

# EMERGENCY PLANNING JOINT COMMITTEE

## AGENDA

Tuesday 3<sup>rd</sup> February 2015

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 11<sup>th</sup> NOVEMBER 2014** *(previously circulated)*



**4. ITEMS FOR DECISION**

No items.

**5. ITEMS FOR DISCUSSION/INFORMATION**

- 5.1 Quarter 3 Revenue Financial Monitoring Report 2014/2015 – *Chief Finance Officer*
- 5.2 Update on CEPU Actions Quarter 3 2014 – *Chief Emergency Planning Officer*
- 5.3 Cabinet Office and SOLACE Local Authority Emergency Planning Guidance – *Chief Emergency Planning Officer*
- 5.4 COMAH and Pipelines Report 2014/15 – *Chief Emergency Planning Officer*
- 5.5 Reported Incidents and Warnings Received – *Chief Emergency Planning Officer*

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



**EMERGENCY PLANNING JOINT  
COMMITTEE**  
3<sup>rd</sup> February, 2015



**Report of:** Chief Finance Officer

**Subject:** QUARTER 3 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 31/12/14						
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	287	287	1	(14)
	Direct Costs - Other	135	106	125	19	18
	Income	(517)	(388)	(393)	(5)	(6)
<b>Emergency Planning Total</b>		<b>0</b>	<b>5</b>	<b>19</b>	<b>14</b>	<b>(2)</b>
Environment Agency	Direct Costs - Employees	0	0	0	0	0
	Direct Costs - Other	50	0	5	5	0
	Income	(50)	(34)	(34)	0	0
<b>Environment Agency Total</b>		<b>0</b>	<b>(34)</b>	<b>(29)</b>	<b>5</b>	<b>0</b>
Local Resilience Forum	Direct Costs - Employees	0	0	0	0	2
	Direct Costs - Other	37	0	3	3	0
	Income	(37)	(37)	(37)	0	(2)
<b>Local Resilience Forum Total</b>		<b>0</b>	<b>(37)</b>	<b>(34)</b>	<b>3</b>	<b>0</b>
Enterprise	Direct Costs - Employees	0	0	0	0	0
	Direct Costs - Other	10	7	27	20	(10)
	Income	(10)	(8)	(29)	(22)	8
<b>Enterprise Total</b>		<b>0</b>	<b>(1)</b>	<b>(2)</b>	<b>(2)</b>	<b>(2)</b>
Training and Exercise	Direct Costs - Employees	0	0	0	0	0
	Direct Costs - Other	0	0	16	16	16
	Income	0	0	(16)	(16)	(16)
<b>Training and Exercise Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL</b>		<b>0</b>	<b>(67)</b>	<b>(46)</b>	<b>21</b>	<b>(4)</b>

3.2 The main Emergency Planning budget is showing an overall favourable variance of £2,000, which is less than assumed in the report for the previous quarter. This is mainly owing to an increase in short term staffing costs following an internal restructure, this will result in savings in the longer term.

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**

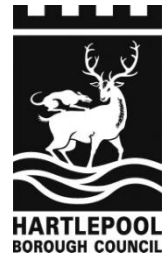
None.

**8. CONTACT OFFICER**

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Chief Finance Officer  
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# EMERGENCY PLANNING JOINT COMMITTEE

3<sup>rd</sup> February 2015



**Report of:** Chief Emergency Planning Officer

**Subject:** Update on CEPU Actions Quarter 3 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. All four authorities have run exercises involving the opening of borough emergency centres with the feedback being feed into improve the major incident plan / highlight training needs.
- 3.2 Rest centre and emergency accommodation will be tested on 26<sup>th</sup> 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. In November Officers attended a national conference to ensure that they remain up to date with good practice.
- 3.6 The unit continues to assist with the Independent Safety Advisory Process with attendance at all four authorities ISAGs.
- 3.7 The community resilience project continues to raise awareness of risks and actions that can be taken by communities across Cleveland. Highlights within this period include the development of a flood products day 28<sup>th</sup> January and a Cleveland Flood Seminar aimed at business 4<sup>th</sup> March. Engagement with specific communities continues to progress with officers providing support for the launch of a new flood warning scheme for Middlesbrough Becks.
- 3.8 Exercise Sandpiper held on the 20<sup>th</sup> January is still being reviewed and assessed but the key objectives of the exercise were tested and a number of items have already been identified for improvement / development within CEPU, the local authority and the wider LRF.

#### **4. Going Forward**

- 4.1 As indicated the CEPO is confident that the majority of the remaining actions in the 2014 / 15 plan will be achieved. The notable exceptions are as follows:
  - The CEPU business continuity plan will be updated and tested following a move of accommodation.
  - The quarterly emergency planning liaison meetings with the power station may be reduced from the planned four to two the original objective of the meetings having been met.
- 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**

Stuart Marshall Chief Emergency Planning Officer  
Cleveland Emergency Planning Unit  
Regeneration and Neighbourhoods  
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## Appendix 1 CEPU Action Plan 2014 -15

Objective	Justification	Indicators
<b>A01 Review emergency planning arrangements in each local authority</b>	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.
<b>A02 Review guidance for Duty Officer (6 monthly)</b>	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.
<b>A03 Provision of conduit for the LA</b>	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
<b>A04 Test of Each Borough Emergency Centre's process and procedures</b>	The need to demonstrate that plans are effective against realistic scenarios. (CCA Duty)	Feedback from exercises against complete accurate and practicable criteria.
<b>A05 Rest Centre procedures and exercises</b>	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
A05 3 Review Rest Centre	Confirmation that cases are accessible and are	Plan assessed against Accurate, Practicability and Complete criteria
		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.
<b>A06 COMAH Offsite Emergency Response Plans</b>	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.
<b>A07 To seek continued compliance with the Pipeline Safety Regs</b>		
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
<b>A08 Maintain understanding of Seveso III and COMAH</b>	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.

<b>A09 REPPIR</b>	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 REPPIR Plan	Legal duty on each local authority to produce a plan under REPPIR	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 REPPIR plan.	Attendance at exercises. Feedback from participants.
<b>A10 Conduct / Participate in multi-agency exercises under COMAH / Pipelines / REPPIR</b>	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 REPPIR 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.
<b>A11 Attendance and participation in Independent Safety Advisory Groups (ISAG)</b>	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.
<b>A12 Develop a programme of community resilience</b>	Community resilience will allow a more effective response by both communities and responders.	Increased awareness of risk

<b>initiatives</b>	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 oppose 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 oppose 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 oppose 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
<b>A13 Working with the voluntary sector in emergency planning</b>	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.

<b>A14 Provision of internet sites</b>	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.
<b>A15 Promote BCM to SMEs</b>	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
<b>A16 BC Plan for CEPU</b>	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.
<b>A17 CEPU Strategic Risk Register</b>		
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.
<b>A18 Circulation of minutes of meetings and other information received by the unit</b>	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	
<b>A19 Submission of requests for invoices for exercises and / or plans.</b>	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	
<b>A20 Develop and review admin procedures within the unit.</b>	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
<b>A21 Income Generation</b>		
<b>A21 1 Income generation increased by 25% on 2013-14</b>	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.
<b>A21 2 Development of Marketing Plan for CEPU income generation</b>	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
<b>A22 Exercising and Testing</b>		
<b>A22 1 DTVA Airport Exercise</b>	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
<b>A22 2 Strategic Exercise</b>	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

3<sup>rd</sup> February 2015



**Report of:** Chief Emergency Planning Officer

**Subject:** Cabinet Office and SOLACE Local Authority  
Emergency Planning Guidance

## 1. Purpose of the report

- 1.1 To make members aware of the guidance issued by DCLG and SOLACE regarding local authority preparedness.
- 1.2 To provide Members with the assurance that the issues identified within the guidance are being met by the four local authorities and that where areas for improvement have been identified these are being progressed.

## 2. Introduction

- 2.1 On the 3<sup>rd</sup> November Gateway Bulletin a guidance document produced by the DCLG and the Society of Local Authority Chief Executives (SOLACE) was issued to partners. The joint publication 'Local authority preparedness for civil emergencies: a good practice guide', published on 30 October was also communicated directly to Local Resilience Forum (LRF) Chairs and Chief Executives of all local authorities.
- 2.2 The guide is based on the existing Civil Contingencies Act 2004 guidance and incorporates a number of good practice examples undertaken by local authorities in preparing for and dealing with local emergencies, building on lessons learned from last winter's flooding.
- 2.3 While the guide is primarily intended for senior local authority officers the bulletin indicated that other LRF members might find the information in the guide useful and it has been provided to partners.
- 2.4 The document sets out the types of issues local authorities should consider in order to be fully prepared to respond to a civil emergency.

### 3. Key Themes

3.1 The document suggests that assurance can be met through the following considerations – the wording in italics provides an overview of how the duties are being met at a local level;

1. Is it clear to your residents how they can contact the local authority in an emergency; during a normal working day and out of hours?

*Following a review of contacts both phone and website all authorities had contact information available both during the working day and out of hours. A number of improvements have been identified to assist members of the public accessing the authority e.g. collating all number under “contact us” on the websites, ensuring that switchboards have a message and contact out of hours.*

2. Are you confident that your senior staff and local councillors understand, and are clear about the roles they might need to cover in an emergency, both for the local authority itself and as part of multi-agency strategic coordination mechanisms? Do you review arrangements regularly to ensure newly elected members and staff are fully briefed?

*The briefing of elected members by Borough Officers is undertaken annually by CEPU officers with an invite made to all members. Those Elected Members with specific emergency planning portfolios and their deputies have been provided with bespoke training from the Emergency Planning College. Increasingly members are invited to exercises and in some instances sit on the emergency management teams. All four local authorities have major incident plans which outline the roles of members.*

*Following restructures a number of experienced staff have left the authorities this has resulted in a review of staffing within each authority. Replacement staff have been identified and are in the process of being trained for emergency roles based upon a competency framework developed by CEPU. Training is undertaken regularly either through the CEPU or third parties such as the Emergency Planning College. The next bespoke course is scheduled for March 2015. The CEPU annual work plan contains a minimum of a walkthrough and a live exercise per borough per year. Local authority staff are regularly involved in the multi-agency testing and exercising of LRF plans and attend training provided by partners.*

3. Are your emergency plans and procedures, including business continuity arrangements for specific services, fit for purpose and up to date?

*Borough Major Incident Plans are reviewed on an annual basis by the lead CEPU Officer in consultation with the relevant departments or service providers. Supporting plans and elements are tested on a prescribed frequency. Plans produced by the CEPU are monitored and reviewed against pre-agreed timescales or in the event of additional information becoming available e.g. good practice from elsewhere or learning from exercises. Plans*



*are tested on prescribed basis with learning and actions from both incidents and exercises being actioned and monitored by CEPU on a central actions register. Key issues are fed back to the boroughs and monitored by the Emergency Planning Lead in conjunction with the Borough's Incident Management Teams or similar.*

*Business continuity arrangements vary by Borough, the CLRF Business Continuity Focus Group provides a forum for agencies to share good practice and learn from incidents. Each local authority has a representative who attends the LRF group and reports on behalf of their organisation.*

*BCM plans have been prepared within each authority for a range of services, these plans are maintained on a schedule with reporting and governance mechanisms ensuring that risks are reported into the strategic tier. Each authority has a lead officer for the management of BCM and a means of reporting progress / risk at a strategic level. Increasingly critical suppliers are being included in the testing of these plans.*

4. Do you know what the local authority roles and responsibilities are in local resilience forum multi-agency emergency plans, and is your authority prepared to deliver them?

*Senior staff within each of the authorities regularly undertake training and awareness sessions on emergency planning these include in house, with partners and with specialist providers such as the Emergency Planning College.*

*A range of senior staff have attended the strategic training provided by the LRF ensuring that the authorities have an awareness of their role in the event of a range of incidents and the expectations of partners. Local authority planners ensure that those deployed to the command structure have access to advisors and relevant plans and materials.*

5. Are you confident that you have adequate resourcing plans in place, particularly to cover short or no notice incidents and holiday periods?

*Cover for essential services are provided over holidays and this is advertised to stakeholders and clients. However few officers within each authority are on standby / call out; as a result short or no notice out of hours incidents rely heavily on the goodwill of authority staff. Each authority maintains an emergency contact sheet which provides emergency contacts for officers with allocated roles in emergency response.*

*This is tested out of hours on an annual basis by CEPU with feedback from the exercise showing that key positions tactical and strategic representatives and emergency centres staff can be covered within 60 minutes. In addition recent incidents have seen boroughs increasingly make use of mutual aid from neighbouring authorities staff trained in emergency response.*

6. Do you have clear communication plans for warning and informing residents and businesses?

*The 4 local authorities are partners of the Cleveland Communications Strategy and are regularly represented at the Cleveland Media Emergency Forum. In addition each of the four local authorities major incident plans contain sections on communications. Following the surge a number of improvements have been made with regard to warning and informing such as utilising the authorities Geographic Information Systems to identify businesses at risk of flooding who have been encouraged to register for flood warnings. Recent incidents have shown greater communication from the authorities to the public through the use of websites, telephone lines and face to face contact with those affected. Communications staff from all four authorities are contained on the emergency contacts sheet and have on a number of occasions dealt with media out of hours.*

- 3.2 Overall the actions undertaken by the Local Authorities both in planning and during response within Cleveland reflect well when compared against the SOLACE guidance. The following points will be considered in the coming years work plan.
- 1 There are a number of areas that would benefit from greater use of structure / process.
  - 2 The impact of budget cuts and restructures has resulted in an increased turnover of staff resulting in increased training needs and in some cases delays to the update of incident plans.
  - 3 There has been significant benefit in the increasingly close working between boroughs - demonstrated by response to the Tidal Surge whereby mutual aid was deployed between boroughs.
  - 4 Borough IMRTs / similar continue to monitor staffing and training against the needs of BCM and Emergency Planning both in planning and response to incidents.
  - 5 The work undertaken on developing similarities across the four authorities in terms of training and exercising is maintained with an oversight group established of lead officers.
  - 6 A comparison of the guidance against the current local practice will be built into the CEPU annual work programme and is undertaken on an annual basis.

#### **4. RECOMMENDATIONS**

- 4.1 That Members note the report.

**5. REASONS FOR RECOMMENDATIONS**

- 5.1 To ensure that members are aware of the expectations on the local authorities with regards to emergency preparedness and how these expectations are being met.

**6. BACKGROUND PAPERS**

Local authorities' preparedness for civil Emergencies - A good practice guide  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/368617/Oct\\_2014\\_LA\\_preparedness\\_for\\_emergencies\\_guide.Final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/368617/Oct_2014_LA_preparedness_for_emergencies_guide.Final.pdf)

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# EMERGENCY PLANNING JOINT COMMITTEE

3<sup>rd</sup> February 2015



**Report of:** Chief Emergency Planning Officer

**Subject:** COMAH and Pipelines Report 2014/15

## 1. Purpose of the report

- 1.1 To update members on the progress of the CEPU action plan specifically actions relating to industrial emergency planning:
- 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. Introduction

- 2.1 Both the Control of Major Accident Hazard Regulations 1999 (COMAH) and the Pipeline Safety Regulations 1996 (PSR) place duties upon the Local Authority to produce and maintain emergency response plans for industrial assets within their area. Additionally the COMAH Regulations also require an emergency exercise be carried out on a three yearly basis to test the plan. These duties are undertaken on behalf of the authorities primarily by a Senior Emergency Planning Officer within the Cleveland Emergency Planning Unit who specialises in industrial emergency planning and testing.
- 2.2 Currently within the Cleveland area there are a total of 29 top tier COMAH sites accounting for approximately 10% of the UK total and 57 major accident hazard pipelines / pipelines of note. Hartlepool Power Station is the only Radiation Emergency Public Preparedness Information Regulations 2001 (REPPIR) site in the Cleveland area.

## 3. Actions

### A06 COMAH Offsite Emergency Response Plans

- 3.1 A total of 2 COMAH plans have been updated this financial period. Currently there are three COMAH plans which still require review prior to the end of the

financial year. It is expected that all of these plans will be reviewed prior to the end of the current financial period.

- 3.2 The COMAH plan structure was reviewed with local emergency service partners and NHS England Area Team on 16<sup>th</sup> December 2014.
- 3.3 A COMAH Overview document distributed to emergency service partners on a 6 monthly basis is scheduled for review and reissue in February 2015.

#### A07 To seek continued compliance with the Pipeline Safety Regulations

- 3.4 The Cleveland Major Accident Hazard Pipeline (MAHP) Plan was last updated in March 2014 and does not require review until March 2017. Despite this an annual review of the plan with local emergency service partners took place on the 16<sup>th</sup> December 2014.
- 3.5 Although not required under the Pipeline Safety Regulations (1996) it was agreed that a desktop / walkthrough exercise with one of the pipeline operators and emergency service planning officers would be undertaken. This is currently being planned and is scheduled to take place before the end of this financial period (March 2015).
- 3.6 CEPU have been made aware of the existence of a number of hazardous pipelines which are not currently included within the Pipeline Safety Regulations (1996). CEPU are progressing the issue with HSE and operators and if deemed appropriate will undertake additional planning outside of the regulatory requirements.

#### A08 Maintain understanding of Seveso III and COMAH

- 3.7 CEPU have responded to the draft COMAH regulations 2015 consultation and continue to work with both the competent authority (HSE and EA) and operators to ensure that the legislation will be met.

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

- 3.8 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.
- 3.9 During the 2014/2015 period a total of 7 multi-agency COMAH live play exercises have been carried out with a further two scheduled to take place prior to the end of the financial year. All plans have been tested within the legislative requirements. The next REPPIR exercise requiring a test of the local authority offsite emergency response plan will be in 2016, a number of onsite tests will be conducted annually.

## **4. RECOMMENDATIONS**

- 4.1 That Members note the report.

**5. REASONS FOR RECOMMENDATIONS**

- 5.1 To ensure that members are aware of the progress made against the COMAH and Pipelines elements of the CEPU annual plan on behalf of their respective authorities.

**6. BACKGROUND PAPERS**

No papers supplied.

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# EMERGENCY PLANNING JOINT COMMITTEE

3<sup>rd</sup> February 2015



**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 11<sup>th</sup> October and 26<sup>th</sup> December 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 72 warning communications from various agencies; some of these are expanded on in sections 3 to 6 of this report. Of the 72, 35 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 were 5 weather warnings issued, two for snow and three for wind/gales.

#### 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 14 flood alerts were issued by the Environment Agency within the Cleveland Local Resilience Forum boundary. 1 Flood guidance statement was received for the Cleveland area.

- 4.4 No flood warnings or 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 3<sup>rd</sup> 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 23 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 no “PolReps” were received.

## **7 INCIDENTS OF NOTE**

- 7.1 In the period 1 incident of note occurred this is outlined in Appendix 1. This incident 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.

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**Appendix 1 Incidents occurring within CEPU Area 11/10/2014 – 26/12/2014**

<b>Date</b>	<b>Area</b>	<b>Type of Incident</b>	<b>Notes</b>
08/11/2014	Middlesbrough	Fire	Fire in a garage requiring a structural engineer and fencing to protect people from building condition and risk from electric arcing.