

Bromley Resilience Partnership

BROMLEY BOROUGH RESILIENCE FORUM: STRATEGY AND BUSINESS PLAN 2017/18

Prepared by the London Borough of Bromley under the Civil Contingencies Act (2004) on behalf of the Bromley Resilience Partnership.

Version 3.0 (March 2017)

Bromley Borough Resilience Forum

Strategy and Business Plan 2017-2018

Introduction

The Bromley Borough Resilience Forum (BBRF) is the statutory forum for local multi-agency emergency preparedness, response and recovery planning within the London Borough of Bromley as defined within the Civil Contingencies Act 2004 (CCA).

Its overall purpose is to facilitate co-operation and information sharing at the local, operational level and is not intended to duplicate the work of the London Local Resilience Forum (LLRF), although the work of the LLRF will inform the work carried out by the BBRF.

Resilience Strategy

Our Vision

‘A resilient and prepared Bromley’

Our Mission Statement

‘To work in Partnership to develop our resilience and ensure Bromley is prepared to respond and recover from emergencies professionally and effectively’

Aim of the Forum

To provide a focal point for local multi-agency emergency preparedness, response and recovery planning among stakeholders in the London Borough of Bromley.

Objectives of the Forum

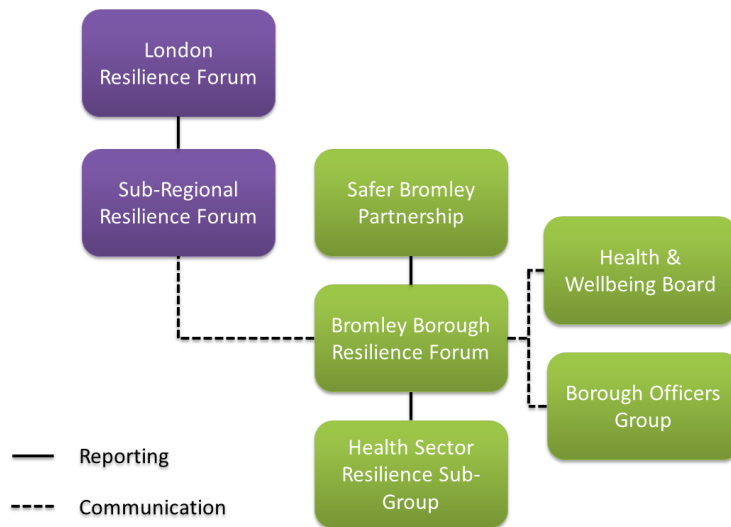
1. Provide **assurance** to local Councillors and Strategic Leads on local multi-agency emergency preparedness activities.
2. Facilitate the **co-operation** and **sharing of information** between members and neighbouring organisations.
3. Assess the **risk** of emergencies or major incidents to inform local priorities and decision making on emergency preparedness
4. Develop and maintain multi-agency **preparedness** to support an effective response to and recovery from emergencies
5. Publish and communicate **information and advice** to help residents, businesses and other organisations prepare for emergencies

Governance and Reporting

The BBRF will formally report to the Safer Bromley Partnership¹ which will provide strategic direction and scrutinise the work of the group. The BBRF will submit an *annual business plan*, *annual report* and provide *regular progress updates* on the work of the Forum.

The BBRF will communicate and update with the following groups:

- Borough Officer Group²;
- Bromley Health & Wellbeing Board³ via the Health Protection Committee; and
- London Local Resilience Forum via the Sub-Regional Resilience Forum.



How the Forum will operate

The Forum shall have a meeting of the full membership at least once a quarter. However, additional or ad hoc meetings may be called if necessary.

Where a meeting has been called the Members are encouraged to confirm attendance as far in advance as possible and the Chair has a duty to declare the absence of a quorum if:

- a) less than 5 organisations are able to attend in total;
- b) no Category 1 responders are able to attend; and
- c) several key organisations are unable to attend meaning the agenda cannot be reasonably covered to the benefit of those attending.

In the absence of a quorum the Chair will take the decision to postpone the meeting.

¹ Set up in line with the Crime and Disorder Act 1998 to ensure that the public sector agencies, voluntary groups and businesses work together with local communities to reduce crime and improve safety.

² Held every month chaired by LBB Chief Executive consisting of all LBB Directors, representatives from LFB, MPS, Bromley CCG and Community Links Bromley.

³ A collaboration between Bromley Council and various partner agencies whose role is to understand their local community's needs, agree priorities and encourage commissioners to work in a more joined up way..

Each meeting shall have a structured agenda circulated at least two weeks in advance. Members will be invited to contribute agenda items.

A set of minutes will be made at each meeting capturing key discussion points, actions and decisions and circulated at two weeks following the meeting. The secretariat will be provided by LB Bromley.

The *Strategy and Business Plan* will be reviewed and published each year. The Forum will publish an *Annual Report* on the Resilience of the Borough each year. The *Strategy and Business Plan* and *Annual Report* will be submitted to the Safer Bromley Partnership for sign-off.

The Forum will be Chaired and Secretariat provided by the London Borough of Bromley.

The Group will operate a Health Sector Sub-Group which focuses on Health Sector Resilience and Seasonal Preparedness. The Sub-Group will provide a progress update at each BBRF.

Membership

Membership of the Bromley Borough Resilience Forum will be Category 1 and 2 responders, and other relevant organisations (such as Voluntary organisations and the Military) with a role in emergency preparedness.

A full list of Member organisations and attendees is included in **Annex A**. It is the responsibility of each Member organisation to ensure that the contact details in Annex A are maintained.

Business Plan 2017 – 2018

Workstream 1	Assurance
Issues	Assurance
	Governance
	Business Planning

Objective	Provide assurance to local Councillors and Strategic Leads on local multi-agency emergency preparedness activities.		
In 2017/18, we will:		Lead	RAG Status ⁴
1.1	Establish a clear <i>Governance</i> structure for resilience matters in the Borough.	Chair	
1.2	Review and update the Forum's Strategy	Chair	
1.3	Develop a <i>Strategy and Business Plan</i> for 2017/18	Chair	
1.4	Provide <i>Progress Updates</i> to the Safer Bromley Partnership and other Groups as required.	Chair	
1.5	Provide an <i>Annual Report</i> to the Safer Bromley Partnership on the status of local multi-agency emergency preparedness.	Chair	<i>Provided at the last Safer Bromley Partnership</i>

⁴ RAG Status Key: Blue = Complete; Green = On target to complete; Amber = Behind but work has started; Red = Not started and at risk of not completing.

Workstream 2	Co-operation and Information Sharing
Issues	Co-operation
	Information Sharing
	Communication
	Administration

Objective	Facilitate the co-operation and sharing of information between member and neighbouring organisations.		
In 2016/18, we will:		Lead	RAG Status
2.1	Hold at least 3 meetings per year of the Forum.	Secretariat	In progress
2.2	Involve neighbouring Counties and Boroughs in at least one meeting per year.	Secretariat	<i>tbc</i>
2.3	Consider how to improve engagement with the Transport, Utilities, Business and Voluntary Sectors, Military and Communication colleagues.	All	Ongoing
2.4	Develop a Members area on Resilience Direct to host relevant plans and documentation for the Forum.	Secretariat	In progress
2.5	Maintain a central contacts directory for the membership and for emergencies.	Secretariat	On going
2.6	Develop an information sharing protocol major incidents	All	Yet to be discussed

Workstream 3	Risk Assessment
Issues	Borough Risk Register (assessment)
	Risk based approach to planning
	Risk Mitigation/Treatment

Objective	Assess the risk of emergencies or major incidents to inform local priorities and decision making on emergency preparedness.		
In 2017/18, we will:		Lead	RAG Status
3.1	Review and update the Impact Scoring Scales and Risk Assessment Process.	Chair	<i>Jan/Feb 2017</i>
3.2	Hold an annual workshop to identify, assess and evaluate the risk of emergencies in Bromley (link to 2.2).	Chair	<i>tba</i>
3.3	Monitor new and emerging risks.	All	<i>On-going</i>
3.4	Use the risk assessment to inform annual business planning and direct local priorities for emergency preparedness.	Chair	<i>March 2017</i>
3.5	Where possible use the risk assessment to inform local risk mitigation / treatment activities.	All	<i>Case-by-case</i>
3.6	Develop the 'Bromley in Context' section of the document to promote understanding of the Borough.	All	<i>completed</i>
3.7	Share the Borough Risk Register with all relevant stakeholders including neighbouring Counties and Boroughs.	All	<i>Completed</i>
3.8	Communicate the outcome of the risk assessment process to the public and business to develop community and corporate resilience in the Borough.	All	<i>tba</i>

Workstream 4	Multi-agency emergency preparedness
Issues	Emergency Preparedness (Planning)
	Training, Testing and Exercising
	Response and Recovery
	Debriefs

Objective	Develop and maintain multi-agency preparedness to support an effective response to and recovery from emergencies.		
In 2016/17, we will:		Lead	RAG Status
4.1	Support members meet their duties under the CCA and other relevant legislation.	All	On going
4.2	Identify gaps in local multi-agency preparedness including training and exercising needs.	All	On going
4.3	<p>Have regard to the risk assessment to develop and maintain local plans:</p> <ul style="list-style-type: none"> • Borough Strategic Coordination Plan • Borough Flood Plan <p>Maintain awareness of Pan London arrangements for:</p> <ul style="list-style-type: none"> • Command, Control and Coordination • Communicating with the Public • Humanitarian Assistance and Vulnerable People • Recovery • Evacuation • Shelter • Flooding • Loss of Telecommunications • Pandemic Influenza • Excess Deaths • Infectious Diseases • Disruption to Power Supply • Incidents involving CBRN Agents • Mass Casualties • Structural Collapse & Site Clearance • Mass Fatalities • Severe Weather • Disruption to Water & Wastewater Services • Disruption to Fuel Supply • Animal Diseases 	<p>MPS / LBB LBB</p> <p>LBB</p>	<p>Ongoing</p> <p>On going – via SRRF and BBRF meetings</p>
4.4	<p>To consider review of the following regional capabilities</p> <ul style="list-style-type: none"> • Strategic Coordination Protocol • Recovery Management Protocol 	All	To be started

	<ul style="list-style-type: none"> • Telecommunication Disruption Plan • London Resilience Communication Plan • Fuel Disruption Protocol 		
	To ensure that the LBB has effective and plans in place for the NEMA site and to collaborate with the SL Coroner and the London Mass Fatalities working group	ALL	Review needed
	For the BBRF to have a documented capability in place for the 24/7 identification of vulnerable persons between relevant agencies in response to an incident	All	On going
4.4	Ensure local multi-agency partners receive training on local plans and are aware of Pan London arrangements.	ALL	On going
4.5	Deliver at least one annual Borough multi-agency exercise informed by the Borough risk assessment.	LFB/LBB	Biggin Hill Airport Exercise June 2017
4.6	Debrief the multi-agency response and recovery to inform future preparedness activities.	Chair	To be carried out

Workstream 5	Public Information and Advice
Issues	Community Resilience
	Warn and Informing (Communicating with the public)
	Corporate Resilience (Business Continuity Promotion)

Objective	Publish and communicate information and advice to help residents, businesses and other organisations prepare for emergencies.		
In 2016/17, we will:		Lead	RAG Status
5.1	Engage with Communications specialists to review the current information and advice provided to residents and businesses to prevent and prepare for emergencies covering both hazards and threats.	All	On going
5.2	Develop a Borough Communications Strategy to ensure a consistent message for local residents to help them prepare in advance of emergencies.	All	<i>To be considered</i>
5.3	Develop a Business Continuity Promotion Strategy to help local businesses and other organisations prepare in advance of emergencies.	LBB	
5.4	Publication of all or part of risk assessments and plans such as the Borough Risk Register to support 5.2 and 5.3.	All Category 1 responders	

2017-2018 Business Plan Overview

Summary of Key Dates and Milestones

BBRF Meetings Dates:

- 22nd March
- 12th July
- 29th November

SRRF Mass Fatalities Tabletop : 20th March

Biggin Hill Airport Exercise: 22nd June

SRRF Exercise : Autumn tbc

MSL Review: October

Review of Business Plan for 2018/19: December

Review of Borough Risk Register :2018/19: December

Annex A: Membership, Distribution and Contact Details

Organisation	Emergency Activation Details	Non-Emergency Contact Details
London Fire Brigade	999 LFB Control: 0208 555 1200	Terry Gooding, Borough Commander, Bromley Fire Station, 4 South Street, Bromley, Kent BR1 1RH 020 8555 1200 ext - 32600 07717517364 terry.goodingt@london-fire.gov.uk
Metropolitan Police Service	999 Bromley IBO: 0208 2849993 Duty Sergeant: 07836 612423	PC Pat Allen, Emergency Preparedness & Major Incident Advisor, South Hub ☐0208 721 (77) 4770 ☐0746 700 1370 SC&Omailbox-.SouthHub-ContingencyPlanning@met.pnn.police.uk WPC Anne Hook Emergency Preparedness & Major Incident Advisor, South Hub 02087214769 07467001374 SC&Omailbox-.Southhub-Contingencyplanning@met.pnn.police.uk Karl Hardy Counter Terrorism Focus Desk Karl.R.Hardy@met.pnn.police.uk 0208 284 8879 07789 653 212 Jill Bartlett Counter Terrorism Focus Desk

		<p>Jill.bartlett@met.pnn.police.uk 0208 284 8882 07825 054 664</p>
London Ambulance Service	<p>999</p> <p>Duty Officer: dsobromley@lond-amb.nhs.uk</p>	<p>Jamie Maynard, Duty Station Officer, Bromley Ambulance Station, Crown Lane, Kent BR2 9PW 020 8285 4402 07717 806600 jamieson.maynard@lond-amb.nhs.uk</p> <p>Alan Gibson, Emergency Planning & Resilience Officer, Department for Emergency Preparedness, Resilience and Response, Unit1&2 Datapoint, 6 South Crescent, Cody Road London E16 4TL 020 3069 0342 07717 806 610 alan.gibson@lond-amb.nhs.uk</p> <p>Keith Miller keith.miller@lond-amb.nhs.uk 07799622178</p>
London Borough of Bromley	<p>Office hours⁵: 0208 464 3333</p> <p>Out of office hours⁶: 0300 303 8671</p>	<p>Laurie Grasty Emergency Planning and Corporate Resilience Manager, London Borough of Bromley Civic Centre, Stockwell Close Bromley BR1 3UH</p>

⁵ Office hours are 0830 - 1700

⁶ Out of office hours are 1700 - 0830

		<p>0208 313 4388 07710 385582 laurie.grasty@bromley.gov.uk Nada Lemic, Director Public Health, London Borough of Bromley Civic Centre, Stockwell Close Bromley BR1 3UH 020 8313 nada.lemic@bromley.gov.uk P/A Jane.McGuane@bromley.gov.uk</p> <p>Esther Dias, Health Protection Lead, London Borough of Bromley Civic Centre, Stockwell Close Bromley BR1 3UH 0208 313 4585 07867 787 514 esther.dias@nhs.net esther.dias@bromley.gov.uk</p> <p>Paul Lehane, Head of Service: Food, Safety, Licensing and Emergency Planning, London Borough of Bromley Civic Centre, Stockwell Close Bromley BR1 3UH 0208 313 4216 Paul.lehane@bromley.gov.uk</p>
Bromley Healthcare		<p>Jacqueline Scott, Commercial and Finance Director, Bromley Healthcare 0208 315 8947 Jacqueline.scott@bromleyhealthcare-cic.nhs.uk</p> <p>Claire Stejskal,</p>

		<p>Risk Manager, Bromley Healthcare 0208 315 8898 Claire.Stejskal@bromleyhealthcare-cic.nhs.uk</p> <p>Emergency Planning (TBC) emergencyplanning@bromleyhealthcare-cic.nhs.uk</p>
Environment Agency	08458503518	<p>Sharron Russell, FCRM Officer, Flood Resilience (Kent & South London), Orchard House, Endeavour Park, London Road, West Malling, Kent ME19 5SH 01732 223256 Sharron.russell@environment-agency.gov.uk</p>
Environment Agency		<p>Alexandre Francois FCRM Officer Flood Resilience (Kent & South London), Orchard House, Endeavour Park, London Road, West Malling, Kent ME19 5SH 02084747351 Mob:07584887725 alexandre.francois@environment-agency.gov.uk</p>
Public Health England		<p>Gillian Dacey Emergency Preparedness Manager, Public Health England – London Region / Centre, 151 Buckingham Palace Road, London</p>

		<p>020 7811 7459 07881 835348 Gillian.Dacey@phe.gov.uk</p> <p>Elizabeth Marchant, Health Protection Specialist Elizabeth.marchant@phe.gov.uk 020 3049 4338</p> <p>Dr Rebecca Cordery CCDC Rebecca.Cordery@phe.gov.uk 020 3049 4338</p> <p>Vivian Alividza, Health Protection Specialist Vivian.alividza@phe.gov.uk Vivian.alividza@nhs.net 020 3049 4338 020 3049 4439 (direct line)</p> <p>Adrienne Dunne Specialist Environmental Public Health Scientist Centre for Radiation, Chemical and Environmental Hazards (CRCE) Public Health England 020 7811 7150 07843 599125 adrienne.dunne@phe.gov.uk</p>
<p>Bromley Clinical Commissioning Group</p>		<p>Rey Aziz Urgent Care & Emergency Planning Manager, NHS Bromley Clinical Commissioning Group, 1st Floor, Beckenham Beacon, 379 - 397 Croydon Road, Beckenham,</p>

		<p>BR3 3QL 07767701736 01689 866181 Rey.aziz@nhs.net Rey.aziz@bromleyccg.nhs.uk</p> <p>Sonia Colwill, Director of Quality, governance and Patient Safety, 01689 880121 Sonia.colwill@nhs.net Sonia.colwill@bromleyccg.nhs.uk</p>
Oxleas		<p>Jacqueline Lo, Health & Safety Coordinator 01322 621 017 Jacqueline.lo@oxleas.nhs.uk</p>
Princess Royal University Hospital		<p>Peter Carpenter Emergency Planning Manager, Princess Royal University Hospital, King's College Hospital NHS Foundation Trust, Farnborough Common, Orpington, BR6 8ND 01689 863691 peter.carpenter1@nhs.net</p>
Bethlem Royal Hospital		<p>Paul Wilkinson Paul.Wilkinson@slam.nhs.uk 020 3228 4955 07989 243 777</p>
NHS England London		<p>David Wernick EPRR Engagement Officer (South London) NHS England Southside, 105 Victoria Street, London SW1E 6QT</p>

		07900 713 055 020 7932 3249 d.wernick@nhs.net
British Red Cross	0844 412 2800	Cristina Dalton Emergency Response Department, Unit 10, 14 Wandle Way, Mitcham, CR4 4FG cdalton@redcross.org.uk
Royal Voluntary Service		Andre Knirsch andre.knirsch@royalvoluntaryservice.org.uk 01707 328 768 07714 898 562 Bob Dlugokecki Bob.Dlugokecki@royalvoluntaryservice.org.uk 07436 802 429
Biggin Hill Airport		Andrew Mellers Senior Fire Officer Biggin Hill safo@bigginhillairport.com 01959 578540 0788 195 3219 Mick O'Brien Station Manager fto@bigginhillairport.com 01959 578544
Church of England (Faith Representative)		Ven. Dr Paul Wright Archdeacon of Bromley & Bexley archdeacon.bromley@rochester.anglican 020 8467 8743
London Resilience Team		Matthew Hogan Matthew.hogan@london.gov.uk 07732 941 896
Neighbouring Authorities		

<p>London Borough of Bexley</p>	<p>020 8303 7777 ask for Emergency Planning or Emergency Duty Officer</p>	<p>Tony Plowright, Emergency Planning Manager, Room 228 Civic Offices, Broadway, Bexleyhealth, Kent DA6 7LB 020 3045 4623 07808 946345 Tony.plowright@bexley.gov.uk</p> <p>Kevin Toal, Emergency Planning Officer, Room 228 Civic Offices, Broadway, Bexleyhealth, Kent DA6 7LB 020 3045 4624 07966 900761 Kevin.toal@bexley.gov.uk</p>
<p>London Borough of Croydon</p>		<p>Kelly Jack Resilience Manager kelly.jack@croydon.gov.uk 0208 604 7295 07799 657 515</p>
<p>London Borough of Lewisham</p>		<p>Jim Cook Head of Emergency Planning john.brown@lewisham.gov.uk 020 8314 8579 07841 733722</p>
<p>Royal Borough of Greenwich</p>		<p>Ian Cheshire Head of Emergency Planning and Resilience Lynette.Russell@royalgreenwich.gov.uk</p>

		<p>020 8921 6258 07773 706464</p> <p>Irma Palubeckiene Emergency Planning and Resilience Irma.Palubeckiene@royalgreenwich.gov.uk</p>
London Borough of Southwark		TBC
Tandridge District Council (Surrey)		<p>Julie Porter jporter@tandridge.gov.uk</p> <p>Chris Hobbs chobbs@tandridge.gov.uk</p> <p>Alan Morris alan.morris@surreycc.gov.uk</p>
Sevenoaks		TBC
Dartford		TBC
Kent CC		<p>Steve Scully Senior Resilience Officer 01622 212409 – 03000 419504 – 07740 185261 Kent Resilience Team – stephen.scully@kent.gov.uk or steve.scully@kent.fire-uk.org KFRS Headquarters, The Godlands, Straw Mill Hill, Tovil, Maidstone, Kent. ME15 6XB</p>