

# EMERGENCY PLANNING JOINT COMMITTEE

## AGENDA

Wednesday 27 June 2018

At 10.00am

At the Emergency Planning Annex,  
Stockton Police Station, Bishop Street,  
Stockton-On-Tees, Cleveland, TS18 1SY

MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-

**Hartlepool Borough Council:-**

Councillor Marjorie James

**Middlesbrough Borough Council:-**

Councillor Lewis Young

**Redcar and Cleveland Borough Council:-**

Councillor Alec Brown

**Stockton Borough Council:-**

Councillor Mike Smith

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**
  - 3.1 To receive the minutes of the meeting held on 21<sup>st</sup> February 2018
4. **ITEMS FOR DECISION**

No items



**5. ITEMS FOR DISCUSSION/INFORMATION**

- 5.1 Financial Management Outturn Report for Period ending 31<sup>st</sup> March 2018 – *Chief Finance Officer and Chief Emergency Planning Officer*
- 5.2 CEPU Proposed Action Plan 2018-19 – *Chief Emergency Planning Officer*
- 5.3 Activity and Incident Report (1<sup>st</sup> February – 31<sup>st</sup> March 2018) - *Chief Emergency Planning Officer*
- 5.4 Activity and Incident Report (1<sup>st</sup> April – 31<sup>st</sup> May 2018) - *Chief Emergency Planning Officer*

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

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

Thursday 11<sup>th</sup> October at 10.00am at the Emergency Planning Annex, Stockton Police Station, Bishop Street, Stockton-On-Tees, Cleveland TS18 1SY



# **EMERGENCY PLANNING JOINT COMMITTEE**

## **MINUTES AND DECISION RECORD**

21<sup>st</sup> February 2018

The meeting commenced at 1.00pm at the Emergency Planning Annex,  
Stockton Police Station, Bishop Street, Stockton-on-Tees, TS18 1SY

**Present:**

Councillor: Mick Thompson (Middlesborough Borough Council) (In the Chair)

Councillors: Marjorie James (Hartlepool Borough Council)  
Mike Smith (Stockton Borough Council)

Officers: Stuart Marshall, Chief Emergency Planning Officer  
Jon Hepworth, Group Accountant (Regeneration and Neighbourhoods)  
Jo Stubbs, Democratic Services Officer

### **19. Apologies for Absence**

None

### **20. Declarations of interest by Members**

None

### **21. Minutes of the meeting held on 6<sup>th</sup> December 2017**

The minutes were received. The Chair requested that in future the minutes be attached to the agenda papers.

The Chief Emergency Planning Officer made reference to the NHS England Sustainability and Transformation Plans, confirming that a briefing was due to take place on this issue in the near future.

**22. Financial Management Report for period ending 31<sup>st</sup> January 2018** (*Chief Finance Officer and Emergency Planning Officer*)

**Purpose of report**

To provide details of the forecast outturn for the Cleveland Emergency Planning Joint Committee as at 31<sup>st</sup> January 2018.

**Issue(s) for consideration by the Committee**

A summary of the outturn position was provided as set out in the report. The Emergency Planning Unit (EPU) original budget included a planned release of reserves of £12,000 as a result of funding a temporary post. The release of reserves is now expected to be £4,000. £8,000 lower due to reduced staffing costs owing to a vacant post. A £10,000 adverse variance for other costs related to course running costs incurred as a result of increased course provision to schools, Emergency Planning College training courses and recharges made under legislation and regulations. This increased income had offset the lower amount of COMAH exercise income receivable in the current year.

There was a nil variance on the Local Resilience Forum. Members were also advised that as previously discussed £280 thousand had been paid in varying amounts from the reserves to each of the local authorities which comprised the Joint Committee.

**Decision**

That the latest forecast outturn be noted.

**23. Activity and Incident Report (11<sup>th</sup> November 2017 – 31<sup>st</sup> January 2018)** (*Chief Emergency Planning Officer*)

**Purpose of report**

To assist members in overseeing the performance and effectiveness of the Unit, to inform members of the activities, incidents report and warning communications received and dealt with by the Unit and to provide oversight of the actions undertaken under the community resilience project hosted at the Unit and the actions associated with the Cleveland Local Resilience Forum (LRF)

### **Issue(s) for consideration by the Committee**

Between 11<sup>th</sup> November 2017 and 31<sup>st</sup> January 2018 –

30 warning communications had been received  
5 incidents of note had taken place  
13 training events had been held  
4 training exercises had been held

Information was also given regarding a number of LRF activities including work on mass casualties. The Chief Emergency Planning Officer made particular reference to the work carried out as part of the production and exercising of all COMAH External Emergency Response Plans, noting that this was the primary responsibility of one officer and paying tribute to their efforts.

He also referred to a number of recent incidents where requests had been received for structural engineers to attend incidents. In several cases their attendance was not necessary or beneficial to the response and public safety could be provided through provision of fencing. The Unit was engaging with partners to ensure that requests were made based on the desired outcome as opposed to a request for a specific resource which might not meet this need.

Members queried future representation from the LRF at meetings of the Committee. They felt that as the LRF were spending public money there should be public accountability and this could be achieved through more political involvement. The Chief Emergency Planning Officer confirmed that he would speak to the new Chair of the LRF and ask her to attend the next meeting. Members suggested she attend the first meeting of the municipal year to give details of their plans for the year then attend a later meeting advising whether those plans had been achieved. Members were also concerned that some of the items they might wish to discuss could be confidential and requested that any report relating to this item be restricted.

The Chief Emergency Planning Officer advised that there had been liaison between the LRF and the combined authority regarding Emergency Planning protocols. Members queried whether there was any suggestion that a representative from the Combined Authority should come onto this committee but were advised that there was not due to the role of the Committee.

### **Decision**

That the report be noted and the Chair of the LRF be asked to attend a future meeting.

The meeting concluded at 2.05pm.

**P J DEVLIN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 28<sup>th</sup> February 2018**

# EMERGENCY PLANNING JOINT COMMITTEE

27<sup>th</sup> June 2018



**Report of:** Chief Finance Officer and Chief Emergency Planning Officer

**Subject:** FINANCIAL MANAGEMENT OUTTURN REPORT  
FOR PERIOD ENDING 31<sup>ST</sup> MARCH 2018

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## 1. PURPOSE OF REPORT

- 1.1 To provide details of the financial outturn for the Cleveland Emergency Planning Joint Committee for the year ending 31<sup>st</sup> March, 2018.

## 2. BACKGROUND AND REPORTING ARRANGEMENTS 2017/18

- 2.1 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 the Unit on behalf of four local authorities within the Tees Valley (excluding Darlington) to ensure accountability and to provide a strategy for addressing financial issues.

## 3. 2017/18 OUTTURN

- 3.1 The outturn as shown in the table overleaf is a favourable variance before release of reserves of £10,000, which is £2,000 more than the favourable variance forecast reported last quarter. The release of reserves required to balance the budget is £2,000 compared to the original budget of £12,000. This is mainly owing to reduced employee costs resulting from vacant posts.
- 3.2 The Outturn position for the main Emergency Planning budget and the Local Resilience Forum (LRF) are shown in the tables overleaf.

**Table 1: Outturn – Main Budget**

	Budget	Outturn as at 31st March, 2018	Variance Adverse/ (Favourable)
	£'000	£'000	£'000
<b>Main Emergency Planning Budget</b>			
Direct Costs - Employees	306	289	(17)
Direct Costs - Other	90	94	4
Income	(384)	(381)	3
<b>Net Position Before Use of Reserves</b>	<b>12</b>	<b>2</b>	<b>(10)</b>
Transfer To/(From) Reserves	(12)	(2)	10
Refund to Councils	0	280	280
Transfer from Reserves to fund Refund	0	(280)	(280)
<b>Net Position After Use of Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>

3.3 The outturn includes the refunds to Councils as approved by this Committee on 21<sup>st</sup> June, 2017.

3.4 The Local Resilience Forum (LRF) outturn was in line with budget as shown in the table below.

**Table 2: Local Resilience Forum**

	Budget	Actuals at 31st January 2017	Forecast Outturn	Forecast Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000	£'000
<b>Local Resilience Forum (LRF)</b>				
Direct Costs - Employees	23	19	23	0
Direct Costs - Other	19	17	19	0
Income	(42)	(42)	(42)	0
	<b>0</b>	<b>(6)</b>	<b>0</b>	<b>0</b>

## 4. RECOMMENDATIONS

4.1 To note the latest outturn.



**5. BACKGROUND PAPERS**

5.1 None.

**6. CONTACT OFFICER**

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Cleveland Emergency Planning Unit  
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Chief Finance Officer  
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# EMERGENCY PLANNING JOINT COMMITTEE

27<sup>th</sup> June 2018



**Report of:** Chief Emergency Planning Officer

**Subject:** CEPU proposed action plan 2018 – 2019

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

- 1.2 For consideration and approval by the Emergency Planning Joint Committee (EPJC).

## 2. PURPOSE OF REPORT

- 2.1 As per the Emergency Planning Joint Committee (EPJC) terms of reference to provide the EPJC the action plan of the emergency planning unit.
- 2.2 To assist members of the EPJC in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.

## 3. BACKGROUND

- 3.1 Following discussion with partners and staff the proposed priorities for CEPU in 2018 – 19 are:
- 1) Ensuring that the authorities incorporate the lessons from the recent tragic incidents including Grenfell and Manchester.
  - 2) Ensuring that the authorities remain in a position to respond and resource a protracted incident.
  - 3) Maintaining compliance in line with the requirements of industrial legislation.
  - 4) Undertaking a gap analysis against the relevant elements of the forthcoming Resilience Standards.
- 3.2 An annual work plan is developed by the CEPU management team, with contribution from officers and partners. The proposed 2018 / 2019 plan (tier 1 & 2 actions) has 22 areas of work (appendix 1). Actions are compiled from:

- Statutory requirements (Civil Contingencies Act 2004, Control of Major Accident Hazard Regulations 2015, Pipeline Safety Regulations 1996, Radiation Emergency Public Preparedness Information Regulations 2001).
  - Lessons identified both locally and nationally.
  - National guidance / work streams.
  - Local Resilience Forum actions that CEPU is leading on.
  - Good practice e.g. where without regular monitoring / update functions required may fail
  - Standard practice e.g. ensuring the health and safety of officers, budget management etc
- 3.3 Where actions are non-statutory they are based upon guidance such as that associated with the Civil Contingencies Act 2004 and the good practice contained in the SOLACE guidance on emergencies issued 2015. A number of actions relate to the effective management of the unit for example ensuring actions relating to information governance, health and safety and staffing.
- 3.4 The proposed plan is based upon three 3 tiers of action, with actions allocated to officers with target dates etc to ensure balanced work flow, ownership and accountability.

Tier	Level	Count	Example
Tier 1	Strategic Objective	22	Local Authority Preparedness
Tier 2	Objective	64	Audit Rest Centre Equipment
Tier 3	Elements	277	Stock-take of rest centre cases

- 3.5 To aid reporting the actions are broken down into distinct headings which form the basis of the quarterly updates to the Emergency Planning Leads (EPL) and Emergency Planning Joint Committee EPJC. In addition reports are produced for each authority on a quarterly basis, outlining the key issues for their respective authority (e.g. training, exercising, national policy/guidance).
- 3.6 The CEPU provides a secretariat and management function for the Local Resilience Forum a group of emergency responders. *‘The purpose of the LRF process is to ensure effective delivery of those duties under the Act that need to be developed in a multi-agency environment and individually as a Category 1 responder. <sup>1</sup>For completeness a copy of the LRFs annual report is provided at annex 2.* Considerable officer time will be involved in assisting the partnership meet the actions outlined.
- 3.7 In addition members are asked to note that there will be further actions requested by the Unit for example the units role in providing a management

<sup>1</sup> Source: HM Gov, The role of LRFs a reference document

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/62277/The\\_role\\_of\\_Local\\_Resilience\\_Forum- A\\_reference\\_document\\_v2\\_July\\_2013.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/62277/The_role_of_Local_Resilience_Forum- A_reference_document_v2_July_2013.pdf)

and secretariat function for the Local Resilience Forum, actions emerging from stakeholder meetings, furthering the community resilience project and the response and recovery to incidents.

- 3.8 Actions have been allocated to officers and monitoring and review will be undertaken throughout the year by the Chief Emergency Planning officer and Principal Emergency Planning Officer. Any learning or changes in process are recorded and the action plan updated.
- 3.9 Members will receive update reports at each EPJC meeting however are encouraged to seek further clarification and involvement on activities where they feel there may be benefit.

#### **4. PROPOSALS**

- 4.1 That following consideration that the members approve the proposed action plan.
- 4.2 That the Chief Emergency Planning Officer provides quarterly updates or additional information as requested by EPJC members.

#### **5. RISK IMPLICATIONS**

- 5.1 Failure to understand the role and remit of the role of the authority may result in the focus being elsewhere resulting in a lack of preparedness or resilience within the authority.
- 5.2 At present many of the elements are addressed by the CEPU.

#### **6. FINANCIAL CONSIDERATIONS**

- 6.1 There are no financial considerations relating to this report.

#### **7. LEGAL CONSIDERATIONS**

- 7.1 The key legislation is the Civil Contingencies Act 2004 which identifies the local authorities as a Category 1 responder, section 10 of the CCA 2004 identifies failure by a person or body identified within the legislation may bring proceedings in the High Court.
- 7.2 Further enforcement may take place in the event of failure to meet the duties identified under industrial legislation including the Control of Major Accident Hazard Regulations (2015), Pipeline Safety Regulations 1996 and Radiation Emergency Preparedness Public Information Regulations 2001.

#### **8. CHILD AND FAMILY POVERTY**

- 8.1 There are no child and family poverty implications relating to this report.

**9. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 9.1 There are no equality and diversity considerations relating to this report.

**10. STAFF CONSIDERATIONS**

- 10.1 There are no staff considerations relating to this report.

**11. ASSET MANAGEMENT CONSIDERATIONS**

- 10.1 There are no asset management considerations relating to this report.

**12. RECOMMENDATIONS**

- 12.1 It is recommended that members of the EPJC approve the action plan relating to the actions undertaken on behalf of the Local Authority.
- 12.2 That members seek involvement and clarification on the action plan where appropriate.
- 12.2 That the CEPO continues to develop the CEPU annual action plan and the EPJC standard report to provide assurance to EPJC members that the key considerations continue to be met and that members are updated at the quarterly EPJC meetings.

**13. REASONS FOR RECOMMENDATIONS**

- 13.1 To ensure that members of the EPJC can effectively obtain assurance that the duties and expectations on the local authorities can be met in the event of an incident.

**14. BACKGROUND PAPERS**

Appendix 1 Summary of Proposed CEPU Action Plan 2018 – 19.  
Appendix 2 Cleveland LRF Annual Report 2017-18

**15. CONTACT OFFICER**

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Cleveland Emergency Planning Unit  
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## Appendix 1 Cleveland EPU draft action plan 2018 – 2019 tier 1 &amp; 2 Actions

	Total Actions
<b>Local Authority Preparedness</b>	<b>34</b>
• Audit - Review Rest Centre Boxes in each LA	4
• Audit - Review emergency accommodation plan and develop shelter section	1
• Audit - kit / stores	5
• Audit - Borough Emergency Centers	4
• Team Exercise / scoping / scenario	12
• Each Local Authority Major Incident Plan to be reviewed	4
• Review of SOLACE guidance against current practice	4
<b>Borough specific Strategic reports to LMT / EMT 4 times per year</b>	<b>16</b>
<b>EMRT meetings / Briefing to lead portfolio holders</b>	<b>53</b>
• Redcar & Cleveland EMRT meets every 2 months	6
• Middlesbrough EMRT meets Monthly	12
• Stockton EMRT meets Quarterly	4
• Hartlepool EMRT meets Quarterly	4
• Updates of Borough Emergency Contact List emergency contact lists	8
• Review, development and provision of one loggist training package	1
• Test of Each Borough Emergency Centre's process and procedures	4
• Walkthrough of each Borough Major Incident Plan	4
• Training Needs Analysis undertaken by each borough against plan	4
• Training Needs compiled into a single document ready for bidding process	1
• Provision of agreed training package to all 4 local authorities to meet needs identified in training needs analysis (command training, legal training, logging etc)	5
<b>Info Governance</b>	<b>1</b>
<b>CEPU BCM Planning Internal</b>	<b>16</b>
• Conduct an annual exercise involving the CEPU BCM plan	1
• Review CEPU Business Continuity Management Plan	2
• After Hours contact Exercise (four local authorities)	4
• Conduct one out of hours contact exercise with the voluntary sector (Ex Chitchat)	1
• Confidential Duty Officer Phone Book	2
• Quarterly meeting of the lead emergency planning holders meeting	6
<b>Provision of conduit for the Local Authority and provision of tactical advice</b>	<b>43</b>
• Duty Officer Rota produced and agreed by officers	2
• Duty Officer function undertaken / fulfilled	12

• Data collated on incidents / communications and learning shared	12
• Review guidance for Duty Officer	2
• Elected Members Briefings	5
• Review and approval of EPJC constitution	1
• EPJC meetings 4 x meetings	9
<b>Rest Centre /Emergency accommodation</b>	<b>3</b>
<b>Event Support</b>	<b>2</b>
<b>Learning Points</b>	<b>3</b>
• Exercise Calendar	6
• Strategic Exercise	1
• Quarterly test of UMS system	4
• DTVA Airport Exercise	1
<b>Financial Control</b>	<b>8</b>
• Quarterly budget meetings	4
• Budget profile coming year	1
• Income Generation update the marketing Plan for CEPU income generation.	3
<b>Industrial Emergency Planning</b>	<b>13</b>
• 6 monthly reviews of the pipelines overview	2
• COMAH Overview Document Review	2
• Maintain Seat on regional COMAH meeting	5
• Meet legal and non-legal duties under PSR	2
• Meet legal duties ref REPPIR Plan	2
<b>CEPU Internal Functions</b>	<b>44</b>
• Monthly team meetings	12
• Team brief weekly	1
• Monthly 1 to 1s (all staff)	12
• Appraisals - all staff	9
	1
• Review of all those on development schemes against criteria for progression	
• Health and Safety in unit review actions and risk assessments	9
<b>Annual plan 19 – 20</b>	<b>5</b>
• Approval by EPJC	5
<b>Plan reviews required</b>	<b>3</b>
• Plan audit- CEPU	3
<b>Annual CEPU collective review of the four Local Authority Major Incident Plans</b>	<b>1</b>
<b>Recovery</b>	<b>1</b>
• Recovery Exercise	1
<b>Support to the LRF</b>	<b>5</b>
• Produce annual meeting schedule including timeline for requesting items, meeting with chairs, issuing papers, uploading minutes etc	5
<b>Voluntary Organisations</b>	<b>8</b>

· Hold 3 meetings with the voluntary sector	3
· Review the voluntary sector register of capabilities	5
<b>Warning and informing</b>	<b>7</b>
· Provide a range of information to local residents via established media	3
· CEPU Web site reviewed every quarter	4
<b>Develop a sustainable community resilience model appropriate to Cleveland</b>	<b>10</b>
· Develop a programme of community resilience initiatives	4
· Crucial Crew (LRF)	6
(Additional actions)	17
	293



**Appendix 2 Cleveland LRF Priorities / Actions by sub-group 2017 – 18**



**CLEVELAND LOCAL  
RESILIENCE FORUM**

**Cleveland Local Resilience  
Forum  
Annual Report  
April 2017 – March 2018  
(including action plan 2018-19)**

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## About Cleveland Local Resilience Forum

'The purpose of the LRF process is to ensure effective delivery of those duties under the Act that need to be developed in a multi-agency environment and individually as a Category 1 responder. In particular the LRF process should deliver:

The compilation of agreed risk profiles for the area, through a Community Risk Register;

A systematic, planned and co-ordinated approach to encourage Category 1 responders, according to their functions, to address all aspects of policy in relation to:

- risk;
- planning for emergencies;
- planning for business continuity management;
- publishing information about risk assessments and plans;
- arrangements to warn and inform the public; and
- other aspects of civil protection duty, including the promotion of business continuity management by local authorities; and support for the preparation by all or some of its members of multi-agency plans and other documents, including protocols and agreements and the co-ordination of multiagency exercises and other training events.'

The LRF is based upon the Cleveland Police Force Boundary and is chaired by Denise Ogden, Director of Regeneration and Neighbourhoods, Hartlepool Borough Council, the Vice Chair is Adrian Roberts, ACC Cleveland Police. The LRF Executive (Strategic Board) meets to provide strategic direction and receive assurance that their respective agencies are meeting the elements of the Civil Contingency Act 2004.

To meet the duties under the Act the LRF has developed a framework through which work can be co-ordinated and managed across a range of thematic areas and disciplines this is outlined on the following page.

To ensure that the LRF maintains its effectiveness a regular comparison against expectation and good practice identified by Government is undertaken, a summary is contained within this report.

The achievements and future work of all sub-groups is outlined at the rear of this report. The activities of the LRF are reported into the Emergency Planning Joint Committee who oversee the work of the Local Authority Emergency Planning Unit.

Further information on the Cleveland LRF can be requested from the Cleveland Emergency Planning Unit. 01642 301515 [Clevelandlrf@hartlepool.gov.uk](mailto:Clevelandlrf@hartlepool.gov.uk)

## LRF Membership

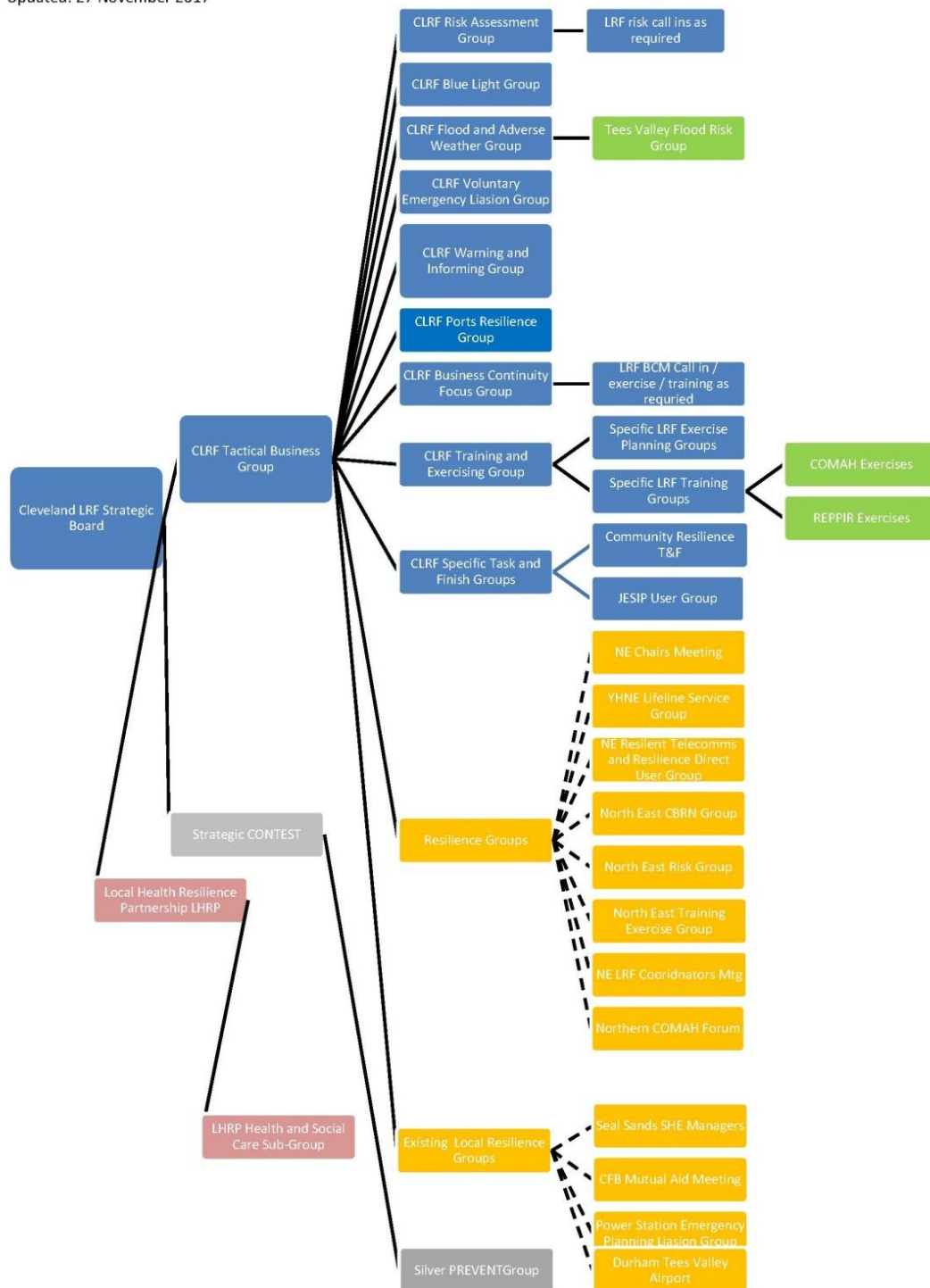
Cleveland Local Resilience Forum (LRF) comprises of category 1 and 2 responders as defined by the Civil Contingencies Act 2004.

Category 1 Responders	Category 2 Responders
<ul style="list-style-type: none"> <li>• British Transport Police</li> <li>• Cleveland Police</li> <li>• Cleveland Fire Brigade</li> <li>• North East Ambulance Service NHS Trust</li> <li>• Stockton Council</li> <li>• Middlesbrough Council</li> <li>• Hartlepool Council</li> <li>• Redcar and Cleveland Council</li> <li>• Environment Agency</li> <li>• Maritime and Coastguard Agency</li> <li>• Tees, Esk and Wear Valleys NHS Foundation Trust</li> <li>• NHS England</li> <li>• Port Health Authority</li> <li>• Public Health England</li> <li>• North Tees and Hartlepool NHS Trust</li> <li>• South Tees Hospitals NHS Foundation Trust</li> </ul>	<ul style="list-style-type: none"> <li>• Airports</li> <li>• Electricity Distributors</li> <li>• Gas Suppliers</li> <li>• Water Suppliers</li> <li>• Harbours and Ports</li> <li>• Health and Safety Executive</li> <li>• Highways Agency</li> <li>• Public Communications Suppliers</li> <li>• Network Rail</li> <li>• Train Operating Companies</li> <li>• Freight Operating Companies</li> <li>• NHS Clinical Commissioning Groups <ul style="list-style-type: none"> <li>○ NHS South Tees CCG</li> <li>○ NHS Hartlepool and Stockton-on-Tees CCG</li> </ul> </li> </ul>
<b>Other Organisations in Attendance</b> (but not designated as a Category 1 / 2 Responder)	
<ul style="list-style-type: none"> <li>• Military – represented by JRLO (NE) Brigade</li> <li>• Cleveland Emergency Planning Unit</li> <li>• Ministry of Housing Communities and Local Government RED Team</li> <li>• Voluntary Sector – currently represented by the British Red Cross</li> <li>• Met Office</li> </ul>	

# CLEVELAND LRF AND ASSOCIATED GROUPS

## CLEVELAND LRF AND ASSOCIATED GROUPS – 2017/18

Updated: 27 November 2017



### KEY

BLUE	Cleveland LRF
YELLOW	NE and Wider
PEACH	Health
GREEN	Tees

## Key highlights and achievements 2017 – 18

During the period April 2017 to March 2018 the Local Resilience Forum has continued to make progress against a challenging workload, much of the work being unseen in isolation but collectively enabling a greater resilience within the communities we serve.

Specific activities of note in the period include:

1. The LRFs multi-agency incident procedures manual has been reviewed to ensure that there is a single document containing the process to stand up a multi-agency response. This is supported by an automated alert system and resilience direct with quarterly testing.
2. The LHRP has engaged with a number of LRF agencies to ensure that the NE Mass Casualty Framework can be quickly and efficiently implemented.
3. Exercise Ironstone provided a strategic test of the partner's ability to respond and recover from a significant incident. The scenario included a number of issues including, decontamination, business continuity and community reassurance.
4. Awareness of the resources available to the wider partnership has increased with regular attendance and representation from the North East Counter Terrorism Unit at both strategic and tactical levels. This has been further strengthened through a NE LRFs threat escalation exercise.
5. Work on risk assessment has progressed with the release of version 2 of the Cleveland specific planning assumptions. The North East risk group continues to develop a joint risk register ensuring that duplication is reduced across the region.
6. Threat Escalation as a result of the events in Manchester the UK threat level was escalated to critical. LRF partners assembled a number of times to ensure a coordinated response to the increased threat level.
7. The threats and consequences of cyber incidents have been highlighted to members in conjunction with the North East Regional Cyber Crime Unit (NERCCU).
8. The joint work between the North East LRFs continues with a number of LRF events throughout the year; outputs have included buy in for the uniform strategic training across the 3 LRFs.
9. Relationships between the LRF and the combined authority are being strengthened.
10. Partners have responded to a number of incidents throughout the year, responses have been coordinated and embraced all members of the LRF.

## **LRF priorities 2018 – 19**

The following objectives proposed by the Chair and Vice Chair will provide the basis for the LRF work plan 2018 – 19:

1. Migration and testing of the Strategic Coordination Centre to the new Community Safety Hub and provision of a fallback at Fire HQ.
2. Adoption of and comparison of current practice and future needs against the National Resilient Standards with a view to developing a three year work programme.
3. Incorporating a new working model for the LRF based upon meetings followed by pre-designated slots for deliverables/scoping of deliverables. It is hoped that this approach will aid the consistent flow of work, provide greater input and direction and ensure that the key actions are progressed through-out the year.
4. Provision of an extensive range of training and exercising opportunities to partners based upon identified needs.
5. Provision of Multi-Agency Gold Incident Commander training to strategic leads.
6. Further develop interoperability across the North East with an emphasis on consistency of approach. This to be supported by the annual symposium and the continuation of standing and task and finish groups as required.
7. Delivery of a North East Risk Register and accompanying awareness raising session including common consequences and planning assumptions.
8. Increased awareness of the LRF Partnerships core functions and messages to broader audiences and communities.
9. Review and updates to the:
  - a. NE Chemical Biological and Radiological Nuclear (CBRN) Framework
  - b. Excess deaths and mass fatalities
  - c. Fuel Emergency plan
  - d. Radiation emergency Preparedness and Public Information Regulations (REPPIR) plan
  - e. Recovery plan (including additional information on site clearance and human aspects)



## **Incidents 2017 – 2018**

The LRF secretariat has logged over 196 warnings and alerts from agencies including the Met Office, Environment Agency, Coastguard and local industry during the last financial period.

Throughout the year there have been a total of 23 incidents logged by the LRF which have required a multi-agency response, these have included:

- Significant disruption due to snow
- Adverse weather and flooding
- Siege and evacuation
- Structural instability
- Significant fires
- Threat escalation
- Maritime pollution
- Chemical / industrial incidents
- Hazardous transport
- Utilities failures including electricity and water

LRF teleconferences have been held on a number of occasions to ensure clarity between responders and a joint approach to the challenges that partners have faced which have included adverse weather, escalation in threat and potential flooding.

On a number of occasions the LRF has provided assurance to National Government on the capacity and capability within the Cleveland area.

## Finance Report 2017 – 18

### LRF Income 2017 – 18

The current Cleveland LRF funding mechanism agreed in 08/12/2015 and running until March 2019 is based upon annual contributions from a number of LRF partners provided in line with inflation.

Agency	Amount	%
Cleveland Police	£8,200.00	19.75
Cleveland Fire Brigade	£5,125.00	12.35
Stockton BC	£5,125.00	12.35
Middlesbrough BC	£5,125.00	12.35
Hartlepool BC	£5,125.00	12.35
Redcar & Cleveland BC	£5,125.00	12.35
NEAS	£3,587.50	8.64
NHS England	£3,075.00	7.41
PD Ports	£1,025.00	2.47
<b>Total</b>	<b>£41,512.50</b>	<b>100</b>

### LRF Expenditure 2017 – 18

The following breakdown shows the expenditure incurred by the LRF during the period 2017 – 18.

Recharge Administration	£22265.50
Recharge Management	£10,000.00
Training / Conferences	£3,000.00
Events	£335.00
North East Training & Exercises	£815.00
Travel and Accommodation	£1,500.00
Strategic Exercise (Ironstone)	£1,000.00
Catering	£600.00
Communications	£2,000.00
<b>Total</b>	<b>£41,515.20</b>

## National Resilience Standards

2018 will see the introduction of resilient standards developed by Cabinet Office. At the current time the intent is for relevant LRF sub-groups to undertake a self assessment against the standards in advance of any peer review.

This review in conjunction with the community risk register will identify the work programme for 2019 – 21. In due course it is expected that the standards will replace the existing LRF expectation set.

Proposed standards include:

1. LRF Governance
2. Risk communication with the public
3. Strategic Coordinating Groups: preparation and operation
4. Strategic Coordination Centres: preparation and operation
5. Information sharing and information management
6. Risk assessment
7. Contingency / emergency planning
8. Training and Exercising
9. Interoperability
10. CBRN
11. Recovery
12. Business continuity management
13. Business continuity promotion
14. Warning and informing
15. Human aspects / humanitarian assistance
16. Community resilience
17. Site clearance
18. Evacuation and shelter
19. Flooding
20. Cyber
21. Pandemic flu

## Comparison with the national expectation set

The LRF expectation<sup>1</sup> set produced by Cabinet Office provides a number of expectations based on statute and guidance these have been split into Mandatory, Issues to Consider and Good Practice. In total this amounts to 232 expectations/indicators. To ensure that the practice of the LRF continues to aid members in meeting the expectations Officers from CEPU have undertaken an analysis of the Expectation Set against the current practice. Where additional work is required before assurance can be provided this will be undertaken by the LRF Secretariat.

From the initial analysis undertaken last year of the 44 mandatory requirements relating to the Civil Contingencies Act CCA, 40 expectations could be evidenced as being met through a range of existing evidence maintained by the LRF Secretariat.

Of the 4 mandatory expectations identified in 2017 as requiring additional consideration or action the following has been undertaken.

1. Lead responder / expectations – as per previous years the use of a defined lead agency during both planning and response is not actively utilised or documented by the LRF (beyond the role of risk assessment). This was raised at the strategic board and the consensus was that the LRF accept this position and that any primacy is agreed when required based upon the scenario and resources that agencies are presented with.
2. Learning and implementation of lessons from emergencies – since identified as an area of potential development last year there have been significant improvements locally and nationally. JESIP JOL now features on all meeting agendas, a process is in place to ensure that learning is captured and shared outlined in the LRF handbook.
3. Prevention of emergencies – It is clear that a number of risks are actively managed by members to reduce the likelihood of an emergency occurring, however a greater understanding of the LRF member's remit in the prevention of an emergency is required before assurance can be provided. The LRF can demonstrate that the principles of early discussion and coordination across agencies has mitigated the impacts / escalation of a number of incidents and this strategy will be maintained.
4. Responders within the LRF must collectively support neighbouring LRFs in producing a generic, multi-area emergency response plan that includes a framework for awareness raising. A number of plans reflect a multi-LRF response (UK Conops, North East STAC Plan, ResCG). Recent adverse weather demonstrated that there is a greater awareness and ability to coordinate with neighbouring LRFs than previously. Further discussion is advised.

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<sup>1</sup> <https://www.gov.uk/government/publications/the-role-of-local-resilience-forums-a-reference-document>

## **Appendix 1 Key points by work group**

### **Tactical Business Group**

Chair: Andy Summerbell, NHS England

#### **Achievements 2017 – 18**

- Publication of major incident procedures manual for response within Cleveland.
- Analysis of resilience capabilities survey.
- Agreement on LRF planning process and associated audit mechanisms
- Continued integration of JESIP into LRF procedures and protocols.

#### **Work plan 2018 – 19**

- Review of the Resilient Standards relating to:
  - Strategic Coordinating Groups: preparation and operation
  - Information sharing and information management
  - Contingency / emergency planning
  - Recovery
  - Community resilience
  - Site clearance
  - Evacuation and shelter
  - Cyber
- Move of Strategic Coordination Centre and testing.
- Review of the National Emergency Plan Fuel.
- Updated Cleveland Temporary Mortuary Plan and excess deaths plan.
- Review of JESIP JOL and incident reports and where required incorporation of actions.

## **Risk Assessment Group**

Chair: Rachael Campbell, Cleveland Emergency Planning Unit

### **Achievements 2017 – 18**

- The North East Plus Risk Chairs continues to meet to develop a joint approach to the risk management with a view to identifying greater economies of scale and significantly increase the quality of analysis.
- Undertaken the common consequence approach to risk management to assess level of capability against 4 planning assumptions,
  - infrastructure and property affected by flooding,
  - disruption to water and sewerage supplies,
  - disruption to energy supplies and
  - rubble, debris and trapped people
- Local Resilience Planning Assumptions for Cleveland have been comprehensively reviewed.
- Review of risk assessment process, adopting the national approach in the form of the 'risk summary sheet' used in the NRA 2016
- Review of HL risks based on the removal from these in the NRA 2019
- Update and review of all risk assessments.

### **Future Work 2018 – 19**

- Continue to work with partners across the north east as part of the NE Plus Risk Group to strengthen the arrangements across our areas.
- Anticipate the updated National Risk Assessment (NRA) 2018 and associated guidance documents with a view to incorporating the identified approaches to risk in Cleveland
- The common consequence approach to risk management will continue with the "Call ins", the planning assumptions for which these will be undertaken against are;
  - Excess casualties and fatalities (non-contaminated)
  - Mass casualties and fatalities (non-contaminated)
  - Contaminated environment, resulting from the presence of potentially hazardous materials
  - People displaced and requiring assistance within the UK
  - Disruption to transport
  - Disruption to energy supplies
  - Disruption to food supply
- The Local Resilience Planning Assumptions will be built upon with the inclusion of the capability gap analysis, the information gathered in the call ins will inform this.
- Prevention – this is an area of work which will be considered with a view to identifying where a multi-agency approach to prevention activities would be beneficial.

## **Training and Exercising Group**

Chair: Stuart Marshall, Cleveland EPU

Training and exercising are key to effective response to incidents and fall under the Duty to Plan for Emergencies under the Civil Contingencies Act 2004. Exercise and training needs are requested from partners throughout the year with a calendar being produced in November of proposed events / training for the coming financial year.

Requests for exercising and training are made by agencies based upon identified needs from incidents and exercises and GAP analysis from the risk assessment process.

This work is overseen by the Training and Exercising Group. Increasingly training and exercising is being provided on a North East basis where there are benefits identified in reducing demands on regional partners, and increasing the interoperability of the North East LRFs.

### **Achievements 2017-18**

In 2017 - 18, over 760 staff were involved in training and exercising across 37 events. Highlights included:

- Exercise Ironstone – a LRF Strategic Exercise which tested the response and immediate consequence management of a no notice incident within a town centre.
- LRF Symposium – The annual symposium saw speakers from Cabinet Office and DCLG update responders on recent national incidents and initiatives.
- Events Exercises – An increasing number of event emergency plans are now being tested by the LRF membership.
- Exercise Domino – Following changes to the COMAH legislation this was a test of the response to a multi-site incident at a chemical complex. Significant benefits and learning were reported.
- Go Critical – a workshop for North East LRF partners on the escalation of threat level and what this means for partners and communities.
- Cyber exercise – a workshop for members aimed at increasing awareness of the support available and the application of existing procedures to a cyber incident.

### **Future work plan 2018 – 19**

In 2018 – 19 the LRF aims to undertake over 30 exercises and 10 training events bids received by the training and exercising group so far include:

- Strategic Exercises (2 exercises)
- Multi-Agency Gold Incident Commander (Lite and full) (4 courses)
- Control of Major Accident Hazard Regulations (10 exercises)
- Local Authority response and recovery exercises (8 exercises)
- Survivor reception / human aspects
- Counter terrorism (3 exercises)
- Hospital evacuation and recovery (4 exercises)
- PowerStation exercises (7 exercises)

- Familiarisation days on:
  - Search and rescue capability
  - Strategic Coordination Centre and fallback
  - LRF assurance to community groups
  - Flood preparedness
  - Business Continuity Management
  - Risk assessment and common consequences
  - COMAH and Pipelines
  - Event Safety and Independent Safety Advisory Groups

These events will be supported by:

- A review against the national standard on training and exercising.
- Exercise bid process and draft exercise calendar published
- Submission of learning to lessons direct / Joint Organisational Learning JOL.
- Comparison of risk vs. exercise and gap analysis.
- Develop / record model for prioritising exercise elements.
- Further development of dynamic storylines.
- Training on RD in response LRF package - Training on Resilience Direct included within the response LRF package.
- Compiled training needs -Training needs to be identified as part of exercise bid process.



## **Cleveland Warning and Informing Group**

Chair: Robin Beach, Cleveland Emergency Planning Unit

### **Achievements 2017-18**

- Full Review of the Communications plan/policy by the group
- Arranging and hosting an EPC Social Media Course for partner agencies
- Ongoing media participation in training and exercising sessions

### **Future Work 2018-19**

Further work is required reference the:

- Review of the Resilient Standards relating to:
  - Risk communication with the public
  - Warning and informing
  - Business Continuity Promotion (with support from the Business Continuity Focus Group)
- Development of a North East Comms Seminar to build on the closer relationships between LRFs and the North East Media
- More media involvement in COMAH exercises including linking into the SHE managers
- Continuation of the work on the 3 year action plan which includes:-
- Closer working across the 3 NE LRFs of Cleveland, Durham and Northumbria.
- A greater use of social media in exercises and real events with common hash tags being utilised e.g. #clevelandlrf
- An annual review and test of the Cleveland Communications plan (now possibly North East Communications Strategy)
- A greater sharing of plans and information across agencies to include peer reviewing, observation of exercises and increased communications
- An increase in North East training and exercising to include seminars and workshops.
- A greater use of Resilience Direct for planning and response for sharing information.

## **Business Continuity Focus Group**

Chair: Rachael Campbell/Robin Beach, Cleveland Emergency Planning Unit

### **Achievements 2017-18**

- Attendance at the Tees Valley Business Summit.
- Increased awareness of Business Continuity in Schools
- Sharing of good practice and the learning identified from a range of incidents by members.
- Continuation of Joint Business Continuity Seminars on themed areas
- Promote support for Business Continuity Awareness Week and Resilience Awareness Week

### **Future Work 2018-19**

- Development of a 3 year action plan based upon members needs following a review against the National Resilience Standards (Business Continuity Management and Business Continuity Promotion).
- 3 stage approach to meetings to support members with their BC planning;
  - Developing a BC exercise scenario
  - Delivering a BC exercise
  - Debriefing the exercise
- Seek assurance from agencies that their Business Continuity arrangements are in place, taking into account the Resilience Standard on Business Continuity
- Peer reviewing of plans and exercises

## **Flood and Adverse Weather Group**

Chair: Peter Snowdon, Cleveland Emergency Planning Unit

### **Achievements 2017 – 18**

- Contributing to the national Review of multi-agency flood plans
- Awareness raising with multi agency partners Met Office and EA systems
- Bridges susceptible to damage from flooding were identified and included the identification of utilities that operate on the bridges
- Links between statutory services and voluntary agencies have been strengthened through a number of cross sector forums
- Two exercises have been held which have focused on the recovery from a flooding scenario
- Agencies demonstrated increased resilience and information sharing throughout the adverse weather of March 2018.

### **Future Work 2018 – 19**

- Demonstration of water rescue capability
- Review multi agency flood plan alongside new national guidance
- Continue to strengthen links between voluntary agencies and statutory agencies
- Review and re-issue water rescue capability register
- Flood awareness seminar to be held for North East LRF's
- Review and identify the lessons from the March 2018 adverse weather event

## **Blue Light Group**

Chair: Stuart Marshall Cleveland EPU

### **Achievements 2017 – 18**

- Delivery of Major Incident Procedures Manual
- Development of future SCC arrangements.
- Development of JESIP training / awareness for wider partners
- Development of protocols as identified through incidents or gap analysis
- Incorporation of JESIP, role of Resilience Direct and activation software into LRF partners response
- Airwave replacement impact assessment

### **Workplan 2018 – 19**

- Review of the resilient standards relating to:
  - Strategic Coordination Centres: preparation and operation
  - Interoperability
  - CBRN (local – regional via NE CBRN Group)
- Refinement of Major Incident Procedures Manual
- Testing and go live of the future SCC arrangements.
- Review of the findings from the incidents at Grenfell and Manchester
- Review of new CBRN framework

## **Voluntary Emergency Liaison Group**

Chair: Michael Kinge, Cleveland Emergency Planning Unit

The group brings together statutory responders with members of the voluntary sector.

### **2017/18 Achievements**

- Cleveland Mountain Rescue and British Red Cross attended Exercise Aurora III, a Duke of Cornwall event, showcasing their organisation to children aged between 10-16 years old
- North East Voluntary Organisations held a speed training event to raise awareness of their services and capabilities with both Cat 1 & 2 responders
- British Red Cross attended the Recovery training sessions hosted by the CEPU on the 12<sup>th</sup> September and the 11<sup>th</sup> October 2017
- Voluntary sector partners took part in the annual Exercise Chit Chat, an out of hours contact exercise
- Stockton voluntary guidance for response and recovery to be presented at VELG following review

### **2018/19 Upcoming Activities**

- Continue to contribute to the development of Human Aspects processes within the LRF
- Water Rescue Capabilities demonstration
- Review membership, considering agencies that have not been previously engaged with around emergency response and recovery, but are
- Review of the voluntary sector capabilities documentation
- Inclusion in training, testing and exercising as appropriate

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# EMERGENCY PLANNING JOINT COMMITTEE

27<sup>th</sup> June, 2018



**Report of:** Chief Emergency Planning Officer

**Subject:** ACTIVITY AND INCIDENT REPORT  
(1<sup>st</sup> February – 31<sup>st</sup> March 2018)

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For information and assurance.

## 2. PURPOSE OF REPORT

- 2.1 To assist members of the EPJC in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.
- 2.2 To inform members of the Emergency Planning Joint Committee (EPJC) of the activities, incidents reported and warning communications received and dealt with by the Cleveland Emergency Planning Unit (CEPU). The report covers the period between the 1<sup>st</sup> February 2018 and the 31<sup>st</sup> March 2018.
- 2.3 To provide oversight to the EPJC members of the actions undertaken under the community resilience project hosted at the Unit and the actions associated with the Cleveland Local Resilience Forum (LRF).

## 3. BACKGROUND

- 3.1 Appendix 1 provides a cumulative overview of the progress made towards meeting the action plan April 2017 – March 2018. As of the 31<sup>st</sup> March 2018, 98 of the 107 actions, agreed at the start of the year were completed within the period. Of the remaining 9 items, 5 are ongoing and have been included in the 2018 / 19 work plan (this includes a number of actions rescheduled due to the adverse weather in late February) and 4 are now redundant due to changes in approach / being superseded by the work of the wider LRF partnership.
- 3.2 Notable actions completed in the period included:
  - Review of borough major incident plans
  - Review of SOLACE Guidance against current practice
  - Annual Review of COMAH Plan Structure
  - Voluntary Sector stakeholder meeting and review of meetings

- 3.3 The CEPU provides a management and secretariat function for the LRF. Appendix 2 contains an overview of the key Local Resilience Forum (LRF) activities of note for EPJC members.
- Undertaking a cyber awareness and exercise with colleagues from North East Cyber Unit
  - Workshops on threat escalation
  - Engagement and initial benchmarking of resilient standards
- 3.4 Training and exercising are critical to the effective implementation of emergency plans; an overview of training provided/facilitated within the period is contained in appendix 3.
- 3.5 CEPU provides both a 24 hour point of contact for partners requesting assistance, and for the provision of tactical advice to the four local authorities. 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 these include protocols with the emergency services and early warning systems with industry and agencies.
- 3.6 An outline of warnings received are contained in appendix 5, and incidents that staff have been involved in or notified of are contained in appendix 6.

#### **4. PROPOSALS**

- 4.1 The Chief Emergency Planning Officer continues to develop the report to reflect the activities of the Unit.
- 4.2 EPJC Members provide feedback on the amended report structure with a view to continual improvement.

#### **5. RISK IMPLICATIONS**

- 5.1 Failure to deliver on a number of the activities included within the annual plan which tie directly into legislation could result in enforcement action being undertaken against the authority. In addition the failure to respond appropriately may result in impacts on the social, economic and environmental welfare of the community.
- 5.2 There are no significant risk concerns as a result of the action plan. Should actions not be met these will be reported alongside the means of mitigation.

#### **6. FINANCIAL CONSIDERATIONS**

- 6.1 There are no financial considerations relating to this report.

#### **7. LEGAL CONSIDERATIONS**

- 7.1 The key legislation is the Civil Contingencies Act 2004 which identifies the local authorities as a Category 1 responder, section 10 of the CCA 2004

identifies failure by a person or body identified within the legislation may bring proceedings in the High Court.

- 7.2 In addition a number of actions relate to the Control of Major Accident Hazard Regulations 2015, Radiation Emergency Preparedness Public Information Regulations 2001 and Pipeline Safety Regulations 1996. All of the above place statutory duties upon the local authority, failure to provide to an adequate level resulting in possible enforcement.

## **8. CHILD AND FAMILY POVERTY**

- 8.1 There are no child and family poverty implications relating to this report.

## **9. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 9.1 There are no equality and diversity considerations relating to this report.

## **10. STAFF CONSIDERATIONS**

- 10.1 There are no staff considerations relating to this report.

## **11. ASSET MANAGEMENT CONSIDERATIONS**

- 10.1 There are no asset management considerations relating to this report.

## **12. RECOMMENDATIONS**

- 12.1 It is recommended that members of the EPJC note the areas of work undertaken and seek further clarification as appropriate from the Chief Emergency Planning Officer.

## **13. REASONS FOR RECOMMENDATIONS**

- 13.1 To ensure that members of the EPJC can effectively obtain assurance that the duties and expectations on the local authorities can be met in the event of an incident and that the agreed action plan is being delivered.

## **14. BACKGROUND PAPERS**

- 14.1 CEPU annual plan 2017 – 18, the full action plan is available from the EPJC Meeting Papers issued 21<sup>st</sup> June 2017.  
[https://www.hartlepool.gov.uk/meetings/meeting/3722/emergency\\_planning\\_joint\\_committee](https://www.hartlepool.gov.uk/meetings/meeting/3722/emergency_planning_joint_committee)

## **15. CONTACT OFFICER**

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Chief Emergency Planning Officer  
Cleveland Emergency Planning Unit  
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## Appendix 1 CEPU Action plan 2017 - 18, Summary of progress

The following table provides an overview of the CEPU annual plan 2017 – 18 with actions allocated to one of 7 areas of work. The full action plan is available from the EPJC Meeting Papers issued 21<sup>st</sup> June 2017.

[https://www.hartlepool.gov.uk/meetings/meeting/3722/emergency\\_planning\\_joint\\_committee](https://www.hartlepool.gov.uk/meetings/meeting/3722/emergency_planning_joint_committee)

Area	Description of area	Total Count	Completed Q1	Completed Q1 + Q2	Completed Q1 – Q3	Completed Q1 – Q4	Ongoing	Redundant
Assurance	Activities to provide evidence and assurance to CEPU and stakeholders that the processes in place remain effective and that key expectations and duties continue to met.	19	1	8	12	19		
Community Resilience / Business Resilience	Promotion of community and business resilience activities.	10	1	5	7	8		2
Development	Actions aimed at further increasing the effectiveness and efficiency of existing process, resources and practice.	21	0	4	8	17	2	2
Maintenance	The maintenance of emergency plans and contact information, processes, structures etc to ensure that when required functions can be effectively undertaken.	24	2	11	12	24		
Management	Tasks undertaken to ensure the unit and staff continue to operate effectively.	9	1	1	3	9		
Process*	Application of agreed workflow to ensure that CEPU and CLRF activities are undertaken in an efficient and timely manner.	5	0	0	0	5		
Training / Testing	The provision of awareness / skills training and the testing of plans and process to ensure that the plans remain complete, accurate and practicable.	19	3	10	13	16	3	
<b>Total Number of actions</b>		<b>107</b>	<b>8</b>	<b>39</b>	<b>55</b>	<b>98</b>	<b>5</b>	<b>4</b>

Note 4 of the 5 actions identified under process can only be closed as complete at year end (e.g. invoicing, production of minutes within timeframes. The means of reporting such actions will be reviewed for the future workplan.



**Appendix 2 Key LRF Activities 1<sup>st</sup> February 2018 – 31<sup>st</sup> March 2018**

Date	Event	Brief Details of Event/Key Agenda/Discussions
01/02/2018	Emergency Management Briefing to Operational Managers	Emergency Management briefing to Operational Managers on the implications of a national threat escalation.
13/02/2018	Blue Lights Group	Discussion on recent incidents, the future role of the JESIP principles and use of Joint Organisational Learning tools.
21/02/2018	Flood and adverse weather group	Issues included the FAWG LRF workplan, community engagement updates, use of national resources and the national review of multi-agency flood plans.
2/02/2018	COMAH Duty Holder Meeting	Annual meeting with the Environment Agency and Health and Safety Executive reference the CEPU role in COMAH legislation. Number of items discussed and to be progressed.
06/03/2018	LHRP Vulnerable Person Workshop	Supporting vulnerable workshop, focused on the information held by agencies and how this can aid the support for vulnerable persons in an emergency. Shared the vision of 1 joint Priority Service Register by 2020.
09/03/2018	Cyber Resilience Workshop	Partners were brought together to work through a number of cyber resilience scenarios impacting on both internal and wider external risks.
20/03/2018	Go Critical' table top Exercise	As part of a national program all regions were requested to run a National 'Go Critical' Table Top exercise by the end of March 2018. Looking at the implications of an increase in
22/03/2018	LRF Chairs Conference	CEPO attended on behalf of the LRF. Key themes include the national resilience program, review of multi-agency flood plans, resilient standards, media and wide area power loss.
23/03/2018	NEMA Consultation Workshop	Workshop to consider how the National Emergency Mortuary Arrangement (NEMA) equipment will be distributed, considered the responsibilities on partners, mutual aid, implications on agencies taking the kit and future funding.
23/03/2018	LHRP Risk workshop	Workshop to consider risks and how social care and NHS can interact in dealing with the consequences



**Appendix 3 Staff trained and exercised 31<sup>st</sup> January – 31<sup>st</sup> March 2018**

	27/05/2017 - 31/08/2017		01/09/2017 – 10/11/2017		11/11/2017 – 31/01/2018		01/02/2018- 31/03/2018		Total	
<b>Training</b>	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained
Borough Coordination Officer Training	3	22							3	22
Emergency Planning Awareness (Officers)	1	12			1	6			2	18
Loggist training	3	6							3	6
Met Office Training*	3	115							3	115
NE LRF Symposium*	1	53							1	53
Project Griffin	1	41							1	41
School Emergencies	1	24	1	70	1	20			3	114
Strategic Training			1	11					1	11
Recovery Awareness			2	24					2	24
Elected Members			1	11					1	11
Flood Study Day*			1	7					1	7
Human Aspects			1	23					1	23
NE Volunteers Speed Training*			1	25					1	25
Power outage workshop*			1	4					1	4
Emergency Accommodation							1	10	1	10
Cyber Resilience							1	48	1	48
Social Media							1	16	1	16
Threat Escalation*							1	60	1	60
<b>Total</b>	<b>13</b>	<b>273</b>	<b>9</b>	<b>175</b>	<b>2</b>	<b>30</b>	<b>4</b>	<b>134</b>	<b>28</b>	<b>608</b>
<b>Exercises</b>	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Total events	Total attendees
Exercise Ironstone (Strategic)	1	96							1	96
Search and Rescue Exercise	1	8							1	8
COMAH exercises	2	16	4	89	1	48			7	153
Recovery Exercise (Borough)			1	7	1	20			2	27
NHS NE Mass Casualties Framework			1	3					1	3
Out of hours contact					1	tbc			1	0
Powerstation							2	40	2	40
Go Critical*							1	75	1	75
<b>Total</b>	<b>4</b>	<b>120</b>	<b>6</b>	<b>99</b>	<b>3</b>	<b>68</b>	<b>3</b>	<b>115</b>	<b>16</b>	<b>402</b>

\* This training was provided to members of the three North East LRFs.



**Appendix 4 Communications received 1<sup>st</sup> February – 31<sup>st</sup> March 2018**

<b>Type of Incident</b>	<b>Number received in period</b>	<b>Notes</b>
Pollution reports (HM Maritime Coastguard Agency)	0	None received in period.
National Severe Weather Service (Met Office)	12	Mainly for snow end February start March
Heatwave Alerts (Met Office)	0	None received in period.
Cold Weather Alerts (Met Office)	12	Mainly over end February start March
Industrial Communications Red (Local Industry)	0	None received in period.
Industrial Communications Blue (Local Industry)	7	The majority related to either planned or unplanned flaring which can cause concern offsite. Others related to helicopter operations within industrial areas and onsite incidents e.g. loss of containment, smoke visible etc
Flood Guidance Statements (Met Office and Environment Agency)	2	North Sea Coast tidal associated with strong winds
Flood Alert (Environment Agency)	4	All North Sea coast (Tidal)
Flood Warnings (Environment Agency)	0	
Severe Flood Warnings (Environment Agency)	0	None received in period.





**Appendix 5 Incidents of note 1<sup>st</sup> February – 31<sup>st</sup> March 2018**

Date	Borough	Exact Location	Type of incident	Additional information
26/02/18 – 02/03/2018	All Boroughs	All areas	Adverse weather (Snow)	Significant snowfall across the Cleveland area. Resulting in some impact on services and transportation. Multi-agency coordination enacted and support between agencies established. Support from voluntary sector reference transport of staff and materials.
05/03/2018	Redcar & Cleveland	Saltburn	Utility Failure	Sub-station fire leading to loss of power. Majority of households (approx 22,000) quickly restored with a number being restored later in the night/early morning.
11/03/2018	Middlesbrough	Marton Road	Chemical	Propane leak from cylinder being transported. Shelter advice provided.
12/03/2018	Stockton-on-Tees	Wentworth House Bowsfield / Parkfield area	Fire	Fire in multi occupancy building, CFB responded arrangements made but not required for alternative accommodation.
22/03/2018	Redcar & Cleveland	Saltburn / Redcar beach	Pollution	Palm oil reported on beach no action required.
19/03/2018	Hartlepool	Various schools	None Incident	Threat issued nationally to a number of schools. Reports received and joint advice given to school.
28/03/2018	All Boroughs	Various schools	None Incident	Hoax e-mail threat to school

# EMERGENCY PLANNING JOINT COMMITTEE

27<sup>th</sup> June, 2018



**Report of:** Chief Emergency Planning Officer

**Subject:** ACTIVITY AND INCIDENT REPORT  
(1<sup>st</sup> April – 31<sup>st</sup> May 2018)

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For information and assurance.

## 2. PURPOSE OF REPORT

2.1 To assist members of the EPJC in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.

2.2 To inform members of the Emergency Planning Joint Committee (EPJC) of the activities, incidents reported and warning communications received and dealt with by the Cleveland Emergency Planning Unit (CEPU). The report covers the period between the 1<sup>st</sup> April 2018 and the 31<sup>st</sup> May 2018.

2.3 To provide oversight to the EPJC members of the actions undertaken under the community resilience project hosted at the Unit and the actions associated with the Cleveland Local Resilience Forum (LRF).

## 3. BACKGROUND

3.1 Appendix 1 provides a cumulative overview of the progress made towards meeting the action plan April 2018 – March 2019. As of the 31<sup>st</sup> May 2019, 34 of the 293 actions (approximately 10%), proposed at the start of the year were completed within the period.

3.2 Notable actions completed in the period included:

- Production of update reports for the local authorities
- Search and rescue multi-agency training day
- A test of the Redcar borough emergency centre
- Team exercises on widespread power loss and a pipeline incident
- Assistance with a Tees Valley Rabies exercise
- Development of a number of aides for responders including threat escalation and adverse weather

- Testing of the automated activation system
- 3.3 The CEPU provides a management and secretariat function for the LRF. Appendix 2 contains an overview of the key Local Resilience Forum (LRF) activities of note for EPJC members.
- Publication of the LRFs Multi-agency incident procedures manual
  - Publication of version 2 of Cleveland LRFs planning assumptions
  - Provision of Multi-Agency Gold Incident Commander Training full and light courses
  - Agreement on the LRF's strategic priorities and the actions required by all tiers of the Local Resilience Forum
  - Submission of notable practice to the National Joint Organisational Learning tool
- 3.4 Training and exercising are critical to the effective implementation of emergency plans; an overview of training provided/facilitated within the period is contained in appendix 3.
- 3.5 CEPU provides both a 24 hour point of contact for partners requesting assistance, and for the provision of tactical advice to the four local authorities. 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 these include protocols with the emergency services and early warning systems with industry and agencies.
- 3.6 An outline of warnings received are contained in appendix 5, and incidents that staff have been involved in or notified of are contained in appendix 6.

#### **4. PROPOSALS**

- 4.1 The Chief Emergency Planning Officer continues to develop the report to reflect the activities of the Unit.
- 4.2 EPJC Members provide feedback on the amended report structure with a view to continual improvement.

#### **5. RISK IMPLICATIONS**

- 5.1 Failure to deliver on a number of the activities included within the annual plan which tie directly into legislation could result in enforcement action being undertaken against the authority. In addition the failure to respond appropriately may result in impacts on the social, economic and environmental welfare of the community.
- 5.2 There are no significant risk concerns as a result of the action plan. Should actions not be met these will be reported alongside the means of mitigation.

#### **6. FINANCIAL CONSIDERATIONS**

- 6.1 There are no financial considerations relating to this report.

## **7. LEGAL CONSIDERATIONS**

- 7.1 The key legislation is the Civil Contingencies Act 2004 which identifies the local authorities as a Category 1 responder, section 10 of the CCA 2004 identifies failure by a person or body identified within the legislation may bring proceedings in the High Court.
- 7.2 In addition a number of actions relate to the Control of Major Accident Hazard Regulations 2015, Radiation Emergency Preparedness Public Information Regulations 2001 and Pipeline Safety Regulations 1996. All of the above place statutory duties upon the local authority, failure to provide to an adequate level resulting in possible enforcement.

## **8. CHILD AND FAMILY POVERTY**

- 8.1 There are no child and family poverty implications relating to this report.

## **9. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 9.1 There are no equality and diversity considerations relating to this report.

## **10. STAFF CONSIDERATIONS**

- 10.1 There are no staff considerations relating to this report.

## **11. ASSET MANAGEMENT CONSIDERATIONS**

- 10.1 There are no asset management considerations relating to this report.

## **12. RECOMMENDATIONS**

- 12.1 It is recommended that members of the EPJC note the areas of work undertaken and seek further clarification as appropriate from the Chief Emergency Planning Officer.

## **13. REASONS FOR RECOMMENDATIONS**

- 13.1 To ensure that members of the EPJC can effectively obtain assurance that the duties and expectations on the local authorities can be met in the event of an incident and that the agreed action plan is being delivered.

## **14. BACKGROUND PAPERS**

- 14.1 CEPU annual plan 2018 – 19, the full action plan is included in the papers for the EPJC meeting 27<sup>th</sup> June 2018.

## **15. CONTACT OFFICER**

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## Appendix 1 CEPU Action plan 2018 - 19, Summary of progress

The following table provides an overview of the proposed CEPU annual plan 2018 – 19 with progress within the period.

	Total Actions	Completed in period
<b>Local Authority Preparedness</b>	<b>34</b>	<b>4</b>
• Audit - Review Rest Centre Boxes in each LA	4	1
• Audit - Review emergency accommodation plan and develop shelter section	1	0
• Audit - kit / stores	5	0
• Audit - Borough Emergency Centers	4	1
• Team Exercise / scoping / scenario	12	2
• Each Local Authority Major Incident Plan to be reviewed	4	0
• Review of SOLACE guidance against current practice	4	0
<b>Borough specific Strategic reports to LMT / EMT 4 times per year</b>	<b>16</b>	<b>2</b>
<b>EMRT meetings / Briefing to lead portfolio holders</b>	<b>53</b>	<b>6</b>
• Redcar & Cleveland EMRT meets every 2 months	6	2
• Middlesbrough EMRT meets Monthly	12	2
• Stockton EMRT meets Quarterly	4	1
• Hartlepool EMRT meets Quarterly	4	1
• Updates of Borough Emergency Contact List emergency contact lists	8	0
• Review, development and provision of one loggist training package	1	0
• Test of Each Borough Emergency Centre's process and procedures	4	0
• Walkthrough of each Borough Major Incident Plan	4	0
• Training Needs Analysis undertaken by each borough against plan	4	0
• Training Needs compiled into a single document ready for bidding process	1	0
• Provision of agreed training package to all 4 local authorities to meet needs identified in training needs analysis (command training, legal training, logging etc)	5	0
<b>Info Governance</b>	<b>1</b>	<b>0</b>
<b>CEPU BCM Planning Internal</b>	<b>16</b>	<b>2</b>
• Conduct an annual exercise involving the CEPU BCM plan	1	0
• Review CEPU Business Continuity Management Plan	2	0
• After Hours contact Exercise (four local authorities)	4	0
• Conduct one out of hours contact exercise with the voluntary sector (Ex Chitchat)	1	0
• Confidential Duty Officer Phone Book	2	1
• Quarterly meeting of the lead emergency planning holders meeting	6	1
<b>Provision of conduit for the Local Authority and provision of tactical advice</b>	<b>43</b>	<b>5</b>

• Duty Officer Rota produced and agreed by officers	2	1
• Duty Officer function undertaken / fulfilled	12	2
• Data collated on incidents / communications and learning shared	12	2
• Review guidance for Duty Officer	2	0
• Elected Members Briefings	5	0
• Review and approval of EPJC constitution	1	0
• EPJC meetings 4 x meetings	9	0
<b>Rest Centre /Emergency accommodation</b>	<b>3</b>	<b>0</b>
<b>Event Support</b>	<b>2</b>	<b>0</b>
<b>Learning Points</b>	<b>3</b>	<b>0</b>
• Exercise Calendar	6	0
• Strategic Exercise	1	0
• Quarterly test of UMS system	4	1
• DTVA Airport Exercise	1	0
<b>Financial Control</b>	<b>8</b>	<b>2</b>
• Quarterly budget meetings	4	1
• Budget profile coming year	1	1
• Income Generation update the marketing Plan for CEPU income generation.	3	0
<b>Industrial Emergency Planning</b>	<b>13</b>	<b>0</b>
• 6 monthly reviews of the pipelines overview	2	0
• COMAH Overview Document Review	2	0
• Maintain Seat on regional COMAH meeting	5	0
• Meet legal and non-legal duties under PSR	2	0
• Meet legal duties ref REPIR Plan	2	0
<b>CEPU Internal Functions</b>	<b>44</b>	<b>6</b>
• Monthly team meetings	12	2
• Team brief weekly	1	0
• Monthly 1 to 1s (all staff)	12	2
• Appraisals - all staff	9	0
• Review of all those on development schemes against criteria for progression	1	1
• Health and Safety in unit review actions and risk assessments	9	1
<b>Annual plan 19 – 20</b>	<b>5</b>	<b>4</b>
• Approval by EPJC	5	4
<b>Plan reviews required</b>	<b>3</b>	<b>0</b>
• Plan audit- CEPU	3	0
<b>Annual CEPU collective review of the four Local Authority Major Incident Plans</b>	<b>1</b>	<b>0</b>
<b>Recovery</b>	<b>1</b>	<b>0</b>
• Recovery Exercise	1	0
<b>Support to the LRF</b>	<b>5</b>	<b>1</b>



• Produce annual meeting schedule including timeline for requesting items, meeting with chairs, issuing papers, uploading minutes etc	5	1
<b>Voluntary Organisations</b>	<b>8</b>	<b>1</b>
• Hold 3 meetings with the voluntary sector	3	1
• Review the voluntary sector register of capabilities	5	0
<b>Warning and informing</b>	<b>7</b>	<b>1</b>
• Provide a range of information to local residents via established media	3	0
• CEPU Web site reviewed every quarter	4	1
<b>Develop a sustainable community resilience model appropriate to Cleveland</b>	<b>10</b>	<b>0</b>
• Develop a programme of community resilience initiatives	4	0
• Crucial Crew (LRF)	6	0
(Additional actions)	17	0
	293	34



**Appendix 2 Key LRF Activities 1<sup>st</sup> April 2018 – 31<sup>st</sup> May 2018**

Date	Event	Brief Details of Event/Key Agenda/Discussions
13/04/2018	Resilient Standards	Workshop on the piloting of resilience standards, seeking LRFs to engage with government.
17/04/2018	Tactical Business Group	Multi-agency incident procedures agreed, sub-group annual work-plans agreed, discussion on the use and support required to use resilience direct, agreement to review the resilient standards on release. Feedback received on adverse weather and a number of other incidents. Kerslake review recommendations discussed and feedback requested from members on the local implications.
24/04/2018	Blue Lights Group	Items discussed included the use and role of joint organizational learning, the move of the strategic command centre, the upcoming office for nuclear regulation review of the emergency plans, the implications of the review into the National Emergency Mortuary Arrangements.
08/05/2018	MAGIC Course	A nationally accredited course, run by the College of Policing, was held with representatives from across the 3 North East LRFs. The course has received excellent feedback from participants and provides a single baseline across the North East reference strategic commander training.
15/05/2018	Strategic Board	Members received a presentation on the Cross Sector Security Communication Network an initiative to share information across the business community, task and finish group to review the Kerslake recommendations and latest government guidance, discussion on the role of the combined authority in resilience, CLRF annual report was shared and a review of all standing groups to be undertaken.
16/05/2018	Flood and Adverse Weather Group	Discussion on the recent review of the Multi-Agency Flood Plans, training and exercising, the military contribution and the recent adverse weather.
17/05/2018	Voluntary Emergency Liaison Group	Discussion on recent deployments to a range of incidents, membership of the group and the future means of operation. Review of training and exercising events and discussion on the impact of a loss of communication.
23/05/2018	COMAH exercise	Test of the external emergency response to an upper tier COMAH site in Redcar and Cleveland. Agency involvement from Police, Fire, Ambulance and Local Authority.
24/05/2018	Category 2 meeting	Meeting of Yorkshire, Humber and North East LRFs with Category 2 (utilities) organizations. Learning from a number of issues were shared with good practice, utilities framework / protocol drafted.



**Appendix 3 Staff trained and exercised 1<sup>st</sup> April - 31<sup>st</sup> May 2018**

	01/04/2018 - 31/05/2018								Total	
<b>Training</b>	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained
Rabies Workshop	1	56								
Multi-agency incident commander (Magic)	1	21*								
Multi-agency incident commander (Magic) Lite	1	21*								
St Benedicts (School)	1	50								
<b>Total</b>	<b>4</b>	<b>148</b>								
<b>Exercises</b>	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Total events	Total attendees
Search and rescue seminar	1	40								
COMAH Exercise	1	20								
Quarterly activation test	1	18								
PowerStation	1	20								
<b>Total</b>	<b>4</b>	<b>98</b>								

\* This training was provided to members of the three North East LRFs.



**Appendix 4 Communications received 1<sup>st</sup> April – 31<sup>st</sup> May 2018**

<b>Type of Incident</b>	<b>Number received in period</b>	<b>Notes</b>
Pollution reports (HM Maritime Coastguard Agency)	0	None issued in period
National Severe Weather Service (Met Office)	1	Relating to snow and ice
Heatwave Alerts (Met Office)	0	None issued in period
Cold Weather Alerts (Met Office)	0	None issued in period
Industrial Communications Red (Local Industry)	0	None issued in period
Industrial Communications Blue (Local Industry)	7	Relating to industrial process that may cause concern offsite e.g. flaring, excessive noise, false alarms etc
Flood Guidance Statements (Met Office and Environment Agency)	2	Relating to flooding from surface water and from coastal flooding
Flood Alert (Environment Agency)	6	North Sea Coast Hartlepool to Staithes
Flood Warnings (Environment Agency)	0	None issued in period
Severe Flood Warnings (Environment Agency)	0	None issued in period





**Appendix 5 Incidents of note 1<sup>st</sup> April – 31<sup>st</sup> May 2018**

Date	Borough	Exact Location	Type of incident	Additional information
10/04/2018	Redcar & Cleveland	Wilton complex	UXO	Hand grenade found at recycling plant (de-activated)
18/04/2018	Hartlepool	Seaton Beach	UXO	Unexploded Ordinance Seaton (North Gare)
25/04/2018	Middlesbrough	A66 Middlesbrough centre	RTC	Closure of A66 Eastbound for several hours
08/05/2018	All Boroughs	Various schools	Alarm	Hoax to school (part of national hoax)
08/05/2018	Hartlepool	Seaton Carew sea front	Fire	Fire at derelict building
22/05/2018	Hartlepool	Silverbirch Road	RTC	RTC / house