



**TYNE AND WEAR FIRE AND RESCUE AUTHORITY
EMERGENCY PLANNING UNIT**

Committee Report

Meeting: CIVIL CONTINGENCIES COMMITTEE: 5 JULY 2010

Subject: EPU BUSINESS PLAN (PROVISIONAL) 2010 - 2011

Report of the Chief Emergency Planning Officer

1. INTRODUCTION

1.1 The purpose of this report is to inform Members of the publication of the Emergency Planning Unit (EPU) Business Plan for the period 2010-2011.

2. BACKGROUND

- 2.1 Members will be aware of the Service Level Agreement (SLA) between Tyne and Wear Fire and Rescue Authority (TWFR) and the Tyne and Wear strategic local authorities relating to the provision of a civil contingencies service.
- 2.2 The Service Level Agreement places an obligation on TWFR, (discharged by the Tyne and Wear Emergency Planning Unit) to develop an Annual Business Plan setting out the work programme for the EPU, for agreement with the local authorities.
- 2.3 Although the SLA formally expired in March 2010, a provisional budget has been agreed; and the SLA has been extended, with the agreement of all parties, for a six month period until the outcome of the Tyne and Wear Resilience Review is known.
- 2.4 The outcome of the review will no doubt have implications for the way in which resilience services are delivered in future across Tyne and Wear, and this years business plan will need to be reviewed once the review has been concluded.

3 BUSINESS PLANNING PROCESS

- 3.1 As previously reported to this committee, a new approach to business planning was developed last year by the Strategic Management Board (SMB), which led to a significant delay in the publication of the 2009-10 Business Plan. However the learning points identified from that process have been taken forward to inform the development of the current years Business Plan.
- 3.2 A joint TWEPU/T&W councils Business Planning Workshop was held in January 2010 which involved members of the Strategic Management

Board (comprising the District Liaison Officers from each Tyne and Wear Council and the CEPO), council resilience officers, and officers of the EPU.

- 3.3 The main objective of the workshop was to consider the key resilience challenges for Tyne and Wear communities; to consider how these needs could be met within existing resource across Tyne and Wear, and to undertake preparatory work that would inform the development of the business plan.
- 3.4 A copy of the provisional Tyne and Wear business plan is appended to this report in Appendix A. Further work is to be completed with the Strategic Management Board (SMB) to develop the work areas further in line with dynamic priorities.
- 3.5 The SMB and TWEPU aim to keep the 2010/11 Business Plan under quarterly review in order to better address emerging priorities. For example, issues and gaps identified as a result of participation in the National Capabilities Survey can be fully addressed and included in the performance management framework of the business plan.

4 SUMMARY

- 4.1 This report provides details of the provisional Business Plan for Tyne and Wear. Further work is required to finalise the plan which will be undertaken once the outcome of the Tyne and Wear Resilience Review is known.

5 RECOMMENDATIONS

- 5.1 Members are asked to:
 - note the publication of the provisional Tyne and Wear Business Plan 2010 – 2011;
 - approve the further development of a more detailed plan to reflect the outcome of both the Tyne and Wear Resilience Review and the National Capabilities Survey 2010, as appropriate;
 - receive a further report providing final details of the above as soon as practicable

BACKGROUND PAPERS

The under mentioned Background Papers held in the EPU offices relate to the subject matter of the above report:-

- Business Plan 2010/11

2010/2011

Work Area	Council/s	Description of Project	Outcomes	Delivered By
Mass Fatalities	Newcastle, Sunderland, North Tyneside	To address the local aspect of planning for mass fatalities	Localised mass fatalities plan and arrangements in place	EPU
		To launch the mass fatalities plan	Training and exercising activities to launch plan and promote awareness	EPU
Local Risk Assessment	North Tyneside	To create a local risk register for North Tyneside based on community and critical risks	To publish a local risk register in North Tyneside (as a starter for the Community Resilience Strategy)	EPU
Local Risk Assessment	Gateshead	To refresh the local risk register for Gateshead based on community and critical risks	Refreshed RR in place	EPU
Community Resilience	Sunderland, North Tyneside	To conduct community impact	Understanding and awareness of	EPU

		analysis in local area	community needs	
		To put in place a community resilience strategy	A 2 year delivery/action plan written in line with the strategy	EPU
Major Incident Planning	Sunderland	To embed a new MIP for SCC	MIP written and consulted upon	EPU
			Launch of plan in the City	EPU
			Training activity at Strategic and tactical levels for officers with roles in response	EPU
Major Incident Planning	Gateshead	To embed a new MIP for Gateshead Council	MIP written and consulted upon	EPU
			Awareness raising session (e.g. lunchtime briefings)	EPU

			Hold local multi agency exercise and training event in October 2010	EPU
Norland	All	Rollout of Norland exercise series	Support with Norland exercise planning	EPU
			Training at Strategic level for Strategic Norlands	
			Training at Tactical level for Tactical Norlands	
Induction Training	All	Induction materials for new officers included in plans following internal restructures	Development of materials and online resources	TWROPS – led by North Tyneside
Capabilities Survey	All	Support to complete the NCS for each local authority as needed	Support provided and surveys returned	EPU
		Analysis of gaps against results of survey	An action plan developed across Tyne and Wear to enhance current	TWROPS -led by North Tyneside

			resilience levels	
Plan Review	All – commencing with Gateshead’s MIP	Major incident plans to be reviewed in line with Chapter 5 guidance	Major incident plans should be audited against the CCA Chapter 5 guidance to ensure compliance (including logistics)	TWROPS – led by North Tyneside
Evacuation Planning	Sunderland	City wide evacuation planning	Key sites and surrounding areas identified and evacuation plans written	EPU
			Plans launched with City partners	EPU
CBRN – Care of People Element	Newcastle	How we will take care of people in Newcastle following a CBRN incident	CBRN CONOPS in place	EPU
			Awareness raising sessions for local authority staff	EPU
			Launch of CONOPS with City partners – training and exercising	EPU
Severe Weather	Newcastle	Research for Ncle Severe Weather	Provide assistance in fact finding with	EPU

		Planning	council colleagues to add operational detail to existing plan	
Engaging Elected Members	Newcastle, North Tyneside	Handbook for elected members to use	Handbook produced specific to each council	EPU
Care of People	Newcastle	Training development and delivery	Training session on care of people centres	EPU
Recovery	Newcastle, North Tyneside	Recovery Planning	Development of Action Cards as part of existing council Recovery Plans	TWROPS/EPU TBC
	All	Recovery Training and Exercise	Recovery awareness training and support with internal exercise	TWROPS/EPU TBC
Community Impact Analysis	Newcastle	Community Impact Analysis Review	Review of current CIA to ensure statistics etc. are still up to date.	EPU
Incident Response	North Tyneside	Control Room training for internal staff	Delivery of training programme	EPU

Community Impact Analysis	Gateshead	CIA	Completion of NM area risk based CIA	EPU
		Neighbourhood Management area plan template	Production of NM plan template	EPU
		Raising council awareness	Hold workshop for NM officers and other council staff to promote CIA	EPU
		Community Engagement scoping	Develop an action plan for community engagement activity	EPU
Training and Exercise	Gateshead	Launch revised MIP in the council	Develop a series of first response exercises to test communications and activation arrangements internally in council	EPU
		Awareness raising with Strategic Managers	Short introduction to strategic resilience issues delivered to strategic managers	EPU
Core Cities	Newcastle	Support for Ncle as Chair of Core	Support as required	EPU

		Cities Group		
CBRN	Sunderland, North Tyneside, South Tyneside, Gateshead	Rollout of the SSP process	SSP's for each area in place based on local risks	EPU
			Training activity to support SSP	EPU
			Exercise to validate SSP	EPU
Excess Deaths	All - LRF wide	To put in place arrangements to deal with excess deaths during a pandemic	Plan signed off by the Excess Deaths Group	EPU
			Training and awareness sessions for council staff involved in the management of the deceased	EPU
Logistics	All	Local level logistics planning	Integration of logistics into local authority plans	TWROPS
Community Resilience	South Tyneside	Step 1 – Refresh South Tyneside Local Risk Register	To support the delivery of South Tyneside's Community Resilience Strategy	EPU

		Step 2 – Map key risks spatially against defined neighbourhoods		EPU
		Step 3 – evaluate mapped risks against socio economic, deprivation and vitality information at neighbourhood level		EPU
		Step 4 – establish risk-based programme of resilience development work (ie programmed list of neighbourhoods)		EPU

		Step 5 – work with each neighbourhood to facilitate hazard identification		EPU
		Step 6 - work with each neighbourhood to identify and assess key risks		EPU
		Step 7 - work with each neighbourhood to identify and evaluate neighbourhood vulnerabilities		EPU
		Step 8 - work with each neighbourhood to develop any appropriate risk mitigation measures		EPU

		Step 9 - work with each neighbourhood to develop neighbourhood emergency response arrangements		EPU
		Step 10 - ensure that neighbourhood emergency response arrangements 'fit' with agency response plans		EPU
		Step 11 -- work with each neighbourhood to develop neighbourhood recovery arrangements		EPU

		Step 12 - work with each neighbourhood to identify appropriate capacity building needs	EPU	
Vulnerability	All	Identification of agencies holding information about vulnerable people and scoping work to determine further activity	List of lists and vulnerability action plan produced	Northumbria LRF (TWEPU to support)
BRIC	All	Further strategic development of the BRIC document	Revised document in place and scoping activity carried out for implementation at a future point	SMB and TWEPU

