

## West Suffolk Joint Emergency Panel 29 October 2014

### Emergency Planning & Business Continuity Update

#### 1. Summary and reasons for recommendation

- 1.1 This report is a summary of recent activity to assist the Panel in their monitoring and advisory role.
- 1.2 Two Emergency Planning incidents are reported on below.
- 1.3 There are no Business Continuity incidents to report.
- 1.4 Community Resilience activities are ongoing.

#### 2. Recommendation(s)

- 2.1 The Panel is asked to **NOTE** this update report and comment if required and to promote Community Resilience to those Towns and Parishes that they come into contact with.

#### Contact details

Name  
Title

Telephone  
E-mail

#### Portfolio Holder

Sara Mildmay-White  
Deputy Leader & PH for  
Health & Communities

01359 270580  
[sara.mildmay-white@stedsbc.gov.uk](mailto:sara.mildmay-white@stedsbc.gov.uk)

#### Lead officer(s)

Alex Wilson  
Director

01284 757 695  
[alex.wilson@westsuffolk.gov.uk](mailto:alex.wilson@westsuffolk.gov.uk)

#### Contact details

Name  
Title

Telephone  
E-mail

#### Portfolio Holder

Robin Millar  
PH for Families &  
Communities

07939100937  
[robin.millar@forest-heath.gov.uk](mailto:robin.millar@forest-heath.gov.uk)

Alan Points  
District Emergency  
Planning Officer

01284 758 461  
[alan.points@westsuffolk.gov.uk](mailto:alan.points@westsuffolk.gov.uk)

### **3. Strategic priorities**

3.1 The recommendation meets the following, as contained within the West Suffolk Strategic Plan:

- (a) Strategic priority: Resilient families and communities that are healthy and active.

### **4. Key issues**

#### **4.1 Emergency Planning**

Following a restructure of the Joint Emergency Planning Unit at the end of 2013 your local Emergency Planning Officers are Alan Points, Steve Henthorn and Sue Herne, (who supports Babergh and Mid Suffolk District Councils as well as Forest Heath District Council and St Edmundsbury Borough Council.)

The Major Incident Offsite Plan for RAF Lakenheath has now been issued.

#### **4.2 Emergency Incidents**

West Suffolk has experienced two incidents of note since the Panel last met. On 7 February 2014 localised flooding occurred across the county as a result of heavy rainfall. A small number of premises were affected as were a number of local roads. The ECC in West Suffolk House was activated to provide a coordination role, collating information from the public, other responders and from Liaison Officers who were despatched to key locations to provide a visible, reassuring presence for local residents.

In the early hours of 25 July 2014 support from the local authority in response to a fire at Drake's Yard in Haverhill was requested by Suffolk Constabulary. Three people were unable to return to their properties and needed shelter. A Rest Centre was activated at the Arts Centre in Haverhill where they remained until Noon.

#### **4.3 Training & Exercising**

A Loss of Building (West Suffolk House) Business Continuity Exercise was held in October 2013 in conjunction with Suffolk County Council.

The Joint Leadership Team (JLT) participated in a Table Top Exercise in June 2014 where the potential responses to a town centre fire at commercial premises were explored.

The mandatory Control of Major Accident Hazards (COMAH) exercise for International Flavours and Fragrances (Great Britain) Ltd (IFF) was conducted on 1 October 2014 supported by Emergency Planning Officers, a member of JLT, a Communications Officer and a Liaison Officer.

Emergency Planning Officers, a Communications Officer and a Liaison Officer participated in a Major Accident Response Exercise (helicopter crash) with the USAFE base at RAF Mildenhall along with the RAF, Suffolk Constabulary, Suffolk Fire & Rescue Service and East of England Ambulance Service.

#### 4.4 **Community Emergency Planning**

Engagement with local community groups continues and a series of workshops and events have been held to promote the concept and share best practice. Details on the locations that have formed Community Emergency Groups can be found at: <http://www.getpreparednow.co.uk/home/who-s-got-a-plan/>.

Representatives of Community Emergency Groups from across the county have formed a Steering Group as described in the September 2014 Central and West Suffolk Community Resilience Newsletter which can be found at: <http://www.getpreparednow.co.uk/assets/CEP-Newsletters/Newsletter-Sept-2014.pdf>.

A funding bid of £9,886 has been made to the National Lottery Awards for All to cover the cost of providing 14 days of training courses for Community Emergency Groups from across the county that will cover First Aid, Recruiting & Training Volunteers, Social Media and Health & Safety.

#### 4.5 **Business Continuity**

The Combined West Suffolk Business Continuity Plan is being reviewed and updated to reflect organisational changes and revisions to the ICT infrastructure.

#### 4.6 **Performance and Capability Assessment**

The summary R-A-G report for West Suffolk Councils (attached as Appendix A to this report) shows that the existing arrangements are meeting the requirements of the guidance that supports the Civil Contingencies Act with the exception of Business Continuity Promotion which has been assessed as Amber.

The number of Emergency Planning Volunteers remains above the minimum number required. A campaign to recruit new volunteers is underway and will be continued.

### 5. **Other options considered**

5.1 N/A

### 6. **Community impact**

6.1 **Crime and disorder impact** *(including Section 17 of the Crime and Disorder Act 1998)*

6.1.1 N/A

6.2 **Diversity and equality impact** *(including the findings of the Equality Impact Assessment)*

6.2.1 N/A

6.3 **Sustainability impact** *(including completing a Sustainability Impact Assessment)*

6.3.1 N/A

6.4 **Other impact** (any other impacts affecting this report)

6.4.1 N/A

7. **Consultation** (what consultation has been undertaken, and what were the outcomes?)

7.1 N/A

8. **Financial and resource implications** (including asset management implications)

8.1 N/A

9. **Risk/opportunity assessment** (potential hazards or opportunities affecting corporate, service or project objectives)

*\*please ensure this section is completed with relevance to both councils*

<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Lack of adequate trained resources for Emergency Response	Medium	Joint Emergency Response Plan, Volunteer Training and Exercising	Low
Disruption to services as a result of a Business Continuity incident	Medium	West Suffolk councils Business Continuity Plan; staff briefings; training & exercising	Low

10. **Legal and policy implications**

10.1 N/A

11. **Ward(s) affected**

11.1 All

12. **Background papers**

12.1 N/A

13. **Documents attached**

13.1 Performance and Capability Assessment – Summary Report for West Suffolk Councils (Appendix A).

Suffolk Local Authorities Civil Contingencies Performance & Capability Assessment

Dated: 30-Sep-14

West Suffolk Councils			
Functional Areas - Summary	Mandatory	Better Practice	
		Good	Excellent
Risk Assessment			
Emergency Response Plans			N/A
Business Continuity Arrangements			
Communicate with the Public			
Business Continuity Promotion			
Information Sharing			
Cooperation		N/A	N/A
<b>CAPABILITY</b>			
<b>Plans</b>			
Major Incident Plan			
Business Continuity Plan			
<b>People in Civil Contingencies Roles</b>			
CEO & Corporate Directors	2	CEO + 1 Director Trained	
Gold Executive(s) - vetted	3	CEO + 2 Directors	
Emergency Control Centre Manager	3	Minimum 2, Target 3	
Emergency Control Centre Staff	21	Minimum 12, Target 27	
Rest Centre Manager	5	Minimum 3, Target 5	
Rest Centre Staff	25	Minimum 18, Target 42	
Corporate Awareness Elected Member(s)	19	EP E-Learning Module - Q4 2014 target	
Liaison Officers	6	Leaders to be trained	
Key BC Managers / staff	0		
Comms staff (W&I)			
Total Volunteers	60		
<b>Infrastructure</b>			
Council Operations Room		SEBC & FHDC ICT Rooms	
Alternate Council operations Room		SEBC & FHDC ICT Rooms	
Number of Rest Centres available	24		
<b>Equipment</b>			
Individual Rest Centre packs	386	Located at Bury & Newmarket	

Exercises within last Year

Ex Lark (BC)	Oct-13
Ex Derwent (Volunteer Call Out)	Nov-13
Ex BANN-2 Group 1 (JLT TTx)	Jun-14
USAF RAF/M MARE	Oct-14
IFF Comah	Oct-14

Exercises Confirmed for coming Year

Calor Gas COMAH	Mar-15
Ex Diamond Dragon	Jun-15
Information /Data Loss (BC Exercise)	TBC 2015

