

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

FRIDAY, 17 JULY 2009

AT 12 NOON

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

MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-
Hartlepool Borough Council: - The Mayor, Stuart Drummond
Middlesbrough Borough Council: - Councillor B Coppinger (Chair)
Stockton Borough Council: - Councillor T Laing
Redcar and Cleveland Borough Council: - Councillor D McLuckie

1. **APOLOGIES FOR ABSENCE**

2. **TO RECEIVE ANY DECLARATIONS OF INTEREST**

3. **MINUTES**

To confirm the minutes of the meeting held on 15 December 2008

4. **ITEMS FOR DECISION / INFORMATION**

- 4.1 Prepare for Emergencies (Z card) – *Chief Emergency Planning Officer*
- 4.2 Cleveland Emergency Planning Unit (CEPU) Annual Plan 2009 – 2010 –
Chief Emergency Planning Officer
- 4.3 Multi-Agency Exercise Calendar – *Chief Emergency Planning Officer*
- 4.4 Incident Recovery Plan – *Chief Emergency Planning Officer*
- 4.5 Swine Flu – *Chief Emergency Planning Officer*
- 4.6 Reservoir Inundation Preparedness – *Chief Emergency Planning Officer*
- 4.7 Revenue Outturn Report and Annual Return to Audit Commission for
2008/2009 – *Chief Financial Officer*
- 4.8 The National Capabilities Survey 2008 – *Chief Emergency Planning Officer*
- 4.9 Reported Incidents / Cleveland Communications Strategy – *Chief Emergency
Planning Officer*

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

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

15 December 2008

The meeting commenced at 1.00 pm in the Emergency Planning Unit,
Fire Station, Middlesbrough

Present:

Councillor Barry Coppinger, Middlesbrough Borough Council (In the Chair)
The Mayor, Stuart Drummond, Hartlepool Borough Council
Councillor Terry Laing, Stockton Borough Council

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

18. Apologies for Absence

Apologies had been received from Councillor Dave McLuckie, Redcar and Cleveland Borough Council.

19. Declarations of Interest by Members

None.

20. Confirmation of the Minutes of the Meeting held on 22 September 2008

The minutes were accepted as an accurate record.

21. Internal Audit Report – Chief Emergency Planning Officer

Purpose of Report

The report was presented to inform the Joint Committee that the Internal Auditor of Hartlepool Borough Council had performed a comprehensive internal audit review of the Cleveland Emergency Planning Unit.

Issues for Consideration

A review of arrangements, structures, systems and processes within the Emergency Planning Unit had been conducted in accordance with

the 2008/09 Internal Audit Plan of Hartlepool Borough Council in September 2008 by members of the internal Audit Department. The object of this was to test and evaluate the efficiency and effectiveness of the systems and to ensure that appropriate control measures were in place.

The conclusions of the Audit were positive and in all areas examined the assessment grading was satisfactory. A copy of the Internal Audit Report had been circulated to Members. No follow up or remedial action was required.

Decision

Members noted the report.

22. Local Resilience Forum (LRF) Handbook/Guide – Chief Emergency Planning Officer

Purpose of Report

The report had been produced in order to inform the Joint Committee of the revision and production of the LRF Handbook/Guide which had been produced by the Chief Emergency Planning Officer.

Issues for Consideration

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 containing:-

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

An initial handbook had been produced in 2006 but had been amended to produce the current guide which had been endorsed by the LRF. Although the document was primarily for the LRF Members it was considered that it would contain information useful about the groups and sub groups undertaking work on emergency planning and resilience issues. It was suggested that this document should be placed on the Cleveland Emergency Planning Unit website although it would be de-personalised so as to comply with the Data Protection Act.

Decision

Members acknowledged the handbook as a useful guidance tool and approved the insertion of it on the Emergency Planning Unit website.

23. Humanitarian Assistance Centre Event – Chief Emergency Planning Officer

Purpose of Report

The report was presented in order to inform Members that the Emergency Planning Unit was currently in the process of organising an event on Humanitarian Assistance scheduled to take place on 18 March 2009 at the Wynyard Rooms, Wolviston.

Issues for Consideration

Guidance issued by the Cabinet Office states Local Authorities had a duty under the Civil Contingencies legislation to produce a plan to co-ordinate practical and emotional support to those affected by an emergency. Following this an Humanitarian Assistance Centre plan covering all four Local Authorities had been produced.

The event being organised would provide the opportunity for multi-agency training and sharing of best practice. Four speakers had already confirmed their attendance. There would not be a charge for the 100 – 120 delegates who were expected from the four Local Authorities and the voluntary sector. An invitation had been extended to the Members of the Joint Committee. Councillor Coppinger had agreed to open the Conference.

Decision

The report was noted.

24. Pitt Review – Flooding (Chief Emergency Planning Officer)

Purpose of Report

The report was presented 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 was presently being considered by central Government although it was expected that it would be fully endorsed

Issues for consideration

The EPU had been working with the Environment Agency to identify

what action was required and how it could be satisfactorily met. An action plan had been circulated to members which identified the progress being made on each recommendation and outstanding work across multi-agencies. The final report made 92 recommendations, including the 15 urgent recommendations made in the interim report.

The Chief Emergency Planning Officer had identified the suggested lead departments for the recommended actions and informed them of the recommendations to be taken up within each Authority. The Chief Emergency Planning Officer stated that the Cleveland Local Resilience Forum multi-agency response to adverse weather guidance and protocol which was first produced in October 2005 had allowed the Cleveland area to meet some of the recommendations of the Pitt Review.

The Chief Emergency Planning Officer confirmed that he would inform the lead departments of their responsibilities following the Pitt Review via the Local Resilience Forum.

Decision

Members noted the report and endorsed the actions being pursued on behalf of the four local authorities by the Emergency Planning Unit.

Members also noted the recommendations where actions outside the remit of the Emergency Planning Unit were required of local authorities.

Members endorsed the Adverse Weather Protocol which would be activated in the event of serious adverse weather including flooding should the 'triggers' be reached.

25. Multi-Agency Flood Plans (*Chief Emergency Planning Officer*)

Purpose of Report

The report had been presented in order to inform Members that the EPU were progressing a multi-agency flood plan in line with the national checklist and templates issued by the Environment Agency and also 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.

Issues for Consideration

Members were informed that work had commenced on a draft plan which initially would have a generic front section but would include specific detail relating to Redcar and Cleveland. On completion of this plan, it would be circulated for initial comment to members of the

multi-agency Flood Risk group. It was envisaged that by June 2009 area specific details for the other Local Authorities would be added to the plan. There were also more specific details for the various Agencies i.e. Police, Fire and Ambulance, so the whole plan would be much more comprehensive.

It was clarified that this was Best Practice endorsed by the Department for Environment, Food and Rural Affairs and the Environmental Agency.

Decision

The Members endorsed the report and agreed to support one multi-agency flood plan covering the four local authority areas.

26. Pandemic Influenza Planning (*Chief Emergency Planning Officer*)

Purpose of Report

The report was presented in order to inform members of the present situation in respect of the Cleveland Strategic Plan for pandemic influenza and that it has significantly increased the workload of the EPU. The plan had to be submitted for auditing to the Cabinet Office by 31 December 2008 although several issues were still being worked on by sub groups to ensure that it met Government requirements.

Issues for Consideration

Pandemic influenza is the top risk identified by central Government and through the Cabinet Office and Civil Contingencies Secretariat it sought to ensure that plans and procedures were in place to mitigate this risk. A plan would also be produced for each of the four Local Authorities to personalise for their area.

Audit processes and guidance recently produced identified gaps in the Cleveland Strategic LRF plan. Amendments had to be made for plans for anti-viral distribution, mass vaccination, social care as hospitals had indicated that patients would be sent home to allow hospitals to deal with the potential influx of patients and data collection to Government Office. The EPU was working with a number of agencies regarding the managing of excess deaths. Cleveland is to host the North East testing and exercising of the LRF Pandemic Influenza plan on 11 February. The exercise would focus on communications between the member LRF organisations as well as externally to staff and the public.

Decision

Members noted the report and acknowledged 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 needed to be submitted to the Cabinet Office by the end of December 2008, work on the other subsidiary plans would continue. The strategic plan would also be subject to regular reviews and updates.

Members noted the planned regional exercise which would be reported on at a future meeting of the Joint Committee and that ongoing work would take place in the respective local authorities.

Members noted that the final Cleveland Strategic Plan for Pandemic Influenza would be circulated to them once completed.

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

Purpose of Report

The report was presented in order to inform Members of the incidents reported, severe weather and flood risk warnings received and communications strategy faxes received and dealt with by the EPU between 1 August 2008 and 30 November 2008.

Issues for Consideration

The Chief Emergency Planning Officer informed the Joint Committee that a total of 14 warnings relating to adverse weather conditions, 14 flood warning messages received from the Environment Agency and 16 flood watch messages.

During this period the EPU had received and dealt with 85 'blue' faxes issued by Operators or Agencies involved with the Communications Strategy. This made a total of 161 blue faxes received in the first 8 months of 2008/09 and was already more than the total for the whole of the previous year. Almost half of these received and dealt with were outside normal office hours. In the past four months there had been 9 incidents of note in which the EPU had been involved and on some occasions had seen the deployment of staff to the scene or Incident Command Rooms. A number of other incidents of a minor nature had also been reported, some of which had been dealt with by the Duty Officer, out of hours.

Decision

Members noted the report.

The meeting concluded at 2.05 pm.

CHAIR

AGENDA ITEM: 4.1

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 17 July 2009
Subject: **Prepare for Emergencies (Z card)**

1. Purpose of the Report

- 1.1 To inform Members that the Prepare for Emergencies leaflet has been produced and distributed to all homes across Cleveland.
- 1.2 To inform Members that the leaflet assists Local Authorities to meet their warn and inform duties as required by the Civil Contingencies Act.

2. Background



- 2.1 The Prepare for Emergencies leaflet is a credit card size information card which folds out to just over A4 size. It contains the latest information on how the public can better protect themselves, before during and after an emergency. It is purposely made this size to either fit in a wallet or be kept in a draw for when it is required. It explains what they should do in an emergency and also has the contact details for some essential services.

- 2.2 It has been produced by Cleveland Emergency Planning Unit on behalf of the four local authorities, together with the support of the Emergency Services and Environment Agency, who provided their most up to date information for inclusion on the leaflet. Design work on the leaflet was carried out by a local company and the copywrite for the leaflet is owned by the EPU. It was printed by a company based in Surrey called “Create This”.
- 2.3 The previous Z card / information leaflet was produced and distributed over three years ago by the Cleveland Emergency Planning Unit to warn and inform the public. The Local Authorities have a statutory duty to warn and inform the public and as the card was well received last time the EPU decided to use a similar strategy and format again. It also enabled all the agencies involved to get their latest messages across.
- 2.4 The Prepare for Emergencies leaflet was distributed to all residential addresses (243,000) across Cleveland in May 2009, through a distribution company called Amaro who were chosen as it already delivers council magazines.
- 2.5 The launch of the Prepare for Emergencies leaflet received good publicity in local newspapers. It has been placed on the EPU website at www.clevelandemergencyplanning.info and all four Local Authority websites. Articles have also appeared in the Local Authority magazines, such as Hartbeat and Stockton News, and has appeared on the large screen in the NHS Life store in the Mall, Middlesbrough. It will be advertised during the summer at a number of shows in which the EPU will be attending. It was launched by Councilor Barry Coppinger, Middlesbrough Council’s Executive Member for Community Protection.
- 2.6 If members of the public have not received a leaflet, they can obtain one or additional copies from the Emergency Planning Unit. The leaflets can also be provided in an alternative format.
- 2.7 The distribution company were unable to deliver to some addresses, for example property boarded up, signs requesting no leaflets, etc but bgs of these have been provided by the distribution company with the reasons for non delivery.
- 2.8 Since the circulation of the leaflet, the EPU has conducted a telephone survey whereby the unit contacted 100 people in each of the four Local Authority areas and carried out a questionnaire to see if people have received the card and the thoughts they have on it. The feedback was that 78% of people called in Redcar and Cleveland, 80% in Hartlepool, 88% in Middlesbrough and 90% in Stockton remember receiving the card and also they gave very positive feedback in relation to the design and

information contained within it. The EPU have also received good feedback from council employees in their capacity as members of the public.

3. **Recommendation**

3.1 **Members note the report.**

3.2 **Members are asked to acknowledge the excellent work that went into producing the leaflet and its distribution.**

Report author: Denis Hampson
Chief Emergency Planning Officer

Report date: 07th July 2009

AGENDA ITEM: 4.2

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 17 July 2009
Subject: **CLEVELAND EMERGENCY PLANNING UNIT (CEPU)
ANNUAL PLAN 2009 - 2010**

1. Purpose of the Report

- 1.1 To present to Members of the Cleveland Emergency Joint Committee the Annual Plan for the Cleveland Emergency Planning Unit for the year 2009-10.
- 1.2 The plan is attached to this report.

2. Background

- 2.1 The plan is prepared to inform the four Local Authorities of the service that the Cleveland Emergency Planning Unit intends to deliver on behalf of the four “Cleveland” unitary local authorities for the twelve month period from 1st April 2009 to 31st March 2010.
- 2.2 It provides details of what the Unit is doing now and the work-streams and priorities it will deliver over the next 12 months and how the Unit will do it. It will sit alongside the Strategic Business Plan 2008-11 previously endorsed by the Committee.
- 2.3 The principle aims of the Emergency Planning Unit are to:
 - Ensure the councils meet their statutory duties under primary legislation, in particular those as required by the:
 - Civil Contingencies Act 2004;
 - Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005;
 - Control of Major Accident Hazard Regulations 1999 (COMAH);
 - Pipeline Safety Regulations 1996;
 - Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPIR)
 - Work with local partner agencies, particularly those defined as category 1 responders under the Civil Contingencies Act, to

provide and maintain robust and resilient multi-agency response capabilities.

- 2.4 The plan reflects the changing priorities within emergency planning resulting from national and local trends and risks, many of which are as a direct consequence of the Civil Contingencies Act and the greater emphasis being placed by Central Government on the Local Resilience Fora to locally drive issues forward. The plan has taken into account this new focus and the risks and challenges that lie ahead.
- 2.5 The workload of the EPU continues to increase, particularly through the work-streams emanating from the duties under the Civil Contingencies Act and the Local Resilience Forum and there is little, if any, spare capacity within the CEPU. This is despite a structural review of the Unit in the Autumn of 2008 that created the opportunity to increase staffing levels by one officer.
- 2.6 Section 2 of the plan identifies 14 significant theme areas upon which the CEPU will focus during the year, together with the objectives shown within the performance indicators documented within the plan. Many of these themes are integral objectives within the performance indicators. We will pursue these themes and objectives to enhance the capabilities and reputation of the CEPU.
- 2.7 Whilst all these issues are important, four strands are at the forefront of the work of the EPU in 2009-10. They are:
- Firstly, the emerging dominant role of the Cleveland Local Resilience Forum (LRF) in overseeing that multi-agency planning, response, information sharing and co-operation occurs. This is particularly relevant in the area of risk assessment and overseeing that the requirements of the Civil Contingencies Act are met by all Category 1 responders, including the four local authorities. This work is being driven by the Chief Emergency Planning Officer who in early 2009 became the LRF Manager and is therefore at the forefront of all LRF work. The CEPU also provides the secretariat function to the Cleveland LRF.
 - Secondly, the writing and reviewing of emergency plans, particularly the Borough Major Incident Response plans, Rest Centre plans and Adverse Weather and Flood plans. The later need to be re-written to take account of national criteria imposed by Defra and Central Government upon which the local authorities will be scrutinised. Plans and protocols are also being developed in respect of enhancing our arrangements towards vulnerable persons, with a 'List of Lists' being produced. This work will ensure that the local authorities have the appropriate levels and standards of preparedness, with plans and procedures in place and with roles and responsibilities of staff clearly identified.
 - Thirdly, the planning around the Tall Ships' Race in 2010 is gathering momentum. The Chief Emergency Planning Officer as the Chair of the Safety Advisory Group and the Emergency

Services Sub Group for the event will attempt to ensure that health and safety and command and control issues are being fully developed. This work will follow the requirements as sent out in the HSE guidance document on planning for major events (the 'purple' guide).

- Fourthly, the legislative requirement placed upon the CEPU (delegated to the EPU from the local authorities) to write or review the plans required to be produced under the Control of Major Accident Hazard Regulations (COMAH) for the 38 chemical sites in the Cleveland area. This places a huge demand on the resources of the CEPU, particularly as there is also a need to ensure these plans are regularly tested and exercised. There is also a requirement to write/review the 8 plans required under the Pipeline Safety Regulations.

2.8 It is the intention of the EPU, working in partnership with other Category 1 responders involved in emergency and contingency planning, especially the emergency services, to ensure that the local authorities have the appropriate levels and standards of preparedness to be able to effectively respond to any major incident. This will be tested through a number of exercises and training events within each of the four boroughs.

2.9 Whilst 2008-09 saw the Cleveland Emergency Planning Unit move progressively forward, delivering a full work programme on behalf of the local authorities, the current year will again present new challenges and a full but varied work schedule that will be delivered through the aims, objectives and realistic but meaningful performance indicators set in the Annual Plan. The performance of the EPU will be judged and monitored against these indicators as the year progresses.

3. Brief Review of 2008 - 2009

3.1 Looking back at 2008-09, the Unit performed well in striving to meet the aims and objectives and there was success in all of the performance indicators, with targets exceeded in some cases.

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

- The Chief Emergency Planning Officer was part of the national Working Party which assisted in the revision of the National Recovery Guidance.
- The structure, format and content of the emergency response plans produced by the CEPU for compliance with the Control of Major Accident Hazard Regulations (COMAH) has been adopted as best practice by the Health and Safety Executive within their guidance emanating from the recommendations of the Buncefield Inquiry. The Chief Emergency Planning Officer is still engaged with Working

Parties relating to further guidance from Buncefield and the introduction of new Pipeline Safety Regulations.

- The multi-agency training days and seminars have continued to receive excellent feedback. Six events took place during the year, with the Humanitarian Assistance seminar held at the Wynyard Rooms in March 2009 receiving special acclaim.
- The usage of the Unit's website continues to show very pleasing progress with over 5000 unique 'hits' being recorded monthly. It is linked to the websites of the Cleveland Local Resilience Forum and the four Local Authorities.. Four members of staff have received specialist training (Dreamweaver) on how to develop and best utilise the websites.
- The Major Incident Procedures Manual is acknowledged as a primary source document and this is reflected in the large number of times it has been downloaded from the EPU web site;

3.3 Again, like previous years, during 2008-09 there were numerous incidents, many of which had the potential to escalate into major emergencies but through planning, preparation and training by all concerned, the effects of those incidents were minimised.

4. **Recommendation**

4.1 That Members' note the report.

4.2 That Members' endorse the 2009 - 2010 Annual Plan, including the Performance Indicators.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report date: 29th June 2009

ANNUAL PLAN

Cleveland Emergency Planning Unit



April 2009 – March 2010



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INTRODUCTION

Welcome to the Annual Plan for the Cleveland Emergency Planning Unit (CEPU) for the period 1st April 2009 to 31st March 2010.

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

This plan provides details about the Emergency Planning Unit; its work; what we intend to achieve over the forthcoming twelve months, and how we will do it. It will enable us to monitor our activities to determine whether or not we are achieving our aims and objectives and ensure that we achieve continuous improvement in our service delivery. It also helps to drive the individual work programmes of the emergency planning officers, reflecting new priorities and commitments and be used to identify appropriate training and development needs.

The CEPU is committed to the aims of:

- Ensuring the four councils meet their statutory duties under primary legislation, in particular the:
 - Civil Contingencies Act 2004;
 - Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005;
 - Control of Major Accident Hazard Regulations 1999 (COMAH);
 - Pipeline Safety Regulations 1996;
 - Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPIR)
- Working with local partner agencies, particularly those defined as category 1 responders under the Civil Contingencies Act, to provide and maintain robust and resilient multi-agency response capabilities.

Therefore we are committed to real outcomes in preparation for an emergency so that the public will be well served by their local authorities prior to, during and after an emergency.

Without dwelling too much on what has occurred over the previous twelve months, it is with pleasure that I can report that the Emergency Planning Unit has had an excellent year that has seen us move progressively forward and built upon our status as an Emergency Planning Beacon. The award which identifies excellence and innovation in local government created a number of opportunities to share our good practices with others across the country and enhance our existing good reputation.

The Beacon status, together with other significant outcomes reflect the standard and professionalism of all staff within the Emergency Planning Unit, especially as several experienced staff left the EPU during the year. A review of the structure of the Unit also brought about changes in both personnel and job profiles. Nigel Stevens, the Deputy Chief Emergency Planning Officer and Phil Hudson, the Senior Emergency Planning Officer with responsibility for Middlesbrough Borough Council both left; Nigel retiring and Phil emigrating to Australia. I wish to record my appreciation for their contribution to the work of the EPU over several years. New staff have joined us but as emergency planning is such a specialist field of work, they are subject to a steep learning curve whilst they gain the knowledge and experience appropriate to competently undertake the role and responsibilities of their post.

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

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

The EPU can also be said to be the "cornerstone" of the Cleveland Local Resilience Forum (LRF) with myself now managing the LRF on behalf of all stakeholders and providing the secretariat function through the Resilience Forum Assistant, a post within the EPU but which is financed by LRF organisations/agencies.

More information about the Cleveland Emergency Planning Unit and the Cleveland LRF can be found on the web sites at:

- www.clevelandemergencyplanning.info
- www.clevelandlrf.org.uk

Denis Hampson

Chief Emergency Planning Officer and
Local Resilience Forum Manager

April 2009



MISSION STATEMENT



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

SECTION 1 OVERVIEW OF THE YEAR AHEAD – 2009/10

- 1.1 The primary aims of the Cleveland Emergency Planning Unit (EPU) are to ensure that the four local authorities meet their legislative obligations in respect of resilience and civil contingencies, whilst ensuring that there is an effective response to all major incidents and emergency situations regardless of their cause.
- 1.2 Through the work of the Cleveland Emergency Planning Unit, the local authorities are at the forefront of the preparedness for emergencies, working in partnership with other Category 1 responders, as defined by the Civil Contingencies Act, particularly the Emergency Services. The building of frontline responders' capabilities to effectively plan for and respond to emergencies is a crucial element of the local resilience activity that is undertaken by the EPU on behalf of the four councils, with the objective to ensure safer communities through effective emergency planning.
- 1.3 As such, the EPU will ensure that appropriate plans are produced, reviewed, tested and exercised. But plans need effective staff to fulfil the roles and responsibilities identified within them and therefore an important role of the EPU is to identify appropriate staff from within the local authorities and provide them with awareness or specialist training to ensure they have knowledge of the plan(s) and understand their roles and responsibilities, thus giving them confidence in the plans and their own abilities to fulfil their roles.
- 1.4 Driving much of what the EPU does is statutory legislation, principally the Civil Contingencies Act, its Regulations and Guidance and the definition of an emergency set out within legislation.

The Civil Contingencies Act defines an "emergency" as:

- an event or situation which threatens serious damage to human welfare;
 - an event or situation which threatens serious damage to the environment;
 - war or terrorism which threatens serious damage to the security of the UK
- 1.5 This definition creates a whole range of possible incident scenarios for which we must plan and prepare and includes not just serious or major incidents but also something that may be classed initially as relatively minor but which has the potential to impact dramatically on the commercial, economical, societal and/or environmental wellbeing of the area and its communities. The consequences of any such incident have no respect for local authority boundaries, can be far-reaching and long lasting and the local authorities will be at or near the forefront of any response and the aftermath of any such incident.
 - 1.6 The public need to be better prepared so they can sustain their own safety and that of their families and their neighbours, with an essential pre-condition being that they are aware of the risks in their area and know how they can protect themselves. A well informed public are considered to be better able to deal with the consequences of an emergency. Therefore the EPU will ensure systems

are in place to warn and inform the public prior to, during and after an emergency.

- 1.7 Nationally, regionally and locally, there is greater emphasis being placed upon emergency planning and civil protection, with the Local Resilience Forum (LRF) being seen at the helm. The Chief Emergency Planning Officer as the Manager of the Cleveland LRF will work to ensure that the local authorities and the EPU are at the forefront of LRF work-streams, plans and policies.
- 1.8 This increased emphasis on emergency planning is being reflected in the expectations and work being placed on emergency planners through the Civil Contingencies Secretariat in central Government, the need for regional planning and the greater involvement of the Regional Resilience Team at Government Office for the North East. Further, auditing of the work of the EPU is carried out through the corporate assessment programme; new national performance indicators; the 'expectations set' issued by the Cabinet Office and Audit Commission performance measures. All seek evidence of the commitment by local authorities towards emergency and resilience planning.
- 1.9 A significant requirement upon the Local Resilience Forum is the need to produce and publish a Community Risk Register that identifies the risks of an emergency, locally, regionally and nationally. On behalf of the LRF, the EPU undertakes a primary role in the production and review of the register. However through the register and working with partners, we are able to identify our primary risks and work to the predominant risks identified.
- 1.10 There are a number of predominant risks within Cleveland that we must focus upon, particularly those associated with our industrial heritage including the chemical industry and the nuclear power station. In respect of these risks the EPU must work to achieve legislative requirements placed upon local authorities and which have been delegated to the EPU to deliver upon. Nationally, the risk of a pandemic influenza outbreak is the main risk.
- 1.11 Certainly the Civil Contingencies Act Enhancement Programme being spearheaded by the Civil Contingencies Secretariat within the Cabinet Office will have an impact upon the EPU. The programme will over the next year make requirements upon the EPU and other Category 1 responders to demonstrate how actions have or are being pursued to meet the numerous requirements of civil contingencies and resilience and to show the involvement of multi-agency partners in planning, preparation, testing and exercising. Through the Chief Emergency Planning Officer, as Manager of the Cleveland LRF, much of this work will be directed through the Cleveland Emergency Planning Unit.
- 1.12 All the primary aims of the EPU are supported by a number of objectives which are set out in later within this plan.

SECTION 2 SIGNIFICANT THEMES 2009-10

- 2.1 Much what we did over the previous twelve months will still be very relevant during 2009-10 but the following priorities will both support the overall aims of the Cleveland Emergency Planning Unit whilst ensuring that the public are well served by the local authorities in the emergency planning sector.

The present and future role of the EPU demands strong leadership committed to the management of change, setting and reaching milestones and targets, whilst maximising efficiencies.

2.2 Working with Industry

Due to the industrial makeup of this area, there is a continuing requirement for the EPU to work with the chemical industry, British Energy, the Hazardous Installations Division of the Health and Safety Executive and Environment Agency to ensure detailed off-site emergency response plans are produced, reviewed and thereafter audited through a rigorous testing and exercising regime. This work which will ensure the local authorities meet their legislative duties is demanding, particularly in respect of time and commitment. The Cleveland area has 38 top tier sites regulated by the Control of Major Accident Hazard Regulations (COMAH) which is over 11% of all sites nationally. The EPU is also working with Industry to ensure the lessons learned from the Buncefield incident and recommendations / guidance from the resultant enquiry are incorporated into plans and practices and form part of our exercise regime.

Akin to COMAH, the Pipeline Safety Regulations also require the EPU on behalf of the Local Authorities to produce detailed plans for the hazardous pipelines that transverse the Cleveland area. There are 8 major pipeline operators, with each having a specific plan in respect of the hazardous pipelines under their control and/or ownership. Presently there is no requirement to test and exercise these pipeline plans but this will change within the next 12 months through changes in legislation. The Chief Emergency Planning Officer is a member of a small national working group chaired by the HSE Policy Division that is developing new legislation and guidance.

The EPU will also ensure that there are communication strategies in place to warn and inform the public in the public information zones around the chemical sites, thus complying with one of the duties under the Civil Contingencies Act.

2.3 Beacon Status

The EPU continues to build upon the success from the Beacon award achieved in March 2007 on behalf of the four local authorities. The Beacon assessment team confirmed that there “was a unique and vibrant partnership between the authorities and a wide range of bodies in the public, private and voluntary sector and excellence was demonstrated in all areas”. The EPU will strive to maintain this outstanding achievement through demonstrating to others the outstanding areas of best practice in Cleveland. This will be achieved through a variety of channels including presentations at national conferences; involvement in learning exchanges; promotion of our learning activities and working closely

with national bodies on emergency planning issues, including the Civil Contingencies Secretariat and Health & Safety Executive.

2.4 Civil Contingencies Act 2004

This Act, together with its suite of Regulations and Guidance Documents, is the significant driver of emergency planning work. To ensure that the impact of any emergency situation is reduced or mitigated against, the EPU will work towards meeting the civil protection duties that fall on Category 1 responders under the Act. Local authorities, together with the emergency services and others are defined as Category 1 responders. Duties include:

- Co-operation between emergency responders;
- Information sharing between emergency responders;
- Completion of local risk assessments and the review of the Community Risk Register that is available to the public;
- Emergency Plans are produced, tested and exercised;
- Maintaining public awareness and arrangements to warn, inform and advise the public.
- Promotion of business continuity management to the commercial sector, particularly small and medium sized enterprises and the voluntary organisations.

2.5 Partnership Working

Effective partnership working is seen as a fundamental element in ensuring that the local authorities comply with their legislative requirements and to ensure that plans are workable and robust and resilience partners can work together should a major incident or emergency occur. Therefore time and effort will be spent on strengthening these partnerships, both within and across the local authorities and externally with the many and varied agencies and organisations, including the emergency services, voluntary sector, health, coastguard, harbour authority, military, Environment Agency, Health and Safety Executive and regional government offices' and national government.

The EPU is acknowledged as the focal point for emergency management, best practice and advice throughout the local area and across partner agencies. Partnership working will include the Emergency Planning Officers working with and across local authority departments and divisions as the EPU cannot work in isolation but requires the commitment of other local authority staff.

The EPU will be involved in numerous arrangements to enhance close working and co-operation, including:

- Cleveland Local Resilience Forum, of which the Chief Emergency Planning Officer provides the management function and the CEPU, the secretariat function
- Local Resilience Working Group, chaired by the Chief Emergency Planning Officer.
- Cleveland Media Emergency Forum, chaired by the Chief Emergency Planning Officer.
- Exercise Planning Group
- Temporary Mortuary/ Managing Excess Deaths Group

- Voluntary Agency's Group

A flowchart showing all the groups and the full extent of the links and involvement that the EPU has with partner agencies and others is shown on page 19.

2.6 Tall Ships' Race

The EPU, but in particular the Chief Emergency Planning Officer (CEPO) and the Senior Emergency Planning Officer for Hartlepool, will be heavily involved in the planning for the Tall Ships' Race in 2010 in Hartlepool. The CEPO chairs the event's Safety Advisory Group; Emergency Services sub group and the Water Rescue sub group. It is estimated that the event will attract 1 million visitors to Hartlepool and the surrounding area over the main four day period of the event in August 2010. Ensuring the safety of such a huge volume of people will require a vast amount of detailed planning and development and commitment of resources over a wide range of tasks.

Whilst the race will centre on Hartlepool, it is clear that the event will have a "knock on effect" across the whole of the Cleveland area and also into Durham County. Emergency planners will have a significant involvement in the planning process and this is gathering momentum.

2.7 Cleveland Local Resilience Forum (LRF)

The Chief Emergency Planning Officer manages the LRF whilst the CEPU provides the secretariat function. Under legislation the LRF is seen as the principal mechanism for multi-agency co-ordination, planning and information sharing between Category 1 responders. The LRF is not a statutory body but it is a statutory process and through the work of the Chief Emergency Planning Officer, the EPU is at the forefront of what the LRF does and is a primary driver of the LRF process.

The workload of the LRF, primarily due to demands placed on it from central Government and in particular the Civil Contingencies Secretariat in the Cabinet Office, is increasing and the LRF has the audit function in respect of how Category 1 responders are meeting their requirements under the Civil Contingencies Act and Regulations. Therefore it has become a fundamental and necessary feature of the work-streams within the EPU to effectively deliver the duties under the Civil Contingencies Act and the strategies of the LRF, especially those that need to be developed in a multi-agency environment. The strategies of the LRF will be delivered through the Cleveland Local Resilience Working Group and the Cleveland Media Emergency Forum, both of which are chaired by the Chief Emergency Planning Officer, and their sub groups, most of which are led by Emergency Planners from the EPU.

2.8 PITT Report and Flooding

As a consequence of the PITT report into the serious flooding that occurred in mid 2007, the EPU will work closely with the four local authorities and the Environment Agency to ensure appropriate action is taken on the 94 recommendations set out in the report, all of which have been endorsed fully by

central Government. Over the next 12 months, the EPU on behalf of the four local authorities will:

- Produce a new Flood Response Plan following a national template produced by Defra. The plan will contain specific response elements covering known areas of flood risk, for example, Yarm, Port Clarence and Skinningrove. This plan will supercede all presently held flood plans. Once produced, the plan will become subject to audit by Defra.
- Produce a generic Reservoir Inundation plan by December 2009 and specific Reservoir Inundation Plans for the six reservoirs within Cleveland that come within the definition used.
- Work with partners over the implementation of the new Water Resources Act as it relates to emergency and resilience issues and planning, specifically surface water flooding.

2.9 Writing of Emergency Plans

Development of risk based major incident response plans which incorporate the responsibilities and functions to control or mitigate the effects of the emergency is an essential role of the EPU. The plans that will take precedence during the forthcoming year are:

- Review of the Borough Emergency Response Plan in each of the four councils
- Reviewing of Rest Centre Plans
- Severe Weather and Flood Response Plans to meet new requirements determined nationally by Defra and the Environment Agency
- Pandemic Flu planning, especially in respect of Anti-viral Distribution Centres and Managing Excess Deaths
- Review of the Humanitarian Assistance plan
- Town Centre Evacuation plans, in conjunction with the Police.
- Evacuation planning for areas around potential hazards, for example, large chemical sites, so that evacuation assembly points are pre-identified, access/egress routes are planned and rest centres are known.
- Plans and protocols to consider 'vulnerable people' and diverse communities. Special consideration will be given to how they will be affected by specific emergencies and how they will be assisted during and after the event. Work will attempt to identify where vulnerable persons reside, the extent of their vulnerability, what extra resources would be required to assist them in the event of an emergency and a protocol for sharing such information in the event of an emergency including contact details.
- More action is required on media plans and protocols, including mutual aid arrangements and the pre-identification of "lead communicator" to a range of emergencies.

2.10 Voluntary Sector

The voluntary sector has an important role to play in supporting the Category 1 responders in response to many emergencies. It is therefore vital that we enhance our knowledge of all the voluntary agencies that may be able to assist both the local authorities and the emergency services during an emergency. We will build upon the work already undertaken to actively engage with voluntary

groups to ensure that we are aware of the kinds of service the voluntary sector can offer and ensure their services are included in our local planning arrangements. This will include them being involved more closely with the training and exercise regime operated within Cleveland. The voluntary sector could also provide valuable assistance in the work that will be undertaken in respect of vulnerable people.

2.11 Risk Assessment

Continuing work will be undertaken to achieve risk assessments in relation to all the hazards and threats that might give risk to an emergency in Cleveland and how that risk could impact upon the local geographical area and the delivery of services by the local authority and other responders. The assessments will show what actions have been taken to mitigate the hazard or threat from occurring and the response mechanisms to such risks

This risk assessment process ensures that a comprehensive Community Risk Register is produced and is subject to continual review. It is available to the general public on the CEPU and LRF websites. This risk assessment process will ensure that emergency planning is risk based.

2.12 Business Continuity Advice and Guidance

The EPU undertakes on behalf of the four local authorities the duty to promote business continuity planning and management, particularly amongst small and medium sized enterprises. There will be added focus during 2009, including awareness raising activities, the production of advice literature and a plan template that businesses can use to develop their own plans, thus helping them to help themselves in the event of an emergency. Where appropriate, seminars and workshops will be held and we will assist business continuity champions in the local authorities in the preparation of plans for their councils and service areas/departments to ensure they can deliver their emergency response capability.

2.13 Promoting Emergency Planning

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

The new Prepare for Emergencies leaflet (Z card) has been designed and will go to print in April 2009 for delivery to all homes across Cleveland (240,000) in May. This leaflet, which is similar to the one produced three years ago, is designed to provide advice and guidance to the public, with the intention to ensure they are better prepared should a major incident or emergency occur. In addition, other ways to make the public more aware of civil protection and emergency planning will be pursued, including publicity, advice and information leaflets, road shows, seminars and school visits.

2.14 Auditing and Monitoring

Greater scrutiny and inspection of our functions has been identified in several of the sub sections above and this will be undertaken through both internal and external auditors and other agencies to determine how effectively emergency planning is being delivered. Internal control measures and review procedures will continue to be developed to compliment existing processes.

2.15 National and Regional Priorities

The Regional Resilience Team within the Government Office for the North East under the direction of a Deputy Director, together with a Regional Resilience Forum, is increasing placing additional demands on the EPU. The regional remit is to determine what the region needs to have in place to combat a major incident that affects more than one 'sub region' or which has a regional dimension, and consequently the EPU is increasing becoming involved with assisting in the development of regional plans and protocols, together with attendance at a myriad of meetings that sit alongside such planning. Such plans will include 'cross border' involvement in CBRN, Mass Evacuation and Mass Casualties' projects.

The EPU will assist the local authorities where appropriate with work relating to the Government's "Prevent" strategies, which relate to national risks concerning terrorism and the threat of terrorism.

The resilience capabilities work programme emanating from Government is determining that risks and threats must be planned for, with stand alone plans being developed.

SECTION 3 STAFFING AND STRUCTURE of the CEPU

3.1 The structure is:

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

The structure which is shown on page 18 also identifies the post of a Resilience Officer. This post will depend upon the results of the present review being carried out of the Civil Contingencies Act and future status of Local Resilience Forums.

- 3.2 The Chief Emergency Planning Officer carried out a review of the structure and staffing requirements in the Autumn of 2008 and this created the opportunity to increase staffing levels by one officer, but even with this increase the existing work commitments show that there is little, if any, spare capacity within the EPU to absorb further work which may be generated by new legislation or Government requirements. Further, the EPU has fewer staff than most emergency planning units across the country but Cleveland has an abundance of risks and this culminates in staff in Cleveland having a far greater workload than many of their counterparts.
- 3.3 The EPU is financed through a joint arrangement with Hartlepool Borough Council being the 'lead' authority. The performance and effectiveness of the EPU is overseen by the Emergency Planning Joint Committee which is an Executive Committee that comprises of either the Mayor or an Executive Councillor from each local authority. The Chief Emergency Planning Officer also reports to the Tees Valley Chief Executive's Group.
- 3.4 To meet the challenges and demands of both the present and future requirements, there is the need for the EPU to:
- Be a committed and resourceful unit with a competent and motivated workforce;
 - Have the correct structure with the right staffing levels;
 - Have the right tools, including ICT, to do the job;
 - Have the financial resources to be effective;
 - Ensure there is clarity of purpose.

- 3.5 Staff within the Unit are dedicated, skilled, knowledgeable and professional in their specialist field of work and to achieve our future strategy, there must be the organisational capacity to deliver, with staff possessing the requisite attributes and competencies and being pro-active in their duties. They must be able to make professional judgements on behalf of the local authorities.
- 3.6 Staff retention remains difficult, with experienced staff continuing to leave for different work challenges, but essentially for greater remuneration. Applicants who possess requisite skill and abilities and experienced emergency planners are difficult to recruit and it takes new staff between 18 months and 2 years in the role within Cleveland to undertake the role effectively.
- 3.7 Individual Senior Emergency Planning Officers have primary responsibility for one of the four councils, working from the EPU into the designated Borough.
- 3.8 The Senior Emergency Planning Officers will act as advisors to the Chief Executive and/or senior council officers during any incident and where appropriate attend 'Silver Command' and act as the local authority liaison officer. The Chief Emergency Planning Officer is likely to attend 'Gold Command'.
- 3.9 A new Senior Emergency Planning Officer post was created in January 2009 with the remit to ensure plans and arrangements under the COMAH and Pipeline Safety Regulations are complied with.
- 3.10 The three Emergency Planning Officers have lead responsibilities for specific aspects of emergency planning, for example, Community Risk Register, CBRN and Diseases of Animal plans and Warn and Inform arrangements.
- 3.11 The EPU provides a Duty Officer scheme and this is an important function of the Unit. It operates on a 365 day x 24 hour basis and provides a single point of contact for the emergency services and other agencies e.g. Environment Agency, Met Office, Food Standards Agency in respect of advise and for alerting and activating the local authority in the event of an incident. The EPU acts as a filter for the local authorities, making judgements on the extent of the need for local authority involvement, whether it be for information purposes only or when action is required. The Duty Officer uses their wealth of experience, local knowledge and expertise in making such decisions.
- 3.12 Emergency planners work to a three monthly work schedule agreed with the Chief Emergency Planning Officer that is structured to meet the aims and objectives and performance indicators set out in the annual plan.
- 3.13 As previously mentioned, the Emergency Planning Unit is co-located with the Emergency Planning Unit of Cleveland Police in offices that are leased from Cleveland Fire Brigade. Emergency Planning Officers from the Cleveland Fire Brigade and the North East Ambulance Service (NEAS) are also based within the Unit. The Cleveland Police Emergency Planning Unit consists of an Inspector, Sergeant, three Constables and a civilian support officer. Their

offices are designated and equipped as the Fallback Control Room should communication facilities fail at either Police or Fire Brigade Communications Centres. This joint arrangement is unique to Cleveland and presents a professional image of emergency planning, raises the profile of the service and provides an environment conducive to integrated emergency management.

3.14 This co-located Emergency Planning Units provides a distinct advantage over those authorities who do not have such a facility. Further, having a Joint Emergency Planning Unit serving all four local authorities is a great advantage, provides economies of scale, helps to stop duplication of effort, assists in co-operation and information sharing and greatly assist in undertaking many of the duties. Other benefits of these arrangements include:

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

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

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

The flowchart on page 19 illustrates the extent of the links and involvement that the EPU has with regional and local partner agencies.

At a North East regional level, the Chief Emergency Planning Officer is a member of the Regional Resilience Forum with the Chief Executive of Hartlepool Borough Council who represents the Association of North East Councils. Emergency Planners from across the region are represented by the Chief Emergency Planning Officer on the Regional Media Emergency Forum (RMEF) and a Senior Emergency Planning Officer from Cleveland is also a member of the RMEF.

SECTION 4 BUDGET 2009-10

- 4.1 In line with joint arrangements for emergency planning, Hartlepool Borough Council as the lead authority administers the EPU budget, including the financial contributions towards the EPU from the four local authorities.
- 4.2 Funding for emergency planning mainly derives from contributions from the four local authorities which are allocated resources from Government through the annual grant settlement.
- 4.3 Contributions are recovered from Cleveland Police and the North East Ambulance Service to meet costs associated with the shared accommodation at the Emergency Planning Unit and the half salary of an administrative assistant.
- 4.4 The non-salary budget for the EPU has been kept at below inflation figures over the past 3 years. Over 80% of the budget is used to meet salary costs.
- 4.5 There is a small growth in contributions from the four authorities for 2009/10, primarily to meet salary increments, pay rises and non-pay budget inflation. The budget and contributions were contained within the Strategic Business Plan for Emergency Planning 2008 – 2011, approved by the Emergency Planning Joint Committee. The funding of the new Senior Emergency Planning Officer post will be met from increased financial management and efficiencies.
- 4.6 The district contributions are based on population figures and apportioned at £0.41 of Band D council tax. This formula was agreed by the Chief Finance Officers and has been used over the past three years. It provides an equitable and robust principal for apportionment based on the risks and work performed in each of the local authorities. This same principal will continue to be used in future years to fix the impact at a standard amount based on band D council tax.

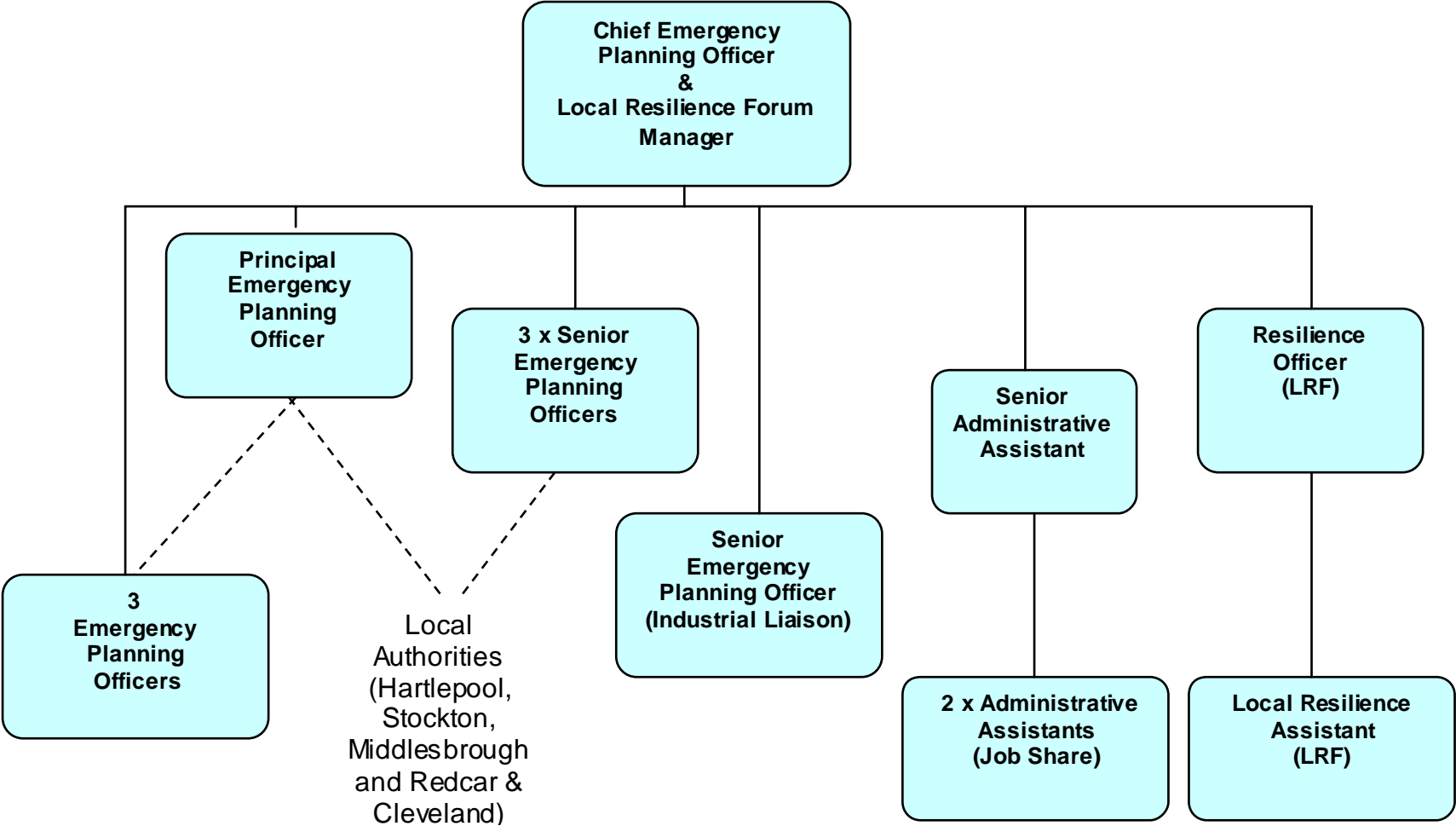
The district contributions for 2009/10 are:

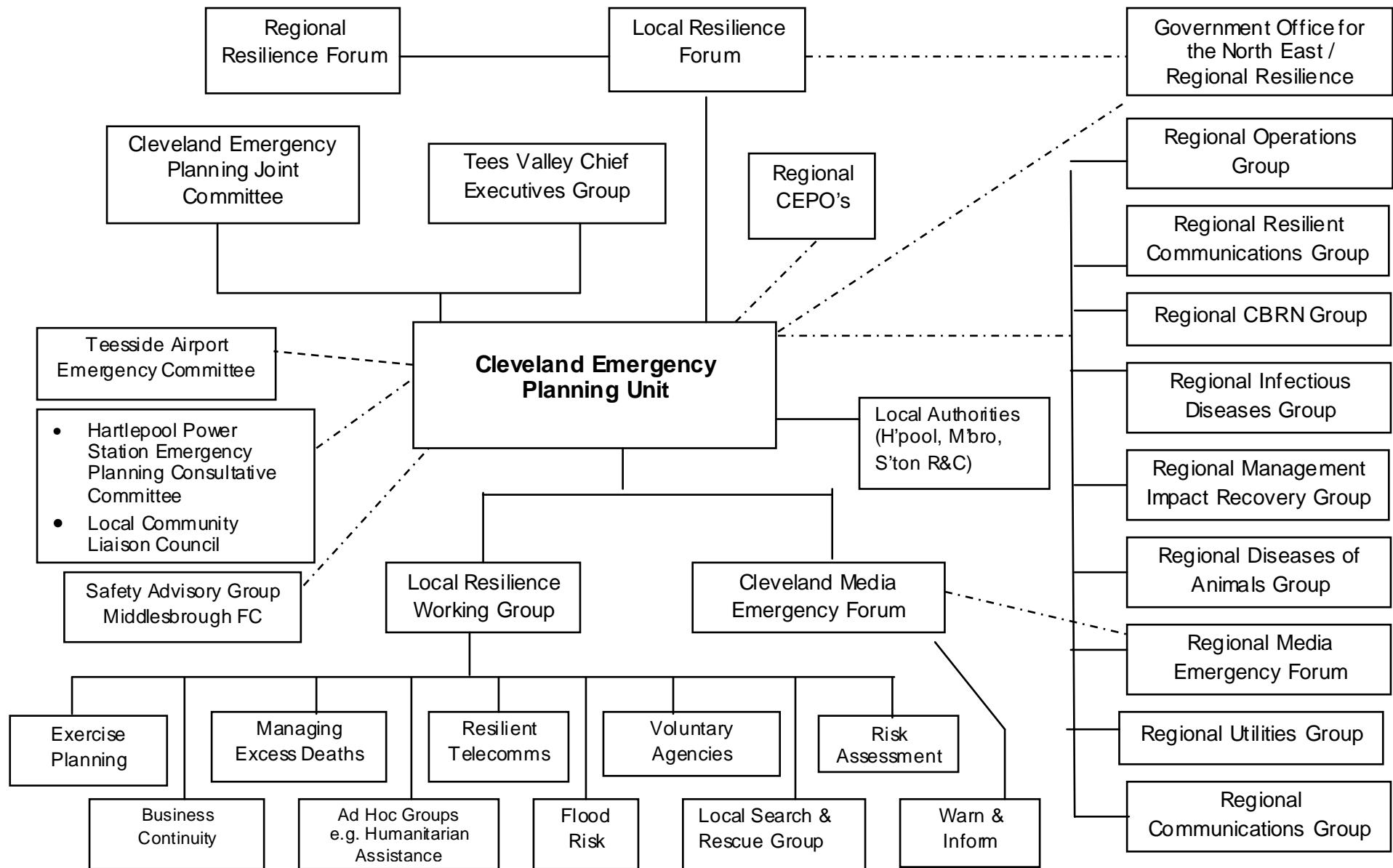
Hartlepool	£ 79,447	(76,679)
Middlesbrough	£125,572	(121,161)
Redcar and Cleveland	£112,076	(108,165)
Stockton-on-Tees	£145,075	(139,994)

2008/09 contributions shown in brackets.

- 4.7 Money from reserves will be used to cater for presently unaccounted for demands that may be placed on the EPU by new legislation or external pressures. It is considered likely that reserves will be required to assist with any 'move' of the CEPU away from their present location should the Fire Brigade proceed with intended plans to replace Middlesbrough Fire Station under PFI agreements.

STRUCTURE





SECTION 5 AIMS and OBJECTIVES of the CLEVELAND EPU

AIMS

The primary aims of emergency planning are:

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

To achieve these aims we must also:

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

OBJECTIVES

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

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

ETHOS

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

VALUES

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

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

CULTURE

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

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

SECTION 6 PERFORMANCE INDICATORS

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

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

Whilst many of the indicators are similar to last year, targets have been changed to reflect current priorities and workstreams.

One new indicator has been added which deals with the additional work that has been created by the need to plan for the Tall Ships Race that will be held in Hartlepool in August 2010, but which will impact upon the whole of the Tees Valley area, primarily as it is considered that the event will attract at least a million visitors over a four to five day period.

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

NO	INDICATOR	OUTCOME	2009/10TARGET
1	Develop and review emergency planning arrangements in each local authority	<ul style="list-style-type: none"> • To ensure each authority has an effective and up to date Major Incident Response Plan • To ensure departments / service areas have effective plans which are an integral part of the Councils Major Incident Response Plan • Staff are aware of their roles and responsibilities 	<ul style="list-style-type: none"> • Each Local Authority Major Incident Response Plan to be reviewed within the 12 month period, taking into account the departmental / service plans. • Conduct one call out / contact after hours exercise in each local authority
2	Provision of an effective Cleveland Community Risk Register (CRR)	<ul style="list-style-type: none"> • To ensure the local authorities' have identified and prioritised emergency risks in their area • Allows the public to be made more aware of the risks that could lead to a major incident • Provision of Project Leader who will chair the Risk Sub Group and further develop the community risk register 	<ul style="list-style-type: none"> • Ensure all significant local risks are addressed in CRR • Review the CRR on EPU & LRF web sites 6 monthly • Hold 4 meetings of Risk Sub Group to monitor and review the register • Report to Local Resilience Forum annually
3	Number of plans produced / reviewed for COMAH establishments. (as at 01.04.09, Cleveland has 38 top tier COMAH sites – 11% of national total)	<ul style="list-style-type: none"> • Meet statutory duties under the Control of Major Accident Hazard Regulations • Ensure Operator, Emergency Services Local Authority and other responders effectively deal with incidents • Validity of plans produced to satisfaction of Competent Authority 	<ul style="list-style-type: none"> • 8 plans to be reviewed or produced • Assess regional impact on all COMAH plans (Buncefield recommendation)

NO	INDICATOR	OUTCOME	2009/10 TARGET
4	Provide an efficient duty officer scheme – 24/7x365	<ul style="list-style-type: none"> • Best Value • Ensure Local Authority are alerted to incidents so they can respond effectively • Provide effective response by Emergency Planning Officer(s) 	<ul style="list-style-type: none"> • 98% • Annual review of EPU telephone contacts and agency lists • Review of each local authority / EMRT contacts lists at least quarterly or when significant changes occur
5	Rest Centre procedures and exercises	<ul style="list-style-type: none"> • To ensure staff, especially social services & voluntary agencies are better equipped to respond to incidents 	<ul style="list-style-type: none"> • One exercise/training event in each Council • Review Rest Centre boxes • Review Transport Plan
6	Provision of effective internet websites for both the Cleveland Emergency Planning Unit and the Cleveland Local Resilience Forum (LRF)	<ul style="list-style-type: none"> • Improved interaction with public / customers • Provision of system to inform the public of the risks associated with the area, allowing them to take any preventative actions felt appropriate • Provide focal point for public to gain information on emergency and civil contingencies planning <p>www.clevelandemergencyplanning.info</p> <p>www.clevelandlrf.org.uk</p>	<ul style="list-style-type: none"> • Web site reviewed every 28 days • New 'cover story' on CEPU website on a quarterly basis • Project leader to place new items on website within 5 days of receipt. • Publish events/training of LRF partners on website

NO	INDICATOR	OUTCOME	2009/10 TARGET
7	Conduct / participate in multi-agency exercises under COMAH / Pipelines / REPPIR Regulations	<ul style="list-style-type: none"> • To ensure those involved are better prepared to respond • Ensure plans work in practice • Lessons learned and required actions are taken forward 	<ul style="list-style-type: none"> • 10 COMAH exercises • 3 level one Nuclear exercises • Take part in extensive preparations for major level 2 exercise in May 2010
8	Planning for the Tall Ships Race in Hartlepool in August 2010	<ul style="list-style-type: none"> • To ensure the safety of public attending the event • To gain 'buy-in' from appropriate responders, particularly the emergency services and first aid providers • To ensure that an adequate event safety plan is prepared • To ensure that Command and Control facilities are created, together with an Event Control plan 	<ul style="list-style-type: none"> • CEPO to chair Safety Advisory Group and EPU to provide Secretariat for SAG • Hold bi-monthly meetings of SAG • Meet targets set in the Tall Ship's Project plan • 80% of Event Safety Plan produced • Event Control plan completed
9	Provide information to the public / residents about the EPU and on responding to and dealing with emergencies	<ul style="list-style-type: none"> • To ensure everyone is more aware of emergency and contingency planning so they are better prepared and aware • Provision of advice and guidance • Assist in meeting the statutory requirements of the Civil Contingencies Act 	<ul style="list-style-type: none"> • Produce 3 pieces of information material • Material made available on CEPU and LRF websites • Briefing note to responders on 3 subject matters, e.g. COMAH review, pandemic flu and resilient telecommunications

NO	INDICATOR	OUTCOME	2009/10 TARGET
10	Training of Local Authority and Emergency Planning Unit staff	<ul style="list-style-type: none"> • Best Value • Staff better able to respond effectively to incidents • Ensure effective use of resources 	<ul style="list-style-type: none"> • 8 local authority staff to attend external courses • 20 local authority staff in each Council to receive “in house” training • Hold 4 Local Authority Exercises (1 per Borough) • EPU staff to attend average of 3 days training • Provision of 3 multi-agency training days
11	Ensure compliance with the Pipeline Safety Regulations through the review and writing of emergency response plans for hazardous pipelines	<ul style="list-style-type: none"> • Ensure Operator, Emergency Services, Local authority and other responders react effectively to incidents. • Comply with statutory requirements • Be part of HSE working group producing amended Regulations 	<ul style="list-style-type: none"> • Review and/or test 2 plans • CEPO to pro-actively be involved in regime that is amending the PSR ready for implementation in 2010
12	Time to produce an off-site emergency plan under the COMAH (Control of Major Accident Hazard Regulations) Pipeline Safety Regulations or Radiation (Emergency Preparedness & Public Information) Regs (REPPIR)	<ul style="list-style-type: none"> • Meet statutory duties under the COMAH Regulations/Pipeline Safety Regulations /REPPIR • Ensure plans are in place to assist the Operator, Emergency Services, Local Authority and other responders to deal effectively with incidents • Ensure the Operator, Emergency Responders and Competent Authority are consulted appropriately 	<p style="text-align: center;">40 working days</p> <p>(from commencement of writing plan to sending draft out for consultation)</p>

NO	INDICATOR	OUTCOME	2009/10 TARGET
13	Increase awareness of emergency planning and the Civil Contingencies Act within the local authorities	<ul style="list-style-type: none"> • Best Value. • Crucial to ensure effective deliver & improvement of service • Provide awareness that Elected Members and Council employees can impart to persons within their community • Public through awareness are better prepared to protect themselves and their property and understand the reality of situations / emergencies. 	<ul style="list-style-type: none"> • Elected / LSP Members invited to attend seminar / training days provided by EPU • One Elected Member to attend Emergency Planning College • Minimum of three EMRT meetings to be held in each Borough where EMRTs are held • EPU staff to attend 2 public events for promotional purposes • Produce 1 article for inclusion on website of the local authorities
14	Effective partnership working on a multi-agency basis across the Tees Valley area, with particular reference to the Cleveland Local Resilience Forum	<ul style="list-style-type: none"> • Sharing information and knowledge • Improve liaison, knowledge and understanding assisting agencies to work more closely • Provision of an effective Local Resilience Forum through the CEPO as Manager of the LRF • Provision of an effective secretariat to the Cleveland LRF • Meet requirements of the Civil Contingencies Act 	<ul style="list-style-type: none"> • 4 meetings of the Local Resilience Forum • 4 meetings of the Local Resilience Working Group • 3 meetings of the Media Emergency Forum • 4 Ad hoc meetings

NO	INDICATOR	OUTCOME	2009/10 TARGET
15	Promote Business Continuity Management to small and medium enterprises (SME's)	<ul style="list-style-type: none"> • Meet requirements of the Civil Contingencies Act • Promotes awareness to the wider community • Provision of shared information • Greater community involvement • SME's are more able to recover from the effects of an emergency 	<ul style="list-style-type: none"> • Continue working relation with Tees Valley Business Link & North East Chamber of Commerce • Produce 4 pieces of literature for dissemination to SME's • Hold 3 meetings of the Business Continuity Sub Group • Present at 2 seminar / conference for SME's • Develop working relations with PCT's and other Cat 1 & 2 responder agencies
16	Increase involvement of the 'voluntary sector' in emergency planning	<ul style="list-style-type: none"> • Best Value • Improve liaison, knowledge and understanding between all parties • Meets central government guidance 	<ul style="list-style-type: none"> • Hold 4 meetings with Voluntary Agencies • Involve one or more agencies in 2 exercises • 4 training sessions / presentations to or with Voluntary Agencies • 1 'live play' rest centre exercise involving voluntary agencies

NO	INDICATOR	OUTCOME	2009/10 TARGET
17	Meetings with Partnership Agencies and Organisations within the North East region	<ul style="list-style-type: none"> • Sharing information • Improve liaison, knowledge and understanding, thereby assisting agencies to work more closely • Dissemination of minutes to interested parties 	<ul style="list-style-type: none"> • 3 meetings with Regional Resilience Team (GONE) • 8 meetings with regional operations groups e.g. CBRN, Media, Utilities • 4 Ad hoc meetings
18	Business Continuity Plan for the Emergency Planning Unit	<ul style="list-style-type: none"> • Meet requirements of the Civil Contingencies Act guidance • Ensure staff can react effectively to an incident affecting the EPU • Best Value 	<ul style="list-style-type: none"> • Review CEPU plan • Conduct an exercise involving the plan
19	Event Planning	<ul style="list-style-type: none"> • Ensure health and safety aspects at events are covered • Produce or ensure event emergency response plans are produced • Events include Mela, Cleveland show, Music Live, Tall Ships, large Firework Displays, etc 	<ul style="list-style-type: none"> • Work with the Event Planning Teams to produce appropriate documents • Provide 100% requests for assistance from Event teams • Produce event plans for 10 events • Hold a Cleveland Safety Advisory Group meeting twice yearly • Provide SAG guidance in consultation with councils and emergency services

NO	INDICATOR	OUTCOME	2009/10 TARGET
20	Circulation of minutes of meetings and other information received within the unit	<ul style="list-style-type: none"> • Good administrative practice • Allows information to be shared • Actions are identified and dealt with • Timely circulation of relevant information on emergency planning issues 	<ul style="list-style-type: none"> • Circulated within 8 working days of meeting date • Circulation of other material within 5 days
21	(a) Invoices received in Emergency Planning Unit processed & sent to finance section for payment. (b) Submission of requests for invoices for exercises and/or plans	<ul style="list-style-type: none"> • Best Value • Improve the internal administrative working of Emergency Planning Unit • Effective cost recovery 	<ul style="list-style-type: none"> • Invoices processed/sent within 5 days • EPO's to provide costing within 7 days of exercise or plan completion

CROSS CUTTING INDICATORS

NO	INDICATOR	NEIGHBOURHOOD SERVICES DEPARTMENT 2009/10	EPU 2009/10
1	Completion of staff appraisals	100%	100%
2	Average number of days training per employee	3	3
3	Average number of days lost to sickness	10.5	8.00

AGENDA ITEM : 4.3

CLEVELAND EMERGENCY PLANNING UNIT

REPORT TO: Emergency Planning Joint Committee
REPORT FROM: Chief Emergency Planning Officer
DATE 17 July 2009
SUBJECT: **MULTI-AGENCY EXERCISE CALENDAR**

1. Purpose of the Report

- 1.1. To inform Members of the Emergency Planning Joint Committee of the multi agency exercise and training calendar for 2009-2010.
- 1.2. To provide Members with an overview of the multi-agency exercises that took place during 2008-2009.
- 1.3. To provide a summary of the significant lessons learnt identified as a result of the exercises conducted in 2008-09.

2. Background

- 2.1 Through the Emergency Planning Unit, the local authorities execute their duty under the Civil Contingency Act to ensure that the plans maintained for use in the event of an incident are fit for purpose.
- 2.2 Exercising is the recognised way of testing plans and providing evidence of their suitability. They also provide a means of familiarisation for staff.
- 2.3 A significant proportion of the exercises held in Cleveland are statutorily required under the Control of Major Accident Hazard (COMAH) Regulations and REPIR (Nuclear Regulations). Whilst primarily focused on testing the response of agencies to industrial hazards that affect the public, these exercises also allow the generic command and control functions and specific response arrangements of the Category 1 and 2 responder agencies to be exercised.
- 2.4 Exercises are always debriefed in accordance with the Multi-Agency Debrief Protocol. Lessons learned are recorded.

3 Exercise Planning Groups

- 3.1 Given the number of exercises in Cleveland, an Exercise Planning Group, under the chair of a Senior Emergency Planning Officer, meets monthly with membership comprised of emergency planners from the

Emergency Services and Cleveland Emergency Planning Unit. Whilst the group primarily coordinates the resources required for running the statutory COMAH and REPPIR exercises, it also oversees all other exercise planning.

- 3.2 To assist with the process of recording the significant issues learned, priorities/actions to be taken forward and provide evidence that organisations are meeting their statutory duties, the Exercise Planning Group has developed a register that provides a monitoring and auditing process of exercises and ensures actions resulting from exercises are followed up.
- 3.3 In addition the Exercise Planning Group has agreed to trial a matrix based upon the roles and responsibilities of all Category 1 responders. This matrix identifies key elements and how often it is felt these should be tested. It is felt that this document could become a key audit tool for the future and will provide a more systematic approach to exercising and testing.

4 Exercise Calendar

- 4.1 The Exercise Planning Group has agreed the exercise calendar for 2009-2010. Suggestions were also made for themes for multi-agency exercises during the coming year based upon the highest risks in the Community Risk Register. These were:
- Loss and recovery of radioactive material
 - Initial response to a serious flood event
 - Management of tankers unable to access industrial areas
 - Event Management
- 4.2 It is anticipated that there will be further additions to the calendar as the year progresses.
- 4.3 In addition to the multi-agency exercises outlined, organisations continue to conduct other training and exercising within their respective organisations i.e. not involving multi-agency response these dates have not been entered onto the calendar.
- 4.4 A review of the COMAH testing and exercising regime is currently being undertaken. However Members may wish to note that recent Health and Safety Executive (HSE) internal guidance and courses at the national Emergency Planning College at Easingwold are based upon practices initiated in Cleveland.

5 Debriefing and Follow Up

- 5.1 Following every exercise, a debrief process is undertaken to identify good or problematic issues that arose during the exercise. Debriefs are conducted according to the Cleveland Multi-Agency Debrief Protocol.

5.2 A structured debrief training package has recently been developed by the Exercise Planning Group, resulting in a number of staff being trained from the Police, Fire Brigade and Ambulance, together with recently appointed Local Authority Emergency Planning Officers. A register of de-briefers is held by the Exercise Planning Group.

6 Exercises in 2008-2009

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

Table 1: Summary of exercises conducted in CLRF April 2006 - March 2009 and proposed April 2009-March 2010.

Exercise Type		2006-2007	2007-2008	2008-2009	2009-2010
Training Events	Industry	14	2	21	20 (tbc)
	Local Authority inc BCP	6	5	15	16
	Multi Agency	5	4	3	2
COMAH	Small Scale	7	2	3	5
	Table Top	2	9	3	4
	Major Live Play	11	7	4	9
Other	Local Authority Rest Centres	2	4	2	2
	Multi-Agency Training Days	4	4	4	4
	Multi-Agency Table Top	2	3	2	1
	Reppir	5	9	12	4
	Schools Out	5	4	4	2
Total		63	53	65	69

6.2 Notable Exercises

6.2.1 **Major Live Play at Artenius site, Wilton** – A COMAH exercise which due to the number of casualties (19) required the deployment of a Medical Emergency Response Incident Team (MERIT). The exercise tested triage, treatment and casualty handling. In addition James Cook University Hospital tested their emergency plan by acting as the receiving hospital for all casualties with respiratory cases. Learning from the exercise has been written up and is being considered by the Department of Health. A lack of Intrinsically safe communications was raised as an issue by several agencies.

6.2.2 **Major Live Play at Petroplus** – A Buncefield like scenario, this required the deployment of the New Dimension High Volume pumping equipment from Durham Fire Brigade and the Great North Air Ambulance. It was identified that there were some compatibility issues

between the equipment and the standard site equipment. Lack of access to intrinsically safe communications hampered the exercise.

- 6.2.3 **Command Post Exercise Merlin Aware 15 Brigade North East** - Predominantly a military exercise it tested the arrangements for Military Aid to the Civil Community MAC(C) to a severe weather incident. It required close working with the local authority, emergency services environment agency and utilities.
- 6.2.4 **Table Top Hartlepool Borough Council Fuel Exercise** – Police and Hartlepool Borough Council examined the local authority response preparations in respect of critical services, non-essential services and started to horizon scan. They also considered fuel stocks and resupply, assistance to statutory services, national emergency plan activation and local structure. The exercise provided a better understanding of the arrangements for all parties and the results have been fed into the other three local authorities.
- 6.2.5 **Exercise Blurred Image Multi-Agency Training Day** – Examined the consequences of two aircraft colliding above Cleveland. Whilst a training day emphasising the standard response to any incident, the exercise raised several issues around how much information the utilities could and should provide in advance about sensitive infrastructure. It also addressed how the Military command system can work with the standard Resilience Framework.
- 6.2.6 **MATD Community Exercise** – Examined the interaction of the emergency services and community representatives in the response to and the follow up to a serious fire. Identified that there is a need to increase LRF communication with the established Independent Advisory Groups.
- 6.2.7 **Industrial Training** – 21 industrial training days have been undertaken with industry, primarily on emergency response and highlighting the needs of the emergency services responders.
- 6.2.8 **Hartlepool Nuclear Power Station Exercise Cougar** – 5 Exercises conducted around security of the site in cooperation with the Civil Nuclear Constabulary.
- 6.2.9 **Pandemic Flu Exercise** – 11th February 2009. A major table top exercise held at Police Headquarters which deployed the Senior Co-ordinating Group, Tees Health Outbreak Committee and a Media and Communications Group to primarily test the LRF Pandemic Influenza Plan but which also tested several organisational plans, including those of the local authorities.
- 6.2.10 **Humanitarian Assistance Centre Training** – Held on 18th March at the Wynyard Rooms, it provided a chance for agencies to consider how a humanitarian assistance centre will be established and run. It mixed

syndicate work with case study presentations from practitioners and survivors. Over 70 persons attended the event and feedback has been extremely positive.

7 Identified Issues

7.1 The following issues are re-occurring and presented here for note by the Emergency Planning Joint Committee:

- a) The majority of exercises demonstrate that Category 1 responder agencies are proficient in their roles and in joint working at all levels (strategic through to operational).
- b) The majority of private sector operators are able to contribute effectively to a multi-agency response and are well aware of their own and partner agencies roles, procedures etc
- c) The COMAH exercises have shown improvements in inter-operator/agency working over the past year. This has allowed the exercises to include more offsite impacts e.g. access to sites, traffic management, use of new dimensions equipment, use of the air ambulance etc which benefit the response to a range of Civil Contingencies Act type incidents, not just COMAH.
- d) Coordination of information from multiple points into the command structure, for example, from members of the public via agencies call centres into silver command has not been effectively tested. This has been identified as a priority for 2009-10.
- e) Whilst there is a willingness by the CEPU to assist other agencies with exercises and create mutual aid arrangements for exercises between Category 1 and 2 responders, there is currently no protocol in place to obtain feedback from many of those exercises.
- f) Lack of familiarity of responding staff with the health and safety implications of working in hazardous locations such as COMAH plants e.g. use of mobiles, the need to adhere to PPE requirements and signage. This has been an issue at several exercises. Staff that attend exercises receive safety briefings prior to the exercise, but it is clear that without such briefings their awareness of the likely hazards is likely to be less in the event of a real incident.
- g) During a number of exercises mobile communications have not been allowed on some COMAH sites. Whilst some sites have indicated that in an incident this would be reassessed dependant on risk, several sites are adamant that non-intrinsic equipment cannot be operated on site. This is a reoccurring issue, with the need for access to intrinsically safe communications identified as essential.

8 Recommendations

- 8.1 That Members note the schedule of exercises for 2009 – 10.
- 8.2 That Members support the role undertaken by the Exercise Planning Group and the creation of a joint CCA and COMAH exercise matrix.
- 8.3 That Members note that the issues identified in section 7 of the report are receiving attention through the Exercise Planning Group and/or respective Category 1 organisations.

Report Authors: Denis Hampson
Chief Emergency Planning Officer

Stuart Marshall
Chair - Exercise Planning Group

Date: 17th June 2009

CLEVELAND EMERGENCY PLANNING UNIT**Exercise Calendar 2008 – 2009**

MONTH	EXERCISE	EXERCISE TYPE
April 8 th	ConocoPhillips	Major Live Play COMAH
May 15 th 21 st	Degussa British Energy Hartlepool Power Station	Small Scale COMAH Site Ex (Counter terrorism demo)
June 13 th 18 th TBC	Baker Petrolite Wilton International (Artenius) Redcar Schools Out	Small Scale COMAH Major Live Play, LA Training
July 9 th	MOD	Multi agency training day
August		
September 3 rd 10 th 17 th 17 th 24 th 24 th	British Energy Hartlepool Power Station British Energy Hartlepool Power Station Koppers British Energy Hartlepool Power Station PXTGGP British Energy Hartlepool Power Station	Table Top Table Top Table Top Table Top Small Scale COMAH Table Top
October 1 st 7 th 13 th 15 th 17 th – 19 th 29 th	British Energy Hartlepool Power Station ConocoPhillips Elementis Chromium Health Exercise ‘Merlin Aware’ British Energy Hartlepool Power Station	Table Top (Police only) Table Top COMAH Table Top COMAH Multi agency training day Military Exercise Site Exercise (all Emergency Services)
November 4 th 13 th	SCC Training Day Petroplus (North Tees)	Multi agency training day Major Live Play COMAH
December 3 rd	British Energy Hartlepool Power Station	Level 1 Exercise (All Emergency Services)
February 11 th 24 th	Pandemic Influenza SCC Training Day	CLRF Table Top HPA
March 3 rd 11 th 18 th 25 th	Exercise Chit Chat DOW (Seal Sands) Humanitarian assistance & Recovery Univar	Voluntary Agencies Communications Exercise Major Live play COMAH Multi agency training day Table Top COMAH

CLEVELAND EMERGENCY PLANNING UNIT**Exercise Calendar 2009 – 2010**

Date	Site	Borough	Type
07/05/2009	BCM Voluntary Orgs	Cleveland	<i>Seminar</i>
12/05/2009	LRF	Cleveland	<i>MATD</i>
20/05/2009	ConocoPhillips	Stockton/Hartlepool	<i>TT</i>
27/05/2009	Corus	Redcar	<i>MLP</i>
11/06/2009	Vopak	Stockton	<i>MLP</i>
02/07/2009	Wilton (Croda)	Redcar	<i>MLP</i>
04/08/2009	INEOS	Stockton	<i>MLP</i>
25/08/2009	LRF	Cleveland	<i>MATD</i>
08/09/2009	ConocoPhillips	Stockton/Hartlepool	<i>MLP</i>
16/09/2009	PX Seal Sands	Stockton	<i>SS</i>
25/09/2009	Huntsman Pigments	Hartlepool	<i>MLP</i>
01/10/2009	Hazmat Seminar	Cleveland	<i>Seminar</i>
08/10/2009	Baker Petrolite	Hartlepool	<i>SS</i>
21/10/2009	Dow Seal Sands	Stockton	<i>TT R & R</i>
28/10/2009	BOC	Redcar	<i>MLP advised SS</i>
29/10/2009	Grow how Billingham	Stockton	<i>TT (SCUK)</i>
10/11/2009	Lucite	Stockton	<i>MLP</i>
18/11/2009	Koppers	Stockton	<i>SS</i>
24/11/2009	LRF	Cleveland	<i>MATD</i>
03/12/2009	Dow Mboro	Middlesbrough	<i>MLP</i>
09/12/2009	Exw old	Hartlepool	<i>SS</i>
11/02/2010	Dow Billingham	Stockton	<i>MLP</i>
23/02/2010	LRF	Cleveland	<i>MATD</i>
TBC 03/03/2010	Power Station	Hartlepool	<i>Level 1</i>
17/03/2010	Fine Organics	Stockton	<i>TT</i>
TBC 19/05/2010	Power Station	Cleveland	<i>Level 2</i>
TBC	Rest Centre Exercise	Cleveland	<i>MLP</i>
TBC	Flood Exercise	Cleveland	<i>CP</i>

AGENDA ITEM: 4.4

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 17 July 2009
Subject: **INCIDENT RECOVERY PLAN**

1. Purpose of the Report

- 1.1 To inform Members of the Emergency Planning Joint Committee that the CEPU Incident Recovery Plan has been revised in line with the new National Recovery Guidance issued by the Civil Contingencies Secretariat in the Cabinet Office.
- 1.2 To outline the responsibilities of the Local Authorities and other responders in the event of an incident requiring a restoration and recovery phase.

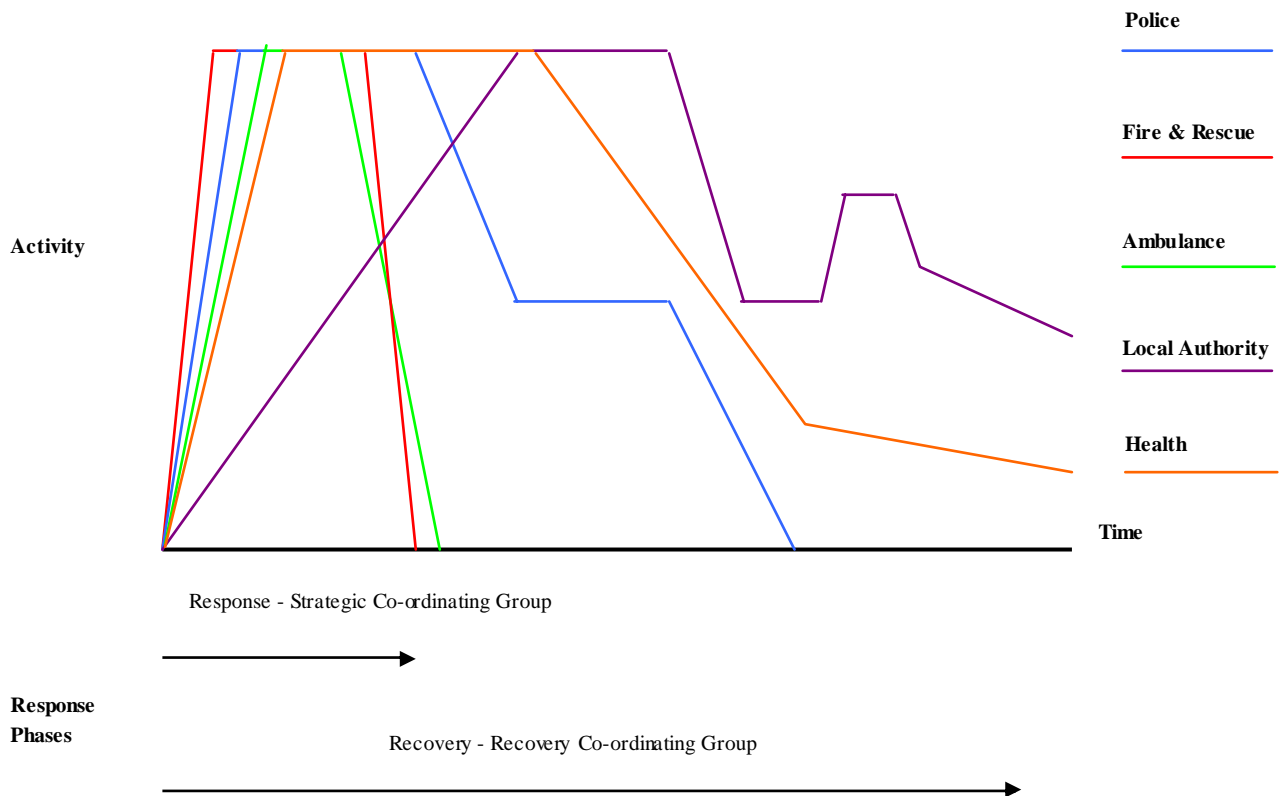
2. Background

- 2.1 The Cleveland Incident Recovery Plan was first written over 2 years ago but following changes in practices and procedures at both a national level, e.g. Met Office severe weather service, Government Decontamination Service, and local level e.g. severe weather protocol, together with the new guidance issued by the Civil Contingencies Secretariat, the Cleveland plan has been reviewed and revised to meet these changes.
- 2.2 A copy of the new plan will be made available to Members of the Joint Committee at the meeting on 17th July. Copies will also be sent to each local authority for inclusion in the Member's Library.

3. Principles of Recovery

- 3.1 At the onset of any incident for which there has been no warning, the operational level will in most instances be activated by the Police who will have responsibility for informing other Emergency Services, Local Authorities, Emergency Planners, Health and Safety Executive (HSE), Utility Companies, Environment Agency and other key stakeholders as necessary/appropriate. With "slow burn" incidents, the activation process will follow similar practices.

- 3.2 If there is a requirement for a Strategic Co-ordination Group (SCG), also known as Gold Command, this will normally be established without delay. The function of Gold Command is to take strategic decisions and manage the overall response of the incident, harnessing the contributions of each service and represent agencies as effectively as possible.
- 3.3 Gold Command will meet regularly during the early stages of the response, perhaps twice a day. Its membership will comprise the Police, Fire Brigade, Ambulance, Local Authorities and other relevant stakeholders.
- 3.4 In the later stages of the response phase, the responsibility of the overall response is normally transferred to the Local Authority Chief Executive. The transition from initial response phase to recovery and the change in lead responsibility from the Police to Local Authority will be determined on a case by case basis but the Recovery Co-ordination Group should be formed as early as possible, even whilst the response phase is still ongoing.
- 3.5 Following an incident there will be pressure to restore services to demonstrate that the Local Authority and other agencies/organisations involved are coping and that “life” is returning to “normal”.
- 3.6 The graph below shows the activity of certain category one responders over time in a typical emergency. The arrows show the typical length of time response and recovery phases may last.



The recovery phase continues until the disruption has been rectified, demands on services have returned to normal levels, and the needs of those affected (directly or indirectly) have been met.

- 3.7 After the initial response and life saving phase of an emergency, the emergency services will scale down their presence at the scene of a major incident. The transition from response to recovery is likely to be formalised by the Chair of the SCG being handed from Police to Local Authority with the Recovery Co-ordinating Group (RCG) taking the lead and the SCG taking a more 'back stage' role. The RCG will lead the recovery phase ensuring that all aspects are taken into account and that a coordinated recovery can be maintained. However, the group will report to the LRF/SCG.
- 3.8 Activation of the RCG will be carried out by the Local Authority. An important part of the work of the RCG, in the response phase of an incident, is to develop a recovery strategy and inform the SCG of this to ensure decisions made by the SCG do not compromise medium to long term recovery. Various sub groups may also need to be established depending on the nature of the emergency.
- 3.9 The Chair of the RCG, in discussion with the RCG members will decide when it is appropriate to stand-down the group. The needs of the community will be key to this decision.

4. Recommendations

- 4.1 That Members note the report.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report dated: 3rd July 2009

AGENDA ITEM: 4.5

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee

From: Chief Emergency Planning Officer

Date: 17 July 2009

Subject: **SWINE FLU**

1. Purpose of the Report

- 1.1 To inform Members of the present situation in respect of the Swine Flu 'pandemic'.
- 1.2 To inform Members that the situation in respect of swine flu is very fluid and the information contained in this report is correct at the time of writing the report. Members will be informed of any changes at the meeting on 17th July 2009.

2. Situation as at 6th July 2009

- a. There are now over 8,000 laboratory confirmed cases of AH1N1 virus in the UK.
- b. There have been 7 deaths from the virus in the UK, but in each case the deceased person has also had serious underlying health problems.
- c. There has been 47 cases confirmed in the North East, of which 26 are from Cleveland with most of them revolve around the outbreak at the Teesside High School.
- d. In the vast majority of cases symptoms have been mild and patients have been treated at home with anti-viral medication. All have/are recovering well.
- e. Internationally there are over 80,000 confirmed cases across 120 countries.

- f. America (USA), Mexico, Chile, Canada and Australia are the worst affected countries with a total of nearly 300 deaths from swine flu.
- g. In the UK there are four significant cluster groups – West Midlands, London, East Midlands (Nottingham) and the Clyde/Glasgow area.
- h. On 11th June the World Health Organisation raised their alert level to their highest band and declared it a “pandemic” event. This was due to the spread of the virus internationally across numerous countries.
- i. The UK Department of Health alert level remains at zero, whilst the Cleveland alert level remains at “Green”.
- j. Experts have identified the following factors as potentially putting those affected at risk from severe illness as a result of contracting the A/H1N1 virus influenza:
 - People with underlying medical conditions including chronic lung disease; chronic heart disease; chronic lung disease and chronic liver disease.
 - People having medical treatment for severe asthma.
 - Pregnant women
 - Young (under 5) and Older People (over 65)
- k. The most common symptoms are fever, sore throat, diarrhoea, headache, generally feeling unwell and a dry cough. These symptoms are very similar to seasonal influenza.
- l. Incubation period is 2 – 3 days and most patients have recovered in a week, even without anti-viral medication.
- m. Key to stopping the spread of the virus is to catch any droplets from any sneeze or cough in a tissue and then bin the tissue. Persons should then thoroughly wash their hands in soapy hot water. If persons do not catch the droplets, the virus can stop on hard surfaces for up to 16 hours, so surfaces should be cleaned with household disinfectant. Therefore basic hygiene measures can help stop the spread of the disease.
- n. Until 6th July, the UK was in a “containment” phase. People with the swine flu symptoms and close contacts were given the anti-viral medication. All symptomatic people and close contacts had swabs taken which were then laboratory tested to confirm whether or not they had the swine flu virus. Schools were also dosed where medical advice deemed it appropriate. These actions were carried

out to try to prevent the flu from spreading more widely; a process known as prophylaxis.

- o. This containment phase has allowed 'health' to understand and identify the characteristics of the virus; commence to make a vaccine; order the vaccine from the drugs companies for the virus; distribute central stocks of the anti viral medication to SHA/PCT regions, who in turn have distributed to PCT clusters across the North East, and work towards establishing a Flu Service IT/Communications system.

3. Move from Containment to Treatment Phase

- 3.1 On 2nd July the decision was taken to move from the Containment phase to the Treatment phase which is allowing a move to outbreak management, with health resources now focusing their resources on the increasing number of people catching the virus. Close contacts will no longer be 'swabbed' or offered anti-viral medication.
- 3.2 GP's will now confirm cases by clinical observation and not by laboratory testing.
- 3.3 Anyone who has contracted swine flu will still receive anti-viral medication.
- 3.4 If people think they have the flu, they should check their symptoms by visiting the NHS website or contacting the swine flu information line. (0800-151-3513). If their symptoms are confirmed, they should call their GP who will provide a clinical diagnosis over the phone. If swine flu is confirmed, the GP will give an authorisation voucher which a 'flu friend' can take to a designated collection centre and collect the drug.
- 3.5 Persons with the flu should remain away from work for a week, keep warm and drink liquids. (normal advice for seasonal flu). They should not sneeze or cough at people, but use a tissue to catch any droplets from coughs and sneezes. (Catch it, bin it, kill it)
- 3.6 The Department of Health have signed contracts to secure pandemic specific vaccine for the whole population. It is expected that the first supplies will arrive from September. 60 million doses will be produced before the end of the year. The DH are working on a priority list of groups of persons who will be offered the vaccine.

4. Actions by PCT's, LRF and Local Authorities

- 4.1 Anti-viral collection points have been established. Presently only one has been opened in Cleveland due to the low numbers of people with symptoms. Two more are ready to open if required and a further two more can be used.
- 4.2 Should there be the need to move to anti-viral distribution points, one centre as been identified in each Local Authority area and IT connections have been installed in these centres.
- 4.3 The Chair of the LRF, CEPO as the LRF Manager and the Director of Public Health for Teesside are holding regular meetings in respect of strategy and other actions, including resource implications. There are also weekly meetings held with the Regional Resilience Team.
- 4.4 The EPU is reviewing and updating the LRF Pandemic Flu plan, Anti-Viral Distribution plan and Mass Vaccination plan in line with guidance which is being issued on a frequent basis.
- 4.5 The CEPO is providing regular updates to LRF organisations / agencies, including the local authorities.
- 4.6 Local authorities are reviewing their Pandemic Flu plans and in particular there is a great deal of activity within the departments that deal with "social care".
- 4.7 Business continuity plans are being reviewed alongside the flu plans.

5. Recommendations

- 5.1 That Members note the report.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report date: 6th July 2009

AGENDA ITEM: 4.6

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 17 July 2009
Subject: **Reservoir Inundation Preparedness**

1. Purpose of the Report

- 1.1 To inform Members that the Civil Contingencies Secretariat (CCS) in conjunction with the Environment Agency and Defra have produced draft guidance on off-site reservoir inundation planning, including templates for specific and generic plans.
- 1.2 To inform Members that the Chief Emergency Planning Officer on behalf of the four local authorities and the LRF has responded to the draft guidance that was issued as part of the consultation process. (Copy of Response shown at appendix 'A').
- 1.3 Whilst a number of workshops are being planned for the summer months with emergency planners and other stakeholders, e.g. the Water Companies, there is an expectation that a generic Cleveland Reservoir Inundation plan will be completed by the end of 2009 and then thereafter specific plans for each reservoir by April 2010. A national public awareness campaign will commence in January 2010.
- 1.4 This report considers the responsibilities and requirements being placed on the Emergency Planning Unit on behalf of the four local authorities within the draft guidance.

2. The Requirements being placed on the CEPU

- 2.1 The main requirements involve the writing of the plans and the testing and exercising of the plans thereafter, most of which will be borne by the local authorities (Emergency Planning Unit) and the emergency services. The overall structure of the plan template appears straight forward and covers many aspects that feature in existing plans such as the roles and responsibilities of the different agencies to any major emergency, the multi agency command and control structure and coordination by the incident by the Police.

- 2.2 The key to reservoir inundation preparedness is to mitigate against any breach or flooding of the dam occurring and therefore resources need to be called upon at a very early stage. This is likely to involve the Fire and Rescue service carrying out high volume pumping arrangements, but the guidance also places a requirement on the Fire and Rescue Service to assist with evacuation (water rescue capability).
- 2.3 The principle requirements are placed upon the local authority to write both a generic plan and also specific plans for each reservoir, plus the testing and maintenance of them. There is a requirement for this to be carried out in consultation with all the other relevant agencies, particularly the Police and Fire Service. Plans will need to dovetail with other plans currently produced within Cleveland, most notably the Local Authority Emergency Response plans; the Cleveland Flood plan; Rest Centre plans and the Evacuation plan.
- 2.4 The principle requirements placed on the Police are for them to be the lead organisation in the activation of the plan, the dissemination of information to other agencies and the command, control and coordination of the emergency should it happen. This also includes warning the public in the immediate vicinity of the reservoir, the response to the media, traffic control and the coordination of any evacuation if necessary. This is the common requirements shown in many of the other multi-agency plans written by the EPU.
- 2.5 The Ambulance Service responsibilities are in line with their normal business, for example the assessment and treatment of casualties that may arise as a result of a breach, notifying hospitals and the transportation to casualties. The draft guidance also considers the Ambulance Service could be used to transport vulnerable people from the area.
- 2.6 The Fire and Rescue Service responsibilities will be the pumping operations of flood waters, the evacuation of people and rescue of persons from floodwaters.
- 2.7 The Environment Agency is shown as having responsibility for maintaining flood defences on rivers both upstream and downstream from the reservoir, providing materials and personnel and providing information to the public via their floodline service.
3. **Requirements to complete this work**
- 3.1 The EPU will need to work with the Water Companies and Environment Agency to prepare an adequate off site reservoir plan. The first need will

be to gain details of the reservoirs in the Cleveland area that come within the remit of 25,000 cubic metres or greater. In the Cleveland area the two water companies which own the reservoirs are Northumbrian Water and Anglian Water (Hartlepool) and they are to provide a list of the reservoirs in the area to correlate with the details provided by the CCS.

- 3.2 In order to complete the plans, greater knowledge than presently held will need to be gained, including site locations, site accesses and the location of vulnerable properties.
- 3.3 Methods of warning persons in the path of any reservoir inundation will need to be factored into the present communication plans and procedures. Separate actions will therefore be needed for each reservoir.
- 3.4 Once these plans have been written and produced then the need to test them strenuously has to be factored into the existing already heavy exercise timetable.
- 3.5 More work will need to be done around the standby stage to identify that resources should be put into place early in order to minimise any inundation.
- 3.6 The general look at the template for the Generic Reservoir Response Plan seems to be in line with other plans that have been produced by the EPU but clearly the need to have these plans creates additional workloads. The present Cleveland Flood and Severe Weather plans also contain more guidance than that of the draft template, particularly in respect of the health and safety of responders or the need for dynamic risk assessments to be undertaken. Despite the new national template, these issues will be placed in the new plans.

4. Recommendations

- 4.1 Members note the report.
- 4.2 Members note the requirement to complete a generic plan by the end of 2009 and specific plans thereafter.
- 4.3 Members note the projected exercising and testing commitment that will be required once the plans have been completed.

Report author: Denis Hampson
Chief Emergency Planning Officer

Report date: 05th July 2009

TEMPLATE FOR CONSULTATION RESPONSES

Details of the Consultation

Document being consulted on:	RESERVOIR EMERGENCY OFF-SITE PLANNING PROPOSALS
Closing date:	22 May 2009
Responses to be sent to:	ccs.reservoirs@cabinet-office.x.gsi.gov.uk
Queries to:	Eleri Pengelly Eleri.Pengelly@cabinet-officex.gsi.gov.uk 020 7276 5299

Consultation Response

Name: Denis Hampson	
Title: Chief Emergency Planning Officer & LRF Manager	
Organisation: Cleveland Emergency Planning Unit	
Contact Details: denis.hampson@hartlepool.gov.uk Tel: 01642 221 121 This response is provided on behalf of the Cleveland Local Resilience Forum, members include Hartlepool Borough Council, Stockton-on-Tees Borough Council, Middlesbrough Council, Redcar & Cleveland Borough Council, Cleveland Police, Cleveland Fire Brigade, North East Ambulance Service and the North East Environment Agency.	
<u>Question 1</u> Do the off-site plan templates capture details of all those organisations with a role to play in responding to a reservoir emergency? If not, what organisations should be added?	NO
<u>Comments on Question 1:</u> The train operators, including Network Rail, and the Highways Agency for road / rail networks need to be included. Also consideration of including civil engineers whom will be called upon in a dam breach. There could also be extensive use of ordnance survey who have a 'mapping for emergencies' team.	

<p><u>Question 2</u> Do the templates allow sufficient flexibility to enable you to produce plans that fit your local needs? If not, why not, and how might that be remedied?</p>	<p>YES</p>
<p><u>Comments on Question 2:</u> They cover the main aspects of what would be needed for reservoir plans and could be used to link into other plans such as the flood plans.</p>	
<p><u>Question 3</u> Are there significant gaps in the recommended actions listed in the template? If so, what are they and why is it essential that they be included?</p>	<p>YES</p>
<p><u>Comments on Question 3:</u> Cognizance that the Fire and Rescue Service are likely to use high volume pumps and also the water companies could procure contractors for a similar service as used in the Ulley Reservoir incident. Their role at page 18 is rather lightweight. It is contended that Local Authority structural engineers would not have the expertise re dam / reservoir construction to be able to assist at site, so Civil Engineers with such expertise should have roles and responsibilities listed.</p>	
<p><u>Question 4</u> Are there any recommended actions in the templates that would be impractical to undertake (but note that most recommended activity is at local discretion)? If so, why should they not be recommended as an option?</p>	<p>NO</p>
<p><u>Comments on Question 4:</u> Plan activation – Police consider this role may be better assigned to the Water Company or Fire Service as they are likely to be aware of the incident earlier than the Police. However the Police could ‘initiate a response and instigate the co-ordination’.</p>	
<p><u>Question 5</u> Does the guidance adequately explain the planning process and what is required? If not, what additional information is required?</p>	<p>YES</p>

<p><u>Comments on Question 5:</u></p> <p>Much will depend on the quality and timeliness of the inundation maps, together with the support and provision of information from the Water Companies.</p>	
<p><u>Question 6</u> Does the checklist adequately reflect all the essential elements of an off-site plan? If not, what additional information is required?</p>	<p>YES</p>
<p><u>Comments on Question 6:</u></p> <p>The checklist is comprehensive.</p>	
<p><u>Question 7</u> Do the plan validation and exercising proposals (at Annex to the guidance) meet the need for regular review and practice without being unduly onerous? If not, what would be a reasonable requirement?</p>	<p>YES</p>
<p><u>Comments on Question 7:</u></p> <p>Whilst validation and exercising of a reservoir inundation plan by itself is not onerous, it can become so depending upon the volume of other plans within a particular LRF area that are required to be tested and exercised. Other legislative requirements for testing and exercising need to be considered alongside this exercising provision, e.g. COMAH and Pipeline Safety Regulations.</p>	
<p><u>Question 8</u> What training needs does your organisation have to enable it to undertake reservoir emergency off-site planning? How would these needs best be met?</p>	<p>YES / NO</p> <p>[Delete as appropriate. Add comments in box below]</p>
<p><u>Comments on Question 8:</u></p> <p>Most training will be covered by that given for the responding to other major emergencies, particularly flooding incidents. Additional training may be required re:</p> <p>Notification and activation procedures.</p> <p>Warning and informing.</p> <p>Access visits for emergency services.</p>	

<p><u>Question 9</u> We plan to issue template public information and warning tools and aids. Would this be helpful? If so, what sort of material would you find most useful?</p>	<p>YES / NO</p> <p>[Delete as appropriate. Add comments in box below]</p>
<p><u>Comments on Question 9:</u></p> <p>The alert and notification chain shows County and Districts – needs to show unitary authorities.</p> <p>The evacuation card may be useful but only if it is a slow burn scenario and the Police or others have the time to distribute them and time to 'fill in the blanks'.</p>	

<p>Question 10 Do you have any other comments? (Please use a separate line for each detailed issue that you think needs to be addressed, adding more rows as necessary)</p> <ul style="list-style-type: none"> • Rendezvous points feature throughout the document, but there is no mention of Strategic Holding Areas which may be required depending on the size of the dam / reservoir and the number of assets, e.g. fire appliances, pumping appliances, required. • Funding of exercises. Will this fall on the Water Companies, as it does the Operator under the COMAH Regulations? 	<p>YES</p>
<p>Other Comments on Reservoir Emergency Planning documents (Please use a separate line for each detailed issue that you think needs to be addressed, adding more rows as necessary)</p>	
<p>Document details, and page number</p> <ul style="list-style-type: none"> • Page 6 – pre-determined response only applies to Fire Service. 	<p>Comments</p>

CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE

Report to: Cleveland Emergency Planning Joint Committee

Report from: Chief Financial Officer

Date: 17th July, 2009

Subject: Revenue Outturn Report and Annual Return to Audit Commission for 2008/2009

1. PURPOSE

- 1.1 To provide details of the Emergency Planning Revenue Outturn and Annual Return to the Audit Commission for the Cleveland Emergency Planning Joint Committee for the year 2008/2009.

2. BACKGROUND

- 2.1 At the end of each financial year an annual revenue outturn report is submitted to this committee. In addition to this an annual return summarising the committee's annual activities, is submitted to the committee and returned to the Audit Commission. This is a requirement under the Accounts and Audit Regulations 2003 for all smaller relevant bodies in England. This committee, as a joint committee of more than 1 authority, falls within the definition of a smaller relevant body and must therefore complete a return.
- 2.2 For 2008/2009 it is proposed that outturn details and the return to the Audit Commission are considered at the same time, in this report. Details of the outturn are included in the Statement of Accounts detailed at Appendix A. The Audit Commission return is a paper document that must be completed and signed, by the appropriate responsible Officers and Members. A copy of the return will be circulated at the meeting. The return covers: -
- A summary statement of accounts
 - An annual governance statement
 - An annual internal audit report

3. RECOMMENDATION

- 3.1.1 That Members approve the 2008/2009 revenue outturn and 2008/2009 Audit Commission return.

Cleveland Emergency Planning Joint Committee

Statement of Accounts 2008/2009

Appendix A

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Explanatory Foreword

This foreword provides details of the 2008/2009 outturn position for the Cleveland Emergency Planning Unit. The Unit is involved in several initiatives and these include the standard operation of the unit, its function as a Beacon Authority and as the lead for the Local Resilience Forum. Each of these initiatives has its own funding arrangements and these are detailed below.

Standard Operations of the Unit

The majority of the funding of the Unit derives from contributions from the four local authorities, each of which is allocated resources from the Government through the annual grant settlement.

The authorities contributions to the joint services are calculated according to an agreed arrangement based on population. For 2008/2009 the contributions were as follows: -

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

The contributions from the authorities were supplemented by contributions from Cleveland Police to meet the costs associated with the shared accommodation at the Emergency Planning Unit and the half salary of an administrative assistant.

Additional income was received during 2008/2009 from charges made to those local companies that are subject to the Control of Major Accident Hazard (COMAH) Regulations 1999, although this was less than anticipated. Total income from all sources received in 2008/2009 however, was slightly more than expected and totalled £500,258.

Expenditure was £500,160 and this was also slightly more than expected, resulting in a net favourable variance at outturn of £98. Details of expenditure and income are set out below:

EMERGENCY PLANNING - REVENUE OUTTURN REPORT 2008/2009

Line No	Description of Expenditure	2008/09 Approved Budget	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E (E=D-C)
		£ 000's	£ 000's	£ 000's
	EMERGENCY PLANNING EXPENDITURE			
1	Employees	409.6	383.6	(26.0)
2	Premises	24.0	31.1	7.1
3	Transport	10.9	14.1	3.2
4	Supplies & Services	40.4	55.4	15.0
5	Third Party Payments	4.6	4.3	(0.3)
6	Support Services	6.6	11.7	5.1
7	TOTAL EMERGENCY PLANNING EXPENDITURE	496.1	500.2	4.1
	EMERGENCY PLANNING INCOME			
8	Local Authority Contributions	(446.0)	(446.0)	0.0
9	Cabinet Office ECN Telephone Line Recharges	(0.2)	(0.3)	(0.1)
10	Fee - COMAH Regulations	(30.3)	(17.8)	12.5
11	Contribution from Reserves	0.0	0.0	0.0
12	Other Income	(19.6)	(36.2)	(16.6)
13	Total Emergency Planning Income	(496.1)	(500.3)	(4.2)
12 (7+13)	Gross Outturn	0.0	(0.1)	(0.1)
13	Transfer from Reserve Account	0.0	0.0	0.0
14	Net Outturn	0.0	(0.1)	(0.1)

Beacon Authority

The Beacon Scheme identifies excellence and innovation in local government. It is unique amongst award schemes because not only is it an accolade for excellence and new ways of working, it is also about sharing knowledge and experience for the benefit of everyone. The unit joined forces with Cleveland Police and Cleveland Fire Brigade to highlight the successful inter-agency partnership arrangements operating in the area, and was awarded Beacon status.

A grant of £102,500 was received in 2007/2008 and is held by the unit on behalf of the successful partnership. Costs in 2008/09 of £10,318 were funded from the grant, leaving a total balance of unspent grant of £67,126. An earmarked reserve has been established and this is expected to be fully spent in 2009/10.

Local Resilience Forum (LRF)

The Forum is the body that oversees emergency planning and civil contingencies across the four unitary local authority areas of Hartlepool, Stockton, Redcar and Cleveland and Middlesbrough and is co-terminous with the boundary of Cleveland Police and Cleveland Fire Brigade. It comprises of senior officials representing all Category 1 Responders, as defined under the Civil Contingencies Act, together with key partners.

The costs of the Forum are met by contributions received from its Members and totalled £22,335 in 2008/2009. These were used to fund in year costs of

£11,544 leaving a balance of £10,790. The balance of funding has been transferred to an earmarked reserve and this is expected to cover expenditure in future years.

The Unit is the lead for the Local Resilience Forum, and as such is responsible for administering the funding. All decisions regarding the use of this funding are made by the Forum members, as defined under the Civil Contingencies Act.

Income & Expenditure Account

2007/2008 Net Expenditure £000		2008/2009 Gross Expenditure £000	2008/2009 Gross Income £000	2008/2009 Net Expenditure £000
11	Central Services to the Public	522	523	(1)
11	Net Cost of Services	522	523	(1)
11	Net Operating Expenditure			(1)
11	(Surplus) / Deficit for the Year			(1)

Balance Sheet as at 31st March 2009

31st March 2008 £000		31st March 2009 £000	31st March 2009 £000	NOTE
197	CURRENT ASSETS			
197	Bank	192	192	
116	CURRENT LIABILITIES			
	Creditors and other balances	15	15	1
81	TOTAL ASSETS LESS LIABILITIES		177	
81	Earmarked Reserves	177		2
81	TOTAL EQUITY		177	

Notes to the Financial Statements

1. Creditors and Other Balances

2007/2008 £000		2008/2009 £000	NOTE
95	Income in Advance	0	1
21	General & Other Creditors	15	2
116	Total	15	

1. The 2007/08 balance includes the LRF and Beacon Income in Advance now shown as Earmarked Reserves below.
2. The balance on General & Other Creditors represents the amounts accrued to reflect services received where invoices have yet to be received and paid.

2. Earmarked Reserves

Balance at 31st March 2008		Receipts in Year	Payments in Year	Balance at 31st March 2009	Note
£000		£000	£000	£000	
81	Emergency Planning General Reserve	0	0	81	1
18	Local Resilience Forum	11	0	29	2
77	Beacon Authority	0	10	67	3
176	Total	11	10	177	

1. This reserve is earmarked to allow the unit to manage its budget over more than one year.
2. This reserve is held on behalf of the Local Resilience Forum and will be used to fund future costs. Forum Members will consider the use of this funding and must approve any plans for its application.
3. This is Grant Funding allocated in advance and it is anticipated that this will be fully spent in 2009/2010.

AGENDA ITEM: 4.8

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 17 July 2009
Subject: **The National Capabilities Survey 2008**

1. Purpose of the Report

- 1.1 To inform Members of the Emergency Planning Joint Committee of the results of the National Capabilities Survey 2008 as they affect the Local Authorities and Emergency Planning Unit. The 2008 survey followed on from the previous survey held in 2006
- 1.2 The survey is considered by the Cabinet Office and Civil Contingencies Secretariat to provide an assessment of the current levels of national resilience. The survey results were compiled from information gathered from Local Authorities as well as a variety of resilience stakeholders, including Police, Fire, Ambulance and the health community. The survey was used by the Cabinet Office to identify the UK's readiness to respond to a number of assessed risks and is also being used to improve understanding of national preparedness, inform priorities for future investment, exercises and policy development. The survey contained 180 questions and each of the local authorities were required to complete the survey separately.
- 1.2 The survey questionnaire relating to the each of the local authorities and also the Cleveland Local Resilience Forum were completed by the Chief Emergency Planning Officer, with the assistance of representatives from other Category 1 responders and the local authorities.

2. Overview

- 2.1 For local responders the early benefits from the 2006 survey was a greater interest shown in resilience, with planning activity increasing in all sectors. The survey identified validation processes through exercising and the training of key personnel as one of the main pillar of resilience.
- 2.2 Findings from the 2008 survey concluded that the general level of preparedness was higher than in the 2006 survey, although this was the expected outcome due to the attention given to resilience since the introduction of the Civil Contingencies Act in late 2005 and the work of the Local Resilience Forums.

- 2.3 Predominantly the survey highlighted a need for validation of plans through testing and exercising and more emphasis on the training of key staff. Whilst acknowledging this, this should however be considered against the already high volume of training and exercising that is already undertaken across Cleveland, particularly in respect of the need to meet the legislative requirements relating to the chemical, pipeline and nuclear industries that are predominant in Cleveland. The training and exercising schedule is already huge in respect of commitment, resources and time.

Priority is given to the training of relevant staff who have identified roles and responsibilities within plans. It is considered that the current exercise programme provides a balanced and prioritised response to the need to exercise plans without the requirement becoming burdensome.

- 2.4 The following were identified as areas that require more commitment to the training of staff and the exercising of plans:
- Mass Casualties
 - Animal Diseases
 - Site Clearance
 - Mass Casualties
 - Business Continuity

3. Results in respect of Specific Areas

The survey looked at a number of specific areas and the results generally portrayed Cleveland in a positive light, although there were some areas identified for improvement, particularly more testing and exercising as discussed above.

3.1 Evacuation

- 3.1.1 The survey gave Cleveland a “Green” result but identified that a detailed plan should be finalised and an Evacuation sub group established. Ongoing work on this area is being lead by Cleveland Police EPU, working with local authority emergency planners.

- 3.1.2 Animal welfare when persons are evacuated was raised, but this has since been addressed in the Rest Centre plans following work with the RSPCA.

3.2 Mass Fatalities

- 3.2.1 Whilst much work has been undertaken on this subject and Cleveland EPU has a Temporary Mortuary plan which also deals with mass fatalities, the survey highlighted that Cleveland did not have a collectively agreed multi agency mass fatalities plan for a slow burn scenario i.e. flu pandemic. Whilst this is technically correct, it is considered that the present Temporary Mortuary plan which links into the Regional Capability

Co- ordination plan, does cover this requirement. However further work is currently being undertaken by two members of the Emergency Planning Unit to strengthen the existing plan, working with undertakers, local authority registrars and others.

3.2.2 Good work was also undertaken in preparedness for the major pandemic flu exercise held in February 2009 and this has been fed into the existing plan. Cleveland is well positioned to deal with a mass fatalities slow burn scenario, with 'sufficient' burial spaces having been identified. However there will be an issue with body storage until the deceased are cremated or buried. The need to identify additional "chiller units" is being explored, in conjunction with the hospitals.

3.2.3 The survey identified that training and exercising needs to be improved in this area by all organisations, together with the training of staff identified as having roles and responsibilities within the plan. However this was addressed by the major pandemic flu exercise in February 2009.

3.3 **Humanitarian Assistance**

3.3.1 The survey results gave Cleveland a mixed result and identified that more emergency responders should be engaged in the development of the multi agency plan to identify and manage vulnerable people. This area of work is being progressed by the Emergency Planning Unit and PCT's who are producing a list of contacts holding information on the vulnerable held by partner organisations. However, organisations have experienced problems when trying to identify vulnerable groups and maintain up to date lists. A "list of lists" is currently being worked upon and will be taken forward under the auspices of the voluntary agencies sub group.

3.3.2 Whilst the survey results were inconclusive as to whether a Humanitarian Assistance Centre could be set up within 48hours, it is considered this could be achieved and was subject to discussion at the Humanitarian Assistance Seminar held at Wynyard Rooms on 18th March 2009.

3.3.3 The survey results highlighted that health agencies should engage with GPs to ensure Data Sharing processes are in place.

3.4 **Flooding**

3.4.1 General satisfaction was shown in respect of the preparedness to deal with flooding events, but again the survey highlighted the need for the training of relevant staff.

3.5 **Generic Resilience**

3.5.1 The survey showed a marked improvement in general resilience with Cleveland scoring well in all categories, including risk assessment, production of a community risk register and LRF engagement.

3.5.2 However the results indicated that Category 2 responders could be engaged more in resilience issues and better informed. The Resilience Forum Assistance within the CEPU has taken steps to ensure they are better informed and receive copies of resilience and emergency planning reports and become more involved in emergency planning working groups.

3.6 Infectious Diseases

3.6.1 The survey showed that Cleveland has plans in place, but indicated that Local Authorities could provide more guidance for their own staff in respect of how to protect themselves and if their staff need protective equipment. Much of this work has recently been undertaken following the outbreak of swine flu.

3.7 Pandemic Influenza

3.7.1 The survey highlighted that whilst Cleveland was well placed to respond to a pandemic flu event, it highlighted the following improvements, many of which were also identified in the recent pandemic flu exercise. All the points are being addressed by the Pandemic Flu sub group and local authority pandemic flu groups.

3.7.2 Points highlighted:

- Agreements with neighbouring LRFs for mutual aid.
- Regular reviews of plans are essential.
- Deputies on management teams in the event of staff shortages need to be identified.
- Communications with the community for Non-English speakers, hard of hearing or visually impaired should be embedded in any communications strategy.
- Bereavement support should be considered.
- Profiling for identifying vulnerable groups need to be in place.
- Contingency plans for coping with increased need for body disposal is required.
- Priority groups for vaccinations need to be identified.

3.8 Mass Casualties

3.8.1 Whilst generally favourable, the survey results sought more involvement from Cleveland with a regional level mass casualties plan, together with the validation of the plan through a multi agency exercise. Cleveland does endorse the North East Ambulance Service Mass Casualties plan which could be adopted regionally.

3.8.2 The survey also highlighted the need for more training of staff named within the plans and seeks this issue to be addressed by respective agencies.

3.8.3 None of the plans have included the ability to develop extra capacity in accident and emergency departments, intensive treatment units, burns units, paediatrics units, inpatient care, primary care services, patient/ambulance transport, using the independent care sector or accessing psychological support.

3.8.4 None of the plans consider long term physical health impacts or long term mental health impacts.

3.8.5 The need to provide more information on prioritising casualties using revised treatment and triage protocols was highlighted.

3.8.6 The survey showed that the multi-agency mass casualty plan should be reviewed and the ambulance service should consider the provision of a multi-agency exercise.

3.9 **Warning, Informing and Alerting**

3.9.1 The survey gave Cleveland a “Green” light but considered that a greater contribution towards regional level plans for warning the public in the event of an emergency was required.

3.9.2 It also highlighted that locally agreed plans for the widespread dissemination of information to businesses, shopping centres, transport hubs, local voluntary and faith organisations could be strengthened. This is being pursued through the Warn and Inform sub group.

3.9.3 Mechanisms for communication with the following need to be enhanced;

- Senior staff in charge of premises which may need to be used in an emergency.
- Parents of children of the school that is a potential rest centre.
- Relatives of people in hospitals or care homes in case they need to be evacuated.
- Relatives of casualties in an emergency.
- Elderly or disabled people (and those with hearing or sight impairments) who live alone.

3.9.4 The media arrangements of all Category 1 responders need to be tested during exercises.

3.10 **Animal Diseases**

3.10.1 The survey gave Cleveland a “Green” result, but identified the need for the Diseases of Animals plan to be tested and exercised.

3.11 Recovery

3.11.1 The survey gave Cleveland positive results with the LRF and Local Authorities having a generic recovery plan, although it highlighted that it has not been validated through an exercise in the past two years.

3.11.2 Humanitarian aspects of recovery, economic aspects of recovery including recovery of businesses and LA finance arrangements, infrastructure issues including site clearance, domestic repairs, historic environment etc and environmental issues including pollution and decontamination need to be enhanced.

3.12 Business Continuity

3.12.1. Whilst acknowledging the significant progress being made, training of persons with roles and responsibilities within BCM plans needed to be enhanced and plans should be tested.

3.12.2 Local Authorities need to progress what resource and recovery arrangements would be needed for the resumption of critical activities and the dependency on suppliers and outsourced partners should be explored in greater depth.

4 Conclusion

4.1 Predominantly the survey reflects well upon Cleveland and shows that progress is being made whilst stating that more work needs to be done to validate several plans, particularly through exercises.

4.2 Much of the additional work required is already being focused upon or being undertaken by the Emergency Planning Unit and the Exercise Planning Group. However, the survey does not take account of or recognise the large workload and work streams placed upon this area due to its industrial heritage and landscape, or the smallness of the emergency planning community when compared to other areas.

4.3 Local Authorities have taken due cognizance of the results through their representatives who attend the Local Resilience Forum and the various groups and sub groups.

5. Recommendations

5.1 The report is noted.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report date: 04th July 2009

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date: 17th July 2009
Subject: **REPORTED INCIDENTS / CLEVELAND COMMUNICATIONS STRATEGY**

1. Purpose of the 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 January and 30th June 2009.

2. Flood and Weather Warnings

- 2.1 During this period the Emergency Planning Unit received a total of 34 warnings relating to adverse weather conditions:
- 8 flash warnings of heavy rain
 - 6 warnings of extreme rainfall
 - 4 early warning of icy roads
 - 16 warnings of heavy snow
- 2.2 There were eight flood warning messages received from the Environment Agency and two flood watch messages.
- 2.3 The Met Office completed the extreme rainfall warning scheme pilot programme in March and it has now been adopted permanently into their new Severe Weather Emergency Response Service. This service is available to emergency planners through a secure web based browser, password protected, on the Met Office website. 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 63 '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 Of these 63 faxes, many 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 January to 30th June 2009)

- 4.1 In the past six months there have been 15 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 Authorities.
- 4.2 The table at appendix A gives brief details of these incidents.
- 4.3 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 July 2009

Appendix 'A'

Incidents 1st January 2009 to 30th June 2009

Date	Location	Type of Incident (i)	Type of Incident (ii)	Brief Description
19 January 2009	Greystones Roundabout (A174 / A1053)	Chemical Leak	Road Incident	Tanker leakage on the Greystones roundabout - between 30-50 litres of Ketone Alcohol (UN 1993). Police closed roundabout and surrounding roads. Police checking no spillage on route. Due to temperature, the product was unlikely to evaporate and therefore Onyx attended to clear up.
21 January 2009	Thorntree Lane, Greatham, Hartlepool	Pollution		3 bags of white powder, one of which was split were found on roadside. Fire Brigade attended and were unable to determine what white powder was. After analysis by Waste Recovery Company Viola, it was shown to be for agricultural use and was disposed of. Initial confusion over person reporting – thought to be council EHO when in fact it was Environmental Management Supervisor.
21 January 2009	Tempest Drive, West View, Hartlepool	Gas Leak		A resident reported strong smell of gas to Fire Brigade. Gas engineer attended and gas traced to empty house. Fire Brigade removed windows to gain access and let gas escape. Residents of 20 properties on either side of affected property evacuated. Nearby school opened and used as temporary centre for those evacuated.
14 April 2009	Graythorpe Industrial Estate, Hartlepool	Fire		Serious fire at a recycling warehouse (Hartlepool Erection Company) on Industrial Estate. Large plume of dense black smoke. No evacuations necessary. Water relayed from nearby industrial / chemical sites. Fire smouldered for several days. Nearby road closed for several hours.
02 May 2009	Darnton Drive, Middlesbrough	Unexploded mortar shell		Unexploded mortar shell found in shed at rear of residential property. Army Bomb Disposal Unit from Catterick attended and removed shell and safely detonated device. Residents from nearby homes left their premises for short period.
06 May 2009	River Tees / Seal Sands	Fumes	Ship Incident	Cargo vessel docked at petro-chemical storage site on Seal Sands to unload cargo of neat turpentine substance. At end of offloading process, a member of ships crew collapsed into ships hold overcome with fumes from cargo and

				severely injured his head. Second crew member attempted rescue and was also overcome by fumes. Fire Brigade rescued crew members and Ambulance personnel treated injured persons at scene before crew with head injury was airlifted to hospital. Second crew member taken by road to hospital. HSE Marine Inspectorate were informed and are investigating incident.
18 May 2009	Seal Sands	Fumes	Toxic Release	Leak of Sulpha Trioxide from chemical site which caused toxic plume to leave site onto nearby road and adjacent sites. Toxic alarms sounded and workers placed in toxic refuges. Water curtains set up to dissipate chemical. Incident being investigated by HSE.
20 May 2009	Seal Sands Road	Chemical Release		Police Control Room notified via CEAS (Cleveland Emergency Alarm System) that there had been a small release of Methyl Tertiary Butyl Ether from chemical site. Neighbouring sites were advised to go indoors and shut all windows.
21 May 2009	Bramley Court, Owton Manor Lane, Hartlepool	Fire	Power Cut	Fire on local transformer resulted in power cut affecting elderly care home. Assistance given to Care Home and power supply diverted.
04 June 2009	Westbound carriageway of A689 Stockton Road between Owton Manor roundabout and Greatham	Chemical Leak		A substantial amount of black oily substance on westbound carriageway. Road closure enacted and substance removed by Council.
10 June 2009	Dawson Industrial Estate, Middlesbrough	Fire		Large fire at scrap yard. Fire Brigade deployed 4 pumps. Ambulance in attendance. Concerns over possibility of gas bottles on site. Nearby roads closed.
17 June 2009	Westbound carriageway of A689 between Wolviston/coal lane roundabout and A19	Substance on road	Road Traffic Accident	A spillage of chemical substance onto westbound A689 which caused traffic accident. Road closed. Substance removed – non toxic
19 June 2009	Various locations from A689 East bound to Chilterns Avenue Billingham.	Chemical Spill		A lorry carrying a wood preservative travelling to depot in Billingham spilt amounts of the preservative at five locations. A689 Wynyard Business Park, A689/A19 roundabout, A19 south, Central Avenue and Chilterns Avenue. Roads partially closed and clean up undertaken.
25 June 2009	Teesdock Road, Redcar & Cleveland	Gas Leak		Harbour Office reported receiving several calls from companies on Bolckow Industrial Estate stating there is a very strong smell of gas. National Grid engineers sent to area, leak isolated and repaired. Took significant time to

				identify location of leak.
29 June 2009	Brans Sands,	Leak of Hydrochloric Acid		Leak of approx 200 litres of Hydrochloric Acid into the air, with plume heading in a north easterly direction. Premises in plume directly informed. Leak sealed and plume dissipated in the air. No danger to public

