

Civil Contingencies Act 2004



Cleveland Local Resilience Forum

HANDBOOK

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SECTION 1

Foreword

The Civil Contingencies Act 2004 places a number of statutory obligations on all members of the local resilience community. However the Act does not radically change the way things were done in Cleveland prior to civil protection and resilience being placed on a statutory basis. Indeed, multi-agency planning, preparedness and exercising arrangements have been well established, tried and tested in Cleveland for almost two decades.

However the Act has consolidated and strengthened what existed previously and placed many new duties and obligations on what are now termed Category 1 responders, who include the emergency services and local authorities. New challenges lie ahead and responders must work collectively and in collaboration as part of a coherent multi-agency effort to ensure that civil protection and resilience arrangements are integrated both within and between organisations and agencies.

The Civil Contingencies Act has enabled us to rationalise and strengthen the previous Strategic Co-ordination Group to become the Cleveland Local Resilience Forum (LRF) that will provide effective partnership working and the sharing of information, knowledge and best practice. Whilst the LRF operates as the strategic group, the Local Resilience Working Group and the Cleveland Media Emergency Forum and their sub groups provide the vital service of delivering on the aims and objectives set by the LRF.

This handbook is produced as a single reference document containing details of the LRF, its membership, terms of reference and lists both the Category 1 and 2 responders in the Cleveland area. It also contains details of the LRF multi-agency groups and sub groups, together with their terms of reference and membership details. The LRF Implementation Plan will enable us to move towards achieving all the requirements and obligations placed upon Category 1 responders by the Act. It also provides details about what we are collectively trying to achieve, our priorities, milestones and targets for the future and what has been successfully completed to date.

Finally, I would like to express my appreciation to the work of the LFR Secretariat and all members of the groups and sub groups for their commitment and contribution towards this important work and helping us achieve the milestones so far.

Chief Constable
Chair of the Cleveland Local Resilience Forum

Section 2

Cleveland Local Resilience Forum

1. Background

The Cleveland Local Resilience Form (LRF) was formed in 2004 taking over the remit of the previous Senior Co-ordinating Group as a prelude to the requirements of the Civil Contingencies Act 2004.

Under the Civil Contingencies Act, co-operation between local responders is a legal responsibility. Whilst the LRF is not a statutory body, within the Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 and accompanying guidance entitled "Preparing for Emergencies", it is seen as the principal mechanism for facilitating multi-agency co-operation, especially between Category 1 and Category 2 Responders.

The Regulations and guidance consider it best practice that an LRF is based on a Police Force area and that chairmanship of the LRF falls to the Chief Police Officer. Consequently the Cleveland LRF is based on the area covered by Cleveland Police and the Chief Constable is currently the designated Chair and the LRF representative on the Regional Resilience Forum. He is therefore in a unique position to cascade information down from regional and national levels and express the views and policies of the Cleveland LRF at a regional level.

Whilst guidance recommends that meetings must be held at least every six months, the Cleveland LRF considered it both practical and reasonable to hold quarterly meetings. This is in line with both the previous format and quarterly meetings held at a regional level (Regional Resilience Forum and Regional Media Emergency Forum) and local level (Cleveland Local Resilience Working Group and the Cleveland Media Emergency Forum).

The Cleveland LRF is not subordinate to the Regional Resilience Forum, which in turn is not subordinate to central government. Direction and support may flow in both directions, with the LRF passing wider strategic issues up to the regional forum, whilst receiving requests for information or advice in the opposite direction.

In respect of membership, the Cleveland LRF has adopted national guidance, with the following bodies being represented by others:

- (a) Cleveland Police represents the British Transport Police;

- (b) Chief Emergency Planning Officer on behalf of the local authorities represents Tees Port Health Authority;
- (c) The range of Health Service Bodies have a single representative on the LRF for each 'health' sector e.g. a representative from one acute hospital trust represents all acute hospital trusts;
- (d) Whilst not Category 1 Responders, a representative from the armed forces; regional resilience team and voluntary sector have been co-opted onto the LRF.

2. Secretariat of the LRF

The Secretariat of the LRF is seen as a pivotal role, bearing in mind the importance being placed upon Local Resilience Forums by central and regional government and external auditing regimes, for example the Audit Commission in respect of Local Authorities. The Secretariat has a number of key tasks, as shown in the guidance 'Preparing for Emergencies':

- Agreeing the agenda with the Chair;
- Organising the production of any discussion papers or presentations;
- Following up matters arising and action points;
- Ensuring the meetings of sub groups are effectively organised, relevant matters are undertaken and issues are brought to the attention of the LRF;
- Ensuring sub groups undertake projects directed by the LRF;
- Briefing the LRF Chair.

The Secretariat support role is undertaken by the Chief Emergency Planning Officer which is in line with the guidance "Preparing for Emergencies" that suggests the role of the Secretariat falling to the County Council Emergency Planning Unit.

This function is currently absorbed within the current structure and remit of the Cleveland Emergency Planning Unit (CEPU). The primary function of the CEPU is to deliver an effective emergency planning service to the four local authorities within the former area of the County of Cleveland, ensuring they meet their statutory duties under civil contingencies.

The Chief Emergency Planning Officer also chairs the Local Resilience Working Group and the Cleveland Media Emergency Forum and consequently oversees the work of various sub groups that feed into the Working Group, for example, Risk, Exercise Planning and Temporary Mortuary. This ties in appropriately with the role of the LRF secretariat.

A Civil Contingencies Act Implementation Plan which has been produced by the Secretariat has been approved by the LRF and acts as a focus for the future work of the LRF. The plan is updated on a quarterly basis and reported to the LRF on a six monthly basis or earlier if there have been significant changes. Details are shown in Section 6 of this handbook.

3. Membership of the Cleveland LRF

Chair: Chief Constable, Cleveland Police

Vice Chair: Assistant Chief Constable

Secretariat: Chief Emergency Planning Officer (Cleveland Emergency Planning Unit)

Membership:

- Chief Executive, Hartlepool Borough Council
- Chief Executive, Stockton Borough Council
- Chief Executive, Middlesbrough Borough Council
- Chief Executive, Redcar & Cleveland Borough Council
- Chief Fire Officer, Cleveland Fire Brigade
- Chief Ambulance Officer, North East Ambulance Service
- Chief Executive, lead Acute Hospital Trust
- Senior Manager, representing Primary Care Trusts
- Regional Director, Health Protection Agency
- Area Manager, Environment Agency
- Area Manager, Maritime & Coastguard Agency
- Army Liaison Officer, North East 15 Brigade
- Deputy Director, Regional Resilience Team
- British Red Cross (Voluntary Sector Representative)
- Harbour Master, PD Teesport
- Inspector, Cleveland Police Emergency Planning Unit

A key element of being a representative of a Category 1 responder organisation on the LRF is that:

- Category 1 responders attend meetings of the LRF or arrange to be effectively represented;
- Category 1 responders need to be represented by individuals who have the right combination of seniority and expertise to be able to speak with authority;
- Organisations need to be represented where their involvement in local protection work is likely to be discussed.

Category 2 responders have a 'right to attend, right to invite'. Therefore attendance should be based on those complementary principles and they should attend meetings or be invited to attend when they can add value on the proposed agenda for an LRF meeting.

A list of Category 1 and 2 responders as determined by Regulations is shown in Section 4

SECTION 3

Cleveland LRF: Terms and Reference, Aims Objectives and Membership

Terms of Reference

The LRF should work alongside other elements of the multi-agency planning framework at the local and regional levels and reflects the key principle of civil protection arrangements that the initial response to most emergencies is delivered at the local level.

The discussions at the LRF should be strategic, focussing on the statutory functions required of Category 1 responders, particularly those of co-operation, joint discharge of functions e.g. community risk register, identification of lead responder(s) and cross border co-operation and working.

Aims

- The Cleveland Local Resilience Forum will sit at the apex of local civil protection arrangements for the area covered by Cleveland Police.
- To ensure that there is an appropriate level of preparedness to enable an effective multi-agency response to major incidents which may have a significant impact upon the communities of Cleveland.
- To ensure effective delivery of those duties under the Civil Contingencies Act that need to be developed in a multi-agency environment.
- Provide support for the preparation by all or some of its members of multi-agency plans, protocols and agreements and the support for or co-ordination of multi-agency exercises and other training events necessary to address identified or foreseeable local and wider area hazards.

Objectives

- To facilitate integrated emergency and contingency planning across the Cleveland area involving the four local authorities, emergency services, environment agency, harbour authority, health organisations and other identified agencies.

- To be a forum for information sharing and co-operation between the respective organisations on emergency and contingency planning issues.
- To decide on joint strategic and policy decisions relating to the Cleveland area's preparedness and response, including the approval of the Community Risk Register.
- To ensure the individual approaches and responsibilities of each organisation complement each other and dovetail with partners' arrangements
- To provide an effective forum for joint consultation and negotiation on issues affecting responder bodies concerning preparedness, response and post actions, relating to:
 - Risk
 - Planning for serious or major emergencies/incidents
 - Planning for business continuity
 - Arrangements to warn and inform the public
 - Publishing information about risks and plans

This will entail the receiving of reports from sub-groups through the Local Resilience Working Group or Cleveland Media Emergency Forum on levels of planning and progress on tasks.

- To ensure appropriate resources are made available to working groups to fulfill statutory or task based responsibilities.
- To share, where appropriate, lessons learned from emergencies and exercises either locally or elsewhere and take actions forward to improve plans and procedures.
- To consider the implications of legislation, national initiatives and decisions of the Regional Resilience Forum upon the LRF area.
- Papers will be circulated to members of the Group at least 7 days prior to the meeting.
- Minutes of meetings will be circulated within 10 days of meeting date.

SECTION 4

Category 1 & 2 Responders

Category 1 and 2 responders as defined by the Regulations are:

Category 1

- Local Authorities
- Police
- Fire
- Ambulance Service
- Health Protection Agency
- Primary Care Trust
- Strategic Health Authority
- Acute Hospital Trust
- Port Health Authority
- Environment Agency
- Maritime and Coastguard Agency

Category 2

- Electricity Distributor(s)
- Gas Distributor(s)
- Water & Sewerage Undertakers
- Telephone Service Providers (fixed and mobile)
- Railway Operators
- Airport Operators
- Ports
- Highways Agency
- Health & Safety Executive

Category 2 Responders within Cleveland

Electricity Distributors:

- NEDL
- United Utilities
- National Grid Transco

Gas Distributors:

- United Utilities
- National Grid Transco

Water and Sewerage Undertakers:

- Northumbrian Water
- Hartlepool Water

Telephone Service Providers:

- BT
- NTL
- O2
- Orange
- T Mobile
- Vodaphone

Rail Operators:

- Network Rail
- Virgin
- 1st Trans Pennine
- Northern Rail
- Freightliner
- English, Welsh, Scottish (EWS)

Airport Operator:

- Durham Tees Valley

Port Operator:

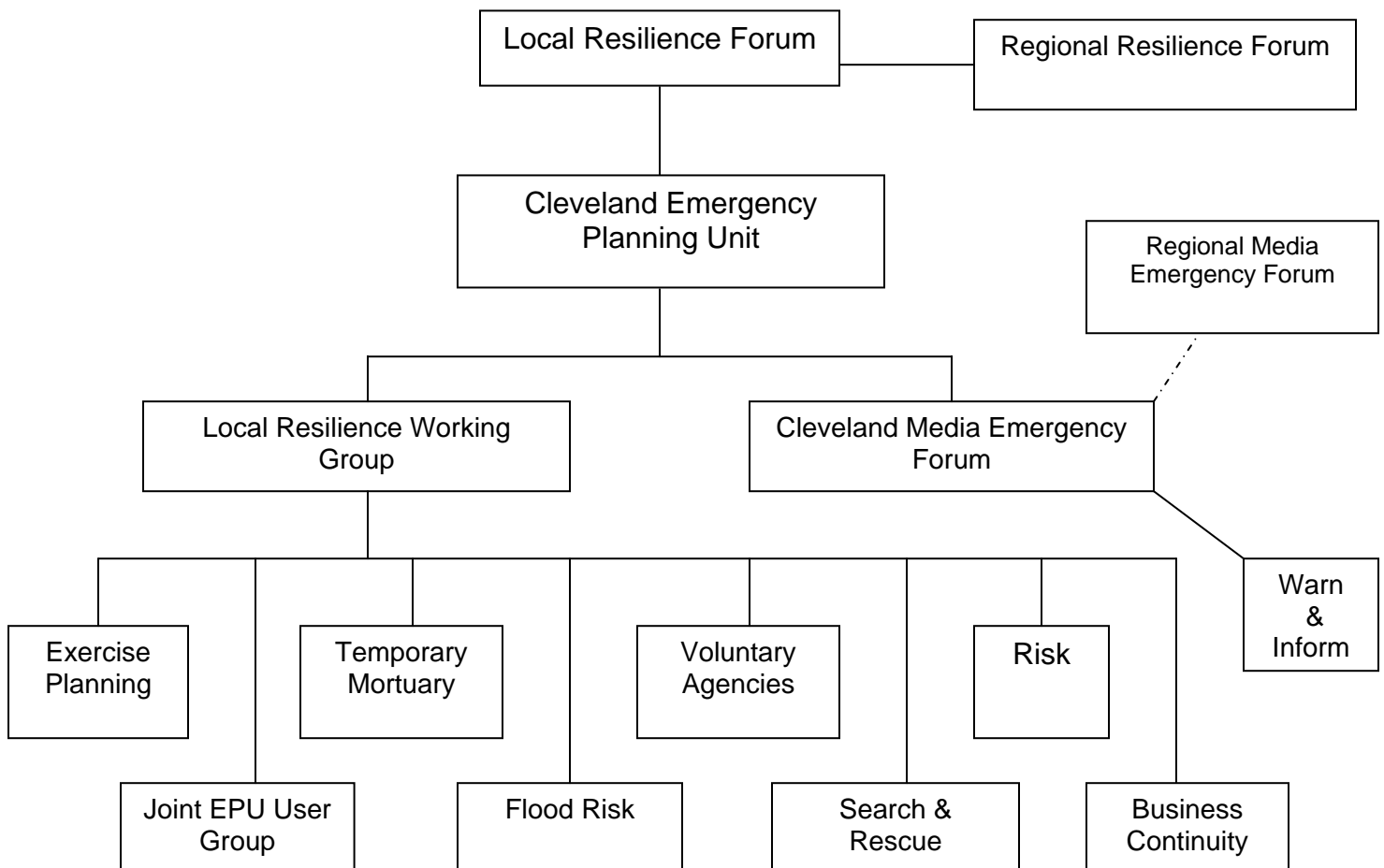
- PD Teesport

SECTION 5

Cleveland Local Resilience Forum Groups and Sub Groups

There are two multi-agency groups and a number of sub groups which facilitate integrated emergency and contingency planning within the Cleveland area and which report into the LRF, as shown in the diagram below.

The Emergency Planning Unit is the focal point and conduit between all these groups and sub groups and both the Local Resilience Working Group and Cleveland Media Emergency Forum are chaired by the Chief Emergency Planning Officer. The administration for these groups and all the sub groups are provided through the EPU.



Section 5.1.1

Local Resilience Working Group

The purpose of the Local Resilience Working Group is to ensure the effective delivery of emergency and contingency planning arrangements and duties that need to be developed in a multi-agency environment. In particular the Local Resilience Working Group should deliver the following aims.

Aims

- To facilitate integrated emergency and contingency planning across the Cleveland area involving the four local authorities, emergency services, environment agency, harbour authority, health organisations and other identified agencies.
- To be a forum for information sharing between the respective organisations on emergency planning issues.
- To provide a regular multi agency meeting for senior managers involved in or responsible for emergency planning arrangements within their respective organisations.
- To provide an effective forum for joint consultation and negotiation on issues affecting the preparedness, response and post actions relating to serious or major emergencies/incidents.
- To ensure the individual approaches and responsibilities of each organisation complement each other and dovetail with partners' arrangements.
- To ensure that appropriate multi-agency plans, procedures, training and exercises necessary to address identified or foreseeable local or wider area hazards are in place and outstanding gaps identified.
- To receive and approve the annual exercise calendar.
- To share, where appropriate, lessons learned from emergencies and exercises either locally or elsewhere and take actions forward to improve plans and procedures.
- To assist in and support the preparation of multi-agency plans and other documents, including protocols and agreements, by all or some of its members.

Administration

- Meetings will be held 4 times per year. Dates will be set at the last meeting each year for the following year.
- Meetings will be chaired by the Chief Emergency Planning Officer.
- The Cleveland Emergency Planning Unit will provide the secretariat for the Group.
- The Group is subordinate to the Cleveland Local Resilience Forum (LRF) and minutes of the Cleveland Local Resilience Working Group meetings will be forwarded to the LRF.
- The chair, on behalf of the Group, will take forward any plans, protocols or agreements to the LRF as appropriate.
- Members of the Group who are unable to attend a meeting should:
 - Send their apologies to the secretariat before the meeting
 - Whenever possible send a deputy to the meeting.
- The agenda and accompanying papers will be circulated to members of the Group at least 10 days prior to the meeting.
- Minutes of meetings will be circulated within 10 days of meeting date.

Local Resilience Working Group Membership

ORGANISATION
Environment Agency
North East Ambulance Service
Cleveland Fire Brigade
Middlesbrough Borough Council
Redcar & Cleveland Borough Council
Health Protection Agency (HPA)
Environment Agency
Hartlepool Borough Council
Cleveland Emergency Planning Unit
North east Ambulance Service
Harbour Master (PD Ports)
Stockton-on-Tees Borough Council

Maritime Coastguard Agency
Cleveland EPU
Cleveland Police (EPU)
Network Rail
Primary Care Trust Emergency Planning
North Tees & Hartlepool NHS Trust
Port Health Authority (River Tees)

SECTION 5.1.2

Cleveland Media Emergency Forum

Aims

- To facilitate the duties and responsibilities placed upon Category 1 Responders by the Civil Contingencies Act in respect of awareness, warning and informing the public.
- To facilitate close co-ordination and co-operation between the agencies represented on the Forum to assist in the effective management of information to the news media and general public before, during and after a major incident or emergency.
- To facilitate the preparation of plans, strategies and protocols to meet statutory requirements and be auditable.

Objectives

- Establish relationships between the emergency planning community and Public Relations Officers / Media Liaison Officers of “Category 1 Responders” and other agencies who are likely to be required to work together or closely liaise during the various stages of a major incident.
- Facilitate the exchange of information and identify and share best practice.
- Maintain a directory of emergency procedures, call out arrangements and contact details of key personnel likely to be involved in a media response to an incident/emergency.
- Link into the Regional Media Emergency Forum, Government News Network and Regional Resilience Forum (Government Office North East).
- Respond to requests from individual member’s organisations for advice and assistance, should that organisation be confronted with, or be involved in, a major incident/emergency or potential emergency.
- Promote a consistent and unified approach to emergency communications, news media demands and the delivery of public information across ‘Cleveland’ concerning an emergency or potential emergency.

- Oversee the 'Cleveland Communications Strategy' (Protocol) involving COMAH Site Operators, emergency services and local authorities.
- Across 'Cleveland', work to build trust and confidence between the media and emergency planning community, promoting a positive relationship.

Cleveland Media Emergency Forum Membership

Organisation
Hartlepool BC
Cleveland Fire Brigade
Cleveland Police
Cleveland Emergency Planning Unit
North East Ambulance Service
Cleveland Police
Cleveland Fire Brigade
Health Protection Agency (HPA)
Simon Storage (Industrial Representative)
Sembcorp Utilities Ltd
Middlesbrough Borough Council
TENYAS
Redcar & Cleveland Borough Council
Sembcorp
BBC Radio Cleveland
Cleveland Police
Government News Network
Cleveland Emergency Planning Unit
Network Rail
Sembcorp
Stockton Borough Council
Strategic Health Authority

SUB GROUPS

SECTION 5.2.1

Risk Assessment Working Group (RAWG)

Terms of Reference

Membership of the RAWG will be those Category 1 responders best placed to assess and identify risk sub categories. They are to:

- Be competent risk assessors within their organisation.
- Have, or be given the authority from their organisation to request co-operation from Category 1 and 2 responders or any required party in order to discharge their responsibilities.
- Have an identified deputy in whom they can devolve responsibility.

- Be the nominated Point of Contact for the Community Risk Register within their organisation.
- Be responsible for progress reports to the chair and identify potential issues.
- Prepare and produce risk assessments in line with national guidance.
- Ensure the appropriate resources are in place to comply with the Terms of Reference and Roles and Responsibilities.

Roles

Chair	CEPU
Secretary	CEPU
Register collation	Cleveland Emergency Planning Unit
Membership	(Category 1or 2) responders for Cleveland

Responsibilities

Chair: Will assume overall co-ordination of the RAWG. He is to ensure meetings are held as required and that attendance is as complete as possible. The chair will prepare progress reports for the LRF, and will act as conduit between the RAWG, the Risk sub-groups and the LRF.

Secretary: Will ensure auditing of all meetings and distribution of necessary information.

Members: Will assume responsibility for specific category risk assessment. Will ensure assessment forms are completed and submitted for approval by group within agreed timeframe. And will ensure where necessary, identified Point of Contact for Small and Medium Enterprises and Freedom of information / Requests for Information.

Risk Assessment Working Group Membership

Organisation
Cleveland Emergency Planning Unit
Environment Agency

Middlesbrough Borough Council
Stockton-on-Tees Borough Council
Redcar & Cleveland Borough Council
Hartlepool Borough Council
Cleveland Fire Brigade
Cleveland Police
Maritime Coastguard Agency
Health & Safety Executive
Health – Primary Care Trusts

SECTION 5.2.2

Temporary Mortuary

Aims

- To develop and maintain a Temporary Mortuary plan for the Cleveland area considering all agencies, specialisms and professions involved in such a plan
- To provide a capability within the Cleveland area to manage an incident where a temporary mortuary is deemed necessary.
- To provide a Disaster Victim Identification process to meet national and legal requirements
- To ensure professionalism and sensitivity within such a plan and procedures

Objectives

- Maintain a planned capability to manage in the event of an incident involving numerous (not mass) fatalities
- To provide clear activation procedures with guidance for all agencies
- Ensure a multi-agency capability and understanding to deliver a professional service in an extremely sensitive area of investigation and identification
- Incorporate working procedures for all agencies

- Link plan development to regional and national planning and capabilities associated with mass fatalities
- Provide, develop and maintain training and exercise opportunities for identified roles and procedures within a Temporary Mortuary plan

Temporary Mortuary Sub Group Membership

Organisation
Cleveland Police Emergency Planning Unit
Cleveland Emergency Planning Unit
Cleveland Police Emergency Planning Unit
Local Authority Emergency Planning
Cleveland Police
Cleveland Police
Coroner's Officer
HM Coroner
HM Coroner
UK Forensic Radiography Response Team - James Cook University Hospital
UK Forensic Radiography Response Team - James Cook University Hospital
University Hospital of North Tees
Home Office Pathologist

SECTION 5.2.3

Exercise Planning Group

The Exercise Planning Group is a multi-agency group that includes agencies not represented in the joint emergency planning unit and meets:

- informally and on a quarterly basis, if required prior to the Local Resilience Working Group to produce a report for that group.
- Twice a year to consider wider agency issues.

The Group will also identify how reporting will be undertaken and who by.

Aims

- To co-ordinate, draft and manage the annual 'Exercise Calendar' for circulation in January of each year and manage an 'Exercise Diary' incorporating all existing and additional exercises coming to notice during the year.
- To co-ordinate and manage the requirements under the COMAH and REPPIR regulations, to ensure off-site plans are tested completely to the satisfaction of the competent authority, on a 3 yearly basis.
- Review, as an ongoing process, the COMAH plan template & elements.
- To identify key agency elements of response and command and control which require testing/exercising and incorporate the testing of such elements into existing exercises in the annual exercise calendar.
- Where the above is impractical include and manage a separate exercise to test such elements.
- To co-ordinate debriefs of all exercises and live incidents as required.
- To produce on a quarterly basis a summary of debrief outcomes identifying by agency actions and requirements and produce an annual summary as management information.

Objectives

- A 'Cleveland' multi-agency 'fiscal' annual exercise calendar and continuous Exercise Diary recording all agency exercises.
- COMAH and REPIR exercise requirements are met and a summary position for plan testing for each Top Tier site produced.
- The COMAH off-site plan and elements are updated.
- Key multi-agency elements of response and command and control are tested on an annual or bi-annual basis.
- Learning outcomes from debriefs are actioned and implemented.

Exercise Planning Sub Group Membership

Organisation
Emergency Planning Unit (LA)
Cleveland Fire Brigade – EPU
North East Ambulance Service
Police – EPU

SECTION 5.2.4

Voluntary Emergency Liaison Group

Aims

- To promote good working relationships and to increase communication between the voluntary organisations in Teesside and the local “Category 1” responders.
- Develop an understanding of the capabilities and expectations of all organisations involved in major incidents in respect to the voluntary sector.

Objectives

- To keep a register of all voluntary organisations willing and able to respond, if requested, during a major incident. To include information on the organisation, its capabilities/resources and emergency contact details.
- To improve co-ordination of voluntary organisations during a major incident.
- To ensure that the voluntary organisations are included in exercises wherever possible.
- To share experiences from actual incidents to improve understanding and to learn lessons.
- To ensure that all organisations are involved in training and familiarisation visits to maintain a good standard of knowledge of operations and procedures.

Voluntary Emergency Liaison Group Membership

ORGANISATION
Raynet
WRVS
WRVS
Red Cross
St.John Ambulance
St.John Ambulance
Cruse
Salvation Army
Cleveland Police
Cleveland EPU (Chair)
North East Ambulance Service
Cleveland Fire Brigade
Multi-faith
Samaritans
Stockton VDA
RSPCA

Coastguard
Victim Support
Victim Support

SECTION 5.2.5

Business Continuity Management

Aims and Objectives

- To promote joint working between category 1 & 2 Responders, Business Continuity Management (BCM) Managers across Teesside.
- To encourage and promote BCM advice and assistance to local small & medium enterprises and the voluntary organisations.
- To develop 'community resilience' to Major Incidents.
- To improve links between category 1 & 2 responders, business communities and the voluntary sector
- To establish a source of BCM advice & assistance
- To provide the opportunity and means to share knowledge and experiences across the Teesside area.
- To bring together those involved in the practice of business continuity management.
- To stimulate development of business continuity management practices and improved performance among business continuity practitioners.
- Provide an upward communications channel whereby the views of the Group members may be passed to the LRF.
- To promote professional competency and personal development in the field of BCM.

Local Authority Business Continuity Group Membership

Organisation
Cleveland Emergency Planning Unit
Hartlepool Borough Council
Redcar & Cleveland Borough Council
Stockton-on-Tees Borough Council
Middlesbrough Borough Council

SECTION 5.2.6

Flood Risk Sub Group

Aims

- To be an active Sub Group of the Cleveland Local Resilience Working Group, reporting to that group on its activities and approval of initiatives / protocols / actions.
- To feed into the Cleveland Risk Sub-Group issues for consideration in the Cleveland Community Risk Register.
- To ensure that respective member organisations / agencies have appropriate plans and level of preparedness to enable an effective response to flood warnings and incidents of flooding.
- To ensure effective delivery of those duties in respect of “flooding” under the Civil Contingencies Act that need to be developed in a multi-agency environment , including public information and warning procedures.
- Provide multi-agency exercises and other training events necessary to address identified or foreseeable “flooding” incidents, both locally and in a wider area context. This will feed into the Cleveland Exercise Planning Sub-Group.

Objectives

- To facilitate integrated emergency and contingency planning in respect of flood warnings and flooding incidents across the Cleveland area involving the four local authorities, emergency services, environment agency, harbour authority, health organisation and other identified agencies.
- To be a forum for information sharing and co-operation between the respective organisation on flooding related issues i.e. warnings, information to the public and emergency and contingency planning issues.
- To promote joint policy and protocols relating to the Cleveland area’s preparedness and response.
- To ensure the individual approaches and responsibilities of each organization complement each other and dovetail with partners’ arrangements

- To share, where appropriate, lessons learned from incidents and exercises either locally or elsewhere and take actions forward to improve plans and procedures.
- To consider the implications of legislation, national initiatives and other external issues that impact upon the Cleveland area.
- The chair, on behalf of the sub-group, will take forward any plans, protocols or agreements to the Local Resilience Working Group, as appropriate.

Flood Risk Sub Group Membership

Organisation
Cleveland Emergency Planning Unit
Cleveland Police Emergency Planning Unit
Cleveland Fire Brigade
North East Ambulance Service
Environment Agency
Tees & Hartlepool Port Authority
Primary Care Trusts
Maritime and Coastguard Agency
Hartlepool Borough Council
Middlesbrough Borough Council
Redcar and Cleveland Borough Council
Huntsman North Tees (Industry)

SECTION 5.2.7

Warn and Inform Sub Group

Aims

The aims of the sub group are:-

- To research, develop and introduce a series of initiatives to raise public awareness about their preparedness for emergencies and the actions they may need to take in the case of an emergency.
- Design and publish information material to advise the public, including vulnerable persons and those who have difficulty understanding the message.
- Develop initiatives based on a strategic framework proposed by either the Local Resilience Forum or the Media Emergency Forum.

Warn and Inform Sub Group Membership

Organisation
Cleveland Emergency Planning Unit
Cleveland Police Emergency Planning Unit
Cleveland Fire Brigade
TENYAS
Environment Agency
Health Protection Agency
Acute Hospitals
Maritime and Coastguard Agency
Hartlepool Borough Council
Middlesbrough Borough Council

Redcar and Cleveland Borough Council
Stockton-on-Tees Borough Council
Cleveland Emergency Planning Unit

SECTION 5.2.8

Search and Rescue Sub Group

Terms of Reference

- To review local arrangements for the co-ordination of Search and Rescue within the Cleveland Police Force boundaries, with particular regard to the following:
- Co-operation between statutory emergency services, local authorities, port and harbour authorities and any national, local and volunteer search and rescue organisations.
- Ensuring compatibility of purpose and avoidance of duplication where possible.
- Communications arrangements between all member organisations.
- Acting as a focus for addressing criticism about or alleged shortfalls in co-operation of the member organisations.
- Identification of opportunities for improvements to and the disposition of rescue assets and to make recommendations to relevant authorities as necessary.
- Consultation on proposed national or local organisational or other changes which may affect the conduct or co-ordination of search and rescue.
- Problems associated with the co-ordination of search and rescue within harbour/port areas and other difficult areas which cause concern.

Search and Rescue Sub Group Membership

Organisation
Maritime and Coastguard Agency
Cleveland Police Emergency Planning Unit
Cleveland Fire Brigade
Cleveland Emergency Planning Unit
North East Ambulance Service
MOD (RAF Leeming MRT)
Redcar & Cleveland Borough Council - Lifeguards
Harbour Master's Office / PD Teesport
Royal Yachting Association
Royal National Lifeboat Institute (RNLI)
Redcar Coastwatch
Hartlepool Coastwatch
Cleveland Search and Rescue

SECTION 6

LRF implementation Plan

1. To ensure that category 1 Responders are meeting the requirements and duties placed upon them by the Civil Contingencies Act 2004, Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 and statutory guidance contained in the booklet "*Emergency Preparedness*" the LRF have produced an implementation plan which includes a timetable for the implementation of the provisions of the Act.
2. The Implementation Plan is a multi-agency document.
3. The duties of the local responders that need to be fulfilled to be compliant with the legislation are:
 - LRF structures are in place and working effectively to address multi-agency planning and to have co-operation and information sharing mechanisms in place between Category 1 and 2 responders.
 - Category 1 responders to have business continuity plans in place.
 - Community Risk Register to be produced (and published as appropriate).
 - Emergency plans to be in place and published as appropriate.
 - Agreed arrangements for public awareness and for warning and informing.
 - Local Authorities to provide advice and assistance to businesses and voluntary organisations re business continuity.
4. The initial plan was presented to the Local Resilience Forum on 25th August 2005 and approved. Work towards achieving the plan is undertaken by the Local Resilience Working Group, Cleveland Media Emergency Forum and their sub groups which are identified in this handbook. An updated version of the plan, showing work undertaken, milestones and target achieved was presented to and approved by the Local resilience Forum at the meeting on 2nd March 2006.
5. The Implementation Plan is a "living" document, with amendments being made to it as targets or milestones are achieved. Therefore it has not been appended to this document as it could quickly become out of date.

6. The plan is updated on a quarterly basis and reported to the LRF on a six monthly basis or earlier if there have been significant changes.
7. There is also a non statutory duty for the regional tier to have in place:
 - A Generic Regional Response Plan to ensure that the regional crisis management machinery can be activated as smoothly as possible.
 - The Government Office to have its own business continuity plan in place.
 - Regional Capability Co-ordination Plans that cover where appropriate the co—ordination and support of the local response.

This handbook has been prepared on behalf of the Cleveland Local Resilience Forum by:

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