

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Tuesday 4th February 2014

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 26 NOVEMBER 2013** *(previously circulated)*



4. ITEMS FOR DECISION

No items

5. ITEMS FOR DISCUSSION/INFORMATION

- 5.1 Quarter 3 Revenue Financial Management Report – *Chief Finance Officer*
- 5.2 Community Risk Register – *Chief Emergency Planning Officer*
- 5.3 CEPU COMAH, REPIR and Pipeline Actions Update – *Chief Emergency Planning Officer*
- 5.4 CEPU Internal Learning from the 5th December Tidal Surge – *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 6 May 2014 – 10.00 am



EMERGENCY PLANNING JOINT COMMITTEE

4th February, 2014



Report of: Chief Finance Officer

Subject: QUARTER 3 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 at **Appendix 1**.

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. This is as previously reported and 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 Joint Committee meeting on 26th November 2013 this will be transferred to reserves to support future service delivery in a climate of ongoing budget cuts.

3.3 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. 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 £9,000. This is slightly higher than previously reported owing to increased training provision resulting in additional income generation. As agreed at the Joint Committee meeting on 26th November 2013 this will be transferred to reserves at the end of the financial year.

- 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. As agreed at the Joint Committee meeting on 26th November 2013 this will be transferred to reserves at the end of the financial year.
- 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 now due to have its initial meeting in March 2014 from which an action plan will be developed.

4. RECOMMENDATIONS

- 4.1 That Members:
- i. Note the contents of the report.

5. REASONS FOR RECOMMENDATIONS

To ensure Members are aware of the Emergency Planning Unit's current financial position.

6. BACKGROUND PAPERS

None.

7. CONTACT OFFICER

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Chief Finance Officer
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EMERGENCY PLANNING UNIT FINANCIAL POSITION AS AT 31ST DECEMBER 2013

Actual Position 31/12/13						
Cost Centre	Description	Annual Budget £'000	Expected Budget to Date £'000	Actual Expenditure/ (Income) to Date £'000	Variance to Date Adverse/ (Favourable) £'000	Projected Outturn Variance Adverse/ (Favourable) £'000
Emergency Planning	Direct Costs - Employees	378	283	264	(19)	(25)
	Direct Costs - Other	150	79	93	14	5
	Income	(528)	(457)	(464)	(7)	0
Emergency Planning Total		0	(95)	(107)	(12)	(20)
Environment Agency	Direct Costs - Employees	0	0	0	0	0
	Direct Costs - Other	50	36	35	(1)	0
	Income	(50)	(50)	(50)	0	0
Environment Agency Total		0	(14)	(15)	(1)	0
Local Resilience Forum	Direct Costs - Employees	0	0	0	0	0
	Direct Costs - Other	37	25	24	(1)	0
	Income	(37)	(27)	(41)	(14)	0
Local Resilience Forum Total		0	(2)	(17)	(15)	0
Enterprise	Direct Costs - Employees	0	0	0	0	0
	Direct Costs - Other	0	0	7	7	8
	Income	0	0	(16)	(16)	(17)
Enterprise Total		0	0	(9)	(9)	(9)
Training and Exercise	Direct Costs - Employees	0	0	0	0	0
	Direct Costs - Other	0	0	2	2	2
	Income	0	0	(5)	(5)	(8)
Training and Exercise Total		0	0	(3)	(3)	(6)
GRAND TOTAL		0	(111)	(151)	(40)	(35)

EMERGENCY PLANNING JOINT COMMITTEE

4th February 2014



Report of: Chief Emergency Planning Officer

Subject: Community Risk Register

1. PURPOSE OF REPORT

- 1.1 To provide members of the Emergency Planning Joint Committee with an overview of the Community Risk Register produced on behalf of the Local Resilience Forum and the associated launch and promotion activities.

2. BACKGROUND

- 2.1 The Civil Contingencies Act 2004 places a number of duties upon the local authorities as category 1 responders. These include the duty to assess risk, warn and inform and the promotion of business continuity (local authorities only).
- 2.2 Having reviewed the means of undertaking these activities the need for a single and more user friendly document was identified. The existing risk register having being overly technical and by necessity containing jargon used by responders. Following comparison of identified best practice from across the country and with the input of both the Cleveland LRF Media Forum and Risk Assessment Working Groups a user friendly version has been developed.
- 2.3 There are a number of audiences targeted by the document including residents and business. The document contains the key risks identified by the risk assessment working group and identifies for each what actions are being undertaken by statutory services and which actions can be taken by the community. Throughout the document additional sources of information such as lead agencies websites are identified.
- 2.4 **Appendix A** contains an outline promotion and distribution plan. This relies on the combined efforts of a number of groups including LRF Partners and private media to highlight the document across as wide an audience as possible. Targeted promotion and distribution will be undertaken with sectors including industry, schools and the business sector.
- 2.5 The intention is to use the CRR as single point of reference for residents, industry and partners. Whilst the paper copies will be made available via community settings and direct distribution there is a significant use of the

electronic dissemination of the register via existing social and corporate networks. This will be promoted through internal staff emails and council / partners publications.

- 2.6 Whilst evaluating the effectiveness of public information is notoriously hard to evaluate we intend to utilise feedback from the respective boroughs viewpoint surveys and monitor feedback from sources including social media and direct feedback.

3. PROPOSALS

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

4. RECOMMENDATIONS

- 4.1 The following recommendations are made;

- 1) That members familiarise themselves and their colleagues with the register.
- 2) That members support the publication of the CRR in the revised format and promote in relevant fora.
- 3) That members actively seek feedback from their colleagues and respective communities and feed into CEPU.

5. REASONS FOR RECOMMENDATIONS

- 5.1 The CRR demonstrates a number of the duties required under the CCA are being undertaken by the Authorities in a user friendly format. Members are a key source of information on the effectiveness of the action at a local a level.

6. BACKGROUND PAPERS

- 6.1 Cleveland Community Risk Register (paper copies to be issued at the meeting).

7. CONTACT OFFICER

Katie Hammond
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Regeneration and Neighbourhoods
Hartlepool Borough Council
01642 232442
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Appendix 1 Community Risk Register Promotion Plan

Cleveland Local Resilience Forum has produced a brochure giving information relating to the Cleveland Community Risk Register. The purpose of this brochure is to provide this information to the local community, schools and business in a reader friendly and accessible format. 10,000 hard copies will be produced and distributed across Cleveland. The brochure is currently available to download at www.clevelandemergencyplanning.info.

Promotion of the brochure will be targeted in the following ways:

Communities

Aim: To provide communities with information relating to risks in Cleveland in order for them to have a clear understanding of what could affect them in the area they live in, and to provide advice on how they can be more prepared in their own home and as a community. It is hoped that by being prepared communities will be more resilient during an emergency.

Advertising: The brochure will be advertised to communities via council magazines 'Hartbeat', 'Stockton News', and 'This is Redcar & Cleveland'; there will be a cost attached to some of this advertising. Council social media sites and the 'Incidents on Teesside' facebook page will also be asked to assist with dissemination. There will be an official launch date for the public (05 March 2014), a press release will be drafted in relation to this and a photograph taken of LRF members promoting the brochure, these will be circulated to all local newspapers.

Distribution of Hard Copy Brochure: Hard copies of the brochure will be available in the following buildings across Cleveland:

- Council buildings that are open to the public
- Libraries
- Community Centres
- Emergency Services buildings that are open to the public

Schools

Aim: To provide school staff with information on risks in Cleveland to inform their school's emergency plan and business continuity plan. It is anticipated that by giving schools information on the risks that exist within Cleveland they can consider external influences that may have an impact on their school, something which they may not have thought about previously. Once a school understands the risks in their area it is hoped that this will be discussed and shared with parents and children associated with that school to inform them about what arrangements the school has in place for emergencies and what parents should or shouldn't do to support the school through an emergency.

Advertising: During 'Schools Out' training those in attendance will be provided with a copy of the brochure and it will be explained how it can inform school plans. Following the training an electronic version will be distributed to schools in order for it to be circulated further to members of staff not attending the training. A hard copy of the brochure will also be distributed to the head teacher of every school in Cleveland.

As well as advertising to school staff there will also be advertising in Primary Times magazine, which is distributed to every primary school child in the Tees Valley, there will be a cost associated

with this. This will drive to parents to the website to look at the brochure and will encourage them to consider not only how prepared they are in their own home but also if they know the emergency arrangements in place for their child's school.

Distribution of Hard Copy Brochure: Hard copies of the brochure will be distributed to every head teacher in Cleveland with a cover letter explaining its purpose and how it should be used, it will also be given out to attendees of 'School's Out' training.

Business & Industry

Aim: To provide businesses and industry with information relating to risks in Cleveland in order for them to have a clear understanding of external influences that may impact how they deliver their day-to-day operations. The information within the brochure should help inform their emergency and business continuity plans. Some organisations may already have emergency plans in place but not considered their business continuity procedures; the brochure offers some guidance on how to get started with this.

Advertising: Business Continuity Week (17 – 21 March 2014) will be used as a launch pad to promote the brochure to businesses. The aim is that this will be done in partnership with the North East Chamber of Commerce and will be advertised using their newsletter. It is hoped that this will cover SME that may not have previously consider business continuity planning.

Distribution of Hard Copy Brochure: Hard copies of the brochure will be distributed to every top tier COMAH site and port user in Cleveland with a cover letter explaining its purpose and how it should be used.

Evaluation/Feedback

In order to generate feedback on the brochure a Viewpoint survey has been created and will be circulated in each of the Cleveland boroughs. The survey is designed to gain feedback in the following areas:

- Did people find the brochure to be accessible and easy to understand
- After reading the brochure did they feel that they had a greater understanding of the risks present in Cleveland
- After reading the brochure did they feel more or less reassured about risks within Cleveland and how they were managed
- Did the brochure provide enough information on how to be more prepared as a household and a community
- Did the brochure encourage them to be more prepared

Timeline

28 February 2014:	Have all hard copy brochures printed and delivered to CEPU
28 Feb – 05 March 2014:	Distribute hard copies to community venues
03 March 2014:	Circulate press release
05 March 2014:	Launch to the public
10 – 14 March 2014:	Distribute hard copies to schools and businesses
13 March 2014:	Copy deadline for Primary Times
17 – 21 March 2014:	Focus on promoting to business (Business Continuity Week)
24 March 2014:	Publication of Primary Times

*Dates for Hartbeat, Stockton News, and This is Redcar & Cleveland TBC.

EMERGENCY PLANNING JOINT COMMITTEE

4th February 2014



Report of: Chief Emergency Planning Officer

Subject: CEPU COMAH, REPPIR and Pipeline Actions Update

1. PURPOSE OF REPORT

- 1.1 To inform the Emergency Planning Joint Committee on the progress of the CEPU action plan specifically actions:
- A06 COMAH Offsite Emergency Response Plans
 - A07 To seek continued compliance with the Pipeline Safety Regs
 - A08 Maintain understanding of Seveso III and COMAH
 - A10 Conduct / participate in multi-agency exercises under COMAH / Pipelines / REPPIR

2. BACKGROUND

- 2.1 Both the Control of Major Accident Hazard Regulations 1999 (COMAH) and the Pipeline Safety Regulations 1996 place duties upon the Local Authority to produce and maintain emergency response plans for COMAH establishments and Major Accident Hazard Pipelines falling within their area. Additionally the COMAH Regulations also require an emergency exercise be carried out on a three yearly basis to test the plan.
- 2.2 Currently within the Cleveland area there are a total of 33 top tier COMAH sites accounting for approximately 10% of the UK total and 50 major accident hazard pipelines.

3. CURRENT SITUATION

A06 COMAH Offsite Emergency Response Plans

A total of 7 COMAH plans have been updated this financial period. Currently there are 3 COMAH plans which still require review prior to the end of the financial year, they are SABIC No.4 Brinefields, ConocoPhillips Petroleum, and INEOS Nitriles. It is expected that all of these plans will be reviewed prior to the end of the current financial period.

As per the CEPU action plan the COMAH plan structure has been reviewed on an annual basis with neighbouring authorities, and local emergency service partners.

A07 To seek continued compliance with the Pipeline Safety Regulations

During the 2013/14 period a meeting was held to review the structure of the major accident hazard pipeline plans by the Emergency Planning Unit involving emergency service partners. It was decided that the existing structure of the plans whilst fulfilling regulations did not contain all of the relevant information and structure which would be useful during an incident. As a result the existing pipeline plan template has been altered and a new template produced. It was also decided that all pipeline plans would now be combined into one plan with each pipeline having an individual appendix at the rear of the document.

It is expected that the pipeline plan will be available before the end of the 2013/14 financial period.

A08 Maintain understanding of Seveso III and COMAH

To enable the CEPU to stay up to date with developments regarding the 2015 Seveso III update to the COMAH regulations the CEPU have continued to maintain our seat on the Emergency Planning Society COMAH / Pipelines Liaison Group. The group provide response on behalf of the society to formal consultations on regulatory amendments and statutory guidance documents. It is made up of members from the competent authority, local authorities and industrial representatives who. Members of the group have decided that in effort to share knowledge and understanding across local authority boundaries two additional meetings will be held annually to discuss both COMAH plan structure and exercising and testing arrangements.

The Seveso III update to the COMAH regulations is expected to come into force in June 2015. Significant changes are expected with regards to the substance tier thresholds and to the way interaction is carried out with the public.

A10 Conduct / Participate in multi-agency exercises under COMAH / Pipelines

Under COMAH Regulation 11 a duty is placed on the local authority to test the offsite plan and take reasonable steps to arrange for the emergency services to participate in the test to such extent as is necessary. All costs for exercises are recovered under regulation 13 which states the local authority may charge a fee for performing its duties under regulations 10 and 11. The fee shall not exceed the sum of costs reasonably incurred including costs for arranging for emergency service participation. All multi-agency COMAH exercises within the Cleveland area are overseen by the Exercise Planning Group.

During the 2013/2014 period a total of 11 multi-agency COMAH live play exercises have been carried out. There have been no exercises on pipelines during the 2013/2014 period as they are not required under the Pipeline Safety Regulations.

Clarification is being sought regarding the exercise regime associated with one of the top tier COMAH sites. HSE have been asked to comment on whether an exercise is required or if the exercise on a neighbouring facility operated by the same company using the same locations and personnel would suffice.

The action tracking process following exercises has now altered to help simplify the process. Actions identified during exercise are agreed by the Exercise Planning Group and added to the actions tracking sheet. Follow up calls can then be made as required.

4. ASSUMPTIONS

Assumptions have been made that information required to complete the Offsite COMAH plans and major accident hazard pipelines will be supplied by operator and agencies when requested and in a usable format. Deadlines could be impacted if issues occur.

5. RECOMMENDATIONS

1. The COMAH Offsite plan and Pipelines plan updating process continues in its current format.
2. Exercising and testing to continue under the guidance of the Exercise Planning Group for the coming financial year.
3. CEPU maintain its seat on the EPS COMAH / Pipelines Emergency Planning Liaison Group.

Report Author T. Shurmer (Senior Emergency Planning Officer)

Report Date 23rd January 2014

EMERGENCY PLANNING JOINT COMMITTEE



Report of: Chief Emergency Planning Officer

Subject: CEPU internal learning from the 5th December Tidal Surge

1. PURPOSE OF REPORT

1.1 It is not the intent of this report to provide a detailed account of the tidal surge or the resultant damage but to provide an overview of the learning from the CEPU internal debrief following the Tidal Surge. It should be noted by members that additional multi-agency reports and action plans are being progressed and will be overseen by the Cleveland Local Resilience Forum and at a national level.

2. BACKGROUND

2.1 The possibility of a surge was identified and communicated via pre-agreed channels (Flood Forecasting Centre) on the 2nd December however likelihood of significant impacts was deemed low (Yellow). A number of additional guidance statements were issued escalating to medium (Amber) issued on the evening of the 4th December. Throughout the build up CEPU participated in multi-agency teleconferences at which the modeling and likely impacts were discussed.

2.2 The CEPU in their advisory role helped coordinate information flow from the MET Office and the Environment Agency to local responders. On receipt authorities put in arrangements to ensure staff coverage during the event and to manage the impacts of strong winds over the night of the 4th / 5th December.

2.3 Based upon the warnings and information from partners a Tactical Coordination Group was established on the morning of the 5th December at Police Headquarters. Representatives from all four local authorities attended with support provided by CEPU. This allowed co-location with Police, Fire and health agencies. Robust communications were established with the Environment Agency Flood Room and other partners e.g. NEAS, Northern Powergrid. CEPU requested a number of voluntary agencies to standby by in the event that assistance was required.

- 2.4 Prior to high tide reports from authority staff on the ground indicated that the surge was significantly higher than the worse case scenario especially within the confines of Tees estuary. This required a rapid escalation of the response to include evacuation of residents and the establishment of emergency accommodation. This was significantly aided by the early notification to both local authority staff and the voluntary sector.
- 2.5 All four boroughs were impacted to some degree. Impacts of the surge included residential, commercial and industrial premises. Significant damage was sustained to flood defences at Greatham and at Billingham Reach. Three Top Tier COMAH sites were directly impacted and precautionary arrangements established.
- 2.6 CEPU was in attendance for the duration of the Tactical Command and staff not deployed provided essential liaison with partners including industry. In addition CEPU officers provided a range of support in the recovery phase led primarily by Stockton Borough Council.
- 2.7 During the event a number of the plans, procedures and resources developed by CEPU were utilised and these along with internal CEPU processes are being reviewed.
- 2.8 An internal CEPU debrief was held on the 11th December to reflect on the actions the CEPU took during the event and to look at any improvements we could make both specifically with regard to any future tidal surges and for incident response in general.
- 2.9 It should be noted that the CEPU internal debrief has fed into a multi-agency debrief which is currently being compiled for the Cleveland Local Resilience Forum. In addition a number of specific follow up actions are being identified and undertaken via local, regional and national forums.

3. PROPOSALS

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

4. RECOMMENDATIONS

- 4.1 The following recommendations are made;
- 1) That the members note the role of CEPU throughout the tidal surge event.
 - 2) That the members note that where issues have been identified both areas for improvement and good practice, action plans are being implemented.

5. REASONS FOR RECOMMENDATIONS

- 5.1 To demonstrate awareness and support for the activities undertaken by CEPU on behalf of the four local authorities, responding partners and the wider community before, during and after the surge.

- 5.2 To demonstrate that a process to actively develop plans and procedures in light of the experiences is being undertaken.

6. BACKGROUND PAPERS

- 6.1 N/A

7. CONTACT OFFICER

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Appendix: A summary example of recommendations identified by CEPU staff during the Tidal Surge.

Please note that these recommendations relate specifically to the role of CEPU a multi-agency debrief has been undertaken to identify issues relating to the wider response. In addition a number of work streams are being undertaken at both national and regional levels in light of the surge.

No	Issue
1	<p>Information Sharing</p> <ul style="list-style-type: none"> • Greater awareness of the limitations of forecasts at CEPU would have been beneficial i.e. both the likely scenario and worst case scenario were significantly lower than the conditions actually experienced. • Increased structure and usage of time outs and shared logging system would have improved all officers situational awareness. • CEPU staff acted as a crucial resource for responders obtaining and relaying information both locally and nationally. • Initial impact on communications as a result of calls and queries from the public who were being directed to CEPU from contact centres and PR departments. • Information sharing and access to information e.g. on the vulnerable from partners was requested and supplied without delays or barriers.
2	<p>Rest Centre</p> <ul style="list-style-type: none"> • Inter Local Authority Mutual aid requested and received, demonstrating the benefits of joint plans and training. • Staff reported that the response benefited from having recently undertaken rest centre training and exercising. • Problem identified with deregistering people when they were only temporarily leaving the centre. • Additional/earlier information on how many people were being evacuated to it and their expected arrival time would have assisted the rest centre staff. • Activation and response of the voluntary sector – the skills and experience that the voluntary sector brought to the rest centre was highly beneficial • All rest centre bedding was stored at the EPU – potential issues with storage in one location. Transportation and access requires a CEPU staff member to be re-deployed – consideration to be given to spreading the risk.
3	<p>Staffing</p> <ul style="list-style-type: none"> • All staff were actively involved and were fundamental to the response and recovery. • Internal CEPU arrangements for response to a major incident to be reviewed specifically the wider CEPU response i.e. not the lead / duty officer. • Tactical command was staffed for 2 days – this was reliant on officers good will and some officers working long shifts. A more robust rota system needs to be put in place to ensure shifts are limited and that officers are rested. • None operational staff could be better utilised in future events in a supportive role i.e. ensuring rotas are covered, collating situation reports, ensuring CEPU timeouts are scheduled. • Splitting staff into response and recovery staff would ensure clarity of role in the initial stages of the recovery where there may be an overlap.
4	<p>Communications</p> <ul style="list-style-type: none"> • CEPU core response functions were unaffected for the period of the event - despite phone outages, IT and website outages and power loss. Demonstrating both the BCM planning and the initiative of staff. • Social media and communicating warnings to key stakeholders was utilised however further expansion / usage to be considered.

**EMERGENCY PLANNING JOINT
COMMITTEE**
4th February 2014



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 9th November 2013 and the 22nd January 2014 (11 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.

3 National Severe Weather Warning Service

3.1 During the period 24th 9th November 2013 and the 22nd January 2014 there were 15 weather alerts (primarily cold weather) and 2 severe weather warnings issued (wind). 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.

3.2 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.

4 Environment Agency Flood Warnings

4.1 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).

4.2 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.

4.3 During the period 24th July 2013 and 8th November 2013 **51 flood alerts and 18 flood warnings** were issued by the Environment Agency within the Cleveland LRF boundary. The majority of these warnings were issued for a combined tidal surge and spring tides and fast rising becks.

4.4 No severe flood warnings were issued during this period.

5 Industrial Communications System

5.1 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.

5.2 During the period 13 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.

5.3 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.

- 5.4 No red faxes were issued during this period.
- 5.5 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.

6 Incidents of Note

- 6.1 In the period 4 incidents of note have occurred these are outlined in **Appendix 1**.
- 6.2 The most significant incident was the tidal surge experienced on the 5th December and the resulting impacts. This incident had many strands including the strong winds, flooding, impact on hazardous industries, power outages and security. Interventions included activation of tactical command, rest centers, evacuation and the establishment of a recovery group. A number of debriefs have been held and reports and recommendations are currently being compiled both locally and nationally. In addition a number of agencies are currently undertaking investigations under the Flood and Water Management Act.
- 6.3 A second incident occurred at Wilton International whereby a stock of reclaimed wood ignited. The stockpile burnt for 16 days initially causing significant discomfort for residents impacted by the smoke. Cleveland Fire Brigade led on the incident with assistance from the Site, Local Authority and Health partners. A defensive strategy was utilised to minimise the impact on residents.
- 6.4 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'.

7. **PROPOSALS**

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

8. **RECOMMENDATIONS**

- 8.1 That Members note the report.

9. **REASONS FOR RECOMMENDATIONS**

- 9.1 To ensure that members are aware of the role of CEPU and the scale of incidents which continue to occur within the Cleveland area.

10. **BACKGROUND PAPERS**

No background papers supplied.

11. **CONTACT OFFICER**

Stuart Marshall Chief Emergency Planning Officer
Cleveland Emergency Planning Unit
Regeneration and Neighbourhoods
Hartlepool Borough Council
01642 232442
Stuart.Marshall@Hartlepool.gov.uk

Appendix 1 Incidents occurring within CEPU Area 09/11/13 – 22/01/14

Date	Authority Area	Incident Type	Notes
5 th December 2013	All authorities	Strong winds	Damage reported to a number of buildings both public and private, requests for assistance with traffic management and clearance of highways.
5 th December 2013	All authorities	Tidal Surge	Tidal surge impacted the Cleveland Area, resulted in cutting off the Headland, damage to flood defences, flooding to residential and commercial property at Port Clarence and Portrack. Substation inundated resulted in power outage to approximately 10k properties. Damage sustained to cars and pitch at Middlesbrough college, properties in Redcar, Saltburn and Cowbar.
23 rd December 2013 - 8 th January 2014	Redcar and Cleveland	Fire on wood pile	Large fire in industrial setting – potential to spread to neighbouring areas. Escalated significantly as a result of strong winds. Significant smoke offsite impact on residential areas. Defensive strategy utilised assistance requested with traffic management and communications.
5 th January 2014	All authorities	Tidal surge	High spring tides reported and flood alerts issued. Officers on standby and liaison between CEPU and emergency services 11:08 – 18:20.
06 January 14	Middlesbrough	Industrial	Oil released on industrial site which spread to the highway. Assistance requested with traffic management.