

EMERGENCY PLANNING AND BUSINESS CONTINUITY UPDATE

REPORT OF CHIEF EXECUTIVE

1 Purpose of the Report

- 1.1 To provide Members of the Community and Safer City Scrutiny Committee with an overview of Emergency Planning and Business Continuity, and to explain how the Council meets its statutory obligations under the Civil Contingencies Act 2004 (CCA)

2 Background

- 2.1 The Civil Contingencies Act provides comprehensive guidance on local arrangements. The Act places significant statutory obligations on Local Authorities to Prepare, Respond and Recover from Major Incidents and times of crisis.

3 National, Regional and Local Provision

The following shows the Hierarchical structure for Emergency Planning from Central Government through to Local Arrangements

3.1 Central Government

The role of Central Government in Emergency Planning is:

- To give direction to the Sub-national Emergency Planning Teams
- Creation of central guidance on Emergency Planning and Recovery
- Creation and ownership of the National Risk register
- Activation of COBRA in the event of an Major Incident
- Co-ordination of national Emergency reporting

3.2 Resilience and Emergencies Division - North

Following the closure of the Government Office North East in March 2011, a Northern Resilience Team, was established in Leeds

Its role is to:

- Provide Gateway information to and from Local Resilience Forums
- Provide links between central and local government
- Enable resilient localities
- Ensure Preparedness for high Impact or wide area Emergencies
- Provide government support when emergencies do occur

3.3 Northumbria Local Resilience Forum (LRF)

The Role of the LRF is to facilitate multi agency working to fulfil the requirements of the Civil Contingencies Act 2004 based on Northumbria police areas. Its: objectives are:-

- To facilitate co-operation between local responder organisations such as the Police and Local Authorities
- To facilitate information sharing between local responder organisations
- To assess the risk of emergencies in the Northumbria Local Resilience Forum area
- To facilitate the development of multi-agency emergency plans and arrangements
- To assist local authorities in promoting business continuity in the local community
- To ensure that suitable arrangements are in place to warn, inform and advise the public in the event of emergency

3.4 Local arrangements carried out by Sunderland City Council Emergency Planning and Business Continuity Team

The introduction of the Civil Contingencies Act 2004 (CCA) has led to a revision of the nationwide and local approach to planning for emergencies and the response to them. The CCA places statutory duties on responders with regard to this, and Local Authorities as top tier Category 1 organisations must:

- Create and Maintain Local plans.
- Contribute to Joint Planning arrangements.
- Provide assistance and full support to Emergency Responders.
- Lead on Recover phase after an Incident.
- Ensure the council has effective business continuity arrangements in place.
- Promote Business Continuity throughout Sunderland.
- Provide welfare and assistance during and after an emergency.
- Provide assistance under mutual aid to other Local Authorities if requested.
- Establish and Assess risks at a local level.
- Contribute to the Contest Counter Terrorism Agenda.
- Train and exercise plans with relevant staff and partners.
- Ensure arrangements are in place to warn and inform public before , during and after an emergency.

4 **Current Position**

Following the Joint Services review, and the resulting closure of the Tyne and Wear Emergency Planning unit (TWEPU) in July 2011, the staff from the unit were absorbed into the existing Emergency Planning teams of the five Tyne and Wear authorities to allow the duties carried out by the unit to be maintained. These arrangements also aligned with the government's

recommendation that emergency planning should be delivered at a local level.

The Emergency Planning team within Sunderland is now structured in to the three core duties under the Civil Contingencies Act 2004

4.1 Emergency Preparedness (Planning)

Emergency Preparedness is a statutory obligation which requires local responders to maintain arrangements in the following areas:

- Cooperation
- Information Sharing
- Local Risk Assessment
- Emergency Planning
- Business Continuity Management
- Communicating with the Public
- Providing advice and assistance on Business Continuity to local Businesses and voluntary organisations

4.2 Response and Recovery

Response and Recovery is the requirement which complements and follows Emergency Preparedness. Emergency Preparedness ensures consistency across responding agencies and further cements the need for detailed preparation for the response and recovery phases of incidents.

The Local Authority has lead responsibility for the recovery phase following major incidents and times of crisis, whilst having a requirement to plan, respond and co-ordinate the recovery and restore the community to normality.

4.3 Business Continuity

Business Continuity Management is a holistic process which identifies potential threats to an organisation and the impacts to business operations that those threats might cause. This approach is embedded through the:-

Management, implementation and review of BC plans in alignment with British Standard 25999 on a rolling programme.

Development and review of a critical functions list giving considerations to environment, security, litigation, finance and reputation.

Facilitation of a Business Continuity Exercise programme to test the plans in place and provide objective assurance of the assumptions made

Active involvement in the procurement process, guarding against supply chain failure

Promotion of Business Continuity within the community providing advice and guidance to Small, and Medium Enterprises.

5 Current Commitments

Plans

The Emergency Planning and Business Continuity Team are responsible for the creation and contribution, to in excess of 50 internal and external plans. Some of these plans are detailed below.

Emergency Response Plan	Pandemic Influenza Plan
Humanitarian Assistance Plan	Rest Centre Plan
Evacuation Plan	Mass Fatalities Plan
Nuclear Flask Train Plan	Tyne & Wear Oil Pollution Plan
LRF Pandemic Influenza	LRF Resilience Telecoms Plan
City Hospitals Emergency Response Plan	Tyne and Wear Rabies Plan
REPPIIR Plan	Sever Weather/Heat wave plan
Emergency Fuel Plan	Regional Mass fatalities Plan
Port of Sunderland Plan	LRF excess Deaths Plan
Corporate Business Continuity Plans	5 Directorate Business Continuity Plans
Sunderland Flood Plan	Critical Functions Lists (Business Continuity)
Recovery Plan	Major Accident Hazard Pipeline Plan
LRF Flood Plan	Airshow Plan
SIAS Event Safety Plan	SRM off site Plan
Sunderland University Incident Plan	Major Accident Hazard Pipeline Plan
Infectious Disease Plans Human / Animal	CBRN Site specific Plan

The Emergency Planning and Business Continuity team are currently involved with:

London 2012 Regional Planning and Exercising	Stadium of Light Special Events planning
Great North Run Planning	HMRC Planning Exercise
Norland Series Exercising	City Hospital Emergency Response Exercise
Olympic Venue Planning	Business Continuity Exercising

Members Resilience training	Business Continuity training (Internal/ External)
Community Resilience	Contest Agenda
CBRN Exercise	Nuclear Flask Train arrangements
Develop Protect and Prepare delivery board	Produce action plan to ensure requirements of protect and prepare are delivered
Widen the scope of crowded places to incorporate other locations	Undertake a local risk assessment to inform the Prevent / Prepare action plan
Under the Prevent theme roll out appropriate training / awareness sessions to staff and members.	Through the CONTEST board continue to monitor progress in Sunderland of the whole CONTEST agenda
Air show Exercise Planning	Rest Centre Training
ST James Park Event exercise group	Project Argus Events

6 Conclusion

Emergency Planning and Business Continuity functions of Sunderland City Council will continue to meet its statutory obligation set under the Civil Contingencies Act 2004.

The Team is now fully resourced to ensure Sunderland City Council can Prepare for, Respond to, and Recover from any major incident or crisis.

The council also has robust business continuity plans in place which will enable the council to carry out its critical functions during any disruptions to its services.

Contact Officer: Barry Frost
Security and Emergency Planning Manager
0191 561 2643