

BRIEFING PAPER FOR IMPROVING PLACES SELECT COMMITTEE

1.	Date of meeting:	15th November 2017
2.	Title:	Emergency Planning, Task and Finish Recommendations
3.	Directorate:	Regeneration and Environment

1. Background

1.1. This report has been drafted in order to update the Improving Places Select Committee (IPSC) on its recommendations following the Task and Finish Review, which concluded in August 2017.

1.2 Within this meeting, a number of recommendations were made which can be found overleaf, alongside updates in relation to progress.

CONTINUES OVERLEAF

Recommendation	Update
<p>That the Major Incident Plan is reviewed bi-annually by a group of Members from the IPSC and this work forms part of the work programme for that year, however the document is to be reviewed by officers on a continual basis.</p>	<p>Officers support this activity and await the scheduling of future reviews by this committee</p>
<p>Mandatory training is to be provided to all Members about the Major Incident Plan to increase their awareness and involvement in any major incident.</p>	<p>Member awareness sessions are currently scheduled to take place on 28 November and 5 December 2017; to be repeated annually</p>
<p>Training relating to the Major Incident Plan should be mandatory to ensure all staff who volunteered are confident in the role they play in the management of the incident.</p>	<p>Following agreement of Strategic Leadership Team (SLT) a range of training and familiarisation for Borough Emergency Operations Room volunteers, Heads of Services, Directors and other key responding roles will be undertaken to continue to train key Council responders on the plan.</p>
<p>An “out of hours” training exercise to take place once all volunteers have been trained. Full training exercises then take place on a regular basis.</p>	<p>Recently the Council has been required to activate emergency response arrangements in dealing with a range of incidents and multi-agency exercises, given these arrangements have been actively utilised, and subsequently supportive debrief and feedback gathered, the Major Incident Plan (MIP) has by default undergone part verification and testing of these key sections of the plan. A proposal for full scale exercising is being developed, to be agreed by SLT in due course.</p>
<p>A targeted approach to recruitment from employees who can be “job matched” to appropriate roles in the operation of the Major Incident Plan.</p>	<p>Officers are currently developing a targeted campaign, alongside promotional work to encourage engagement.</p>
<p>There are sufficient volunteers to staff the EP for at least two shift changes.</p>	<p>Work is on-going to raise the level of volunteers through the campaigns and targeted work referenced above.</p>

<p>A protocol to be developed to ensure that the partner organisations in the Major Incident Plan are notified as a matter of course when significant incidents occur in the borough and through the Local Resilience Forum, ways are to be identified and carried out on building relationships between partner organisations involved in the Emergency Plan – in particular to the turnover in staff.</p>	<p>A range of work is underway with LRF partners to address this recommendation through the LRF structures. This includes joint learning and, additional GOLD symposiums alongside considering;</p> <ul style="list-style-type: none"> - South Yorkshire Local Resilience Forum (SYLRF) Major Incident Response and Recovery - SYLRF Mutual Aid Activation - SYLRF Recovery Structures and allocation of recovery leads - SYLRF Recovery capability, capacity and sustainability - Business Continuity impacts
<p>A facilitated meeting/away day involving the emergency services and Rotherham Metropolitan Borough Council (RMBC) major incident staff on the ground to promote team working.</p>	<p>Early discussion as to the potential for other workshop style events, at tactical or operational level are to be explored further by Emergency Planning leads and the LRF training and exercising group. A further meeting is scheduled for the 6th November.</p>
<p>An on-going programme of training sessions for Parish Council members should be arranged to ensure any new members receive training on the subject.</p>	<p>A full training plan is being developed following ratification of the refreshed Major Incident Plan and this recommendation will be incorporated.</p>
<p>A representative from Procurement to be involved in the Borough Emergency Operations Room to facilitate timely ordering of goods/services and to provide information if the Belwin Fund becomes operational.</p>	<p>Following agreement of a revised Business Continuity Policy by SLT in October 2017, these elements will be addressed within directorate continuity plans.</p>
<p>Through the Shared Service Agreement funding is secured for a Community Resilience Worker.</p>	<p>Engagement is currently underway with Sheffield City Council to explore this and any other opportunities within the structure. Current focus is on recruiting to or adjusting vacancies.</p>
<p>The Corporate Risk Manager is involved in the role of a “critical friend” any amendments of the Major Incident Plan</p>	<p>This will be incorporated for future revisions?</p>
<p>A flow chart to be designed detailing the Major Incident Process and highlighting how and when Members are to be involved in the process.</p>	<p>Section 2.5 on page 12 of the Incident plan contains a flow chart detailing contact arrangements, which includes elected members.</p>

<p>The Chief Executive / Leader of the Council to inform counterparts in Sheffield of their concerns over the lack of meetings in relation to the Joint Service Agreement.</p>	<p>The new Head of Service in this area has been tasked with supporting delivery of these aspects and has liaised with Sheffield counter-parts. A meeting of the Joint Committee was held on 25th October 2017 with further meetings schedule in line with the constitution.</p>
<p>The situation relating to the unsupported IT systems is rectified.</p>	<p>A revised Business Continuity approach has been developed and agreed by SLT in October 2017. This will develop an alternative system without the need of an IT system to support it.</p>

CONTINUES OVERLEAF

2. Major Incident Plan Refresh

2.1 As referenced in the updates above, the Major Incident Plan has undergone a refresh, which was considered and agreed by the Strategic Leadership Team (SLT) in August 2017 and was subsequently circulated to Cabinet members in October 2017. Key improvements include updated Directorate structures with revised roles and responsibilities, as well as enhanced diagrams for activation and control and coordination arrangements. The plan also benefits from improved signposting, as well as consolidation of information to promote quick access to relevant procedures by the plan user under emergency conditions. This is achieved through improved use of appendices and sign-posting to specific emergency plans. Other improvements include:

- Information such as a glossary of terms, immediate activation procedures and plan administration
- A new decision tree has been developed to assist with decision making processes on full or partial activation of the plan. This has been created in recognition that a majority of emergency responses are to smaller scale emergencies rather than significant major incidents
- Specific information regarding command and control structures for the Council and multi-agency responses
- New information on the Joint Emergency Services Interoperability Programme (JESIP) and tools such as the National Decision Making Model and standardised situation reporting using the METHANE format have also been included, in line with current guidance and good practice
- Enhanced action cards for specific response roles, to reduce cross referencing throughout the plan
- Provision of scenario specific briefing cards to support responding staff where no specific response plan exists. These cards detail the scenario, potential impacts and the type of responses required
- Signposting to response arrangements for “common consequences” such as rest centres, evacuation, warning and informing and where to find information
- Improved signposting to specific plans, which should be referred to for some scenarios such as the Generic Off-Site Reservoir Plan and the South Yorkshire Emergency Mortuary Plan

3. Future Training Requirements

3.1. The Plan, now formalised and fully endorsed, will require a period of further training and embedding, a range of training and familiarisation for Borough Emergency Operations Room volunteers, Heads of Services, Directors and other key responding roles will be undertaken to continue to train key Council responders on the plan. Additionally, Member awareness sessions are currently scheduled to take place on 28 November and 5 December 2017; to be repeated annually, as referenced in the table above. This will then be extended to include Parish Councils.

3.2. Once initial training has been completed a Corporate Exercise will be required to test and validate the MIP in its entirety, this is not only best practice, but required

under the Civil Contingencies Act 2004. A separate timeline for this will be agreed with the lead Cabinet Member and SLT.

4. Recommendations for IPSC

- 4.1. IPSC note the updates in respect of the recommendations made.
- 4.2. IPSC schedule bi-annual reviews of the Major Incident Plan, in line with the first recommendation.

5. Name and contact details

- 5.1. Sam Barstow, Head of Community Safety, Resilience and Emergency Planning
- 5.2. Claire Hanson, Emergency Planning and Health and Safety Manager