

**Introduction**

As part of the Olympic Emergency Planning arrangements, the council, along with all other London councils, will be required to report on a daily basis the Red, Amber, Green (RAG) status of predetermined key services, which could have a negative impact on the delivery of the Olympic Games. This daily Situation Report (SitRep) will be compiled by the Emergency Planning Team, and will be processed regionally to inform Central Government.

**Proposed action**

During the Olympic period from 25th June 2012 to 12th September 2012, each predetermined key service will report on two items: (1) SitRep - Status of the service and arising trends/patterns or future problems for service delivery or Games operations and, (2) Resource coordination - Support provided to, or requested of, another council. This will impact on the workload of a range of service managers, deputies, and the Emergency Planning Team, throughout this period, including weekends.

**What are you asking CSB to do?**

CSB is asked to note the report.

**Summary of the issue**

The council, along with all other London councils, will be required to compile a report at 14:00 hr each day, of the RAG (Red, Amber, Green) status of predetermined key services, which could have a negative impact on the delivery of the Olympic Games.

This daily Situation Report (Sitrep) will be compiled from information provided by a range of service managers to the Emergency Planning Team, and forwarded onto the North Zone Borough Grouping Support Unit (BGSU) based in Brent, at 16:00 hr each day. The North Zone BGSU is comprised of eight councils in North and West London.

There are five BGSU zones across London, who will all submit their zone SitReps at 00:00 hr each day, to the London Local Authority Olympic Coordination Centre (LAOCC). This will then feed into the National Olympic Committee, sitting at COBRA, to brief Ministers the next morning. This whole process is known as Command, Control & Communication Operations (C3 Ops).

**Reporting**

Each predetermined key service will report on two items:

(1) SitRep

Status of your service and arising trends/patterns or future problems for service delivery or Games operations

(2) Resource coordination

Support provided to, or requested of, another council

**Aim**

“Keep London moving” via sharing relevant information and effective and efficient management of resources through the identification of events that may have a negative impact on council operations and/or delivery of the Olympic Games

## **Predetermined key services**

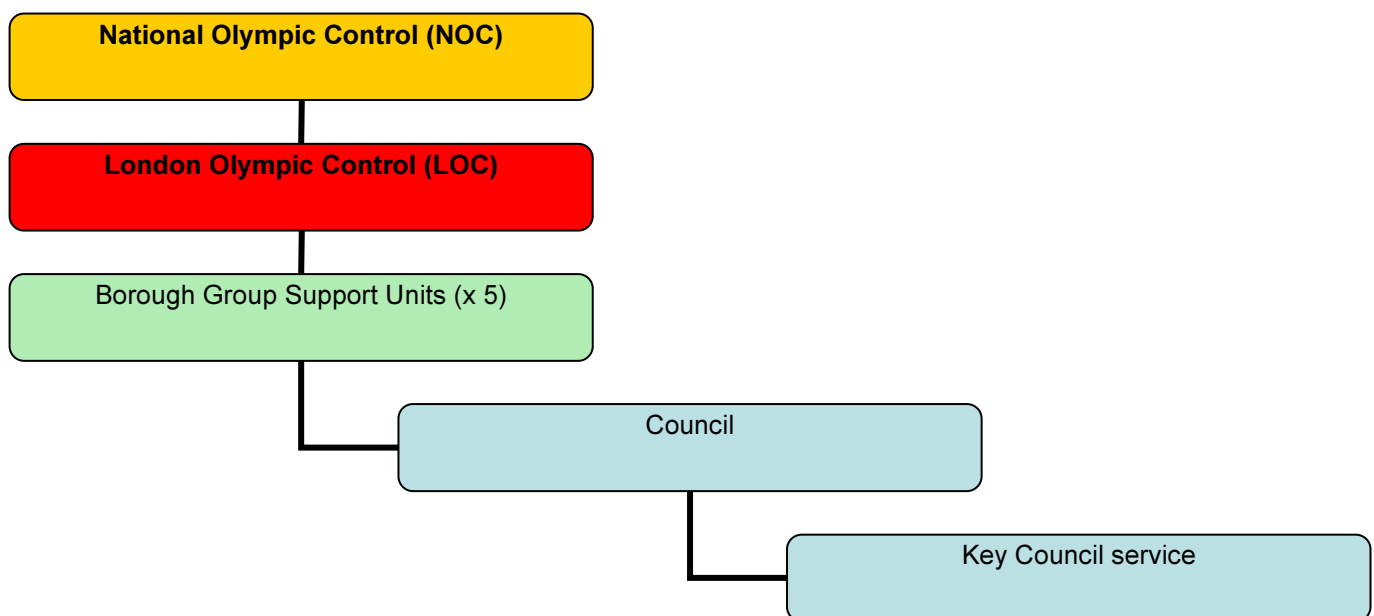
Waste Management  
Licensing  
Environmental Health  
Trading Standards  
Highways Maintenance  
Traffic Management  
Parking  
Community Safety  
Community & Cultural Services  
Parks  
Leisure  
Children and families  
Education services  
Adult Social Care  
Housing and homelessness  
Emergency Planning  
Borough Olympic 'Look and Feel'

## **How**

Through the use of:

- A structured information flow, with reporting at local, sub-regional, regional and national levels.
- Situation report and resource coordination template
- By the resolution of issues at the lowest possible level and the circulation of information to highest necessary level

## **Information flow**



## **Key roles**

Olympics Director  
• John Edwards  
Torch Relay Lead

- Marianne Locke  
Harrow C3 Lead
- Kan Grover  
Borough Olympic Control Centre (BOCC)
- Emergency Planning Team (Harrow C3 Lead)  
Delivery Area Lead (DAL) / Service Manager Lead
- Single Point Of Contact – SPOC

### **Olympic reporting period**

25th June 2012 – 12th September 2012 (incl.)

Key events:

- Olympic Torch Relay 25th July
- Olympic Games 27th July – 12th August
- Paralympic Games 29th August – 9th September

### **Test Dates and Times**

The proposed dates and times of tests are as follows:

- North Zone BGSU – 28<sup>th</sup> May 09:00 to 12:30
- Internal Borough Sitrep reporting Only - 19th June 09:00 to 16:00
- North Zone BGSU – 28<sup>th</sup> June 09:00 to 12:30

Delivery Area Leads (DAL) / Service Manager Leads will be required to participate in all of the above tests to ensure the procedures work in the Delivery Areas

### **Service responsibilities**

To have robust arrangements to be able to:

- Provide daily service-level situation report (by 14:00)
- Respond to specific requests for information
- Report extraordinary events that may affect the Olympics
- Request Resource Coordination
- Offer Resource Coordination
- Have a Single Point Of Contact (SPOC) contactable 24/7
- Have a Delivery Area Lead (DAL)

### **Emergency Planning Responsibilities**

Create and manage a process to:

- Have a 24/7 Single Point Of Contact (SPOC) for the Council
- Collate a daily Council situation report for North BGSU
- Request Resource Coordination
- Offer Resource Coordination
- Respond to extraordinary requests for information

### **Contact**

Kan Grover

Service Manager – Civil Contingencies  
(Emergency Planning & Business Continuity)

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