



TYNE AND WEAR FIRE AND RESCUE AUTHORITY
EMERGENCY PLANNING UNIT

Committee Report

Meeting: CIVIL CONTINGENCIES COMMITTEE: 6 JULY 2009

Subject: EPU PERFORMANCE REPORT – 4th QUARTER 2009

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 fourth quarter (January - March 2009) as detailed in the EPU Business Plan 2008/09.

2. BACKGROUND

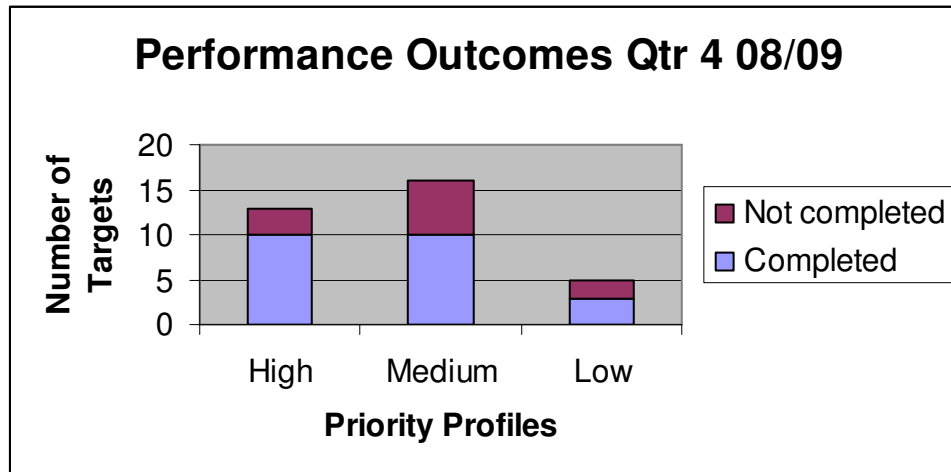
- 2.1 Progress reports relating to the performance of the EPU are produced five times per year: i.e. one report is produced at the end of each quarter relating to the preceding quarters targets; and a final summary report is produced at the year end on the overall delivery outputs relating to stated business plan commitments. These reports are tabled and discussed at the regular quarterly meetings between the Chief Emergency Planning Officer (CEPO) and the District Liaison Officers (DLO) from each of the five Tyne and Wear councils. These officers comprise the Strategic Management Board. The report is also presented to the FRA Civil Contingencies Committee
- 2.2 Unfortunately, due to other planning commitments, namely the significant levels of activity around Influenza A (H1N1) swine flu pandemic (see separate report) a final end of year report has not been prepared for this meeting. Members can be assured that the report will be tabled at the earliest opportunity.

3. ANALYSIS OF THE OUTCOMES OF THE TARGETS

- 3.1 The fourth quarter progress report is completed in terms of:
- Number of targets met;
 - Number of targets reprioritised;
 - Update of reprioritised targets from previous quarter
 - Number of local authority staff trained.

- Number of incidents supported;
- Outline of unscheduled work completed during the year.

3.2 The following chart provides information relating to the above summary.



3.3 Update on targets reprioritised from 3rd Qtr 2008/09

The following table provides information relating to those areas of work, which had been reprioritised from Quarter 3 and are now completed.

Qtr	Target	Reason	Status
3	Shasun off site COMAH plan	Deferred to alternative date at the request of the site operator	COMPLETED
3	Shasun off site COMAH plan exercise	Deferred to alternative date at the request of the site operator	COMPLETED
3	Rohm and Haas off site COMAH plan	Major industrial changes in private site operator. Plans delayed at the request of site operator	COMPLETED
3	National Capabilities Survey/Capabilities Programme Work	Results not yet published by central government.. (relates to 2 work plan items – 1 high, 1 medium)	COMPLETED

3.4 Targets outstanding from 3rd Qtr 2008/09

Qtr	Target	Reprioritised to 2008/09	Reason
3	Critical National Infrastructure issues progressed	Ongoing	Awaiting further information from central government and local agencies.
3	Members Training – LRF wide event	Ongoing	Deferred due to work pressure/flooding incidents & N'land local government reorganisation
3	Mass Evacuation	Ongoing	Awaiting direction from RRF/RRT
3	EPU CCA Self Assessment	Ongoing	Awaiting further information from CCA Enhancement Programme
3	Schools emergency response plan template update	Ongoing	Deferred to quarter 4 for decision from SMB in light of new national initiatives
3	EPU Website	Ongoing, part of a wider review of website	Staff availability (vacant posts). Training in progress.

3.5 Targets Discharged from 3rd Qtr 2008/09

3	MTPAS/ACCOLC and FTPAS/GTPS telephone registrations	Referred to LRF	No longer a requirement for EPU - the LRF Resilient Telecoms sub group now established to progress
3	Voluntary Sector Handbook	Referred to Northumberland EPD	EPU no longer required to complete this task, as Chair is on rotational basis.

3.6 Targets reprioritised from Quarter 4 to 1st Quarter 09/10

Qtr	Target	Reprioritised to 2009/10	Reason
4	Set SMB timetable for review of SLA	Ongoing	Wider review of arrangements to take place in Autumn 2009
4	Northern Gas Networks Pipeline Safety Regulations Plan update	Quarter 1 09/10	Currently recruiting to fill vacant post. Plan update in progress
4	Public Communications/ Media Plan	Ongoing	Item is being led by the LRF Public Comms Chair as part of an annual action plan

4	Annual review of Cleverdata database	Qtr 1 09/10	Staff availability (Officer now in post as at 4 May 09); update now underway
4	Annual review of Oil Pollution Plan	Qtr 1 09/10	Staff availability (Officer now in post as at 4 May 09)
4	T&W Emergency Centre Operations Guide Review	Discharged	Document superseded by other arrangements
4	EPU Website	Part of a wider review	Staff availability – Vacant posts. Training in progress.
4	Clergy and Faith Group – support to produce plan	Discharged	EPU not current Chair (Shared with Northumberland on a rota)
4	BCMP – Awareness raising activity review	Ongoing	New LRF BCM Group Chair in place as of May 2009 Group has not yet met
4	Mass Evacuation	Ongoing	Awaiting direction from RRF
4	Careline Handbook	Discharged	Group disbanded

3.7 LA Training 2008/09

There were no planned training events for the 4th quarter of 2008/09.

3.8 Incident Response & Alerts

The following table shows the number of emergency incidents supported by the EPU during the 4th Quarter 2008/09.

Qtr	Location	Incident	Date
4	Sunderland	Fire in Waste Ground at Houghton-le-Spring	12-Jan-09
4	North Tyneside	Flood Warning for Cullercoats Bay	12-Jan-09
4	Gateshead	Fire at International Paints	30-Jan-09
4	Northumberland	Request for bedding from Central Bedding store	02-Feb-09
4	Sea Scouts premises, Sunderland	Fire at huts on Sea Scouts premises	16.03.09

4 Unscheduled work completed this quarter

- 4.1 In addition to the planned work programmes, the following additional work has been completed this quarter.
- Further developmental work on the implementation documents for the Community Resilience Strategy for South Tyneside Council. This is a significant piece of work that is being developed for wider application with the intention that all councils in Tyne and Wear can benefit.
 - Further assistance given to Gateshead Council to develop local arrangements relating to evacuation planning.
 - Work with the LRF Communications sub group.
 - Drafting a fundamentally new and restructured work plan for consideration by the Strategic Management Board.
 - Significant planning, training and exercising work on behalf of the five councils in Tyne and Wear and the LRF to address issues relating to the onset of pandemic influenza.

5 SUMMARY

- 5.1 Appendix A contains an extract from the EPU Business Plan 2008-10, showing the agreed, prioritised EPU work plan targets for Quarter 4. Targets not met are highlighted in paragraph 3.5 above, together with the reasons for their non-completion. As can be seen, all of these were due to circumstances beyond EPU control, with the exception of the actions which could not be progressed due to staffing shortages.. However Members will also note the additional work completed in lieu of these items, some of which have been significant, which are set out in paragraph 3.8 above.
- 5.2 Items that have been deferred or rescheduled will be incorporated into future work plans and an update of progress provided to this committee in due course.

6 RECOMMENDATIONS

- 6.1 Members are requested to:
- note this report; and
 - receive a final end of year report at the next meeting of this committee

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

Appendix A

Section 4

Work Plan/Streams

4th quarter 2008/2009

Priority (H,M,L)	Objective	PERFORMANCE MEASURE	Outcome	Officer Responsible	Target
H	Civil Contingencies Committee Reports	Topics identified, reports prepared and agreed with DLO's	Accountability; Member engagement & awareness	VB/all	4 th quarter
H	Set SMB timetable for review of future EPU funding allocation/Agency Agreement 2010-13	Timetable agreed with SMB - to implement from April 2009	SMB agreement on way forward	CEPO/SMB	4 th quarter
H	EPU Business Plan 2008/11 & Work Plan	Agreed plan finalised	Final Business Plan ready to be reported to next CC Committee	VB/DH	4 th quarter date TBC
H	Northern Gas Networks Pipeline Safety Regulations (PSR) plan (<i>N/c, G'hd & S'land</i>)	Annual review – revise & update plan	Improved plan for responding to a major pipeline emergency; Legal Compliance with PSR	AS	4 th quarter
H	Community Risk Register (CRR)	Review of register	Public friendly version Compliance with CCA Audit recommendation	LRF RAWG (AJ)	4 th quarter
H	International Paints off-site COMAH plan <i>Gateshead</i>	Review and update as required by Regs and Newton report (Buncefield) recommendations	Revised plan with updated provisions in place Compliance with legal requirements	AS	4 th Quarter
H	Vulnerable populations	implement methods of communication	Support for vulnerable communities	LH/DT	2 nd -4 th quarters (& beyond)

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	OFFICER RESPONSIBLE	TARGET
H	CBRN Response plan(s)– Newcastle/Tyne and Wear	Development of site specific response plan for CBRN event in N/c City Centre iaw national template Roll out to other councils idc	Greater resilience to violent extremism; protection against terrorist attack. Improved ability to respond to a CBRN incident	JW-EPU working in partnership with District	4 th Qtr
H	Public Communication/Media plan	Publish Plan; arrange validation exercise Identify future public communications requirements	Improved awareness of civil protection arrangements in local area Greater community resilience	DT	4 th quarter
H	LRF Agenda	Set/agree LRF Agenda and papers, brief Chair, check draft minutes	LRF held icw statutory requirements	VB/IC	4 th quarter
H	National Emergency Plan – Fuel (NEP-F) <i>previously known as DOERP</i>	Review NEP-F plan/arrangements	Clear structure and arrangements for Fuel supply incident	DY	Anticipated 4 th quarter
H	National Capabilities Survey	Progress actions as identified	Priorities tackled	AJ	ongoing
H	Flooding	Response to Pitt Report icw LRF Task & Finish Group	LA implications progressed as identified (to be agreed). Production of LRF Action Plan	KC/AJ	4 th Qtr
M	Annual review of Cleverdata electronic contact database	Bi-ennial Mailshot to entries, update and review of whole directory	Up to date emergency call out lists	DM/MT	4 th quarter 2009
M	Contingency Plan for Oil Pollution Countermeasures	Review plan	Effective plan in place	tbc	4 th quarter

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	OFFICER RESPONSIBLE	TARGET
M	Training Prospectus	2009/10 training programme information developed	Prospectus published	KC	4 th quarter
M	Training Module Profiles	Modules prepared	Modules available for councils use	KC/relevant specialist EPU staff	4 th quarter
M	Clergy and Faith Groups plan	Support production of plan	Effective Clergy plan	EH	4 th quarter
M	Capabilities programme	Support councils in taking their capabilities responsibilities forward where possible	Help councils to ensure robust arrangements for utility major failure	Districts	1 st -4 th quarters ongoing
M	Business Continuity Promotion (Advice & Assistance)	Awareness raising activity review	Improved awareness and resilience of BCM Business and Voluntary organizations	JW/LRF BCMP subgroup	4 th quarter
M	Mass Evacuation (Capability)	Support councils where poss	Work programme progressed	TWROPS	4 th quarter
M	Training reports – End of Year	Stats summary of all training provided to councils in 2007-08	Audit trail of training activity	KC	4 th quarter
M	Major Exercises– Feedback of Key Learning Points	Reports to DLO's (and FRA CC Cttee) on 3 rd quarter exercise outcomes	Lessons Learned are captured, actioned and plans improved	All	4 th quarter
M	Careline handbook	Review handbook	Guidance to Careline Volunteers	EH	4 th quarter
M	CBRN – NE Region Capabilities Plan	Review of combined Regional Response/ Recovery doc	Combined response and recovery document	JW/RRT	4 th quarter

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	OFFICER RESPONSIBLE	TARGET
M	Major Incident Plan <i>Gateshead</i>	Review MIP against CCA requirements	Up to date generic LA plans for dealing with emergencies	DH	4 th quarter
M	Climate Change	Monitoring LGA Climate Change Commission & UKCIP outputs and other significant issues	Councils aware	KC/AJ	4 th quarter/ ongoing
M	Multi Agency Exercises (being held next 1/4)	Planning commenced for: <ul style="list-style-type: none"> (exercise schedule tbc) 	Scenario development, issues identified; exercise questions and event arrangements under development	All	4 th quarter
M	Training & Exercises	-Maintain access database for T&W training records -Develop & deliver central training modules plus support material & evaluation reports	Audit trail of trained staff Trained, informed and better prepared council responders Quarterly reports supplied	KC	4 th quarter
L	Tyne & Wear Emergency Centres Operations Guide	Review of common guidance document	Maintain consistency between LA emergency centre's	LH	4 th quarter
L	Annual review of EPU 'Response Plans' cupboard	Review links to NT, S.T & G'hd cupboards	Verification that up-to-date multi agency plans and procedures held to deal with incident	DM	4 th quarter
L	Annual review of EPU Procedure documents	Review/audit procedures in place.	Verification that up-to-date multi agency plans and procedures held to deal with incident	DM	4 th quarter
L	EPU Website	Regular Updates to web Usage analysis for security services to assist with the identification of potential terrorist related activity	Up to date website	MT	4 th quarter

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	OFFICER RESPONSIBLE	TARGET
L	Equality Impact assessments	Plans/procedures EQ&D assessed	EQ&D Compliance attained	DH	4 th quarter