

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Tuesday 23 July 2024

10.00 am

**At the Stockton Baptist Church,
Bishop Street, Stockton-On-Tees, TS18 1TE.**

MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-

Hartlepool Borough Council: Councillor Karen Oliver
Middlesbrough Borough Council: Councillor Theo Furness
Redcar and Cleveland Borough Council: Councillor Adam Brook
Stockton Borough Council: Councillor Clare Gamble

- 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 12 March 2024 (previously published)
- 4. ITEMS FOR DECISION**
 - 4.1 Financial Management Update Report - *Director of Finance, IT & Digital and Chief Emergency Planning Officer*
- 5. ITEMS FOR DISCUSSION / INFORMATION**
 - 5.1 Emergency Planning Joint Committee Introduction Paper – *Chief Emergency Planning Officer*

- 5.2 Local Authority Emergency Management - *Chief Emergency Planning Officer*
- 5.3 Community Risk Register - *Chief Emergency Planning Officer*
- 5.4 Activities Report 01/03/24 – 9/7/2024 – *Chief Emergency Planning Officer*
- 5.5 Incidents Report 01/03/2024 – 09/07/2024 – *Chief Emergency Planning Officer*

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

For information:

Date of next meeting – Tuesday 24 September 2024 at 10.00 am.

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

12 MARCH 2024

The meeting commenced at 10.00am at the Stockton Baptist Church,
Bishop Street, Stockton-On-Tees.

Present:

Councillor: Councillor Sue Little (Hartlepool Borough Council) (In the Chair)

Also present: Councillor Norma Stephenson (Stockton Borough Council) as substitute
for Councillor Clare Gamble.

Officers: Sylvia Pinkney, Assistant Director, Regulatory Services
Stuart Marshall, Chief Emergency Planning Officer
Jon Hepworth, Group Accountant (Regeneration and Neighbourhoods)
David Cosgrove, Democratic Services Team

31. Apologies for Absence

Councillor Theo Furness (Middlesbrough Borough Council).
Councillor Clare Gamble (Stockton Borough Council).

32. Inquorate Meeting

The Chair noted that the meeting was inquorate. The Members present agreed to hear the matters for information listed on the agenda though acknowledged that any recommendations requiring decision would need to be deferred to the next meeting.

33. Declarations of interest by Members

None.

34. Minutes of the meeting held on 21 November 2024

Confirmed.

The Chair asked of the issue of the smell of gas around Seaton Carew and Seal Sands had been resolved as she had not received any complaints from residents since Christmas. The Assistant Director, Regulatory Services stated that there were still reports of the odour though it did not appear to be having the same impact.

35. Financial Management Update Report (*Director of Finance, IT & Digital and Chief Emergency Planning Officer*)

Purpose of report

To provide details of the forecast outturn as at 31st December, 2023 for current financial year ending 31st March, 2024.

To propose the budget for 2024/25 and contributions to be requested from Councils.

Issue(s) for consideration by the Committee

As the report required a decision of the Joint Committee in relation to the 2024/25 budget and the funding contributions from the partner local authorities, the Chair, in noting that the meeting was inquorate, reluctantly asked the Joint Committee to defer the report to the next meeting of the Committee, the date of which was yet to be confirmed but would be early in the new Municipal Year.

Decision

That consideration of the proposed budget for 2024/25 and contributions to be requested from Councils be deferred to the next meeting.

36. CEPU and CLRF Future Action Plan Priorities (*Chief Emergency Planning Officer / Senior Emergency Planning Officer*)

Purpose of report

To assist members of the Emergency planning Joint (EPJC) in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities by outlining the priority areas and themes identified for inclusion in the 2024/25 and beyond action plans for the Local Resilience Forum (LRF) and Cleveland Emergency Planning Unit (CEPU).

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer reported that significant change was occurring within the resilience field partially as a result of the inquiries into recent incidents (Manchester Arena and Covid) and through an aspiration to increase resilience outlined within the HM Government UK Resilience Framework.

This had been evidenced through increased grant funding for LRFs and the HM Government's work to develop a pilot programme of stronger LRFs through increased transparency and accountability, with the introduction of the role of Chief Resilience Officer. The working models of governance for those areas selected as pilots were yet to be released.

Rather than waiting for the outcome of the national pilot project Cleveland LRF has been undertaking a number of reviews with staff, Tactical Tier and

Strategic Tiers and commissioned an independent peer review of the LRF. This review, combined with a review of training and exercising, lessons identified from incidents, performance against the non-statutory resilient standards and the statutory requirements provided the foundation for the LRF and CEPU future work programme.

From the independent peer review a number of significant proposals were made (set out in the report) which it was intended to build into a 36 month work plan subject to the LRF Strategic Board's agreement. The Chief Emergency Planning Officer gave an overview of the actions that had been listed as intermediate, short-term and long-term deliverables.

Once finalised and agreed by the strategic board the Chief Emergency Planning Officer would present the full itemised action plans for both the LRF and CEPU to the Joint Committee.

Members questioned the links with other LRFs and the Chief Emergency Planning Officer stated that in terms of the areas north of Cleveland, they were very good with sharing of information and commonality issues. Relationships with the Yorkshire and Humberside LRF had started to develop along the same lines. A Member questioned the management of risks around Teesside International Airport and the recent SAF (Sustainable Airline Fuels) approvals at the Airport. The Chief Emergency Planning Officer stated that for emergency planning the lead tended to lie with Durham and Darlington Civil Contingencies Unit due to the location of the main buildings. In terms of the SAF storage the CEPU identified that the site had not been notified as an upper tier COMAH site within the Cleveland area by the Competent Authority (Health and Safety Executive and Environment Agency).

The Chair referred to the Grenfell Inquiry and asked if there were any outstanding issues in our area relating to cladding on high-rise buildings. The Chief Emergency Planning Officer stated that there had been a number of issues originally identified but now through the action of building owners and the Fire Brigade he was aware of only three sites where there was continued action / mitigation with reference to cladding.

Decision

That the report be noted and the Chief Emergency Planning Officer continues to develop the Cleveland Emergency Planning Unit Annual Action Plan and the Joint Committee standard report to provide assurance to Elected members that the key considerations continue to be met and that members were updated at the quarterly EPJC meetings reference any amendments / additional actions.

37. Emergency Plans and Protocols (*Principal Emergency Planning Officer*)

Purpose of report

To assist members of the EPJC in oversight of Emergency Plans and procedures that the Cleveland Emergency Planning Unit is author or custodian of and provide assurance reference the systems in place regarding emergency planning.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer reported that as a category one responder as defined by the Civil Contingencies Act 2004 there was a duty on Local Authorities to “put in place emergency plans”. A non-statutory resilient standard Emergency Planning identified desired outcomes, legal duties, good practice and leading practice. In addition to the CCA 2004 there is other legislation for specific risks that are more prescriptive in both content and time scale of review. The main ones that fall into this category and require planning from a Local Authority are the Control of Major Accident Hazards (2015) (chemical sites with a threshold of dangerous substances) REPPiR (Radiation (Emergency Preparedness and Public Information 2019) and MAHP (Major accident Hazard pipelines 1996). In addition there are a number of other risk specific plans where a risk (identified on the risk register) specific plan would be beneficial (i.e. flooding, maritime pollution, etc.). A summary of the key emergency plans were set out in an appendix to the report.

All plans were kept both on the Hartlepool Borough Council internal server and Resilience Direct (a government web based portal that allowed storage up to official sensitive documents). In addition to this Major Incident Plans for the respective councils are kept on their own systems. Finally all-time critical plans have paper copies in Police HQ as well as paper copies being made available for council emergency control centres.

Decision

That the Chief Emergency Planning Officer continue to develop emergency plans and monitor these plans covering legislative duty, government guidance and best practise.

38. Overview of Recovery – Plans and Process *(Principal Emergency Planning Officer)*

Purpose of report

The purpose of this report was to provide an overview on recovery and outline the plans and processes Cleveland Local Resilience Forum has in place in relation to recovering from incidents.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer reported that the Civil Contingencies Act assigns a duty to warn and inform the public in the event of an emergency, but otherwise response and recovery activities are not duties under the CCA but effective response and recovery are its intended outcomes.

The CCA guidance identified six distinct phases of emergency management: anticipation, assessment, prevention, preparation, response, and recovery. This was known as the model for Integrated Emergency Management (IEM). While prevention and preparation focussed on minimizing the impact of emergencies, the recovery phase was crucial in restoring a new normality and rebuilding affected communities.

Cleveland Local Resilience Forum has in place a Recovery Framework which summarised the mechanisms that would be adopted in the event of an incident requiring a recovery phase. It was deliberately generic and flexible to facilitate application to a range of situations.

The Assistant Director, Regulatory Services indicated that the recovery framework had been utilised after the Marton Country Club fire, tidal flooding and the closure of the Iron Works. Some work was being undertaken with lead officers on familiarisation as this was an area that was difficult to 'exercise'. The main issues identified in relation to recovery had been around the initial stages of implementation, agreeing an exit strategy, managing public expectation and understanding the community impact.

Decision

That the report be noted.

39. Activities Report 04/11/2023 - 29/02/2024 (*Chief Emergency Planning Officer*)

Purpose of report

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.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer submitted a summary of progress made against the Unit's 2023/24 action plan and the 2023/24 Local Resilience Forum Action Plan for the Committee's information.

Decision

That the report be noted.

40. Incidents Report 04/11/2023 – 29/02/2024 (*Chief Emergency Planning Officer*)

Purpose of report

To assist members in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities through provision of a list of incidents within the reporting period.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer reported on the incidents of note for the period 4 November 2023 to 29 February 2024 for the Committee's information. It was noted that the monitoring of the gas odour around Seaton Carew and Seal Sands was ongoing. The fire at a waste site involving tyres was also noted with the Assistant Director, Regulatory Services, stating that there had been a very favourable wind direction minimising the effects of the dense smoke.

Decision

That the report be noted.

41. Any Other Items which the Chairman Considers are Urgent

None.

The Chair noted that it was the end of her year as Chair of the Joint Committee which had been very informative and she would continue her interest in the work of the Joint Committee in the future.

The meeting concluded at 11.10 am

H MARTIN

DIRECTOR OF LEGAL, GOVERNANCE AND HUMAN RESOURCES

PUBLICATION DATE: 21 MARCH 2024

EMERGENCY PLANNING JOINT COMMITTEE

23rd July, 2024



Report of: Director of Finance, IT and Digital and Chief
Emergency Planning Officer

Subject: FINANCIAL MANAGEMENT UPDATE REPORT

1. PURPOSE OF REPORT

- 1.1 To provide details of the outturn position as at 31st March, 2024.
- 1.2 To propose the budget for 2024/25 and contributions to be requested from Councils.

2. FORECAST OUTTURN

- 2.1 The actual outturn is a nil variance as shown in the following table:

Table 1 – Main Emergency Planning Budget - Outturn as at 31st March, 2024

	Budget £'000	Actual Outturn £'000	Variance Adverse/ (Favourable) £'000
Main Emergency Planning Budget			
Direct Costs - Employees	344	347	3
Direct Costs - Other	103	102	(1)
Income	(426)	(440)	(14)
Net Position Before Use of Reserves	21	9	(12)
Transfer To/(From) Reserves	(21)	(9)	12
Net Position After Use of Reserves	0	0	0

- 2.2 Employee and other expenditure was in line with budget however COMAH income was slightly higher than forecast resulting in a favourable income variance and consequently there was a lower use of reserve compared to budget.
- 2.3 The outturn position for the Local Resilience Forum (LRF) budget is shown in the following table:

Table 2 – 2023/24 LRF Outturn as at 31st March, 2024

	Budget £'000	Actual Outturn £'000	Variance Adverse/ (Favourable) £'000
Direct Costs - Employees	163	182	19
Direct Costs – Other	86	57	(29)
Income	(47)	(56)	(9)
Pilot Grant	(202)	(202)	0
Net Position	0	(19)	(19)
Transfer To/(From) Reserves	0	19	19
Net Position After Use of Reserves	0	0	0

2.4 Employee costs are higher than budgeted owing to a redistribution of management costs linked to activity drivers and reflects the greater amount of time spent on LRF and the supervision of four new staff funded by the Pilot Grant. Other expenditure is less than budget as a result of training costs being lower owing to contributions received. The favourable variance has been carried forward in reserves to fund future expenditure.

3. 2024/25 BUDGET

3.1 The budget for the Emergency Planning Unit is self-financing and mainly determined by the level of contributions approved by the Local Authority partners and income from fees and recharges. For the 2024/25 financial year the recommended Local Authority contributions are £347,000, which is a 5% increase compared to the previous year.

3.2 Staffing budgets have been increased to reflect the higher than estimated current year pay award and an assumption has also been made for the 2024/25 pay award.

3.3 The proposed budget is shown in the following table:

Table 3: Proposed Main Emergency Planning Budget 2024/25

2023/24 Budget £'000		2024/25 Budget £'000
344	Direct Costs - Employees	335
103	Direct Costs - Other	105
(426)	Income	(440)
21	Net Position Before Use of Reserves	0
(21)	Transfer To/(From) Reserves	0
0	Net Position After Use of Reserves	0

3.4 The proposed LRF Budget is shown in Table 4 below and includes another year of government grant funding, estimated to be £202,000 based on the

current years funding. Contributions from partners have been increased by 5%.

Table 4: Proposed LRF Budget 2024/25

2023/24 Budget £'000		2024/25 Budget £'000
163	Direct Costs - Employees	168
86	Direct Costs – Other	81
(47)	Income	(47)
(202)	Grant	(202)
0	Net Budget	0

4. RECOMMENDATIONS

- 4.1 To note the 2023/24 outturn position. .
- 4.2 To approve the 2024/25 budgets for Emergency Planning including the 5% increase in the Contribution from each Council.
- 4.3 To approve the 2024/25 Local Resilience Forum (LRF) budget.

5. BACKGROUND PAPERS

- 5.1 None.

6. CONTACT OFFICER

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EMERGENCY PLANNING JOINT COMMITTEE

23 July 2024



Report of: Chief Emergency Planning Officer

Subject: EPJC INTRODUCTION PAPER

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-Key

2. PURPOSE OF REPORT

- 2.1 To provide the new members of the Emergency Planning Joint Committee (EPJC) with an overview of the working arrangements and wider context of the Cleveland Emergency Planning Unit to enable effective oversight of the CEPU and CLRF activities and to enable members to contribute to future direction and policy. For reference a copy of the EPJC constitution is contained at Appendix A.
- 2.2 To highlight useful resources and offer training to the EPJC membership to assist in their role.
- 2.3 To outline a proposed reporting schedule for 2024 – 25 to the membership for consideration.

3. BACKGROUND

- 3.1 Cleveland Emergency Planning Unit provides an emergency planning service to the four unitary authorities (Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton) who previously made up Cleveland County. This arrangement, with a lead provided by Hartlepool Council, ensures a level of coordination and economies of scale as well as ensuring that in the event of an incident there are a number of trained and experienced staff who can be drawn upon.
- 3.2 The majority of the Unit's work can be aligned to the Integrated Emergency Management framework comprising of 6 stages (anticipate, assess, prevent, prepare, respond and recover). Specific actions are aligned to the duties on the local authority as a category 1 responder designated under the Civil

Contingencies Act 2004. Within each Local Authority area there are strategic and tactical officers from the respective councils who work with the designated CEPU Senior Emergency Planning Officer for the borough.

- 3.3 The work of the emergency planning team is outlined in the CEPU action plan issued for approval by the EPJC annually. This plan is developed in conjunction with the Local Authority leads and aligns to requirements of legislation including the Civil Contingencies Act 2004, Control of Major Accident Hazard Legislation 2015, Pipeline Safety Regulations 1996 and Radiation Emergency Public Information Preparedness Regulations 2019. In addition to these specific pieces of legislation the plan incorporates elements of non-statutory guidance.
- 3.4 In addition to the Local Authority elements the Unit also hosts the Local Resilience Forum (LRF) Secretariat, including Manger, Coordinator and Support Officer (currently vacant). The purpose of the LRF process is to ensure effective delivery of those duties under the Act that need to be developed in a multi-agency environment and individually as a Category 1 responder.
- 3.4 In practice this includes risk assessment, emergency and business continuity planning, publishing information, maintaining arrangements to warn and inform the public and enabling effective multi-agency planning and exercising. In response the standing protocols outlined in UK Government Doctrine are implemented with the establishment of command structures including Strategic Coordinating Groups.
- 3.5 Following on from a number of incidents and inquiries (including Manchester Arena, Grenfell and Covid) there is a renewed interest in the role of the Local Resilience Forums and resilience in general within the United Kingdom – demonstrated most recently through the HM Government Resilience Framework¹ which has three key principles:
- 1) that we need a shared understanding of the risks we face;
 - 2) that we must focus on prevention and preparation;
 - 3) that resilience requires a whole of society approach.
- 3.6 Principles 2) and 3) are significant changes from previous models of resilience. Given the recent change in Government we awaiting confirmation of any significant changes in policy or national direction.

4. PROPOSALS

- 4.1 Members review the sources of information / guidance to aid them in their role and seek further information where required from the Chief EPO. The

¹ The UK Government Resilience Framework December 2022
<https://www.gov.uk/government/publications/the-uk-government-resilience-framework>

most beneficial guidance for members at this stage is the Local Government Association's Guidance for Councillors².

- 4.2 Members have previously advised that they would want the CEPO to arrange locally delivered training for themselves and limited number of colleagues from the Cabinet Office Emergency Planning College or Local Government Association, this is being progressed.
- 4.3 Members advise if the proposed report schedule outlined below meets their needs or if there are any areas that they would particularly wish to cover in the coming 12 months. These proposed topics will be reviewed, and where appropriate additional papers may be submitted i.e. in the event of a major incident impacting Cleveland or release of new guidance.

EPJC Meeting Date	Standing reports - Every meeting will include activity, finance and incidents reports.
2024 09 24	<ul style="list-style-type: none"> • Industrial emergency planning • Training and exercising • Whole of society resilience
2025 01 07	<ul style="list-style-type: none"> • Plans and protocols • Learning from incidents and inquiries
2025 03 25	<ul style="list-style-type: none"> • CEPU and LRF annual reports • Future action plan

5. RISK IMPLICATIONS

- 5.1 Failure to provide information to the EPJC will hamper the committee in its role potentially impacting the service provided.

6. FINANCIAL CONSIDERATIONS

- 6.1 No material financial implications.

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

² LGA Guidance - <https://www.local.gov.uk/publications/councillors-guide-civil-emergencies>

Hazard Regulations (2015), Pipeline Safety Regulations 1996 and Radiation Emergency Preparedness Public Information Regulations 2019.

8. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

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

9. STAFF CONSIDERATIONS

9.1 There are no staff considerations relating to this report.

10. ASSET MANAGEMENT CONSIDERATIONS

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

11. ENVIRONMENT, SUSTAINABILITY AND CLIMATE CHANGE CONSIDERATIONS

11.1 There are no environment, sustainability and climate change considerations directly relating to this report.

12. RECOMMENDATIONS

12.1 Members ensure that they are familiar with the EPJC terms of reference and LGA guidance for councillors and seek further information where required.

12.2 Members advise if they wish the CEPO to arrange introductory training from the Cabinet Office Emergency Planning College.

12.3 Members confirm if they wish the CEPO to proceed with the reporting schedule as outlined, and advise of any additions or specific areas of interest.

13. REASONS FOR RECOMMENDATIONS

13.1 To aid the members in ensuring the effectiveness of the emergency planning unit.

14. BACKGROUND PAPERS

Appendix A: the revised EPJC constitution (June 2014).

15. CONTACT OFFICERS

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Appendix A Revised EPJC Constitution Constitution and Terms of Reference – Emergency Planning Joint Committee

Introduction

The Emergency Planning Joint Committee is an Executive Committee of the four constituent unitary Local Authorities in the former area of the County of Cleveland, namely Hartlepool Borough Council; Stockton-on-Tees Borough Council; Middlesbrough Borough Council and Redcar & Cleveland Borough Council.

Hartlepool Borough Council have been nominated as the “host / lead” authority for the Cleveland Emergency Planning Unit (CEPU) and provide the following services and facilities for/to the CEPU:

- Human Resources
- Finance
- Democratic Services
- Legal Services
- Information Technology (IT)

Legal and Constitutional Position

The Cleveland Emergency Planning Unit is a “Joint Unit” established under articles in the constitution of each of the four local authorities, for example, article 11 and part 7, schedule ‘A’ of the constitution of Hartlepool Borough Council provide the power to establish a joint arrangement with one or more local authority and to exercise executive functions.

The power to establish a joint arrangement under the constitution of the four local authorities is conferred from Section 101 of the Local Government Act 1972 - ‘Arrangements for discharge of functions by local authorities’. Section 102 – ‘Appointment of Committees’ allows local authorities (two or more) to appoint a Joint Committee with respect to any joint arrangement made under section 101.

The definition of ‘public authority’ is set out in Schedule 1 of the Freedom of Information Act 2000. Whilst the definition is lengthy it does include at Part II section 25 that a public authority includes a joint committee constituted in accordance with sections 101 and 102 of the Local Government Act

Therefore, the legal position is that both the Emergency Planning Joint Committee and Cleveland Emergency Planning Unit are a public authority for the purposes of the Local Government Act and the Freedom of Information Act and are classed as and “outside body”.

Membership of the Emergency Planning Joint Committee

On a biennial basis the four constituent Local Authorities elect an Elected Member (Councillor) and deputy to act on their behalf as a member of the Joint Committee.

Due to the Committee having executive powers, membership is made up of a leading/senior Councillor from each of the four local authorities, for example, a Portfolio Holder or Cabinet member.

The Joint Committee meets on a quarterly basis to meet the terms of reference of the committee. Meetings are arranged and administered through the Democratic Services Officer of Hartlepool Borough Council.

The Chair of the Committee is elected on a biennial basis from the membership of the committee. This election occurs at the first meeting in the fiscal year.

2024 – 2025 membership is:

- Councillor Karen Oliver, Hartlepool Borough Council
- Councillor Theo Furness, Middlesbrough Borough Council
- Councillor Adam Brook, Redcar and Cleveland Borough Council
- Councillor Clare Gamble, Stockton-On-Tees Borough Council

In recognition of the requirement to have 3 Councils represented as a quorum, all members are expected to attend meetings unless exceptional circumstances prevail.

Terms of Reference:

To exercise the executive duties and functions of the four unitary authorities in relation to the following matters:

1. To approve for each authority the annual budget required by the Cleveland Emergency Planning Unit to fulfil its duties and responsibilities on behalf of the four unitary authorities and the basis of disaggregation to be met by the constituent authorities in their contribution to the overall costs.
2. To approve 'year end' reports on the budgetary performance of the Emergency Planning Unit, in accordance with financial regulations and procedures, including requests to place unspent money in 'reserves' or carry money forward.
3. To approve the Action Plan of the Emergency Planning Unit and receive a report thereon at each year end.

4. To oversee the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.
5. To draw to the attention of each of the constituent authorities best practice in the field of emergency planning and the impact of new legislation and regulations.
6. To set and review the staffing establishment of the Emergency Planning Unit in accordance with the budget provision approved by the four constituent authorities.
7. To be responsible for, and keep under review, the accommodation and provision of equipment / facilities in the Emergency Planning Unit.
8. To approve the holding of Members Seminars in relation to emergency planning responsibilities and activities.
9. The Committee should meet at least 4 times per year at times to be determined by the Chair of the Joint Committee.
10. The quorum for meetings of the Joint Committee is 3 councils being represented.
11. The Chair of the Joint Committee will be appointed for the following 24 months at the first meeting in every other fiscal year.

Last reviewed: June 2013

EMERGENCY PLANNING JOINT COMMITTEE

23rd July 2024



Report of: Chief Emergency Planning Officer

Subject: LOCAL AUTHORITY EMERGENCY MANAGEMENT

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-key report

2. PURPOSE OF REPORT

2.1 To provide Members with a summary of the emergency management arrangements in place across the 4 Local Authorities.

3. BACKGROUND

3.1 The Civil Contingencies Act (2004) defines Local Authorities as Category 1 responders (those organisations likely to be at the core of the response to most emergencies) and places a duty on them to undertake emergency planning.

3.2 Whilst each of the 4 Local Authorities operates slightly differently due to structures and local context there are key activities and outputs embedded to ensure effective emergency planning within the authorities and the ability to meet both statutory duties and expectations.

3.3 The Cleveland Emergency Planning Unit (CEPU) delivers the emergency planning function on behalf of the 4 Local Authorities of Cleveland, with a Senior Emergency Planning Officer (SEPO) identified as lead for each local authority area.

3.4 To drive the delivery of the activities there is a Director who acts as the Strategic Lead for Emergency Planning in each local authority area, to ensure learning and good practice is shared across each authority, the CEPU facilitates a 6 monthly meeting for the EP Leads to get together.

3.5 The core document for each local authorities is the Major Incident Plan (MIP), it outlines the arrangements for responding to an emergency, or major incident, in their respective authority area. This plan is tested on an annual

basis to ensure its effectiveness and this is lead by the relevant SEPO. The MIP documents the process for coordination at a local level by either setting up the Borough Emergency Centre or with the new shift towards virtual working there are more opportunities to bring the team together efficiently in a virtual setting. It also outlines the multi-agency working arrangements and how the Council will be expected to support Strategic Coordinating Groups and Tactical Coordinating Groups. It is also worth noting that the Council will generally have a lead for the coordination of recovery due to the impacts of an emergency. The plans also support business as usual activities undertaken by the council for example when planning major events the MIP is often referenced in the event specific contingency plans.

- 3.6 It is recognised that communication is integral to the response and there are a number of key activities around this. Contact lists containing contact details for key individuals are produced and shared with relevant officers to ensure contact can be made outside of normal working hours, these lists are reviewed regularly to monitor any changes. The approach to out of hours rotas varies in each local authority however there are systems in place in all 4 local authorities to ensure identified Strategic, Tactical and Operational Level Officers can be contacted outside of normal working hours.
- 3.7 Those officers within each local authority who are identified as having a role to play in emergency planning at each of the command levels (Strategic, Tactical and Operational) are offered training opportunities, both internally as a single agency and as part of wider multi agency events, to develop their skills and provide assurance that they are equipped to deliver against the expectations.
- 3.8 In terms of the governance arrangements on emergency planning in each of the local authority areas, generally there is a core group of officers from key service areas who meet on a regular basis to share information, updates, training opportunities etc and to ensure a connected corporate response across all service areas, this is often referred to as the Emergency Management Response Team (EMRT).
- 3.9 Information for the public on emergency planning and what to do in an emergency is available on each of the Councils websites, including the Local Resilience Forum's (LRF's) Community Risk Register.
- 3.10 Benchmarking is undertaken against the Society of Local Authority Chief Executives (SOLACE) "Local Authorities' preparedness for civil emergencies – a good practice guide for Chief Executives" to ensure that each of the local authorities is working towards the same framework, this is reviewed on annual basis. In addition due cognisance is taken of the relevant non-statutory resilience standards issued by HM Government.
- 3.11 To support each of the 4 local authorities the CEPU provides a Duty Officer who is available 24/7 365 days a year, their role is to act as a conduit between the Emergency Services and the local authorities, and to provide tactical advice during an incident. In the event of a large or protracted

incident this officer can be backed up by additional officers on a best endeavours basis to support authorities.

- 3.12 The range of incidents we are involved in is expansive, so far this year we have been involved in incidents involving fires (Middlesbrough, Hartlepool, Stockton), incidents at industrial sites (Stockton), surface water flooding (Redcar and Stockton), potential tidal surge, CBRN (chemical, biological, radiological, nuclear) incident (Stockton) and gas explosion (Middlesbrough).

4. PROPOSALS

- 4.1 To continue to report into Members on Local Authority Emergency Management.
- 4.2 To continue to provide key updates to Members in relation to ongoing activities across the 4 Local Authorities and notable practice.
- 4.3 Members consider if they wish to have further information on the specific arrangements in their respective authorities.

5. RISK IMPLICATIONS

- 5.1 Failure to have effective emergency arrangements in place is required by legislation and would detrimentally impact the ability of the Local Authority to meet the needs of residents and partners.

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, other legislation includes the Control of Major Accident Hazard Regulations 2015.

8. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

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

9. STAFF CONSIDERATIONS

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

10. ASSET MANAGEMENT CONSIDERATIONS

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

11. ENVIRONMENT, SUSTAINABILITY AND CLIMATE CHANGE CONSIDERATIONS

11.1 There are no Environmental, sustainability or climate change considerations directly relating to this report.

12. RECOMMENDATIONS

12.1 Members note the content of the report and are aware of the arrangements in place across the 4 Local Authorities

12.2 Members are aware of the contacts should further information be required.

13. REASONS FOR RECOMMENDATIONS

13.1 To ensure Members are informed on the emergency planning arrangements across the 4 Local Authorities.

14. BACKGROUND PAPERS

SOLACE LA preparedness

[181116_LA_preparedness_guide_for_cx_v6.10_004_.pdf](#)
([publishing.service.gov.uk](#))

LGA Councillors Guide to Civil Emergencies

[A councillor's guide to civil emergencies | Local Government Association](#)

HM Government Resilience Standards

[National Resilience Standards](#)

15. CONTACT OFFICERS

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EMERGENCY PLANNING JOINT COMMITTEE

23 July 2024



Report of: Chief Emergency Planning Officer

Subject: COMMUNITY RISK REGISTER

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-key report

2. PURPOSE OF REPORT

2.1 To provide members with an update and seek views on the proposed Local Resilience Forum (LRF) community risk register as per report 26/09/2023.

3. BACKGROUND

3.1 The Civil Contingencies Act (2004) places a duty on local responders to identify and assess potential risks that may affect their geographical area, and to share this information with the residents of Cleveland in the form of a Community Risk Register (CRR).

3.2 The CRR is the public facing document used to share information with our communities on those risks which have the potential to affect the Cleveland area. The document outlines what the risks are, the actions that LRF partners are taking and the actions that the public can take to prepare for and reduce the impacts of emergencies. The challenge is ensuring our communities are aware of this document, that the information appropriate for a range of audiences and doesn't needlessly alarm or concern the audience.

3.3 A report outlining the risk register process was provided in September 2023 with the proposal that the draft be shared with partners. The Cleveland CRR has now been drafted and is provided to members for any feedback and also for consideration reference effective dissemination routes into communities.

4. PROPOSALS

4.1 Members advise of any feedback on the CRR in terms of content and thoughts on promotion.

5. RISK IMPLICATIONS

Failure to ensure access to an effective Community Risk Register will impact the communities ability to prepare for, respond and recovery in an incident.

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. None

8. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

8.1 There are no equality and diversity considerations relating to this report. When developing the CRR guidance has been sought from stakeholders and user groups reference the presentation and communication.

9. STAFF CONSIDERATIONS

9.1 There are no staff considerations relating to this report.

10. ASSET MANAGEMENT CONSIDERATIONS

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

11. ENVIRONMENT, SUSTAINABILITY AND CLIMATE CHANGE CONSIDERATIONS

11.1 There are no Environmental, sustainability or climate change considerations relating to this report.

12. RECOMMENDATIONS

12.1 Members note the content of the report and review the draft Community Risk Register.

12.2 Members raise any queries or if they require any further information on the CRR.

13. REASONS FOR RECOMMENDATIONS

13.1 To ensure Members are sighted on the information developed by the LRF Secretariat.

14. BACKGROUND PAPERS

Current Community Risk Register - [Cleveland Emergency Planning Unit - Information for residents](#)

Draft Cleveland community risk register provided as an attachment.

15. CONTACT OFFICERS

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Cleveland Community Risk Register



**CLEVELAND LOCAL
RESILIENCE FORUM**

www.clevelandemergencyplanning.info

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INTRODUCTION:

Cleveland Community Risk Register

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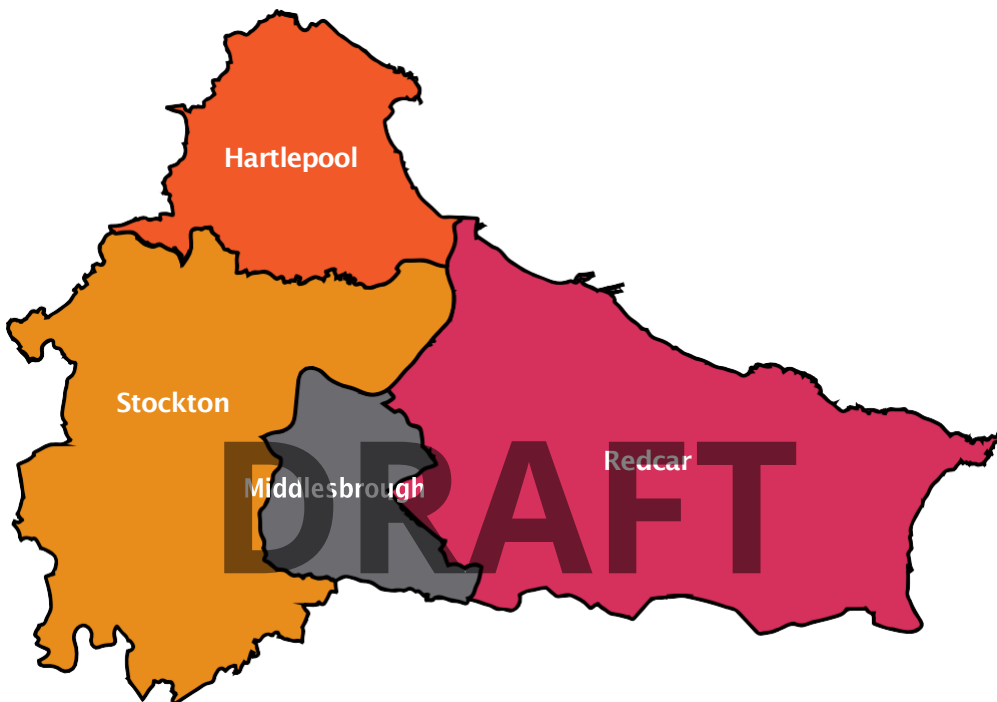
The Community Risk Register (CRR) provides information on emergencies that could happen within Cleveland, together with an assessment of how likely they are to happen and the impacts if they do.

This document provides an overview of the Community Risk Register in a format which can be used by residents and communities.

It identifies;

1. Emergency Management Steps
2. What you can do to be prepared in your home
3. How your local community can be prepared
4. Business Continuity Management
5. Cyber Security
6. Further Information

2. CLEVELAND KEY RISKS BY BOROUGH



Hartlepool: Marine Pollution, Nuclear PowerStation, Transport links

Redcar: Tidal/ Fluvial Flooding, Industry, Marine Pollution

Stockton: Tidal / Fluvial Flooding, Industry, Waste Sites

Middlesbrough: Tidal/ Fluvial Flooding, Industry Hazardous transport

3. ACCIDENT AND SYSTEM FAILURE

COMAH

We're all familiar with the skyline of Cleveland and the industrial history of Teesside, an incident at one of these sites could affect the public or environment outside the site boundary. For example, smoke from a recent fire at a waste recycling site affected on nearby communities. It is important to remember that large incidents at industrial sites are rare.

Issues that could arise from this include:

- Risk to life
- Pollution of the environment
- Damage to property
- Impact on UK oil and gas supplies
- Damage to the local infrastructure
- Damage to the local economy

What are we doing in Cleveland?

- Working with industry to provide training and advice on emergency response and pollution control
- We can use the law to ensure actions are taken to make sites safer
- The HSE and Environment Agency will only grant permission for the most hazardous sites to operate if they can demonstrate that they meet a range of safety criteria
- We regularly share learning with colleagues across the country and between sites
- Operators of the biggest sites regularly issue information to the public around their sites identifying actions the public can take during an incident
- We identify and work with vulnerable sites near the high risk sites to ensure that they are prepared

What can you do?

Be aware of the actions to be taken in the event of an emergency.



Who can be affected?

Those at most risk are those who live or work within close proximity to industrial sites. Those with existing health problems may be at increased risk due to the potential smoke /chemicals that may be released in a major incident.

GO IN

(Seek shelter immediately)

STAY IN

(Close doors and windows, switch off air conditioning)

TUNE IN

(To local media for further advice)

Hazardous Transport

There are a significant number of vehicles that carry chemicals everyday on the roads around the Cleveland area.

Some of the products carried are hazardous, as a result of an incident issues could include:

- Death or injury to people
- Disruption to normal travel
- People stranded in vehicles for long periods
- Environmental damage,
- Damage to local infrastructure (e.g. roads)

Who can be affected?

Road users and those who live and work close to key roads. Identifying those most vulnerable depends on the chemical or material released. Sensitive environmental areas can be also affected if near to the location of a release.

What are we doing?

- To limit impact on residents and the environment we have designated tanker routes and made hauliers aware of these. Cleveland Police carry out routine stop-checks on Hazardous Vehicles carrying hazardous materials to ensure that they are operating safely
- We identify local hotspots, such as roundabouts, where incidents have happened and re-design the drainage systems to stop any product from reaching sensitive environments



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What can you do?

Be aware of the actions to be taken in the event of an emergency. In most cases this will be to;

GO IN

(Seek shelter immediately)

STAY IN

(Close doors and windows, switch off air conditioning)

TUNE IN

(To local media for further advice)

Electricity / Gas / Water failure

No matter the cause, a loss of utilities can be difficult to handle when underprepared. Following the advice on this page will help you be prepared if your property is affected.



- Turn off all gas appliances, check that they are all turned off
- If you can smell gas or suspect a leak, leave the property and call the **National Gas Emergency Service on 0800 111 999**

More information available from Northern Gas Network
<https://www.northerngasnetworks.co.uk/>



- The tick list on the inside of the rear cover outlines the items that will help you during a power cut
- In a power cut you can contact your local provider by dialling 105
- Check if you can sign up for priority user schemes run by the utilities and encourage loved ones to do so
- More information available from Northern Powergrid
<https://www.northermpowergrid.com/be-prepared>
- A live map of power cuts, can be accessed from any internet enabled phone
<https://www.northernpowergrid.com/power-cuts-home>
- Sign up for the priority services register for Northern Power Grid Priority Services Membership | Northern Powergrid



- Know how to check if the problem is internal or external to your property
- Store bottles of water in an accessible place that you can use to keep yourself and your family hydrated during a loss of water pressure
- More information available from Northumbrian Water
<https://www.nwl.co.uk/> water pressure
- Sign up for the priority services register for Northumbrian Water Priority Services
[\(https://www.nwl.co.uk/services/extra-support/priority-services/register-for-priority-services/\)](https://www.nwl.co.uk/services/extra-support/priority-services/register-for-priority-services/)
- More information available from Anglian Water Water supply
[\(https://www.anglianwater.co.uk/\)](https://www.anglianwater.co.uk/) (Hartlepool Only)
- Sign up for the priority services register for Anglian water apply for priority services
<https://www.anglianwater.co.uk/help-and-advice/water-care/priority-services/sign-up-for-priority-services/> (Hartlepool Only)

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Marine Pollution

As well as being home to two significant commercial ports and a considerable proportion of the UK's petrochemical industry, Cleveland is home to some of the most significant environmental areas.

The most likely to be affected are beach users and those working on or near to the sea and river. Tourism may be significantly affected depending where and how the incident occurs.

Protected areas include Greatham Creek and the North and South Gare beaches

During a marine pollution incident issues include:

- Significant damage to the environment including fish stocks and other marine life
- Potential health risk to local residents and tourists
- Closure of ports
- Loss of leisure activities

What are we doing in Cleveland?

- We have worked with key partners including Maritime and Coastguard Agency (MCA), Natural England, industry, wildlife agencies and port operators to produce a marine pollution response plan
- Testing the plan and procedures
- We regularly train staff in marine pollution control
- The Environment Agency and the Maritime and Coastguard Agency undertake regular investigations into the sources of pollution and where possible prosecute polluters

What can you do?

Observe any restrictions, for example on fishing or using beaches. Report any Incidents of pollution to the Maritime and Coastguard Agency or the Environment Agency.



4. NATURAL AND ENVIRONMENTAL HAZARDS

Flooding (Coastal, Fluvial, Surface water & Dam collapse)

Flooding is the most regularly occurring natural disaster in the UK and is the highest rated risk to the Cleveland area. By preparing in advance you can minimise the impact of flooding. Flooding can occur from the sea, rivers and sewers.

The issues associated with flooding are widespread and can include:

- Risk to life
- Damage to homes, personal property, businesses, infrastructure
- Pollution of local environments
- Disruption to utilities and evacuation
- Short, medium and long-term homelessness
- Long term health and psychological impacts



Who can be affected?

The risk of river and coastal flooding are relatively easy to identify, the Environment Agency produces flood maps showing the risk to properties and these can be found at www.maps.environment-agency.gov.uk/ Surface water flooding has the potential to occur anywhere but is more common in built up areas.

What are we doing in Cleveland?

- Constructing new flood defenses, e.g. Multimillion pound projects e.g. Lustrum Beck, Skinningrove and Port Clarence
- Working with emergency services, local authorities and other agencies to develop flood response plans and procedures
- Investigating instances of flooding
- Training specialist staff in swift water rescue techniques
- Communicating with housing developers to incorporate flood protection into new developments
- Providing guidance to members of the public about flooding, including flood warnings and what people can do to help themselves
- Regular maintenance and clearing programs of gullies and culverts, especially in the event of storm warnings

What can you do?

- Check to see if you can register for the “flood warning service” from the Environment Agency, by calling **0345 988 1188**, this is a free service
- Be familiar of the different flood warnings (on the opposite page)
- Report instances of flooding to the local council
- Visit www.gov.uk/prepare-for-flooding for more information on what to do to prepare for flooding
- Do not drive, cycle, walk or play in flood water



The Environment Agency's warning service has three types of warnings that will help you prepare for flooding and take action.



Flooding is possible. Be prepared

When a flood alert is issued for your area you should:

- Be prepared
- Prepare a grab bag of essential items
- Monitor local water levels on the Environment Agency website

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Flooding is expected. Immediate action required.

When a flood warning is issued for your area you should:

- Protect yourself, your family and help others
- Move family, pets and valuables to a safe place
- Keep your grab bag ready
- Turn off gas, electricity and water supplies if it is safe to do so
- Put flood protection equipment in place



Severe flooding. Danger to life

When a flood warning is issued for your area you should:

- Stay in a safe place with a means of escape
- Be ready should you need to evacuate your home
- Co-operate with the emergency services
- Call 999 if you are in immediate danger

Heatwave / Drought

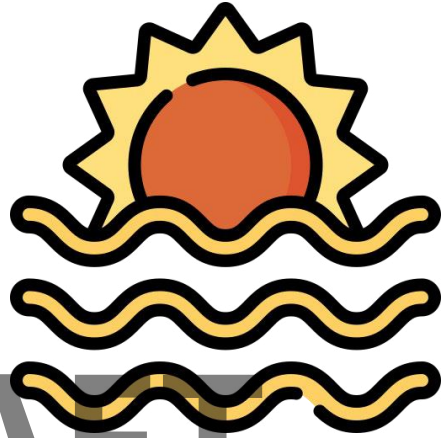
Most of us welcome hot weather, but when it's too hot for too long, there are health risks.

The main risks posed by a heatwave are:

- not having enough water (dehydration);
- overheating, which can make symptoms worse for people who already have problems with their heart or breathing;
- heat exhaustion and heatstroke.

Heatwaves can be dangerous, especially for the very young, very old or those with certain medical conditions:

- stay out of the heat - especially between 11am and 3pm when the sun reaches its peak;
- cool yourself down with plenty of cold drinks - avoid alcohol and hot drinks;
- keep curtains and blinds closed during the day to keep rooms cool;
- consult your GP if you feel unusual symptoms or call NHS 111 if symptoms persist; call 999 for an ambulance if a person has severe symptoms, such as loss of consciousness, confusion or seizures;

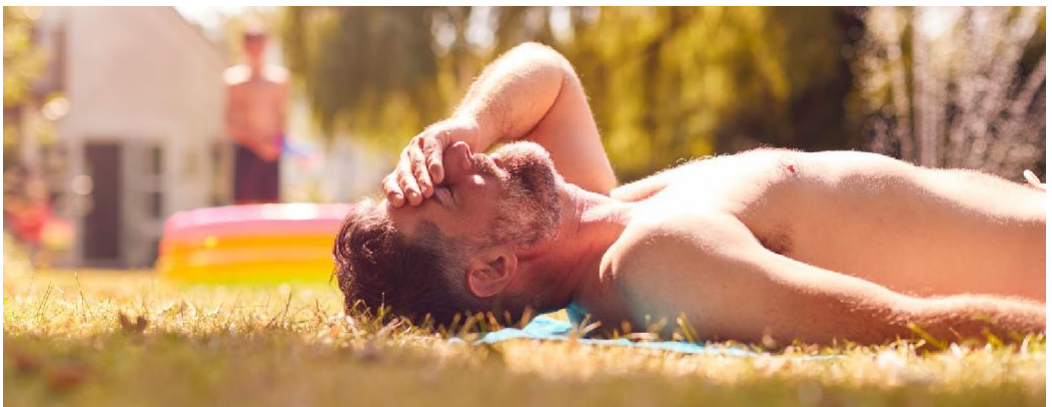


For more information visit

<https://www.nhs.uk/live-well/seasonal-health/heatwave-how-to-cope-in-hot-weather>.

The Adverse Weather and Health Plan for England is intended to protect the population from heat-related harm to health, to view the most up to date version, follow this link

<https://www.gov.uk/government/publications/adverse-weather-and-health-plan>



Winter Weather

The UK experiences some of the most dynamic weather patterns possible.

The impacts are as varied as the types of weather and include;

- Ill health
- Property damage
- Disruption to utilities
- Travel disruption
- School closures
- Additional pressures on health and social care services

Who can be affected?

Those travelling are often affected. In the event of a warning ask yourself; is it essential to make the journey? Could a telephone call be made instead? The elderly and vulnerable are at an increased risk in any cold Snap.

What are we doing in Cleveland?

- The MET office provides advice and severe weather warnings which can be received in many ways (e.g. TV, the internet etc)
- Winter planning undertaken by many agencies, e.g. gritting routes
- The NHS provides winter flu jabs, COVID and plan for expected surges
- Increased support for elderly and vulnerable people such as welfare checks via health and social services
- We have produced an adverse weather protocol to ensure that agencies limited resources can be best used during adverse weather events



What can you do?

Ensure you can access the latest weather forecasts. Depending on the level of warning:

- Follow instructions and advice given by agencies
- Avoid all non-essential journeys
- If you must make a journey, plan ahead and carry emergency food/ clothing/ blanket etc
- Check on elderly or vulnerable relatives and friends
- If you are aware of property damage that may get worse in strong winds, get it fixed now
- Only access A&E departments for serious health conditions, if your health condition is nonurgent call 111 for advice

5. HUMAN / ANIMAL DISEASE

Pandemic

A Pandemic occurs when a new Pathogen appears and there is no natural immunity to the Pathogen amongst the population and it spreads easily from person to person.

The Coronavirus pandemic has had the same impacts. Coronavirus has had an effect on almost every aspect of life in the UK and across the world. The consequences of Coronavirus will be felt for long time after the incident is over.

- Normal life is likely to face wide disruption, particularly due to staff shortages affecting the provision of essential services, including production and transport of goods

Who can be affected?

A pandemic is likely to occur in one or more waves, possibly weeks or months apart. Each wave may last around 15 weeks and up to half the UK population may become infected.

If the virus causes severe illness:

- Health care and local authority social care systems may become overloaded

What are we doing in Cleveland? We work together to plan for:

- Management of the demand on the NHS and social care
- Distribution of antiviral medication to the public
- Vaccination with the newly developed pandemic vaccine once available
- Public awareness
- Managing excessive numbers of deaths
- Ensuring individual LRF organisations have their own business continuity plans in place to cope in times of staff shortage

What can you do?

- Look out for and follow advice and guidance from the NHS, in particular advice about reducing the spread of illness
- Arrange a flu friend – somebody who would collect your medication, food and other supplies allowing you to stay at home when ill
- Keep small personal stocks of “over the counter” cold and flu medication to help relieve your symptoms
- Know the arrangements for your child’s school
- Get the flu vaccine if you are over 65, pregnant or have a long-term health condition



Animal Disease

Many diseases may be passed from animal to animal; in some cases, they can be passed to humans. The 2001 Foot and Mouth Disease Outbreak resulted in over 10 million sheep and cattle being destroyed across the country. Avian Flu is an example of an animal disease that can be passed from livestock to humans, such as the H5N1 strain in 2007.

The impacts of a similar outbreak would include:

- Risk to animal health
- Risk to human health
- Damage to the economy
- Damage to tourism and recreational sectors

Who can be affected?

Previous incidents have devastated rural economies and communities and have had wide reaching impacts upon tourism and the food industry.

What are we doing in Cleveland?

- Ongoing work with DEFRA to make sure that lessons identified from previous incidents are incorporated into emergency plans
- Looking ahead to identify and cut off potential disease risks
- Maintaining quarantine procedures for animals coming into the UK from abroad

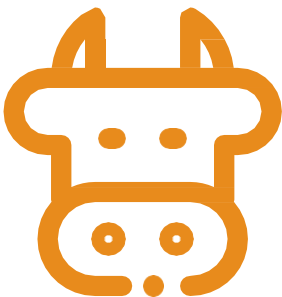
What can you do?

If involved in farming:

- Register livestock with DEFRA
- Ensure sick animals are checked and reported
- Vaccinate livestock where possible
- If an outbreak is declared, follow Government advice to limit the spread of the disease and protect your livestock

As a member of the public:

- Abide by restrictions in place to limit the spread of the disease e.g. closed footpaths in rural areas, etc

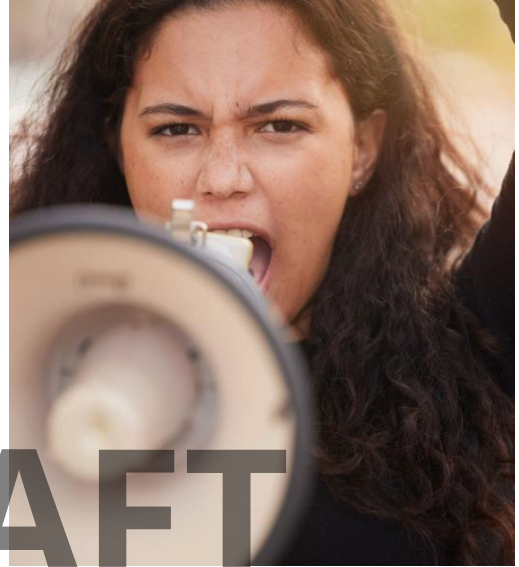


6. SOCIAL DISRUPTION

Public Disorder

Public disorder includes rioting, looting, vandalism, violence and arson. Consequences of public disorder may include:

- physical/psychological casualties;
- disruption to critical services, particularly policing and health;
- damage to property and infrastructure;
- possible evacuation or temporary shelter requirements;
- possible economic damage.
- Industrial action can lead to:
- disruption of essential services, particularly transport, finance, health and education;
- disruption to business via loss of working hours;
- possible public disorder;
- economic damage (particularly for transport sector industrial action).



If you are unsure what to do:

GO IN. STAY IN. TUNE IN.

GO IN

(Seek shelter immediately)

STAY IN

(Close doors and windows, switch off air conditioning)

TUNE IN

(To local media for further advice)



Industrial Action

Industrial action usually occurs when workers are in a dispute with their employers, and this cannot be resolved.

Recent examples of industrial action have included the junior doctors, fuel tanker drivers, civil servants, industrial contractors, fire fighters and teachers. The knock-on effects of strike action can be far reaching, for example during teacher's strikes many parents would have to arrange alternative care to ensure the right care for their children.

Who can be affected?

Anyone reliant on the services provided by the striking party can be affected, either directly or indirectly.

What are we doing in Cleveland?

- Maintaining a register of proposed industrial action
- Identifying what the wider impacts are likely to be on essential services
- Producing specific plans to ensure essential services are maintained
- Monitoring situations to ensure that parties are aware of any issues and arranging for remedial action where possible

What can you do?

- Resist the temptation to buy or stockpile goods. On a number of occasions, the public and media have made a minor shortage into a far bigger problem
- We produce emergency response plans for fixed sites, pipelines and hazardous transport These ensure we can respond quickly and
- Find out if you can work with friends/colleagues to minimise the impact e.g. Car sharing or childcare



7. TERRORISM

Prevent (Run, Hide, Tell)

The threat of terrorism in the UK is real, but with a little knowledge you can increase your safety and help protect yourself against a terrorist attack.

In the rare event of an attack there are three key steps for keeping safe;



RUN:

Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then ...



HIDE:

It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

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TELL:



Tell the police by calling **999**

Find out more, including a short information video, [visit https://www.gov.uk/government/publications/crowded-places-guidance/marauding-terrorist-attack-mta-run-hide-tell#run-hide-tell](https://www.gov.uk/government/publications/crowded-places-guidance/marauding-terrorist-attack-mta-run-hide-tell#run-hide-tell)

The following website provides details of official helplines and support services available to victims, survivors, witnesses, and family members of those affected by terrorism

<https://victimsofterrorism.campaign.gov.uk/> An online counter terrorism training course has been made available so you can learn how to spot the signs of suspicious behaviour and understand what to do in the event of a major incident, visit <https://www.gov.uk/guidance/getting-training-and-advice-on-counter-terrorism>



To find out more visit <https://www.npsa.gov.uk/marauding-terrorist-attacks>

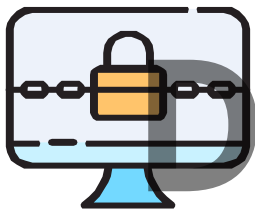


To report an imminent threat call 999. To report any suspicious behaviour or activity ring the confidential Anti-Terrorist Hotline on **0800 789 321**

8. CYBER AND FRAUD

Cyber criminals may try to steal data or money, draw attention to a cause or otherwise disrupt government, society and individuals by preventing things from working.

Smartphones, computers and the internet are now such a fundamental part of modern life, that it's difficult to imagine how we'd function without them. From online banking and shopping, to email and social media, it's more important than ever to take steps that can prevent cyber criminals getting hold of our accounts, data, and devices.



How to report fraud and cybercrime

Action Fraud is the UK's national reporting centre for fraud and cybercrime where you should report fraud if you have been scammed, defrauded or experienced cybercrime. Visit

<https://www.actionfraud.police.uk/>
or call 0300 123 2040

You can also register to receive free, direct, verified, accurate information about scams and fraud in your area at <https://www.actionfraudalert.co.uk/>

The National Cyber Security Centre <https://www.ncsc.gov.uk/> provides practical guidance for individuals and families, self-employed and sole traders, small and medium sized organisations, large organisations, public sector and cyber security professionals.

Protect yourself from fraud and cybercrime

Do not give any personal information (name, address, bank details, and email or phone number) to organisations or people before verifying who they are.

Make sure your computer has up to date anti-virus software and a firewall installed.

Many frauds start with a phishing email (phishing is the word used to describe a fraudulent attempt to obtain sensitive information such as usernames, passwords and credit card details by disguising itself as a trustworthy email). Remember that banks and financial institutions will not send you an email asking you to click on a link and confirm your bank details. Do not trust such emails, even if they look genuine.

Destroy receipts with your card details on, and post with your name and address on. Identity fraudsters don't need much information to clone your identity.



For more information and advice visit <https://www.actionfraud.police.uk/> and <https://www.getsafeonline.org/>

9. PERSONAL RESILIENCE

How to prepare yourself for emergencies

These resources will help you quickly prepare for the hazards and threats that may affect you.

Make sure you:

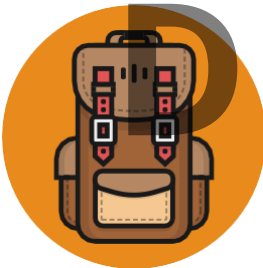
- have suitable insurance, the Association of British Insurers website <https://www.abi.org.uk/> has useful information on home insurance and flooding insurance, but don't forget car insurance too;
- fit and maintain smoke alarms;
- prepare a first aid kit;
- sign up to Community Messaging and information services.

Find out:

- where and how to turn off water, gas and electricity supplies in your home or business;
- the emergency procedures for your children at school and at your workplace

The Government Publication 'Preparing for Emergencies' is a useful guide to help people, businesses and communities prepare for the hazards and threats that may disrupt their lives, this can be found at;

<https://prepare.campaign.gov.uk/>



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Think about:

- a safe meeting place with family members should an emergency occur whilst you are away from home, i.e. whilst at work, school or college;
- where you would go and stay - and how you would get there - if an emergency meant that you couldn't stay at home;
- how your family will stay in contact during an emergency;
- whether elderly or vulnerable family, friends or neighbours may need your help;
- putting together a grab bag of things to take in an emergency, such as medication, ID, mobile phone and charger, glasses, keys, wallet and cash.



10. COMMUNITY RESILIENCE:

How can your community be more prepared?

The purpose of community resilience is to encourage communities to plan and be prepared. A community co-ordinated emergency/resilience plan can help the community to better co-ordinate their efforts and resources if needed in response to an emergency.

Large scale and serious emergencies do happen in the UK.

Working together as a community prepares residents for disruptive events and may reveal the varied knowledge, skills and resources that your neighbours have. Getting to know those around you can also lead to growing sense of community.

How to get started

Community resilience measures can be as little as identifying a point of contact within the community to receive warnings and messages from emergency services and local authorities.



This can grow over time to include areas such as:

- Having your own Community Emergency Group
- Local Community buildings which can be used by your Community in an emergency -Community Response Hubs
- Knowledge of skills and expertise and resources in your community
- Knowledge of special equipment or vehicles in your community
- Identification of vulnerable premises and people within your local area, with local plans for specific actions based on specific risks
- Be informed via Local Community social media account or pages, Facebook groups/What's app groups are a great way of getting to know neighbours and sharing what's going on

Community emergency plan

A community emergency plan provides advice and guidance to a local community (this may be a whole ward, neighbourhood watch area or even a single street) both in advance of and during any significant emergency.

- You can access and use our guide 'Developing a Community Emergency Plan' at [cleveland emergency planning](#)

11. BUSINESS CONTINUITY

How can your business be prepared

If you own or work for a business, have you considered the impacts from external emergencies?

How would your business cope with:

A sudden and significant reduction in staff?

Denial of access to a site or geographical area?

Unexpected loss of utilities i.e. water, gas, electricity?

Significant disruption to transport?

Disruption to the availability of oil and fuel?

A loss of or disruption to computer systems and telecommunications?

A disruption which affects your key suppliers or partners which can result in a loss of customers?

A loss of customers?

Does your organisation have adequate business continuity measures in place?

Business Continuity Management is the process through which organisations aim to continue the delivery of their key products and services during and following disruptive events. Effective business continuity is the first line of defence for any organisation to ensure they are able to maintain the delivery of their core services and, in the long run, assure their survival

5 Steps to Effective Business Continuity

1. Understand your business. What parts of the business are critical and what priority would you give to restoring functions if they fail?
2. Risk assessment. What risks does your business face (internal and external)? Consider these risks within your business risk assessment. What can you put in place to reduce the likelihood of the risks and/or the impact of them?
3. Consider the resource needs of each of your business functions
 - People
 - Premises
 - Equipment
 - Information
 - Communications
 - External suppliers / contractors
4. Document information in a user-friendly format about your businesses' critical functions and the resources required, including alternatives / backups for each to help you during and after an emergency.
5. Train and test your staff in activating the business continuity plan and the roles and procedures within it



Useful links
BERG – Business Emergency Response Group
<https://prepare.campaign.gov.uk/>

12. LOCAL RESILIENCE FORUM OVERVIEW

Cleveland local resilience forum

The Forum includes the emergency services, Local Authorities, the Environment Agency and health agencies along with voluntary and private agencies.

All responders work to a set of common objectives, which will help to:

- Save lives
- Prevent the situation getting worse
- Relieve suffering
- Protect the Environment
- Restore normality as soon as possible
- Protect property
- Assist with any criminal investigation and judicial process if necessary
- Consistent advice and information is communicated in a timely manner

The National Risk Register provides a government assessment of the likelihood and potential impact of civil emergency risks in the United Kingdom. For more information visit:

<https://www.gov.uk/government/publications/national-risk-register-2023>

The UK Government has produced guidance on the planning assumptions for businesses to build their resilience. For more information visit:

<https://www.gov.uk/government/publications/business-resilience-planning-assumptions>

Community risk registers from other LRF areas

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CLEVELAND LOCAL RESILIENCE FORUM



13. HOW YOU CAN HELP

First Aid

First Aid can make all the difference in critical situations.

The British Red Cross has a Fast Guide for First Aid <https://www.redcross.org.uk/firstaid> If you would like to learn more: have a look at what courses are available in your area.

Blood/Organ Donor

Safe blood saves lives and improves health. By donating 470ml of blood you could change someone's life.

To find out more about blood donations and how you could donate, visit <https://www.blood.co.uk/>

As well as donating blood an individual can also donate their organs following their death. This can make the difference between life and death for someone who is in need.

To find out more about organ donations and how you can register as a donor, visit <https://www.organdonation.nhs.uk/>

Volunteer

Voluntary organisations do vital work across the Cleveland area, from Mountain Rescue and the British Red Cross to leaders with Scouts/ Girlguiding

Volunteering is seen by many as a chance to give something back to their community and make a difference to those around them.

New skills can be learnt, or existing ones developed.

Volunteering can be as formal as working with an organisation or simply offering to help a neighbour with daily tasks

If you would like to learn more: Search online for local volunteering opportunities or ask neighbours and friends if they would require any help

Check on your neighbours

In an emergency you can help by checking on your neighbours and seeing how they are, especially if they're elderly or have a medical condition If they need immediate medical assistance dial 999

Run, Hide, Tell

The Police and security service work constantly to foil malicious attacks in the UK. Attacks of this nature are very rare in the UK but we are not complacent about keeping you safe.

In the rare event of a firearms or weapons attack:

RUN: To a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE: It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can

TELL: The police by calling 999 when it's safe to do so Action Counters Terrorism Every year thousands of reports from the public help the police keep communities safe from terrorism

Report suspicious activity online at <https://act.campaign.gov.uk/>

In an emergency, or if you need urgency police assistance, you should always dial 999

You can also report suspicious activity by contacting the police in confidence on 0800 789 321

GO IN, STAY IN, TUNE IN

Major emergencies can be caused by anything from flooding and transport accidents to chemical spills and terrorism. In nearly every case you can help by following these simple steps;



GO IN

Go indoors, close doors and windows and shut down ventilation systems if it is safe to do so. Unless there is an obvious risk to the property this will give you good short-term protection against the vast majority of hazards.



STAY IN

Stay indoors until you know more about the situation and the appropriate action you need to take to protect yourself further. The action you should take will be different depending on the nature of an incident so you could put yourself at more risk by not waiting for further instructions.



TUNE IN

Tune in to local radio, television and social media channels to find out more about what is happening. If there is a major emergency radio and TV companies will interrupt programming to give the public safety advice information about the incident.

Emergency Alerts

Emergency Alerts is a UK government service that will warn you if there is a danger to life nearby.

In an emergency, your mobile phone or tablet will receive an alert with advice about how to stay safe.

The government does not need to know your phone number or location to send you an alert.

Reasons you might get an alert:

You may get alerts about:



SEVERE FLOODING



FIRES



EXTREME WEATHER

Emergency alerts will only be sent by:

- the emergency services
- government departments, agencies and public bodies that deal with emergencies

What happens when you get an emergency alert?

Your mobile phone or tablet may: make a loud siren-like sound, even if it's set on silent vibrate

Read out the alert.

The sound and vibration will last for about 10 seconds.

An alert will include a phone number or a link to the GOV.UK website for more information.

You'll get alerts based on your current location - not where you live or work. You do not need to turn on location services to receive alerts.

What you need to do

When you get an alert, stop what you're doing and follow the instructions in the alert.

If you cannot receive emergency alerts

If you do not have a compatible device, you'll still be informed about an emergency. The emergency services have other ways to warn you when there is a threat to life.

Emergency alerts will not replace local news, radio, television or social media.

If you're deaf, hard of hearing, blind or partially sighted

If you have a vision or hearing impairment, audio and vibration attention signals will let you know you have an emergency alert.



13. TICK LIST OF KEY ITEMS

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- House and car keys
- Cash and credit cards
- Toiletries, sanitary supplies and any regularly prescribed medication
- Warm, waterproof clothing and blankets
- A battery or wind up radio, with spare batteries
- Bottled water, ready-to-eat food (e.g. tinned food) and a bottle / tin opener, in case you have to remain in your home for several days
- A battery or wind up torch, with spare batteries
- Gather important documents in a waterproof wallet (e.g. personal ID, banking & insurance documents)
- A first aid kit
- Baby food and care items where necessary
- Your mobile phone and charger

14. USEFUL CONTACTS

YOUR PERSONAL INFORMATION PAGE

USEFUL CONTACTS	NAME	DETAILS
Schools		
Work		
Electricity		
Gas Provider		
Water Company		
Telephone Provider		
Insurance Company and Policy Number		
Doctor		
Other		
Other		

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Agency Contact Numbers

- NHS 111, call 111
- NHS 111 Text Phone, call 0845 606 4647
- Gas leaks, call 0800 111 999
- Electricity Faults (Northern Powergrid), call 105
- Northumbrian Water (Water and Sewerage), call 0345 717 1100
- Environment Agency (Floodline), call 0345 988 1188
- Cleveland Police, call 101
- Cleveland Fire Brigade, 01429 872311
- Tune into BBC Tees radio at 95.0 FM

**EMERGENCY PLANNING JOINT
COMMITTEE**
23 July 2024



Report of: Chief Emergency Planning Officer

Subject: ACTIVITIES REPORT 01/03/2024 - 09/07/2024

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key.

2. PURPOSE OF REPORT

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

3. BACKGROUND

- 3.1 As reported and presented at the meeting in March 2024 the Cleveland Emergency Planning Unit (CEPU) produces an annual action plan, approved by the EPJC identifying key areas of work to be undertaken in 2023-24 by CEPU.
- 3.2 A number of actions relate directly to the statutory functions placed upon the authorities by the relevant 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).
- 3.3 Where non-statutory duties are included, 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 emergencies¹ revised and re-issued 2018, whilst non-statutory they are critical to resilience.
- 3.4 A summary of progress made against the Unit's 2024/25 action plan and the 2024/25 LRF Action Plan is outlined below. The CEPO notes that it has been a relatively slow start due to a higher than average number of incidents and unforeseen demands on officer time. The CEPO is confident that the

¹ SOLACE <https://www.gov.uk/government/publications/local-authorities-preparedness-for-civil-emergencies>

majority of the work identified is still within scope for delivery as per the workplans.

Status	CEPU Action Plan (Count)	Cleveland LRF Action Plan (Count)
Yet to start	149	114
In progress	21	89
Complete	8	4
Total	178	207

- 3.5 Significant pieces of work from the CEPU work plan completed in period include:
- Review of high fire risk sites
 - All Major Accident Hazard Pipeline plans and COMAH plans produced in date in compliance with Regulations (Quarter 1)
 - LRF pilot funding review and reporting issued to HM Government
 - Quarterly test of activation system undertaken and amendments made
 - Full review of CEPU plan holdings undertaken
- 3.6 Additional Pieces of work by CEPU relating to local authorities in period not included within the annual plan include:
- Support for a number of non-core response functions required by the authorities (i.e. health and safety, and public health incidents)
 - Strategic exercise planning commenced for 2025
 - Independent support for neighbouring LRFs during exercises and training events
 - Provision of trained independent debriefers to aid capture of learning
 - Additional exercises relating to the events calendar / participation in Independent Safety Advisory Groups and in relation to the new industries within the area
- 3.7 Significant pieces of work undertaken as part of the Local Resilience Forum annual action Plan and completed in period include:
- Review of the command centre arrangements in line with a range of standards and guidance enabling a single status report to be produced
 - Development of model for coordination in the event of wide area disruption, including identification of community based points of contact
 - Drafting of the community risk register and release of Local Resilience Planning Assumptions to partners.
 - Support for the delivery of a North East safer events workshop, and development of recommendations.
 - Collation of all learning from incidents and exercises into a single location allowing cross referencing / identification of common issues and themes.
- 3.8 Staffing

The unit currently has one post vacant LRF Support Officer. Staff continue to work hybrid with a mix of in person and working from home, supported by increased IT provision.

4. PROPOSALS

- 4.1 That the Chief Emergency Planning Officer continues to provide quarterly updates and additional information as requested by EPJC members on the work undertaken by the Unit on behalf of the Local Authorities and the Local Resilience Forum.
- 4.2 Should members require further information on any element of the EPU work plan or LRF work plan or wish to discuss activities further please contact the Chief EPO.

5. RISK IMPLICATIONS

- 5.1 Failure to understand the role and remit of the role of the Unit may result in a lack of preparedness or resilience within the authorities.

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. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

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

9. STAFF CONSIDERATIONS

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

10. ASSET MANAGEMENT CONSIDERATIONS

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

11. ENVIRONMENT, SUSTAINABILITY AND CLIMATE CHANGE CONSIDERATIONS

- 11.1 There are no Environment, Sustainability or climate change considerations directly applicable to the content of this report.

12. RECOMMENDATIONS

- 12.1 That members seek involvement and clarification on the CEPU Action Plan where appropriate.
- 12.2 That the CEPU 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 reference any amendments / additional actions.

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 key elements are being delivered.

14. BACKGROUND PAPERS

None presented.

15. CONTACT OFFICERS

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EMERGENCY PLANNING JOINT COMMITTEE

23 July 2024



Report of: Chief Emergency Planning Officer

Subject: INCIDENTS REPORT 01/03/2024 - 09/07/2024

1. TYPE OF DECISION/APPLICABLE CATEGORY

For information

2. PURPOSE OF REPORT

- 2.1 To assist members of the EPJC in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities through provision of a list of incidents within the reporting period.

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.
- 3.2 There are several 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, for example warnings from the Met Office, Environment Agency and communications chains with local industry.
- 3.3 Appendix 1 lists the incidents that staff have been involved in or notified of.
- 3.4 A number of these incidents have been followed up with multi-agency debriefs the learning from which is shared with agencies and where appropriate actioned via the Local Resilience Forum / agencies internal procedures. On occasion lessons are shared nationally on the Joint Organisational Learning (JOL) platform.

4. PROPOSALS

- 4.1 Members familiarise themselves with the range of incidents that have occurred with a view to seeking additional detail / clarification 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.

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. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

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

9. STAFF CONSIDERATIONS

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

10. ASSET MANAGEMENT CONSIDERATIONS

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

11. ENVIRONMENT, SUSTAINABILITY AND CLIMATE CHANGE CONSIDERATIONS

There are no Environmental, sustainability or climate change considerations relating to this report.

12. RECOMMENDATIONS

- 12.1 That members consider the incidents listed and seek any additional information as required in their role of EPJC members.

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 None presented.

15. CONTACT OFFICERS

Stuart Marshall
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Appendix 1 Incidents of note 1st March 2024 – 9th July 2024

Date	Borough	Location	Type of incident	Additional Information
02/04/2024	Stockton-On-Tees	Nolan House	Fire	Fire in lift shaft 5 Appliances.
08/04/2024	All Boroughs	Tees Estuary and Victoria harbour Hartlepool	Flooding	High tide associated with surge.
30/04/2024	Hartlepool	Engineers club Raby Road	Fire	Disused engineers social club impact on neighbouring areas.
20/05/2024	Stockton-On-Tees	Langley Avenue Thornaby	Fire	Fire in house leading to evacuation of a number of neighbouring properties.
22/04/2024	Redcar & Cleveland	Flooding Loftus area	Flooding	Flooding primarily impacting East Cleveland.
24/05/2024	Stockton-On-Tees	Billingham chemical complex	Toxic release	Release to atmosphere Nitrous dioxide, significant public concern.
26/05/2024	Stockton-On-Tees	Mainly Hardwick and Bishopsgarth	Flooding	Surface water flooding mainly Harrowgate lane and Hardwick. Support for vulnerable persons.
18/06/2024	Middlesbrough	Kirkdale Walk	Unsafe Structure	Gas explosion in domestic property.
09/07/2024	Redcar & Cleveland	Loftus area	Flooding	Flooding Loftus High street and area.