

APPENDIX A

HARROGATE BOROUGH COUNCIL



CIVIL CONTINGENCY ACT 2004

MANAGEMENT PLAN

Civil Contingencies/Resilience Officer

Department of Corporate Policy & Improvement

Crescent Gardens

Harrogate

HG1 2SG

Telephone: 01423 556014/556018

Email: emergency_planning@harrogate.cov.uk

Fax: 01423 556140

CIVIL CONTINGENCY POLICY

Introduction

A disaster is an event (happening with or without warning) causing or threatening death or injury, damage to property or the environment or disruption to the community which because of the scale of its effects cannot be dealt with by the emergency services and local authorities as part of their day to day activities.

The Local Authority role is to support the emergency services. Support and care for the local and wider community. In the longer term the emphasis switches to recovery the Local Authority will take a leading role in rehabilitating the community and restoring the environment.

On the 1 April 2005 the Emergency Planning Unit of the Council was created and its brief was to work towards meeting the requirements of the Civil Contingencies Act through raising awareness, standardising the approach to emergencies and to developing a strategy and policy, ensuring emergency and business continuity plans are in place.

Organisation and Arrangements

The unit consists of a Civil Contingencies/Resilience Officer (CCRO) and a Civil Contingencies Support Officer and is funded through grant aid and a contribution from the revenue account.

The unit is part of the Department of Corporate Policy and Improvement and the Civil Contingencies/Resilience Officer reports to the Director with direct contact to the Chief Executive if necessary. It is responsible for the Strategic Policy and direction of the Council in meeting the objective of the Civil Contingencies Act. It facilitates the planning process in departments and validates, exercises and trains staff to meet their obligation to Emergency and Business Continuity planning.

Determination When an Event has Occurred or Likely to Occur

The procedure for determining when an emergency has occurred must be written into every Emergency and Business Continuity Plan and it will:

- identify the person(s) who should determine whether an emergency has occurred;
- specify the procedure which that person should adopt in taking the decision;
- specify the persons who should be consulted about the decision. This includes 24 hour contact details;

- specify who should be informed about the decision. This includes 24 hour contact details.

In determining when to activate the Council's emergency response procedures the Council has agreed that every plan will specify the procedure to be adopted in taking that decision and they must meet one or more of the following criteria:

- (1) An event or situation which threatens serious damage to human welfare, the environment or the security of the UK.
- (2) Where an emergency would be likely to seriously obstruct the Council's ability to perform its function.
- (3) Where the Council:
 - (a) would consider it necessary or desirable to act to prevent, reduce, control or mitigate the emergency's effect;
 - (b) would be unable to act without changing the deployment of its resources or acquiring additional resources;
- (4) Where the specific criteria for determining when an emergency has occurred which is written into the plan but not covered by 1-3 above, have been met.
- (5) In the event of a major incident or event that effects more than one service the Chief Executive may then determine that various plans need to be actioned. In making this determination he may also agree to establish a tactical control group to give strategic guidance. The composition of this group would consist of:-

The Chief Executive
 The Executive Director of Corporate Policy and Improvement
 The Civil Contingencies/Resilience Officer
 The Media Officer
 The Head of Public Protection
 The Chief Building Control Officer

and any other officer appropriate to the incident.

RISK ASSESSMENT – ASSESS THE RISK OF AN EMERGENCY OR EVENT

Risk assessment is a key part of the planning process and there must be clear links to the Council's Risk Management Strategy. The risk assessment will ensure plans are proportionate to the risk identified and the resources needed to deal with the emergency or event. The Council's Risk Management Strategy identifies the risk to the Council and infrastructure and should be the base document for determining what emergency plans need to be produced.

An emergency in this context means a hazard or threat to human welfare, the environment or the security of a community that meets either of the following criteria:

- (1) the threat or hazard is of sufficient scale and nature that it is likely to seriously obstruct the provision of Council services;
- (2) the threat or hazard requires the Council to exercise its functions and undertake a special mobilisation or acquisition of additional resources.

FUNDING ARRANGEMENTS

The cost of the budgeted Emergency Planning Unit for 2005/2006 is estimated at £92,000 although this may change once the budgets have been recast following the corporate restructure.

In 2004/2005 North Yorkshire County Council received £12,000 grant funding on behalf of each District Council and an additional £160,000 (Total £244,000), Districts received no grant aid for 2004/5. Under the new arrangements each District received grant aid according to their population for Harrogate this equated to £40,000 and the County received £217,000.

CO-OPERATION AND INFORMATION

Under the Civil Contingencies Act co-operation between local responders is a legal requirement not only within North Yorkshire but with our neighbours in West Yorkshire, Leeds and Bradford.

The Act requires that Local Authorities group together within the Police Authority areas to form Local Resilience Forms to ensure effective delivery of those duties under the Act that need to be developed in a multi-agency environment.

- the Community Risk Register
- a systematic planned and co-ordinated approach
- the support and preparation of multi-agency plans, including training and exercises.

Also under the Act local responders have a duty to share information. The presumption is that all information should be shared, but the release of some information and the audience that receives it needs to be controlled. Sensitive information cannot be shared without the consent of other responders who it may affect for consistency all information for publication should be cleared with the Civil Contingency and Resilience Officer or the Executive Director of Corporate Policy and Improvement. Consideration of the implication of the Freedom of Information and Data Protection Acts needs to be taken into account when sharing information with other responders.

COMPLIANCE WITH THE ACT

All plans produced will comply with the requirements of the Act and include:

- details of consultation which has been undertaken with stakeholders, the local business community, members of the public, ethnic groups, the supply chain,

volunteers and other responders;

- details of identified risk which have been made available to the community subject to:
 - (i) they are necessary or desirable for the purpose of dealing with an emergency;
 - (ii) they raise awareness but have due regard not to alarm the public unnecessarily and have regard to vulnerable persons and sensitive information;
 - (iii) do not cause concern to other local responders;
- details of who will be responsible for managing the event after an emergency has been declared addressing the need to ensure that all the staff are aware and:
 - (i) have agreed their part;
 - (ii) are kept fully informed on issues;
 - (iii) are notified of any changes;
 - (iv) have had sufficient training.
- details of resources and facilities that have been identified that could be released to assist with the critical business delivery in an emergency;
- details of the main resources and facilities required to continue the service in the event of an emergency;
 - (i) alternative accommodation;
 - (ii) the minimum number of staff, telephone, data, prints, disk, chairs etc;
 - (iii) external partners;
 - (iv) all essential documentation and where it can be obtained.
- details of what criteria will be used to determine when to action the plan and who will be responsible for making that decision including 24 hour contact details;
- details of the procedure of determining when an emergency is over and who will make that decision;
- details of vulnerable people who may be affected by the emergency and should include:

- (i) persons under the age of 16;
- (ii) persons who are inhibited by physical movement;
- (iii) persons who are deaf, blind and visually or hearing impaired;
- details of exercises to be undertaken and training of staff or volunteers and contains:
 - (i) the nature of the training and exercising;
 - (ii) frequency;
 - (iii) the names and contact details of those who have been trained;
 - (iv) an audit trail of exercises and training undertaken

RESPONSIBILITIES FOR THE STRATEGY AND POLICY

The responsibility for implementing this strategy and policy is equally shared by a range of members officers and staff who are identified below. It should also be embedded into everyday working practices and be part of the process of the implementation of new projects.

THE CHIEF EXECUTIVE

The Chief Executive is directly responsible for the Emergency Planning function and would be held accountable for any issue arising out of the Council's failure to meet its obligations.

EXECUTIVE DIRECTOR OF CORPORATE POLICY AND IMPROVEMENT

The Executive Director of Corporate Policy and Improvement is responsible for ensuring that Corporate Policy is in place and to monitor the progress. In an emergency in the absence of the Chief Executive he would assume responsibility for the Emergency Planning function and report to the Deputy Chief Executive.

DEPARTMENTS

Directors, Heads of Service and Service Managers have a duty to determine what risks may affect the Council, its customers and community in relation to the services they provide.

In determining these risks they must have due regard to the requirements of the Act and the definitions contained in this document and the Council's Risk Management Strategy. The majority of these risks will be found in the Corporate or Departmental Risk Registers and will inform Emergency and Business Continuity Plans.

They must ensure that there is mechanisms in place to exercise, train, validate and audit the plans and that this information is documented.

Anyone with a responsibility in the plan must be identified and have explained to them their role, what is expected of them and have been given sufficient training. They must ensure that there are sufficient resources available to provide assistance or to maintain an agreed level of service.

THE CIVIL CONTINGENCIES/RESILIENCE OFFICER

Will support the Chief Executive in ensuring that a co-ordinated and effective response is made by the Council to an event or emergency within the District through:

- working with departments Heads of Service to ensure they comply with the Civil Contingencies Act;
- providing business continuity both internally and externally;
- testing, exercising and auditing of plans;
- developing and maintaining effective liaison with other responders, Parish Councils and Voluntary Organisations;
- actuating the Council's emergency response to a major event and opening the Command and Control facility.

ACTION PLAN

The action plan for the implementation of the strategy and policy is set out in Appendix C.

This will be monitored by the Executive Director for Corporate Policy and Improvement. The Civil Contingencies Officer will be responsible for the implementation and co-ordination of this policy.