

DUNDEE CITY COUNCIL

REPORT TO: SOCIAL WORK AND HEALTH COMMITTEE -
24TH NOVEMBER 2008

REPORT ON: CARE FOR PEOPLE EMERGENCY PLAN - 2008

REPORT BY: DEPUTE CHIEF EXECUTIVE (SUPPORT SERVICES)
DIRECTOR OF SOCIAL WORK

REPORT NO: 552 - 2008

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide committee members with details of the Care for People Emergency Plan and the specific role played by the Social Work Department in meeting the needs of people in a civil emergency.
- 1.2 The Care for People Emergency Plan has been passed to each of the Group Leaders and Depute Lord Provost Ian Borthwick.

2.0 RECOMMENDATIONS

Recommended that the committee:-

- 2.1 note the contents of this report
- 2.2 approve the inclusion of the Care for People Emergency Plan within the Dundee City Council Civil Emergency Plan
- 2.3 ask the Director of Social Work and the Depute Chief Executive (Support Services) to ensure that this plan is reviewed and updated regularly

3.0 FINANCIAL IMPLICATIONS

The cost of any actions required to be taken by the Social Work Department in relation to this Plan will be met within existing budgets.

4.0 MAIN TEXT

4.1 Background

The Civil Contingencies Act 2004 (the Act) established a new legislative framework for civil protection across the UK. The Contingency Planning (Scotland) Regulations 2005 describe how the provisions of the UK Act are to be implemented in Scotland. This legislation imposed new duties on public sector and other relevant organisations to ensure that effective arrangements are in place both for dealing with emergencies and for the delivery of services in the event of disruption.

- 4.1.2 Following the changes in legislation, the Scottish Government issued "Preparing Scotland". This outlines the principles and structures underpinning the new arrangements, contains statutory guidance on the implementation of the Regulations and the integration of national and local planning for emergencies, and includes examples of good practice.

4.1.3 Civil contingencies planning in Scotland is based on the concept of resilience, underpinned by integrated emergency management. Resilience is defined as the ability “at every relevant level to detect, prevent and, if necessary, to handle and recover from disruptive challenges”.

4.2 **Co-operation**

In order to establish and maintain a formal partnership, as required under the Act, as an aid to planning for the effective management of response to emergencies, 7 Strategic Co-ordinating Groups (SCG) were formed based on the Scottish Police Force Areas.

4.2.1 The SCG consists of all Category 1 and Category 2 responders as defined under the Act, the Military, the Procurator Fiscal Service, Animal Health and the Scottish Government. The Tayside SCG meets three times a year. It is chaired by the Assistant Chief Constable with the three Local Authority Chief Executives rotating as joint chair.

4.2.2 The Emergency Planning Officer is a member of the SCG Working Group whose role is to make tactical and operational decisions and implement strategic policy. The group follows a clear programme of work for the Category 1 responders to co-operate in fulfilling their duties under the Act and for the development of multi-agency and generic emergency response arrangements at the SCG level.

4.2.3 The Council has formed a Civil Contingencies Working Group (CCWG) chaired by the Emergency Planning Officer and comprising senior officers from each department. The groups aim is to ensure the effective management of Dundee City Councils preparation, planning, response to and recovery from emergencies which have a significant impact within Dundee City Councils boundaries and is critical in our long term bid to ensure integrated emergency management throughout the Council.

4.2.4 The Social Work Department has established a Steering Group chaired by the Manager of the Strategy, Performance and Support Service to ensure that it is best prepared to carry out its welfare role as a Category 1 responder. Details of the Department's integrated emergency management activities are contained in the report 551-2008 Performance Report on Integrated Emergency Management.

4.3 **Integrated Emergency Management (IEM)**

4.3.1 Integrated emergency management (IEM) is about preparing flexible and adaptable arrangements to ensure effective management of a multi-agency response to any crisis in Scotland, whether it is an emergency as defined in legislation or any other disruptive event which affects our communities.

4.3.2 All Council emergency plans are being developed following the principles of IEM. The focus is on effects rather than the cause of an incident and preparation, planning, response and recovery is undertaken as an extension of normal day to day activities by all departments and services.

4.3.3 The Emergency Planning Officer has developed and introduced a generic emergency response and recovery plan which provides a framework to allow Dundee City Council to respond effectively to any major civil emergency or any lesser incident requiring a multi agency response.

4.3.4 Whilst the generic plan provides the framework for initial response, additions in the form of specialist plans are required to deal with specific hazards or areas that require specialist attention. The Social Work Department has been delegated lead responsibility for the 'Care for People' (Welfare) function under this framework.

4.4 Care for People Emergency Plan

4.4.1 It is essential that there is a well thought out and familiar plan which provides the guidance and information necessary for Social Work, and other supporting staff, to respond quickly and efficiently to the needs of local communities in times of crises.

4.4.2 The Care for People Emergency Plan places important responsibilities on the Director of Social Work and his staff in relation to the provision of safe care, support and comfort for those who have been affected by an incident. The Plan contains details of:

- the specific needs of vulnerable people in an emergency;
- emergency call out systems
- setting up and staffing an emergency support centre
- the need for post incident support
- aide memoires for use by staff allocated to specific roles within an emergency support centre

4.4.3 The content of the Care for People Emergency Plan has evolved through a process of consultation and consolidation. Important lessons learned from training and exercising activities, as well as from live incidents, have been incorporated through this process. The content will be kept under review to ensure that it continues to be fit for purpose.

5.0 POLICY IMPLICATIONS

5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major implications.

6.0 CONSULTATIONS

6.1 The Chief Executive, the Depute Chief Executive (Support Services), The Depute Chief Executive (Finance), the Head of Finance, the Director of Leisure and Communities and the Director of Housing were consulted in connection with this report.

7.0 BACKGROUND PAPERS

7.1 "Preparing Scotland" issued by Scottish Government.

PATRICIA MCILQUHAM
DEPUTE CHIEF EXECUTIVE (SUPPORT SERVICES)
Date:

ALAN BAIRD
DIRECTOR OF SOCIAL WORK
Date: 30th October 2008