

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Friday, 4th March 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 16 December 2010

4. REPORTS OF CHIEF EMERGENCY PLANNING OFFICER

- 4.1 Revenue Financial Monitoring Report to the end of December 2010 – *Chief Finance Officer*
- 4.2 Cleveland Community Risk Register – *Chief Emergency Planning Officer*
- 4.3 Cleveland Emergency Planning Unit – Strategic Risk Register – *Chief Emergency Planning Officer*
- 4.4 Draft Revision to Chapters of Emergency Preparedness (under the CCA Enhancement Programme) – *Chief Emergency Planning Officer*
- 4.5 NEMO – Recovery Exercise and Training Day – *Chief Emergency Planning Officer*
- 4.6 Future of Sub-National Structures – *Chief Emergency Planning Officer*
- 4.7 CCA Enhancement Programme – *Chief Emergency Planning Officer*
- 4.8 Multi-Agency Exercise Calendar – *Chief Emergency Planning Officer*
- 4.9 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

16 December 2010

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

Present:

Chair Councillor Terry Laing, Stockton Borough Council

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

Denis Hampson, Chief Emergency Planning Officer
Jo Wilson, Democratic Services Officer

29 Apologies for absence

Apologies were received from Councillor David McLuckie of Redcar and Cleveland Borough Council.

Members highlighted the regular submission of apologies for Councillor McLuckie and queried whether an alternative nominee from Redcar and Cleveland Borough Council might be better able to attend meetings of the Committee. The Democratic Services Officer would contact Redcar and Cleveland Borough Council regarding this matter.

30 Declarations of interest by members

None

31 To receive the minutes of the meeting held on 23 September 2010

Approved.

32 Cleveland Emergency Planning Unit – Priorities, Future Budget and Structure *(Chief Emergency Planning Officer)*

Purpose of report

To inform Members of the proposed changes in the structure and budget of the Cleveland Emergency Planning Unit for the forthcoming fiscal year 2011/12 and 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

Issues for consideration by the Committee

The Cleveland Emergency Planning Unit (EPU) provide a shared service to the four local authorities in the former Cleveland County area, ensuring that they meet their statutory requirements under primary legislation. It is part of a joint arrangement with Cleveland Police, Cleveland Fire Brigade and North East Ambulance Service to share accommodation, enabling information sharing and co-operation. The Chief Emergency Planning Officer manages the EPU and the Cleveland Local Resilience Forum while the Emergency Planning Joint Committee oversee the EPU.

The EPU budget is made up from the financial provision of all 4 Local Authorities based on population size. Hartlepool Borough Council act as the host authority, providing core services to the EPU while receiving costs associated with these services. To meet the potential reductions in local authority finances in 2011/12 it was proposed, following consultation with the 4 local authorities, to implement a 10% reduction in budget provision (£47,600 across the 4 councils). This would be achieved by the deletion of an Emergency Planning Officer post, the reduction of the Chief Emergency Planning Officer post to a pay band 15, the cessation of essential car user allowance and its replacement with casual user rate and other administrative efficiencies. A further 5% budget cut would be made 2012/13 through reductions in external training, cleaning services, further administrative efficiencies and use of the EPU reserves.

In terms of personnel it was anticipated that the loss of an Emergency Planning Officer was likely to occur through compulsory redundancy as no staff had expressed an interest in voluntary redundancy. It was the intention of the Chief Emergency Planning Officer to request early retirement as of 31st May 2011, at which time the post would be re-graded to a band 15. Given the importance of the post it was proposed that the selection process would commence in early January 2011 and that the new appointee be in place at least 1 month prior to the retirement of the current Chief Emergency Planning Officer. It was also proposed that the interview panel to select the new incumbent would include the Chair of the Emergency Planning Joint Committee, the HBC Director for Regeneration and Neighbourhoods and the Deputy Chief Constable.

Members queried whether any of the current Emergency Planning Officers would be capable of taking on the more senior role. The Chief Emergency Planning Officer advised that one staff member potentially had the necessary abilities but they had already indicated that they were not interested in pursuing the role. Members asked whether a month would be sufficient time for the Chief Emergency Planning Officer to train his replacement. He indicated that given the timescales involved 6 weeks was the absolute maximum that any candidate could be in place prior to his proposed retirement date of 31st May 2011 and that even the 4 week overlap could be subject to change depending on individual notice period requirements. Members felt that if the employee came from a local authority they might be happy to consider early release. Members requested information as to the change in salary with the re-grading of the post. The Chief Emergency Planning Officer advised that this would equate to a saving of approximately £10,000 per annum. The duties of the post would not change but there would be some alteration to the line management structure.

Members also noted the recommendation to initially advertise internally among the 4 local authorities covered by the Emergency Planning Unit. They queried whether this internal recruitment could be extended to include the emergency services, all of which were facing similar public sector cuts. It was felt that this could provide a larger internal pool from which to recruit prior to external advertisement and potentially save an employee from being made redundant in the future. The Chief Emergency Planning Officer confirmed that the Committee had executive powers to open up the recruitment field.

Members reluctantly expressed their support for the proposed efficiencies. They wished the Chief Emergency Planning Officer well in the future.

Decision

- I. That the future priorities for the Emergency Planning Unit be noted
- II. That the budget reduction for 2011/12 and the resultant changes to the structure of the Emergency Planning Unit be approved.
- III. That the selection process for the post of Chief Emergency Planning Officer and Local Resilience Forum Manager be approved as detailed within the report with the addition of employees of Cleveland Police, Fire Brigade and Ambulance Service to the local authorities internal recruitment stage of the process

33 Cabinet Office paper – “The Role of Local Resilience Forums: A Reference Document” (*Chief Emergency Planning Officer*)

Purpose of report

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

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.

Issues for consideration by the Committee

The document sets out the duties and function required of the Local Resilience Forum (LRF) under legislation or by regulation, suggesting issues, processes, systems and activities it would need to consider in establishing effective mechanisms to deliver its work. Details were given of mandatory requirements, recommended elements and good practice indicators. In the case of recommended elements however it was noted that any review of LRF functions would expect these to have been completed therefore they were mandatory in all but name. The Chief Emergency Planning Officer advised that the LRF already carried out the vast majority of actions they were required to and generally fulfilled the role required of them. A response to the consultation document had been submitted which was generally positive although identifying 2 anomalies within the document.

Members highlighted the requirement to involve the local utilities companies given the number of different providers, The Chief Emergency Planning Officer advised that they liaised with the primary providers such as Northern Gas, Northumbrian Water, Hartlepool Water and British Telecom. Mobile telephone operators tended to be more difficult to interact with.

Decision

- I. That the report be noted
- II. That the extent of commitment to the LRF by the Chief Emergency Planning Officer and officers within the EPU be noted
- III. That the legislative requirements placed on both the LRF and Category 1 responders and in particular the 4 local authorities by the Civil Contingencies Act and associated regulations be noted

34 Revenue Financial Monitoring Report to end September 2010 (*Chief Finance Officer*)

Purpose of report

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

Issues for consideration by the Committee

The Chief Emergency Planning Officer presented the report which provided an overall picture of performance and progress of the Emergency Planning Unit against the approved 2010/2011 revenue budget. There was currently an adverse variance on the main Emergency Planning budget however this was not unusual and the outturn was expected to be in line with the approved budget. Although there was currently a favourable variance in the Local Resilience Budget the projected outturn was expected to be in line with the approved budget.

Members queried how much longer the Beacon Status funding was expected to last. The Chief Emergency Planning Officer advised that these monies would be all but gone by the end of the year.

Decision

That the contents of the report be noted.

35 Progress on Performance Indicators 2010/11 (*Chief Emergency Planning Officer*)

Purpose of report

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

Issues for consideration by the Committee

The report showed that all of the 24 performance indicators set for the Emergency Planning Unit during the period 1st April 2010 to 31st September 2010 were on target to be achieved by year end. Of a further 3 cross cutting indicators which compared points of the EPU with Hartlepool Borough Council's Regeneration and Neighbourhoods Department 1 had been completed and progress was being made against the other 2.

The Chief Emergency Planning Officer further highlighted the successful completion of the indicator in respect of the Tall Ships Races and the timely

completion of all staff appraisals and training reviews for 2010. Targets for staff training had been met and changes were being made to future provision of training whereby this would now take place at Aurora Court, something which would result in significant budgetary savings. The Chief Emergency Planning Officer also drew members' attention to partnership working and sharing of information, commenting that while this was on target to be achieved the agendas of the 3 principle forums were constantly being driven by EPU staff despite efforts to get other category 1 responders to bring items forward.

Decision

That the report be noted.

36 2012 London Olympic Planning (*Chief Emergency Planning Officer*)

Purpose of report

- I. 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
- II. To update members on the present situation in respect of agencies involvement in the Olympics

Issues for consideration by the Committee

The Chief Emergency Planning Officer informed Members that the inaugural meeting of the Olympics sub group had taken place on 9th November 2010, chaired by him. A copy of the group's terms of reference was appended for members' attention. Membership of the sub groups comprised those agencies which were 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. It was anticipated that the Games would impact on the local area both in terms of local Olympic events and the need for possible loss of local emergency service vehicles and personnel to aid the efforts in the capital.

A main task for the Olympics sub group would be the production of a list of events relating to the Olympics and other events which would coincide with the Olympics such as the Stockton Riverside Festival. The group had also agreed to consider events surrounding the Queen's Diamond Jubilee in June 2012 which it was felt could provide a 'taster' for the Olympic events. They would monitor the situation in respect of the Olympic Torch relay and the situation regarding Pre Games Training Camps. Potential training camps in the area included Hartlepool Marina, Tees Barrage, Middlesbrough Football Club, Teesside University and the Queens Campus of Durham University in Stockton.

The Chair was pleased to see the planning for such a major event had begun so far in advance.

Decision

That the report and the potential impact that the Games might have on the Cleveland area be noted.

37 Reservoir Inundation Plans *(Chief Emergency Planning Officer)*

Purpose of report

- I. To outline the plan prepared by the Emergency Planning Unit to meet requirements under the Civil Contingencies Act 2004 addressing the national risk from reservoir inundation contained in the Cleveland Community Risk Register.
- II. To inform members how the plan assists in the identification of areas at risk from dam breaches in the Cleveland area
- III. To inform members that the plan had 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.

Issues for consideration by the Committee

The Reservoir Inundation Plan had been produced to meet the guidance and plan template issued by Defra and supported by the Cabinet Office in respect of the risk of a dam breach and consequent reservoir inundation in the Cleveland area. There were 17 reservoirs across Cleveland and the plan addressed the off-site consequences of flooding at any of these as the result of a potential or actual dam breach at locations depicted in inundation maps within the plan. Actions were outlined based upon an assumed sufficient response time. None of the 17 reservoirs were classed as high priority although the area could be subject to flooding from a breach outside its boundaries. The outline reservoir inundation maps were available on the Environment Agency's "What's in Your Backyard" website although specific details of speed and depth were restricted.

The Chief Emergency Planning Officer further highlighted that there was currently no single agency with responsibility for informing the public of a dam failure. The Emergency Planning Unit would currently action this under the normal communications strategy however there were ongoing discussions between central government and partner agencies regarding this.

Decision

That the report be noted.

38 Major Incident Procedures Manual *(Chief Emergency Planning Officer)*

Purpose of report

To inform members of the Cleveland Major Incident Procedure Manual which has been reviewed by the Cleveland Emergency Planning Unit and updated accordingly

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.

Issues for consideration by the Committee

The Cleveland Major Procedures Manual was first produced in 2005 and in need of review following the Civil Contingencies Act and associated legislation and guidance. Details were given of the aims and objectives of the manual, including a generic overview of the roles and responsibilities of agencies, the management of those involved in an incident and media considerations. The procedure for requesting Military Aid was also outlined. All those agencies and organisations likely to be involved in a major incident had been consulted on the Manual and their comments taken into consideration. The final version would be uploaded to the Cleveland EPU website, with hard copies available from the EPU. Staff would review the plan every 2 years.

Decision

That the report be noted

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

Purpose of report

To inform members 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 1st September and 30th November 2010.

Issues for consideration by the Committee

There had been a total of 15 warnings relating to adverse weather conditions

during this period. It was noted that none of these warnings covered the current wintry conditions. In relation to the Communications Strategy, 12 blue faxes had been received and dealt with. An appendix to the report detailed a number of incidents which had affected the general public.

A member highlighted an incident on 6th September 2010 involving an explosion and fire in a disused farmhouse in Hartlepool, commenting that a neighbour had been unaware of the fire until he was told by a member of the public.

Decision

That the report be noted.

40 Any Other Business Agreed by the Chair

Members noted the cuts which had been made by the coalition government to Cleveland Fire Brigade's Budget and queried whether as a group they could take action. The Chief Emergency Planning Officer indicated that he had sent a letter of response on behalf of the EPU. In addition Stockton Borough Council had made a number of representations and the Mayor of Hartlepool had written to the government on this matter. It was felt therefore that all had been done which could be for the moment however members approved that the Chief Emergency Planning Officer be given permission to take any further action he felt necessary should this be required prior to the next meeting of the committee.

Decision

That approval be given to the Chief Emergency Planning Officer taking any action he felt appropriate regarding spending cuts in relation to Cleveland Fire Brigade as part of the Comprehensive Spending Review.

The meeting concluded at 3.15 pm.

P J DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 22nd December 2010

CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE

Report to: Cleveland Emergency Planning Joint Committee

Report from: Chief Finance Officer

Date: 4th March 2011

Subject: Revenue Financial Monitoring Report to the end of December 2010

1. PURPOSE

- 1.1 To provide details of progress against the Emergency Planning Unit'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 Cleveland 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 31/12/10					
Approved Budget £	Description	Expected Budget £	Actual Expenditure/ (Income) £	Variance to Date Adverse/ (Favourable) £	Projected Outturn Variance Adverse/ (Favourable) £
0	Emergency Planning	(148,300)	(162,215)	(13,915)	(10,500)
0	Local Resilience Forum (LRF)	(5,130)	(11,700)	(6,570)	0
0	Emergency Planning - Beacon Status	16,655	16,655	0	0
0	Total	(136,775)	(157,260)	(20,485)	(10,500)

- 3.2 As Members are aware the Chief Emergency Planning Officer (CEPO) will be retiring in May 2011 after a planned handover period with the new post holder. In order to assist in funding this hand over period, it is proposed that a contribution to reserves of £10,500 is made to cover the salary, national insurance contributions and pension contributions of the CEPO during this period. This can be funded by the favourable variance currently anticipated at outturn resulting from additional income received in year and pension contribution costs that are now expected to be lower than budgeted for.
- 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 further items to draw to Member's attention.

4. **RECOMMENDATIONS**

- 4.1 That Members note the contents of the report.
- 4.2 That Members approve the proposed contribution to reserves as detailed in paragraph 3.2.

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee

From: Chief Emergency Planning Officer

Date: 4th March 2011

Subject: Cleveland Community Risk Register

1. Purpose of Report

- 1.1 To provide Members with an update on the progress of the Cleveland Community Risk Register and the work of the Risk Assessment Working Group.
- 1.2 To inform Members of the revised meeting schedule for 2011.
- 1.3 To advise Members of the work being undertaken to localise pertinent risks in the Cleveland area.

2. Background

- 2.1 The Civil Contingencies Act 2004 places a risk assessment duty on all Category 1 responders, including Local Authorities, to produce and regularly review a Community Risk Register through multi-agency co-operation and information sharing. The register is a publically available document. To assist in the risk assessment process the Cabinet Office, through the Civil Contingencies Secretariat, produce national resilience planning assumptions and risk assessments which provide national guidance on the nature and scale of generic consequences of risks.
- 2.2 The Cleveland Community Risk Register, first produced in 2006, is maintained by Cleveland Emergency Planning Unit on behalf of multi-agency partners and the Cleveland Local Resilience Forum. The Risk Assessment Working Group (RAWG) chaired by a Senior Emergency Planning Officer provides a forum to ensure that the Community Risk Register is reviewed through multi-agency co-operation and information sharing and that the risks in the Cleveland area are identified and prioritised through a comprehensive process which involves a rolling review schedule.

- 2.3 It is a principal of integrated emergency management that the Emergency Planning Unit on behalf of the local authorities produce response plans for the risks identified both on the community risk register but also any risks internally identified within the local authorities which are specific to them and their roles and responsibilities with regard to responding and dealing with major emergencies.
- 2.4 The review schedule for the community risk register facilitates quarterly assessment of all the identified risks in the Cleveland area.
- 2.5 Whilst the Cleveland Community Risk Register contains all relevant national and regional risks, the predominant aim is to ensure that local risks are given prominence.
- 2.6 Risk assessments are updated and completed electronically with group members being given the opportunity to comment on each agencies risk assessments.

3. Progress

- 3.1 The public facing Cleveland Community Risk Register was reviewed in December 2010.
- 3.2 RAWG as a group has developed significantly, with the process of assessment becoming more refined by the electronic completion of risk assessments. As a result, the physical meetings have become more productive and increasingly efficient.
- 3.3 The Civil Contingencies Act Enhancement Programme which is presently ongoing has suggested that Community Risk Registers should be more localised and although Cleveland has already embarked upon this path, the RAWG will develop this process further to encompass all those risks which are significant in the area in which we live. Many of the national risk descriptors do not readily allow that risk to be given the local significance that it should have and these are being revised. For example a local assessment has been derived from the national risk "*Major pollution of controlled waters*" to specifically identify the River Tees as a major shipping port and the numerous beaches along the Cleveland coastline which could be affected by a major pollution incident.
- 3.4 It should be emphasised that whilst some risk descriptors will be "Clevelandised", the register will also still show the national risks and be scored against the national descriptor.
- 3.5 The Cleveland Community Risk Register is available to the public through the Cleveland Emergency Planning Unit website.

4. Actions

- 4.1 Due to the significant progress of the RAWG, the group propose to reduce the number of scheduled meetings to 2 per year. It has been proposed by the Group that these will be held in May and November and work in between the meeting dates will be conducted electronically. This will also be more cost effective in respect of officer time and travel.
- 4.2 Risk assessments will still be sent out for review on a quarterly basis in line with the current review schedule.
- 4.3 An ongoing work-stream within the Emergency Planning Unit will ensure that any changes that arise to the risks will be assessed and reflected in the Community Risk Register.
- 4.4 Extraordinary meetings of the RAWG will be held if they are required.
- 4.5 Priority work will be conducted on those risks which are prevalent in the Cleveland area to ensure the Community Risk Register accurately reflects the risks in our area and allows the EPU to plan and exercise accordingly.

5. Recommendations

- 5.1 Members note the report.
- 5.2 Members note the excellent continuing work undertaken by the EPU and the RAWG on behalf of the Cleveland resilience community.

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

Report dated: 10th February 2011

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 4th March 2011
Subject: Cleveland Emergency Planning Unit – Strategic Risk Register

1. Purpose of Report

- 1.1 To inform Members of the creation of the Strategic Risk Register for the Cleveland Emergency Planning Unit (CEPU) that identifies the strategic risks that are pertinent to the CEPU, its working practices and management and future stability.
- 1.2 To inform Members that the risk scores for each of the identified risks reflect the current control measures and mitigation that are currently in place.
- 1.3 To inform Members of the minor number of control measures which are ongoing and which once achieved will either sustain or decrease the current risk rating.

2. Background

- 2.1 As an essential requirement to aid best practice and management and to ensure good integrated emergency and risk management, a strategic risk register has been produced for the CEPU which will be used to drive forward good management practices and ensure that an overview of the risks can be maintained by Chief Officers and Elected Members.
- 2.2 To enable the Emergency Planning Unit to deliver an effective and efficient service on behalf of the four constituent local authorities and meet the duties and responsibilities placed upon it by them, the Chief Emergency Planning Officer (CEPO) and all CEPU staff must ensure they are aware of the strategic risks that face the CEPU as an “outside body” within the terms of the Local Government Act. Further they must give due consideration to the strategic risks within their remit and sphere of work and the environs within which the CEPU operates.

- 2.3 Having identified the strategic risks, the Chief Emergency Planning Officer must ensure that as many control measures that are within the control of the CEPO and CEPU staff are in place so as to reduce those risks as far as possible. This will ensure the robustness of the CEPU to meet the demands placed upon it by the local authorities and partners and provide evidence for its continued sustainability.
- 2.4 Strategic risks to the CEPU and their mitigation that are considered to be outside the control and/or remit of the Chief Emergency Planning Officer will be brought to the notice of the Chief Executives of the four constituent local authorities and the Emergency Planning Joint Committee.
- 2.5 The strategic risks identified dovetail with and complement the Constitution of the CEPU and terms of reference of the Emergency Planning Joint Committee.
- 2.6 Identification of the strategic risks and having effective control measures in place will enable the CEPU to undertake the roles and responsibilities required by the local authorities and meet the aims and objectives as set down in the CEPU Annual Plan.
- 2.7 The CEPU Strategic Risk Register is a living document and will be reviewed on a six monthly basis. Any significant changes will be reported to the Emergency Planning Joint Committee.

3 Risks, Control Measures and Outstanding Mitigation

- 3.1 Creation of the register brings together the knowledge and information that already existed within the EPU but which had not previously been compiled together and written down. The Chief Emergency Planning Officer was acutely aware of the strategic risks that could impact upon the EPU and the control measures which are in place. These measures are integral to the day to day management and activity of the EPU and staff.
- 3.2 In the main, the existing control measures are provided / covered through the roles and responsibilities of staff and current work-streams and plans and the actions reflected in the CEPU Annual Plan and the performance indicators set. Several of the control measures also link into the good partnership working that occurs in the joint EPU, working closely with the emergency planners from the emergency services.
- 3.3 The register has been considered by EPU staff at recent team meetings and this has allowed all staff to contribute their views to the current risks and control measures and identify any additional measures.

3.4 The seventeen (17) strategic risks identified are:

- 1) Lack / failure in compliance with Civil Contingencies Act, Civil Contingencies Regulations and Statutory Guidance.
- 2) Lack / failure in compliance with Control of Major Accident Hazard (COMAH) Regulations
- 3) Lack / failure in compliance with Pipeline Safety Regulations
- 4) Lack / failure in compliance with the Radiation (Emergency Preparedness and Public Information) Regulations (REPIR)
- 5) Failure in Emergency Plans, Plan Implementation and Plan Embedding
- 6) Loss of Confidence in the emergency planning service provide by the EPU
- 7) Lack / failure of Pandemic Influenza Planning
- 8) Failure/loss of communications to be able to respond to an emergency
- 9) Failure to implement actions identified within the CEPU Annual Plan
- 10) Loss of Budget Provision to enable the CEPU to function
- 11) Loss of Key Staff
- 12) Business Continuity Management for the CEPU
- 13) Loss of confidence in partnership working
- 14) Cleveland LRF Management
- 15) Failure to train key staff (EPU and Local Authorities)
- 16) Failure in the Risk assessment, Analysis or Planning Processes
- 17) Failure of the Duty Officer provision

3.5 Due to the host of control measures already in place, none of the risks identified have been given a high residual risk score (likelihood x impact score). The highest residual scores are:

- Lack / failure of Pandemic Influenza Planning – score of 12
- Loss of Budget Provision – 10
- Lack / failure in compliance with COMAH Regulations – 10

All of these three risks can be significantly affected by external influences outside the scope of the Chief Emergency Planning Officer and EPU staff.

3.6 Additional control measures are identified within some of the risks and these will be considered prior to the next review. Some are affected by budgetary constraints / considerations which will determine if they can be achieved. However, none of the additional measures are considered as absolutely essential or in need of urgent action, but if they can be achieved, they will enhance the existing control measures.

- 3.7 The Strategic Risk Register will be placed on the CEPU website to show transparency and openness.
- 3.8 The register is attached separately to this report (**Appendix A**).

4. Recommendations

- 4.1 Members note the report.
- 4.2 Members acknowledge the significant number of control measures in place which need to be maintained or where possible enhanced, to address the identified strategic risks.
- 4.3 Members note the small number of additional control measures being addressed.
- 4.4 Members note that the register will be placed on the LRF website.

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

Report dated: 17th February 2011



**Cleveland Emergency
Planning Unit**

**STRATEGIC RISK
REGISTER**

JANUARY 2011

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1. INTRODUCTION

- 1.1 The Cleveland Emergency Planning Unit (CEPU) provides a comprehensive resilience, civil contingencies and emergency planning service for the four constituent unitary local authorities of Hartlepool, Middlesbrough, Stockton-on-Tees and Redcar and Cleveland. It is financed through a joint arrangement with Hartlepool Borough Council being the 'lead / host' authority and is presently located at Aurora Court, Riverside Park, Middlesbrough, together with the Cleveland Police Emergency Planning Unit and Emergency Planning Officers from Cleveland Fire Brigade and the North East Ambulance Service.
- 1.2 To enable the Emergency Planning Unit to deliver an effective and efficient service on behalf of the four constituent local authorities and meet the duties and responsibilities placed upon it by them, the Chief Emergency Planning Officer (CEPO) and all CEPU staff must ensure they are aware of the strategic risks that face the CEPU as an "outside body" within the terms of the Local Government Act and that they have considered the strategic risks to the CEPU within the remit and sphere of work and the environs within which the CEPU operates.
- 1.3 Having identified the strategic risks, the Chief Emergency Planning Officer must ensure that as many control measures that are within the control of the CEPO and CEPU staff are put in place so as to reduce those risks as far as possible. This will ensure the robustness of the CEPU to meeting the demands placed upon it by the local authorities and provide evidence for its continued sustainability.
- 1.4 Strategic risks to the CEPU and their mitigation that are considered to be outside the control and/or remit of the Chief Emergency Planning Officer will be brought to the notice of the Chief Executives of the four constituent local authorities and the Emergency Planning Joint Committee.
- 1.5 The strategic risks identified should dovetail with and complement the Constitution of the CEPU and terms of reference of the Emergency Planning Joint Committee.
- 1.6 Identification of the strategic risks and having effective control measures in place will enable the CEPU to undertake the roles and responsibilities required by the four local authorities and that it meets its aims and objectives as set down in the CEPU Annual Plan.
- 1.7 The CEPU Strategic Risk Register is a living document and will be reviewed on a six monthly basis. Any significant changes will be reported to the Emergency Planning Joint Committee.

1.8 The CEPU is committed to real outcomes in preparation for an emergency so that the public will be well served by their local authorities prior to, during and after an emergency.

1.9 The CEPU is committed to the aims of:

- Ensuring the four local authorities meet their statutory duties under primary legislation, in particular the:
 - Civil Contingencies Act 2004;
 - Civil Contingencies Act (Contingency Planning) Regulations 2005;
 - Control of Major Accident Hazard Regulations 1999 (COMAH)
 - Pipeline Safety Regulations 1996 (PSR);
 - Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPiR)
- Working with local partner agencies, particularly those defined as Category 1 responders under the Civil Contingencies Act, we aim to provide and maintain robust and resilient multi-agency response capabilities.
- Managing the Cleveland Local Resilience Forum (LRF) to ensure that through co-operation and information sharing, the LRF meets its statutory processes and is the strategic voice across Cleveland ensuring effective multi-agency delivery of duties under the Civil Contingencies Act, and other legislation and statutory guidance.

2. RISK ASSESSMENT MATRIX

Descriptions and definitions of LIKELIHOOD of the risk occurring

Description	Descriptor	Scale/Level
<ul style="list-style-type: none"> ▪ So unlikely that the probability is close to zero. ▪ Could theoretically occur but would be considered exceptional ▪ Would be expected to occur less than annually 	Zero to very low	1
<ul style="list-style-type: none"> ▪ Unlikely though conceivable ▪ Could foreseeably happen, but infrequently. ▪ Could occur up to once a year 	Unlikely	2
<ul style="list-style-type: none"> ▪ Will occur several times ▪ Expected to happen fairly often e.g. six monthly 	Likely	3
<ul style="list-style-type: none"> ▪ Occurs repeatedly ▪ Not supervised ▪ Will occur regularly e.g. weekly 	Very likely	4
<ul style="list-style-type: none"> ▪ An incident / failure waiting to happen ▪ Occurring at least daily 	Almost certain	5

Description and definitions of IMPACT of the RISK should it occur

Description	Descriptor	Scale/Level
<ul style="list-style-type: none"> ▪ Very low impact ▪ No injury and virtually no risk of harm ▪ Superficial damage ▪ Operational inconvenience not affecting quality of service ▪ No publicity ▪ Minimal financial issue 	Negligible	1
<ul style="list-style-type: none"> ▪ Loss or damage requiring replacement or repair to property ▪ Service disruption causing operation inconvenience for up to 12 hours ▪ Adverse internal publicity ▪ HSE enquiry 	Insignificant	2
<ul style="list-style-type: none"> ▪ Significant effect on budget ▪ Service interrupted and / or work area unusable necessitating temporary 		

<ul style="list-style-type: none"> ▪ working arrangements for up to 24 hours ▪ Local media coverage ▪ Improvement notice served ▪ Serious breach of information confidentiality ▪ Regulatory concern 	Significant	3
<ul style="list-style-type: none"> ▪ Service curtailed for up to 48 hours ▪ Regulatory intervention ▪ Prohibition notice served ▪ Temporary loss of business critical information ▪ National media coverage 	Critical	4
<ul style="list-style-type: none"> ▪ Service provision impossible ▪ National / local media coverage in excess of 3 days ▪ Indefinite loss of business critical information ▪ No performance indicator targets set ▪ HSE intervention 	Catastrophic	5


The following matrix is used to identify the overall rating of the risk taking in to account the impact and the likelihood:


I M P A C T	Catastrophic 5					
	Significant 4					
	Moderate 3					
	Minor 2					
	Limited 1					
		Low 1	Medium Low 2	Medium 3	Medium High 4	High 5
		LIKELIHOOD				


Risk Rating


1 - 5	3- 10	8 - 15	12 - 25
Low	Medium	High	Very High


3. RISK PROFILE FORMS


Risk Number	Description of Risk	
CEPU 01	Lack / Failure in compliance with Civil Contingencies Act, Civil Contingences Regulations and Guidance	
Responsible Officer	Current Control Measures (Existing)	
Denis Hampson	Performance Indicators in Annual Plan Regular review timetable for reviewing and updating Emergency Response and Recovery Plans HSE reporting Exercise Planning Group Exercise timetable / calendar Regular Exercising & Debriefing Major Incident Procedures Manual Community Risk Register reviewed and updated on a regular basis Risk Assessment Working Group Warn & Inform Group CEPU Business Continuity Plan Business Continuity Promotion annual timetable Major Incident Plans within each of the four boroughs Emergency Accommodation Plans within each of the four boroughs EMRT / IMT within local authorities CEPO is Manager of Cleveland Local Resilience Forum CEPU staff chair or provide secretariat function to most LRF groups and sub groups	
Residual Risk Rating (After Existing Controls)		
Likelihood	Impact	Residual Rating (L*I)
1	5	5
Additional Control Measures (To be Implemented)		Timescales
Target Date for Completion	Signature of Risk Owner	Review Date for Risk
February 2011		August 2011


Risk Number	Description of Risk	
CEPU 02	Lack / failure in compliance with COMAH Regulations	
Responsible Officer	Current Control Measures (Existing)	
Denis Hampson	COMAH Senior Emergency Planning Officer as lead officer Performance Indicators in Annual Plan Regular review timetable for reviewing and updating COMAH Off site Plans HSE reporting 6 monthly meetings with HSE Hazardous Installations Division (HID) Exercise Planning Group Exercise timetable Regular Exercising & Debriefing COMAH Overview Major Incident Procedures Manual Risk Assessment Local Authority Major Incident Plans CEPO / SEPO members of Safety Health & Environment Groups (petro-chemical industries) Community Risk Register	
Residual Risk Rating (After Existing Controls)		
Likelihood	Impact	Residual Rating (L*I)
2	5	10
Additional Control Measures (To be Implemented)		Timescales
Target Date for Completion	Signature of Risk Owner	Review Date for Risk
February 2011		August 2011


Risk Number	Description of Risk		
CEPU 03	Lack / failure of compliance with Pipeline Safety Regulations		
Responsible Officer	Current Control Measures (Existing)		
Denis Hampson	Pipeline Plans Risk Assessment HSE reporting Major Incident Procedures Manual Multi agency working Exercise Planning Group Local Authority Major Incident Plans Annual meeting between CEPO & representative of major pipeline operators e.g. INEOS, Northern Gas Networks		
Residual Risk Rating (After Existing Controls)			
Likelihood	Impact	Residual Rating (L*I)	
1	4	4	
Additional Control Measures (To be Implemented)			Timescales
Exercise Timetable			August 2011
Exercising Pipeline Plans (depending on issuing of Amendment Regulations)			December 2011
Target Date for Completion	Signature of Risk Owner	Review Date for Risk	
February 2011		August 2011	


Risk Number	Description of Risk		
CEPU 04	Lack / failure of compliance with Radiation (Emergency Preparedness & Public Information) Regulations 2001 (REPPIR)		
Responsible Officer	Current Control Measures (Existing)		
Denis Hampson	Hartlepool Senior Emergency Planning Officer lead officer Deputy officer identified Regular exercising in liaison with the Power Station (Pre level 1 & Level 1 annually, onsite exercising every month. Level 2 / 3 every 3 years as dictated by NII) REPPIR Plan Regular review and update of the REPPIR plan Multi agency working NII Audit Local Authority Major Incident Plans Hartlepool SEPO member of national Nuclear Emergency Planners group		
Residual Risk Rating (After Existing Controls)			
Likelihood	Impact	Residual Rating (L*I)	
1	5	5	
Additional Control Measures (To be Implemented)			Timescales
Completion of Action Plan following Level 2 Exercise – Exercise Plata			October 11
Target Date for Completion	Signature of Risk Owner	Review Date for Risk	
February 2011		August 2011	


Risk Number	Description of Risk		
CEPU 05	Failure in Emergency Plans, Plan Implementation and Plan Embedding		
Responsible Officer	Current Control Measures (Existing)		
Denis Hampson	Exercise Planning Group EMRT / IMT in local authorities Regular exercising in local authorities Regular training for officers in the local authorities Multi Agency Training Days Emergency Planning awareness sessions in local authorities Performance Indicators in the CEPU Annual Plan Risk Assessment Plan Consultation Joint EPU with emergency services		
Residual Risk Rating (After Existing Controls)			
Likelihood	Impact	Residual Rating (L*I)	
2	4	8	
Additional Control Measures (To be Implemented)			Timescales
Target Date for Completion	Signature of Risk Owner	Review Date for Risk	
February 2011		August 2011	


Risk Number	Description of Risk	
CEPU 06	Loss of confidence in Emergency Planning Service provided by the Cleveland Emergency Planning Unit	
Responsible Officer	Current Control Measures <i>(Existing)</i>	
Denis Hampson	Competent, professional staff Multi Agency working Trained staff Emergency Planning awareness to partners & public Exercising of plans to ensure resilience CEPO direct reporting links to Chief Executives Quarterly reporting to Emergency Planning Joint Committee Involvement of SEPO's within each Local Authority CEPO is Manager to the Cleveland LRF EPU staff chair / member of all LRF groups / sub groups EMRT / IMT in local authorities SEPO dedicated to each local authority Identified Borough Co-ordination in each local authority Local Authority involvement at a senior level in Local Resilience Forum, LRWG and sub groups	
Residual Risk Rating <i>(After Existing Controls)</i>		
Likelihood	Impact	Residual Rating <i>(L*I)</i>
1	4	4
Additional Control Measures <i>(To be Implemented)</i>		Timescales
Target Date for Completion	Signature of Risk Owner	Review Date for Risk
February 2011		August 2011


Risk Number	Description of Risk		
CEPU 07	Lack / Failure of Pandemic Influenza Planning		
Responsible Officer	Current Control Measures (Existing)		
Denis Hampson	CEPU Business Continuity Plan Pandemic Influenza Plan Lead and deputy officer for key areas of work Mass Vaccination Plan CEPO member of Pandemic Influenza Health Steering Group CEPO member of both Acute Hospital NHS Trust Emergency Preparedness Committees		
Residual Risk Rating (After Existing Controls)			
Likelihood	Impact	Residual Rating (L*I)	
3	4	12	
Additional Control Measures (To be Implemented)			Timescales
Review of LRF Pandemic Influenza Plan			Dec 2011
Target Date for Completion	Signature of Risk Owner	Review Date for Risk	
February 2011		August 2011	

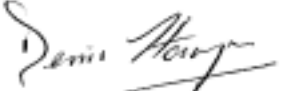
Risk Number	Description of Risk	
CEPU 08	Failure / loss of communications to be able to respond to an emergency	
Responsible Officer	Current Control Measures (Existing)	
Denis Hampson	MTPAS Mobile telephones Landlines separate from Police switchboard Officers are spread across a wide area Access to Airwaves Satellite phones National Resilience Extranet (NRE) Fax capability via Nokia Communicator Intrinsically Safe Phones Airwaves Interoperability Mobile phone charger per officer Mobile phone charger available at Police Headquarters	
Residual Risk Rating (After Existing Controls)		
Likelihood	Impact	Residual Rating (L*I)
2	4	8
Additional Control Measures (To be Implemented)		Timescales
Additional control measures that will be considered on merit, but will reflect value for money and current budgetary considerations: <ul style="list-style-type: none"> • Mobile phones with internet access • Upgrade of mobile phones for officers • Roaming SIM cards 		Dec 2011
Target Date for Completion	Signature of Risk Owner	Review Date for Risk
February 2011		August 2011

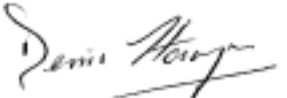
Risk Number	Description of Risk		
CEPU 09	Failure to implement actions identified within the CEPU Annual Plan		
Responsible Officer	Current Control Measures (Existing)		
Denis Hampson	6 th monthly update reports to Emergency Planning Joint Committee Updates from SEPO / EPO's Annual report to Chief Executives of the four local authorities Staff appraisal / work plans Standard agenda item at EPU team meetings		
Residual Risk Rating (After Existing Controls)			
Likelihood	Impact	Residual Rating (L*I)	
2	4	8	
Additional Control Measures (To be Implemented)			Timescales
Set Action Plan for each officer to detail how they will meet the Performance Indicators			April 2011
Action Plan to be reviewed at EPU Team Meetings			ongoing
Target Date for Completion	Signature of Risk Owner	Review Date for Risk	
February 2011		August 2011	

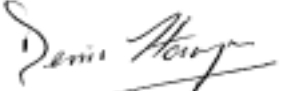
Risk Number	Description of Risk		
CEPU 10	Loss of budget provision to enable CEPU to function		
Responsible Officer	Current Control Measures (Existing)		
Denis Hampson	Quarterly meeting with Finance Officer Provision of quality service to Local Authorities Controls in place to manage other risks as detailed in the Strategic Risk Register Ad hoc meetings with Chief Executives as required Provision of value for money service 3 yearly Strategic Business Plan containing budgetary requirements EPU Annual Plan containing budgetary requirements		
Residual Risk Rating (After Existing Controls)			
Likelihood	Impact	Residual Rating (L*I)	
2	5	10	
Additional Control Measures (To be Implemented)			Timescales
Target Date for Completion	Signature of Risk Owner	Review Date for Risk	
February 2011		August 2011	

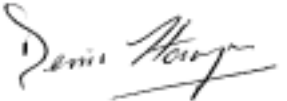
Risk Number	Description of Risk		
CEPU 11	Loss of key staff		
Responsible Officer	Current Control Measures (Existing)		
Denis Hampson	CEPU Business Continuity Plan CEPU Business Continuity Exercise Lead and deputy officer identified for key areas of work Officers spread throughout the region to optimise resilience Able to work in boroughs / remotely Good working environment Training provided to staff Annual Staff Appraisals Training Reviews		
Residual Risk Rating (After Existing Controls)			
Likelihood	Impact	Residual Rating (L*I)	
2	4	8	
Additional Control Measures (To be Implemented)			Timescales
Provision of information sharing to ensure EPO's and SEPO's have widespread knowledge of key work areas via a standing agenda item at Team Meetings			On-going
Target Date for Completion	Signature of Risk Owner	Review Date for Risk	
February 2011		August 2011	

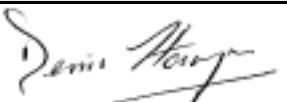
Risk Number	Description of Risk		
CEPU 12	Business Continuity Management for the CEPU		
Responsible Officer	Current Control Measures (Existing)		
Denis Hampson	BCM Lead Officer BCM identified deputy officer CEPU Business Continuity Plan Regular review of risks the CEPU faces BCM plan reviewed and updated on an annual basis Annual BCM exercise Lead and deputy officer identified for key areas of work Server back up Ability for officer to work remotely / in boroughs		
Residual Risk Rating (After Existing Controls)			
Likelihood	Impact	Residual Rating (L*I)	
1	4	4	
Additional Control Measures (To be Implemented)			Timescales
Embedding of BCM plan to all staff			April 2011
Back up tape (computer) to be kept offsite			April 2011
Target Date for Completion	Signature of Risk Owner	Review Date for Risk	
February 2011		August 2011	

Risk Number	Description of Risk		
CEPU 13	Loss of confidence in partnership working		
Responsible Officer	Current Control Measures (Existing)		
Denis Hampson	Competent, professional staff Multi Agency working Multi Agency Training Days Multi Agency Exercises Co-located with Emergency Services to enhance partnership working Sharing and co-operation between partners Sharing of Admin staff CEPO manages LRF CEPU staff attendance at LRF groups/sub groups and external agency meetings		
Residual Risk Rating (After Existing Controls)			
Likelihood	Impact	Residual Rating (L*I)	
2	4	8	
Additional Control Measures (To be Implemented)			Timescales
Target Date for Completion	Signature of Risk Owner	Review Date for Risk	
February 2011		August 2011	

Risk Number	Description of Risk		
CEPU 14	Cleveland Local Resilience Forum (LRF) Management		
Responsible Officer	Current Control Measures (Existing)		
Denis Hampson	CEPO job description Direct link to LRF Chair Quarterly LRF meetings CEPO Chair of Local Resilience Working Group CEPO Chair of Cleveland Media Emergency Forum Local Resilience Forum Assistant (funded until 2014) Speedy circulation of minutes, bulletins, information to LRF members Production of LRF reports LRF Seminars / Training days CEPO direct links to CCS / Sub national resilience LRF Constitution LRF Structure		
Residual Risk Rating (After Existing Controls)			
Likelihood	Impact	Residual Rating (L*I)	
1	4	4	
Additional Control Measures (To be Implemented)			Timescales
Target Date for Completion	Signature of Risk Owner	Review Date for Risk	
February 2011		August 2011	

Risk Number	Description of Risk		
CEPU 15	Failure to train key staff		
Responsible Officer	Current Control Measures (Existing)		
Denis Hampson	Training needs identified as part of employees appraisals Regular In house training Lead officer and deputy identified for key areas of work Knowledge transfer between employees (between lead and deputy) Training logs (EPU staff & Local Authority Staff) Annual Plan Performance Indicators Attendance on training courses and exercises, internally and externally		
Residual Risk Rating (After Existing Controls)			
Likelihood	Impact	Residual Rating (L*I)	
2	4	8	
Additional Control Measures (To be Implemented)			Timescales
Provision of information sharing to ensure EPO's and SEPO's have widespread knowledge of key work areas via a standing agenda item at Team Meetings			August 2011
Issue: Availability of funding for external training during restructured budgets			ongoing
Target Date for Completion	Signature of Risk Owner	Review Date for Risk	
February 2011		August 2011	

Risk Number	Description of Risk		
CEPU 16	Failure in the risk assessment, analysis or planning processes		
Responsible Officer	Current Control Measures (Existing)		
Denis Hampson	Risk Assessment Working Group to identify pertinent risks Cleveland Local Resilience Forum Local Resilience Working Group Exercise Planning Group Emergency Plans Review and update of Emergency Plans Plan Consultation HSE reporting Community Risk Register showing local risks		
Residual Risk Rating (After Existing Controls)			
Likelihood	Impact	Residual Rating (L*I)	
1	4	4	
Additional Control Measures (To be Implemented)			Timescales
Target Date for Completion	Signature of Risk Owner	Review Date for Risk	
February 2011		August 2011	

Risk Number	Description of Risk	
CEPU 17	Failure of the Duty Officer provision	
Responsible Officer	Current Control Measures (Existing)	
Denis Hampson	Duty Officer rota All SEPO / EPO's trained in providing duty officer cover All officers have their own duty packs Duty packs & telephone lists reviewed and updated regularly Emergency Key Contacts within boroughs, updated quarterly CEPO available if Duty Officer un-contactable CEPU Business Continuity Plan	
Residual Risk Rating (After Existing Controls)		
Likelihood	Impact	Residual Rating (L*I)
1	4	4
Additional Control Measures (To be Implemented)		Timescales
Resilient mobile telephone		Ongoing
Identification of deputies to assist officers in the event of an incident (on duty incidents)		Ongoing
Target Date for Completion	Signature of Risk Owner	Review Date for Risk
February 2011		August 2011

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee

From: Chief Emergency Planning Officer

Date: 4th March 2011

Subject: Draft Revision to Chapters of Emergency Preparedness (Under the CCA enhancement programme).

1. Purpose of the Report

- 1.1 To inform Members on the consultation documents issued by the Civil Contingencies Secretariat (CCS) under the CCA Enhancement Programme.
- 1.2 To inform members that the Emergency Planning Unit has prepared a draft response to the consultation documents on behalf of the Joint Committee and Local Authorities and will send a reply to the Cabinet Office by the closing date of 11th March 2011.

2. Background

- 2.1 As part of the Civil Contingencies Act Enhancement Programme (CCAEP), the Cabinet Office have undertaken a number of projects aimed at supporting responders to better fulfil their duties under the Civil Contingencies Act 2004 (CCA). Phase 1 of the Programme reviewed Chapters 2 (Co-operation) and 3 (Information Sharing) of Emergency Preparedness, as well as drafting a new chapter on 'The Fit with Other Legislation'. Members may recall that the Emergency Planning Unit provided responses to the consultation on those chapters. The final versions should be published later this year.
- 2.2 The Cabinet Office is now consulting on revisions to other chapters of the statutory guidance "Emergency Preparedness". These changes have emerged from projects taken forward as part of Phase 2 of the CCAEP. These chapters are:
 - Chapter 5 (Emergency Planning).
 - Chapter 10 (Scotland).

- Chapter 11 (Wales).
- Chapter 12 (Northern Ireland).
- Chapter 14 (The Role of the Voluntary Sector).
- Chapter 15 (Sectors that Should be Involved in Emergency Planning, formerly 'Sectors not covered by the Act').
- Further Reading (formerly Bibliography).

- 2.3 The significant changes proposed to Chapter 5 (Emergency Planning) are:
- To provide an emphasis on the importance of involving senior management of Category 1 responders, particularly from Local Authorities, in testing and exercising.
 - A recommendation that reports of any lessons identified from exercises and incidents are copied to relevant senior personnel with a steer from emergency planners about the relative importance of implementing individual recommendations.
 - A recommendation that Emergency Planners, on behalf of multi-agency partners, including local authorities, co-ordinate multi-agency exercises when relevant and monitor the implementation of recommendations by organisations.
 - A recommendation that examples of best practice should be published with regards to exercising and testing, particularly throughout the emergency planning/resilience community.
 - To emphasise the importance of including the community in future emergency planning and information sharing.
- 2.4 Chapters 10, 11 and 12 contain modifications to reflect changes to arrangements in the Devolved Administrations such as the creation of the Civil Contingencies Group for Northern Ireland.
- 2.5 Chapter 14 has an emphasis on the need for responders to 'have regard to the voluntary sector' and to involve these organisations from the earliest possible stage of and throughout the planning cycle, so that they can be used more effectively at the response and recovery stage.
- 2.6 Minor amendments are proposed to Chapter 15 to highlight the need to involve relevant organisations at the earliest stage possible of emergency planning. The other change is the title, which changes from '**Sectors not Covered by the Act**' to '**Sectors that Should be Involved in Emergency Planning**'.
- 2.7 Bibliography (re-named Further Reading) is no longer a comprehensive list of documents covered in the guidance. Any references to documents will be hyperlinked in the relevant areas of the text. The section now contains links to planning guidance for practitioners and incident reports of interest.

3. How the Proposed Changes would Impact upon Cleveland

- 3.1 *Chapter 5:* In Cleveland there exists the Exercise Planning Group which has oversight from both the Local Resilience Working Group and the LRF. Senior personnel from various agencies are often involved in exercises which take place throughout the year. Within the EPU, best practise dictates that any incident logs, which include lessons identified, are forwarded to the Chief Emergency Planning Officer at the earliest possible moment. Presently, the EPU is just getting connected to the NRE, but once au fait with the system, good practise examples in respect of exercising and testing can be inserted onto the NRE for others to note.
- 3.2 *Chapters 10, 11 & 12:* The changes to Chapter 10, 11 & 12 pertain to the Devolved Administrations and any changes should not impact upon Cleveland LRF.
- 3.3 *Chapter 14:* Representatives from the British Red Cross, WRVS, St John Ambulance and other voluntary organisations are already members of the Cleveland Voluntary Agencies Working Group chaired by a Senior Emergency Planning Officer. A senior member of the British Red Cross chairs the Regional Voluntary Sector Meeting. Voluntary agencies are already involved in exercises and planning within Cleveland, for example, several are represented on the Olympics Sub Group and many attended Exercise Nemo (flooding recovery training day).

The Cleveland group also feeds back in to the Regional Voluntary Sector Meeting. The Cleveland Emergency Planning Unit has a Service Level Agreement (SLA) with the WRVS under which they will provide staff and support to the Local Authorities at Rest Centres and also be involved with training of rest centre staff.

- 3.4 *Chapter 15:* The changes to Chapter 15 are minor and do not particularly add anything to what is already contained within the current edition of Emergency Preparedness nor affect how emergency planning operates within Cleveland.
- 3.5 Whilst the changes to the proposed guidance will assist Emergency Planners and responders in their roles, it is clear that there is little new that will affect how emergency planning takes place within Cleveland.

4. Response to the Consultation Document

- 4.1 The consultation document was received within Local Authorities in January and it was agreed that the Chief Emergency Planning Officer

- would collate any responses from local authorities and compile a response on their behalf.
- 4.2 A response to the consultation document has been prepared by the Chief Emergency Planning Officer and is shown in the template at Appendix A.
- 4.3 The deadline for the responses is 11th March and therefore there is time to incorporate any additional comments.
- 4.4 The responses to Chapters 10, 11 & 12 have been removed as it is felt unnecessary to comment upon civil contingency arrangements in the Devolved Administrations.

5. Recommendation

- 5.1 Members note the report.
- 5.2 Members agree the draft response which will be sent to CCS on their behalf.

Report Author: Denis Hampson
Chief Emergency Planning Officer.

Report dated: 18th February 2011

APPENDIX A – CONSULTATION RESPONSE**Details of the Consultation****Chapter 5**

Document being consulted on:	Chapter 5 of <i>EMERGENCY PREPAREDNESS</i> (Emergency Planning)
Closing date:	11 March 2011
Responses to be sent to:	ccact@cabinet-office.x.gsi.gov.uk
Queries to:	ccact@cabinet-office.x.gsi.gov.uk 020 7276 5017

Consultation Response

Name:	Denis Hampson
Title:	Chief Emergency Planning Officer
Organisation:	Cleveland Emergency Planning Unit / Local Authorities
Contact Details: (Will be used if we need to follow up any of your detailed comments. Please provide an e-mail address and telephone number if possible)	Denis.hampson@hartlepool.gov.uk 01642 232442

Question 1: Is the new emphasis on the involvement of senior managers in testing and exercising helpful? (see paragraphs 5.135, 5.137, 5.166, 5.167 and 5.172)	YES
<u>Comments on Question 1:</u> Member organisations/agencies of the Cleveland resilience community already hold numerous exercises throughout the year in which senior personnel from various agencies are participants. Their attendance is considered vital as they, alongside others, will be called upon to respond and manage a real incident.	
Question 2: Do you think this new emphasis, mentioned above, has been effectively achieved?	YES

<u>Comments on Question 2:</u>	
As per comments to question 1, this is already a feature within the Cleveland area.	
<u>Question 3:</u> Do you agree with the principle of LRF members co-ordinating multi-agency exercises where appropriate and practicable? (see paragraphs 5.139 and 5.156)	YES
<u>Comments on Question 3:</u>	
The Cleveland multi-agency Exercise Planning Group (a sub group of the LRF) produces an annual multi agency training and exercise calendar that outlines exercises and training days provided under CCA, COMAH, REPIR and Pipeline Safety legislation. Multi-agency exercises are a very good way of, not only testing plans and procedures of all Category 1 responders, but also for sharing information, promoting multi-agency working and identifying any capability gaps in the response/recovery.	
<u>Question 4:</u> Has the guidance appropriately promoted the above?	NO, this was already seen as best practice
<u>Comments on Question 4:</u>	
Paragraph 139 states “appropriate emphasis should be placed on multi-agency exercises”. This is felt to be a bit vague and doesn’t really extol the virtues of multi-agency exercising.	
<u>Question 5:</u> Do you agree with the principle of LRF members pooling their exercise budgets where appropriate and practical? (see paragraphs 5.140)	YES
<u>Comments on Question 5:</u>	
Whilst the principle is sound, in reality this is probably impractical.	
<u>Question 6:</u> Do you agree with the role suggested for members of the LRF in monitoring the delivery of recommendations arising from single- and multi-agency exercises? (see paragraph 5.168)	YES

<p><u>Comments on Question 6:</u></p> <p>Within Cleveland this role is already undertaken by the Exercise planning Group which provides an annual report to the LRF and Emergency Planning Joint Committee to ensure lessons are learnt and cascaded to all agencies. Following all exercises, a meeting is held to ensure actions / recommendations are taken forward and by whom. This should be an important principle in any exercise regime. All actions / recommendations must be cascaded to resilience partners through the Chief Emergency Planning Officer.</p>	
<p><u>Question 7:</u></p> <p>Do you think that the emphasis given to the role and importance of community resilience is appropriate? (see paragraphs 5.32, 5.33, 5.38, 5.61 and 5.100)</p>	YES
<p><u>Comments on Question 7:</u></p> <p>The emphasis enables the provision for responders to involve the community as they see appropriate and relevant.</p>	
<p><u>Question 8:</u></p> <p>Do you think that the emphasis given to the importance of recovery planning is appropriate? (see summary section and paragraphs 5.11 and 5.97)</p>	YES
<p><u>Comments on Question 8:</u></p> <p>It is vital to stress the importance of recovery planning to ensure services return to normal as soon as possible post-incident. Recovery planning can also be useful to identify chances for regeneration. Within Cleveland an annual recovery exercise or training day occurs.</p>	

<p>Other Comments on the consultation paper: Chapter 5 Emergency Planning of <i>Emergency Preparedness</i> (Please use a separate line for each detailed issue that you think needs to be addressed, adding more rows as necessary)</p>	
Paragraph number	Comments
	None

Chapter 14

Document being consulted on:	Chapter 14 of <i>EMERGENCY PREPAREDNESS</i> (Role of the Voluntary Sector)
Queries to:	ccact@cabinet-office.x.gsi.gov.uk 020 7276 5017

<u>Question 19:</u> Do you agree with the new emphasis on inclusion of the voluntary sector at the earliest stages of the planning process?	YES
<u>Comments on Question 19:</u> The voluntary sector can provide valuable aid to responders during an incident and the value of including the voluntary sector in planning has been demonstrated time and again. Clearly, including them at the earliest possible stage of planning is only going to add to this.	
<u>Question 20:</u> In your opinion, will early, and continuing involvement of the voluntary sector at every stage of the planning, testing and exercise process be helpful to your ability to respond positively to emergencies?	YES
<u>Comments on Question 20:</u> The voluntary sector is represented on the Cleveland LRF by a member of the British Red Cross who also chairs the Regional Voluntary Sector Meeting. Within Cleveland there already exists an LRF Voluntary Emergency Liaison Group chaired by a Local Authority Emergency Planning Officer with representatives of the wider voluntary sector as members (this sub-group feeds back in to the Regional Voluntary Sector Meeting). The Cleveland Emergency Planning Unit currently has a service level agreement with the WRVS under which they will provide staff and support to Local Authorities at rest centres and also provide training to staff. Voluntary agencies are already involved in exercises and planning within Cleveland, for example, several are represented on the Olympics Sub Group and many attended Exercise Nemo in December 2010 which was a flooding recovery training day.	
<u>Question 21:</u> Is the meaning of the phrase 'have regard to' in the requirement that 'Category 1 responders must have regard to those voluntary sector bodies which carry out activities in the geographical area for which the responder is responsible' sufficiently clear? Chapter 14 para 14.3.	NO

<p><u>Comments on Question 21:</u></p> <p>This needs explaining further to be of any use in the document.</p>

<p>Other Comments on the consultation paper: Chapter 14 of <i>Emergency Preparedness(The Role of the Voluntary Sector)</i> (Please use a separate line for each detailed issue that you think needs to be addressed, adding more rows as necessary)</p>	
Paragraph number	Comments
	None

Chapter 15

<p>Document being consulted on:</p>	<p>Chapter 15 of <i>EMERGENCY PREPAREDNESS</i> (Sectors that Should be Involved in Emergency Planning)</p>
<p>Queries to:</p>	<p>ccact@cabinet-office.x.gsi.gov.uk 020 7276 5017</p>

<p><u>Question 22:</u></p> <p>Does the change to the title of chapter 15, from <i>Sectors not covered by the Act</i> to <i>Sectors that Should be Involved in Emergency Planning</i>, help emphasise the importance of the inclusion of these sectors in emergency planning.</p>	<p>YES</p>
<p><u>Comments on Question 22:</u></p> <p>The newer title may encourage more engagement with sectors outside of the CCA than the previous title would suggest. That being said, in Cleveland there is already engagement with sectors outside of the CCA and this is based upon the identified risks within the Cleveland area, for example, the petro chemical industry.</p>	
<p><u>Question 23:</u></p> <p>Should any changes be made to clarify how and when sectors should be involved in the planning process?</p>	<p>NO</p>

Comments on Question 23:

It is considered that the chapter provides sufficient guidance on this.

Other Comments on the consultation paper: Chapter 15 of *Emergency Preparedness*(Sectors that Should be Involved in Emergency Planning)
(Please use a separate line for each detailed issue that you think needs to be addressed, adding more rows as necessary)

Paragraph number	Comments
	None

Further Reading

Document being consulted on:	Further Reading of <i>EMERGENCY PREPAREDNESS</i>
Queries to:	ccact@cabinet-office.x.gsi.gov.uk 020 7276 5017

Question 24:

Is the range of source material set out for further reading adequate?

YES

Comments on Question 24:Question 25:

Are there any more sources which could usefully be included?

NO

Comments on Question 25:

While there are plenty of sources which could be included and deemed as useful, there is no need to include anything further than what already exists within this Chapter and any links throughout the document to supporting material.

<p>Other Comments on the consultation paper: Further Reading, <i>Emergency Preparedness</i> (Please use a separate line for each detailed issue that you think needs to be addressed, adding more rows as necessary)</p>	
Paragraph number	Comments
	None

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 4th March 2011
Subject: NEMO - Recovery Exercise and Training Day

1. Purpose of Report

- 1.1 To inform Members of the outcome of the training and exercise day held on Friday 26th November 2010 examining recovery from a major flooding event in Cleveland.

2. Background

- 2.1 The event was organised by the Emergency Planning Unit on behalf of the Cleveland Local Resilience Forum with the aim of the event to bring together a range of participants who could be involved in the response and recovery from flooding in Cleveland and learn from colleagues with experience of major flooding to improve Cleveland's resilience.
- 2.2 The event was facilitated by the Chief Emergency Planning Officer and the first speaker (Inspector Peter Metcalfe) covering the transition from strategic co-ordination into recovery. James Mason from Humberside Emergency Planning Service then detailed the principles of a Recovery Co-ordination Group including a case study of the Humberside experience of flooding in 2007. This was followed by a perspective from industry by Andrew McLeod of CE Electric. Derek Bell and Philip Horton from Barnsley and Sheffield Councils respectively gave accounts of their experiences of recovery following the 2007 floods. The final speaker was Judi Evans of the British Red Cross who gave a very popular presentation on the emotional impact of flooding on peoples lives.
- 2.3 The day also included two exercises and feedback sessions for delegates which were led by members of staff from Cleveland Emergency Planning Unit. The exercise scenarios were designed to provoke discussion amongst attendees. They covered a variety of issues that would be raised

in the immediate days after a major flooding incident, as well as in the medium to longer term, allowing delegates to discuss what had been covered in the presentations.

- 2.4 The day provided the opportunity for key organisations and associated agencies, including local authorities, to learn from colleagues who have had to implement recovery strategies. Hearing these first hand accounts highlighted that plans prepared using current best practice, prescribed frameworks and recommendations provide an excellent framework to work from, but it was emphasised that no two flooding scenarios are the same, how people react are different and they do not always correspond with the norm or expected requirements of a response.
- 2.5 Feedback from delegates was positive (See appendix 1). Delegates praised the excellent speakers who provided a wide range of practical experience and perspectives.
- 2.6 The event raised awareness of the Cleveland Recovery Plan, the Humanitarian Assistance Centre Protocol and the importance of providing effective and coordinated post-incident care and support to those affected. It highlighted the role of staff who would not normally be involved in emergency response.
- 2.7 Therefore the event should be seen as successfully meeting the aims and objectives set.

3. Actions Resulting from the Exercise / Training Day

- 3.1 An integral part of any exercise or training day is to learn lessons and review plans and procedures.
- 3.2 Consequently, EPU staff are co-ordinating a review of the Incident Recovery Plan to include:
 - o Provision for individual Recovery Co-ordination Groups in each of the Local Authority areas.
 - o The means by which separate RCGs could be coordinated.
 - o Fundamental principles / policies i.e. will all those affected be treated the same regardless of insurance coverage etc
 - o Update the Humanitarian Assistance Centre plan with conclusions taken from the day i.e. mobile Health Advisory Cells (HAC's) to cover rural communities.
 - o Consideration of providing HAC assistance by other means i.e. not just from one centre.

- 3.3 The Multi-Agency Flood Plan and all other relevant plans will be updated by EPU staff with new Environment Agency Flood Codes.
- 3.4 An assessment will be carried out of Public Flood Information materials used by Barnsley Council and if appropriate, will be adapted for use in Cleveland.
- 3.5 The recommendations made by participants during the exercise feedback will be examined to extract any points that can be incorporated into plans and procedures.
- 3.6 Issues from feedback forms relating to the planning for the event will be taken forward to improve future training events.
- 3.7 The template for the event can be used for future low cost multi-agency training days.

4. **Recommendations**

- 4.1 Members note the report and actions resulting from the event.
- 4.2 Members acknowledge the efforts of CEPU in organising a successful and cost effective event.

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

Report Dated: 19th February 2011

Appendix 1**Event Hot Debrief and Evaluation**

The following feedback was received from attendees the vast majority of participants reporting either very good or good. No Weak or Poor feedback was received.

Feedback

1. Did the even fulfil its aims and objectives?

Yes	No
44	0

2. How would you rate the event in terms of the quality of the content?

Very Good	Good	Satisfactory	Weak	Poor
9	30	5	0	0

3. What was your assessment of the overall standard of the presentations?

Very Good	Good	Satisfactory	Weak	Poor
15	25	4	0	0

4. What was your assessment of the effectiveness of the format of the event?

Very Good	Good	Satisfactory	Weak	Poor
10	25	9	0	0

5. How would you assess the relevance of the content to the stated aims and objectives?

Very Good	Good	Satisfactory	Weak	Poor
18	22	4	0	0

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency planning Joint Committee
From: Chief Emergency Planning Officer
Date: 4th March 2011
Subject: Future of Sub-National Structures

1. Purpose of Report

- 1.1 To inform Members of the letter circulated by the Deputy Director, Local Response Capability, Civil Contingencies Secretariat dated 7th February on the future of sub national structures.
- 1.2 To inform Members of the present situation in respect of sub-national resilience structures.
- 1.3 To seek the views of Members on the future structures so that a response may be sent to the Civil Contingencies Secretariat on behalf of the Joint Committee and Emergency Planning Unit.
- 1.4 To inform Members that this report has been compiled from information in the letter dated 7th February and from discussions at a meeting held in London organised by the Civil Contingencies Secretariat on Thursday 17th February 2011 attended by the Chief Emergency Planning Officer on behalf of the resilience / emergency planning community in Cleveland.

2. Background

- 2.1 The Regional Resilience Team (RRT) in Government Office for the North East (GONE) was established in readiness to meet requirements of the Civil Contingencies Act 2004 and since that time has been instrumental in developing the Regional Concept of Operations (CONOPS) and certain regional resilience plans and the regional risk register. As Members will be aware, GONE and the RRT will be abolished from 31st March 2011.
- 2.2 Under the regional structure, the Regional Resilience Forum (RRF) was formed and has held quarterly meetings with the chair being the Regional Director or Deputy Director. The meeting agenda was prepared by the Regional Resilience Team and focused on strategic issues. The Chief Emergency Planning Officer attended those meetings.

- 2.3 The underlying concept of the RRT was to ‘add value’ to the local resilience agenda and be the conduit between the Category 1 and 2 responders in the North East region and central government and to also assist in the sharing of information between Emergency Planning Units and Category 1 and 2 organisations in the North East. To this aim a number of regional groups were established, including:
- Regional Media Emergency Forum
 - Resilient Telecommunications
 - CBRN
 - Regional Risk
 - Utilities
 - Mass Fatalities
- 2.4 Members of the RRT have taken part in a number of exercises held within Cleveland, for example the nuclear level 2 exercises (Exercise Plata) and pandemic influenza (Exercise Steel Ingot). They have also been consultees for all plans developed within the joint Emergency Planning Unit, including multi-agency partners, and have been regular attendees emergency planning / resilience meetings including the Local Resilience Working Group (LRWG) and some sub groups e.g. flood risk.
- 2.5 Throughout, the RRF and RRT have acted on the principle of subsidiarity to the Senior Co-ordinating Group and LRF in Cleveland.
- 2.6 Following the abolishment of the present regional resilience structures after 31st March 2011, a new resilience sub-national structure is being proposed, based nationally on four hubs. The hub for the North of England comprising of the old regions of the North West, Yorkshire and Humberside and the North East will be based in Leeds and be managed by a senior Civil Servant. It is proposed that the Leeds hub will have up to sixteen members of staff and officers will be given specific geographical responsibility and allocated areas, thus providing continuity and having knowledge of particular areas. These officers will carry out a liaison function with emergency planners in those areas, particularly the Chief Emergency Planning Officers and LRF Managers.
- 2.7 It is proposed that they will continue to attend all Local Resilience Forum meetings and on request attend other emergency planning / resilience groups or sub groups and exercises. A duty officer/call out system will be operated. Members of the new team will become ‘subject matter experts’, for example CBRN and mass fatalities.
- 2.8 Fundamentally, the new regime see the Emergency Planning Units and LRF as remaining the main building block for all emergency and resilience planning activity within their own areas and the Senior Co-ordinating

Group and Recovery Working Group remaining as the mechanism in Cleveland and elsewhere during the response and recovery phases of all emergencies.

3. The Future – Issues for Discussion

- 3.1 The big message coming from the Civil Contingencies Secretariat is that the future “is work in progress”.
- 3.2 Following the information provided and discussions at the London meeting on 17th February, the Chief Emergency Planning Officer and LRF Manager has taken it “as read” that the new sub-national Resilience Team will attend future Cleveland LRF meetings, provide a report on national or sub national issues and remain the mechanism for central government to liaise with local responders on civil contingencies, resilience and emergency planning issues.
- 3.3 The new sub-national structure will cover a large geographical area which includes a number of LRFs but with limited staff numbers and based in Leeds. The question is therefore what does the emergency planning / resilience community in Cleveland require from the proposed new structure in respect of mechanisms and processes for the future, in particular:
- Support to Cleveland, emergency planning groups and the LRF Manager in respect of facilitating planning responses and recovery;
 - Sharing information, up and down the chain, including that on critical infra-structure;
 - Sharing of best practice across the northern area;
 - Support on issues of mutual aid and interoperability.

The Chief Emergency Planning Officer and LRF Manager has considered these questions as shown in the follows paragraphs.

- 3.4 Whilst the current political drive is towards localism, emergency and resilience planning cannot work in a silo and the knowledge, expertise and experiences from elsewhere should be taken into consideration in Cleveland, if considered appropriate. Some of this knowledge and best practice can be drawn from the sub-national team and will enable Cleveland to be kept abreast of national trends, expectations, etc.

It is therefore strongly supported that the Chief Emergency Planning Officer and the joint Emergency Planning Unit, builds up strong and influential links with the new team. This will hopefully, allow the new team to gain knowledge of the host of best practices that are evident within Cleveland.

- 3.5 The sub-national team can be the conduit between Cleveland and central government, especially the Civil Contingencies Secretariat, on resilience issues and during major incident response and recovery.

It is therefore strongly supported that a representative, possibly at Team Leader (or higher) level provides a quarterly report for the Cleveland LRF and attends future Cleveland meetings.

- 3.6 In respect of supporting the Local Resilience Working Group (LRWG), other emergency planning sub groups and resilience/emergency planning work-streams, it is considered that much of this can be undertaken remotely or via electronic communication means, unless there are specific requirements for the sub-national team member to attend in person. This will cut down on travel costs and time constraints. However, it is not the intention to try and preclude them if they believe they can add value to the process by their attendance.

It is therefore suggested that this approach be adopted and fed back to the Civil Contingencies Secretariat (CCS).

- 3.7 The sharing of information and best practice, together with support on other resilience issues, for example mutual aid, can be achieved through one or more of the processes considered above.

It is therefore suggested that this approach be adopted and fed back to the CCS.

- 3.8 The present RRT have provided an avenue for working across emergency planning units in the North East and sharing knowledge. The new sub-national structure may leave a gap in this area of work in the future, but it is considered that this gap can be accommodated through the continuation of existing activities and structures already in place, for example, the quarterly meetings of the Chief Emergency Planning Officers from across the North East. However, these links are likely to need strengthening and include North Yorkshire in the future. Unfortunately this could result in additional meetings but they should be kept to an absolute minimum. This is in line with the discussion at the London meeting where it was emphasised strongly that the 'centre' would in the future seek the establishment of greater links and information sharing between neighbouring Local Resilience Forums and Emergency Planning Units. Within Cleveland, there is huge support for the continuation of a North East Voluntary Agencies Group as it is clear this added value to the work that is undertaken by the voluntary agencies and to information sharing.

It is therefore suggested that this approach be adopted and fed back to the CCS.

- 3.9 The RRT have been instrumental in producing a number of regional plans which are now likely to disappear or be subsumed into larger regional plans i.e. North of England sub-national plans. It is contended that the present regional CONOPS can be 'rebadged' under the proposed sub-national framework between current RRF areas, as it can be assumed that the three current RRF areas will have very similar CONOPS. Further, it may be assumed that many, if not all, of the present regional plans can be incorporated into new sub-national plans, potentially with generic front sections and the latter sections, or appendices, split into the different local areas, e.g. Cleveland and sub-sub-national areas, e.g. the North East. The appendices could be used for specific issues in different local areas, for example, the locations of strategic holding areas for mutual aid or the potential locations for temporary mass casualty mortuaries. The current regional plans do add value and they should not be lost.

It is therefore suggested that this approach be adopted and fed back to the CCS.

- 3.10 Co-ordination of the regional groups and the plan writing that resulted has been a strength of the RRT and where possible this should continue under the new framework. Therefore, staff from the separate Emergency Planning Units / Category 1 responders who have contributed to the writing of the regional plans should continue to link into the new sub-national plan writing regime, although more may be completed via electronic consultation rather than plan writing meetings.

It is therefore suggested that this approach be adopted and fed back to the CCS.

- 3.11 Having members from the RRT participate in exercises has been good in ensuring knowledge and information is shared and gave members of the RRT knowledge of the risks within Cleveland and how the agencies in Cleveland would respond to emergencies / major incidents. It is recommended that members of the new sub-national structure continue to participate in exercises and/or training days organised within Cleveland. To this end, they should be provided with a copy of the Cleveland annual exercise calendar to enable them to agree their involvement in some exercises/training days. The Chief Emergency Planning Officer will ensure that members of the Cleveland Exercise Planning Group invite members of the new sub-national team to participate in exercises if requests to be involved are not forthcoming. Likewise, the Exercise Planning Group will also request details of sub-national exercises so that (a) they can be put onto the Cleveland calendar and (b) assist in determining if any staff from any of the Category 1 responders in Cleveland would want to be involved in those exercises.

It is therefore suggested that this approach be adopted and fed back to the CCS.

- 3.12 There has been a suggestion that a member of the sub-national team could work in/from the offices of the respective Emergency Planning Units one day per week. This may add value through the sub-national team member gaining knowledge of the Cleveland area and becoming familiar with staff in the Emergency Planning Unit. However, due to all the other suggestions considered, it is considered this is not needed. It has not been needed under the present regional structure. There could also be a hidden 'accommodation' costs, albeit for one day per week (desk, IT connection, telephone, lighting, etc).

It is therefore suggested that this potential request is not supported.

- 3.13 Within this new structure, it is very unclear what will happen to the structure of the present Regional Civil Contingencies Committee (RCCC) should an incident occur. It is presumed this will revert to an RCCC for the whole of the North of England but where it would be accommodated is unclear. If this is the case, it is proposed that a suggestion is made to the Civil Contingencies Secretariat that should there need to be an RCCC established, it should be located close to or at the venue of the Senior Co-ordinating Group dealing with the incident. It is considered unlikely that when dealing with a Cleveland emergency, a senior representative would want to travel to Leeds to participate in an RCCC meeting.

It is therefore suggested that this approach is fed back to the CCS.

4. Recommendations

- 4.1 That Members note the report and proposals made.
- 4.2 That the Chief Emergency Planning Officer feeds back to the Civil Contingencies Secretariat the decisions made by the Joint Committee to the suggestions put forward in this paper, together with other suggestions / decisions.

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

Report Dated: 20th February 2011

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 4th March 2011
Subject: CCA Enhancement Programme

1. Purpose of Report

- 1.1 To inform Members of the current position in respect of the Civil Contingencies Act (CCA) Enhancement Programme being carried out by the Civil Contingencies Secretariat (CCS). The programme has been ongoing for the past 18 months.
- 1.2 To inform Members that this report has been compiled from information gained from a seminar held at the Hilton Hotel Sheffield on 7th December 2010 and from discussions at the LRF Chairs meeting held in London on Thursday 17th February 2011, both events attended by the Chief Emergency Planning Officer.
- 1.3 To inform Members that the enhancement programme ties in with the recent recommendations of the Strategic Defence and Security Review, one principle recommendation being “to ensure a secure and resilient community”.

Note:

Throughout the report, the term ‘Category 1 responder’ is referred to. The Local Authorities are Category 1 responders as defined by the Civil Contingencies Act.

2. Progress on Enhancement Programme

- 2.1 The CCS Review Team have now completed the revision of the chapters of the statutory Guidance “Emergency Preparedness” relating to:
 - Co-operation
 - Information Sharing
 - Better Fit with Other legislation

Members will recall that the Chief Emergency Planning Officer responded to consultation documents on these chapters. These revised chapters

have been published and will be included in the completed revision of Emergency Preparedness.

2.2 There will be no changes to the Civil Contingencies Act. However there will be changes through Regulation in respect of which organisations / agencies will be Category 1 and 2 responders in the future. It was stated that this was a developing picture, but changes under consideration include:

- Following the abolishment of the Health Protection Agency, the new body 'Public Health England' is likely to be a Category 1 responder, represented locally by Health Protection Units or Director of Public Health.
- Hospital Acute Trusts and Mental Health Trusts will be Category 1.
- Animal Health likely to be a Category 1 responder.
- MCA under review and may become Category 2.

2.3 There will be no change to the legal entity of a Local Resilience Forum (LRF). Further there will be no funding from Government towards the secretariat function of the LRFs.

2.4 New guidance will emphasise that the LRF is the Forum AND all its groups and sub groups.

Voluntary Sector

2.5 Tied into the localism agenda, the Government are seeking more involvement of the Voluntary Sector in future civil contingencies and resilience work. The 'centre' are seeking the voluntary sector to be more involved in exercises and emergency planning / resilience working groups in the future. This will not affect Cleveland which has a good record of involving the voluntary sector in the emergency planning sub groups and exercises. Exercise Nemo (Flood recovery training day) and Exercise Plata (nuclear exercise) provide examples of voluntary sector involvement.

Testing and Exercising

2.6 The new Emergency Planning section of 'Emergency Preparedness' which is presently out for consultation will have a predominant theme of requiring both Category 1 and 2 responders to undertake more testing and exercising of plans and protocols.

2.7 The new emergency planning section will also focus on the need for more Senior Managers in Category 1 agencies to become involved in resilience work and testing and exercising, especially at Command level. The CCS acknowledge that Emergency Planners are well versed in exercises, but stress the need for more senior staff within Category 1 organisations, including local authorities, to become more involved in the process. The CCS, through statutory guidance will stress the need for more senior

managers to be involved more and understand resilience work and requirements.

- 2.8 It is apparent that there is a widely held belief that the knowledge of many Senior Managers within both Category 1 and 2 organisations in respect of resilience and emergency planning was in need of significant improvement and it was the responsibility of LRF members to improve this through ensuring they received training and took part in exercises.

Warning and Informing

- 2.9 Whilst there will be no regulatory changes to the existing duties to warn and inform the public prior to, during and after an incident, the Government is keen to get as much information out to the public as possible, including what would previously been deemed as 'sensitive' (no definition) information. Use of the National Resilient Extranet (NRE) is being encouraged to allow category 1 responders to share information.
- 2.10 The Government are exploring using the same technology as that used for flood warnings to get emergency information out to the public prior to and during a major incident.

Risk Assessment

- 2.11 Whilst there will only be minor changes to the guidance on risk assessment, including no changes to risk charts and the scoring mechanism, it is intended that the national planning assumptions will be updated with more emphasis on local risks, planning for local risks and make them more relevant to what is expected locally. To aid this process, national Risk assessments will be shared with the Police and the CCS expects more planning to be associated with risks. Within Cleveland this already occurs with identifies risks, either on the local, regional or national risk registers being the requirement for planning to be undertaken.
- 2.12 The Government will in the future seek that local residents and community groups contribute to the local risk assessment process and the identification of local risks, as they view resilience as 'every bodies business'. Further, it is expected that the Community Risk Register will focus more on local risks than previously and wants Category 1 responders to consider the risks on the national risk register and 'localise them' (see note Community risk Register item on LRF agenda).

Business Continuity

- 2.13 There will be no changes to the CCA but there will be changes to the chapter in Emergency Preparedness as the Government will push Category 1 responders to follow the principles of BS 25999 and will seek responders to have BCM plans in place which adhere to BS25999. This is likely to affect Local Authorities in the future as none of the four

'Cleveland' local authorities presently adhere to that standard. Further they are seeking more exercising of BCM plans of all Category 1 responders. They will promote conferences and workshops to encourage this. The new chapter in Emergency Preparedness will use more case studies as examples of best practice.

Co-operation and Information Sharing Protocols

- 2.14 Whilst it is accepted that in many areas there is good information sharing and co-operation, more is required nationally. It is also accepted that most information sharing and co-operation occurs because of relationships and good contacts and not because of guidance or regulation. CCS accepts that there is a problem with getting some Category 2 responders, particularly the mobile telephone operators and utilities, to share information due to commercial sensitivities and state that they are working to alleviate that situation.
- 2.15 Information Sharing Protocols should form signed 'contracts' between all Category 1 responders – this is already in place within Cleveland.
- 2.16 The Environment Agency is being used as an example of best practice in relation to sharing information, particularly with the public. With 2.9 million homes across the UK being at risk from surface water flooding, it was stated that the EA have changed their stance and have moved from generic national campaigns to more focused and local campaigns targeting specific audiences, e.g. the elderly, young families, vulnerable people, schools, sheltered housing. They are looking to build 'resilient communities' through flood warden schemes and local action groups. It was quoted that this change in emphasis is allowing the EA to "do more with the same and in some cases less resource levels".

Performance Management

- 2.17 There is going to be a strong push for Category 1 responders to show effective performance management functions and processes in respect of emergency and resilience planning, testing and exercising.
- 2.18 By the end of 2011, it is intended to develop an LRF Strategic Audit process to be performed by an external body. This is 'work in progress' and no details were given.

Caveat

- 2.19 The content of this report provides details of what is considered to be the national picture and there is much evidence to show that Cleveland does not fit the national picture.

3. Recommendations

3.1 Members note the report.

3.2 Members take note that a 'Strategic Audit' of Emergency and Resilience Planning functions may occur in the near future.

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

Report Dated: 20th February 2011

CLEVELAND EMERGENCY PLANNING UNIT

REPORT TO: Emergency Planning Joint Committee
REPORT FROM: Chief Emergency Planning Officer
DATE 4th March 2011
SUBJECT: MULTI-AGENCY EXERCISE CALENDAR

1. Purpose of the Report

- 1.1. To provide Members of the Emergency Planning Joint Committee with:
- An overview of the multi-agency exercises which have taken place during 2010-2011.
 - A summary of the significant lessons learnt and areas of concern identified as a result of the exercises conducted.
 - The multi agency exercise and training calendar for 2010-2012.

2. Background

- 2.1 Local Authorities as Category 1 responders have a statutory duty under the Civil Contingency Act to ensure that the plans maintained for use in the event of an incident are fit for purpose.
- 2.2 Exercising is the recognised means of testing plans, providing evidence of their suitability and familiarising staff with procedures that they may rarely use in the normal course of their work.
- 2.3 In the Cleveland area, a number of means of exercising are undertaken each year to test statutory duties or topics of note/interest (e.g. during the last year, flooding were tested on a number of occasions). The common forms of testing are tabletop exercises, command post/small scale exercises or major live plays exercises.
- 2.4 It should be noted that the exercise bidding process for top-tier COMAH sites has been changed due to agencies concerns over resourcing. As a result of these concerns letters have been issued to all operators identifying the sites priority in a three year cycle and a suggested scale of exercise.
- 2.5 A significant proportion of the exercises held in Cleveland are statutorily required under the Control of Major Accident Hazard (COMAH) Regulations and the Radiation (Emergency Preparedness and Public Information Regulations (REPPPIR). Whilst primarily focused

on testing agencies response to industrial hazards affecting the public, these exercises also allow the generic command and control functions and specific response arrangements of the Category 1 and 2 agencies to be exercised.

- 2.6 Exercises are then debriefed in accordance with the Multi-Agency Debrief Protocol. Lessons learnt are recorded by the exercise planning group.

3 Exercise Planning Group

- 3.1 Given the number of exercises in Cleveland, a multi-agency local Exercise Planning Group meets monthly under the chair of the Principal Emergency Planning Officer. Membership of the group is comprised of emergency planners from the Emergency Services and Local Authorities. A larger group also meets quarterly.
- 3.2 The group primarily coordinates the resources required for running the statutory COMAH and REPIR Exercises.
- 3.3 To assist with the process of recording the significant issues learned; priorities/actions to be taken forward and providing evidence to show that the category 1 responder organisations are meeting their statutory duties, the Exercise Planning Group has developed a register that provides a monitoring and auditing process of exercises and ensures actions resulting from exercises are followed up.
- 3.4 One of the key outputs of the Exercise Planning Group is a document outlining the testing and exercising methodology in Cleveland for all multi-agency exercises. This document is available via the Emergency Planning Unit.

4 Exercise Calendar

- 4.1 A draft exercise calendar is appended to this report. It is anticipated that there will be further additions to the calendar as the year progresses. It should also be noted that dates may be changed or exercises postponed dependant on resourcing and priorities.
- 4.2 In addition to the multi-agency exercises outlined, organisations continue to conduct other training and exercising within their respective organisations i.e. not involving multi-agency response these dates have not been entered onto the calendar.

5 Debriefing and Follow Up

- 5.1 Following every exercise, a debrief process is undertaken to identify good or problematic issues that arose during an exercise. Debriefs are conducted according to the Cleveland Multi-Agency Debrief Protocol.
- 5.2 As with previous years a number of staff have been trained from the Police, Fire, Ambulance and Local Authorities in structured debriefing. A register of de-briefers is held by the Exercise Planning Group.
- 5.3 Due to the increasing demand on resources, where appropriate key players have been debriefed directly after an exercise, and post exercise meetings held directly after the exercise to allocate actions.

6 Exercises

- 6.1 The following table outlines the number and type of exercises conducted since 2007 and those planned for the period 1st April 2011 – 31st March 2012. Specific details on individual exercises can be obtained from the exercise planning group.

Table 1: Summary of exercises conducted in Cleveland April 2007 - March 2011 and proposed April 2011-March 2012. Note: as yet industrial training has not been confirmed.

Exercise Type		2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Training Events	Industry	2	21	20	7	TBC
	Local Authority inc BCP	5	15	16	12	6
	Multi Agency	4	3	2	4	1
COMAH	Small Scale	2	3	5	8	7
	Table Top	9	3	4	4	1
	Major Live Play	7	4	9	2	5
Other	Local Authority Rest Centres	4	2	2	1	1
	Multi-Agency Training Days	4	4	4	4	2
	Multi-Agency Table Top	3	2	1	1	1
	Reppir	9	12	4	4	2
	Schools Out	4	4	0	0	0
Total		53	73	67	47	26

6.2 Notable Exercises in 2010-2011

- 6.2.1 **Exercise Plata** – A level 2 nuclear exercise held at Hartlepool Power Station which tested the response to an offsite incident at the Power Station. The exercise was confirmed as a test of the Offsite plan and

whilst showing the plan to be robust has highlighted the need for some revisions. Key areas identified include the role of the Scientific and Technical advice Cell (STAC) and the understanding of it's role by other agencies and secondly the operation of the media cell in the provision of public information. As a result of the exercise, training in the use of Scientific and Technical Advice will be provided in 2011 – 2012 to a number of responder agencies.

- 6.2.2 **ConocoPhillips Major Live Play** – This exercise was a composite test of the COMAH on and offsite plans and the Marine Pollution plan. It again demonstrated the integrated working by private industry and statutory services. A number of issues were identified which will be built into future revisions of the marine pollution plan, for example the combination of the Marine Pollution Plan and Environmental Plans.
- 6.2.3 **Exercise Darwin** – Exercise Darwin was a tactical exercise held in real time at Police Command Room. The exercise identified the value of the Multi-Agency Flood Plan as a consistent source of information on the areas identified as being vulnerable to flooding and the specific procedures in place to manage these risks. The exercise identified a number of amendments to the plan and resources required by responders.
- 6.2.4 **Exercise Nemo** – This was a flood recovery training day held at Ladgate Lane. The day combined a recovery exercise and key speakers from areas affected by flooding. Again, the robustness of the Cleveland Recovery Plan was identified and the exercise allowed awareness of the key issues of recovery to be raised amongst all attendees.
- 6.2.5 **Walkthrough of Temporary Mortuary Arrangements** – The walkthrough confirmed the suitability and use of Hartlepool Hospital Mortuary in an emergency. This will be further tested in Exercise Creek in June 2011.
- 6.2.6 **Exercise Chit Chat Two** – An out of hours contact exercise with the Voluntary Emergency Liaison Group. Groups were contacted live and requested to supply an estimate of time of arrival and resource availability, e.g. numbers of staff and equipment. The exercise confirmed the role of voluntary agencies and resources which can be called upon at short notice.
- 6.2.7 **Exercise Watermark** – (to be held 10 March 2010). This is a chance to test the Multi-Agency Flood Plan developed by the Emergency Planning Unit and links into the national response exercise scenario relating to a North Sea tidal surge.

6.3 Notable Exercises planned for 2011-2012

- 6.3.1 **Exercise Dexter** – Diseases of Animals is a risk that has been on the community risk register for several years without a test of the existing plans. Given the impact on rural areas of Cleveland, it is proposed to run tabletop exercise / walkthrough with the key agencies.
- 6.3.2 **Multi-Agency Training Day Welfare and Recovery** – A proposal has been agreed by the Exercise Planning Group that this years MATD on recovery will focus on the long term impact of incidents on the health and welfare of the affected communities and responders. The day will be led by the Primary Care Trust with support from the Local Authority.
- 6.3.3 **Exercise Suman Warrior** – Members of the police, fire, ambulance and local authority have been asked to support a 3 day military resilience exercise based upon flooding. In addition to the exercise, support may be requested from responder organisations for a demonstration / presentation day in early September 2011. Details to be confirmed.
- 6.3.4 **Walkthrough of Mass Casualties / Casualty Bureau Arrangements** – discussions are ongoing within the Cleveland Emergency Planning Unit regarding a test of the mass casualties / casualty bureau. This exercise is being organised by Cleveland Police but will involve the EPU and local authority staff.
- 6.3.5 **Rest Centre Exercise** – Every year EPU aims to test Local Authority Rest Centre plans during an exercise. This combines a test of the plan together with staff training and familiarisation. In addition to the exercise itself, EPU intends to run six rest centre training sessions through the year in conjunction with the WRVS.
- 6.3.6 **Exercise Creek** – Disaster Victim Identification and Strategic Holding Areas exercise being led by Cleveland Police, but is likely to also involve a number of partner organisations. The exercise will review the response to an air transport incident involving mass fatalities.
- 6.3.7 **Scientific Technical Advice Training** – Following on from several exercises including Plata, a better understanding of the information available and means of working with scientific advice has been identified by Senior Officers. Therefore a training day will be held outlining various organisations capabilities.
- 6.3.8 **Durham Tees Valley Airport** – three exercises will be undertaken with Durham Tees Valley Airport over the next year. The first two exercises are a tabletop and live water rescue will be led primarily by Durham LRF with limited interaction with Cleveland. The third (date to be confirmed) will be held in Cleveland but the scenario is not yet confirmed.

6.3.9 **Department of Health Exercise** – A DH exercise will be run in the Cleveland area involving one of the receiving hospitals. Full details yet to be confirmed.

6.3.10 **Town Centre Evacuation Training** – A minimum of two sessions will be run to raise awareness of the requirements and preparation should an evacuation be required. The training will be targeted at all stakeholders including the private sector.

6.3.11 **Port Exercise** – Identified as a follow up to Exercise Slic and review of the Marine Pollution plan, a walkthrough of the response required to the most likely incidents at the Port/Involving vessels.

7 Identified Issues

7.1 The following items and issues are pertinent and Members are asked to particularly note the final three points which will impact upon local authorities.

- a) The majority of exercises demonstrate that the four Local authorities, other Category 1 responders and private operators are proficient in their roles and in joint working at all levels (strategic through to operational).
- b) Exercise Directors have had an increasingly proactive role with players and in script development. This has resulted in more stimulating and realistic exercises for all agencies. Exercises are increasingly used to test not only the specific offsite plan but also resilience issues such as staff availability, communications etc increasing the benefit to partner agencies.
- c) Exercise planners and directors are increasingly facing resources being withdrawn due to operational requirements and financial pressures. However, there are clear statutory duties on the Local authorities and other Category 1 responders to exercise specific plans and wider Civil Contingencies Act duties.
- d) The function of STAC and Strategic Media Advice Cell (SMAC) are not understood by players and in some cases participants. Training needs have been identified and will be progressed for Strategic Officers.
- e) A number of plans and procedures are currently not incorporated into the testing programme and are therefore unproven. Therefore during 2011-2012 all key elements of plans and procedures are to be incorporated into the multi-agency testing and exercise matrix and will show the appropriate testing period. This is to ensure that all key actions and plans are tested on an

appropriate frequency and will aid any future Strategic Audit being proposed by the Cabinet Office.

8 Recommendations

- 8.1 That Members support the schedule of exercises for 2011 - 2012.
- 8.2 That Members note the work that is undertaken in ensuring plans are tested and exercised as appropriate
- 8.3 That the Local Authorities, through the EPU, continue to support the Exercise Planning Group and the Civil Contingencies Act exercise matrix.
- 8.4 That all exercises benefiting from or requiring multi-agency involvement should be notified to the exercise planning group at the earliest possible opportunity.
- 8.5 That Members note that further information is available via the Exercise Planning Group / Cleveland EPU.

Report Author: Stuart Marshall
Principal Emergency Planning Officer
Chair – Cleveland Exercise Planning Group

Date: 23rd February 2011

Exercise Calendar 2010-2011

Date	Exercise	Type	Legislation
April			
7 th	Growhow North Tees	Table Top	COMAH
15 th	Sabic North Tees	Table Top	COMAH
21 st	Nuclear Site Exercise	Site Exercise	REPPIR
May			
5 th	Nuclear Site Exercise	Site Exercise	REPPIR
5 th	Durham Tees Valley Exercise	Airport	
12 th	ConocoPhillips Main Site	Table Top	COMAH
19 th	Nuclear Level 2 Exercise	Major Live	REPPIR
June			
2 nd TBC	MATD Flooding	Small Scale	CCA
10 th	Level 2 MOD Training Day	Seminar	CCA
16 th	Vertellus	Small Scale	COMAH
July			
16 th	Sabic Wilton International	Major Live	COMAH
August			
4 th – 11 th	Tall Ships Event	NA	NA
September			
17 th	Calor Gas	Small Scale	COMAH
22 nd	MATD Recovery	Seminar	CCA
29 th	Baker Hughes	Table Top	COMAH
October			
5 th	HPA Regional Exercise	Contact	CCA
13 th	ConocoPhillips MLP Jetties	Major Live	COMAH/CCA
20 th	Town Centre Evacuation	Seminar	CCA
27 th	Nuclear Pre-Level 1	Site Exercise	REPPIR
November			
4 th	Growhow Billingham	Small Scale	COMAH
25 th	Sabic North Tees	Small Scale	COMAH
December			
1 st	Nuclear Pre-Level 1	Site Exercise	REPPIR
15 th	Exwold	Small Scale	COMAH
January			
20 th	Ensus, Wilton	Small Scale	COMAH
February			
17 th	Koppers	Small Scale	COMAH
March			
7 th	Exercise Watermark (TBC)	National TBC	CCA
23 rd	NGN Brinefields	Small Scale	COMAH

Exercise Calendar 2011-2012

Date	Exercise	Type	Legislation
April			
02/04/2011	Power station	Desktop	
27/04/2011	Power station	Desktop	
00/04/2011	Animal Diseases	Tabletop	CCA
May			
04/05/2011	Power station	Desktop	NA
11/05/2011	Power station	Desktop	
18/05/2011	ConocoPhillips	Tabletop	COMAH
18/05/2011	Power station	Desktop	
June			
15/06/2011	DVI Exercise	MLP	CCA
21/06/2011	DTVA – Ex Brussels Durham lead	Tabletop	CCA
21/06/2011	Baker Hughes	Small Scale	COMAH
July			
06/07/2011	BP CATS	Small Scale	COMAH
August			
03/08/2011	Sabic, Teesport	Small Scale	COMAH
September			
01/09/2011	Fine Organics	Small Scale	COMAH
05-16/09/2011	Ex Suman Warrior/ Resilience	MOD	CCA
14/09/2011	Power Station Security	OCNS	
20/09/2011	Huntsman PU (Wilton)	MLP	COMAH
28/09/2011	Pre-Level 1 Power Station	Small Scale	REPPIR
October			
05/10/2011	Department of Health Exercise	Table top	CCA
13/10/2011	Univar	Small Scale	COMAH
19/10/2011	ConocoPhillips	MLP	COMAH
00/10/2011	Town Centre Evacuation	MATD	CCA
November			
00/11/2011	Scientific Technical Advice Training	HPA	CCA
16/11/2011	Seal Sands Storage	Small Scale	COMAH
December			
07/12/2011	Power station Level 1	Small Scale	REPPIR
January			
25/01/2012	Petroplus (North Tees)	Major Live Play	COMAH
February			
00/02/2012	Welfare / Recovery	MATD	CCA
00/02/2012	DTVA Yongsan (Durham lead)		CCA
29/02/2012	Lotte (Wilton)	MLP	COMAH
March			
28/03/2012	Dow Seal Sands	SS	COMAH
April			
00/04/2012	DTVA Blenheim (Cleveland)	MLP	CCA

Proposed exercises yet to be allocated:

- Port exercise
- Vopak exercise – primarily fire fighting capacity
- Power station exercises x 5
- Rest centre exercise

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date: 4th March 2011
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 20th November 2010 and 20th February 2011 (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':

- 13 flash warnings of heavy snow
- 3 flash warnings of severe icy road conditions
- 1 flash warning of severe gales

- 2.2 The warnings in respect of the snow and ice occurred during the 'cold snap' commencing on 24th November 2010 and which continued until after Christmas.

The Regional Met Office Advisor for Cleveland provided a summary of the weather on a daily basis which was distributed to senior officers within each of the local authorities.

Eleven (11) 'top line briefings' were issued by central government during the severe weather period and these provided details of the national picture and salt issues.

The EPU was the conduit between the local area and central government providing updates on weather and road conditions and salt stocks during the period of severe weather.

- 2.3 There were eight Flood Alerts messages received relating to potential flooding on Skelton Beck, Skinningrove, the coast and the tidal River Tees.

- 2.4 In November 2010 the Environment Agency changed their flood warning service and ceased issuing flood watches and all clear messages. The new flood codes are:
- Flood Alert – this is issued when flooding is possible and will be given at least 2 hours in advance of the potential flooding event.
 - Flood Warning – issued when flooding is expected and immediate action is required by the local authorities, emergency services and public. Issued at least 30 minutes to one day in advance of the expected flooding event.
 - Severe Flood Warning – issued when there is severe flooding expected and there is danger to life. Issued when flooding poses a significant threat to life and urgent actions, e.g. evacuation, are required.
 - Warning no longer in force – issued when the risk has subsided.

There is 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 25 'blue' faxes which had been issued by the Operators or Agencies involved with the strategy. This is double the number in the previous quarterly report. They were mainly in respect of excessive flaring which caused noise and brightness at night but other faxes provided information about:
- Unexpected alarms sounding which can be heard off site
 - Small releases of chemicals.
 - Unexpected fumes / smoke from chimneys / plants / steam
- 3.2 Of these faxes, 10 were received and dealt with by the Duty Emergency Planning Officer outside normal office hours.
- 3.3 Whilst all were 'blue faxes', some of the incidents did generate contact between the Emergency Planning Officer and the Operator or Emergency Services to give advise or gather more information. 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 (20th November 2010 to 20th February 2011)

4.1 In the past three months there have been 6 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 severe weather and flood risk incidents as discussed earlier in the report.

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: 22nd February 2011

Appendix 'A'

Incidents 20th November 2010 to 20th February 2011

Date	Location	Type of Incident (i)	Type of Incident (ii)	Brief Description
28th Nov 2010	Billingham	Power Outage	Public safety	Electricity Power Outage over parts of Billingham which affected 400 homes, some being without electricity for up to 12 hours
30th Nov 2010	Hartlepool	Power outage	Public safety	Electricity outage over most of Hartlepool which affected town centre and Hartlepool hospital. Power restored to all locations within 75 minutes.
2nd Dec 2010	Coast Road Redcar	Fractured Sewer Pipe	Environment	Fractured sewer pipe which caused temporary road closure and sewer inundation into 3 homes.
14th Dec 2010	Hartlepool	Potential contamination	Public safety	Body of male person found by side of railway line next to chemical site. Initial concerns that he was contaminated with chemicals. Rail line closed for a period.
20th Jan 2011	Hartlepool	Fire	Public safety	Severe fire in premises of Shields Interiors (kitchen makers), Whitby Street, Hartlepool. Road closed. Nearby properties evacuated. Electricity to area turned off to alleviate further risks.
13th Feb 2011 (Sunday)	Seal Sands	Toxic Release	Public Safety	Toxic release necessitated closure of Seal Sands Road for approx 1 hour. One person treated for inhalation problems (not taken to hospital).