

Decision Maker: PUBLIC PROTECTION AND SAFETY POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Tuesday 16 January 2018

Decision Type: Non-Urgent Executive Non-Key

Title: EMERGENCY PLANNING & BUSINESS CONTINUITY SERVICE - UPDATE

Contact Officer: Paul Lehane, Head of Food Safety, Occupational Safety and Licensing
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Chief Officer: Executive Director of Environment & Community Services

Ward: (All Wards);

1. Reason for report

To update Members on the Emergency Planning and Business Continuity Service following an earlier report on 18 January 2017, which highlighted the limited resources allocated to the function and the need to review the Council's business continuity arrangements.

2. **RECOMMENDATION(S)**

Members are asked to note the report.

Impact on Vulnerable Adults and Children

1. Summary of Impact: In any emergency situation certain groups of people will be vulnerable. This will be different for each situation. The emergency planning team work closely with blue light services and other partners to ensure that those who may be particularly vulnerable are identified.
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Corporate Policy

1. Policy Status: Existing Policy: The Emergency Planning team have plans for a range of situations.
 2. BBB Priority: Excellent Council Safe Bromley:
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Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Emergency Planning
 4. Total current budget for this head: £102k
 5. Source of funding: Existing revenue budget 2017/18
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Personnel

1. Number of staff (current and additional): 2 fte (Emergency Planning Manager and Business Continuity Officer)
 2. If from existing staff resources, number of staff hours:
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Legal

1. Legal Requirement: Statutory Requirement: The Civil Contingencies Act 2004 requires the Council to assess the risk of emergencies and plan for them and to have business continuity arrangements in place
 2. Call-in: Applicable: Further Details
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Procurement

1. Summary of Procurement Implications: The Emergency Planning Team procures services and equipment to ensure it is prepared and able to respond.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All residents and businesses in the Borough could be affected by emergency situations.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments:

3. COMMENTARY

- 3.1 Members received a report on 18 January 2017 (Ref ES17007) on the Emergency Planning and Business Continuity service. That report set out the statutory and strategic background to the service.
- 3.2 This report provides Members with an update on the status of the service and reflects on the impact of five significant events in London this year. These are the Grenfell Tower fire and the terrorist attacks at Westminster Bridge, Borough Market, Finsbury Park Mosque and Parsons Green Tube station

Staffing

- 3.3 In January Members were informed of the resources of the Emergency Planning service compared to the other Boroughs in the South East of London.
- 3.4 Executive on 9 August agreed additional funding for a full time temporary Business Continuity Officer for 2 years. This post was filled on 1st October 2017.
- 3.5 With the exception of Croydon who have increased their Emergency Planning team by 1 officer to 5, the resource in the other Boroughs has remained constant

Borough	Staff Resource
Bromley	2
Croydon	5
Lewisham	4
Greenwich	3
Bexley	2 and currently advertising for a 3 rd person

- 3.6 The Emergency Planning Manager and the Business Continuity Officer have prepared a plan to support managers with their Business Continuity plans. Phase one has been completed, which ranked the importance of each service in the event of significant incident interrupting normal business delivery. Phase two will examine the priority 1 and 2 services and, with corporate oversight, decide which will form the core critical services. A Corporate Business Continuity plan will be prepared to bring together the individual service plans.
- 3.7 Both Officers will be attending the Emergency Planning College in the early part of 2018 to undertake training in the new standards for business continuity.

Partners and Volunteers

- 3.8 The Emergency Planning Manager has continued to recruit volunteers both within the Council and from outside to call upon in the event of a protracted event.
- 3.9 There are now some 80 staff who have volunteered and been trained in roles such as LALO (Local Authority Liaison Officer), Rest Centre Manager, Rest Centre Staff, Borough Emergency Control Centre Managers Borough Emergency Control Centres staff, loggists and On Call Emergency Planning Managers.

3.10 The Council has also entered in to a partnership with local Rotary Clubs. Their Members have volunteered to support the running of rest centres and any other tasks deemed necessary.

Training

3.11 Since January a significant amount of training has been delivered or received to support the Emergency Planning function.

Training Attended

- SSRF training on Mass fatalities & Humanitarian Assistance
- Introduction to Business Continuity
- LALO 2 x2
- Met Office Emergency Responder Course
- Strategic Emergency Planning Course
- UXO (Unexploded Ordinance)
- Train the trainer for Loggists course
- Project Griffin x 4 plus one for Managers.
- Control room training
- Introduction to Emergency Planning

Training provided

- Running Rest Centres x 2 (Red Cross and In-house)
- Rotary Club x 2
- Loggists (In-house)

Exercises

3.12 One of the lessons learnt from the Grenfell Tower fire was that a council's ability to respond is not measured solely by having plans but by its practical capability to implement them. To test the suitability of plans and their application it is essential to exercise them. Since January 2017 the Emergency Planning Team has been involved with the following exercises:

- Exercise Safety City. This was a pan London exercise in March involving all 33 London Boroughs. It tested London's response to a prolonged snow incident. The next one is planned in March 2018 and will focus on the 'Move to Critical' when the threat from terrorism is raised.
- Table top exercise to set up and run a Rest Centre
- Exercise Tandy at Biggin Hill airport. LALO's were deployed to the scene of a plane crash
- Exercise Connects. An annual exercise to test the communication arrangements between London Resilience and the London Boroughs
- Crystal Palace Football Club. Table top exercise to test the response to a marauding terrorist attack in a football stadium
- Project Argus at Crystal Palace National Sports Centre

Incidents

- 3.13 There have been a number of local, regional or national incidents that have had an impact on the Emergency Planning service

Local

- 3.14 In June an unexploded WW2 bomb was found in Penge. Residents were evacuated but a rest centre was not required. The bomb was removed from site and taken to Betts Park where it was subject to a controlled explosion by the Metropolitan Police Bomb Disposal Team.
- 3.15 Also in June a sink hold opened up in Chislehurst. This was dealt with by our Highways Team and TFL but Emergency Planning monitored the situation in case assistance was required.
- 3.16 In July there was a burst water main on the A21 (Bromley Common). 4 homes and 1 business were affected. All were attended to by Thames Water

Regional

- 3.17 In July following the Grenfell Tower fire the Emergency Planning Team and many Bromley staff volunteers gave significant support to RBKC to run the Assistance Centre. Bromley staff also supported Camden council when they evacuated a number of tower blocks following safety concerns. In addition the Emergency Planning Manager was called to provide tactical advice to the Humanitarian Assistance Steering Group and acted as one of the Control Room Managers at Gold Command in Westminster.
- 3.18 Officers also supported the Borough Emergency Control Centre for the Notting Hill Carnival.
- 3.19 There were two terrorist incidents in London (Westminster Bridge and London Bridge). There was no direct EP involvement but the London Prevent Network was mobilised to monitor community tensions

National

- 3.20 Following the Manchester Arena bomb attack the National Terror threat level was raised to 'Critical' for a short time. The Emergency Planning service provided support to the Council's Chief Executive during this period advising on appropriate responses and measures

EP2020 (Emergency Planning for 2020)

- 3.21 The London Boroughs and London Resilience are working together to shape the Emergency Planning services across London in line with the strategic vision set out in EP2020.
- 3.22 This involves groups of Boroughs taking the lead to develop plans and operational procedures on specific topics which are then adopted by all boroughs so we all operate in a consistent way. We are working with our partners in the South East of London to develop plans on recovery, Rest Centres, Mass Shelter, Voluntary Sector Panel, and disruption to water supplies.
- 3.23 As a consequence of work undertaken by other groups a new standardised operating procedure for the Borough Emergency Control Centre, Survivor Reception Centres, Rest Centres and Friends & Family Reception Centres will be adopted. Staff will be trained in these new procedures during 2018.

Minimum Standards for London (MSL)

- 3.24 Each year London Resilience undertake an audit of 8 specific areas of the minimum standards for London expected of an Emergency Planning function.

3.25 This year the specific topics audited were:

1. Business Continuity
2. Notified Animal Disease
3. Flood Response Plan
4. CBRN (Chemical Biological Radiological and Nuclear)
5. Pipeline safety
6. Radiation Emergency Preparedness & Public Information (REPPIR)
7. Structural Collapse
8. Mass Fatalities

Supporting evidence was provided to London Resilience and was accepted.

National Emergency Mortuary Arrangements (NEMA)

3.26 Bromley is one of 4 boroughs in London with a nominated NEMA site. In the event of a disaster resulting in a large number of fatalities which would overwhelm the normal capabilities of the local designated disaster mortuary (DDM), Central Government can initiate the NEMA arrangements.

3.27 To date these arrangements have not had to be used. The Government contract with the supplier ends soon and it is believed that the central NEMA scheme will be continued.

3.28 If the national scheme is abandoned the capacity of the local DDMs will need to be increased. Our local DDM is in Croydon and run by Croydon Council. They are looking at options for the mortuary to ensure it is fit for purpose as a DDM.

Borough Resilience Forum (BRF)

3.29 The Borough Resilience Forum (BRF) is a statutory body established by the Civil Contingencies Act 2004 and is responsible for multi-agency emergency planning at the local level as determined by borough risks and needs. We also contribute to emergency planning for London, as directed by the London Local Resilience Forum (LRF). They will facilitate co-operation and information sharing between resilience partners at the local authority level and the London LRF

3.30 In future the BRF will be Chaired by the Chief Executive or Executive Director of Environment and Community Services.

3.31 The work plan for the Forum has been revised to ensure there is collaborative working with all the key local partners and that there are regular exercises to support work at the local level.

They key objectives for the Forum for 2018/19 are to:

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 member 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.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

- 4.1 In the event of an emergency, people affected may be vulnerable for a wide range of reasons. The emergency services, Council and other statutory partners have procedures to identify those who may be vulnerable based on the nature of the event.

5. POLICY IMPLICATIONS

- 5.1 Emergencies and serious incidents are rare but they do occur. By their very nature they are usually impossible to predict. It is essential that the Council can respond effectively and efficiently.

6. FINANCIAL IMPLICATIONS

- 6.1 A major incident or emergency in the Borough or in London could have very significant financial consequences. The Council has to bear these costs but might be able to recoup an element through the Belwin Scheme. This is a discretionary scheme that provides Central Government assistance in exceptional circumstances.
- 6.2 The nature of the emergency will influence the financial implications. These could range from thousands of pounds for short term incidents to millions of pounds for a major disaster.

7. LEGAL IMPLICATIONS

- 7.1 The Civil Contingencies Act 2004 imposes a range of duties on the Council as a Category 1 responder. These include: assessing local risks of emergencies; preparing plans to mitigate the effect and deal with the consequences; having business continuity plans in place to provide an appropriate response whilst maintaining essential services.

Non-Applicable Sections:	PERSONNEL IMPLICATIONS & PROCUREMENT IMPLICATIONS
Background Documents: (Access via Contact Officer)	Report ES 17007 Review of the Emergency Planning & Business Continuity Service. 18 Jan 2017