

Tyne and Wear Fire and Rescue Authority

Ged Fitzgerald
Clerk to the Authority.

CIVIL CONTINGENCIES COMMITTEE

Meeting of the CIVIL
CONTINGENCIES COMMITTEE to be
held in Meeting Rooms One and Two,
Fire and Rescue Service Headquarters,
Barmston Mere, Nissan Way,
Washington on MONDAY, 4TH
SEPTEMBER, 2006 at 10.30 A.M.

AGENDA

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Our Vision Statement: "CREATING THE SAFEST COMMUNITY"	

Our Mission Statement:
"TO SAVE LIFE, REDUCE RISK, PROVIDE HUMANITARIAN SERVICES AND PROTECT THE ENVIRONMENT"

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GED FITZGERALD,
Clerk to the Authority.

Civic Centre,
SUNDERLAND.

25th August, 2006

Tyne and Wear Fire and Rescue Authority

Ged Fitzgerald
Clerk to the Authority.

EMERGENCY PLANNING COMMITTEE

Minutes of the meeting of the
EMERGENCY PLANNING
COMMITTEE held in Meeting Rooms
1 and 2, Fire and Rescue Service
Headquarters, Barmston Mere,
Sunderland on MONDAY, 3RD APRIL,
2006 at 10.30 a.m.

Present:

Councillor Ms. Bell in the Chair

Councillors D. Bollands, T. Cooney, P. Gibson, D. James and K.W. Jordan.

Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Rippeth and Young.

Minutes

1. RESOLVED that the minutes of the meeting of this Committee held on 6th February, 2006 (circulated) be confirmed and signed as a correct record.

Declarations of Interest

There were no declarations of interest.

Our Vision Statement:
"CREATING THE SAFEST COMMUNITY"

Our Mission Statement:
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COMAH Off-Site Planning Update

As requested from Members at the previous meeting the Chief Emergency Planning Officer submitted a report outlining the Control of Major Accident Hazards (COMAH) Regulations 1999 and provided details to Members of the substances and qualifying quantities at the seven top tier sites in the Tyne and Wear region.

The Chief Emergency Planning Officer advised that as the regulations were a European Directive all Member States were subject to them. Members were advised that the regulations were split into two tiers with top tier sites being subject to the more stringent regulations. It was stated that the public had to be consulted regarding each site and it had been suggested that this was best achieved through elected members.

(For copy report – see original minutes).

Members were advised that due to the constant evolving nature of substances, products were categorised together and given a risk rating to keep the lists manageable. The Chief Emergency Planning Officer advised that the Brigade had a list of the exact items present on each site ensuring that the correct fire procedures could be followed.

2. RESOLVED that the report be noted.

Business Plan 2006/2007

The Chairman advised that the above item had been withdrawn from the agenda as the content of the item was still under consultation.

Tyne Tunnel Exercise March 2006

The Chief Emergency Planning Officer outlined to Members that in conjunction with relevant Category One Responders, a major incident exercise took place in the Tyne Tunnel on Sunday, 5th February, 2006. Members were advised that the exercise was to test and validate the Tyne Tunnel (TT) Integrated Emergency Plan through a multi agency major incident exercise.

(For copy report – see original minutes).

Mr. Bathgate advised that such an exercise was invaluable for developing interpersonal relations between all the Services involved. He advised that better relations resulted in a more efficient flow of information should an incident occur.

The Chief Emergency Planning Officer agreed to report back to see if Members of the Authority had been invited to the exercise.

3. RESOLVED that the report be noted.

Resilience Annual Conference 2006

The Chief Emergency Planning Officer submitted a report (circulated) regarding the recent Resilience Annual Conference, held in January for Members information. Information was provided on the aftermath of the July Bombings, the Tsunami and the Cumbrian floods.

(For copy report – see original minutes).

Members were advised that information was still emerging following the London incidents, for example the importance of Family Assistance Centres and the need for inter-agency training across neighbouring Local Authorities. As a result, it was advised that plans to train all five Tyne and Wear Councils jointly in the event of such an incident were being considered.

Following a query from Councillor Bollands, the Chief Emergency Planning Officer advised that there were nominated deputies in place who could be contacted around the clock should the Chief Executive of an Authority be away from the region at the time of an incident.

Attention having been drawn to the report it was:-

4. RESOLVED that the report be noted.

Emergency Planning Committee

The Chief Emergency Planning Officer submitted a report (circulated) advising Members of the Emergency Planning Committee being held in Edinburgh on 5th and 6th June, 2006.

(For copy report – see original minutes).

5. RESOLVED that the report be noted and places be booked onto the course pending the approval of nominations.

(Signed) J. BELL,
Chairman.



Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE – 4 SEPTEMBER 2006

Subject : TWEPU BUSINESS PLAN 2006/07

Report of the Chief Emergency Planning Officer

1. INTRODUCTION

- 1.1 The new Agreement between Tyne and Wear Fire and Rescue Authority (TWFR) and the Tyne and Wear constituent authorities relates to the provision of a civil contingencies service provided in accordance with the requirements of the Civil Contingencies Act (CCA) 2004. One of the obligations on TWFR, and discharged by the Tyne and Wear Emergency Planning Unit (TWEPU), is to provide in conjunction with the Councils an annual business plan detailing agreed outputs and timescales.
- 1.2 The purpose of this report is to inform Members of the publication of TWEPU's revised Business Plan for 2006/07; this is an integral part of the TWEPU's service commitment to the Councils. This report was originally to be tabled for consideration by the Civil Contingencies Committee on 3rd April 2006, but prior to that meeting this Committee agreed the report should be deferred to allow key work streams to be incorporated arising from the imminent publication of the revised Local Resilience Forum (LRF) Community Risk Register (CRR), and the UK National Capabilities Survey 2006. These have now been incorporated.

2. BUSINESS PLAN

- 2.1 The format of the Business Plan for 2006/07 has been restructured whilst continuing to list the work programme for the TWEPU as agreed in partnership with the five constituent Councils in Tyne and Wear. A copy is appended to this report.

3. STRUCTURE OF PLAN

- 3.1 The revised structure of the plan is as follows:-
 - Aims
 - Achievements
 - Challenges 2006/07 and beyond
 - TWEPU Structure Chart

- **Governance Arrangements**
- **Performance Management**
- **Obligations**
- **Agreed Work Streams 2006/07**
- **Budgetary Information**
- **Plans & Procedures to be maintained**
- **Core Training Modules**
- **Liaison and Co-ordination**
- **Investors in People**
- **Key Stakeholders**

4. IMPLICATIONS OF COMMUNITY RISK REGISTER

- 4.1 Version 2 of the Northumbria Community Risk Register (CRR) was approved by the Northumbria Local Resilience Forum (LRF) on 6th June 2006. The CRR provides an agreed position on the risks affecting the local area and on the planning and resourcing priorities required to prepare for those risks. Its purpose is to enable Category 1 and Category 2 Responders to be fully informed of the risks of emergency in its area. The CRR, as approved by the Local Resilience Forum (LRF) is available on the Government Office for the North East website.
- 4.2 In having regard to the CRR, each Category 1 Responder must take notice of the relevant assessment of risks when performing its duty to maintain its emergency plans and business continuity plans. Responders should use assessments of the nature of risk to decide whether specific plans are necessary or desirable. In addition, the revision of plans should also be undertaken in the light of the published risk assessments. This is a specific route that the Civil Contingencies Act 2004 (CCA) identifies requiring the modification of plans, in addition to the general requirement to maintain plans. Training and exercising schedules also need to be influenced by the priorities identified in the CRR.
- 4.3 This has clear implications for the planning, training and exercising schedules contained within the TWEPU Business Plan 2006/2007 and these have been modified accordingly.

5. NATIONAL CAPABILITIES SURVEY 2006

- 5.1 The UK Capabilities Programme is the core framework through which the Government is seeking to build resilience across all parts of the United Kingdom. The aim of the Capabilities Programme is to ensure that a robust infrastructure of response is in place to deal rapidly, effectively and flexibly with the consequences of civil devastation and widespread disaster inflicted as a result of conventional or non-conventional disruptive activity.

- 5.2 When the programme was initially scoped in 2002 it consisted of ten 'capabilities'. Following a recent review, the programme now consists of a total of 17 capability 'workstreams'. Each of these workstreams is the responsibility of a designated Lead Government Department (LGD). Within each lead Department, a workstream leader at Senior Civil Service (SCS) level is responsible for the management of a programme of work set out in a delivery plan agreed with Ministers and with the Civil Contingencies Secretariat (CCS) at the centre.
- 5.3 The programme has as yet no defined end-point or outcome. An important part of the work is to identify the current level of resilience in each of the areas covered by the workstreams. This will enable Ministers to decide what increased level of resilience they wish to achieve in each area, and then to plan and if necessary to allocate additional resources to achieve that increased level of resilience.
- 5.4 To inform this process, the National Capabilities Survey (NCS) 2006 was recently undertaken, which built upon a similar exercise conducted in 2003. It is now intended that this national survey should be conducted every two years. The survey aims to assess current levels of capability and readiness across the UK and the results will help form a baseline for judging priorities for future investment, exercising and policy development.
- 5.5 The results of the survey are treated in confidence in accordance with the Data Protection Act. However the initial findings have been shared with key responders in the Local Resilience Forum, including the Tyne and Wear councils, and the results have been used to inform priorities within the TWEPU Business Plan.

6 PROGRESS REPORTING

- 6.1 There is a requirement to produce quarterly reports on the delivery outputs relating to the business plan commitments. These reports will be monitored at the regular quarterly meetings between the Chief Emergency Planning Officer (CEPO) and the District Liaison Officers (DLO) from each of the councils. These officers comprise the Strategic Management Board.
- 6.2 The first quarterly report was submitted to the SMB at the DLO meeting which was held on 12th July 2006. All targets within that period were met.

7. RECOMMENDATION

Members are asked to note the publication of the TWEPU Business Plan for the financial year 2006/2007.

BACKGROUND PAPERS

The under mentioned Background Papers relate to the subject matter of the above report:-

- Legal Agreement/Service Schedule.
- Business Plan 2006/07.

Tyne and Wear Fire and Civil Defence Authority



Emergency Planning Unit

BUSINESS PLAN

2006/2007

Tyne and Wear Emergency Planning Unit Business Plan 2006/7

Content	2
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Aims 2006/7	4
Challenges and achievements	5
Unit Structure	6
Governance and relationships with stakeholders/sponsors	7
Performance management	8
Obligations	9
Defined Work streams 2006/7	11
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A. List of plans and procedures	
B. Training programme	
C. Liaison and Coordination	
D. Multi Agency Exercise Calendar 06/07	
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F. Stakeholders	
G. Tyne and Wear Fire and Rescue Authority	
H. Tyne and Wear Civil Contingencies Committee	

Foreword

I am pleased to introduce the Emergency Planning Unit's annual Business Plan covering the year 2006/2007. It highlights the Unit's work programme for the year and incorporates the Service Level Agreement, the Schedule, Governance and Performance Management arrangements and the relationship between the Emergency Planning Unit, Strategic Management Board and the Tyne and Wear Fire and Rescue Authority.

The overall goal of the Unit is to provide emergency preparedness in the face of current threats, including the objective to promote on behalf of Tyne and Wear Councils resilience in accordance with the requirements of the Civil Contingencies Act, 2004. Additional components of this year's Business Plan are new sections relating to the Investors in People Strategy to be implemented within the Unit.

This is a time of considerable change but also a great opportunity to put in place the local emergency planning arrangements necessary to meet the challenges ahead. Consequently we will be working closely with the Strategic Management Board and our key partners to deliver and further develop the services required.

Val Bowman

Chief Emergency Planning Officer, *MBA, MEPS, PGCE, FCMI, DipBCM*

Aims 2006/7

For the Financial Year 2006/7 the Emergency Planning Unit shall:

- Provide a civil contingencies service to the Councils in Tyne and Wear
- Produce in conjunction with the Councils in March each year an Annual Business Plan detailing timescales and agreed outputs
- Produce a quarterly progress report (in July, October, January and April each year) on the activities of the Emergency Planning Unit of TWFRa under this Business Plan
- Arrange and service regular joint meetings between representatives of the Emergency Planning Unit of TWFRa and the Councils to progress issues of an operational and strategic nature

Vision: "CREATING THE SAFEST COMMUNITY" (Tyne and Wear Fire and Rescue Authority)

Mission: "TO SAVE LIFE, REDUCE RISK, PROVIDE HUMANITARIAN SERVICES AND PROTECT THE ENVIRONMENT" (Tyne and Wear Fire and Rescue Authority)

Achievements 2005/6

Recruitment of new staff to assist with provision of civil contingency support to local authorities

Integration of Civil Contingencies Act into emergency planning preparedness processes and liaison

Establishment of Business Continuity Management Promotion Strategy throughout Tyne and Wear

Development of Emergency Planning information and communications initiatives.

Development of 'Cleverdata' Emergency Contacts database to include enhanced versatility.

Representation on local, regional and national forums.

Scrutiny or withdrawal from tasks not embraced by the Service Level Agreement

Challenges 2006/7 and beyond

Continued provision of civil contingencies support to local authorities.

Aligning planning to CCA or other commensurate statutory/non statutory planning

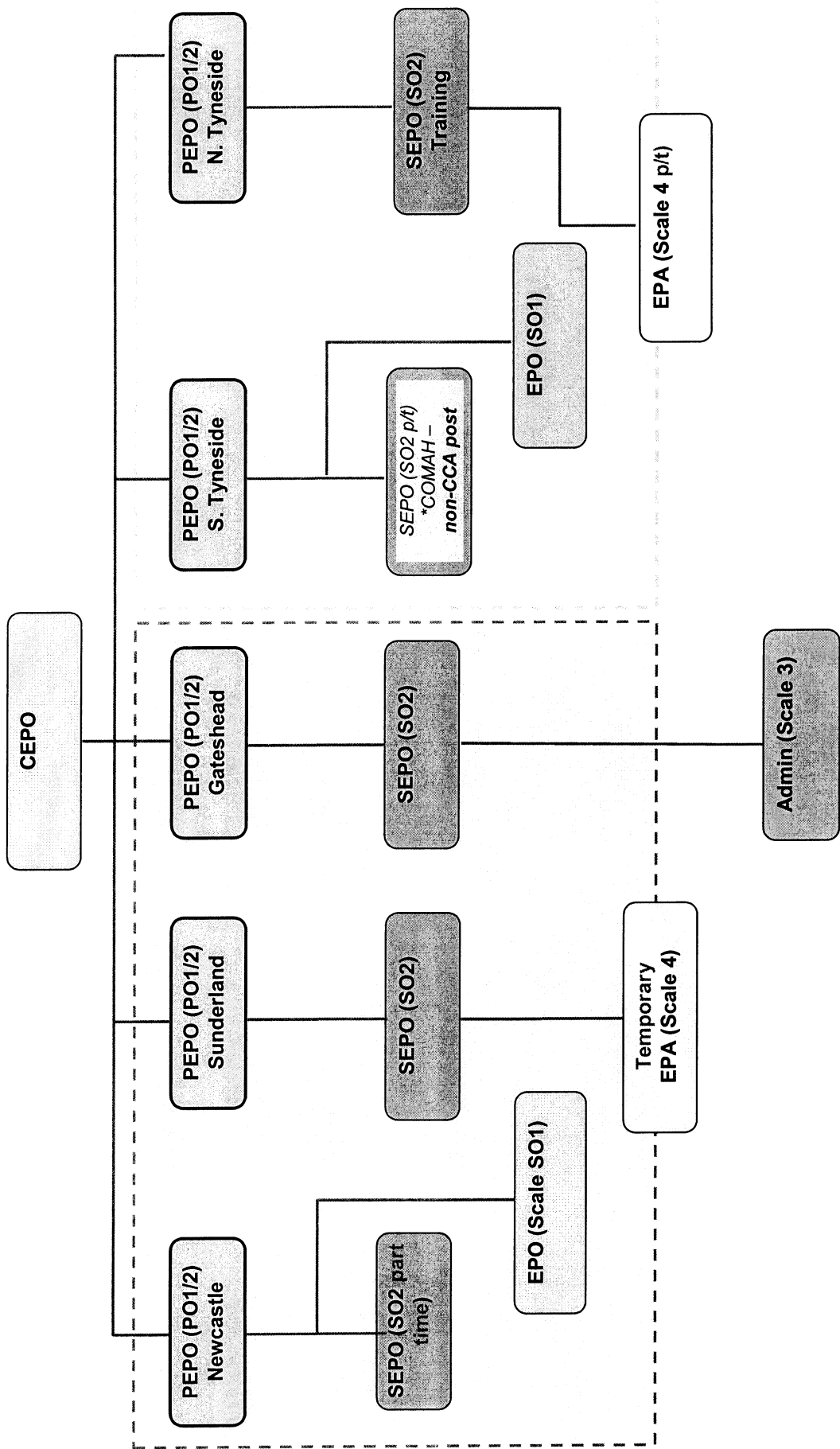
Achieving Investors in People

Meeting Audit Commission standards

Meeting COMAH & PSR obligations

Enhancing links with the public and business

Maintaining ongoing investment in the Unit



Governance Arrangements 2006/7

The governance arrangements are provided by the Tyne and Wear Fire and Rescue Authority/Civil Contingencies Committee and the Strategic Management Board (SMB).

The Strategic Management Board comprises representatives (known as District Liaison Officers) from the five constituent local authorities of Newcastle, Gateshead, North Tyneside, South Tyneside and Sunderland and meets at least quarterly per annum. The purposes of the meetings are to discuss, formulate agree and monitor the Business Plan and Budget and to discuss and monitor the quarterly progress report and issues of a strategic nature.

- Board members are listed at Appendix F

The Tyne and Wear Fire and Rescue Authority provides governance arrangements for the Tyne and Wear Emergency Planning Unit:

- Schedule 10 of the Local Government Act provides that the Fire and Rescue Authority has 15 members: 4 each from Newcastle and Sunderland, 3 each from Gateshead and 2 each from South Tyneside and North Tyneside.
- The Fire and Rescue Authority meets regularly 7 times per annum in addition to the Annual General Meeting in June.
- Appendix G shows the current membership of the Fire and Rescue Authority.

The Civil Contingencies Committee (previously known as the Emergency Planning Committee) meets four times per year. Members are detailed at Appendix H. The responsibilities of the Civil Contingencies Committee include:

- Civil Contingencies
- Emergency Planning
- Regional and Local Resilience
- New Dimension Arrangements
- Regional Fire Control/Firelink

Lead Local Authority

Sunderland City Council provides the lead local authority function.

Performance Management 2006/7

Performance Informer	Descriptor	Driver	Amplification
Bold aspiration	To stretch and motivate the organisation	1. CEPO/SMB 2. FRA (Civil Contingencies Committee)	1. Setting of objectives for Business Plan
A coherent set of performance measures and targets	Translating the Aims and Obligations into specific work streams against which performance and progress can be measured	1. CEPO/SMB 2. FRA (Civil Contingencies Committee) 3. LRF	1. EPU providing regular reports through CEPO to SMB 2. CEPO providing reports to FRA (Civil Contingencies Committee)
Ownership and Accountability	Ensure individuals are best placed to ensure delivery of targets have real ownership for doing so.	1. EPU	1. EPU ensures funding for specific specialist training is provided where necessary
Rigorous Performance Review	Ensure that continuously improving performance is being delivered in line with expectations	1. EPU 2. SMB	1. EPU report to PEPOs who report to CEPO 2. EPU providing regular reports through CEPO to SMB 3. SMB provide guidance and direction
Reinforcement	To motivate individuals to deliver the targeted performance	1. EPU	1. Staff are supported to provide robust deliverables

Obligations – Emergency Planning Unit 2006/7

General principles agreed:	
<ol style="list-style-type: none"> 1. <i>'Emergency Preparedness' is principally EPU core work (with input from LAs); and</i> 2. <i>'Emergency Response and Recovery' is principally LA's core work (with input from EPU)</i> 	
Core EPU services to be agreed with additional buy in arranged and agreed as required.	
1	Primary Obligations
1.1	Principal responsibility for undertaking work on behalf of the Councils in connection with 'Emergency Preparedness' statutory guidance (i.e. as identified in the 'CCA Gap Analysis')
1.2	Horizon scan to be aware of new and/or significantly changed hazards and threats which might affect the locality, and inform Councils so that appropriate actions can be taken and so that risk assessments and plans can be revised accordingly
2	Co-operation
2.1	Provide an interface through which the Councils are able to engage in the LRF sub group framework
2.2	Whilst LRF General Working Group (GWG) chair: <ul style="list-style-type: none"> • develop, maintain and review the framework against which the LRF can assess its effectiveness • manage the review, establishment and work of the LRF subgroups • ensure arrangements are in place to link the LRF with its counterparts at the regional level and with neighbouring Regional Resilience Forums (RRFs) • ensure that voluntary organisations are engaged in the LRF or its sub groups • ensure that all C1s and C2s are effectively engaged with the LRF
3	Information Sharing
3.1	Establish and maintain a joint website on behalf of the Councils
3.2	Ensure that full and effective use is made of open source information and that the Councils are advised accordingly
4	Risk Assessment Duty
4.1	Represent the councils on the LRF Risk Assessment Working Group (RAWG).
4.2	Inform Councils of the LRF area risks
5	Emergency Planning
5.1	Identify, and agree with the Councils, existing plans and procedures that are to be retained to ensure compliance with the Civil Contingencies Act 2004 (CCA) to prevent, reduce, control or mitigate the effects of an emergency or taking any other action in connection with it.
5.2	<u>Existing Plans/procedures</u> - review and update existing plans and procedures against the requirements of the CCA to ensure they address, as appropriate, at least the matters listed in.
Training (1): review and revise all existing Tyne and Wear Central Training Modules against CCA requirements	
6	Business Continuity Management
6.1	Provide Business Continuity Management (BCM) 'advice & Assistance' as required
7	Communicating with the Public
7.1	Consult Councils on proposed publication arrangements
7.2	Arrange publication of all/relevant parts or edited/summary versions of plans prepared on behalf of and for the Councils
8	Advice and Assistance to Business and Voluntary Organisations
8.1	Develop 'business continuity management promotion' (BCMP) strategy on behalf of Councils

Optional costed services: Councils may collectively or individually engage the Emergency Planning Unit of TWFRA on additional resilience work subject to agreement as to costs and extent of work between the relevant parties

NOTE: this is an edited version of the summary. A copy of the full Gap Analysis and accompanying Committee report is available on the the TWEPU website

Agreed work streams 2006/7

Objective	Output	Outcome	Delivery Date
Gateshead MIP	Latest update	Maintain and keep up to date generic LA plans for dealing with emergencies and major incidents	As required
Newcastle MIP	Latest update		As required
North Tyneside MIP	Latest update		As required
South Tyneside MIP	Latest update		As required
Sunderland MIP	Latest update		As required
T&W Resilience Operations Group	Establish TWROPS Group	Improved communication and information flows in T&W	First quarter 2006
SAP Financial Management System	Installation of SAP; staff trained in its use	Improved budget management system & info	First Quarter 2006
Business Continuity Promotion (Advice & Assistance)	1) Establish LRF BCMP sub group and agree Action Plan; 2) Develop & approve BCMP strategy by statutory deadline 3) Further progress work with key partners & business reps	Agreed framework for BCMP activity	1) First quarter 2006 2) First quarter 2006 (15 th May) 3) ongoing
TWEPU Electronic Time Sheet system	Installation of new system, staff trained in its use	Rapid extraction of enhanced mgt data for CEPO/SMB; improved information for recharges	First quarter 2006
Training & Exercises	1) Develop Access Database for T&W training records 2) Develop & deliver central training modules plus support material & evaluation reports 3) Oversee development & delivery of Norland Exercise to	Trained, informed and better prepared council responders	1) First quarter 2006 2) First quarter – 6 modules; 2nd quarter – 6 modules; 3rd quarter – 5 modules;

	each council 4) support councils with development of other internal & multi agency exercises		4th quarter – 2 modules 3 & 4) as per dates in LRF Ex. Calendar schedule
Downstream Oil Emergency Response Procedures training programme	Assess implications & advise T&W councils. Implement training strategy; deliver training module to councils	Trained staff in councils with awareness of DOERP implications	Second quarter 2006
Emergency Response & Recovery	Action plan following analysis of CCA guidance	Identification of planning needs to inform progress	Second quarter 2006
Public Communication	1) Identify initial public information needs for SMB approval 2) Develop strategy icw LRF sub group	1) Identification of key issues and vulnerable communities 2) Production of LRF Action Plan	1) Second Quarter 2006 2) Third quarter 2006
Capabilities Mapping Survey	Bi-annual prep of draft response on behalf of councils Feedback results to councils	Ensure results provide an accurate and realistic reflection of local risks. Ensure Interface with CRR	Second quarter 06
Technological Developments	Review Incident Management systems and advise councils on purchase	Improved IMS within councils; consistency across councils for x-boundary incidents	Second quarter 2006
Rabies Plan	New plan	Issue new plan with improved provisions in place	Second quarter 2006
Rest Centre Management & Operational Procedures Plan	New plan	Issue new plan with improved provisions in place	Second quarter 2006
Contingency Plan for Oil Pollution Countermeasures	Annual review	Updated plan	Second quarter 2006
Civil Contingencies Act	Implementing Audit Commission standards & Chapter 13 Self Assessment Tool Provide evidence for CCA Audit Advise T&W councils Preparation of committee reports & reports	Improved resilience in T&W. Action plan resulting from Audit Commission CCA Audit	Second quarter 2006 and ongoing
Community Risk Register (CRR)	Input to development and publication of CRR - Version 3 on behalf of T&W councils	Updated risk data for prioritisation of planning, training and exercising in T&W	Third quarter 2006

		exercising in T&W	
Downstream Oil Emergency Response Procedures plan	DOERP plan	Arrangements in place to deal with fuel emergency	Third quarter 2006
Tyne and Wear 'Emergency Centres Operations Guide'	Common guidance document	Consistency between LA emergency centres	Third quarter 2006
'Guide to Civil Contingencies in Tyne and Wear'	Common reference document	Single authoritative source of CCA & related info	Third quarter 2006
EPU Business Continuity Management Plan	BC Plan supported by training & exercise	Robust BC arrangements within EPU	Third quarter 2006
Flu Pandemic	1) TWEPU Flu Pandemic Plan 2) Horizon scan to inform councils of latest developments	1) Robust internal arrangements for Flu Pandemic 2) Improved arrangements in T&W councils	Third quarter 2006 ongoing
Utilities/key service Failure	Liaison with partners regarding the potential risk of a major utility failure.	Robust arrangements in place for utility major failure	Third quarter 2006
Tyne & Wear Flood Plan	Review and update current planning arrangements	Issue updated draft with specific LA information	Third quarter 2006
Emergency Mortuary Designations	Survey of regional sites in conjunction with KBR Need to review new potential civilian sites	Sites identified and arrangements incorporated into Mass Fatalities planning	Third quarter 2006
RRF Capabilities Mapping	Involvement in regional work programme. Draft completion of further national questionnaire. Advise T&W Councils of issues arising.		Third quarter 2006
IT server refurbishment	Major reconfiguration of IT server & migration of system across to S'land IT dept for future management	Significantly improved, updated and secure IT systems	Third quarter 2006
Mass Fatalities	New combined plan	Northumbria-wide plan with improved provisions in place	Last quarter 2006
International Paints off-site COMAH Plan (new site)	Develop and issue new plan, plus supporting training and exercising requirements	Enhanced emergency arrangements	Last quarter 2006

Plan (new site)			
New COMAH Sites	Planning for new COMAH sites identified in Tyne and Wear following amendments to the SEVESO II Directive.	New plans with improved provisions in place	As required
Current COMAH plans (x 6)	Review and update as required by Regs & following outcomes of exercises	Revised plans with improved provisions in place	As per plan update schedule
CBRN	<p>Involvement in multi agency CBRN mass decontamination exercises and awareness seminars.</p> <p>CBRN response inclusion in Local Authority MIPs</p> <p>CBRN Awareness to Local Authority responders (Commenced December 2005)</p> <p>Involvement in CBRN Recovery and Restoration Sub group looking at longer term issues of CBRN response</p> <p>Involvement in CBRN Recovery and Restoration Concept of Operations document</p> <p>Awareness to Local Authority responders</p>	<p>Annual review (July 2006)</p> <p>Next MIP updates</p> <p>Ongoing</p> <p>LA issues to be addressed at Sub Group</p> <p>Concept of Operations to supplement Response procedures</p>	<p>First meeting 08/06/05. group to meet 4 monthly and report to CBRN Issues Group.</p> <p>Regional Plan to be completed by July 2007</p> <p>(To commence late 2006)</p>
Pipeline Safety Regulations (PSR) plans	Maintain client's PSR Emergency Plan	Improved provisions for responding to a major pipeline emergency	As required and annual review
Comprehensive Performance Assessment (CPA)	EPU to assist and support Local Authorities in their responses to the process.	Good CPA ratings for CCA related work	as required
Emergency Plans and Procedures	Review, maintain and reissue plans and procedures listed in Appendix A as required	All arrangements maintained and kept up to date	As required
Clergy and Faith groups plan	Liaison with R Cutler to update plan	Robust Clergy & Faith group plan	As required
Careline handbook	Revised plan	Issue revised plan	Last quarter 2006

EPU Website	Maintenance of EPU website as central T&W resilience resource for T&W councils/EPU. Develop and design more 'public friendly' information.	Improved information for public & professional partners	Ongoing
Local Government Association	CEPO - LGA Adviser, with specific references for Major Hazards, BCM and Contingency Telecommunications Provision (CTP)	Improved local and national resilience	
Local, LRF and RRF liaison groups	Represent councils on groups in Appendix C, and engage/inform councils as required	Improved awareness within T&W councils of a broad range of resilience issues	As per scheduled meeting dates
Investors in People	IIP standard	Improved performance of EPU through people development	Last quarter

Budgetary information

ESTIMATE OF EXPENDITURE FOR THE FINANCIAL PERIOD April 06 – March 07

Expenditure	£
Salaries and Related Costs:	438,876
Other Staff Costs:	22,300
Accommodation and Related Costs:	41,640
Running Costs:	30,594
Central Support Costs:	14,835
Training and Exercising Costs (includes DOERP):	4,960
Estimated Total Expenditure for the period of April 06 – March 07:	553,205

Income

Payable for the period of April 06 – March 07:	535,289
DOERP	3,960
Accumulated surplus	*13,956
Income	553,205

Breakdown of Income between Districts for the period of April 06 – March 07

	£
Newcastle:	141,189
Sunderland:	136,556
Gateshead:	92,406
North Tyneside:	87,933
South Tyneside:	77,205
Total:	535,289

* Funding temporary Scale 4 post

Appendix A: List of Plans and Procedures

PLANS

1. T&W 'Guide to Civil Contingencies in Tyne and Wear'.
2. Gateshead Major Incident Plan (MIP)
3. North Tyneside MIP
4. South Tyneside MIP
5. Newcastle MIP
6. Sunderland MIP
7. EPU Business Continuity Management Plan
8. T&W Emergency Centres Operations Guide (*in prep*)
9. Contingency Plan for Oil Pollution Countermeasures
10. Temporary Mortuary Plan
11. T&W Generic Flood Emergency Plan
12. T&W Generic Rest Centre Management & Operational Procedures Plan
13. T&W Careline Post-Incident Counselling Service Procedures
14. T&W Emergency Broadcast Arrangements
15. RIMNET (Radiation Incident Monitoring Network) procedures
16. Rabies Plan (to be linked to Capabilities/national Animal Disease Plan)
17. EPU Strategic Plan Level 2
18. Simon Storage Ltd Off Site Emergency Plan (N. Tyneside, S. Tyneside)
19. Rhodia Pharma Solutions (Dudley) Ltd Off-Site Emergency Plan (N.Tyneside)
20. Shell Oil (UK) Off-Site Emergency Plan (South Tyneside)
SRM Ltd Off-Site Emergency Plans (Solvent Resource Management) (Sunderland): - 2 plans:
21. Hendon Dock off site emergency plan
22. Ocean Terminal off site emergency plan
23. Rohm & Haas (UK) Ltd Off-Site Emergency Plan (S. Tyneside, Newcastle & N. Tyneside)
24. CHEMSON Ltd Off-Site Emergency Plan (North Tyneside)
25. TRANSCO Pipelines Emergency Plan (Sunderland, Newcastle & Gateshead).

PROCEDURES

1. ACCOLC Registration procedures
2. GTPS Registration procedures
3. RIMNET Alerting Procedures
4. National Severe Weather Warning Service (NSWWS) procedures
5. Heat Wave Warning Scheme
6. East Coast Storm Forecasting Service (ECSTWS) procedure
7. Flood Alert procedures
8. Aircraft Incident Alert Procedures
9. Oil Pollution – Shoreline Response Centre activation procedures
10. Voluntary agencies MOU & activation procedures
11. Loss of 999 Service alert procedures (ESLG doc)
12. Rabies incident notification procedures
13. TWEVAC activation procedures (Transport Provision)
14. Cleverdata Emergency Telephone Directory Management Procedure
15. TWFRA Partnership Policy procedures
16. NEIL Activation Procedures (N.E. Information Line)
17. T&W Civil Emergency Broadcasting Arrangements
18. T&W Rabies Alert procedures
19. T&W Careline Scheme & Registration procedures-amended
20. T&W Central Bedding Store Activation procedures
21. Crisis Purchasing Scheme procedure
22. T&W Training Policy procedures
23. EPU Duty Officer procedures
24. EPU Incident Officer Procedures
25. ESLG Road Traffic Collision Procedure- role of LAs
26. ESLG Cordon Policy
27. TWEPU website emergency information protocol (under dev)
28. BRCS Disaster Appeal Scheme
29. Northumbria Debrief Protocol
30. BT Linkline Activation procedures
31. Contingency Telecoms Provision (ECN replacement)

- 32. T&W EPU/Councils SLA
 - 33. *Register of Lead Govt Depts**
 - 34. *CHEMET scheme activation procedures**
 - 35. *NAIR Scheme**
- (*no T&W liaison required)

Appendix B: EPU Core Training Modules

The Local Authority Training and Exercise Policy produced by the Tyne and Wear Emergency Planning Unit incorporates a training and exercise schedule for Tyne and Wear councils, designed to provide Local Authorities with training, as required by the CCA, to develop an effective emergency response.

A fundamental review of EPU Core Training Modules has been undertaken and a revised programme has now been collated. EPU Core Training Module development has been and will continue to be periodically reviewed in light of the risk assessment process and the content of the Community Risk Register. Any identified need for training and exercising that cannot be addressed by TWEPU, as a core training module, will be raised at the LRF Exercise Sub Group (multi-agency) and considered for inclusion in the Northumbria Training and Exercise Calendar.

Training Modules will be delivered to all five district councils collectively except when this is not feasible. Training Modules are categorised into three areas, namely level 1, 2 and 3. Level 1 indicates introductory training and level 3 advanced.

Introductory Training will be addressed by holding a bi-annual seminar (May and November) where all level 1 modules will be delivered as part of a one day event. This will be delivered to all 5 districts collectively at a suitable venue provided by the TWEPU or the District Councils.

The following modules will form the basis of the 2006/07 Training and Exercise Schedule: Additional sessions may be held should the number of attendees exceed the available venue capacity for the proposed event.

EPU CORE MODULE	DELIVERY DATE
Business Continuity Promotion (level 2)	Mon 27 March
Flood/Severe Weather Planning (level 2)	Tues 23 May
Basic Emergency Preparedness (level 1) The Role of Partner Organisations in an Emergency (level 1) The Major Incident Plan – Roles and Responsibilities (level 1) THE ABOVE 3 MODULES WILL BE DELIVERED AS A ONE DAY SEMINAR – AN INTRODUCTION TO EMERGENCY PLANNING	Thurs 08 June

EPU CORE MODULE	DELIVERY DATE
Rest Centre Planning (level 2)	Tues 13 June
Downstream Oil Emergency Response Planning (level 2)	Thurs 15 June
Site Incident Officer – Roles and Responsibilities (level 2)	Wed 21 June
Mortuary Planning (level 2)	Tues 11 July
Welfare Issues (level 2)	Tues 25 July
The Civil Contingencies Act (2004) and Local/Regional/National Issues (level 3)	Wed 26 July
The Recovery Phase of an Emergency (level 2)	Tues 05 Sept
Risk Assessment and the Community Risk Register (CRR) (level 3)	Wed 20 Sept
Managing the Media in an Emergency (level 3)	Wed 27 Sept
Emergency Control Centre Operation (level 2)	Thurs 12 Oct
COMAH and Pipeline Planning (level 2)	Wed 25 Oct
Basic Emergency Preparedness (repeat event) (level 1) The Role of Partner Organisations in an Emergency (level 1) The Major Incident Plan – Roles and Responsibilities (level 1) THE ABOVE 3 MODULES WILL BE DELIVERED AS A ONE DAY SEMINAR – AN INTRODUCTION TO EMERGENCY PLANNING	Thurs 09 Nov
CBRN Planning (level 2)	Thurs 23 Nov
Communications	Tues 05 Dec

EPU CORE MODULE	DELIVERY DATE
(level 2)	
Disclosure of Sensitive Information (level 3)	Jan 07 (Date TBC)
Regional Response – Command and Control Arrangements (level 3)	Feb 07 (Date TBC)

Appendix C: Liaison and Co-ordination

REGIONAL Resilience Groups	Chair	EPU Role	Meeting frequency
Regional Resilience Forum	RRT	Dissemination of RRF papers to T&W Chief Execs & DLO's All councils represented by ANEC	quarterly
Regional Resilience Forum 'Impact Management Recovery Group'	RRT	CEPO/PEPO represent T&W councils	As required
Regional Resilience Forum 'Warning and Informing Group'	RRT	Interface with LRF representative (currently provided by NEAS)	tba
Regional Resilience Forum 'Risk Assessment Group'	RRT	EPU represents Tyne and Wear Councils	As required
Regional Resilience Forum 'Operational Sub Group'	GO-NE RRT	CEPO represents T&W Councils	Quarterly (tbc)
Regional Resilience Forum 'Utilities Sub Group'	GO-NE RRT	EPU represents T&W Councils	Bi-annual
Regional Resilience Forum 'Mass Fatalities Sub Group'	GO-NE RRT	EPU represents T&W Councils	Quarterly
Regional Resilience Forum 'CBRN Sub Group'	CEPO Northumberland	EPU represents T&W Councils	2 monthly
Regional Resilience Forum 'Risk Assessment Working Group'	GO-NE RRT	EPU represents T&W Councils	2 monthly
Regional Communications Group	Rotates between regional EPU representation	To represent T&W councils re emergency communications networks and receive feedback from national representative.	Ad-hoc
Regional Smallpox Diagnosis and Response Group and associated Sub-Groups	Regional Director of Public Health	EPU represents Tyne and Wear Councils and co-ordinates input to planning process.	As required

LOCAL Resilience Groups	Chair	EPU Role	Meeting frequency
Local Resilience Forum (formerly SOCG)	CFO Northumberland	Ensure co-coordination & interface of plans, procedures, exercises etc within Northumbria. All councils directly represented	Quarterly
Local Resilience Forum 'General Working Group'	CEPO Tyne & Wear	To report on issues requiring discussion/decisions by the LRF. Co-ordinate work of LRF Sub Groups. T&W councils represented by Newcastle	Quarterly
Local Resilience Forum 'Northumbria Voluntary Agencies Group'(NVAG)	TWEPU	Represent T&W councils; ensure co-ordination of Vol agency activity and progress CCA issues	Quarterly
Local Resilience Forum 'BCMP Group'	TWEPU	EPU ensures CCA compliance with BCMP across Northumbria. All councils directly represented	Bi monthly
Local Resilience Forum 'Influenza Pandemic Group'	HPA	EPU to address EP issues arising for Tyne and Wear Councils. All councils directly represented	Ad hoc
Local Resilience Forum 'Risk Assessment Working Group' (RAWG)	CEPO Northumberland	To formulate and update Community Risk Register. EPU represents T&W Councils	Quarterly
Local Resilience Forum 'Training and Exercise Sub Group'	Police	Agreement and production of annual multi-agency exercise calendar. EPU represents T&W Councils	Quarterly
Local Resilience Forum 'Mass Fatalities Sub Group'	Police	The development of plans for mortuary provision in Northumbria Police area, including Family Assistance Centres. EPU represents Tyne and Wear Councils	As required
Local Resilience Forum 'Safer Events Policy Group'	Northumbria Police	To provide emergency planning advice, input and guidance. EPU represents T&W Councils	Annually
Local Resilience Forum 'Public Communication Working Group'	NEAS	To address media and public information issues. All councils directly represented. EPU also represented	tbc

Newcastle City Council Resilience Planning Group	Newcastle City Council	Provide input on aspects of emergency planning to NCC and advice regarding development of MIP and supporting documents.	Two monthly
Sunderland City Council Major Incident Planning Group	EPU	To provide input on aspects of emergency planning and advice regarding development of MIP and supporting documents.	2 monthly
Gateshead HQ Co-ordinator Team	EPU	To provide input on aspects of emergency planning and advice regarding development of MIP and supporting documents.	3 monthly
South Tyneside MBC Emergency Planning Group	South Tyneside Council	To provide input on aspects of emergency planning and advice regarding development of MIP and supporting documents.	Quarterly
North Tyneside Emergency Planning Co-ordinators' Group	North Tyneside Council	To provide input on aspects of emergency planning and advise regarding development of MIP and supporting documents	6 weekly
North Tyneside Multi-Agency Liaison Group	North Tyneside Council	To provide input on aspects of emergency planning relevant to North Tyneside Council and other local agencies.	3 monthly
North Tyneside Rest Centre Review Sub Group	EPU	To review operating practices at Council rest centres.	2 monthly
Core Cities Emergency Planning Group	Newcastle City Council	To assist Newcastle City Council as required	Two monthly
Newcastle Airport Emergency Planning Committee	Newcastle International Airport	To ensure integration with existing plans.	Quarterly
Newcastle Airport Emergency Planning Committee Exercise Sub-Group	Newcastle International Airport	To facilitate the development of exercises and co-ordinate involvement of City Council/EPU/voluntary aid resources.	As required
SRM (Hendon Dock/Ocean Terminal) Off site Emergency Plan	EPU	To meet legal duties in respect of developing the	As required

Working Group (Sunderland)		site specific COMAH off-site plans, training and exercises through multi-agency meetings	
Simon Storage Off site Emergency Plan Working Group (North Tyneside)	EPU	To meet legal duties in respect of developing the site specific COMAH off-site plans, training and exercises.	As required
Shasun Pharma Solutions (Dudley) Off site Emergency Plan Working Group (North Tyneside)	EPU	To meet legal duties in respect of developing the site specific COMAH off-site plans, training & and exercises.	As required
Chemson Off site Emergency Plan Working Group (North Tyneside)	EPU	To meet legal duties in respect of developing the site specific COMAH off-site plans, training & exercises.	As required
Rohm & Haas Off site Emergency Plan Working Group (South Tyneside)	EPU	To meet legal duties in respect of developing the site specific COMAH off-site plans, training & exercises.	As required
International Paints Off Site Emergency Plan Working Group (Gateshead)	EPU	To meet legal duties in respect of developing the site specific COMAH off-site plans, training & exercises.	As required
Shell Oil UK Jarrow Off Site Emergency Plan Working Group (South Tyneside)	EPU	To meet legal duties in respect of developing the site specific COMAH off-site plans, training & exercises.	As required
Tyne Tunnels EP Group	Tyne Tunnels	Comment on EP proposals in order to further develop Tyne Tunnels Integrated Emergency Plan. EPU represents relevant Councils	As required
New Tyne Crossing Safety Group	Tyne Tunnels	Awareness of developments/proposals re new Tunnel build in relation to emergency procedures. EPU represents relevant Councils	TBA
Care Line Working Group	EPU	To facilitate meetings between the Care Line Team leaders of the 5 constituent authorities to discuss progress of scheme. EPU represents Tyne and Wear Councils	2 monthly
Radiation Monitoring Group	EPU	To provide information on radiation monitoring issues to Councils. EPU represents Tyne and Wear Councils.	Biannual
North East Standing Environment Group (NESEG)	Environment Agency	To consider the environmental impact of Major Incidents. EPU represents Tyne and Wear Councils	Ad-hoc

NORLAND Exercise Group	EPU	To write and run multi-agency tabletop “Norland” exercises. Exercise calendar 5 per year testing tactical level response to a simulated major incident. EPU represents Tyne and Wear Councils.	Monthly
National EPS COMAH/Pipelines Group	Derbyshire EPU	To comment on national issues to the Competent Authority provide a link to LGA activity.	Quarterly
EPS Northern Branch	Vacant	To discuss emergency planning best practice at local/regional level and to be made aware of national EPS developments.	Twice yearly

Appendix D: Multi-Agency Exercise Calendar 2006/7

Calendar agreed by the Northumbria LRF Training & Exercise Sub Group.
TWEPU represents councils on this group, and on exercise planning teams below

Date(s)	EVENT	Description and involvement in Event
05 February 2006	TYNE TUNNEL EXERCISE	Multi-Agency Live Exercise; involving Tyne Tunnels Management, Emergency Services, North Tyneside Council, South Tyneside Council and others. To validate the Tyne Tunnels Emergency Plan.
01 March 2006	NORLAND LXI (Gateshead)	Multi-Agency tactical level Command and Control Tabletop Exercise of response to severe weather; involving Emergency Services, Gateshead Council, Environment Agency and other agencies.
10 May 2006	NORLAND LXII (North Tyneside)	Multi-Agency tactical level Command and Control Tabletop Exercise of response to severe weather; involving Emergency Services, North Tyneside Council, Environment Agency and other agencies.
17 May 2006	NUFC/SAFC STADIA EXERCISE	Multi-Agency Tabletop Exercise to validate the Stadia Emergency Plans, involving Emergency Services, NUFC/SAFC, Newcastle Council, Sunderland Council, and other agencies.
07 June 2006	COMAH EXERCISE	Multi-Agency Tabletop Exercise involving TWEPU, Rohm & Haas, Shell UK, South Tyneside Council, Port of Tyne Authority and other agencies, to validate both Rohm & Haas and Shell UK off-site COMAH plans.
05 July 2006	NORLAND LXIII (Newcastle)	Multi-Agency tactical level Command and Control Tabletop Exercise of response to severe weather; involving Emergency Services, Newcastle City Council, Environment Agency and other agencies.
13 September 2006	NORLAND LXIV (Sunderland)	Multi-Agency tactical level Command and Control Tabletop Exercise of response to severe weather; involving Emergency Services, Sunderland City Council, Environment Agency and other agencies.
14/15 October 2006	MERLIN AWARE	Military – ICP exercise
28/29 October 2006	MAGPIE AWARE	Military – Training day for CCRF(N) personnel

Multi-Agency Exercise Calendar 2006/7 (continued)

Date(s)	EVENT	Description and involvement in Event
4 th Oct 2006	EXERCISE COLD PLAY	Multi-Agency Flu Pandemic Exercise
01 November 2006	NORLAND LXVI (South Tyneside)	Multi-Agency tactical level Command and Control Tabletop Exercise of response to severe weather; involving Emergency Services, South Tyneside Council, Environment Agency and other agencies.
07 November 2006	AIRPORT EXERCISE	Multi-Agency operational Exercise to validate the response to an aircraft accident.
09 November 2006	POLAR STAR	English/Scottish cross-Border exercise at Craigiehall, Edinburgh with ministerial involvement
19-20 th February 2007	Exercise WINTER WILLOW	National Pandemic Flu exercise involving all Govt Depts, Govt Regions, SHA's and PCT, and Gold Command from one LRF in the region (tbc)

Appendix E: Investors in People

Investors in People

The T&W EPU is committed to achieving the Investors in People standard in 2006, and is currently making progress towards this. This will provide a strategic framework which will focus on the following:

- Setting clear aims and objectives and identifying what employees require to achieve them
- The development of employees to improve personal and organisational performance
- Evaluation of the impact of investment in people on the EPU

Achieving this objective will bring several benefits, including:

- The opportunity to review current policies and practices against a nationally recognised benchmark
- A framework for planning future strategy and action
- A structured way to improve the effectiveness of training and development activities

An initial review will be carried out to evaluate our improvements against the standard. Formal assessment can then take place once any recommendations have been implemented.

A skills audit is also being carried out in the EPU for business continuity purposes. This will help to identify specialist areas of knowledge and expertise among existing staff, and any areas for further development.

Appendix F: Stakeholders

Strategic Management Board

Newcastle:	A Buick*
Sunderland:	B Frost *
Gateshead:	J Kirton (representing F Brown*)
North Tyneside:	A Robson*
South Tyneside	A Wainwright*

**District Liaison Officer*

Appendix G: Tyne and Wear Fire and Rescue Authority

Authority Composition – 15 seats

Labour	9
Liberal Democrat	4
Conservative	2

Nominated members

Councillor	Gibson Labour (Chair) (Sunderland)
Councillor	Cooney Labour (Vice Chair) (Newcastle)
Councillor	Bell Labour (South Tyneside)
Councillor	Bollands Labour (Gateshead)
Councillor	Boyes Liberal Democrat (Gateshead)
Councillor	Fletcher Labour (Sunderland)
Councillor	Forbes Conservative (Sunderland)
Councillor	Heron Labour (Sunderland)
Councillor	Huscroft Liberal Democrat (North Tyneside)
Councillor	James Labour (Newcastle)
Councillor	Jordan Conservative (North Tyneside)
Councillor	O'Neil Labour (Gateshead)
Councillor	Renton Liberal Democrat (Newcastle)
Councillor	Reynolds Labour (South Tyneside)
Councillor	Woodwark Liberal Democrat (Newcastle)

Appendix H: Civil Contingencies Committee 2006/7

Councillor Bell Labour (Chair) (South Tyneside)

Councillor James Labour (Vice Chair) (Newcastle)

Councillor Gibson Labour (Sunderland)

Councillor Cooney Labour (Newcastle)

Councillor Heron Labour (Sunderland)

Councillor Renton Liberal Democrat (Newcastle)

Councillor Boyes Liberal Democrat (Gateshead)

Councillor Jordan Conservative (North Tyneside)

Effective from 5 June 2006



Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE – 4 SEPTEMBER 2006

Subject : BUSINESS CONTINUITY MANAGEMENT - ADVICE AND
ASSISTANCE TO BUSINESS AND VOLUNTARY
ORGANISATIONS

Report of the Chief Emergency Planning Officer

1. INTRODUCTION

- 1.1 The purpose of this Report is to make Members aware of recent developments within Tyne and Wear regarding delivery of the Civil Contingencies Act (CCA) 2004 business continuity 'promotion' duty (BCMP), as detailed in Chapter Eight (entitled 'Advice and Assistance to Business and Voluntary Organisations') of the CCA 'Emergency Preparedness' Guidance document.
- 1.2 The duty to provide advice and assistance (also known as 'promotion') in relation to Business Continuity Management falls on all local authorities. The Regulations permit local authorities to enter into collaborative arrangements with other Category 1 or 2 responders (eg a Fire and Rescue Authority) in delivering the duty. However, it remains the responsibility of each authority to ensure that the programme is delivered effectively, and that its statutory duties are fulfilled.
- 1.3 In Tyne and Wear the duty is discharged by Tyne and Wear EPU who are co-ordinating a programme of BCMP activity to ensure consistency of approach, advice and assistance within Tyne and Wear. The responsibility for the dissemination of that advice and information lies with the five constituent local authorities of Tyne and Wear using established communication channels.

2. CO-ORDINATION OF BCM PROMOTION PROGRAMMES

- 2.1 The Regulations require local authorities within an LRF area to co-operate with each other when performing their duties under section 4 of the CCA. The purpose of this requirement is to ensure that local authorities within an LRF area deliver a coherent programme of advice and assistance to organisations undertaking commercial and voluntary activities in their communities. This requires co-ordination between Tyne and Wear and Northumberland local authorities.

- 2.2 The Regulations also require local authorities to have regard to the business continuity assistance work that other Category 1 responders (e.g. Fire Service, Police) are undertaking in the community through developing an awareness of their business continuity work and by considering the implications of this work for their own business continuity advice and assistance programmes.
- 2.3 The local forum for this co-operation and co-ordination in the Northumbria area is the Northumbria LRF BCMP sub group. The formation of the group was formally approved (as required by statutory guidance) by the LRF on 16th September 2005. The group is chaired by Tyne and Wear EPU and includes representation from the local authorities of Tyne and Wear and Northumberland. Also represented are Northumbria Police, Tyne & Wear Fire and Rescue Service, Northumberland Fire and Rescue Service, North East Ambulance Service and the Maritime and Coastguard Agency, all of which provide resilience information to the business and voluntary community. Government Office North East, and representatives of the business community are also represented.
- 2.4 The work of the group is:
- To develop and ratify BCMP strategies to ensure collaboration and co-ordination of BCM advice and assistance.
 - To determine the level of the advice and assistance to be made available.
 - Develop and agree strategies to promote BCM and to disseminate the advice and assistance to the business and voluntary sectors.
 - To identify and agree the BCMP target audiences.
 - To assess the implications of the Community Risk Register and to develop a BCMP Risk Profile.
 - To assess the effectiveness of the BCMP programmes.

3. BCM PROMOTION

- 3.1 This collaborative approach to the CCA duty across the Northumbria LRF area has ensured a co-ordinated and consistent level of advice and assistance available to the business and voluntary sectors.
- 3.2 The advice and assistance available is generic in nature and provided free of charge, with the emphasis being on providing the means and the necessary information for these organisations to prepare business continuity plans.
- 3.3 The BCMP Working Group agreed that the generic information to be made available should include:
- What is Business Continuity Management
 - Why organisations need to consider BCM
 - What they need to plan for

- Where they can find the advice and assistance they require
 - How to start
- 3.4 The CCA permits local authorities to provide further specific advice and assistance (e.g. assistance with writing, endorsing and exercising BCM plans, assisting with risk assessments, etc) on a chargeable basis (cost recovery only) and this must be carried out by 'competent officers' of the local authority. Whilst the expertise does exist within the EPU and local authorities to provide a chargeable service, the current workload under the CCA is onerous and there is no capacity at present to undertake this. Local authorities have therefore agreed at this time not to proceed with providing specific advice and assistance, a decision endorsed by the BCMP Working Group. This may however be revisited in future.
- 3.4 Instead, any business or voluntary organisations requesting specific information are signposted to the Business Continuity Institute (BCI) as they maintain a national register of accredited consultants and BCM agencies, and who also provide on-line vetting procedures and advice on how to engage consultants. Because of the possible legal implications, the BCMP sub group have agreed that local authorities should not recommend specific BCM Consultancies but instead will direct enquirers to the BCI.

4. STATUTORY DEADLINE AND DELIVERY METHODS

- 4.1 The statutory date for delivery of this duty was 15th May 2006. This deadline was achieved.
- 4.2 Local authorities agreed to promote BCMP using the following methods:
- Tyne and Wear Emergency Planning Unit Web-site - expansion of the information held on the EPU web-site and provision of links to further BCM advice and assistance
 - Local Authority Web-sites - construction of new areas of the local authority web-sites and provision of links to accommodate BCM information
 - Local Authority communications/correspondence in:
 - Business rates correspondence/bills
 - Business sections of local authority magazines/newsletters
 - Provision of designated local authority BCMP officer contact details
 - Provision of TWEPU BCMP officer contact details
 - Participation and promotion of BCM events/seminars
 - Printing of BCM leaflets which were distributed direct to businesses and voluntary organisations, displayed in civic buildings, libraries, Economic Development departments.

- 4.3 Tyne and Wear EPU gave initial BCM awareness briefings and telephone enquiry response training to staff of all the local authority economic development departments and emergency planning/resilience departments.
- 4.4 BCM advice and information was also promoted via the local press. The Journal, Sunderland Echo, etc carried timely articles outlining the duty on the local authorities and advising where to find relevant BCM information in electronic or hard copy.
- 4.5 Response to these BCMP initiatives from business and voluntary organisations is currently being monitored and the results of the effectiveness of the campaign will be used to inform future promotion initiatives and will also give an indication of the status of BCM planning and awareness in the area.

5. VOLUNTARY SECTOR

- 5.1 Local authorities must also provide BCM advice and assistance to the voluntary sector as part of the duty. Delivery focussed on two areas:
- Voluntary Services involved in incident response.
 - BCM Promotion to agencies such as WRVS, Red Cross, St John Ambulance is facilitated via the Northumbria Voluntary Agencies Group (NVAG) which is a sub group of the LRF. The NVAG is chaired by the EPU;
 - The EPU has thus ensured that BCM is a standing agenda item at NVAG meetings, and quarterly updates on progress are provided.
 - Community Voluntary Services
 - Promotion of BCM to these organisations will be via direct targeting of the local voluntary forums (eg Gateshead Voluntary Organisations Council) across Tyne and Wear.
 - Seminars are being arranged to address BCM in this sector of the volunteer community. The first of these awareness seminars/workshops was held on the 29th June at Newcastle Civic Centre.

6. FUTURE ACTIVITY – LOCAL AND NATIONAL

- 6.1 Initial experience has highlighted that further effort will be required to engage the Small and Medium Enterprises (SMEs) in the BCM process. SME's are a vitally important, but potentially vulnerable part of the business community if they lack awareness of the benefits of business continuity.
- 6.2 It is nationally recognised that this is a difficult area for all local authorities. The Cabinet Office (Civil Contingencies Secretariat - CCS), in response to feedback received from local responders, are establishing a

national practitioner group to identify and disseminate good practice in relation to the CCA duty to promote business continuity. This group forms part of a wider overarching project being taken forward by the Civil Contingencies Secretariat to provide support and assistance to local responders in relation to the newer duties of the Act.

- 6.3 A BCMP 'Project Initiation Document' has been agreed by the CCS Project Board, set up to steer the overarching project. The Board met for the first time on 27 June and has advised on the membership of this practitioner group. The Chief Emergency Planning Officer has been invited to join the practitioner group and will represent the Local Government Association (LGA). The first meeting is scheduled for 6th September 2006.
- 6.4 There is a strong feeling that good practice sharing will prevent re-invention of the wheel and ensure that some local responders do not find themselves stumbling over issues that others have cracked. The objectives of the practitioner group will be to:
- determine the specific elements of the duty where local responders require further assistance;
 - identify good practice in dealing with the issues and mechanisms for disseminating it; and
 - identify the scope for - and if appropriate produce – centrally provided materials to support compliance with the duty.
- 6.5 The Northumbria BCMP Working Group have also identified this issue as a priority for future activity. The work of the BCMP Working Group will now focus on:
- Greater consultation with external partners in the BCMP process. This will be achieved through expanding the membership of the BCMP Working Group to include further business and voluntary representation, joint promotional events, collaboration on future initiatives, BCM events, seminars, etc.
 - Improving advice and assistance (tailoring advice to specific areas of the business community e.g. hotels and tourism, retail and industrial centres)
 - Review and evaluation of current work in light of feedback from the business and voluntary sectors regarding the effectiveness of the information provided
 - Involvement in BCM events (eg all local authorities were represented at the 'Big Day Event' organised by the Tyne & Wear Partnership, One North East and the North East Chamber of Commerce as part of Business Week 2006, Tyne & Wear, which was held on the 6th June 2006 at the Stadium of Light).
 - Facilitating greater involvement of the business community in BCM Promotion.

- Further evaluation of BCM requirements at local level in respect of the Community Risk Register.

7. CONCLUSION

- 7.1 The efforts of the BCMP Working Group and the local authorities in Tyne and Wear in delivering the CCA BCMP duty have laid good foundations for greater awareness of the need for and means to start the business continuity process.
- 7.2 The BCMP statutory deadline of 15th May was met. The role of the officers involved in the BCMP Working Group ensured a consistent and co-ordinated response to this duty across not only Tyne and Wear but also Northumberland.
- 7.3 The Business and Voluntary sectors can only benefit from embracing BCM but it is up to the local authorities to continue carry the message into the community.
- 7.4 SME's present a particular challenge and resource is being targeted both locally and nationally to address this. The involvement of the Chief Emergency Planning Officer on the CCS-led national practitioner group will help inform the development of local initiatives.

8. RECOMMENDATION

Members are asked to note this report.

BACKGROUND PAPERS

- Papers relating to the report are held in the appropriate file in TWEPU Offices.



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

Item No.8

Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE – 4 SEPTEMBER 2006

Subject : MAJOR INCIDENT - GREY STREET, NORTH SHIELDS

Report of the Chief Emergency Planning Officer

1. INTRODUCTION

- 1.1 A gas explosion occurred at 46 Grey Street, North Shields, on the morning of Wednesday 10th May which resulted in the death of one person and the rescue and subsequent hospitalisation of four other residents.
- 1.2 The purpose of this Report is to make Members aware of the response by North Tyneside Council and the Tyne and Wear Emergency Planning Unit to that Incident.
- 1.3 Major Incident "Implement" was declared at 8:20am and the Local Authorities and the EPU were notified at 8:26am by Northumbria Police using agreed call-out procedures.

2. NORTH TYNESIDE COUNCIL - INITIAL ACTIONS

- 2.1 On receipt of the 'Major Incident Implement' notification, the appointed Incident Controller activated the Incident Response Centre (IRC), located at Care Call, Perth Gardens, Wallsend.
- 2.2 Designated Incident Response officers were instructed to report to the IRC which was in operation from 8:45am. The cascade callout system worked extremely well with the following officers reporting to the IRC:
 - Incident Controller
 - Welfare Officer
 - Accommodation Co-ordinator
 - N. Tyneside Emergency Planning Co-ordinator
 - Administrative support
 - Tyne and Wear EPU officer with responsibility for North Tyneside (accompanied by two assisting officers)
- 2.3 A North Tyneside Housing Officer who had prior notification of the incident was on scene by 8:05, acting as the designated Local Authority Site Incident Officer. His early response enabled an initial situation report

to be relayed by 8.33am. A local authority representative also attended the Police Silver Command, which was located in the meeting room at North Shields police station. This officer acted as the initial point of contact for the emergency services and other responders at 'Silver' command for local authority assistance during the incident.

- 2.4 The Linskill Centre, located approximately 200 metres from the incident was opened by the police as a Survivor Reception Centre to receive people evacuated from the incident area and this subsequently became the local authority Rest Centre.

3. TYNE AND WEAR EMERGENCY PLANNING UNIT - ROLE

- 3.1 In accordance with the CCA agreement now in place with the five Tyne and Wear councils, responding to emergencies is principally LA core work. The EPU role is defined as providing a key role in the emergency alert/cascade callout phase, and subsequent support through the provision of an EPU officer(s) to provide expert knowledge, support and advice to the council as required.
- 3.2 On this occasion an EPU Principal Emergency Planning Officer (PEPO) attended the IRC at Perth Gardens, acting as emergency planning adviser to the Local Authority Incident Controller. Two other EPU officers accompanied the PEPO to the IRC to provide additional support, providing regular situation reports to the EPU offices for information, co-ordination and monitoring purposes.

4. SCENE OF THE INCIDENT

- 4.1 Throughout the incident all local authority involvement at the scene was co-ordinated by the Site Incident Officer. Local Authority assistance at the incident involved:
- Assisting Police with road closures, diversions
 - Fencing off of Inner Cordon
 - Assisting emergency services with structural surveys of properties
 - Assisting HSE, National Grid Gas plc (formerly known as Transco) regarding investigation requirements
 - Making safe and remedial repairs to properties outside of Inner Cordon that had been damaged
 - On-site security of property and personal effects (required following Police hand over of control of the incident to the local authority)
 - Information to residents
- 4.2 The site incident officer was on scene throughout the incident and continued to co-ordinate local authority works over the days following Police handover. This included the subsequent demolition of four

properties in Grey Street and the council were required to make residual repairs to eight others.

- 4.3 Liaison at the scene between North Tyneside Council Site Incident Officer, Health and Safety Executive, National Grid Gas and the Coroner was very effective.
- 4.4 The local authority was well supported throughout the incident by representatives from the North Tyneside Primary Care Trust and the WRVS. Their assistance proved invaluable at the rest centre.

5. LOCAL AUTHORITY INCIDENT RESPONSE CENTRE (IRC)

- 5.1 The IRC at Perth Gardens was the Tactical (Silver) command centre for local authority activities. From there communications were initiated and regularly maintained with:
 - Scene of Incident (Police Bronze)
 - Rest Centre
 - Police 'Silver' command
 - Police 'Gold' command
 - North Tyneside Council departments
 - Tyne and Wear EPU
 - Other local authorities within Tyne and Wear as required
 - Voluntary Agencies
 - North Tyneside Primary Care Trust
- 5.2 The response of the IRC was directed by the Incident Controller with the assistance of designated personnel and through regular communications with those North Tyneside Council departments who provide a function required to enable local authority response. Briefing meetings were held and chaired by the Incident Controller, to discuss and initiate local authority actions with all communications and actions logged in accordance with standard practice. Due to the nature and size of the incident it was decided that the designated Welfare Officer would be better placed to oversee welfare arrangements at the Rest Centre.
- 5.3 Local authority assistance to the emergency services at Police Silver which was located at North Shields Police Station, was co-ordinated through a designated North Tyneside Officer. The officer had direct contact with the IRC at Perth Gardens.

6. REST CENTRE AND ACCOMMODATION

- 6.1 The local authority Rest Centre, located at the Linskill Centre, North Shields was open from 9:00am. Persons evacuated from the incident scene, forty in total were cared for in the centre by local authority staff until transported to overnight accommodation at local hotels.
- 6.2 Welfare arrangements included:
- Information to the evacuees
 - Reassurance
 - Provision of refreshments/food
 - First Aid
 - Provision of prescriptive medication
 - Housing advice
 - Temporary accommodation – evacuee requirements
- 6.3 As the Linskill Centre was not a designated Primary Rest Centre it would not have been suitable for overnight accommodation, so arrangements were placed on standby to transfer evacuees to the Parks, North Shields should this become necessary. The T&W Bedding Store, an asset established following the UXB incident in Sunderland in 2002, was activated to provide 75 beds should they be required. These were transported to North Tyneside from the Bedding Store at Washington and held in reserve pending a decision to open the Parks for overnight accommodation. 6 beds were directed to Linskill Centre for use by the PCT for elderly and infirm evacuees.
- 6.4 The decision to accommodate evacuated residents in hotel/bed and breakfast establishments was taken at 13:40 enabling the rest centre at the Parks to be stood down. A number of elderly residents were also allocated temporary accommodation at local authority care homes. Housing and Welfare officers at the Linskill Centre provided the interface between the residents and the allocated accommodation facilities.

7. PUBLIC INFORMATION AND MEDIA

- 7.1 The Council, in addition to responding to information and requests from other responders, provided advice to residents on site safety, building repairs, and information on re-housing of evacuees.
- 7.2 A non-emergency number was issued by the Council to provide information to persons requiring specific information or assistance regarding returning to their homes. Housing officers were briefed on the situation to provide 24 hour cover for residents in the area and ensure any problems resulting from the incident could be address effectively.
- 7.3 The Linskill Centre was also opened as an public information/help point for residents on the day following the incident. The Elected Mayor was at the scene at an early stage, and acted as the Council's spokesperson at

the Linskill Centre. This worked extremely well and residents clearly appreciated the reassurance provided.

- 7.4 The media were at the scene very quickly and a North Tyneside Press Officer was designated to liaise with the media. Media coverage during the incident was positive and extremely helpful to the efforts of the incident responders.

8. INCIDENT STAND DOWN

- 8.1 The North Tyneside ICR was informed of Police Gold Stand down at 15:50. Preparations were put in place for scaling down the council response, and the IRC was subsequently stood down at 16:45. The Incident Controller attended the scene to brief the Site Incident Officer and review local authority actions. The Rest Centre Co-ordinator and the EPU officer attended the Linskill Centre to oversee the phased stand down of operations, transfer of evacuees to temporary accommodation and to brief local authority and other agency staff on the current situation and Council overnight provision.
- 8.2 Police Silver and the local authority rest centre were stood down 19:00. Security guards at the rest centre and at the scene were briefed regarding the overnight arrangements in place and to provide a contact for the residents should further assistance be required from the council.
- 8.3 Council activity at the scene continued for a number of days following the incident. The Site Incident Officer (SIO) remained the focal point during this time for on-site activity. The SIO was involved with:
- Buildings demolition
 - Remedial repair work to all properties.
 - Major repair work to council housing stock affected by the explosion.
 - Liaison with the residents.

9. POST INCIDENT DEBRIEF AND EVALUATION

- 9.1 North Tyneside Council subsequently undertook a review the internal handling of the incident. This process was guided by the Northumbria Local Resilience Forum 'Multi Agency Post Incident Debriefing Protocol', a procedure developed by the EPU and which has since been adopted all category 1 and category 2 responders in the Northumbria LRF area. The Protocol lays down standard procedures for each agency to follow when reviewing their internal response, and it is then used for the subsequent Multi Agency debrief, which is usually chaired by Northumbria Police.
- 9.2 The Multi Agency Debrief looks at the overall response to an incident. Particular attention is given to reviewing Incident communications, response arrangements, multi-agency liaison at all levels (Gold, Silver, Bronze), highlighting good practice, and media handling. The Debrief process allows agencies to discuss the incident in open forum and

identify actions required by those agencies that need to be addressed to further improve or consolidate good incident response practice within the Northumbria area.

9.3 The Internal Debrief was held at the IRC, Perth Gardens, on the 6th June 2006 and was chaired by the Incident Controller. The EPU were also present.

9.4 Areas of good practice highlighted during the Debrief:

- The Elected Mayor proved invaluable as a focal point for the Council and his presence was well received by the residents at the rest centre.
- Communications between local authority officers worked well
- Having Housing and Welfare officers working at the rest centre to manage the temporary relocation requirements of the evacuees proved effective and reassuring to the residents.
- The presence of the Emergency Planning Unit at the IRC and advice and assistance given by those officers was commended by North Tyneside and seen as a positive and important part of the local authority response.

9.5 The recommendations will be incorporated into an Action Plan to ensure the issues raised are addressed in a systematic manner to ensure any subsequent changes are incorporated into the local authority Major Incident procedures and shared with other councils in Tyne and Wear.

9.6 The Multi-agency debrief was held on the 20th June 2006 at Police Headquarters, Ponteland. Representatives from all responding agencies either attended or submitted reports. A draft report of the multi-agency debrief will be sent to all responders for comment in the near future.

9.7 Points raised by the Local Authority and the EPU for discussion, consideration and action in multi-agency forum were identified and a full report of the incident will be issued in due course, detailing issues raised, lessons learned, a review of post incident agency actions and implementation timetables for the actions detailed.

10. REFLECTION AND CONCLUSION

10.1 It was acknowledged that the local authority response had worked extremely well. This was helped by the timing of the incident which occurred on a working day, and in particular because the day of the incident there was a scheduled Norland 62 (North Tyneside) Table Top Exercise at Wallsend Town Hall which facilitated a rapid response.

10.2 That the local authority responded in a well structured manner is testament to the care and diligence of all officers involved and the effective emergency planning arrangements that are in place across Tyne and Wear. The handling of this incident by North Tyneside Council has

been well documented in the media. The council considered Tyne and Wear Emergency Planning to be an integral and effective part of their local authority response.

- 10.3 There is always room for improvement and lessons learned from the response to this incident will highlight improvements and determine the actions required to ensure the future effectiveness of local authority major incident response. North Tyneside Council have agreed to share their experiences during the incident response with the other local authorities within Tyne and Wear. This is being facilitated by the EPU in the form of awareness presentations given to appropriate senior officers with designated roles in emergency response. The first of these awareness presentations was delivered to the Sunderland Major Incident Planning Group on 22nd June 2006. The other local authorities have expressed interest in the presentation and dates will be arranged in the near future.

11. RECOMMENDATIONS

Members are asked to note this report.

BACKGROUND PAPERS

- Papers relating to the report are held in the appropriate files in TWEPU Offices.
- Northumbria Local Resilience Forum - Multi-Agency Post Incident De-Briefing Protocol (June 2004)



Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE – 4 SEPTEMBER 2006

Subject : COMAH EXERCISES: SHELL UK LTD AND ROHM & HAAS

Report of the Chief Emergency Planning Officer

1. INTRODUCTION

- 1.1 The Control of Major Accident Hazards (COMAH) Regulations 1999 require that the Tyne and Wear Fire and Rescue Service prepare, publish and validate the Off-Site Emergency Plans for designated top-tier COMAH sites in the Tyne and Wear area. This function is discharged on behalf of the Fire and Rescue Service by the Tyne and Wear Emergency Planning Unit. These off-site emergency plans detail the roles to be carried out by the site operator, the emergency services, local authorities and other external organisations in the event of a major accident.
- 1.2 Regulation 11 of COMAH, Review and testing of emergency plans states that the off-site emergency plan must be both reviewed and tested at least once every three years. The first review and test must take place within three years of the first version of the plan being completed. Testing of an off-site emergency plan should give confidence in the plan and may consist of examining the principle components of the plan via a table-top exercise based on a suitable scenario identified in the safety report, to examine the command and control arrangements and inter- agency liaison during an emergency.
- 1.3 There is a programme of exercises designed to include all of the Top Tier sites within Tyne and Wear within a three year cycle. In 2006 Off Site plans for the COMAH sites in South Tyneside were exercised on 7th June at South Shields Community Fire Station.
- 1.4 These exercises were designed to examine the tactical response to an incident following the declaration of a Major Incident at a Top Tier COMAH site. The extent of the "incident" required the involvement of the Emergency Services, Health Services, Local Authorities and Service Providers.
- 1.5 A multi-agency Exercise Planning Group determined the scenario and format of the exercise, which was facilitated by an officer of the EPU. In accordance with options provided in COMAH guidance, it was decided to run two exercises on the same day. This was due to the close proximity of the sites within the same council area. The exercises were run separately

with Rohm & Haas ('Exercise 1915') in the morning session and Shell UK ('Exercise Scallop') in the afternoon. Key staff from each of the sites made up part of the tactical command structure for their exercise, whilst officers of the relevant responding organisations attended both exercises.

- 3.1 The regulations also enable the local authority to charge the operator for the cost of preparing, reviewing, revising and testing of the off-site plan.

2. ATTENDEES

- 2.1 Delegates at the exercises were selected on the basis of the probable responders in the event of an actual incident.
- 2.2 Two tactical level syndicates were established which included representatives from the Police, Ambulance, Fire & Rescue Service, South Tyneside Council, Environment Agency, Shell UK (for Exercise Scallop); and Rohm & Haas (for Exercise 1915)
- 2.3 Observers included:
 - The Chair of the Tyne and Wear Fire and Rescue Authority Civil Contingencies Committee;
 - Jarrow Community Advisory Council Members (Rohm & Haas);
 - Rohm & Haas staff;
 - Shell UK Staff;
 - North Tyneside Primary Care Trust;
 - Tyne Tunnel Staff
 - International Paints Staff;
 - Health Protection Agency.

3. EXERCISE FORMAT

- 3.1 The format was based on a group of responders who would comprise of the tactical (silver) command at an incident. The group were given information on the development of the incident which was time controlled.
- 3.2 The exercises progressed from the receipt of the 'Major Incident' declaration through response, to the recovery and restoration of the environment phase.
- 3.3 Both exercise scenarios were taken from potential accident hazards identified within the off – site emergency plan.

4. SCENARIOS

- 4.1 Rohm & Haas (Exercise 1915)
 - 4.1.1 The exercise scenario involved the response to a tanker of Chlorine which had overturned when entering the Rohm & Haas site. The leak from the tanker was based on the assumption that when it overturned it landed on a round steel post which penetrated the wall of the tanker resulting in a small leak.

- 4.1.2 The wind direction was from the west and light. This was dispersing the gas cloud to the east side of the plant and affected part of a residential area, and both the Pedestrian Tunnel and the Tyne Tunnel. The time of day was early morning with few people outside.
- 4.1.3 A range of issues related to the response to a leak of chlorine were considered in depth, including warning and informing the local population, people travelling to work, and visitors to the area.

4.2 SHELL UK (EXERCISE SCALLOP)

- 4.2.1 This exercise scenario was based on the total failure of the largest fuel storage tank on site which caused an explosion and fire. The explosion did affect some residential property close to the site but limited casualties were reported.
- 4.2.2 The fire caused a substantial plume of dense smoke but this did not have an immediate effect as the thermal up draft was pushing it above the property levels. The wind was from the East and this resulted in pushing the smoke to the west.
- 4.2.3 A range of issues around warning the public, tackling the blaze, dealing with the off-site consequences of the plume and the fire water run-off were considered.
- 4.2.4 There was also a demonstration against rising fuel costs taking place outside the site. An event such as this causes disruption and due to its impact on fuel supplies the plant has to run on full capacity. This was designed to add an extra dimension for responding services based on the increased potential.

5. DEBRIEF

- 5.1 A formal debrief for the exercises took place on Monday 3rd July 2006 and was attended by all of the participating agencies and the representatives from the sites.
- 5.2 The debriefing format followed was based on the Northumbria LRF Multi Agency Incident Debriefing protocol and the relevant points were discussed, and amendments to the Off-Site planning arrangements considered.

6. CONCLUSION

- 6.1 A post exercise evaluation report has been prepared and issued to exercise attendees, to capture the salient points arising during then day. The exercise was well attended and subsequent feedback has been extremely positive.
- 6.2 Observations other than those mentioned above and recommendations made via correspondence after the exercise and debrief are under consideration by the exercise planning group. It was confirmed by the

planners from the feedback and debriefing protocol that all of the major components of the off-site plan were at this stage robust and no major amendments would be required.

- 6.3 The exercise has enhanced and improved multi-agency understanding as to roles and responsibilities. Agencies involved are currently evaluating their individual response and requirements in light of their participation.

7 RECOMMENDATION

- 7.1 Members are asked to note the report.

BACKGROUND PAPERS

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

- Case files relating to the Exercises '1915 & Scallop'. Planning Group correspondence between relevant parties.
- Northumbria Local Resilience Forum - Multi-Agency Post Incident De-Briefing Protocol (June 2004).
- Control of Major Accident Hazards Regulations 1999.



TYNE AND WEAR FIRE AND RESCUE AUTHORITY
EMERGENCY PLANNING UNIT

Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE – 4 SEPTEMBER 2006

Subject : BUNCEFIELD – LESSONS LEARNED

Report of the Chief Emergency Planning Officer

1. INTRODUCTION

- 1.1 Following the explosion and fire at the Buncefield Oil Depot in Hemel Hempstead, Hertfordshire in Dec 2005 which involved a large number of oil storage tanks, the investigating authorities have placed considerable importance upon identifying the causes and sharing the lessons learned with the wider resilience community. The Buncefield site was designated a 'Top Tier' site under the Control of Major Accident Hazards Regulations 1999 (COMAH).
- 1.2 A key requirement of the COMAH process is the sharing of information to ensure that the best possible practices are being adopted at all times. This is detailed in Regulation 11(1) which states:

"Reviewing is a fundamental process, examining the adequacy and effectiveness of the components of the emergency plan, and how they function together. The review process must take into account... knowledge gained as a result of major accidents either on-site or elsewhere".

2. HERTFORDSHIRE RESILIENCE - BUNCEFIELD BRIEFING DAYS

- 2.1 In line with the above requirement, Hertfordshire Local Resilience Forum hosted two identical events at Stevenage, Hertfordshire on 21st and 28th June 2006, entitled 'Hertfordshire Resilience Buncefield Briefing Days'. The events were financially supported by the Local Government Association (LGA), the Civil Contingencies Secretariat (CCS), the Improvement and Development Agency (IDeA) and the Department for Communities and Local Government (DCLG). The events were designed to provide an opportunity for some of the many organisations involved in the emergency response to the incident to share their experiences and learning with a wider professional audience.

- 2.2 The presentation held on the 21st June 2006 was attended by the Emergency Planning Unit (EPU) Officer responsible for COMAH off-site planning within Tyne and Wear in order to obtain information that could be used to improve the existing emergency plans prepared by the EPU on behalf of the Fire and Rescue Authority for the eight top tier COMAH sites so designated within Tyne and Wear.
- 2.3 Presentations were given by the emergency services, Hertfordshire County Council, Dacorum Borough Council, Northgate Information Solutions, Hertfordshire Chamber of Commerce & industry, the Primary Care Trust, Strategic Health Authority, Environment Agency, Civil Contingencies Secretariat, the WRVS, the Health and Safety Executive (HSE), and Hertfordshire Emergency and Risk Management Unit.
- 2.4 The presentations broadly covered the key activities of the Category 1 and Category 2 responders and their experience in dealing with this exceptional incident. It also included a presentation from a neighbouring business outlining Business Continuity and the recovery aspects of the incident.

3. KEY LESSONS LEARNED

- 3.1 All agencies delivered extremely useful presentations outlining their actions and levels of involvement throughout the incident. Outlined below are some salient points which impact on COMAH planning arrangements, the environment and emergency planning in general.
- 3.2 Emphasis was placed on the value of pre planning and the need to understand the potential risk such sites pose to the environment. Planning for the welfare of people working at the scene was another key issue that had perhaps received insufficient prior consideration, given that many fire fighters and other responders travelled large distances to assist the local responders requiring accommodation to be arranged.
- 3.3 Comprehensive mapping system and electronic systems would have assisted site management and cordons, given the sheer size of the incident and the topography of the area affected.
- 3.4 Greater access to television screens was recommended in order to provide visual coverage of the incident for the various levels of command and control. However some problems were experienced with responders self mobilising to the incident based on TV/Radio reports, which created logistic and safety problems.
- 3.5 Communication issued were highlighted by all speakers with particular value being placed upon the need for continuous communication at all levels. Information flow between the levels of command was an area where it was felt pre-planning may have improved the outcomes.
- 3.6 Business continuity issues were highlighted primarily by the Managing director of Northgate Solutions, who occupied the premises adjacent to the oil depot. Hertford Chamber of Commerce stressed the value of business continuity planning.

- 3.7 Other issues highlighted included the value of prior training; which, whilst not carried out on the scale of this incident, had proved to be extremely valuable. The need to provide visually identification for volunteers to facilitate access through cordons; training with volunteers at all levels; and developing policies which are common throughout all responders were also highlighted.

4. CONCLUSION

- 4.1 Investigations into the Incident are still ongoing and to date three progress reports and the initial report have been published by the HSE, together with the short report as required by the European Commission. A multi agency de-brief is currently being carried out by Professor Jonathan Crego at the International Centre for the Study of Control Incident Decision Making at Liverpool University, the results of which are awaited.
- 4.2 The EPU will continue to closely monitor these developments and will consider the lessons learned and incorporate these into the COMAH Off-Site planning process within Tyne and Wear.

5. RECOMMENDATIONS

Members are asked to note this report.

BACKGROUND PAPERS

The under mentioned Background Papers relate to the subject matter of the above report:-

- Previous reports to this Committee
- <http://www.buncefieldinvestigation.gov.uk/reports/index.htm>
- <http://www.liv.ac.uk/psychology/ccir/10KV.html>
- <http://www.hertsdirect.org/yrccouncil/hcc/corpservices/sermu/emergplan/hertsres/buncebriefdays/>



Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE – 4 SEPTEMBER 2006

Subject : NORTH EAST REGIONAL CBRN ISSUES - RECOVERY AND RESTORATION SUB-GROUP
NORTH EAST REGIONAL CBRN ISSUES - RECOVERY AND RESTORATION SUB-GROUP

Report of the Chief Emergency Planning Officer

1. INTRODUCTION

- 1.1 The purpose of this report is to update Members on recent regional CBRN developments.
- 1.2 As a result of the 2001 publication, 'Response to the Deliberate Release of Chemicals and Biological Agents – Guidance for Local Authorities, October 2001' and other developments, a regional Group comprising representatives of Emergency Services, Emergency Planning Units, Department of Health, and the Environment Agency was established to set up working protocols for mass decontamination of the population for any incident involving chemical/biological/radiological/nuclear release. A T&W EPU officer represented the LA's/EPU's in the Region. A Memorandum of Understanding (MoU) was finalised and distributed in March 2002. This was reported to this Emergency Planning Committee in Spring 2002.
- 1.3 Following an update to the MoU in 2003 it was agreed to expand the representation of the Group to include the Military and the Regional Resilience Team (RRT) in order to facilitate greater multi agency awareness of CBRN issues. This group became the North East Regional CBRN Issues Group in July 2003 and was chaired at that time by an officer of the Tyne and Wear Emergency Planning Unit who also provided the secretariat.

2. NORTH EAST REGIONAL CBRN ISSUES GROUP

- 2.1 Since it's inauguration in 2003 the North East CBRN Issues Group has met regularly to discuss and action Government Guidance on dealing with issues relating to multi agency response to possible terrorist incidents affecting the area.
- 2.2 The EPU has continued to represent the local authorities of Tyne and Wear since that date. Reports have been regularly submitted to this

Committee focussing on the requirements of national guidance and on north east initiatives resulting from the work of the CBRN Issues Group with particular interest focussing on the local authority input into such incidents. These committee reports have highlighted the ongoing work of the Group:

- Response to the Deliberate Release of Chemicals and Biological Agents - Guidance for Local Authorities – November 2001
- Home Office Publication 'The Release of Chemical, Biological, Radiological or Nuclear (CBRN) Substances or Material – Guidance for Local Authorities' - August 2003.
- Home Office Exercise 'Counter Balance' - February 2004
- 'Silent Weapons' Conference - January 2004
- Washington White Powder Incident - August, 2004

- 2.3 The work of the North East Regional CBRN Issues Group culminated with the release in August 2005 of the North East Multi Agency Concept of Operations Response to a Major CBRN Incident. This document has been endorsed all CBRN responders in the North East area.

3. NORTH EAST REGIONAL CBRN ISSUES - RECOVERY AND RESTORATION SUB-GROUP

- 3.1 The concept of operations detailed the initial response (Phase 1 of the Home Office CBRN Model Response) to a CBRN incident and is currently under annual review. Phase 2 of the Home Office CBRN Model Response details Recovery, and Phase 3 focuses on the longer term Restoration issues.
- 3.2 Reference 4.7 of the North East CBRN Issues Group Terms of Reference permits the appointment of 'Sub-groups to address the determination of specific aspects, thereby furthering the aim of the CBRN Regional Group'. The requirement for a Recovery and Restoration (R&R) Sub Group to progress these areas of CBRN incidents was identified and agreed at the CBRN Issues Group meeting April 2006.
- 3.3 The Group has now been established and will meet every 4 months and report on progress to the Regional CBRN Issues Group. Membership of the sub group is drawn from those organisations across the region with major recovery and restoration roles and responsibilities following a CBRN incident, comprising:
- Local Authorities
 - Environment Agency
 - Health agencies (represented by the HPA)
 - Government Decontamination Service
 - Government Office – North East

- 3.4 Liaison with the emergency services will be via the CBRN Issue group. Tyne and Wear Local Authorities are represented by the Tyne and Wear EPU. An Environmental Health Officer from South Tyneside, who will focus on the environmental issues of site decontamination, long term effects and monitoring, etc, will also represent the Tyne and Wear local authorities on the sub group.
- 4. INAUGURAL MEETING**
- 4.1 The first meeting of the CBRN Recovery and Restoration Sub Group was held at the Government Offices for the North East on 8th June 2006. The meeting was chaired by a representative from the EPU, with GONE providing the secretariat. Terms of Reference were agreed and a Draft Action Plan was produced.
- 4.2 The Recovery and Restoration Concept of Operations will focus Phases 2 and 3 of the Home Office CBRN Timelines as guidance to agency response requirements (see Appendix 3).
- 4.3 Issues specific to those agencies identified as having a major role in the recovery and restoration stages of a CBRN incident were identified at the meeting:
- Role of a CBRN Recovery Group at SCG (Gold)
 - Role of the Government decontamination Service (see below)
 - Core generic advice for warning and informing the public
 - How clean is clean – levels of contamination
 - Multi agency protocols
 - Staged approach to site decontamination and site clearance
 - Site evaluation
 - Disposal strategies
- 4.4 Following initial discussions at the meeting on those issues, actions were detailed in and action plan for members to carry out on behalf of the sub group. The action plan for the Recovery and Restoration Concept of Operations will detail requirements of members to deliver:
- Roles and responsibilities of responders – by 31/07/06
 - Identification of individual responder issues – by 31/07/06
 - Concept of Operations framework to CBRN Issues Group – 07/09/06
 - Responder capabilities survey – 29/09/06
 - First Draft to RRF 08/12/06; Final draft for consultation – 31.05.07
 - Command and control validation exercise – by 30.06.07
 - Concept of Operations issue – 31.07.06

5. GOVERNMENT DECONTAMINATION SERVICE – KEY POINTS

- 5.1 An integral part of the Sub Group will be the input from the Government Decontamination Service (GDS). The GDS were present and have committed officers to attend all future meetings.
- 5.2 The GDS were established in October 2005 and are a function of DEFRA, currently having 30 staff to cover the country. They provide advice and guidance on decontamination to responsible authorities during their routine emergency planning work, and will regularly help test the arrangements that have been put in place. This will build on the Strategic National Guidance for the built and open environment which the Office of the Deputy Prime Minister and Defra (respectively) issued in 2004.
- 5.3 The GDS will assess the ability of companies in the private sector to carry out decontamination operations, and ensure that responsible authorities have ready access to those services if the need arises and advice on their options. If required, the GDS will also help co-ordinate decontamination operations; and will advise central Government on the national capability to decontaminate after a CBRN or HAZMAT incident and on any relevant matters during the decontamination phase of an incident.
- 5.4 The GDS is designed to provide a single point of contact for agencies requiring information and assistance to CBRN and HAZMAT incidents. The GDS will not manage decontamination but will assist with strategy and resource identification and provide decontamination prioritization where required together with contractual guidance for specialist involvement in decontamination.

6. CBRN TRAINING AND AWARENESS

- 6.1 Part of the EPU remit of representing the local authorities on the two Regional CBRN Groups is the commitment to deliver training and awareness to those local authority staff designated with emergency roles in a major incident.
- 6.2 Training and awareness sessions were given to emergency response officers of the five local authorities during December 2005 and January 2006.
- 6.3 The EPU Core Training Module schedule for 2006/7 includes CBRN Awareness and the module will include local authority roles and responsibilities during the Recovery and Restoration phases.

7. CONCLUSION

- 7.1 The EPU will continue on behalf of the local authorities within Tyne and Wear to identify roles and responsibilities and actions as determined by the duties detailed in the Recovery and Restoration phases of a CBRN incident.
- 7.2 Local Authorities will continue to be kept fully informed of progress on all issues of work regarding CBRN Recovery and Restoration using the agreed procedures.
- 7.3 LA Major Incident Plans will require amending to address subsequent changes in response, recovery and restoration.

8. RECOMMENDATION

Members are asked to note this report.

BACKGROUND PAPERS

- Papers relating to the report are held in the appropriate files in TWEPU Offices.
- Response to the Deliberate Release of Chemicals and Biological Agents - Guidance for Local Authorities – November 2001
- Home Office Publication 'The Release of Chemical, Biological, Radiological or Nuclear (CBRN) Substances or Material – Guidance for Local Authorities' - August 2003.
- Home Office Exercise 'Counter Balance' - February 2004
- 'Silent Weapons' Conference - January 2004
- Washington White Powder Incident - August, 2004



Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE – 4 SEPTEMBER 2006

Subject : REPORT OF THE 7 JULY REVIEW COMMITTEE

Report of the Chief Emergency Planning Officer

1. INTRODUCTION

- 1.1 The purpose of this report is to advise Members of the findings of the report of the 7 July Review Committee conducted by a Cross Party Committee of the London Assembly, the body that is elected to hold the Mayor of London to account and investigate issues that are not only of importance to London but that are also of national significance.
- 1.2 The 7 July Review Committee was tasked with identifying the lessons to be learnt from the events and aftermath of 7 July 2005. Their task was to identify the successes and failings of the response to the bombings and help improve things for the future. A comprehensive document – the 'Report of the 7 July Review Committee' - has been published and incorporates findings and recommendations.

2. BACKGROUND

- 2.1 On 7 July 2005, four bombs were detonated by terrorists in central London. Seven people were killed on a train at Aldgate, six people were killed at Edgware Road, and twenty six people were killed at Kings Cross/Russell Square. Thirteen people were killed on the No.30 bus at Tavistock Square.
- 2.2 700 people were treated for injuries and hundreds more suffered psychological trauma which, for many people, persists to this day and has irrevocably changed their lives.

3. FINDINGS OF THE LONDON ASSEMBLY COMMITTEE

- 3.1 A number of key issues were identified in the report which are summarised below:

I Declaration of Incident

The Report of the 7 July Review Committee emphasised that Protocols for declaring an incident need to be reviewed to ensure that as soon as one of the emergency services declares a major incident, the others put major incident procedures in place. This could increase the speed with

which the emergency services establish what has happened and begin to enact a coordinated and effective emergency response.

3.2 COMMUNICATIONS

The key to an effective response to a major catastrophic incident is communication. This includes communication within and between the emergency, health, transport and other services. It also includes effective communication with the individuals caught up in the incident, and the public at large. For this reason, the focus of the review was to look at communications issues on 7 July and to identify ways in which communications could be improved in the future to maximise the efficiency and effectiveness of the response to major or catastrophic incidents.

I. Communications Underground

The report highlighted that Underground Railway communications require a rapid rollout of facilities to enable communication in the event of an emergency. It was also recommended that Emergency Plans should be amended where necessary to ensure that when an incident occurs on an Underground Railway, Emergency Services are deployed to the stations closest to the scene.

II. Reliance on mobile phones

The difficulties caused by the nature of the incidents were compounded by significant communications problems with the emergency services. Emergency Service Managers relied to varying extents on mobile phones to communicate between the incident sites and their Gold commanders. One of the key issues identified in the aftermath of the 7 July London bombings was the vast increase in demand for fixed and mobile communications. Demand for use of the GSM (mobile) network greatly exceeded capacity and callers experienced difficulty in making and receiving calls for a few hours after the explosions. This exposed shortfalls in the arrangements for a number of responders requiring resilient communications.

- A system exists to restrict mobile phone network access to the emergency services within a specified area. This system is called the Access Overload Control (ACCOLC) and is seen very much as a last resort; (the reasons are justified in paragraph 4.6 of the report).
- The London Ambulance Service told the London Assembly Committee that problems with mobile phones and radios led them to request the activation of ACCOLC in the area around Aldgate station, but their request had been refused by the Gold Coordinating Group. It was decided that ACCOLC should not be activated because it was not clear which key personnel would be carrying ACCOLC enabled phones and communication would have been further compromised. However, the Committee subsequently discovered that ACCOLC had been activated by the City of London Police on the O2 network in a 1km area around Aldgate Station despite the decision of the Gold Coordinating Group. O2 carried out

the appropriate validation procedures, but these procedures set by the Cabinet Office do not include verifying the request with the Gold Coordinating Group. The O2 network was therefore closed to the public – outside the command and control structure at about noon and remained closed down until 4.45 pm. This was a response to the fact that the City of London Police was experiencing serious communications difficulties in the area and this was hampering their response.

- The report concluded that if ACCOLC is to be maintained as a system it is essential that the relevant authorities ensure that at any given moment the responding personnel are in possession of ACCOLC enabled telephones.

iii. Business Continuity Communications

The report recommended that in conjunction with Local Authorities and business organizations, the London Resilience Forum is to produce a standard communications package to facilitate effective communications between local authorities and businesses.

iv. Communications with the public

After its initial impact, the continued use of the 'go in, stay in, tune in' message became invalid and generated confusion. There was also confusion for parents who were stranded in central London regarding what arrangements were in place for children at school. Some schools closed early and sent children home resulting in anguish for parents who were being advised to remain at work. The report recommended that the police liaise with the Media Emergency Forum to establish a protocol for communicating publicly the time limited nature of news statements during the response to a major incident.

3.3 BEREAVED PEOPLE AND FRIENDS AND FAMILY OF SURVIVORS

The report highlighted the need for the London Resilience Forum to review its plans for the establishment of a reception centre for people looking for missing relatives following a major incident and provide for basic needs, information, progress and practical help such as finding accommodation: this role could be fulfilled by a Family Assistance Centre. It was also found that the nomenclature of Family Assistance Centre is misleading and should be called e.g. *name of incident* Assistance Centre.

3.4 SUPPORT FOR SURVIVORS

The collection and collation of information of contact details of survivors has been haphazard: details were lost several times and survivors were not kept informed about available support, guidance and practical information. The London Resilience Forum is to identify a single lead agency to collate and maintain a definitive list of survivors: the Assistance centre would be the most appropriate mechanism to do this.

4. RESILIENT COMMUNICATIONS

- 4.1 Communications are now the subject of particular scrutiny at national level. Resilient telecommunications are the technical solutions (such as fixed voice telephony or digital private mobile radio systems) that continue to function when subjected to disruptive challenges. Disruptive challenges for telecommunications can arise in many forms such as excessive numbers of concurrent calls being attempted on a network or failure of the local electricity supply.
- 4.2 There is no silver bullet to achieving resilient communications. Although considerable emphasis tends to be placed on the technical solutions (such as pagers or mobile telephones) other factors need consideration. The processes used in communicating (such as agreed protocols that make conference calls work smoothly) and the way in which responders organise themselves should command equal attention and recognition that none of these three components should be considered in isolation.
- 4.3 For example, while Airwave handsets resemble 'ruggedised' mobile 'phones specialised protocols have to be used for efficient communication in the 'all informed' environment in which they are frequently used. Airwave handsets are therefore not necessarily a good solution for anything but day-to-day use.

5. NATIONAL 'RESILIENT TELECOMMUNICATIONS STAKEHOLDER PANEL'

- 5.1 Since publication of the report, the Cabinet Office Civil Contingencies Secretariat (CCS) have established a national 'Resilient Telecommunications Stakeholder Panel' to take a fundamental look at the resilience of those communications systems available to Category One and Two responders as well as associated responders at regional and national levels to a range of external risks.
- 5.2 The purpose of the Panel is to engage with stakeholders who are core to UK's emergency response machinery on the development of a revised Resilient Telecommunications Strategy. The Panels aim is to ensure that the strategy is effective in providing local responders with the tools they need to put in place robust communication arrangements that will be resilient in the event of an emergency.
- 5.3 The Chief Emergency Planning Officer has been invited to represent the Local Government Association on this Panel. The first meeting was held on 26th July 2006 and a briefing note subsequently issued to local authorities in Tyne and Wear outlining the key issues arising.
- 5.4 This small project team will, in consultation with key stakeholders in central government and elsewhere, develop a strategy setting out what we should be seeking to achieve in building resilient communications networks between responders.
- 5.5 The work of the 'Resilient Telecommunications Stakeholder Panel' will be informed by a mapping exercise to get a better understanding of existing

and planned telecommunication solutions along with their strengths and weaknesses, and a project to establish the telecommunications requirements of emergency responders against the full range of scenarios. The resulting gap analysis will enable the panel to put considered advice and recommendations to ministers this autumn on the way ahead.

- 5.6 Regional Resilience Teams, and through them Category 1 responders and their partners, have already been asked to undertake a review against their particular circumstances as to how they would ensure effective communications between responders – and hence not prejudice an effective response – even when faced with the most challenging circumstances set out in the business continuity planning assumptions.
- 5.7 On the basis of that review, Local and Regional Resilience Forums are to put in place as soon as possible such new arrangements as seem appropriate to them and which are within their gift. In addition, forums have been asked to pass back to the centre by the summer break the areas of best practice which they believe have wider applicability and telecommunications resilience issues which they believe are best addressed at a national level.
- 5.8 These considerations are envisaged to inform the development of the overarching strategy and to provide the building blocks for an underpinning action plan to take it forward to implementation. The CCS intend to use the results of the reviews and of a workshop planned at the Emergency Planning College in the Autumn to determine priorities for future investment, whether from their existing budget or supported by bids in CSR07.

6. EMERGENCY SERVICES RADIO-COMMUNICATIONS INTEROPERABILITY

- 6.1 Interoperability of the emergency services' radio communications programme is one of the Government's key programmes (i.e. those of greatest operational impact and reputational risk to Government). The Office of Government and Commerce (OGC) regularly reports to the Prime Minister on these programmes and in the light of comments made earlier this year, the Chief Executive of OGC (John Oughton) has commissioned a review of this interoperability.
- 6.2 The review of the interoperability of emergency services radio-communications programme is intended to set out a vision and a way forward for optimal interoperability. John Oughton has asked the Permanent Secretaries in principal departments to join him in forming a senior stakeholder group to provide direction for the review and for the implementation of its outcomes.
- 6.3 The OGC are conscious that local authorities have important requirements in this area. The Head of the Civil Contingencies Secretariat advised the OGC that the Tyne and Wear Chief Emergency Planning Officer (CEPO) was someone who could give a local authority practitioner view of

interoperability with the emergency services, and the CEPO has been approached to talk to the review team about local authority needs, the current situation, perceptions and requirements.

- 6.4 This meeting will take place on 22nd of August in London. The team carrying out the review comprises Steve Worrall (Shropshire Fire & Rescue Service), Geoff Beaven (Consultant), Andrew Edwards (Consultant), and Alistair Steel (Defence Communication Services Agency).

7. CONCLUSION

- 7.1 The report highlights that there are overarching, fundamental lessons to be learnt from the response to the 7 July attacks, which underpins most of the findings and recommendations. The Emergency Planning Unit is currently identifying those issues which have a direct effect on Tyne and Wear: this will shortly be delivered in a report to District Liaison Officers.
- 7.2 The response on 7 July demonstrated that there is a lack of consideration of the individuals caught up in major or catastrophic incidents. Procedures tend to focus too much on incidents, rather than on individuals and on processes rather than people. Emergency plans tend to cater for the needs of the emergency and other responding services, rather than explicitly addressing the needs and priorities of the people involved.
- 7.3 Resilient Communications are an essential component of emergency response and require particular attention. The involvement of the Chief Emergency Planning Officer on the national stakeholder panel will be valuable in helping to inform the development of local arrangements.

8. RECOMMENDATION

Members are asked to note this report.

BACKGROUND PAPERS

- Report of the 7 July Review Committee



Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE – 4 SEPTEMBER 2006

Subject : EMERGENCY PLANNING SOCIETY CONFERENCE 2006

Report of the Chief Emergency Planning Officer

1.0 INTRODUCTION

- 1.1 The Emergency Planning Society Conference 2006 was held at the Edinburgh International Conference Centre on 5-7 June 2006. Delegates from around the UK attended. The Tyne and Wear Fire and Rescue Authority, was, on this occasion, represented by the Chief Emergency Planning Officer and one Emergency Planning Unit officer. Member representation was not possible due to a date conflict with the Fire and Rescue Authority's AGM.
- 1.2 The event consisted of a series of informative presentations based around lessons learned from disaster, international response, humanitarian issues, environmental consequences and legal issues. The Annual General Meeting also took place at the end of day one.

2.0 CONFERENCE PROGRAMME

- 2.1 Subjects covered included the following:-

Presentations:

- London Bombings;
- Pakistan Earthquake;
- South East Asia Tsunami;
- Buncefield Fuel Depot Fire;
- Louisiana Hurricanes – A Critique;
- Avian and Pandemic Flu;
- EPS Human Aspects Group Presentation;
- Disasters: The Legal Position;
- Perceptions of trauma;
- Building Resilience Together – Civil Contingencies Secretariat;
- Regional Resilience – Three Years In;
- A British Standard for Business Continuity;
- Warning and Informing the Public

A considerable amount of valuable information was communicated to all delegates and of particular interest were the following items:-

2.2 BUNCEFIELD FUEL DEPOT FIRE

Hertfordshire County Council gave an interesting presentation on the recovery phase which followed the Buncefield Depot incident. Of particular interest was the detailed account of the Local Authority response. It is worth noting that the LA's Economic Development service was key in assisting business owners because of their links with the Chamber of Commerce, Business Link and Jobcentre Plus.

Successes:

- Crisis purchasing schemes were very effective
- The evacuation of vulnerable members of the community was greatly helped by the LA already holding contact information for those people
- Relationships – existing LRF relationships were crucial

Lessons learned:

- Ensure strength in depth – a resilient response
- Communicate – WRVS were barred from the site, when they had arrived to serve refreshments and snacks to the workers through a breakdown of communication with Police and Fire and Rescue service.
- Ensure good links with schools – maintain Teacher contact information

Consider other stakeholders – separate meetings were held with businesses, residents and travellers.

2.3 LOUISIANA HURRICANES – A CRITIQUE

Mike Goodhand from the British Red Cross was part of the Logistics Team which was deployed immediately after Hurricane Katrina to Louisiana. The team found that logistics planning had been largely overlooked and led to several problems in distributing aid to the community effectively.

- Key issues to consider in planning phases:
- Ensure that there are robust logistics plans in place;
- Carry out risk assessment in the community and identify vulnerable people who may require specialist aid;
- It is crucial to tell companies and the public what is needed, and only accept those donations which can help and be distributed effectively – unwanted donations caused a massive storage and handling problem;
- The operation to distribute aid to the community must be planned and co-ordinated centrally by an experienced logistician;

- It is important to recognise that all volunteers are not from agencies, and that some members of the public will turn out to help, their welfare needs to be considered.

Some successes were also highlighted, Mike Goodhand stated that the volunteers were among the best he had worked with, largely thanks to an excellent volunteer management scheme. Another successful initiative involved volunteers being issued with debit cards with pre-set limits.

Delegates were also informed of a fund which has been set up by the Government to assist Britons abroad who are caught up in acts of terrorism. The fund has been set at £1million.

2.4 AVIAN AND PANDEMIC FLU

Dr Jonathan Van-Tam heads the Health Protection Agency's Pandemic Influenza Office in London. Dr Van-Tam provided an overview of influenza sub types and a background to previous pandemics in history. A very clear distinction was made between Avian and Human influenza.

Dr Van-Tam indicated that washing hands is the best way to prevent the spread of infection. The virus can live on hard surfaces for 25 hours, soft furnishings for 15 minutes and on hands for 5 minutes. One initiative being promoted in America is '*sneeze on a sleeve*' in order to prevent the spread of flu.

The Government has ordered 14.6 million doses of Tamiflu, which will be available this autumn. The PCT will deliver these doses in the community and further guidance will be released shortly by the HPA.

2.5 EPS HUMAN ASPECTS GROUP PRESENTATION

The Human Aspects Group (HAG) has been established to address the human aspects of an emergency. The group suggests that each LA provide a specially trained, multi-agency Crisis Support Team (CST).

Nottinghamshire Council have established a Planning Group consisting of the Local Authority's Education Psychologists, social care and resilience planners, the Emergency Services, Police Emergency Planners and Family Liaison Officers, Health Protection Agency, Primary Care Trust, Mental Health services, and the voluntary sector to develop their Crisis Support Teams (CST).

Cambridge County Council have successfully recruited volunteers for their CST from members of the public who attended recruitment events. CRB checks have been carried out on all successful applicants. Training on topics such as Working with Loss and Recognising Stress has been given to the team members.

Moya Wood-Heath is part of the national Voluntary Sector Civil Protection Forum and outlined what support could be given from the voluntary sector at Family Assistance Centres in terms of support lines, family viewings,

faith and spiritual counselling, mobility aids, first aid for staff and befriending and companion schemes.

Finally, the lead speaker confirmed that national standards are being developed in crisis support and information packs for families are likely to be included.

2.6 BUILDING RESILIENCE TOGETHER – CIVIL CONTINGENCIES SECRETARIAT

Dan Greaves, Head of the Civil Contingencies Act Team gave a talk on where Emergency Planners should be in relation to the Civil Contingencies Act. He emphasised several key actions that should now be in place:

- Partnership Forums in place – Local Resilience Forums;
- Plans to engage Cat 2 responders;
- Community Risk Registers complete;
- Business Continuity Management plans in place
- Public information available
- Lead responders for Warning & Informing identified

He also addressed what local responders can do to move forward:

- A structured, documented approach to compliance (CPA Audit)
- Use risk assessment more effectively
- External aspects – Business Continuity Management and Warning & Informing
- Use LRF structures to check on progress – use Audit Commission self assessment tool and share good practice

Dan Greaves outlined further Government support to be developed:

- Good practice to be shared from a central source
- National working groups for each discipline to be established
- Improvements will be made to communications from the Cabinet Office to practitioners
- CCS is to issue a newsletter in the Autumn to publicise developments

It was also advised that The Audit Commission are to be trained at the Emergency Planning College on audit processes for the Civil Contingencies Act.

2.7 REGIONAL RESILIENCE – THREE YEARS IN

Richard Bruce, Director of Regional Resilience for the Department of Communities and Local Government (DCLG) clarified the role of Regional Resilience Teams as follows:

- Provide the Secretariat for forums;
- Liaison with LRF's;
- Interface between central government and responders (local);
- Assist with work streams;
- Assist with national initiatives – capability surveys;
- Capability 'buddies'.

2.8 WARNING AND INFORMING THE PUBLIC

Chris Samuel of Cheshire County Council gave a presentation on latest initiatives and work on warning and informing the public. Mr Samuel is also the Chair of the National Steering Committee for Warning and Informing the Public and is also a Local Government Association Adviser.

The goals set by Cheshire County Council for their public information scheme:

- Fully educated public;
- Fully interoperable set of warning and informing arrangements;
- Share good practice; and
- Common standards.

A survey of LRF's was undertaken and several problems were identified:

- Non prescriptive guidance;
- Choosing lead responders;
- Funding;
- Budgets;
- Minimum standard for compliance;
- No central steer – no UK consistency

On the issue of sharing good practice, Mr Samuel cited the City centre evacuation planning which has taken place in Manchester, Leeds and Bristol. He also praised the integrated siren networks initiative in Bristol.

An excellent example of a successful education campaign can be found in Essex and a campaign called "When the sea comes" which was delivered in schools.

3.0 CONCLUSION

This Conference was yet again extremely useful and informative. The Conference provided an excellent opportunity to network with other agencies and organisations and the information gained will be used to inform the development of plans and procedures in Tyne and Wear.

4.0 RECOMMENDATION

Members are asked to note this report.

BACKGROUND PAPERS

Papers relating to the Conference are held in the appropriate file in TWEPU Offices.