

# EMERGENCY PLANNING JOINT COMMITTEE

## AGENDA

Wednesday 11<sup>th</sup> September 2019

At 10.00am

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

MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-

**Hartlepool Borough Council:** - Councillor Marjorie James

**Middlesbrough Borough Council:** - Councillor Dorothy Davison

**Redcar and Cleveland Borough Council:** - Councillor Barry Hunt

**Stockton Borough Council:** - Councillor Mike Smith

1. **APOLOGIES FOR ABSENCE**

2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**

3. **MINUTES**

3.1 To receive the minutes of the meeting held on 24<sup>th</sup> July 2019

4. **ITEMS FOR DECISION**

No items.

5. **ITEMS FOR DISCUSSION/INFORMATION**

5.1 Financial Management Report - *Chief Finance Officer and Chief Emergency Planning Officer*

5.2 CEPU Proposed Action Plan 2019 – 2020 – *Chief Emergency Planning Officer*

5.3 Activity Report (2nd February 2019 – 31st March 2019) – *Chief Emergency Planning Officer*

5.4 Activity Report (1st April – 30th June 2019) – *Chief Emergency Planning Officer*



- 5.5 Activity Report (1st July – 27th August 2019) – *Chief Emergency Planning Officer*
- 5.6 Incident Report (2nd February 2019 – 30th June 2019) – *Chief Emergency Planning Officer*
- 5.7 Incident Report (1st July 2019 – 27th August 2019) – *Chief Emergency Planning Officer*

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

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

Thursday 28<sup>th</sup> November at 10.00am



# **EMERGENCY PLANNING JOINT COMMITTEE**

## **MINUTES AND DECISION RECORD**

**24 July 2019**

The meeting commenced at 10.00am at the Emergency Planning Annex,  
Stockton Police Station, Bishop Street, Stockton-on-Tees, TS18 1SY

**Present:**

Councillors: Dorothy Davison (Middlesbrough Borough Council)  
Marjorie James (Hartlepool Borough Council)

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

### **1. Apologies for Absence**

Apologies for absence were received from Councillors Barry Hunt (Redcar and Cleveland Borough Council) and Mike Smith (Stockton Borough Council)

### **2. Inquorate Meeting**

The meeting was abandoned due to being inquorate.

The meeting concluded at 10.20am

**H MARTIN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 29<sup>th</sup> July 2019**

**EMERGENCY PLANNING JOINT  
COMMITTEE**  
11<sup>th</sup> September, 2019



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

**Subject:** FINANCIAL MANAGEMENT REPORT

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**1. PURPOSE OF REPORT**

- 1.1 To provide details of:
- 1.2 The financial outturn for the Cleveland Emergency Planning Joint Committee for the year ending 31<sup>st</sup> March, 2019.
- 1.3 The latest budget position and forecast outturn as at 31<sup>st</sup> July, 2019 for current financial year ending 31<sup>st</sup> March, 2020.

**2. BACKGROUND AND REPORTING ARRANGEMENTS**

- 2.1 The Committee provides political accountability for the Joint EPU and oversees the EPU from a political viewpoint. The Committee itself does not have a budget but oversees the Unit on behalf of four local authorities within the Tees Valley (excluding Darlington) to ensure accountability and to provide a strategy for addressing financial issues.

**3. 2018/19 OUTTURN**

- 3.1 The outturn as shown in the table overleaf is a favourable variance before contribution to reserves of £8,000, which is in line with the forecast provided for last quarter and was mainly owing to reduced employee costs resulting from vacant posts.
- 3.2 The Outturn position for the main Emergency Planning budget and the Local Resilience Fund (LRF) are shown in the tables overleaf.

**Table 1: Outturn – Main Budget**

	Budget	Outturn 31 <sup>st</sup> March, 2019	Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
<b>Main Emergency Planning Budget</b>			
Direct Costs - Employees	296	282	(14)
Direct Costs - Other	98	102	4
Income	(394)	(392)	2
<b>Net Position Before Use of Reserves</b>	<b>0</b>	<b>(8)</b>	<b>(8)</b>
Transfer To/(From) Reserve	0	8	8
<b>Net Position After Use of Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>

- 3.3 The Local Resilience Fund (LRF) outturn included additional EU Exit funding received in quarter 4 which has been carried forward to meet costs incurred by partners in 2019/20.

**Table 2: Local Resilience Fund**

	Budget	Outturn 31st March, 2019	Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
<b>Local Resilience Forum (LRF)</b>			
Direct Costs - Employees	22	22	0
Direct Costs - Other	20	20	0
Income (Contributions from Partners)	(42)	(42)	0
MHCLG LRF Funding (EU Exit)	0	(38)	(38)
Creation of EU Exit Reserve	0	38	38
	<b>0</b>	<b>0</b>	<b>0</b>

#### 4. 2019/20 LATEST BUDGET POSITION AND FORECAST OUTTURN

- 4.1 The budget for the Emergency Planning Unit is mainly determined by the level of contributions approved by the Local Authority partners and income from fees and recharges. For the 2019/20 these were set in line with amounts proposed by this Committee on 21<sup>st</sup> June, 2017 covering the period 2018/19 to 2022/23. The budgets for employees other costs and fee income are based on the previous years' base budget adjusted for inflation.

- 4.2 Detail of the budget for 2019/20 and latest forecast are set out in Table 3 below:

**Table 3 - 2019/20 Forecast as at 31<sup>st</sup> July, 2019**

	Budget	Latest Forecast	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
<b>Main Emergency Planning Budget</b>			
Direct Costs - Employees	303	285	<b>(18)</b>
Direct Costs – Other	123	120	<b>(3)</b>
Income	(426)	(452)	<b>(26)</b>
<b>Net Position (Before Use of Reserves)</b>	0	(47)	(47)

- 4.3 The above table shows that the staffing costs are currently lower than budget as a result of a vacant post. The level of fee income from the duties under the REPPIR legislation is expected to exceed the budget in the current year due to a number of significant additional pieces of work being undertaken in relation to the Nuclear Power Station. These additional activities include the planning and delivery of the Level 2 Power Station Exercise (Exercise Andromeda) and the work associated with the anticipation of the new REPPIR 2019 Regulations. The Chief Emergency Planning Officer is assessing future REPPIR income levels and resulting workload requirements and consideration is being given to restructuring a vacant post, this would potentially help resource the resulting workload from this and other emergency planning work. This may result in a reduction of the favourable variance outlined above as a result of increased staff costs. An updated position will be presented to members as part of the Quarter 2 Financial Monitoring Report.
- 4.4 The Government has recently announced an additional £78,000 of Brexit funding for the Local Resilience Forum (LRF) to help with preparations for EU Exit. A strategy for using this funding and the £38,000 received in 2018/19 is currently being developed.

## 5. RECOMMENDATIONS

- 5.1 To note the 2018/19 outturn and latest forecast for 2019/20.

## 6. BACKGROUND PAPERS

- 5.1 None.

**6. CONTACT OFFICER**

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# EMERGENCY PLANNING JOINT COMMITTEE

11<sup>th</sup> September 2019



**Report of:** Chief Emergency Planning Officer

**Subject:** CEPU proposed action plan 2019 – 2020

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

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

## 2. PURPOSE OF REPORT

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

## 3. BACKGROUND

- 3.1 Appendix One provides a breakdown of the proposed 2019 – 20 CEPU annual action plan. This document outlines the key functions of the unit with regards to its duties undertaken on behalf of the local authority. A number of actions relate directly to the statutory functions placed upon the authorities by legislation (including the Civil Contingencies Act 2004, Control of Major Accident Hazard Regulations 2015, Radiation Emergency Preparedness Public Information Regulations 2019 and Pipeline Safety Regulations 1996).
- 3.2 Where actions are non-statutory they are based upon guidance such as that associated with the Civil Contingencies Act 2004 and the good practice contained in the SOLACE guidance on emergencies<sup>1</sup> revised and re-issued 2018.

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/759744/181116 LA preparedness guide for ex v6.10\\_004 .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/759744/181116_LA_preparedness_guide_for_ex_v6.10_004.pdf)



- 3.3 The proposed plan contains a total of 385 actions/objectives and their associated indicators which will be progressed throughout the year. To aid reporting the actions have been identified under 16 headings identified in table 1.

**Table 1 count of actions against headings**

<b>ELEMENT</b>	<b>COUNT</b>
CEPU Action plan 20 – 21	6
CEPU Internal Functions	51
Develop a sustainable community resilience model appropriate to Cleveland	6
Elected members	18
EMRT meetings / Briefing to lead portfolio holders	36
Event Support	3
Financial Control	13
Industrial Emergency Planning	18
Local Authority Preparedness	95
Plan reviews required	17
Provision of conduit for the Local Authority and provision of tactical advice	34
Specific Plans	30
Support to the LRF	7
Voluntary Organisations	9
Warning and informing	5
Training and exercising	37
<b>TOTAL</b>	<b>385</b>

- 3.4 In addition members are asked to note that there will be further actions requested by the Unit for example the units role in providing a management and secretariat function for the Local Resilience Forum (LRF), actions emerging from stakeholder meetings, furthering the community resilience project and the response and recovery to incidents.
- 3.5 Actions have been allocated to officers and monitoring and review will be undertaken throughout the year by the Chief Emergency Planning officer and Principal Emergency Planning Officer. Any learning or changes in process are recorded and the action plan updated.
- 3.6 Members will receive update reports at each EPJC meeting however are encouraged to seek further clarification and involvement on activities where they feel there may be benefit.
- 3.7 For members information and consideration an outline of the LRF annual plan is attached at appendix 2. Where possible actions have been aligned with the priorities of the CEPU action plan.

#### **4. PROPOSALS**

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

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

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

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

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

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

- 7.1 The key legislation is the Civil Contingencies Act 2004 which identifies the local authorities as a Category 1 responder, section 10 of the CCA 2004 identifies failure by a person or body identified within the legislation may bring proceedings in the High Court.
- 7.2 Further enforcement may take place in the event of failure to meet the duties identified under industrial legislation including the Control of Major Accident Hazard Regulations (2015), Pipeline Safety Regulations 1996 and Radiation Emergency Preparedness Public Information Regulations 2019.

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

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

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

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

#### **10. STAFF CONSIDERATIONS**

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

#### **11. ASSET MANAGEMENT CONSIDERATIONS**

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

#### **12. RECOMMENDATIONS**

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

### **13. REASONS FOR RECOMMENDATIONS**

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

### **14. BACKGROUND PAPERS**

Appendix 1 Summary of Proposed CEPU Action Plan 2019 – 20.

### **15. CONTACT OFFICER**

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## Appendix 1 CEPU Proposed action plan 2019 -20

<b>CEPU Action plan 20 – 21</b>	<b>6</b>	Quarter two EM report	<b>4</b>
Allocation of budget to future specific activities 20-21	1	Redcar & Cleveland	1
annual plan consultation with Boroughs	1	REPPIR NUCELAR UPDATE	1
Annual plan Consultation with team	1	Review of current practice against SOLACE	4
annual plan presentation to the EP leads meeting	1	Review of MIP	3
Annual plan Presentation to the EPJC	1	Review of MIP	1
Drafting of annual plan	1	Review of the testing matrix relating to the Major Incident plan	1
<b>CEPU Internal Functions</b>	<b>51</b>	Review the documents / approach to ensure still meet the requirements	<b>1</b>
annual plan and development	1	Shelter principles / outline documented	1
Annual schedule of team meetings produced	1	Stockton on Tees	1
Appraisals (Annual Review) - all staff	1	TBG Workshop 12th November - TBC	1
Appraisals - all staff	5	TBG Workshop 30th April - Information Sharing	1
Archive / deletion of files against disposal scheme (both paper and electronic)	1	TBG Workshop 30th July - TBC	1
Conduct one out of hours contact exercise with the voluntary sector (Ex Chitchat)	1	TBG Workshop early 2020 - TBC	1
Develop and review admin procedures within the unit.	1	Training Needs Analysis undertaken by each borough against plan	4
Fire risk assessments reviewed / requested (Police building)	1	Training Needs compiled into a single document ready for bidding process	1
Health and Safety review / walk round and matrix update	4	Update 1 of Borough Emergency Contact List	4
Health and Safety risk assessments reviewed and updated if required	1	Update 1 of Rest Centre Callout Emergency Contact List	5
Monthly 1 to 1s (all staff)	12	Update 2 of Borough Emergency Contact List	4
Monthly team meetings	12	Update 2 of Rest Centre Callout Emergency Contact List	3
Prep work issued to each officer to complete in advance of away day	1	Using ResilienceDirect in a COMAH exercise	1
Review and approval of information governance including publications scheme and privacy notices on HBC website	1	Walkthrough of each Borough Major Incident Plan	4
Review CEPU Business Continuity Management Aide memoire	1	<b>Plan reviews required</b>	<b>1 7</b>

Review of all those on development schemes against criteria for progression	2	Annual CEPU collective review of the four Local Authority Major Incident Plans - move to section on MIPs	1
Review of meetings attending and value (internal and external)	1	April - Plan tracker monthly update	1
Review register of assets	1	August - Plan tracker monthly update	1
Review register of contracts	1	December - Plan tracker monthly update	1
Review the EPU strategic Risk Register	1	February -Plan tracker monthly update	1
Test the plan (A3) to ensure that it remains complete accurate and practicable and that there is a joint understanding of the issues / knowledge.	1	Hardcopy plans / electronic plans against RD / Server and bookshelf	1
<b>Develop a sustainable community resilience model appropriate to Cleveland</b>	<b>6</b>	January - Plan tracker monthly update	1
Continue development CEPU / LRF Crucial Crew	1	July - Plan tracker monthly update	1
Crucial Crew Middlesbrough	1	June - Plan tracker monthly update	1
Crucial Crew Production of final report and recommendations for future delivery	1	March - Plan tracker monthly update	1
Identify communities and groups able to assist build resilience - community mapping	1	May - Plan tracker monthly update	1
Map out community resilience against Resilience Standard, scope out workshop to develop Community Res Strategy and how to deliver.	1	November - Plan tracker monthly update	1
Work with existing community groups and partners to raise awareness of risk and associated actions	1	October - Plan tracker monthly update	1
<b>Elected members</b>	<b>18</b>	Plan audit - Command Room	1
Confirm EPJC meeting times and deadlines	1	Plan audit- Borough Emergency Centres	1
Elected Member training	1	Plan sign off process actively utilised	1
Elected Members	1	September - Plan tracker monthly update	1
Elected Members Briefings	4	<b>Provision of conduit for the Local Authority and provision of tactical advice</b>	<b>3</b> <b>4</b>
Elected Members Presentation	1	Communications/ Incidents data sheet updated	1 2
EPJC annual reporting plan produced	1	Duty Officer function	1 1
EPJC Meeting 1) held	1	Duty Officer function undertaken / fulfilled	1

EPJC Meeting 1) pre-meet papers prepared	1	Duty Officer Rota produced and agreed by officers. Produced and agreed in October for coming year	1
EPJC Meeting 2) held	1	Duty Officer Rota produced and agreed by officers. Produced and agreed until year end	1
EPJC Meeting 2) pre-meet papers prepared	1	Review guidance (1) for Duty Officer (6 monthly)	1
EPJC Meeting 3) held	1	Review guidance (2) for Duty Officer (6 monthly)	1
EPJC Meeting 3) pre-meet papers prepared	1	Session (1) Review of incidents	1
EPJC Meeting 4) held	1	Session (2) Review of incidents	1
EPJC Meeting 4) pre-meet papers prepared	1	Sync Confidential Duty Officer Phone Book to Duty Phone	2
Review and approval of EPJC constitution	1	Update 1: Confidential Duty Officer Phone Book	1
<b>EMRT meetings / Briefing to lead portfolio holders</b>	<b>36</b>	Update 2: Confidential Duty Officer Phone Book	1
Autumn	1	<b>Specific Plans</b>	<b>30</b>
EMRT / planning	4	COMAH Site 1	1
EMRT Meeting	5	COMAH Site 2	1
Meeting 1	1	Clear guidance for those attending / using the SCC as per national guidance and incorporating national guidance	1
Meeting 2	1	COMAH Site 3	1
Spring	1	Ensure that the MAFP reflects current guidance and where it doesn't identify actions required	1
Summer	1	COMAH Site 4	1
Terms of reference reviewed annually	1	Fuel Disruption Exercise	1
Winter	1	Human Aspects - gap analysis against HA guidance	1
(blank)	20	COMAH Site 5	1
<b>Event Support</b>	<b>3</b>	Meeting with stakeholders (Fuel Plan)	1
Ensure partners awareness of public events	1	Meeting with stakeholders (Mass Fatalities)	2
Provide support for event organisers.	1	COMAH Site 6	1
Review standardised guidance for CEPU officers attending ISAGS and events	1	New updated documentation for partners	1
<b>Financial Control</b>	<b>13</b>	Recommendations on the registration and info sharing between centres	1

Budget profile coming year	1	Review and contact with all designated filling stations under the National Fuel Plan	1
Income Generation - maintain consistent budget streams	1	Review and revise the mass fatalities and excess deaths plans	1
Quarter 1 Budget meeting	1	Review bunkered fuel stocks across agencies, update spreadsheet	1
Quarter 2 Budget meeting	1	Review Emergency Mortuary facilities / capability / Kenyon contracts	1
Quarter 3 Budget meeting	1	Session (2) Human Aspects (awareness session)	1
Quarter 4 Budget meeting	1	Single ISA agreed in Cleveland	1
Review annual recharges to industry (COMAH)	1	Update of High Fire Risk Waste Sites	1
Review recharging for REPIR	1	Updated document and release strategy	1
Submission of requests for invoices for exercises	1	Updated document based on current plan	4
Undertaking annual coping with schools emergency training	4	Updated document based on current plan taking into account resilient standard	1
<b>Industrial Emergency Planning</b>	<b>18</b>	Updated documentation covering LA mutual aid across the North East / wider	1
All COMAH OFSERP plans written reviewed within legal timescales	1	Updated plan on release of guidance	1
All COMAH sites offsite emergency response plans to have been exercised within 3 year period	1	<b>Support to the LRF</b>	<b>7</b>
All pipeline plans to be written / reviewed within legal timescales	1	Action logs used to record all action plans and meeting actions	1
Annual Meeting with HSE / EA ref COMAH	1	Circulation of minutes of meetings and other information received by the unit.	1
Annual report submitted to the LRF Tactical Business Group on Industrial Emergency Planning and risk (Pipelines, COMAH and REPIR)	1	LRF handbook annual review	1
Annual review of COMAH plan Structure	1	LRF Structure and positions review and update, as LRF Secretariat	1
Annual review of Pipelines Plan structure and format	1	Request for each sub-group to produce annual work plan issued by LRF secretariat / manager	1
Attendance at 2 Local Community Liaison Councils and 2 Emergency Planning Consultative Committees	1	Review of the LRF function undertaken by the CEPU and ensure that the governance / support function continues to meet the needs of the membership / standards.	1
COMAH Overview Document Review of function	1	Terms of reference reviewed annually(all sub groups)	1
COMAH Overview Document Review 1	1	<b>Training and exercising</b>	<b>3</b>
COMAH Overview Document Review 2	1	20 / 21 Exercise Calendar approved by TBG	1
Draft new REPIR plan against new regulations (note final plan due out May 2019)	1	20 / 21 Draft Calendar compiled	1

Exercise of a Major Accident Hazard Pipelines - scope out how we can provide assurance that the plan has been tested	1	20 / 21 Exercise Bids requested (industry)	1
Participation in/observation of level 2 Ex Andromeda	1	20 / 21 Exercise bids requested (LRF all groups)	1
Review and issue of REPPIR plan against existing regulations	1	20 / 21 Exercise calendar approved by SCG	1
SHE Managers Attendance	1	20 / 21 Exercise calendar approved by the TEG	1
Undertake 6 monthly review of pipelines overview (1)	1	consideration of 1 x non-training recovery exercise - possibly linked to the LRF strategic exercise / COMAH ex etc.	1
Undertake 6 monthly review of pipelines overview (2)	1	DTVA Airport Exercise	1
<b>Local Authority Preparedness</b>	<b>95</b>	Exercise to test a Reception Centre, e.g. Survivor Reception Centre, Friends and Family Reception centre	1
Agreement of training plan based on needs assessments for the following year - cross ref with exercise bid process	1	Key learning points and actions submitted into Excel from industrial exercises (PSR, REPPIR and COMAH)	4
Annual review within CEPU, agree scope of this action	1	Live play rest centre / survivor reception centre exercise involving voluntary agencies	1
Audit - Borough Emergency Centres	4	Maintain Exercise Tracker	1 1
Audit - Rest Centre kit / stores	4	Maintain Exercise Tracker	1
Audit - rest centre kit within CEPU / stores	1	Mutual Aid Exercise across the North East	1
Audit - Review Rest Centre Cases in each LA	4	Production / review of SCG familiarisation notes	1
BCM / BOROUGH DEPLOYMENT	1	Provision of a joint rest centre exercise and awareness session for staff and volunteers from the 4 local authorities.	1
Borough emergency centre - review of model and application is the model still relevant?	1	Quarterly test of multi-agency activation system	4
Borough Emergency Centre Equipment and Facilities - model list compiled to audit against	1	Recovery - Provision of awareness training sessions (min 1 session) as per needs analysis.	1
COMAH HSG 191 UPDATE	1	Recovery – Training	1
CYBER PLAN and RESPONSE	1	SCG familiarisation session (half day)	1
Document Friends and Family Reception Centres LA elements	1	Session (1) Training for Rest Managers	1
Document out Survivor Receptions LA elements	1	<b>Voluntary Organisations</b>	<b>9</b>
Ex ANDROMEDA TEAM REVIEW	1	Engagement with Voluntary Development Agencies	1
FUEL	1	Identification of voluntary agencies who do not currently have a relationship with CEPU, scope out engagement with these agencies	1



Hartlepool	1	Involve one or more voluntary agencies in 2 exercises	1
HUMAN ASPECTS	1	Meeting 1	1
MARINE POLLUTION	1	Meeting 2	1
MASS FATALITIES	1	Meeting 3	1
Middlesbrough	1	Presentations to voluntary orgs and outside groups	1
NATIONAL RISK ASSESSMENT	1	Review the voluntary sector register of capabilities	1
Out of hours contact	1	Voluntary Orgs training	1
Provision of agreed training package to local authorities to meet needs identified in training needs analysis	4	<b>Warning and informing</b>	<b>5</b>
Quarter four EM report	4	Annual CEPU collective review of the four Local Authority Major Incident Websites	1
Quarter one EM report	4	CEPU Web site reviewed every quarter	4
Quarter three EM report	4	<b>Grand Total</b>	<b>3 8 9</b>

**Appendix 2 Cleveland LRF Priorities / Actions by sub-group 2019 – 20**

Group	Achievements 2018-19	Key actions 2019 - 20
<p><b>Tactical Business Group</b></p>	<ul style="list-style-type: none"> <li>• Reviewed the Resilient Standards relating to:                             <ul style="list-style-type: none"> <li>○ Strategic Coordinating Groups: preparation and operation</li> <li>○ Information sharing and information management</li> <li>○ Contingency / emergency planning</li> <li>○ Recovery</li> </ul> </li> <li>• Move of Strategic Coordination Centre and testing.</li> <li>• Review of the National Emergency Plan Fuel.</li> <li>• Review of JESIP JOL and incident reports and where required incorporation of actions.</li> <li>• Instigated new afternoon workshops to progress work.</li> <li>• Assurance process reference members BCM capability / arrangements</li> <li>• Supported the LRFs EU Exit preparations</li> </ul>	<p>Review of the Resilient Standards relating to:</p> <ul style="list-style-type: none"> <li>- Community resilience</li> <li>- Site clearance</li> <li>- Evacuation and shelter</li> <li>- Cyber                             <ul style="list-style-type: none"> <li>• Review of the National Emergency Plan Fuel.</li> <li>• Updated Cleveland Temporary Mortuary Plan and excess deaths plan.</li> <li>• Review of JESIP JOL and incident reports and where required incorporation of actions.</li> <li>• Maintain workshop approach to include, information management, community resilience, risk including prevention.</li> </ul> </li> </ul>

<p><b>Risk Assessment Group</b></p>	<ul style="list-style-type: none"> <li>• Continued to work with partners across the north east as part of the NE Plus Risk Group to strengthen the arrangements across our areas.</li> <li>• Produced a single methodology and supporting administrative arrangements for Risk Assessment across the North East.</li> <li>• Provided a revised hierarchy of risk based on the new methodology.</li> <li>• Anticipated and planned for review of risks against the NRSA (delayed).</li> <li>• Supported the LRF’s EU Exit preparations.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to work with partners across the North East.</li> <li>• Provision of training / awareness for LRF members on risk.</li> <li>• Anticipate the updated National Risk Security Assessment (NRSA).</li> <li>• Review of all Risk Summary Sheets within 3 months of receipt of the NRSA</li> <li>• Review the common consequence approach to risk management based on priority “Call ins”</li> <li>• Revise the Local Resilience Planning Assumptions will be built upon with the inclusion of the capability gap analysis, the information gathered in the call ins will inform this.</li> <li>• Prevention – this is an area of work which will be considered with a view to identifying where a multi-agency approach to prevention activities would be beneficial.</li> </ul>
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<p><b>Training and Exercising Group</b></p>	<p>In 2018 – 19 the LRF undertook over 15 training events, 11 non-industrial exercises, 10 COMAH exercises and 1 REPPIR exercise. Over 950 training opportunities were provided by the LRF to members.</p> <p>To support the training and exercising the following actions were undertaken.</p> <ul style="list-style-type: none"> <li>• A review against the national standard on training and exercising.</li> <li>• Exercise bid process and draft exercise calendar published</li> <li>• Submission of learning to lessons direct / Joint Organisational Learning JOL.</li> <li>• Comparison of risk vs. exercise and gap analysis.</li> <li>• Developed / record model for prioritising exercise elements.</li> <li>• Further development of dynamic storylines.</li> <li>• Training on RD in response LRF package.</li> <li>• Compiled training needs -Training needs to be identified as part of exercise bid process.</li> </ul>	<p>In 2019 – 20 the LRF aims to undertake and support 36 exercises and 14 training events. The strategic exercise will be based on REPPIR level 2 exercise based on the power station. A range of training is scheduled including command and coordination, Cyber Resilience, Adverse Weather and human aspects.</p> <p>As with previous years these events will be supported by a number of core processes :</p> <ul style="list-style-type: none"> <li>• Exercise bid process and draft exercise calendar published</li> <li>• Submission of learning to lessons direct / Joint Organisational Learning JOL.</li> <li>• Comparison of risk vs. exercise and gap analysis.</li> <li>• Develop / record model for prioritising exercise elements.</li> <li>• Further development of dynamic storylines.</li> <li>• Training on RD in response LRF package - Training on Resilience Direct included within the response LRF package.</li> <li>• Compiled training needs -Training needs to be identified as part of exercise bid process.</li> </ul>
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<p><b>Cleveland Warning and Informing Group</b></p>	<ul style="list-style-type: none"> <li>• Review of the Resilient Standards relating to:             <ul style="list-style-type: none"> <li>- Risk communication with the public</li> <li>- Warning and informing</li> <li>- Business Continuity Promotion (with support from the Business Continuity Focus Group)</li> </ul> </li> <li>• Support for EU Exit preparations</li> <li>• Continuation of the work on the 3 year action plan which includes:-             <ul style="list-style-type: none"> <li>○ Closer working across the 3 NE LRFs of Cleveland, Durham and Northumbria.</li> <li>○ A greater use of social media in exercises and real events with common hash tags being utilised e.g. #clevelandlrf</li> <li>○ An annual review and test of the Cleveland Communications plan (now possibly North East Communications Strategy)</li> <li>○ A greater sharing of plans and information across agencies to include peer reviewing, observation of exercises and increased communications</li> <li>○ An increase in North East training and exercising to include seminars and workshops.</li> <li>○ A greater use of Resilience Direct for planning and response for sharing information.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Reissue and launch of the public facing community risk register</li> <li>• Development of a North East Comms Seminar to build on the closer relationships between LRFs and the North East Media</li> <li>• More media involvement in COMAH exercises including linking into the SHE managers</li> <li>• Continuation of the work on the 3 year action plan which includes:-             <ul style="list-style-type: none"> <li>- Closer working across the 3 NE LRFs of Cleveland, Durham and Northumbria.</li> <li>- A greater use of social media in exercises and real events with common hash tags being utilised e.g. #clevelandlrf</li> <li>- An annual review and test of the Cleveland Communications plan (now possibly North East Communications Strategy)</li> <li>- A greater sharing of plans and information across agencies to include peer reviewing, observation of exercises and increased communications.</li> <li>- An increase in North East training and exercising to include seminars and workshops.</li> <li>- A greater use of Resilience Direct for planning and response for sharing information.</li> </ul> </li> </ul>
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5.2

<p><b>Business Continuity Focus Group</b></p>	<ul style="list-style-type: none"> <li>• Development of a 3 year action plan based upon members needs following a review against the National Resilience Standards (Business Continuity Management and Business Continuity Promotion).</li> <li>• 3 stage approach to meetings to support members with their BC planning;             <ul style="list-style-type: none"> <li>○ Developing a BC exercise scenario</li> <li>○ Delivering a BC exercise</li> <li>○ Debriefing the exercise</li> </ul> </li> <li>• Seek assurance from agencies that their Business Continuity arrangements are in place, taking into account the Resilience Standard on Business Continuity</li> <li>• Peer reviewing of plans and exercises</li> </ul>	<ul style="list-style-type: none"> <li>• Development of a 3 year action plan based upon members needs following a review against the National Resilience Standards (Business Continuity Management and Business Continuity Promotion).</li> <li>• Identification of training requirements in relation to Business Continuity, and how to address these needs</li> <li>• Seek assurance from agencies that their Business Continuity arrangements are in place, taking into account the Resilience Standard on Business Continuity</li> <li>• Peer reviewing of plans and exercises</li> <li>• Coordinate and support local authority and partner arrangements for promoting business continuity to businesses and voluntary organisations.</li> </ul>
<p><b>Flood and Adverse Weather Group</b></p>	<ul style="list-style-type: none"> <li>• Demonstration of water rescue capability</li> <li>• Review multi agency flood plan alongside new national guidance</li> <li>• Continue to strengthen links between voluntary agencies and statutory agencies</li> <li>• Review and re-issue water rescue capability register</li> <li>• Flood awareness seminar held for North East LRF's</li> <li>• Review and identify the lessons from the March 2018 adverse weather event</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct a water rescue table top exercise</li> <li>• Review multi agency flood plan alongside new national guidance</li> <li>• Continue to strengthen links between voluntary agencies and statutory agencies</li> <li>• Plan for Coast ex (to take place October 2020)</li> <li>• Develop the response plans including consideration of pre-populated RD response pages for common weather / flood hazards</li> </ul>

5.2

<p><b>Voluntary Emergency Liaison Group</b></p>	<ul style="list-style-type: none"> <li>• Continued to contribute to the development of Human Aspects processes within the LRF</li> <li>• Review membership, and means of operation of the group considering agencies that have not been previously engaged with around emergency response and recovery</li> <li>• Review of the voluntary sector capabilities documentation</li> <li>• Inclusion in training, testing and exercising as appropriate</li> <li>• Water Rescue Capabilities demonstration</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to contribute to the development of Human Aspects processes within the LRF</li> <li>• Develop group further to incorporate a more presentative membership of the voluntary sector</li> <li>• Review of the voluntary sector capabilities documentation</li> <li>• Inclusion in training, testing and exercising as appropriate</li> </ul>
<p><b>Blue Lights Group</b></p>	<ul style="list-style-type: none"> <li>• - Strategic Coordination Centers: preparation and operation</li> <li>• - Interoperability</li> <li>• - CBRN (local – regional via NE CBRN Group)</li> <li>• Refinement of Major Incident Procedures Manual</li> <li>• Testing and go live of the future SCC arrangements.</li> <li>• Review of the findings from the incidents at Grenfell and Manchester</li> </ul>	<ul style="list-style-type: none"> <li>• On receipt review the resilient standards relating to:                         <ul style="list-style-type: none"> <li>○ CBRN (local – regional via NE CBRN Group)</li> <li>○ Threats</li> </ul> </li> <li>• Refinement of Major Incident Procedures Manual</li> <li>• Fallback SCC arrangements confirmed and documented</li> <li>• Review of new CBRN framework</li> <li>• Review of the River Tees Rescue protocol</li> <li>• Development of RD practice to include train the trainer for LRF members</li> </ul>



# EMERGENCY PLANNING JOINT COMMITTEE

11<sup>th</sup> September, 2019



**Report of:** Chief Emergency Planning Officer

**Subject:** ACTIVITY REPORT  
(2<sup>nd</sup> February 2019 – 31<sup>st</sup> March 2019)

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For information and assurance.

## 2. PURPOSE OF REPORT

- 2.1 To assist members of the Emergency Planning Joint Committee (EPJC) in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.
- 2.2 To inform members of the EPJC of the activities, undertaken by the Cleveland Emergency Planning Unit (CEPU) during the period between the 2<sup>nd</sup> February 2019 and the 31<sup>st</sup> March 2019.
- 2.3 To provide oversight to the EPJC members of the actions undertaken associated with the Cleveland Local Resilience Forum (LRF).

## 3. BACKGROUND

- 3.1 Appendix 1 provides a cumulative overview of the progress made towards meeting the action plan April 2018 – March 2019. As of the 31<sup>st</sup> March 2019, 294 of the 293 actions were completed within the period. This discrepancy is due to additional actions being undertaken on some elements i.e. where the plan identified 4 instances of an activity 5 were completed in period etc. A full breakdown is provided at annex 1.
- 3.2 The key uncompleted actions are as follows:
  - Elected Members briefings in boroughs were delayed due to the elections and were not delivered in period as originally intended.
  - The LRF handbook was reviewed but sign off was delayed until the June Strategic Board, the action is now complete.
  - A number of activities relating to the longer term development of community resilience were put on hold as a result of increased demand on the Unit and partners. A report was provided to the Strategic Board

at its June meeting reference the need for greater direction / clarity of objectives relating to community resilience by the LRF and making a number of recommendations to progress the area. All recommendations were approved and work will progress into the 2019 - 20 workplan.

- Work continues on the mass fatalities and excess deaths plans whilst good progress has been made especially with regards to the incorporation of National Emergency Mortuary Arrangements (NEMA) and building local and regional relationships the action is not fully completed in period. The existing capability to manage excess deaths and mass fatalities events remains in place.
- Crucial Crew was delivered in 1 of the 4 boroughs in period due to a lack of space on the events, the unit is currently reviewing if it is best placed to deliver sessions / if other partners may be more effective in engaging and carrying the key messages of community resilience.
- Meeting frequency i.e. where scheduled meetings (e.g. monthly) were planned but have not all been held. Whilst monitored these pose no significant risk to the effectiveness of the resilience function.
- Development and review of the officer manual (not emergency response) was not prioritised given additional work streams that emerged in year.
- A regional mutual aid exercise was not undertaken in period – it is anticipated that mutual aid will be a key feature of a forthcoming coastal surge exercise.

### 3.3 Notable actions completed in the period included:

- Schools training delivered to a number of academies and independent schools increasing staff awareness and confidence in the arrangements in place.
- Major Incident training delivered to councils by the Emergency Planning College.
- Planning for major public events and contribution to the Independent Safety Advisory Groups (e.g. BBC Big Weekend, Stockton International Riverside Festival).
- Work undertaken in anticipation of the update to the Radiation Emergency Preparedness Public Information Regulations 2019.

### 3.3 The CEPU provides a management and secretariat function for the LRF. Appendix 2 contains an overview of the key Local Resilience Forum (LRF) activities of note for EPJC members.

- The new Strategic Coordination Centre familiarisation enabled agencies to gain an understanding of the new facilities and arrangements.
- Emergency Planning College training was commissioned by the LRF increasing knowledge and awareness of human aspects of emergencies and mass fatalities.

### 3.4 Of note the LRF secretariat has been heavily engaged with the scoping and delivery of a number of actions outside the identified work plan, including increasing cyber resilience and preparations for a no deal EU Exit Scenario.

- 3.5 Training and exercising are critical to the effective implementation of emergency plans; an overview of training provided/facilitated within the period is contained in Appendix 3.

#### **4. PROPOSALS**

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

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

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

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

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

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

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

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

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

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

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

**10. STAFF CONSIDERATIONS**

10.1 There are no staff considerations relating to this report.

**11. ASSET MANAGEMENT CONSIDERATIONS**

11.1 There are no asset management considerations relating to this report.

**12. RECOMMENDATIONS**

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

**13. REASONS FOR RECOMMENDATIONS**

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

**14. BACKGROUND PAPERS**

14.1 CEPU annual plan 2018 – 19, the full action plan is included in the papers for the EPJC meeting 27<sup>th</sup> June 2018 ([link](#)).

**15. CONTACT OFFICER**

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Cleveland Emergency Planning Unit  
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**Appendix 1 CEPU Action plan 2018 - 19, Summary of progress**

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

	Total Actions	Complete as of 31/05/2018	Complete as of 31/08/18	Complete as of 31/11/18	Complete as of 31/03/19
<b>Local Authority Preparedness</b>	<b>34</b>	<b>4</b>	<b>15</b>	<b>20</b>	<b>35</b>
• Audit - Review Rest Centre Boxes in each LA	4	1	4	4	4
• Audit - Review emergency accommodation plan and develop shelter section	1	0	0	0	2
• Audit - kit / stores	5	0	1	3	5
• Audit - Borough Emergency Centers	4	1	3	4	4
• Team Exercise / scoping / scenario	12	2	3	3	12
• Each Local Authority Major Incident Plan to be reviewed	4	0	1	2	4
• Review of SOLACE guidance against current practice	4	0	3	4	4
<b>Borough specific Strategic reports to LMT / EMT 4 times per year</b>	<b>16</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>11</b>
<b>EMRT meetings / Briefing to lead portfolio holders</b>	<b>53</b>	<b>6</b>	<b>18</b>	<b>35</b>	<b>50</b>
• Redcar & Cleveland EMRT meets every 2 months	6	2	4	5	6
• Middlesbrough EMRT meets Monthly	12	2	6	7	9
• Stockton EMRT meets Quarterly	4	1	1	4	5
• Hartlepool EMRT meets Quarterly	4	1	1	3	4
• Updates of Borough Emergency Contact List emergency contact lists	8	0	3	6	8
• Review, development and provision of one loggist training package	1	0	1	1	1
• Test of Each Borough Emergency Centre's process and procedures	4	0	0	4	4
• Walkthrough of each Borough Major Incident Plan	4	0	0	3	4
• Training Needs Analysis undertaken by each borough against plan	4	0	1	3	4
• Training Needs compiled into a single document ready for bidding process	1	0	0	0	1
• Provision of agreed training package to all 4 local authorities to meet needs identified in training needs analysis (command training, legal training, logging etc)	5	0	0	0	4
<b>Info Governance</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>CEPU BCM Planning Internal</b>	<b>16</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>13</b>
• Conduct an annual exercise involving the CEPU BCM plan	1	0	0	0	1
• Review CEPU Business Continuity Management Plan	2	0	2	2	2
• After Hours contact Exercise (four local authorities)	4	0	0	0	4
• Conduct one out of hours contact exercise with the voluntary sector (Ex Chitchat)	1	0	0	0	1
• Confidential Duty Officer Phone Book	2	1	1	1	2

• Quarterly meeting of the lead emergency planning holders meeting	6	1	1	2	3
<b>Provision of conduit for the Local Authority and provision of tactical advice</b>	<b>43</b>	<b>5</b>	<b>16</b>	<b>20</b>	<b>41</b>
• Duty Officer Rota produced and agreed by officers	2	1	1	1	2
• Duty Officer function undertaken / fulfilled	12	2	5	7	12
• Data collated on incidents / communications and learning shared	12	2	5	7	12
• Review guidance for Duty Officer	2	0	2	2	2
• Elected Members Briefings	5	0	0	0	2
• Review and approval of EPJC constitution	1	0	0	0	1
• EPJC meetings 4 x meetings	9	0	3	3	9
<b>Rest Centre /Emergency accommodation</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>
<b>Event Support</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Learning Points</b>	<b>12</b>	<b>1</b>	<b>4</b>	<b>6</b>	<b>12</b>
• Exercise Calendar	6	0	2	2	6
• Strategic Exercise	1	0	0	1	1
• Quarterly test of UMS system	4	1	2	2	4
• DTVA Airport Exercise	1	0	0	1	1
<b>Financial Control</b>	<b>8</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>8</b>
• Quarterly budget meetings	4	1	2	2	4
• Budget profile coming year	1	1	1	1	1
• Income Generation update the marketing Plan for CEPU income generation.	3	0	0	1	3
<b>Industrial Emergency Planning</b>	<b>13</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>16</b>
• 6 monthly reviews of the pipelines overview	2	0	1	1	2
• COMAH Overview Document Review	2	0	1	2	4
• Maintain Seat on regional COMAH meeting	5	0	0	0	5
• Meet legal and non-legal duties under PSR	2	0	2	2	2
• Meet legal duties ref REPPIR Plan	2	0	0	1	3
<b>CEPU Internal Functions</b>	<b>44</b>	<b>6</b>	<b>20</b>	<b>26</b>	<b>44</b>
• Monthly team meetings	12	2	4	6	12
• Team brief weekly	1	0	0	0	1
• Monthly 1 to 1s (all staff)	12	2	5	7	12
• Appraisals - all staff	9	0	8	9	9
• Review of all those on development schemes against criteria for progression	1	1	1	1	1
• Health and Safety in unit review actions and risk assessments	9	1	2	3	9
<b>Annual plan 19 – 20</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>
• Approval by EPJC	5	4	5	5	5
<b>Plan reviews required</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>
• Plan audit- CEPU	3	0	1	1	3
<b>Annual CEPU collective review of the four Local Authority Major Incident Plans</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Recovery</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

• Recovery Exercise	1	0	0	0	2
<b>Support to the LRF</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>
• Produce annual meeting schedule including timeline for requesting items, meeting with chairs, issuing papers, uploading minutes etc	5	1	1	1	3
<b>Voluntary Organisations</b>	<b>8</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>6</b>
• Hold 3 meetings with the voluntary sector	3	1	1	1	2
• Review the voluntary sector register of capabilities	5	0	3	3	4
<b>Warning and informing</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>
• Provide a range of information to local residents via established media	3	0	0	1	1
• CEPU Web site reviewed every quarter	4	1	2	2	4
<b>Develop a sustainable community resilience model appropriate to Cleveland</b>	<b>10</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>5</b>
• Develop a programme of community resilience initiatives	4	0	0	0	2
• Crucial Crew (LRF)	6	0	2	2	3
<b>Additional Actions</b>	<b>8</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>9</b>
	293	35	105	152	294

**Appendix 2 Key LRF Activities 2<sup>nd</sup> February – 31<sup>st</sup> March 2019**

<b>Date</b>	<b>Event</b>	<b>Brief Details of Event/Key Agenda/Discussions</b>
19/02/2019	Blue Lights Group	Confirmation of major upcoming events (Take That and BBC Big Weekend), agency updates, issues identified as a result of exercises and testing in period.
26/02/2019	Strategic Board	Updates from agencies on activities, funding of the LRF (future paper requested), update on EU Exit arrangements.
01/03/2019	Port Resilience Group	Confirming resilience arrangements with regards to the Port and key stakeholders.
07/03/2019	South Tees Health Protection Board	First meeting of the Health Protection board – ensuring that there is understanding and linkage between the work of the group and wider LRF.
18/03/2019	Industrial meeting	Planning for extraordinary transport of vessels and impacts on emergency response
20/03/2019	SCC Familiarisation	Ensuring awareness amongst LRF agencies of the operation of the Strategic Coordination Centre and the support available from National Agencies.



**Appendix 3 Staff trained and exercised 1<sup>st</sup> November – 1<sup>st</sup> February 2019**

Training	01/04/2018 -31/05/2018		01/06/2018 - 31/08/2018		01/09/2018 - 31/10/2018		01/11/2018 - 01/02/2019		02/02/2019 - 31/03/2019		Total	
	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained
Rabies Workshop	1	56									1	56
Multi-agency incident commander (Magic)*	1	21									1	21
(Magic) Lite*	1	21	1	25							2	46
JESIP							1	15			1	15
Schools Training	1	50	1	18					3	61	5	129
Housing providers / Looked after Children			1	20			1	24			2	44
NE LRF Symposium*			1	70							1	70
Rest Centre Training			1	30							1	30
RadSafe			1	5							1	5
Crucial Crew			1	400							1	400
MET Office Training*					1	35					1	35
BC Seminar*/ Workshop					1	31	1	15			2	46
Beach Supervisor Course*					1	29					1	29
Events Safety / ISAG					1	6					1	6
Recovery							1	18			1	18
Testing and exercising							1	17			1	17
People in emergencies									1	16	1	16
Planning for mass fatalities									1	20	1	20
SCC Familiarisation									1	39	1	39
Council MI training									3	28	3	28
<b>Total</b>	<b>4</b>	<b>148</b>	<b>7</b>	<b>568</b>	<b>4</b>	<b>101</b>	<b>5</b>	<b>89</b>	<b>9</b>	<b>164</b>	<b>29</b>	<b>1070</b>

Exercises	01/04/2018 - 31/05/2018		01/06/2018 – 31/08/2018		01/09/2018 – 31/10/2018		01/11/2018 – 01/02/2019		02/02/2019 – 31/03/2019		Total	
	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Total events	Total attendees
Search and rescue seminar	1	40									1	40
NE Flood Study Day							1	65			1	65
COMAH Exercise	1	20	2	48	3	71			1	12	7	151
EU Exit Workshop*							1	74			1	74
Quarterly activation test	1	18	1	18	1	18					3	54
PowerStation	1	20	2	40					4	15	7	75
Specific event / venue tabletops			2	60							2	60
Community Safety Hub Validation			1	21							1	21
Strategic Exercise					1	31					1	31
<b>Total</b>	<b>4</b>	<b>98</b>	<b>8</b>	<b>187</b>	<b>5</b>	<b>120</b>	<b>2</b>	<b>139</b>	<b>5</b>	<b>27</b>	<b>24</b>	<b>571</b>

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

# EMERGENCY PLANNING JOINT COMMITTEE

11<sup>th</sup> September, 2019



**Report of:** Chief Emergency Planning Officer

**Subject:** ACTIVITY REPORT  
(1<sup>st</sup> April – 30<sup>th</sup> June 2019)

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For information and assurance.

## 2. PURPOSE OF REPORT

- 2.1 To assist members of the Emergency Planning Joint Committee (EPJC) in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.
- 2.2 To inform members of the EPJC of the activities, undertaken by the Cleveland Emergency Planning Unit (CEPU) during the period between the 1<sup>st</sup> April 2019 and the 30<sup>th</sup> June 2019.
- 2.3 To provide oversight to the EPJC members of the actions undertaken associated with the Cleveland Local Resilience Forum (LRF).

## 3. BACKGROUND

- 3.1 Appendix 1 provides a cumulative overview of the progress made towards meeting the action plan 1<sup>st</sup> April 2019 – 30<sup>th</sup> June 2019. As of the 30<sup>th</sup> June 2019, 73 of the 385 actions (18%), proposed at the start of the year were completed within the period.
- 3.2 Notable actions completed in the period included:
  - Test and rewrite of the unit's business continuity plan
  - Audit of borough emergency centers
  - COMAH overview documentation revised and reissued
  - Provision of exercise Andromeda and reissue of REPIR Plan
  - Review of current LA practice against SOLACE guidance
  - Review of major incident plan structure and contents
  - Provision of Crucial Crew to approx. 400 schoolchildren
  - Provision of elected member briefings

- 3.3 The CEPU provides a management and secretariat function for the LRF. Appendix 2 contains an overview of the key Local Resilience Forum (LRF) activities of note for EPJC members.
- Winter preparedness annual review and preparedness
  - Development of information sharing protocol
  - Provision of training opportunities including local and regional
  - Support for significant increase in the amount of Resilience Direct, debrief and JESIP training available to organizations
  - Assurance provided on LRF partners business continuity arrangements
  - Provision of friends and family reception center / survivor reception center training

- 3.4 Of note the LRF secretariat continues to be heavily engaged with the scoping and delivery of a number of actions outside the identified work plan, including increasing cyber resilience and preparations for a no deal EU Exit Scenario.

- 3.5 Training and exercising are critical to the effective implementation of emergency plans; an overview of training provided/facilitated within the period is contained in Appendix 3.

#### **4. PROPOSALS**

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

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

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

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

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

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

7.1 The key legislation is the Civil Contingencies Act 2004 which identifies the local authorities as a Category 1 responder, section 10 of the CCA 2004 identifies failure by a person or body identified within the legislation may bring proceedings in the High Court.

7.2 In addition a number of actions relate to the Control of Major Accident Hazard Regulations 2015, Radiation Emergency Preparedness Public Information Regulations 2019 and Pipeline Safety Regulations 1996. All of the above place statutory duties upon the local authority, failure to provide to an adequate level resulting in possible enforcement.

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

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

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

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

## **10. STAFF CONSIDERATIONS**

10.1 There are no staff considerations relating to this report.

## **11. ASSET MANAGEMENT CONSIDERATIONS**

11.1 There are no asset management considerations relating to this report.

## **12. RECOMMENDATIONS**

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

## **13. REASONS FOR RECOMMENDATIONS**

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

## **14. BACKGROUND PAPERS**

14.1 CEPU annual plan 2019 – 20, the full action plan is included in the papers for the EPJC meeting 11<sup>th</sup> September 2019.

## **15. CONTACT OFFICER**

Stuart Marshall  
Chief Emergency Planning Officer  
Cleveland Emergency Planning Unit  
Tel 01642 301515  
Email: [stuart.marshall@hartlepool.gov.uk](mailto:stuart.marshall@hartlepool.gov.uk)

**Appendix 1 CEPU Action plan 2019 - 20, Summary of progress**

The following table provides an overview of the proposed CEPU annual plan 2019 – 20 with progress within the period 1<sup>st</sup> April – 30<sup>th</sup> June 2019.

<b>CEPU Action</b>	<b>Ongoing actions</b>	<b>Actions complete 01/04/2019 - 30/06/2019</b>	<b>Total actions in plan</b>
<b>CEPU Action plan 20 – 21</b>	6		6
<b>CEPU Internal Functions</b>	36	15	51
<b>Develop a sustainable community resilience model appropriate to Cleveland</b>	6		6
<b>Elected members</b>	16	2	18
<b>EMRT meetings / Briefing to lead portfolio holders</b>	21	15	36
<b>Event Support</b>	2	1	3
<b>Financial Control</b>	11	2	13
<b>Industrial Emergency Planning</b>	15	3	18
<b>Local Authority Preparedness</b>	75	20	95
<b>Plan reviews required</b>	14	3	17
<b>Provision of conduit for the Local Authority and provision of tactical advice</b>	30	4	34
<b>Specific Plans</b>	28	2	30
<b>Support to the LRF</b>	6	1	7
<b>Voluntary Organisations</b>	9		9
<b>Warning and informing</b>	4	1	5
<b>Training and exercising</b>	33	4	37
<b>Grand Total</b>	<b>312</b>	<b>73</b>	<b>385</b>

**Appendix 2 Key LRF Activities 1<sup>st</sup> April – 30<sup>th</sup> June 2019**

<b>Date</b>	<b>Event</b>	<b>Brief Details of Event/Key Agenda/Discussions</b>
11 <sup>th</sup> April 2019	<b>Blue Lights Group</b>	Review of recent incidents and exercises, identification of emerging issues and guidance. Highlighted issues identified elsewhere in the country reference attendance at rail incidents. Review of the River Tees Rescue Protocol.
16 <sup>th</sup> April 2019	<b>Training and Exercising Group</b>	Discussion on upcoming exercises and assurance reference training and exercising programme on track. Need for greater awareness reference interpretation of weather warnings (likelihood vs. impact). Assurance sought reference a number of identified action being closed off from exercises held.
30 <sup>th</sup> April 2019	<b>Tactical Business Group</b>	Update on chairing of sub-groups, approach reference further adoption of resilience direct by agencies and support required from the LRF, feedback from business continuity workshop and recommendation to support agencies develop Business Continuity. Proposed LRF work plan 2019 – 2020.
30 <sup>th</sup> April 2019	<b>TBG Workshop</b>	Information sharing workshop – case study from Grenfell response. Model of a new information sharing agreement issued, agreement to progress.
14 <sup>th</sup> May 2019	<b>Business Continuity Focus Group</b>	Terms of reference reviewed, training needs identified and request to engage trainer from EPC Easingwold. Review of resilience standards for BC, updates on fuel and cyber planning.
21 <sup>st</sup> May 2019	<b>Flood and Adverse Weather Group</b>	Consideration reference adopting process to aid frontline officer's interpretation of warnings, update on the group's work plan, background of national flood exercise to be held 2020. Review of the multi-agency flood guidance and how it will impact on Cleveland LRF.
5 <sup>th</sup> June 2019	<b>MAFP Meeting</b>	Regional meeting to work through the new guidance and assurance process on the Multi-Agency Flood Plans and any opportunities for cross regional working.
11 <sup>th</sup> June 2019	<b>Blue Lights Group</b>	Discussion on JESIP, embedding across agencies, radiological protection advice, changes to guidance and legislation. Application of RD to sharing sensitive plans and ability to share mapping across the partnership in real-time.
20 <sup>th</sup> June 2019	<b>Strategic Board</b>	Information sharing agreement, vetting of Strategic Board and Strategic Coordinating Group members, the need for clearer direction on community resilience objectives. Update from LRF sub-groups, update of the LRF handbook and overview of Exercise Andromeda.

Appendix 3 Staff trained and exercised 1<sup>st</sup> November – 1<sup>st</sup> February 2019

	01/04/2019 - 30/06/2019										Total	
Training	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained
Elected Member Training	1	15									1	15
JESIP Training	15	300									15	300
TBG Workshops	1	25									1	25
Multi-agency incident commander (Magic) Lite*	1	34									1	34
Debrief Training	1	19									1	19
Crucial Crew	1	400									1	400
<b>Total</b>	<b>20</b>	<b>793</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>793</b>
Exercises	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Total events	Total attendees
SuRC / FFRC	1	23									1	23
Ex Andromeda	1	118									1	118
Powerstation	1	12									1	12
Events	2	35									2	35
COMAH	2	20									2	20
LRF Activation	1	12									1	12
<b>Total</b>	<b>8</b>	<b>220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>220</b>



# EMERGENCY PLANNING JOINT COMMITTEE

11<sup>th</sup> September, 2019



**Report of:** Chief Emergency Planning Officer

**Subject:** ACTIVITY REPORT  
(1<sup>st</sup> July – 27<sup>th</sup> August 2019)

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For information and assurance.

## 2. PURPOSE OF REPORT

- 2.1 To assist members of the Emergency Planning Joint Committee (EPJC) in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.
- 2.2 To inform members of the EPJC of the activities, undertaken by the Cleveland Emergency Planning Unit (CEPU) during the period between the 1<sup>st</sup> July 2019 and the 27<sup>th</sup> August 2019.
- 2.3 To provide oversight to the EPJC members of the actions undertaken associated with the Cleveland Local Resilience Forum (LRF).

## 3. BACKGROUND

- 3.1 Appendix 1 provides a cumulative overview of the progress made towards meeting the action plan 1<sup>st</sup> April 2019 – 27<sup>th</sup> August 2019. As of the 27<sup>th</sup> August 2019, 117 of the 385 actions (30%), proposed at the start of the year were completed within the period.
- 3.2 Notable actions completed in the period included:
  - Response to the Marton Country Club fire and subsequent debrief
  - COMAH exercising on Seal Sands
  - Internal test of the BCM arrangements
  - Support for local councils to support residents impacted by reference the impact of external providers crisis management
  - Support for a range of events including the Mela, Mighty weekend, Stockton International Riverside Festival, Saltburn Food Festival including support to the ISAG and attendance in event control.

- Debriefs of moorland fires and exercise Andromeda a level 2 nuclear exercise.
  - Proactive testing of emergency arrangements for upcoming events.
- 3.3 The CEPU provides a management and secretariat function for the LRF. Appendix 2 contains an overview of the key Local Resilience Forum (LRF) activities of note for EPJC members.
- Continued preparation and assurance on Brexit.
  - Receipt and ongoing interpretation of the National Security Risk Assessment 2019
  - Hosted a multi-agency workshop on risk
  - Multi-agency debriefs including provision of independent de-briefers to neighboring areas / LRFs.
  - Attendance at a North East Yorkshire Resilient Telecommunications seminar
  - Contribution to HM Inspectorate of Constabulary and Fire and Reuse Services (HMICFRS) inspection of Cleveland Fire Brigade.
  - Further development as leads for the North East Yorkshire and Humber Cyber Plan
  - Continued support for the further development of the Radiation Monitoring Unit capability within the LRF area.
  - Review of LRF partners major incident / oil pollution plan to ensure linkage with the LRF plans.
  - Identification of a new chair for the Voluntary Emergency Liaison Group and work plan established.
- 3.4 Of note the LRF secretariat continues to be heavily engaged with the scoping and delivery of a number of actions outside the identified work plan, including increasing cyber resilience and preparations for a no deal EU Exit Scenario.
- 3.5 Training and exercising are critical to the effective implementation of emergency plans; an overview of training provided/facilitated within the period is contained in Appendix 3.

#### **4. PROPOSALS**

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

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

- 5.1 Failure to deliver on a number of the activities included within the annual plan which tie directly into legislation could result in enforcement action being undertaken against the authority. In addition the failure to respond appropriately may result in impacts on the social, economic and environmental welfare of the community.

5.2 There are no significant risk concerns as a result of the action plan. Should actions not be met these will be reported alongside the means of mitigation.

## **6. FINANCIAL CONSIDERATIONS**

6.1 There are no financial considerations relating to this report.

## **7. LEGAL CONSIDERATIONS**

7.1 The key legislation is the Civil Contingencies Act 2004 which identifies the local authorities as a Category 1 responder, section 10 of the CCA 2004 identifies failure by a person or body identified within the legislation may bring proceedings in the High Court.

7.2 In addition a number of actions relate to the Control of Major Accident Hazard Regulations 2015, Radiation Emergency Preparedness Public Information Regulations 2019 and Pipeline Safety Regulations 1996. All of the above place statutory duties upon the local authority, failure to provide to an adequate level resulting in possible enforcement.

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

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

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

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

## **10. STAFF CONSIDERATIONS**

10.1 There are no staff considerations relating to this report.

## **11. ASSET MANAGEMENT CONSIDERATIONS**

11.1 There are no asset management considerations relating to this report.

## **12. RECOMMENDATIONS**

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

## **13. REASONS FOR RECOMMENDATIONS**

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

## **14. BACKGROUND PAPERS**

14.1 CEPU annual plan 2019 – 20, the full action plan is included in the papers for the EPJC meeting 11<sup>th</sup> September 2019.

**15. CONTACT OFFICER**

Stuart Marshall

Chief Emergency Planning Officer

Cleveland Emergency Planning Unit

Tel 01642 301515

Email: [stuart.marshall@hartlepool.gov.uk](mailto:stuart.marshall@hartlepool.gov.uk)

**Appendix 1 CEPU Action plan 2019 - 20, Summary of progress**

The following table provides an overview of the proposed CEPU annual plan 2019 – 20 with progress within the period 1<sup>st</sup> July – 27<sup>th</sup> August 2019.

<b>CEPU Action</b>	<b>Ongoing actions</b>	<b>Actions complete</b>	<b>Total actions in plan</b>
<b>CEPU Action plan 20 – 21</b>	5	1	6
<b>CEPU Internal Functions</b>	31	20	51
<b>Develop a sustainable community resilience model appropriate to Cleveland</b>	5	1	6
<b>Elected members</b>	13	5	18
<b>EMRT meetings / Briefing to lead portfolio holders</b>	14	22	36
<b>Event Support</b>	2	1	3
<b>Financial Control</b>	11	2	13
<b>Industrial Emergency Planning</b>	14	4	18
<b>Local Authority Preparedness</b>	66	29	95
<b>Plan reviews required</b>	10	7	17
<b>Provision of conduit for the Local Authority and provision of tactical advice</b>	24	10	34
<b>Specific Plans</b>	26	4	30
<b>Support to the LRF</b>	6	1	7
<b>Voluntary Organisations</b>	9		9
<b>Warning and informing</b>	3	2	5
<b>Training and exercising</b>	29	8	37
<b>Grand Total</b>	<b>312</b>	<b>73</b>	<b>385</b>

**Appendix 2 Key LRF Activities 1<sup>st</sup> July – 27<sup>th</sup> August 2019**

<b>Date</b>	<b>Event</b>	<b>Brief Details of Event/Key Agenda/Discussions</b>
11 <sup>th</sup> July 2019	<b>Durham and Darlington LHRP sub-group</b>	Areas included
16 <sup>th</sup> July 2019	<b>Training and exercising group</b>	Review of scheduled and planned exercises, outline of the bidding process for 2019 – 2020.
26 <sup>th</sup> July 2019	<b>Multi-agency debrief</b>	Debrief of the response and recovery from the Marton Country Club Fire. A number of areas of good practice and areas for future consideration identified.
06 <sup>th</sup> August 2019	<b>EA Engagement Officer Meeting</b>	Multi-LRF meeting to review the work undertaken by the community resilience officers.
13 <sup>th</sup> August 2019	<b>Blue Lights Group</b>	Multi-agency group reviewing the response to a range of incidents / scenarios. Learning identified from multi-agency debriefs. Update on RD training and provision. Actions identified and tracking sheet developed.
22 <sup>nd</sup> August 2019	<b>Meeting with Teesside University</b>	Meeting to build relationship between the University and the LRF, a number of actions identified and agreed that are being progressed.
27 <sup>th</sup> August 2019	<b>LRF Coordinators</b>	Ensures consistency where beneficial between the 3 North East LRFs. Number of actions progressed / closed out.

Appendix 3 Staff trained and exercised 1<sup>st</sup> July 2019 – 27<sup>th</sup> August 2019

	01/04/2019 - 30/06/2019		30/06/2019 – 27/08/2019								Total	
Training	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained
Elected Member Training	1	15									1	15
JESIP Training	15	300									15	300
TBG Workshops	1	25	1	18							2	43
Multi-agency incident commander (Magic) Lite*	1	34									1	34
Loggist training	0	0	1	1							1	1
Debrief Training	1	19									1	19
Crucial Crew	1	400									1	400
<b>Total</b>	<b>20</b>	<b>793</b>	<b>2</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>812</b>
Exercises	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Total events	Total attendees
SuRC / FFRC	1	23									1	23
Ex Andromeda	1	118									1	118
Powerstation	1	12									1	12
Events	2	35									2	35
COMAH	2	20	1	10							3	30
LRF Activation	1	12									1	12
<b>Total</b>	<b>8</b>	<b>220</b>	<b>1</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>230</b>

# EMERGENCY PLANNING JOINT COMMITTEE

11<sup>th</sup> September, 2019



**Report of:** Chief Emergency Planning Officer

**Subject:** INCIDENT REPORT  
(2<sup>nd</sup> February 2019 – 30<sup>th</sup> June 2019)

---

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For information and assurance.

## 2. PURPOSE OF REPORT

- 2.1 To assist members of the Emergency Planning Joint Committee (EPJC) in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.
- 2.2 To inform members of the EPJC of the incidents reported and warning communications received and dealt with by the Cleveland Emergency Planning Unit (CEPU). The report covers the period between the 2<sup>nd</sup> February 2019 and the 30<sup>th</sup> June 2019.

## 3. BACKGROUND

- 3.1 CEPU provides both a 24 hour point of contact for partners requesting assistance, and for the provision of tactical advice to the four local authorities. There are a number of mechanisms in place to ensure that CEPU are made aware of incidents both in and out of normal office hours these include protocols with the emergency services and early warning systems with industry and agencies.
  - 3.1.1 An outline of warnings received are contained in appendix 1, and incidents that staff have been involved in or notified of are contained in appendix 2.

## 4. PROPOSALS

- 4.1 Members familiarise themselves with the profile of warnings received and the incidents that have occurred with a view to seeking additional detail if required.

## 5. RISK IMPLICATIONS



- 5.1 Failure to respond appropriately may result in impacts on the social, economic and environmental welfare of the community.
- 5.2 There are no significant risk concerns as a result of the incidents / warnings received.

## **6. FINANCIAL CONSIDERATIONS**

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

## **7. LEGAL CONSIDERATIONS**

- 7.1 The key legislation is the Civil Contingencies Act 2004 which identifies the local authorities as a Category 1 responder, section 10 of the CCA 2004 identifies failure by a person or body identified within the legislation may bring proceedings in the High Court.
- 7.2 In addition a number of actions relate to the Control of Major Accident Hazard Regulations 2015, Radiation Emergency Preparedness Public Information Regulations 2019 and Pipeline Safety Regulations 1996. All of the above place statutory duties upon the local authority, failure to provide to an adequate level resulting in possible enforcement.

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

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

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

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

## **10. STAFF CONSIDERATIONS**

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

## **11. ASSET MANAGEMENT CONSIDERATIONS**

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

## **12. RECOMMENDATIONS**

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

## **13. REASONS FOR RECOMMENDATIONS**

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

**14. BACKGROUND PAPERS**

- 14.1 CEPU annual plan 2018 – 19, the full action plan is included in the papers for the EPJC meeting 27<sup>th</sup> June 2018 ([link](#)).
- 14.2 CEPU annual plan 2019 – 20, the full action plan is included in the papers for the EPJC meeting 24<sup>th</sup> July 2019.

**15. CONTACT OFFICER**

Stuart Marshall  
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Cleveland Emergency Planning Unit  
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**Appendix 1 Communications received 2<sup>nd</sup> February 2019 – 30<sup>th</sup> June 2019**

Type of Incident	Number received in period	Notes
Pollution reports (HM Maritime Coastguard Agency)	1	Source of pollution to river unconfirmed source, suggested it was possibly from an outfall.
National Severe Weather Service (Met Office)	1	Relating to thunder / lightning.
Heatwave Alerts (Met Office)	0	None issued in period.
Cold Weather Alerts (Met Office)	0	Level 3 alert issued, relating to health impacts.
Industrial Communications Red (Local Industry)	0	None issued in period.
Industrial Communications Blue (Local Industry)	20	Relating to flaring, false alarms and noise from steam.
Flood Guidance Statements (Met Office and Environment Agency)	2	Potential for intense rainfall.
Flood Alert (Environment Agency)	1	One issued in period for Middlesbrough Becks as a result of heavy rainfall.
Flood Warnings (Environment Agency)	0	None issued in period.
Severe Flood Warnings (Environment Agency)	0	None issued in period.

**Appendix 2 Incidents of note 2<sup>nd</sup> February 2019 – 30<sup>th</sup> June 2019**

Date	Borough	Exact Location	Type of Incident	Additional Information
12/02/2019	Stockton-on-Tees	Billingham	Chemical	Drums of chemical (metal oxides) stolen. Public health message issued.
16/02/2019	Middlesbrough	Berwick Hills	Chemical	Chemical left on wasteland, advice sought and Local Authority notified who removed.
11/02/2019	Redcar & Cleveland	South Bank	Fire	Fire in recycling yard.
04/04/2019	Redcar & Cleveland	Saltburn Beach	UXO	Hand Grenade found on Saltburn Beach.
05/04/2019	Hartlepool	Bishop Cuthbert	RTC	RTC involving impact into structure (garage of house). Police request structural engineer.
20/04/2019	Hartlepool	Allotment Thornhill Gardens	Pollution	Fly tipping of hazardous substance (Asbestos).
13/04/2019	Redcar & Cleveland	Guisborough Forest	Fire	Fire on moorland Fire Brigade and Forestry Commission responded.
30/05/2019	Redcar & Cleveland	Teesdock Road	Unclassified	Protests causing significant traffic disruption throughout area.
14/06/2019	Middlesbrough	Marion Country Club	Fire	Large fire in empty building leading to evacuations (extended) and shelter of nearby residents. Multi-agency response and public health messaging undertaken as part of the recovery process. Support to residents provided by Middlesbrough Council and British Red Cross.

# EMERGENCY PLANNING JOINT COMMITTEE

11<sup>th</sup> September, 2019



**Report of:** Chief Emergency Planning Officer

**Subject:** INCIDENT REPORT  
(1<sup>st</sup> July 2019 – 27<sup>th</sup> August 2019)

---

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For information and assurance.

## 2. PURPOSE OF REPORT

- 2.1 To assist members of the Emergency Planning Joint Committee (EPJC) in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.
- 2.2 To inform members of the EPJC of the incidents reported and warning communications received and dealt with by the Cleveland Emergency Planning Unit (CEPU). The report covers the period between the 1<sup>st</sup> July 2019 and the 27<sup>th</sup> August 2019.

## 3. BACKGROUND

- 3.1 CEPU provides both a 24 hour point of contact for partners requesting assistance, and for the provision of tactical advice to the four local authorities. There are a number of mechanisms in place to ensure that CEPU are made aware of incidents both in and out of normal office hours these include protocols with the emergency services and early warning systems with industry and agencies.
  - 3.1.1 An outline of warnings received are contained in appendix 1, and incidents that staff have been involved in or notified of are contained in appendix 2.

## 4. PROPOSALS

- 4.1 Members familiarise themselves with the profile of warnings received and the incidents that have occurred with a view to seeking additional detail if required.

## 5. RISK IMPLICATIONS

- 5.1 Failure to respond appropriately may result in impacts on the social, economic and environmental welfare of the community.
- 5.2 There are no significant risk concerns as a result of the incidents / warnings received.

## **6. FINANCIAL CONSIDERATIONS**

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

## **7. LEGAL CONSIDERATIONS**

- 7.1 The key legislation is the Civil Contingencies Act 2004 which identifies the local authorities as a Category 1 responder, section 10 of the CCA 2004 identifies failure by a person or body identified within the legislation may bring proceedings in the High Court.
- 7.2 In addition a number of actions relate to the Control of Major Accident Hazard Regulations 2015, Radiation Emergency Preparedness Public Information Regulations 2019 and Pipeline Safety Regulations 1996. All of the above place statutory duties upon the local authority, failure to provide to an adequate level resulting in possible enforcement.

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

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

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

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

## **10. STAFF CONSIDERATIONS**

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

## **11. ASSET MANAGEMENT CONSIDERATIONS**

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

## **12. RECOMMENDATIONS**

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

## **13. REASONS FOR RECOMMENDATIONS**

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

**14. BACKGROUND PAPERS**

No Background papers.

**15. CONTACT OFFICER**

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**Appendix 1 Communications received 1<sup>st</sup> July 2019 – 27<sup>th</sup> August 2019**

Type of Incident	Number received in period	Notes
Pollution reports (HM Maritime Coastguard Agency)	3	Relating to spills of Hydraulic oil and unidentified slick – later advised to be fish waste.
National Severe Weather Service (Met Office)	6	Relating to heavy rain, thunder and lightning.
Heatwave Alerts (Met Office)	1	Issued for period (reinforced daily)
Cold Weather Alerts (Met Office)	0	None issued in period.
Industrial Communications Red (Local Industry)	1	Relating to a leak of cyanide.
Industrial Communications Blue (Local Industry)	6	Relating to flaring, false alarms and noise from steam.
Flood Guidance Statements (Met Office and Environment Agency)	6	Potential for intense rainfall leading to surface water flooding.
Flood Alert (Environment Agency)	2	One issued in period for Middlesbrough Becks as a result of heavy rainfall and one issued for the Lower Tees.
Flood Warnings (Environment Agency)	0	None issued in period.
Severe Flood Warnings (Environment Agency)	0	None issued in period.



**Appendix 2 Incidents of note 2<sup>nd</sup> February 2019 – 30<sup>th</sup> June 2019**

Date	Borough	Exact Location	Type of Incident	Additional Information
25/07/2019	Stockton on Tees	Seal Sands	Chemical	Hydrogen Cyanide release from COMAH Operator. No impact on public. Staff sheltering and roll call undertaken, neighbouring site advised to cabin up. Emergency communications (CEAS and alerts) instigated by operator as per COMAH plan.
24/08/2019	Stockton on Tees		Chemical	Industrial incident – power disruption to site during reaction. Resulted in loss of telemetry. Site emergency declared and emergency arrangements instigated as a precaution. Offsite responders deployed.
24/08/2019	Stockton on Tees		RTC	Road traffic incident. Council staff requested to assist in removing carcasses from Highway.
25/08/2019	Hartlepool		Maritime	Oil pollution identified offshore in North Sea. MCGA issued a polrep (pollution report) advising of possible landfall between Cullercoats and Hartlepool. Council staff advised of potential impact on bank holiday and monitoring undertaken. No landfall reported in Hartlepool area.