

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

MONDAY, 15 DECEMBER 2008 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 Barry Coppinger

Stockton Borough Council:-

Councillors Terry Laing

Redcar and Cleveland Borough Council:-

Councillors Dave McLuckie

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**

To confirm the minutes of the meeting held on 22 September 2008

4. **REPORT OF CHIEF EMERGENCY PLANNING OFFICER**

- 4.1 Internal Audit Report – *Chief Emergency Planning Officer*
- 4.2 Local Resilience (LRF) Handbook / Guide – *Chief Emergency Planning Officer*
- 4.3 Humanitarian Assistance Centre Event – *Chief Emergency Planning Officer*
- 4.4 PITT Review – Flooding – *Chief Emergency Planning Officer*
- 4.5 Multi-Agency Flood Plans - *Chief Emergency Planning Officer*
- 4.6 Pandemic Influenza Planning – *Chief Emergency Planning Officer*
- 4.7 Reported Incidents / Cleveland Communications Strategy - *Chief Emergency Planning Officer*

5. **ANY OTHER BUSINESS**

6. **DATE AND TIME OF NEXT MEETING – TO BE CONFIRMED**

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

22 September 2008

The meeting commenced at 1.00 pm in the Town Hall, Middlesbrough

Present: Councillor Barry Coppinger (Middlesbrough BC) (In the Chair)
The Mayor Stuart Drummond (Hartlepool BC)
Councillor Terry Laing (Stockton on Tees BC)

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

10. Apologies for Absence

Apologies were received from Councillor Dave McLuckie (Redcar and Cleveland BC)

11. Declaration of interest by members

None.

12. Confirmation of the minutes of the meetings held on 11 June 2008, 18 June 2008 and 5 September 2008

The minutes were accepted as an accurate record.

Matters Arising

Ambulance Control Room – The Chair informed those present that the Secretary of State for Health had asked an independent review panel to see whether this warrants a review. The outcome of this should be known by the end of September.

Air Support Unit – The Chair stated that this was an ongoing issue with the Police Authority and any further developments would be fed back to the committee.

13. 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 (EPU) for the period between 1 June and 12 August 2008.

Over this period there had been 7 early warnings of heavy rain, 1 early warning of severe gales, 5 warnings of extreme rainfall and 1 heat wave warning. Since the preparation of the circulated report the EPU had received several flood warnings, but Cleveland escaped any major flooding whilst Morpeth and several areas in Northumberland had been seriously affected by flooding.

He also informed Members that the EPU was taking part in a 6 month pilot extreme rainfall scheme that the Meteorological Office is trialling. The pilot scheme was designed to give early and/or immediate warnings of extreme rainfall which had the potential to cause surface water flooding. This was in addition to flood warnings issued by the Environment Agency and therefore there may be times in the future when the EPU received warnings from both Agencies.

There had been a total of 76 'blue faxes' in the first four and a half months of 2008/09 (over half the total for the whole of 2007/08). A third of these had been received and dealt with by the Duty Emergency Planning Officer outside normal office hours. All were blue faxes which were for information only but where appropriate, the local authorities were advised and therefore able to field questions from either the media or the public.

The EPU had been involved in four incidents of note and on some occasions had deployed staff to the scene or Incident Command Rooms to represent the Local Authority. A number of other incidents of a minor nature were also reported to the Cleveland EPU, some of which were dealt with by the Duty Officer out of hours.

Decision

Members noted the report.

14. 4th European Congress on Disaster Management – Chief Emergency Planning Officer

The Chief Emergency Planning Officer (EPO) informed members of the Joint Committee that he had been invited to attend the 4th European Congress on Disaster Management in Bonn, Germany on 8 and 9 October 2008 as a speaker. The conference has been organised by

the German Federal Office for Civil Protection and Disaster Assistance, the German Federal Technical Relief Agency and the newspaper *Behörden Spiegel*. The Chief EPO has been asked to give a 20 – 30 minute presentation and be part of a panel to consider the capabilities of training and exercising. There is only one other speaker from the UK at the conference, a Chief Fire Officer. Travel and hotel accommodation would be met by the congress organisers and any ancillary costs would be met from the Emergency Planning training budget.

Members congratulated the Chief EPO on his invitation and suggested that there should be some publicity about this. The Chief EPO said that the Hartlepool Press Office would release a statement regarding this.

Decision

The Members noted the report.

15. National Health Service (NHS) Graduate Placement – Chief Emergency Planning Officer

The Chief EPO informed the meeting that the EPU had been approached by a mature student currently on a 2 year NHS Graduate Management Training Scheme who considered that a secondment to the unit would provide him with experience of business, planning and training processes. The secondment had been agreed, following consultation with the Human Resources Department of Hartlepool Borough Council, for a period from 1 September 2008 until 30 October 2008. There would be no cost to the EPU as all wages and expenses were to be paid by the NHS who also indemnify the EPU against any claims if he was injured etc whilst on his placement.

He would be given 3 projects to undertake; a review of the Cleveland Co-ordination Scheme, a feasibility study of the Joint EPU and the preparation of a multi-agency Scientific Technical Advice Cell (STAC) exercise, in conjunction with the Health Protection Agency. The Chief EPO stated that the Cleveland Co-ordination Scheme had last been updated 7 years ago and was therefore in need of revision. He stated that a Joint EPU feasibility study was necessary to review the need for a joint unit and if so, where this could be located in the future as the Fire Brigade were thinking of relocating from the current site occupied by the EPU. The Chief EPU said that the possibility of integrating the PCT Emergency Planning Officer into the joint unit was also being explored. This would aid more information sharing.

Decision

The report was noted.

16. Restructuring of the Emergency Planning Unit – Chief Emergency Planning Officer

The Chief EPO informed members of his proposals to re-structure the EPU to ensure maximum effectiveness and efficiency of the Unit at a time of increasing workloads and commitments. The Cleveland Unit has fewer staff than any of the neighbouring EPU's. The Strategic Business Plan 2008/11 and the Annual Plan 2008/09 of the Cleveland EPU had both identified the increasing workload of the EPU and increased emphasis on emergency planning from central Government through the Cabinet Office and Civil Contingencies Secretariat.

Over the past three years there has been a large changeover in staff who were recruited, received training but then left after 12 to 18 months, all to undertake more senior roles with their new employers. The knowledge, work ethic and experience they gained whilst with the EPU appeared to be an asset other employers were seeking. Exit interviews with staff who had left indicated that staff had too heavy a workload and that they were getting paid less than in neighbouring Authorities. The Deputy Chief EPO was due to take early retirement in the near future and this, coupled with three other members of staff leaving, had created an opportune time to restructure.

The proposed restructure was outlined i.e. the loss of the Deputy Chief EPO, the creation of a new Principal EPO, creation of a new post of Training and Exercise Officer and a new EPO. There was also the potential to create a new post of Civil Contingencies Officer but that was dependant upon the outcome of the review of the Civil Contingencies Act. The financial implications were outlined in the report. It was intended that the new structure would have a stabilising influence on the EPU and had the support of existing staff. It was envisaged that this would assist with the retention of staff, thereby significantly reducing associated costs of recruitment and retention.

Members asked what the proposed salary scales would be and the Chief EPO stated that there would be an ongoing increase of £13,000 in the proposed staff structure but this would be covered by the loss of the Deputy Chief EPU post, increased income generation and some Beacon status money. There would be no additional financial implications upon the Local Authorities.

Decision

The proposed restructures were endorsed.

17. Fire Brigade Control Room – Chief Emergency Planning Officer

The Chief EPO had prepared a report outlining the implications of the proposed transfer of the Cleveland Fire Brigade Control Room to a new Regional Fire Control Centre located at Belmont Business Park in Durham.

He stated that the proposed introduction of Regional Fire Control Centres was a national project sponsored by the Department of Communities and Local Government (DCLG) and that the National Framework document stated that 'Fire and Rescue Authorities must make preparations to move their control services to the Regional Control Centre network'. The Government considered that the Regional Control Centres would provide an enhanced call handling and mobilising control facility, utilising the national network of 9 resilience centres which would be fully networked and capable of backing each other up if required. The Government was to invest over £100 million in new Information Technology systems and would cover the costs incurred in the Fire Brigades moving from their existing control rooms. The neighbouring control would be the North West based in Manchester, which would provide an overflow should activity levels exceed capacity in the North East centre and would act as the fall back. March 2010 had been identified as the move from the Cleveland premises. The Regional Control would be owned and run by a Local Authority Controlled Company which would include 2 elected members. It was established that this had been set up and the 2 Members involved were Brenda Forster from Redcar and Cleveland and Robbie Payne from Hartlepool.

The current and proposed staffing along with some current call handling statistics were outlined. It was noted that many larger premises in Cleveland had an automatic fire alarm which went directly to the Fire Control giving the exact location of a possible fire. The fire risks specific to Cleveland were also detailed including amongst others the high level of chemical industry and the nuclear power station.

The Chief EPO then referred to a request from the North East Ambulance Service for information on the views of the Cleveland Emergency Planning Joint Committee regarding the proposed move of the relocation of the Fire Brigade Control Room.

It was felt that the Committee should be consistent in its approach to the relocation of Ambulance and Fire Control Rooms. A suggestion was made that the Local Authority Scrutiny process should become involved. Members queried how advanced the Fire Control relocation process was. The Chief EPO stated that building work was complete and a Project Manager had been appointed. However, he was not aware of what internal work was completed or if the network equipment was installed. The Fire and Rescue National Framework document had

referred to consultation with stakeholders having taken place in 2007. The Chief EPO suggested that this may have been directed to Chief Executives or the Fire Brigade Committee. He was not aware of any public consultation exercise and there had not been any consultation with the Emergency Planning Unit.

Members were concerned about the lack of consultation in the process which they felt should have raised similar issues as those faced by the ambulance service. Members were also concerned that there would be a possible risk to the resilience of the area if the local control room was regionalised.

Decision

Members agreed that the regionalisation of the Fire and Rescue Control should be referred to the individual scrutiny forums of the Local Authorities.

The meeting concluded at 2.00 pm.

Barry Coppinger
CHAIR

CLEVELAND EMERGENCY PLANNING UNIT

REPORT TO: Emergency Planning Joint Committee
REPORT FROM: Chief Emergency Planning Officer
DATE: 15th December 2008
SUBJECT: **INTERNAL AUDIT REPORT**

1. PURPOSE OF REPORT:

- 1.1 To inform the Joint Committee that the Internal Auditor of Hartlepool Borough Council has performed a comprehensive internal audit review of the Cleveland Emergency Planning Unit. In all aspects of the review undertaken, the assessment was satisfactory

2. BACKGROUND:

- 2.1 In accordance with the 2008/09 Internal Audit Plan of Hartlepool Borough Council, a review of arrangements, structures, systems and processes within the Emergency Planning Unit was conducted in September 2008 by members of the Internal Audit Department.
- 2.2 The object of the audit was to test and evaluate the efficiency and effectiveness of the systems and ensure appropriate control measures were in place. Areas of financial and administrative activity were examined to assess that the emergency planning service was being provided in line with statutory requirements, was effectively and efficiently operated and that information and equipment was securely held.
- 2.3 The conclusions of the review were positive and in all areas examined, the assessment grading was satisfactory, indicating that adequate controls were in place. No follow-up or remedial action was proposed.
- 2.4 A copy of the Internal Audit Report is attached.

3. RECOMMENDATION:

3.1 That members note the report.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Date: 1st December 2008



Internal Audit Report

Emergency Planning

Final Report Issued: 30/10/08



Internal Audit is an independent appraisal function that reviews the Council's activities, both financial and non-financial. Internal Audit provides a service to the whole Council in order to provide assurance on the arrangements for risk management, internal control and corporate governance, and to provide advice to support achievement of best practice.

All audit work has been carried out in accordance with the CIPFA Code of Practice for Internal Audit in Local Government in the UK, as reflected in the Internal Audit Manual.

The auditors involved in the work have no links to the subject matter of this audit or relationships with the clients that could compromise the impartiality or objectivity of the work undertaken.

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FINAL



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Scope, Objectives and Risks of the Audit

Scope

The Cleveland Emergency Planning Unit (CEPU) from its base in Middlesbrough provides a comprehensive resilience and emergency planning service to the four unitary authorities of Hartlepool, Middlesbrough, Stockton-on-Tees and Redcar and Cleveland. The CEPU is financed through a joint arrangement with Hartlepool Borough Council being the lead authority.

The emphasis of the role undertaken by the CEPU has been changed by the Civil Contingencies Act 2004 and one of its primary functions is now to undertake work with and on behalf of the four local authorities to ensure that they meet their statutory requirements under the Act. The Civil Contingencies Act repealed previous legislation relating to civil defence functions and now provides a single framework for emergency preparedness, civil protection and emergency powers in the UK.

The Civil Contingencies Act divides local responders into two categories, imposing a different set of duties on each. Category 1 organisations are those at the core of the response to most emergencies, including local authorities. The CEPU is therefore subject to the full set of civil protection duties.

To ensure that the CEPU is able to respond efficiently and effectively to an emergency the CEPU has developed numerous links with partnership agencies in the area, particularly the emergency services. The CEPU operates a "Duty Officer" arrangement, operating on a 365 day a year, 24 hour basis, providing a single point of contact between emergency services, other agencies and the four local authorities, for alerting and activating them in the event of an incident or major emergency.

Objectives

The audit objectives were to ensure that the system controls in place at the CEPU provide reasonable assurance that the Emergency Planning service is provided in line with statutory or legislative requirements; the Emergency Planning service is effectively and efficiently operated in terms of the financial controls in place including budgetary control, creditor and debtor procedures; and that sensitive information and equipment is held securely.

Risks

Potential threats to achieving the above objectives were identified by the auditor and agreed by both Integration Support Managers. The audit programme was designed to test the following potential risks are effectively managed;



- Authority does not realise responsibility for handling disasters, major incidents and emergencies.
- Civil Contingencies Act 2004 and accompanying Regulations are not adhered to.
- Support and information is not available to new or existing staff within the Emergency Planning section. Roles and responsibilities are not clear.
- Senior Managers/Members are not aware of the Emergency Planning Unit performance.
- COMAH Regulations not adhered to; Plan fails in a real emergency.
- Significant budget overspend or underspend.
- Inappropriate or unauthorised use of petty cash float; theft of petty cash.
- Funding could be reclaimed if the conditions are not met.
- Financial Procedure Rules/ not complied with; Goods purchased without authority or for personal use; Inaccurate commitment data in budget reporting if non-order invoices are raised.
- Non compliance with the Data Protection Act 1998.

Summary & Conclusion

Summary

The Civil Contingencies Act divides local responders into two categories, imposing a different set of duties on each. Category 1 organisations are those at the core of the response to most emergencies, including local authorities. The CEPU is therefore subject to the full set of civil protection duties.

The Civil Contingencies Act places a duty on Category 1 responders to assess those risks that potentially present a major hazard occurring within a five year period in their resilience area. The Cleveland Community Risk Register has been prepared by the CEPU Risk Assessment Working Group (RAWG), a sub group under the Local Resilience Forum (LRF). The Cleveland Community Risk Register is a publicly available reference document, outlining the considered hazards and threats that might give rise to an emergency within the Cleveland area; the likelihood of the hazard occurring; the potential impact and the current hazard reduction controls in place.

Each authority is responsible for identifying its own risks. A Corporate Risk Register has been developed by Hartlepool Borough Council to identify and control significant risks arising out of the Council activities, including Emergency Planning as a division of the Neighbourhood Services department.

The authority is required under Control of Major Accident Hazards Regulations (COMAH) to produce an Off-Site Emergency Plan for each "top tier" establishment. CEPU does this on behalf of the authorities. On-Site Emergency Plans are produced by the site operators in consultation with the Emergency Planning Unit. Regulations require regular testing of on-site and off-site plans at least every three years. The CEPU maintains an Exercise and Events Diary to ensure that all Emergency Plans are tested. A quarterly multi-agency exercise planning group oversees the Exercise and Events Diary and the progress of exercises being carried out. The Exercise and Events Diary was reported to Joint Committee on 7th May 08.

To ensure that the CEPU is able to respond efficiently and effectively to an emergency the CEPU has developed numerous links with partnership agencies in the area, particularly the emergency services. The CEPU operates a "Duty Officer" arrangement, operating on a 365 day a year, 24 hour basis, providing a single point of contact between emergency services, other agencies and the four local authorities, for alerting and activating them in the event of an incident or major emergency. The CEPU has also produced a Major Incident Procedure Manual which provides summaries of the roles, responsibilities and responses of the emergency services, local authorities



and other agencies at a major incident. It describes the agreed procedures and joint arrangements for the effective co-ordination of an incident.

To ensure that staff have the appropriate knowledge and expertise to enable them to respond effectively to a major emergency, Emergency Planning Officers and appropriate Local Authority staff receive regular training. An electronic log of staff training is maintained by the CEPU and training targets for 2008/09 are identified and measured as one of the Performance Indicators within the CEPU Annual Plan. Performance Indicator updates reported to Joint Committee and are expected to be fully achieved.

It is clear that the CEPU is continually seeking to improve public awareness of the risks and the action to take in an emergency.

The CEPU Annual Plan, also available on the website, details the aims and objectives of the CEPU for 2008/09 which includes objectives identified for improving public awareness. Performance Targets for the provision of information to the public have been set and are measured as one of the Performance Indicators for the CEPU.

Decisions are taken clearly, documented, and communicated to all relevant parties. Decisions such as approval of the CEPU Annual Plan, and annual budget outturn monitoring are made at the Joint Committee which is made up of four Members, one from each local authority, and the Chief Emergency Planning Officer. Due to the level of the individuals making up the Committee decisions can be taken there and then. Minutes are taken by Democratic Services and are available on the Hartlepool Borough Council website. The Chief Emergency Planning Officer will also report to the Tees Valley Chief Executives Group on the Annual Plan and any other significant issues, as appropriate.

A three year budget covering 2008 to 2011 was approved by the Tees Valley Chief Executives Group. There is evidence that effective budgetary control procedures are operated and budgets are reported to Members. Budget Monitoring is undertaken by Accountancy at Hartlepool Borough Council. Effective budget monitoring takes place with updates and outturns going to the Joint Committee.

The systems and controls in place to manage Emergency Planning are robust and are operating effectively, in line with statutory and legislative requirements. There were no issues identified during the audit that require action.



CLEVELAND EMERGENCY PLANNING UNIT

REPORT TO: Emergency Planning Joint Committee

REPORT FROM: Chief Emergency Planning Officer

DATE: 15th December 2008

SUBJECT: **LRF HANDBOOK / GUIDE**

1. PURPOSE OF REPORT

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

2. BACKGROUND

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

- Details of the LRF, including terms of reference and membership
- Details of all Category 1 and 2 Responders in the Cleveland area
- Details of the two multi-agency groups – the Local Resilience Working Group and the Cleveland Media Emergency Forum – which facilitate integrated emergency and contingency work on behalf of the LRF, including terms of reference, aims and objectives and membership details
- Details of Sub Groups which work to the two multi-agency groups, including terms of reference and membership of the sub groups.

2.2 The initial version was produced in 2006 but since that time the remit and functions of the LRF have increased considerably and consequently additional sub groups have been created. Therefore the handbook has recently been subject to considerable amendment by the Chief Emergency Planning Officer who has presented the revised handbook to the LRF where it was wholeheartedly endorsed.

2.3 However, whilst the handbook is a primary guidance document for LRF members, it is considered that it also provides Members of the

Emergency Planning Joint Committee with an excellent briefing document which contains useful information about the groups and sub groups which are undertaking work on emergency planning and resilience issues.

- 2.4 It is considered that it should, subject to Members approval, be placed on the Cleveland Emergency Planning Unit website for public information. It will be sensitised, removing personal contact details of personnel to ensure it complies with the Data Protection Act.
- 2.5 The handbook is “owned” by the Chief Emergency Planning Officer on behalf of the LRF and Emergency Planning Joint Committee and will be reviewed in the future on an annual basis. It has been forwarded to the Regional Resilience Team / Regional Resilience Forum for information and as an example of good practice.

3. RECOMMENDATION

- 3.1 Members acknowledge the handbook as a useful guidance tool.
- 3.2 The handbook is placed on the EPU website.

4. NOTE

A bound copy of the handbook will be provided to Members of the Emergency Planning Joint Committee at the meeting on 15th December 2008.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Date: 1st December 2008

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date: 15th December 2008
Subject: **Humanitarian Assistance Centre Event**

1. Purpose of Report

- 1.1 To inform Members of the Emergency Planning Joint Committee that the Chief Emergency Planning Unit is in the process of organising an event on Humanitarian Assistance which supports the practices and procedures as identified in the Humanitarian Assistance Plan that has been produced by the EPU.
- 1.2 To report that the event will take place on the 18th March 2009 at the Wynyard Rooms, Wolviston.

2. Background

- 2.1 The need to have Humanitarian Assistance Centres (previously named Family Assistance Centres) was introduced after the terrorist attacks in London in July 2005 and has now been built into guidance issued by the Civil Contingencies Secretariat in the Cabinet Office.
- 2.2 Local Authorities have a duty under the Civil Contingencies legislation to produce a plan that will co-ordinate practical and emotional support to those affected by an emergency. The EPU has, with the assistance of our multi-agency partners, produced a Humanitarian Assistance Centre (HAC) plan which covers all four local authority areas. The plan is for a HAC to provide a single focal point for humanitarian assistance to survivors, family and friends and all those affected by an emergency. Staff within the HAC will be expected to provide basic information, advice and practical help as well as emotional support.
- 2.3 The HAC is distinct from the other sources of information and help in an emergency, namely:

- Casualty Bureau which is Police led and is the initial point of contact for receiving/assessing information about victims and to trace and identify people involved in an emergency or reconcile missing persons.
- Survivor Reception Centres which is the secure area in which survivors not requiring acute hospital treatment can be taken for short term shelter and/or first aid. It may also provide the first stage in the evidence gathering process.
- Family and Friends Reception Centres which are used to help reunite family and friends with survivors and also to register, interview and provide shelter for friends and families.
- Rest Centres which are used by the Local Authority for temporary accommodation of evacuees/homeless survivors.

2.4 The event being organised for March 2009 will provide the opportunity for multi-agency training and sharing of best practice. Parts of the HAC plan have been tested but this event provides the opportunity for all those agencies and voluntary organisations that would form the centre in the event of an emergency in Cleveland to come together and share their knowledge and experiences and consider how they would work together should the HAC plan ever be activated.

2.5 The format of the event will consist of presentations and syndicate work based on real case studies. Whilst the programme is still in a draft stage, we have already confirmed the following speakers:

- Chief Inspector Mick Free, Metropolitan Police, who is the ACPO lead on police operational and emergency planning and who was a main contributor to the Cabinet Office guidance "Humanitarian Assistance in Emergencies".
- Moya Wood-Heath, National Emergency Planning Advisor for the British Red Cross
- Jasmine Speight, Rotherham Metropolitan Borough Council who has first hand knowledge of setting up a HAC following the severe flooding in South Yorkshire in 2007.
- Helen Mitchell, a survivor of the Ladbroke Train Crash in London who will relate to her personal experiences as a survivor of a serious train crash during which several people lost their lives. Her experiences should impact on the audience for them to better understand the actual humanitarian needs of those directly affected by a major incident.

2.6 The event is being organised with the help of the Police EPU.

2.7 As the event is a training event with case studies and syndicate work, rather than a conference where attendees just listen to presentations, there will be no charge to delegates, many of whom will come from the

four 'Cleveland' local authorities and the voluntary sector. The cost of the event will be met from money awarded to the EPU from the Beacon Scheme and which fits the Beacon criteria of sharing best practice and learning from others.

- 2.8 The event will be from 0930 hours until 1630 hours and the organisers are working to the projected figure of 100 delegates, plus staff from the multi-agency EPU, speakers, etc.
- 2.9 A copy of the draft programme for the event is attached at appendix 'A' and the draft event 'flyer' is shown at appendix 'B'.
- 2.10 Attendance from Members of the Emergency Planning Joint Committee to the event would be welcome, but as attendee numbers are likely to be a factor, the Chief Emergency Planning Officer would welcome early notification of member's intention to attend.

3. **Recommendation**

- 3.1 That the report is noted.
- 3.2 That attendance of Members of the Emergency Planning Joint Committee be confirmed to the Chief Emergency Planning Officer at their earliest convenience.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report dated: 3rd December 2008

**CLEVELAND LRF HUMANITARIAN ASSISTANCE CENTRE MATD
18 MARCH 2009**

“At the very worst time of their lives, the very least we can do is our very best”

EARLY PLANNING

- Date of MATD: 18 March 2009
- MATD Facilitators: DH / PM (lead) and HL/CS (support)
- MATD Assistants: All EPU staff to attend (and help as required during day)
- Start/Finish Times: 09:30 arrival for registration and refreshments
16:30 close of MATD
- MATD Venue: 1 large conference hall (Londonderry at Wynyard Rooms) -
£2,261 in total (includes room hire, lunch and 2 sets of
refreshments for 120 people)
- Room set up: 10 tables of 10 (mixed syndicate groups). Some chairs at the
back/sides of the room for session facilitators/assistants.

Cover travel/subsistence costs for speakers as appropriate.
- MATD Aim: To improve Humanitarian Assistance emergency planning
and response preparedness in the Cleveland LRF area by
learning from the experiences of colleagues nationally.
- MATD Objectives: To provide an opportunity for all agencies with a role to play
in the provision of post-incident Humanitarian Assistance to
come together and consider how they will work together to
provide co-ordinated practical and emotional support to
those affected by an emergency

To enhance agency understanding of the Cleveland LRF
Public Assistance Centre Plan and its application in the
aftermath of a major emergency

To share and learn from the experiences of emergency
planning colleagues throughout the UK who have been
involved in establishing a Humanitarian Assistance Centre
(HAC)

To consider the personal experiences of individuals impacted by a major incident in order to better understand the importance of addressing the actual humanitarian needs of those directly affected by a major incident

MATD Attendees: *Local Authorities (Borough Coordination Officers, Adults and Children's Services, Lead Rest Centre Manager)*

Hartlepool Borough Council	(5)
Stockton on Tees Borough Council	(5)
Redcar/Cleveland Borough Council	(5)
Middlesbrough Borough Council	(5)
<i>Police</i>	<i>(10)</i>
Senior Identification Manager	
Senior Investigating Officer	
Police Family Liaison Officers	
District Commanders	
Force Chaplain (Rev. John Ford)	(1)
Archdeacon of Cleveland and Durham	(1)
<i>Fire</i>	<i>(5)</i>
<i>NEAS</i>	<i>(5)</i>
<i>Health</i>	
PCT	(6)
Acute Trusts	(5)
Health Protection Agency	(1)
Mental Health Trust	(2)
<i>GONE/RRT</i>	<i>(2)</i>
<i>Voluntary Sector</i>	
British Red Cross	(2)
WRVS	(2)
St. John Ambulance	(2)
Salvation Army	(2)
Victim Support	(2)
CRUSE Bereavement Care	(2)
Samaritans	(2)
Disaster Action	(2)
RAYNET	(2)

Other

Citizen's Advice Bureau	(1)
Job Centre Plus (DWP)	(1)
AAIB	
RAIB	
Marine AIB	(3)
HM Coroner (via Claire)	(1)
Department for Culture, Media & Sport	(1)
Dr. Anne Ayre	(1)
Law Society / Asso of Personal Injury Lawyers	(1)
OCI Roger Ford – Northumbria Major Incident Team	(1)

100 attendees in total (estimated)

MATD Possible Speakers: Hayley Leighton/Claire Storey – 'Setting the Scene'
Cleveland HAC Plan: An Overview (including establishment, ongoing management, services available and multi-agency responsibilities)

Chris Beck – British Red Cross – Role of Voluntary Sector in a HAC

Case Study 1: Terrorist Attack

CI Mick Free – ACPO

DI Julie Ellison – Family Liaison Advisor – Met Police Service (July 7 HAC)

DC Guy Adams – Family Liaison Advisor – Met Police Service (July 7 HAC)

Director of Social Care or Emergency Planning Officer – Westminster City Council (July 7 HAC)?

Explore movement from physical to virtual HAC

Lessons Learned

How did you draw on centre users experiences and feedback?

Political pressures, stakeholder interests, high public expectations, emotional subject matter – how did it influence processes?

Muriel - Salvation Army – (July 7 HAC)?

Case Study 2: Flooding

Jasmine Speight – Northern Beacon Coordinator -
Rotherham Council (Flooding 2007 HAC)

Director of Social Care / Rest Centre Manager –
Rotherham Council (Flooding 2007 HAC)

Voluntary Sector Representative – Rotherham
(Flooding 2007 HAC)

Case Study 3: Survivor / Relative Personal
Experiences

Ladbrooke Grove (by Helen) (1 hour presentation)

Concluding remarks, proposed way forward and
session close

HAC MATD Draft Programme

<u>Timing</u>	<u>Presentation/Activity</u>	<u>Speakers</u>
08:45-09:30	Registration and Refreshments	
09:30-09:40	Welcome and Introduction	Chair of the Emergency Planning Joint Committee? BCO / Social Care Director (TBC)
09:40-10:00	<u>Syndicate Group Work 1</u> The Humanitarian Assistance Response What Would You Do? <i>Delegates to consider a tabletop emergency scenario, their role and responsibilities and how they will work with partners to set up a HAC</i>	Peter Metcafe Syndicate Groups
10:00–10:30	The Cleveland LRF Public Assistance Centre Protocol	Claire Storey / HJL
10:30-10:45	Refreshments	
10:45-12:00	<u>Case Study 1</u> The July 7 Assistance Centre in London (1 x 60 minute presentation or 2 x 30 minute presentations followed by 15 minute Q & A)	Chief Inspector Mick Free (ACPO) Moya Wood-Heath British Red Cross
12:00-12:30	Lunch	
12:30-13:45	<u>Case Study 2</u> Rotherham Humanitarian Assistance Centre (1 x 60 minute presentation or 2 x 30 minute presentations followed by 15 minute Q & A)	Jasmine Speight & Social Care/Rest Centre Manager Rotherham Metropolitan Borough Council
13:45-14:00	Refreshments	
14:00-15:00	<u>Syndicate Group Work 2</u> The Humanitarian Assistance Response Tabletop Exercise <i>Taking into account lessons learnt from case studies, scenario from earlier to develop and questions presented to explore HAC aim and objectives, management and coordination, furnishing, layout and decoration, target users and publicity, ground rules, problems, opening times, registration, security, exit strategy and move to virtual HAC.</i>	Peter Metcafe Syndicate Groups

<u>Timing</u>	<u>Presentation/Activity</u>	<u>Speakers</u>
	Flip Chart Paper / Marker Pens on each table. 40 minutes to address questions, 20 minutes verbal feedback (selected tables). Flipcharts collected at end of group work.	
15:00-16:00	Humanitarian Assistance: A Survivors Perspective	Helen Mitchell - Ladbroke Grove
16:00-16:10	Concluding remarks and the Way Forward	Peter Metcalf
	Evaluation Form Completion and Session Close	



Cleveland Local Resilience Forum Humanitarian Assistance Centre Multi-Agency Training Day

18th March 2009

Background

*"The death of a relative or friend, or serious personal injury will in almost every case change lives forever. The sensitivity and effectiveness of support people get in the first hours and days will have a profound effect on how and whether they eventually come to terms with what happened. **The work of the Humanitarian Assistance Centre is absolutely fundamental to getting this right...**"*

Rt. Hon Tessa Jowell MP, Secretary of State (Oct 2006)

Planning for Humanitarian Assistance must be approached in a multi-agency fashion. Unless agencies plan, train and exercise together, there will always be a risk of inconsistency, duplication of effort and confusion between those involved in offering humanitarian assistance in emergencies.

This free event organised by the Cleveland Local Resilience Forum (LRF) will bring together those agencies with a key role to play in the coordinated provision of post-incident humanitarian support. The event will combine syndicate group work with case study presentations outlining the humanitarian response to previous emergencies including the London July 7 terrorist attacks and the Rotherham floods of 2007. In addition, the session will consider the personal experiences of those affected by an emergency.

At the end of the training, delegates will have:

- An improved understanding of the Cleveland LRF Humanitarian Assistance Centre Plan

- Shared ideas and learned from the experiences of emergency planning colleagues throughout the UK who have been involved in establishing a Humanitarian Assistance Centre
- Considered the personal experiences of people affected by an emergency
- An increased awareness of the importance of meeting people's practical and emotional needs during and immediately after an emergency
- Considered the ever-changing humanitarian needs that emerge in the weeks, months and years that follow an emergency

The event is scheduled to take place on Wednesday 18th March 2009 at The Wynyard Rooms, Wynyard Avenue, Wynyard, Billingham, TS22 5TB. The day will start at 09:30am (registration from 08:45am) and conclude at 16:30pm. Lunch and refreshments will be provided.

Target Audience

This training event is aimed at staff and volunteers who have a key role to play in the establishment and operation of a Humanitarian Assistance Centre.

Agency Representation

Places are limited. Agencies are requested to nominate and register appropriate staff for the event - based upon the guideline below. Please contact Hayley Leighton or Claire Storey at Cleveland Emergency Planning Unit if you require additional places.

Cleveland Police	10	British Red Cross	2
Cleveland Police Chaplain	1	WRVS	2
Archdeacon of Cleveland and Durham	1	St John's Ambulance	2
Cleveland Fire Brigade	5	Salvation Army	2
North East Ambulance Service	5	Victim Support	2
Primary Care Trust	6	CRUSE Bereavement Care	2
Foundation Trust	5	Samaritans	2
Health Protection Agency	1	Disaster Action	2
Mental Health Trust	2	RAYNET	2
GONE		Citizen's Advice Bureau	2
HM Coroner	1	Job Centre Plus (Dept for Work and Pensions)	1
Dept for Culture, Media and Sport	1	Air, Rail and Marine Accident Investigation Branches	3
Stockton on Tees Borough Council		Law Society	1
- Borough Coordination Officer		Middlesbrough Borough Council	
- Adults Social Care		- Borough Coordination Officer	
- Children's Social Care		- Adults Social Care	
- Rest Centre Managers	5	- Children's Social Care	
Hartlepool Borough Council		- Rest Centre Managers	5
- Borough Coordination Officer		Redcar Borough Council	
- Adults Social Care		- Borough Coordination Officer	
- Children's Social Care		- Adults Social Care	
- Rest Centre Managers	5	- Children's Social Care	
		- Rest Centre Managers	5

Registration

All attendees must be registered in advance by submitting details to Claire Storey at Cleveland EPU by **Friday 20th February 2009**.
e-mail: Claire.Storey@hartlepool.gov.uk, telephone: (01642) 221 121.

For Further Information

Contact Hayley Leighton on (01642) 221121 or at Hayley.Leighton@hartlepool.gov.uk.



CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee

Report from: Chief Emergency Planning Officer

Date: 15th December 2008

Subject: **PITT Review - Flooding**

1. Purpose of Report

- 1.1 To inform Members of the Emergency Planning Joint Committee that the interim report written by Sir Michael Pitt was published in December 2007 following his review of the severe floods in 2007 and his final report was published in October 2008. The final report is presently being considered by central Government, although it is expected to be fully endorsed.
- 1.2 Various actions have been completed following the initial report but to move forward on the outstanding recommendations, a draft action plan has been compiled which identifies the recommendations upon which action is required, together with the lead person, timescales and the action itself. This report identifies the progress on this action plan.

2. Background

- 2.1 The Cleveland Emergency Planning Unit have been working with the Environment Agency to identify the actions required and how they can be satisfactorily met. The action plan at appendix A identifies the progress being made on each PITT recommendation and any outstanding work across multi-agencies, although the EPU is the 'driver' on most of the work. The Chief Emergency Planning Officer is liaising closely with the Flood Management Team of the Environment Agency and has held several meetings with them.
- 2.2 The final report has made 92 recommendations, including the 15 urgent recommendations made in the interim report.
- 2.3 There are a number of recommendations which relate to Local Authorities and these are shown on the summary sheet at appendix B. The Chief Emergency Planning Officer has attempted to indicate which department within the local authority could take the lead to complete the recommendation. It has been circulated to the Local Authorities through

their representatives on both the Flood Risk Group and the Local Resilience Forum (LRF), with the onus placed on those representatives to feed the recommendations into their respective local authorities for appropriate actions to be undertaken.

- 2.4 Much of the work to ensure compliance with the recommendations of the Pitt review is being pursued through the Emergency Planning Unit and the Flood Risk Group. However, as can be seen from the report at appendix 'B', some of the recommendations are purely within the scope of departments within the local authorities, for example recommendation 7 relates to building in flood risk areas and the suggested lead department for this is the Planning and Development department.
- 2.5 A Multi Agency Adverse Weather Protocol was first produced in October 2005 by the EPU and approved by participating agencies. By already having this protocol in place, it has allowed the Cleveland area to meet some of the recommendations of the Pitt Review. However, a review of the protocol has taken place to reflect the Pitt report and also recent changes in forecasting procedures by the Met Office, particularly in respect of warnings of potential surface water flooding.

The updated protocol is attached in appendix C.

3. **Recommendation**

- 3.1 Members note the report and endorse the actions being pursued on behalf of the four local authorities by the Emergency Planning Unit. (Appendix 'A')
- 3.2 Members note the recommendations at appendix 'B' where actions outside the remit of the EPU are required of local authorities.
- 3.3 Members endorse the Adverse Weather Protocol (appendix 'C') which should be activated in the event of serious adverse weather, including flooding, should the 'triggers' be reached.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report date: 1st December 2008

DRAFT FOR COMMENT

**TO REPORT FLOOD GROUP
PITT REVIEW RECOMMENDATIONS**

GENERIC ACTIONS:

- LRF members should review their flood emergency plans to take account of Pitt recommendations
- Multi-Agency plans should be developed pursuant to guidance – ‘Developing a Multi-Agency Flood Plan (MAFP), Guidance for Local Resilience Forums and Emergency Planners,

Recommendation	Lead / Support Organisation(s)	Timescale	Actions	Completion
URGENT REC 4 – The Review recommends that all Local Resilience Forums urgently review their current local arrangements for water rescue to consider whether they are adequate in light of the summer’s events and their local community risk registers.	<u>FRS</u> All Cat 1’s	Beginning immediately	<ol style="list-style-type: none"> 1. Previous report to LRF. 2. Northumbria LRF have completed a draft water rescue plan. EA to forward the Northumberland document to D Hampson for Cleveland EPU to use a template for a Cleveland protocol. 3. EPU staff (R Beach) to use previous EPU / Fire Brigade reports to pull together into one document. (liaise with Ray Khaliq) 4. To report by Spring 2009. 	
URGENT REC 5 – The Review recommends that all Local Resilience Forums should undertake an urgent review of designated rest centres and other major facilities to ensure either that they have the necessary levels of resilience to enable them to be used in the response to flooding and other major emergencies, or that alternative arrangements are	<u>LA’s</u> EPU’s	Beginning immediately	<ol style="list-style-type: none"> 5. EPU to e-mail Police, Fire, Ambulance and Senior Emergency Planning Officers to check and report back if any main buildings are in flood risk areas. (not believed to be any) If they are, what do the Business continuity plans say you will do in a flood? Buildings to include: Fire Stations Council Departments Emergency Control Centres 6. Report by February 2009. 	

put in place.				
URGENT REC 12 – The Review recommends that Local Resilience Forums urgently develop plans to enhance flood warnings through ‘door-knocking’ by local authorities based on an assessment of the post code areas likely to flood.	<u>LA’s / EPU’s</u>	Beginning immediately	SEE FINAL REC 64 BELOW	
URGENT REC 13 – The Review recommends that Local Resilience Forums urgently make arrangements to involve local media representatives in the local preparedness and response to support their public information role.	LRF Chair	Beginning immediately	7. This action is complete although the process is ongoing to keep liaison going.	
FINAL REC 42 - Where a Gold Command is established for severe weather events, the police, unless agreed otherwise locally, should convene and lead the multi-agency response.	Police	Beginning immediately	8. This action is complete. Severe Weather protocol is to be re issued to include Surface water flood warning system by Met Office. 9. Existing protocol on Gold Command confirmed by LRF. Through Adverse Weather Protocol this would occur when Silver Command is established.	
FINAL REC 43 - Gold Commands should be established at an early stage on a precautionary basis where there is a risk of serious flooding.	LRFs	Beginning immediately	10. Continue with existing protocol. 11. As above 12. Protocol taken to LRF to ensure protocol is implemented in their respective agencies. A copy of Severe Weather Protocol to be forwarded to L Hutton EA.	
FINAL REC 44 - Category 1 and 2 responders should assess the effectiveness of their emergency response facilities, including flexible	LRFs	Facilities reviewed by end 2008, improvements by June 2009	13. L Hutton to speak to I Hodge to write to Category 2 responders. Have they got BCM and IT in place in the event of flooding? The flood group is also in place and meets on a regular basis. 14. The Resilient Telecommunications group will look at IT and communications.	

accommodation, IT and communications systems, and undertake any necessary improvement works.				
FINAL REC 64A - Local Resilience Forums should continue to develop plans for door-knocking, coordinated by local authorities, to enhance flood warnings before flooding/	LRFs	October 2008	<ul style="list-style-type: none"> 15. Door Knockings should be “considered” within Flood plans. EPU to include a paragraph in the current review of Flood plan. 16. New paragraph to be included. 17. L Hutton to forward letters from Cabinet Office, originally sent to LRF chairs to D Hampson and L Hutton to also forward a draft leaflet produced to post through doors. 	
FINAL REC 64B - Local Authorities , supported by Local Resilience Forums should look to provide information and assess welfare needs once flooding has receded.	LAs	October 2008	18. This action is covered in the Recovery Plan, plus the Humanitarian Assistance plan. The Z card and the bookmark help provide information to the public.	
FINAL REC 72 - Local response and recovery coordinating groups should ensure that health and wellbeing support is readily available to those affected by flooding based on the advice developed by the Department of Health.	LAs	Support available by October 2008	<ul style="list-style-type: none"> 19. EPU to contact HPA 20. EPU to contact HPA to find out what information they have, and can they provide us with it if requested to do so. D Hampson to speak with E Haley and have a section on flooding placed on EPU and LRF websites. 21. The EPU have a plan in place 	
FINAL REC 92 - Local Resilience Forums should evaluate and share lessons from both the response and recovery phases to inform their planning for future emergencies.	LRFs	Beginning immediately.	<ul style="list-style-type: none"> 22. The EPU currently have a debrief process in place 23. The EPU currently has a debrief process in place after any event. Lessons learnt are taken to the LRF already 	

Additional information requested: D Hampson requested a list of reservoirs in Cleveland. L Hutton, EA is to provide this.

D Hampson will feed this back to EPU to include in the Community Risk Register.

PITT REVIEW - FLOODING

RECOMMENDATIONS THAT AFFECT / REQUIRE ACTION BY LOCAL AUTHORITIES

Rec No:	Brief summary of recommendation	Suggested lead department
7	Building in flood risk areas	Planning / Development & Regeneration
12	Home Improvement Grants	Planning / Development & Regeneration
13	Promote Business Continuity	Emergency Planning Unit
14	Lead on Management of Local Flood Risk	Highways/ EPU through Flood Risk Group
15	Tackle local problems of flooding	Highways/ Technical Services
16	Collate & map main flood risks & drainage assets	Highways/ Technical Services / EPU (Flood Risk Group)
18	Local Surface Water Management Plans	Highways/ technical Services / Planning
19	Enhance technical capabilities re flood risk	Highways/ Technical Services
38	Establish Mutual aid arrangements	Protocol being drafted by EPU
41	Multi-agency planning for severe weather emergencies	Cleveland Emergency Planning Unit (multi-agency)
66	LA Contacts Centres to lead in dealing with general flood enquiries	Communications

68	Council Leaders & Chief Executives to play prominent role in public reassurance during flood event	Cleveland Emergency Planning Unit (Part of existing Major Incident Response procedures)
72	Response & Recovery Groups to ensure health & wellbeing support to those affected	Cleveland Emergency Planning Unit (Part of existing MI Response Plan, Recovery Plan & Flood Plan)
74	Monitoring of impact on health & wellbeing of those affected	Cleveland Emergency Planning Unit (Part of existing Recovery plan / LRF plan)
76	Coordinate a systematic community engagement during the recovery phase	Cleveland EPU (Part of existing Recovery Plan)
78	Aims & Objectives of Recovery Phase agreed by Recovery Co-ordinating group	Cleveland EPU (Part of existing Recovery Plan)
83	Arrangements to bear cost of recovery	Finance
85	Recovery Group to make early recommendations to elected members re regeneration & development	Cleveland EPU - Recovery plan to be amended to reflect this recommendation
90	Establish Oversight & Scrutiny Committees to review work on flood risk management	Chief Executives'
91	Overview & Scrutiny Committees to prepare annual summary of actions taken	Chief Executives'

Recommendations for Cleveland Local Resilience Forum to action

Work to be lead by Chief Emergency Planning Officer as LRF Secretariat

Most of work will be through the LRF Flood Risk Group in Conjunction with Environment Agency

42	Establish Gold Command for Severe Weather Events	Review existing Cleveland Protocd & Severe Weather Plans
43	Gold Command should be established early	Review existing Cleveland Protocd & Severe Weather Plan
44	Cat 1 & 2 responders to review response facilities and IT / Communications	Review existing facilities / Resilient Telecomms Group
64	(a) Develop plans for "door knocking" (b) Provide information to households pre event	Action through Flood Risk Group / plans LRF Warn & Inform sub group
72	Ensure Health and wellbeing support to those affected	Review existing plans
92	Evaluate lessons learned & plan accordingly	Review existing plans / protocols

Compiled: 4 November 2009

Denis Hampson, Chief Emergency Planning Officer



CLEVELAND
LOCAL RESILIENCE FORUM

**MULTI – AGENCY
RESPONSE TO
ADVERSE WEATHER**

**GUIDANCE
&
PROTOCOL**

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CLEVELAND MULTI-AGENCY RESPONSE TO ADVERSE WEATHER

1. INTRODUCTION

- 1.1 This multi-agency protocol has been prepared and agreed by all agencies and organisations represented at the Local Resilience Working Group and Flood Risk Sub Group and endorsed by the Cleveland Local Resilience Forum.
- 1.2 The protocol is a multi-agency agreement that provides the framework that allows the Emergency Services, Local Authorities, Environment Agency and Met Office to co-operate and respond effectively to incidents of adverse weather, particularly flooding or potential flooding.

2. BACKGROUND

- 2.1 Events of adverse or extreme weather appear to be on the increase and incidents in recent years have highlighted the need for a more co-ordinated approach to the response to incidents. It is essential that all agencies consider the multi-agency implications of serious incidents resulting from adverse weather, thus preventing single agencies responding to incidents in isolation. The impact of the event in most instances is likely to affect more than one Local Authority, Police or Fire Brigade District.
- 2.2 In such events, communication and liaison are seen as the key factors and the attached protocol has been produced to promote those matters. The protocol should also assist in a multi-agency response to requests from the media, but will also allow for a co-ordinated warning and advice being given to the public through the broadcast media.

3. PROTOCOL

- 3.1 The essential parts of the protocol are the “triggers” which are likely to determine the need for a multi-agency co-ordinated response.
- 3.2 The protocol is shown on the following pages.

CLEVELAND MULTI-AGENCY RESPONSE TO ADVERSE WEATHER PROTOCOL & GUIDANCE

Introduction

A 'Cleveland' co-ordinated multi-agency response to adverse weather conditions and implications needs to be considered, to prevent single agencies responding in isolation, within Police or Fire Brigade Districts / Local Authorities, without considering the impact across 'Cleveland' and all agencies. In such incidents communication and liaison are the key factors.

Agreement

"Where any agency identifies that there is a requirement for a multi-agency co-ordinated response to adverse weather, an Incident Room, for Tactical Command, will be opened in the Command Room at Cleveland Police Headquarters"

"Triggers"

The following "triggers" should be considered in determining if there is the requirement for a multi-agency co-ordinated response, but communication and liaison between the emergency services and local authorities is likely to be the main factor:

- Emergency Flash Warnings issued by the Met Office;
- Any agency receives 10 or more 'requests for assistance calls' from one locality;
- Assistance requests, are received from another agency, e.g. utilities to manage the incident;
- Any agency receives a greater volume of calls than normal in respect of an adverse weather incident;
- Flood warnings issued by the Environment Agency are received for several rivers / becks or localities across the Cleveland area;
- A severe flood warning is issued by the Environment Agency for a specific location, for example Yarm;
- The Environment Agency has concerns about the integrity of a specific flood defence structure during a period of high river or tide levels;
- Flash Warnings issued by the Met Office where the accompanying text indicates that a multi-agency response may occur e.g. persistent and heavy rain over 3 hour period in a specific location is likely to result in

localised flooding. **

- Early Warnings of high impact weather events, issued by the Met Office, with high percentage of confidence i.e. 70% **
- Warnings issued by the Met Office of potential surface water flooding.

** *These triggers are likely in the first instance to produce communication between the primary responding agencies.*

Adverse Weather

Adverse Weather may include: -

- Flooding or potential flooding
- Snow / Blizzards
- High Winds / Severe Gales
- Heavy Rain / Thunderstorms

Responding Agencies

Once an Incident Room has been established, the following agencies should be considered for provision of a representative: -

- Fire Service
- Ambulance
- Local Authority (Each Unitary Local Authority)
- Cleveland Emergency Planning Unit
- Environment Agency
- Northumbrian Water
- Met Office*
- Utilities (Gas and Electricity Distributors)
- Military (15 Brigade)

* *Request to be made via the Met Office Environment Monitoring and Response Centre (EMARC) on 01392 886095*

Local Authority Liaison Officer

Each Local Authority will have identified Liaison Officers who will attend the Incident Room. If prior warning of a potential incident is received, e.g. severe flood warning with 3 hour lead in time, the Local Authority Liaison Officer will be put on stand-by and will liaise with the Police Communications Centre to determine if an Incident Room should be established prior to the incident occurring.

Met Office

Immediate advice on a developing or ongoing weather situation that could

cause or influence an emergency can be obtained from the Met Office Environment Monitoring Centre (EMARC) on 01392 886095.

It should be understood that the Met Office issue warnings on one set of fixed weather criteria for the whole of the UK and leave the judgements on what response to make to the emergency authorities. This due to local aspects will influence local decisions e.g. 6cm of snow on the North Yorkshire Moors will carry a different impact than 6cm of snow in Stockton or Middlesbrough.

Appendix 'A'

DEFINITIONS

1. HIGH IMPACT WEATHER EVENTS

These definitions are those of the National Severe Weather Warning Service (NSWWS) as part of the National Meteorological Service (Met Office).

There are three types of warning:

Early warnings: issued well in advance
Flash warnings: issued just ahead of the event, typically up to 6 hours ahead

Early Warnings

Consist of an overall risk assessment covering a given period of time and a regional risk assessment given in percentage terms e.g. North East England – 50%. This is followed by text with more explanation of the possible impact e.g. heavy and persistent rain with accumulations of 20-40mm.

There are two levels of FLASH warning:

Both levels are likely to be subject to “early warnings” being issued.

Higher Level Event (Emergency Flash Warning)

A rare event that can cause widespread damage and infrastructure paralysis and includes:

- Severe gales / storms – gusts of 80 mph or more;
- Very heavy snowfall, blizzards or drifting – expected to give depths of 15cm or more. Blizzards are severe with visibility reduced to near zero.

Lower Level Event (Flash Warning)

Severe weather that is a regular feature of the UK climate and includes:

- Severe gales – repeated gusts of 70 mph or more over inland areas;
- Heavy snow – falling at a rate of approximately 2cm / hour or more expected for at least two hours;
- Blizzards / drifting – moderate or heavy snow accompanied by winds of 30 mph or more with visibility reduced to 200m or less, or drifting snow giving rise to similar conditions;
- Heavy rain expected to persist for at least 2 hours and give at least 15mm within a 3 hour period, or a period of rainfall of sufficient intensity to cause flooding on already saturated ground (includes snow melt) i.e. around 25mm / day;
- Freezing rain;
- Fog with visibility below 50m – expected to pose a risk to life of road transport users.

The text accompanying warnings will provide advice on the possible impact of the event for specific regions/areas.

Warning confidence

Lower Level Event

- Early warning - $\geq 60\%$
- Flash warning - $> 90\%$

Higher Level Event

- Early warning - $\geq 20\%$
- Flash warning - $> 90\%$

2. FLOODING

There are 4 types of flooding:

1. Fluvial – flooding from rivers, streams or becks due to the amount of water in the watercourse. Can be caused by heavy and / or prolonged periods of rain, snow melt, rain onto already saturated land causing additional run-off, etc. Normally the Environment Agency will be involved in providing warnings of fluvial flooding.
2. Pluvial – heavy thunderstorms cause flash flooding, normally in a localised area, and there is little or no warning. The Met Office may issue a flash warning.
3. Coastal – caused by high tides, seawater levels and wind conditions. Lack of flood defences will also be a factor. The Environment Agency will be involved in providing warnings of coastal flooding.
4. Surface Water Flooding - caused because the volume of water falling

or flowing onto the metalled surface overwhelms existing drainage systems. This type of flooding is usually short lived and associated with heavy downpours of rain, thunder storms etc. Often there is limited advance notice of this type of this localised flooding. However weather forecasts from the Met office can give good generalised indications of the flood risk.

The Environment Agency operates a 4 stage systems of flood warnings, including an “all clear” when all flood warnings and flood watches are removed.

- | | |
|------------------------------|--|
| Flood Watch: | Flooding is possible in the notified area. Be aware. Be prepared. Watch out! |
| Flood Warning: | Flooding of homes, businesses and main roads is expected. Act now! |
| Severe Flood Warning: | Severe flooding is expected. There is imminent danger to life and property. Act now! |
| All Clear: | There are no flood watches or warnings currently in force. |

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 15th December 2008
Subject: **Multi-Agency Flood Plans**

1. Purpose of the Report

- 1.1 To inform Members of the Emergency Planning Joint Committee that the EPU are progressing a multi-agency flood plan in line with the national checklist and templates issued by the Environment Agency.
- 1.2 To request support from the Joint Committee to progress a Cleveland wide Multi-Agency Flood Plan, rather than an individual plan for each local authority.

2. Background

- 2.1 Within each Local Authority and Emergency Service there are procedures and plans in place in the event of flooding. However following events such as the Carlisle flooding in 2006, the flooding in South Yorkshire, Gloucestershire and Humberside in the summer of the 2007 and more recently Morpeth, it is clear that a greater coordination of flood plans and procedures would be beneficial.
- 2.2 This view is evidenced in the Pitt Review and is in line with the role of the Emergency Planning Unit to coordinate the resilience planning activities within and across the local authorities, involving the emergency services as active resilience partners.
- 2.3 At the present time there is no one source of information on flooding within the Cleveland area that can be accessed by agencies simultaneously and which outlines agencies responsibilities, areas and numbers of persons at risk etc. Presently there is a separate plan on flooding for each of the local authorities and each of the emergency services have their own plans.
- 2.4 The Cleveland Adverse Weather Protocol provides the focus for a multi agency co-ordinated response and if activated would result in an Incident Room being established at Police Headquarters. Should flooding be across more than one local authority area, that Incident Room would co-ordinate the response across all local authorities, but in doing so would at present have to access individual plans for each

local authority, emergency service, etc. This scattering of information could result in confusion particularly where more than one local authority boundary is affected.

- 2.5 It is therefore considered that in addition to the Adverse Weather Protocol, there should be one flood plan containing the key information for Cleveland as a whole and this should significantly improve co-ordination and response.

3. Plan Structure

- 3.1 It is proposed that the plan is based upon the template issued by the Environment Agency and follow the basic structure of:

- 1) Section One Introduction and Background
- 2) Section Two Plan Activation
- 3) Section Three Coordination
- 4) Section Four Agency Action Sheets (See Appendix B)
- 5) Section Five Community Specific Sheets (See Appendix C)
 - i) Redcar and Cleveland
 - ii) Stockton On Tees
 - iii) Middlesbrough
 - iv) Hartlepool
- 6) Appendices (including contact details of key agencies)

- 3.2 Additional elements will be included as relevant for Cleveland such as the adverse weather protocol.

- 3.3 Section Four contains information on what specific agencies will do and the resources that they can offer at identified stages of a flooding event. (See Appendix B)

4. Planning Group and Timeframe

- 4.1 Work on a draft plan has commenced and is being led by EPU. Planners are currently drafting the front generic section of the plan and including specific detail on Redcar and Cleveland. This work to be completed by the end of December 2008

- 4.2 On completion of this information, the plan will be circulated for initial comment to members of the multi-agency Flood Risk group.

- 4.3 Then a brief consultation period with appropriate stakeholders will occur during which final suggestions regarding the plan structure, layout and additional information will be requested. Any changes will be made to the plan with an expected publication date of late January 2009.

- 4.4 The initial plan will only have a section containing specific data on the Redcar and Cleveland area but by June 2009 the area specific details

for the other three council areas will be added. Again endorsement of the content of the plan will be through the Flood Risk group.

- 4.5 As the plan is developed, staff to be briefed on the plan and elements will be exercised as appropriate.
- 4.6 Once fully completed, the plan will be reviewed on an annual basis for significant changes. Maintenance of the plan will lie with the Flood Risk group via the Local Authority Emergency Planning Officers.

5. **Conclusion**

- 5.2 A great deal of work has been undertaken by emergency planners in the past in respect of flooding but based upon recent examples there is a need for stronger multi-agency plans that avoid the potential for the duplication of effort, both in the planning and response stages. Having one recognised plan that covers all types of flooding throughout the Cleveland Area should greatly assist the response to flood emergencies.
- 5.3 However, 'in house' protocols will still be required detailing specific standing operating procedures e.g. staff callout, service resources, etc

6. **Recommendations**

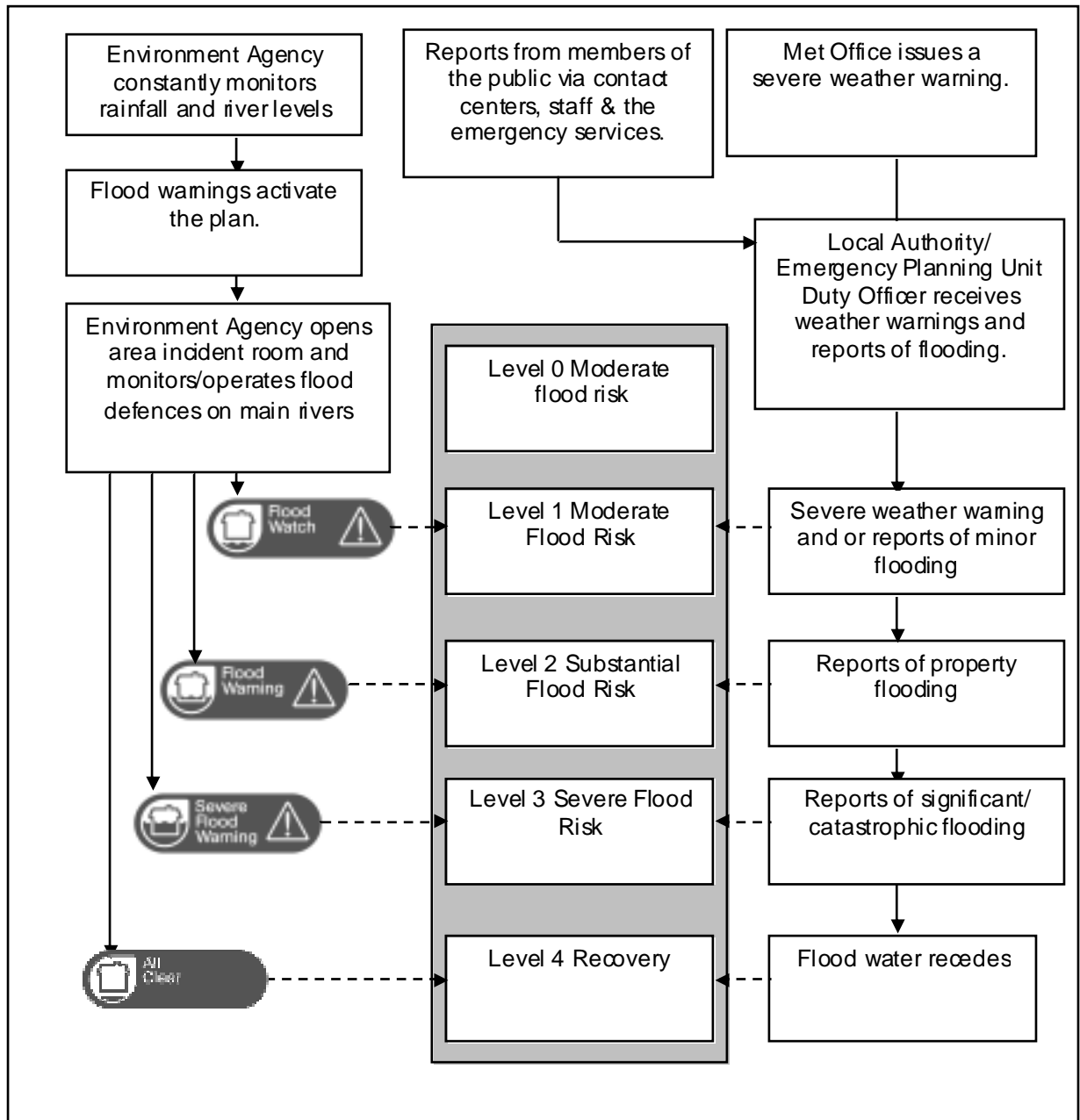
- 6.1 That members endorse the report.
- 6.2 That members agree to support one multi-agency flood plan covering the four local authority areas.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report dated: 3rd December 2008

Appendix A

Activation and Local Response Levels



Local Response Level Definitions

Local Response Level	Trigger	Actual or Forecast Impact	Response
Level 0 (Low flood risk)	No flood warning/watches and/ or no warnings of severe weather in force that may result in flooding.	No flooding occurring.	No specific response, normal awareness of possible flood risk.
Level 1 (Moderate flood risk)	Flood watches in force, And/Or Warnings of severe weather in force that may result in flooding And/Or Reports of minor impact flooding.	Low impact flooding of fields, gardens and minor roads.	Individual responders of flood plans and procedures may be activated. Some routine or preparatory responses may be underway e.g. diversion of minor roads, duty officers put on standby, resources mobilised. Heightened awareness of flood risk, scouts deployed. Communications links should be established and information cross checked.
Level 2 (Substantial flood risk)	Flood Warnings in force And/Or Warnings of severe weather in force that are likely to result in flooding And/Or Reports of property flooding.	As level 1, plus: High impact flooding which may result in risk to life, homes and businesses.	As for level 1 plus: Multi-Agency Flood Plan Activated Responders undertake actions contained in MAFP. Consider the need for police led multi-agency coordination (consider Adverse Weather Protocol).
Level 3 (Severe flood risk)	Severe flood warnings in force, And/Or Warnings of severe weather in force that are highly likely to result in flooding And/Or Reports of significant catastrophic flooding.	As level 2, plus Very high impact flooding which may result in extreme danger to life and property.	As for level 2, plus: Police Coordinate Multi-Agency Response (adverse weather protocol). Multi-Agency and Local Authority emergency control centers opened and staffed.
Level 4 Recovery	Flood Warnings/Severe flood warnings downgraded And/Or All clears issued And Or No warnings of severe	Flood water receding.	Local authority to facilitate rehabilitation of the community and restoration of the community in line with CLRf Recovery Plan.



weather in force that
may result in flooding.

Example of agency specific sheets

Organisation		Environment Agency
Risk		Tidal, Fluvial, Surface Water
Pre-Planning		Prepare and maintain local flood warning plan. Advice on development proposals Update flood risk maps Support LRF flood risk assessments Maintain watercourse capacity Maintain Flood management Structures
Emergency Response	Minor Flood Medium Consequences	Issue warnings and provide expert guidance; monitor catchments; Operate defences; Support LA's and Emergency Services Check, monitor and clear defences
	Major Flood High Consequences	As for minor flood. 1) Monitor water levels and flows 2) Open the Area Incident Room at the area office in New castle 3) Issue flood warnings 4) Operate and maintain flood defence assets 5) Provide a representative for [bronze / silver /gold control] as required
	Notes	The EA is likely to open a flood room in Newcastle from which telemetry and the situation for the North East can be monitored. In the event of the Adverse Weather Protocol being enacted they will endeavour to supply a liaison officer at Multi-Agency Silver Command. The Environment Agency has responsibilities for environmental protection in England and Wales. It plays an important supporting role in planning for and responding to emergencies. In particular, the Environment Agency is the lead agency for warning those at risk from flooding and maintaining and improving flood defences.
Recovery		Support LA's and community as resources allow ; Provision of expert information, best practice and knowledge from previous events. Provide advice regarding mitigation of pollution. Repair any damaged defences. Provide an analysis of events leading to an incident Contribute to any multi-agency debrief.

Example of area specific sheets

Saltburn		
<p>The population at risk of Tidal flooding in Saltburn is relatively small the majority of residential accommodation is built above the area likely to be affected. The main areas at risk include the Ship Inn, the coastal road and adjacent car parks and amusements. The population in the area at risk of flooding is approximately ????. Comprising of ??? households of which ??? are at risk of flooding. In addition a number of fishing boats and tractors would be at risk. The primary risk of flooding will be from the sea, high tides combined with a northerly wind. Flooding would further be exacerbated by flooding from Skelton Beck, which would back up during high tides. The area in the flood warning area commonly floods particularly during stormy conditions due to sea spray large amounts of debris sand and pebbles can be left on highways etc</p>		
Flood Warning Code		
121FWCNWT66		
No. of people / properties at risk	No. of vulnerable people at risk	Critical vulnerable infrastructure
1	Uncertain – varies with time of day.	No critical infrastructure identified
No. of properties registered to Flood Warning service	Return Period	Lead Time
(Refer to LFWP)	1:200	2 hours
Vulnerable Infrastructure		
<p>Whilst outside the flood warning area Northumbrian water treatment plant located at grid ref (see figure) is in the vicinity. The Saltburn road is also likely to be affected. Pier grid reference NZ666218 is a listed monument and may be affected.</p>		
Access and Egress		
<p>Primary Access: Via the A174, Marske Road into Saltburn. Alternative Access: A174 Brotton to Saltburn Road.</p>		
Flooding History (if known)		
<p>The area at the base of the cliffs including the car park regularly floods during high water with limited impact i.e. large amounts of debris may be washed onto road and carpark.</p>		
Rest Centres		
<p>The nearest designated rest centre is Saltburn leisure centre grid reference NZ???. It is unlikely that a rest centre will be required given the low population, temporary accommodation may be required for residents of the ship Inn (01287 622361).</p>		
Vulnerable Populations		
<p>No identified permanent vulnerable populations. Area is popular with tourists. Visitors likely to be unaware of risk of flooding, local floodline contacts, council numbers etc Anyone with mobility difficulties may struggle with the gradient.</p>		
Flood Defences / Alleviation Schemes (if any)		
<p>Basic sea defences are in place.</p>		
Traffic Management:		
<p>In the flood warnings being issued the road and car parks at the base of Saltburn will be closed? Or is it only after? Diversion route is</p>		
Flood Warning Status Area(s) at risk (refer to map)		
Flood Watch	(Refer to LFWP)	

Flood Warning			
Severe Flood Warning			
Risk Assessment	(Refer to Emergency Preparedness, Annex 4D)		
Likelihood	(1-5)		Final Risk Rating (Low – Very High)
Impact- Health	(1-5)	Mean Impact	
- Social	(1-5)	Score	
- Economic	(1-5)	(1-5)	
- Environmental	(1-5)		



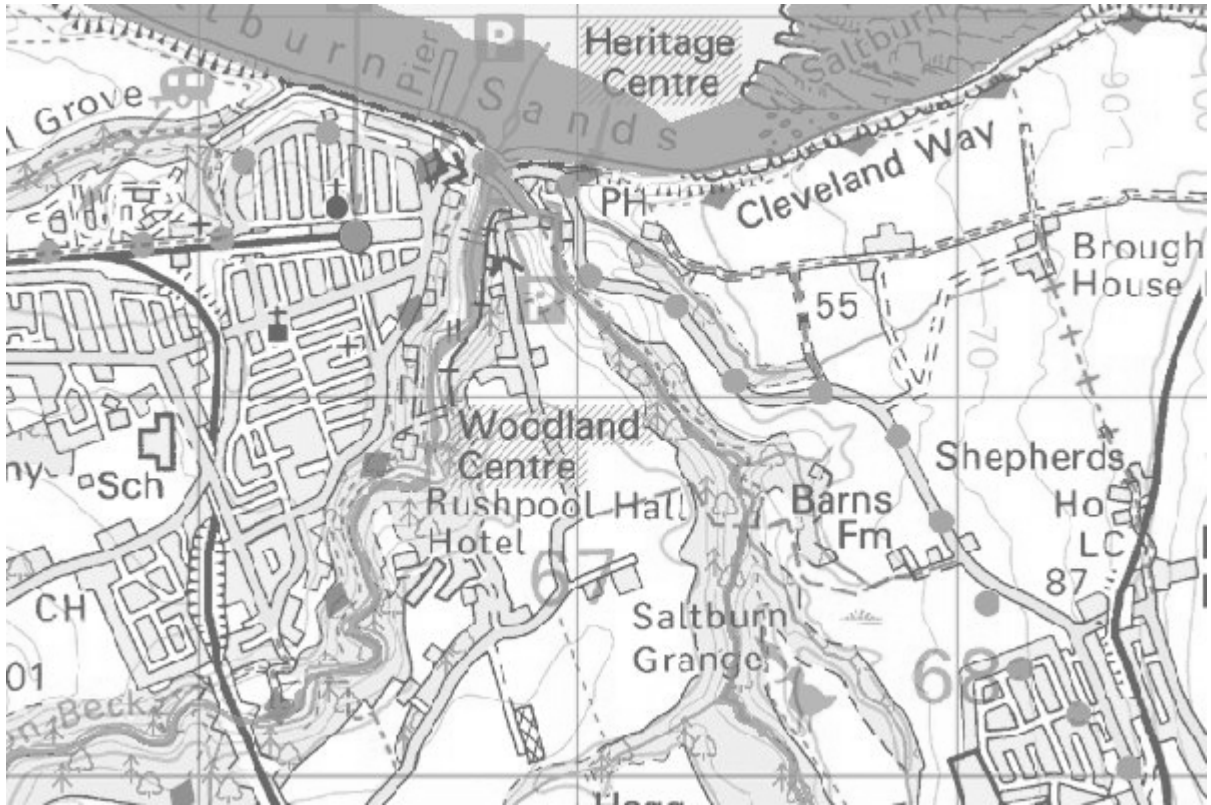


Figure 1: Overview of area



Figure 2: The Ship Inn Saltburn



Figure 3: Saltburn sea front number of small shops and tourist attractions.



Figure 4: Saltburn Northumbrian Water Treatment Works grid reference NZ ???

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee

Report from: Chief Emergency Planning Officer

Date: 15th December 2008

Subject: **Pandemic Influenza Planning**

1. Purpose of Report

- 1.1 To inform Members of the Emergency Planning Joint Committee of the present situation in respect of the Cleveland Strategic Plan for Pandemic Influenza.
- 1.2 To inform Members of the significantly increased workload of the Chief Emergency Planning Officer and his staff within the EPU that has and is being created by the requirement to have a strategic pandemic influenza plan, which impacts onto the planning that is taking place within local authorities.
- 1.3 To inform Members that the plan which has been prepared by the Chief Emergency Planning Officer was on 10 November 2008 subject of peer review / interim audited by planners within the North East, prior to validation by the Regional Resilience Director and submission for auditing to the Cabinet Office by 31st December 2008.
- 1.4 To inform Members that whilst the plan as it now stands is robust, several issues are still being worked upon by sub groups to ensure it meets the requirements of Government. The Cleveland Strategic Plan must dovetail into the plans being prepared in each of the four Local Authorities.
- 1.5 To inform Members that Cleveland will host the testing and exercising of the Strategic Pandemic Influenza Plan by the Civil Contingencies Secretariat on the 11th February 2009. The central themes of the exercise will be (a) the dovetailing of the strategic plan with the plans of the LRF partner organisations / agencies including the local authorities, and (b) communications between Category 1 agencies, including local authorities, and also with the public.

2. Background

- 2.1 Pandemic influenza remains the top risk identified by central Government and through the Cabinet Office / Civil Contingencies Secretariat it is seeking to ensure plans and procedures are in place to mitigate against this predominant risk.
- 2.2 As will be recognised by the auditing process that is being undertaken of strategic pandemic influenza plans, the Government is determined that gaps or issues in plans are identified and rectified in the very near future.
- 2.3 Therefore it is incumbent upon all four local authorities to ensure that a pandemic influenza plan has been written within their authority which shows clear management structures are in place and with responsibilities pre-identified to prepare for and respond to a pandemic influenza event. Further, the risk of an influenza pandemic should be shown within the corporate strategic risk register.
- 2.4 Plans should reflect the alert stages as previously agreed by the LRF which are shown at appendix 'B' of this report.

3. Additional Planning Requirements

- 3.1 The audit process and guidance recently produced has identified gaps in the Cleveland Strategic (LRF) plan. These issues relate to the LRF plan and need not be reflected in individual plans but local authorities need to be aware of these issues:

3.2 Anti Viral Distribution

Some amendments to the previously produced Anti-Viral Distribution Plan are required. This work which is being undertaken by the Chief Emergency Planning Officer and the PCT Emergency Planning Manager will reflect recent decisions undertaken by the Department of Health particularly in respect of the 'Flu Line', the algorithm to be used and distribution to central points. The anti-viral plan stands alongside the LRF and local authority plans. Local authority premises have been identified for use as anti-viral distribution centres.

3.3 Mass Vaccination

Again, most of the work is already completed but the Cleveland Mass Vaccination Plan needs refining to meet issues raised in the auditing process. Again, this work is being completed by the Chief Emergency Planning Officer and the PCT Emergency Planning Manager. Like the

anti-viral plan, this plan stands alongside the LRF and local authority plans.

3.4 Social Care

Work is ongoing through the Social Care Group that is chaired by the Chief Emergency Planning Officer and consists of members from the Health community, the EPU and Local Authority Social Care Managers, providers and commissioners. This work revolves around how agencies will manage care in the community during a pandemic influenza event. Managing this care, potentially with reduced staff numbers, will undoubtedly be difficult and it is envisaged that hospital patients will be placed in the community where possible to allow hospitals to deal with the potential influx of patients with conditions arising from the pandemic influenza outbreak.

Also the health led "Pandemic Influenza" group chaired by the Director of Public Health is endeavouring to ensure that all aspects of health planning and response are dovetailed across all four PCT areas. The Chief Emergency Planning Officer is a member of this group with the remit to ensure their work takes due account of the other workstreams and the overarching LRF Strategic Plan.

3.5 Data Collection

Planning is being undertaken to identify how a Data Gathering Cell will operate, the roles and responsibilities of the cell and staffing numbers. This work is being undertaken through the Chief Emergency Planning Officer with the Health Group and others who are likely to be the prime responders in intelligence and gate gathering/collection. It is known that there will be a requirement to provide information on a twice daily basis to GONE for onward movement to COBR(A) and it is envisaged that this need to gather information when our resources are already under significant pressure will create additional burdens.

Details on the Data Gathering Cell will form part of the Strategic Plan for Pandemic influenza and once completed should be reflected in the local authority plans.

3.6 Managing Excess Deaths

- 3.6.1 Planning is being undertaken through the Emergency Planning Unit (Local Authority and Police) to identify how a Managing Excess Deaths Cell under the remit of the Senior Co-ordinating Group would function during a pandemic influenza event. It's main task will be to co-ordinate the response to the vastly increased number of deaths resulting from a

pandemic in a potentially short period of time. The work of the “cell” would include gathering information on all mortuary / body holding capacities and cremation and burial capacities. Wherever possible there will be swift and early disposal of deceased persons through cremation or burial, rather than storage. This is likely to require changes to working practices and staffing arrangements in the event of a pandemic.

3.6.2 The EPU is working with the following agencies on this particular part of the plan:

- HM Coroners and staff (Coroner’s Officers and Administration Officers)
- Mortuary Staff
- Acute Hospitals / PCT’s
- Registration Staff
- Funeral Directors
- Burial and Cremation Staff
- Local Bereavement Services

3.6.3 The Managing Excess Deaths plan will form part of the strategic Pandemic Influenza plan. Production of this plan will necessitate EPU staff gathering information from and working with staff from within the local authorities e.g. Registrars of Deaths.

3.6.4 Much of this work will be undertaken in conjunction with the two HM Coroners who are presently being consulted on specific guidance on the operation of the coroners system during an influenza pandemic that include changes to existing requirements and procedures.

3.7 Judicial Process

3.7.1 The strategic plan is required to show what linkages the LRF have with the Judicial Process function, for example, the prisoner handing process, the court’s system and prisons, to ensure these functions feature in the overall co-ordination by the Senior Co-ordinating Group of the Cleveland wide response to a pandemic influenza event.

3.7.2 How the judicial function operates during a pandemic influenza event is likely to impact upon various services within the local authorities, including child protection, licensing and anti-social behaviour strategies.

3.7.3 Cleveland Police have been tasked by the LRF to co-ordinate this work.

3.8 Information Required from the Local Authorities

3.8.1 A one page summary of the activities of the four local authorities in regard to pandemic influenza planning is required to form part of the LRF plan. It

is acknowledged that this information will show that the local authorities are committed to planning for pandemic influenza and the linkages that are in place. A summary is required from all LRF organisations / agencies.

The information required is requested under the following headings:

- Name and contact details of the Lead Officer (Pandemic Flu) and Author of the Plan
- Communications Contact(s) – normal and out of office
- Roles and Responsibilities during a Pandemic Influenza event – showing essential services.
- Interface with other agencies
- Documentation – details of both the Business Continuity Plan and the Pandemic Influenza Plan and details of any exercising undertaken.

3.8.2 A copy of the summary page is included at appendix 'A'.

4. National Exercise – 11th February 2009

4.1 A national exercise being organised, co-ordinated and run by the Civil Contingencies Secretariat is being held within each of the nine regions in England and Wales and Cleveland has been selected to represent the North East. It will be held in Cleveland on Wednesday 11th February 2009.

4.2 As mentioned in paragraph 1.5 the exercise will test the Cleveland LRF Pandemic Influenza Plan and how it dovetails with the plans of the local authorities and other LRF agencies/organisations. Those plans will be required to be brought to the exercise.

4.3 The exercise will also focus on “communications” both between LRF Member organisations, for example, local authorities and the Tees Outbreak Control Committee and externally to staff and the public, through the LRF Communications Cell.

5. Conclusion

5.1 The report highlights the amount of work that is required to ensure the plan is completed by the end of 2008, with the Cleveland strategic plan and procedures being ready to be scrutinised through the national exercise programme.

5.2 The report also highlights the existing work already being undertaken together with the commitment and participation of members of the Cleveland Emergency Planning Unit to this task.

6. Recommendations

- 6.1 That members note the report.
- 6.2 That Members acknowledge the workload of the EPU staff generated by the need to have the strategic pandemic influenza plan and associated plans in place. Whilst the strategic plan needs to be submitted to the Cabinet Office by the end of December 2008, work on the other subsidiary plans will continue. The strategic plan will also be subject to regular review and updates.
- 6.3 That Members note the regional exercise. The Chief Emergency Planning Officer will report on the outcome of the exercise at a future meeting of the Joint Committee. At least three members of each local authority, likely to be the Borough Co-ordination Office, the author of the pandemic influenza plan and the Communications/Public Relations Manager, will be expected to participate in the exercise.
- 6.4 Members note that work is ongoing in their respective local authorities to complete their plans.
- 6.5 The final (December 2008 – Version 4) of the Cleveland Strategic Plan for Pandemic Influenza will be circulated by the Chief Emergency Planning Officer to Member of the Joint Committee once it is completed.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report dated: 3rd December 2008

Data required for the Cleveland Strategic Plan for Pandemic Influenza

Covering Note :

It is necessary that each local authority and resilience partners submits a short executive summary detailing their own arrangements to be appended to the Cleveland Strategic Plan.

The below headings provide a common format on the information required. This is not intended to be exhaustive and does not preclude other organisation specific information being included. However please keep to a single page wherever possible.

Information Required:

1. Names and contact details of key personnel:
 - Pandemic Flu Lead and Deputy (equivalent to identified role of Responsible Officer shown in the generic Local Authority plan)
 - Author of Flu Pandemic Plan
 - Communications Contact (day and out of hours)
2. Local Authority Information:
 - Roles and Responsibilities of the local authority
 - Basic details of essential Services, that will need to be retained during a pandemic
3. Interface with other Agencies/ Organisations
 - Summary of linkages to other agencies / plans
 - Any mutual aid agreements
4. Documentation

For each of the following plans - Pandemic Influenza and Business Continuity Plan(s)

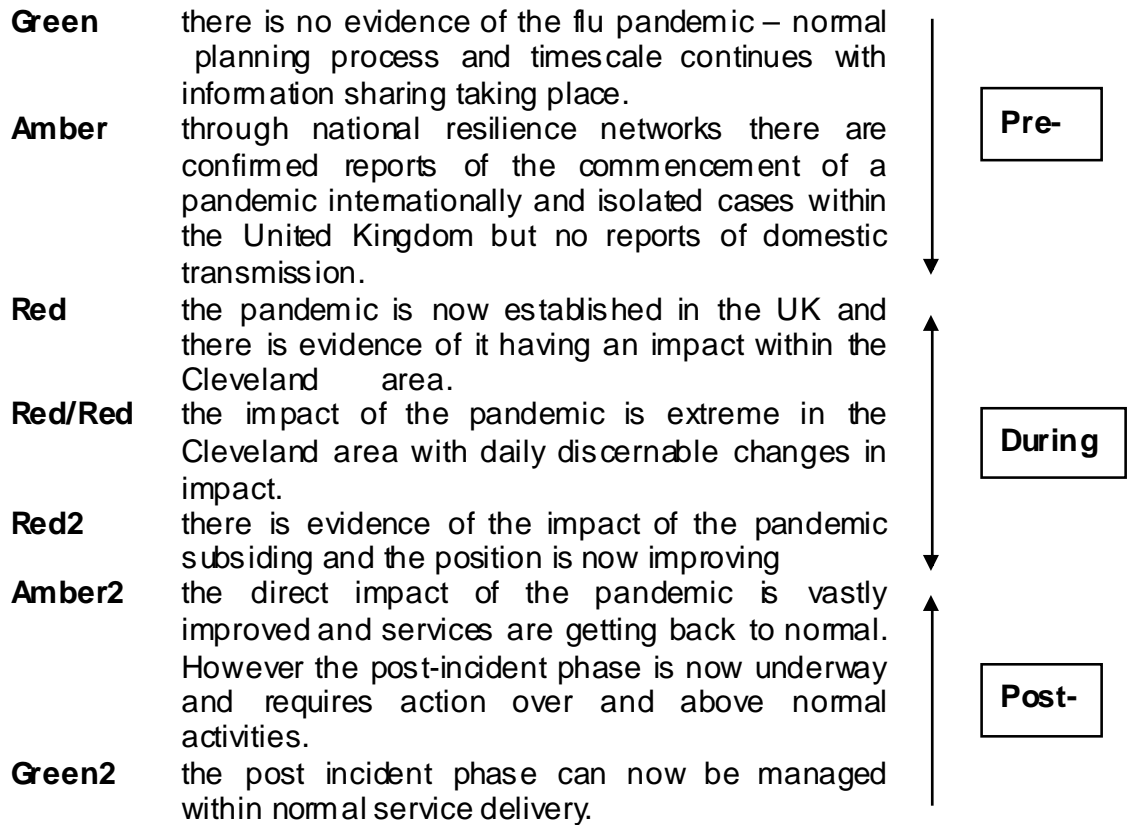
- Date when plan was compiled
- Date when plan is due to be revised
- Brief details of any exercises undertaken

Summary sheet to be completed by Friday 5th December 2008 and sent to the LRF Manager & Secretariat – denis.hampson@hartlepool.gov.uk

ALERT STAGES WITHIN CLEVELAND

The Cleveland Local Resilience Forum have agreed that the following alert stages will apply for all Category 1 responder organisations and agencies in Cleveland. They link into the DoH alert stages and WHO phases as shown.

	Cleveland	DoH Alert Levels	WHO Phases
No evidence of Pandemic Influenza but information sharing and planning undertaken	Green	0	1
Confirmed cases of the commencement of a pandemic internationally. Could be isolated cases within UK but no domestic transmission.	Amber	1 (maybe 2)	6
Pandemic within the UK and beginning to have impact within Cleveland	Red	3	6
Pandemic impacting upon organisations and services within Cleveland	Red / Red	4	6
Evidence of the impact of the pandemic subsiding and position improving but still need for daily monitoring and action	Red 2	4	6
Direct impact of the Pandemic is vastly improved and services are getting back to normal	Amber 2	3	6
Post Incident phase – prepare for second wave	Green 2	2 (or 1)	6



CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date: 15th December 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 August and 30th November 2008.

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:
- 2 flash warnings of heavy rain
 - 6 early warnings of heavy rain
 - 1 early warning of severe gales
 - 4 warnings of extreme rainfall
 - 1 early warning of icy roads
 - 2 warnings of heavy snow
- 2.2 There were fourteen flood warning messages received from the Environment Agency and sixteen flood watch messages.
- 2.3 The Met Office has completed the extreme rainfall warning scheme pilot programme and it has now been adopted permanently. The 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. The Duty Emergency Planning Officer receives this information from the Met Office both by fax and text message.

- 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 have been occasions 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 85 '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 161 blue faxes in the first eight months of 2008/09 and is already more than the total for the whole of 2007/08 (136). Of these 161 faxes, nearly half 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 August to 30th November 2008)

- 4.1 In the past four months there have been 9 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.
- 8th August – extensive fire at scrapyards in Grange Road, Stockton. 12 Fire appliances deployed and nearby roads closed. Residents warned to stay indoors and close all windows and doors. Potential environmental issues caused by dense smoke and particulates from fire deposited across surrounding area.
 - 12th August – significant oil spill on Grange Road, Stockton. 8 tonnes of sand placed onto spillage. Road closed for 2 hours.
 - 13th August – large amount of farm animal slurry on Marske Beach. Area cordoned off and slurry removed.

- 4th September – Fuel oil leak from Corus into neighbouring beck which flowed into River Tees. Oil spill recovery undertaken. Environment Agency investigating cause.
- 15th October – release of ammonia on Inneos site, Seal Sands.
- 24th October – Cineworld Complex on Marton Road Middlesbrough and adjoining restaurants and public house evacuated as a result of suspected gas leak. Occurred at 3pm and incident was concluded at 4.55pm.
- 5th November – Stockton Borough Council depot on Cowpen Lane, Billingham damaged by fire. 3 vehicles completely destroyed and a further 12 fire damaged and “written off” by insurance company. Non deliberate cause.
- 5th November – fracture of pipeline on Sabcic site, Wilton releasing 100 tonnes of hot oil. Four persons slightly injured. Contained on site.
- 17th November – two properties in Norton Road affected by petroleum fumes from unknown source. Occupants evacuated to stay with family members whilst cause explored.

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: 3rd December 2008