

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Thursday, 16 December 2010

at 2.00 pm

at The Emergency Planning Unit, Aurora House, Middlesbrough

MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-

Hartlepool Borough Council:-

The Mayor, Stuart Drummond

Middlesbrough Borough Council:-

Councillor Julia Rostron

Redcar and Cleveland Borough Council:-

Councillor Dave McLuckie

Stockton Borough Council:-

Councillor Terry Laing

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
 - 3.1 To receive the minutes of the meeting held on 23 September 2010

4. REPORTS OF CHIEF EMERGENCY PLANNING OFFICER

- 4.1 Cleveland Emergency Planning Unit – Priorities, Future Budget and Structure – *Chief Emergency Planning Officer*
- 4.2 Cabinet Office Paper – “The Role of Local Resilience Forums: A Reference Document” – *Chief Emergency Planning Officer*
- 4.3 Revenue Financial Monitoring Report to end September 2010 – *Chief Finance Officer*
- 4.4 Progress On Performance Indicators 2010/11 – *Chief Emergency Planning Officer*
- 4.5 2012 London Olympic Planning – *Chief Emergency Planning Officer*
- 4.6 Reservoir Inundation Plans – *Chief Emergency Planning Officer*
- 4.7 Major Incident Procedures Manual – *Chief Emergency Planning Officer*
- 4.8 Reported Incidents / Cleveland Communications Strategy – *Chief Emergency Planning Officer*

5. ANY OTHER BUSINESS

6. DATE AND TIME OF NEXT MEETING TO BE CONFIRMED

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

23 September 2010

The meeting commenced at 2.00 pm at the Emergency Planning Unit at
Aurora Court, Riverside Park, Middlesbrough

Present:

The Mayor, Stuart Drummond, Hartlepool Borough Council
Councillor Terry Laing, Stockton Borough Council
Councillor Julia Rostron, Middlesbrough Borough Council

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

15 Apologies for absence

Councillor Dave McLuckie

16 Declarations of interest by members

None.

17 Receipt of the minutes of the meeting held on 30 June 2010

Received.

18 The UK Central Response: Concept of Operations (CONOPS) (Chief Emergency Planning Officer)

Purpose of report

To inform members

- That the Cabinet Office on behalf of the Government have issued a new Concept of Operations setting out the arrangements for how Central Government will respond to a large scale emergency that requires co-ordinated central government action;
- That the main part of the document focuses on the response to no

notice or short notice emergencies requiring UK central government engagement whilst stressing that the approach can also be adapted to manage the response to other crises;

- That the original Concept of Operations document was issued in 2005 and the updated version reflects revised arrangements that have been adopted due to recent national emergencies and inquiries
- That in addition to the national Concept of Operations being issued the North East Regional Response plan (version 1) was issued in July 2010 and provides a regional view while the CONOPS document gives a national overview

Issues for consideration by the Committee

The 190 page CONOPS document details the Central Government arrangements for responding to and recovering from emergencies which require central government action, irrespective of cause or location. Eight guiding principles had been developed to direct the 3 phases of an emergency: preparation, response and recovery. CONOPS emphasises the principle of local decision making with support from Central Government where necessary. Three levels of emergency were identified as follows:

1. Significant – requires central government involvement or support but no actual or potential requirement for a collective central government response.
2. Serious – requires sustained central government support to be co-ordinated from Cabinet Office Briefing Room (COBR) under the leadership of the lead government department and has or threatens a wide or prolonged impact.
3. Catastrophic – requires central government's direction or support. Has an exceptionally high or potentially widespread impact.

If the support of central government is needed, a designated lead government department will be responsible for overall management, usually through COBR. A pre-designated list of which departments cover which emergency is available through the Cabinet office website. When a local Strategic Co-ordinating Group has been established and COBR activated (at levels 2 or 3) a Government Liaison Officer would normally be dispatched immediately to attend. It recognises the need for national co-ordination of public information from the outset, the development of which would be co-ordinated by central government and the lead local responder.

Following the publication of CONOPS the revised North East Regional Response plan was issued. Feedback was given on this document to Government Officer North East (GONE). All emergency planners had been made aware of the 2 documents and the appropriate information would be

incorporated into the Cleveland Major Incident Procedures Manual, currently under review.

It was clarified that a level three emergency would be something such as a disaster on the scale of Chernobyl at the nuclear power station in Hartlepool.

Decision

Members noted:-

- The report
- The existence of the two concepts of operations and how and when regional resilience and central Government would become involved in an emergency either at the response or recovery stage, and by what means, e.g. Lead Government Department.

19 2012 London Olympics and Paralympic Games (*Chief Emergency Planning Officer*)

Purpose of report

To provide members with an insight into the organisation of the 2012 London Olympic and Paralympic Games along with an update into the present situation relating to matters which may impact upon the Cleveland area.

Issues for consideration by the Committee

The report detailed the key facts in relation to the Olympic Games including numbers of expected attendees and venues. A number of Pre Games training camps in the North East had been identified and countries had been invited to submit an interest in these. Planning and security issues in relation to the Torch Relay were outlined. Details of planning teams set up to explore the impact of the games, particularly at a local level were outlined and how these would impact on other local events such as the Maritime Festival in Hartlepool and Stockton summer festival.

Decision

Members noted:-

- The report
- The actions being undertaken by the Chief Emergency Planning Officer and the potential impact that the Games will have on the Emergency Planning Unit (EPU) and the services it provides.

20 Post of Resilience Forum Assistant (*Chief Emergency Planning Officer*)

Purpose of report

To inform Members that the Cleveland Local Resilience Forum agreed to fund the post of Resilience Forum Assistant within the Emergency Planning Unit for a further three years.

Issues for consideration by the Committee

This post had been created three years ago to assist the Chief Emergency Planning Officer as Local Resilience Forum (LRF) Manager and it was recommended that because of current workload, the funding be continued for a further three years by the LRF members.

A Member queried whether funding was guaranteed for the next three years for the post and it was clarified that the funding was spread across all members of the LRF so the contribution from each partner was not a large amount.

Decision

Members noted the report.

21 Lessons Learned from Exercise Plata (*Chief Emergency Planning Officer*)

Purpose of report

To provide Members with details of the feedback and a summary of actions following Exercise Plata, held on 19 May 2010 and based upon a release from Hartlepool Power Station, and to provide details of how these actions would be taken forward.

Issues for consideration by the Committee

A level two nuclear exercise had been held on 19 May 2010 and was designed to test the onside and offsite response to a release of radioactive material to meet the requirements of the Radiation Emergency Preparedness and Public Information Regulations (REPPPIR). Local Authorities and the Police had been involved. A debrief note to the exercise had been produced by British Energy in conjunction with the agencies involved. A number of issues had been identified following the exercise and an action plan produced to address these issues.

A member queried whether the North East Ambulance Control Centre at Hebburn had come under scrutiny during the exercise and was informed that the Control Centre had been used satisfactorily although advance warning

had been given of the exercise.

Decision

Members noted:-

- That Exercise Plata was a successful test of the current offsite plan produced by the Emergency Planning Unit in compliance with REPPiR
- The report
- The lessons learned and the action plan shown at appendix A and supported the officers tasked with taking these actions forward.
- That the REPPiR plan would be reviewed within the next 12 months to capture lessons learned and completed action points.
- Members agreed that the action plan was managed by the Principal Emergency Planning Officer as chair of the LRF Exercise Planning Group.

22 Influx of British Nationals Plan *(Chief Emergency Planning Officer)*

Purpose of report

To outline the plan prepared by the Emergency Planning Unit to meet the requirements of the Civil Contingencies Act 2004 which addresses the risk of the influx of British Nationals shown in both the national risk register and the Cleveland Community Risk Register

Issues for consideration by the Committee

The plan had been produced to meet the risk of a sudden influx of British nationals. Members were informed how the plan assisted in the identification and provision of humanitarian assistance required in the event of an influx of British Nationals covering from the initial influx through to resettlement and/or repatriation

Members were reminded that Cleveland Emergency Planning Unit in consultation with partners had prepared a plan to meet the various scenarios arising from the influx of British nationals into the Cleveland area by plane or other forms of transport.

Members queried where nationals were likely to be from and were informed that countries such as Spain and India had a large number of British nationals. The last influx of nationals had been when a volcano had erupted in Monserrat.

Decision

Members noted the report.

23 Hartlepool Tall Ships Race *(Chief Emergency Planning Officer)*

Purpose of report

To inform members of the initial feedback of the Tall Ships Race event in Hartlepool, primarily in respect of the tasks and responsibilities undertaken by Emergency Planners, the Safety Advisory Group chaired by the Chief Emergency Planning Officer and Event Control (command and control) and to provide members with details of the initial lessons learned encountered during the event.

Issues for consideration by the Committee

The Tall Ships event had been held in Hartlepool during 6 – 10 August when 58 ships had arrived and there had been a varied entertainment programme with live music and firework displays. A multi agency Event Control had been established to control the 750,000 visitors to the event and an operational site control had also been established on the site. There had been a lot of positive feedback received and debriefs had been held by various agencies involved.

A number of plans and risk assessments had been produced prior to the event. An annex to the report outlined the lessons learned, both negative and positive.

Members confirmed that the event had been very successful and congratulated those involved in its planning and execution.

Decision

Members noted the report.

24 Severe Winter Weather and Council Winter Maintenance Programmes *(Chief Emergency Planning Officer)*

Purpose of report

To inform members of the publication of the following reports:-

- Weathering the Storm – Improving UK Resilience to Severe Winter Weather' by the Local Government Association
- The Resilience of England's Transport System in Winter' – an interim

report with the final version expected in the Autumn – by an Independent Review Panel established by the Department of Transport

and the recommendations contained therein.

Issues for consideration by the Committee

The report outlined the responsibilities of the Local Authorities in relation to keeping the Highways clear during periods of snow and ice. For a number of years all the Councils have produced their Winter Maintenance Plans and published these on their websites. The severe weather of 2009/2010 had stretched these plans and the Government had introduced the 'Salt Cell' meetings to co-ordinate the distribution of salt throughout the country. The two reports produced subsequently highlighted the need to have adequate stocks of salt in preparedness for any severe weather and the need for future winter maintenance plans to dovetail with resilience and emergency response plans.

Members discussed the pros and cons of stockpiling large amounts of salt which may not be needed for some time including the cost implications of doing this. Members also discussed how other countries did not seem to suffer the same problems despite having more severe weather and that perhaps lessons could be learned from their approach.

Decision

The report was noted.

25 Management of the Mobile Telecommunications Privileged Access Scheme (MTPAS) and National Resilience Extranet (NRE) update *(Chief Emergency Planning Officer)*

Purpose of report

To inform members of the progress on the Management of the Mobile Telecommunications Privileged Access Scheme (MTPAS) and National Resilience Extranet (NRE) scheme and the next steps with the roll out of these schemes.

Issues for consideration by the Committee

The NRE is a secure web based browser tool that would enable responders to have access to key information up to and including 'restricted' level, for multi-agency working and communication. Once training had taken place, it was planned to roll out the system to other emergency responder agencies

and organisations.

MTPAS allows privileged users priority access to cellular radio network systems which may otherwise become congested by non-essential users in an emergency.

A member commented how Bluetooth technology could be used to convey personal safety messages.

Decision

Members noted:-

- the report
- the leading role that the EPU had in respect of ensuring these aspects of resilient communications were progressed

26 Town Centre Evacuation Planning *(Chief Emergency Planning Officer)*

Purpose of report

To inform members of the resilience planning that is being undertaken in respect of the evacuation of the main town centres, specifically Middlesbrough and to assist businesses how they could plan and ensure business continuity.

Issues for consideration by the Committee

Middlesbrough Council were to have a booklet printed and circulated around properties in the town centre. The plans circulated by the Council would dovetail into other plans already in place at Cleveland EPU. The booklet had been approved by the LRF and would be rolled out to other towns across Cleveland.

Decision

Members noted the report and the Middlesbrough town centre evacuation booklet.

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

Purpose of report

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 between 1 June and 10 September 2010.

Issues for consideration by the Committee

During this period a total of 16 warnings in relation to adverse weather conditions had been received as well as 16 flood related warning messages.

During the same period the EPU had received and dealt with 22 blue faxes. There had also been 12 incidents of note and these were detailed in an appendix to the report. The Chief Emergency Planning Officer gave an overview of these incidents to Members.

Decision

Members noted the report.

The meeting concluded at 3.21 pm.

**28 Tour of the New Accommodation with Chief
Emergency Planning Officer**

Members were then shown around the EPU premises in Aurora Court, Riverside Park, Middlesbrough.

P J DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 28 September 2010

Report to: Emergency Planning Joint Committee

From: Chief Emergency Planning Officer

Date: 16 December 2010

Subject: **Cleveland Emergency Planning Unit – Priorities, Future Budget and Structure**

1. Purpose of Report

- 1.1 To inform Members of the Joint Committee of proposed changes in the structure and budget of the Cleveland Emergency Planning Unit for the forthcoming fiscal year 2011/12.
- 1.2 To inform Members of the proposed future priorities for 2011/12 onwards to fit the reduction in budget proposed and changes to the structure of the Emergency Planning Unit.
- 1.3 To inform Members that the proposals have been produced following consultation with Chief Officers in each of the four authorities, but principally Hartlepool Borough Council as the host authority for the Emergency Planning Unit.

2. Background and Priorities

- 2.1 The Cleveland Emergency Planning Unit provides a shared service to the four local authorities in the former area of the County of Cleveland providing a comprehensive resilience, civil contingencies and emergency planning function for the local authorities in an area that is considered to be high risk due to the geographical and industrial landscape.
- 2.2 The primary aim and priority of the Emergency Planning Unit has been to ensure that the four local authorities meet their statutory requirements under primary legislation, namely the:
 - Civil Contingencies Act 2004
 - Civil Contingencies Act (Contingency Planning) Regulations 2005
 - Control of Major Accident Hazard Regulations 1999 (COMAH)
 - Pipeline Safety Regulations 1996
 - Radiation (Emergency Preparedness and Public Information) Regulations 2001

- 2.3 It is not intended that these primary aims and objectives should change.
- 2.4 The EPU works closely with the Hazardous Installations Division of the Health and Safety Executive in respect of the latter three Regulations as failure to comply with these would impose enforcement notices upon the local authorities and potential court action.
- 2.5 Further, the EPU works to statutory guidance entitled “Emergency Preparedness” produced by the Cabinet Office.
- 2.6 The EPU is part of a joint arrangement with Cleveland Police, Cleveland Fire Brigade and North East Ambulance Service to share accommodation at Aurora Court, Riverside Park, Middlesbrough and this enables information sharing and co-operation to take place, providing real benefits in terms of value for money and the deliverance of integrated resilience and emergency management and response.
- 2.7 The Chief Emergency Planning Officer as well as managing the local authority Emergency Planning Unit, also manages the Cleveland Local Resilience Forum (LRF) on behalf of multi-agency partners to ensure through co-operation and information sharing the LRF meets its statutory duties. Importantly, the EPU is the driving force and strategic voice across Cleveland ensuring multi-agency delivery of duties under the Civil Contingencies Act, other legislation and statutory guidance. The EPU also provides the secretariat function for the LRF through a Resilience Forum Assistant who is wholly paid for by the LRF partner agencies, but who is a member of the EPU staff.
- 2.8 The EPU is overseen by the Emergency Planning Joint Committee which is an Executive Committee under the Constitutions of the respective local authorities.

3. Future Budget

- 3.1 The EPU is classed as an “outside body” under the Local Government Act with Hartlepool Borough Council acting as “host” to the Emergency Planning Unit on behalf of the four local authorities. As host, it provides several core services to the EPU, for example IT and accountancy services as well as line management to the Chief Emergency Planning Officer.
- 3.2 The EPU budget is made up from the financial provision by all four local authorities, with the contribution from each authority based on population size. Therefore Stockton-on-Tees Borough Council are the largest contributors, with Hartlepool providing the smallest contribution.

- 3.3 As the host authority providing services to the EPU, Hartlepool BC receive back from the EPU costs associated with services provided, amounting to £20,605 (4.3% of the EPU budget). These services include IT provision, financial accountability, human resources, legal services, democratic services and line management for the Chief Emergency Planning Officer.
- 3.4 To meet the potential reductions in local authority finances in 2011/12 and beyond in these times of austerity measures, the Chief Emergency Planning Officer is proposing, after consultations with each of the four local authorities, to implement a reduction in budget provision of 10% - a total of £47,600 across the four councils.
- 3.5 This will be difficult to achieve, when considering the roles and responsibilities of the EPU on behalf of the four local authorities and the continuing growth in workloads and work streams imposed by legislation and Government, particularly the Civil Contingencies Secretariat within the Cabinet Office. The predominant costs within the EPU are for staff and accommodation, making up nearly 90% of the budget outgoings.
- 3.6 It is proposed that the 10% reduction would be met by:
- The deletion of one Emergency Planning Officer post, either through compulsory redundancy or staff member resigning prior to 31st March 2011.
 - Taking the role of the Chief Emergency Planning Officer out of the Chief Officer pay band and placing it in the future as a tier four post at pay band 15. This would occur upon retirement of the present post-holder as at 31st May 2011.
 - The ceasing of essential car user allowance which was current paid to six members of staff. This will be replaced by these officers receiving payment at casual user rate. Due to the nature of their role, emergency planners do need to use their own vehicles for work purposes. This change is in line with recently agreed changes to all staff employed by Hartlepool Borough Council.
 - Administration efficiencies, e.g. printing
- 3.7 A three year business plan (2011-14) is presently being prepared by the Chief Emergency Planning Officer that replaces the present three year plan which ends on 31st March 2011. It will be proposed within the business plan that to meet further cuts in public spending and council budgets, the EPU will offer a further 5% cut in budget for the year 2012/13. To meet that further cut, it is proposed that it would be met from a reduction in external training particularly at the Emergency Planning College, reduction in cleaning services, further administration efficiencies and use of EPU reserves.

4. Future Structure

- 4.1 The proposed structure as of 1st April 2011 is shown at annex A. It shows the reduction of one Emergency Planning Officer and the change in the pay band of the Chief Emergency Planning Officer.
- 4.2 The loss of an Emergency Planning Officer is likely to occur through compulsory redundancy as there are no expressions of interest from staff for voluntary redundancy.
- 4.3 The cost of the Resilience Forum Assistant is fully funded by Local Resilience Forum partners.

5. Chief Emergency Planning Officer

- 5.1 It is the intention of the Chief Emergency Planning Officer to request early retirement as from 31st May 2011 on the grounds of efficiency.
- 5.2 The role is considered vital to the future of the Cleveland Emergency Planning Unit and the role and responsibilities undertaken both for the four local authorities and the wider civil contingencies fora as the Manager of the multi-agency Cleveland Local Resilience Forum.
- 5.3 It is proposed that the selection process commences in early January 2011 with the post initially being advertised internally across the four constituent local authorities. Due to the nature of the post, it is intended that the new CEPO would be appointed prior to the retirement of the present post-holder.
- 5.4 It is proposed that the Interview Panel to select the new CEPO will be:
 - Chair of the Emergency Planning Joint Committee
 - Director of Regeneration and Neighbourhoods, Hartlepool BC
 - Deputy Chief Constable, as Chair of the Cleveland Local Resilience Forum

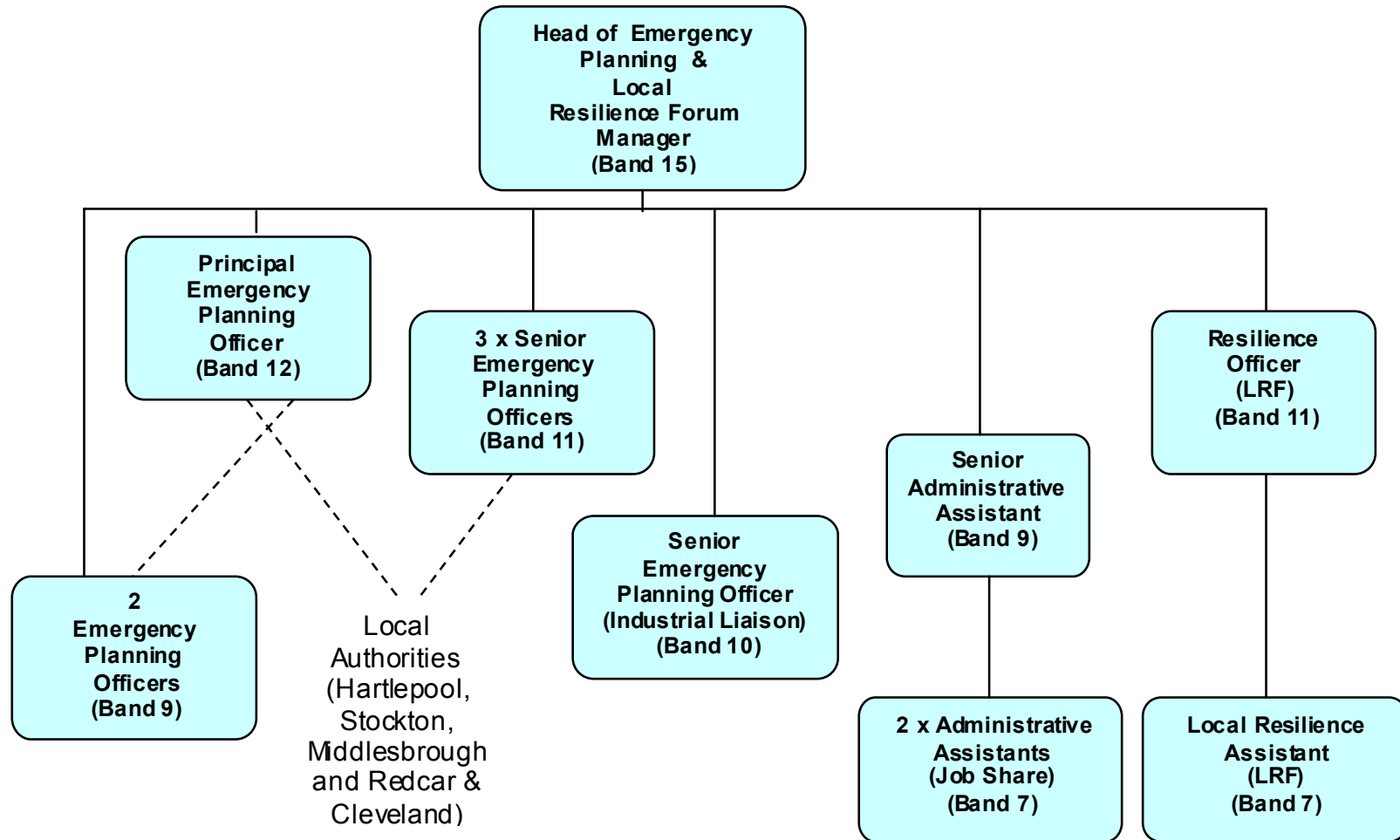
Informal discussion has taken place with the Deputy Chief Constable who has expressed a desire to be part of the selection panel due to the significant role played by the Chief Emergency Planning Officer in ensuring the LRF meets its statutory requirements and driving the LRF forward.

6. Recommendations

- 6.1 That Members note the future priorities for the Emergency Planning Unit.
- 6.2 That Members approve the budget reduction for 2011/12 and the resultant changes to the structure of the EPU.
- 6.3 That Members approve the selection process for the post of Chief Emergency Planning Officer and Local Resilience Forum Manager.

Report Author: Denis Hampson
Chief Emergency Planning Officer and LRF Manager

Date: 6th December 2010



ISSUES UNDERLYING STRUCTURE

- 1. Shared Service - Central Unit for 4 Local Authorities.
- 2. Remote Self Sufficient Unit based in Middlesbrough.
- 3. Budget provided by four Local Authorities.
- 4. Specialist Unit
- 5. Multi-Agency Unit, together with Police, Fire & Ambulance.
- 6. Classed as an 'Outside Body' under Local Government Act.
- 7. Provides service to external body – Cleveland Local Resilience Forum

Report to: Emergency Planning Joint Committee

From: Chief Emergency Planning Officer

Date: 16 December 2010

Subject: **Cabinet Office Paper – “The Role of Local Resilience Forums: A Reference Document”**

1. Purpose of Report

- 1.1 To inform Members of the document produced by the Civil Contingencies Secretariat within the Cabinet Office on the role and functions of a Local Resilience Forum.
- 1.2 For Members to consider the impact of this document on the roles and function of the Chief Emergency Planning Officer and Emergency Planning Unit staff.

2. Background

- 2.1 The document sets out the duties and functions that are required of LRFs under legislation or by regulation and focuses on the increasing importance of an LRF to deliver effective anticipation and planning for the risks and emergencies that it may be confronted with.
- 2.2 The document also suggests issues, processes, systems and activities that an LRF will need to consider in establishing effective mechanisms to deliver its work. Further, it is intended to provide a consistent framework for self assessment and peer review.
- 2.3 The document is in 3 parts with the first part systematically going through the duties of Category 1 and 2 responders under legislation and the predominant role that should be undertaken by the LRF for the collective delivery of the different statutory duties.

It sets out the duties of the LRF in 3 categories:

- (a) Mandatory / Legislative requirements placed on an LRF i.e. where the LRF “**must**” do something.
- (b) Recommended elements of the Civil Contingencies Act regime where an LRF “**should**” do something, with details contained in non-statutory guidance. It is firm in the view that any external

review of LRF functions would expect these “should” elements to have been completed.

- (c) **“Good Practice Indicators”** which consider the expected outcomes of compliance with statutory obligations. These are aligned with the details contained in the ‘Expectations and Indicators of Best Practice’ which Emergency Planning Officers on behalf of Category 1 responders should be achieving, together with Category 1 responders themselves.

2.4 There are a number of salient points within Part 1 of the document which it is considered Members should be aware of. The points and the involvement of the Chief Emergency Planning Officer and the Emergency Planning Unit are:

- a. The collective delivery of a Community Risk Register being the central function of a Local Resilience Forum, with local risk being prominent.

The Community Risk Register (CRR) is produced by the Emergency Planning Unit on behalf of multi-agency partners and the Risk Assessment Working Group is chaired by a Senior Emergency Planning Officer from the EPU. Local risks form the central plank of the work of the EPU. The Cleveland Risk Assessment Working Group is tasked to continually review local risks shown in the CRR.

- b. “The LRF is a strategic group and should attract a senior level of representation, for example local authority level should be Chief or Deputy Chief Executive and police representatives Chief or Deputy Chief Constable”

The LRF is managed by the Chief Emergency Planning Officer, with the secretariat provided through a LRF Assistant within the EPU managed by the CEPO.

Each of the local authorities are represented on the LRF at a Chief Officer level.

- c. Participants at the routine LRF meetings should reflect the Strategic Coordinating Group (SCG) that would be called in response to an emergency.

The activation of an SCG would be through the Chief Emergency Planning Officer, predominantly at the request of the Police.

- d. There is a collective responsibility to plan for all identified risks and this includes planning for predictable preventive actions.

Predominantly, emergency, resilience and contingency planning in respect of all four local authorities is undertaken on their behalf by the Emergency Planning Unit.

- e. A duty to develop and maintain Business Continuity Plans by Category 1 responders to ensure they can continue to function in the event of an emergency. LRFs must be aware of responders' BCM plans.

Whilst this duty is mainly undertaken by service units within each local authority, the Senior Emergency Planning Officers with responsibility for each area are actively involved with this planning. Local authority officers link this work into the Risk Assessment Working Group chaired by the Senior Emergency Planning Officer.

- f. Whilst the duty to promote BCM rests with Local Authorities, other Category 1 responders must co-operate with them to enable them to perform this duty.

This duty is undertaken, in the main, by the Emergency Planning Unit on behalf of the four local authorities. Seminars / workshops are regularly held by the EPU with the voluntary sector and small business enterprises.

- g. There is a need to ensure effective liaison with Category 2 responders and keep them as involved as possible in the work of the LRF and emergency planning.

This is achieved by the CEPO and LRF Secretariat liaising with Category 2 responders through meetings, workshops or dialogue and ensuring that LRF minutes, information and Civil Contingencies Secretariat (CCS) bulletins are distributed to them and specific LRF agenda items are sought from them.

- h. The Community Risk Register should be shared with neighbouring LRFs.

Whilst it is already available on the Cleveland EPU website, there is continuing liaison and dialogue between staff within the Cleveland EPU and their counterparts at both North Yorkshire and Durham & Darlington EPU's.

- i. Cleveland should support its neighbouring LRFs with awareness raising.

This is achieved through the CEPO and members of the EPU providing them with templates of awareness and warning informing material, for example, the Prepare for Emergencies Z card and the Household Emergency leaflet. Future, only last week a copy of the Cleveland Recovery Plan was provided to Durham to enable them to consider recovery aspects in their LRF area.

- j. Category 1 responders, e.g. Local Authorities, should keep their organisation(s) fully informed of the LRFs business, with information cascaded within their organisations and particularly at a strategic level.

The CEPO undertakes this action on behalf of the LRF to cascade information as much as possible to individual organisations and into Senior Management Teams of the four local authorities.

- k. LRFs should enhance community involvement in civil contingencies and response functions. This issue reflects the Governments' thinking on the 'big society' and for communities to be better prepared to respond and help themselves in the event of an emergency.

It is proposed that this will be pursued by the CEPO as LRF Manager once community plan templates etc, are published by Government as discussed in the paper presented to the Joint Committee in September. They will also be displayed on the EPU website.

- 2.5 Part 2 discusses the role of LRFs in linking into the 22 works-streams being undertaken by Government Departments under the Resilience Capabilities Programme. It identifies the lead government departments with duties relating to maintaining a variety of essential national services and their involvement in local emergencies, for example flooding or humanitarian assistance. It also links into the work being undertaken in respect of natural hazards and maintaining critical infrastructure, on which a paper was presented to the Joint Committee in June 2010.
- 2.6 Part 3 discusses the role of the LRF relating to the response and recovery from emergencies, focussing on the need to 'plan to identified risks' and have recovery plans in plan. It re-iterates that during an emergency it is likely that the LRF will operate as the Strategic Co-ordinating Group and provide dynamic assessments of the risks and emerging risks, whilst being aware of issues outside their responsibilities and specialisms.

- 2.7 Part 3 also re-iterates information of the roles of an SCG and the Recovery Group and sub groups, e.g. environmental, and on the importance of debriefing, all of which are already well documented in the Cleveland Recovery Plan and major incident response plans produced by the Emergency Planning Unit.

3. Conclusions

- 3.1 Members will note that the term 'Local Resilience Forum' is synonymous with emergency and resilience planning. The LRF is the overarching multi-agency strategic group required by the Civil Contingencies Act that oversees how all Category 1 responders are performing their duties under the Act.

- 3.2 There is a great deal of emphasis placed on the LRF to:

- Provide a consistent framework for preparing for emergencies at a local level;

Much of this is performed through the Emergency Planning Unit, linking into and through the emergency planners from other agencies.

- Ensure Category 1 responders train adequate numbers of appropriate staff within the organisations;

The training of appropriate staff within each of the local authorities is a primary function of the Emergency Planning Unit

- Ensure plans are tested and exercised.

The bulk of this task is performed by the Emergency Planning Unit, often in liaison or involving other agencies, particularly the emergency services.

- Provide collaboration and co-ordination with other tiers and fora.

This function is primarily performed by the Chief Emergency Planning Officer, but also other staff within the EPU

- 3.3 The document and report emphasises the significant role that the Chief Emergency Planning Officer and the Cleveland EPU has in ensuring that the roles and responsibilities placed implicitly upon the LRF are met, and indirectly ensuring that all Category 1 responders are adhering to the requirements placed upon them by the Civil Contingencies Act. The EPU

are to a certain extent, undertaking a performance monitoring role of Category 1 responders.

- 3.4 The document itself, whilst highlighting issues surrounding the involvement of the EPU and officers in the LRF structure and duties, does provide a good overview of the functions and requirements of an LRF. It shows the difference between what is mandatory (“must do” – red headed boxes), what the LRF should aspire to do (“should do” – yellow headed boxes) and good practice indicators (green headed boxes).
- 3.5 However, parts of the document are repetition of what is already shown in the statutory guidance “Emergency Preparedness” and in other guidance documents. However, it could be argued that this new document brings all the information together ‘under one roof’ and is what has been requested by LRF organisations elsewhere.
- 3.6 It is considered that the document does highlight the large amount of mandatory requirements, duties and functions placed on Category 1 responders, including local authorities, by the Civil Contingencies Act and associated legislation and the responsibilities that emanate from this, which for the most part are carried out by the EPU on behalf of the local authorities. This does necessitate time and effort being directed to LRF functions by the Chief Emergency Planning Officer and EPU staff.
- 3.7 Detailed examination of the document and the duties highlighted does indicate that there are ‘no surprises’ for how the Cleveland LRF functions and undertakes its duties. Whilst there are some issues as shown in this report, where minor changes to practices should be made, it is considered that the Cabinet Office paper is also an endorsement for the Cleveland LRF and EPU practices and policies.

4. Consultation Response

- 4.1 The document which was received from the Cabinet Office in October is a consultation document. The Chief Emergency Planning Officer has carried out a consultation exercise with LRF partners and has sent a response back to the Cabinet Office on behalf of Cleveland, following discussion with the LRF Chair (Deputy Chief Constable). The one respondent considered that the document was difficult to read and there was a degree of repetition and a reader would need to have a good understanding of civil contingencies work in order to understand what was being said.
- 4.2 The response prepared by the Chief Emergency Planning Officer in his role as the LRF Manager was generally positive, although it is highlighted that much of the information within the document is duplicated in the statutory guidance document “Emergency Preparedness”. It also pointed

out two anomalies. First, after defining correctly what is meant by the term “should”, the document author then changes the term to “issues to consider” and this could be confusing. Secondly, the document states that it is a mandatory requirement for Category 2 responders to attend or be represented at LRF meetings. This is contrary to that stated in the statutory guidance which states that Category 2 responders are not obliged to attend LRF meetings but their attendance is determined on the two complementary principles of the ‘right to be invited’ and a ‘right to attend’.

5. Recommendations

- 5.1 Members note the report
- 5.2 Members note the extent of commitment to the LRF by the Chief Emergency Planning Officer and officers within the EPU.
- 5.3 Members note the legislative requirements placed on both the LRF and Category 1 responders and in particular the four local authorities by the Civil Contingencies Act and associated regulations.

Report Author: Denis Hampson
Chief Emergency Planning Officer & LRF Manager

Report dated: 3 December 2010

Report to: Cleveland Emergency Planning Joint Committee

Report from: Chief Finance Officer

Date: 16 December 2010

Subject: Revenue Financial Monitoring Report to end September 2010

1. PURPOSE

1.1 To provide details of progress against the Joint Committee's overall revenue budget for 2010/2011

2. BACKGROUND

2.1 The report provides an overall picture of performance and progress of the Emergency Planning Unit (EPU) against the approved 2010/2011 revenue budget.

2.2 The Committee provides political accountability for the Joint EPU and oversees the EPU from a political viewpoint. The Committee itself does not have a budget but oversees that the Chief Emergency Planning Officer receives the funding from the 4 local authorities within the Tees Valley to enable the EPU to provide a joint service to them and that on behalf of the EPU he spends the money wisely and within budget.

3. FINANCIAL POSITION

3.1 The latest position is summarised below:

Actual Position 30/09/10					
Approved Budget £	Description	Expected Budget £	Actual Expenditure/ (Income) £	Variance to Date Adverse/ (Favourable) £	Projected Outturn Variance Adverse/ (Favourable) £
0	Emergency Planning	(223,711)	(214,493)	9,218	0
0	Local Resilience Forum (LRF)	(10,256)	(15,286)	(5,030)	0
0	Emergency Planning - Beacon Status	16,658	16,658	0	0
0	Total	(217,309)	(213,121)	4,188	0

3.2 There is currently an adverse variance on the main Emergency Planning budget, this is not unusual and the outturn is expected to be in line with the approved budget.

3.3 Although there is currently a favourable variance on the Local Resilience Forum (LRF) budget the projected outturn is expected to be in line with the approved budget.

3.4 There are no items to draw to Members' attention.

4. RECOMMENDATIONS

4.1 That Members note the contents of the report.

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date: 16 December 2010
Subject: **PROGRESS ON PERFORMANCE INDICATORS
2010/11**

1. PURPOSE OF REPORT:

1.1 To inform the Joint Committee of the progress being made to achieve the performance indicators set down in the 2010/11 Annual Plan of the Cleveland Emergency Planning Unit.

2. BACKGROUND:

2.1 To manage and continually improve our service and performance and determine if the Emergency Planning Unit is meeting its aims and objectives, a number of realistic and meaningful performance indicators were set through which we could monitor and review the progress and performance of the EPU.

2.2 This report details the progress made towards achieving those performance indicators during the period 1st April 2010 to 31st September 2010 (first six months).

2.3 Administrative processes enable the performance indicators to be effectively monitored and the indicators are also a standing item on the agenda for the EPU team meetings. They also form part of the discussions on the three monthly work programme individually agreed between each of the Emergency Planning Officers and the Chief Emergency Planning Officer.

2.4 There are a total of 24 performance indicators shown in the Annual Plan for 2010/11 and all indicators are on target to be successfully achieved by the year end, either in full or in part, as all of the indicators had several targets within them. However to date, good progress is being made on all significant targets. The indicator in respect of the planning for the Tall Ships Race was completed satisfactorily.

2.5 Emergency Planners are striving to achieve these performance indicators and this provides evidence of the commitment of the staff within the Emergency Planning Unit, especially as the three Emergency Planning Officers all have less than 12 months service with the EPU and are still on a steep learning curve.

2.6 Further, several of the indicators were strengthened and enhanced from the previous year, especially to meet the requirements shown in

the new Expectations and Indicators of Good Practice document produced by the Civil Contingencies Secretariat. Additionally, new commitments have been placed upon the Local Resilience Forum and Local Authorities by the Cabinet Office and other Government departments, for example, Defra have placed additional demands upon emergency planners, including the Reservoir Inundation Plan.

- 2.7 The annual plan also includes three cross cutting indicators which compare points of the Emergency Planning Unit with the Regeneration and Neighbourhood Services Department of Hartlepool Borough Council, as the 'host' authority for emergency planning. One indicator has been completed and progress is also being made against the other two indicators.

3. POINTS OF NOTE

- 3.1 Indicator 8 in respect of the Tall Ships Race in Hartlepool was completed on schedule. Details were reported to the Joint Committee at the meeting in September 2010.
- 3.2 The previous target of 40 working days to write a COMAH or Pipelines Safety Plan was reduced to 30 days for the present year and this is being achieved. Credit must be given to the Senior Emergency Planning Officer with responsibility for industrial liaison.
- 3.3 By the end of December 2010, eight local authority staff will have attended external courses. This already meets the full year target. Further, three event staff from the local authorities, plus three Emergency Planners, are to attend an IOSH course in January 2011 on Event Planning and Safety which the EPU are hosting, but delivered by External Trainers. The Emergency Planning College use the same training providers to deliver the same course being held within Cleveland. However, the cost of the course being delivered at the EPU to 12 persons is the same as the cost of sending only 3 persons on the course at the Emergency Planning College. Other attendees are from the emergency services.
- 3.4 Both the multi agency Cleveland Flood Plan and Reservoir Inundation plan (indicator 20) were completed on time, but due to new information being received from the Environment Agency and new flood warning codes being implemented by the EA as from 30th November 2010, these plans will be reviewed and updated by March 2011.
- 3.5 Whilst all four targets shown in indicator 14 which relates to partnership working and sharing of information are on target to be achieved, the agendas of the three principle forums are constantly being driven by the Chief Emergency Planning Officer and staff within the EPU, despite efforts to get other category 1 responders to bring items forward. (the

same applies to the sub groups which are chaired by EPU officers). This does of course ensure that the EPU remains as the central ‘force’ of all emergency and civil contingencies planning across the Cleveland area.

3.6 All staff appraisals and training reviews for 2010 have been completed.

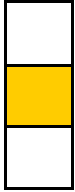
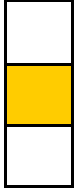
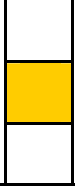
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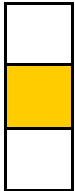
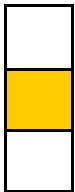
4.1 That Members note the report

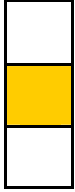
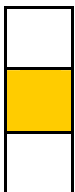
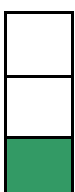
Report Author: Denis Hampson
Chief Emergency Planning Officer

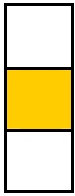


Date: 5th December 2010




PROGRESS ON THE PERFORMANCE INDICATORS FOR 2010/11

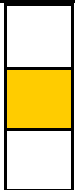
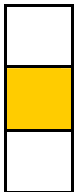
NO	INDICATOR	OUTCOME	2010 / 11 TARGET	PROGRESS
<p>1</p> 	<p>Develop and review emergency planning arrangements in each local authority</p>	<ul style="list-style-type: none"> To ensure each authority has an effective and up to date Major Incident Response Plan To ensure departments / service areas have effective plans which are an integral part of the Councils Major Incident Response Plan Staff are aware of their roles and responsibilities 	<p>a) Each Local Authority Major Incident Response Plan to be reviewed within the 12 month period, taking into account the departmental / service plans.</p> <p>b) Conduct one call out / contact after hours exercise in each local authority</p>	<p>a) Two out of the four plans have been reviewed.</p> <p>b) On target – two exercises conducted.</p>
<p>2</p> 	<p>Provision of an effective Cleveland Community Risk Register (CRR)</p>	<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 	<p>a) Ensure all significant local risks are addressed in CRR</p> <p>b) Review the CRR on EPU & LRF websites 6 monthly</p> <p>c) Hold 4 meetings of Risk Sub Group to monitor and review the register</p> <p>d) Report to Local Resilience Forum annually</p>	<p>a) On target - all local risks are in CRR, but subject to quarterly review</p> <p>b) On target - reviewed at end of September. Will be reviewed again in March 2011.</p> <p>c) On target - 2 meetings held so far.</p> <p>d) Report will be taken to LRF in February 2011</p>
<p>3</p> 	<p>Number of plans produced / reviewed for COMAH establishments (as at 01.04.10 Cleveland has 38 top tier COMAH sites – 11% of national total)</p>	<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 	<p>a) 8 plans to be reviewed or produced</p> <p>b) Assess regional impact on all COMAH plans (Buncefield recommendation)</p>	<p>a) On target – 5 plans reviewed.</p> <p>b) Should be achieved but awaiting information from HSE.</p>

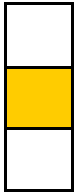
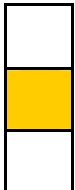
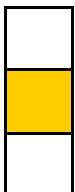
NO	INDICATOR	OUTCOME	2010 / 11 TARGET	PROGRESS
<p>4</p> 	<p>Provide an efficient duty officer scheme – 24/7 x 365</p>	<ul style="list-style-type: none"> • Best Value • Ensure Local Authority are alerted to incidents so they can respond effectively • Provide effective response by Emergency Planning Officer(s) 	<ul style="list-style-type: none"> a) 98% b) Annual review of EPU telephone contacts and agency lists c) Review of each local authority / EMRT contacts lists at least ¼ly or w hen significant changes occur 	<ul style="list-style-type: none"> a) On target - good commitment being show n by staff. b) On target c) On target – quarterly review being achieved.
<p>5</p> 	<p>Provide information to the public / residents on responding to and dealing w ith emergencies</p>	<ul style="list-style-type: none"> • To ensure everyone is more aw are of emergency and contingency planning so they are better prepared and aw are • Provision of advice and guidance • Assist in meeting the statutory requirements of the Civil contingencies Act 	<ul style="list-style-type: none"> a) Produce 3 pieces of information material b) Material made available on CEPU and LRF websites c) Briefing note to responders on 3 subject matters, e.g. COMAH review , pandemic flu and resilient telecommunications 	<ul style="list-style-type: none"> a) On target – EPU new sletter produced in October b) On target – w ebsites being review ed monthly. c) On target – tw o produced (COMAH, Airw ave interoptability)

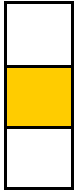
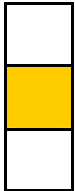
<p>6</p> 	<p>Provision of an effective internet website for both the Cleveland Emergency Planning Unit and the Cleveland Local resilience Forum (LRF)</p>	<ul style="list-style-type: none"> Improved interaction with public / customers Provision of system to inform the public of the risks associated with 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 	<ul style="list-style-type: none"> a) Web site reviewed at least every 28 days b) New 'cover story' on CEPU website on a quarterly basis c) Project Leader to place new items on website within 5 days of receipt d) Publish events/training of LRF partners on website 	<ul style="list-style-type: none"> a) On target – website being reviewed monthly b) On target - different stories being displayed. c) Being achieved. d) Partially being achieved – information from LRF partners not always forthcoming.
NO	INDICATOR	OUTCOME	2010 / 11 TARGET	PROGRESS
<p>7</p> 	<p>Rest Centre procedures and exercises</p>	<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"> a) One exercise/training event in each Council b) Review Rest Centre boxes c) Review Transport Plan 	<ul style="list-style-type: none"> a) On target – one exercise completed, but others planned b) Review completed c) Plan to be completed by end of December
<p>8</p> 	<p>Planning for the Tall Ships Race in Hartlepool in August 2010</p>	<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"> a) CEPO to chair Safety Advisory Group and EPU to provide Secretariat for SAG b) Hold bi-monthly meetings of SAG c) Meet targets set in the Tall Ship's Project plan d) Produce Event Safety Plan by 31st May e) Complete Event Control plan by 31st May 	<p>This indicator has been successfully achieved.</p>




<p>9</p> 	<p>Training of Local Authority and Emergency Planning Unit staff</p>	<ul style="list-style-type: none"> • Best Value • Staff better able to respond effectively to incidents • Ensure effective use of resources 	<p>a) 8 local authority staff to attend external courses b) 30 local authority staff in each Council to receive “in house” training c) Hold 4 Local Authority Exercises (1 per Borough) d) EP officers to receive average of 3 days training & Admin staff 1 day e) Hold 3 multi-agency training days</p>	<p>a) Achieved – 8 staff have attended external courses. b) On target – several attended Exercise Nemo on 26 November 2010 c) On target – 2 held to date d) On target – average of 1 day to date but more training planned. e) Achieved – two evacuation and Nemo exercise</p>
NO	INDICATOR	OUTCOME	2010 / 11 TARGET	PROGRESS
<p>10</p> 	<p>Conduct / participate in multi-agency exercises under COMAH / Pipelines / REPIR Regulations</p>	<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 	<p>a) 10 COMAH exercises b) 3 level one Nuclear exercises c) Be major participants in planning for and response to major level 2 exercise on 19th May 2010 d) Member of HSE working group producing national guidance on exercising</p>	<p>a) On target – 6 exercises completed b) On target – two held to date c) Achieved d) On target – meetings continuing. CEPO attendee.</p>
<p>11</p> 	<p>Ensure compliance with the Pipeline Safety Regulations through the review and writing of emergency response plans for hazardous pipelines</p>	<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 	<p>a) Review 2 PSR plans b) Undertake 6 monthly review of Pipeline Overview</p>	<p>a) On target – 1 new plan completed. b) On target – reviewed in October 2010.</p>

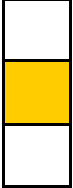
				
<p>12</p> 	<p>Time to complete an off-site emergency plan under the Control of Major Accident Hazard Regulations (COMAH), Pipeline Safety Regulations or Radiation (Emergency Preparedness & Public Information) Regulations (REPPIR)</p>	<ul style="list-style-type: none"> • Meet statutory duties under the 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>a) 30 working days (from commencement of writing plan to sending draft out for consultation)</p>	<p>a) On target – being achieved</p>
<p>NO</p>	<p>INDICATOR</p>	<p>OUTCOME</p>	<p>2010/11 TARGET</p>	<p>PROGRESS</p>
<p>13</p> 	<p>Increase awareness of emergency planning and the Civil Contingencies Act within the local authorities</p>	<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. 	<p>a) Elected / LSP Members invited to attend seminar / training days provided by EPU b) Minimum of three EMRT meetings to be held in each Borough where EMRTs are held c) EPU staff to attend 2 public events for promotional purposes d) Produce 1 article for inclusion on website of the local authorities</p>	<p>a) Being achieved - Invitations provided – some take-up. b) On target – meetings being held as per schedule c) Achieved – attended Stockton & Hartlepool summer events d) Not yet achieved, but plans in place</p>
<p>14</p>	<p>Effective partnership working on a multi-agency basis across the Tees Valley area, with particular reference</p>	<ul style="list-style-type: none"> • Sharing information and knowledge • Improve liaison, knowledge and understanding assisting agencies to 	<p>a) 4 meetings of the Local Resilience Forum b) 4 meetings of the Local</p>	<p>a) – d) On targets. However the agenda for all these groups is</p>

	to the Cleveland Local resilience Forum	work more closely <ul style="list-style-type: none"> • 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 	Resilience Working Group <ul style="list-style-type: none"> c) 3 meetings of the Media Emergency Forum d) 4 Ad hoc meetings 	continually driven by the CEPO and EPU staff, despite efforts to get other category 1 responders to bring forward items.
NO	INDICATOR	OUTCOME	2010/11 TARGET	PROGRESS
15 	Promote Business Continuity Management to medium and small 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"> a) Continue working relation with Tees Valley Business Link & North East Chamber of Commerce b) Produce 4 pieces of literature for dissemination to SME's c) Hold 3 meetings of the Business Continuity Sub Group d) Present at 2 seminar / conference for SME's e) Hold one half day seminar f) Develop working relations with PCT's and other Cat 1 & 2 responder agencies 	<ul style="list-style-type: none"> a) Being achieved – liaison is continuing with NECC. b) On target – 2 pieces produced. c) On target – meetings scheduled d) Not on target – more action planned e) Not on target – planning underway by EPO f) On target – good relations being developed


<p>16</p> 	<p>Increase involvement of the 'voluntary sector' in emergency planning</p>	<ul style="list-style-type: none"> • Best Value • Improve liaison, know ledge and understanding betw een all parties • Meets central government guidance 	<ul style="list-style-type: none"> a) Hold 4 meetings with Voluntary Agencies b) Involve one or more agencies in 2 exercises c) 4 training sessions / presentations to or with Voluntary Agencies d) 1 'live play' rest centre exercise involving voluntary agencies e) Conduct 1 out of hours contact exercise 	<ul style="list-style-type: none"> a) On target – 2 held. b) Achieved – Exercise Nemo (Red Cross) & Rest Centre Ex (WRVS). c) On target – 2 training sessions held re Tall Ships event. d) Exercise planned e) Yet to be planned but expected to be achieved.
NO	INDICATOR	OUTCOME	2010/11 TARGET	PROGRESS
<p>17</p> 	<p>Meetings with Partnership Agencies and Organisations w ithin the North East region</p>	<ul style="list-style-type: none"> • Sharing information • Improve liaison, know ledge and understanding, thereby assisting agencies to w ork more closely • Dissemination of minutes to interested parties 	<ul style="list-style-type: none"> a) 3 meetings with Regional Resilience Team (GONE) b) 8 meetings w ith regional operations groups e.g. CBRN, Media, Utilities c) 4 Ad hoc meetings 	<ul style="list-style-type: none"> a) – d) On target. Regular meetings being held w ith various partner agencies.
<p>18</p> 	<p>Business Continuity Plan for the Emergency Planning Unit</p>	<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"> a) Review CEPU plan once per year b) Conduct an exercise involving the plan 	<ul style="list-style-type: none"> a) On target – w ill be review ed in January 2011. b) Not yet planned – more w ork required but expected to be achieved.

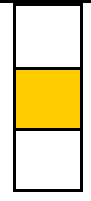
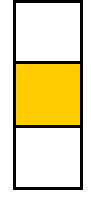
<p>19</p> 	<p>Event Planning</p>	<ul style="list-style-type: none"> • Ensure health and safety aspects at events are covered • Produce or ensure event emergency response plans are produced • Events include Mela, Cleveland show , Music Live, Tall Ships, large Firework Displays, etc 	<p>a) Work with the Event Planning Teams to produce appropriate documents</p> <p>b) Meet 100% requests for assistance from Event teams</p> <p>c) Produce event plans for 10 events</p> <p>d) Provide SAG guidance in consultation with councils & emergency services</p>	<p>a) On target - some documents produced but further work planned in schedule.</p> <p>b) Being achieved - all requests being met.</p> <p>c) On target - 6 plans produced e.g. Mela, Tall ships, 10k Road Race.</p> <p>d) On target – guidance / involvement as appropriate.</p>
NO	INDICATOR	OUTCOME	2010/11 TARGET	PROGRESS
<p>20</p> 	<p>Develop and review plans for flooding</p>	<ul style="list-style-type: none"> • Meet requirements of integrated emergency management • Meet recommendations of the Pitt Report • Ensure plans are robust to deal with a variety of flooding incidents • Validity of plans produced to satisfaction of Defra and Environment Agency 	<p>a) Review Adverse Weather protocol</p> <p>b) Produce multi agency flood response plan by Sept '10</p> <p>c) Review plan by March '11</p> <p>d) Conduct one exercise with flood scenario</p> <p>e) Produce generic Reservoir Inundation Plan by September 2010</p>	<p>a) To be reviewed in January 2011</p> <p>b) Achieved, but to be reviewed</p> <p>c) On target</p> <p>d) Exercise Water mark – March 2011</p> <p>e) Achieved, but needs to be reviewed due to new information.</p>

<p>21</p> 	<p>Recovery and Humanitarian Assistance planning</p>	<ul style="list-style-type: none"> • Meet requirements of integrated emergency management • Have effective plans in place • Meet Civil Contingencies Secretariat “Expectations and Indicators of Best Practice Set” • Meet requirements set out in statutory guidance “Emergency Preparedness” • Ensure responding / participating agencies are aware of their roles and responsibilities 	<p>a) Produce ‘Influx of British Nationals’ plan by July 2010</p> <p>b) Review both the Recovery Plan and the Humanitarian Assistance Plan by December 2010</p> <p>c) Conduct 1 exercise or hold 1 multi agency training day</p>	<p>a) Achieved</p> <p>b) On target</p> <p>c) Achieved – exercise Nemo on 26.11.10</p>
NO	INDICATOR	OUTCOME	2010/11 TARGET	PROGRESS
<p>22</p> 	<p>Number of written compliments or complaints received within the unit</p>	<ul style="list-style-type: none"> • Best Value • Assists with Appraisals • Good management practice 	<p>a) All to be recorded and acknowledged within 3 days of receipt</p> <p>b) 10 written compliments</p> <p>c) 2 written complaints</p>	<p>a) On target</p> <p>b) 8 compliments received</p> <p>c) No complaints received</p>
<p>23</p> 	<p>Circulation of minutes of meetings and other information received within the unit</p>	<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 	<p>a) Circulated within 8 working days of meeting date</p> <p>b) Circulation of other material within 5 days</p>	<p>a) On target - being achieved through good administrative practices.</p> <p>b) An target - date when minutes are circulated is shown in ‘footer’ at bottom of pages of minutes.</p>

<p>24</p> 	<p>(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</p>	<ul style="list-style-type: none"> • Best Value • Improve the internal administrative working of Emergency Planning Unit • Effective cost recovery 	<p>a) Invoices processed/sent within 5 days b) EPO's to provide costing within 7 days of exercise or plan completion</p>	<p>a) On target. b) On target.</p>
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CROSS CUTTING INDICATORS

NO	INDICATOR	REGENERATION & NEIGHBOURHOODS DEPARTMENT 2010/11	EPU 2010/11	PROGRESS
<p>1</p> 	<p>Percentage of appraisals carried out within the Emergency Planning Unit</p>	<p>100%</p>	<p>100%</p>	<p>Achieved - all appraisals for 2010 completed</p>
<p>2</p>	<p>Average number of days training per employee within the Emergency</p>	<p>3</p>	<p>3</p>	<p>On target – average of 2 days completed</p>

	Planning Unit			
3 	Average number of days lost to sickness within the Emergency Planning Unit	10.5	8.00	On target – average of 2 days at present.

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 16 December 2010
Subject: 2012 London Olympic Planning

1. Purpose of the Report

- 1.1 To inform Members of the formation of an Olympics sub group to ensure the effective delivery of emergency and contingency planning arrangements and duties that are developed in a multi-agency environment.
- 1.2 To update Members on the present situation in respect of agencies involvement in the Olympics.

2. Background

- 2.1 The Olympic Games represent the most significant peacetime security and policing challenge ever faced within the United Kingdom. The Games will take place from 27th July to 12th August 2012. Following a two week gap, the Paralympics will begin on 29th August and run until 9th September. The Olympic Torch (flame) will arrive in the UK on 18th May 2012.
- 2.2 The only confirmed venue in the North East is St James' Park, Newcastle which will host a group of football matches. The teams (countries) that will play at this venue are not yet known.
- 2.3 Prior to the Games, Olympic nations will locate their teams at Pre Games Training Camps which will be spread throughout the United Kingdom. A number of organisations in the North East and Cleveland have offered facilities for training camps and One Northeast has produced a marketing brochure containing details of such potential venues. Potential training camps in the Cleveland area are:

- Hartlepool Marina;
- Tees Barrage;
- Middlesbrough Football Club;
- Teesside University;
- Durham University, Queens Campus, Stockton.

Details are still awaited on which if any of these venues will be used as training camps.

- 2.4 If any venues in Cleveland are chosen, it is considered likely that some Olympic Nations will wish to use these facilities as early as the summer

of 2011 to accimatise themselves to English conditions and the facilities on offer.

- 2.5 The Olympic Torch Relay event will last for 70 days travelling around the country. The London Organising Committee, together with the Metropolitan Police, has responsibility for planning the route as the torch is conveyed around the UK. The torch relay will spend three days in each region across the country, visiting various locations to allow photographic opportunities at iconic landmarks, areas of cultural significance, areas of outstanding natural beauty, industrial areas, areas of deprivation and locations of sporting interest. It is therefore contended that 'the torch' will be within the Cleveland boundary for 1 day and due to the "big screen" being present in Middlesbrough, the torch relay will visit the middle of Middlesbrough. Each day the Torch will be carried by 300 Torch Bearers who will be from the host area
- 2.6 All local authorities from this area have submitted proposals for the route. However the route is still in the planning stages but a draft is expected by the end of December 2010. Further, the planning for activities and events around the torch relay are still at an early stage within the local authority events teams.
- 2.7 Likewise, the planning of events in the local area associated with the Olympics are at an early stage. However, the Department of Local Communities have recently issued new guidance on the organising of street parties and fetes to make it easier for the public to hold such events. Further as the Olympics and the Queen's Diamond Jubilee comes closer, it is intended that Government as part of the 'big society' agenda will promote the holding of street parties and fetes.

3. Olympics Sub Group

- 3.1 The inaugural meeting of the group was held on 9th November 2010 under the chair of the Chief Emergency Planning Officer and brought together representatives from those agencies who are likely to be involved with the planning or response to Olympic associated events, including the emergency services, local authority event teams and the voluntary sector. Terms of reference for the group were agreed and are attached at appendix 'A'.
- 3.2 The inaugural meeting was used to set the scene and gather information on planning taking place, including potential commitment to provide staff or volunteers to the Olympics. A main task of the group will be to produce a list of all events, both those relating to the Olympics and other events, for example the Stockton Riverside Festival which traditionally occurs in early August and in 2012 will coincide with the Olympics.
- 3.3 Whilst distinct, it was agreed that the group would also consider events surrounding the Queen's Diamond Jubilee, as this may provide "a

taster” for which may occur during the Olympics period, e.g. street parties.

- 3.4 The group will monitor the situation in respect of the Torch Relay and the situation regarding Pre Games Training Camps and assess any planning requirements as and when further information becomes available.
- 3.5 It is acknowledged that between now and the Games, several agencies / organisations will be in the process of structural change which may have an impact on planning arrangements.

4. Recommendations

- 4.1 Members to note the report and the potential impact that the Games may have on the Cleveland area.

Report Author: Denis Hampson
Chief Emergency Planning Officer & LRF Manager

Report date: 30 November 2010



OLYMPICS SUB GROUP

TERMS OF REFERENCE

1. The purpose of the Olympics Sub Group is to ensure the effective delivery of emergency and contingency planning arrangements and duties that need to be developed in a multi-agency environment.
2. To be a forum to facilitate information sharing and best practice between the respective agencies on planning for Olympic and Paralympics related events within the Cleveland area.
3. To have an oversight of the events, including street parties that are being planned across the 'Cleveland' area.
4. To share information on planning for the Olympic Torch Relay that could involve all four local authority areas in some way.
5. Share knowledge and planning relating to Pre-Olympic Training Camps and associated events within in the Cleveland area.
6. To be the conjunct for information sharing that is provided by national or regional sources.
7. To have an understanding of the resources that may be extracted from Cleveland or the North East region to Olympic venues and how that could impact upon the agencies within Cleveland to (a) provide normal services (b) respond to a major incident and (c) impact upon other services.
8. To share information on pre-planning that is occurring within agencies to facilitate extractions of staff and/or 'volunteers' to Olympic venues / events.
9. To share information of non-Olympic related events occurring at the time as the Olympics that could become subject to 'knock on effects'.
10. Chair of the Sub Group will be the Chief Emergency Planning Officer.

11. The Cleveland Emergency Planning Unit will provide the secretariat function for the Olympic Sub Group.
12. The Group will remain in being until the conclusion of the Olympic and Paralympic Games.
13. The Group will meet quarterly during 2011 and bi-monthly in 2012 during the final build up to the Olympic Games and events, unless circumstances dictate otherwise.

Group Membership:

Cleveland Emergency Planning Unit

Cleveland Police

Cleveland Fire Brigade

North East Ambulance Service

Health (PCT Emergency Planning Manager)

Hartlepool Borough Council

Stockton-on-Tees Borough Council

Middlesbrough Borough Council

Redcar & Cleveland Borough Council

One North East (London 2012 Co-ordinator)

British Red Cross

St John's Ambulance

WRVS

Report to: Emergency Planning Joint Committee

From: Chief Emergency Planning Officer

Date: 16 December 2010

Subject: Reservoir Inundation Plans

1. Purpose of Report

- 1.1 To outline the plan prepared by the Emergency Planning Unit to meet requirements under the Civil Contingencies Act 2004 and which addresses the national risk from reservoir inundation contained in the Cleveland Community Risk Register. The plan follows the new national guidance and plan template issued by Defra and the Environment Agency which assists in the implementation of recommendation 57 of the Pitt review into the 2007 floods.
- 1.2 To inform Members how the plan assists in the identification of areas at risk from dam breaches in the Cleveland area. The plan has been written to meet deadlines required by Defra.
- 1.3 To inform Members that the plan has been produced by the Emergency Planning Unit in consultation with partner agencies, particularly the Local authorities, Environment Agency and Emergency Services to meet the risk from reservoir inundation and the offsite consequences in the Cleveland area.

2. Background

- 2.1 This plan has been produced to meet the guidance and plan template issued by Defra, supported by the Cabinet Office, in respect of the risk of a dam breach and consequent reservoir inundation in the Cleveland area. This is a generic offsite plan that outlines the multi-agency response to the offsite consequences of an actual or potential dam breach in Cleveland. However it should be noted that across the country as a whole, the likelihood of complete dam failure that would have a major impact on communities is considered to be very low.
- 2.2 Whilst there have been no fatalities from a UK Dam inundation since 1925 it is recognised that there is a potential hazard from reservoir failure (Cracks in the dam at Rotheram's Ulley Reservoir during summer floods in 2007 saw the closure of the M1 between junctions 32 and 36 causing a

considerable economic impact), and that key to an effective response will be a clear understanding of the roles and responsibilities of the various parties involved.

2.3 Flooding from a dam breach is likely to differ from conventional fluvial flooding due to:

- The difference in the speed of development of the emergency, the potentially sudden rise of water and the time available for evacuation;
- The increased force of the water being likely to lead to the total destruction of buildings near the dam, reducing to partial structural damage and inundation damage with distance downstream;
- The increased impact on infrastructure, such as roads, railways, electricity, gas, (waste) water, sewerage, telecommunications and other essential services.

2.4 The plan covers activation, alerting, management and co-ordination aspects of the response to reservoir emergencies. It also outlines the type of response (rescue, setting up Rest Centres, etc) which it may be necessary to make to an emergency and signposts the plans outlining the facilities and resources which would be available to do so.

2.5 The plan has the following specific objectives:

- to provide clear definitions of the roles, responsibilities and actions of each agency at particular stages of the response;
- to describe the actions of the first officers on the scene/to receive the incident notification;
- to provide a response escalation procedure to cover actions from the initial alert through to stand-down and post-incident recovery;
- to set-out the multi-agency co-ordination and control arrangements at each level of response;
- to specify the manner in which warnings may be communicated to the public and partner agencies in an accessible and consistent fashion;
- to provide contact details to facilitate an efficient call-out of resources.

2.6 The plan addresses the off-site, or downstream, consequences of flooding from any of the reservoirs listed in the plan as a result of a potential or actual dam breach on locations depicted in the inundation maps shown in the plan. A copy of the plan is held at Command Room, Police Headquarters in the CEPU store. The outlined actions are based upon an assumption that there would be sufficient time to enact a response.

- 2.7 There are 2000 reservoirs under the Reservoirs Act in England and Wales, of which there are seventeen (17) reservoirs identified by the Environment Agency in the Cleveland area, although none are classed within the 'higher priority' list i.e. within the top one hundred in the UK. However, the Cleveland area could also be subject to flooding if there was a dam/reservoir breach at reservoirs outside the Cleveland boundaries.
- 2.8 On 9th December 2010, the public will be able to view the outline reservoir inundation maps on the Environment Agency's "What's in Your Backyard" website facility. The public will be able to see the outline flood maps, but not maps showing depth or speed due to security restrictions. The publication of these maps could result in members of the public making enquiries of the Local Authorities or Emergency Planning Unit about the risks from reservoir flooding in their area.
- 2.9 In some cases, reservoirs may have multiple possible breach sites. These are indicated on the maps, which model a number of potential breach sites. In the event of a breach, the panel engineer will interpret the maps to assess water flow in the immediate vicinity of the reservoir. Beyond the immediate locality the inundation will follow the course indicated on the maps.
- 2.10 A dam breach may involve:
- a complete collapse of a dam wall and a sudden influx of water;
 - a rising tide scenario i.e. a partial failure where water is escaping as the result of an emergency drawdown.
- 2.11 It should be noted that while the plan contains maps based on a worst case scenario of a dam breach, the depth, velocity, and damage information has not yet been available for the writing of the plan. It is anticipated this information will be available shortly and at that time, the plan will be reviewed. It is also understood that the maps produced by the Environment Agency in conjunction with partner companies are under review.
- 2.12 At the time of writing the risk assessment of dams is based on consequence (the effects on the downstream community in terms of loss of life and destruction) rather than likelihood, although this is could change through the Floods and Water Management Act 2010.
- 2.13 Members should also note that at the time of writing no single agency has responsibility for warning and informing the public in the event of a dam failure. This is part of an ongoing discussion between partner agencies and central government. The main issues in this discussion include the costs of warning and informing and the varying abilities of different actors in ownership/responsibility of reservoirs e.g. while a water company may

own one reservoir and have monitoring equipment in place or have a public telephone number to report a breach, a local yachting/fishing club with responsibilities towards the reservoir and a frequent user of the reservoir is unlikely to have the same capability and the difficulty arises of how to have a common standard for ownership. This has challenged the solution of having COMAH site style regulations i.e. onus on operator, and is an ongoing issue.

- 2.14 Despite the issues surrounding warning and informing the public it has been assumed that Cleveland agencies, once informed of any breach or potential breach, would rely on the current Cleveland Communications Strategy that is already in place. Section 6 of the plan is dedicated to this.
- 2.15 In the writing the plan, it has been assumed that the occurrence of reservoir failure is rare and it is highly unlikely that multiple reservoir failure would occur simultaneously unless as part of a cascade.
- 2.16 It should also be noted that the expertise of a Panel Engineer will be of great importance in the event of a problem occurring with a dam. However at the time of writing there is no 'on call' system in place and the ability of a Panel Engineer to attend an incident will be very much dependent on circumstances at the time. Panel Engineers are a relatively small and select group and no guaranteed response time can be given. Panel Engineers would need to be sourced from a private company.
- 2.17 There are sections covering command, control and coordination and giving details of specific response issues that may arise such as local authority sandbag policies. The aim of the section is to try and clarify as much as possible differing agencies roles in order to prevent confusion.
- 2.18 The plan details key roles and responsibilities for agencies at trigger points in an escalating reservoir emergency. There is also a section detailing generic agency roles and responsibilities for reference.
- 2.19 The final section of the plan covers the individual reservoirs themselves. This details the area in a community specific sheet covering specific communities, major roads, schools etc. at risk with suggested road closures and diversions. The appendices includes contact details and published public health and safety advice for distribution.
- 2.20 Copies of the plan are being made available to partner agencies, for example Cleveland Police and Cleveland Fire Brigade and additional copies will be available to appropriate agencies from the Cleveland EPU. It should be noted that the plan is a 'living' document and will be reviewed over the forthcoming months as new and improved information is made available from the Environment Agency.

3 Recommendations

3.1 Members note the report.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report Dated: 30 November 2010

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 16 December 2010
Subject: Major Incident Procedures Manual

1. Purpose of Report

- 1.1 To inform Members of the Joint Committee of the Cleveland Major Incident Procedure Manual which has been reviewed by the Cleveland Emergency Planning Unit and updated accordingly, in consultation with partner agencies.
- 1.2 To inform Members that the Manual will be uploaded to the Cleveland Emergency Planning Unit website for viewing by the general public, emergency responder partners and other stakeholders.

2. Background

- 2.1 The Cleveland Major Procedures Manual was first produced in 2005 and was in need of review, particularly following the Civil Contingencies Act and associated legislation and guidance.
- 2.2 The aim of the manual is to:
- Outline the framework for responding to an emergency in Cleveland
 - Ensure that a coordinated response is provided from all agencies involved, particularly Category 1 and 2 responders.
- 2.3 The objectives of the Major Incident Procedures Manual are to:
- Act as an information document for stakeholders and the general public that provides a generic overview of roles and responsibilities of responders;
 - Provide knowledge of command and control functions;
 - Act as a single reference document for all agencies involved who will provide a single coordinated response to an emergency;
 - Define an emergency, how it is declared and notified;
 - Define the main functions of the agencies involved;
 - Describe the role of central government in response to an incident;
 - Describe how an emergency scene will be managed;
 - Define “casualties” and how they will be cared for;
 - Outline the management structures during an emergency;

- Describe the agreed procedures and arrangements for coordinating the response effectively; and
 - Describe how the public and stakeholders will be warned and informed in an emergency.
- 2.4 The Manual provides a generic overview of the roles and responsibilities of agencies which could be involved in a Major Incident. It covers the 'Gold, Silver & Bronze' command structure, Strategic and Tactical Co-ordinating Groups, and how an incident scene would be managed during an incident.
- 2.5 The Manual covers the management of those involved in an incident, including casualties and evacuees, and provides information on media considerations, and warning and informing the public. It also describes the procedure for requesting Military Aid to the Civil Authority, which is included in the Manual as Appendix B.
- 2.6 Given the variety of risks which could give rise to a Major Incident, it is clear that no single approach will be appropriate in all circumstances and expert knowledge from numerous agencies/industry could be required. To this end, each agency involved in an incident will have developed their own individual detailed procedures and plans for responding to emergencies. This document provides the generic framework only, within which all agencies can work and understand who is performing what role and function during a major incident, and therefore, dovetails with other Emergency Plans and procedures.
- 2.7 The contents of the Manual have been subject to consultation with those agencies and organisations likely to be involved in a Major Incident and any comments received have been taken into consideration for the final plan.
- 2.8 The Manual which is 78 pages long will be uploaded to the Cleveland Emergency Planning Unit website to be viewed by the public, emergency responder partners and other stakeholders and will be reviewed every two years by CEPU staff. Hard copies of the Manual can also be provided by the Cleveland Emergency Planning Unit.

3. Recommendations

- 3.1 Members note the report.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date: 16 December 2010
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 1 September and 30 November 2010 (3 month period).

2. Flood and Weather Warnings

2.1 During this period the Emergency Planning Unit received a total of 15 warnings from the Met Office relating to adverse weather conditions, mostly 'out of hours':

- 9 warnings of heavy snow
- 6 flash warnings of heavy rain

2.2 The warnings of heavy rain occurred in late September and early October, whilst the warnings in respect of snow have occurred during the 'cold snap' commencing on 24 November 2010. The Regional Met Office Advisor for Cleveland provided a summary of the weather on a daily basis which were distributed to senior officers within each of the local authorities.

2.3 There were eighteen Flood Watch messages and two Flood Warning messages received, with both flood warning messages subject to a teleconference between the Environment Agency, Duty Emergency Planning Officer and Met office Advisor.

2.4 On both 6 October and 4 November, the Environment Agency opened their Flood Incident Room due to the risk of flooding due to the intense rainfall occurring. The areas most at risk were Yarm and Skinningrove and at both locations the flood gates were closed for a time. There was regular dialogue between the EA and EPU during these potential incidents.

2.5 The Cleveland Emergency Planning Unit are recipients of messages from the Met Office in relation to their Severe Weather Emergency Response Service and can view satellite pictures of rain and/or snow on their Hazard Manager system. Both these services is available to emergency planners through a secure web based browser, password protected, on the Met Office website.

The Duty Emergency Planning Officer receives this information from the Met Office both by fax and text message. This scheme is in addition to the traditional Flood Warnings issued by the Environment Agency.

3. Communications Strategy

3.1 During the period the Emergency Planning Unit received and dealt with 12 'blue' faxes which had been issued by the Operators or Agencies involved with the strategy. This is a reduction on previous quarterly numbers. 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 / steam

3.2 Of these 12 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 (1 September to 30 November 2010)

4.1 In the past three months there have been 7 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. This does not include the flood risk incidents as discussed at point at 2.4

4.2 The table at **appendix 'A'** gives brief details of these incidents.

4.3 A small number of other minor incidents 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: 3 December 2010

Appendix 'A'

Incidents 1 September 2010 to 30 November 2010

Date	Location	Type of Incident (i)	Type of Incident (ii)	Brief Description
6 Sept 2010	Ow ton Manor Hartlepool	Fire and small explosion	Health & Safety / Pollution Concerns	Explosion in disused farmhouse and fire
27 Sept 2010	High Street, Normanby	Subject Explosive Device	Safety of the public	Device found at rear of shops which resembled a 'pipe bomb'. Area cordoned off, small number of premises / persons evacuated, EOD attended from Catterick. Device a 'hoax'.
18 October 2010	Seamer Road, Stainton	Explosive Device	Safety of the public	Person found device in a quarry and took it home. Police cordoned off area, number of nearby houses evacuation. EOD attended from Catterick and removed device.
21 October 2010	Mainsforth Terrace, Hartlepool	Fire at waste recycling site	Pollution	Fire at plastic recycling plant. Fire proved difficult to extinguish.
7 Nov 2010	Bolsover Road, Norton	Gas Leak and fire Evacuation of premises	Safety of Public	Gas leak and fire at a residential property. 20 persons in neighbouring houses evacuated until property made safe.
28 Nov 2010	Billingham	Power Outage	Safety of Public	Electricity Power Outage over parts of Bilingham which affected 400 homes, some being without electricity for up to 12 hours
30 Nov 2010	Hartlepool	Power outage	Safety of Public	Electricity outage over most of Hartlepool which affected town centre and Hartlepool hospital. Power restored to all locations within 75 minutes.