

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Tuesday 11th November 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

Redcar and Cleveland Borough Council:-
Councillor Steve Goldswain

Stockton Borough Council:-
Councillor David Rose

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 5th AUGUST 2014** *(previously circulated)*



4. ITEMS FOR DECISION

No items.

5. ITEMS FOR DISCUSSION/INFORMATION

5.1 Quarter 2 Revenue Financial Monitoring Report 2014/2015 – *Chief Finance Officer*

5.2 Update on CEPU Actions Quarter 2 2014 – *Chief Emergency Planning Officer*

5.3 Reported Incidents and Warnings Received – *Chief Emergency Planning Officer*

5.4 Shale Gas Abstraction – *Chief Emergency Planning Officer*

6. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT



**EMERGENCY PLANNING JOINT
COMMITTEE**
11th November, 2014



Report of: Chief Finance Officer

Subject: QUARTER 2 REVENUE FINANCIAL MONITORING REPORT
2014/2015

1. PURPOSE OF REPORT

1.1 To provide details of progress against the Joint Committee's overall revenue budget for 2014/2015.

2. BACKGROUND

2.1 The report provides an overall picture of performance and progress of the Emergency Planning Unit (EPU) against the approved 2014/2015 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 30/09/14						
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	382	191	179	(12)	(24)
	Direct Costs - Other	135	68	96	28	21
	Income	(517)	(325)	(325)	0	(15)
Emergency Planning Total		0	(66)	(50)	16	(18)
Environment Agency	Direct Costs - Employees	0	0	0	0	0
	Direct Costs - Other	50	5	5	0	0
	Income	(50)	(30)	(30)	0	0
Environment Agency Total		0	(25)	(25)	0	0
Local Resilience Forum	Direct Costs - Employees	0	0	0	0	0
	Direct Costs - Other	37	5	2	(3)	0
	Income	(37)	(37)	(31)	6	0
Local Resilience Forum Total		0	(32)	(29)	3	0
Enterprise	Direct Costs - Employees	0	0	0	0	0
	Direct Costs - Other	10	5	5	0	0
	Income	(10)	(5)	(5)	0	0
Enterprise Total		0	0	0	0	0
Training and Exercise	Direct Costs - Employees	0	0	0	0	0
	Direct Costs - Other	26	0	16	16	0
	Income	0	0	(12)	(12)	0
	Contribution from Reserves	(26)	0	0	0	0
Training and Exercise Total		0	0	4	4	0
GRAND TOTAL		0	(123)	(100)	23	(18)

- 3.2 There is currently an adverse variance on the main Emergency Planning budget. This relates predominantly to additional accommodation charges incurred as a result of a review by Middlesbrough Borough Council. This has resulted in additional unbudgeted costs of around £17,000 for the year. In addition other expenditure has been incurred earlier than anticipated resulting in a £28,000 variance to date. This is offset by salary costs being lower than budgeted.
- 3.3 The additional accommodation costs will be partly offset by an additional recharge to the police. In addition, income is expected to be higher than originally budgeted for owing to additional COMAH fees. It is anticipated that these variances will result in a favourable variance at year end of £18,000. This is lower than previously reported owing to the additional costs being higher than the additional income. The projected variance primarily relates to salary savings owing to some employees not yet reaching their maximum scale point.
- 3.3 As previously reported it is expected that the Emergency Planning Unit will move premises as a result of the anticipated sale of Aurora Court. The financial impact of any move is still not known and reserves may need to be used to fund costs associated with the move. The Chief Emergency Planning Officer hopes to secure ongoing revenue savings by achieving lower premises and ICT costs in any new accommodation to help address ongoing budget reductions.
- 3.4 The previous report outlined that approximately £20,000 held in the training and exercise reserve will be transferred back to the primary contributing

agency. The Chief Emergency Planning Officer is currently liaising with the primary contributing agency to facilitate this transfer.

4. RECOMMENDATIONS

- 4.1 That Members note the contents of the report, in particular that the underspend to be transferred to reserves as approved at the previous meeting will be lower than original forecast.

5. REASONS FOR RECOMMENDATIONS

To support future service delivery of the Emergency Planning Unit.

6. BACKGROUND PAPERS

None.

8. CONTACT OFFICER

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Chief Finance Officer
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EMERGENCY PLANNING JOINT COMMITTEE

11th November 2014



Report of: Chief Emergency Planning Officer

Subject: Update on CEPU Actions Quarter 2 2014

1. Purpose of the report

1.1 To provide members with an update on the progress of the Cleveland Emergency Planning Unit and its achievement against the performance indicators identified in the 2014/15 Action Plan (appendix 1).

2. Introduction

2.1 To manage and continually improve the service and performance, and determine if the Emergency Planning Unit is meeting its aims and objectives, a number of realistic and meaningful performance indicators were set in April 2014.

2.2 The performance indicators are effectively monitored throughout the year and are regularly reviewed during performance review meetings with the EPU team.

2.3 The Chief Emergency Planning Officer is confident that the majority of the Units local authority related actions will be achieved in addition to the Local Resilience Forum actions undertaken by the unit.

3. Progress

3.1 Progress is ongoing with a number of the identified actions. Core actions have been completed in a number of authorities including reviewing and testing of major incident plans. Three of the authorities have run exercises involving the opening of borough emergency centres with the additional exercising to be undertaken by Hartlepool in January. Following each exercise the plans are reviewed and where appropriate updated. Members should note that a number of boroughs have undertaken a process to review membership of emergency management teams to ensure that there is appropriate coverage at the tactical and strategic command levels following internal restructures. This will be supported by training from the Emergency Planning College and familiarisation with the Strategic Command Centre.

3.2 Rest centre and emergency accommodation will be tested on 26th February with a joint exercise between Stockton and Middlesbrough councils. The exercise will

include the transport and registration of 100 – 150 evacuees. Observers will be attending the exercise from Hartlepool and Redcar. A number of voluntary agencies will support the exercise.

- 3.3 Work on industrial emergency planning is maintaining a high standard with 100% compliance with the Control of Major Accident Hazard Regulations (COMAH) for both testing and planning being maintained. Following exercises actions are recorded and monitored by the CEPU ensuring that learning from exercises can be relayed to all operators/ services. Dialogue with the competent authority continues in anticipation of the changes to COMAH regulations due for implementation in June 2015.
- 3.4 The pipelines plan contains 50 Major Accident Pipelines and has been reviewed and is in date. The Pipeline Safety Regulations do not require a test of the plan however the unit intends to run a test in early 2015 to ensure that the plans are complete accurate and practicable.
- 3.5 In relation to Nuclear emergency planning compliance is maintained for planning and testing with regular liaison with the operator and the competent authority.
- 3.6 The unit continues to assist with the Independent Safety Advisory Process with attendance at all four authorities ISAGs. The unit has also assisted with the development and promotion of guidance to assist event organisers, training has been undertaken in 2 of the 4 boroughs.
- 3.7 The community resilience project continues to raise awareness of risks and actions that can be taken by communities across Cleveland. Action has been undertaken both targeting specific sectors and communities at risk as well as reinforcing the generic message across the population. The unit is providing significant support for the Duke of Cornwall's Award – Exercise Aurora aimed at raising awareness of resilience amongst uniformed youth organisations.
- 3.8 Relationships with the voluntary sector remain strong with regular meetings, training and exercising. This includes participation in a number of exercises and the inclusion of voluntary sector capabilities within emergency plans.
- 3.9 Business Continuity Promotion to small and medium enterprises is a duty placed specifically on local authorities under the Civil Contingencies Act 2004. Following feedback from agencies the unit has developed more accessible and relevant BCM materials. These have been promoted to a number of organisations through attendance at business forums. The documents have recently been cited as good practice by the North East Procurement Organisation.

4. Going Forward

4.1 As indicated the CEPU is confident that the majority of the remaining actions in the 2014 / 15 plan will be achieved. The notable exceptions are as follows:

- The business continuity plan will be updated and tested however given the move of the unit it is felt that it would be more beneficial to wait until the move

is finalised and details on ITC, premises and supplies are available. In the meantime the existing procedures relating to BCM will be available should they be required.

- The quarterly emergency planning liaison meetings with the power station may be reduced from the planned four to two. The initial focus of the meetings (developing exercises) having been met. Liaison with the station remain strong with attendance at both the Emergency Planning Consultative Committee (twice per year) and engagement via the Local Community Liaison Council (twice per year).

4.2 The 2015 / 16 action plan is currently in development and will identify the priorities for the forthcoming financial year.

5. RECOMMENDATIONS

5.1 That Members note the report and seek clarification or involvement where appropriate.

6. REASONS FOR RECOMMENDATIONS

6.1 To ensure that members are aware of the role of CEPU and the range of work undertaken by the Unit.

7. BACKGROUND PAPERS

No background papers supplied.

8. CONTACT OFFICER

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Appendix 1 CEPU Action Plan 2014 -15

Objective	Justification	Indicators
A01 Review emergency planning arrangements in each local authority	Duty under the CCA	Review of plan in financial year
	Identified best practice	Feedback from officers / departments
	Significant change within LA structures	
A01 1 After Hours contact Exercise	Need for reassurance that all required roles can be filled out of hours.	All four authorities to undertake
		Number of persons able to attend location by position
		Identification of any key areas not contactable
		Response times
A01 2 Each Local Authority Major Incident Plan to be reviewed	Need for assurance that plans remain effective	Each borough plan to be reviewed using is it Complete, Accurate and Practicable criteria.
A01 4 Walkthrough of each Borough Major Incident Plan	Provides staff new to roles in MIPs with confidence	Number of attendees
	Provides an opportunity to identify errors in plans	Feedback from participants
		Issues identified at sessions
A01 5 Training Needs Analysis undertaken by each borough against plan	To ensure that staff with an emergency function have relevant and recent training	Job descriptions to be produced for key roles - this to then be compared against existing staff on list cognisance of Nos required.
A01 6 Provision of Command Training to all 4 local authorities	Ensuring that staff within command centres have shared understanding with partner agencies.	Expectation that 75% of staff identified for Tactical and Strategic functions will have attended in last 3 years
A01 7 Provision of 3 loggist training sessions	Increasing need for transparency and the ability to prove that decisions made were appropriate.	Number of loggists trained adequate to provide 24 hour cover at tactical and operational levels.
A02 Review guidance for Duty Officer (6 monthly)	Ensure that the role of duty officer is structured and that learning is incorporated into the function.	Reviews undertaken of the document (minimum 6 monthly)
		Feedback from officers and partners.
A03 Provision of conduit for the LA	Need for access by council officers and partners to tactical advice 24 / 7	Internal monitoring of availability of cover.
		Duty officer rota
		Feedback from partners and incidents
A04 Test of Each Borough Emergency Centre's process and procedures	The need to demonstrate that plans are effective against realistic scenarios. (CCA Duty)	Feedback from exercises against complete accurate and practicable criteria.
A05 Rest Centre procedures and exercises	Expectation and duty on local authority to assist those made homeless as a result of an emergency	Ability to respond to requests for assistance from residents and emergency services.
		Feedback following incidents
A05 1 Two Training Sessions on Rest Centres	Need for staff to understand and have confidence in their roles in the emergency accommodation plan. Open to staff from across Cleveland.	Feedback from training sessions
		Attendance at sessions
A05 2 Provision of a rest centre exercise	Need to test in real time the effectiveness of the emergency accommodation plans	Feedback from staff
		Feedback from partners
		Feedback from peers
		Plan assessed against Accurate, Practicability and Complete criteria
A05 3 Review Rest Centre	Confirmation that cases are accessible and are	How accessible cases are

Boxes in each LA	ready for use	Contents of cases
A05 4 Review Transport Plan	Need for confidence that the plans are accurate, complete and practicable	Review and re-issue of the plan.
A06 COMAH Offsite Emergency Response Plans	Legal duties are met under the Control of Major Accident Hazard Legislation (COMAH)	Internal monitoring and feedback from the Competent Authority (HSE and EA)
A06 1 All COMAH OFSERP plans written reviewed within legal timescales	Requirement under COMAH Legislation for the local authority to produce and review offsite emergency plans pre-scribed time scales	Constant review of plans against deadlines.
A06 2 Annual Meeting with HSE / EA ref COMAH	Ensures that CEPU are aware of any changes to the legislation and views of the competent authority.	Notes from meetings, action plans produced as a result of the meeting.
A06 3 Annual review of COMAH plan Structure	Ensure that the plans take account of changes in legislation, guidance and recommendations following local and international learning.	Feedback from the competent authority and responders.
		Meeting to be documented and action plan developed as required.
A06 4 COMAH Overview Document Review 1	The COMAH Overview provides a concise guide to hazardous industry in Cleveland and has been requested by partners as a valuable addition to COMAH planning.	6 monthly update period on the document.
A06 5 COMAH Overview Document Review 2	The COMAH Overview provides a concise guide to hazardous industry in Cleveland and has been requested by partners as a valuable addition to COMAH planning.	6 monthly update period on the document.
A06 6 Plan sign off processing place	Need for process to ensure that plans are scrutinised by officers to ensure that any significant changes to LRF process are incorporated and to ensure that quality is managed across all plans.	Developed process for sign off within CEPU incorporating key stakeholders. Operation of the system in 2013-14.
A07 To seek continued compliance with the Pipeline Safety Regs		
A07 1 All plans to be written / reviewed within legal timescales	Requirement under PSR Legislation for the local authority to produce and review Major Accident Hazard plans pre-scribed time scales	Constant review of plans against deadlines.
A07 2 Annual review of pipelines structure	Ensure that the plans take account of changes in legislation, guidance and recommendations following local and international learning.	Feedback from the partner agencies.
		Meeting to be documented and action plan developed as required.
A07 3 Undertake 6 monthly review of pipelines overview (1)	The Major Accident Hazard Pipeline Overview provides a concise guide to hazardous pipelines in Cleveland and has been requested by partners as a valuable addition to the Plans developed under PSR.	6 monthly update period on the document.
A07 4 Undertake 1 exercise of a Major Accident Hazard Pipeline	The Pipeline Safety Regulations do not require a test of the plans however to test the effectiveness of the plans CEPU will endeavour to work with the emergency services and pipeline operators to undertake at the minimum one test of a PSR plan.	Multi-agency test of the plan
	This will assess the plan against Completeness, Accuracy and Practicality.	Feedback from participants
		Amendments made to plans
A08 Maintain understanding of Seveso III and COMAH	Allows CEPU to undertake forward planning and if appropriate influence potential changes to legislation.	Attendance at briefings and consultation sessions.
A08 1 Maintain Seat on COMAH / Pipelines EPLG	Allows CEPU to gain learning and benchmark against national colleagues.	Attendance at briefings and consultation sessions.
		Follow up actions incorporated into review of plans and procedures.

A09 REPIR	Compliance with the regulations is required under the Radiation Emergency Preparedness Public Information Regulations	Non-compliance may result in improvement notice or other action by the Office Nuclear Regulation.
A09 1 Attendance at 4 Local Community Liaison Councils or EPCC	Ensures that good communication between the CEPU and members of the LCLC are maintained allowing CEPU to adapt plans and procedures to emerging needs.	Attendance, minutes and actions from meetings.
A09 2 Four emergency planning liaison meetings	Ensures that CEPU maintain awareness of partners needs and effective liaison.	Attendance, minutes and actions from meetings.
A09 3 Meet legal duties ref REPIR Plan	Legal duty on each local authority to produce a plan under REPIR	Ability to demonstrate compliance by all authorities to this duty.
A09 4 Participation in/observation of level 1 exercises	Ensures that CEPU maintains good communication and awareness of the power stations response. Allows identification of issues to develop the Offsite REPIR plan.	Attendance at exercises. Feedback from participants.
A10 Conduct / Participate in multi-agency exercises under COMAH / Pipelines / REPIR	Ensures that plans are tested against Complete, Accurate and Practicable Criteria and where required are updated to reflect issues identified.	Exercise report issued via the LRF. Excel monitoring and action recording.
A10 1 All COMAH sites offsite emergency response plans to have been exercised within 3 year period	Legal duty under COMAH to test each offsite emergency response plan within 3 year period.	Continually monitored by CEPU for 100% compliance
	Allows confidence in the effectiveness of the offsite plan and its dovetailing with the onsite plan	Exercise calendar
		Debrief reports and testing matrices for each site detail period of testing and any identified issues
		Regular communication with HSE, EA and Operators.
A10 2 Annual report submitted to the LRWG and LRF	Provides assurance to partners that the response to the range of priority risks identified by the CLRF have been tested.	Report submitted.
	Identifies key issues arising from the exercise calendar both regards to the response and to the planning of exercises.	Feedback from members.
A10 3 CEPU attendance at Level 1 and Pre-Level 1 on site exercises at power station.	Ensures that CEPU maintains good communication and awareness of the power stations response. Allows identification of issues to develop the Offsite REPIR plan.	Attendance at exercises.
		Feedback from participants.
A10 4 Key learning points and actions submitted into Excel	Documents where issues have been identified and that the learning from such events can be documented.	Number of identified actions recorded. Number of actions recorded as successfully completed.
A11 Attendance and participation in Independent Safety Advisory Groups (ISAG)	Provides input on emergency planning to event organisers and partners within ISAGs	Responses to events submitted to CEPU as part of the ISAG process.
		Attendance at ISAG meetings.
A11 1 Assistance to event organisers / event teams	Ensures that event organisers are aware of the expectations of emergency planning with regard to public events.	Pre-meetings and advice issued to event organisers.
	Ensures dovetailing between event organisers and emergency planners.	Increased awareness amongst event organisers of the need for emergency plans to be developed.
A11 2 Produce standardised guidance for CEPU officers attending ISAGS	Provides consistency between CEPU representatives to both ISAGs and event organisers.	Production of guidance.
		Minutes from ISAGs
A11 3 ISAG Training Pilot to be developed	Provide event organisers with an understanding of event safety, liability and the ISAG process. To encourage community events to continue whilst reducing the risks to the community.	Number of events passing through ISAGs without additional input from agencies.
		Attendance and feedback from the pilot study.
A12 Develop a programme of community resilience	Community resilience will allow a more effective response by both communities and responders.	Increased awareness of risk

initiatives	To ensure that effective use of resources is maintained and that the initiative is sustainable CEPU will coordinate Community resilience activities as a structured project.	Development of a longer term community resilience strategy.
A12 1 Identify communities at risk	Allows targeting of specific messages to communities at risk as opposed to blanketing with generic information. (Duty under CCA)	Identification of communities at risk from specific risks both geographical and thematic. Development of action plan to address communities at specific risk.
A12 2 Produce information including household and community plan templates	Will reduce the impact of incidents upon residents.	Uptake of the templates
	May reduce the demand on responders.	Feedback from community and residents.
	Will prepare the community to assist itself in a response.	Download of materials from CEPU website
A12 3 Work with existing community groups and partners to raise awareness of risk and associated actions	Engaging through existing groups is likely to be more effective than trying to establish specific groups / meetings.	Number of groups / forums that CEPU are engaged with.
	Groups will be able to advise on their specific needs as opposed to CEPU assuming what is required.	Feedback from groups following CEPU engagement.
	By working with existing groups action is likely to be more sustainable.	Downloads / provision of Community Risk Register and associated templates
A12 4 Provide a range of information to local residents via established media	Increases the range and number of residents that are likely to receive the information as opposed to CEPU direct mailing.	Number of articles produced and printed in media / broadcast / published on websites.
	Allows information to be issued without raising undue concern.	Feedback via forums and residents.
	Increases the transparency of CEPU and emergency planning.	Circulation figures.
A12 5 Support for the implementation of the Duke of Cornwall's Award	Reinforces community resilience with youth groups.	Feedback from the award pilots
		Number of participants achieving the award within Cleveland
A13 Working with the voluntary sector in emergency planning	The voluntary sector provide an essential function in emergency response and bring a range of specialised skills to the response.	Ongoing dialogue between the voluntary sector and CEPU officers.
A13 1 1 Live play rest centre exercise involving voluntary agencies	Ensures that the local authority and partners understand the roles and capabilities of the voluntary sector.	Feedback from all participants.
	Allows the plans and related assumptions to be tested in realistic manner.	Identification of actions following the exercise.
A13 2 4 x Training sessions / presentations to or with voluntary agencies	Ensures that the strong relations between the voluntary sector and CEPU are maintained.	Presentations
	Ensures communication and understanding of roles and procedures.	Feedback from attendees
		Action plans as required
A13 3 Conduct one out of hours contact exercise	Confirms the communications routes and the resources which the voluntary sector can call on for an out of hours incident at a location within Cleveland.	Ability to contact volunteer groups
		Number of volunteers by group
		Response time to a prescribed location
A13 4 Hold 4 meetings with the voluntary sector	Ensures that the good relationship between the voluntary sector and CEPU is maintained.	Minutes
	Ensures that changes in response and capability are communicated.	Attendance
		Action plan
A13 5 Involve one or more voluntary agencies in 2 exercises	Provides an opportunity for partners and voluntary organisations to understand roles and capabilities against a realistic scenario.	Involvement of voluntary organisations in exercises. Feedback from Voluntary Organisations.
A13 6 Review the voluntary sector register of capabilities	Ensures that CEPU has the ability to contact voluntary organisations to support an emergency. Ensures clarity of role and access to resources.	Review of document. Correction and additions made.

A14 Provision of internet sites	Provision of a website for use by partners and the public both for CEPU and for CLRF.	Access to professional the website(s) 24 / 7 that comply with council policy on accessibility.
A14 1 Web site reviewed every 28 days	The website provides a point of contact for the unit.	Sign off from officer tasked to review
	It assists with the transparency and warning and informing functions of the unit.	Increased relevant content – irrelevant content removed from site
		Easier access by members of the public to information of relevance. Confidence that all material is accurate and up to date.
A15 Promote BCM to SMEs	Duty under the CCA	Increased awareness of BCM and the benefits to business within CLRF area.
	Reduces the impact of incidents on the business but also on the responders and wider community.	Increased requests for assistance / signposting from SMEs to CEPU.
A15 1 Promote BCM in appropriate forums	Duty under the CCA – targeting of forums likely to have greater impact than approaching individual SMEs.	Increased awareness of BCM and the benefits to business within CLRF area.
		Number of forums attended.
A15 2 Signpost SMEs to further information advice and templates	Reduces the need for CEPU to develop / reproduce existing BCM materials when national / international materials are readily available via professional bodies.	Use of links on websites.
		Engagement with business networks e.g. NECC
		Feedback from SMEs
A15 3 Rollout the BCM packages for the caring sectors.	Will make BCM and the benefits more tangible to the sectors concerned education and social care. Will allow CEPU to collate shared learning that can be further used to promote BCM to SMEs	Feedback from attendees
		Number of times the package has been run
		Collation of key learning
A16 BC Plan for CEPU	Allows CEPU to ensure that priority services are maintained.	Compliance with key statutory and operational duties in the event of disruption.
A16 1 Conduct an annual exercise involving the plan	Ensures that CEPU has an effective understanding of its critical business, the threats to it and how these will be maintained.	Feedback from the exercise. Identification of areas of weakness and strength.
A16 2 Review CEPU BCM Plan	Ensures that the CEPU BCM plan is accurate, practicable and complete.	Incorporate learning from the exercise. Ensure that any changes to the plan are undertaken.
A17 CEPU Strategic Risk Register		
A17 1 Produce and maintain an EPU strategic Risk Register	Ensures that CEPU is aware of what risks may impact on its ability to deliver an effective resilience service to residents, authorities and partners.	Identification and analysis of key risks. Action plans to prevent, mitigate and recover from risks.
A18 Circulation of minutes of meetings and other information received by the unit	Good administrative practice	Circulated within 8 working days of meeting date
	Allows information to be shared	Circulation of other material within 5 days
	Actions are identified and dealt with	
	Timely circulation of relevant information on emergency planning issues	
A19 Submission of requests for invoices for exercises and / or plans.	Best value	EPO's to provide costing within 7 days of exercise or plan completion
	Improve the internal administrative working of emergency planning unit	

	Effective cost recovery	
A20 Develop and review admin procedures within the unit.	Improve internal admin within the unit	Review every 6 months
	Ensure effective administrative practice	Update office procedure manual every month Minutes from weekly admin meetings
A21 Income Generation		
A21 1 Income generation increased by 25% on 2013-14	Best value	Review existing recharges to industry to ensure that all costs are identified and recovered.
	Secure funding for the unit	Increase in number of cost neutral courses / seats on courses
		Increase in the number of days hire of facilities
		Development of additional income generation activities.
A21 2 Development of Marketing Plan for CEPU income generation	Spreads the risk of reliance on a limited number of income streams and ensures that effort is spent in the most effective areas.	Production of the plan
		Identification of areas that can produce an effective income
		Ensures that products are relevant for the end users
A22 Exercising and Testing		
A22 1 DTVA Airport Exercise	Civil Aviation Authority licensing requires the testing of the emergency procedures for the airport which include the Local Authority.	Independently observed by CAA
		Debrief report
		Action plan / lessons learnt
A22 2 Strategic Exercise	Duty to plan for emergencies under the CCA requires that plans prepared are tested.	Number of strategic officers engaged
	The strategic exercise will test a number Local Authority plans required by the CCA with partners both from neighbouring boroughs and from partner agencies.	Debrief report
	The exercise will be debriefed both internally and externally allowing continual improvement of plans.	Action plan / lessons learnt

**EMERGENCY PLANNING JOINT
COMMITTEE**
11th November 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 18th July 2014 and 10th October 2014 (12 weeks).

2. BACKGROUND

2.1 CEPU provide both 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 During the period covered by this report CEPU received 61 warning communications from various agencies; some of these are expanded on in sections 3 to 6 of this report. Of the 61, 17 were received 'out of hours' and were handled by the Duty Emergency Planning Officer.

3 NATIONAL SEVERE WEATHER WARNING SERVICE

3.1 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.

3.3 During the period there was 1 weather warning issued for rain.

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 dependent 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.

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

4.3 During the period **7 flood alerts and 1 flood warning** were issued by the Environment Agency within the Cleveland Local Resilience Forum boundary. 14 Flood guidance statements were received and one teleconference held.

4.4 No severe flood warnings were issued during this period.

5 INDUSTRIAL COMMUNICATIONS SYSTEM

5.1 The e-mail based industrial communications strategy is used to alert responders and members of the public in the event of an incident on an industrial site. It has been operating in email format since the 3rd March 2014.

5.2 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. Each issue of an alert is followed by a close out notification indicating the incident is over. 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 alerts 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 During the period 7 notification blue alerts were issued (not including close outs) by the operators or agencies involved in the strategy.

5.5 0 red alerts were issued during this period.

6 POLLUTION REPORTS

6.1 These alerts are issued by the Maritime and Coastguard Agency following reports of pollution. During the period 1 “PoIRep” was received which did not require any resources to be deployed.

7 INCIDENTS OF NOTE

7.1 In the period 6 incidents of note have occurred these are outlined in Appendix 1. One of these incidents occurred ‘out of hours’.

7.2 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’.

8. PROPOSALS

8.1 No options submitted for consideration other than the recommendation.

9. RECOMMENDATIONS

9.1 That Members note the report.

10. REASONS FOR RECOMMENDATIONS

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

11. BACKGROUND PAPERS

No background papers supplied.

12. CONTACT OFFICER

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Appendix 1 Incidents occurring within CEPU Area 18/07/2014 – 10/10/2014

Date	Area	Type of Incident	Notes
14/08/2014	Stockton	Flooding	Surface water flooding various locations around Stockton.
19/08/2014	Redcar & Cleveland	Unsafe Structure	Car collided with house structural engineer required.
17/09/2014	Redcar & Cleveland	Fire	Rolling forklift truck on fire, concern over vehicle or containers exploding, containing class 8 acid. Teesdock Road closed.
29/09/2014	Redcar & Cleveland	Pollution	Report from Harbour Master relating to a suspected oil spill in the Tees Bay between turbines 21 and 24. The oil dispersed and no further action was required.
30/09/2014	Stockton	Fire	Fire at Green Dragon Yard Stockton. EPU contacted report that the residents of 6 flats required rehusing. Majority of residents eventually allowed to re-occupy properties with only 1 flat being re-housed by the housing provider.

EMERGENCY PLANNING JOINT COMMITTEE

11th November 2014



Report of: Chief Emergency Planning Officer

Subject: Shale Gas Abstraction

1. Purpose of the report

- 1.1 At the EPJC held in August the Chair requested that a report be brought to the meeting relating to the risks from Sub-Sea Degasification and hydraulic fracturing and how the Cleveland Emergency Planning Unit would be engaged in any planning process.

2. Introduction

- 2.1 Shale Gas abstraction has been in the news partially because of concern over any environmental impact of operations but also with regards to supplying lower priced energy and reducing the reliance on energy sources outside the UK.
- 2.2 It is essential that members understand that Cleveland Emergency Planning Unit are not subject matter experts and as with other risks we would seek guidance from independent experts. This then enables us to respond appropriately to the planning process in terms of providing consultee feedback and if required to develop appropriate emergency plans based upon the recognised risks.

3 Risks

- 3.1 Shale gas abstraction from either Sub – Sea degasification or land based hydraulic fracturing are not included on the Local Resilience Forum Community Risk Register (CRR) however a number of the impacts that have been associated with degasification / hydraulic fracturing are included within the CRR for example land tremors and environmental damage.
- 3.2 The Department for Energy and Climate Change (DECC) works closely with regulatory partners to make sure exploration and development activity associated with the development of new energy resources is safe and

sustainable. These partners include the Environment Agency who issue environmental permits and are a statutory consultee and the Health and Safety Executive who must be notified before drilling starts, inspect and review operating procedures. Final consent is given by DECC.

- 3.3 Public Health England assessed the risk to human health of extracting shale gas in an October 2013 report. They evaluated available evidence on issues including air quality, radon gas, naturally occurring radioactive materials, water contamination and waste water. They concluded that “the risks to public health from exposure to emissions from shale gas extraction are low if operations are properly run and regulated.”
- 3.4 Members may be interested in the Office of Unconventional Gas and Oil (OUGO) who provide a range of information on the risks and regulatory measures in place to safeguard des-gassification and hydraulic fracturing. OUGO information includes outlining the risk to ground water and the impact on geology as well as the means by which these risks are managed and mitigated. For example the traffic light system introduced following studies into earth movements in Lancashire.

4 Planning Process

- 4.1 Cleveland Emergency Planning Unit is regularly consulted on planning applications within the Cleveland Area in most cases by the Local Authority and in some cases by Government. On receipt of planning applications that impact on the Cleveland Area the Unit assesses the plans and where appropriate advises on considerations and actions that can be included in the conditions or as good practice.
- 4.2 Where an application is made outside the Cleveland Area dialogue may be entered into with the respective planning department as part of the statutory / non-statutory consultation. However the primary consultee regarding emergency planning will be the respective authorities emergency planners.
- 4.3 In the event that developments are planned which may have an impact on residents within the Cleveland area there is a duty under the Civil Contingency Act 2004 for information sharing and cooperation. This requires the sharing of information on risks in a neighbouring LRF area which could lead to an emergency in the Cleveland Area. On receipt we would then assess and incorporate into the Cleveland CRR as appropriate.

5 RECOMMENDATIONS

- 5.1 That Members note the report.

6 REASONS FOR RECOMMENDATIONS

- 6.1 To ensure that members are aware of the role of CEPU and the wider agencies in this area of work.

7 BACKGROUND PAPERS

- 7.1 No background papers supplied. Further information relating to shale gas abstraction including risks and planning processes are available from the Office of Unconventional Gas and Oil (OUGO)
<https://www.gov.uk/government/publications/about-shale-gas-and-hydraulic-fracturing-fracking>

8 CONTACT OFFICER

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