

**COMMUNITY OVERVIEW & SCRUTINY COMMITTEE –  
13<sup>TH</sup> MARCH 2003**

**Emergency Planning Action Plan**

Action	Timescale	Resources
<b>Communications and the media</b>		
<ul style="list-style-type: none"> <li>Expand the corporate communications strategy to reflect the needs of the media communications strategy in the Emergency Plan</li> </ul>	By Sept. 2003	Comms. Officer & EPH & SM
<ul style="list-style-type: none"> <li>Determine key staff and their roles in communication with the Press</li> </ul>	By Sept. 2003	Officers
<ul style="list-style-type: none"> <li>Ensure all relevant staff are trained to communicate with Press</li> </ul>	By March 2004	£1,000 1 day
<ul style="list-style-type: none"> <li>Ensure the Council can set up Press Conferences in emergencies</li> </ul>	By March 2004	Comms. Officer
<ul style="list-style-type: none"> <li>Ensure that liaison with Essex Police takes place in order to facilitate a handover as an incident moves on</li> </ul>	Bi-annual Meetings	EPH & sm Comms. Officer
<ul style="list-style-type: none"> <li>Conduct media training for Members in dealing with emergency planning situations and in seeking partnership arrangements with other Essex authorities</li> </ul>	Introduction April 2003  Practical Training by March 2004	£1,000 1 day Part of Member Training Prog.
<b>Member Role in media and Communications</b>		
<ul style="list-style-type: none"> <li>That the Councils spokespersons throughout an emergency incident requiring Member representation be (in order of priority):</li> </ul>		
<ul style="list-style-type: none"> <li>The Leader of the Council</li> </ul>	As required	Members experiences required
<ul style="list-style-type: none"> <li>The (nominated) Ward Member</li> </ul>		
<ul style="list-style-type: none"> <li>The Chairman of the Community Services Committee</li> </ul>	From date agreed	
<ul style="list-style-type: none"> <li>The Chairman of the Council</li> </ul>		

<ul style="list-style-type: none"> <li>• That an Emergency Planning Sub Committee or Working Party be established, to consist of the Leader of the Council and the Chairmen of the 4 main Committees of the Council to be convened in the event of a significant emergency incident.</li> </ul>	<p>Consultation amended by Sept. 2003</p>	<p>Members experiences Required</p>
<p><b>Emergency planning Resource Centre</b></p>		
<ul style="list-style-type: none"> <li>• Determine the appropriate location of the Emergency Planning Response Centre.</li> <li>• Enter into negotiations with Castle Point Borough Council as to partnership arrangements for joint use of its dedicated facility, and report back, taking account of the possible reciprocal arrangements in connection with the proposed Civic Suite improvements</li> </ul>	<p>Report back by Sept. 2003</p> <p>Report back by Sept. 2003</p>	<p>To be investigated further</p>
<p><b>Training</b></p>		
<p><b>Internal training</b></p>		
<ul style="list-style-type: none"> <li>• Induction for staff – investigate the potential as part of the existing Health and Safety, or new Community Safety, induction – to improve the awareness of Emergency Planning within the Council.</li> <li>• Maintain job profiles and job descriptions to accommodate emergency planning responsibilities for essential staff during an emergency.</li> <li>• Conduct scenario testing internally to ensure that links between the Out of Hours Plan, the most likely trigger for full emergency response, and that subsequent responses, e.g. for Homelessness, with or without Rest Centres, are consistent and that officers are aware of the links and where each plan stops and others start.</li> <li>• Implementation of officer training required as a result of these scenarios – at least once per year.</li> </ul>	<p>By Sept. 2003</p> <p>Ongoing</p> <p>By March 2004</p> <p>By March 2002</p>	<p>EP &amp; HSM</p> <p>All Managers</p> <p>Officer Time for 1 day each to undertake scenario</p> <p>10 days officer preparation</p> <p>Up to £1,500 p.a.</p>

<p><b>With partners</b></p> <ul style="list-style-type: none"> <li>• Improve the communication and links with local emergency response teams, at local and County level</li> <li>• Undertake twice yearly review meetings of emergency planning with the Blue Light services, neighbouring Authorities, (Southend, Chelmsford, Castle Point, Maldon and Basildon, and Essex County Councils, to ensure that relationships are maintained and that close and/or joint working is possible in case of an incident.</li> <li>• Undertake one large test exercise every two years, with partners, to ensure all partners are aware of and can meet their responsibilities. (This cycle is a possible model under consideration by Essex County Council).</li> </ul> <p><b>With the public</b></p> <ul style="list-style-type: none"> <li>• Building on achievements already as a response to this review, (website and a flood leaflet), by undertaking a promotional campaign with the aim to increase public awareness of the role of the District Council in emergency planning.</li> <li>• Engage with other partners in this strategy where appropriate</li> <li>• Train officers and Members to ensure they can advise the public of the Councils' emergency plans and our response.</li> </ul>	<p>Ongoing</p> <p>Bi-annual meetings</p> <p>By March 2005</p> <p>Ongoing 2003/04 2004/05</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Approx. costs £1,500 - £2,000</p> <p>EPHSM &amp; Comms. Officer</p> <p>As part of Member Training Prog. Undertaken by EPH &amp; SM</p>
<p><b>Models of Delivery</b></p> <ul style="list-style-type: none"> <li>• To determine the optimum numbers and level of senior officers to plan for and manage emergency incidents in the future.</li> </ul>	<p>By March 2004</p>	

<ul style="list-style-type: none"> <li>• To create a new emergency response team based on that number.</li> <li>• To train accordingly.</li> </ul>	By March 2004	£500 - £1,000 from Corporate Training Budget
<b>Flooding</b>		
<ul style="list-style-type: none"> <li>• Maintain the current position of providing sandbags for the elderly and vulnerable, our own premises, and helping elsewhere if resources permit.</li> <li>• Extend the current arrangements with increased localised stores of sandbags in locations most likely to be flooded. Review provision yearly.</li> </ul>	<p>Annual Budget 2003/04</p> <p>2004/05 ongoing</p>	<p>£2,000 agreed p.a.</p> <p>Preliminary costings suggest upto £3,000 (inclusive). Would enable testing of this model.</p>