

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

FRIDAY 3RD NOVEMBER 2006

AT 10.00am

AT THE EMERGENCY PLANNING UNIT,
MIDDLESBROUGH FIRE STATION,
PARK ROAD SOUTH MIDDLESBROUGH

MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-

Hartlepool Borough Council:-

The Mayor, Stuart Drummond

Middlesbrough Borough Council:-

Councillor B Coppinger

Stockton Borough Council:-

Councillor D Coleman

Redcar and Cleveland Borough Council:-

Councillor E Empson

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST

3. MINUTES
 - 3.1 To receive the minutes of the meeting held on 10th May 2006 (*attached*)

4. **ITEMS FOR DECISION / INFORMATION**

- 4.1 Progress on Performance Indicators – *Chief Emergency Planning Officer*
- 4.2 Feedback Results – Prepare for Emergencies Leaflet (Z Card) - *Chief Emergency Planning Officer*
- 4.3 Results of National Capabilities Survey – *Chief Emergency Planning Officer*
- 4.4 Emergency Planning Outturn 2005/2006 – *Chief Emergency Planning Officer and Chief Financial Officer*
- 4.5 Beacon Status Application – *Chief Emergency Planning Officer*
- 4.6 Civil Contingencies Act – Implementation Plan – *Chief Emergency Planning Officer*
- 4.7 LRF Handbook / Guide – *Chief Emergency Planning Officer*
- 4.8 Reported Incidents / Cleveland Communications Strategy – *Chief Emergency Planning Officer*
- 4.9 Pandemic Influenza and Antiviral Distribution Planning – *Chief Emergency Planning Officer*
- 4.10 Buncefield – Lessons Learned – *Chief Emergency Planning Officer*
- 4.11 Evacuation Planning – *Chief Emergency Planning Officer*

5. **ANY OTHER BUSINESS**

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

10th May 2006

Present:

Councillor David Coleman, Stockton-on-Tees Borough Council (In the Chair)
The Mayor, Stuart Drummond, Hartlepool Borough Council
Councillor Barry Coppinger, Middlesbrough Borough Council
Councillor Eric Empson, Redcar and Cleveland Borough Council

Officers: Denis Hampson, Chief Emergency Planning Officer
Pat Watson, Democratic Services Officer, Hartlepool Borough Council

21. Declarations of interest by members

None

22. Confirmation of the minutes of the meeting held on 8th December 2005

The minutes of the meeting held on 8th December 2005 were confirmed.

Matters arising – The Chief Emergency Planning Officer (CEPO) advised that a dead bird had been found in Preston Park but tests for the H5N1 virus had been negative.

23. Emergency Planning Annual Plan (*Chief Emergency Planning Officer*)

Purpose of report

To present to Members of the Joint Committee the Annual Plan prepared for 2006/07 and to briefly review the 2005/06 Annual Plan.

Issue(s) considered by the Committee

The covering report advised that the Plan was prepared to provide awareness of the aims and objectives of the Cleveland Emergency Planning Unit (CEPU) and the service that would be delivered by the Unit

on behalf of the four unitary local authorities of Hartlepool, Middlesbrough, Stockton-on-Tees and Redcar & Cleveland. The Plan sets out the framework upon which the Unit would deliver its services, it shows what the Unit intend to achieve and how this would be done. The Plan would also help drive the work programme of the Unit and its staff and identify training and development needs. The Plan also reflected the changing priorities and the risks and challenges that lie ahead, indicating the requirement to plan for a potential outbreak of pandemic influenza which had been identified as a national risk.

Three important strands of the Civil Contingencies Act that would dominate the work of the Unit during 2006/07 were outlined in the report together with further background information.

The Joint Committee were advised that there had been a number of notable achievements over the past year and these were outlined in the report.

The report indicated, in conclusion, that the 2006/07 Plan provides the framework within which the CEPU would deliver its services during the year and sets out realistic and meaningful performance indicators upon which the performance of the Unit could be judged and monitored.

A copy of the Plan had also been circulated to Members.

The Joint Committee were advised that the Chief Emergency Planning Officer provides the Secretariat function to the Cleveland Local Resilience Forum and presently absorbs the costs, including resource issues, from within the CEPU and budget. However, the Chief Constable, as Chair of the LRF, is seeking between £20,000 to £25,000 from LRF members (around £2,500 from each participant) to enable the recruitment of a part-time employee within the Emergency Planning Unit to assist the CEPO in this function which is escalating in terms of both commitment and activities undertaken.

Decision

Members noted the report and the Chairman asked for the LRF secretariat issue to be placed on the Agenda for the next meeting to see progress.

24. Review of the 2005-06 Performance Indicators (*Chief Emergency Planning Officer*)

Purpose of report

To inform the Joint Committee of the results of the performance indicators set out in the 2005/06 Annual Plan of the Cleveland Emergency Planning Unit.

Issue(s) considered by the Committee

The Joint Committee were advised that to manage and improve the service and performance, a number of realistic but meaningful indicators had been developed through which the CEPU could monitor and review progress and performance. The report reviewed the progress made towards achieving those performance indicators during the year 1st April 2005 to 31st March 2006.

The number of indicators was increased from 17 to 20 for 2005/06 and good progress had been made on all indicators, with 17 of these performance indicators being fully achieved and in some instances exceeding the set target. Three indicators (8, 9 and 14) were partially achieved but none highlighted any cause for concern and work would continue on issues outstanding from them. Staff had undertaken the necessary work to fulfil new requirements under the Civil Contingencies Act.

There had been the following notable achievements:

- PI 5 - Ahead of predictions, the Community Risk Register was completed in February 2006 and had since been approved by the Cleveland Local Resilience Forum. The register would be a 'living document' and work had already commenced to add additional locally identified risks to the register.
- PI 10 – The production of information material available for the public had been more than double the target set. The 'Prepare for Emergencies' leaflet (Z card) had been a major undertaking and had reached completion and distribution in late March 2006. Six leaflets had been designed and produced to heighten the awareness of and promote business continuity to a wide audience, particularly small and medium sized enterprises. Nearly 200 copies of The Major Incident Procedures Manual (117 pages) had been downloaded from the EPU website.
- PI 6 - Assisted by staff from the Media and Communications Department of the University of Teesside, the emergency planning unit website had been redesigned to ensure it is more user friendly and appropriate and positive feedback had been received.

To assist with monitoring the effectiveness of some of our work, it had been agreed that questions would be placed in citizen panel surveys in Hartlepool (1250 recipients) and Redcar and Cleveland (2000 recipients) in the next quarter. The questions would be based on the 'preparing for emergencies' leaflet, the website and knowledge of the CEPU.

The three cross cutting indicators which compare points of the CEPU with the Neighbourhood Services Department of Hartlepool Borough Council, as lead/host authority for emergency planning, were in line with or better than those for the Department. The significant change from the previous year was the good sickness absence figure being equivalent to 2.8 days per employee.

A table outlining the Performance Indicators, outcome, target and review was circulated with the report.

Decision

Members noted the report.

25. Multi-Agency Exercise Calendar (*Chief Emergency Planning Officer*)

Purpose of report

To inform Members of the Joint Committee of the multi agency exercise and training calendar for 2006/07 that had been prepared with strategic partners.

To highlight the benefits of such exercises.

To highlight the number of exercises conducted under the Control of Major Accident Hazard Regulations.

Issue(s) considered by the Committee

The Joint Committee were advised that the Senior Emergency Planning Officer from the CEPU chairs a quarterly multi-agency exercise planning group that oversees the calendar and exercises being carried out. The membership and attendees were indicated in the report together with an outline of the exercises involved. An agreed multi-agency exercise and training calendar for 2006/07 was circulated with the report. It listed a mixture of major live play, small scale and table top exercises through which several plans or elements of plans held by the agencies involved would be able to be tested. The calendar also gave details of a number of training days to multi-agency audiences. It was anticipated that there would be further additions to the calendar, ie training exercises with Head Teachers and School Governors, testing of call out arrangements and the establishment of emergency centres.

To assist with the process of recording the significant issues learned and priorities/actions to be taken forward, the Exercise Planning Group Unit had developed a Register that provides a monitoring and auditing process of exercises and ensures actions resulting from exercises are followed up. A brief example of the register was circulated as an appendix to the report. Further information and benefits were also outlined in the report.

Decision

Members noted the report.

26. Community Risk Register (*Chief Emergency Planning Officer*)

Purpose of report

To inform Members of the Joint Committee of the risk assessment process that had been undertaken over the past 8 months.

To inform Members that the Community Risk Register had been approved by the Cleveland Local Resilience Forum at a Special Meeting on 8th February 2006, therefore meeting the statutory requirements of the Civil Contingencies Act 2004 in relation to the production and implementation of a Community Risk Register.

To inform Members that the Community Risk Register had been placed on the Cleveland Emergency Planning Unit website.

Issue(s) considered by the Committee

Members were advised that under Section 2(1)(a) of the Civil Contingencies Act 2004 all Category 1 responders had a duty to assess the risk of an emergency occurring within, or affecting, a geographical area for which each Category 1 Responder is responsible. Regulation 15 of the Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 places a statutory duty upon all Categories 1 responders to co-operate with each other in producing and maintaining a register of the risk assessments carried out by each Category 1 responder. This register would be known as the "Community Risk Register".

The report indicated that a guidance document "Emergency Preparedness" had provided comprehensive advice on how to prepare the register and perform the assessments. The Community Risk Register was viewed as the common starting point for responders in their production of contingency planning strategies and 'joined-up' and consistent planning assumptions. Members were advised that it had been agreed at the Local Resilience Forum (LRF) Working Group, chaired by the CEP Officer, to the formation of a Sub Group (Risk Assessment Working Group – RAWG) consisting of representatives from all Category 1 responders who would work and co-operate together to consider these hazards at a local level and produce the required risk assessments. The report detailed the work of the RAWG since their first meeting in September 2005.

Members were advised that, whilst the work of the RAWG was ongoing, the CEP Officer had taken a progress report to the Cleveland LRF on 5th December 2005 and the recommendations that were approved were listed in the report. The draft Community Risk Register, comprising of 64 risks, had been presented to the Cleveland LRF at a Special Meeting on 8th February 2006 chaired by the Assistant Chief Constable. The register had been approved without amendment and it had been agreed it would be placed on the website. The LRF had also approved a "top ten" of risks within the Cleveland area (list attached as Appendix A), based on the risk

scores and many of those risks had been shown to require some form of additional risk treatment. The LRF had further directed that this work be directed to the Local Resilience Working Group to undertake actions to mitigate those risks wherever possible and address the identified additional risk treatment. This had been actioned. The main four risks were identified as:

- Pandemic Flu
- Zoonotic notifiable diseases
- Accidental release of radioactive material during transit
- Major localised flooding due to rapid accumulation

The risk assessments had been prepared based on a five year estimation and therefore a continual review would be undertaken by the RAWG to take account of changes that occur within that time period. A full review of the register would take place every 2 years, but the register would be reviewed by the LRF on a yearly basis.

The RAWG was continuing with its work, particularly in respect of a number of additional localised risks which had been identified during the previous risk assessment process. It is the role of the RAWG to monitor and review the Community Risk register in respect of:

- The Hazards.
- Descriptions of outcome and consequences, especially locally determined hazards.
- Reflect changes in the response or resilience capabilities, and mitigation actions that could alter the likelihood or impact of a hazard.
- Suggest changes to the risk priorities as outcomes, ie likelihood and impact change due to new or additional data or actions to mitigate the impact are adopted.

Decision

Members noted the report and requested the Chief Emergency Planning Officer to e.mail a web-link Word document to them to enable them to make other Council Members and the public aware of the Community Risk Register.

27. Family Assistance Centres (*Chief Emergency Planning Officer*)

Purpose of report

To inform Members of the Joint Committee of the identified need for Family Assistance Centres (FAC) to be considered during a major incident and the plan/protocol being drawn up by the Emergency Planning Unit to able a FAC to be established and managed in a time of crisis.

To inform Members that the responsibility for establishing and running the FAC had been placed with the Local Authority in whose area the incident

occurred, including financial cost incurred.

Issue(s) considered by the Committee

Members were advised that the concept of a Family Assistance Centre (FAC) had become more into focus following the 7th July bombings in London. Consequently, the Cabinet Office, within guidance documents to the Civil Contingencies Act, placed the requirement upon a Local Authority to establish, often at short notice, and run a FAC. Such a centre had been established within 24 hours of the London bombings by Westminster City Council, initially in a temporary location and within days at a more permanent location.

The report provided further background information and indicated that the main role of the FAC would be to ensure a seamless multi-agency approach in respect of:

- Emotional support and advice;
- Information about missing family members and friends, bereavement and further sources of support;
- Assistance in making contact with appropriate agencies and resolving problems;
- Multi-faith and multi-cultural support;
- Medical advice;
- Financial and legal advice.

A further important role would be to enable the gathering of mass forensic samples in a timely manner which should enhance the ability of the Police to identify the deceased quickly. Further information relating to the role and setting up of a FAC were included in the report together with a list of the possible organisations that could be involved in the Centre if one was established in Cleveland. The CEPU had worked over recent months with all the agencies who could be involved and a draft plan had been produced. The future process for the draft plan, culminating with an exercise within one of the local authorities was outlined in the report and a copy of the draft plan was circulated to Members of the Joint Committee. A copy was also to be placed in the Members Library of each Local Authority.

Decision

Members noted the report and the draft Family Assistance Centre Plan, a copy of which would be placed in Members Libraries.

28. Mass Fatalities - Central Assistance (*Chief Emergency Planning Officer*)

Purpose of report

To inform Members of the Joint Committee of the arrangements being put

in place by the Home Office in respect of a National Emergency Mortuary Contract and a National Stockpile of Mortuary Equipment.

To inform Members of the four potential locations for a demountable temporary mortuary structure within the Cleveland area.

To inform Members of the potential cost of deploying the demountable temporary mortuary structure and national stockpile of mortuary equipment which would fall upon the Local Authority.

To inform Members that the Chief Emergency Planning Officer is the nominated contact person on behalf of the four local authorities and the holder of the 'codewords' necessary under these arrangements.

Issue(s) considered by the Committee

The report provided detailed information in respect of the following:

- National emergency mortuary contract and stockpile of equipment;
- Potential sites for a Demountable Structure;
- Cost of deploying the demountable structure and temporary mortuary stockpile of equipment.

Members were advised that the current Temporary Mortuary Plan would be reviewed to reflect the arrangements but that they do not replace current planning and arrangements for dealing with fatalities in emergencies. Any resultant appropriate action following inspection by De Boers (the company with which The Home Office had entered into to deploy a demountable structure) of the identified potential sites that could be used for the demountable structure would be undertaken by the Temporary Mortuary Sub Group on behalf of the LRF.

Decision

Members noted the report.

29. National Capabilities Survey 2006 (*Chief Emergency Planning Officer*)

Purpose of report

To make Members of the Joint Committee aware of the National Capabilities Survey that was being conducted.

Issue(s) considered by the Committee

Members were advised that the National Capability Survey was being

conducted across the country with the purpose of providing a snapshot of current capabilities and assessing progress that had been made since the last survey which had been carried out in 2003. The Regional Resilience Team were collating the response within the region. Within the Cleveland LRF area the questionnaire had been completed by:

- Cleveland police
- Cleveland Fire Brigade
- HM Coroners
- Cleveland Emergency Planning Unit on behalf of the four local authorities
- Environment Agency

The report listed the issues covered in the survey and a copy of the response was attached as appendix A to the report.

Decision

Members noted the report.

30. Emergency Planning Unit Website (*Chief Emergency Planning Officer*)

Purpose of report

To inform Members of the Joint Committee of the changes to the website and the increasing usage of it.

Issue(s) considered by the Committee

Members were advised that the Cleveland Emergency Planning Unit had first launched its website in 2004 and the report provided details of usage since that date. Details of unique visits were provided in appendix A to the report.

Decision

Members noted the report.

31. Reported Incidents/Cleveland Communications Strategy (*Chief Emergency Planning Officer*)

Purpose of report

To inform the Joint Committee of the incidents reported, weather and flood risk warnings received and communications strategy faxes received and dealt with by the Cleveland Emergency Planning Unit.

Issue(s) considered by the Committee

The report provided information on Flood and Weather Warnings, the Communications 'Strategy and listed incidents of note between 27th November 2005 and 23rd April 2006. Members were advised that a total of 36 incidents had been reported to the CEPU during the period, many of them dealt with by the Duty Officer.

Decision

Members noted the report.

D COLEMAN

CHAIRMAN

AGENDA ITEM 4.1

CLEVELAND EMERGENCY PLANNING UNIT

REPORT TO: Emergency Planning Joint Committee
REPORT FROM: Chief Emergency Planning Officer
DATE: 3rd November 2006
SUBJECT: **PROGRESS ON PERFORMANCE INDICATORS 2006/07**

1. PURPOSE OF REPORT:

To inform the Joint Committee of the progress being made on achieving the performance indicators set down in the 2006/07 Annual Plan of the Cleveland Emergency Planning Unit.

2. BACKGROUND:

- 2.1 To manage and continually improve our service and performance and determine if the Emergency Planning Unit is meeting its aims and objectives, a number of realistic and meaningful performance indicators have been set through which we could monitor and review our progress and performance.
- 2.2 This report details the progress made towards achieving those performance indicators during the period 1st April to 30th September 2006. (6 month period)
- 2.3 Administrative processes enable the performance indicators to be effectively monitored and the indicators are also a standing item on the agenda for the monthly team meeting. They also form part of the discussions on the three monthly work programme individually agreed between each of the Emergency Planning Officers and the Chief Emergency Planning Officers.
- 2.4 There are a total of 18 performance indicators for 2006/07 and good progress is being made on most of them. Currently 14 of these performance indicators (shown as ☺ on the chart below) are on target and the Chief Emergency Planning Officer is confident that they will be fully achieved by the end of the current fiscal year.
- 2.5 Three (3) other indicators, shown as (☹), are currently being worked upon and unless circumstances change, there is every likelihood that they will be achieved. It is likely at this stage that one (☺) indicator will

not meet the targets set. This is indicator 11. Despite approaches by the Emergency Planning Officers, no Elected Members have been booked onto courses at the Emergency Planning College, although several have expressed initial interest.

- 2.6 Part of Indicator 5 relates to completing additional risks and the target was to complete 12 additional risk assessments by 30 September 2006. This has been delayed as it was recognised that the criteria used to assess risks was to be changed by the Civil Contingencies Secretariat (Cabinet Office). The amended criteria has now been received and assessment work has re-commenced.
- 2.7 Progress to date on achieving the indicators provides evidence of the commitment of the staff within the Emergency Planning Unit to meeting the targets set, several of which were strengthened and enhanced from the previous year, especially to meet new requirements under the Civil Contingencies Act and the additional commitments being consistently placed upon staff by the need of the Regional Resilience Team within the Government Office for the North East to produce regional resilience plans and procedures.
- 2.8 There are three cross cutting indicators which compare points of the Emergency Planning Unit with the Neighbourhood Services Department of Hartlepool Borough Council. Whilst we are in line with or better than those for the Department in respect of two of the indicators, it is likely that the indicator in respect of days lost to sickness will not be achieved. At the end of six month period, half of the total target days (40 out of 80) have been expended, primarily due to the hospitalisation and recuperation thereafter of two members of staff. One of these has to undergo surgery in the near future resulting in a predicted 4 to 6 weeks absence from work. Welfare assistance will be given and if possible, an earlier phased return to work will be undertaken.





3 RECOMMENDATION:




- 3.1 That Members note the report




Report Author: Denis Hampson
Chief Emergency Planning Officer



Date: 16th October 2006




PERFORMANCE INDICATORS 2006/07




NO	INDICATOR	OUTCOME	2006 / 07 TARGET	PROGRESS
1 	Develop and review emergency planning arrangements in each local authority	<ul style="list-style-type: none"> To ensure each authority has an effective and up to date Major Incident Response Plan To ensure departments / service areas have effective plans which are an integral part of the Councils Major Incident Response Plan Staff are aware of their roles and responsibilities 	<ul style="list-style-type: none"> Each Local Authority MI Response Plan to be reviewed at least once 75% of all departmental / service area plans produced or reviewed 	Meeting target.
2 	Number of plans produced/reviewed for COMAH establishments	<ul style="list-style-type: none"> Meet statutory duties under the Control of Major Accident Hazard Regulations Ensure Operator, Emergency Services Local Authority and other responders effectively deal with incidents 	7	On target. Major work to date has centred around the reviews of the plans for the Wilton and Billingham complexes. New COMAH sites are coming on stream at Teesport (Huntsman) & NLG Terminal and Hartlepool (Exwold)
3 	Produce an efficient duty officer scheme – 24/7x365	<ul style="list-style-type: none"> Best Value Ensure Local Authority are alerted to incidents so they can respond effectively 	98%	On target. Duty Officer has to date always been contactable & responded.
4 	Conduct / participate in multi-agency exercises under COMAH / Pipelines / REPIR Regulations	<ul style="list-style-type: none"> To ensure those involved are better prepared to respond Ensure plans work in practice Lessons learned and required actions are taken forward 	20 exercises	On target. 12 exercises have been held to date, including a mixture of major live play, table top and command post

NO	INDICATOR	OUTCOME	2006 / 07 TARGET	PROGRESS
5 	Provision of an effective Cleveland Community Risk Register	<ul style="list-style-type: none"> To ensure the local authorities' have identified and prioritised emergency risks in their areas Allow s the public to be made more aw are of the risks that could lead to a major incident Provision of a Project Leader w ho will chair the Risk Sub Group and further develop the community risk register 	<ul style="list-style-type: none"> Complete 12 additional risks and add to register by 30.09.06 Put risk register on web site and review 6 monthly Hold 4 meetings of Risk Sub Group to monitor and review the register Report to Local Resilience Forum annually 	<ul style="list-style-type: none"> 8 additional risks completed Register placed on website and review ed. Register is under constant review – two risk groups held, but there is a need to generate more interest within some non-local authority agencies Report given to LRF on 31 August 2006. Further report will be given in March 07
6 	Provision of an effective internet website for the Cleveland Emergency Planning Unit	<ul style="list-style-type: none"> Improved interaction w ith public/customers Provision of system to inform the public of the risks associated w ith the area, allow ing them to take any preventative actions felt appropriate Provide focal point for public to gain information on emergency and civil contingencies planning 	<ul style="list-style-type: none"> Web site reviewed at least every 28 days Improved design completed by 30.06.06 Project Leader to place new items on website w ithin 5 days of receipt 	On target. The website was redesigned by Media Centre at the University of Teesside. Number of new articles, particularly around business continuity added to website. Number of dedicated 'hits' significantly increased.
7 	Rest Centre procedures and exercises	<ul style="list-style-type: none"> To ensure staff, especially social services & voluntary agencies are better equipped to respond to incidents 	One exercise or training programme undertaken in each council	<p>H – exercise held 04.04.06</p> <p>S - being arranged.</p> <p>M – scheduled for January 07 w ith WRVS</p> <p>R & C – Ex Shortfuse held in May 06 and to be repeated in November</p>




NO	INDICATOR	OUTCOME	2006 / 07 TARGET	PROGRESS
8 	Provide information to the public / residents on responding to and dealing with emergencies	<ul style="list-style-type: none"> To ensure everyone is more aware of emergency and contingency planning so they are better prepared and aware Provision of advice and guidance Assist in meeting the statutory requirements of the Civil Contingencies Act 	<ul style="list-style-type: none"> Produce 3 pieces of information material Material made available on CEPU website 2 CEPU New sletters to be produced which will be disseminated within the 4 councils and placed on CEPU & council websites 	<ul style="list-style-type: none"> Z card (Prepare for Emergencies) completed and put on website. Follow up to Z card nearing completion. Article on Police & Fire Brigade produced. Delay in newsletter – being addressed.
9 	Time to complete an off-site emergency plan under the Control of Major Accident Hazard Regulations (COMAH), Pipeline Safety Regulations or Radiation (Emergency Preparedness & Public Information) Regulations (REPPiR)	<ul style="list-style-type: none"> Meet statutory duties under the COMAH Regulations/Pipeline Safety Regulations /REPPiR Ensure plans are in place to assist the Operator, Emergency Services, Local Authority and other responders to deal effectively with incidents 	40 working days (from commencement of writing plan to sending draft out for consultation)	Meeting target.
10 	Training of Local Authority and Emergency Planning Unit staff	<ul style="list-style-type: none"> Best Value Staff better able to respond effectively to incidents Ensure effective use of resources 	<ul style="list-style-type: none"> 8 local authority staff to attend external courses 20 local authority staff to receive “in house” training Hold 4 Local Authority Exercises Emergency planners to receive average of 3 days of training 	<ul style="list-style-type: none"> 8 LA staff will attend Radiation Aware Course being run by HPA in November '06. On course for meeting target of 20 LA staff receiving in house training. On target to hold four LA exercises. Fully expect to meet target of average of 3 days training for EPO's.

NO	INDICATOR	OUTCOME	2006 / 07 TARGET	PROGRESS
11 	Increase awareness of emergency planning and the Civil Contingencies Act within the local authorities	<ul style="list-style-type: none"> • Best Value. Crucial to ensure effective deliver & improvement of service • Provide awareness that Elected Members and Council employees can impart to persons within their community 	<ul style="list-style-type: none"> • Seminar to be held in each Local Authority for Elected Members • EPU Display Boards to be on show in Council buildings for 2 months • Attendance at Emergency planning College of 2 Elected Members 	<ul style="list-style-type: none"> • Seminar being schedules for Spring 2007. (One seminar covering all 4 LA's) • Display Boards have been on show in Hartlepool & MBro. • No Elected Members have or are booked to attend courses at the EP College – unlikely to meet target
12 	Effective partnership working on a multi-agency basis across the Tees Valley area, with particular reference to the Cleveland Local Resilience Forum	<ul style="list-style-type: none"> • Sharing information and knowledge • Improve liaison, knowledge and understanding assisting agencies to work more closely • Dissemination of minutes to interested parties • Provision of an effective Local Resilience Forum through the CEPO as Secretariat to the LRF • Meet requirements of the Civil Contingencies Act 	<ul style="list-style-type: none"> • 4 meetings of the Local Resilience Forum • 4 meetings of the Local Resilience Working Group • 4 meetings of the Media Emergency Forum • 4 Ad hoc meetings • Meet the milestones and targets set in the LRF implementation plan for the Civil Contingencies Act 	<ul style="list-style-type: none"> • 2 LRF meetings held, others schedules for 30.11.06 & March 07. • 2 LR Working Group meetings held – others scheduled for Dec 06 and March 07 • 2 Media Emergency Forums held – others scheduled for Dec 06 & March 07. • More than 4 ad hoc meetings already held, primarily concerning Beacon application. • Milestones on CCA implementation plan being met. Report to LRF on 31.08.06

NO	INDICATOR	OUTCOME	2006/07 TARGET	PROGRESS
13 	Ensure compliance with the Pipeline Safety Regulations through the review and writing of emergency response plans for hazardous pipelines	<ul style="list-style-type: none"> • Ensure Operator, Emergency Services, Local authority and other responders react effectively to incidents. • Comply with statutory requirements 	<ul style="list-style-type: none"> • Review and/or test 2 plans 	On target. Teesside Linklines Plan reviewed and new plan for NLG pipeline being progressed.
14 	Increase involvement of the 'voluntary sector' in emergency planning	<ul style="list-style-type: none"> • Best Value • Improve liaison, knowledge and understanding between all parties • Meets central government guidance 	<ul style="list-style-type: none"> • Produce by 30.06.06 a Family Assistance Centre plan • Hold 4 meetings with Voluntary Agencies • Involve one or more agencies in 2 exercises • 4 training sessions / presentations to or with Voluntary Agencies 	<ul style="list-style-type: none"> • Humanitarian Assistance Plan written and approved by LRF. • 2 meetings held to date with Voluntary Agencies – others planned. • Vol Sector taking part in both exercises and actual events e.g. 10K road race. • Training sessions are on target to be achieved.
15 	Promote Business Continuity Management to medium and small enterprises (SME's)	<ul style="list-style-type: none"> • Meet requirements of the Civil Contingencies Act • Promotes awareness to the wider community • Provision of shared information • Greater community involvement • SME's are more able to recover from the effects of an emergency 	<ul style="list-style-type: none"> • Create working relation with Tees Valley Business Link • Produce 5 pieces of literature for dissemination to SME's • Form and hold 4 meetings of a Business Continuity Sub Group • Hold seminar / conference for SME's 	<ul style="list-style-type: none"> • Relationship with Business Link established. • Literature produced and put on website. • 2 meetings of BCM sub group held – further planned. • Breakfast Seminar held at Wynyard rooms on 25.10.06

NO	INDICATOR	OUTCOME	2006/07 TARGET	PROGRESS
16 	Meetings with Partnership Agencies and Organisations within the North East Region	<ul style="list-style-type: none"> • Sharing Information • Improve liaison, knowledge and understanding, thereby assisting agencies to work more closely • Dissemination of minutes to interested parties 	<ul style="list-style-type: none"> • 3 meetings with Regional Resilience Team (GONE) • 8 meetings with regional operations groups e.g. CBRN, Media, Utilities • 4 Ad hoc meetings 	Regional Resilience agencies e.g. GONE, HPA have continued to place additional requirements upon EPO's and to create new groups (e.g. Regional Utilities Group) and work-streams e.g. Regional Exercise Planning) and this is ensuring that the target will be achieved.
17 	(a) Invoices received in Emergency Planning Unit processed & sent to finance section for payment. (b) Submission of requests for invoices for exercises and/or plans	<ul style="list-style-type: none"> • Best Value • Improve the internal administrative working of Emergency Planning Unit • Effective cost recovery 	<ul style="list-style-type: none"> • Invoices processed/sent within 5 days • EPO's to provide costings within 7 days of exercise or plan completion 	<ul style="list-style-type: none"> • Target being achieved and should be even quicker once new Integra financial system finalised. • Target on cost being met.
18 	Completion and circulation of minutes of meetings	<ul style="list-style-type: none"> • Good administrative practice • Allows information to be shared • Actions identified are dealt with 	Circulated within 8 days of meeting date	The target time is being achieved. The date minutes are circulated is shown in 'footer' at bottom of pages of minutes.

CROSS CUTTING INDICATORS

NO	INDICATOR	NEIGHBOURHOOD SERVICES DEPARTMENT 2006/07	EPU 2006/07	PROGRESS
1 	Percentage of appraisals carried out within the Emergency Planning Unit	100%	100%	All appraisals for 2006 completed in June.
2 	Average number of days training per employee within the Emergency Planning Unit	3	3	Fully expect to meet target.
3 	Average number of days lost to sickness within the Emergency Planning Unit	10.77	8.00	This may not be achieved. In first 6 months 40 days have been lost to sickness, with two staff accounting for 37 of these days. Both had periods in hospital, followed by period of recuperation

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee

From: Chief Emergency Planning Officer

Date: 3rd November 2006

Subject: **Feedback Results – Prepare for Emergencies Leaflet (Z card)**

1. Purpose of the Report

- 1.1 To inform Members of the Joint Committee of the positive feedback received through Local Authority Viewpoint and Citizen Panel surveys on the Prepare for Emergencies Leaflet (Z card).
- 1.2 To inform Members of the arrangements being made to follow up this initiative with a similar information leaflet in 2007.

2. Feedback

- 2.1 In March 2006, the Prepare for Emergencies leaflet (Z card) was delivered to every home in the Cleveland area (220,000). The leaflet provided information about how the public could protect themselves in the event of a serious emergency.
- 2.2 Whilst anecdotal evidence was received by Emergency Planners that the leaflet had been well received, the Chief Emergency Planning Officer sought empirical evidence as to whether the leaflet had been a successful venture. He obtained agreement with each of the four Local Authorities to use the Viewpoint / Viewfinder / Citizens Panel surveys as the vehicle to consult with a representative sample of the population in each council area. A number of questions were designed and included in the survey which was sent out to panel members in each of the council areas – average of 1500 in each area. A copy of the leaflet was also sent out with the questionnaire.
- 2.3 Results from three surveys have been received and results from the remaining survey are expected shortly. The results from the three council areas are all very similar and are very encouraging. The key findings are: (Lowest figures across the three surveys quoted)

- Seventy five per cent of respondents remembered the leaflet being delivered to their homes. Only five per cent who remembered receiving it, did not read it.
- Most respondents agreed that the leaflet was useful, with 22% strongly agreeing and 60% agreeing. They also agreed (69%) or strongly agree (22%) that the leaflet was easy to understand and follow.
- Over 85% agreed that there was plenty of information on the leaflet and the overall appearance of the leaflet was good (85%) and the content interesting (79%).
- 90% of respondents have retained the leaflet. More older respondents kept the leaflet than younger persons, as did more females and non white respondents.
- Before reading the leaflet, only 33% of respondents had heard of the Emergency Planning Unit or realised that Local Authorities had a duty to plan to respond to emergencies or provide resilience planning.

2.4 Participants were also asked what other information they would have liked to have been included on the leaflet. A number of suggestions were made, the predominant ones being:

- More basic first aid advice
- Advice on dealing with a terrorist attack
- Advice on nuclear incidents (mainly Hartlepool respondents)
- Dealing with chemical incidents
- Contact numbers / safe areas.

2.5 Questions were also included in the survey on the website of the Cleveland Emergency Planning Unit. Only 1% of respondents had ever visited the Emergency Planning Unit website and 46% did not know it existed before receiving the leaflet. However as a result of receiving the leaflet and/or the survey, many more respondents had visited the website and most found the various information contained on the website very useful (47%) or fairly useful (34%). The “frequently asked questions about emergency planning” and details about the planning in respect of chemical sites proved to be the most popular.

3. Next Step

3.1 The Emergency Planning Unit are working with a commercial company to produce a calendar/poster for 2007. The poster is double sided, each side showing a six month calendar, together with emergency planning information and advice. The cost of producing this poster, which will be in colour, is financed through the sale of advertising space around the edge of the poster. It will be distributed to all homes in each of the council areas.

3.2 No cost will fall upon the Emergency Planning Unit and there is agreement that the Chief Emergency Planning Officer will approve the

advertisements to ensure no unsuitable advertisers secure space on the poster.

- 3.3 This poster is seen as an economical way of ensuring the message delivered through the “Prepare for Emergencies” leaflet is not lost but is kept in the public’s attention, whilst also promoting the work of the Emergency Planning Unit and the Units’ website.

4. Recommendation

4.1 The report is noted.

4.2 Members support the new initiative of the poster/calendar.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Date: 22nd October 2006

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 3rd November 2006
Subject: **Results of National Capabilities Survey**

1. Purpose of the Report

- 1.1 To inform Members of the Joint Committee of the results of the national capabilities survey which was carried out earlier this year, as they relate to the 'Cleveland' area.

2. Background

- 2.1 The 2006 national capabilities survey is part of the work of the Civil Contingencies Secretariat within the Cabinet Office and aims to provide a systematic assessment of current UK resilience capabilities, as a basis for deciding nationally, regionally and locally what are the next steps needed to enhance UK resilience further.
- 2.2 The survey in the form of a questionnaire was sent to the Police Service, Fire & Rescue Services, Environment Agencies, Local Authorities and HM Coroners across the country. A separate survey was conducted by the Department of Health to gain related information from the NHS, including the Ambulance Service.
- 2.3 The survey was analysed on an Local Resilience Forum basis and thus in the North East, the Cleveland LRF was compared against the Northumbria LRF area and the Durham and Darlington area. Within Cleveland, the survey was completed by Cleveland Police, Cleveland Fire, the Environment Agency and the Emergency Planning Unit on behalf of the four local authorities. Unfortunately, the survey was not returned by HM Coroners.
- 2.4 The results are intended to inform national future work streams and future investment decisions, especially through providing part of the evidence base for the 2007 Comprehensive Spending Review. The results also refresh our understanding of local response capabilities.
- 2.5 A similar survey was conducted in 2003/04 but the present survey was broader in scope. It was conducted on an all-risks basis and covered

what was considered to be the key capabilities needed to respond to a wide range of scenarios, not just those arising from terrorist attack.

- 2.6 The survey examined 12 capabilities and within the North East, the weighted scores of the Cleveland LRF were the best in 7 out of the 12 capabilities and above the average score on 10 of the capabilities.
- 2.7 When compared against the national scores, Cleveland was above the national average in 8 of the 12 capabilities, equal with the national average in a further 2 capabilities and below the national average in only 2.
- 2.8 In respect of the capabilities relating to mass fatalities and mass casualties, it is considered that the Cleveland results were affected by the non return of the survey by the two HM Coroners. Other results could have also been affected. It should be noted this was a national trend and the only HM Coroners' in the North East who responded to the survey were some from the Northumbria LRF area.
- 2.9 The survey concentrated on what plans were in place, what exercising of those plans had taken place, numbers of staff who had been identified to undertake specific roles and the responsibilities of such staff. Through the exercise calendar and various protocols, for example 'Exercising with Industry' and the Structured Debriefing protocols, this area was able to demonstrate effective training and exercising of plans and the positive manner in which lessons are learned and action is taken.
- 2.10 The North East results are shown at appendix 'A'.

3. Recommendation

- 3.1 The report is noted.
- 3.2 Members note the excellent emergency planning and resilience work that is undertaken within the Cleveland area which has resulted in the good results highlighted by this survey.
- 3.3 The Chief Emergency Planning Officer feeds the results into the Cleveland Local Resilience Working Group and the Cleveland Media Emergency Forum to inform future planning work.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Date: 22nd October 2006

RESULTS BY CAPABILITY AND LRF

Cleveland	Average (weighted)	Average (unweighted)	LA - Upper	LA - Lower	Police	Fire	Coroner	EA
Evacuation	52	36	85		40			0
Mass Fatalities	36	27	63		47		0	0
CBRN	67	42	69		71	68	0	2
Warning, Informing, Alerting	88	74	83		50	72		10
Infectious Diseases	61	17	66		7	17	0	0
Caring for People	86	55	67		41	2	0	0
Mass Casualties	56	43	62		44	58		
Animal Diseases	54	32	52		43			0
Flooding	78	78	62		75	60		61
Urban Search & Rescue	27	27				27		0
Site Clearance	10	6	111					0
Generic Resilience Structures	77	58	62		80	55	0	61

Durham/Darlington	Average (weighted)	Average (unweighted)	LA - Upper	LA - Lower	Police	Fire	Coroner	EA
Evacuation	19	30	49	38	32			0
Mass Fatalities	14	14	24	30	17		0	0
CBRN	85	37	58	36	58	51	2	2
Warning, Informing, Alerting	39	51	60	48	17	81		60
Infectious Diseases	27	14	35	20	2	28	0	0
Caring for People	47	37	63	0	2	10	0	0
Mass Casualties	5	25	0	0	0	10		
Animal Diseases	19	11	31	12	0			0
Flooding	57	48	43	39	25	70		81
Urban Search & Rescue	44	44				44		0
Site Clearance	19	15	16	23				0
Generic Resilience Structures	69	68	76	84	83	76	0	61

Northumbria	Average (weighted)	Average (unweighted)	LA - Upper	LA - Lower	Police	Fire	Coroner	EA
Evacuation	62	34	54	26	88			0
Mass Fatalities	53	19	43	21	67		81	0
CBRN	72	48	55	19	86	53	27	2
Warning, Informing, Alerting	61	58	58	41	71	63		67
Infectious Diseases	49	32	45	20	38	45	35	0
Caring for People	64	54	75	49	59	64	33	
Mass Casualties	16	34	24	0	44	67		
Animal Diseases	21	16	32	14	28			0
Flooding	62	62	63	57	60	77		81
Urban Search & Rescue	89	90				80		
Site Clearance	1	1	0	3				0
Generic Resilience Structures	67	65	49	61	75	76	33	51

Weighted Average - Whole Region	Average (weighted)	Cleveland	Durham/Darlington	Northumbria	NAT AVERAGE
Evacuation	47.3	52	39	62	↑
Mass Fatalities	34.2	36	14	33	↔
CBRN	66.2	67	56	72	↔
Warning, Informing, Alerting	59.7	80	39	61	↑
Infectious Diseases	39.4	51	27	40	↑
Caring for People	63.3	80	47	64	↑
Mass Casualties	23.3	49	5	18	↑
Animal Diseases	27.6	44	15	21	↑
Flooding	62.4	78	47	62	↑
Urban Search & Rescue	53.6	27	44	90	↓
Site Clearance	9.9	10	19	1	↓
Generic Resilience Structures	70.8	77	69	67	↑

CLEVELAND EMERGENCY PLANNING UNIT

REPORT TO: Emergency Planning Joint Committee

REPORT FROM: Chief Emergency Planning Officer &
Chief Financial Officer

DATE: 3rd November 2006

SUBJECT: EMERGENCY PLANNING OUTTURN 2005/2006

1. PURPOSE

To provide details of the Cleveland Emergency Planning Unit outturn for 2005/06.

2. BACKGROUND

- 2.1 This report provides details of the 2005/2006 outturn position for the Cleveland Emergency Planning Unit. In previous years the Unit was principally funded from Government Grant, but from 2005/2006 each of the local authorities was allocated resources for Emergency Planning through the general government grant funding settlement. Consequently the unit is now mainly funded from the four authorities' contributions, which are calculated using an agreed formula, based on the principle that Band D taxpayers in each district should pay the same amount for the Emergency Planning Service.
- 2.2 The contributions from the four districts were supplemented by contributions from Cleveland Police and Tees East & North Yorkshire Ambulance Service (TENYAS), to meet costs associated with the shared accommodation at the Emergency Planning Unit and the half salary of an administrative assistant.
- 2.3 Additional income was received during 2005/2006 from charges made to those local companies that are subject to the Control Of Major Accident Hazard (COMAH) Regulations 1999 and for other commercial services.

3. 2005/2006 OUTTURN

- 3.1 Total expenditure in 2005/2006 was £453,500 and this was fully funded from the contributions from the districts, Cleveland Police and TENYAS plus the COMAH recharges and other minor income sources. Details are attached at Appendix A.
- 3.2 The only item to draw to Member's attention is line 13 – Office Running Cost and Supplies – where there was an adverse variance of £13,000. This mostly arose from the cost of the Z cards project, whereby Emergency Response information was distributed to all homes in the area. The project was part funded from sponsorship income. The prudent management of other expenditure budgets allowed savings to be achieved to fund the remaining balance.
- 3.3 In total at outturn there was unused funding of £600 and this has been transferred to the Emergency Planning Reserve established to support the service and fund budget pressures over the medium term.

4 RECOMMENDATION

- 4.1 It is recommended that Members note the report.

EMERGENCY PLANNING UNIT - REVENUE OUTTURN REPORT 2005/2006

Line No	Description of Expenditure	2005/2006 Approved Budget	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E (E=D-C)
		£ 000's	£ 000's	£ 000's
	EMERGENCY PLANNING EXPENDITURE			
1	Salaries	250.0	251.0	1.0
2	National Insurance	21.0	20.8	(0.2)
3	Superannuation	42.0	41.2	(0.8)
4	Annuity/Grat/Retirement	23.1	23.1	-
5	Recruitment Costs	0.0	-	-
6	Allowances	11.9	10.0	(1.9)
7	Emergency Planning Officer Training	9.7	12.5	2.8
8	Officer Travel & Subsistence	11.7	11.5	(0.2)
9	Audit Fee	0.4	0.4	0.0
10	Insurance & Liability Costs	0.8	0.8	0.0
11	Telephone Systems/Calls/Communication Links	4.7	2.6	(2.1)
12	Office Running Costs / Supplies	17.8	30.8	13.0
13	Voluntary Association Services	4.2	4.0	(0.2)
14	Equipment Purchase & Maintenance	11.2	8.0	(3.2)
15	Training Local Authority Staff / Volunteers	5.0	3.4	(1.6)
16	Gas / Electricity / Water / Oil	12.0	8.8	(3.2)
17	Cleaning / Maintenance	4.5	4.6	0.1
18	Rent	6.7	6.7	-
19	Admin Recharges	16.8	16.3	(0.5)
20	TOTAL EMERGENCY PLANNING EXPENDITURE	453.5	456.5	3.0
	EMERGENCY PLANNING INCOME			
21	Hartlepool Contribution	(70.0)	(70.0)	-
22	Middlesbrough Contribution	(110.6)	(110.6)	-
23	Redcar & Cleveland Contribution	(99.0)	(99.0)	-
24	Stockton Contribution	(127.9)	(127.9)	-
25	Cleveland Police Authority/TENYAS Service Contributions	(17.9)	(16.6)	1.3
26	COMAH Exercise Income	(27.8)	(31.1)	(3.3)
27	Cabinet Office ECN Telephone Line Recharges	(0.3)	(0.1)	0.2
28	Commercial Training Income	-	(1.8)	(1.8)
29	Total Emergency Planning Income	(453.5)	(457.1)	(3.6)
32(20+29)	Gross Outturn	0.0	(0.6)	(0.6)
33	Transfer to Reserve Account	0.0	0.6	0.6
34	Net Outturn	0.0	(0.0)	(0.0)

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee

From: Chief Emergency Planning Officer

Date: 3rd November 2006

Subject: **Beacon Status Application**

1. Purpose of the Report

- 1.1 To inform Members of the Joint Committee that the Emergency Planning Unit on behalf of the four local authorities has made an application to be awarded Beacon status. The application was made jointly with Cleveland Police and Cleveland Fire Brigade.
- 1.2 To inform Members that the 'Cleveland' application has been short-listed for the award and we will now be subject to a visit by a panel of assessors on 1st December 2006, which will be followed by a presentation to the full awards panel in London in January 2007. The results will be made at an awards ceremony in London in March 2007.

2. Background

- 2.1 The Beacon Scheme was set up to help authorities achieve high standards across a wide range of services. The scheme aims to raise standards by promoting best practice and providing opportunities for authorities to aspire to be the best, to learn from and work with the best. Round 8 Beacon themes were announced earlier in 2006 and for the first time Emergency Planning was selected as one of ten themes.
- 2.2 At a Tees Valley Chief Executives' Meeting in May 2006, it was decided that the Cleveland Emergency Planning Unit on behalf of the four 'Cleveland' authorities would make application for Beacon Status. Due to the unique nature of the Unit, it was agreed that it would be a joint application covering all four authorities.
- 2.3 Upon examining the criteria for a bid, the Chief Emergency Planning Officer considered that any application was more likely to be successful if the bid was joined with the Police and Fire Brigade. Having sought and obtained approval from the Local Authority Chief Executives for this approach, he then received agreement from Cleveland Police and Cleveland Fire Brigade for those organisations to join together with the local authorities in a joint application.

- 2.4 The central theme of the application has centred around the multi-agency co-located emergency planning unit which is a unique phenomenon, as such a Unit does not exist anywhere else in the country. This approach has ensured that partnership working is strong and vibrant with excellent co-operation and sharing of knowledge and information. This close partnership does enhance the delivery of emergency planning both internally and externally to which all participants are engaged and it also provides economies of scale.
- 2.5 The application was in four sections, with sub sections, as follows:
Part 1 – General information on the applicants
Part 2 - Theme Criteria
- 2.1 Describe the excellent practice for which you seek Beacon Status.
 - 2.2 Demonstrate Leadership, Vision and Strategy
 - 2.3 Demonstrate Community and Customer Engagement
 - 2.4 Demonstrate Actions to Deliver your Excellent practice
 - 2.5 Demonstrate Partnerships
 - 2.6 Demonstrate how your practice meets Equalities and Diversity issues
 - 2.7 Demonstrate effective outcomes
- Part 3 – Case Study
Part 4 – Sharing Best Practice
- 4.1 Factors that underpin your success
 - 4.2 Successful Initiatives
 - 4.3 Who are the key audiences that would benefit from hearing your key messages
 - 4.4 How might you work with other Beacons to maximise the impact of your learning activities
 - 4.5 What experience does your authority have with sharing lessons with others.
- 2.6 Each of the sections and sub-sections had a word limitation. Each sub-section of Part 2 and Part 3 was limited to a maximum of 1000 words and the sub-sections of Part 4 were limited to 250 words each. Therefore we had to be succinct and focused with the response.
- 2.7 Part 3 required details of a specific case study showing how we had acted to address an issue and the impact that the action had. After careful consideration of all the initiatives undertaken locally, the “Prepare for Emergencies” leaflet (Z card) was chosen as the case study. Local authorities and other Category 1 responders have under the Civil Contingencies Act a duty to communicate with the public before, during and after an emergency. It is believed a well informed public is better able to respond effectively to an emergency and thus minimise the impact of that emergency on the community. The ‘Z card’ initiative has assisted in fulfilling that duty. The significant impact has resulted from the majority of the public keeping the leaflet and therefore being better informed, thus being able to better protect themselves.

- 2.8 Whilst the time frame for completing the application was tight, it was submitted by the deadline of 23rd June 2006.
- 2.9 On 12th October 2006 the Chief Emergency Planning Officer was informed by the I&D^eA (Improvement and Development Agency) that the application had been short-listed. It is understood that there were 29 original applications and only 12 have been short-listed. However, it is anticipated only 6 or 7 applicants will receive the final award.
- 2.10 Feedback has been received on the application and the Assessors have indicated areas in which they wish to see further evidence. Whilst the next formal stage will take place on Friday 1st December when three Assessors will visit 'Cleveland', work has already commenced to gather further evidence and prepare the agenda and strategy required to impress the Assessors during their 3 hour visit.
- 2.11 The Assessors have stated that it is essential that we provide strong evidence of robust and well developed Business Continuity Management arrangements if the application is to stand any chance of receiving Beacon status. Whilst we have excellent multi-agency emergency planning arrangements and procedures in place, this may be our Achilles heel.
- 2.12 Following this visit, the Cleveland 'team' will be invited to make a presentation to the Advisory panel in London in January 2007. This will be our final opportunity to demonstrate why the local authorities, police and fire brigade in Cleveland should be awarded Beacon status. The team will have a maximum of 15 minutes to make a presentation and then answer questions from the panel for a further 45 minutes.
- 2.13 Ministers will announce their decisions in respect of all 10 Beacon themes at an Award Ceremony in London on 20th March 2006.
- 2.14 A copy of the full application is available to Members from the Chief Emergency Planning Officer.

3. Recommendation

- 3.1 The report is noted.
- 3.2 Members acknowledge the hard work that has been undertaken by the Cleveland 'team' who have put this bid together (Inspector Peter Metcalfe of Cleveland Police EPU, Paul Joyce of Cleveland Fire Brigade and the Chief Emergency Planning Officer) which has resulted in 'Cleveland' being short-listed.

Report dated: 23rd October 2006

CLEVELAND EMERGENCY PLANNING UNIT

REPORT TO: Emergency Planning Joint Committee
FROM: Chief Emergency Planning Officer
DATE: 3rd November 2006
SUBJECT: **CIVIL CONTINGENCIES ACT – IMPLEMENTATION PLAN**

1. Purpose of the Report

1.1 To inform Members of the Joint Committee of the progress on the multi-agency implementation plan for the Civil Contingencies Act.

2. Background

2.1 The Civil Contingencies Act 2004 placed statutory duties upon all Category 1 responders, with a requirement upon the Local Resilience Forum to oversee that these duties are met.

2.2 The duties of the local responders that need to be fulfilled to be compliant with the legislation are:

- LRF structures are in place and working effectively to address multi-agency planning and to have co-operation and information sharing mechanisms in place between Category 1 and 2 responders.
- Category 1 responders to have business continuity plans in place.
- Community Risk Register to be produced (and published as appropriate).
- Emergency plans to be in place and published as appropriate.
- Agreed arrangements for public awareness and for warning and informing.
- Local Authorities to provide advice and assistance to businesses and voluntary organisations on business continuity management.

2.3 The initial implementation plan was first approved by the LRF on 25th August 2005 and two progress reports have been presented since that date.

2.4 Much of the work necessary to meet the duties under the Act is undertaken by the Local Resilience Working Group and the Cleveland Media Emergency Forum and their sub groups.

- 2.5 Good progress is being made on meeting the targets and milestones in the implementation plan and the plan, as shown at appendix 'A', has been updated to identify progress made. Changes to the plan over the past six months are shown in blue, with requirements that have been met shown in the final column on the right by use of the word "completed" or "achieved".

3. Recommendations

- 3.1 The Joint Committee acknowledges the work undertaken to achieve the outcomes, much being accomplished by staff of the Emergency Planning Unit.
- 3.2 The report is noted.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report date: 17th October 2006

CLEVELAND LOCAL RESILIENCE FORUM

CIVIL CONTINGENCIES ACT - IMPLEMENTATION PLAN

	Requirements	Issues/Gaps	Proposed Response	Lead Org	Milestone / Target / Completion
1	CO-OPERATION				
1.1	Local Resilience Forum (LRF) required to facilitate multi-agency co-operation	1) Current membership should reflect C1 & C2 Responders	1) Full review of LRF membership on 1/6/05 2) LRF Terms of Reference proposed 1/6/05	Police & CEPO	COMPLETED. Terms of Reference and Membership agreed at LRF on 01.06.05. Actioned by Secretariat.
1.2	LRF must meet at least every 6 months (2.5)	1) Quarterly meetings in place and confirmed 2) Extraordinary meetings to be called as required	None required. Admin arrangements agreed	Police & CEPO	COMPLETED. LRF agreed quarterly meetings 01.06.05 Secretariat to call extraordinary meetings as & when required.
1.3	There is an effective Secretariat to the LRF (2.54)	1) Effective Secretariat involves: <ul style="list-style-type: none"> • Briefing chair, • Co-ordination of C1 & C2 orgs; • Establish/maintenance of contacts database, • Organising/recording meetings 	1a) Establish secretariat with Local Authority CEPO identified 1/6/05	Police/CEPO	1(a) COMPLETED CEPO identified as Secretariat 01.06.05

		<p>of LRF,</p> <ul style="list-style-type: none"> • Ensuring relevant matters from other groups brought to attention of LRF; • Agreeing agendas/attendance with LRF members, • Organising production of discussion papers & presentations, mtng date co-ordination, minutes, follow up; • Distribution of papers before & after to C1 & C2's; <p>2) Collation of enquiries from the public to LRF under Freedom of Information</p>	<p>1b) Establish email contact database of C1 & C2's</p> <p>2) LRF agreed on 08.02.06 that this role would be undertaken by Secretariat</p>	<p>Secretariat (CEPO)</p> <p>Secretariat (CEPO)</p>	<p>1(b) COMPLETED Database held by Secretariat</p> <p>2) COMPLETED Process set up in CEPU by Secretariat to record & monitor enquiries. Report to LRF on any enquiries received. No enquiries received to date.</p>
1.4	<p>The LRF has an agreed sub-group framework, which allows it to deal with local issues effectively.</p> <p>Proposed subgroups may include:</p> <ul style="list-style-type: none"> • General Working Group (Local Resilience Working Group (LRWG)) • Risk Group • Capabilities Group • Various Sector responder groups 	<p>1) LRF sub-groups need to be established, and existing groups rationalised</p> <p>2) Representation on groups to be discussed & agreed</p> <p>3) Terms of Reference (TOR) to be set for each group</p> <p>4) Subgroup Secretariat required (responsibilities as set out at 3. 1-8 above)</p>	<p>1) Sub-group structure in place: -</p> <p>(a) Local Resilience Working Group with following sub-groups:</p> <ul style="list-style-type: none"> ▪ Exercise Planning Group ▪ Risk Group ▪ Voluntary Agencies ▪ Temporary Mortuary Group 	<p>Secretariat (CEPO)</p>	<p>1 (a) COMPLETED Structure of LRWG, Media Emergency Forum and Sub Groups agreed by LRF on 01.06.05</p>

	<ul style="list-style-type: none"> • Various Specialist groups • Existing standing groups • Ad-hoc Project groups (2.59) 		<p>(b) Cleveland Media Emergency Forum – sub group(s)</p> <ul style="list-style-type: none"> ▪ Warn & Inform - Commenced January 2006 <p>2) Agree Chair/Lead for each group</p> <p>3) Terms of Reference to be set for each group & presented to LRF meeting</p> <ul style="list-style-type: none"> ▪ LRWG completed ▪ Media Forum Completed ▪ Exercise Planning Group Completed ▪ Voluntary Agencies Completed ▪ Temporary Mortuary Group completed ▪ Risk Group completed ▪ Warn & Inform (Terms of reference completed) 	<p>Secretariat (CEPO)</p> <p>Secretariat (CEPO)</p> <p>Police/Local Authority</p> <p>Secretariat (CEPO)</p>	<p>1 (b) COMPLETED Establishment of Warn & Inform sub group agreed by LRF 05.12.05. Three meetings held to date.</p> <p>2) COMPLETED Chair/ Lead of each group established</p> <p>3) Target: Report to LRF by 30.06.06 on all groups, sub groups showing terms of reference and membership for approval. COMPLETED: Achieved 1.6.06 with production of LRF handbook which incorporates all groups, Terms of Reference and membership details.</p> <p>Target: Terms of Reference / membership to reported to / agreed by Cleveland Media Emergency Forum 09.03.06 Achieved.</p>
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	Requirements	Issues/Gaps	Proposed Response	Lead Org	Milestone / Target / Completion
2	INFORMATION SHARING				
2.1	Duty to share information between Category 1 & 2 responders	<p>1) Multi-agency EPU practicing formal and informal joint working and information sharing</p> <p>2) Multi-agency group structure for Civil Protection already established</p>	No action required	LRF	COMPLETED
2.2	Determine types and control of information and the limits of disclosure	<p>GAP</p> <p>1) Requirement to produce an agreed LRF protocol for information sharing</p>	Formal and informal information sharing in place for non-sensitive information. Protocol to be produced for sensitive information	Police	<p>Target: December 2005</p> <p>Revised target of July 2006 agreed at LRF meeting March 2006.</p> <p>Draft protocol approved at LRF 31.08.06</p> <p>Also considered nationally at the meeting "Record of Data Collection and Sharing" 28.06.06</p>

	Requirements	Issues/Gaps	Proposed Response	Lead Org	Milestone/ Target date
3	RISK ASSESSMENT				
3.1	<p>LRF must produce a Community Risk Register (CRR) covering a 5 yr period (2.7 & Ch 4 & Annex 4)</p> <p>LRF may establish Risk Assessment Working Group (RAWG) (see 4.12)</p> <p>“Category 1 responders should participate in a collaborative exercise that results in a single, collective risk assessment ... to avoid wasteful duplication of resources, and ensure each local risk is only assessed once” (4.11)</p>	<p>1) Risk Sub-group being established and Terms of Reference to be produced</p> <p>2) Produce a Community Risk Register</p> <p>3) Consideration of security/sensitivity issues (& FOI Act & DP Act issues)</p>	<p>1) Create and prepare Terms of Reference and hold meetings</p> <p>2) Produce CRR</p> <p>3) Policy re. Security/sensitivity issues</p> <p>4) Set CRR review cycle (e.g. ongoing, but with full review every 2 yrs)</p>	<p>Police/Local Authority</p> <p>All Cat 1 responders</p> <p>Secretariat (CEPO)</p> <p>Secretariat (CEPO)</p>	<p>1) COMPLETED Multi Agency Risk Group established August 2005</p> <p>2) COMPLETED Progress report to LRF December 2005 and complete Community Risk Register approved by LRF on 08.02.06. Published February 2006 on CEPU website with links to Regional Resilience website.</p> <p>3) COMPLETED Reports to LRF on 05.12.05 and 08.02.06. LRF agreed content of Community Risk Register</p> <p>4) COMPLETED CRR is a ‘living document’ – Risk sub group will maintain constant review. Agreed at LRF on 08.02.06 that review will be conducted by LRF annually. Target: Review date – Feb/March 2007</p>

3.2	Community Risk Registers to be shared with the Regional Resilience Forum and linked to the Regional Risk Assessment	1) Need robust link between LRF & RRF	1) LRF rep to sit on RRF 2) Published Community Risk Register to be compared / shared with LRF's / Regional Resilience (GONE) for best practice, clarity, consistency, continuity etc.	LRF Chair & Secretariat Secretariat / Risk Sub Group Chair	1) Completed LRF 25.11.04 2) Target: (a) CRR to be shared with RRT (GONE) & links between GONE and CEPU websites established – March '06 (b) Report on progress to LRF – June '06 Both (a) and (b) Achieved
3.3	Risk Sub-group to appoint an 'Assessment Leader' for each hazard. LRF should prioritise risk reduction measures and agree a risk treatment plan (Box 4.4)	1) Lead to assess likelihood of the hazard, liaise with relevant govt depts' & other agencies as req'd, document the assessments, present the findings to the LRF, capture the results in the CRR and ensure it is adequately described in the CRR. 2) Completed CRR identified priority – top 10 risk priorities (reported to LRF 08.02.06) 3) Additional Risk Treatment identified in CRR	1) Risk Sub-group to prepare prioritised risk treatment plan 2) Top 10 priority risks to be actioned to lead agencies via Chair of Risk Group / CEPO 3) LRWG to prioritise work in consultation with Chair of Risk Sub Group	Risk Sub-group Identified for each risk LRWG / Risk Sub Group	1) COMPLETED Community Risk Register agreed at LRF 8.2.06. To be published February 2006 Achieved 2) Target: Verbal Report on progress to LRF meeting on 31 st August 2006 by CEPO 3) Target: Report on progress to LRF meeting on 31 August 2006 by CEPO

3.4	<p>Consider publication of all/parts of CRR (not mandatory)</p> <p>Publication must have regard to vulnerable persons (7.6) Multi language material required (7.7)</p>	<p>1) Consider publication policy</p> <p>2) Vulnerable persons arrangements req'd & include those not speaking English as first language.</p>	<p>1) Develop publication guidelines</p> <p>2) Language translation & distribution arrangements.</p>	Risk Sub-group	<p>1) COMPLETED CRR agreed at LRF 8.2.06 and published on CEPU website in February 2006.</p> <p>2) COMPLETED The guidance provides details of how to obtain the CRR in other languages.</p>
3.5	<p>Direct & bilateral co-operation between Category 1 responders & Category 2 responders is required in the development of risk assessments</p>	<p>1) Risk Assessment Sub-group</p>	<p>1) Risk Sub-group Identified</p>	Police/L/A	<p>COMPLETED Risk sub Group established, with terms of reference. CRR agreed at LRF 8.2.06 and published February 2006</p>

	Requirements	Issues/Gaps	Proposed Response	Lead Org	Milestone/ Target date
4	EMERGENCY PLANNING				
4.1	Requirement for all Category 1 responders to maintain Plans for preventing Emergencies	<p>1(a) Clarification of existing plans for Cat 1 responders</p> <p>1(b) Identification of gaps in planning requirements</p> <p>2) Completed Community Risk Register identified priority work (top ten) Reported to LRF 8.2.06</p>	<p>1) (a) Production of Directory of Plans held (b) Clarification of additional plans required (Link to Community Risk register)</p> <p>2) Top 10 priority risks actioned to lead agencies via Chair of Risk Group / CEPO</p>	<p>Secretariat / LRWG (CEPO)</p> <p>Identified for each risk</p>	<p>1(a) & (b) Report to LRF 05.12.05 approved – Secretariat to establish library / database of plans held by responders. However this action partially reliant on resources being made available for secretariat function. Target: 30.06.06 NOT ACHIEVED by target date – resources not made available to date.</p> <p>2) Risk Register produced with 'Additional Risk Treatment' identified for consideration. Target: LRWG to prioritise work agreed by LRF. <u>Comment:</u> This action is being progressed. Lead Agencies have been given the identified additional treatments and reported back on progress at the LRWG on 07.09.06. A further progress will be made to the LRF in Nov 06</p>

		<p>3) Additional Risk Treatment identified in CRR</p> <p>4) Identification of additional local risks</p>	<p>3) LRWG to prioritise work in consultation with Chair of Risk group</p> <p>3) Risk sub group to identify and assess additional local risks, not identified within the previous main Community Risk Register</p>	<p>LRWG Chair (CEPO)</p> <p>LRWG Chair (CEPO)</p>	<p>3) This is work in progress that will continue for the foreseeable future - progress reported to LRF in August 2006. Target: Further report to LRF on 30 November 2006</p> <p>4) Progress being made - a number of local risks identified e.g. failure of localised telecommunications; various locations with potential for flooding, etc, and these are presently being assessed.</p>
4.2	Direct & bilateral co-operation between Category 1 responders & Category 2 responders is required in the development of plans; plan maintenance, and exercises	1) Increased input to exercise development; management of annual exercise calendar	<p>1) Exercise Planning sub group established & Annual exercise calendar to consider multi-agency requirements</p> <p>2) Consider further joint planning where appropriate</p> <p>3) Establish a structured Exercise Planning sub group to part of remit to examine lessons learned from exercises</p>	<p>LRF Exercise Planning Sub Group</p> <p>LRF</p> <p>CEPO</p>	<p>1) COMPLETED Exercise Planning Group established and exercise planning calendar set for 2006/07.</p> <p>2) ACHIEVED – Joint planning takes place effectively as and when appropriate e.g. Exercise Green Goblin, proposed LNG infrastructure</p> <p>3) ACHIEVED Exercise planning sub group established with terms of reference which reflect the proposed response. This action is</p>

			and ensure debriefs held after incidents to assist with development & reviews of plans.		being put regularly into practice
4.3	Category 1 responders Plans are exercised at least once every three years (5.143) & lessons learned publicised through LRF	<ol style="list-style-type: none"> 1) Identify plans and elements of plans required to be exercise or tested 2) Need audit trail/evidence of sharing lessons learned via LRF 	<p>Exercise Planning sub group identified to: -</p> <ul style="list-style-type: none"> ▪ Produce Annual Exercise Calendar ▪ Produce Exercise Diary ▪ Identify plans & specific agency elements to be exercised and add into exercise calendar ▪ Identify key learning points for dissemination to LRF members from Debriefs. ▪ Debrief report summary to be produced for every LRF ▪ Audit trail / evidence of sharing lessons learned 	Exercise Planning Sub Group	<p>COMPLETED</p> <p>The responses shown are the key functions of Exercise Planning Sub Group - group established with terms of reference.</p> <p>Milestone: Report to be produced for LRF meeting showing exercises held, lessons learned and importantly re-occurring themes.</p> <p>AGREED at LRF meeting on 31.08.06 that reports only need to be taken to LRF where there are issues that need to be addressed by the LRF e.g. Exercise Green Goblin report. However, an annual report will be taken to the LRF giving details of (a) all exercise held during the past 12 months, significant issues / lessons learned and training issues and (b) exercise calendar for future 12 months.</p>

4.4	Consistent and achievable mutual aid arrangements are in place.	<ul style="list-style-type: none"> 1) Review need for mutual aid arrangements between appropriate bodies across the sub- region (Cleveland Area) 2) Review need for mutual aid arrangements between appropriate bodies across the North East region 3) Develop LRF/inter-regional mutual aid arrangements 4) Cordon Access policy required re scene / incident attendance by all agencies 5) Family / Humanitarian assistance centre plan required 	<ul style="list-style-type: none"> 1) Identify where mutual aid arrangements are required 2) Identify where mutual aid arrangements are required 3) Develop formal mutual aid policies for LRF approval 4) Cordon access policy 5) Agreed multi-agency plan 	<p>LRF</p> <p>Police</p> <p>Local Authority</p>	<p>1), 2), and 3) COMPLETED To be addressed as appropriate</p> <p>4) COMPLETED Policy accepted and agreed at LRF 01.06.06</p> <p>5) COMPLETED Plan presented and agreed at LRF 01.06.06. Following minor amendments plan circulated to all appropriate agencies. This will be a 'living document' and subject to at least yearly review.</p>
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	Requirements	Issues/Gaps	Proposed Response	Lead Org	Milestone/ Target date
5	BUSINESS CONTINUITY				
5.1	Category 1 responders to have a Corporate Risk Register	1) Each individual agency to have a register	Position statement to LRF	Individual Agency	Verbal report to LRF December 2005 by each agency Milestone: Verbal report from each agency to LRF annually
5.2	Category 1 responders to produce and maintain BCP's and to publish as appropriate	1) Individual agency BCP's 2) LRF to consider appropriateness of plan publication (Security and Public alarm)	Position statement to LRF	Individual agencies	Verbal update on progress reported to LRF 05.12.05. Milestones: Verbal update to LRF at each meeting until all plans ready for internal publication
5.3	Category 1 responders to have clear procedures for invoking Business Continuity Plans	Individual agency Business Continuity Plans	Position Report to LRF	Individual agencies	Verbal update on progress reported to LRF 05.12.05. Milestones: Verbal update to LRF at each meeting until all plans ready for internal publication

5.4	Provision of training and exercising of Business Continuity Plans	Individual agency Business Continuity Plans	To be considered on plan production	Individual agencies	<p>Verbal update on progress reported to LRF 05.12.05.</p> <p>Milestones: Verbal update to LRF at each meeting until all plans ready for internal publication</p>
5.5	Local Authorities to provide advice and assistance to business and voluntary organisations in relation to BCM	Identified new work for Local Authorities only.	Appointment of L/A EPO for BCM / promotion of BCM to Small and Medium Enterprises (SME's)	Local Authority / CEPO	<ul style="list-style-type: none"> ▪ EPO appointed. Number of advice leaflets / documents produced. <p>Target: Progress report given to LRF on 31 August 2006</p> <p>Target: Conference / seminar scheduled to take place on 25 October 2006</p>

	Requirements	Issues/Gaps	Proposed Response	Lead Org	Milestone/ Target date
6	COMMUNICATING WITH THE PUBLIC				
6.1	Maintain arrangement to inform and advise the public <u>before</u> an emergency	<p>100% coverage questionable or achievable? Cost and support for new systems Causing unnecessary alarm Consider Vulnerable persons</p> <p>Systems in place;</p> <ul style="list-style-type: none"> ▪ Community forums ▪ Web sites ▪ COMAH Regulation 14 letters ▪ Community Calendar ▪ Consultative Committees ▪ Regional and Local Media Forum 	<p>Establishment of Warn and Inform Sub-group, with appropriate terms of reference</p> <p>Sub group to report to LRF via Media Emergency Forum with options and recommendations</p>	Secretariat / Warn and Inform Sub-group	<ol style="list-style-type: none"> 1) Approval by LRF 05.12.05 for Warn & Inform Sub Group to be established. 2) Warn and Inform sub group established February 2006 3) Report to LRF – June 2006 4) Prepare for Emergencies leaflet (Z card) produced and delivered to all homes in March/April 2006. Official Launch 24.03.06. Article appeared in spring issue of local authority magazines. 5) Preparations underway to repeat Prepare for Emergencies message using community calendar in 2007 6) Citizen Panel questionnaire process used to assess effectiveness of 'Z card' – positive results obtained.

6.2	Maintain arrangement to warn and inform the public <u>during and after</u> an emergency	<p>100% coverage questionable or achievable? Cost and support for new systems Causing unnecessary alarm Consider Vulnerable persons</p> <p>Systems in place: -</p> <ul style="list-style-type: none"> ▪ Communications Strategy ▪ NEIL ▪ Cleveland Police Voice bank ▪ Agency Press officers ▪ Agency media plans ▪ Media Briefing Centre ▪ GNN ▪ Casualty Bureau 	<p>Establishment of Warn and Inform Sub-group, with appropriate terms of reference</p> <p>Group to report to LRF with options and recommendations as appropriate</p>	Secretariat / Warn and Inform Sub-group	<p>COMPLETED</p> <ol style="list-style-type: none"> 1) Approval by LRF 05.12.05 for Warn & Inform Sub Group to be established. 2) Warn and Inform sub group established February 2006 3) Z card produced (see 6.1 above) <p>New milestones and targets will be recorded as the Warn and Inform sub group makes progress and identifies and 'works up' new strategies and practices.</p>
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CLEVELAND EMERGENCY PLANNING UNIT

REPORT TO: Emergency Planning Joint Committee
REPORT FROM: Chief Emergency Planning Officer
DATE: 3rd November 2006
SUBJECT: LRF HANDBOOK / GUIDE

1. PURPOSE OF REPORT

- 1.1 To inform the Joint Committee of the production of a Cleveland Local Resilience (LRF) Handbook / Guide which has been produced by the Chief Emergency Planning Officer and which is intended to be a single reference document for use by all category 1 and 2 responders, as identified under the Civil Contingencies Act.

2. BACKGROUND

- 2.1 The Chief Emergency Planning Officer, in his role as the Secretariat to the LRF considered it would be beneficial to produce a single reference document which would contain:

- Details of the LRF, including terms of reference and membership
- Details of all Category 1 and 2 Responders in the Cleveland area
- Details of the two multi-agency groups – the Local Resilience Working Group and the Cleveland Media Emergency Forum – which facilitate integrated emergency and contingency work on behalf of the LRF, including terms of reference, aims and objectives and membership details
- Details of Sub Groups which work to the two multi-agency groups, including terms of reference and membership of the sub groups
- Details of the LRF Implementation Plan that ensures work streams are directed towards ensuring compliance with the requirements of the Civil Contingencies Act and Regulations.

- 2.2 Therefore, during the summer period of 2006, the Chief Emergency Planning Officer produced a handbook which has been presented to and approved by the LRF. However, whilst the handbook is a primary guidance document for LRF members, it is considered that it also provides Members of the Emergency Planning Joint Committee with an excellent

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briefing document which contains useful information about the groups and sub groups which are undertaking work on emergency planning and resilience issues.

2.3 It is considered that it should, subject to Members approval, be placed on the Cleveland Emergency Planning Unit website for public information.

2.4 The handbook is “owned” by the Chief Emergency Planning Officer on behalf of the LRF and will be reviewed on an annual basis. It has been forwarded to the Regional Resilience Team / Regional Resilience Forum for information and as an example of good practice.

3. RECOMMENDATION

3.1 Members acknowledge the handbook as a useful guidance tool.

3.2 The handbook is placed on the EPU website.

4. NOTE

A bound copy of the handbook will be provided to Members of the Emergency Planning Joint Committee at the meeting on 3rd November.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Date: 12th October 2006

Civil Contingencies Act 2004



**Cleveland
Local Resilience Forum**

HANDBOOK

Contents

- 1 Foreword
- 2 Cleveland Local Resilience Forum
- 3 Cleveland LRF – Terms of Reference, Aims & Objectives and Membership
- 4 Category 1 and Category 2 Responders in Cleveland
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 - 5.1 Groups
 - 5.1.1 Local Resilience Working Group (LRWG)
 - 5.1.2 Cleveland Media Emergency Forum (CMEF)
 - 5.2 Sub Groups
 - 5.2.1 Risk Assessment (RAWG)
 - 5.2.2. Temporary Mortuary
 - 5.2.3 Exercise Planning
 - 5.2.4 Voluntary Emergency Liaison
 - 5.2.5 Business Continuity
 - 5.2.6 Flood Risk
 - 5.2.7 Warn and Inform
 - 5.2.8 Search and Rescue
- 6 LRF Implementation Plan

SECTION 1

Foreword

The Civil Contingencies Act 2004 places a number of statutory obligations on all members of the local resilience community. However the Act does not radically change the way things were done in Cleveland prior to civil protection and resilience being placed on a statutory basis. Indeed, multi-agency planning, preparedness and exercising arrangements have been well established, tried and tested in Cleveland for almost two decades.

However the Act has consolidated and strengthened what existed previously and placed many new duties and obligations on what are now termed Category 1 responders, who include the emergency services and local authorities. New challenges lie ahead and responders must work collectively and in collaboration as part of a coherent multi-agency effort to ensure that civil protection and resilience arrangements are integrated both within and between organisations and agencies.

The Civil Contingencies Act has enabled us to rationalise and strengthen the previous Strategic Co-ordination Group to become the Cleveland Local Resilience Forum (LRF) that will provide effective partnership working and the sharing of information, knowledge and best practice. Whilst the LRF operates as the strategic group, the Local Resilience Working Group and the Cleveland Media Emergency Forum and their sub groups provide the vital service of delivering on the aims and objectives set by the LRF.

This handbook is produced as a single reference document containing details of the LRF, its membership, terms of reference and lists both the Category 1 and 2 responders in the Cleveland area. It also contains details of the LRF multi-agency groups and sub groups, together with their terms of reference and membership details. The LRF Implementation Plan will enable us to move towards achieving all the requirements and obligations placed upon Category 1 responders by the Act. It also provides details about what we are collectively trying to achieve, our priorities, milestones and targets for the future and what has been successfully completed to date.

Finally, I would like to express my appreciation to the work of the LRF Secretariat and all members of the groups and sub groups for their commitment and contribution towards this important work and helping us achieve the milestones so far.

Sean Price
Chief Constable
Chair of the Cleveland Local Resilience Forum

Section 2

Cleveland Local Resilience Forum

1. Background

The Cleveland Local Resilience Forum (LRF) was formed in 2004 taking over the remit of the previous Senior Co-ordinating Group as a prelude to the requirements of the Civil Contingencies Act 2004.

Under the Civil Contingencies Act, co-operation between local responders is a legal responsibility. Whilst the LRF is not a statutory body, within the Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 and accompanying guidance entitled "Preparing for Emergencies", it is seen as the principal mechanism for facilitating multi-agency co-operation, especially between Category 1 and Category 2 Responders.

The Regulations and guidance consider it best practice that an LRF is based on a Police Force area and that chairmanship of the LRF falls to the Chief Police Officer. Consequently the Cleveland LRF is based on the area covered by Cleveland Police and the Chief Constable is currently the designated Chair and the LRF representative on the Regional Resilience Forum. He is therefore in a unique position to cascade information down from regional and national levels and express the views and policies of the Cleveland LRF at a regional level.

Whilst guidance recommends that meetings must be held at least every six months, the Cleveland LRF considered it both practical and reasonable to hold quarterly meetings. This is in line with both the previous format and quarterly meetings held at a regional level (Regional Resilience Forum and Regional Media Emergency Forum) and local level (Cleveland Local Resilience Working Group and the Cleveland Media Emergency Forum).

The Cleveland LRF is not subordinate to the Regional Resilience Forum, which in turn is not subordinate to central government. Direction and support may flow in both directions, with the LRF passing wider strategic issues up to the regional forum, whilst receiving requests for information or advice in the opposite direction.

In respect of membership, the Cleveland LRF has adopted national guidance, with the following bodies being represented by others:

- (a) Cleveland Police represents the British Transport Police;
- (b) Chief Emergency Planning Officer on behalf of the local authorities represents Tees Port Health Authority;
- (c) The range of Health Service Bodies have a single representative on the LRF for each 'health' sector e.g. a representative from one acute hospital trust represents all acute hospital trusts;
- (d) Whilst not Category 1 Responders, a representative from the armed forces; regional resilience team and voluntary sector have been co-opted onto the LRF.

2. Secretariat of the LRF

The Secretariat of the LRF is seen as a pivotal role, bearing in mind the importance being placed upon Local Resilience Forums by central and regional government and external auditing regimes, for example the Audit Commission in respect of Local Authorities. The Secretariat has a number of key tasks, as shown in the guidance 'Preparing for Emergencies':

- Agreeing the agenda with the Chair;
- Organising the production of any discussion papers or presentations;
- Following up matters arising and action points;
- Ensuring the meetings of sub groups are effectively organised, relevant matters are undertaken and issues are brought to the attention of the LRF;
- Ensuring sub groups undertake projects directed by the LRF;
- Briefing the LRF Chair.

The Secretariat support role is undertaken by the Chief Emergency Planning Officer which is in line with the guidance "Preparing for Emergencies" that suggests the role of the Secretariat falling to the County Council Emergency Planning Unit.

This function is currently absorbed within the current structure and remit of the Cleveland Emergency Planning Unit (CEPU). The primary function of the CEPU is to deliver an effective emergency planning service to the four local authorities within the former area of the County of Cleveland, ensuring they meet their statutory duties under civil contingencies.

The Chief Emergency Planning Officer also chairs the Local Resilience Working Group and the Cleveland Media Emergency Forum and consequently oversees the work of various sub groups that feed into the Working Group, for example, Risk, Exercise Planning and Temporary Mortuary. This ties in appropriately with the role of the LRF secretariat.

A Civil Contingencies Act Implementation Plan which has been produced by the Secretariat has been approved by the LRF and acts as a focus for the future work of the LRF. The plan is updated on a quarterly basis and reported to the LRF on a six monthly basis or earlier if there have been significant changes. Details are shown in Section 6 of this handbook.

3. Membership of the Cleveland LRF

Chair: Chief Constable, Cleveland Police

Vice Chair: Assistant Chief Constable

Secretariat: Chief Emergency Planning Officer (Cleveland Emergency Planning Unit)

Membership:

- Chief Executive, Hartlepool Borough Council
- Chief Executive, Stockton Borough Council
- Chief Executive, Middlesbrough Borough Council
- Chief Executive, Redcar & Cleveland Borough Council
- Chief Fire Officer, Cleveland Fire Brigade
- Chief Ambulance Officer, North East Ambulance Service
- Chief Executive, lead Acute Hospital Trust
- Senior Manager, representing Primary Care Trusts
- Regional Director, Health Protection Agency
- Area Manager, Environment Agency
- Area Manager, Maritime & Coastguard Agency
- Army Liaison Officer, North East 15 Brigade
- Deputy Director, Regional Resilience Team
- British Red Cross (Voluntary Sector Representative)
- Harbour Master, PD Teesport
- Inspector, Cleveland Police Emergency Planning Unit

A key element of being a representative of a Category 1 responder organisation on the LRF is that:

- Category 1 responders attend meetings of the LRF or arrange to be effectively represented;
- Category 1 responders need to be represented by individuals who have the right combination of seniority and expertise to be able to speak with authority;
- Organisations need to be represented where their involvement in local protection work is likely to be discussed.

Category 2 responders have a 'right to attend, right to invite'. Therefore attendance should be based on those complementary principles and they should attend meetings or be invited to attend when they can add value on the proposed agenda for an LRF meeting.

A list of Category 1 and 2 responders as determined by Regulations is shown in Section 4.

SECTION 3

Cleveland LRF: Terms and Reference, Aims, Objectives and Membership

Terms of Reference

The LRF should work alongside other elements of the multi-agency planning framework at the local and regional levels and reflects the key principle of civil protection arrangements that the initial response to most emergencies is delivered at the local level.

The discussions at the LRF should be strategic, focussing on the statutory functions required of Category 1 responders, particularly those of co-operation, joint discharge of functions e.g. community risk register, identification of lead responder(s) and cross border co-operation and working.

Aims

- The Cleveland Local Resilience Forum will sit at the apex of local civil protection arrangements for the area covered by Cleveland Police.
- To ensure that there is an appropriate level of preparedness to enable an effective multi-agency response to major incidents which may have a significant impact upon the communities of Cleveland.
- To ensure effective delivery of those duties under the Civil Contingencies Act that need to be developed in a multi-agency environment.
- Provide support for the preparation by all or some of its members of multi-agency plans, protocols and agreements and the support for or co-ordination of multi-agency exercises and other training events necessary to address identified or foreseeable local and wider area hazards.

Objectives

- To facilitate integrated emergency and contingency planning across the Cleveland area involving the four local authorities, emergency services,

environment agency, harbour authority, health organisations and other identified agencies.

- To be a forum for information sharing and co-operation between the respective organisations on emergency and contingency planning issues.
- To decide on joint strategic and policy decisions relating to the Cleveland area's preparedness and response, including the approval of the Community Risk Register.
- To ensure the individual approaches and responsibilities of each organisation complement each other and dovetail with partners' arrangements
- To provide an effective forum for joint consultation and negotiation on issues affecting responder bodies concerning preparedness, response and post actions, relating to:
 - Risk
 - Planning for serious or major emergencies/incidents
 - Planning for business continuity
 - Arrangements to warn and inform the public
 - Publishing information about risks and plans

This will entail the receiving of reports from sub-groups through the Local Resilience Working Group or Cleveland Media Emergency Forum on levels of planning and progress on tasks.

- To ensure appropriate resources are made available to working groups to fulfill statutory or task based responsibilities.
- To share, where appropriate, lessons learned from emergencies and exercises either locally or elsewhere and take actions forward to improve plans and procedures.
- To consider the implications of legislation, national initiatives and decisions of the Regional Resilience Forum upon the LRF area.
- Papers will be circulated to members of the Group at least 7 days prior to the meeting and Minutes of meetings will be circulated within 10 days

SECTION 4

Category 1 & 2 Responders

Category 1 and 2 responders as defined by the Regulations are:

Category 1

- Local Authorities
- Police
- Fire
- Ambulance Service
- Health Protection Agency
- Primary Care Trust
- Strategic Health Authority
- Acute Hospital Trust
- Port Health Authority
- Environment Agency
- Maritime and Coastguard Agency

Category 2

- Electricity Distributor(s)
- Gas Distributor(s)
- Water & Sewerage Undertakers
- Telephone Service Providers (fixed and mobile)
- Railway Operators
- Airport Operators
- Ports
- Highways Agency
- Health & Safety Executive

Category 2 Responders within Cleveland

Electricity Distributors:

- NEDL
- United Utilities
- National Grid Transco

Gas Distributors:

- United Utilities
- National Grid Transco

Water and Sewerage Undertakers:

- Northumbrian Water
- Hartlepool Water

Telephone Service Providers:

- BT
- NTL
- O2
- Orange
- T Mobile
- Vodaphone

Rail Operators:

- Network Rail
- Virgin
- 1st Trans Pennine
- Northern Rail
- Freightliner
- English, Welsh, Scottish (EWS)

Airport Operator:

- Durham Tees Valley

Port Operator:

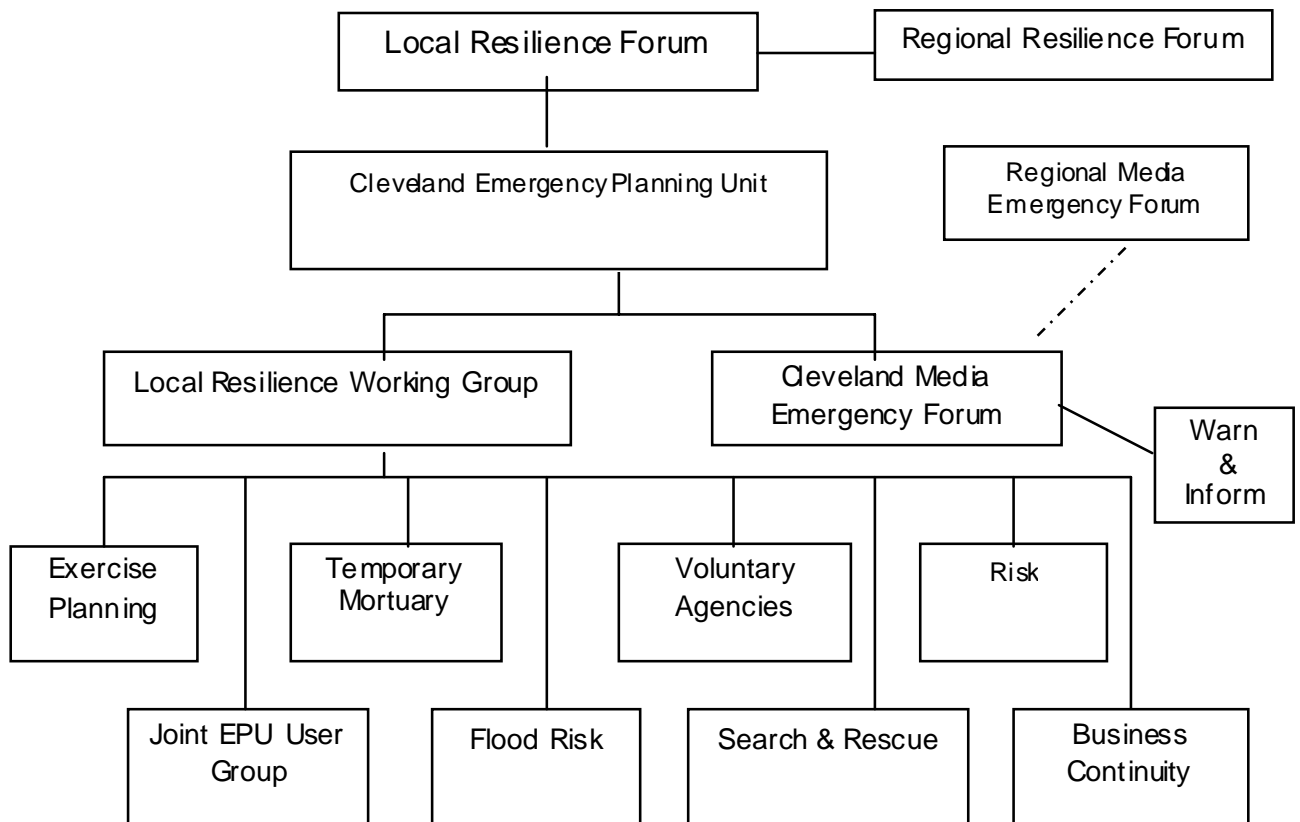
- PD Teesport

SECTION 5

Cleveland Local Resilience Forum Groups and Sub Groups

There are two multi-agency groups and a number of sub groups which facilitate integrated emergency and contingency planning within the Cleveland area and which report into the LRF, as shown in the diagram below.

The Emergency Planning Unit is the focal point and conduit between all these groups and sub groups and both the Local Resilience Working Group and Cleveland Media Emergency Forum are chaired by the Chief Emergency Planning Officer. The administration for these groups and all the sub groups are provided through the EPU.



Section 5.1.1

Local Resilience Working Group

The purpose of the Local Resilience Working Group is to ensure the effective delivery of emergency and contingency planning arrangements and duties that need to be developed in a multi-agency environment. In particular the Local Resilience Working Group should deliver the following aims.

Aims

- To facilitate integrated emergency and contingency planning across the Cleveland area involving the four local authorities, emergency services, environment agency, harbour authority, health organisations and other identified agencies.
- To be a forum for information sharing between the respective organisations on emergency planning issues.
- To provide a regular multi agency meeting for senior managers involved in or responsible for emergency planning arrangements within their respective organisations.
- To provide an effective forum for joint consultation and negotiation on issues affecting the preparedness, response and post actions relating to serious or major emergencies/incidents.
- To ensure the individual approaches and responsibilities of each organisation complement each other and dovetail with partners' arrangements.
- To ensure that appropriate multi-agency plans, procedures, training and exercises necessary to address identified or foreseeable local or wider area hazards are in place and outstanding gaps identified.
- To receive and approve the annual exercise calendar.

- To share, where appropriate, lessons learned from emergencies and exercises either locally or elsewhere and take actions forward to improve plans and procedures.
- To assist in and support the preparation of multi-agency plans and other documents, including protocols and agreements, by all or some of its members.

Administration

- Meetings will be held 4 times per year. Dates will be set at the last meeting each year for the following year.
- Meetings will be chaired by the Chief Emergency Planning Officer.
- The Cleveland Emergency Planning Unit will provide the secretariat for the Group.
- The Group is subordinate to the Cleveland Local Resilience Forum (LRF) and minutes of the Cleveland Local Resilience Working Group meetings will be forwarded to the LRF.
- The chair, on behalf of the Group, will take forward any plans, protocols or agreements to the LRF as appropriate.
- Members of the Group who are unable to attend a meeting should:
 - Send their apologies to the secretariat before the meeting
 - Whenever possible send a deputy to the meeting.
- The agenda and accompanying papers will be circulated to members of the Group at least 10 days prior to the meeting.
- Minutes of meetings will be circulated within 10 days of meeting date.

Local Resilience Working Group Membership

Environment Agency
North East Ambulance Service
Cleveland Fire Brigade

Middlesbrough Borough Council
Redcar & Cleveland Borough Council
Health Protection Agency (HPA)
Environment Agency
Hartlepool Borough Council
Cleveland Emergency Planning Unit
North East Ambulance Service
Harbour Master (PD Ports)
Stockton-on-Tees Borough Council
Maritime Coastguard Agency
Cleveland Police (EPU)
Network Rail
Primary Care Trust Emergency Planning
North Tees & Hartlepool NHS Trust
Port Health Authority (River Tees)

SECTION 5.1.2

Cleveland Media Emergency Forum

Aims

- To facilitate the duties and responsibilities placed upon Category 1 Responders by the Civil Contingencies Act in respect of awareness, warning and informing the public.
- To facilitate close co-ordination and co-operation between the agencies represented on the Forum to assist in the effective management of information to the news media and general public before, during and after a major incident or emergency.
- To facilitate the preparation of plans, strategies and protocols to meet statutory requirements and be auditable.

Objectives

- Establish relationships between the emergency planning community and Public Relations Officers / Media Liaison Officers of "Category 1 Responders" and other agencies who are likely to be required to work together or closely liaise during the various stages of a major incident.
- Facilitate the exchange of information and identify and share best practice.
- Maintain a directory of emergency procedures, call out arrangements and contact details of key personnel likely to be involved in a media response to an incident/emergency.
- Link into the Regional Media Emergency Forum, Government News Network and Regional Resilience Forum (Government Office North East).
- Respond to requests from individual member's organisations for advice and assistance, should that organisation be confronted with, or be involved in, a major incident/emergency or potential emergency.
- Promote a consistent and unified approach to emergency communications, news media demands and the delivery of public information across 'Cleveland' concerning an emergency or potential emergency.
- Oversee the 'Cleveland Communications Strategy' (Protocol) involving COMAH Site Operators, emergency services and local authorities.

- Across 'Cleveland', work to build trust and confidence between the media and emergency planning community, promoting a positive relationship.

Cleveland Media Emergency Forum Membership

Hartlepool Borough Council
Cleveland Fire Brigade
Cleveland Police
Cleveland Emergency Planning Unit
North East Ambulance Service
Cleveland Police
Cleveland Fire Brigade
Health Protection Agency (HPA)
Simon Storage (Industrial Representative)
Sembcorp Utilities Ltd
Middlesbrough Borough Council
North East Ambulance Service
Redcar & Cleveland Borough Council
BBC Radio Cleveland
Government News Network
Network Rail
Stockton Borough Council
Strategic Health Authority

SUB GROUPS

SECTION 5.2.1

Risk Assessment Working Group (RAWG)

Terms of Reference

Membership of the RAWG will be those Category 1 responders best placed to assess and identify risk sub categories. They are to:

- Be competent risk assessors within their organisation.
- Have, or be given the authority from their organisation to request co-operation from Category 1 and 2 responders or any required party in order to discharge their responsibilities.
- Have an identified deputy in whom they can devolve responsibility.
- Be the nominated Point of Contact for the Community Risk Register within their organisation.
- Be responsible for progress reports to the chair and identify potential issues.
- Prepare and produce risk assessments in line with national guidance.
- Ensure the appropriate resources are in place to comply with the Terms of Reference and Roles and Responsibilities.

Roles

Chair	Simon Wright CEPU
Secretary	Simon Wright CEPU
Register collation	Cleveland Emergency Planning Unit
Membership	(Category 1 or 2) responders for Cleveland

Responsibilities

Chair: Will assume overall co-ordination of the RAWG. He is to ensure meetings are held as required and that attendance is as complete as possible. The chair will prepare progress reports for the LRF, and will act as conduit between the RAWG, the Risk sub-groups and the LRF.

Secretary: Will ensure auditing of all meetings and distribution of necessary information.

Members: Will assume responsibility for specific category risk assessment. Will ensure assessment forms are completed and submitted for approval by group within agreed timeframe. And will ensure where necessary, identified Point of Contact for Small and Medium Enterprises and Freedom of information / Requests for Information.

Risk Assessment Working Group Membership

Cleveland Emergency Planning Unit
Environment Agency
Middlesbrough Borough Council
Stockton-on-Tees Borough Council
Redcar & Cleveland Borough Council
Hartlepool Borough Council
Cleveland Fire Brigade
Cleveland Police
Maritime Coastguard Agency
Health & Safety Executive
Health – Primary Care Trusts

SECTION 5.2.2

Temporary Mortuary

Aims

- To develop and maintain a Temporary Mortuary plan for the Cleveland area considering all agencies, specialisms and professions involved in such a plan
- To provide a capability within the Cleveland area to manage an incident where a temporary mortuary is deemed necessary.
- To provide a Disaster Victim Identification process to meet national and legal requirements
- To ensure professionalism and sensitivity within such a plan and procedures

Objectives

- Maintain a planned capability to manage in the event of an incident involving numerous (not mass) fatalities
- To provide clear activation procedures with guidance for all agencies
- Ensure a multi-agency capability and understanding to deliver a professional service in an extremely sensitive area of investigation and identification
- Incorporate working procedures for all agencies
- Link plan development to regional and national planning and capabilities associated with mass fatalities
- Provide, develop and maintain training and exercise opportunities for identified roles and procedures within a Temporary Mortuary plan

Temporary Mortuary Sub Group Membership

Cleveland Police Emergency Planning Unit
Cleveland Emergency Planning Unit
Cleveland Police
Coroner's Officer
HM Coroner – Teesside
HM Coroner – Hartlepool
UK Forensic Radiography Response Team - James Cook University Hospital
University Hospital of North Tees
Home Office Pathologist

SECTION 5.2.3

Exercise Planning Group

The Exercise Planning Group is a multi-agency group that includes agencies not represented in the joint emergency planning unit and meets:

- informally and on a quarterly basis, if required prior to the Local Resilience Working Group to produce a report for that group.
- Twice a year to consider wider agency issues.

The Group will also identify how reporting will be undertaken and who by.

Aims

- To co-ordinate, draft and manage the annual 'Exercise Calendar' for circulation in January of each year and manage an 'Exercise Diary' incorporating all existing and additional exercises coming to notice during the year.
- To co-ordinate and manage the requirements under the COMAH and REPPIR regulations, to ensure off-site plans are tested completely to the satisfaction of the competent authority, on a 3 yearly basis.
- Review, as an ongoing process, the COMAH plan template & elements.
- To identify key agency elements of response and command and control which require testing/exercising and incorporate the testing of such elements into existing exercises in the annual exercise calendar.
- Where the above is impractical include and manage a separate exercise to test such elements.
- To co-ordinate debriefs of all exercises and live incidents as required.
- To produce on a quarterly basis a summary of debrief outcomes identifying by agency actions and requirements and produce an annual summary as management information.

Objectives

- A 'Cleveland' multi-agency 'fiscal' annual exercise calendar and continuous Exercise Diary recording all agency exercises.
- COMAH and REPPiR exercise requirements are met and a summary position for plan testing for each Top Tier site produced.
- The COMAH off-site plan and elements are updated.
- Key multi-agency elements of response and command and control are tested on an annual or bi-annual basis.
- Learning outcomes from debriefs are actioned and implemented.

Exercise Planning Sub Group Membership

Cleveland Emergency Planning Unit
Cleveland Fire Brigade – Emergency Planning Officer
North East Ambulance Service
Cleveland Police – Emergency Planning Unit

SECTION 5.2.4

Voluntary Emergency Liaison Group

Aims

- To promote good working relationships and to increase communication between the voluntary organisations in Teesside and the local “Category 1” responders.
- Develop an understanding of the capabilities and expectations of all organisations involved in major incidents in respect to the voluntary sector.

Objectives

- To keep a register of all voluntary organisations willing and able to respond, if requested, during a major incident. To include information on the organisation, it's capabilities/resources and emergency contact details.
- To improve co-ordination of voluntary organisations during a major incident.
- To ensure that the voluntary organisations are included in exercises wherever possible.
- To share experiences from actual incidents to improve understanding and to learn lessons.
- To ensure that all organisations are involved in training and familiarisation visits to maintain a good standard of knowledge of operations and procedures.

Voluntary Emergency Liaison Group Membership

WRVS
Red Cross
St.John Ambulance
Cruse
Salvation Army
Cleveland Police
Cleveland EPU (Chair)
North East Ambulance Service
Cleveland Fire Brigade
Multi-faith
Samaritans
Stockton VDA
RSPCA
Coastguard
Victim Support
Raynet

SECTION 5.2.5

Business Continuity Management

Aims and Objectives

- To promote joint working between category 1 & 2 Responders, Business Continuity Management (BCM) Managers across Teesside.
- To encourage and promote BCM advice and assistance to local small & medium enterprises and the voluntary organisations.
- To develop 'community resilience' to Major Incidents.
- To improve links between category 1 & 2 responders, business communities and the voluntary sector
- To establish a source of BCM advice & assistance
- To provide the opportunity and means to share knowledge and experiences across the Teesside area.
- To bring together those involved in the practice of business continuity management.
- To stimulate development of business continuity management practices and improved performance among business continuity practitioners.
- Provide an upward communications channel whereby the views of the Group members may be passed to the LRF.
- To promote professional competency and personal development in the field of BCM

**Local Authority
Business Continuity Group Membership**

Cleveland Emergency Planning Unit
Hartlepool Borough Council
Redcar & Cleveland Borough Council
Stockton-on-Tees Borough Council
Middlesbrough Borough Council

SECTION 5.2.6

Flood Risk Sub Group

Aims

- To be an active Sub Group of the Cleveland Local Resilience Working Group, reporting to that group on its activities and approval of initiatives / protocols / actions.
- To feed into the Cleveland Risk Sub-Group issues for consideration in the Cleveland Community Risk Register.
- To ensure that respective member organisations / agencies have appropriate plans and level of preparedness to enable an effective response to flood warnings and incidents of flooding.
- To ensure effective delivery of those duties in respect of “flooding” under the Civil Contingences Act that need to be developed in a multi-agency environment , including public information and warning procedures.
- Provide multi-agency exercises and other training events necessary to address identified or foreseeable “flooding” incidents, both locally and in a wider area context. This will feed into the Cleveland Exercise Planning Sub-Group.

Objectives

- To facilitate integrated emergency and contingency planning in respect of flood warnings and flooding incidents across the Cleveland area involving the four local authorities, emergency services, environment agency, harbour authority, health organisation and other identified agencies.
- To be a forum for information sharing and co-operation between the respective organisation on flooding related issues i.e. warnings, information to the public and emergency and contingency planning issues.
- To promote joint policy and protocols relating to the Cleveland area’s preparedness and response.

- To ensure the individual approaches and responsibilities of each organization complement each other and dovetail with partners' arrangements
- To share, where appropriate, lessons learned from incidents and exercises either locally or elsewhere and take actions forward to improve plans and procedures.
- To consider the implications of legislation, national initiatives and other external issues that impact upon the Cleveland area.
- The chair, on behalf of the sub-group, will take forward any plans, protocols or agreements to the Local Resilience Working Group, as appropriate.

Flood Risk Sub Group Membership

Cleveland Emergency Planning Unit
Cleveland Police Emergency Planning Unit
Cleveland Fire Brigade
North East Ambulance Service
Environment Agency
Tees & Hartlepool Port Authority
Primary Care Trusts
Maritime and Coastguard Agency
Hartlepool Borough Council
Middlesbrough Borough Council
Redcar and Cleveland Borough Council
Huntsman North Tees (Industry)

SECTION 5.2.7

Warn and Inform Sub Group

Aims

The aims of the sub group are:-

- To research, develop and introduce a series of initiatives to raise public awareness about their preparedness for emergencies and the actions they may need to take in the case of an emergency.
- Design and publish information material to advise the public, including vulnerable persons and those who have difficulty understanding the message.
- Develop initiatives based on a strategic framework proposed by either the Local Resilience Forum or the Media Emergency Forum.

Warn and Inform Sub Group Membership

Cleveland Emergency Planning Unit
Cleveland Police Emergency Planning Unit
Cleveland Fire Brigade
North East Ambulance
Environment Agency
Health Protection Agency
Acute Hospitals

Maritime and Coastguard Agency
Hartlepool Borough Council
Middlesbrough Borough Council
Redcar and Cleveland Borough Council
Stockton-on-Tees Borough Council

SECTION 5.2.8

Search and Rescue Sub Group

Terms of Reference

- To review local arrangements for the co-ordination of Search and Rescue within the Cleveland Police Force boundaries, with particular regard to the following:
- Co-operation between statutory emergency services, local authorities, port and harbour authorities and any national, local and volunteer search and rescue organisations.
- Ensuring compatibility of purpose and avoidance of duplication where possible.
- Communications arrangements between all member organisations.
- Acting as a focus for addressing criticism about or alleged shortfalls in co-operation of the member organisations.
- Identification of opportunities for improvements to and the disposition of rescue assets and to make recommendations to relevant authorities as necessary.
- Consultation on proposed national or local organisational or other changes which may affect the conduct or co-ordination of search and rescue.
- Problems associated with the co-ordination of search and rescue within harbour/port areas and other difficult areas which cause concern.

Search and Rescue Sub Group Membership

Maritime and Coastguard Agency
Cleveland Police Emergency Planning Unit
Cleveland Fire Brigade
North East Ambulance Service
MOD (RAF Leeming MRT)
Redcar & Cleveland Borough Council – Lifeguards
Harbour Master's Office / PD Teesport
Royal Yachting Association
Royal National Lifeboat Institute (RNLI)
Redcar Coastwatch
Hartlepool Coastwatch
Cleveland Search and Rescue

SECTION 6

LRF implementation Plan

1. To ensure that category 1 Responders are meeting the requirements and duties placed upon them by the Civil Contingencies Act 2004, Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 and statutory guidance contained in the booklet "*Emergency Preparedness*" the LRF have produced an implementation plan which includes a timetable for the implementation of the provisions of the Act.
2. The Implementation Plan is a multi-agency document.
3. The duties of the local responders that need to be fulfilled to be compliant with the legislation are:
 - LRF structures are in place and working effectively to address multi-agency planning and to have co-operation and information sharing mechanisms in place between Category 1 and 2 responders.
 - Category 1 responders to have business continuity plans in place.
 - Community Risk Register to be produced (and published as appropriate).
 - Emergency plans to be in place and published as appropriate.
 - Agreed arrangements for public awareness and for warning and informing.
 - Local Authorities to provide advice and assistance to businesses and voluntary organisations re business continuity.
4. The initial plan was presented to the Local Resilience Forum on 25th August 2005 and approved. Work towards achieving the plan is undertaken by the Local Resilience Working Group, Cleveland Media Emergency Forum and their sub groups which are identified in this handbook. An updated version of the plan, showing work undertaken, milestones and target achieved was presented to and approved by the Local resilience Forum at the meeting on 2nd March 2006.
5. The Implementation Plan is a "living" document, with amendments being made to it as targets or milestones are achieved. Therefore it has not been appended to this document as it could quickly become out of date.

6. The plan is updated on a quarterly basis and reported to the LRF on a six monthly basis or earlier if there have been significant changes.
7. There is also a non statutory duty for the regional tier to have in place:
 - A Generic Regional Response Plan to ensure that the regional crisis management machinery can be activated as smoothly as possible.
 - The Government Office to have its own business continuity plan in place.
 - Regional Capability Co-ordination Plans that cover where appropriate the co—ordination and support of the local response.

This handbook has been prepared on behalf of the Cleveland Local Resilience Forum by:

**Denis Hampson
Chief Emergency Planning Officer / Secretariat to the Cleveland LRF
Cleveland Emergency Planning Unit
PO Box 194
Middlesbrough
TS5 6YF**

**Telephone: 01642 221121
Fax: 01642 821016
Web: [www. clevelandemergencyplanning.info](http://www.clevelandemergencyplanning.info)**

First Edition: 12th May 2006

Latest Version: 1st August 2006

briefing document which contains useful information about the groups and sub groups which are undertaking work on emergency planning and resilience issues.

2.3 It is considered that it should, subject to Members approval, be placed on the Cleveland Emergency Planning Unit website for public information.

2.4 The handbook is “owned” by the Chief Emergency Planning Officer on behalf of the LRF and will be reviewed on an annual basis. It has been forwarded to the Regional Resilience Team / Regional Resilience Forum for information and as an example of good practice.

3. RECOMMENDATION

3.1 Members acknowledge the handbook as a useful guidance tool.

3.2 The handbook is placed on the EPU website.

4. NOTE

A bound copy of the handbook will be provided to Members of the Emergency Planning Joint Committee at the meeting on 3rd November.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Date: 12th October 2006

Civil Contingencies Act 2004



**Cleveland
Local Resilience Forum**

HANDBOOK

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SECTION 1

Foreword

The Civil Contingencies Act 2004 places a number of statutory obligations on all members of the local resilience community. However the Act does not radically change the way things were done in Cleveland prior to civil protection and resilience being placed on a statutory basis. Indeed, multi-agency planning, preparedness and exercising arrangements have been well established, tried and tested in Cleveland for almost two decades.

However the Act has consolidated and strengthened what existed previously and placed many new duties and obligations on what are now termed Category 1 responders, who include the emergency services and local authorities. New challenges lie ahead and responders must work collectively and in collaboration as part of a coherent multi-agency effort to ensure that civil protection and resilience arrangements are integrated both within and between organisations and agencies.

The Civil Contingencies Act has enabled us to rationalise and strengthen the previous Strategic Co-ordination Group to become the Cleveland Local Resilience Forum (LRF) that will provide effective partnership working and the sharing of information, knowledge and best practice. Whilst the LRF operates as the strategic group, the Local Resilience Working Group and the Cleveland Media Emergency Forum and their sub groups provide the vital service of delivering on the aims and objectives set by the LRF.

This handbook is produced as a single reference document containing details of the LRF, its membership, terms of reference and lists both the Category 1 and 2 responders in the Cleveland area. It also contains details of the LRF multi-agency groups and sub groups, together with their terms of reference and membership details. The LRF Implementation Plan will enable us to move towards achieving all the requirements and obligations placed upon Category 1 responders by the Act. It also provides details about what we are collectively trying to achieve, our priorities, milestones and targets for the future and what has been successfully completed to date.

Finally, I would like to express my appreciation to the work of the LRF Secretariat and all members of the groups and sub groups for their commitment and contribution towards this important work and helping us achieve the milestones so far.

Sean Price
Chief Constable
Chair of the Cleveland Local Resilience Forum

Section 2

Cleveland Local Resilience Forum

1. Background

The Cleveland Local Resilience Forum (LRF) was formed in 2004 taking over the remit of the previous Senior Co-ordinating Group as a prelude to the requirements of the Civil Contingencies Act 2004.

Under the Civil Contingencies Act, co-operation between local responders is a legal responsibility. Whilst the LRF is not a statutory body, within the Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 and accompanying guidance entitled "Preparing for Emergencies", it is seen as the principal mechanism for facilitating multi-agency co-operation, especially between Category 1 and Category 2 Responders.

The Regulations and guidance consider it best practice that an LRF is based on a Police Force area and that chairmanship of the LRF falls to the Chief Police Officer. Consequently the Cleveland LRF is based on the area covered by Cleveland Police and the Chief Constable is currently the designated Chair and the LRF representative on the Regional Resilience Forum. He is therefore in a unique position to cascade information down from regional and national levels and express the views and policies of the Cleveland LRF at a regional level.

Whilst guidance recommends that meetings must be held at least every six months, the Cleveland LRF considered it both practical and reasonable to hold quarterly meetings. This is in line with both the previous format and quarterly meetings held at a regional level (Regional Resilience Forum and Regional Media Emergency Forum) and local level (Cleveland Local Resilience Working Group and the Cleveland Media Emergency Forum).

The Cleveland LRF is not subordinate to the Regional Resilience Forum, which in turn is not subordinate to central government. Direction and support may flow in both directions, with the LRF passing wider strategic issues up to the regional forum, whilst receiving requests for information or advice in the opposite direction.

In respect of membership, the Cleveland LRF has adopted national guidance, with the following bodies being represented by others:

- (a) Cleveland Police represents the British Transport Police;
- (b) Chief Emergency Planning Officer on behalf of the local authorities represents Tees Port Health Authority;
- (c) The range of Health Service Bodies have a single representative on the LRF for each 'health' sector e.g. a representative from one acute hospital trust represents all acute hospital trusts;
- (d) Whilst not Category 1 Responders, a representative from the armed forces; regional resilience team and voluntary sector have been co-opted onto the LRF.

2. Secretariat of the LRF

The Secretariat of the LRF is seen as a pivotal role, bearing in mind the importance being placed upon Local Resilience Forums by central and regional government and external auditing regimes, for example the Audit Commission in respect of Local Authorities. The Secretariat has a number of key tasks, as shown in the guidance 'Preparing for Emergencies':

- Agreeing the agenda with the Chair;
- Organising the production of any discussion papers or presentations;
- Following up matters arising and action points;
- Ensuring the meetings of sub groups are effectively organised, relevant matters are undertaken and issues are brought to the attention of the LRF;
- Ensuring sub groups undertake projects directed by the LRF;
- Briefing the LRF Chair.

The Secretariat support role is undertaken by the Chief Emergency Planning Officer which is in line with the guidance "Preparing for Emergencies" that suggests the role of the Secretariat falling to the County Council Emergency Planning Unit.

This function is currently absorbed within the current structure and remit of the Cleveland Emergency Planning Unit (CEPU). The primary function of the CEPU is to deliver an effective emergency planning service to the four local authorities within the former area of the County of Cleveland, ensuring they meet their statutory duties under civil contingencies.

The Chief Emergency Planning Officer also chairs the Local Resilience Working Group and the Cleveland Media Emergency Forum and consequently oversees the work of various sub groups that feed into the Working Group, for example, Risk, Exercise Planning and Temporary Mortuary. This ties in appropriately with the role of the LRF secretariat.

A Civil Contingencies Act Implementation Plan which has been produced by the Secretariat has been approved by the LRF and acts as a focus for the future work of the LRF. The plan is updated on a quarterly basis and reported to the LRF on a six monthly basis or earlier if there have been significant changes. Details are shown in Section 6 of this handbook.

3. Membership of the Cleveland LRF

Chair: Chief Constable, Cleveland Police

Vice Chair: Assistant Chief Constable

Secretariat: Chief Emergency Planning Officer (Cleveland Emergency Planning Unit)

Membership:

- Chief Executive, Hartlepool Borough Council
- Chief Executive, Stockton Borough Council
- Chief Executive, Middlesbrough Borough Council
- Chief Executive, Redcar & Cleveland Borough Council
- Chief Fire Officer, Cleveland Fire Brigade
- Chief Ambulance Officer, North East Ambulance Service
- Chief Executive, lead Acute Hospital Trust
- Senior Manager, representing Primary Care Trusts
- Regional Director, Health Protection Agency
- Area Manager, Environment Agency
- Area Manager, Maritime & Coastguard Agency
- Army Liaison Officer, North East 15 Brigade
- Deputy Director, Regional Resilience Team
- British Red Cross (Voluntary Sector Representative)
- Harbour Master, PD Teesport
- Inspector, Cleveland Police Emergency Planning Unit

A key element of being a representative of a Category 1 responder organisation on the LRF is that:

- Category 1 responders attend meetings of the LRF or arrange to be effectively represented;
- Category 1 responders need to be represented by individuals who have the right combination of seniority and expertise to be able to speak with authority;
- Organisations need to be represented where their involvement in local protection work is likely to be discussed.

Category 2 responders have a 'right to attend, right to invite'. Therefore attendance should be based on those complementary principles and they should attend meetings or be invited to attend when they can add value on the proposed agenda for an LRF meeting.

A list of Category 1 and 2 responders as determined by Regulations is shown in Section 4.

SECTION 3

Cleveland LRF: Terms and Reference, Aims, Objectives and Membership

Terms of Reference

The LRFs should work alongside other elements of the multi-agency planning framework at the local and regional levels and reflects the key principle of civil protection arrangements that the initial response to most emergencies is delivered at the local level.

The discussions at the LRF should be strategic, focussing on the statutory functions required of Category 1 responders, particularly those of co-operation, joint discharge of functions e.g. community risk register, identification of lead responder(s) and cross border co-operation and working.

Aims

- The Cleveland Local Resilience Forum will sit at the apex of local civil protection arrangements for the area covered by Cleveland Police.
- To ensure that there is an appropriate level of preparedness to enable an effective multi-agency response to major incidents which may have a significant impact upon the communities of Cleveland.
- To ensure effective delivery of those duties under the Civil Contingencies Act that need to be developed in a multi-agency environment.
- Provide support for the preparation by all or some of its members of multi-agency plans, protocols and agreements and the support for or co-ordination of multi-agency exercises and other training events necessary to address identified or foreseeable local and wider area hazards.

Objectives

- To facilitate integrated emergency and contingency planning across the Cleveland area involving the four local authorities, emergency services,

environment agency, harbour authority, health organisations and other identified agencies.

- To be a forum for information sharing and co-operation between the respective organisations on emergency and contingency planning issues.
- To decide on joint strategic and policy decisions relating to the Cleveland area's preparedness and response, including the approval of the Community Risk Register.
- To ensure the individual approaches and responsibilities of each organisation complement each other and dovetail with partners' arrangements
- To provide an effective forum for joint consultation and negotiation on issues affecting responder bodies concerning preparedness, response and post actions, relating to:
 - Risk
 - Planning for serious or major emergencies/incidents
 - Planning for business continuity
 - Arrangements to warn and inform the public
 - Publishing information about risks and plans

This will entail the receiving of reports from sub-groups through the Local Resilience Working Group or Cleveland Media Emergency Forum on levels of planning and progress on tasks.

- To ensure appropriate resources are made available to working groups to fulfill statutory or task based responsibilities.
- To share, where appropriate, lessons learned from emergencies and exercises either locally or elsewhere and take actions forward to improve plans and procedures.
- To consider the implications of legislation, national initiatives and decisions of the Regional Resilience Forum upon the LRF area.
- Papers will be circulated to members of the Group at least 7 days prior to the meeting and Minutes of meetings will be circulated within 10 days

SECTION 4

Category 1 & 2 Responders

Category 1 and 2 responders as defined by the Regulations are:

Category 1

- Local Authorities
- Police
- Fire
- Ambulance Service
- Health Protection Agency
- Primary Care Trust
- Strategic Health Authority
- Acute Hospital Trust
- Port Health Authority
- Environment Agency
- Maritime and Coastguard Agency

Category 2

- Electricity Distributor(s)
- Gas Distributor(s)
- Water & Sewerage Undertakers
- Telephone Service Providers (fixed and mobile)
- Railway Operators
- Airport Operators
- Ports
- Highways Agency
- Health & Safety Executive

Category 2 Responders within Cleveland

Electricity Distributors:

- NEDL
- United Utilities
- National Grid Transco

Gas Distributors:

- United Utilities
- National Grid Transco

Water and Sewerage Undertakers:

- Northumbrian Water
- Hartlepool Water

Telephone Service Providers:

- BT
- NTL
- O2
- Orange
- T Mobile
- Vodaphone

Rail Operators:

- Network Rail
- Virgin
- 1st Trans Pennine
- Northern Rail
- Freightliner
- English, Welsh, Scottish (EWS)

Airport Operator:

- Durham Tees Valley

Port Operator:

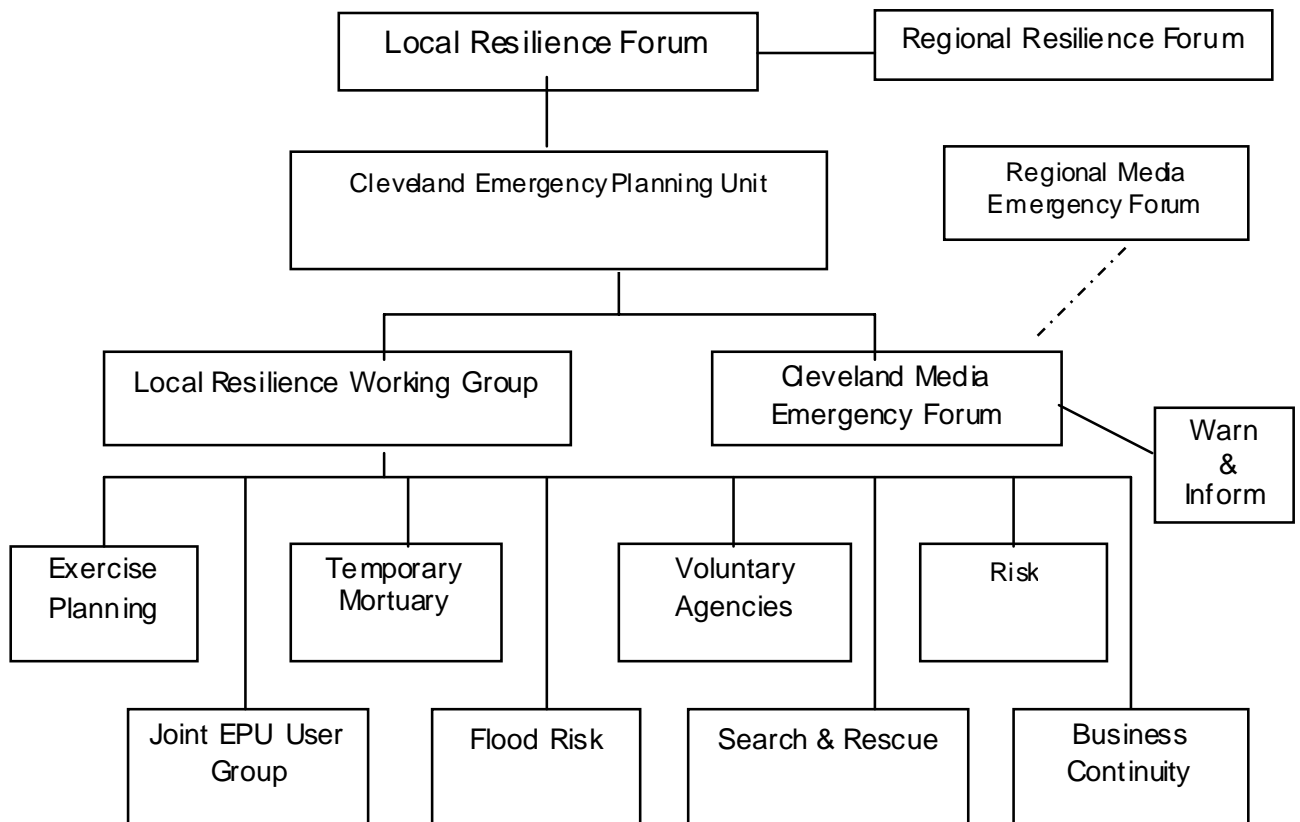
- PD Teesport

SECTION 5

Cleveland Local Resilience Forum Groups and Sub Groups

There are two multi-agency groups and a number of sub groups which facilitate integrated emergency and contingency planning within the Cleveland area and which report into the LRF, as shown in the diagram below.

The Emergency Planning Unit is the focal point and conduit between all these groups and sub groups and both the Local Resilience Working Group and Cleveland Media Emergency Forum are chaired by the Chief Emergency Planning Officer. The administration for these groups and all the sub groups are provided through the EPU.



Section 5.1.1

Local Resilience Working Group

The purpose of the Local Resilience Working Group is to ensure the effective delivery of emergency and contingency planning arrangements and duties that need to be developed in a multi-agency environment. In particular the Local Resilience Working Group should deliver the following aims.

Aims

- To facilitate integrated emergency and contingency planning across the Cleveland area involving the four local authorities, emergency services, environment agency, harbour authority, health organisations and other identified agencies.
- To be a forum for information sharing between the respective organisations on emergency planning issues.
- To provide a regular multi agency meeting for senior managers involved in or responsible for emergency planning arrangements within their respective organisations.
- To provide an effective forum for joint consultation and negotiation on issues affecting the preparedness, response and post actions relating to serious or major emergencies/incidents.
- To ensure the individual approaches and responsibilities of each organisation complement each other and dovetail with partners' arrangements.
- To ensure that appropriate multi-agency plans, procedures, training and exercises necessary to address identified or foreseeable local or wider area hazards are in place and outstanding gaps identified.
- To receive and approve the annual exercise calendar.

- To share, where appropriate, lessons learned from emergencies and exercises either locally or elsewhere and take actions forward to improve plans and procedures.
- To assist in and support the preparation of multi-agency plans and other documents, including protocols and agreements, by all or some of its members.

Administration

- Meetings will be held 4 times per year. Dates will be set at the last meeting each year for the following year.
- Meetings will be chaired by the Chief Emergency Planning Officer.
- The Cleveland Emergency Planning Unit will provide the secretariat for the Group.
- The Group is subordinate to the Cleveland Local Resilience Forum (LRF) and minutes of the Cleveland Local Resilience Working Group meetings will be forwarded to the LRF.
- The chair, on behalf of the Group, will take forward any plans, protocols or agreements to the LRF as appropriate.
- Members of the Group who are unable to attend a meeting should:
 - Send their apologies to the secretariat before the meeting
 - Whenever possible send a deputy to the meeting.
- The agenda and accompanying papers will be circulated to members of the Group at least 10 days prior to the meeting.
- Minutes of meetings will be circulated within 10 days of meeting date.

Local Resilience Working Group Membership

Environment Agency
North East Ambulance Service
Cleveland Fire Brigade

Middlesbrough Borough Council
Redcar & Cleveland Borough Council
Health Protection Agency (HPA)
Environment Agency
Hartlepool Borough Council
Cleveland Emergency Planning Unit
North East Ambulance Service
Harbour Master (PD Ports)
Stockton-on-Tees Borough Council
Maritime Coastguard Agency
Cleveland Police (EPU)
Network Rail
Primary Care Trust Emergency Planning
North Tees & Hartlepool NHS Trust
Port Health Authority (River Tees)

SECTION 5.1.2

Cleveland Media Emergency Forum

Aims

- To facilitate the duties and responsibilities placed upon Category 1 Responders by the Civil Contingencies Act in respect of awareness, warning and informing the public.
- To facilitate close co-ordination and co-operation between the agencies represented on the Forum to assist in the effective management of information to the news media and general public before, during and after a major incident or emergency.
- To facilitate the preparation of plans, strategies and protocols to meet statutory requirements and be auditable.

Objectives

- Establish relationships between the emergency planning community and Public Relations Officers / Media Liaison Officers of "Category 1 Responders" and other agencies who are likely to be required to work together or closely liaise during the various stages of a major incident.
- Facilitate the exchange of information and identify and share best practice.
- Maintain a directory of emergency procedures, call out arrangements and contact details of key personnel likely to be involved in a media response to an incident/emergency.
- Link into the Regional Media Emergency Forum, Government News Network and Regional Resilience Forum (Government Office North East).
- Respond to requests from individual member's organisations for advice and assistance, should that organisation be confronted with, or be involved in, a major incident/emergency or potential emergency.
- Promote a consistent and unified approach to emergency communications, news media demands and the delivery of public information across 'Cleveland' concerning an emergency or potential emergency.
- Oversee the 'Cleveland Communications Strategy' (Protocol) involving COMAH Site Operators, emergency services and local authorities.

- Across 'Cleveland', work to build trust and confidence between the media and emergency planning community, promoting a positive relationship.

Cleveland Media Emergency Forum Membership

Hartlepool Borough Council
Cleveland Fire Brigade
Cleveland Police
Cleveland Emergency Planning Unit
North East Ambulance Service
Cleveland Police
Cleveland Fire Brigade
Health Protection Agency (HPA)
Simon Storage (Industrial Representative)
Sembcorp Utilities Ltd
Middlesbrough Borough Council
North East Ambulance Service
Redcar & Cleveland Borough Council
BBC Radio Cleveland
Government News Network
Network Rail
Stockton Borough Council
Strategic Health Authority

SUB GROUPS

SECTION 5.2.1

Risk Assessment Working Group (RAWG)

Terms of Reference

Membership of the RAWG will be those Category 1 responders best placed to assess and identify risk sub categories. They are to:

- Be competent risk assessors within their organisation.
- Have, or be given the authority from their organisation to request co-operation from Category 1 and 2 responders or any required party in order to discharge their responsibilities.
- Have an identified deputy in whom they can devolve responsibility.
- Be the nominated Point of Contact for the Community Risk Register within their organisation.
- Be responsible for progress reports to the chair and identify potential issues.
- Prepare and produce risk assessments in line with national guidance.
- Ensure the appropriate resources are in place to comply with the Terms of Reference and Roles and Responsibilities.

Roles

Chair	Simon Wright CEPU
Secretary	Simon Wright CEPU
Register collation	Cleveland Emergency Planning Unit
Membership	(Category 1 or 2) responders for Cleveland

Responsibilities

Chair: Will assume overall co-ordination of the RAWG. He is to ensure meetings are held as required and that attendance is as complete as possible. The chair will prepare progress reports for the LRF, and will act as conduit between the RAWG, the Risk sub-groups and the LRF.

Secretary: Will ensure auditing of all meetings and distribution of necessary information.

Members: Will assume responsibility for specific category risk assessment. Will ensure assessment forms are completed and submitted for approval by group within agreed timeframe. And will ensure where necessary, identified Point of Contact for Small and Medium Enterprises and Freedom of information / Requests for Information.

Risk Assessment Working Group Membership

Cleveland Emergency Planning Unit
Environment Agency
Middlesbrough Borough Council
Stockton-on-Tees Borough Council
Redcar & Cleveland Borough Council
Hartlepool Borough Council
Cleveland Fire Brigade
Cleveland Police
Maritime Coastguard Agency
Health & Safety Executive
Health – Primary Care Trusts

SECTION 5.2.2

Temporary Mortuary

Aims

- To develop and maintain a Temporary Mortuary plan for the Cleveland area considering all agencies, specialisms and professions involved in such a plan
- To provide a capability within the Cleveland area to manage an incident where a temporary mortuary is deemed necessary.
- To provide a Disaster Victim Identification process to meet national and legal requirements
- To ensure professionalism and sensitivity within such a plan and procedures

Objectives

- Maintain a planned capability to manage in the event of an incident involving numerous (not mass) fatalities
- To provide clear activation procedures with guidance for all agencies
- Ensure a multi-agency capability and understanding to deliver a professional service in an extremely sensitive area of investigation and identification
- Incorporate working procedures for all agencies
- Link plan development to regional and national planning and capabilities associated with mass fatalities
- Provide, develop and maintain training and exercise opportunities for identified roles and procedures within a Temporary Mortuary plan

Temporary Mortuary Sub Group Membership

Cleveland Police Emergency Planning Unit
Cleveland Emergency Planning Unit
Cleveland Police
Coroner's Officer
HM Coroner – Teesside
HM Coroner – Hartlepool
UK Forensic Radiography Response Team - James Cook University Hospital
University Hospital of North Tees
Home Office Pathologist

SECTION 5.2.3

Exercise Planning Group

The Exercise Planning Group is a multi-agency group that includes agencies not represented in the joint emergency planning unit and meets:

- informally and on a quarterly basis, if required prior to the Local Resilience Working Group to produce a report for that group.
- Twice a year to consider wider agency issues.

The Group will also identify how reporting will be undertaken and who by.

Aims

- To co-ordinate, draft and manage the annual 'Exercise Calendar' for circulation in January of each year and manage an 'Exercise Diary' incorporating all existing and additional exercises coming to notice during the year.
- To co-ordinate and manage the requirements under the COMAH and REPPIR regulations, to ensure off-site plans are tested completely to the satisfaction of the competent authority, on a 3 yearly basis.
- Review, as an ongoing process, the COMAH plan template & elements.
- To identify key agency elements of response and command and control which require testing/exercising and incorporate the testing of such elements into existing exercises in the annual exercise calendar.
- Where the above is impractical include and manage a separate exercise to test such elements.
- To co-ordinate debriefs of all exercises and live incidents as required.
- To produce on a quarterly basis a summary of debrief outcomes identifying by agency actions and requirements and produce an annual summary as management information.

Objectives

- A 'Cleveland' multi-agency 'fiscal' annual exercise calendar and continuous Exercise Diary recording all agency exercises.
- COMAH and REPPiR exercise requirements are met and a summary position for plan testing for each Top Tier site produced.
- The COMAH off-site plan and elements are updated.
- Key multi-agency elements of response and command and control are tested on an annual or bi-annual basis.
- Learning outcomes from debriefs are actioned and implemented.

Exercise Planning Sub Group Membership

Cleveland Emergency Planning Unit
Cleveland Fire Brigade – Emergency Planning Officer
North East Ambulance Service
Cleveland Police – Emergency Planning Unit

SECTION 5.2.4

Voluntary Emergency Liaison Group

Aims

- To promote good working relationships and to increase communication between the voluntary organisations in Teesside and the local “Category 1” responders.
- Develop an understanding of the capabilities and expectations of all organisations involved in major incidents in respect to the voluntary sector.

Objectives

- To keep a register of all voluntary organisations willing and able to respond, if requested, during a major incident. To include information on the organisation, it's capabilities/resources and emergency contact details.
- To improve co-ordination of voluntary organisations during a major incident.
- To ensure that the voluntary organisations are included in exercises wherever possible.
- To share experiences from actual incidents to improve understanding and to learn lessons.
- To ensure that all organisations are involved in training and familiarisation visits to maintain a good standard of knowledge of operations and procedures.

Voluntary Emergency Liaison Group Membership

WRVS
Red Cross
St.John Ambulance
Cruse
Salvation Army
Cleveland Police
Cleveland EPU (Chair)
North East Ambulance Service
Cleveland Fire Brigade
Multi-faith
Samaritans
Stockton VDA
RSPCA
Coastguard
Victim Support
Raynet

SECTION 5.2.5

Business Continuity Management

Aims and Objectives

- To promote joint working between category 1 & 2 Responders, Business Continuity Management (BCM) Managers across Teesside.
- To encourage and promote BCM advice and assistance to local small & medium enterprises and the voluntary organisations.
- To develop 'community resilience' to Major Incidents.
- To improve links between category 1 & 2 responders, business communities and the voluntary sector
- To establish a source of BCM advice & assistance
- To provide the opportunity and means to share knowledge and experiences across the Teesside area.
- To bring together those involved in the practice of business continuity management.
- To stimulate development of business continuity management practices and improved performance among business continuity practitioners.
- Provide an upward communications channel whereby the views of the Group members may be passed to the LRF.
- To promote professional competency and personal development in the field of BCM

**Local Authority
Business Continuity Group Membership**

Cleveland Emergency Planning Unit
Hartlepool Borough Council
Redcar & Cleveland Borough Council
Stockton-on-Tees Borough Council
Middlesbrough Borough Council

SECTION 5.2.6

Flood Risk Sub Group

Aims

- To be an active Sub Group of the Cleveland Local Resilience Working Group, reporting to that group on its activities and approval of initiatives / protocols / actions.
- To feed into the Cleveland Risk Sub-Group issues for consideration in the Cleveland Community Risk Register.
- To ensure that respective member organisations / agencies have appropriate plans and level of preparedness to enable an effective response to flood warnings and incidents of flooding.
- To ensure effective delivery of those duties in respect of “flooding” under the Civil Contingences Act that need to be developed in a multi-agency environment , including public information and warning procedures.
- Provide multi-agency exercises and other training events necessary to address identified or foreseeable “flooding” incidents, both locally and in a wider area context. This will feed into the Cleveland Exercise Planning Sub-Group.

Objectives

- To facilitate integrated emergency and contingency planning in respect of flood warnings and flooding incidents across the Cleveland area involving the four local authorities, emergency services, environment agency, harbour authority, health organisation and other identified agencies.
- To be a forum for information sharing and co-operation between the respective organisation on flooding related issues i.e. warnings, information to the public and emergency and contingency planning issues.
- To promote joint policy and protocols relating to the Cleveland area’s preparedness and response.

- To ensure the individual approaches and responsibilities of each organization complement each other and dovetail with partners' arrangements
- To share, where appropriate, lessons learned from incidents and exercises either locally or elsewhere and take actions forward to improve plans and procedures.
- To consider the implications of legislation, national initiatives and other external issues that impact upon the Cleveland area.
- The chair, on behalf of the sub-group, will take forward any plans, protocols or agreements to the Local Resilience Working Group, as appropriate.

Flood Risk Sub Group Membership

Cleveland Emergency Planning Unit
Cleveland Police Emergency Planning Unit
Cleveland Fire Brigade
North East Ambulance Service
Environment Agency
Tees & Hartlepool Port Authority
Primary Care Trusts
Maritime and Coastguard Agency
Hartlepool Borough Council
Middlesbrough Borough Council
Redcar and Cleveland Borough Council
Huntsman North Tees (Industry)

SECTION 5.2.7

Warn and Inform Sub Group

Aims

The aims of the sub group are:-

- To research, develop and introduce a series of initiatives to raise public awareness about their preparedness for emergencies and the actions they may need to take in the case of an emergency.
- Design and publish information material to advise the public, including vulnerable persons and those who have difficulty understanding the message.
- Develop initiatives based on a strategic framework proposed by either the Local Resilience Forum or the Media Emergency Forum.

Warn and Inform Sub Group Membership

Cleveland Emergency Planning Unit
Cleveland Police Emergency Planning Unit
Cleveland Fire Brigade
North East Ambulance
Environment Agency
Health Protection Agency
Acute Hospitals

Maritime and Coastguard Agency
Hartlepool Borough Council
Middlesbrough Borough Council
Redcar and Cleveland Borough Council
Stockton-on-Tees Borough Council

SECTION 5.2.8

Search and Rescue Sub Group

Terms of Reference

- To review local arrangements for the co-ordination of Search and Rescue within the Cleveland Police Force boundaries, with particular regard to the following:
- Co-operation between statutory emergency services, local authorities, port and harbour authorities and any national, local and volunteer search and rescue organisations.
- Ensuring compatibility of purpose and avoidance of duplication where possible.
- Communications arrangements between all member organisations.
- Acting as a focus for addressing criticism about or alleged shortfalls in co-operation of the member organisations.
- Identification of opportunities for improvements to and the disposition of rescue assets and to make recommendations to relevant authorities as necessary.
- Consultation on proposed national or local organisational or other changes which may affect the conduct or co-ordination of search and rescue.
- Problems associated with the co-ordination of search and rescue within harbour/port areas and other difficult areas which cause concern.

Search and Rescue Sub Group Membership

Maritime and Coastguard Agency
Cleveland Police Emergency Planning Unit
Cleveland Fire Brigade
North East Ambulance Service
MOD (RAF Leeming MRT)
Redcar & Cleveland Borough Council – Lifeguards
Harbour Master's Office / PD Teesport
Royal Yachting Association
Royal National Lifeboat Institute (RNLI)
Redcar Coastwatch
Hartlepool Coastwatch
Cleveland Search and Rescue

SECTION 6

LRF implementation Plan

1. To ensure that category 1 Responders are meeting the requirements and duties placed upon them by the Civil Contingencies Act 2004, Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 and statutory guidance contained in the booklet "*Emergency Preparedness*" the LRF have produced an implementation plan which includes a timetable for the implementation of the provisions of the Act.
2. The Implementation Plan is a multi-agency document.
3. The duties of the local responders that need to be fulfilled to be compliant with the legislation are:
 - LRF structures are in place and working effectively to address multi-agency planning and to have co-operation and information sharing mechanisms in place between Category 1 and 2 responders.
 - Category 1 responders to have business continuity plans in place.
 - Community Risk Register to be produced (and published as appropriate).
 - Emergency plans to be in place and published as appropriate.
 - Agreed arrangements for public awareness and for warning and informing.
 - Local Authorities to provide advice and assistance to businesses and voluntary organisations re business continuity.
4. The initial plan was presented to the Local Resilience Forum on 25th August 2005 and approved. Work towards achieving the plan is undertaken by the Local Resilience Working Group, Cleveland Media Emergency Forum and their sub groups which are identified in this handbook. An updated version of the plan, showing work undertaken, milestones and target achieved was presented to and approved by the Local resilience Forum at the meeting on 2nd March 2006.
5. The Implementation Plan is a "living" document, with amendments being made to it as targets or milestones are achieved. Therefore it has not been appended to this document as it could quickly become out of date.

6. The plan is updated on a quarterly basis and reported to the LRF on a six monthly basis or earlier if there have been significant changes.
7. There is also a non statutory duty for the regional tier to have in place:
 - A Generic Regional Response Plan to ensure that the regional crisis management machinery can be activated as smoothly as possible.
 - The Government Office to have its own business continuity plan in place.
 - Regional Capability Co-ordination Plans that cover where appropriate the co—ordination and support of the local response.

This handbook has been prepared on behalf of the Cleveland Local Resilience Forum by:

**Denis Hampson
Chief Emergency Planning Officer / Secretariat to the Cleveland LRF
Cleveland Emergency Planning Unit
PO Box 194
Middlesbrough
TS5 6YF**

**Telephone: 01642 221121
Fax: 01642 821016
Web: [www. clevelandemergencyplanning.info](http://www.clevelandemergencyplanning.info)**

First Edition: 12th May 2006

Latest Version: 1st August 2006

CLEVELAND EMERGENCY PLANNING UNIT

REPORT TO: EMERGENCY PLANNING JOINT COMMITTEE
REPORT FROM: CHIEF EMERGENCY PLANNING OFFICER
DATE: 3rd NOVEMBER 2006
SUBJECT: **REPORTED INCIDENTS / CLEVELAND COMMUNICATIONS STRATEGY**

1. PURPOSE OF REPORT:

- 1.1 To inform the Emergency Planning Joint Committee of the incidents reported, weather and flood risk warnings received and communications strategy faxes received and dealt with by the Cleveland Emergency Planning Unit.
- 1.2 This report covers the six month period between 1st April 2006 and 30th September 2006

2. FLOOD and WEATHER WARNINGS

- 2.1 During the six month period from 1st April to 30th September 2006 the Emergency Planning Unit has received 7 Flash weather warnings, all in respect of heavy rain and 2 early warnings of severe weather.
- 2.2 In the same period, there have been 8 Flood Watch messages issued by the Environment Agency, all in respect of potential coastal flooding.
- 2.3 All clear messages have also been received in respect of the weather warnings and flood watch messages.
- 2.4 22 'heat wave' messages were received during the six month period, although predominantly they were received during the period of hot weather experienced in early July. These messages link into the Heatwave Plan prepared in each local authority.

3. COMMUNICATIONS STRATEGY

- 3.1 134 faxes have been issued by the Operators or Agencies involved with the strategy. They range from information about:
- the explosion at the Terra Nitrogen site at Billingham,
 - the spill of molten metal at Corus
 - noise from alarm systems
 - excessive flaring

- small releases of chemicals.
- 3.2 All were blue faxes, apart from 2 red faxes relating to the incident at Terra Nitrogen on 1st June.
- 3.3 The Chief Emergency Planning Officer can report that the number of faxes received under the strategy is increasing, when compared to last year. During the 12 month period from 1st April 2005 to 31st March 2006 a total of 190 faxes were received. All but two were blue faxes. The 2 red faxes related to a major fire at Lingdale and the explosion at Corus. The apparent reason is that Operators are using the strategy more to inform the Emergency Planning Unit about small scale incident, (blue incidents), rather than there being more incidents. It does however show that Operators have confidence in the scheme and are willing to share information.

4. INCIDENTS OF NOTE

- 4.1 There have 11 incidents of note which have involved the Emergency Planning Unit and on some occasions seen the deployment of staff to the scene or Incident Command Rooms to represent the Local Authority. These were:
- 3rd April 2006 – Lakes Estate, Redcar. Damage to houses by vandals. Concern that they could be contaminated with brown asbestos fibres.
 - 23rd April 2006 – spillage of sodium cyanide onto carriageway at Portrack Interchange. Fire Brigade and Highways staff utilised to clear up.
 - 23rd May 2006 – localised flooding on Durham Lane between Allens West and A66. Highways staff and Northumbrian Water dealt with incident.
 - 23rd May 2006 – Wilton Centre. Spillage in laboratory area of two litres of chemical Tetrahydrofuran, which is a highly flammable hazard.
 - 24th May 2006 – CJC Chemical site Old Cemetery Road, Hartlepool. Site not being used. Store room broken into which contained numerous chemicals and 16 radioactive testing sources. Obvious danger to those trespassing on the site. Radioactive sources removed by Environment Agency and chemicals removed by council. Security of site is an ongoing issue.
 - 1st June 2006 – Terra Nitrogen Plant, Billingham. Explosion and fire on site caused by incident involving hydrogen, nitrogen and small amount of ammonia. Major site emergency declared. Incident provoked national media interest. Two persons received minor injuries.
 - 8th June 2006 – Ormesby and Eston. Major leak to water main which caused severe disruption to water supply to 2000

properties. Bottled water distributed and bowsers placed in streets.

- 14th July 2006 – Blatchford Road, South Bank – spillage of 1000 litres of flammable chemical from static tank. Council provided four tons of sand to cover spill. Initial concerns that chemical had entered drains proved unfounded. Nearby area and roads cordoned off.
- 19th July 2006 – ConocoPhillips Terminal, Seal Sands – flashback in electrical switch-house. Two person severely burnt, one of whom later died of his injuries.
- 14th September 2006 – Thompson's Scrapyard, Grangefield Road, Stockton – large fire but incident escalated due to drums on site containing various flammable liquids and there was a danger that they could exploded.
- 14th September 2006 – Corus, Redcar. Ladle containing molten steel spilt contents causing fire and damage. No off-site consequences.

4.2 A further 8 incidents of a minor nature were reported to Cleveland Emergency Planning Unit. Many of these were dealt with by the Duty Officer 'out of hours'.

5. RECOMMENDATION:

5.1 That Members note the report

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report dated: 23rd October 2006

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee

From: Chief Emergency Planning Officer

Date: 3rd November 2006

Subject: **Pandemic Influenza & Antiviral Distribution Planning**

1. Purpose of the Report

- 1.1 To inform members of the Joint Committee of the draft plans that are being produced by the Cleveland Emergency Planning Unit in conjunction with the four 'Cleveland' Primary Care Trusts (PCT's) that will be implemented should there be the need to distribute antiviral medication in the event of a pandemic flu outbreak or mass vaccination.
- 1.2 To inform Members of issues that are yet unresolved, most of which require national resolution and guidance.

2. Planning for Pandemic Influenza

- 2.1 Planning for an outbreak of pandemic influenza is part of the business continuity planning arrangements being worked upon by each of the four local authorities. Emergency Planning Officers are assisting with this work but are not leading on it. Such planning is necessary to ensure that the local authority can continue to deliver and sustain their critical and/or essential services whilst they have a significant number of their workforce absent because of the pandemic.
- 2.2 The Civil Contingencies Secretariat in the Cabinet Office are recommending that such plans are in place by the end of 2006 and at the latest by the time of the national exercise in February 2007. Plans for dealing with Pandemic Influenza will also have been the focus of Exercise Cold Play scheduled for 1st November 2006, held at Police Headquarters. The Health Protection Agency (North East) and the Chief Emergency Planning Officer are facilitating this exercise and the CEPO will report on this exercise to the Emergency Planning Joint Committee on 3rd November.

- 2.3 Alert levels and phases have been agreed within the Cleveland area and are shown at appendix 'A'. The role of the Local Authority Corporate Management Team (CMT) is being built into plans and it is anticipated that in the "red" phase where there are confirmed cases within the country, although not in Cleveland, CMT's will meet at least weekly to consider a co-ordinated strategy, discuss the strategies of partner organisations and agree actions concerning the media and public information. Details of the services each organisation has identified as critical/essential and which they will attempt to continue to deliver will be made known at this time. At this "red" stage, each of the local authorities should have implemented its Incident Management Team which will include representatives from all the council's departments and is likely to be meeting at least every other day. Once the "red / red" phase is reached locally because there is clear evidence of local outbreaks and a widespread pandemic is affecting the Cleveland area, then it is anticipated that the CMT's will meet at least twice weekly and the IMT's on a daily basis.
- 2.4 During the "red" phase, the Cleveland LRF will meet at least weekly to agree strategies, particularly in respect of information and advice to the public and staff. During the "red/red" phase, the LRF should meet weekly, mainly to share information and consider specific issues, for example mutual aid, as the strategies should have already been agreed during the "red" phase.
- 2.5 Other aspect of planning for pandemic flu include the potential for large numbers of deaths and communicating public messages on the pandemic and also hygiene measures to reduce the risk of infection. These issues are presently being dealt with by Emergency Planning sub groups, working in conjunction with the health service.

3. Antiviral Distribution Planning

- 3.1 Part of the local planning has focussed on how best to distribute antiviral medicines [oseltamivir (tamiflu)] during a pandemic. A multi-agency working group, chaired by Dr Peter Heywood from Middlesbrough PCT has been working on this issue for several months and whilst there are still a number of health issues needing to be resolved, a draft workable plan has been developed. The Chief Emergency Planning Officer has, on behalf of the Joint Committee and the LRF, been a part of that group.
- 3.2 During a flu pandemic, assuming sufficient stocks are available, (Department of Health in process of stockpiling 14 million doses) anyone developing influenza will be eligible for a 5-day course of 'Tamiflu'. The majority of people with pandemic flu will not need to see a clinician but will still require access to antiviral medication.

- 3.3 The distribution of 'Tamiflu' is the responsibility of the Primary Care Trust, with assistance from other agencies, primarily the Local Authority.
- 3.4 Patients with pandemic flu will generally be too unwell to collect their medication themselves and it is likely that patients will need to nominate a relative or friend to collect the medication on their behalf.
- 3.5 The working group have identified and risk assessed seven (7) antiviral distribution centres (AVDCs) across 'Cleveland'. They have been identified due to their facilities, good access, nearby car parking facilities and being on public transport routes. Because of the need for ill persons to receive the antiviral medication within 24 hours of becoming ill and the number requiring it, it is envisaged these AVDCs will be open at least 16 hours per day during the main period of the pandemic.
- 3.6 The following premises have been identified and approved as suitable in each of the council areas and appropriate agreements sought for use of the premises as Anti-Viral Distribution Centres should the need arise:
- Hartlepool - Mill House Leisure Centre
 - Stockton - Education Centre, Norton
 - Central Library, Stockton
 - Middlesbrough - Rainbow Centre, Coulby Newham
 - Town Hall Crypt
 - Redcar & Cleveland - Redcar Bowl
 - Middlesbrough Football Academy
- 3.7 The antiviral medication will be secured at hospital pharmacies upon delivery from national centres and retained until AVDCs are opened. It will be delivered to AVDCs by hospital transport and drivers. Discussions are still ongoing concerning where the medication can be stored locally overnight and security aspects at both the AVDCs and hospital pharmacies, given the potential resale value of the medication if stolen. Cleveland Police have intimated that there will be a Police presence at each distribution centre because of the potential for public disorder and attempted theft of the medication.
- 3.8 Issues yet to be resolved by "health" nationally are:
- (a) how patients will be triaged and given a unique reference number so that their relatives can collect the medication on their behalf (national or regional call centres?);
 - (b) getting the information from the call centre to the AVDC on the patient who is eligible for the medication and their unique reference number, and
 - (c) possible changes to the Medicines Act to enable relatives to collect drugs for others without a prescription and also care workers collecting quantities of 'Tamiflu' for more than one resident of a care or nursing home.

- 3.9 The Primary Care Trust's also need to make home delivery arrangements for persons living alone and arrangements for people who require a clinical assessment, due to young age, severity of disease or secondary complications. The PCT's are progressing this work which will be fed into the final plan.
- 3.10 Appropriate numbers of staff required for each AVDC has been estimated using modelling data provided by the Department of Health. A conservative estimate of the time taken to see the patient's representative, confirming identity and distributing the anti-viral medication is 3 minutes. (one clerk will see 20 persons per hour). It is considered that each centre will need between 20 and 24 staff per shift and there will be two shifts per day during the peak period. Therefore for the AVDCs within Cleveland could need over 300 staff per day.
- 3.11 Through the Voluntary Agencies sub group, agreement has been reached that various voluntary agencies will provide staff to assist at AVDCs. Work is ongoing to get guaranteed numbers from these agencies but that is proving difficult. They will also need to be given training in the run up to any pandemic flu outbreak. Therefore, it is envisaged that there may be a shortfall in the number of staff necessary to sustain the AVDCs that can be found from within the PCT's and Voluntary Agencies. Discussions are still ongoing on this matter but it is considered that local authorities will not be able to assist due to attempting to maintain their critical and essential services, except for the provision of caretaking and cleaning operatives at the AVDCs.

4. Vaccination Centre Plan

- 4.1 A Tees Mass Vaccination Plan is also being produced by the Working Group and is in the draft stage. It will be used for the vaccination of people in respect of pandemic flu, but it is unlikely that a vaccine will be available during the first wave of a pandemic as it will need to be developed to combat the particular strain of flu. Therefore vaccination for pandemic influenza is likely to occur between the first and second waves of the pandemic. As such, normal routes for vaccinating persons will be used wherever possible e.g. doctors surgeries, community hospitals, health premises, etc. However, the planning also considers the use of the same centres that have been identified for use as antiviral distribution centres.
- 4.2 The planning for mass vaccination is not just concerned with pandemic flu but for a variety of diseases should there be an epidemic involving a particular disease, including measles, smallpox, meningitis, etc. More clinicians and nursing staff would be necessary at vaccination centres to facilitate and manage the process and there may be the need for mass medical screening. If a vulnerable group or groups were identified, e.g. university students, then the PCT would seek to set up a

vaccination centre where those groups are e.g. vaccinate students on campus. Use of the premises identified for AVDCs will be based on the nature and geography of the disease and the availability of other suitable premises.

5. Recommendations

- 5.1 The report is noted.
- 5.2 Members support the planning being undertaken.
- 5.3 The Chief Emergency Planning Officer will report on progress of the planning arrangements at future meetings of the Joint Committee.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Date: 22nd October 2006

ALERT STAGES – PANDEMIC FLU

Appendix 'A'

	Cleveland	UK Alert Levels	WHO Phases
No evidence of Pandemic Flu but information sharing and planning undertaken	Green	0	1
Confirmed cases of the commencement of a pandemic internationally. Could be isolated cases within UK but no domestic transmission.	Amber	1 (maybe 2)	6
Pandemic within the UK but no discernable impact within Cleveland	Red	3	6
Pandemic impacting upon organisations and services within Cleveland	Red / Red	4	6
Evidence of the impact of the pandemic subsiding and position improving but still need for daily monitoring and action	Red 2	4	6
Direct impact of the Pandemic is vastly improved and services are getting back to normal	Amber 2	3	6
Post Incident phase – prepare for second wave	Green 2	2 (or 1)	6

Department of Health UK Alert levels

- Level 0 - No cases anywhere in the world
- Level 1 - Virus / cases only outside the UK
- Level 2 - Virus isolated in the UK
- Level 3 - Outbreaks in the UK
- Level 4 - Widespread activity across the UK

World Health Organisation Phases

- Phase 1 - No new influenza virus subtypes have been detected in humans
- Phase 2 - No new influenza virus subtypes have been detected in humans. However a circulating animal influenza virus subtype poses a substantial risk of human disease.
Note: Concern over UK travellers to countries affected – advice and guidance to be given to them.
- Phase 3 - Human infection(s) with a new subtype, but no new human to human spread.
- Phase 4 - Small cluster(s) with limited human to human transmission but spread is highly localised.
Note: UK highly unlikely to be affected but concern over UK travellers to affected countries.
- Phase 5 - Large cluster(s) but no human to human spread and still localised. May not yet be fully transmissible.
Note: As phase 4 above
- Phase 6 - Pandemic phase – increased and sustained transmission in the general population of the country affected. **The UK Alert Levels are now operative.**

AGENDA ITEM 4.10

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 3rd November 2006
Subject: **BUNCEFIELD – LESSONS LEARNED**

1 PURPOSE OF REPORT

- 1.1 To inform Members that the Chief Emergency Planning Officer represented the Cleveland LRF at a seminar in June 2006 given by responders to the Buncefield incident in Hertfordshire.

Representatives from every LRF in the country were invited to the event which was organised and run by Hertfordshire Constabulary and Hertfordshire County Council. Speakers from all the major 'players' in the response and recovery phases provided the audience with details and thoughts on their roles and responsibilities and actions taken.

- 1.2 To inform Members of the significant issues that related to the function of the emergency planning, lessons learned and consider them in a Cleveland context. More lessons and recommendations are likely to arise from the protracted investigation and resultant report by the Health and Safety Executive.

2. BACKGROUND

- 2.1 Members will recall that the explosion and fire at the Buncefield storage depot in Hertfordshire occurred on Sunday 11th December 2005 and caused extensive damage to the site and nearby industrial, commercial and residential property. Damage to buildings was reported 3 kilometres from the scene. The M1 motorway which runs close to the site was closed for 12 hours. 2000 people were evacuated from their homes. The explosion was recorded at 2.4 on the Richter scale. The incident was declared a "major incident" within 8 minutes of the first call to the Fire Brigade.
- 2.2 The site was operated under the COMAH Regulations (Control of Major Accident Hazard) but the worst credible scenario planned for was a blast,

fire and/or loss of containment from one tank containing a maximum of 18 million litres of product. In fact many more tanks were involved and 100 million litres of product. The two main water sources to the site were compromised and fire main pump-house was made inoperable by the explosion, as was the site incident control centre. The main water source became a nearby reservoir which during the peak response required the use of high volume pumping equipment and nearly 2 kilometres of hosing. The initial response phase was concerned with search and rescue operations and casualty clearance. Thereafter water curtains were put in place to protect other tanks not on fire and tackle rim fires on tanks. Later, a co-ordinated foam attack was used to extinguish the major fires in the tanks and 6000 litres of foam was used. The last fire was extinguished at 2pm on Wednesday 14th December. Mutual aid was provided by 31 other fire authorities. Hertfordshire Fire Brigade were deployed on site for 26 days.

- 2.3 A 'Gold' strategic group was established at Police Headquarters chaired by an Assistant Chief Constable and a 'Silver' tactical group at Watford Police Station. There were 43 casualties, with nine persons transported by ambulance to hospital, although none suffered serious injuries. Evacuation was co-ordinated by the Police and persons were taken to Rest Centres established by the Local Authority. Cordons were established by the Police but due to the spread of the incident this was resource intensive and difficult to achieve and sustain.
- 2.4 A "Recovery Group" was established on Tuesday 13th December chaired by the Director of Environment, Hertfordshire County Council. It met every day for the first 2 weeks and less frequently thereafter. It has held a number of public meetings. Three sub groups were established - Infrastructure, Business Recovery and Residents.
- 2.5 A media cell was established at Police Headquarters which received over 2000 calls during the first 2 days. Mutual aid was provided by nine Police forces. 9 press conferences were held and numerous interviews took place with spokespersons from individual emergency services and agencies.
- 2.6 The plume of smoke caused by the fire was visible for over 50 miles and was tracked by the Met Office. Air quality assessment and modelling was provided by the Health and Safety Laboratory from Cardiff. There was no identifiable health or environment impact from the plume. The main environmental issues concerned the potential leak of product and contaminated waste water from the site onto other land and highways and into nearby water courses, highway drains and drinking water supplies. Product from affected tanks did escape from the tank bunds due to

failures in the bund walls due to the intense heat causing concrete to crack and seals to leak.

- 2.7 The voluntary sector, predominantly the WRVS, Salvation Army and Red Cross, provided assistance with feeding, first aid and befriending services at the Rest Centres and feeding of emergency services responders at the scene.

3. ISSUES / LESSONS LEARNED

Speakers who had been personally involved in the response to the incident gave accounts of their roles, learning points and what issues were problematic at the time. The below are the most significant issues noted:

3.1 Fire Brigade

- Use of helicopter to provide pictures of scene was very effective and assisted with command and control.
- Collapse of the bund walls of tanks was unpredicted and problematic.
- Value of high volume pumping equipment must be recognised.
- The quantity of foam within the region was not sufficient to fight the fire and foam had to be brought in from across the country. This took time and needed extensive logistic arrangements to be implemented.
- “Experts” attended the scene without invitation and then made themselves available to the media.
- Complexity of debriefing large numbers of staff should not be underestimated.
- If foam blankets are laid, helicopters must be kept away as the down draft can displace the foam
- Health monitoring of staff involved needs to be built into HR plans.
- Do not under-estimate the potential environmental impact of a major incident.

3.2 Police

- Command structure quickly established and the conferencing facilities established between Gold and Silver Commands were very effective.
- Having pre-identified and trained response teams are necessary. This builds confidence and trust between responders.
- Requests for information and actions generated by the regional government office and central Government created “massive additional pressures” and this aspect should form part of future training.
- Be decisive, ‘keep it simple’ wherever possible and be very clear about what is expected from your organisation and what you can deliver and in what timescales.
- Due to scale of incident, there were extensive problems with establishing and maintaining cordons.

- Police very complimentary about the assistance given by the voluntary agencies and the setting up and running of the Rest Centres.
- Value of emergency planning function cannot be over estimated.
- Use the Area Commanders as part of community lead function and ensure adequate high visibility community confidence/reassurance patrolling takes place.
- 'Normal business' of the Police was affected and this identified that additional work was needed on business continuity planning.
- Ensure strategic decisions are recorded, including the reasoning behind those decisions.

3.3 Local Authorities

- Disposal of large amounts of waste and rubble from both site and the surrounding area.
- Waste Water Management Plan must be a feature of any pre-planning.
- There was strength in numbers of trained staff from within the County and District Councils.
- Attendance of Local Authority staff at all three levels of command proved effective.
- Good links into the schools and local community.
- If the council advises the public to 'go in, stay in, tune in' then the council must do the same e.g. not do external work in area.
- Be prepared to say "no" – there is only so much that can be done at any one time.
- Take calculated risks e.g. board up affected private property/housing as well as council owned property without waiting for risk assessors to give go ahead.
- Who pays for councils involvement – not likely to be resolved in the short term.
- Media caused issues as they were always searching for sensational headlines and were intrusive, especially at the rest centres.
- Cordons prevented people getting to homes that were undamaged and not 'in plume'.
- Cemetery inside outer cordon – entry declined to relatives who wanted to check on condition of the graves.
- Do not hold public meetings too early as the public want answers which you are unlikely to have. Perception of public meetings is that they raised people's expectations, which then you must try to fulfil.

3.4 Businesses on Industrial Estate

- Not all businesses had business continuity plans.
- Staff whose workplaces were extensively damaged were emotionally affected and there needs to be welfare processes in place to deal with such contingencies.

- Businesses need to have plans for calling Crisis Management Teams together away from their usual work place and these plans should be tested.
- Staff communications systems need to be robust.
- Leadership and communications were found to be the critical factors.
- Do not under-estimate the time needed to re-site /move to alternative premises.

3.5 **Health**

- Recognised that Health Gold needs a supporting co-ordination centre to filter and collate information and cascade instructions to the wider NHS.
- Availability of staff outside normal hours – re-looking at staff contracts.
- Provision of advice on PPE and effects of smoke to those involved was poor and late. (Lack of advice caused face masks to be purchased from local DIY shops and used by Police on cordons and others.)

3.6 **Voluntary Sector**

- Volunteers self activated instead of waiting to be called, which affected rota system for future shifts.
- There was confusion within category 1 responders as to what the voluntary agencies could do. Now looking at producing a “Voluntary Agencies Resource Guide” and raising profile of voluntary sector.
- Media had ease of access to rest centres, which hampered the work of the volunteers.
- Difficulties arose with getting responding volunteers through Police Cordons.

3.7 **Media Handling**

- Media centre handled over 2000 calls during the first two days.
- At peak, 17 persons were working in the media office
- The size of the cordon created problems in trying to keep the media away from the scene.
- A marked Police car containing a Police press spokesperson was used to go round the cordon to keep the media ‘fed’ with information.
- There is a need to ensure that the conference notes of all agencies are shared so that discrepancies do not occur in information that is being given out.
- Ensure press conferences are videoed.
- All media staff were used too early - a rota system should have been established much earlier.
- Unanswered phones in media centre leads to speculation.

- Need to make special arrangements for “pooling” for foreign media. (BBC pool interviews, footage of scene etc with ITV, and vice versa – no such arrangements for foreign media)

4. “POSITIVES”

- No loss of life
- Environmental impact was small
- Overall, the multi-agency contingency plans worked well
- There was good partnership working
- Requests for mutual aid were met and in a timely manner
- Personally knowing people you would be working with in gold and/or silver commands and having good working relationships with them proved extremely beneficial
- There was strength in depth of key responders
- There were good communications between partner organisations and also the public
- Information was readily shared amongst partners
- Early start to the ‘recovery phase’
- Flexibility of plans and planning arrangements
- The incident has re-iterated the necessity for good business continuity management and plans.

5. SUMMARY / RECOMMENDATION

- 5.1 Whilst there are lessons to be learned and taken forward, there were no glaring deficiencies highlighted in Cleveland’s major incident response and command and control structures and plans, when examined against what responders said in their presentations at the seminar.
- 5.2 The issues identified are in the process of being fed by the Chief Emergency Planning Officer into the emergency planning community through the Local Resilience Working Group, Media Emergency Forum and sub groups, e.g. Business Continuity. Some issues demand further action, for example, a waste water management plan.
- 5.3 It is recommended that the report be noted.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Date: 17th October 2006

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 3rd November 2006
Subject: **Evacuation Planning**

1. Purpose of the Report

- 1.1 To inform Members of the Joint Committee of the planning that is currently being undertaken in respect of evacuation, both within 'Cleveland' and also by the Regional Impact Management and Recovery Group.
- 1.2 To inform Members of the "Transport for Evacuation" plan that has been produced by the Emergency Planning Unit.

2. Background

- 2.1 Evacuation is not a new concept for emergency planners and within the Cleveland area over recent years, predominantly as a result of flooding, a number of small scale evacuations have taken place successfully. However the Civil Contingencies Act placed a new emphasis on the need to have robust evacuation plans. It is considered that such plans should dovetail with the major incident response plans of respective organisations.
- 2.2 In any decision to evacuate, or not to evacuate, the over-riding priority must be the safety of the public and the emergency responders. Evacuation is by no means an easy option and may not be the safest option in many cases. Buildings can provide significant protection against most risks and therefore the public staying in their homes or places where they are when the emergency occurs can be the safest option. Therefore we need robust but flexible plans to deal with any major emergency where evacuation is/may be necessary.
- 2.3 Each of the chemical sites within the Cleveland area which are classed as top tier sites under the COMAH regulations have an off-site emergency response plan, part of which considers the potential evacuation of persons caught up in a major incident at that chemical site. Further the major incident response plans of the local authorities

and police deal generically with evacuations and the establishment of rest centres for displaced and evacuated persons.

- 2.4 In any evacuation situation, it will invariably be the Police who will recommend whether or not to evacuate and define the area. They will also control the evacuation. The local authority will assist through implementation of the 'Transport for Evacuation' plan to transport persons away from the scene and the provision of Rest Centres. Many persons are likely to 'self evacuate' and move away from the scene and go to relatives or friends elsewhere.
- 2.5 Over recent months, an Emergency Planning Officer has produced a Transport for Evacuation Plan which provides details of transport undertakings who have agreed that they can/will assist during an evacuation and numbers of vehicles and drivers they can provide and in what timescale, etc. It also includes the rail operators. This plan has been developed in liaison with the emergency services and the transport sections of the local authorities.
- 2.6 As the Transport plan contains personal contact details and out of hours details of some of the responders, it is a confidential document. However it can be viewed by Members of the Joint Committee at the Emergency Planning Unit.
- 2.7 As part of the ongoing planning process, a review of the evacuation plans produced by the Police for the major town centres, plus the associated plans held within the Emergency Planning Unit, have shown a need for further development. Consequently, a Police Emergency Planning Officer together with an Emergency Planning Officer from the Cleveland Emergency Planning Unit have commenced a major review and in some cases, re-write of the evacuation plans held. The review of the town centre plans will focus on a model of good practice that is used within Leeds City Centre, which involves a sectorised system.
- 2.8 The report at appendix 'A' from the Police Emergency Planning Officer sets the scene of the present planning process in respect of the planning for the evacuation of town centres and gives details of meetings held recently with Town Centre Managers.
- 2.9 Running in tandem with this ongoing work within Cleveland is work being undertaken by the Regional Impact Management Recovery Group. The group is chaired by the Chief Executive of Hartlepool Borough Council but the focus on evacuation planning is being led by the Deputy Chief Constable of Durham Constabulary. The primary aim of the group is to develop plans to cover the potential evacuation of people over a wider area and which for instance could see people from Cleveland being evacuated into Durham or vice versa. Thus, one of the objectives will be to seek agreement across local authority areas for one local authority to house in "their" Rest Centres persons from outside their local authority area – a kind of "buddy" system. This work

is at an early stage but ultimately should lead to the development of plans to cover the scenario of large scale evacuations across the region.

3. Recommendation

3.1 The report is noted.

3.2 The “Transport for Evacuation” plan is noted.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Date: 22nd October 2006

Town Centre Evacuation Plans.

As part of an ongoing process of review, the evacuation plans for Middlesbrough, Redcar, Hartlepool, Stockton, Billingham and Thornaby town centres, plus other associated plans held within the Cleveland Emergency Planning Unit (EPU) have been identified as suitable for major review or further development.

A scoping study has been undertaken and the research phase revealed that a model of good practice for town centre evacuation are the plans and structure developed by the partnership working of groups who have an interest in various aspects of the business of Leeds City Centre.

Essentially their system works from a sectorised and organised system of administration within the city centre, supported by a common communication system, an effective transport strategy, efficient dissemination of information, table top exercises and regular update meetings.

Whilst no single town centre in Cleveland will be able to take a straight lift and copy all elements, various parts of it and lessons learnt during the two year plan development could, with full acknowledgement and support of their steering group, be applied to our area.

Responsibility for the review and development of the EPU plans lay within the Police. However it very quickly realised that "expert advisors" were needed and that those individuals would facilitate faster and more accurate working.

Therefore relevant town centre managers and the management team from Teesside Retail Park have formed a working group with the Police and Local Authority Emergency Planners and two meetings have been held since 3rd August 2006. Exchange of information and views have taken place, with the conclusion that present plans for an overall coordinated evacuation could be improved upon. A Superintendent who will act as the Police Evacuation Manager in the event of a major evacuation is also a member of the group.

The group have agreed that the following principles of the Leeds model could be used within Cleveland:

- An overall generic evacuation plan would be developed and linked to other plans e.g. transport and rest centres with specifics for each town centre covered as appendices. This document would be the responsibility of the EPU.
- The overall plan and its content would be cascaded /disseminated via town centre managers, mall managers, store managers, licensees etc to dovetail with existing plans for those locations as an overarching informative document. This will be done via existing meetings, trade or management groups and communication methods of their choosing.

- Documentation and maps showing sector maps could be produced via the z card type promotional method and distributed to all premises that were designated as within town centre areas.
- EPU staff and colleagues would make themselves available at all levels and points of the process to attend relevant meetings and briefings as part of the education process.
- Be involved with some kind of table top exercise to validate the finalised process.

Police Emergency Planning Officer
September 2006