

# **EMERGENCY PLANNING JOINT COMMITTEE**

## **AGENDA**

**Tuesday 26<sup>th</sup> November 2013**

**10.00am**

**At the Emergency Planning Unit,  
Aurora Court, Barton Road, Riverside Park,  
Middlesbrough TS2 1RY**

**EMERGENCY PLANNING JOINT COMMITTEE:**

**Hartlepool Borough Council:-**  
Councillor Marjorie James

**Middlesbrough Borough Council:-**  
Councillor Charles Rooney

**Stockton Borough Council:-**  
Councillor David Rose

**Redcar and Cleveland Borough Council:-**  
Councillor Steve Goldswain

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. TO RECEIVE THE RECORD OF DECISION IN RESPECT OF THE MEETING HELD  
ON 6 AUGUST 2013 *(previously circulated)***



**4. ITEMS FOR DECISION**

- 4.1 Quarter 2 Revenue Financial Monitoring Report – *Chief Finance Officer*

**5. ITEMS FOR DISCUSSION/INFORMATION**

- 5.1 Cleveland Emergency Planning Unit Action Plan Update – *Chief Emergency Planning Officer*  
5.2 Competency Framework – *Principal Emergency Planning Officer*  
5.3 Feedback from Elected Members Training – *The Committee to report verbally*  
5.4 Feedback from the Local Resilience Forum (LRF) Chairs and Secretariats Conference – *Chief Emergency Planning Officer*  
5.5 Reported Incidents and Warnings Received – *Chief Emergency Planning Officer*

**6. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**

**7. DATE AND TIME OF NEXT MEETING**

Tuesday 4 February 2014 – 10.00 am



# EMERGENCY PLANNING JOINT COMMITTEE

26<sup>th</sup> November, 2013



**Report of:** Chief Finance Officer

**Subject:** QUARTER 2 REVENUE FINANCIAL MONITORING REPORT

## 1. PURPOSE OF REPORT

- 1.1 To provide details of progress against the Joint Committee's overall revenue budget for 2013/2014.

## 2. BACKGROUND

- 2.1 The report provides an overall picture of performance and progress of the Emergency Planning Unit (EPU) against the approved 2013/2014 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 four local authorities within the Tees Valley to enable the EPU to provide a joint service to them and that on behalf of the EPU he spends the money wisely and within budget.

## 3. FINANCIAL CONSIDERATIONS

- 3.1 The latest position is summarised below:

Actual Position 30/09/13				
Description	Expected Budget £	Actual Expenditure/ (Income) £	Variance to Date Adverse/ (Favourable) £	Projected Outturn Variance Adverse/ (Favourable) £
Emergency Planning	(219,733)	(231,102)	(11,369)	(20,000)
Emergency Planning - Environment Agency	(15,000)	(15,273)	(273)	0
Local Resilience Forum (LRF)	(10,000)	(9,534)	466	0
Emergency Planning - Enterprise	0	(6,104)	(6,104)	(7,000)
Emergency Planning - Training and Exercises	0	2,061	2,061	(6,000)
<b>Total</b>	<b>(244,733)</b>	<b>(255,909)</b>	<b>(11,176)</b>	<b>(33,000)</b>

- 3.2 There is currently a favourable variance on the main Emergency Planning budget owing to some income being received earlier than anticipated and salary costs being lower than budgeted. It is anticipated that the majority of this budget will be spent by the end of the financial year leaving a small favourable variance of £20,000. The projected variance primarily relates to salary savings owing to vacant posts and some employees not yet reaching their maximum scale point. As agreed at the last Joint Committee meeting this will be transferred to reserves to support future service delivery in a climate of ongoing budget cuts.
- 3.3 There is a current favourable variance on the Enterprise Project budget and it is anticipated that there will be a favourable variance at outturn of £7,000. The aim of the Enterprise Project is to generate income from training provision to create a fund that will allow contributions to support multi-agency training. Therefore it is proposed that this income is transferred to the Enterprise Project reserve.
- 3.4 It is anticipated that there will be a favourable variance of £6,000 at outturn in the Training and Exercising Budget primarily owing to a restructure of the LRF Training and Exercising Group. The restructure will ensure that whilst the statutory industrial exercising is maintained, greater benefits are achieved for emergency responders given the increased demand on finite resources. Income is generated from contributions from the Cleveland Police Authority and the Emergency Planning Unit to build up a fund for the LRF Training & Exercise Group. The current adverse variance is as a result of the timing of transactions. It is proposed that the forecast favourable outturn is transferred to the Training and Exercise Group Reserve.
- 3.5 The LRF Training and Exercise Group Reserve will be used throughout 2014 to embed the Joint Emergency Services Interoperability Program within the wider LRF, facilitate testing of critical elements not normally tested, the up-skilling of staff who both run the exercising and training elements and to provide training for responders where gaps have been identified. The restructured group is due to have its initial meeting in January 2014 from which an action plan will be developed.

#### **4. RECOMMENDATIONS**

##### **4.1 That Members:**

- i. Note the contents of the report; and,
- ii. Approve that the income generated on the Enterprise and Training and Exercise Budgets be transferred to reserves at year end.

#### **5. REASONS FOR RECOMMENDATIONS**

To support future service delivery of the Emergency Planning Unit and embed the Joint Emergency Services Interoperability Program within the wider LRF.

**6. BACKGROUND PAPERS**

None.

**7. CONTACT OFFICER**

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Chief Finance Officer  
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# EMERGENCY PLANNING JOINT COMMITTEE

26<sup>th</sup> November 2013



**Report of:** Chief Emergency Planning Officer

**Subject:** Cleveland Emergency Planning Unit Action Plan  
Update

## 1. PURPOSE OF REPORT

- 1.1 To inform members of the Emergency Planning Joint Committee (EPJC) of the progress made against the action plan agreed at the EPJC on the 11/06/2013.

## 2. BACKGROUND

- 2.1 At the meeting of the EPJC held on the 11/06/2013 an action plan for Cleveland Emergency Planning Unit (CEPU) was proposed and agreed by the EPJC.
- 2.2 The plan sits alongside the Strategic Business Plan produced 2011-14 and interlinks with the action plan produced for the Cleveland Local Resilience Forum (CLRF). This paper provides an update 6 months into the action plan.
- 2.3 It should be noted that the means of monitoring the actions of both CEPU and CLRF has changed from the Covalent system to a excel sheet to facilitate access and ownership by responsible officers.
- 2.4 The action plan contains 21 overarching actions and a total of 78 sub-actions based upon both the statutory duties and the effective running of the unit. A number of actions are applicable to all four authorities e.g. reviewing the major incident plans or conducting exercises within the boroughs. The action plan is updated by all CEPU staff and monitored at monthly team meetings.
- 2.5 Of the 78 sub-actions as of 14/11/2013 26 have been completed, 36 are currently ongoing and 16 are yet to be started. It should be noted that some of the actions are time bound e.g. 6 monthly reviews of procedures. Members are also asked to note that all actions have allocated time frames for completion.

- 2.6 Appendix 1 contains a summary of the updated action plan highlighting those actions that are yet to be started, ongoing or completed.
- 2.7 The CEPO anticipates that the vast majority of actions will be achieved within the time scales outlined. A limited number of exceptions have been identified primarily as a result of the need for additional information from, or as a result of significant staff changes within partner agencies. The CEPO is monitoring these actions closely and where necessary due to the potential impact is working with partners to remedy by alternative means.

### **3. PROPOSALS**

- 3.1 No options submitted for consideration other than the recommendation.

### **4. RECOMMENDATIONS**

- 4.1 That Members note the report.

### **5. REASONS FOR RECOMMENDATIONS**

- 5.1 To ensure that members are aware of the current status of CEPU against the action plan previously agreed by the EPJC and are in a position to monitor proposed action against output.

### **6. BACKGROUND PAPERS**

13.06.11 Agenda Item 6.2 CEPU Annual Plan 2013 14 (open report)

### **7. CONTACT OFFICER**

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**Appendix A Summary of the current progress of the CEPU action plan**

Reference	Status	Notes	
<b>A01 Review emergency planning arrangements in each local authority</b>			
<b>A01 1 After Hours contact Ex</b>			
A01 1a Redcar	Complete	Sep '13	
A01 1b Hartlepool	Complete	Oct '13	
A01 1c Middlesbrough	Complete	14/11/2013	
A01 1d Stockton	Complete	26/09/2013	
<b>A01 2 Each LA Major Incident Plan to be reviewed</b>			
A01 2 Redcar	Complete		
A01 2 Stockton	Ongoing	Nov '13	
A01 2 Middlesbrough	Complete	20.08.13	
A01 2 Hartlepool	Complete	Oct '13	
<b>A01 4 MIP Walkthrough</b>			
A01 4 Redcar	Ongoing	10.10.13	Delayed due to restructure.
A01 4 Stockton	Ongoing	Nov '13	
A01 4 Middlesbrough	Complete	25.10.13	
A01 4 Hartlepool	Complete	Apr-13	
<b>A01 5 Training Needs Analysis undertaken by each borough against plan</b>			
A01 5 Redcar	Complete	13.09.13	
A01 5 Stockton	Ongoing	Nov '13	
A01 5 Middlesbrough	Ongoing	Dec '13	
A01 5 Hartlepool	Complete	Nov '13	
<b>A01 6 Provision of Command Training to all 4 local authorities</b>			
A01 6 Redcar	Yet to be started	Feb 14	Central command training to run in February 14
A01 6 Stockton	Yet to be started	Feb 14	
A01 6 Middlesbrough	Yet to be started	Feb 14	
A01 6 Hartlepool	Yet to be started	Feb 14	
<b>A01 7 Provision of 3 loggist training sessions</b>			
Session 1	Complete	05/11/2013	10 loggists trained
Session 2	Yet to be started	30/01/2014	
Session 3	Yet to be started	March 14	



<b>A02 Review guidance for Duty Officer (6 monthly)</b>			
Review 1	Complete	Jul-13	Guidance updated and reissued.
Review 2	Yet to be started	Jan-13	
<b>A03 Provision of conduit for the LA</b>	Ongoing		No disruptions / failure to contact identified from partners to CEPU.
<b>A04 Test of Borough Emergency Centre process and procedures</b>			
A04 1 Hartlepool	Complete	15.05.13	
A04 2 Middlesbrough	Ongoing	29/11/13	
A04 3 Redcar	Complete	13/09/13	
A04 4 Stockton	Ongoing	31/12/13	
<b>A05 Rest Centre procedures and exercises</b>			
A05 1 Develop corporate policy across Tees Valley	Yet to be started	28/02/2014	Joint training and exercising is aligning policy within each authority. Policy has not been formalised as yet.
A05 2 Three Training Sessions on Rest Centres	Ongoing	27/11/2013 March 13	In line with the above 2 joint training sessions have been identified.
A05 3 Provision of 2 rest centre exercises	Ongoing	27/11/2013 March 13	Combined with the above training as oppose to previous separate events.
A05 4 Review Rest Centre Boxes in each LA	Complete	June 13	Stockton Redcar Hartlepool Middlesbrough Complete
A05 5 Review Transport Plan	Ongoing	Jan-14	Work started November 2013
<b>A06 COMAH Offsite Emergency Response Plans</b>	Ongoing	Mar-14	
A06 1 All COMAH OFSERP plans written reviewed within legal timescales	Ongoing	30/03/2014	Plans in place and regular consultation with HSE HID in Newcastle.
A06 2 Annual Meeting with HSE / EA ref COMAH review	Yet to be started	30/03/2014	Previous meeting March 2013
A06 3 Annual review of COMAH plan Structure	Ongoing	30/01/2014	To be tabled as separate meeting by end of January. Meeting with neighbouring EPU's 10/09/2013 and Falkirk EPU ref practice elsewhere.
A06 4 COMAH Overview Document Review 1	Complete	02/10/2013	Reviewed and issued to partners
A06 5 COMAH Overview Document Review 2	Yet to be started	30/03/2014	6 monthly update

A06 6 Plan sign off process in place	Complete	Nov '13	Issued to officers and provides checks and sign off.
<b>A07 To seek continued compliance with the Pipeline Safety Regs</b>			
A07 1 All plans to be written / reviewed within legal timescales	Ongoing	30/03/2014	Outstanding queries with HSE / Operators.  New plan layout.
A07 2 Annual review of pipelines structure	Complete	Jun-13	Completed and new structure developed.
A07 3 Undertake 6 monthly review of pipelines overview 1	Complete	01/10/2013	Completed and issued.
A07 4 Undertake 6 monthly review of pipelines overview 2	Yet to be started	30/03/2014	
<b>A08 Maintain understanding of Seveso III and COMAH</b>			
A08 1 Maintain Seat on COMAH / Pipelines EPLG	Complete	27/07/2013, 24/10/2013	Attendance and input to national fora.
<b>A09 REPIR</b>			
A09 1 Attendance at 4 Local Community Liaison Councils or EPCC	Ongoing	EPCC - Sept 13, March 14, LCLC - June 13, Dec 14	CEPU attendance at all meetings.
A09 2 Four emergency planning liaison meetings	Ongoing	April 13, Dec 13	Staff turnover may result in only 2 meetings being held in 13-14 – dialogue maintained via phone and e-mail.
A09 3 Meet legal duties ref REPIR Plan	Complete	30/03/2014	Plan Nov 12- review of extendibility by Nov 13
A09 4 Participation in level 1 exercises	Ongoing	27.11.13	CEPU will attend Lvl 1 on the 27 <sup>th</sup> .
<b>A10 Conduct / Participate in multi-agency exercises under COMAH / Pipelines / REPIR</b>			
A10 1 All COMAH sites offsite emergency response plans to have been exercised within 3 year period	Ongoing	Mar-14	Ongoing query regarding the status of a site – clarification sought from Competent Authority (HSE / EA).
A10 2 Annual report submitted to the BPG and LRF	Yet to be started	22/01/13	To be prepared for 22/01/13
A10 3 CEPU attendance at Level 1 and Pre-Level 1 on site exercises at power station.	Ongoing	30/03/2014	pre level 1 - 18.09.13, level 1 - 27.11.13

A10 4 Key learning points and actions submitted into Excel ACTIONS Sheet	Ongoing	Mar-14	Embedded in unit and LRF groups. Sheet regularly updated and monitored.
<b>A11 Attendance and participation in Independent Safety Advisory Groups</b>			
A11 1 Assistance to event organisers / event teams	Ongoing	30/03/2014	Representation on all four ISAGs by CEPU. Additional support provided where required.
A11 2 Write a policy for SAG acceptable to all Local Authorities	Yet to be started	Meeting held by Cleveland Police and 4 x LAs SAG Leads	CEPU will maintain watching brief and assist with the development however primacy lies elsewhere.
<b>A12 Develop a programme of community resilience initiatives</b>	Ongoing		
A12 1 Identify communities at risk	Complete	Dec-14	Number of communities identified – further work will be undertaken for 2 <sup>nd</sup> Phase.
A12 2 Produce information including household and community plan templates	Ongoing	Dec-14	Products in development following collation of national best practice.
A12 3 Work with existing community groups and partners to raise awareness	Ongoing	30/03/2014	Ongoing under EA supported project and via CEPU activities.
A12 4 Provide a range of information to local residents via established media	Ongoing	30/03/2014	Ongoing under EA supported project and via CEPU activities.
<b>A13 Working with the voluntary sector in emergency planning</b>			
A13 1 1 Live play rest centre exercise involving voluntary agencies	Ongoing	30/11/2013	Rest centre exercise in Stockton November 13
A13 2 4 Training sessions / presentations to or with voluntary agencies	Ongoing	30/03/2014	Ongoing with partners at VELG meetings
A13 3 Conduct one out of hours contact exercise	Complete	14.11.13	Exercise Chit Chat conducted November 2013
A13 4 Hold 4 meetings with the voluntary sector	Ongoing	April, July, October 13	Ongoing as part of annual VELG program
A13 5 Involve one or more voluntary agencies in 2 exercises	Ongoing	30/11/2013	Winter Preparedness MATD October 13, Rest Centre Ex 30/11/2013
<b>A14 Provision of internet sites</b>			
A14 1 Web site reviewed every 28 days	Ongoing	30/03/14	Lead officer reviewing and updating
A14 Structure and sign off process produced for unit and LRF website	Complete	12/11/13	Issued to officers 12/11/13

A14 3 4 x officers trained in website update	Complete	07/08/13	4 CEPU officers trained in website software.
<b>A15 Promote BCM to SMEs</b>			
A15 1 Promote BCM in appropriate forums	Ongoing	30/03/14	Activity ongoing throughout the year break down available.
A15 2 Signpost SMEs to further information advice and templates	Ongoing	30/03/2014	Website – CRR
A15 3 Develop a BCM testing package for two sectors	Ongoing	30/03/2014	Package in development for schools.
<b>A16 BC Plan for CEPU</b>			
A16 1 Conduct an annual exercise involving the plan	Yet to be started	31/12/13	CEPO to develop
A16 2 Review CEPU BCM Plan	Yet to be started	31/12/13	Will be undertaken following exercise.
<b>A17 CEPU Strategic Risk Register</b>			
A17 1 Produce and maintain an EPU strategic Risk Register	Yet to be started	29/11/13	CEPO to develop.
<b>A18 Circulation of minutes of meetings and other information received by the unit</b>	Ongoing	30/03/2014	No issues identified.
<b>A19 Submission of requests for invoices for exercises and / or plans.</b>	Ongoing	30/03/2014	No issues identified.
<b>A20 Develop and review admin procedures within the unit.</b>	Ongoing	30/03/2014	Benefits of reviews have shown greater efficiency of tasks and greater resilience.
<b>A21 Income generation increased by 15% on 2012-13</b>	Ongoing	30/03/2014	Ongoing.

<p style="text-align: center;"><b>EMERGENCY PLANNING JOINT COMMITTEE</b></p> <p style="text-align: center;"><b>26<sup>th</sup> November 2013</b></p>
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**Report of:** Principal Emergency Planning Officer

**Subject:** Competency Framework

**1. PURPOSE OF REPORT**

- 1.1 To provide members with an overview of the competency frameworks (Appendix 1) that have been developed for those officers and members in the Local Authorities who are identified to undertake a role in the event of an emergency.

**2. BACKGROUND**

- 2.1 A competency framework has been developed for each of the 10 key emergency roles and is contained in Annex 1.
- 2.2 The competency frameworks encompass the performance outputs expected to meet the minimum standards required for effective performance in the identified emergency role.
- 2.3 They have been developed to provide structure and define the individual competencies and awareness required by those officers and members working as part of the Emergency Response / Incident Management Team or with an emergency related remit.
- 2.4 Experience of training and exercising are key areas for each of the roles and both of these activities are primarily facilitated by the Cleveland Emergency Planning Unit through both internal and wider Local Resilience Forum exercises.

**The Benefits**

- 2.5 The competency frameworks offer a structured approach to the identification and development of the skills and knowledge required to fulfill the emergency roles.
- 2.6 They are an important tool to inform the training needs analysis for officers undertaking the emergency roles.

- 2.7 The framework will seek to offer a consistent and corporate approach to developing experience and providing officers new to their roles with confidence. In the current climate of change this structured process is seen as essential for the resilience of the authorities response.
- 2.8 It is recognised that some flexibility will be applied for prior experience but the framework provides a benchmark for any staff new to a given role.

### **Implementation**

- 2.9 The competency frameworks will be embedded in each of the boroughs through the respective Emergency Response Teams / Incident Management Teams.
- 2.10 The frameworks will be a living document. They will be reviewed and updated by the appropriate Senior Emergency Planning Officer following exercises, training and restructures or staff changes.

## **3. PROPOSALS**

- 3.1 No options submitted for consideration other than the recommendation.

## **4. RECOMMENDATIONS**

- 4.1 That Members note the report.

## **5. REASONS FOR RECOMMENDATIONS**

- 5.1 To provide members of the EPJC with confidence that despite significant changes within the boroughs a structured approach is being undertaken to ensure that staff are able and confident to perform their emergency roles.

## **6. BACKGROUND PAPERS**

## **7. CONTACT OFFICER**

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## Appendix 1 Borough Major Incident Staff Development Framework

Personal Development Plan – Strategic Officer .....	4
Personal Development Plan – Borough Emergency Response Team Member .....	5
Personal Development Plan – Borough Coordination Officer .....	6
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## Personal Development Plan – Strategic Officer

November 2013

Date	Training	Purpose	Delivered by	Complete
	Awareness of role within Borough Major Incident Plan	Understanding of role		
	Aide memoire to be produced	1 page reference outlined the role of the Communications Officer and the main duties and expectations		
	Attendance at Strategic Coordinating Group training	Involvement in strategic training with colleagues from other local authorities and other agencies, hosted at the CEPU to ensure best practise		
	Attendance at a Strategic level exercise	To familiarise with surroundings, and systems within a SCG		
	Attendance at structured de brief	To gain learning from exercise and further develop role		
	Overview of logging system	To re enforce the necessity for logging and differentiate between the needs of the chronological log and the decision making log		



## Personal Development Plan – Borough Emergency Response Team Member

November 2013

Date	Training	Purpose	Delivered by	Complete
	Awareness of major incident plan	Understanding of function of Borough Emergency Centre		
	Awareness of logging system / information management within BEC	To understand the importance of logging and what is required to be logged		
	Observe a exercise in either BEC, COMAH or tactical command	To gain familiarity with control systems and roles within it		
	Involvement in an exercise within BEC	To gain experience and confidence in role		

## Personal Development Plan – Borough Coordination Officer

November 2013

Date	Training	Purpose	Delivered by	Complete
	Copies of Major Incident Plan & Emergency Accommodation Plan	To provide an awareness and an overview of the key Emergency Plans within the authority, useful as a reference document for exercises and incidents		
	Familiarisation of the role of the BCO and involvement in a table top exercise	To gain an understanding of the role of the EPO Duty Officer, the lines of communications, the expectations of the role, an overview on the types of incidents that may arise and historical incidents. It will provide an opportunity to put this information to use by taking part in a small table top exercise		
	Aide Memoir for BCO role	1 page reference outlined the role of the BCO and the main duties and expectations		
	Attendance at a Major Live Play COMAH Exercise	To offer exposure to an exercise in a multi agency environment. Opportunity to observe others those in industry performing a similar role to the BCO		
	Borough Emergency Centre Exercise	To provide an opportunity for familiarisation / walkthrough within the BEC and its representatives, and for the BCO to work in an exercise environment performing the role		
	Attendance at Tactical training	Involvement in tactical training with colleagues from other local authorities and other agencies, potentially hosted at the CEPU		
	Attendance at Strategic Coordinating Group training	Involvement in strategic training with colleagues from other local authorities and other agencies, hosted at the CEPU		

## Personal Development Plan – Rest Centre Staff

November 2013

Date	Training	Purpose	Delivered by	Complete
	Emergency Accommodation plan	To gain understanding of Duties on Local Authority in respect of emergency accommodation. To understand when a rest centre would be opened and to understand roles that may be required in a rest centre.		
	Attendance at rest Centre training	To expand on above points and give opportunities to further explore role.		
	Attend rest centre exercise	To give opportunity to experience actual setting up of centre and how to overcome possible difficulties		
	Attendance at neighbouring Borough rest centre exercise	To check any learning points and how borough would fit in if mutual aid is requested.		
	Understanding of logging	To understand the necessity of both chronological logging and decision logging		

## Personal Development Plan – Emergency Centre Manager

November 2013

Date	Training	Purpose	Delivered by	Complete
	Awareness of Borough Major Incident Plan	Understanding of role of emergency centre manager		
	Walk through of Borough Emergency centre	To show the physical layout of Borough Emergency Centre		
	Awareness of time outs	To reinforce the need for time outs		
	Awareness of matrix	To clarify the key tasks of the emergency centre		
	Aide memoir	To identify key responsibilities of emergency centre manager		
	Attendance at Strategic / Tactical level training	Delivered at CEPU by emergency planning collage to give awareness of decision making in a major incident		
	Understanding of logging	To understand the necessity of both chronological logging and decision logging		

## Personal Development Plan – Recovery Lead

November 2013

Date	Training	Purpose	Delivered by	Complete
	Familiarisation with Borough emergency plan, LRF incident recovery plan,	To make officers aware of role within plan and to signpost where assistance is available (Bellwin scheme etc)		
	Attendance at recovery training event	To develop learning on best practise for recovery (to be arranged?)		
	Attend an exercise specifically targeted at recover from a major incident.	To check on learning and understanding of role		

## Personal Development Plan – Loggist

November 2013

Date	Training	Purpose	Delivered by	Complete
	Familiarisation with Borough emergency plan	To understand the role of loggist within the Borough Emergency Plan		
	Familiarisation with decision log	To understand the purpose and reasoning for decision logs to be kept		
	Attendance at loggist training	To attend loggist training organised by CEPU to understand requirements and systems of logging within the borough emergency centre and the need for officers at other locations to have a accurate log kept		
	Attendance at a exercise within the Borough emergency centre exercise	To use systems and understand their practical applications		
	Attendance at multi agency command in a exercise	To familiarise loggists with multi agency command and the requirements for accurate logging within the environment		
	Attendance at COMAH exercise	To see how different organisations use different logging techniques and help identify best practise		

## Personal Development Plan – Beachmaster

November 2013

Date	Training	Purpose	Delivered by	Complete
	Familiarisation with plans (MCA national contingency plan Cleveland plan SCAT forms)	To understand requirements of beach master		
	Attendance at MCA beach master training	To fully understand role of beach master their responsibilities and the reporting lines.		
	Attendance at CEPU maritime pollution awareness	To understand Cleveland specific plans including various plans for separate beaches.		
	Participation at a exercise within the Cleveland area	To check / develop learning identify strengths and weaknesses.		
	Understanding of logging	To understand the necessity of both chronological logging and decision logging		

## Personal Development Plan – EPJC Elected Member

November 2013

Date	Training / Awareness	Purpose	Delivered by	Complete
	Copy of the relevant Major Incident Plan and Emergency Accommodation Plan	To understand role of Authority and elected members in a major incident		
	Awareness of the function of EMRT / IMT relevant to their borough	To assist with their understanding of how emergency management is delivered within and monitored by their individual boroughs.		
	Awareness of LRF/ CEPU action plan	To be aware of the primary focus and associated work streams within the CEPU.		
	Attendance at an exercise	To observe how Local Authority interact with Emergency services in an incident		
	Emergency Planning Awareness	To understand legal requirements placed upon councils under Civil Contingencies act and other legislative requirements		
	Emergency Planning training (EPC delivered)	To give national best practise and to re enforce and expand on awareness training.		



## Personal Development Plan – Communications Officer

November 2013

Date	Training	Purpose	Delivered by	Complete
	Copies of Major Incident Plan	To provide an awareness and an overview of the key Emergency Plan within the authority, useful as a reference document for exercises and incidents		
	Aide Memoir for Communications Officer role	1 page reference outlined the role of the Communications Officer and the main duties and expectations		
	Familiarisation of the role of the Communications Officer and involvement in a table top exercise	To gain an understanding of the role of the EPO Duty Officer, the lines of communications, the expectations of the role, an overview on the types of incidents that may arise and historical incidents. It will provide an opportunity to put this information to use by taking part in a small table top exercise		
	Copy of the Cleveland Communications Strategy	To provide awareness of the main communications plan used by LRF partners in the event of an incident.		
	Attendance at Tactical training	Involvement in tactical training with colleagues from other local authorities and other agencies, potentially hosted at the CEPU		
	Attendance at Strategic Coordinating Group training	Involvement in strategic training with colleagues from other local authorities and other agencies, hosted at the CEPU		
	Participate in an exercise involving a media cell	Involvement in a media cell during an exercise with colleagues from other local authorities and other agencies		

# EMERGENCY PLANNING JOINT COMMITTEE

26<sup>th</sup> November 2013



**Report of:** Chief Emergency Planning Officer

**Subject:** Feedback from the Local Resilience Forum (LRF)  
Chairs and Secretariats Conference

## 1. PURPOSE OF REPORT

- 1.1 To provide members with an overview of the key themes and issues in the resilience sphere that were identified at the LRF Chairs and Secretariats Conference held on the 09<sup>th</sup> October 2013.

## 2. BACKGROUND

- 2.1 The CEPO was asked to attend the 1 day LRF Chairs and Secretariats conference held at the Department for Communities and Local Government in his role as Cleveland Local Resilience Forum Manager (CLRf).
- 2.2 The conferences are held twice a year and are used to both provide information to and seek the views of resilience practitioners. The conferences also provide an opportunity for emerging issues and best practice to be disseminated. Several of the items raised will be incorporated into the next financial year's action plan for both Cleveland Emergency Planning Unit (CEPU) and CLRf. Appendix 1 contains a summary produced by the Cabinet Office Civil Contingencies Secretariat and DCLG.
- 2.3 Below are key points for Cleveland.
- 2.4 National Risk Assessment – there appeared to be a recognition that additional value could be obtained from the risk assessment process and that the process could potentially be improved by greater feedback from the local level back into the centre. Discussions are ongoing between CEPU and the Resilience Emergencies Division regarding the development of the risk assessment tool and process.
- 2.5 There was a general recognition that whilst response is good prevention across a number of risks could be improved – it was recognised that this was a particular challenge in austere times.

- 2.6 Capability assessment has been piloted based upon mass fatalities, mass casualties, evacuation and shelter and resilient telecoms. This is an area where the risk assessment process could play a key part in defining what level of resource is required against the risks identified locally. A key consideration for LRF's is what capability is required against the risk and GAP analysis and does this require more than the locally available resource. This is likely to be a key theme for both CEPU and CLRF's Risk Assessment Working Group in 2014 -15.
- 2.7 It was identified that responders are very good at the identification of lessons but not so good at implementing them. It was identified that we need to start to learn lessons from further afield to inform capability assessment, prevention and response. Within CEPU a system has been identified to capture learning as demonstrated at the EPJC held on the 11<sup>th</sup> of June however it is felt by the CEPO that there is a greater opportunity to share learning between neighbouring EPU's and work has been started to increase dialogue.
- 2.8 Community Resilience – it was identified that more coordination is required and that there is the potential to tap into existing networks to achieve sustainable outcomes. It was felt that there is significant benefit if a long term approach were to be taken e.g. raising background awareness of resilience through schools and youth groups. This will be considered in the CLRF and CEPU work plans especially with regards to the second phase of the Environment Agency Community Resilience Project.
- 2.9 Business Continuity Promotion, there was recognition that the promotion of Business Continuity Management (BCM) to Small and Medium Enterprises (SMEs) one of the statutory duties on Local Authorities under the Civil Contingencies Act would benefit from additional support and assistance. National materials appropriate to SMEs are being developed specifically for the sector. Engagement with existing networks such as the Federation of Small Businesses (FSB) was encouraged following a case study from the west midlands. CEPU is currently trying to establish relations with the local branch of the FSB and is awaiting the materials to disseminate.

### **3. PROPOSALS**

- 3.1 No options submitted for consideration other than the recommendation.

### **4. RECOMMENDATIONS**

- 4.1 That Members note the report.

### **5. REASONS FOR RECOMMENDATIONS**

- 5.1 To provide members of the EPJC with an understanding of some of the themes that will be incorporated into the future CEPU / CLRF action plans.

**6. BACKGROUND PAPERS**

**7. CONTACT OFFICER**

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## **Appendix 1 Summary of the LRF Chairs Conference compiled by DCLG and Civil Contingencies Secretariat following the conference**

### **9<sup>th</sup> October LRF Chairs Conference Report** **Key messages compiled by DCLG/CCS following the conference**

#### **UK Resilience: the road ahead**

- CCS continues to horizon scan, but challenges do remain
- CCS are clarifying the key priorities for the resilience agenda in terms of the way we work
- We will look at how we assess the impact of risks
- CCS are developing the 'Community Prepared Programme' to help grow community resilience
- The resilience community should continue to engage with the centre to help inform national policy development

#### **UK Resilience: travelling in convoy**

- Good examples of LRFs working together for better outcomes
- We must continue to be innovative and joined up in light of challenges ahead
- RED will continue to facilitate and support efforts to deliver better, together
- Blue lights collaboration is one path to achieving efficiency savings
- Joint working is a key component for the future of resilience

#### **Local health resilience partnerships: A step in the right direction?**

- Don't listen to all the rumours - LHRPs are taking shape
- There are already some good examples of LHRPs
- Nominated LHRP teams should enhance engagement

#### **Army 2020 getting the best out of the military: marching to a new beat**

- 'New look' military will be in place post 2020
- Emergency planners should consider how to utilise the military post 2020
- The military can be a valuable resource in an emergency

#### **Local business continuity: setting the pace for effective response**

- Small businesses face big challenges
- We must engage with them to ensure continued resilience within this community

- Small businesses can be hard to reach - good engagement is key
- Use FSB to support engagement!

**High Impact Hazards: severe space weather and effusive volcanoes - a giant leap for mankind?**

- Potential effects of space weather and effusive eruptions are significant
- We need to look beyond the obvious impacts
- The national approach takes lead from the science which informs how we plan and seek to build capability in this area
- Local planning should take account of potential impacts

**Flooding: is walking in waders the future?**

- Potential impacts of wide area coastal flooding are significant
- Recovery is just as important as the response

**JESIP: walking in each others' shoes**

- JESIP vision is clear - 'working together can save lives'
- Making decisions together = effective decisions
- LRFs are important in the development of this work

# EMERGENCY PLANNING JOINT COMMITTEE

26<sup>th</sup> November 2013



**Report of:** Chief Emergency Planning Officer

**Subject:** REPORTED INCIDENTS AND WARNINGS  
RECEIVED

## 1. PURPOSE OF REPORT

- 1.1 To inform members of the Emergency Planning Joint Committee (EPJC) of the incidents reported and warning communications received and dealt with by the Cleveland Emergency Planning Unit (CEPU). The report covers the period between 24<sup>th</sup> July 2013 and 8<sup>th</sup> November 2013 (15 weeks).

## 2. BACKGROUND

- 2.1 CEPU provide a 24 hour point of contact for partners requesting assistance and for the provision of tactical advice to the four local authorities.
- 2.2 There are a number of mechanisms in place to ensure that CEPU are made aware of incidents both in and out of normal office hours.
- 2.3 National Severe Weather Warning Service
- 2.4 During the period 24<sup>th</sup> July 2013 and 8<sup>th</sup> November 2013 there were 35 weather alerts and 2 warnings issued. These alerts are issued by the Meteorological Office as part of the National Severe Weather Warning Service and include warnings of strong winds, heavy rainfall, snow and ice.
- 2.5 During the period 5 Heat wave Planning Advice statements were issued and no Heat wave Action / Warnings were issued. These warnings relate to prolonged increased day and night time temperatures and trigger responses within health and social care.
- 2.6 The warnings are supported 24 hours per day by the Meteorological Office both at their Headquarters in Exeter and locally via a Public Weather Service Advisor co-located with the Environment Agency in Newcastle. Additionally all CEPU on-call officers have access to the Met Office Hazard Manager Internet Site allowing them to monitor weather in near real time.

## 2.7 Environment Agency Flood Warnings

2.8 Flood Warnings are issued by the Environment Agency to raise the public and responders awareness of potential / actual flooding as a result of coastal and river flooding. The service does not currently include warnings of surface water flooding due to variation and localised nature of the events (an advanced warning is issued in conjunction with the met office as a separate service under the Flood Forecasting Centre).

2.9 The system has several stages:

**Flood Alert** – issued when flooding is possible and will be issued at least 2 hours in advance of the potential flooding event. (Note 2 hour warning is dependant on the topography of the river basin).

**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.

Severe Flood Warning – Issued when there is severe flooding expected and there is danger to life. This may be jointly issued with responders.

**Warning No Longer In Force** – issued when the risk has subsided.

2.10 During the period 24<sup>th</sup> July 2013 and 8<sup>th</sup> November 2013 **12 flood alerts and 0 flood warnings** were issued by the Environment Agency within the Cleveland LRF boundary for a combination of tidal and fast rising becks. No severe flood warnings were issued during this period.

2.11 Cold weather alerts 2 and forecasts 2.

## 2.12 Industrial Communications System

2.13 The fax based industrial communications strategy is used to alert responders and members of the public in the event of an incident on an industrial site. There are two levels associated with the system: 1) Blue – for information only issued to partners and contact centres and 2) Red – where action is required (e.g. shelter within prescribed areas) broadcast via BBC Radio Tees.

2.14 During the period 21 notification blue faxes were issued (not including close outs) by the operators or agencies involved in the strategy. Awareness of the system remains high with ongoing testing undertaken as a routine in both Control of Major Accident Hazard Regulations Tests and under the Radiation Emergency Preparedness Public Information Regulations.



- 2.15 Whilst the majority of faxes were in relation to site processes that may cause alarm such as flaring a number required additional contact between CEPU, the operator and emergency services to seek clarification, give advice or gather further information.
- 2.16 No red faxes were issued during this period.
- 2.17 Members should be aware a significant number of tests have been undertaken on the proposed e-mail based system however a number of glitches have been identified. A decision on the transference from fax to e-mail will be sought from stakeholders. As with the previous system a safeguard of voice calls is built into the proposed new system.
- 2.18 Incidents of Note
- 2.19 In the period 9 incidents of note have occurred these are outlined in Appendix 1.
- 2.20 As can be seen the range of incidents was varied with a combination of reported chemical incidents and adverse weather.
- 2.21 The most significant incident in terms of community impact was the flooding as a result of surface water flooding that occurred on the 6<sup>th</sup> September. A number of CEPU staff were involved in both the initial response and the recovery aspects of the incident.
- 2.22 Over the period 6<sup>th</sup> – 9<sup>th</sup> September partners received 391 reported incidents including 71 reported incidences of internal flooding. The incident had a significant impact on the transport network especially with regards to access and egress to East Cleveland with damage resulting to Bridges in both Loftus and Skinningrove.
- 2.23 Credit should be given to both the responding partners and the community who played a significant part in both reporting and reducing the impact of the event. Examples of assistance from the community included assisting vulnerable neighbors and heeding advice regarding travel and safety in flood water.
- 2.24 The incident was declared a major incident and a multi-agency tactical command was established to support the operational response. The incident has been debriefed both by individual agencies and as a multi-agency group. An action plan has been drafted to support the continual learning and response to future incidents. Once approved the action plan will be overseen by the Local Resilience Forum / individual agencies as applicable.
- 2.25 In line with their legal responsibilities under the Flood and Water Management Act 2010 Redcar Council is now undertaking an investigation into the causes of the incident and developing an action plan to reduce the impacts of such events in the future.

- 2.26 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'.

### **3. PROPOSALS**

- 3.1 No options submitted for consideration other than the recommendation.

### **4. RECOMMENDATIONS**

- 4.1 That Members note the report.

### **5. REASONS FOR RECOMMENDATIONS**

- 5.1 To ensure that members are aware of the role of CEPU as first point of contact and as tactical advisors in the event of a significant incident / potential incident both in and out of hours.

### **6. BACKGROUND PAPERS**

### **7. CONTACT OFFICER**

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**Appendix 1 Incidents occurring within CEPU Area 24/07/13 – 08/11/2013**

<b>Date</b>	<b>Authority Area</b>	<b>Incident Type</b>	<b>Notes</b>
02/08/2013	Stockton	Chemical / Industrial	Release of benzene from an industrial site. No offsite consequences reported but message initially issued by the operator to go in and stay in. Incident stood down following confirmation from operator.
07/08/2013	Middlesbrough	Road Traffic Collision	Request for assistance with fatal RTC on the A66. Council able to assist.
27/08/2013	Stockton	Hazmat	Release of caustic soda on Seal Sands road managed by CFB for information only.
02/09/2013	Middlesbrough	Public safety	Youths reported on roofs – police concerns reference safety and distraction to members of the public. Traffic signage requested.
03/09/2013	Stockton	Gas leak	Gas leak ignited in Billingham Town Centre. 4ft flame near Kingsway house. Emergency services contained until made safe.
06/09/2013	Redcar and Hartlepool	Surface water and sewage flooding	Flooding across the area. Significant rainfall lead to number of properties flooded and significant disruption to the road network. East Cleveland and Redcar most affected with a number of instances of sewage being uncontained. Major incident declared and recovery established. Debriefed separately.
15/09/2013	Hartlepool	Wind damage	Query from CFB reference access to structural engineers out of office hours following damage to buildings.
06/10/2013	Middlesbrough	Support for police investigation	Request for assistance with road closures and diversion of buses to assist with the investigation of crime.
15/10/2013	Hartlepool	Suspected cyanide incident	Cyanide release on a vessel reported and tactical command established. Identified that the report was wrong but with good intent.