

GARMC**28th June 2011****Emergency Planning Update****1. Key work achieved January to June 2011**

- 1.1 The Emergency Planning team is a small, but effective unit of three staff. The team provide a corporate service delivering Emergency Planning, Business Continuity Planning, Civil Protection as defined by the Civil Contingencies Act 2004, and is the Counter Terror Link with the Police Service and HM Government.
- 1.2 In January, the Emergency Planning (EP) team implemented a formalised training programme for the council's Emergency Response Officers (ERO). The council's EROs are middle managers who have 'volunteered' to take on extra duties in the event of a major incident or disaster occurring. The EP team conduct monthly training sessions covering the four core ERO subjects of:
- a) Borough Emergency Control Centre (BECC) procedure
 - b) Local Authority Liaison Officer (LALO) role
 - c) Rest Centre (RC) operation
 - d) Airwave Radio and Voice Procedure
- The training has been well received by the EROs with high attendance rates.
- 1.3 We participated in the Cabinet Office's Civil Contingencies Act Enhancement Programme Consultation. This included the Government's proposals on restructuring the UK Resilience Framework, with major changes to the regional, sub-regional and local arrangements. The final structural changes are due to be announced by Ministers.
- 1.4 We participated in the London Human Infectious Diseases Framework Validation. This involved working with health sector colleagues both locally and regionally, looking at the recent responses to swine flu and seasonal flu.
- 1.5 In February, the EP team delivered its annual senior management training event to CSB and CLG, on strategic management during a major incident. The session included refresher training on the Civil Contingencies Act 2004, major incident response, counter terror awareness with the police service, and a table top exercise dealing with a chemical incident.
- 1.6 We took part in the Pan London peer review of emergency planning across all 33 boroughs. This was organised by the London Fire Brigade Emergency Planning department. We reviewed the London Borough of Hounslow. We were reviewed by the London Borough of Hillingdon. We scored well, with an overall Green rating, with just a few Amber areas to be addressed.
- 1.7 The EP team continue to host and attend multi agency emergency planning liaison meetings with the Metropolitan Police Service, London Fire Brigade, London Ambulance Service, NHS Harrow, Environment Agency, Ministry of Defence, British Red Cross, St John Ambulance, and WRVS; as well as the neighbouring local authorities, including the West London boroughs and Hertfordshire County Council.

- 1.8 We have been working with other council departments, including highways, engineers, and planning; on the Drain London project, which is looking at dealing with the risk of flood across Greater London, following the Pitt Review.
- 1.9 The EP team and EROs have responded to a number of incidents and their aftermath, including the power outage in Somervell Road, South Harrow in December 2010, and the fire at Parris Garage, Hindes Road, Harrow in March 2011.

2. Main tasks for July to December 2011

- 2.1 As the Olympics draws nearer, we are becoming more involved with the strategic planning for responding to an incident during games time. This includes meeting, training and exercising with other London Boroughs and the emergency services. This is an area where the workload is set to increase as 2012 approaches, with exercises already planned for October.
- 2.2 We hold an annual exercise to test our, and our local multi agency partners', responses. Last year we hosted Exercise Canberra to test the council's response to a CBR (Chemical, Biological and Radiological) incident with multi-agency partners. 50 officers attended from the Police, Fire, Ambulance, NHS, Health Protection Agency, Red Cross, neighbouring boroughs and the council. This year in July, we are holding Exercise Brisbane, to test our Rest Centre and Humanitarian Assistance procedures.
- 2.3 We continue to support Michael Lockwood as Chair of the London Regional Resilience Forum – Local Authorities Panel – Implementation Group (LRRF – LAP – IG), and also as Deputy Chair of the London Regional Resilience Forum – Local Authorities Panel (LRRF – LAP).
- 2.4 The EP team assists other council departments to discharge their duties. For example, we assist Community & Environment's Safety Advisory Group (SAG) that risk assesses and plans for large events, such as Pinner Fair, Under One Sky and the K Festival. This is ongoing work through the summer months.
- 2.5 Last year, we also assisted Community & Environment's Facilities Management (FM) in reviewing their evacuation procedures for both the Civic Centre site and the Depot. This included an exercise at each location with key emergency services. During this summer, we will assist FM in conducting a review of these procedures.
- 2.6 During the autumn, we will be assisting the police in delivering awareness training to the public and local businesses. This includes preparing for emergencies, business continuity, and counter terror awareness. During the summer, we assist on Project Argus, which is aimed at local businesses. We also help on Operation Fairway, which aims to raise counter terror awareness. We also work with schools and hospitals on their major incident planning.
- 2.7 In November, we will be holding the annual Business Continuity phone cascade test, and contacting all staff, through their management chains, during a simulated major incident. Like last year, this will include the Leader of the Council and the Group Leaders and their Deputies, so make sure Democratic Services have your up to date contact details.

2.8 In December, we will be delivering annual training to Elected Members on their role during a major incident, as part of the Member Development Programme. This will be held on the evening of Thursday 8th December 2011, starting at 7:00pm, in the Members Lounge. Please put this date in your diary. Members have an important role to play during a major incident, and it is important that you receive your annual refresher training.

Contact

Kan Grover

Service Manager – Emergency Planning & Business Continuity

020 8420 9319

kan.grover@harrow.gov.uk