

Briefing Note

Communities Overview Committee

Date: November 2018

Shropshire Council Emergency Planning Unit

Background

Up until the year 2000, the UK were working and planning, in the main, to the Civil Defence Act 1948. There had been any significant amendments in a number of years and were not deemed able to cope in the event of domestic threats to services such as the fuel protests of 2000 or natural threats like the mass flooding in 2000 and the outbreak of Foot and Mouth Disease in 2001.

In the wake of these three events, the Deputy Prime Minister, John Prescott, announced a formal review into emergency planning arrangements. The review included a public consultation exercise, which generally supported the Government's conclusion that existing legislation was no longer adequate and that new legislation was required. A draft Bill was scrutinised in detail by the Joint Committee on the Draft Civil Contingencies Bill, which was very influential in shaping the legislation but several proposals of which (especially for a new agency) were rejected.

How we work today

The [Civil Contingencies Act 2004](#) (CCA) created Local Resilience Forums who are to consider such matters within an existing police force boundary and requires responders to undertake risk assessments, maintain them in a Community Risk Register and to publish this register. Risks in this context are those that could result in a major emergency. This Community Risk Register is the first step in the emergency planning process; it ensures that the plans that are developed are proportionate to the risk. The CCA also defined responders in to three key Categories.

Category One Responders are:

Local Authorities	Police Services	Fire and Rescue Services
Ambulance Trusts	NHS England	Environment Agency
Public Health England	Acute Hospitals with A&E Departments	
Maritime and Coastguard Agency	Port Health Authorities	Foundation Trusts

Category Two Responders are:

Utilities	Telephone Service Providers
○ Water	Railway Operators
○ Sewage	Clinical Commissioning Groups
○ Gas	Airport Operators
○ Electricity	Harbour Authorities
Highways England	Health and Safety Executive

Other responders include:

- Volunteer Agencies
 - Red Cross
 - St John Ambulance

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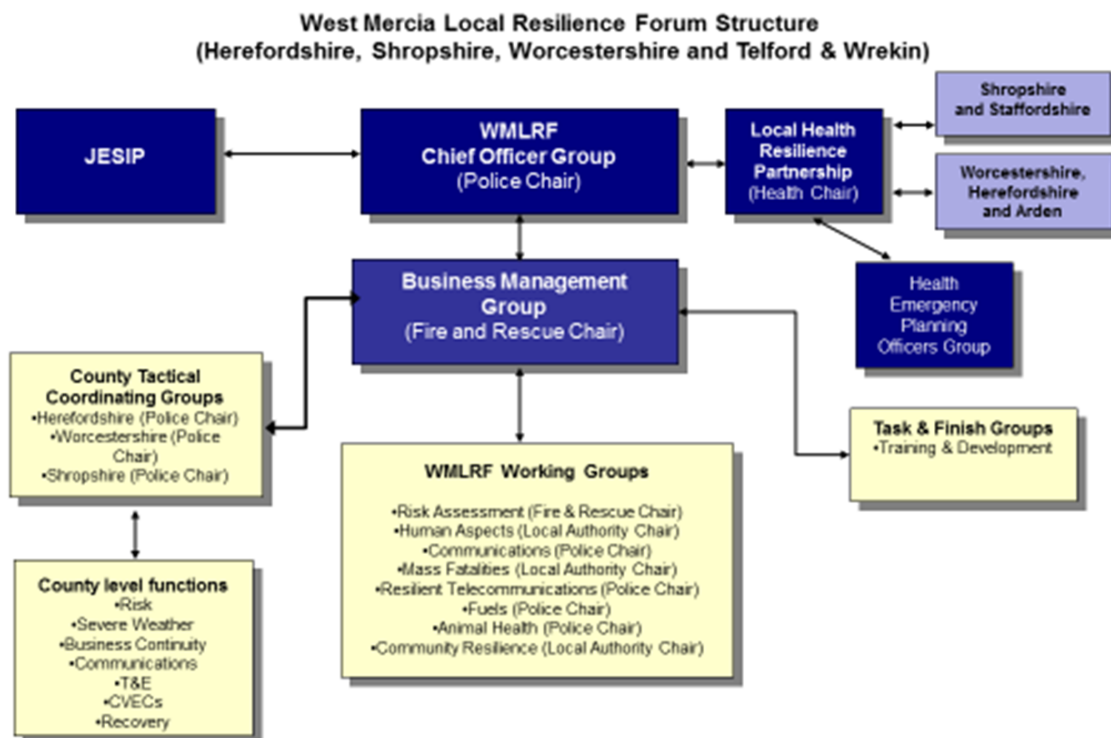
- Clergy Team
- Salvation Army
- 4x4 Response
- And other supporting agencies

Military - *Military now have a 'forward leaning stance' and requests for military assistance/support (MACA – Military Aid to the Civil Authorities) would be via the Strategic Co-ordinating Group (SCG). The Regional JRLOs also attend the County TCGs.*

West Mercia Local Resilience Forum

Shropshire Council plays a key role within the West Mercia Local Resilience Forum (WMLRF). Working with our partner agencies we continually monitor our risks at a National, LRF and County level, Ensuring that all risks identified are regularly reviewed, Plans, where necessary are updated and then trained and exercised at LRF level, County level and Organisational level. Any lesson learnt for either exercises carried out or the activation of said plans are then fed into the review of the plans.

The diagram below shows the structure of the WMLRF including working groups. Shropshire Council is represented at all of the groups shown below except for the Local Health Resilience Partnership Worcestershire, Hereford & Arden group and the Herefordshire and Worcestershire County TCG groups.



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Key Groups to Note

Chief Officer Group

Currently chaired by Chief Constable Anthony Bangham (West Mercia Police) and composed of Chief Executive level representatives from partner organisations and agencies. This group meets twice a year, with extraordinary meetings being called if required.

- Aim: The West Mercia Local Resilience Forum (WMLRF) sits at the apex of local civil protection arrangements within the three counties of Herefordshire, Shropshire and Worcestershire, comprising four Local Authorities (Worcestershire, Herefordshire, Shropshire and Telford & Wrekin). Its overall purpose is to:
1. ensure compliance with Civil Contingencies 2004 legislation through partnership working
 2. ensure that there is an appropriate level of preparedness to enable an effective multi-agency response to emergency incidents, which may have a significant impact on the communities of these counties. Collectively will operate under the title West Mercia Local Resilience Forum.

This group agrees the WMLRF Strategic Priorities for a 12 month period. These priorities then form the basis of the LRF Work Programme which the Business Management Group deliver.

For example, Anthony Bangham is the UK Police lead on Animal Health. This are sits as a risk across the whole of the LRF. One of the previous Strategic Priorities was to produce and run an animal health focused exercise which incorporated all three counties and DEFRA. This exercise was to test our response to, in this case an outbreak of foot and mouth. The exercise took 12 months to plan and ran over three days and tested the LRFs response at both strategic and tactical level and also included a recovery section.

The Group also gets notified of any emerging issues and if there is a need requests BMG or specific Working Groups, to monitor, review and update accordingly, such as Brexit.

Business Management Group (BMG)

The Business Management Group was established in 2011. The membership of this group is of senior/middle managers of the LRF partnership. This group is answerable to the LRF Chief Officers. This group meets quarterly and reports into the Chief Officers Group

Objectives

1. The BMG will seek to establish a senior representative group from the partnership charged with the responsibility of determining priorities, work streams and appropriate training and exercising initiatives to meet the requirements of the Civil Contingencies Act 2004;
2. In consideration of above the BMG will receive timely and appropriate information regarding risks that comprise the West Mercia Community Risk Register, relevant information on emerging threats and other issues of associated interest which potentially affect the setting of priorities;
3. The BMG, in determination of priorities, will receive reports from each of the tactical (Silver) County groups and will seek to achieve a synergy between each in terms of overall direction, priorities and outcomes. In doing so the BMG will

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balance the agendas of each County Silver group with the strategic direction at LRF main board level;

4. The BMG will determine an agreed programme of work, established through risk and resource capacity. The programme will be published for internal LRF information and will be maintained by the LRF Secretariat;
5. The BMG will look to influence progress of its agreed work programme through business principles i.e. the setting of tasks, the receipt of updates and an ability to question progress against expectations;
6. The BMG will report to the main LRF board twice yearly and at any other time when required.

Risk Assessment Working Group (RAWG)

RAWG was established to develop the content and publish information relating to the [Community Risk Register](#) for the West Mercia LRF, enabling individual responders and interested stakeholders to prevent or mitigate identified risks in a cohesive manner.

The group ensures that the LRF Risk Register is in line with the National Risk Register. As and when new risks emerge nationally the group reviews and decides if the risk is relevant to West Mercia. If it is agreed that it is, then the Risk is nominated a Risk Owner who then carries out a gap analysis to see what plans and procedures are available currently, identifying any gaps, which are then shared with the other members of RAWG to find the best way to eliminate the gap and thereby reduce the risk rating.

The most current example is that of Brexit. The Chief Officers Groups want to ensure that as an LRF we have investigated the possible impacts should there be a No Deal. An extraordinary meeting has been called for 22nd November where the group will initially look at the possible risks to our area and investigate if further work is required to make us more resilient going forward.

Members of RAWG review the LRF Risks quarterly. Each year

Tactical Coordinating Groups (TCG)

West Mercia LRF covers a wide geographic area, three county level Tactical Coordinating Groups ensure that we are able to prepare for and respond to emergencies at an effective level.

The Shropshire TCG meets bi-monthly. This group consists of Category One and Category Two responders who would respond to an incident across the County of Shropshire area.

The group reviews the County's Risk Register, these are risks that have been identified to be Shropshire Specific risks and therefore may not appear on either Worcestershire nor Herefordshire's Risk Register, unlike Pandemic Flu which is a national risk.

Standing Agenda items are items such as, and not exhaustive, Training and exercising, Business Continuity, learning points from live incidents/exercises or deployments which have happened since the last meeting and an update from the Resilience & Emergencies Division (Ministry of Housing, Communities & Local Government). At the end of every alternative meeting we carry out a table top exercise/review of one of our County risks.

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Purpose and Terms of Reference of TCG (Planning)

Most Emergencies/Major Incident responses occur at a local level. Therefore, good Emergency/Major Incident response planning within organisations and sectors is critical, but equally as important are:

- Assessing and mitigating risk locally through –
 - a. Interpretation and application of the WMLRF Community Risk Register
 - b. Identifying local risks through the creation of the Local Risk Registers (per county)
- Sharing of relevant information
- Ensuring local operational plans can work in a mutually supportive way
- Establishing strong and effective working relations within the TCG to help improve effectiveness of the overall Response and Recovery from an incident
- Ensuring the Recovery phase is an integral part of the response planning, which identifies a formal handover process clearly marking the change of responsibility.

The three WMLRF TCG (Planning) Groups, consisting of appropriate officers for the areas, will meet regularly to achieve this.

TCG (Planning) Objectives

- To establish and review the risks local to each of the WMLRF Counties and determine effective risk management strategies including writing and exercising plans or arrangements;
- To provide assurance to each other that the generic or specific contingency plans in place, are robust and effective;
- To provide mutual experience and to engender confidence between key officers;
- To report significant issues to respective agency command & control, accountable officers and managers, and members of the WMLRF, and:
- To debrief the response to an incident to identify and feedback on any learning points and actions required to the appropriate agencies in order to operate within a culture of continuous improvement.

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Purpose of TCG when activated

At the declaration of an Emergency/Major Incident, or when a 'rising tide' incident is under review the TCG might be required, this could be at any time day or night 24/7. Depending on the actual event the TCG may develop slowly or in the case of a 'sudden impact' incident is brought together very quickly.

When activated a TCG is a meeting of identified representatives of the Category One multi-agency partners in the counties comprising the WMLRF area or footprint. Category Two partners and Voluntary Organisations may also be invited to attend the TCG as and when required.

The TCG will determine the tactical response to an Emergency/Major Incident through examination of the circumstances prevailing, identifying priorities and making tactical decisions or implementing and adapting tactical plans.

If a SCG is sitting it may make policy directions to the TCG. In turn the TCG will make decisions which will be actioned through Operational Groups. The difference between the two groups is often defined in terms of:

- The SCG will define WHAT needs to be done e.g. the saving of life, and;
- The TCG will define HOW to achieve this e.g. sheltering or evacuating through the implementation and adaptation of Tactical Plans.

TCG Objectives

There are agreed standard objectives for TCG but incident specific objectives will be defined by the TCG at its first meeting and will generally be recorded as Tactical Decisions, Logs or Actions.

TCG Membership

The organisations listed (in TCG (Planning)) will be represented at TCG by officers who must have sufficient authority to make tactical decisions which may involve expenditure of budget or the commitment of resources. Tactical Advisors/Staff Officers may support TCG members.

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M/ETHANE Form

Time		Date	
Organisation			
Name of Caller		Tel No	
M	Major incident	Has a Major Incident been declared? YES/NO <i>(If no, then complete ETHANE message)</i>	
E	Exact Location	What is the exact location or geographical area of incident?	
T	Type of Incident	What kind of incident is it?	
H	Hazards	What hazards or potential hazards can be identified?	
A	Access	What are the best routes for access and egress?	
N	Number of casualties	How many casualties are there and what condition are they in?	
E	Emergency Services	Which and how many emergency responder assets/personnel are required or are already on-scene?	

Restricted once complete

Signature _____

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The above template is used by all responders to ensure that as clearer picture as possible is seen for the incident we are responding to. This has come out of the [JESIP principles](#) and has been adopted within our LRF as good practise.

Shropshire Council Emergency Planning Unit – A quick overview

[The Unit](#) exists to ensure that Shropshire Council meets the requirements as set out within the CCA 2004. This requires reviewing the County Risks (as identified within the presentation) and ensuring that Multi-Agency and Organisational response plans are in place, reviewed, trained and exercised accordingly.

The Unit structure is one manager and two Officer Posts. One of these post is currently vacant. Emergency Planning currently has two working locations; an office in Shirehall which doubles as an Incident Room and two years ago the Unit, under joint working, now have

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desks at Shropshire Fire & Rescue Service HQ. This move has proven invaluable to the closer working relations with the Fire Service. We, as a Unit, have a better understanding of how the Fire Service respond to emergencies, expectations etc. The Fire Service, likewise, have a better understanding of how Shropshire Council can work with them not just during an incident response but in the planning process also.

There a suite of Council Response Plans in place, however, due to the sensitivity contained within the majority, these are not available for public access. These plans are reviewed, trained and exercised to ensure we are prepared to respond in a timely manner.

In addition to the plans produced and maintained the Unit also provides a 24/7/365 on-call duty call out. This means that when a major incident occurs we get notified and provide the link into the Council should our resources be required by any of the Category One or Category Two responder's. We also, bi-yearly, provide a Secretariat function to the TCG during peace time and during an incident

Under the umbrella of Community Resilience, where invited, we work with local communities in the production, training and exercising of their local community response plan. This plan can be generic or specific to any risks they may have identified within their community. We also attend a number of Crucial Crew events, where invited, which take place within our County, which gives an insight to school children about emergency preparedness, personal safety and gets them to think about what times they may want to take with them should they have to evacuate from home at short notice.

For further information on any of the above or the presentation, please contact me directly.

Lianne Deathridge
Emergency Planning Manager
Email: Lianne.Deathridge@Shropshire.gov.uk
Tel: 01743 25 1871
07582 005 286