

Select Committee on Community Safety and Community Services
- 8 November 2007

2006/07 Annual Report of the Head of Contingency and Disaster Management

Report of the Chief Executive

Purpose of Report

1. To report to the Select Committee on Public Safety and update on the state of preparedness within the Council to respond to those major incidents which could befall the community of Dudley either from natural, man-made disasters or terrorism within the Borough.

Background

2. Under the Civil Contingencies Act 2004 the Council has to prepare and plan for those emergencies which could befall the authority and to respond to such incidents.
3. The Council is a category 1 responder and as such has the following areas of responsibility:
 - **Planning to Respond to Emergency Situations** – the generic Major Emergency Plan covers all situations.
 - **Risk Assessment** – those risks within the Borough which may lead to an emergency situation occurring, a comprehensive 126 page assessment has been undertaken and is available to the public on the internet.
 - **Risk Mitigation** – this is a difficult process for a Local Authority where as long as a premise conforms to relevant legislation, no further reduction in risk can be asked for, however other Category 1 Responders have legislation they enforce.
 - **Response** – to be in a position to respond to incidents. In order to conform to this, training and exercising is an ongoing activity of Emergency Planning.
 - **Business Continuity Planning** – to plan within the Authority for the continuation of our key services during an emergency. Contingency & Disaster Management has taken on this important role and is ensuring this is undertaken within Directorates. A Corporate Business

Continuity Plan has been drawn up, as well as a template for Service Managers to work to.

- **Warning and Informing the Public** – a comprehensive plan is available for this, the Public Information and Media Plan.
 - **Information Sharing and Co-operation** – this is between all Category 1 and 2 responders. In the West Midlands Conurbation, this is done through the Local Resilience Forum, locally Contingency & Disaster Management hold regular multi -agency meetings with the partner agencies.
 - **Promotion of Business Continuity Planning to the wider community (Local Authorities only)** – this part of the Act was introduced in May 2006, and talks with Dudley Business Forum and through Black Country Chamber have taken place. Information has been placed on the internet and a flyer through the Business Rates last year.
4. All these areas have been addressed and a complete list of documents/plans held by Contingency & Disaster Management is summarized at Appendix 1.
 5. In order to further address the training of officers within the Authority, training sessions and exercises carried out in 2006/7 are listed at Appendix 2.
 6. To further ensure Dudley's compliance and ability to respond to emergencies, the Contingency & Disaster Management Team attends many partner organisation meetings. Also, the Chief Executive is Lead Chief Executive for the West Midlands Chief Executives, which means he will be representing the West Midlands Local Authorities on both the Local Resilience Forum and Regional Resilience Forum.
 7. Following the Chief Executive's visit to the United States of America in April 2006, representatives of the Federal Emergency Management Agency and the Disaster Mortuary Response Team visited the Borough in September 2007.
 8. The exchange of information between those representatives and the Council were extremely advantageous to the emergency planning issue in both countries. The similarities in methods were apparent but the response being on a much larger scale and geographic area in the United States.
 9. It is anticipated that the dialogue and correspondence between both our respective departments will continue.
 10. Coinciding with our American colleagues visit, the Contingency and Disaster Management Team organised a Seminar held at Dudley College to give a more in depth insight into Emergency Planning to those individuals who act as volunteer call handlers, helpline operators or crisis

support team staff etc., during emergencies. Outside partner agencies i.e. police, fire, ambulance and other local authority practitioners were involved. This proved a successful event and a copy of the programme is attached (appendix 3).

11. The new District Emergency Centre and associated offices were completed in August 2006, and provide dedicated facilities for both the Contingency & Disaster Management team and response to incidents. This is seen as a step forward for the authority in enhancing its response with rooms dedicated for use in receiving calls from the emergency services and other partner agencies and passing their calls to relevant council departments and voluntary bodies. Providing the Chief Executive with facilities for meeting with the Council's Incident Management Team as well as a room for holding a Multi Agency Strategic Co-ordination Group when instigated.
12. In order to enhance public awareness of how to react in emergency situations and to inform them of what the council's responsibilities are, a number of documents have been produced which are available from libraries, Dudley Council Plus, reception areas etc.
13. The intranet is also populated with these documents, as well as information on current events, emergency plans, business continuity and the Risk Assessment for the Borough is also published on these pages.

NEW WORK

Community Tension

14. In order to fulfil our obligations under the Civil Contingencies Act we will be working with our partner agencies, to assess the risks of disruptive challenges and prepare to respond to the consequences. It is therefore our intention to work with those cohesion groups already operating within the borough.

Finance

15. There is no increase in the current budgetary provision envisaged for planning. Finance for responses will come from balances or reserves; any response funding over 0.2% of annual budget would be subject to a claim to the Government under the Bellwin Scheme.
16. The authority will ensure compliance with relevant legislation.

Law

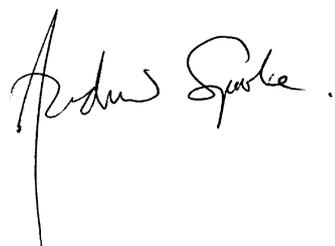
17. The Emergency Planning function of the Local Authority is now laid down within the Civil Contingencies Act 2004.

Equality Impact

18. Contingency & Disaster Management ensures that all sections of the community are treated equally and has printed material available in other languages, Braille and audio for times of emergency, and the ability to get this undertaken at any time.

Recommendation

19. That members note this annual report of the Contingency and Disaster Management Team.

A handwritten signature in black ink that reads "Andrew Sparke". The signature is written in a cursive style with a long vertical line extending downwards from the end of the name.

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Andrew Sparke
Chief Executive

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Documents and Plans held by Contingency & Disaster Management:

- Dudley MBC Major Emergency Plan
- Dudley MBC Public Information and Media Plan
- Dudley MBC Call Centre Guide
- Dudley MBC Registrars Emergency Contacts
- Dudley MBC DPC Emergency Call out Plans
- Dudley MBC DUE Emergency Plan
- Dudley MBC Social Services Emergency Plan
- Dudley MBC Fuel Crisis Plan (Draft)
- Dudley MBC Role of the Elected Member in Emergencies
- Dudley MBC Rest Centre Managers Guide
- Dudley MBC Rest Centre Locations and associated documents
- Support Officers Guide
- Dudley Emergency Information Helplines Guide
- Dudley MBC Temporary Mortuary Plan
- Dudley MBC Crisis Support Team Protocol
- Dudley MBC Crisis Support Team Handbook
- Dudley MBC Feeding Plan
- Dudley MBC CBRN Recovery Plan
- Council Buildings Evacuation Plans
- Dudley MBC Pandemic Plan
- Hazard Identification Document
- Dudley and Worcestershire Clergy Response
- Interfaith Contacts
- Public Advice for Emergency Situations
- Town Centre Evacuation
- Dudley MBC ITC Disaster Recovery Plan
- Dudley MBC Business Continuity Plans
- Community Business Continuity template
- Business Continuity to the Community
- Coroners Court/temporary Magistrates Court, Keyholders
- Election Count Plan
- Emergency Plans of other agencies

Associated documentation held by Contingency & Disaster Management

Council Training Sessions and Exercises 2006/7:

10 April 2006	Business Continuity – Law & Property
20 April 2006	Business Continuity – DUE
25 April 2006	Clergy – aggression
11 May 2006	CST – refresher
17 May 2006	Avian Influenza Training
22 May 2006	CST – refresher
6 June 2006	Crisis Support Training with Coroner
9 June 2006	Business Continuity Seminar, Birmingham
14 June 2006	Trauma Support Training – Education Psychologists
28 June 2006	Pandemic Influenza Exercise
27 July 2006	Chemical Awareness Course
7 August 2006	Business Continuity Training – DACHS
5 September 2006	Crisis Support Team – Introductory Day 1
26 September 2006	Business Continuity – Children’s Services
28 September 2006	UK Emergencies – the learning experience seminar
4 October 2006	CST – Introductory Day 2
5 October 2006	CST – Introductory Day 3
6 November 2006	Media Training
17 November 2006	Contemporaneous Report Writing
1 December 2006	Witness Training
1 February 2007	Contemporaneous Report Writing
14-16 February 2007	Introduction to Crowd & Public Safety Management, EP College
6 March 2007	First Aid
23 March 2007	Contemporaneous Report Writing
26 March 2007	Witness Box

Contingency & Disaster Management Staff

Exercise Applegarth, Tally Ho
Supporting Survivors – Village Hotel
Engaging with the Voluntary Sector, EP College
Melt: Agency Gold Incident Command Training – Police College
Exercise Virus - Wolverhampton
Media Training
Exercise Thyme Dudley PCT
Border Security Seminar
Humanitarian Assistance Centre Course – Emergency Planning College
Legionnaires Seminar
Control of Major Accidents and Hazards Table Top Exercise
Cultural Arrangements
Avian Pandemic Influenza Course Table Top Exercise
Command and Control Awareness – Fire Service
Humanitarian Assistance Study Day, Red Cross
COMAH Table top, BTC
BCM Focus Days

Crowds – Can they be managed, Birmingham CC
EPS Study Day
Chemical Awareness
Management of Major Incidents – WM Police

Chief Executive

Winter Willow – National Flu Pandemic Planning Exercise

UK Emergencies – The Learning Experience

Thursday, 28th September 2006

Dudley College

Programme

0915 – 0945	Coffee and Registration
0945 – 0950	Welcome and Introductions Ian Skidmore, Emergency Planning Officer, Dudley MBC
0950 – 1000	Opening Address Andrew Sparke, Chief Executive, Dudley MBC
1000 – 1040	Birmingham City Centre Evacuation and Birmingham City Tornado Martin Tolman, Birmingham City Council
1040 – 1120	Buncefield Oil Storage Depot John Boulter, Hertfordshire County Council
1120 – 1200	Temporary Mortuary in London Muriel McClenahan, London Resilience Team
1200 – 1300	Lunch
1300 – 1340	Family Assistance Centre in London Tony Thompson, British Red Cross
1340 – 1420	On-Site Media Handling Felicity Ross, Metropolitan Police Service
1420 – 1435	Tea / Coffee Break
1435 – 1535	Survivor's Perspectives Group Captain Richard Castle PhD MDA BA RAF and Helen Mitchell
1535 – 1545	Closing Remarks and Dispersal Andrew Sparke