

CIVIL CONTINGENCIES COMMITTEE

Meeting of the CIVIL
CONTINGENCIES COMMITTEE to be
held in Authority Rooms, Fire and
Rescue Service Headquarters, Nissan
Way, Barmston Mere, Washington on
MONDAY 25 OCTOBER 2010 at
10.30 a.m.

AGENDA

PART I

ITEM	PAGE
1. Apologies for Absence	
2. Declarations of Interest	
3. Minutes	1
Minutes of the last meeting of the Civil Contingencies Committee held on 5 July 2010, Part I (copy herewith) for confirmation.	
4. Emergency Planning Society Conference 2010	13
Report of the Chief Emergency Planning Officer (copy herewith).	
5. Report on the Response to the 2009 Influenza Pandemic – Dame Deidre Hines	19
Report of the Chief Emergency Planning Officer (copy herewith).	
6. Major Hazard Exercise: Exercise Cornerstone (NGN Ltd.)	24
Report of the Chief Emergency Planning Officer (copy herewith).	

7.	Business Plan 2010 and Performance Report	28
	Report of the Chief Emergency Planning Officer (copy herewith).	
8.	Local Resilience Forum Review	69
	Report of the Chief Emergency Planning Officer (copy herewith).	
9.	National Training Awards	74
	Report of the Chief Emergency Planning Officer (copy herewith).	

Note:

Local Government (Access to Information) (Variation Order) 2006

The report contained in Part II of the Agenda is not for publication as the Committee is considered likely to exclude the public during consideration thereof as it contains information relating to the financial or business affairs of any particular person (including the Authority holding that information) Local Government (Access to Information) (Variation) Order 2006 (Schedule 12A, Part I, Paragraph 3).

PART II

10.	Minutes	78
	Minutes of the last meeting of the Civil Contingencies Committee held on 5 July 2010, Part II (copy herewith) for confirmation.	

Dave Smith,
Clerk to the Authority.

Civic Centre,
SUNDERLAND.

15 October 2010

CIVIL CONTINGENCIES COMMITTEE

Minutes of the meeting of the CIVIL CONTINGENCIES COMMITTEE held in the Authority Rooms, Fire and Rescue Service Headquarters, Nissan Way, Barmston Mere, Washington on MONDAY, 5 JULY 2010 at 10.30 a.m.

Present:

Councillor Bell in the Chair

Councillors Charlton, Clark, Jordan, Mole and Renton.

Apologies for Absence

Apologies for absence were received from Councillors Trueman and Wright.

Declarations of Interest

Councillor Jordan disclosed a personal interest in Item 5 relating to Built Infrastructure for Older People's Care in Conditions of Climate Change (BIOPICCC)

Minutes

1. RESOLVED that the minutes of the last meeting held on 15 March 2010 be confirmed and signed as a correct record.

Community Resilience Consultation

The Chief Emergency Planning Officer submitted a report (copy circulated) on the current status of the Community Resilience work area.

(For copy report – see original minutes).

Kate Cochrane, Resilience Manager, reported that the Civil Contingencies Secretariat (CCS) had developed a package of documents about community resilience. The documents included guidance for individuals and communities on how to prepare for emergencies and a strategic national framework for community resilience, which set out the Government's contribution to build and enhance community resilience across the United Kingdom. The proposals developed by the CCS were a useful starting point to develop resilience at a community level. They recognised that people were able to develop local solutions to local risks and that these activities should be encouraged.

Specific reference was made to Elected Members within the consultation documents that they could play an important role in communicating with their constituents before, during and after an emergency and should consider what role they could play in facilitating and encouraging community resilience activity as representatives within their local areas.

Kate Cochrane stated that one of the challenges would be to persuade local communities to understand the risks and hazards, help them to prioritise the risks and take ownership of a plan.

The Committee considered the role of elected members in the community resilience process and ways in which the Committee could link into the community resilience work areas being developed within Tyne and Wear Councils and in the course of discussion the following points were made:

- Councillor Mole suggested that he could include a summary of the community resilience consultation and guidance on the agenda for the next joint meeting of Gateshead Council with Northumberland and Durham Town and Parish Councils for discussion within that arena.
- Councillor Bell noted the difficulty in defining communities and that in South Tyneside alone, there would be seventy seven neighbourhoods to contact. Councillor Clark concurred and suggested links with the Youth Parliament, the Elders Council and Ward Committees.
- The Committee agreed that community resilience be referred to the Local Strategic Partnership (LSP) Boards, Crime and Disorder Partnerships and SNAPS for discussion.
- Councillor Bell commented that referral to the LSPs would be a huge task and expressed concerns regarding the identification of funding for developing community resilience with LSPs and whether there would be resources to support litigation that the risks required.
- The Committee supported the role of Elected Members as outlined in the CCS Consultation documents.

2. RESOLVED that the above comments from the Civil Contingencies Committee be included within the consultation submission to the Civil Contingencies Secretariat (CCS).

University Research Projects and Opportunities

The Committee considered a report by the Chief Emergency Planning Officer on current and developing links between Tyne and Wear Emergency Planning Unit (TWEPU) and the Institute of Hazard, Risk and Resilience (IHRR) within Durham University.

(For copy report – see original minutes).

TWEPU had supported a number of work areas within IHRR through the provision of practitioner representatives and as supporters for research proposals and this had been formalised through the invitation received by Kate Cochrane, Resilience Manager, TWEPU, to sit on a number of groups. From the perspective of Tyne and Wear, the role was to support the development of research outcomes that developed professional practice within the resilience community. The groups were:

- IHRR Advisory Council – group met twice a year to provide advice and support to the research activities within the Institute;
- Emergency Response to Rapidly Evolving Large-Scale Unprecedented Events (REScUE):- sitting on project management board (total project grant £350,788;
- Built Infrastructure for Older People's Care in Conditions of Climate Change (BIOPICCC), sitting on project management board: total project grant £713,942.

At present, TWEPU had engaged with IHRR on a reactive basis; however it would be useful for members to consider how these links could be used to develop a more proactive approach to resilience development within Tyne and Wear.

A number of different research funding routes were available to non-academic bodies with the most appropriate being a CASE studentship provided through the Economic and Social Research Council (ESRC). This scheme jointly funded three years of supervised research at a PhD level within an area agreed between the non-academic agency and university.

ESRC paid an enhanced maintenance grant and fees for the student with the non-academic partners making a minimum contribution of £2,000 to the student and £2,000 to their collaborating academic department commencing from the first year of the PhD studentship.

3. RESOLVED:-

- (i) that if funding becomes available the Committee supports the development of a research proposal to be submitted during the next round of ESRC case studentship applications;
- (ii) the potential research areas to include the role of elected members within the community resilience work area and the legal aspects of resilience.

Air Quality Advice and Monitoring in an Emergency: the Air Quality Cell

The Chief Emergency Planning Officer submitted a report (copy circulated) on Air Quality Advice and Monitoring in an Emergency: the Air Quality Cell (AQC).

(For copy report – see original minutes).

Alan Purdue, Senior Resilience Officer (Major Hazards), reported that the Buncefield Incident (major oil storage explosion in Hertfordshire) in December 2005 highlighted the need for a more coherent approach to air quality monitoring and modelling during a major incident.

The new arrangements included a multi-agency Air Quality Cell, new national air monitoring capability and improved modelling capability that was phased in between November 2009 and April 2010.

The Environment Agency, in consultation with the Health Protection Agency (Chemical Hazards and Poisons Division) would convene an Air Quality Cell in a major chemical air pollution incident. The Met Office, Health and Safety Laboratory and Food Standards Agency and a Local Authority representative would, where appropriate, join this AQC. The AQC would be chaired by the Environment Agency and would meet virtually, unless the incident was of sufficient magnitude and duration that it needed to meet physically.

The Met Office would provide modelled air quality information to the AQC. The Environment Agency would provide monitored air quality data using:

- rapid response teams based at eight locations in England and Wales with hand-held monitoring and sampling instruments;
- two monitoring and sampling response vehicles; and
- Download of data from air quality networks.

The Air Quality Cell would co-ordinate air modelling and monitoring; assess the uncertainties and limitations of the data; and provide interpreted air quality information to the Health Protection Agency and the Science and Technical Advice Cell (STAC) at Gold Command (if it was established). If a Strategic Co-ordination Group (SCG/Gold Command) was not formed, information from the AQC would be given to the Health Protection Agency.

The Health Protection Agency would use the air quality information to provide health advice to the emergency services and the public.

Tyne and Wear Emergency Planning Unit would undertake the following:-

- ensure that partners were fully aware of the Air Quality Cell by raising awareness at exercises and providing a fact sheet;
- amending off-site emergency plans where appropriate;
- seeking to work with regional partners to facilitate provision of appropriate information to the Air Quality Cell in an emergency; and
- contributing to national agreements on the work of the AQC.

Arrangements had been fully deployed recently for a fire in an oil refinery in Humberside in July, 2010.

In reply to a question from Councillor Mole, Alan Purdue confirmed that the Air Quality Cell covered England and Wales only and formal arrangements for Scotland would be developed in due course.

The provision of the Air Quality Cell demonstrated how collaborative working produced better outcomes for those affected by an emergency and would enable local responders to have access to national expertise, in incidents with potential impacts on large numbers of people.

4. RESOLVED that the report be noted.

Business Continuity Conference “Resilience Over Uncertainty” 24th March, 2010

The Committee considered a report by the Chief Emergency Planning Officer on a major Business Continuity Resilience event organised by Tyne and Wear Emergency Planning Unit (EPU) and supported by Tyne and Wear Local Authorities and Northumberland County Council.

(For copy report – see original minutes).

Business Continuity Management (BCM) was a process that helped manage risks to the smooth running of an organisation or delivery of a service, ensuring continuity of critical functions in the event of a disruption, and effective recovery afterwards. The Government wanted to ensure all organisations had a clear understanding of BCM.

The Civil Contingencies Act 2004 (CCA) placed a statutory duty on ‘Category One’ responders to put in place (BCM) plans and arrangements. A further duty was placed upon local authorities only, to promote BCM, to provide advice and assistance on Business Continuity to businesses, the Voluntary sector and the wider community.

Tyne and Wear EPU had organised a major one day Business Continuity Conference – ‘Resilience over Uncertainty’ on 24th March, 2010. The aim of the conference was to raise awareness of the importance of BCM for local businesses and to encourage them to prepare BCM plans.

This was addressed by giving practical advice and guidance to help businesses understand how to plan for and survive disruptive challenges. Business representatives also had the opportunity to meet with their Local Authority Resilience Planning representatives both on Local Authority information stands, and during the Question and Answer session at the end of the Conference.

Businesses invited to attend included those who were suppliers to Local Authorities, businesses within the Public Information Zone (PIZ) around Control of Major Accident Hazards (COMAH) sites, businesses at risk from flooding, as well as a range of other small/medium sized enterprises (SMEs) from the Northumbria region.

The Cabinet Office Assistant Director of Corporate Resilience, Stuart Sterling, gave the keynote address which was set firmly in the context of Business Continuity “Why it matters” and “What Businesses can do” and highlighted what the Cabinet Office was currently doing to support this.

This was followed by a programme of presentations and a workshop as outlined in the programme attached to the previously circulated report.

The event had been extremely well attended and feedback both on the day and from the Evaluation Forms had been excellent, with many delegates commenting that it was the best event that they had attended.

The Cabinet Office had been similarly impressed and a copy of an email and subsequent letter from Stuart Sterling, Assistant Director, Corporate Resilience (Cabinet Office) thanking the EPU for arranging the event, was included with the report.

The conference succeeded in its aim of raising awareness of BCM within the target sectors. The challenge was how to keep this topic on the agenda, and further discussions were underway to consider how to build on the momentum generated by this event.

5. RESOLVED that:-

- (i) the report and Cabinet Office feedback be noted;
- (ii) Dawn Hickman, Joe Walton, Lyndsey Potts and all staff involved, be thanked for organising the Business Continuity Conference; and
- (iii) further reports be received on future activity in due course.

Control of Major Accidents Hazards Regulations 1999 (COMAH) Exercises: Exercise Kestrel (SRM Ltd) and Exercise Harrier (Chemson Ltd)

The Chief Emergency Planning Officer submitted a report (copy circulated) on two COMAH exercises carried out at SRM Ocean terminal at Hendon Dock, Sunderland in March, 2010 and at Chemson Ltd, Wallsend in May, 2010 (Exercise Harrier).

(For copy report – see original minutes).

In accordance with the requirements of the COMAH regulations, testing of 'off site' emergency plans was required to ensure that they were accurate, complete and practicable. Exercising of each plan was required at least every three years.

In relation to the evaluation of Exercise Kestrel, there were a number of very positive comments on facilitation and learning methods. Nearly all participants felt that overall, the exercise had been a good opportunity for multi-agency working/co-ordination.

The Environment Agency welcomed the focus on the existence of the new Air Quality Cell and on the possibility of a Major Accident to the Environment (MATTE): there was general consensus on the usefulness of reinforcing command and control procedures.

The most significant point identified was the provision of relevant information to the newly formed Air Quality Cell and TWEPU would take this forward with partners in the Region.

The general consensus was that Exercise Harrier was well chaired and from the exercise planners' viewpoint, key discussions occurred, options were considered and appropriate decisions taken. There was good liaison and provision of advice both from the HPA and site operator.

6. RESOLVED that:-

- (i) Members note the content of the report; and
- (ii) Members welcome the lead TWEPU was taking regionally regarding provision of information to the Air Quality Cell.

Emergency Planning Unit (EPU) Performance Report

The Committee considered a progress report by the (Chief Emergency Planning Officer) on the performance against targets for the financial year 2009/2010 as detailed in the EPU Business Plan for 2009/10.

(For copy report – see original minutes).

As a result of the delay in finalising the Business Plan, there had been a degree of slippage as expected in some areas of work identified in the Business Plan.

The report detailed both work areas that were completed and also those which, although they were longer term projects, had commenced and were ongoing pieces of work.

In addition to the resilience work completed in 2009/10, the EPU had also successfully maintained its certification to both the ISO 9001:2000 standard and the Investors in People standard. Both standards were subject to external audit in 2009/10 and were achieved in August 2009 and February 2010 respectively.

Lessons learned while implementing a new approach to business planning during 2009 had been incorporated into the business planning cycle for 2010/11.

7. RESOLVED that the report the noted.

Emergency Planning Unit (EPU) Business Plan (Provisional) 2010-2011

The Chief Emergency Planning Officer submitted a report (copy circulated) on the EPU Business Plan for the period 2010-2011.

(For copy report – see original minutes).

Although the Service Level Agreement (SLA) between Tyne and Wear Fire and Rescue Authority (TWFRRA) and the Tyne and Wear Strategic Local Authorities formally expired in March 2010, a provisional budget had been agreed and the SLA had been extended, with the agreement of all parties, for a six month period until the outcome of the Tyne and Wear Resilience Review was known. The outcome would no doubt have implications for the way in which resilience services were delivered in future across Tyne and Wear, and this year's business plan would need to be reviewed once the review had been concluded.

A new approach to business planning had been 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 had been taken forward to inform the development of the current years Business Plan.

A joint TWEPU/Tyne and Wear 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.

A copy of the provisional Tyne and Wear business plan was appended to the report.

Further work was required to finalise the plan which would be undertaken once the outcome of the Tyne and Wear Resilience Review was known.

8. RESOLVED that:-

- (i) the publication of the provisional Tyne and Wear Business Plan 2010-2011 be noted;
- (ii) 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, be approved; and
- (iii) a further report be received providing final details of the above as soon as practicable.

Northumbria Local Resilience Forum (LRF) Flood Plan

The Committee considered a report by the Chief Emergency Planning Officer on the Northumbrian LRF Multi Agency Flood Plan.

(For copy report – see original minutes).

The Northumbria LRF Flood Group was established in September 2008, and was chaired by a senior officer from the Environment Agency, with Tyne and Wear Emergency Planning Unit carrying out the role of Secretariat and also co-ordinating the 'strategic' element of the Northumbria wide plan.

A range of relevant Category 1 and 2 responders from the Local Resilience Forum were represented on the group, including the five Tyne and Wear Councils, Northumberland County Council, and the Fire and Rescue Services of Tyne and Wear and Northumberland.

The Group was tasked with a range of responsibilities in relation to flood planning and related issues, including the development of an LRF wide Multi Agency Flood Plan which stated that the plan had comfortably exceeded the national target of 61% by achieving scores that ranged between 67%-75%.

Following the successful evaluation by the Environment Agency, the Plan was published in February 2010, and the areas identified as requiring further work were currently being developed and had been included in the work plan for the Flood Group for this year.

A validation 'walk through' exercise was held at the Environment Agency offices in Newcastle on 17th June, 2010. This exercise which was programmed into the LRF Training and Exercising calendar allowed the main plan writers to assess the effectiveness of the alerting command and control elements, and co-ordination arrangements specified in the plan.

The Environment Agency intended to simplify the Flood Warning codes later in the summer. These codes acted as trigger points for the various levels of actions for the organisations that used the plan and the plan would need to be revised to take

account of these changes. The revised plan would be revalidated in readiness for the forthcoming major national exercise “Watermark” being held in March 2011.

There continued to be significant activity in relation to flooding, both locally and nationally and the multi agency LRF Flood Plan Group continued to develop response arrangements, to address further flooding.

9. RESOLVED that:-

- (i) Members note that the plan had comfortably passed the Environment Agency evaluation process having achieved final scores that had exceeded the national target;
- (ii) Members note the plan validation activity, and the ongoing work to address those areas where the plan could be further strengthened; and
- (iii) Members continue to receive further progress reports on national and local developments in relation to flooding and related issues.

Military Aid to the Civil Community Update and HMS Bulwark Maritime Resilience Demonstration

The Chief Emergency Planning Officer submitted a report (copy circulated) on recent updates to the guidance document for requests for Military Aid and of a recent demonstration of Royal Naval Maritime capability given during a recent visit by HMS Bulwark to this region.

(For copy report – see original minutes).

The Ministry of Defence was a contributor to the wider Government responsibility for the safety and security of United Kingdom citizens. The level of that contribution was governed by the requirement and, crucially, on Defence’s ability to undertake operations in support of the government’s objectives.

Military Aid to the Civil Authorities could, however, make a significant contribution at times of crisis and the Armed Forces remained prepared to respond to a range of emergencies in the UK within the Military Aid to the Civil Authorities (MACA) construct. The updated guidance was a much shortened version of Joint Doctrine Publication 02 (JDP 02) and was a handier aide-memoire for civil responders requesting military aid.

The Royal Navy demonstration of capability on HMS Bulwark was an extremely useful awareness raising session and demonstration of that capability.

In reply to a question from Councillor Mole, Joe Walton advised that progress was being made on the ability of the emergency services and the military to jointly communicate and their technical capabilities would be tested in Exercise “Merlin Aware” which was scheduled to take place in October 2010.

10. RESOLVED that the contribution of the MOD to the civil community and recent updates to the MACA scheme be noted.

North East Regional Exercise Calendar 2010

The Committee considered a report by the Chief Emergency Planning Officer on the updated annual North East Regional Multi Agency Exercise Calendar, the scheduled events in 2010 and the process involved in its development.

(For copy report – see original minutes).

The Regional Calendar was designed to provide an overview of the coming year to help LRF and regional exercise planning groups ensure no conflict of interest or overstretching of resources regarding organisational participation at any one event.

Annex 1 to the report contained the updated version of the North East Exercise Calendar 2010 provided by GONE. Further editions would be published through the year in response to any necessary alterations.

11. RESOLVED that Members be requested to note the exercise calendar publication and to receive reports from specific exercises as appropriate.

Local Government (Access to Information) (Variation) Order 2006

At the instance of the Chairman, it was:-

12. RESOLVED that in accordance with the Local Government (Access to Information) (Variation) Order 2006 the public be excluded during consideration of the remaining business as it was considered to involve a disclosure of information relating to the financial or business affairs of any particular person (including the Authority holding that information (Local Government Act 1972) Local Government (Access to Information) (Variation) Order 2006, Schedule 12A, Part I, Paragraph 3).

(Signed) J. BELL,
Chairman.

Note:-

The above minutes comprise only those relating to items during which the meeting was open to the public.

Additional minutes in respect of other items are included in Part II.



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

Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE : 25 OCTOBER 2010

Subject : EMERGENCY PLANNING SOCIETY CONFERENCE 2010

Report of the Chief Emergency Planning Officer

1 INTRODUCTION

- 1.1 This year's Emergency Planning Society's (EPS) Annual Conference and Exhibition was held at the Scottish Exhibition and Conference Centre in Glasgow on 21st-23 June 2010.
- 1.2 The Tyne and Wear Fire and Rescue Authority was represented by Councillor David Charlton, the Chief Emergency Planning Officer and the Deputy Chief Emergency Planning Officer. The Head of Resilience Planning from Newcastle City Council also attended.
- 1.3 The conference focused on the key challenges in the field of Emergency Planning and Business Continuity, and consisted of a series of presentations and workshops.
- 1.4 Running alongside the Conference was an exhibition with specialist companies displaying the latest equipment and services designed to provide the resources required in responding to modern day threats.

2 KEY PRESENTATIONS

- 2.1 Delegates heard from a wide range of speakers including:
 - Opening Address by Kenny MacAskill MSP, Cabinet Secretary for Justice
 - A Snapshot on the Future of UK Resilience by Christina Scott, Director of the Civil Contingencies Secretariat, Cabinet Office

The conference covered the following themes:

- Keynote Address 'Are We Ready for the Next Disaster';
- Session One – 'The Ghost of Futures Past'
- Session Two – 'Herding Cats? Cooperation and Coordination in Present Day Emergencies'
- Session Three – 'Critical National Infrastructure – How Resilient is our Future?'
- Session Four – 'Watch This "Space" – The Power of Mother Nature'

3 **SNAPSHOT ON THE FUTURE OF UK RESILIENCE**

3.1 **Christina Scott** is the recently appointed Director of the Civil Contingencies Secretariat at the Cabinet Office. The aim of her presentation was to brief delegates about recent changes following the creation of the Coalition Government. The key points were:

- A new National Security Council had been established and was being led by Sir Peter Ricketts;
- A new national security strategy was being prepared for possible release in the autumn of 2010 and the key document to look out for was the Strategic Defence and Security Review;
- The new Government had highlighted cyber and energy security as key issues to address;
- The National Risk Register (around which local plans and arrangements are based) would remain unchanged but themes within it would become more focussed with an all hazards approach;
- There was a need to ensure consistently good performance across responding organisations which required further consideration nationally.
- Government indicated that there was a need to focus on our capacities to deal with emergencies within a Protect and Prepare theme;
- Government had indicated a wish to involve communities in building capacities in terms of their own safety and security. This supports the Big Society initiative and the current work being undertaken on Community Resilience; and
- To further embed resilience in supply chains and the private sector, Government recognised that more needed to be done to promote business continuity at a national level.

3.2 Ms Scott highlighted the need for changes in order to deliver refreshed objectives which included a more structured military contribution to homeland security, national standards within and between organisations, particularly emergency services, to improve technical process interoperability and the possibility of a National Resilience Team to remove duplication and produce efficiencies.

3.3 Ms Scott also acknowledged the current economic climate in her presentation and emphasised the need for 'smarter' working to increase flexibility and encourage radical ideas and creative solutions. Ms Scott also touched upon the changing performance management landscape in line with the Big Society agenda, although the Comprehensive Spending Review due this autumn would provide more detail about some of these issues. Ms Scott emphasised the need for responders to maintain operational capacity throughout the changes to come.

- 3.4 In talking about the Big Society agenda, Ms Scott mentioned the focus on openness and information sharing and said that reviews would examine the type of information currently not in the public domain. The example that she gave was that the Met Office currently issue 3 day forecasts and warnings to the public and 7 day forecasts and warnings to organisations. Ministers had queried this on the basis that if the information was being produced and was not deemed to be sensitive, then it should be shared with everyone.

4 THE GHOSTS OF FUTURES PAST

- 4.1 **Carole Cameron** is the Director of International Affairs for the Federal Emergency Management Agency (FEMA) and is based in the United States. Ms Cameron's keynote address looked at preparedness in general and gave some examples of recent emergencies in the United States. In particular, she noted that the use of technology was becoming increasingly important in delivering important messages to the public about evacuation and emergencies in general. Some of the key initiatives she talked about were:
- The use of social networking sites such as Twitter and Face book to get messages out to varying demographics;
 - The use of technology in emergency planning such as GIS mapping;
 - Providing more detailed information to the public via the internet before an emergency. Ms Cameron explained how FEMA were posting the locations of Rest and Information Centres in Google Map format on websites so that the public would know where to go during an emergency;
 - The increasing use of education in schools and higher education establishments as a means to reach families; and
 - A current pilot scheme which used MP3 players with teenagers with pre loaded pop songs and interspersed with messages about how they could help family members during an emergency. So far this had been used in an evacuation shelter situation and proved to be really popular.
- 4.2 **Dr Gerald Rockenschaub MPH** is the Regional Advisor for the Disaster Preparedness and Response Programme for the World Health Organisation (WHO), and is based in the Regional Office for Europe. Dr Rockenschaub described the key functions of the WHO in health emergencies as being the assessment and analysis of health information, coordination and leadership of health agencies in emergencies and identifying gaps in public health systems to mitigate the impacts of some health emergencies in future. Dr Rockenschaub also discussed ongoing events and developments planned for the future, the key points of which are described below:

- A recent outbreak of Polio in parts of Europe had led to a vaccination campaign being undertaken in some European countries. WHO were monitoring the situation as it unfolded.
- In an unconnected initiative, both Poland and Ukraine had participated in being assessed at national levels in order to identify areas where capacity for dealing with health emergencies could be improved.
- Dr Rockenschaub described some recent emergencies which had led to information being collated about extreme weather events and the impacts on public health. A new Public Guidance document was being prepared by the WHO and the Health Protection Agency (HPA).
- Dr Rockenschaub summarised the way forward in the UK as:
 - Adopting an all hazards approach;
 - Conducting exercises and drills;
 - Better cross border collaboration;
 - Strengthening coordination across multi sector partnerships; and
 - More capacity building and sharing practice.

5 COOPERATION AND COORDINATION IN PRESENT DAY EMERGENCIES

5.1 Several presentations took place within this session. These are the key points from each presentation.

5.2 **Kath Hindley**, Deputy Chief Executive for the Disasters Emergency Committee (DEC), gave a presentation on the current situation in Haiti following a devastating earthquake in January 2010.

- At the time of the presentation, the death toll stood at 230,000 people, with a further 300,000 injured during the tragedy.
- Almost 5,000 schools were affected.
- Out of a population of 3 million people, almost 1.2 million still required shelter.
- The estimated cost of re-constructing Haiti stood at £3.5billion and the donations received by the DEC from members of the public in the UK stood at £101million.
- Ms Hindley described the process for putting together such large appeals and the work that donations facilitate with partners such as Concern, Oxfam, Red Cross and World Vision to name a few.

5.3 **Matthew Price**, the BBC's World Affairs Correspondent, described the conditions on the ground when he arrived in Haiti less than 24 hours after

the earthquake struck. He told the personal stories of some of the people he met in the aftermath and described horrendous and tragic scenes at hospitals where access to health care and the provision of basic needs were unavailable to thousands of people. It was interesting to note the perceptions of the media during an emergency response and the resources the media has access to (the BBC got to Port-au-Prince before most responders could).

5.4 **Sjaak Seen MCDm** is from the Fire Department Rotterdam and also worked for the United Nations. Mr Seen gave a detailed presentation on the structures that his organisation uses in response and shared some examples of good practice in responding to incidents.

5.5 **Ed Gabriel**, Director for Global Crisis Management and Business Continuity from the Walt Disney Company highlighted the need to involve businesses in emergency planning and made these key points:

- New York's response to emergencies is now based on English structures. He raised a very good point about Leadership and the clarity of who is in charge during an emergency. He stated that while leadership was clear in New York during 9/11, leadership was somewhat less clear during Hurricane Katrina in New Orleans.
- He encouraged responders to involve businesses and use the private sector resources available to them. Mr Gabriel used the example of utilising cinemas for humanitarian shelter.
- Consider and address any legal issues which may arise in emergencies by planning ahead and using any professional advice and expertise available.
- Use private sector skills and resources and agree who will do what in advance. The private sector will have access to resources that responders simply won't have.
- Responders should consider involving the local business sector in operations rooms.

6 CRITICAL NATIONAL INFRASTRUCTURE

6.1 **Dr David Kerridge MBE**, Head of the Earth Hazards and Systems Department of the British Geological Survey (BGS), focussed on natural hazards which could result in emergencies. He encouraged planners to work with scientists to ensure that relevant new knowledge is applied effectively to disaster preparedness, response and recovery. He gave a very interesting perspective of the threat of extreme weather such as earthquakes and tornados occurring in the UK and what the likely impacts would be. He also talked about solar flares and magnetic storms which occur in space and had been reported in the media fairly recently. It was clear that BGS considered that these new hazards may pose a threat, but more work was needed in the scientific community to better understand potential impacts.

- 6.2 **Richard Bryan**, Deputy Assistant Commissioner from the Olympic Security Directorate of the Home Office, gave a presentation on preparing London for the 2012 Olympics. He described the threat level as Severe and advised that resilience planning was considering all possible threats and hazards including terrorism, criminal activity, public disorder, domestic extremism and non malicious hazards (such as severe weather, utility failure and the impact of solar flares).
- 6.3 **Martin Hobbs**, Head of Network Resilience Strategy from the Highways Agency, gave a presentation on the strategic road network in the UK which consists of 4,400 miles of road and is worth around £88billion. Mr Hobbs talked about resilience planning within the Highways Agency, specifically in relation to severe weather. Post season workshops held after the severe weather earlier in 2010 had highlighted a need to educate drivers about severe weather. He also confirmed that an independent review was being conducted to learn lessons from the salt crisis earlier in the year.
- 6.4 **Bob Groves CBE**, Special Advisor to the Chairman of British Telecom, gave a talk on new developments. Mr Groves advised that BT Local Liaison Managers would be liaising with Local Resilience Forums in future to enhance joint working. He also talked about some recent work with Porton Down to develop specialist PPE so that BT engineers could work in hot zones to restore telecommunications and that BT had 40 people trained to carry out this work nationally.
- 6.5 A presentation was also given by **Paul McGee**, the author of 'Shut Up And Move On (SUMO)' which was a motivational talk for delegates. The key topics were around self reflection and recognition of behaviours which could impact on decision making.

7 CONCLUSION

- 7.1 This Conference was yet again extremely useful and informative addressing a range of contemporary, pertinent issues. The Conference also provided an excellent opportunity to network with representatives of other relevant agencies and organisations, and the information gained will be used to inform the further development of plans and procedures in Tyne and Wear.

8 RECOMMENDATIONS

- 8.1 Members are asked to note this report.

Background Papers

Working papers relating to the above are held in the offices of TWEPU



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

Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE : 25th OCTOBER 2010

**Subject : REPORT ON THE RESPONSE TO THE 2009 INFLUENZA
PANDEMIC - DAME DEIDRE HINES**

Report of the Chief Emergency Planning Officer

1 INTRODUCTION

- 1.1 The purpose of this report is to advise members of the results of Dame Deidre Hines' review of the UK's strategic response to the 2009 influenza pandemic.
- 1.2 Dame Hines has concluded in her report that she considered the UK response to the pandemic to be 'highly satisfactory' and 'proportionate and effective'.

2 BACKGROUND

- 2.1 The UK government and devolved administrations have been preparing for an influenza pandemic for many years. Some of the preparations included substantial stockpiles of drugs and plans to purchase up to 132 million doses of vaccine, sufficient to protect the entire population of the UK.
- 2.2 The H1N1 influenza pandemic which emerged in 2009 had relatively mild effects on the majority of people affected and was far less severe than the H5N1 'bird flu' virus upon which many planning assumptions had been based. Sadly, although the virus was milder than anticipated, 457 people are known to have died during the pandemic in the UK. This figure is based on the data available on 18 March 2010, which was the initial phase of the review.
- 2.3 In accordance with common practice, in March 2010, a review was established to learn lessons from the UK response to the 2009 influenza pandemic. Dame Deidre Hines was asked to Chair the independent review. The review took place between March and July 2010.

3 TIMELINE

- 3.1 The first cases of H1N1 influenza, or 'swine flu' as it was referred to in the media, were reported in Mexico and the USA on 23 April 2009. By the 27th April Mexican health officials were reporting that a total of 149 deaths

had occurred from 878 reported cases of influenza. It would later emerge that only 18 of those deaths were confirmed to be as a result of H1N1, but the initial statistics were worrying.

- 3.2 The World Health Organisation continued to monitor the global situation and raised the pandemic alert level to Phase 4 on 27th April 2009, which is characterised by verified human to human transmission of influenza able to cause 'community level outbreaks'.
- 3.3 The WHO raised the alert level again on 29th April 2009 to Phase 5 which is characterised by human to human spread of the virus into at least two countries in a region. This essentially sent the message that a pandemic was imminent. In response, the UK government launched the H1N1 /Swine flu information campaign.
- 3.4 On 1st May 2009, the first UK case of H1N1/Swine flu was reported. Following this, the period from May to June 2009 was designated the 'containment phase' in the UK. This phase included the issue of anti-viral medication to those with suspected cases, laboratory testing of swabs from suspected cases, the closure of some schools and self-isolation of cases in the community.
- 3.5 On 11th June 2009, the WHO raised the alert level to Phase 6, declaring that a global pandemic was under way. The peak of the first wave of pandemic occurred in July 2009.
- 3.6 From August to October 2009, plans were made to implement a vaccination strategy and a UK wide vaccination programme was launched on 21st October on a priority case basis.
- 3.7 The second pandemic peak occurred between October and November 2009 and the second phase of the vaccination programme was implemented.
- 3.8 December 2009 to April 2010 was considered to be the post pandemic period and saw the closure of the Swine Flu Information Line and anti viral collection points. Dame Hines began the review into the 2009 influenza pandemic in March 2010.

4 REVIEW CONTEXT

- 4.1 The purpose of the review was to review the appropriateness and effectiveness of the UK strategy for responding domestically to the H1N1 pandemic and to make recommendations to update and refine planning for any future influenza pandemic.
- 4.2 The review considered several key factors in determining the response to the pandemic. These were:
 - The central government response;
 - Scientific Advice;
 - The containment Phase;
 - Treatment;

- Vaccine; and
- Communications

4.3 Dame Hines and the review team reviewed over 700 documents and considered the reports and experiences of many of those involved, meeting almost 100 individuals.

5 THE CENTRAL GOVERNMENT RESPONSE

- 5.1 The review concluded that the government's central response mechanisms proved to be effective. The Cabinet Office played a key role in driving decision making, balancing views and ensuring strong coordination.
- 5.2 The review noted that the willingness of the devolved administrations and the Department of Health to work closely together was fundamental to the success of the overall UK response. The report also noted, however, that although the pandemic was a health emergency, there was much good work done across the range of government business and this practice should be built upon to further strengthen arrangements.
- 5.3 The review concluded that the management of additional deaths requires further preparatory work so that the UK is as prepared as it can be for a more severe pandemic.

6 SCIENTIFIC ADVICE

- 6.1 During the pandemic, a Scientific Advisory Group for Emergencies (SAGE) was established to bring together scientific and technical experts whose role was to provide coordinated and consistent advice to central government. Their expertise was largely used to determine patterns in epidemiology and formed the basis of planning assumptions, policy and strategy at national level.
- 6.2 The review team praised the efforts of all those involved in the scientific response, of which SAGE formed a key part. There were several recommendations made including some clarification of SAGE's remit and procedures, reporting lines and terminology.
- 6.3 The review also found that the transparency of scientific advice could be maximised to further build confidence and trust within the public domain.

7 THE CONTAINMENT PHASE

- 7.1 The containment phase of the pandemic involved the implementation of measures that were intended to slow the spread of the virus and also to gather data to build a clearer understanding of the virus. The review specifically looked at the pre-pandemic planning and the initial phases of the response.

- 7.2 The strategic pre-pandemic planning was largely facilitated by the document 'Pandemic Flu: A national framework for responding to a pandemic', which was published in November 2007. The review found that the framework shaped the response to the 2009 pandemic and was effective. The framework ensured that many decisions had been made in principle prior to the outbreak and key personnel had been given the opportunity to work together.
- 7.3 Key lessons were around the practical difficulties of dealing with the unexpected pattern of spread when tailoring countermeasures to fit local circumstances. The review made several recommendations which aims to inform future planning and ensure a good balance is struck between central planning and local flexibility.

8 TREATMENT

- 8.1 The review focussed on the treatment phase of the pandemic in terms of the antiviral treatment strategy, the distribution of antivirals and provision of critical care.
- 8.2 The review found that the UK was well prepared to provide antiviral treatment for an influenza pandemic adequately and rapidly. The stocks of antiviral supplies were sufficient and adequate distribution plans were in place.

9 VACCINE

- 9.1 The 2009 pandemic was the first for which the UK had a specific vaccine available for use while the virus was still spreading. This is widely acknowledged to be a significant achievement for manufacturers, regulators and policy makers. Dame Hines reported that this reflects in no small part the exceptional level of preparedness the UK has attained.
- 9.2 Dame Hines also praised the way in which vaccine was procured, distributed and administered to the population. Some recommendations were made which are designed to build on these achievements.

10 COMMUNICATIONS

- 10.1 Clear, consistent and co-ordinated messaging across the full range of communication channels, tailored to the needs of specific audiences, is crucial to maintaining the public trust, compliance and support essential to the effective management of a pandemic. Adoption of hand and respiratory hygiene advice, social distancing measures, effective and responsible use of antivirals, and uptake of vaccination, are all predicated on successful communication.
- 10.2 The review found that there was ample evidence to suggest that the government's communications strategy was successful in building awareness of pandemic influenza and in supporting critical elements of the response.

- 10.3 The central media briefings succeeded in keeping the media informed and engaged. The openness between authorities and journalists was also praised. The report suggests that they provide a model for future communications in long-running crises. The report also suggests that the future development of initiatives around the use of digital media and social networking should be encouraged.

11 CONCLUSION

- 11.1 The review led by Dame Hines concluded that the strategic response in the UK was 'highly satisfactory'. Specifically, the key successes highlighted in the report were:

- planning for a pandemic was well developed;
- the personnel involved were fully prepared;
- the scientific advice provided was expert;
- communication was excellent;
- The NHS and public health services right across the UK and their suppliers responded splendidly; and
- The public response was calm and collaborative.

- 11.2 The strategic central response provided local responders with up to date information which needed to be translated into planning and activity at local level. The LRF Pandemic Influenza Working Group, Chaired by Newcastle City Council and supported by the TW EPU, was able to adapt to changing planning assumptions and clinical data and was reactive and dynamic in its approach.

12 RECOMMENDATIONS

- 12.1 Members are asked to:
- a) Note the contents of this report
 - b) receive updates and related reports as necessary

BACKGROUND PAPERS

Working papers relating to the above are held in the offices of TW EPU. The document 'The 2009 Influenza Pandemic – An independent review of the UK Response to the 2009 influenza pandemic' report by Dame Deirdre Hines can be accessed at:

<http://www.cabinetoffice.gov.uk/media/416533/the2009influenzapandemic-review.pdf>



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

Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE : 25 OCTOBER 2010

Subject : MAJOR HAZARD EXERCISE: EXERCISE CORNERSTONE (NGN LTD)

Report of the Chief Emergency Planning Officer

1 INTRODUCTION

- 1.1 The purpose of this report is to inform members of a Major Accident Hazard Pipelines (MAHP) multi agency table top exercise carried out with Northern Gas Networks at West Denton Community Fire Station 8 September 2010. The event was entitled "Exercise Cornerstone 2010".

2 BACKGROUND

- 2.1 The Pipelines Safety Regulations 1996 are made under the Health and Safety at Work Act 1974 and the enforcing authority is the Health and Safety Executive (HSE). The regulations require the Fire and Rescue Authority to prepare an emergency plan and review it regularly (not less than every three years). The HSE describe the purpose of an emergency plan as 'To detail action to be taken to minimise the consequences to the Health and Safety of people in the event of an emergency involving a major accident hazard pipeline' (background paper 2). The duty to prepare an appropriate plan is discharged on behalf of the Tyne and Wear Fire and Rescue Authority by the Tyne and Wear Emergency Planning Unit (TWEPU).
- 2.2 Natural gas high pressure pipelines run through Newcastle City Council Sunderland Council and Gateshead Council areas. The pipelines are manufactured using high quality pressure steel to diameters varying from 75 to 40 centimetres (2 foot six inches to 16 inches) and operate at pressures of up to 38 bar (approximately 550 pounds per square inch). To put this into perspective, a domestic gas supply operates at 1 bar or 14.5 pounds per square inch.
- 2.3 The testing of emergency plans is required to ensure that they are accurate, complete and practicable. "Exercise Cornerstone" has been developed as an important element of the Northumbria Local Resilience Forum (LRF) Training and Exercising programme 2010/2011.

3 RECENT INCIDENTS

- 3.1 On 9 September 2010, a gas pipe explosion in the San Bruno City (near San Francisco in the United States of America) killed seven people and destroyed over 37 homes. The blast was so immense that it created a crater and destroyed the water mains, meaning firefighters responding to the call had no local fire hydrants to use.
- 3.2 Although there has been no major gas pipeline incident in the UK for many years, the San Bruno incident illustrates the requirement for continued awareness of the potential impact on the community of gas pipeline incidents
- 3.3 In the UK there are extensive arrangements to reduce the likelihood of serious incidents to such pipelines, covering design, protection and inspection of pipeline routes by routine overflights. However the impact of such incidents is potentially large, as was recently shown by the tragic incident at San Bruno.

4 THE EXERCISE

- 4.1 This exercise was planned, coordinated and facilitated by TWEPU with contributions from Northern Gas Networks (NGN) and Tyne and Wear Fire and Rescue Service (TWFRS) colleagues and members of the Northumbria LRF Training and Exercise Sub Group.
- 4.2 The exercise was held on 8th September 2010 and was attended by TWFRS, Northern Gas Networks, Northumbria Police, Newcastle City Council, Gateshead Council, Sunderland City Council, NHS South of Tyne, North East Ambulance Service (NEAS) and TWEPU. North Tyneside Council sent an observer as one of the pipelines runs close to its boundary with Newcastle City Council.
- 4.3 The rationale behind the exercise was to explore activation and response by partners, test the usefulness of the off site plan to responders and to assist partners in identifying issues that need to be addressed or exercised within their own organisations, particularly those emergency responders who would be first on the scene.
- 4.4 The Northumbria LRF Training and Exercise Sub Group asked the Emergency Planning Unit to run the event using three syndicates, one for each locality and with each having local leading officers for the Fire and Rescue Service, Police and representation from the relevant local authority.

5 EXERCISE SCENARIO

- 5.1 The exercise followed a general scenario of a mechanical excavator disturbing a high pressure gas pipe in a relatively populated area. Such mechanical damage is the most common source of incidents or near misses. The subsequent discovery of a loud high pressure leak had several common implications for the responding services, principally, ignition and fire risk, possible large scale evacuation and extremely high noise levels. The locations chosen were Newburn (Newcastle City

Council), Grangetown/Hendon (Sunderland City Council) and Blaydon (Gateshead Council).

6 EXERCISE OUTCOMES

6.1 17 out of a possible 21 evaluation sheets were returned. Not all questions were answered by all responding participants. The results of the initial evaluation are as follows:

- Of 17 responding participants none stated that they were 'very familiar' with the Plan, 7 'familiar' and 10 'not familiar'
- In response to the question '**How well did the syndicate seek to use the plan**', 3 participants reported 'very well' 10 'well' and 3 'not well'.
- In response to the question '**How well did the plan support syndicate decision making**', 1 participant reported 'very well' 11 'well' and 4 'not well'.
- All respondents to the question '**Did you find the visual aids and learning methods enabled you to learn?**' answered 'Yes'.
- Of 15 responding participants, all stated that the format was appropriate.
- 10 participants identified issues for their own organisations.
- Overall of 15 responding participants 4 rated the exercise as 'very good' and 11 as 'good'. One participant stated that the exercise was "excellent, really informative and useful"; another stated that it was "extremely worthwhile"; and a third stated that the exercise was "very worthwhile".

6.2 The exercise evaluations showed that the event was considered to be very successful. From a directing staff point of view it was clear that the exercise helped participants appreciate the scale of such a challenge and there was good, joined up thinking and working especially between the Police and Fire and Rescue Service representatives.

6.3 The exercise highlighted a number of areas of improvement and a formal debrief was held on 24 September at TWEPU where issues and lessons learned were agreed. These have been captured and will be shared with partners for action. Of particular importance is the promotion of the plan and its contents to partners, and ways of doing this are under active consideration.

7 CONCLUSION

7.1 Exercise Cornerstone was a successful and very useful exercise. Many lessons were learned to aid the development of The Major Accident Hazard Pipelines Plan. A further outcome of the exercise will be a revision

of Standard Operating Procedures by Emergency Services and Partner Agencies.

8 RECOMMENDATIONS

8.1 Members are asked to:

- a) Note the content of this report; and
 - b) Support the continued integrated emergency management of Major Accident Hazard Pipelines in Tyne and Wear.
-

BACKGROUND PAPERS

Working papers relating to the above are held in the offices of TWEPU

- 1) The Pipelines Safety Regulations 1996 SI1996 No. 825
- 2) Further guidance on emergency plans for major accident hazard pipelines - HSE

Appendix 1

Tyne and Wear Strategic Resilience Objectives

1. To work with all communities to build their resilience and ability to cope with crises
2. To identify, quantify and treat risks and threats
3. To ensure robust arrangements are in place to enable an effective response
4. To effectively respond to emergencies
5. To develop robust arrangements to enable the rebuilding, restoring and rehabilitation of the community after an emergency
6. To develop and maintain relationships and co-ordinated arrangements across agencies in preparing for, responding to and recovering from emergencies
7. To develop and maintain appropriate skills to enable effective preparedness, response and recovery
8. To validate and test the integrity of arrangements
9. To ensure effective communication before, during and after an emergency
10. To ensure that arrangements are in place to support vulnerable people before, during and after an emergency

Working with Communities	2
Risk Management	5
Emergency Preparedness	7
Emergency Response	13
Emergency Recovery	15
Partnership working	16
Training and Exercising	17
Communications	21
Vulnerable People	22

Appendix 1

Working with Communities

To work with all communities to build their resilience and ability to cope with crises

Strategic Actions

Business Continuity Promotion

Community Impact Assessment

Business Continuity Promotion

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
To organise a follow up event to the LRF BCM Conference held in March 2010	All/LRF	End March 2011	Event held with local businesses	EPU/ LRF Sub Group	

Community Impact Assessment

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Community Impact Analysis in relation to Neighbourhood Management Areas completed.	Gateshead	End Sept 10	CIA in place	EPU	

Appendix 1

Develop an action plan for community engagement activity following analysis of CIA and production of Neighbourhood Management Plan template	Gateshead	End Sept 10	Action plan in place which supports the Gateshead Community Resilience Strategy	EPU	
Community Impact Analysis conducted in relation to wards/community boundaries	Sunderland and North Tyneside	End March 11	CIA in place	EPU	
Write a Community Resilience Strategy and Action Plan for longer term delivery	Sunderland and North Tyneside	End March 11	Strategy and action plan written	EPU	
Review CIA for Newcastle to identify any updates required	Newcastle	End Sept 10	Review complete and recommendations to lead office in Newcastle	EPU	
Refresh South Tyneside Local Risk Register (Step 1)	South Tyneside	End Sept 10	Identification of key risks in South Tyneside	EPU	
Map key risks spatially against defined neighbourhoods (Step 2)	South Tyneside	End Sept 10	Mapping of key risks completed	EPU	
Evaluate mapped risks against socio economic, deprivation and vitality information at neighbourhood level (Step 3)	South Tyneside	End Sept 10	Evaluation of mapped risks against socio-economic, deprivation and vitality information at neighbourhood level complete	EPU	
Establish risk-based programme of resilience development work (i.e. programmed list of neighbourhoods) (Step 4)	South Tyneside	End Oct 10	A risk based programme of resilience development work for each neighbourhood completed.	EPU	
Work with each neighbourhood to facilitate hazard identification (Step 5)	South Tyneside	End Dec 10	Ways of working with each neighbourhood identified.	EPU	
Work with each neighbourhood to identify and assess key risks (Step 6)	South Tyneside	End Dec 10	Key risks identified.	EPU	
Work with each neighbourhood to identify and evaluate neighbourhood vulnerabilities (Step 7)	South Tyneside	End Mar 11	Neighbourhood vulnerabilities evaluated.	EPU	

Appendix 1

Work with each neighbourhood to develop any appropriate risk mitigation measures (Step 8)	South Tyneside	End Mar 11	Risk mitigation measures identified.	EPU	
Work with each neighbourhood to develop neighbourhood emergency response arrangements (Step 9)	South Tyneside	End Mar 11	Emergency response arrangements in place.	EPU	
Ensure that neighbourhood emergency response arrangements 'fit' with agency response plans (Step 10)	South Tyneside	End Mar 11	Ensure 'fit' against other plans.	EPU	
Work with each neighbourhood to develop neighbourhood recovery arrangements (Step 11)	South Tyneside	End Mar 11	Recovery arrangements in place.	EPU	
Work with each neighbourhood to identify appropriate capacity building needs (Step 12)	South Tyneside	End Mar 11	Capacity building needs identified.	EPU	

Appendix 1

Risk Management					
Identify, quantify and treat risks and threats					
Strategic Actions					
Community Risk Register					
Local Risk Register					
Horizon scanning for new and emerging risks					
Community Risk Register					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Continue to represent councils on the LRF Risk Assessment Working Group	All/LRF	Ongoing	Input to the Northumbria Community Risk Register on behalf of councils	EPU	
Local Risk Register					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Create a local risk register for North Tyneside based on local risks for communities	North Tyneside	End Sept 10	Risk register in place	EPU	
Refresh the local risk register for Gateshead	Gateshead	End October	Risk register refreshed	EPU	

Appendix 1

based on community and critical risks		10			
---------------------------------------	--	----	--	--	--

Horizon scanning for new and emerging risks

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Maintain horizon scanning activities to identify new and emerging risks	All	Ongoing	Reports to SMB as required	All	

Appendix 1

Emergency Preparedness					
Ensure robust arrangements are in place to enable an effective response					
Strategic Actions					
Create and maintain COMAH and PSR plans on behalf of site operators					
Radiation					
CBRN					
Mass Fatalities					
Excess Death					
Pandemic Flu					
Evacuation					
Animal Disease					
Other					
COMAH					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
To develop plans for any new upper tier COMAH Plans (Plan authors)		End Mar 11	New plans developed where applicable	EPU	
Update eight current Off Site COMAH Plans (Plan authors)		End Mar 11	Updated plans in place and maintained as part of review cycle	EPU	
Maintain and update pipeline Plans within		End Mar 11	Updated plans in place and maintained as	EPU	

Appendix 1

Tyne and Wear (Plan authors)			part of review cycle		
To ensure compliance with Buncefield recommendations report		End Mar 11	Buncefield action plan completion	EPU	

Radiation

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Update and maintenance of REPPIR plan and scheme activation arrangements as necessary	All	As required	Updated plan and/or arrangements in place and part of review cycle	EPU	
Update and maintenance of RIMNET arrangements	All	As required	Updated plan and/or arrangements in place and part of review cycle	EPU	

CBRN

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Continue role as Regional CBRN Chair	All/RRT	Ongoing	Chair and direct work of the Regional group	EPU	
Further development of Site Specific Plans across Tyne and Wear	Sunderland and Gateshead - which has priority -TBC	End Mar 11	Plans in place and part of review cycle	EPU	
Update and maintenance of Regional CBRN Plan	As necessary	End Mar 11	Updated plan in place and part of review cycle	EPU	

Appendix 1

Continue role as North East representative for National CBRN Group	All/RRT	End Mar 11 – Ongoing	Contribute to the group and feedback and report to SMB and TWROPS	EPU	
Development of Care of People part of the Newcastle SSP in line with HA arrangements already in place.	Newcastle	End March 2011	Care of People is an integral part of the SSP and has been trained and exercised	EPU	
Develop funding bid for EU CIPs project – CBRN care of people	Newcastle	March 2011	Bid developed and put in to meet bid deadline	EPU	

Mass Fatalities

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Represent Tyne and Wear Councils at RRF Mass Fatalities Group	All	Ongoing	Feedback and reports to SMB and TWROPS	EPU	
Represent Tyne and Wear Councils at LRF Mass Fatalities Group	All	Ongoing	Feedback and reports to SMB and TWROPS	EPU	
Update and maintenance of LRF Northumbria Emergency Mortuary Plan (Plan authors)	All/LRF	End Dec 2010	Updated plan in place once revised SLRO document is received from the Home Office	EPU	
Support, as required, to address the local aspects of mass fatalities planning (hospitals, HM Coroner involvement, local Police etc)	Newcastle (Oct 10), Sunderland and Gateshead	Oct 10 for Ncle, End Mar 11 for others	Support provided and arrangements in place	EPU	
Launch a new local mass fatalities plan with partners across council area	Newcastle, Sunderland and Gateshead	End Mar 11	Support provided and arrangements in place	EPU	

Appendix 1

Excess Deaths					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Continued development of LRF Excess Deaths Plan at direction of LRF PIWG Chair	All/LRF	End Dec 2010	Completed plan in place and part of a review cycle	EPU/LRF Excess Deaths Group	

Pandemic Flu					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Update and maintain LRF MAPIP as necessary	All/LRF	2011 – Ongoing as required	Updated plan in place and part of a review cycle	EPU/LRF Group	

Flood Planning					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Update and maintain LRF MA Flood Plan	All/LRF	Revision due Oct 2010	Updated plan in place and part of a review cycle TBC	EPU/LRF Group	

Appendix 1

Evacuation					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
City wide evacuation planning to compliment the Sunderland City Centre Evacuation Plan	Sunderland	End Mar 11	Plan in place and ready to launch with City Partners	EPU	
Animal Diseases					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Update and maintain Animal Diseases Plan	All	End Sept 10	Updated plan in place and part of annual review cycle	EPU	
Update and maintain Rabies Plan	All	End Sept 10	Updated plan in place and part of annual review cycle	EPU	
Other					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Refresh Major Incident Plan for Sunderland City Council	Sunderland	End Sept 10	Refreshed plan published	EPU/SCC	
Launch the MIP in Sunderland with staff and partners	Sunderland	End March 11	Launch complete	EPU/SCC	

Appendix 1

Complete the review of the Major Incident Plan for Gateshead Council	Gateshead	End Sept 10	Plan published	EPU/ Gateshead Council	
Provide assistance to Newcastle City Council to research operational detail for severe weather plan	Newcastle	End Sept 10	Research completed	EPU	
Produce an updated Elected Members Handbook	All	End Sept 10	Updated handbook complete and distributed to councils	EPU	
Produce a Gateshead neighbourhood Emergency Plan template based on analysis of the CIA information	Gateshead	End December 2010	Template produced	EPU	
Integration of logistics issues into local authority plans	All	End March 11 and ongoing	Logistics guidance followed and practical issues included in plans	TWROPS	
Conduct a peer review of LA Major Incident Plans (Gateshead Plan post Sept 10)	Gateshead	End Mar 11	Review completed and improvements identified	TWROPS	
Conduct a gap analysis of the results of the 2010 National Capabilities Survey	All	Sept 10	Analysis conducted and gaps identified for action	TWROPS	

Appendix 1

Emergency Response

To effectively respond to emergencies

Strategic Actions

To provide support for emergency response as at the direction and request of local authorities

To support the debrief process as requested by the local authorities.

Support to Local Authorities

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Maintenance of EPU Duty Officer scheme	All	Ongoing	Responses to incidents via incident logs	EPU	
Duty Officer response to incidents as required	All	Ongoing - as necessary	Responses to incidents via incident logs	EPU	
Update of response protocols and arrangements as part of DO and IO Handbooks	All	As necessary	Updated arrangements in place and part of a review cycle	EPU	

Support the Debrief Process

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
-------------	-----------	---------------	-------------------------	--------------	--------

Appendix 1

Participate in debrief activities as requested by the Local Authorities.	All	As necessary	Debrief documentation produced as necessary	EPU	
--	-----	--------------	---	-----	--

Appendix 1

Emergency Recovery

To develop robust arrangements to enable the rebuilding, restoring and rehabilitation of the community after an emergency

Strategic Actions

To provide support to the LAs as required

Support to Local Authorities

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
To support the councils in the development of Recovery and Restoration issues in individual areas	Newcastle and North Tyneside	Ongoing - as necessary	Support in place	EPU	
To provide recovery action cards to support the North Tyneside Council and Newcastle Council Recovery Plans	Newcastle and North Tyneside	End Sept 10	Action cards produced	EPU	

Appendix 1

Partnership working

To develop and maintain relationships and co-ordinated arrangements across agencies in preparing for, responding to and recovering from emergencies

Strategic Actions

Facilitate working between agencies

Tyne and Wear Resilience Review

Facilitate Working Between Agencies

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Support Newcastle City Council as Chair of Core Cities Group	Newcastle	As required	Support provided	EPU	
Support Newcastle City Council as Chair of LRF Humanitarian Assistance Group	Newcastle/LRF	Ongoing	Support provided	EPU	

Tyne and Wear Resilience Review

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Participate in review activities as directed by the Review Team	All	Ongoing into Mar 2011	Completion of review and timetable for implementation of recommendations	EPU Councils	

Appendix 1

Training and Exercising

To develop and maintain appropriate skills to enable effective preparedness, response and recovery and also to validate and test the integrity of arrangements

Strategic Actions

To develop and deliver a cross Tyne and Wear training prospectus based on individual council requests as below

LRF training and exercise group Chair and participation

Norland

Develop and deliver exercise prospectus

Training

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Develop induction training for new council staff	All	End March 11	Training package in place	TWROPS	
Develop and deliver 'Care of People Centres' training in Newcastle City Council. Including rest centre, humanitarian assistance centres etc.	Newcastle	October 10	Training delivered and evaluated	EPU	
Development of recovery exercise for all staff in councils across Tyne and Wear	All	End Sept 10	Training package ready for delivery	TWROPS	

Appendix 1

Hold staff briefing sessions to promote CIA analysis and Neighbourhood Management Plan template in Gateshead	Gateshead	End Sept 10	Training session developed and delivered	EPU	
Launch of revised Gateshead MIP with strategic managers	Gateshead	End March 11	Awareness raising mini exercise delivered with strategic managers	EPU	
Develop and deliver staff awareness sessions on wider care of people issues in Newcastle City Council	Newcastle	End March 11	Training delivered and evaluated	EPU	
Deliver control room training for front line staff in North Tyneside	North Tyneside and Sunderland	End Sept 10	Training delivered and evaluated	EPU	
CBRN awareness for staff in all councils	All	March 2011	Awareness sessions delivered	EPU	
Revival of Core Modules Prospectus (incorporating previous separate action for Recovery Training and Awareness Session)	All	As required, depending on staff availability	Core modules ready to be delivered as necessary	EPU	
Development of SSP training and awareness package	All – as necessary	End Mar 11	Design and delivery of package in line with national guidance and initiatives	EPU	
To deliver training to operators as requested.	All	End Mar 11	Development and delivery as necessary	EPU	
Develop and deliver strategic level training in advance of Norland Strategic in Dec 2010.	North Tyneside	November 10	Training developed and delivered	EPU	

Appendix 1

LRF Exercise and Training Group					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Continue with role of E&TG Chair	All/LRF	Ongoing	Agreement of group members	EPU	
Actively participate in setting the LRF E&TG Calendar	All/LRF	Ongoing	Publication of calendar	EPU	

Norland					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Continue as leading member of Norland Planning and Steering Groups, representing LA's at the Norland Planning and Steering Group to support the continued development of the Norland exercises based on lessons learnt and in conjunction with the rest of the Group.	All/LRF	Ongoing	Successful delivery of the Norland Series of exercises	EPU	
To facilitate the delivery of the Norland exercise calendar for the 6 Councils in Northumbria as one of the directing staff .	Ongoing		Delivery and evaluation feedback Tactical Exercises delivered to date: Gateshead 14.04.10, Sunderland 27.05.10, Newcastle 01.07.10 Strategic Exercises remaining to date: South Tyneside 03.11.10, North Tyneside 01.12.10	EPU	

Appendix 1

Develop and Deliver Exercise Prospectus					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Local level strategic multi agency response exercise to be developed for Gateshead Council. To be delivered in October 2010	Gateshead	End March 11	Scenarios developed and materials ready for delivery in October 2010	EPU/ Gateshead Council	
Work with Newcastle City Council to develop a 'care of people' exercise, linked to CBRN	Newcastle	End March 11	Exercise developed (delivery date TBC)	EPU	
Work with Newcastle to develop a strategic and tactical level Mass Fatalities exercise	Newcastle	October 2010 (19 th)	Exercise developed and delivered	Laura Mayhew	
Exercise Off Site Plans as detailed within the regulations – Chemson	All	End Mar 11	Development and delivery of exercises with site operators	EPU	
Exercise Off Site Plans as detailed within the regulations – Simon Storage	All	End Sept 10	Development and delivery of exercises with site operators	EPU	
Exercise Off Site Plans as detailed within the regulations – International Paints	All	End Mar 11	Development and delivery of exercises with site operators	EPU	
Exercise Pipelines Plan	All	End Sept 10	Exercise completed	EPU	

Appendix 1

Communications

To ensure effective communication before, during and after an emergency

Strategic Actions

To support and further develop the work of the LRF Public Communications Group

Vulnerable People

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Support the Chair of the LRF Public Communications Group	Gateshead LRF	Ongoing	Support as required	LRF Group	

Appendix 1

Vulnerable People

To ensure that arrangements are in place to support vulnerable people before, during and after an emergency

Strategic Actions

Support and further develop the work of the LRF Vulnerable People Group

Vulnerable People

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Support the Chair of the LRF Vulnerabilities Group in delivery of the Vulnerability Strategy	All/LRF	Ongoing	Support as required	TBC	
Maintenance and update of Vulnerability Strategy	All/LRF	As necessary	Updated strategy in place	TBC	

Appendix 2

Tyne and Wear Strategic Resilience Objectives

1. To work with all communities to build their resilience and ability to cope with crises
2. To identify, quantify and treat risks and threats
3. To ensure robust arrangements are in place to enable an effective response
4. To effectively respond to emergencies
5. To develop robust arrangements to enable the rebuilding, restoring and rehabilitation of the community after an emergency
6. To develop and maintain relationships and co-ordinated arrangements across agencies in preparing for, responding to and recovering from emergencies
7. To develop and maintain appropriate skills to enable effective preparedness, response and recovery
8. To validate and test the integrity of arrangements
9. To ensure effective communication before, during and after an emergency
10. To ensure that arrangements are in place to support vulnerable people before, during and after an emergency

Contents

Working with Communities.....	2
Risk Management	3
Emergency Preparedness.....	5
Emergency Response	7
Emergency Recovery	9
Partnership working	10
Training and Exercising	11
Communications.....	14
Vulnerable People.....	14

Appendix 2

Working with Communities

To work with all communities to build their resilience and ability to cope with crises

Community Impact Assessment

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Community Impact Analysis in relation to Neighbourhood Management Areas completed.	Gateshead	End Sept 10	CIA in place	EPU	Work completed
Develop an action plan for community engagement activity following analysis of CIA and production of Neighbourhood Management Plan template	Gateshead	End Sept 10	Action plan in place which supports the Gateshead Community Resilience Strategy	EPU	Draft action plan and Concept of Operations completed.
Review CIA for Newcastle to identify any updates required	Newcastle	End Sept 10	Review complete and recommendations to lead office in Newcastle	EPU	Work completed.
Refresh South Tyneside Local Risk Register (Step 1)	South Tyneside	End Sept 10	Identification of key risks in South Tyneside	EPU	Completed by South Tyneside Resilience Team
Map key risks spatially against defined neighbourhoods (Step 2)	South Tyneside	End Sept 10	Mapping of key risks completed using GIS technology	EPU	Risks and neighbourhoods identified but not yet mapped with GIS capabilities.
Evaluate mapped risks against socio economic, deprivation and vitality information at neighbourhood level (Step 3)	South Tyneside	End Sept 10	Evaluation of mapped risks against socio-economic, deprivation and vitality information at neighbourhood level complete	EPU	Draft documents produced, process ongoing

Appendix 2

Risk Management					
Identify, quantify and treat risks and threats					

Community Risk Register					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Continue to represent councils on the LRF Risk Assessment Working Group	All/LRF	Ongoing	Input to the Northumbria Community Risk Register on behalf of councils	EPU	Work has commenced on the 2010 update of the CRR which is due to be presented at the LRF in December 2010.

Local Risk Register					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Create a local risk register for North Tyneside based on local risks for communities	North Tyneside	End Sept 10	Risk register in place	EPU	Draft completed.

Appendix 2

Horizon scanning for new and emerging risks					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Maintain horizon scanning activities to identify new and emerging risks	All	Ongoing	Reports to SMB as required	All	Continuous throughout the year

Appendix 2

Emergency Preparedness

Ensure robust arrangements are in place to enable an effective response

Radiation

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Update and maintenance of REPPiR plan and scheme activation arrangements as necessary	All	As required	Updated plan and/or arrangements in place and part of review cycle	EPU	Update completed for 2010/11

CBRN

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Continue role as Regional CBRN Chair	All/RRT	Ongoing	Chair and direct work of the Regional group	EPU	Continuous throughout the year

Mass Fatalities

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
-------------	-----------	---------------	-------------------------	--------------	--------

Appendix 2

Represent Tyne and Wear Councils at RRF Mass Fatalities Group	All	Ongoing	Feedback and reports to SMB and TWROPS	EPU	Continuous through the year
Represent Tyne and Wear Councils at LRF Mass Fatalities Group	All	Ongoing	Feedback and reports to SMB and TWROPS	EPU	Continuous through the year

Pandemic Flu

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Update and maintain LRF MAPIP as necessary	All/LRF	Ongoing as required	Updated plan in place and part of a review cycle	EPU/LRF Group	Awaiting further direction from LRF Review outcomes

Animal Diseases

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Update and maintain Animal Diseases Plan	All	End Sept 10	Updated plan in place and part of annual review cycle	EPU	Drafts with Animal Health authorities. There has been a delay in publication due to a recent animal disease outbreak.
Update and maintain Rabies Plan	All	End Sept 10	Updated plan in place and part of annual review cycle	EPU	Drafts with Animal Health authorities. There has been a delay in publication due to a recent animal disease outbreak.

Appendix 2

Other					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Refresh Major Incident Plan for Sunderland City Council	Sunderland	End Sept 10	Refreshed plan published	EPU/SCC	Work completed
Complete the review of the Major Incident Plan for Gateshead Council	Gateshead	End Sept 10	Plan published	EPU/ Gateshead Council	EPU support to the development of the plan has been completed. Publication will be progressed by Gateshead Council.
Provide assistance to Newcastle City Council to research operational detail for severe weather plan	Newcastle	End Sept 10	Research completed	EPU	Work ongoing, a workshop is planned for October 2010 to complete the task.
Produce an updated Elected Members Handbook	All	End Sept 10	Updated handbook complete and distributed to councils	EPU	This has been delayed and will be completed by Dec 2010.
Conduct a gap analysis against the results of the 2010 National Capabilities Survey Results	All	End Sept 10	Analysis conducted and gaps identified for action	TWROPS	Work not yet completed.

Emergency Response
To effectively respond to emergencies

Appendix 2

Support to Local Authorities					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Maintenance of EPU Duty Officer scheme	All	Ongoing	Responses to incidents via incident logs	EPU	Continuous through the year
Duty Officer response to incidents as required	All	Ongoing - as necessary	Responses to incidents via incident logs	EPU	Continuous through the year as required
Update of response protocols and arrangements as part of DO and IO Handbooks	All	As necessary	Updated arrangements in place and part of a review cycle	EPU	Update completed for 2010/11

Support the Debrief Process					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Participate in debrief activities as requested by the Local Authorities.	All	As necessary	Debrief documentation produced as necessary	EPU	Continuous through the year

Appendix 2

Emergency Recovery

To develop robust arrangements to enable the rebuilding, restoring and rehabilitation of the community after an emergency

Support to Local Authorities

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
To support the councils in the development of Recovery and Restoration issues in individual areas	Newcastle and North Tyneside	Ongoing - as necessary	Support in place	EPU	Work has largely comprised of action cards and assistance with the update of internal guidance and plans. Work requested to date has been completed.
To provide recovery action cards to support the North Tyneside Council and Newcastle Council Recovery Plans	Newcastle and North Tyneside	End Sept 10	Action cards produced	EPU	Completed for North Tyneside. Work ongoing with Newcastle.

Appendix 2

Partnership working

To develop and maintain relationships and co-ordinated arrangements across agencies in preparing for, responding to and recovering from emergencies

Facilitate Working Between Agencies

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Support Newcastle City Council as Chair of Core Cities Group	Newcastle	As required	Support provided	EPU	Continuous through the year
Support Newcastle City Council as Chair of LRF Humanitarian Assistance Group	Newcastle/LRF	Ongoing	Support provided	EPU	Continuous through the year

Tyne and Wear Resilience Review

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Participate in review activities as directed by the Review Team	All	Ongoing into Mar 2011	Completion of review and timetable for implementation of recommendations	EPU Councils	Continuous through the year

Appendix 2

Training and Exercising

To develop and maintain appropriate skills to enable effective preparedness, response and recovery and also to validate and test the integrity of arrangements

Training					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Develop and deliver 'Care of People Centres' training in Newcastle City Council. Including rest centre, humanitarian assistance centres etc.	Newcastle	October 10	Training delivered and evaluated	EPU	Work has commenced and is on target.
Development of recovery exercise for all staff in councils across Tyne and Wear	All	End Sept 10	Training package ready for delivery	TWROPS	Exercise planning group formed, initial discussion on scenario has taken place. Delivery has been re-scheduled to March 2011.
Hold staff briefing sessions to promote CIA analysis and Neighbourhood Management Plan template in Gateshead	Gateshead	End Sept 10	Training session developed and delivered	EPU	Draft template produced, dates to be confirmed for delivery.
Deliver control room training for front line staff in North Tyneside	North Tyneside and Sunderland	End Sept 10	Training delivered and evaluated	EPU	Training developed and screened internally.
Revival of Core Modules Prospectus (incorporating previous separate action for Recovery Training and Awareness Session)	All	As required, depending on staff availability	Core modules ready to be delivered as necessary	EPU	Core module prospectus distributed. No take up of core modules to date.

Appendix 2

LRF Exercise and Training Group					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Continue with role of E&TG Chair	All/LRF	Ongoing	Agreement of group members	EPU	Continuous throughout the year
Actively participate in setting the LRF E&TG Calendar	All/LRF	Ongoing	Publication of calendar	EPU	Work has commenced, the calendar will be agreed in December 2010 and presented to the LRF for sign off.

Norland					
Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Continue as leading member of Norland Planning and Steering Groups, representing LA's at the Norland Planning and Steering Group to support the continued development of the Norland exercises based on lessons learnt and in conjunction with the rest of the Group.	All/LRF	Ongoing	Successful delivery of the Norland Series of exercises	EPU	Continuous throughout the year

Appendix 2

To facilitate the delivery of the Norland exercise calendar for the 6 Councils in Northumbria as one of the directing staff .	Ongoing		Delivery and evaluation feedback	EPU	<p>Tactical Exercises delivered to date: Gateshead 14.04.10, Sunderland 27.05.10, Newcastle 01.07.10</p> <p>Strategic Exercises remaining to date: South Tyneside 03.11.10, North Tyneside 01.12.10</p>
---	---------	--	----------------------------------	-----	---

Develop and Deliver Exercise Prospectus

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Local level strategic multi agency response exercise to be developed for Gateshead Council. To be delivered in October 2010	Gateshead	October 10	Scenarios developed and materials ready for delivery in October 2010	EPU/ Gateshead Council	Work has commenced, the delivery date has been rescheduled to March 2011.
Work with Newcastle to develop a strategic and tactical level Mass Fatalities exercise	Newcastle	October 2010 (19 th)	Exercise developed and delivered	Laura Mayhew	Work has commenced and is on target for delivery on 19 th October 2010.
Exercise Off Site Plans as detailed within the regulations – Simon Storage	All	End Sept 10	Development and delivery of exercises with site operators	EPU	Completed
Exercise Pipelines Plan	All	End Sept 10	Exercise completed	EPU	Completed

Appendix 2

Communications

To ensure effective communication before, during and after an emergency

Vulnerable People

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Support the Chair of the LRF Public Communications Group	Gateshead LRF	Ongoing	Support as required	EPU	Awaiting further direction from the outcomes of the LRF Review

Vulnerable People

To ensure that arrangements are in place to support vulnerable people before, during and after an emergency

Vulnerable People

Description	Council/s	Delivery date	Outcome/Success Measure	Delivered by	Status
Support the Chair of the LRF Vulnerabilities Group in delivery of the Vulnerability Strategy	All/LRF	Ongoing	Support as required	EPU	Awaiting further direction from the outcomes of the LRF Review

Appendix 2

Maintenance and update of Vulnerability Strategy	All/LRF	As necessary	Updated strategy in place	EPU	Continuous throughout the year
--	---------	--------------	---------------------------	-----	--------------------------------



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

Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE : 25 OCTOBER 2010

Subject : BUSINESS PLAN 2010 AND PERFORMANCE REPORT

Report of the Chief Emergency Planning Officer

1 INTRODUCTION

- 1.1 The purpose of this report is to provide an update to Members on the Tyne and Wear Emergency Planning Unit (TWEPU) Business/Work Plan for 2010/11 and to report progress against targets for the first two quarters of the period (April to September 2010).

2 BACKGROUND

- 2.1 Members are aware of the Agreement between Tyne and Wear Fire and Rescue Authority (TWFRFA) and the Tyne and Wear constituent authorities relating to the provision of a civil contingencies service. An annual work plan, for the financial year 2010/11, detailing agreed outputs and timescales has been developed at the direction of the Strategic Management Board (SMB).
- 2.2 Members have previously received a report which outlined a draft work plan for 10/11. The final version of the work plan was not agreed as a final version until the SMB Meeting in August 2010.
- 2.3 Members will be aware of several changes in the business planning process were implemented in 2009/10. The key changes were introduced by SMB who recognised that in order to take a holistic view of resilience across Tyne and Wear; it would now need to take responsibility for setting the business planning priorities, both for TWEPU and for councils.
- 2.4 Members will note that the work to be carried out by the Tyne and Wear Resilience Operational Planners Group (TWROP) is also included in the plan for the first time. TWROP is made up of Resilience Officers from each of the five councils. The plan now reflects all of the work being carried out across the whole Tyne and Wear area.
- 2.5 Over the last few months, the resilience function within Tyne and Wear has been subject to review. This process has required a significant amount of work, by the CEPO and SMB members. This, along with restructuring and change within the local authorities has consequently resulted in the late publication of this year's TWEPU Work Plan. The work plan is attached in Appendix 1.

3 PERFORMANCE – QUARTERS 1 AND 2

- 3.1 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.
- 3.2 Due to the ongoing review of resilience arrangements in Tyne and Wear, SMB recognised that a more fluid approach to business planning was required for 2010/11. As decisions were awaited on the outcome of the ongoing resilience review, the deadlines for completion of some of these items were designed to reflect decision deadlines. Hence, the activities in the work plan are not assigned to quarterly periods as in previous business plans.
- 3.3 The performance update reflects work due for completion before the end of September 2010 and although some of the items were not signed off by SMB until August 2010, good progress has been made. The performance update is attached in Appendix 2
- 3.4 Due to the ongoing changes and anticipated economic challenges, particularly in the form of the forthcoming Comprehensive Spending Review, the work plan is being kept under constant review by SMB.
- 3.5 There is also an ongoing review of the Local Resilience Forum (LRF) and the outcomes of a restructure of the LRF are awaited in order to determine any impacts on the workload of TWEPU and local authorities. A separate report on the review of the LRF has been submitted to this committee.

4 WORK NOT COMPLETED

- 4.1 Members will recall that some work areas from the 2009-10 Business Plan were not completed and were due to be carried forward into the 2010-11 Business Plan. Changing priorities mean that some of these work areas will now not be completed and have been put on hold. These are described in Table 1.

Table 1

Local Authority	Work Area	Reason for non-completion
All	Disaster Education Project	This project was put on hold during the Swine Flu outbreak and will be reviewed in the 2010/11 business planning process
All (originally North Tyneside's request)	Engage with voluntary organisations to deliver community resilience messages	Due to receiving similar requests from other councils, this work will now take place in 2010/11 and will take the form of a large LA event to brief partners from the third sector and encourage more joint working in community settings. Discussions have since taken place as to whether this is an appropriate use of EPU

		resources and this item may be removed from the Business Plan.
North Tyneside	Develop a multi agency public communications strategy to communicate risk and self help measures	This is being facilitated through the LRF.
All	Develop BCM messages for Funeral Directors in the context of pandemic excess deaths planning	This work is being developed by the Northumbria LRF Excess Deaths Group and the Northumbria LRF Business Continuity Group.
Sunderland	Develop a multi agency public communications strategy to communicate risk and self help measures	This is being facilitated through the LRF.
Gateshead	Development of Humanitarian Assistance (HA) Plan	Priority changed, a Rest Centre Plan and developing a staff handbook was completed instead. HA Plan will be addressed on 2010/11.
All	Tyne and Wear wide evacuation arrangements or protocols	Issues being considered at regional level.
All	Scope out activities around utilities failure risks	Issue being considered at regional level

5 RE-SCHEDULED WORK TO BE COMPLETED IN 2010/11

5.1 Some of the outstanding work has been added to the 2010/11 Business Plan. These are listed in Table 2 below.

Table 2

Local Authority	Work Area
South Tyneside	Supporting delivery of the Neighbourhood Risks, Neighbourhood Solutions project as part of the wider Community Resilience Strategy
All	Continued development of the LRF Excess Deaths plan for pandemic influenza incidents.
Sunderland	The identification of data at ward level about deprivation, economic activity and vulnerable people to use as a basis for risk profiling. This is part of the Sunderland Community Resilience Project.
Sunderland	To undertake a detailed local risk assessment and produce a public risk register. This is part of the Sunderland Community Resilience Project.
All	Review of LRF Emergency Mortuary Plan when new Cabinet Office guidance is received (expected in Oct 2010)
Gateshead	Continue to further develop and update Gateshead MIP

6 UNSCHEDULED WORK COMPLETED IN QUARTER 1

6.1 In addition to work set out in the 2010/11 Work Plan, a significant resource has been provided by both TWEP and SMB members in the ongoing review of resilience arrangements in Tyne and Wear. Officers from

councils and TWEPU have formed part of the Review Team which has worked to set out terms of reference for the review and conduct activity around developing alternative delivery models.

- 6.2 The dynamic and fluid approach to the work plan for 2010/11 has meant that new items are being automatically incorporated into the plan following review by SMB.

7 SUMMARY

- 7.1 This report presents the Tyne and Wear work plan for the financial year 2010/11.
- 7.2 This report also provides details on progress against the targets set for quarters 1 and 2 of the 2010/11 period.

6 RECOMMENDATIONS

- 6.1 Members are asked to:
- a) Agree the TWEPU Business/Work Plan for 2010-2011
 - b) Note the progress against targets for Quarters1 and 2 of 2010/11
 - c) Receive other reports as necessary

BACKGROUND PAPERS

Working papers relating to the above are held in the offices of TWEPU.

Appendix 1

GOLD (STRATEGIC)

**Northumbria Local Resilience Forum
and
Executive Board**

SILVER (TACTICAL)

Business Management Group

Cross Cutting Issues
CBRNE
CONTEST etc

BRONZE (NOT OPERATIONAL)

**Communities
Covering**

All issues related to the preparation for and protection of people and places prior to, during and post any incident threatening life and welfare

**Capacity
Covering**

All issues related to being able to deliver the resources required in preparation for, response to and recovery from any incident

**Health
Covering**

All issues related to preparation for, response to and recovery from any incident threatening human health

**Environment
Covering**

All issues related to preparation for, response to and recovery from any incident threatening the environment and animal welfare

**Communications
Covering**

All issues related to the development, maintenance and use of communications in preparation for, response to and recovery from any incident.



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

Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE : 25th OCTOBER 2010

Subject : LOCAL RESILIENCE FORUM REVIEW

Report of the Chief Emergency Planning Officer

1 INTRODUCTION

- 1.1 The purpose of this report is to update members of progress in the review of the Local Resilience Forum (LRF).

2 BACKGROUND

- 2.1 The Northumbria Local Resilience Forum is a statutory partnership established in line with the requirements of the Civil Contingencies Act 2004.
- 2.2 Local Resilience Forums are the principal mechanism for multi-agency co-operation and coordination between Category 1 and Category 2 Responders.
- 2.3 At the Northumbria Local Resilience Forum meeting of 9th December 2008 it was agreed that a fundamental review be undertaken of the Local Resilience Forum structure and operation.

3 REVIEW OF ARRANGMENTS

- 3.1 Details of the proposed review were presented to the Committee at its meeting of 12th October 2009.
- 3.2 Following extensive consultation with constituent bodies the Review Group developed a proposal that the Forum establish a structured approach reflecting the 'gold', 'silver' and 'bronze' levels of command.
- 3.3 The draft proposal was developed further as a result of a facilitated Local Resilience Forum workshop held on 23rd April 2010, with a finalised proposal being agreed by the Local Resilience Forum at its meeting of 2nd July 2010.

4 REVISED STRUCTURE OF THE LRF

4.1 The revised structure of the Local Resilience Forum is shown schematically in Appendix 1, but essentially comprises an Executive Board, a Business Management Group and a set of Theme Groups.

4.2 Executive Board

The Executive Board is responsible for the overall strategic direction of the Forum and ensuring that it fulfils its responsibilities under the 2004 Act. Membership of the Forum Executive Board is open to senior representatives of each Category 1 Responder who will carry the authority for their organisation to commit resources, as required, to fulfil the obligations of any plans, agreements or protocols that are developed.

4.3 Category 2 Responders have the right to attend or be invited to the Forum Executive Board and this will be open to all Category 2 responders with representation from their appropriate level of representative i.e. Chief Executive, Director or equivalent to ensure the strategic focus is maintained.

4.4 The Forum Executive Board will meet at least four times per annum and be supported, through the LRF Secretariat, in maintaining its membership, notice of meetings and recording and issue of its decisions as appropriate.

4.5 The Temporary Chief Constable of Northumbria Police currently chairs the Executive Board.

4.6 Business Management Group

The Business Management Group is responsible for the preparation and performance management of a 3-year rolling business plan.

4.7 The group will also monitor and review the work of all LRF Theme Groups, review priorities based on the Community Risk Register and commission Theme Groups to undertake specific pieces of work.

4.8 The group will also review and comment on multi-agency plans and other documents prior to submission to the Executive Board for endorsement.

4.9 The group will also undertake an annual review of the Terms of Reference for all levels of the Forum structure to ensure they remain fit for purpose.

4.10 The Business Management Group will be chaired by the Forum Vice Chair and meet at least four times per annum, usually in advance of scheduled meetings of the Executive Board. It is supported by the LRF Secretariat in terms of maintaining membership details, notice of meetings and recording and issue of its decisions as appropriate.

4.11 Membership of the Business Management Group is open to all Category 1 Responders, and to relevant Category 2 Responders by invitation. Representatives must be of sufficient seniority within their organisation to have a cross service perspective and delegated authority to commit resources within their remit.

4.12 Theme leads (see 4.14 below) will be also be Members of the BMG to report on the progress and/or issues of the various Action Plans under their specific theme.

4.13 The BMG is currently chaired by the Director of Environment and Regeneration from Newcastle City Council and has met several times to discuss general business and the implementation of the review recommendations.

4.14 Theme Groups

A number of specific Theme Groups have been established, each chaired by a 'Theme Lead', as follows:

Capacity Theme Group	Ian Clough, Northumberland County Council
Communities Theme Group	Janet Kirton, Gateshead Council
Environment Theme Group	Andrew Wainwright, South Tyneside Council
Health Theme Group	Diane Hurley, North of Tyne PCT
Communications Theme Group	Supt. Kearton, Northumbria Police

4.15 Each Theme Group is responsible for taking forward all workstreams aligned to that particular theme and the 'Theme Lead' is responsible for ensuring appropriate arrangements (e.g. task groups) are established to ensure effective delivery of specified pieces of work.

4.16 All Category 1 and 2 responders are strongly encouraged to actively participate in those theme groups relevant to their organisation.

4.17 Each Theme Group has a clear purpose connected to the strategic priorities set by the Executive Board and the Theme Leads are required to develop an action plan for endorsement by the Business Management Group.

4.18 Theme Leads will also be required to regularly report progress against the targets contained in their Action Plan and any issues to the BMG in order that any resource issues and implications can be addressed.

5 **NEXT STEPS**

5.1 Theme Leads are scheduled to meet with the Chair of BMG in the next few weeks to discuss proposals for the development of terms of reference for their respective groups, the development of actions plans and the establishment of and/or rationalisation of working groups/task groups etc.

5.2 There is also a piece of work currently under consideration by a representative of South Tyneside Council which will produce proposals around how to engage elected members within the LRF process. Further

reports will be brought to the committee when this has been considered further.

6 RECOMMENDATIONS

6.1 Members are requested to:

- i) Note this report;
- ii) Acknowledge the role of TWEPU in leading this important review; and
- ii) Receive further reports on the outcomes once the Review has concluded.

BACKGROUND PAPERS

Working papers relating to this review are available in the EPU offices.



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

Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE : 25TH OCTOBER 2010

Subject : NATIONAL TRAINING AWARDS 2010

Report of the Chief Emergency Planning Officer

1 INTRODUCTION

- 1.1 The purpose of this report is to inform members that the EPU and TWFRS have been awarded a Regional Training Award. The award nomination was submitted in conjunction with a number of partners including Northumbria Police and the North East Ambulance Service NHS Trust in recognition of the Guardian exercise series.

2 BACKGROUND

- 2.1 The National Training Awards is a scheme which recognises the impact that excellent training, learning and development has on achieving outstanding organisational and individual success and provides a benchmark for standards of excellence in training in the UK.
- 2.2 The National Training Awards are run on behalf of the Department for Business, Innovation and Skills by an organisation called UK Skills and were established in 1987. The 2010 awards were sponsored by City and Guilds.
- 2.3 The National Training Awards (NTA's) are unique because they encompass all sectors, sizes of organisation, training provider and individuals, recognising all types of training from formal qualification programmes to informal learning and coaching.
- 2.4 The Awards are an annual event with entries from organisations and partnerships across the UK in a variety of categories. There are seven Award categories in the National Training Awards as outlined below:
- Providing Education and Training
 - Partnership and Collaboration
 - Now Is The Time
 - Individual Award
 - Small Employer (up to 49 employees)
 - Medium Employer (up to 249 employees)

- Large Employer (over 250 employees)

3 APPLICATION PROCESS

- 3.1 Members will previously be aware of verbal reports to Committee regarding the Guardian series of exercises in relation to multi-agency planning for CBRN incidents. The team who manage and deliver the Guardian series for the North East of England comprises:
- Tyne and Wear Fire and Rescue Service
 - Northumbria Police
 - North East Ambulance Service NHS Trust
 - Tyne and Wear Emergency Planning Unit
- 3.2 The Guardian team submitted an entry in the Partnership and Collaboration category which aims to acknowledge and celebrate the positive impact and success created through the use of a collaborative approach to learning. This category is aimed at two or more organisations combining resources to work together on the development and delivery of the training.
- 3.3 The application guidance required entries to include significant and detailed contribution from all partners throughout the process. The application needed to outline clear demonstrable benefits to each partner, far beyond the financial incentive associated with a customer/client relationship. The application criteria also required the relationship to be a longer term arrangement and not just an organisation contracting a provider for a particular project.
- 3.4 The application was submitted by the group and outlined the contributions of each partner, the benefits to each and how the partnership itself is managed and evaluated. The application process was co-ordinated by Northumbria Police.

4 JUDGING STAGES

4.1 Stage 1 – Assessment

The first analysis of written applications is carried out in order to check that entries meet the national criteria.

Stage 2 – Regional judging and on-site visits

Regional panels are held across the UK. Entries are debated and winners are awarded by a team of expert Judges. All potential winners will receive an on-site visit by the Judges to verify and further discuss the evidence described in the entry.

Stage 3 – UK judging - An overall Winner of the Year is chosen in each category.

4.2 The Judges are volunteers who have considerable experience and expertise in the world of learning and have excellent knowledge of the National Training Awards. The Judges come from a variety of sectors and backgrounds, which this year included:

- Durham University
- North East Chamber of Commerce
- Barclaycard Business
- Npower Retail
- TDR Training Ltd
- Project Business Ltd
- Northern Spirit HR
- Northumbria University
- Business Link North East

4.3 There are three levels of award:

- **Regional Training Award** – awarded to applicants who have shown an outstanding level of impact and benefits as a result of the training activity.
- **UK National Training Award** – presented to Regional Award Winners (maximum of one per Category) who showed real exceptionality and considered by the judges to be true exemplars of excellence.
- **UK judging** - An overall Winner of the Year is chosen in each category

5 NATIONAL TRAINING AWARDS – THE REGIONAL CEREMONY

5.1 On Tuesday 21st September 2010, the annual NTA Regional Ceremony was held at the Discovery Museum, Newcastle.

5.2 The ceremony was attended by members from the Guardian Planning Team and their commitment and hard work was rewarded when the Exercise Guardian submission was awarded a Regional Award. The Judges identified the uniqueness of the submission and were particularly impressed by the excellent multi-agency working evident throughout the planning, preparation, delivery and review of the Guardian Series.

5.3 The recognition from a national panel of highly respected judges of the Guardian Series of exercises highlights the improvements made in responder capabilities from both a single and multi-agency standpoint. It also underlines the position the area maintains nationally in CBRN preparedness and response.

6 RECOMMENDATIONS

6.1 Members are asked to:

- a) Note the contents of this report.

BACKGROUND PAPERS

Working papers relating to the above are held in the offices of TWEPU.