Title of Report:	**Civil Contingencies Annual Report 2010-2011**
Report to be considered by:	Executive
Date of Meeting:	21 July 2011
Forward Plan Ref:	EX2058

Purpose of Report:

To update Members about National and Local Civil Contingencies issues over 10-11.

Recommended Action:

(1) To note contents of the report
(2) Approve the continued format of self assessment reporting for 11/12.
(3) Encourage continued support by all services to ensure that the Councils plans are up to date and fit for purpose.
(4) Approve and confirm support for the training and exercise programme.

Reason for decision to be taken: To ensure the improvement in the Service and the Councils response to any major incident and continued awareness.

Other options considered: None

Key background documentation: None

The proposals will also help achieve the following Council Plan Theme:
☒ **CPT7 - Safer and Stronger Communities**

Portfolio Member Details	
Name & Telephone No.:	Councillor Anthony Stansfeld - Tel (01488) 658238
E-mail Address:	astansfeld@westberks.gov.uk
Date Portfolio Member agreed report:	10 June 2011

Contact Officer Details	
Name:	Carolyn Richardson
Job Title:	Civil Contingencies Officer Manager
Tel. No.:	01635 519105
E-mail Address:	crichardson@westberks.gov.uk

Implications

Policy:	None
Financial:	None
Personnel:	None
Legal/Procurement:	None
Property:	None
Risk Management:	None
Equalities Impact Assessment:	None

Is this item subject to call-in?	Yes: ☒	No: ☐
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		☐
Delays in implementation could have serious financial implications for the Council		☐
Delays in implementation could compromise the Council's position		☐
Considered or reviewed by Overview and Scrutiny Commission or associated Task Groups within preceding six months		☐
Item is Urgent Key Decision		☐

Executive Summary

1. Introduction

1.1 The year of 10/11 has been another eventful year in Civil Contingencies terms starting with the continued 'fallout' from the Icelandic volcanic ash and ending with the 'fallout' from the Japanese earthquake and Tsunami.

1.2 Whilst the above incidents were both international events the effects have been experienced more locally either directly with the impact on flights or indirectly due to the lessons coming out of Japan and the effect that may have on the AWE Off-site Emergency Plan.

1.3 In addition to these international events there have been a number of more local or national incidents including 2 fires involving acetylene gas cylinders which resulted in evacuations, the fire at the AWE (Aldermaston) site and snow and low temperatures over December/January.

2. Performance Management.

2.1 There has been progress for civil contingencies over the reporting period. A number of plans have been completed, trained and exercised with others nearing completion. A number of action plans have now been completed including the OSMC Flooding and Severe weather.

2.2 In addition to the work carried out by the Civil Contingencies Team, other services have supported the development of plans and supported exercises and training events.

2.3 There have been some challenges however due to a reduction in staff of 1 FTE and for all services the challenge of keeping plans up to date with all the organisational changes. There have also been a number of incidents which have taken up time resources and the response, debrief and follow up actions. The result of which is that not all actions in the 10/11 action plan have been completed and some services plans are now not valid.

3. Looking ahead

3.1 There are a number of events or issues which will have an impact on this service and the Council as a whole over the forthcoming year:

(1) The changes to services within the Council and of external agencies will have an impact on the service delivery.

(2) Timelord and the final moves of staff out of Faraday Road (the Alternative Emergency Operations Centre)

(3) The build up to the Olympics 2012.

4. Conclusion & Recommendations

4.1 Despite the challenges the year has been very busy and productive. The impact of the severe weather did have an impact on workload however, a great deal of progress was made in completing or nearly completing key plans

4.2 It is recommended that the Board:

(1) To note contents of the report

(2) Approve the continued format of self assessment reporting for 11/12.

(3) Encourage continued support by all services to ensure that the Councils plans are up to date and fit for purpose.

(4) Approve and confirm support for the training and exercise programme

Executive Report

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2. National, Regional, Thames Valley LRF and Local Priority Updates.

2.1 Throughout the last year the major national focus has been on the issues set out below with details as to how they have affected West Berkshire Council.

(1) **Severe Winter Weather** – following on from the events of 2009/10 many national reports were written at National to local level. This has resulted in a lot of work by all agencies including West Berkshire Council to ensure we are more prepared for the future. In Dec 2010 and Jan 2011 this was tested due to a further period of severe winter weather. In West Berkshire the plans we had in place and activated meant that the knock on impact in the area was less than in the previous year. In addition to the adverse weather plan there is now more work on-going in relation to the A34. This includes Oxfordshire and Hampshire due to the strategic nature of the road and the risks of causing grid lock at times of severe weather.

(2) **Flu** – this was and still is one of the top risks on the national risk register. Whilst the effect in 2010/11 was less than in the year before there was pressure on the health service over the winter. It should be noted that there were over 600 deaths in the UK as a result of 'swine flu' many of which was in the 24 – 64 year old age group. In addition the report regarding lessons identified has only recently been produced. Therefore until the report has been reviewed and plans amended accordingly to reduce the risk/impact on the communities flu will remain a high risk. Work is already ongoing in West Berkshire via the Thames Valley Local Resilience Forum (TV LRF) in relation to developing a new multi-agency plan which covers all infectious diseases including flu.

(3) **Flooding** – Whilst there were no significant flooding events locally there were within the UK and overseas. The work since 2007 has all but been completed with the plans nationally, within the Thames Valley and locally being tested in Exercise Watermark the largest peacetime exercise ever undertaken. The lessons identified form the exercise in March are now being finalised with an action plan being created to be progressed over the next year. This will result in minor changes to the West Berkshire Adverse Weather Plan. Within West Berkshire with the completion of the 2007 flood actions the lead for flood related matters has transferred to Highways & Transportation from Civil Contingencies. There is a Flood Action Group which involves the Environment Agency & Thames Water and officers from a number of services in the Council. The main purpose of the group is to ensure implementation of the Flood & Water Management Act 2010.

(4) **Olympic Planning**- this is gathering pace regardless of whether there is a specific venue or Olympics event taking place in the area. It is anticipated that this will be a major focus of work in the forthcoming year with local organisations being asked to confirm that they are fully prepared. Within West Berkshire planning is underway mainly with respect to support to other Councils if this may be needed and reviewing our plans as a whole. The Civil Contingencies Team is linking in with the Olympics lead for the Council to ensure the activities are joined up.

(5) **Organisational change** – this has been and will be a continuing theme due to the many organisations that are no longer in place (e.g. LACORS) or changing there format e.g. Thames Valley Police, the Health service etc. These changes, no matter how large or small, do pose a risk in the ability for all organisations to be able to respond effectively, particularly in the change period.

2.2 In addition to the above response priorities other key areas of work include:

(1) **Recovery** – often an area not exercised sufficiently is the recovery element of an incident however following on from the floods in 2007 it is very clear it is a critical element of work which is lead by the Local Authorities. As a result in 2010 with West Berkshire Council taking the lead a Thames Valley wide exercise named “Exercise Saturn” took place. This proved to be very successful with minor changes to the recovery plan being put in place.

(2) **Terrorism** – this is always a difficult area due to the sensitive nature of the subject. In Feb 2011 Ex Long Barrow took place specifically looking at a Mumbai style attack in a town centre. This involved a Berkshire town therefore all the Councils were involved in supporting the exercise either directly with staff or working together as per the Berkshire MOU in providing the expertise in relation to Emergency Mortuaries, Assistance Centres and exercise control. The lessons from this exercise are due to be published in June. There was a follow on recovery exercise which took place on 8 June which focussed on the community issues following such an event. These events will help this Council in the development of Town Centre Plans.

(3) **Community Resilience –** this is a continuing and growing theme with a great deal of work now progressing. It was a focus of attention during exercise watermark where a community day was organised to allow local groups to test their plans and learn from other similar groups Locally within West Berkshire, town and parish emergency plans are being compiled, newsletters are going out on a 6 monthly basis to support the communities and let them know of new initiatives. Some other work includes closer working with neighbourhood wardens and neighbourhood watch coordinators.

3. Specific West Berkshire Issues

3.1 The following details projects undertaken in West Berkshire not already covered above:

(1) **AWE.** A number of events took place throughout the year which has meant a few changes to the AWE Off-site Plan. The details are as follows**:**

(a) Aldex 10 was a major Command Post Exercise which took place successfully on 10 November 2010. The exercise involved play and simulation of an incident at AWE Aldermaston, Thames Valley Police Headquarters, local BCU Police Station, a Media Briefing Centre and a number of other partner agency incident rooms including the Local Authorities, the Emergency Services and Government Agencies. The exercise was observed by Elected Members from West Berkshire Council and Basingstoke & Deane Borough Council. In addition it was observed by representatives of the Health and Safety Executive Nuclear Installations Inspectorate,(now Office for Nuclear Regulation) the site regulator

(b) Fire at AWE (Aldermaston). This took place in August 2010. It was not however a radiation event and therefore the off-site plan was not activated. Internal investigations into the incident have taken place with the report due soon. However due to the effect on the community outside including the evacuation of some residents and road closures an external debrief was undertaken led by the Council. An action plan was generated as a result of this.

(c) AWE Off-site Plan – as a result of Aldex 10 and the outcomes of the fire as in (ii) above it was agreed that the AWE Off-site plan be amended to include any incident on site that may have an off-site implication. The plan is now in its final stages of consultation and is due to be published in June 2011.

(d) Calldex. This is a regular exercise to test the communication links within the Off-site Plan. It was carried out once in the reporting period with some issues being highlighted. These are now being updated in the plan. This will be a continuing programme of work due to the many organisational changes on going.

(e) Engagement with the Local Community.

(i) Early Years & Schools: Within the Detailed Emergency Planning Zone of the AWE sites there are a number of schools. Therefore as a joint project engagement took place with schools and early years settings to establish what plans they had in place and to ensure the communication links were in place. This has resulted in several meetings in West Berkshire and Hampshire to develop and improve processes. There is now a planned programme of awareness training due for staff, PTA's, Governors etc.

(ii) Town & Parish Councils. There has been attendance by officers from West Berkshire and AWE in relation to the sites. There was also the production of an annual newsletter by the off-site planning group.

(iii) Further work in the community is being planned for care homes and businesses.

(2) **Petroleum Storage Depot, Padworth/Aldermaston.** Over the year the off-site plan for this site has been reviewed and completed. Training is now about to take place with an exercise taking place on 29 Feb 2012. Engagement is now ongoing with the local community affected by this site and the plan.

(3) **Out of Hours Contact Centre Contract.** This is a service for reporting emergencies and some other calls out of normal working hours. The council had been with one contractor for over 6 years and whilst the service was good on tendering the contract (Quick Quote) there was a saving to be made with no impact on the service. As a result in March 2011 Careline UK were awarded the contract for the next 2 years with an option to extend for a further 2 years. To date the service has been good.

3.2 **Other Civil Contingency Plans**

4. Training

4.1 Over the last year there has been a focus on specific plan and targeted training for officers as set out below. Over 57 officers have been trained in various roles:

(1) Multi Agency Gold in Command (MAGIC) training -.1 x Director

(2) Strategic Emergency Management Training – 3 x Head of Service.

(3) Gold and Silver Training - 6 officers, 2 Heads of Service and 4 Duty Emergency Managers

(4) Scientific Technical & Advisory Cell (STAC) Training - Env Health officers.

(5) Loggist Training – 10 people are now trained.

(6) AWE Off-site plan training over 2 x sessions with over 50 people taking part.

(7) Introduction to Emergency Planning & EOC training – internal – 20 staff.

4.2 There were 5 major exercises which took place over the reporting period with full engagement by West Berkshire Council. Over 44 officers have taken part in the various exercises as set out below:

(1) Ex Saturn: Thames Valley Recovery Exercise (5 Officers)

(2) Aldex 10 - AWE Level 2 Exercise (Over 250 people)

(3) Ex Long Barrow - Thames Valley Counter Terrorism Exercise (1 Officer with several on standby to support)

(4) Ex Burdock – a health lead multiagency exercise relating to an infectious disease outbreak. Env Health, Waste and Civil Contingencies attended

(5) Ex Watermark – National Flooding Exercise:

(a) Fluvial Exercise- Chief Executive, Head of Service, Duty Managers & a 10 person team in the Emergency Operations Centre

(b) Reservoir Exercise – 4 x Officers

4.3 The training & exercise programme for 11/12 is attached at Annex A. It should be noted that the training will involve more in house and local community training in order to ensure West Berkshire and the communities are prepared to respond should an incident arise.

5. Incidents

5.1 Over the year there have been 4 incidents which warranted a response form the Council:

(1) **Acetylene Gas Cylinder fire in Calcot**: this resulted in an evacuation of approx 200 homes and therefore a rest centre being set up. The debrief proved very positive with excellent feedback form residents. This also involved the support from Reading BC due to the location.

(2) **Fire at AWE**- this involved a response from Highways & Transport officers and contractors. The debrief report has resulted in the plan for AWE being amended.

(3) **Acetylene Gas Cylinder fire in a warehouse in Theale:** This resulted in evacuation of office space, the closure of the railway line from Reading to Newbury. Support by way of Highways & transport for road closures and Civil Contingencies in relation to communicating with the public. The debrief is being coordinated by the fire service however a key issue was the fact that this event took place on the day the Vodafone system was lost for several hours. As a result Reading BC provided airwave radio support to allow a relay of information to be sent from the scene back to officers in the Council. The procurement of airwave is now being explored.

(4) **Adverse Winter Weather.** (Dec 10 – Jan 11). This incident, whilst an issue, proved that the work that had been done since the last adverse weather event in 2009/10 meant the response was better with complements being received. The debrief meant that more lessons have been identified to improve the system for the future.

6. Partnership Working

6.1 A key to the capability of the Council to prepare and respond to an incident is through effective engagement with the other responding agencies. The Chief Executive is the lead CEO for Berkshire and the Civil Contingencies Manager is fully engaged in this, representing the Berkshire Councils at the TV LRF (Working Group). She is also the lead with respect to the following subjects as part of the agreement with all Berkshire emergency planning teams.

- Animal Health & Welfare
- Berkshire Resilience Group
- Chemical, Biological, Radiological Nuclear matters incl Radiation Emergency Preparedness & Public Information Regulations & Radiation Monitoring Units.
- Recovery incl Site Clearance
- TV LRF (Working Group)

Other Berkshire Councils lead on other subjects in order to share the workload out, develop better working and reduce duplication.

6.2 Specific joint working in Berkshire that has come to fruition in 2010/11 includes:

(1) Berkshire Emergency Mortuary Plan.

(2) Standardised log books

(3) Standardised rest centre forms

(4) Completion of the mobile ‘bronze’ unit.

(5) Standardised Berkshire Emergency Planning Web pages to be used on each LA website.

6.3 Joint working also is undertaken across the Thames Valley with the following projects coming to fruition in 2010/11.

(1) Preparation and distribution of ‘Are you ready?’ Leaflets

(2) Completion of the TV LRF Multi-agency Flood Plan.

7. Key Performance Indicators

7.1 Currently performance is measured against the following criteria:

(1) Service Self assessment/ Performance Indicator Report forms to monitor service improvements.

(2) Meeting targets set out in the Civil Contingencies section of the Countryside and Environment Service Action Plan, and Team Plan.

7.2 Self Assessment Group Summary.

The results for the quarter for each service and directorate are attached at Appendix B. This appendix also details the breakdown of the how the scores were determined using the self assessment form in Appendix C.

It should be noted that some of the scores are lower than at the end of 2009/10 at the end of the reporting period. This can be attributed to the major changes in services experienced on the whole in the last quarter of 2010/11. In addition there has been a slight dip in the scores for Business Continuity this in part is due to the fact the lead business continuity officer was having to focus on security issues over 2010/11.

It is anticipated that by the end of quarter 2 most of the plans will be up to date and by the end of the year both Emergency Planning and Business Continuity will be more integrated along with Risk.

The amended EPLO and BCLO representation for services is attached at Appendix C. It should be noted that some of the reps cover both EPLO and BCLO roles which is not ideal for when an incident affects internal and external communities; in addition if that person is not available then a clear gap exists in the service knowledge. It is therefore requested that this is reviewed in the first quarter and amended accordingly.

It is proposed to keep the same self assessment for the period 11/12 as in appendix C

7.3 Service Action Plan

(1) The Service Action Plan has progressed well. The details of which are as at Appendix D. There have been some actions which have not been completed which have now been reviewed and carried over to 2011/12 if still valid.

(2) It should be noted that the original action plan was based on the fact that there were at that time 2 FTE's for this service. Throughout the year there has only been 1 x FTE hence, in part, the number of actions that have not been completed in full.

(3) The service action plan for 11/12 is as at Annex E.

(4) The action plan for 11/12 is an ambitious plan and will be reliant upon support from all services and no incidents with the knock on impact on staff resources.

8. Challenges for 11/12

8.1 There are a number of events or issues which will have an impact on this service and the Council as a whole over the forthcoming year. Some are internally generated and others will have an impact from external issues. These include:

(1) The changes to services within the Council and of external agencies will have an impact on the service delivery. This is likely to be an ongoing feature for the next 2 years at least.

(2) Timelord and the final moves of staff out of Faraday Road (the Alternative Emergency Operations Centre). This will be a challenge to complete the work however once completed the resilience of the Council will be improved. There is a piece of work ongoing to bring to Board for approval the suggested changes to the EOC arrangements using the customer services training room (as a low level EOC due to emerging issues); committee room 2 (for full scale major incidents) and Turnham's Green as the alternative EOC.

(3) The build up to the Olympics 2012. The impact for this Council is not known and may be limited. Consideration is being given now to resilience with respect to staff who may be going to the games, volunteering to support it on top of leave requirements. That said there may an impact on this Council with respect to mutual aid.

9. Recommendations for Board

9.1 Despite the challenges the year has been very busy and productive. The impact of the severe weather did have an impact on workload however, a great deal of progress was made in completing or nearly completing key plans

9.2 It is recommended that the Board:

(1) To note contents of the report

(2) Approve the continued format of self assessment reporting for 11/12.

(3) Encourage continued support by all services to ensure that the Councils plans are up to date and fit for purpose.

(4) Approve and confirm support for the training and exercise programme

Appendices

Appendix A – Training Plan 11/12
Appendix B – Self assessment reporting 10/11
Appendix C –Self Assessment reporting format
Appendix D - EPLO and BCLO representatives.
Appendix E – Service Action Plan 10/11 Outcomes
Appendix F – Service Action Plan 11/12

Consultees

Local Stakeholders: N/A

Officers Consulted: Service EPLO's, Corporate Board

Trade Union: N/A

Appendix A Training Plan 11/12

Date	Time	Purpose	Location	Event Type	Organiser
1,11,12,17,18,19 May	All DAY	Bronze Training	Oxfordshire	Training	TV LRF
17-May-11	AM	Calldex AWE	N/A	Exercise	AWE
08-Jun-11	All DAY	Recovery - Longbarrow 2	Oxfordshire	Exercise	TV LRF
08-Jun-11	TBC	Level 1 Ex Aldermaston	AWE	Exercise	AWE
06-Jul	0930 - 1600	Introduction to EP & EOC	CR2	Training	WBC
15-Jul-11	ALL DAY	Strategic Training	Council Chamber	Training	WBC & BGG
27-Jul-11	1000-1300	AWE Plan Training	CR2	Training	AWE & WBC
27-Jul-11	1400 -1700	PSD Plan Training	CR2	Training	WBC & PSD
19-Sep-11	TBC	Pipeline Exercise	Reading	Training	RBC
28-Sep-11	1330 -1630	PSD Plan Training	CR2	Training	WBC & PSD
30-Sep-11	ALL DAY	Strategic Training	Council Chamber	Training	WBC & BGG
05-Oct-11	0930 - 1230 (TBC)	Severe Weather Plan Training	CR2	Training	WBC
11-Oct-11	TBC	Level 1 Ex Burghfield	AWE	Exercise	AWE
26-Oct-11	ALL DAY	Strategic Training	Council Chamber	Training	WBC & BGG
09-Nov-11	0930- 1600	Introduction to EP & EOC	CR2	Training	WBC
16-Nov-11	ALL DAY in 1.5hr slots	Volunteers update sessions re EOC	CR2	Training	WBC
25/01/2012	ALL DAY	Rest Centre	CR2	Training	WBC
29/02/2012	ALL DAY	PSD EXERCISE	CR2	Exercise	WBC & PSD
14-Mar-12	1000 -1200	AWE Plan Training	CR2	Training	AWE & WBC
TBC		AWE SCC LALO	AWE	Training	AWE
TBC		AWE SCC LALO	AWE	Training	AWE

Appendix B Self assessment
Performance Indicator Report – Service Group Summary 2010/11

Environment		Children & Young People		Community Services		Chief Executive	
Planning & Countryside	16	Children & Youth Services	18	Housing & Performance	18	Benefits & Exchequer	20
Highways & Transport	14	Education	15	Adult Social Care	18	Finance	16
Property & Public Protection	17	Customer Services	19	Cultural Services	11	ICT	21
						HR	21
						Legal & Electoral	17
						Policy & Performance	15

G – Green (16 - 21)
A – Amber (10 -15)
R - Red (1-9)
NR – No return this quarter.

Breakdown of scores by service and subject (as per Appendix C)

Service	Service Emergency Response Plan	EP Staff Recruitment Training	EPLO and BCLO	Contact Lists EP & BC	Business Continuity Plans	BC Staff awareness and training/exercises	Integration
Planning & Countryside	*2*	*2*	*3*	*3*	*2*	*2*	*2*
Highways & Transport	*2*	*2*	*3*	*2*	*2*	*1*	*2*
Property & Public Protection	*2*	*3*	*3*	*3*	*2*	*2*	*3*
Children & Youth Services	*3*	*2*	*3*	*3*	*3*	*2*	*2*
Education	*3*	*2*	*3*	*2*	*2*	*1*	*2*
Customer Services	*3*	*2*	*3*	*3*	*3*	*2*	*3*
Housing & Performance	*2*	*3*	*3*	*3*	*2*	*2*	*3*
Adult Social Care	*2*	*3*	*3*	*3*	*2*	*2*	*3*
Cultural Services	*2*	*1*	*2*	*1*	*2*	*1*	*2*
Benefits & Exchequer	*3*	*3*	*3*	*3*	*3*	*2*	*3*
Finance	*2*	*2*	*3*	*3*	*2*	*2*	*2*
ICT	*3*	*3*	*3*	*3*	*3*	*3*	*3*
HR	*3*	*3*	*3*	*3*	*3*	*3*	*3*
Legal & Electoral	*2*	*2*	*3*	*3*	*2*	*3*	*2*
Policy & Performance	*1*	*2*	*2*	*3*	*2*	*2*	*3*
Total from max score of 45	*35*	*35*	*43*	*41*	*35*	*30*	*38*

Appendix C Self assessment format 11/12

Self Assessment Form - Emergency Planning & Business Continuity Performance Indicator Report

Service Groups:	Sub Section	Report by:	Period:	Date issued:

1. Service Emergency Response Plan	*2. EP Staff Recruitment Training*	*3.. EPLO and BCLO*	*4. Contact Lists EP & BC*	*5. Business Continuity Plans*	*6. BC Staff awareness and training/exercises*	*7. Integration*
7 The Service Emergency Response Plan is updated, at least on an annual basis and/or within 3 months of any service structure changes. 6. These procedures and Service Emergency Response Plan are owned, maintained and exercised on at least a 3 yearly basis. Records to be maintained. 5. A copy of the plan is held by the Civil Contingencies Team	8. All key responding service staff have had refresher training in Council EP procedures within the last 3 years. 7. All key service staff have taken part in an exercise or incident within the last 3 years. 6. 100 % of volunteers identified to support the emergency response from within the service area have received basic EP training.	5. An EPLO and BCLO are in position **and** act as each other's Deputy.	4. Checks are made every **3 months** of Service staff contacts, including new staff and plans updated accordingly to both BC and MI plans.	6. All the Service requirements are included in the Directorate Plan and where relevant Critical and Essential BC plans are in place, owned, maintained and exercised. 5. The service BC plan has had an annual revision. 4. Update copies have been sent to the Business Continuity Co-ordinator in ICT	5. All key responding service staff have had refresher training in Council BC procedures within the last 3 years. 4. All Key staff have taken part in a BC exercise or incident within the last 3 years.	3. Emergency response and business continuity are imbedded in the service planning process and are included in Service plans
Green ☐ 3 points	**Green ☐ 3 points**	**Green ☐ 3 points**	**Green ☐ 3 points**	**Green ☐ 3 points**	**Green ☐ 3 points**	**Green ☐ 3 points**
4. Procedures and Service Emergency Response Plan are in place to ensure the Service's ability to support the overarching Councils MIP.	5. 75% of volunteers identified to support the emergency response from within the service area have received basic EP training. 4. 75% of all key staff are trained in Intro and EOC procedures 3. 25% of all key staff have participated in an exercise or incident with in the last 2 years.	4. EPLO and BCLO are not the same person 3. Each attends the respective meetings when called (usually quarterly).	3. New staff contact details for EP and BC designated staff are notified to CC Team and plans updated within **6 months.** 2. Both Service MIP and Service BC Plan contact details updated on a **6 monthly basis.**	3. The service has prioritised all its functions and identified any Critical (4) and essential (3) functions. 2. BC plans are in draft format for Critical and Essential functions.	3. 75% of all key staff have received awareness training covering Service BC plans. 2. 25% of all key staff have taken part in BC exercises within the last 2 years.	2. Training of staff in Emergency Planning & Business Continuity is part of the personal development process
Amber ☐ 2pts	**Amber ☐ 2pts**	**Amber ☐ 2pts**	**Amber ☐ 2pts**	**Amber ☐ 2pts**	**Amber ☐ 2pts**	**Amber ☐ 2pts**
3. Service has identified requirements to support the overarching Council MIP, procedures. 2. Volunteers have been identified to support an emergency response 1. Service Emergency Response Plan in draft format.	2. 50% of key staff are trained in Intro and EOC procedures. 1. 25% of all volunteers identified to support the emergency response from within the service area have received basic EP training.	2. Service has EPLO **or** BCLO in position 1. EPLO or BCLO attendance at meetings is occasional (2 or less per year)	1. Only Service MIP or Service BC Plan contact details updated on an **annual basis.**	1. The Service has prioritised its functions but no plan has been developed.	1. 50% of key staff are trained in Council and service BC procedures	1. This process is not included in the Service plan
Red ☐ 1 Pt	**Red ☐ 1 Pt**	**Red ☐ 1 Pt**	**Red ☐ 1 Pt**	**Red ☐ 1 Pt**	**Red ☐ 1 Pt**	**Red ☐ 1 Pt**
					Service Total =	

RED = less than 9 **AMBER = 10-- 15** **GREEN = 16- 21**

Note:

1. **To achieve the points in full then each item in every section must be completed in full.**
2. **Key staff are staff who are identified by HoS who are important in any incident response whether EP or BC.**
3. **Volunteer Staff are people who within the service have volunteered to take part in any response**

Appendix D EPLO & BCLO Arrangements

EPLO's and BCLO's in Service Units

Apr 11

Directorate and Service	EPLO	BCLO	HoS
Chief Executive		**Carolyn Richardson**	Nick Carter
Benefits & Exchequer	Desre Wicks	Steve Duffin/Desre Wicks (3)	Steve Duffin
Finance	Spencer Scott	Ian Priestley	Andy Walker
Human Resources	Sally Johnson	Jane Milone (4)	Rob O'Reilly
ICT	Jane Holt	Jackie Woodland (4)	Kevin Griffin
Legal & Electoral	David Holling	Laura Copper-Martin Registrars Julie Young (4)	David Holling
Policy & Communications	Sue Broughton	Jo Naylor	Andy Day
Environment		**Stuart Clark**	John Ashworth
Highways and Transport	Melvyn May/ Andrew Reynolds	Andrew Reynolds (3) Traffic – Andrew Garratt (3) Transport Services Catherine Carey(3)	Mark Edwards
Planning & Countryside	Roger Paine	Building Control - Roger Paine/Malcolm Dixon (3) Tree Unit – Stewart Souden (3)	Gary Lugg
Property & Public Protection	Jackie Ward/Holly Palmer	Holly Palmer (4) Jackie Ward – Waste (3) EH – Paul Anstey (4) TS - Sean Murphy (3)	Steve Broughton
Children and Young People		**Caroline Simmonds**	Margaret Goldie
Education Services	Mark Lewis	Caroline Corcoran	Ian Pearson
Children's Services	Caroline Simmonds	YOT Dave Wraight (3) Ed Psych – Cathy Burnham (3) Locality East – Sandy Dopson Locality West & Central - Sonia Harris (4) R&A – Sarah Lewis (4) Family Placement Team June Kemp	Lorna Hunt
Customer Services	Janet Raymond	Marion Mottram (4)	Sean Anderson
Community Services		**Rob Sweetman**	Teresa Bell
Adult Social Care	Stephen Stace	CMHT Elaine Runza (4) Care Homes Debbie Butland (4) Home Care Steven Stace (4) Intermediate care rapid response Ian Dawe (4)	Jan Evans
Housing and Performance	Jo England	Rob Sweetman	June Graves
Cultural Services	Chris Jones/Mike Brook	Duncan Coe	David Appleton

Appendix E Action Plan outcomes 10/11

	Action	Target Date	Progress	Notes	RAG
Admin	Arrange for Equipment in stores to be tested as necessary, and programme of maintenance established.	31-Jul	Lack of resources	Refer 11/12	R
W&I	Introduce an intranet Emergency planning page for staff	31-Jul	Lack of resources	Refer 11/12	R
Finances	Review financial resources system in case of emergency and who has authority to spend.	30-Aug	Lack of resources	Refer 11/12	R
Admin	Review all COSHH assessments & H&S Implications of Response	30-Aug	Lack of resources	Refer 11/12	R
Info Sharing	Review Information sharing protocols	31-Jan	Lack of resources		R
Vol Sector	Engage with Local Voluntary Agencies	31-Jan	Lack of resources		R
Admin	Complete a global emergency Planning Section in IT folders	28-Feb	Lack of resources	Refer 11/12	R
Plan	Assess all rest centres, prioritise the centres depending on nearest to greatest potential risk and strategic locations. Thereafter plan to visit and update top 25 % in 10/11	31-Mar	Lack of resources	refer 11 - 13	R
Admin	Develop a service feedback survey	31-Mar	Lack of resources	Refer 11/12	R
Plan	Finalise the WBC Vulnerable People Plan	31-Jul	Draft in place. Consulting with services and external agencies. Due for completion Aug 2011	Refer 11/12	A
Inf Diseases	Swine Flu Debrief & Action Plan	31-Jul	National review results released in May 2011. Being reviewed at Thames Valley Health EP Group. Outcome may result in additional work in 2011/12	Action outside CCM control. Refer 11/12	A
Plan	WBC Fuel Plan - update and review as necessary	31-Jul	TV plan completed in Nov 11- ex in Jan 11 - will consider WBC position at that stage - Change to 11- 12	Refer 11/12	A
Finances	Complete credit card procurement process	30-Aug	Pending info from Andy Walker	Refer 11/12	A
Plan	Newbury Racecourse - review plans	30-Nov	Initial exercise undertaken - planning started to complete this work in 11-12	Refer 11/12	A
Plan	COMAH plan – review current plans and ensure all upper tier sites are identified	30-Apr	Complete		G
Admin	Complete National Capability Survey 2010	30-Jun	Complete		G
Managem ent	Review equipment for responders	31-Jul	Complete		G
Plan	MIP Update	30-Aug	Complete for 10/11		G
Comms	Review Communications resilience of WBC, determine means by which weaknesses may be resolved and implement as necessary. To include text alert system	30-Aug	Review Complete - actions now need to be progressed		G
Comms	Review Radio system- get new system up and running, apply for a licence, training for personnel	30-Aug	Complete		G

	Action	Target Date	Progress	Notes	RAG
Exercise	Recovery Ex, Debrief and plan amended	30-Aug	Complete		G
Risk	Review Plans in line with local community risk register & TV LRF CRR. Identify gaps in plans and prepare a plan in order to fill the gaps.	31-Mar	Complete		G
W&I	Info in The Place & Parish Planning Newsletter	30-Sep	Complete		G
Admin	Review and list all WBC Service Emergency Plans – plus all specialist plans held by services. Confirm review dates and any exercise dates.	30-Sep	On -going completion		G
Weather	Complete work in relation to OSC flood report	30-Oct	Complete		G
Weather	Identify Flood Wardens and as necessary develop a network across the district	30-Oct	on going with T &PC's		G
Plan	Complete Severe Weather Plan for WBC	30-Nov	Complete except drought plan.	New info re warnings out in April 2011 - plan to be updated Aug 11	G
BCM	Review process of BCM promotion	31-Dec	Complete		G
Contract	OOH Contact Centre	31-Dec	Complete		G
Exercise	Aldex 10 Incl debrief	31-Dec	Complete		G
Exercise	RMU Exercise	31-Dec	as part of Aldex		G
Risk	Review local community risk register incl close border issues	31-Mar	Complete	Basis for next years planning process incl NCS	G
Community Resilience	Link with Parish Councils for creation of Local Parish EP response plans. Initiate planning process. Aim 5 -completed	31-Mar	Complete	Link to Corp. Priority & Link with Sarah Ward	G
Exercise	Animal Disease Exercise	31-Mar	TBC since NI 190 now not applicable	Link to NI 190 - TS lead	G
Plan	Review Rest Centre Plan to include reception centres, rest centres, HAC's.	31-Mar	On going across Berks	Link to recommendation from Gas Debrief	G
Plan	Revise AWE Plan as necessary	31-Mar	Complete		G
Training	Undertake 6 internal training sessions	31-Mar	Complete	Link to Corp Target	G
Misc	To improve the percentage levels of National Indicators relating to the service including NI 188(flood risk issues) and NI 189 (climate change)	31-Mar	Complete	Link to NI 37	G
Weather	OSC actions	TBC	Complete	Link to NI188 & 189 and OSC	G

Appendix F Action Plan 11/12

Note will be dependant on appointment of policy officer to support civil contingencies role and no major incidents**!**

Ser		Action	Target Date
c/o	Admin	Arrange for Equipment in stores to be tested as necessary, and programme of maintenance established.	31-Mar
c/o	Admin	Review all COSHH assessments & H&S Implications of Response	31-Mar
	Admin	Undertake Annual Review and list all WBC Service Emergency Plans – plus all specialist plans held by services. Confirm review dates and any exercise dates.	31-Dec
c/o	Admin	Develop a feedback survey from for stakeholders in order to assess the opinions of service users	31-Dec
	BCM	Review process of BCM promotion	31-Mar
	Budget	Review and Prepare charging regime	31-Mar
	Budget	Complete the process of procurement cards for DEM's	31-Jul
	Budget	Work with the Greenham Common Trust to develop the process for charitable donations at times of emergencies.	30-Nov
	Budget	Review the JD's for the EOC roles in emergencies including a JE process	31-Mar
c/o	Budget	Complete credit card procurement process	30-Aug
c/o	Budget	Review financial resources system in case of emergency and who has authority to spend.	31-Dec
	Comms	Review Radio system- get new system up and running, apply for a licence, training for personnel	31-Jul
	Comms	Review the Berks Comms Report - develop a plan, including resources to close gaps identified - text alerting, airwave and radios.	31-Mar
	Community Resilience	Link with Parish Councils for creation of Local Parish EP response plans. Initiate planning process. Aim 5 - completed	31-Mar
	Community Resilience	Working in partnership with the Flood Action Group undertake a community engagement day in relation to flooding	31-Dec
	Community Resilience	Attend Community Group meetings in relation to developing plans	On-going
	Community Resilience	Undertake a parish development session	31-Oct
	Community Resilience	Work with Schools, early year's settings and other closed communities in developing their own plans with the DEPZ & PIZ's for AWE & PSD sites –providing support and training as needed.	31-Oct
	Contract	To ensure the integration of the OOH Contact Centre following award of contract	30-Jun
	Exercise	Provide 6 internal training sessions for staff	31-Mar

	Exercise	Undertake Exercise for Petroleum Storage Depot as required under COMAH. Provide a PXR for PSD Padworth providing details and an action plan of lessons identified.	31-Mar
	Exercise	Take part in Berkshire Pipeline Exercise	30-Sep
	Exercise	Support Olympics Exercises	31-Mar
c/o	Plan	Review Rest Centre Plan to include reception centres, rest centres, HAC's.	31-Mar
	Plan	Review & revise the Recovery Plan	31-Jul
	Plan	Review & Revise the Adverse Weather Plan	30-Sep
c/0	Plan	Review & revise the Vulnerable People Plan	31-Jul
	Plan	Review and revise the Fuel Plan	30-Aug
	Plan	Review & Revise the Operations Manual	30-Aug
	Plan	Review action cards for SCG/TCG/RWG/STAC etc reps	31-Dec
	Plan	Ensure plans are valid following external agencies organisational changes	31-Mar
c/o	Plan	Assess all rest centres; prioritise the centres depending on nearest to greatest potential risk and strategic locations. Thereafter plan to visit and update top 25 % in 10/11	31-Mar
	Plan	Review Flu Plan in light of National and TV LRF reports and plans Debrief & Action Plan	31-Mar
	Plan	Review and update the Out of hours Manual	Quarterly
	Plan	Review and update the Animal Health Plan	31-Dec
	Plan	Finalise the AWE off-site Emergency Plan	30-Jun
	Plan	To consider any specific plans required in relation to the Olympics planning process	31-Mar
	Plan	Develop a Town Centre Incident plan for Newbury	31-Mar
	Plan	Develop a Racecourse Plan to link with the rest centre and Town Centre Plans	30-Sep
	Plan	Review the RAF Welford response plan	31-Mar
	Plan	Develop an off-site plan for Denison Barracks	31 Sept
	Plan	Develop new plans and manage the progression of these plans in relation to new EOC's in Turnhams Green and alternative options in Market Street and West Point	30-Aug
	Risk	Review local community risk register incl close border issues	31-Mar
	Risk	Review Plans in line with local community risk register & TV LRF CRR. Identify gaps in plans and prepare a plan in order to fill the gaps.	31-Mar
c/o	Vol Sector	Engage with Local Voluntary Agencies	31-Mar
	W&I	Introduce an intranet Emergency planning page for staff	31-Jul
	W&I	Improve the WBC website to inform the public and communities in relation to how they can prepare for emergencies	30-Jun
	W&I	Prepare at least 2 electronic newsletters a year for community groups and local stakeholders	Sept & Mar