

BABERGH DISTRICT COUNCIL

FROM: Director of Corporate Services

REPORT NUMBER: **J139**

TO: OVERVIEW AND SCRUTINY
(COMMUNITY SERVICES)
COMMITTEE

DATE OF MEETING: 24 November 2009

BABERGH DISTRICT COUNCIL RESILIENCE FORUM

1. PURPOSE OF REPORT

1.1 The purpose of the report is to up-date the Committee on the work of the Babergh District Resilience Forum and the associated Emergency Planning and Response action plan.

2. RECOMMENDATIONS

2.1 That the content of the report be noted.

The Committee is able to resolve this matter.

3. FINANCIAL IMPLICATIONS

3.1 There are no additional financial implications associated with this report that are not met within existing budgets.

4. RISK MANAGEMENT

4.1 The report relates to Significant Business Risk No.7 – Financial, Performance and Risk Management. Key risks are set out below:

Risk Description	Likelihood	Seriousness or Impact	Mitigation Measures
Failure to meet the duties of the Civil Contingencies Act 2004, by not having Effective and appropriate Emergency Planning arrangements in place	Low	Marginal	An Emergency Planning process is in place to manage the BDC response to an emergency.

5. KEY SUPPORTING INFORMATION

5.1 The Civil Contingencies Act 2004 (CCA) places a statutory duty on Babergh District Council to: -

- Make risk assessments
- Make business continuity arrangements

- Conduct Emergency Planning
 - Inform, warn and advise the public
 - Co-operate in resilience activities
 - Share information
- 5.2 To meet this obligation, in 2005, Babergh entered into a partnership with the other District and Borough Councils (except Ipswich) and Suffolk County Council to form a Joint Emergency Planning Unit (JEPU). Ipswich Borough Council is likely to join the partnership from April 2010.
- 5.3 The JEPU comprises of fourteen civil protection professionals and provides a twenty four hour emergency response capability across the county, at both strategic and tactical levels, in addition to developing inter-agency emergency response and business continuity plans, deliver training courses, conduct exercises and provide a conduit to Regional and Central Government. The JEPU also co-ordinate across Suffolk the implementation of the recommendations contained within the Pitt Report into the 2007 flooding.
- 5.4 For Emergency planning purposes the county is divided into four areas, West, Central, East and Ipswich. Each area has a dedicated District Emergency Planning Officer (DEPO), together with a linked Emergency Planning Officer.
- 5.5 The DEPO is based in the respective District Council offices. Babergh's DEPO, Graham Saward, took up his appointment in April 2009 and is shared with Mid Suffolk District Council.

6. **Emergency Planning and Response action plan**

- 6.1 Civil Contingencies Act duties are discharged by a District Resilience Forum ((DRF) and a Business Continuity Forum (BCF). The DRF provides a forum within the district for the development and delivery of emergency planning and response in accordance with the Civil Contingencies Act 2004. In April each year the forums prepare a work plan, which is then endorsed by Management Team.
- 6.2 The Emergency Planning work plan is based upon the Audit Commission self-assessment pro-forma and informed and updated by the analysis of relevant operational exercises (i.e. Exercise Obdurate). The current Emergency Planning work plan is attached at Appendix 1.
- 6.3 Emergency planning work plan activities undertaken during 2009/2010 has included the revision of the Major Incident Emergency Response Plan, development of the District Community Risk Assessment and the inclusion of emergency planning awareness in staff induction training sessions.
- 6.4 The Emergency Operations Centre has also been equipped to operational standard and an alternate Emergency Operations Centre identified. A review of Rest Centre's has been undertaken and staff have been trained in Rest Centre Operation.
- 6.5 Additional telephone land-lines have been installed in Emergency Operation centre, and emergency response requirements have been embedded in Business Continuity plans.

- 6.6 Emergency planning training undertaken this year has included a large scale, adverse weather scenario exercise and a loss of staff table-top project (linked to Business continuity planning processes).
- 6.7 Other emergency planning activities conducted during the period include participation in:
- Flooding seminar (Ariel)
 - Care home business continuity event
 - Flood Fair event
 - Vulnerable groups in an emergency working group
 - Military aircraft crash seminar
 - Suffolk Association of Local Councils'
 - District Flood Risk Assessment
- 6.8 The response to the current swine flu pandemic has also required extensive planning, and dissemination of information to staff and elected members.

7. **APPENDICES**

1 – Babergh District Council Emergency Planning and Response action plan.

8. **BACKGROUND PAPERS REFERRED TO**

None.

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BABERGH DISTRICT COUNCIL EMERGENCY PLANNING & RESPONSE WORK PLAN - Overview						
Ref	Issue	Key Tasks / Objectives	Priority	Completion Date 09/10	Measure / Progress	Remarks/ Resources
	(a)	(b)	(c)	(d)	(e)	(f)
1	Corporate Arrangements	Review & update Major Incident Emergency Response Plan	H	Q1	Completed	Completed updated version available through BDC intranet
		Complete staff recruitment to Emergency Planning posts.	H	Q2	Completed	
		Incorporate Emergency Planning actions into the review process for Medium Term Plans and One Year Delivery plans	H	Q3	G	Revised actions incorporated in draft 2010/13 plans
		Follow up on attendance at staff Emergency Planning introduction presentations.	H	Q2	Completed	
		Establish policy for additional time worked in emergency and out of hours working	H	Q2	Y	Work underway with relevant policy.
		Embed appropriate Emergency Planning elements into job descriptions, when reviewed.	L	Ongoing	Y	Ongoing

		Develop out of hours contact arrangements & callout cascade process for senior management.	H	Q2	Y	Currently reviewing arrangements
		Establish staff welfare & support arrangements post emergency.	M	Q1	Completed	
		Establish post incident debrief process.	M	Q1	Completed	
		Embed emergency response into procurement & contractor arrangements.	M	Q2	Y	Ongoing
2	Risk Assessment	Carry out district based community risk assessment	M	Q2	G	Draft completed
		Develop generic risk assessments for emergency response areas (EOC, Rest Centres, etc)	H	Q3	Y	Work underway
		Incorporate Community Risk Register assessment into risk management process.	M	Q3	Y	Work ongoing
		Develop system to share information internally to help identify potential hazards.	M	Q3	R	Initial scoping exercise underway
		Test call out arrangements	H	Q3	Y	Plans in place
		Review, equip & staff Emergency Operations Centre to operational standard (inc staff training).	H	Q1	Completed	

		Identify and establish alternative Emergency Operations centre	H	Q2	Completed	
		Complete Emergency operations Centre Plan	H	Q1	Completed	
		Identify and approve rest centre locations in Babergh (BDC Rest Centre Plan)	H	Q1	Completed	
		Complete risk assessment for each Rest Centre	H	Q4	Y	Plans in place
		Review, equip & staff Rest Centre response to operational standard (inc staff training).	H	Q1	Completed	
		Review, equip & staff Liaison Officer response to operational standard (inc staff training).	H	Q4	Y	Picked up in Liaison Officer working group action plan
3.2	Emergency Planning (Resources)	Install and test Sat. phone.	H	Q3	Y	Under review
		Develop case for additional BT landlines in the Emergency Operations Centre.	M	Q1	Completed	Lines installed
		Review telephone & broadband requirements in Emergency Operations Centre	M	Q2	Completed	Review completed action undertaken.

3.3	Emergency Planning (Training & Plan Validation)	Develop exercise / test / evaluation strategy & programme for emergency preparedness.	H	Q4	Y	Plans developed
		Raise awareness of Recovery Phase (recovery phase training & exercise)	M	Q4	Y	Approach identified
		Corporate emergency response exercise.	H	Q4	Y	Approach identified
		Aims / Atlas Ops training for Emergency Operations Centre Staff.	H	Q4	Y	Using JEPU training
		Develop & deliver communications training (Airwave Radio / Satellite Phone).	M	Q3	Y	Plans developed
4	Inform & Warn (Communicating with the Public)	Review, equip & staff public access response arrangements to an operational standard.	H	Q2	Y	Review underway
		Establish, equip & staff Media & Communications response to an operational standard.	H	Q2	Completed	
		Review procedure for receiving and processing weather, flood & pollution warnings.	M	Q3	Y	
		Review use of internal & external web based communications.	M	Q4	R	Scoping for the review undertaken

		Review culture diversity & vulnerability needs of population when warning & informing.	M	Q4	R	Linked to Suffolk wide social capital project
5	Information Sharing	Review information sharing in accordance with Audit Commission Emergency Preparedness Self assessment Guide	M	Q4	R	Scoping undertaken
6	Co-operation & Joint Working	Risk assessments discussed with contractors and key partners as appropriate	M	Q3	Y	Work ongoing Flu Pandemic, Fuel crisis etc .
7	Business Continuity Management	Ensure emergency response requirements are embedded in Business Continuity plans.	H	Q2	Completed	
Key:						
Priorities: High = Must achieve & has priority in time & resources; Medium = Should achieve;						
Low = Would like to achieve						
Measure / Progress:						
Red = Act						
Amber = Some concerns , under control ;						
Green = On target						