

TRAINING, EXERCISING AND EMERGENCY PLANS UPDATE

1. Background

As members of the Joint Committee will be aware the Emergency Planning Shared Service went live on 1 June 2011 and since then the team's main focus has been on the production of new plans, carrying out training for staff and delivering exercises across both authorities. This report outlines progress made to date and also future priorities in these areas.

2. Current Situation

(a) Plan Update

Since the Shared Service went live, the team have produced a number of important plans and documents, which are outlined as follows:

- **Business Plan.** As previously discussed this outlines the structure and remit of the Emergency Planning Shared Service, along with the services' Strategic Priorities.
- **Team Action Plan.** As highlighted at the previous meeting, this plan provides a detailed framework of the key tasks the Emergency Planning Shared Service will carry out throughout the year. The document is reviewed and updated quarterly to ensure the team is meeting its targets and deadlines.
- **Risk and Hazard Assessment for Rotherham and Sheffield.** This document assesses the national identified risks in a local context. This enables the Emergency Planning Shared Service to prioritise its work-streams to plan and mitigate against the highest risks.
- **Sheffield City Council Major Incident Plan.** This new plan has been finalised and formally accepted by the Executive Management Team of Sheffield CC. The plan replaces the previous Scheme for Major Peacetime Emergencies and outlines in detail the new response arrangements the council has adopted as well as specific contingency arrangements the authority has in place.

- **South Yorkshire Off-Site Reservoir Emergency Plan.** The document was produced by the Emergency Planning Shared Service on behalf of all South Yorkshire emergency response organisations and has recently been formally accepted by the South Yorkshire Local Resilience forum chaired by the Chief Constable, South Yorkshire Police.

In addition to the completed documents outlined above, the team are working together on a number of other important documents that will be completed and launched in early 2012 and these are as follows:

- **Fuel Plans.** These are currently in their final draft. The plans (one for RMBC and one for SCC) outline how each authority will respond to a national fuel shortage. The arrangements outlined in the plan fit in with national planning arrangements and the authorities' Business Continuity arrangements.
- **Pandemic Influenza Plans.** Again these plans are in their final draft. The plans (one for RMBC and one for SCC) outline how each authority will respond to a flu pandemic. As with the Fuel Plans the arrangements outlined in the Flu Plans fit the national planning arrangements and both authorities Business Continuity arrangements.
- **Sheffield Minor Incident Plan.** This plan is being developed in line with the RMBC version. The plan outlines the response arrangements to incidents that are not so severe to warrant the full implementation of the council's Major Incident Plan.
- **Warning and Informing Material.** This material is designed to raise awareness to the public and local businesses on resilience and is being reviewed with the view to producing Shared Service literature that can be distributed at the various council outlets and events attended by the team.

(b) Training Update

The team have carried out a series of training sessions in Sheffield to train staff on their new roles and responsibilities towards emergency response and recovery. The sessions have been well attended and there are more sessions to be facilitated in the New Year, thereby, ensuring that all officers who have been identified with a specific role have been adequately trained.

In Rotherham training will recommence once all staff have been relocated to Riverside House. Training will then be held in the new Borough Emergency Operations Room and Directorate Control Rooms to enable staff to familiarise themselves with their new surroundings.

Elected Members Training was discussed at the last meeting of the Joint Committee and is being booked for 14 February 2012. A venue is being selected that will be convenient for both authorities. An invitation letter will be produced that will be signed by members of the Joint Committee and sent to Elected Members of both authorities. The **Elected Member Guidance Document on Business Continuity and Emergency Planning** is being updated and will be distributed at the event and also to those Elected Members who cannot attend.

A formal 2012 training calendar is currently being prepared which outlines the training taking place across both organisations throughout 2012/13.

(c) Exercise Update

Exercise 'Buffer' took place in Sheffield on 2 November 2011. The exercise involved the setting up and running of the new Emergency Operations Room in Sheffield Town Hall. From the exercise a Post Exercise Report is being produced which outlines a number of learning outcomes that have been identified, which the team will progress to meet a satisfactory conclusion.

The team were actively involved in the planning and preparation for a South Yorkshire multi agency training and exercising day on 17 November 2011, which took place at the South Yorkshire Gold Command facility at Handsworth. *Exercise Purple Flame* was a multi-agency strategic exercise to which a number of Directors from both authorities attended.

Exercise 'Two Feet of Snow' is taking place during December 2011 aimed at both Senior Management Teams and Operational Management groups within both Rotherham and Sheffield councils and involves the response to a winter weather scenario. Once complete appropriate post exercise reports will be completed outlining any learning points and making recommendations for enhancements to planning arrangements.

The first half of 2012 is set to be a busy period for Emergency Planning exercises in South Yorkshire. South Yorkshire Local Resilience Forum are scheduling a number of exercises including one for Meadowhall and another for the Olympic Torch Relay/Training Camps. In addition to this the Shared Emergency Planning Service will be running internal exercises as part of its annual training programme which will include two half day exercises and a two day corporate exercise in both authorities. The team aim to test not only the emergency response arrangements of the council but also the Business Continuity arrangements associated with recovering from an emergency.

3. **Recommendation**

That the Joint Committee acknowledge the production of the above plans, training and exercising events and support all future training and exercising events in the future.