



OFFICER REPORT TO LOCAL COMMITTEE (RUNNYMEDE)

EMERGENCY PLANNING AND BUSINESS CONTINUITY ANNUAL REPORT

2nd October 2009

KEY ISSUE

This report to the Local Committee regarding June 2009 and it uses as a measure for the progression the emergency planning and business continuity work within Surrey Local Resilience Forum.

This report is for information only.

SUMMARY

1. Surrey Local Authorities have a wide range of duties as Category One Responders as described in the Civil Contingencies Act 2004. This is in relation to business continuity and emergency planning. Surrey County Council needs to continually assess its readiness both on its own account and as a partner to other agencies.
2. The Civil Contingencies Act 2004 requires that the County, Borough and District Council, as Category One Responders have in place the capability to deliver an emergency response to an external incident and/or an internal disruption to the delivery of service.

The guidance and regulations set out clear expectations and responsibilities for front line responders at the local level to ensure that they are prepared to deal effectively with the full range of emergencies, from localised Major Incidents through to Catastrophic Events.

The duties imposed by the Act can be grouped broadly into six categories:

- Co-operation
- Information Sharing
- Risk Assessment
- Emergency Planning
- Business Continuity Planning
- Warning and Informing

Local authorities also have the duty to promote Business Continuity Management to businesses and voluntary organisations operating within the geographic area of responsibility.

SURREY LOCAL RESILIENCE FORUM (SLRF)

With the introduction of the Civil Contingencies Act 2004, the Surrey Local Resilience Forum (SLRF) has focused on ensuring that the generic duties of the act were met. This has placed the partnership in a strong position and allows the SLRF to now focus on the detail of the key risks facing Surrey.

Flooding will remain a particular focus for emergency planning in the future. The Local Resilience Forum has included multi-agency flooding scenarios for the 2009/2010 exercising cycle and exercising on a national level is planned for March 2011 (exercise water mark). Other considerations include:

- Implementation of the Pitt Review recommendations
- Requirement for off site planning for reservoirs
- Inclusion of Runnymede as one of the top ten UK flood risk areas
- Working with other communities in flood risk areas

The work carried out by the member task group looking at the Pitt Review in relation to Surrey has shown that the involvement of elected members will be important to achieve a successful conclusion to this work.

OFFICER RECOMMENDATIONS

The Local Committee is asked to:

- Note the need for multi-agency planning regarding the flood risk faced by the residents of Runnymede.
- Support the Local Authority Emergency Planning Officers in the work required to improve the organisational and community resilience with regards to emergencies.
- Agree how the Local Committee will be kept abreast of the progression of the emergency planning issues.

1. INTRODUCTION

Surrey is a unique and exceptional county. Close to London yet also semi-rural, its residents and businesses enjoy a high quality of life and it is a place where people want to live, work and invest. Despite its reputation of being one of the safest counties in England, Surrey is bordered by two of the world's busiest international airports, is bisected by some of the busiest motorways in the country and has a significant commuter population travelling through it both by car and rail.

The proximity to London and the ports means that together with the transient population moving through the area the county is exposed to new and developing threats both in terms of major disaster and terrorism.

2. STRATEGIC AIMS

The Local Resilience Forum (LRF) strategic priorities for delivering its duties (as identified within the CCA 2004) are identified into three principal areas:

- LRF performance
- Key planning performance
- Civil Contingency Act requirements (as identified by the CCS self assessment tool)

The LRF performance will be driven by the issues identified by the SLRF Community Risk Register Programme, which aligns joint agency capabilities against the Risk identifying areas of vulnerability.

The reporting process is not detailed within this document. The LRF Business Support Group will report to Inter Service Liaison Group (ISLG) and LRF on the progress made in each area of measurement. Where applicable, reports will clearly show milestones, lead agency, supporting agencies and will utilise the 'traffic light' system to indicate progress.

3. ADDRESSING THE CHALLENGE

The Civil Contingencies Act 2004 brought about significant changes to the way public authorities prepared for emergencies and disasters by placing a statutory duty on many organisations to perform certain functions.

This Local Resilience Forum business plan seeks to set out how the county of Surrey will address the challenges it faces in order to allow the local people and those travelling through it to feel informed, confident and safe.

The Act defines an emergency as 'An event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK.'

The main civil protection duties that fall on the Category 1 responders are as follows;

- Assess the risk of emergencies occurring and use this to inform contingency planning;
- Put in place emergency plans;
- Put in place Business Continuity Management arrangements;
- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency;
- Share information with other local responders to enhance co-ordination;
- Co-operate with other local responders to enhance co-ordination and efficiency;
- Provide advice and assistance to businesses and voluntary organisations about business continuity management (Local Authorities only).

The Surrey Local Resilience Forum will use the 6 key areas of the Civil Contingencies act as the basis of its business plan, which is being developed. Each area will include the key requirements identified by the LRF for which measurable targets will be established.

4. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

The Local Resilience Forum is working to ensure that through mutually supportive emergency arrangements Local Authorities have effective yet proportionate emergency arrangements in place. This allows Local Authorities to share resources and provides best value options for the partner organisations.

5. CRIME AND DISORDER IMPLICATIONS

Surrey Police are a partner organisation in the Local Resilience Forum and lead on the Crime and disorder aspects during the planning for and response to the risks identified within the Community Risk Register.

6. EQUALITIES AND DIVERSITY IMPLICATIONS

The planning arrangement are made with the needs of the community included those relating to gender, race and religion. The Civil Contingencies Act places a responsibility on all Category One responders to have a high regard for vulnerable individuals and groups.

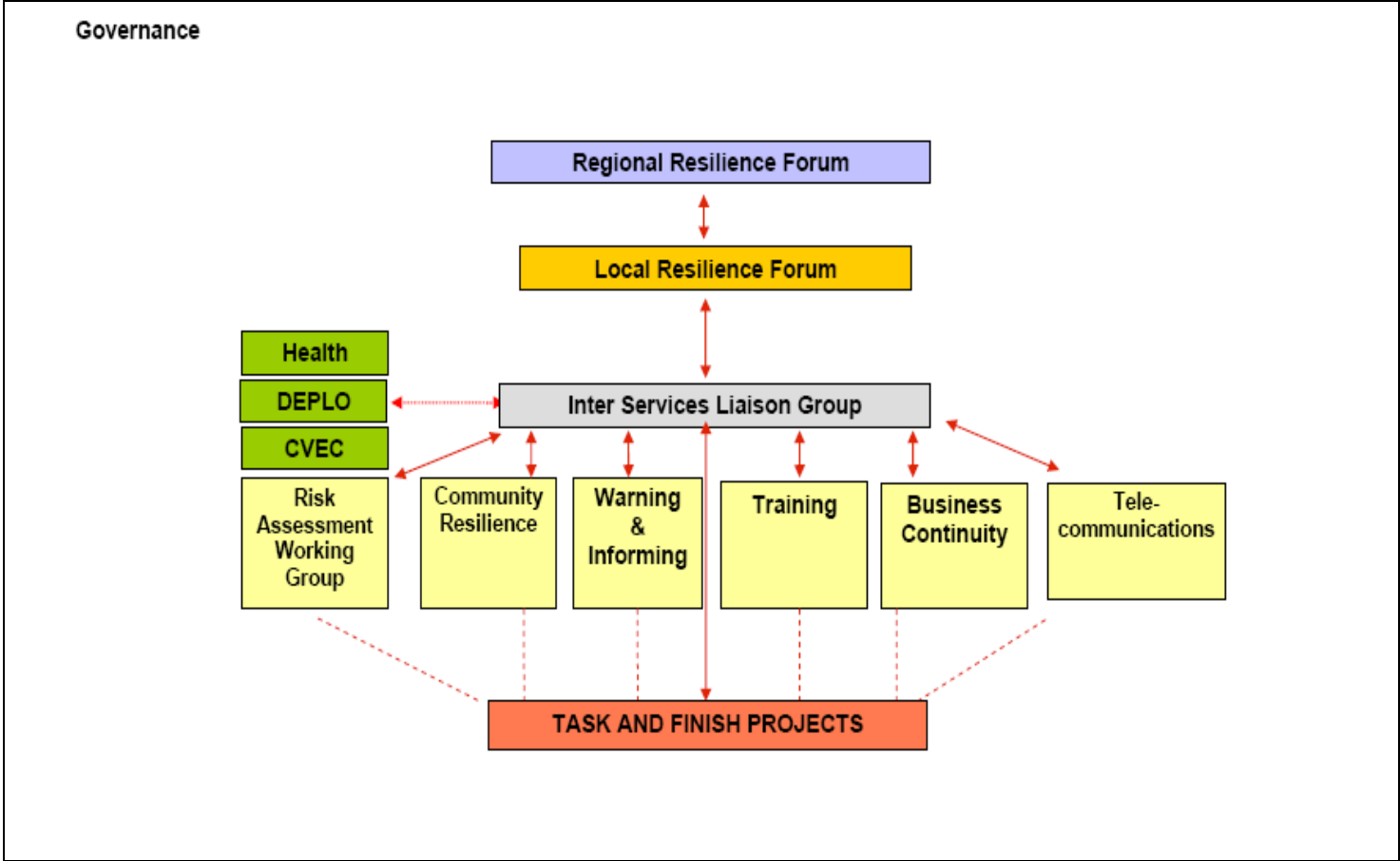
With regards to the Civil Contingencies Act 2004 defines vulnerable as, *'For planning purposes there are broadly three categories which should be considered:*

- *those who, for whatever reason, have mobility difficulties, including people with physical disabilities or a medical condition and even pregnant women;*
- *those with mental health difficulties; and*
- *others who are dependent, such as children.'*

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Appendix A – Local Resilience Forum Structure



APPENDIX B - WORKING GROUP ACTIVITY

RISK

A Risk Assessment Working Group will be maintained to;

- Recommend and advise on the county risk assessment policy and objectives for agreement by ISLG / SLRF and provide direction to ISLG / SLRF on relevant issues and strategy
- Ensure a consistent and timely approach by Cat 1 responders when producing local IRA's
- Escalate major strategic issues to ISLG/SLRF
- Inform on capabilities and identify priorities
- Agree standard formats and procedures for the county and local community risk registers
- Establish standards and procedures for hazard analysis and risk assessment as appropriate countywide
- Nominate lead assessors
- Regularly review the results of the risk assessment process against current activities, recent incidents and potential threats.
- Publish to the public the SLRF Community Risk Register (CRR).

WARNING AND INFORMING

A Warning and Informing Group will be maintained to;

- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency;
- Ensure there is an up to date and robust strategy covering internal and external communications;
- Train and exercise on a regular basis to validate the plan;
- Debrief exercises and major incidents to identify improvements to the plan;
- Keep abreast of new technology and best practise and incorporate improvements into the plan;
- Ensure each organisation taking responsibility for cascading the plan within its own organisation;
- Promote and develop media involvement in all ISLG activity

TRAINING

A Training Group will be maintained to;

- Recommend and advise on the county training policy and objectives for agreement by ISLG / SLRF and provide direction to ISLG / SLRF on relevant issues and strategy
- Agree priorities and resources
- Agree an annual training programme to fit the needs of the SLRF
- Maintain training records and undertake an annual gap analysis on training needs – supported by LRF business support group
- Commission appropriate trainers to undertake the training programme.
- Regularly review the feedback from courses and amend the training programme accordingly
- Develop training events to test all new Surrey Plans and guidance

BUSINESS CONTINUITY

A Business Continuity Forum will be maintained to:

- To promote joint partnership working between Business Continuity Management (BCM) Professionals within our community.
- To encourage and promote the opportunity to provide BCM expertise and support to local communities.
- To develop community 'business resilience' to disasters.
- To provide the opportunity and means to share knowledge and experiences across the profession.
- To bring together those interested in the practice of business continuity management.
- To stimulate development of business continuity management practices and improved performance among business continuity practitioners.
- To promote discussion and learning in respect of framework documents, statutory or obligatory, of Business Continuity such as British Standard (BS)25999, PAS 77, Civil Contingencies Act, Corporate Governance.
- To encourage the establishment and use of facilities for business continuity management education, development and training.
- To promote personal membership of professional bodies such as The Emergency
- Planning Society, The Business Continuity Institute and the Continuity Forum among those eligible for membership.
- Provide an upward communications channel whereby the views of the Forum members may be passed to the appropriate representative bodies.
- To promote professional competency and personal development in the field of BCM.

INTER-AGENCY COMMUNICATIONS

A Telecommunications Sub-Group will be maintained to

- Prepare, evaluate and review a telecommunications plan for the county of Surrey.
- Establish the counties communication requirements
- Set out the arrangement for multi-agency communications training and exercising
- Manage the Mobile Telecommunications Privileged Access Scheme for all responders (MTPAS)
- Co-ordinate each organisation's approach to resilient telecommunications to ensure they complement each other and arrangements are dovetailed.
- Liaise with neighbouring LRFs regarding cross boundary communications.
- To monitor relevant legislation and guidance to identify ways to improve existing plans.
- To identify, share and use good practice.
- To feed back to the Local Resilience Forum and regionally on issues as appropriate.

COMMUNITY RESILIENCE

A Community Resilience Sub-Group will be maintained to;

- To identify relevant current partner activity with the community.
- To identify partner aspirations for community resilience.
- To identify the Government agenda for community engagement, including the implications of relevant thematic reviews, such as the Pitt report.
- To highlight existing best practice, both within the County and beyond.
- To contribute to the development of a multi-agency community engagement strategy for Surrey, specifically focussing on contingency planning.
- To identify any quick wins to improve community resilience.