

EMERGENCY PLANNING 2002/03 ANNUAL REPORT

**Local Committee for Mole Valley
24 September 2003**

KEY ISSUE:

This report presents a review of the performance of the Emergency Planning Service during 2002/03 and the context in which this is developed.

SUMMARY:

This report provides information on the emergency planning activity carried out in Surrey in 2002/2003. It is divided into six parts:

Part 1 - Emergency planning overview

Part 2 - Emergency planning activity

Part 3 - Emergency planning training

Part 4 - Assessment of Surrey local authorities' emergency preparedness

Part 5 – Best value review of emergency planning

Part 6 - Detailed information on individual organisations (This is issued individually to districts, departments, emergency services and voluntary groups)

OFFICER RECOMMENDATIONS:

This report is for information

INTRODUCTION

The statutory basis for emergency planning lies in civil defence legislation. The Government encourages local authorities to meet their civil defence duties in such a way as to enhance their ability to respond effectively to peacetime disasters. This approach to emergency planning is intended to facilitate planning across the broadest possible range of functions.

- Emergency planning is an integrated and dynamic process. An effective response to any emergency results from joint planning and training of all who will be involved in the response. In Surrey, we handle a crisis by extending our normal day-to-day arrangements. The structure required to manage an emergency overlays these arrangements.
- Our plans are designed so that we can respond to any disaster, regardless of the cause. They are broadly based and capable of dealing with a range of situations. We extend them to deal with events of increasing magnitude, duration and complexity.
- We have arrangements in place so that we can implement our plans at short notice.

During a disaster, the emergency services, local authorities, voluntary groups and others are all involved and the management of their resources are co-ordinated to ensure an effective response.

AIM

The aim of emergency planning is to provide a professional, efficient and effective emergency management service which will best serve the people of Surrey.

REPORT

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PART 1 - EMERGENCY PLANNING OVERVIEW

ORGANISATION IN SURREY

- 1.1 The Surrey Emergency Services Major Incident Committee (SESMIC) gives strategic direction for the County's emergency preparedness. SESMIC is chaired by the Chief Constable and comprises the Chief Officers from the main agencies that will respond to a major incident. Although it has no statutory duty for civil protection, SESMIC has a moral responsibility to make sure that responding organisations are well prepared to respond to a major emergency.
- 1.2 The detailed work is carried out by the Inter Services Liaison Group (ISLG), other relevant groups from the County and District Councils and the major voluntary groups. This emergency planning structure is continually being improved and its present organisation is shown in Figure 1.

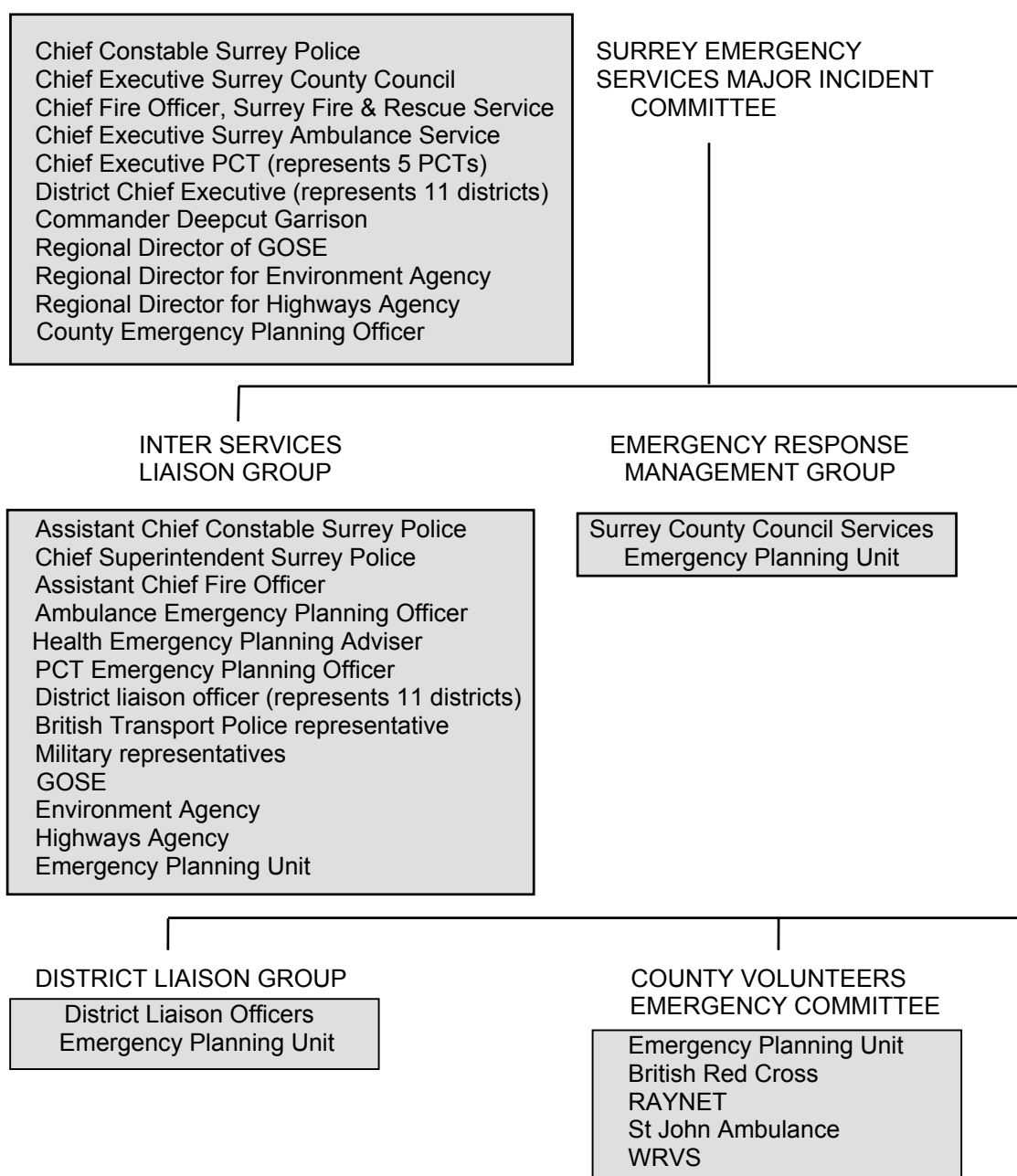


FIGURE 1

- 1.3 The first response to any disaster will be by the emergency services. It is well recognised that local authorities have an important role in supporting the emergency services. The lead role in the restoration of normality following a disaster is seen specifically as that of the local authorities. The Emergency Planning Unit is the focus for emergency planning in the County and District Councils and it plays a key role in co-ordinating the joint planning and training which lead to successful integrated emergency management.

INCIDENTS IN SURREY

- 1.4 Surrey organisations have become well practised in responding to emergencies. In addition to the usual number of minor incidents, there were a few significant incidents in 2002/03.
- On 1 January 2003 a train was derailed in Merstham. Thankfully, no one was seriously hurt. Reigate & Banstead Borough Council, supported by Surrey County Council prepared to help the emergency services by opening a rest centre for the survivors of the crash.
 - Also in the first week in January 2003 there was significant flooding in Runnymede and Spelthorne when the River Thames burst its banks. Many other boroughs also had to respond to local flooding in their areas.
 - On 7 February, petrol leaked from a petrol station in Mychett. Nearby offices had to be evacuated whilst Trading Standards officers and Surrey Fire & Rescue Service made the area safe.
 - On 12 February, unexploded WWII ordnance was found in Horley. Reigate and Banstead Borough Council and the Emergency Planning Unit sent Incident Liaison Officers to the scene to liaise with the emergency services and the Army's Explosive Ordnance Disposal unit. Approximately 21 people were evacuated, including some with special needs. Reigate and Banstead Borough Council opened a Rest Centre assisted by Adults and Community Care staff.
- 1.5 Emergency planning officers provided support at GOLD during the Fire Brigade Union's industrial action.

EMERGENCY PREPAREDNESS

- 1.6 Part of SESMIC's work is to make sure that Surrey is prepared to respond to new threats. During the past year, SESMIC organisations have been working on a response protocol, which outlines Surrey's response to a major incident involving chemical, biological, radiological or nuclear material (CBRN).
- 1.7 Work has also started on preparing a response to a catastrophic incident that could involve the reception of thousands of evacuees into Surrey from London or another neighbouring county.
- 1.8 Realistic and worthwhile training is an important aspect of emergency preparedness. SESMIC has agreed to the introduction of an innovative system called Emergotrain. The Emergency Planning Unit will purchase the system for use in joint training such as Exercises INSTEP and COMET.

BUSINESS PLANNING

- 1.9 The SESMIC network built up over many years and the trust between partners enables the right people to be brought together quickly and for the co-ordination arrangements to be put in place appropriate to the incident. SESMIC continually refines its business planning process and each year it reviews how Surrey's emergency preparedness can be improved.

DEVELOPMENTS IN EMERGENCY PLANNING

- 1.10 For many years, local authorities have been urging the government to put emergency planning on a sensible footing. The legislation is outdated and funding is insufficient. Following the fuel and flooding crises of autumn 2000, the Government carried out a review on the future of emergency planning. The Government intends to introduce new emergency planning legislation sometime in 2004, which will reinforce the work we are doing in Surrey.
- 1.11 In order to improve the national resilience, the Government is establishing resilience teams in the Government Offices, which it hopes will improve coordination at a regional and national level. The Government Offices will introduce regional resilience forums, which will provide multi agency strategic direction to civil protection planning at regional level.

FUNDING OF EMERGENCY PLANNING

- 1.12 The Government's annual budget for emergency planning has remained at about £19 million. However, Surrey's share reduced from £330,000 in 2001/02 to £297,000 in 2002/03. To ensure that the current emergency planning service is sustained, Surrey County Council agreed to make up the shortfall.
- 1.13 The new emergency management system, SurreyAlert.info is now in service. Surrey County Council is meeting the cost of managing it until 31 March 2004.
- 1.14 An analysis of the emergency planning budget is shown in Table 1.

	1998/99	1999/00	2000/01	2001/02	2002/03
Surrey County Council	£38,100	£59,800	£94,300	£20,756	£137,703
Surrey Districts	£30,000	£30,300	£25,300	£26,879	£16,879
Civil Defence Grant	£268,100	£268,100	£241,315	£330,002	£297,002
Total	£336,200	£358,200	£360,915	£377,637	£451,584

TABLE 1

In addition Surrey Police, Surrey Fire & Rescue Service, Surrey Ambulance Service, the NHS and Surrey County Council each contributed £1,000 to a central fund to pay for the extra costs of joint planning and training.

- 1.15 Future funding is uncertain. When the Civil Contingencies Bill is enacted the specific support grant will end it is anticipated that emergency planning will be funded through the Standard Spending Assessment.

PART 2 - EMERGENCY PLANNING ACTIVITY



- 2.1 The development of **SurreyAlert.info** is complete and it went live in July 2002. Information has been loaded onto the system and staff from partner organisations have been trained to use **SurreyAlert**.
- 2.2 **SurreyAlert** has a secure extranet which will allow partners to have access to:
- An emergency contacts database. Users can search for names and resources.
 - Access to emergency plans.
 - Access to a geographic information system.
 - An incident log that allows key decisions to be disseminated quickly and for key stages of the response to an incident to be recorded.
- 2.3 **SurreyAlert** also has a public Internet site that people, who live in, work in, or travel through Surrey can get information about an incident, as it is happening and other general information on the situation in Surrey.
- 2.4 During the floods in January 2003, **SurreyAlert** was used for the first time. **SurreyAlert** proved to be an invaluable tool. The public website gave residents up to date information on the flood state. Runnymede Borough Council (working on behalf of the Emergency Planning Unit) updated the site within minutes of the Environment Agency issuing flood warnings. GOLD used the extranet site to keep partners informed and pass decisions. **SurreyAlert** was also used in the Horley incident mentioned in paragraph 1.4.
- 2.5 **SurreyAlert** is a powerful system that will help Surrey meet its aim of responding effectively to any emergency.
- 2.6 Part of the work of the **SurreyAlert** manager is to disseminate information on the project. Many organisations have expressed an interest in obtaining the product. SESMIC has an agreement with its private partner, Anite PLC, which allows for joint exploitation of **SurreyAlert**.

BEST VALUE

- 2.7 The County Council accepted the best value review of emergency planning. During 2002/03, the Emergency Planning Unit has worked at implementing the best value recommendations and a summary are at Part 4 of this report.

STANDARDS FOR CIVIL PROTECTION

- 2.8 In October 1999, the Government published standards for civil protection. Its objective was to reduce the potential impact of disaster by enabling the delivery of best value civil protection arrangements and it saw the development of Standards as one of the principal means of doing this. The Standards apply to

all local authorities, but it is hoped that other organisations will take notice of them, adopting them where appropriate.

- 2.9 Although the Government has never implemented the Standards, Surrey has adopted them and the 2000/01 annual report included an assessment for the first time. A second assessment was made in 2002 and an overview of Surrey local authorities' preparedness is at Part 5 of this report.

AREAS OF ACTIVITY

2.10 Planning

The building bricks for good emergency planning are comprehensive but straightforward emergency plans that enable organisations to deliver their services in any emergency. Once plans have been written, emergency planning does not end. Emergency planning is a continuous cycle of plan writing, training, exercising and then reviewing the plans. We must also take account of lessons from national and international disasters.

2.11 Joint Plans

Whenever possible, SESMIC encourages organisations to produce joint plans. The key joint document is the Surrey Major Incident Procedure that describes how Surrey organisations will work together in response to a major incident. SESMIC has made the following progress on joint plans:

- The Surrey Major Incident Procedure is being revised and the third edition will be published in autumn 2003.
- The SESMIC major incident communication plan is nearing completion.
- A joint SESMIC chemical response protocol has been agreed.
- A joint health advisory cell plan has been produced by the Primary Care Trusts.
- An implementation plan for Radiation Emergency Preparation and Provision of Information is being worked on.

2.12 Liaison

No single organisation can meet the massive demands of a disaster. It is important that all organisations, involved in the emergency response, have a better understanding of each other. The Emergency Planning Unit has an important role in helping this understanding through liaison with the emergency services, local authorities and voluntary groups within the County

The Emergency Planning Unit meets regularly with other emergency planning officers from local authorities in the South East Region and with emergency planning officers from the neighbouring London boroughs.

2.13 Local Authority Plans

Surrey local authorities produce emergency plans that explain how they will respond to an emergency. Ideally, plans should be updated regularly and re-issued every two years. It is intended that local authority emergency plans will be accessible through **SurreyAlert**. Table 2 shows the current position.

Surrey County Council's emergency scheme is being reviewed against the backdrop of the County Council reorganisation, the revised Surrey Major Incident Procedure and the impact of **SurreyAlert.info**. The Emergency Planning Unit has also revised the pipeline plan. As part efforts to improve its processes, the Unit obtained a Plain English crystal mark for the plan.

Local Authority	Plan Issued	Comment
Surrey County Council	June 1998	Major revision, due for publication in 2003
Elmbridge Borough Council	August 2002	
Epsom & Ewell Borough Council	May 2002	
Guildford Borough Council	December 1999	Revision in progress
Mole Valley District Council	May 2003	Review due in 2004
Reigate & Banstead Borough Council	November 2002	Review due in 2003
Runnymede Borough Council	September 1998	Review in progress
Borough of Spelthorne Council	December 2001	Review in progress
Surrey Heath Borough Council	May 2000	Reissue due in July 2003
Tandridge District Council	February 2000	
Waverley Borough Council	January 1999	Revision in progress
Woking Borough Council	December 1998	

TABLE 2**2.14 Training**

The principle of dealing with an emergency by extending the routine day-to-day arrangements means that staff will already know how to do their job. The areas in which they will require training are those that are peculiar to working in an emergency situation. Officers and elected members of the local authorities must be made fully aware of the demands that an emergency may put on a local authority so that they can appreciate the need for pre-planning. The Emergency Planning Unit was involved in training about 600 staff from the local authorities, emergency services, the NHS and the voluntary groups. Training included management briefings, awareness training, inter-agency workshops and exercises. The Emergency Planning Unit subsidised emergency preparedness training of all local authority staff. In total, The Unit spent £27,700 on training, of which £5,000 was recouped from organisations that took part in the training. Details of this training are given in Part 3.

PART 3 - EMERGENCY PREPAREDNESS TRAINING

SUMMARY

3.1 Emergency preparedness training is divided into four types:

- Inter agency training.
- Centralised local authority training.
- Training at the Emergency Planning College.
- Training within the County and District Councils.

3.2 Table 3 shows the disaster response training carried out over the past four years by Surrey based staff from the County and District Councils, the emergency services, the voluntary organisations and National Health Service, which involved the Emergency Planning Unit. It also shows the other organisations (neighbouring emergency services and local authorities and businesses) that have taken advantage of our emergency preparedness training.

	1999/2000	2000/01	2001/02	2002/03
Surrey Police	46	62	50	57
Surrey Fire & Rescue Service	31	24	29	30
Surrey Ambulance Service	10	12	10	40
NHS	19	20	19	14
Surrey County Council	430	274	368	199
Elmbridge Borough Council	3	18	6	5
Epsom & Ewell Borough	8	5	6	9
Guildford Borough Council	34	21	34	25
Mole Valley District Council	6	42	4	2
Reigate & Banstead Borough	37	5	47	24
Runnymede Borough Council	13	47	35	27
Borough of Spelthorne Council	52	2	3	1
Surrey Heath Borough Council	4	4	15	2
Tandridge District Council	37	12	8	6
Waverley Borough Council	35	13	17	13
Woking Borough Council	20	15	11	4
Voluntary Groups	49	42	15	8
Others	46	21	36	112
Total	881	639	713	578

TABLE 3

INTER AGENCY TRAINING

3.3 For the last two years, SESMIC has produced a formal training prospectus. This has allowed staff from the Emergency Planning Unit and the emergency services to balance their workloads through the year. The training is reviewed annually and new events are added as needs are identified.

3.4 Exercise INSTEP

The joint training event, Exercise INSTEP continued in 2002/2003. One of the four planned workshops had to be cancelled due to the Fire Brigade industrial action. The exercise concentrated on command and control and media issues at an operational level. The training allowed potential Incident Liaison Officers to experience inter-service liaison and improve their understanding of the roles and responsibilities of other agencies. Feedback showed that the workshops were both popular and useful. Nearly 1,000 delegates have attended the training since it started and those trained in 2002/03 are shown in Table 4.

Organisation	Staff Trained	Organisation	Staff Trained
Surrey Police	20	Reigate & Banstead Borough Council	4
Surrey Fire & Rescue Service	11	Runnymede Borough Council	6
Surrey Ambulance Service	12	Surrey Heath Borough Council	1
NHS	6	Waverley Borough Council	1
Surrey County Council	16	Others	10
Guildford Borough Council	4	Total	91

TABLE 4**3.5 Major Incident Media Training**

Relations with the media will be a major part of the response to a disaster. Two media workshops in 2002/03 increased the awareness of media management issues at a major incident. Table 5 shows who attended.

Organisation	Staff Trained	Organisation	Staff Trained
Surrey Fire & Rescue Service	3	Runnymede Borough Council	2
Surrey County Council	13	Borough of Spelthorne Council	1
Elmbridge Borough Council	1	Waverley Borough Council	2
Guildford Borough Council	4	Woking Borough Council	1
Mole Valley District Council	1	Others	1
Reigate & Banstead Borough Council	3	Total	32

TABLE 5**3.6 Mobilisation Exercise**

A practice call-out (Exercise SWITCH) was carried out on 11 October 2002. Each SESMIC partner carried forward the practice to an appropriate level.

3.7 Exercise COMET

Exercise COMET is a major incident tactical command exercise that is scheduled to take place annually. The exercise scheduled for March/April 2002 was postponed because of exercise commitments involving Surrey Ambulance Service. Instead it took place on 16,17 and 18 October 2002. Table 6 shows who attended.

Organisation	Staff Trained	Organisation	Staff Trained
Surrey Police	14	Elmbridge Borough Council	3
Surrey Fire & Rescue Service	6	Reigate & Banstead Borough Council	3
Surrey Ambulance Service	25	Tandridge District Council	1
Surrey County Council	16	Others	2
		Total	70

TABLE 6

3.8 Blackwater Valley Exercise

3.8.1 The Blackwater Valley Emergency Planning Group was formed in the mid 1990s. It is made up of emergency planning officers representing Hampshire County Council, Surrey County Council, Guildford Borough Council, Hart District Council, Rushmoor Borough Council, Surrey Heath Borough Council, Waverley Borough Council, Bracknell Forest Borough Council and Wokingham District Council. The group meets quarterly to share information, identify best practice and assist each other with exercises.

3.8.2 The Group organized a tabletop exercise, which took place on 28 January 2003. This was the first time that the Group has run a joint exercise. The aim was to test the multi authority response to a cross border major incident, exercise the decision-making processes and examine the relationships and co-operation between the various authorities. Participants responded well to the exercise and will take forward the recommendations.

3.8.3 SESMIC wishes for more cross border exercises to take place in future years.

3.9 SESMIC Seminar

In 1995, SESMIC agreed to hold an annual seminar. The 2002/03 seminar took place in February 2003 and looked at the changing face of disaster management. Speakers included Mark Goldthorpe of the South East Climate Change Partnership, Mark Morris from Hydraulic Research Wallingford, Keith Still of Crowd Dynamics Limited, Nicholas Richmond-Smith of SurreyAlert, John Ambrose from Surrey County Council, Mark Baker from Cambridgeshire County

Council and Dick Gould and Clive Baker from ESRI. Table 7 shows who attended:

Organisation	Staff Trained	Organisation	Staff Trained
Surrey Police	8	Reigate & Banstead Borough Council	1
Surrey Fire & Rescue Service	4	Runnymede Borough Council	7
NHS	4	Tandridge District Council	1
Surrey County Council	33	Waverley Borough Council	1
Elmbridge Borough Council	1	Woking Borough Council	2
Epsom & Ewell Borough Council	1	Voluntary Groups	1
Guildford Borough Council	3	Others	17
		Totals	84

TABLE 7

3.10 Temporary Mortuary Exercise

Surrey's temporary mortuary is located at RAF Odiham. Regular familiarisation training is carried out for staff who may be required to work there. Table 8 shows who received this training in 2002/03.

Organisation	Staff Trained	Organisation	Staff Trained
Surrey Police	6	Surrey County Council	16
NHS	2	Others	4
		Totals	28

TABLE 8

3.11 Derby Day Exercise

Joint training was carried out on 15 May in preparation for Derby Day.

3.12 CBRN Training

For the first time, on 19 November, Surrey Fire & Rescue Service, Surrey Ambulance Service and the County and District Councils took part in a CBRN (chemical, biological, radiological, nuclear) workshop.

3.13 SurreyAlert

SurreyAlert partners carried out exercises on 25 July and 3 October 2002.

3.14 Army Workshop

A joint SESMIC team took part in a workshop on 25 January, which covered the new role for the Territorial Army. The Territorial Army will provide a Civil Contingencies Reaction Force during major incidents.

CENTRALISED TRAINING

3.15 Introduction to Integrated Emergency Management

The Emergency Planning Unit holds two introductory courses on emergency management. Table 9 shows who attended the training in 2002/03.

Organisation	Staff Trained	Organisation	Staff Trained
Surrey Police	3	Reigate & Banstead Borough Council	3
Surrey Fire & Rescue Service	3	Runnymede Borough Council	1
Surrey Ambulance Service	2	Tandridge District Council	2
Surrey County Council	27	Waverley Borough Council	1
Epsom & Ewell Borough Council	4	Voluntary Groups	5
Guildford Borough Council	5	Others	2
		Totals	58

TABLE 9

3.16 Rest Centre Management Training

One of the key tasks that local authorities have to carry out in response to a disaster is the running of rest centres for evacuated residents. The Emergency Planning Unit ran one rest centre course in 2002/03 - see Table 10.

Organisation	Staff Trained	Organisation	Staff Trained
Surrey County Council	5	Runnymede Borough Council	5
Guildford Borough Council	3	Waverley Borough Council	1
Reigate & Banstead Borough Council	2	Totals	16

TABLE 10

3.17 Communications Training

This training was run for the first time in 2002/03 and demonstrates to those who attended the need for the effective use of language and clear lines of communications. Those who attended are shown in Table 11.

Organisation	Staff Trained	Organisation	Staff Trained
Surrey County Council	5	Reigate & Banstead Borough Council	2
Guildford Borough Council	3	Runnymede Borough Council	1
		Totals	11

TABLE 11

3.18 Director Training

For the first time, the Emergency Planning Unit invited the Emergency Planning College to deliver its Chief Executives' workshop to local authority chief executives and directors in Surrey. The workshop was considered to be useful by those who attended - see Table 12. It is planned to hold three workshops each year.

Organisation	Staff Trained	Organisation	Staff Trained
Surrey County Council	4	Guildford Borough Council	2
Epsom & Ewell Borough Council	3	Tandridge District Council	1
Reigate & Banstead Borough Council	2	Totals	10

TABLE 12

3.19 Trauma Support Service Training

The Trauma Support Service was established in 1998. Four teams (North West, South West, Mid and East Surrey) consisting of volunteers from Surrey County Council, the emergency services, the National Health Service and the private sector have taken part in a comprehensive programme of training ranging from debriefing skills to planning for multiple casualties. The teams are prepared to provide trauma support to people who become involved in a disaster. The service is funded jointly by Surrey County Council, the NHS, Surrey Police, Surrey Fire & Rescue Service, Surrey Ambulance Service and seven boroughs (Elmbridge, Epsom & Ewell, Guildford, Reigate & Banstead, Surrey Heath, Spelthorne and Woking).

The Trauma Support Service carried out a comprehensive training programme in 2002/03. More information can be obtained from the Manager of the Adult Service's Emergency Duty Team. Members of the Service also responded to two incidents in 2002/03.

Members of the Trauma Support Service attended a seminar in Cambridge on the care of people affected by disaster. Surrey's Trauma Support Service was identified as an example of good practice.

EMERGENCY PLANNING COLLEGE

3.20 The Emergency Planning College at Easingwold, Yorkshire, is a centre of emergency planning excellence and provides specialist courses for local authorities, emergency services and voluntary organisations. Surrey has continued to use the College extensively – see Table 13:

	1999/2000	2000/01	2001/02	2002/03
Surrey County Council	59	36	19	26
Elmbridge	2	-	-	-
Epsom & Ewell	3	1	1	-
Guildford	2	1	1	-
Mole Valley	1	-	1	-
Reigate & Banstead	4	1	5	5
Runnymede	-	2	3	1
Spelthorne	1	-	-	-
Surrey Heath	2	1	2	1
Tandridge	3	1	2	-
Waverley	7	2	2	3
Woking	3	3	1	-
Others	4	-	-	1
Total	91	48	37	37

TABLE 13

COUNTY COUNCIL TRAINING

3.21 Whenever possible, the Emergency Planning Unit takes part in the induction course for new employees. In 2002/03, over 100 new employees received an introduction to emergency planning.

3.22 Education and Emergency Planning

Surrey County Council hosted an emergency planning workshop for education officers from Surrey and surrounding authorities. Nineteen delegates attended.

DISTRICT COUNCIL TRAINING

3.23 The Emergency Planning Unit continued to support individual districts in their emergency preparedness training. Districts took part in the inter-agency training and many held their own district events.

3.24 Guildford Borough Council

Guildford Borough Council held:

- awareness training for the borough engineers on 29 July 2002.
- a workshop/tabletop exercise for senior managers on 10 December.

Guildford Borough Council assisted with the emergency planning for the Commonwealth Games shooting events held at Bisley in 2002.

3.25 Reigate & Banstead Borough Council

Reigate & Banstead Borough Council held:

- an emergency control centre exercise on 29 January 2003.
- a geographic information workshop on 24 February 2003.
- a number of message handling exercises.

3.26 Waverley Borough Council

Waverley Borough Council included emergency planning awareness in its induction training on 30 July 2002.

VOLUNTARY ORGANISATIONS

3.27 Voluntary organisations play an important role in supporting the emergency services and local authorities in their response to a major emergency. Whenever possible voluntary organisations are invited to emergency preparedness training. In 2002/03 members from British Red Cross, Radio Amateurs' Emergency Network (RAYNET) and Women's Royal Voluntary Service took part in joint training.

3.28 Emergency Planning Officers provided awareness training to the Camberley and Caterham, Oxted & Godstone Lions.

3.29 The Emergency Planning Unit has worked to establish links with the faith communities and provided awareness training for them on 26 February 2003.

OTHER TRAINING

3.30 The Emergency Planning Unit provides training to the businesses in Surrey when requested. The Unit provided awareness training for Health and Safety advisors of Cornhill Insurance and advised at a table top exercise run by Surrey University.

PART 4 – BEST VALUE REVIEW OF EMERGENCY PLANNING

4.1 The Best Value Review made recommendations to improve the service provided by the Emergency Planning Unit to its SESMIC partners. Progress on the implementation of the recommendations is set out in Table 15.

	RECOMMENDATION	PROGRESS
1	Change the County Council's organizational structure so that the Emergency Planning Unit comes under the responsibility of the Chief Executive's Office, to ensure that the Unit is part of a centrally positioned management team, sharing the same management information flows as Local Directors and Service Managers and that it matches best practice guidelines.	The County Council decided that the Emergency Planning Unit should remain in its current position in the organisation, reporting to the Head of the Fire Service but remaining an independent department.
2	Assure the budget level of the Emergency Planning Unit to take account of possible future changes in the level of central government funding or voluntary contributions from District/Borough Councils so that staff levels can be assured and allow effective forward planning.	The County Council has accepted the recommendation and the County Council budget for emergency planning has been increased. Government funding will remain the same in 2003/04. The base budget for 2003/04 will take this into consideration.
3	Establish a process for setting up and maintaining comprehensive service continuity arrangements, so that the County Council is able to continue to deliver services to the Surrey population in adverse conditions.	A corporate risk group has been established
4	Submit a report to the District Chief Executives and other key partners recommending that Memoranda of Understanding be drawn up, so that there is a clear definition of roles and responsibilities.	A draft paper was submitted to the Inter Services Liaison Group and district council liaison officers in November 2002. The proposals were not endorsed. The EPU will take individual proposals from the paper to the emergency services, districts and County Council Services. As agreements are reached, emergency plans will be revised.
5	Put forward a paper to SESMIC detailing alternative models of organizational structure (including local forums and working groups) and service delivery in other counties and identify any areas of best practice, which can be adopted in Surrey.	A draft paper was submitted to the Inter Services Liaison Group and district council liaison officers in November 2000. The proposals were not endorsed. As with recommendation 4, the EPU will take individual proposals from the paper to the emergency services, districts and County Council Services. Where it has the authority, the EPU will establish working groups in those areas that are cause for concern.
6	Working with partners, prepare a plan for making appropriate information available, so that the public can become more self-reliant during emergencies	The public Internet site of SurreyAlert.info went live in August 2002. The future funding of SurreyAlert from 1 April 2004 should be subsumed into the 2010 general funding proposal for all Surrey's E:government funding requirements.
7	Information Systems Management should become the responsibility of one of the members of the EPU, so that the important information systems measures in planning, training and operations can be consistently maintained and developed.	An officer has been nominated. She is working with SurreyAlert and the new Geographic Information System so that emergency preparedness planning and training is better informed. The results of this change in emphasis will be reflected in the outcome of recommendation 6.
8	Undertake further research, including costings, into options for gaining accreditation for training and trainers. Formal accreditation of training should be sought.	The EPU is procuring a training system "Emergotrain" from Coventry University at a cost of about £10,000. The system will improve the joint training provided by the Emergency Planning Unit. The University will accredit the Unit as providers of this training.
9	Continue to keep abreast of developments in alternative methods of training, which are within the limitations of their available budget and revenue	The EPU will introduce a formal process for attending other emergency planning training events in order to compare its own training and import best practice.
10	Adopt the performance indicators described in the Report and establish a mechanism to review them at least on an annual basis.	Performance Indicators have been identified for 1 - Planning, 2 - Training, 3 - Liaison, 4 - Response

TABLE 15

PART 5 – SURREY’S LOCAL AUTHORITY PREPAREDNESS

5.1 Surrey’s Approach to Meeting the Standards for Civil Protection

5.1.1 In 1999, Surrey Chief Executives agreed that there should be common targets for all local authorities in Surrey. In 2001, Surrey County Council and the eleven districts completed questionnaires to enable SESMIC to have a benchmark against which our progress can be judged.

5.1.2 In 2002, the Emergency Planning Unit simplified the assessment process to enable Surrey more easily to compare its state of readiness. A more detailed analysis has been sent to individual organisations.

5.2 The Standards for Civil Protection

The Standards consist of six sections:

- **Policy/Profile** - Local authorities should demonstrate a commitment to developing and maintaining effective emergency management arrangements.
- **Resources** - Local authorities should ensure that all available resources are identified with regard to risk, to deliver an effective emergency response.
- **Continuity of Service** – Local authorities should ensure that they can continue to deliver their critical services during, and following, a major incident.
- **Training and Validation** – Local authorities should ensure that anyone likely to be involved in emergency arrangements is fully prepared for the role and put in place a system to validate response procedures through training and exercising.
- **Consultation/Liaison** – Local authorities should ensure that effective liaison and consultation takes place within their own organisations, and with external stakeholders.
- **Service Provided to Other Authorities** - A formal arrangement for the provision of emergency planning support should be negotiated between shire districts and county authorities.

5.3 Surrey's Preparedness

5.3.1 The six sections are each underpinned by a number of key elements. These key elements formed the basis of the questionnaires sent to local authorities. Local authorities were asked to score their preparedness on the following scale:

- **Fully meets standard - 3**
- **Partially meets standard - 2**
- **Needs significant work to meet standard - 1**
- **Not applicable - 0**

5.3.2 Sections 5 and 6 of the Civil Protection Standards are the responsibilities of SESMIC and the Emergency Planning Unit and local authorities were not asked to comment on these statements.

5.3.3 The Emergency Planning Unit used an excel program to analyse the data and the histogram shown in Table 16 gives the aggregate average scores for standards 1 to 4.

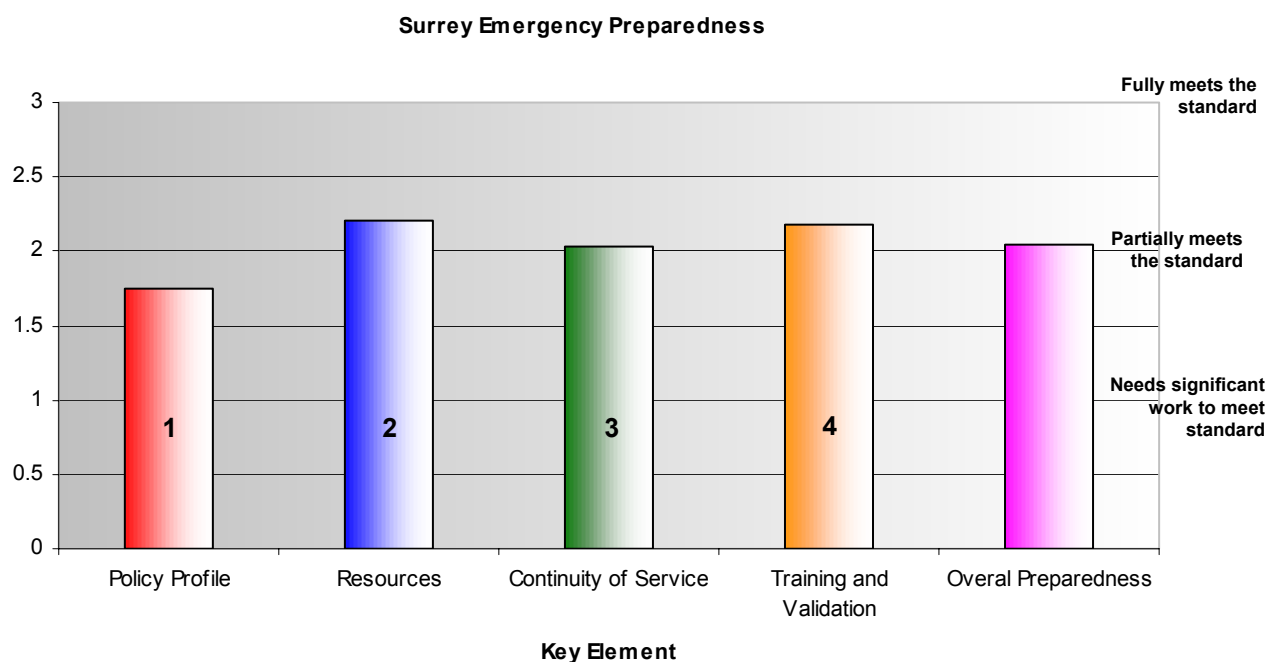


TABLE 16

5.3.4 Commentary

The information we have obtained is a snapshot of the twelve local authorities views on how they think they compare against the standards.

Overall Preparedness - The results indicate that Surrey's overall score is 2, i.e. we partially meet the standards set out in the Governments guidance.

Policy Profile - The average score across the County is 1.8 indicating that we need to do more to raise the policy profile of emergency planning.

Resources - The average score across the County is 2.2 indicating that we are moving towards fully meeting the standard.

Continuity of Service - The average score across the County is 2.0 indicating that we partially meet the standard.

Training and Validation - The average score across the County is 2.2 indicating that we are moving towards fully meeting the standard.