sup> October 2005 to examine and disseminate information on the terrorist incidents of the 7<sup>th</sup> July 2005 in London and share lessons that had been learned by the responding organisations and agencies. The conference also touched on the incidents of the 21<sup>st</sup> July.
- 3.2 The conference was attended by the following members of the Cleveland Local Resilience Forum:  
Derek Bonnard, Assistant Chief Constable, Cleveland Police  
Paul Walker, Chief Executive, Hartlepool Borough Council  
Paul Joyce, Director – Business Development, Cleveland Fire Brigade  
Judi Evans, British Red Cross  
Denis Hampson, Chief Emergency Planning Officer
- 3.3 The conference was attended by 240 delegates from the United Kingdom, United States of America, Canada and several European Countries and

was facilitated by Alun Evans, Director of Civil Resilience in the Office of the Deputy Prime Minister. The morning session was opened by Michael Snyder, Chairman of the Policy and Resources Committee of the Corporation of London, whilst the afternoon session was opened by Ken Livingstone, Mayor of London. Phil Woolas MP, Minister for Local Government, was the Government's representative at the conference.

#### **4. Summary of Significant Points / Lessons Learned**

- 4.1 There were 19 speakers who gave presentations at the conference and represented just about everyone in the London Resilience Forum. It lasted 7 hours and the Chief Emergency Planning Officer recorded the salient points from the presentations. These are shown at appendix 'A'.
- 4.2 Most of the organisations involved have gone through a number of internal debriefs and have identified a number of immediate and useful lessons, many of which were purely internal issues and will be promulgated further within their respect agencies and organisations. Of course due to the nature of the incidents in London and the ongoing enquiries it is expected there will be further lessons learned. Many points that were raised were specific to an incident occurring in a city like London and could not be equated to this area, for example rescuing persons from and working in underground rail tunnels.
- 4.3 The overarching key lessons were:
- (a) The key to a successful resolution is effective inter agency working.
  - (b) There is a need for effective Command and Control structures and procedures that have been tested and exercised.
  - (c) Key staff who will respond to incidents must be pre-identified and understand their roles and responsibilities.
  - (d) Speed of response is essential.
  - (e) Do not rely on mobile phones – consider use of pagers for emergency contact and call out.
  - (f) Communications procedures for getting timely and accurate information out to the general public and businesses needs to be improved.
  - (g) A more co-ordinated media strategy was required.
  - (h) Staffing capacity frequently not given sufficient attention, especially during protracted incidents – “coping with tiredness”.
  - (i) Access procedures for non ‘blue light’ personnel through Police cordons.
  - (j) There will be an information vacuum in the first 30-45 minutes.
  - (k) Funding – Bellwin Scheme is not applicable to terrorist related incidents. A direct request for assistance would need to be made to central government.

## **5. Impact / Implications within 'Cleveland'**

5.1 Whilst many of the points raised were specific to an incident occurring in a metropolitan area, many could be superimposed onto the Cleveland area but maybe on a smaller scale and/or different scenario. When considering the key lessons shown in 4.3 above, the impact/implications for 'Cleveland' may be:

- (a) Whilst not being complacent, Cleveland has effective inter-agency working primarily through a number of factors, including:
  - Emergency Planners from the Local Authority's and emergency services all working out of the joint Emergency Planning Unit.
  - A structured and vibrant Local Resilience Forum.
  - Involvement in a successful exercise calendar / regime which consistently tests and exercises such inter-agency working.
  - The geography of the area and having the local authority boundaries co-terminus with police and fire brigade districts.
  - Production of a multi-agency Cleveland Major Incident Procedures Manual that provides the framework within which agencies are able to work together in a co-ordinated and beneficial manner.
- (b) Again, Cleveland has through many of the factors shown immediately above, effective Command and Control structures. These are regularly tested through exercises, predominantly with the chemical and nuclear power industries.
- (c) Within the Major Incident Response Plans prepared by Emergency Planning Officers for all four Councils there is great emphasis placed on key staff being identified and understanding their roles and responsibilities. A primary role of the Emergency Planning Officer is to ensure such staff received adequate training and plans are exercised and tested.
- (d) Speed of response is an integral part of planning, day to day activities and exercising undertaken by the emergency services
- (e) Over recent times, the Emergency Planning Unit and Councils have moved away from pagers for emergency contact and call out procedures, mainly due to communications providers withdrawing from the market. This policy is now being reviewed and it is likely pagers will be re-introduced.
- (f) The Cleveland Communications Strategy is seen nationally as best practice for warning and informing the public. However it is constantly under review and is presently being revised to move it forward from

just chemical and power station operators being the instigators of the message. The work of the Cleveland Media Emergency Forum is focused on the need to progress awareness, warning and informing procedures and practices.

- (g) Again this is the primary focus of the Cleveland Media Emergency Forum. Each Council has its own media response plan 'owned' by the Media / Public Relations Officer.
- (h) The need for Managers to be aware of staffing capacity and weariness of staff particularly in possible gruesome and protracted incidents is part of training and exercises. The Emergency Planning Officers whose role involves advising Chief Officers during incidents are acutely aware of these needs.
- (i) Whilst procedures for getting non 'blue light' staff through police cordons are written into plans, this is a frequent frustrating issue in an operation sphere and one that the Inspector in charge of the Police Emergency Planning Unit is attempting to address.
- (j) Trying to educate the media to the fact that there may be an information vacuum during the first 30-45 minutes of an incident is difficult but through better liaison through the regional and Cleveland media forums it is hoped this will improve, whilst one needs to be realistic.
- (k) Issue identified on 'Bellwin Scheme' funding will be inserted into appropriate plans.

Report Author: Denis Hampson  
Chief Emergency Planning Officer

Report dated: 3<sup>rd</sup> November 2005

**RESILIENCE 05  
SHARING LONDON'S LESSONS**

**CONFERENCE HELD AT THE GUILDHALL, LONDON  
WEDNESDAY 5<sup>TH</sup> OCTOBER 2005**

**ISSUES FROM CONFERENCE**

**Other Main Points from the Presentations**

**Note:** Virtually every speaker stated that 'responders' should not rely on mobile phones. Therefore it is not repeated in the significant / salient points made by individual presenters.

**Phil Woolas, MP**

- London resilience is based on an effective partnership and sharing of ideas, with people being willing and committed to working as a team.
- Lives were saved through the swift evacuation of persons from the underground.
- Planning and exercising is the way to resilience.

**Dr Gareth Davies, London hospitals and Head of London Air Ambulance**

- Good fortune – air ambulance holding monthly meeting with 30 doctors and paramedics present.
- Need demonstrated for senior experienced clinicians at scene.
- Airborne capability used to move doctors, paramedics and medical equipment across gridlocked roads. Air ambulance not used to carry patients.
- Need for improved protection / protective equipment for medical staff.
- Major trauma of this kind has impacts, maybe long term, on staff.

**Stephen House, Assistant Commissioner, Metropolitan Police Service**

- Cost to the Metropolitan Police so far - £100 million.
- Had conducted an exercise (Atlantic Blue) within the last year which had a similar scenario to the terrorist incident on 7<sup>th</sup> July.
- Have command strategy which allowed Met Police to command all three Police forces (Metropolitan, City of London and British Transport Police). This allowed single chain of command for a cross border event.
- Casualty Bureau – received 42,000 calls in the first hour – totally overwhelmed.
- Since the 7<sup>th</sup> July, great deal of time and effort placed on community reassurance which has placed a strain on police resources. Local Authority Chief Executives' heavily involved in this activity.

- Admitted that resources were stretched to the limit for several weeks and had there been a continuous bombing campaign they could not have coped.

**James Hart, Commissioner of Police for the City of London**

- News media were better than the Police in the initial stages in getting information.
- Not sufficient information was given to businesses re evacuation, leaving buildings, returning to work etc. Clearer direction was needed.
- Business continuity plans for businesses was shown to be essential.
- Pager and e mail system that was used for alert purposes was much more reliable and quicker than mobile phones.

**Andrew Trotter, Deputy Chief Constable, British Transport Police**

- Management of the media is essential and is not just a response activity.
- Need both a media conference centre and sub centres, with designated spokespersons from “responding agencies”.
- CCTV proved invaluable in gathering evidence and for crowd control, but it needs to be working and well maintained.
- Command structure of ‘Gold’, ‘Silver’ and ‘Bronze’ effective.

**Bruce Mann, Head of Civil Contingencies Secretariat, Cabinet Office**

- 110,000 calls to the Information Line within first 24 hours.
- Ensure distinction made publicly between Casualty Bureau and Information Line.
- Do not rely on mobiles – there was too much reliance on them and they failed. (Cabinet Office conducting urgent review of mobile phone resilience in emergencies)
- Utilisation of Family Assistance Centre effective and publicly accepted.

**Ron Dobson, Assistant Commissioner, London Fire Brigade**

- Multi agency working is essential and there must be trust and collaboration.
- Fire Officer deployed full time to SO13 (Counter-Terrorism)
- Staff responded / were deployed without knowledge of Gold.
- No agency should do things in isolation – need co-ordination.
- Need for better clarity of terminology used by different agencies.
- There must be a plan – it cannot be developed ‘on the day’.
- Improvements need to be made for informing staff and their relatives.
- Fire appliances and equipment became impounded at ‘crime scenes’ – need for continuity plans to re-stock these resources.
- Must consider psychological welfare of staff involved.

**Martin Flaherty, Deputy Chief Ambulance Officer, London Ambulance**

- First 45 minutes – information vacuum.
- 50 ambulances deployed from 5 other ambulance services.
- Need for ‘hot debriefing’ of staff to gather information / potential evidence.
- Need for ‘loggers’ at critical locations.
- Liaison between Department of Health, Health Gold and the Ambulance Service requires improvement.
- Direct lines to hospitals necessary – normal communications became jammed.
- Better distribution of casualties between hospitals required.
- Information management was very difficult, due to volume and sources.

**Julie Dent (‘Health Gold’), Chief Executive, South West London SHA**

- Information management – excessive amount of information which was difficult to distil but greater problem was getting accurate information.
- Made 1200 beds available across London, but only 103 casualties admitted to hospital.
- Early clamour for casualty information and breakdown of figures caused issues.
- Need dedicated phone line from ‘Health Gold’ to Multi-Agency Gold.
- Terminology needs clarification e.g. to Health, the word casualties means people who need care – for Emergency Services it also includes deceased persons.

**Tim O’Toole, Managing Director, London Underground**

- Ensure staff dedicated are trained and understand their roles and responsibilities.
- Ensure your staff do not have to rely on the media for information.
- Need identified for more CCTV cameras and upgrading of present system.

**Peter Hendy, Managing Director – Surface Transport, Transport for London**

- Withdrew buses from central zone but couldn’t get advice from Police.
- Not sufficient co-ordination of press statements regarding public transport, when it would be in-instated etc.
- Need clearer public messages to both staff and public.

**Any Barr, Network Co-ordination Manager, London Underground**

- Need to start building the recovery stage whilst still dealing with the management of the incident.
- Delegate member of staff to be the Liaison Officer with Government Office / COBRA – vast demand for information.
- Must have pre-arranged protocols for getting key staff through Police cordons.



**Peter Rogers, Chief Executive, Westminster City Council – Gold Recovery Group**

- 7<sup>th</sup> July was confusion.
- Faith and race dimensions were challenging.
- Tried and tested Temporary Mortuary plan is essential.
- Need an Imprest Store for Mortuary, with quick re-ordering regime.
- Resources need to be planned and scalable.
- Ensure contact details are correct – call out arrangements tested.
- Have and utilise mutual aid arrangements.
- Providing a memorial garden at short notice and dealing with floral tributes created problems.
- Procedures in respect of (a) anticipating and (b) using the media better were exposed.
- Local authorities must be receptive to the needs of victims.
- Funding is a key issue.

**Kevin Gordon, Project Manager, London Mass Fatalities Working Group & Major Muriel McClenahan, Salvation Army, Project Manager Welfare Plan**

- Size of temporary mortuary will stay the same no matter how many deaths there are – there are only finite number of pathologists and mortuary technicians.
- Temporary Mortuary – open 0800 x 2000 daily – 250 staff on site at any time. Tanked water in and sewage out.
- Used chilled refrigeration units rather than vehicle trailers.
- All victims were identified through dental records.
- 56 deaths, including 4 bombers, – 1285 body parts.
- Body / family viewing area required – have a floral garden within it and main room should have no religious symbolism present.
- Need a national register of mortuary technicians.
- Family Assistance Centres will become a feature during all future major incidents.

**CLEVELAND EMERGENCY PLANNING UNIT**

**REPORT TO:** Emergency Planning Joint Committee

**REPORT FROM:** Chief Emergency Planning Officer  
Chief Financial Officer

**DATE:** 6<sup>th</sup> December 2006

**SUBJECT: COMMUNITY RISK REGISTER**

**1. PURPOSE**

To inform the Joint Committee of the progress being made to meet the requirements of the Civil Contingencies Act 2004 in relation to the production and implementation of a Community Risk Register.

**2. RECOMMENDATION**

2.1 That the report be noted.

**3. BACKGROUND**

3.1 Under Section 2(1)(a) of the Civil Contingencies Act 2004 all Category 1 responders have a duty to assess the risk of an emergency occurring within, or affecting, a geographical area for which each Category 1 Responder is responsible.

3.2 Regulation 15 of the Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 places a statutory duty upon all Categories 1 responders to co-operate with each other in producing and maintaining a register of the risk assessments carried out by each Category 1 responder. This register will be known as the "Community Risk Register".

3.3 The guidance document "Emergency Preparedness" provides comprehensive advice on how to prepare the register and perform the assessments. The Community Risk Register is viewed as the common starting point for responders in their production of contingency planning strategies and 'joined-up' and consistent planning assumptions.

3.4 Whilst each Category 1 responder could have worked independently to complete risk assessments, it was agreed at the Local Resilience Working Group chaired by the Chief Emergency Planning Officer to

form a Sub Group (Risk Assessment Working Group – RAWG) consisting of representatives from all Category 1 responders who would work and co-operate together to consider these hazards at a local level and produce the required risk assessments. The Sub Group would also examine risk treatment and prioritise risk reduction measures. Simon Wright, an Assistant Emergency Planning Officer in the Cleveland Emergency Planning Unit was appointed the project leader.

#### **4. PROGRESS**

- 4.1 The RAWG first met in September 2005 when membership, terms of reference and roles and responsibilities were agreed. An action plan was also agreed which allowed all members to commence work from a common starting point.
- 4.2 There is a requirement to assess the likelihood of risks occurring in a five year timeframe and guidance documents gave details of a number of hazards that had been identified by central government as likely to require a national and regional response ('H' hazards) as well as a local response. Thereafter, it was expected that other hazards would be identified within a local context. Outcome descriptions (consequences and/or significance of the event) were imposed for the 'H' hazards whilst outcomes for local hazards were set by the RAWG.
- 4.3 Over 60 hazards have been identified for the Cleveland area and the Project Leader has developed a computer model utilizing 'Access' as the preferred database to provide a sound foundation document. The advantage of this model is that it gives all emergency planners and representatives from all Category 1 responders the capability to request specific information on any aspect of the register.
- 4.4 Wherever possible, a 'lead agency' was identified for each of the hazards identified and that agency was tasked with preparing the initial assessment for that hazard, seeking co-operation, advice and support from other agencies and Category 2 responders as and where necessary. Thereafter the whole sub group would review the initial assessments.
- 4.5 As of 16<sup>th</sup> November 2005, over 40 initial assessments had been prepared by the representative(s) of the 'lead agency' and fed into the computer model. Whilst, dependant upon time and research requirements, it is expected that by 31<sup>st</sup> December all the initial assessments will have been completed and fed into the model. Ongoing work is showing that the final number of assessments will be at least 70, as some original hazards are now becoming subject to sub-categorisation.
- 4.6 A draft cover document which explains the risk assessment matrix and the types of risks has been produced. The initial assessments that

have been received, whilst subject to review, have been included and the latest version will be presented at the meeting. In line with national guidance, the final document will be in PDF format for easy use on the internet.

- 4.7 The RAWG are holding regular meetings until the community risk register is complete, which involves a rolling process of reviewing assessments submitted. This is to allow all members to input changes if required. It is anticipated that the review of the initial assessments, loading of data and preparation of the register ready for publication will be completed by mid January 2006, which is earlier than originally expected.
- 4.8 Following publication of the document, it will be the role of the Sub Group to monitor and review the Community Risk register in respect of the:
- The hazards
  - Descriptions of outcome and consequences, especially locally determined hazards
  - Reflect changes in the response or resilience capabilities, and
  - Mitigation actions that could alter the likelihood or impact of a hazard.
- 4.9 The Cleveland Community Risk Register will be a “shared” document produced under the ‘ownership’ of the Cleveland Local Resilience Forum.

## 5. PUBLICATION

- 5.1 The Act requires each Category 1 responder to arrange to publish all or part of its risk assessments through the publication of all or part of the Community Risk Register (CRR). This will be done through the agreement of the members of the Local Resilience Forum.
- 5.2 It is envisaged at this time that the CRR will be placed on the web sites of all Category 1 responders, including those of the four local authority’s in the ‘Cleveland’ area and the Cleveland Emergency Planning Unit.
- 5.3 Each risk assessment will provide details of a representative of the ‘lead agency’ who can be contacted for future information on the hazard, control measures in place and likely impact should an incident occur involving that hazard.

Report Author: Denis Hampson  
Chief Emergency Planning Officer

Date: 21<sup>st</sup> November 2005

**CLEVELAND EMERGENCY PLANNING UNIT**

**REPORT TO:** Emergency Planning Joint Committee  
**REPORT FROM:** Chief Emergency Planning Officer  
**DATE:** 6<sup>th</sup> December 2006  
**SUBJECT:** **INFORMATION TO THE PUBLIC – Z CARDS**

**1. PURPOSE**

To inform the Joint Committee of the ongoing work to produce an information leaflet for the public using the Z card process. The aim of this work is designed to assist the Local Authority to meet the requirements of the Civil Contingencies Act 2004 in relation to “communicating with the public”.

**2. RECOMMENDATION**

2.1 That the report be noted.

**3. BACKGROUND**

3.1 Under Section 2(1)(g) of the Civil Contingencies Act 2004 all Category 1 responders have a duty to warn the public and to provide information and advice to the public, if an emergency is likely to occur or has occurred.

3.2 Regulation 32 of the Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 places a statutory duty upon all Categories 1 responders to co-operate with each other to provide information and advice to the public.

3.3 In respect of the duty to warn the public when an emergency occurs, the Local Authorities have in place media plans and procedures to warn the public and the Cleveland Communications Strategy is a tried and tested mechanism for getting warnings out to the public through the media. However it has been recognised that more needs to be done to make the public aware of the risks and threats they may encounter from emergencies.

3.4 There are already a number of ways used by the Category 1 responders and partner agencies, including industry, to provide public awareness:

- 'Floodline' used by the Environment Agency to advise and warn about flooding incidents;
  - Letters issued to all residents within the 'public information zone' around all the major chemical sites;
  - Community calendars issued by British Energy and some chemical site operators;
  - Letters and advice notices issued by nuclear industry in relation to Hartlepool Power Station;
  - The 'Preparing for Emergencies' booklet issued by central government in 2004.
  - There are emergency planning pages on each of the Local Authority's web sites;
  - The website of the Cleveland Emergency Planning Unit provides advice and guidance, as does the Resilience web site of the Civil Contingencies Secretariat;
  - Numerous information leaflets are available, often through libraries. Utility companies send out information with their bills.
  - Emergency telephone numbers are shown in the telephone directories.
- 3.5 The publication of the Community Risk Register in early 2006 will provide a further opportunity to provide the public with information about likely risks and their impact / consequences should an emergency occur.
- 3.6. The requirement under the Civil Contingencies Act 2004 is based on the belief that a well informed public is better able to respond to an emergency and to minimize the impact of the emergency on the community. However, regard must be had of the need not to alarm the public unnecessarily.
- 3.7 Whilst each Category 1 responder does in many ways work independently to complete this duty, much of this duty is overseen by the Cleveland Media Emergency Forum chaired by the Chief Emergency Planning Officer. It was agreed at the Forum meeting in June 2005 to produce an information and general guidance leaflet but to make it more 'attractive' and less prone to be discarded, it was agreed to use the 'Z card' format. A project group consisting of representatives from the emergency services and emergency planning unit was formed to work and co-operate together to produce the 'Z card' leaflet. Tony Wright, an Assistant Emergency Planning Officer in the Cleveland Emergency Planning Unit is the project leader.

#### **4. PROGRESS**

- 4.1 The design and content was agreed following several meetings and the leaflet is currently with a graphic artist who is preparing a 'proof document' which will be available to be shown to the Joint Committee at the meeting on 6<sup>th</sup> December. The general thrust of the information is to make the public more aware of how to protect themselves and

others should an emergency occur, focusing on the more likely risks, for example, flooding, severe weather and fire in their homes, and evacuation.

- 4.2 The Z card will be distributed to all recipients of the quarterly local authority magazine i.e. Hartbeat, Stockton News, Coast and Country and Middlesbrough News with the spring issue of the respective magazine. This should ensure it is received into 220,000 homes across the four local authorities. Agreement has also been obtained to place an article in each of the magazines to highlight the Z card and the messages it contains.
- 4.3 The cost of producing the Z card and delivering it to every home has been estimated at £26,000. Part of the cost will be met from the three emergency services, the Environment Agency and from the budget of the Emergency Planning Unit. However, final completion of the project would not have been possible without sponsorship from a number of companies with whom the Emergency Planning Unit has close contact and co-operation. These companies will meet over half of the cost of the production and delivery of this Z card.
- 4.4 The companies involved are:  
British Energy;  
Corus;  
ConocoPhillips, and  
BP.  
Acknowledgement of their sponsorship will be shown on the leaflet and their company logos will be shown. Each of these companies have agreed to provide sponsorship as part of the community projects and initiatives they become involved with.
- 4.6 Attached at annex 'A' is a copy of the layout and information provided to the graphic artist, which will provide members of the Joint Committee with a 'flavour' of the 'Z card', although the finished design may vary from this.

Report Author: Denis Hampson  
Chief Emergency Planning Officer

Date: 21<sup>st</sup> November 2005

## Prepare for Emergencies

The chances of you being caught up in a major emergency or disasters are low. Nevertheless it may happen and this leaflet shows you how you can be better prepared to protect yourself and others.

### What Emergencies Might We Face?

(Picture)	(Picture)	(Picture)
Flooding	Large chemical fires or gas release	Explosion
(Picture)	(Picture)	(Picture)
Severe weather, storms or snow	Large scale transport accidents	Power Failure

### Initial steps to take

- Keep all family and friends phone numbers with you. Choose someone living away to be your family contact
- Make family plans for possible local emergencies and make sure your children know what to do, and practice the plans
- If you live near an industrial site you will be told if there are special emergency arrangements for your area. For other fires or chemical releases see the Go in, Stay in, Tune in section

Pack an emergency bag or kit and keep it handy. It should contain:	
(Picture)	(Picture)
A radio and a torch with spare batteries	A first aid kit and medication
(Picture)	(Picture)
Bottled water – replace regularly at 6 months	Emergency food for 3 days + a can opener

## Severe weather or power cuts

Put together an emergency kit, make sure you have batteries and a radio

Be aware of severe weather warnings and plan ahead for what you will need to do

### Flooding

Make a plan of action.

Make any preparations (eg install products to prevent water coming in

Insure your property and contents

### When Flooding is Imminent

(Picture)

(Picture)

Put your plan into action, eg move your furniture and valuables upstairs (including photographs, passports, deeds, birth certs) place sandbags or barriers into position

Tune into your local radio stations or television news for updates. (See local radio stations overleaf)

Ring the Environment Agency's Floodline  
0845 9881188 for more information

Keep handy numbers, non-local family or friend contacts, doctors, hospital, utility company:

Contact Numbers	
Family Contact.....	.....
Doctor.....	.....
Nearest Hospital.....	.....
Police.....	.....
Electricity Faults.....	.....
Gas Leaks.....	0800 111999
Water Company.....	.....
Env Agency Floodline.....	0845 9881188
Other Useful Numbers.....	.....

## Go in, Stay in, Tune in

If there is danger from smoke, fumes, or chemicals:

### Go in – Go indoors

(Picture)

Continually assess risks  
Go upstairs where possible  
Do not collect children from school – they will be properly cared for

### Stay in – Close all doors and windows

(Picture)

Extinguish all naked flames  
Switch off gas supplies  
Keep away from windows  
DO NOT go out until advised by the police

### Tune in – Tune into local radio/TV

(Picture)

Follow official instructions  
DO NOT use the telephone – keep lines free for emergency use only

### What to do if you are evacuated

(Picture)

Follow instructions from the emergency services

(Picture)

Check if neighbours know what is happening, or need help

(Picture)

Gather family members and prepare to leave your home

(Picture)

Get pets ready for evacuation (food / leads / baskets needed?)

(Picture)

Take any prescribed medicines with you

(Picture)

Don't return home unless told you can



## If there is time

- Take warm clothing for everyone
- Take baby and other special foods if needed
- Make sure fires are out and all appliances and equipment are switched off
- Shut all windows and lock your property

## Toxic Chemical or Radiation Release

### Upon warning of an incident

(Picture)	(Picture)	(Picture)
Go indoors and stay there	Bring pets inside	Close all windows doors and air vents
(Picture)	(Picture)	(Picture)
Switch off air conditioning, ventilation and fans	Cover all unsealed fresh food	Extinguish all naked flames

### During / After an incident

(Picture)	(Picture)	(Picture)
Don't go outside until you are told it is safe to do so (see tune in)	Don't collect children from school until told you can – they will be looked after	Don't leave the scene to take yourself to hospital if you think you are contaminated-WAIT for specialist advice

## Fire

### Safety Tips

- Fit smoke alarms on each level of your home
- Make a fire action plan, so everyone in your home knows how to escape if there is a fire
- Keep the exits from your home clear, and ensure everyone can find keys for doors and windows
- Take extra care when cooking, especially when tired or when you have been drinking
- Consider buying a thermostatically controlled deep fat fryer (if you don't already have one) instead of using an open pan for deep frying
- Don't overload electrical sockets—one plug for each socket

Cleveland Emergency Planning Unit would like to thank the following for their sponsorship of this leaflet:

## Looking after your smoke alarm

(Picture)	(Picture)	(Picture)
Test the battery is working once a week – press test button until alarm sounds	Change the battery once a year (unless it's a 10-year alarm) or if it fails to work when tested	After 10 years it is best to replace your alarm with a complete new unit

## V Smoke alarms could help save your home and the lives of your family

**FREE Home Fire Safety Checks**

(Picture)

Free Home Fire Safety Checks are carried out by operational crews who help identify fire hazards, provide fire safety advice, assist with fire planning, and will, if necessary fit FREE smoke alarms. For details call: **01429 870463**

### After a Fire

After the fire has been extinguished, the fire officers will examine the building, and may advise you of any apparent defects. You may be advised to seek professional advice/assistance depending on defect, e.g. a structural engineer or architect

Contact insurance company as soon as possible	Keep a complete list of any items which are damaged	If you DO NOT have insurance contact your local benefits agency (see contacts)
---	---	--

### Gas – Electricity – Water Supplies

Don't switch on gas, electricity or water if turned off by the Fire Brigade	Get these supplies and installations checked and repaired by a qualified person before being reconnected
---	--

If your accommodation is unusable following a fire:

Try to arrange temporary accommodation with family or friends	Contact the Local Authority Housing Officer or ask the fire brigade or police to do this for you out of hours
---	---

## Security

When the emergency services leave, you are responsible for the security of your property.

As far as possible secure from the effects of weather and unwanted intruders

If you have to leave the property unattended, remove valuables if safe to do so

Inform the Police of your situation and where you can be contacted

## Chip Pans

- Never fill a chip pan more than 1/3 full of fat or oil
- Never leave the pan unattended when the heat is switched on
- Never put the food in the pan if the oil begins to give off smoke. Turn off the heat and leave the oil to cool, otherwise it could catch fire

If the pan catches fire:

- Do not move it
- Turn off the heat if it is safe to do so, but never lean over the pan to reach the cooker controls
- Cover the pan with a damp cloth or damp tea towel and leave to cool for at least 30 minutes **NEVER THROW WATER OVER THE FIRE**

## More Information and Contacts

Cleveland Emergency Planning Unit 01642 221121  
[www.clevelandemergencyplanning.info](http://www.clevelandemergencyplanning.info)

Cleveland Fire Brigade 01429 872311  
[www.clevelandfire.gov.uk](http://www.clevelandfire.gov.uk)

Cleveland Police 01642 326326  
[www.cleveland.police.uk](http://www.cleveland.police.uk)

Environment Agency Floodline 0845 9881188  
[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

Government website – Preparing for Emergencies  
[www.preparingforemergencies.gov.uk](http://www.preparingforemergencies.gov.uk)

Hartlepool Power Station Emergency Planning information  
[www.british-energy.com](http://www.british-energy.com)

Hartlepool Benefits Agency 01429 253700  
Middlesbrough Benefits Agency 01642 398300  
Redcar & Cleveland Benefits Agency 01642 398300  
Stockton Benefits Agency – 01642 636000

## Local Radio Stations

BBC Radio Cleveland 95FM  
TFM 96.6FM  
Century Radio 100-102FM  
Pool Radio 107.5FM  
Galaxy Radio 105-106FM

All written information is available, on request, in **larger** print. It is also available in other languages. Please contact 01642 221121

**CLEVELAND EMERGENCY PLANNING UNIT**

**REPORT TO:** Emergency Planning Joint Committee  
**REPORT FROM:** Chief Emergency Planning Officer  
**DATE:** 6<sup>th</sup> December 2005  
**SUBJECT:** **PANDEMIC FLU**

**1. PURPOSE OF REPORT:**

To inform the Emergency Planning Joint Committee of the threat of pandemic flu and the work being undertaken in respect of this threat.

**2. RECOMMENDATION:**

That Members note the report

**3. BACKGROUND**

3.1 The threat of a pandemic flu is recognized as a serious risk at both an international and national level. Many experts believe that an outbreak is inevitable and the only question is not “if” but “when”. It will involve a variant strain of the influenza virus to which there is little or no immunity in the general population and it will therefore have a massive impact upon human health, the health service, local authorities, industry and commerce and cause widespread social disruption.

3.2 The important features of a flu pandemic (world wide) are:

- It is unpredictable
- It may occur at any time of the year
- It is most likely to start in Asia and gradually spread
- Once it enters the United Kingdom, there is likely to be a 3 to 4 week ‘build up’ period but when it occurs, it might consist of one or more waves, perhaps weeks or months apart, with the first lasting up to 17 weeks. The critical time within that period are weeks 5 to 8 when it is anticipated the pandemic will be at its worst.
- The most likely scenario is a cumulative attack rate affecting up to 25% of the population and Department of Health estimate that affected workers will take 5 to 8 days to combat the effects of the flu pandemic. This will be exacerbated by employees needing to take time off work to care for sick relatives and those excluded from closed services, for example schools and nurseries, at the peak of the flu pandemic. This has been estimated at an absence rate of between 15 and 25%.

- Staff who have the flu should not come to work.
- The age or group of persons likely to be affected is wide and affect all localities.
- A far greater proportion of people are likely to require hospitalization than for normal seasonal flu and there will be a greater number of 'unexpected' deaths.
- There are no vaccines for this strain of flu and it is likely to be up to 3-6 months before one is produced, once the particular strain of flu is known.
- The Government is purchasing and stockpiling 14.6 million treatment courses of 'Tamiflu', an antiviral medicine which will be given to patients who:
  - Have an acute influenza-like illness and
  - Have a fever (>38°C) and
  - Have been symptomatic for no more than two days.
- The antiviral medicine should lessen the severity and duration of the illness and lower demand for hospital care.
- Pandemic flu (world wide) should not be confused with an epidemic of 'seasonal flu' which is being predicted by some experts to occur during this current winter period.

3.3 Pandemic flu is seen as a high priority strategic risk to the Local Authorities and should it strike, will affect how they carry out their functions especially during the main period of the pandemic. This is very much a Business Continuity scenario – how do you carry out your business with possibly up to 40-50% of staff absent?

3.4 An important function is for each authority to identify their critical and non-critical services.

- Critical services are those for which non delivery, late delivery or under capacity of the service will quickly expose individuals, the community and/or the Council to significant risk. Therefore these services must be maintained at all costs.
- Non-critical services for which non-delivery or some element of under delivery can be sustained for various time periods without exposing individuals, the community or the Council to unacceptable risk.

3.5 A pandemic flu will also affect other partners and/or suppliers with whom the Councils normally "do business" and the service normally provided by them will be affected and this will have a knock on effect to the Local Authority.

3.6 Health and care workers are also going to be affected and it is also likely that beds in hospitals will be "freed up" in anticipation of an increase in admissions by persons with acute influenza or other chronic illnesses worsened by flu. This will create a higher demand than normal on Social Workers and Care Workers from the Local Authority, who in turn could be short staffed due to the pandemic flu.

- 3.7 Information has been provided to the Local Authorities by the Emergency Planning Advisor from the Health Protection Agency and Emergency Planning Unit staff are providing advice and guidance as appropriate.
- 3.8 The Emergency Planning Unit is in the process of producing information and guidance documents to assist the Local Authorities with their business continuity planning for this identified risk. Partners on the Business Continuity sub-group of the Local Resilience Forum are sharing information and best practice.
- 3.9 A meeting has been arranged by the EPU for the 19<sup>th</sup> December 2005 at which the Chief Executives of the four Local Authority's and Directors of Public Health from the Primary Care Trusts will attend, together with Chief Officers from the Emergency Services and Health Protection Agency.
- 3.10 Emergency Planners are recommending that management and control of the risk is undertaken through the following mechanism of alert levels:
- GREEN – present phase where there is no evidence of the flu pandemic but information sharing and planning is undertaken.
  - AMBER – phase in which there are confirmed reports of the commencement of a pandemic in the United Kingdom. Corporate Management Teams meet twice weekly to share information, agree strategy and likely tactics and prepare to confront the pandemic. Close dialogue is maintained with partners and suppliers. Incident Management Team (IMT) is formed.
  - RED – Pandemic flu impacting upon the 'Cleveland' area. IMT meets daily, receives details of absenteeism and agrees tactics e.g. cease certain activities, transfer staff where possible to assist with delivery of critical services, etc.
  - AMBER 2 – impact of pandemic subsiding but there is still a need for daily monitoring. Gradually services return to normality.
  - GREEN 2 - Post incident phase but there are likely to be a number of resultant issues which will require to be managed, including:
    - People in financial difficulty – need for advice services
    - Trauma in the community due to bereavement - need for support services
    - Trauma amongst individual staff members or teams due to bereavement – provision of employee support
    - Vulnerable people left without carers – need for social services
    - Higher number than normal staff vacancies due to bereavement and/or suspension of recruitment during pandemic.

- Difficulties in returning service to previous working following temporary cessation and/or transfer of staff to other service areas.

3.11 The Media / Public Relations Department will be heavily involved in providing advice to the general public and staff. An effective communications system will be required to keep the community fully informed of changes to service provision. Each of the Council websites will be an effective medium for getting public information out to the community.

3.12 The communications strategy relating to pandemic flu is being discussed and developed by the Cleveland Media Emergency Forum which is chaired by the Chief Emergency Planning Officer. The Forum is attended by the Public Relations Managers from the Local Authorities. The next meeting is on the 8<sup>th</sup> December 2005.

Report Author: Denis Hampson  
Chief Emergency Planning Officer

Report dated: 23<sup>rd</sup> November 2005

**CLEVELAND EMERGENCY PLANNING UNIT**

**REPORT TO:** Emergency Planning Joint Committee  
**REPORT FROM:** Chief Emergency Planning Officer  
**DATE:** 6<sup>th</sup> December 2005  
**SUBJECT:** **REPORTED INCIDENTS / CLEVELAND COMMUNICATIONS STRATEGY**

**1. PURPOSE OF REPORT:**

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

**2. RECOMMENDATION:**

That Members note the report

**3. FLOOD and WEATHER WARNINGS**

3.1 Since the last Emergency Planning Joint Committee on 25<sup>th</sup> August 2005, there have been 5 Flash weather warnings and 9 early warnings of severe weather, mostly in respect of heavy rain and/or thunder storms.

3.2 In the same period, there have been 3 Flood Watch messages issued by the Environment Agency. The warnings have been in respect of potential flooding from rivers and becks due to heavy rainfall. All such messages have been followed by "All Clear" messages.

3.3 Since 1<sup>st</sup> April 2005, the total of such messages received and dealt with are:

Flash weather warnings:	15
Early warnings of severe weather:	18
Flood Watch:	11
Flood warnings:	9
Severe Flood warnings:	0

**4. COMMUNICATIONS STRATEGY**

4.1 34 faxes have been issued by the Operators or Agencies involved with the strategy since the last meeting of the Emergency Planning Joint

Committee. They range from noise from alarm systems to excessive flaring to small releases of chemicals. All were blue faxes.

- 4.2 Since 1<sup>st</sup> April 2005, 122 faxes have been received. All but two were blue faxes. The 2 red faxes relate to a major fire at Lingdale and the explosion at Corus, details of which were reported to the Joint Committee in August 2005.

## **5. INCIDENTS OF NOTE**

- 5.1 Since the last meeting there have 8 incidents of note which have involved the Emergency Planning Unit and on some occasions seen the deployment of staff to the scene or Incident Command Rooms to represent the Local Authority. These were:

- 8<sup>th</sup> September 2005 (0245 hours). Wilton. Leak of Petrinex Heavy Fuel Oil, causing toxic plume. Plume dissipated as it went off-site and there was no danger to the general public.
- 20<sup>th</sup> September 2005. Billingham Site. Leak of two gallons of sulphuric acid which gave off toxic fumes. All site personnel placed in toxic refuges.
- 20<sup>th</sup> September 2005. Dockside Road, Middlesbrough. Serious fire next to containers of toxic chemicals. Police Command Room opened and nearby roads closed.
- 24<sup>th</sup> September 2005. Tomlinson Road, Hartlepool. Large fire at scrapyards which created plume of dense acrid smoke. Cordon placed around area and some roads closed. Fire took over 4 hours to be brought under control.
- 29<sup>th</sup> September 2005. A689 road at Wolviston. Barrel of organic peroxide fell from lorry. Westbound carriageway closed for 3 hours.
- 12<sup>th</sup> October 2005. A179 road near Hartlepool. Bus fire. Nine pupils from a Hartlepool school treated at hospital for minor shock and smoke inhalation.
- 21<sup>st</sup> October 2005. Belasis Avenue, Billingham. Fire in old ICI offices. 14 fire appliances and 2 high platform units deployed. Thick acrid smoke. Roads closed in vicinity. Nearby school affected.
- 27<sup>th</sup> October 2005. Newport Bridge closed for two hours during peak traffic time due to person climbing bridge structure.

- 5.2 One other incident to which the EPU were notified and kept a watching brief was a suspect 'bomb' in a house in Eston High Street on 8<sup>th</sup> November 2005 that required the surrounding area to be cordoned off.

Report Author: Denis Hampson  
Chief Emergency Planning Officer

Report dated: 23<sup>rd</sup> November 2005