

To: Communities Policy Overview Committee

From: Mike Hill, Cabinet Member and Amanda Honey, Managing Director

Subject: **Report and presentation on KCC's Emergency Planning Service**

Classification: Unrestricted

Summary: The purpose of this report is to provide Members with an overview of activities in the Emergency Planning Unit.

FOR INFORMATION

1. The Emergency Planning unit is a small group of 12 professional officers who have an impact far wider than their numbers would normally indicate. The service is based in Communities Directorate but has a distinct role across the whole County Council and 11 of the 12 District Councils, who part fund their services.
2. Emergency Planning is often seen or heard when responding to emergencies but of course the majority of their time is spent on planning for emergencies and testing those plans to ensure that in the event of a crisis those plans will still be relevant under difficult and often very stressful circumstances. Each year the unit either leads on or participates in around 22 exercises as diverse as a bi-national emergency in Channel Tunnel to responding to a flu pandemic.
3. To ensure that people involved in emergencies are skilled and understand their role and the function of the other agencies, requires training and a key role of the unit is in designing and delivering this training to large numbers of people. Last year a total of 92 training events were held attended by around 850 people, principally from the County and District Councils and the voluntary sector.
4. Another key role is Business Continuity planning across the County and District Councils and promoting the need to prepare such plans across the Kent business and commercial sector.
5. Emergency Planning was originally conceived to plan for war but over the past few decades has become almost totally focused on planning for civil emergencies. This change of emphasis has been underpinned by the Civil Contingencies Act 2004, which laid down a statutory requirement for local authorities and other key organisations to work together. The Kent Resilience Forum (KRF), which brings together all the local authorities, emergency services, health and all the utility providers is the result of this legislation and KCC's Emergency Planning unit plays a key role within the KRF.

6. The attached current Business Plan for the service provides an overview of the Emergency Planning service but this will be supplemented by a presentation on the day which will bring to life the purpose of the Emergency Planning unit and how it works, with some topical examples of both it's planning function and it's response to recent emergencies in Kent.
7. Members will be aware that Nick Rowe, the Head of Emergency Planning recently retired and we are actively recruiting his successor. It is hoped that by the time Policy Overview Committee meets that a new Head of Service will have been appointed.

Clive Bainbridge
Director of Community Safety & Regulatory Services
Tel: 01622 221014
Email: clive.bainbridge@kent.gov.uk

Contacts

Trevor Cruttenden
Principal Emergency Planning Officer
Tel: 01622 696832
Email: trevor.crudden@kent.gov.uk

Richard Ellwood
Principal Emergency Planning Officer
Tel: 01622 696833
Email: richard.ellwood@kent.gov.uk

Background documents: Emergency Planning Annual Operating Plan

**Emergency Planning Group
Community Safety & Regulatory Services**

**ANNUAL OPERATING PLAN
2007 / 2008**

1.0 PURPOSE AND OBJECTIVES OF THE SERVICE

- 1.1 Ensure that Local Government in the County meets its obligations to respond effectively, and in full harmony with other involved organisations, to emergencies in Kent, up to and including war.
- 1.2 Planned objectives are that:
- Up-to-date emergency plans exist and can be activated
 - KCC staff understand and have practised their roles
 - District Council staff understand and have practised their roles
 - Necessary partnership arrangements are maintained with the emergency services and all other involved organisations
- 1.3 The principal relevant legislation is the Civil Contingencies Act 2004, the Health and Safety at Work Act 1974 and any Orders, Regulations and other subordinate legislation made under, or having effect by virtue of, these Acts.
- 1.4 These business objectives are monitored to ensure they will be delivered. Risks associated with potential non-delivery and the controls in place to mitigate those risks, have been assessed and documented as part of the annual operating plan process. A risk action plan has been developed as necessary.

2.0 PLANNING CONTEXT AND PRIORITIES

Local and national public expectations

- 2.1 Within Kent, recent emergencies, and publicity over potential emergencies such as an influenza pandemic, have sensitised the general public to the function. This has raised their expectations as to the quality of the response provided by public authorities, including local government and the emergency services. As a result, pressure on the Group to ensure that effective, integrated arrangements exist has increased.
- 2.2 Nationally, concern over the potential terrorist threat was heightened initially by the attacks of 11 September 2001 in the USA and has been increased further by the suicide bombings in London on 7 July 2005. There has been much speculation by the mass media over the nation's response planning and capability.

Risks

- 2.3 We currently contribute to the Directorate's Risk Register which is updated annually. In 2005/06 we wrote a Business Continuity Plan to ensure our service can recover from a major emergency. In 2006/07 the plan was tested and it will continue to be refined to ensure it provides the guidance and information required to reinstate our normal service delivery.

Income Generation

- 2.4 The Group generates income through a Service Level Agreement, with 11 of the 12 district councils in Kent, to provide an emergency planning service in accordance with requirements of the Civil Contingencies Act.

Investors in People

- 2.5 During 2006/07 we worked towards the Investors in People re-accreditation which KCC achieved successfully. We will continue to work to these standards.

Equalities

- 2.7 As part of the Communities Directorate, we are committed to integrating work on equality and diversity into our key service areas.

Summary of performance in 2006-2007

- 2.8 Nine key actions identified, seven completed, one ongoing, one cancelled by partners. See Appendix 1 for details.
- 2.9 During the year, the Group took either a lead or a significant support role in arranging 92 training events – See Appendix 2.

3.0 Revenue Budget

COMMUNITIES DIRECTORATE

EMERGENCY PLANNING GROUP

Revenue Budget

2006-07		Activity/budget line	2007-08								
Controllable Expenditure	FTE		FTE	Employee Costs	Running Costs	Contracts & Projects	Gross Expenditure	External Income	Internal Income	Controllable Expenditure	Cabinet Member
£'000				£'000	£'000	£'000	£'000	£'000	£'000	£'000	
610.0	14.0	Emergency Planning Group	14.0	619.3	87.0	0.7	707.0	-161.6	0.0	545.4	MH
610.0	14.0	Controllable Totals	14.0	619.3	87.0	0.7	707.0	-161.6	0.0	545.4	

4.0 CORE SERVICES AND FORECAST ACTIVITY LEVELS

Planning

- 4.1 Ensure that the over-arching KCC Major Emergency Plan is maintained to the satisfaction of the Chief Executive, including the ability to activate an appropriately equipped County Emergency Centre.
- 4.2 Work, principally via an identified lead Emergency Planning Officer, with each of the KCC Directorates to ensure that they have effective and up-to-date plans for delivering their element of the response to a major emergency.
- 4.3 Under an SLA, provide 11 of the 12 district councils in Kent with an identified lead Emergency Planning Officer, plus additional support from the Group to assist each district to meet its obligations under the Civil Contingencies Act.
- 4.4 Liaise with other Category 1 and 2 responders as defined by the Civil Contingencies Act and all other agencies whose emergency plans need to integrate with those of local government to ensure effective co-ordination. These include the Police, Fire and Ambulance Services, the Coastguard Agency, Health Service, utilities, regional and central government departments and agencies, ports, transport companies, the Environment Agency, voluntary services and the French authorities.
- 4.5 Provide a secretariat for the Kent Local Resilience Forum, established as required by the Civil Contingencies Act, to facilitate the liaison referred to in 4.4 above. At some point during the year, this responsibility will transfer to become part of a larger support function for the Forum, managed by Kent Police
- 4.6 In conjunction with other Category 1 and 2 responders, maintain a formal Community Risk Register for Kent, as required by the Civil Contingencies Act.
- 4.7 In conjunction with other Category 1 and 2 responders, maintain appropriate methods of warning and informing the public regarding actual and potential emergencies, as required by the Civil Contingencies Act.
- 4.8 Work with other agencies to develop a joint emergency plan for any specific site where it is deemed appropriate. This includes the Channel Tunnel, Dungeness Nuclear Power Stations, Bluewater Shopping Centre, Dartford River Crossing, Kingsferry Bridge, London Manston Airport, Ashford International Passenger Station, town centres, industrial sites identified under the Control of Major Accident Hazards (COMAH) regulations and major pipelines.
- 4.9 Work with other agencies to develop joint emergency plans for specific risks demanding particular identifiable countermeasures, including any Chemical, Biological, Radiological or Nuclear (CBRN) terrorist threat, coastal pollution by oil or other hazardous substances, flooding, epidemics or pandemics and delays in Channel crossing services (Operation Stack).
- 4.10 Work with other agencies to develop joint emergency plans for specific known events, for example the Tour de France and planned closures of the Kingsferry Bridge.
- 4.11 Maintain an awareness of developments in the field of emergency planning and contribute to any regional or national consideration of the function.

Training, exercise and awareness.

- 4.12 Provide training for people in KCC, the district councils and other organisations to assist them to understand their roles within their emergency plans, plus the roles of other agencies who may be working with them in a major emergency. Over 1,000 people receive training each year.
- 4.13 Organise exercises for KCC and district council staff to validate their emergency plans, including their integration with the plans of other agencies. At least 15 such events take place each year, with an average of 40 participants.
- 4.14 Ensure people from other agencies are familiar with the role of local government in major emergencies.
- 4.15 Participate in the organisation of multi-agency exercises to test joint emergency plans, including the specific plans identified under 'planning' above. At least 5 major multi-agency exercises take place each year. These usually involve more than 10 organisations and 100 participants.
- 4.16 Contribute to the increasing general awareness of emergency planning and the current integrated emergency management approach - what can be expected of an organisation by way of assistance and what is expected of individuals in terms of self-help - by organising, or participating in, seminars and presentations to organisations and community groups.
- 4.17 Promote awareness of the need for, and principles of, Business Continuity Planning to the commercial and voluntary sector in Kent, as required by the Civil Contingencies Act.

Operational activity in an emergency.

- 4.18 Provide a 24/7 local government contact point to receive alerts of potential or actual emergencies. On average there are approximately 300 alerts per year.
- 4.19 On receipt of an alert, evaluate the need for a local government response and activate the appropriate KCC and/or district council services.
- 4.20 If necessary, ensure the activation and effective operation of a County Emergency Centre to co-ordinate the local government response and, when appropriate, that of other agencies.
- 4.21 Undertake key liaison roles between agencies to assist in the integration of the overall response.

5.0 PROJECTS, DEVELOPMENTS, KEY ACTIONS

Projects / developments / key actions	A/c Manager	Links to other plans	Deliverables or outcomes planned for 2007/08	Target Dates
5.1 Participate in multi-agency emergency planning arrangements for the British stage of the Tour de France	Trevor Cruttenden		Plan which proves effective if implementation is required	Jul 07
5.2 In consultation with partners, complete the revision of Kent guidelines for the delivery of social care to those affected by an emergency	Richard Ellwood		Publication of revised guidelines	Jun 07
5.3 In consultation with partners, develop arrangements for the establishment of 'Humanitarian Assistance Centres' for use after an emergency, including the pre-identification of suitable premises	Richard Ellwood		Publication of the arrangements	Sep 07
5.4 As an element of the Interreg IIC AWARE project, arrange the 5 th session of plenary meetings for all partners in Kent.	Nick Rowe		Successful attendance at and conduct of the meetings	Apr 07
5.5 As an element of the Interreg IIC AWARE project, participate in a joint exercise with Essex County Council, the Province of Zeeland, (the Netherlands) and the Provinces of West and East Flanders (Belgium), testing IS/IT incident co-ordination and communication systems.	Nick Rowe		Successful conduct of the exercise, with the IS/IT systems proving effective	Jun 07
5.6 Lead on Kent Resilience Forum 2007-8 Business Plan Key Reference 4. (Multi-agency preparedness through planning, training and exercising.)	Nick Rowe		Meeting targets identified in the plan	Mar 08
5.7 Lead on Kent Resilience Forum 2007-8 Business Plan Key Reference 6. (Kent's resilience capabilities in relation to the government's functional workstreams.	Nick Rowe		Any gaps identified and recommendations made as to how these should be addressed	Mar 08

Projects / developments / key actions	A/c Manager	Links to other plans	Deliverables or outcomes planned for 2007/08	Target Dates
5.8 Contribute to the emergency planning related actions agreed by KCC Cabinet in its response to the KCC Select Committee report on Climate Change	Nick Rowe		Revised arrangements in place as appropriate	Oct 07
5.9 Transfer to Kent Police the responsibility for providing the secretariat function for the Kent Resilience Forum	Nick Rowe		Smooth transition with no interruption to delivery of the function	Jun 07

6.0 KEY PERFORMANCE INDICATORS

Indicator	Actual performance 2005/2006	Estimated performance 2006/07	Target 2007/08
6.1 Satisfactory reception of emergency alerts	100%	100%	100%
6.2 Attendance on courses at Emergency Planning College	100%	100%	100%

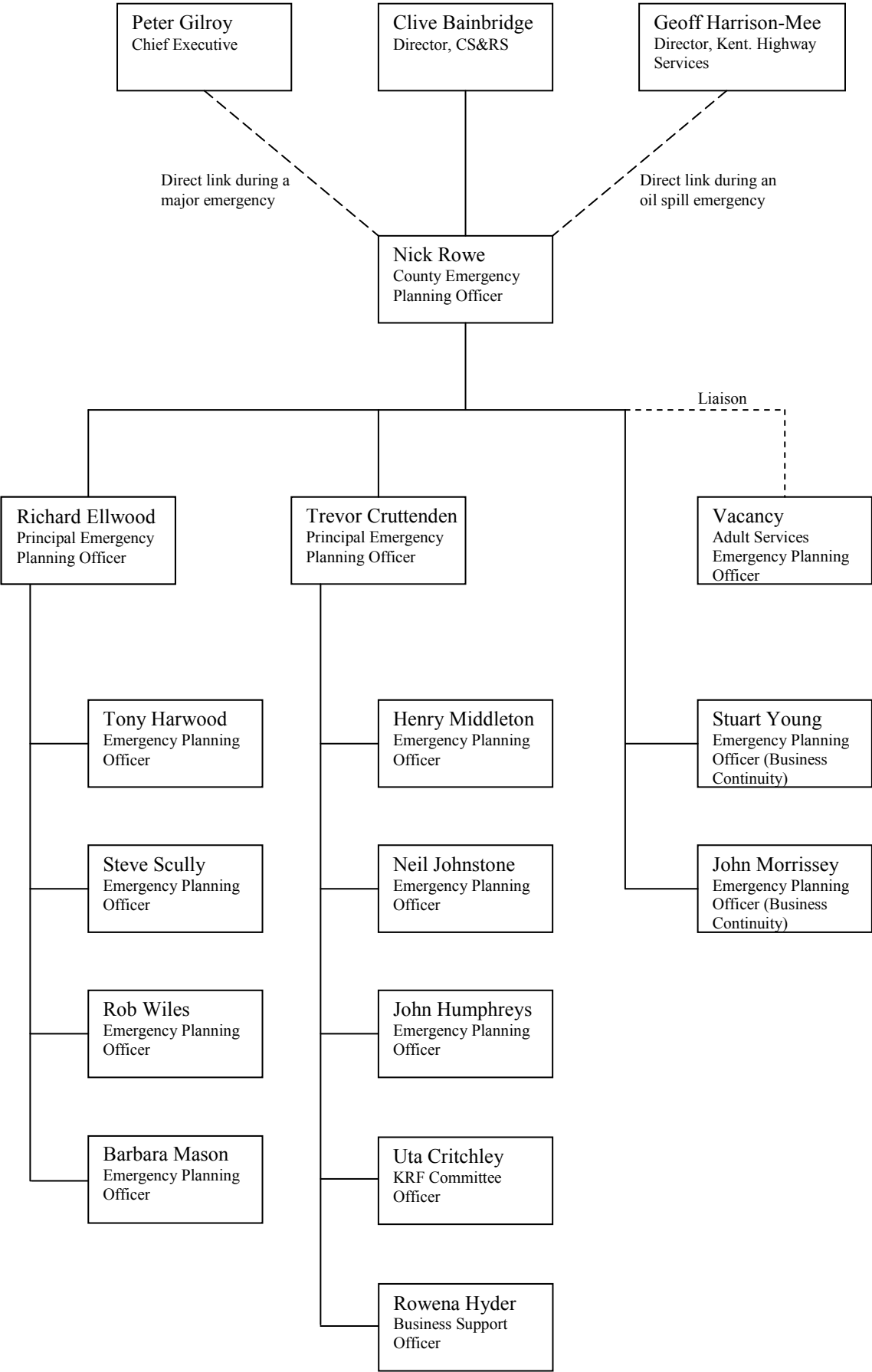
7.0 CONSULTATION, RESEARCH, SURVEYS, ENGAGEMENT, PUBLIC INVOLVEMENT

7.1 Public consultation as and when required

8.0 STAFFING

	2006/07	2007/08
J and above or equivalent (FTEs)	1	1
I and below (FTEs)	13	13
TOTAL	14	14
Of the above total, the estimated FTE which are externally funded	0	0

9.0 STRUCTURE CHART



Summary of 2006/07 Performance

Appendix 1

Project, development, key action as per unit business plan	Planned outcome as per unit business plan	Progress	Comments
Refine arrangements for sharing information regarding the activities of the Kent Resilience Forum (KRF)	Secure extranet for Category 1 and 2 responders updated on regular basis by KRF Secretariat Website with public access	Amber	Extranet updated regularly KRF has yet to agree approach to a public website
Help plan for, and participate in, a multi-agency exercise to test the offsite plan for Glaxo Welcome (near Dartford) in accordance with the COMAH Regs 1999	Confidence in the plan	Green	Exercise conducted successfully in November 2006
Help plan for, and participate in, a multi-agency exercise to test the offsite plan for K & S Fumigation (near Ashford) in accordance with the COMAH Regs 1999	Confidence in the plan	Green	Exercise conducted successfully in February 2007. Plan is being modified as a result
In conjunction with Essex CC and other agencies, help plan for, and participate in, an exercise to test the Command and Control arrangements for a cross-boundary maritime incident in the Thames estuary	Command and Control arrangements modified and updated	Red	Exercise postponed by Government Office East due to other pressures
Help plan for, and participate in, a multi-agency exercise to test the offsite plan for Dungeness Nuclear Power Station	Confidence in the plan and especially in revised arrangements regarding early counter-measures	Green	Exercise conducted successfully in September 2006
Help plan for, and participate in, a live multi-agency exercise (including agencies from Essex) to test arrangements for an emergency at the Dartford River Crossing	Confidence the two- county approach will work effectively (Delayed from 2005/06)	Green	Exercise conducted successfully in June 2006

Project, development, key action as per unit business plan	Planned outcome as per unit business plan	Progress	Comments
Test the arrangements for setting up and operating the County Emergency Centre	Confidence the Centre will function effectively if it were required	Green	Test identified some issues which are being addressed
Develop revised documentation for use by all agencies in recording the details of survivors/evacuees involved in a major emergency	Forms agreed and printed All relevant agencies trained in their use	Green	
Continue to develop KCC's business continuity arrangements	Workable plans in place for all Directorates	Amber	Progress being made but plans are not complete

Summary of training events led by Emergency Planning Group 2005/06

Appendix 2

Training Event	Number held 2006/07
Introduction to Disaster Awareness Training	5
Cabinet Office EP College Introduction to EP (Delivered in Kent)	2
Site Specific Training (including exercises)	22
Survivor Reception / Rest Centre Training	9
Children / Educational Establishments Training	2
Business Continuity Training	27
Forward Control/Liaison Officer Training	4
Voluntary Sector Training	4
Information Handling Training	1
Pandemic / Animal Health Emergency Planning Training	9
Oil Pollution / Booming Training	6
Kent Emergency Planning Group Annual Seminar	1
	92
Cabinet Office Emergency Planning College	25