

P	Q	C	Topic	Task	Aim	Lead	Outcome	Support	
H	3	TW	Disaster Education	TW01.01	To implement the Disaster Education Project in Tyne and Wear	Kate Cochrane	Creation of teaching materials	Dawn Hickman	
H	3	ST	NRNS	TW01.02	Identify and agree pilot areas within South Tyneside	Kate Cochrane	Agreed documentation detailing pilot areas and deciding rationale for update to LSP	Jyoti Sapkota	
H	3	SU	BCP	TW01.03	To support the identification of partners to deliver business continuity resilience messages	Dawn Hickman	Membership of local forum identified and agreed	Jyoti Sapkota	
H	3	SU	BCP	TW01.04	To engage with ONE to explore areas where support can be provided	Dawn Hickman	Development of actions to be taken forward	Jyoti Sapkota	
H	3	ST	BCP	TW01.05	To engage with local businesses through the South Tyneside Local Strategic Partnership	Dawn Hickman	Completion of pilot NRNS project in South Tyneside	Jyoti Sapkota	
M	4	NE	BCP	TW01.06	To support the development of a refreshed BCMP Strategy	Dawn Hickman	Refreshed strategy in place	Jyoti Sapkota	
M	4	NT	BCP	TW01.07	To support the development of an updated BCMP strategy	Dawn Hickman	Refreshed strategy in place	Jyoti Sapkota	
M	4	NT	BCP	TW01.08	To support the development of Business Continuity Promotion activities	Dawn Hickman	Actions identified and implemented by EPU staff	Jyoti Sapkota	
H	3	NE	BCP	TW01.09	Support to deliver specific BCM messages to Funeral Directors in relation to Mass Fatalities	Dawn Hickman	Delivery of messages identified	Jyoti Sapkota	
M	4	GA	BCP	TW01.10	Support to develop a proactive resilience campaign that supports businesses and voluntary organisations facing identifiable risks	Dawn Hickman	Feedback and evaluation	Jyoti Sapkota	
M	4	GA	BCP	TW01.11	Development of checklists and tools for use by procurement staff based on national guidance	Dawn Hickman	Tools in place	Jyoti Sapkota	
M	4	GA	BCP	TW01.12	A series of workshops to be held with procurement staff to develop tools into processes	Dawn Hickman	Implementation of processes	Jyoti Sapkota	
H	3	ST	3rd Sect	TW01.13	To engage with Third Sector agencies through the South Tyneside Local Strategic Partnership	Kate Cochrane	Completion of pilot NRNS project in South Tyneside	Dawn Hickman	
M	4	NT	3rd Sect	TW01.14	Engage with relevant voluntary organisations and community groups to deliver community resilience messages	Kate Cochrane	Agreement and delivery of messages	Dawn Hickman	
H	3	SU	Pub Inf	TW01.15	Support to develop the 0300 number initiative within Sunderland	David Turnbull	Launch of public awareness campaign	Kate Cochrane	JS
M	4	NT	Pub Inf	TW01.16	Identify the communication requirements of specific communities with reference to their local risk profile (I.e COMAH etc)	David Turnbull	Compilation of demographic information and needs into one document for action	Lyndsey Potts	
H	3	NT	Pub Inf	TW01.17	Support the development of a multi agency communication strategy to provide support for self help within communities	David Turnbull	Development of self help materials and production of strategy document	Kate Cochrane	LP
H	3	SU	Comun Understanding	TW01.18	Identify data describing economic activity at a ward level	Kate Cochrane	Compilation of data	Jyoti Sapkota	
H	3	SU	Comun Understanding	TW01.19	Identify data describing wards where there are indices of multiple deprivation	Kate Cochrane	Compilation of data	Jyoti Sapkota	
H	3	SU	Comun Understanding	TW01.20	Identify data describing predictable locations of collections of vulnerable people	Kate Cochrane	Compilation of data	Jyoti Sapkota	
H	3	SU	Comun Understanding	TW01.21	Using GIS, create a risk profile for the Sunderland City area based on the layers of risks described above	Kate Cochrane	Creation of risk profile documentation	Jyoti Sapkota	
H	3	ST	Comun Understanding	TW01.22	Undertake community level research to establish baseline awareness levels of risk	Kate Cochrane	Completion of pilot NRNS project in South Tyneside	Jyoti Sapkota	
L	0	AL	Comun Understanding	TW01.23	Maintain awareness of initiatives and links to resilience to support council Resilience teams to address Community Cohesion issues	Kate Cochrane	Support as required	Jyoti Sapkota	
H	3	GA	Comun Understanding	TW01.24	Create a Community Impact Analysis for each neighbourhood management area to provide the planning assumptions to develop the neighbourhood plans.	Kate Cochrane	CIA Complete	Jyoti Sapkota	
M	4	NE	CIA	TW01.25	Support with the next phase of Community Impact Analysis	Kate Cochrane	CIA document produced and signed off by Newcastle Head of Resilience	Jyoti Sapkota	
H	3	AL	Community RR	TW02.01	Work with TWROPs to co-ordinate Tyne and Wear input to CRR	Alan Jolly	Tyne and Wear issues incorporated into CRR	Duncan Young	
H	3	AL	Community RR	TW02.02	Represent Tyne and Wear Councils on RAWG	Alan Jolly	Feedback from meetings and emerging issues	Duncan Young	
H	3	SU	Local RR	TW02.03	Sunderland Risk Register	Kate Cochrane	Production of risk register	Alan Jolly	
H	3	SU	Local RR	TW02.04	Identify data for physical risks at a ward level	Kate Cochrane	Collation of data	Alan Jolly	
H	3	SU	Local RR	TW02.05	Identify data for utility risks (upstream and downstream failures) at a ward level	Kate Cochrane	Collation of data	Alan Jolly	
H	3	SU	Local RR	TW02.06	Identify data describing the location of Cat 1 responder sites at a ward level	Kate Cochrane	Collation of data	Alan Jolly	
H	3	ST	Local RR	TW02.07	Identify and agree risks to be addressed within the project	Kate Cochrane	Documentation providing a multi agency risk management perspective. This to include costing information and rationale.	Alan Jolly	
H	3	GA	Local RR	TW02.08	Refresh and update the information in the Gateshead CRR	Kate Cochrane	Updated generic Community Risk Register in Place	Alan Jolly	
H	3	GA	Local RR	TW02.09	Communicate the register to employees through staff briefings, Council Information , the Gen etc	Kate Cochrane	Evaluation and Feedback	Alan Jolly	
L	4	GA	Local RR	TW02.10	Develop a Neighbourhood Community Risk Register for Gateshead which identifies the generic and specific risks within each neighbourhood management area and identifies community impact assessment (CIA)	Kate Cochrane	Production of a register of risks by defined area and publication of CIA	Alan Jolly	
L	4	GA	Local RR	TW02.11	Identify key infrastructure and any major hazards by Neighbourhood and neighbourhood plan area	Kate Cochrane	Production of a register of risks by defined area	Alan Jolly	
M	0	AL	Horizon	TW02.12	Maintain horizon scanning activities to identify new and emerging risks	David Turnbull	Reports to SMB as required	Duncan Young	
M	4	ST	Comm Support	TW02.12	Collation of data in relation to risk and mitigation measures, to include costing and corporate risk analysis	Kate Cochrane	Completion of NRNS pilot project	Jyoti Sapkota	
M	4	ST	Comm Support	TW02.13	Implement Neighbourhood Risks, Neighbourhood Solutions activities	Kate Cochrane	Agreed documentation detailing evaluation outcomes and implications	Jyoti Sapkota	
H	3	GA	Communicate Risk	TW02.14	Identify the communication requirements of specific communities with reference to their local risk profile	Kate Cochrane	Production of plan and reporting to partners and members	Jyoti Sapkota	
M	4	GA	Communicate Risk	TW02.15	Support to conduct trial in one ward area via public consultation	Kate Cochrane	Results of public consultation feedback	Jyoti Sapkota	
M	4	GA	Communicate Risk	TW02.16	Create an accessible, public document which identifies and explains risks to each community	Kate Cochrane	Survey of users, number of queries generated by distribution.	Jyoti Sapkota	
M	4	NT	Communicate Risk	TW02.17	Development and implementation plan to communicate risk and planning information to communities and local partners	Kate Cochrane	Creation of implementation plan	Jyoti Sapkota	
M	4	NT	Communicate Risk	TW02.18	Develop a multi agency communication strategy to deliver public information – to communicate risks and self help messages	Kate Cochrane	Creation of strategy document	Jyoti Sapkota	
M	4	SU	Communicate Risk	TW02.19	Develop a multi agency communication strategy to deliver public information – to communicate risks and self help messages	Kate Cochrane	Creation of strategy document	Jyoti Sapkota	
M	3	ST	Communicate Risk	TW02.20	Undertake community level research to establish baseline awareness levels of risk	Kate Cochrane	Agreed documentation detailing research outcomes and implications	Jyoti Sapkota	
M	3	ST	Communicate Risk	TW02.21	Identify and agree multi agency risk awareness activities in the pilot areas	Kate Cochrane	Agreed documentation detailing activities, outcome measures and rationale	Jyoti Sapkota	
H		AL	COMAH	TW03.01	To develop plans for any new upper tier COMAH Plans (Plan authors)	Alan Purdue	New plans developed where applicable		
H		AL	COMAH	TW03.02	Update eight current Off Site COMAH Plans (Plan authors)	Alan Purdue	Updated plans in place and maintained as part of review cycle		
H		AL	COMAH	TW03.03	Maintain and update pipeline Plans within Tyne and Wear (Plan authors)	Alan Purdue	Updated plans in place and maintained as part of review cycle		
H		AL	COMAH	TW03.04	Exercise Off Site Plans as detailed within the regulations.	Alan Purdue	Development and delivery of exercises with site operators		
H		AL	COMAH	TW03.05	To deliver training to operators as requested.	Alan Purdue	Development and delivery as necessary		
H		AL	COMAH	TW03.06	To ensure compliance with Buncefield recommendations report	Alan Purdue	Buncefield action plan completion		
M	4	AL	Radiation	TW03.07	Update and maintenance of REPPiR plan and arrangements as necessary	Alan Jolly	Updated plan and/or arrangements in place and part of review cycle	Duncan Young	
M	4	AL	Radiation	TW03.08	Update and maintenance of RIMNET arrangements	Alan Jolly	Updated plan and/or arrangements in place and part of review cycle	Duncan Young	
VH	2	SU	Radiation	TW03.09	Development of response protocol for nuclear train incidents in Tyne and Wear	Alan Jolly	Publication of protocol as part of ERP's	Duncan Young	
M	0	AL	CBRN	TW03.10	Continue role as Regional CBRN Chair	Joe Walton	Chair and direct work of the Regional group	Lyndsey Potts	
M	4	AL	CBRN	TW03.11	Further development of Site Specific Plans across Tyne and Wear	Joe Walton	Plans in place and part of review cycle	Lyndsey Potts	
M	4	AL	CBRN	TW03.12	Update and maintenance of Regional CBRN Plan (Plan authors)	Joe Walton	Updated plan in place and part of review cycle	Lyndsey Potts	
L	4	AL	CBRN	TW03.13	Development of SSP training and exercise package	Joe Walton	Design and delivery of package in line with national guidance and initiatives	Lyndsey Potts	
M	0	AL	CBRN	TW03.14	Continue role as North East representative for National CBRN Group	Joe Walton	Contribute to the group and feedback and report to SMB and TWROPS	Lyndsey Potts	
H	4	AL	Mass Fats	TW03.15	Update and maintenance of Northumbria Emergency Mortuary Plan (Plan authors)	Capabilities Post	Updated plan in place and part of review cycle	Jyoti Sapkota	
M	0	AL	Mass Fats	TW03.16	Represent Tyne and Wear Councils at RRF Mass Fatalities Group	Capability Post	Feedback and reports to SMB and TWROPS	Jyoti Sapkota	
L	0	AL	Mass Fats	TW03.17	Represent Tyne and Wear Councils at LRF Mass Fatalities Group	Capabilities Post	Feedback and reports to SMB and TWROPS	Jyoti Sapkota	
H	3	AL	Excess D	TW03.18	Continued development of LRF Excess Deaths Plan (Plan authors)	Lindsey Horwood	Completed plan in place and part of a review cycle	Jyoti Sapkota	
H	4	AL	P Flu	TW03.19	Update and maintain LRF MAPIP as necessary	Lindsey Horwood	Updated plan in place and part of a review cycle	Kate Cochrane	
H	4	AL	P Flu	TW03.20	Update and maintain SCG Protocol	Lindsey Horwood	Updated protocol in place and part of a review cycle	Kate Cochrane	
H	4	AL	Flood	TW03.21	Update and maintain LRF MA Flood Plan	Alan Jolly	Updated plan in place and part of a review cycle	Jyoti Sapkota	
M	3	AL	Flood	TW03.22	Consider implications of reservoir inundation planning	David Turnbull	Paper with recommendations to SMB	Jyoti Sapkota	
M	3	AL	Fuel	TW03.23	Development of protocols and arrangements as necessary	David Turnbull	Arrangements in place as necessary	Lyndsey Potts	
M	4	SU	Evacuation	TW03.24	Support to enhance Evacuation and Shelter planning in Sunderland	David Turnbull	Updated plans and arrangements in place	Capabilities Post	
M	3	GA	Evacuation	TW03.25	To support the development of the Gateshead Council contribution to the multi agency MetroCentre Evacuation plan	David Turnbull	Plan finalised and signed off by planning group	Capabilities Post	
M	3	AL	Evacuation	TW03.26	Development of Tyne and Wear wide evacuation procedures/protocols	David Turnbull	Drive workstream on behalf of Tyne and Wear councils	Capabilities Post	
L	0	AL	Evacuation	TW03.27	Development of Regional Mass Evacuation protocols via RRF Group	David Turnbull	Protocols agreed by interested parties and in place	Capabilities Post	
M	2	AL	A Disease	TW03.28	Update and maintain Animal Diseases Plan	David Turnbull	Updated plan in place and part of a review cycle	Jyoti Sapkota	
M	2	AL	A Disease	TW03.29	Update and maintain Rabies Plan	David Turnbull	Updated plan in place and part of a review cycle	Jyoti Sapkota	
M	3	HA	A Disease	TW03.30	Develop animal health plans for Gateshead	David Turnbull	Plans written which are appropriate to the level of risk identified	Jyoti Sapkota	
H	3	AL	Util Fail	TW03.31	Scope out workstream activities that need to be addressed in planning and response activities	Capabilities Post	Scoping paper for SMB with recommendations for action	Lyndsey Potts	

H	3	AL	Essen Serv	TW03.32	Scope out workstream activities that need to be addressed in planning and response activities	Capabilities Post	Scoping paper for SMB with recommendations for action	Lyndsey Potts
M	0	AL	Olympics	TW03.33	Scope out workstream activities that need to be addressed in planning and response activities	Lindsey Horwood	Scoping paper for SMB with recommendations for action	Duncan Young
M	3	NE	Site Clear	TW03.33	Development of site clearance protocols and arrangements	David Turnbull	Scoping paper for SMB with recommendations for action	Duncan Young
M	3	GA	COP	TW03.34	Develop Humanitarian Assistance Plan for Gateshead	Kate Cochrane	Plans written which are appropriate to the level of risk identified	Jyoti Sapkota
M	4	GA	Other	TW03.35	Develop Neighbourhood Emergency Plans for Gateshead	David Turnbull	Plans written which are appropriate to the level of risk identified	Jyoti Sapkota
H	3	GA	Other	TW03.36	Further develop and update Major Incident Plan for Gateshead	David Turnbull	Plans written which are appropriate to the level of risk identified	Jyoti Sapkota
M	4	GA	Other	TW03.37	Develop a generic framework for neighbourhood community resilience plans for areas with greatest risk	David Turnbull	Framework partly populated with collated information from CIA	Jyoti Sapkota
H	3	EP	Emergency Response	TW04.01	Maintenance of EPU Duty Officer scheme	David Turnbull	Responses to incidents via incident logs	Lindsey Horwood
H	0	EP	Emergency Response	TW04.02	Duty Officer response to incidents as required	David Turnbull	Responses to incidents via incident logs	Lindsey Horwood
H	3	EP	Emergency Response	TW04.03	Update of response protocols and arrangements as part of DO and IO Handbooks	David Turnbull	Updated arrangements in place and part of a review cycle	Lindsey Horwood
H	0	AL	Dbrief	TW04.04	Participate in debrief activities as necessary	Val Bowman	Debrief documentation produced as necessary	Lindsey Horwood
L	4	AL	Dbrief	TW04.05	Undertake a comprehensive debrief of people, agencies and interested parties of the Neighbourhood Risks, Neighbourhood Solutions Project	Val Bowman	Final project report detailing recommendations and further actions	Lindsey Horwood
H	0	LR	SCG	TW04.05	To work with Northumberland CC EPD to provide secretariat for SCG if established in response to an incident	Val Bowman	Documentation produced as part of SCG Secretariat duties	Lindsey Horwood
L	4	NE	Support to Local Authorities	TW05.01	To support the work of TWROPS in the development of Recovery and Restoration issues	Lindsey Horwood		Kate Cochrane
M	0	AL	Facilitate Working Between Agencies	TW06.01	Represent Tyne and Wear council's interests at LRF level	Val Bowman	Feedback and reports to SMB and TWROPS	Lindsey Horwood
M	0	AL	Facilitate Working Between Agencies	TW06.02	Represent Tyne and Wear council's interests at RRF level	Val Bowman	Feedback and reports to SMB and TWROPS	Lindsey Horwood
H	4	AL	Facilitate Working Between Agencies	TW06.03	Work with Tyne and Wear Councils to draft Service Level Agreement	Val Bowman	SLA ready for implementation on 1 April 2010	Lindsey Horwood
H	4	AL	Facilitate Working Between Agencies	TW06.04	Incorporate Partnership Audit findings and Resilience Review findings into SLA	Val Bowman	SLA ready for implementation on 1 April 2010	Lindsey Horwood
H	3	LR	General Working Group	TW06.05	Lead LRF Review with Category 1 partners	Val Bowman	Review completed and recommendations made to LRF	Lindsey Horwood
H	3	LR	General Working Group	TW06.06	Resume active role of Chair of General Working Group	Val Bowman	Documented agreement from members of the LRF review team	Lindsey Horwood
H	3	AL	Tyne and Wear Resilience Review	TW06.07	Participate in review activities as directed by Joint Services Review Team	Val Bowman	Completion of review and timetable for implementation of recommendations	Lindsey Horwood
H	3	SU	Develop Deliver TW prospect train	TW07.01	Response officer training at Strategic, Tactical and Operational levels (to tie in with Strategic Norland)	Joe Walton	Feedback and evaluation	Diane Mitchell
M	4	SU	Develop Deliver TW prospect train	TW07.02	Assist in the development and evaluation of a training programme for Site Incident Officers	Dawn Hickman	Feedback and evaluation	Diane Mitchell
M	3	SU	Develop Deliver TW prospect train	TW07.03	Assist in the development and evaluation of a training manual for SIO's	Joe Walton	Publication and evaluation	Diane Mitchell
M	3	SU	Develop Deliver TW prospect train	TW07.04	Development of an Elected Members Handbook – protocols and response guidelines	Joe Walton	Publication and evaluation	Diane Mitchell
M	3	SU	Develop Deliver TW prospect train	TW07.05	Assist in the development and evaluation of a training series for Incident Controllers	Joe Walton	Feedback and evaluation	Diane Mitchell
M	3	SU	Develop Deliver TW prospect train	TW07.06	Assist in the development and evaluation of a training manual for Incident Controllers	Joe Walton	Publication and evaluation	Diane Mitchell
H	3	AL	Develop Deliver TW prospect train	TW07.07	Scope the provision of a learning workshop from the Sept 2008 floods	Joe Walton	Feedback and evaluation	Diane Mitchell
M	3	SU	Develop Deliver TW prospect train	TW07.08	Development of centralised loggist training to enhance mutual aid arrangements	Joe Walton	Feedback and evaluation	Diane Mitchell
M	4	GA	Develop Deliver TW prospect train	TW07.09	A series of emergency planning awareness raising sessions will be developed for delivery to all council staff and elected members	Joe Walton	Feedback and evaluation from staff and members	Diane Mitchell
M	3	GA	Develop Deliver TW prospect train	TW07.10	A training programme to be created for response staff in Gateshead by way of a Prospectus to address training needs	Joe Walton	Feedback and evaluation	Diane Mitchell
M	4	GA	Develop Deliver TW prospect train	TW07.11	A series of BCM awareness raising sessions will be developed for delivery to all council staff and elected members	Joe Walton	Feedback and evaluation	Diane Mitchell
M	4	GA	Develop Deliver TW prospect train	TW07.12	Training of staff within identified response roles to take place	Joe Walton	Feedback and evaluation	Diane Mitchell
M	4	ST	Develop Deliver TW prospect train	TW07.13	To develop a range of training packages aimed at Role Specific Training (e.g. Strategic, Tactical and Operational roles within emergency response)	Joe Walton	Feedback and evaluation	Diane Mitchell
M	4	ST	Develop Deliver TW prospect train	TW07.14	To deliver an Introduction to Integrated Emergency Management training course	Joe Walton	Feedback and evaluation	Diane Mitchell
M	4	ST	Develop Deliver TW prospect train	TW07.15	To deliver an Introduction to BCM training course	Joe Walton	Feedback and evaluation	Diane Mitchell
M	3	NE	Develop Deliver TW prospect train	TW07.16	Support in development and delivery of elected members training	Joe Walton	Feedback and evaluation	Diane Mitchell
H	3	NE	Develop Deliver TW prospect train	TW07.17	Support in development and delivery of Strategic level training	Joe Walton	Feedback and evaluation	Diane Mitchell
M	3	NE	Develop Deliver TW prospect train	TW07.18	Support in development and delivery of Tactical level training	Joe Walton	Feedback and evaluation	Diane Mitchell
M	3	NE	Develop Deliver TW prospect train	TW07.19	Support in development and delivery of Operational level training	Joe Walton	Feedback and evaluation	Diane Mitchell
M	4	NT	Develop Deliver TW prospect train	TW07.20	Support in development and delivery of elected members training	Joe Walton	Feedback and evaluation	Diane Mitchell
M	4	NT	Develop Deliver TW prospect train	TW07.21	Response officer training at Strategic, Tactical and Operational levels (to tie in with Strategic Norland)	Joe Walton	Feedback and evaluation	Diane Mitchell
M	4	NT	Develop Deliver TW prospect train	TW07.22	Recovery awareness campaign at all levels (to tie in with Strategic Norland)	Joe Walton	Feedback and evaluation	Diane Mitchell
M	0	LR	LRF T&E	TW07.23	Continue with role of E&TG Chair	Joe Walton	Agreement of group members	Diane Mitchell
M	0	LR	LRF T&E	TW07.24	Actively participate in setting the LRF E&TG Calendar	Joe Walton	Publication of calendar	Diane Mitchell
H	3	AL	Nat events	TW07.25	Development of protocol for feedback to councils and partners	Kate Cochrane	Protocol in place	Jyoti Sapkota
H	3	AL	Nat events	TW07.26	Feedback using protocol as necessary	Kate Cochrane	Feedback reports to SMB	Jyoti Sapkota
H	3	LR	Norland	TW08.01	Continue as leading member of Norland Planning and Steering Groups	Joe Walton	Agreement of members, EPU input	Diane Mitchell
H	3	LR	Norland	TW08.02	Continue to develop Norland series based on lessons learned and evaluation and feedback	Joe Walton	Development issues and evaluation feedback reported to SMB	Diane Mitchell
H	3	AL	Norland	TW08.03	Delivery of Norland exercise calendar for the five councils in Tyne and Wear	Joe Walton	Delivery and evaluation feedback	Diane Mitchell
H	3	AL	fback	TW08.04	Development of protocol for feedback to councils and partners	Val Bowman	Protocol in place	Lindsey Horwood
H	3	AL	fback	TW08.05	Feedback using protocol as necessary	Val Bowman	Feedback reports to SMB	Lindsey Horwood
M	4	SU	Ex Prospectus	TW08.06	Assist in the development and evaluation of an exercise programme for Site Incident Officers	Joe Walton	Exercise evaluation and feedback	Diane Mitchell
M	4	SU	Ex Prospectus	TW08.07	Assist in the development and evaluation of an exercise for Incident Controllers	Joe Walton	Exercise evaluation and feedback	Diane Mitchell
L	0	GA	Ex Prospectus	TW08.08	Support to develop and deliver Plan validation exercises for Gateshead area specific plans	Joe Walton	Exercise evaluation and feedback	Diane Mitchell
M	4	GA	Ex Prospectus	TW08.09	Exercising of staff within identified response roles to take place	Joe Walton	Exercise evaluation and feedback	Diane Mitchell
M	4	NR	Ex Prospectus	TW08.10	Support in developing a series of practical control room exercises	Joe Walton	Exercise evaluation and feedback	Diane Mitchell
M	4	NR	Ex Prospectus	TW08.11	Support across Tyne and Wear to develop practical mutual aid exercises in relation to control rooms.	Joe Walton	Exercise evaluation and feedback	Diane Mitchell
L	0	NT	Ex Prospectus	TW08.12	Recovery exercise (to tie in with Strategic Norland)	Joe Walton	Exercise evaluation and feedback	Diane Mitchell
L	0	EP	Resilient Communications	TW09.01	Scope out Extranet project issues that need to be addressed	David Turnbull	Scoping paper for SMB with recommendations for action	Kate Cochrane
M	3	EP	Resilient Communications	TW09.02	Maintain updated MTPAS registrations for the EPU	David Turnbull	Regular updates in place	Kate Cochrane
L	3	GA	Public Communications	TW09.03	Support to develop a communications strategy to promote and embed the plan within the community to include diverse communications requirements.	Kate Cochrane	Production of strategy	Lyndsey Potts
L	4	SU	Public Communications	TW09.04	Support to engage with communities at ward level to communicate agreed messages about community resilience plans	Kate Cochrane		Lyndsey Potts
M	3	AL	Public Communications	TW09.05	Scope out NI37 project to identify ways to address NI37 across Tyne and Wear	Kate Cochrane	Scoping paper for SMB with recommendations for action	Lyndsey Potts
M	3	LR	Support devel LRF Pub Comms strat	TW09.09	Support the Chair of the LRF Public Comms Group to develop a strategy for implementation across partner agencies	Kate Cochrane	Publication of strategy	Lyndsey Potts
H	3	AL	Information flow workshops	TW09.11	Arrange information flow workshops with partner agencies	Val Bowman	Delivery and evaluation of workshop	Lindsey Horwood
H	3	AL	LRF Pandemic Flu Project	TW10.01	Continued work to address gaps from gap analysis carried out in partnership with others	Lindsey Horwood	Awareness of gaps within individual agencies	Kate Cochrane
H	3	LR	Vulnerable People Group	TW10.02	Support the Chair of the LRF Vulnerabilities Group in delivery of the Vulnerability Strategy	Kate Cochrane	Support as required	Dawn Hickman
M	4	LR	Vulnerable People Group	TW10.03	Maintenance and update of Vulnerability Strategy (Authors)	Kate Cochrane	Updated strategy in place	Dawn Hickman
H	3	LR	Vulnerable People Group	TW10.04	Development of group and individual actions arising from strategy implementation	Kate Cochrane	Action plan in place	Dawn Hickman
M	4	GA	Understanding the community	TW10.05	Support to identify the communication requirements of specific communities with reference to their local risk profile	Kate Cochrane	Production of plan and reporting to partners and members	Jyoti Sapkota
M	4	GA	Understanding the community	TW10.05	Using the Gateshead Community Risk Register and existing neighbourhood area profiles identify the people who would be most vulnerable in a specific emergency.	Kate Cochrane	Completion of Vulnerability Assessment	Jyoti Sapkota

M	3	GA	Understanding the community	TW10.06	Identify the organisations who hold information about vulnerable people in the neighbourhood areas.	Kate Cochrane	Production of a 'list of lists' locally	Jyoti Sapkota
M	4	GA	Understanding the community	TW10.07	Help to develop data sharing protocols and activation triggers with the organisations identified above.	Kate Cochrane	Protocols agreed and triggers verified by all parties.	Jyoti Sapkota
M	4	GA	Understanding the community	TW10.08	Identify the needs of groups of individuals i.e. older people, children, mobility impaired, faith communities etc	Kate Cochrane	Use current government guidance to compile needs matrix	Jyoti Sapkota
H	0	EP	TW EPU Functions	TW11.01	Project management	Lindsey Horwood	10 projects - 6hrs mgmt	Lee Butcher
H	0	EP	TW EPU Functions	TW11.02	Staff meetings	Lindsey Horwood	6 staff meetings @ 3hrs - 504: 40 team briefs @ 1hr - 560	Lee Butcher
H	0	EP	TW EPU Functions	TW11.03	Appraisal	Lindsey Horwood	2 meetings @ 2hrs - 56	Lee Butcher
H	0	EP	TW EPU Functions	TW11.04	Claim management	Lindsey Horwood	1 per month @ 0.5hrs	Lee Butcher
H	0	EP	TW EPU Functions	TW11.05	Staff training	Lindsey Horwood	5 STAs @ 3hrs	Lee Butcher
H	0	EP	TW EPU Functions	TW11.06	Team meetings	Lindsey Horwood	fortnightly @ 1hr	Lee Butcher
H	0	EP	TW EPU Functions	TW11.07	ISO maintenance	Lindsey Horwood	12 audits	Lee Butcher
H	0	EP	TW EPU Functions	TW11.08	Administration processes	Lindsey Horwood	32 weeks @ 30hrs a week	Lee Butcher