

REPORT TO: Policy and Resources Committee - 14 June 2010
REPORT ON: Emergency Planning Progress - 2009/2010
REPORT BY: Depute Chief Executive (Support Services)
REPORT NO: 322 - 2010

1.0 PURPOSE OF REPORT

- 1.0 The purpose of this report is to inform members of the work undertaken by the Emergency Planning Unit for the period April 2009 to May 2010.

2.0 RECOMMENDATIONS

- 2.1 The Policy and Resources Committee is asked to note the contents of this report.

3.0 FINANCIAL IMPLICATIONS

None.

4.0 MAIN TEXT

4.1 Background

The Emergency Planning Unit comprises the Emergency Planning Officer who is supported by the Principal General Services Officer and the Depute Chief Executive (Support Services) as appropriate. The role of the unit is to ensure that the council meets its statutory responsibilities under the Civil Contingencies Act 2004, (CCA) Contingency Planning (Scotland) Regulations 2005 and the council is able to respond effectively to an emergency (as defined by the CCA) that might occur within the Dundee City boundaries.

4.2 Summary of Incidents

4.2.1 *H1N1 Pandemic Influenza (Swine Flu) April 2009 - present*

From late April 2009 to December 2009 emergency planning in Scotland was predominantly concerned with responding to the pandemic influenza (Swine Flu) incident. The Tayside SCG met regularly at strategic and tactical levels through the Outbreak Management Team. Multi Agency sub groups were set up to progress issues such as infection control measures, mass fatalities, business continuity, antiviral collection point plans, community care issues, critical services, human resources, mass vaccination plans, schools and communicating with the public. Dundee City Council's internal pandemic flu action plan (annex D to Generic Emergency Plan) was initiated and adapted to the circumstances. Although swine flu is still present it is being managed as a public health concern by NHS Tayside.

4.2.2 *Fuel Supply Disruption - April/May 2009*

Throughout the early part of 2009 during industrial disputes that had an effect on fuel supplies there was occasion to ensure that local emergency plans concerning fuel supplies were up to date and ready for use. Fortunately the situation did not deteriorate to the stage where national or local plans had to be used except to monitor stock levels. Although there were shortages in some areas of the country during the Grangemouth shut down there were no significant issues in Dundee.

4.2.3 *Severe Weather - Flooding - September/November 2009*

Heavy rains in September and November of 2009 saw localised flooding in some parts of Dundee. A combination of early warnings by the Met Office and quick action by the City Development Department ensured that damage and disruption in Dundee was minimal. A multi agency debrief report in the Angus Council area highlighted some key issues for consideration but Dundee City Council plans covered the issues identified.

4.2.4 *Severe Weather - Severe cold and heavy and prolonged snow fall - December 2009, January/February 2010*

Severe weather conditions through the 2009/2010 winter period were particularly challenging across the country. Although Dundee had its share of cold and snow, the work of the winter maintenance crews ensured that there were no particularly significant issues that would constitute an emergency in Dundee. Close contact was maintained with and situation reports were being fed to the Scottish Government through the SCG Civil Contingencies Co-ordinator.

4.2.5 *Tulloch Court - 02 April 2010*

A fire and flooding incident at Tulloch Court resulted in the tower block being evacuated. This required the deployment and co-ordination of Council resources to support the affected community.

4.2.6 *Patterson Street - 09 May 2010*

A fire in a scrap yard caused damage to surrounding properties and resulted in the evacuation of around 60 residents. This also required the deployment of Council resources to support the affected community.

4.3 **Emergency Planning**

The Council Civil Contingencies Working Group (CCWG) chaired by the Emergency Planning Officer and comprising senior officers from each department continues to ensure the effective management of Dundee City Council's preparation, planning, response to and recovery from emergencies which have a significant impact within Dundee City Council's boundaries and is critical in our long term bid to ensure integrated emergency management throughout the Council. The group meets every 12 weeks and has proved to be particularly effective over the last year when responding to the pandemic flu threat.

- 4.4 The Council 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 is working particularly well in that all incidents have been dealt with effectively.
- 4.5 Whilst the generic plan provides the framework for initial response, additions in the form of specialist plans are required to deal with specific or high risk hazards. Specific plans including, flooding, emergency accommodation, emergency transport, emergency support centres and hazardous materials have been developed and published. The majority of which have been tested in response.
- 4.6 The Emergency Planning Officer is working closely with the Business Continuity Manager to ensure that emergency plans are integrated with internal business continuity plans.
- 4.7 An 'Elected Members Emergency Guidance' document was updated and distributed to all elected members following the last local government elections. A copy is available from the Emergency Planning Officer.
- 4.8 **Multi Agency Partnership Working**
 The Tayside Strategic Co-ordinating Group (SCG) meets on a regular basis at Strategic and Tactical levels. A new business plan for 2010/2012 was agreed in April 2010. In summary, this plan outlines priorities, work streams and areas of responsibility for partner agencies working together to achieve the strategic plan aim.
- 'A well prepared Tayside SCG identifying risks and ready to deal effectively with consequences of any national or local major incident or emergency affecting our communities'.
- 4.9 A number of work streams have been identified and spread through portfolios with local category 1 responders agreeing to adopt a lead agency approach for each portfolio. Dundee City Council is responsible for the Community Support and Recovery Portfolio.
- 4.9.1 Recovery is defined as the process of rebuilding, restoring and rehabilitating the community following an emergency. Identified work streams for multi-agency consideration include, business and economy, infrastructure and environmental recovery arrangements.
- 4.9.2 Community Support is defined as immediate to long term support to affected communities who are dealing with the consequences of an emergency. Although recovery plans will be initiated at the initial response stage, community support is in the main, the caring for people element of recovery and has been separated to highlight its importance from initial response through to long term recovery. Identified work streams for multi-agency consideration include, emergency support centres (rest centres, survivor reception centres, humanitarian assistance centres), care in the community, mass evacuation, mass fatalities, emergency transport and emergency accommodation.

4.9.3 This work has in fact been progressing for some time internally through the Dundee City Council CCWG however, this portfolio aims to ensure that all three local authorities in Tayside have common procedures and all other partner agencies are aware of their roles and responsibilities. A small tactical group is currently working on a community support and recovery strategic and tactical co-ordination plan. This will be followed by short life working groups to consider the work streams mentioned in 4.9.1 and 2 above.

4.10 Improving Civil Contingencies Planning - Audit Scotland Report August 2009

In 2008 Audit Scotland undertook a study to look at what progress has been made since the Civil Contingencies Act was passed, assess the pace of change and identify ways in which improvements can be made. The emphasis of the study was on the requirement for organisations to work together generally and specifically in relation to risk assessment, emergency and business continuity planning, training and exercises, learning lessons and the performance management processes that support these activities. The study did not look at how individual emergencies have been dealt with or make judgements on the level of preparedness of any individual organisation. The study report was published in August 2009 with 9 key messages and 16 recommendations. The Scottish Government and local strategic co-ordinating groups are currently working to address these recommendations. A copy of the report is available from the Emergency Planning Officer.

4.11 Training and Exercising

The Emergency Planning Unit has arranged and/or facilitated external and internal training events for key staff throughout the reporting period and is working with the Tayside SCG and the Scottish Resilience Development Service (ScoRDS) to develop training packages for council officers who would be required to operate at strategic and tactical levels during an incident and awareness raising courses for all council officers who would be involved in response and recovery.

4.12 Safe and Resilient Public Event

The Emergency Planning Officer continues to offer a supporting role to departments and external organisations with regard to event planning and safety and contingency arrangements at events. The Council Safe and Legal Events planning guidance is reviewed and updated on an annual basis.

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 and the Director of Finance were consulted in connection with this report.

7.0 BACKGROUND PAPERS

- 7.1 'Preparing Scotland', Scottish Guidance on Preparing for Emergencies and 'Improving Civil Contingencies Planning', Audit Scotland Report August 2009 were used to assist with the compilation of this report.

**PATRICIA MCILQUHAM
DEPUTY CHIEF EXECUTIVE (SUPPORT SERVICES)
Date: 26 MAY 20103**