

Emergency Planning Shared Service Joint Committee – Rotherham & Sheffield

15 July 14

Rotherham Town Hall

Corporate Emergency Plans – The Way Forward

1. Purpose of Paper:

To update Members on the development of various resilience plans for both councils.

2. Background

Over recent years, a style of writing contingency and resilience plans, including standardised formatting and layout has naturally developed. This has been as the consequence of a number of factors, not least, the requirements of the Civil Contingencies Act; lessons identified as a result of training and exercising and the requirements & expectations of both internal and external stakeholders. The format of multi-agency plans is often produced by following national templates and guidance documents which illustrate a clear desire that the plans contain a large amount of specific information as per their template and plan checklist. For example, DEFRA ‘audited’ our local multi-agency flood plans against their recommendations and they scored highly.

However, it is recognised that the needs of stakeholders are changing and maturing and the way in which the Emergency Planning Shared Service (EPSS) presents the suite of resilience plans is to be refreshed to be more reflective of these needs, whilst still maintaining the requirements placed on both councils through the Civil Contingencies Act and Local Resilience Forum (LRF) partners.

3. Current position

The following proposals are presented for consideration and aims to consolidate existing resilience and contingency plans and move forward under a refreshed approach:

Level	Existing Planning arrangements	Proposed future planning arrangements
Members	Elected Member Guidance document supported by annual training programme	Subtly enhanced Member guidance document, providing more detail in terms of actions required of Members at different milestones or stages of ‘response’ or ‘recovery; which continues to be refreshed and disseminated annually

Level	Existing Planning arrangements	Proposed future planning arrangements
Strategic (Borough Emergency Coordinator (BEC) & Duty Chief Officer (DCO)	Action Cards / Aide Memoir contained in a suite of individual plans (as listed overleaf), supported by a roles and responsibilities section, again within the respective plan	Production of a 'strategic / first response pack' to be disseminated to all BEC's/DCO's and to encompass: <ul style="list-style-type: none"> • A strategic overview of the different resilience plans in existence / initial actions required • Details of a tiered and / or phased response to replace the minor incident plan • Contact details as an annex, or possibly a stand-alone supporting document, (this portion only to be updated quarterly) • Glossary of terms as an annex • Consideration of linked list of the suite of underpinning plans that support the first response pack, subject to IT capacity
Tactical	Individual resilience or contingency plans, namely: <ul style="list-style-type: none"> • Borough Emergency Plan/ Major Incident Plan • Council Recovery Framework • Emergency Reception Centre Plan • Corporate Severe Winter Weather Plan • Corporate Pandemic Influenza Framework • Council Fuel Distribution Plan • Rotherham Multi-Agency Flood Plan • Rotherham Town Centre Evacuation Plan • Sheffield Off-Site Reservoir Emergency Plan • South Yorkshire Off-Site Reservoir Emergency Plan 	Streamlining the content of existing plans and adopting a standard format of content, where possible, including: <ul style="list-style-type: none"> • some content to be removed from individual plans and either disregarded (i.e. Chief Executive statement of support); consolidated (i.e. contact listings from all plans) or reproduced elsewhere (i.e. details of training programme to be included in the councils Integrated Emergency Management policy) • Standardised content under the headings: General Information; Activation (including alert & standby); Command, control & coordination; Roles & Responsibilities; Action, Stand down procedures and annexes as appropriate • Plan dissemination to be refined: available on council intranet,

Level	Existing Planning arrangements	Proposed future planning arrangements
		control rooms and a small number of key personnel
Operational	Directorate/Portfolio and contingency specific operational response and recovery plans and Departmental Business Continuity Plans.	No Change – existing arrangements to be continued

Timeline for distribution and dissemination

At present, each contingency plan is subject to an independent programme of review and update. It is proposed this continues, however the programme of individual plans is to be adjusted in favour of a more overall streamlined approach and to be more reflective of the South Yorkshire Community Risk Register. This may mean, in some instances, that the review period is up to four years. At each timetabled plan review, this refreshed format will be implemented. Additionally, it is proposed that the strategic pack be introduced within the next six months for immediate use by all BEC's/DCO's.

4. Recommendations

3.1 That Members note the contents of the report

3.2 That the proposals for plan refresh be approved, namely;

- **'Strategic / first response pack' to be introduced and disseminated to all BECs/DCO's**
- **Complementary suite of underpinning plans or frameworks be maintained**

3.3 That the timeline for refresh and dissemination be approved