



TYNE AND WEAR FIRE AND RESCUE AUTHORITY
EMERGENCY PLANNING UNIT

Committee Report

Meeting: CIVIL CONTINGENCIES COMMITTEE: 15 MARCH 2010

Subject: EPU PERFORMANCE REPORT – 3RD QUARTER 2009/10

Report of the Chief Emergency Planning Officer

1. INTRODUCTION

- 1.1 The purpose of this report is to provide members with a progress report on the analysis of performance against targets for the third quarter of financial year 2009/2010 (October to December 2009) as detailed in the EPU Business Plan 2009/10.

2. BACKGROUND

- 2.1 Progress reports relating to the performance of the EPU are normally produced five times per year: i.e. one report is produced at the end of each quarter relating to the preceding quarters targets; and a final summary report is produced at the year end on the overall delivery outputs relating to stated business plan commitments.
- 2.2 This year, members will be aware from a report tabled at the September 2009 Civil Contingencies Committee, that the 2009 EPU business plan was delayed. This was due in part to a new way of working identified by the Strategic Management Board (comprising of representatives from the five Tyne and Wear councils) and to the onset of swine flu.
- 2.3 Due to this delay, the EPU business plan was not signed off in March as in previous years, but was delayed until the end of July 2009. In light of this, a decision was taken to move most of the work identified in the plan to quarters 3 and 4 in order for EPU staff to complete appropriate scoping and project planning work.

3. SCHEDULED WORK COMPLETED TO QUARTER 3

- 3.1 The table appended to this report provides information on the work completed from October to December 2009 by the EPU.

4. UNSCHEDULED WORK COMPLETED TO QUARTER 3

- 4.1 The following work has been completed in addition to work described in the original 2009/10 Work Plan.

- Completion of a handbook for use by Gateshead Council staff in Rest Centres
- Design and delivery of a CBRN professional training package at the Cabinet Office's Emergency Planning College.
- Working with Durham University to develop a funding bid for emergency planning research
- Further work with Newcastle City Council to facilitate their Core Cities event in 2010.
- Development of a Rest Centre Plan for Sunderland City Council
- Work to design a BCM conference for Northumbria Businesses which will be held on 24 March 2010.

5 SUMMARY

- 5.1 This report details both work areas that are completed and also those which, although they are longer term projects, have been commenced and are ongoing pieces of work.
- 5.2 Quarter 4 progress will be reported to this committee in June 2010.

6 RECOMMENDATION

- 6.1 Members are requested to note this report.

BACKGROUND PAPERS

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

- Business Plan 2008/10

Strategic Objective : To ensure that robust arrangements are in place to enable an effective response

Subject	Aim	Outcome	Status
Fuel Planning	Support to BCM Chair in the development of protocols and arrangements as necessary	Protocols and arrangements developed and submitted to BCM Chair as requested.	Completed
Excess Deaths	LRF Multi Agency Plan Framework produced by EPU.	The framework will be completed with a range of partners, including HM Coroners, Health agencies and local authorities to enhance the response to fatalities arising from human infectious diseases.	Ongoing
Flood Planning	Consider implications of reservoir inundation planning	A paper with recommendations for Local Authorities (as reported to the Civil Contingencies Committee in Jan 2010)	Completed
Flooding	To update LRF multi Agency Flood plan in line with DEFRA/EA guidelines.	The plan is being updated with a range of partners, including Environment Agency, Health agencies, local authorities, Northumbrian Water, Northumbria Police, Highway Agency and utilities companies to enhance the multi-agency response of flooding.	Ongoing
Other Planning	Further develop and update Gateshead's Major Incident Plan	Ongoing – commenced in Quarter 2, now pending sign off from Gateshead Council after incorporation of new logistics planning areas	Ongoing Completion in Qtr 4
Logistics	To lead on the development of the Logistics Workstream for Tyne and Wear via the LRF	Guidance and a planning checklist have been developed for operational managers within councils.	Ongoing Completion in Quarter

		EPU officer is currently offering operational staff in councils briefings to further embed logistics planning at operational level	4
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Strategic Objective: To work with all communities to build their resilience and ability to cope with crises			
Subject	Aim	Outcome	Status
Community Resilience	Maintain awareness of initiatives and links to resilience to support council resilience teams to address community cohesion issues	Support as required	Ongoing
Understanding the Community	Undertake a Community Impact Analysis for each area in South Tyneside.	To identify specific groups of people and facilities which would be affected in a range of emergencies	Completed
Understanding the Community	Undertake a Community Impact Analysis for each area in Sunderland	To identify specific groups of people and facilities which would be affected in a range of emergencies	Ongoing Completion now Qtr 4
Understanding the Community	Undertake a Community Impact Analysis for each area in Gateshead	To identify specific groups of people and facilities which would be affected in a range of emergencies	Ongoing Completion now Qtr 4

Strategic Objective: To identify, quantify and treat risks and threats			
Subject	Aim	Outcome	Status

Community Risk Register (CRR)	Work with councils to coordinate the Tyne and Wear input to the LRF CRR	Tyne and Wear issues incorporated into CRR. The updated version was published in December 2009.	Completed
Community Risk Register (CRR)	Represent councils on LRF Risk Assessment Working Group	Feedback from meetings and identification of emerging issues	Ongoing
Horizon Scanning	Maintain horizon scanning activities to identify new and emerging risks.	Reports to SMB as required	Ongoing

Strategic Objective: To develop and maintain relationships and coordinated arrangements across agencies in preparing for, responding to and recovering from emergencies

Subject	Aim	Outcome	Status
CBRN	Continue role as Regional CBRN Chair	Chair and direct the work of the multi agency regional group	Ongoing
CBRN	Continue role as North East representative for National CBRN Group	Contribute to the group and feedback and report back to SMB	Ongoing
Mass Fatalities	Continue to represent councils on Regional Mass Fatalities Group	Contribute to the group and feedback and report back to SMB	Ongoing
Mass Fatalities	Continue to represent councils on LRF Mass Fatalities Group	Contribute to the group and feedback and report back to SMB	Ongoing
Training and	Continue with role of Chair of LRF Exercise	Contribute to the group and feedback and	Ongoing

Exercising	and Training Group	report back to SMB	
CBRN	Chair and lead on Site Specific CBRN planning	Chair and direct the work of the multi agency regional group	Ongoing
Training and Exercising	Continue as lead officer for Norland Planning and Steering Groups	All Norland exercises completed for 2009/10	Completed
Training and Exercising	Input to and delivery of the Multi agency Training and Exercise Calendar for 2010/11	Calendar published in January 2010	Completed

Strategic Objective: To develop and maintain appropriate skills to enable effective preparedness, response and recovery

Subject	Aim	Outcome	Status
Training and Exercising	To develop and deliver strategic level training to the Newcastle City Council Executive Leadership Team in conjunction with Newcastle resilience staff	Training completed in October 2009	Completed
Training and Exercising	Following successful completion of national evaluation scheme, an EPU officer was invited to develop and deliver elements of the National Emergency Planning College SSP Training Course.	Delivery fully completed in November 2009. Future invitations are anticipated as part of ongoing programme.	Completed
Training and Exercising	Development of a training package for Control Room/Incident Control staff	Package developed, awaiting dates for delivery in councils	Completed
Training and Exercising	Support in development and delivery of Operational level training (in conjunction with Norland exercises)	Training delivered to relevant councils	Completed
Training and	Support in development and delivery of	Training delivered to relevant councils	Completed

Exercising	Tactical Level training (in conjunction with Norland exercises)		
Training and Exercising	Recovery awareness campaign at all levels (to tie in with Norland exercises) across Tyne and Wear	Recovery element incorporated into Norland Exercise Series which has concluded for 2009/10	Completed

Strategic Objective: To validate and test the integrity of arrangements			
Subject	Aim	Outcome	Status
Training and Exercising	Delivery of Norland exercise calendar for the five councils in Tyne and Wear	All scheduled 2009/10 Norland exercises complete	Completed

Strategic Objective: To ensure effective communication before, during and after an emergency			
Subject	Aim	Outcome	Status
Public Communications	Support the Chair of the LRF Public Communications Group to develop a strategy for implementation across agencies	Support ongoing as required by LRF Sub Group Chair	Ongoing

Strategic Objective: Partnership Working			
Subject	Aim	Outcome	Status

LRF Review	Lead LRF review with partners	To enhance the structure and processes of the LRF.	Ongoing Completion due Qtr 4
LRF	Resume active role of Chair of LRF General Working Group	CEPO, as Chair of GWG, is leading the LRF Review and will continue until end of Qtr 4 2009/20	Completed
Resilience Review	Participate in Review Activities as directed by Tyne and Wear Joint Services Review Team	Completion of review and timetable and implementation plan in place.	Ongoing

Strategic Objective: To ensure that arrangements are in place to support vulnerable people before, during and after an emergency			
Subject	Aim	Outcome	Status
Vulnerabilities	To create a list of lists to enable responders to identify individual needs in an emergency	List of lists being prepared with information from responding organisations.	Ongoing

Re-prioritised tasks from Quarter 3 2009/10			
Subject	Aim	Reason	Revised Deadline
Disaster	To implement the Disaster Education	Slipped to 2010/11 due to volume of	2010/11

Education	Project in Tyne and Wear	preparatory work with curriculum leaders needed.	
Neighbourhood Risks, N'hood Solutions work area	This accounts for 8 activities in the 08/10 Business Plan.	Work not taken forward at the direction of SMB lead for South Tyneside	TBC
Public Communications	Support Sunderland to develop the 0300 number initiative	EPU assistance not required, this was handled internally	N/A
Public Communications	Support the development of multi agency communication strategy within North Tyneside	A multi agency communications strategy is being facilitated at LRF level.	N/A
Understanding the Community	Undertake community level research to establish baseline awareness of local risks in South Tyneside	Awaiting further direction from South Tyneside Council following completion of Community Impact Analysis	TBC
Communicate Risk	Identify the communication requirements of specific communities with reference to their risk profile and community impact analysis	Moved to quarter 4, awaiting completion of Community Impact Analysis	Qtr 4 2009/10
Excess Deaths	Support to develop LRF Excess Deaths plan	Awaiting further direction from LRF Excess Deaths Group Chair and LRF Pandemic Influenza Working Group Chair	TBC
Community Resilience	Develop Humanitarian Assistance Plan for Gateshead	Re-prioritised to 2010/11 – Please note that a Rest Centre Plan has been developed in place of this.	2010/11
Training and Awareness	Development of a training manual/handbook for Control Room/Incident Control staff	Awaiting delivery of training, specific contents of manual will be agreed at each council level. Awaiting dates from councils	TBC
Training and Awareness	Scope the provision of a learning workshop from the 2008 Floods	No longer applicable, TWROPS group now progressing	N/A

Information Flows	Arrange information flow workshops with partner agencies (via GONE)	Workshop cancelled, awaiting replacement date	TBC
Public Communications	Support to develop a communications strategy to promote and embed the plan within communities to include diverse communication requirements	Strategy incomplete, awaiting further direction from LRF Sub Group Chair	TBC

Strategic Objective: To effectively respond to emergencies		
Date	Area	Emergency
18.11.09	Tyne and Wear	Flood alert/Extreme Rainfall Alerts